

**APPOINTMENT ON PERMENENT BASIS / ACTING / ATTENDING TO DUTIES TO THE
POST OF CLASS I AND SPECIAL GRADE POSTS IN MINISTRY OF**

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01. Name in Full : Mr./Mrs./Miss.

(Name as mentioned in the Appoinment letter)

02. Date of Birth: D/M/Y

03. Age: Years. 04. NIC No:

(Certified copy attached)

05. Service belongs to:

06. Details:

	Present	To be appointed
-Designation		
-Department		
-Ministry		

07. Date of joining to the Service: D/M/Y

08. Date of promotion to Class I: D/M/Y

09. Date of promotion to Special Grade: D/M/Y

I do hereby declare that the above particulers are true

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Signature of the Officer

10. Concurrence for releasement Annexure

11. Concurrence for attachment Annexure

12. Whether disciplinary inquiries are pending or punished on disciplinary grounds?

13. If "Yes" above, whether you recommend this officer to this post?

14. Any other relevant details:

(i) No of Approved cadre :

(Letter approved by Department of Management Services is attached)

(ii) Details of existing cadre

15. Recommendation of the Administrative Authority:

(Recommended to appoint on the basis of permanent or acting / attending to duties) .

Date:

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Signature of the Administrative Authority