

for office use

NATIONAL CHILD PROTECTION AUTHORITY

APPLICATION FOR THE PROMOTION FROM GRADE II TO GRADE I

(MIDDLE MANAGER (MM Category) /JUNIOR MANAGER (JM 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 II 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 II to Grade I 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) |
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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) |
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11) Has any punishments / disciplinary orders been given to the officer during 10 years of service in Grade II (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 II Grade I**

.....
Director Administration and Human Resource/ Director General

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

.....
Chairman/Deputy Chairman
National Child Protection Authority