

**PROMOTION TO GRADE II / CLASS II**

S/ No	Name & NIC Number	Date of appointment to Cl. III	Date of assuming duties	Whether the officer is confirmed in Cl.III	Extended probation period (Ecode 11:9,11:10 or PSC rules 110,111)	Due date of passing 1 <sup>st</sup> EB & date of passing 1 <sup>st</sup> EB	Due date of passing 2 <sup>nd</sup> EB & date of passing 2 <sup>nd</sup> EB	Due date of passing 2 <sup>nd</sup> language & date of passing 2 <sup>nd</sup> language	Extra time period to be added (If available)	Whether he/she has been qualified according to normal performance or outstanding performance	Whether the officer has 10/06 years active service period in Cl. III	Whether the officer has earned all salary increments and satisfactory service for 5 years immediately preceding	Whether the officer		Date which the officer qualified for the promotion to Cl.II
													is available of no-pay leave	has pending disciplinary actions	

Above information is/are in order. Accordingly promotion/s of above officer/s is/are recommended and submitted for approval please.

Sec/ Min. of

**Notes**

1. Please indicate "NA" (Not Applicable) for the columns which are not necessary to be filled.