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மகளிர் மற்றும் சிறுவர் அலுவல்கள் அமைச்சு

Ministry of Women and Child Affairs

මගේ අංකය. } MWCA/2/5/12.
எனது.இல. } 4
My No }

ඔබේ }
අංකය. }
உமது.இல }
Your No. }

දිනය. } 2025.09
திகதி }
Date } 12

District Secretary / Divisional Secretary,

Promotion of Women Development Field Assistants from Grade II Grade I

You are kindly requested to inform the Women Development Field Assistant attached to your District Secretariat /Divisional Secretariat under this Ministry and who have fulfilled the qualifications for promotion of Women Development Field Assistants to Grade I, to duly complete the application attached herewith, as per the instructions given below and send it to the Ministry.

01. The applicant must complete No. 1 to 4 of the application.

02.No.5 of the application should be recommended by the District Secretary/Divisional Secretary/Assistant Divisional Secretary placing the official stamp.

03. Further, please inform the relevant officials to clearly state the correct information as incomplete applications will have to be returned for making necessary corrections.

M.H.G. Bandara
Additional Secretary (Admin.)
For Secretary

Copy :
Director, Women's Bureau - FYI & FNA

ලේකම් } 011-2186057 } 011-2186055 } 011-2187249 } secretary@childwomenmin.gov.lk
சேயலாளர் } } பெக்ஸ் } மின்தபால் }
Secretary } office } Fax } Email }

05 වන මහල, II අදියර, සෙත්සිරිපාය, බත්තරමුල්ල.
05 ஆம் மாடி, கட்டம் II, செத்சிறிபாய, பத்தரமுல்லை.
05th Floor, Stage II, Sethsiripaya, Battaramulla

Application for the promotion of Women Development Field Assistants (Departmental) from Grade II to Grade I

1. Information of Officer

- 1.1 Full name of applicant :
- 1.2 National Identity Card No. :
- 1.3 Current Service station and address :
- 1.4 Designation :
- 1.5 Service category and Grade :

2. Information of Appointment

- 2.1 Date of appointment :
- 2.2 Date of confirmation of appointment :
- 2.3 Efficiency Bar examination passed and date of passing :

Efficiency Bar examination passed	Due date of passing the examination	Date of passing the examination

- 2.4 Language proficiency level passed and date of passing

Language proficiency level passed	Due date of passing the examination	Date of passing the examination

3. Information of Promotion

- 3.1 Grade to be promoted :
- 3.2 Has the required active service period been completed ? Yes /No
- 3.3 Date of completing the active service period :
- 3.4 Have you demonstrated a satisfactory level of performance or above during the required period of active service Yes /No
- 3.5 Have you earned all due increments? Yes /No
- 3.6 Has a satisfactory service period been completed during the immediately preceding five years to be eligible for promotion? Yes /No
- 3.7 Have you subjected to a disciplinary punishment ? Yes /No
- 3.8 Have you taken no-pay leave or half pay leave (excluding maternity leave) ? Yes /No
- 3.9 Number of no- pay leave or half pay leave :
- 3.10 Have you taken no-pay leave to be spent out of the Island? Yes /No
- 3.11 If the answer is "Yes", state the relevant period Year s Months Days

4. Declaration of Applicant

I do hereby certify that all the above information is true and correct and there is no pending disciplinary inquiry against me and that I have fulfilled the qualifications for promotion to Grade I under general performance from

Date :

.....
Signature of Officer

5. Recommendation of District Secretary/Divisional Secretary

I am satisfied that all the above information is true and correct and Miss / Mrs.....
..... has fulfilled all the qualifications for promotion to the Grade
..... in the service category of under general performance. Accordingly, I recommend and forward
for approval of the promotion of that officer to the above Grade.

Name :
Signature :
Date :
Official stamp :

6. Recommendation of Director of Women's Bureau

I am satisfied that all the above information is true and correct and Miss / Mrs.....
..... has fulfilled all the qualifications for promotion to the Grade in the service category of
..... under general performance. Accordingly, I recommend and forward for approval of the promotion of
that officer to the above Grade.

Name :
Signature :
Date :
Official stamp :

6. Recommendation of Additional Secretary (Administration)

I am satisfied that all the above information is true and correct as per the personal file and Miss / Mrs.....
..... has fulfilled all the qualifications for promotion to the Grade
..... in the service category of under general performance. Accordingly, I recommend and forward
for approval of the promotion of that officer to the above Grade.

Name :
Signature :
Date :
Official stamp :

8. Secretary of the Ministry / Appointing Authority

Approved / Not approved.

Name :
Signature :
Date :
Official stamp :