

Request made to the Public Service Commission by a Public Officer to obtain Concessions for Efficiency Bars/Departmental Examinations/Language Proficiency

1. Information on the Applicant :

- 1.1. Name in Full:
- 1.2. Date of Birth:
- 1.3. National Identity Card No.:
- 1.4. If belonged to a service,
 1.4.1. Such Service:.....
 1.4.2. Class: Grade:.....
- 1.5. Present Post:.....
- 1.6. Service Category (In terms of the PA Circular No. 06/2006):.....
 1.6.1. Grade:.....
- 1.7. Present Service Station:.....

2. Information on the concession sought:

- 2.1 Whether the concession is for Efficiency Bar or Language Proficiency or Departmental Examination. (Tick off the relevant cage)
 Efficiency Bar Examination Language Proficiency Departmental Examination

- 2.2 Concession sought (Tick off the relevant cage)
 Exemption Extension of time

2.3 Reasons for the concession sought (Tick off the relevant cage. Please submit the Documents referred to in the guidelines as annexes.)

	For Efficiency Bars	For Language Proficiency	For Departmental Examination
2.3.1 Examinations were not held during the prescribed period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.2 Inability to sit for examinations due to reasons as personal to the officer (Eg : Illness, maternity leave etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.3 Both the date of completion of 45 years of age and the date of reaching the EB point occurring before 01/10/2001. (In terms of the P.A. Circular 20/2001)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.3.4 Completion of other qualifications similar to the prescribed qualifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.5 Other (Please state the reason briefly)			

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3. Information on the Efficiency Bar/Language Proficiency/Departmental Examination:

3.1 If the concession is sought for Efficiency Bar/ Departmental Examination,

- 3.1.1 Relevant Efficiency Bar/Departmental Examination :.....
- 3.1.2 Date of Appointment to the relevant Grade/Post :.....
- 3.1.3 Due date of reaching the EB point/Departmental Examination :.....
- 3.1.4 Date on which the Efficiency Bar/Departmental Examination has been passed, if any:.....
- 3.1.5 (a) State whether a concession period has been obtained for this Efficiency Bar/ Departmental Examination earlier?.....
- (b) If so, state such concession periods below.
 - 1.
 - 2.
 - 3.
- 3.1.6 Period for which concession is sought:.....
- 3.1.7 Dates on which the Efficiency Bar/ Departmental Examination were held and whether the officer sat for such Examinations.

Date on which the officer was appointed/promoted to the post relating to the Efficiency Bar/Departmental Examination	Date on which the Examinations were held from such date up to date of passing over of the respective Efficiency Bar/Departmental Examination	Whether the officer sat for the Examination held	Whether passed or failed	Reasons if failed to be present at the Examination

3.2 If the concession is sought for language proficiency,

3.2.1 Language Proficiency for which the concession is sought (Tick off the relevant cage)

Sinhala	<input type="checkbox"/>
Tamil	<input type="checkbox"/>
English	<input type="checkbox"/>

3.2.2 Due Date for the completion of Language Proficiency:.....

3.2.3 Date on which the Language Proficiency requirement has been completed, if any :
.....

3.2.4 (a) Whether a concession period has been obtained for this Language Proficiency
.....
(b) If so, state such concession periods below:

1.
2.
3.

3.2.5 Period for which concession is sought:

4.
Date Signature of Applicant

5. Recommendation of the Head of Department /Head of Institution:

.....
.....
.....
Date Signature

Name:
Designation:.....

6. Recommendation of the Secretary of the Ministry

.....
.....
.....
Date Signature

Date:
Secretary,
Ministry of

7. Recommendation of the Administrative Authority/Director General (Combined Services):

.....
.....
Date Signature
Name:
Designation:

❖ **Please make the relevant recommendations from among sub items 5, 6 & 7. Follow the guidelines for this purpose.**