

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.

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(Name as mentioned in the Appointment letter)

02. Date of Birth:

D/M/Y

03. Age:

..... Years.

04. NIC No:

.....

(Certified copy attached)

05. Service belongs to:

.....

	Present	To be appointed
-Designation		
-Department		
-Ministry		

06. Details:

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