







**11 Official Information**

**11.1 Name as per the Letter of Appointment**

11.1.1 Initials

11.1.2 Last Name/s


11.1.3 Has the name been Changed  Yes  No

10.1.4 If " Yes" Has the approval been obtained under Treasury Circular 394?  Yes  No

**11.2 SPS & Public Service**

11.2.1 date of Appointment (DDMMYYYY)

11.2.2 Date of Assuming Duty (DDMMYYYY)

11.2.3 First Appointment Position to SPO/ Acc.A/DO/Pr.A service

11.2.4 Position obligate held when attached to JSC (Ac.A/DO/Pr.A only)

11.2.5 Present Position & Grade  Grade

11.2.6 Date of Appointment to Present Position (DDMMYYYY)

**12 Exams & Promotion Details**

Service	Grade	Exam Details	Date of promotion	Compilation of EB Subject & Year	Exam (EB/Typing) Completed /Released Date (YYYY MM DD )
Registrar	Gr I				
	Gr II	EB			
	Gr III	EB			
.....	Supra Gd				
	<b>Gr I</b>	<b>EB</b>			
	Gr II	EB			
.....	Gr III	EB			
	Typing Test				



<b>16 Educational Qualifications</b>						
16.1	Highest Educational Qualification	8 th Grade	O/L	A/L	Degree	Masters

<b>17 Higher Education (Maters /Post Graduate Diploma/ Degree/Higher Diploma)</b>				
Qualification	Stream	Institute/ University	Status	Year

<b>18 Professional Qualifications (FCA/CIMA/CIM/ACCA/ICASL/ICSA/CCS/AAL)</b>				
Qualification Name	Qualification Stream	Institute/ University	Status	Year

<b>19 Language Proficiency</b>					
Language	Reading	Writing	Speech	Highest Examination Passed	Date Achieved YYYYMMDD
<b>Sinhala</b>	1 2 3	1 2 3	1 2 3		
<b>Tamil</b>	1 2 3	1 2 3	1 2 3		
<b>English</b>	1 2 3	1 2 3	1 2 3		
<b>Other</b> .....	1 2 3	1 2 3	1 2 3		

1 = Excellent                      2 = Average                      3 = Poor

Note : Mention Official Language Proficiency in terms of JSC circular 376 and 396 in column 5 the above table

**20 Verification of Information (To be filled by the Employee)**

I do hereby certify that the particulars specified by me in this form are true and correct.

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

**21 Verification of Information (To be filled by the Schedule Public Officer who handles the personal files/Registrar )**

Mr/ Mrs/Miss \_\_\_\_\_

is serving in the Court. I hereby certify that the particulars specified in this application have been checked with the officer's personal file and found to be correct. Accordingly, the application is forwarded herewith.

Name of the Subject Clerk.....

Date ..... Subject Clerk.....

Date ..... Signature of Registrar .....  
& Stamp

**22 Certification of the Head of Department**

I certify the accuracy of the information given above

Date .....  
.....  
Signature of Head of the Department and Stamp