

for office use

NATIONAL CHILD PROTECTION AUTHORITY

APPLICATION FOR THE PROMOTION FROM GRADE III TO GRADE II

(OPERATIONAL (MA 4 Category)/ASSOCIATE OFFICER (MA3 Category)
MANAGEMENT ASSISTANT -TECH (MA 2-1 Category)
MANAGEMENT ASSISTANT -NON TECH (MA 1-1 Category)
PRIMARY-SKILLED (PL3 Category)/PRIMARY-UNSKILLED (PL 1 Category)

(From 01 – 08 should be completed by the applicant and from 09-13 should be completed by the officer in charge of the subject)

- 1) Name in full.....
- 2) Current position.....
- 3) Place of work.....
- 4) Date of appointment to the current post.....
- 5) Date of confirmation in the post.....
- 6) Completed minimum of 10 years of services in Grade III and earned ten (10) salary increments. (yes/no).....
- 7) Achieved necessary level of proficiency in Second language (Yes/No) or N/A).....
- 8) Successfully completed 1st Efficiency Bar Exam (Yes/No).....

I hereby certify that I have fulfilled all the pre-requisites for the promotion from Grade III to Grade II in the post ofof the National Child Protection Authority. Accordingly I kindly request to place me in the relevant Grade.

.....
Signature of the applicant

.....
Date

09) Completed 10 years of service and earned 10 salary increments

Year	Earned salary increment (Yes/No)

10) Details of performance evaluation report during 10 years preceding the promotion

Year	Is his work up to date (Yes/No)	Is he careful and prompt in the disposal of papers (yes/No)	Is he punctual and regular in attendance (Yes/No)	Have any complaints of discourtesy to the public or contumacy to his superiors been established against him (Yes/No)	Has he been censured or otherwise punished during the year (Yes/No)

11) Has any punishments / disciplinary orders been given to the officer during 10 years of service in Grade III (yes/no).....

12) Completed 5 years of satisfactory service preceding the promotion.(yes/no).....

13) Details of any other important information related to Grading.....

According to the personal file, details given from no 01 to 13 are correct

Management Assistant in charge of the subject

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

Checked by: Administrative officer

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

Checked by: Assistant Director -Administration

Signature Date.....

**I recommend the application ofto be promoted from
Grade III Grade II**

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Director Administration and Human Resource/ Director General

I approve the application of the above officer to be promoted from Grade III to Grade II

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Chairman/Deputy Chairman
National Child Protection Authority