

Application for Recruitment to the Pool of Disciplinary Inquiry Officers

01. Name with initials :-
02. Name denoted by initials :-
03. Private address :-
04. Residential district:-
05. Grama niladhari division:-
06. Divisional Secretariat:-
07. Private telephone number :- Home - Mobile -
08. Date of birth:-
09. National identity card number:-
10. Post held at public service for the last time :-
11. (a) Last served department :-
(b) Relevant ministry:-
(c) Service duration at a staff grade post (For a staff officer, a service duration of 10 years is required / for a lawyer, an experience of at least 10 years is required)

	Post	Salary scale	Service and grade belonged to	Date of appointment	Service duration	
					Years	Months
1						
2						
3						

Total service duration :-

12. Annual consolidated salary received for the last time :-
Relevant circular number :- Salary code number :-
13. Date of retirement :- Pension number :-
(A photocopy of pension identity card should be attached to the application)
14. Whether you are currently engaged in any profession:-
If yes, provide details of it:-
15. Medium in which disciplinary inquiries can be conducted :- Sinhala / Tamil / English:-
16. District/districts in which you can conduct disciplinary inquiries:-
17. Experience in conducting disciplinary inquiries:-
18. Have you been subjected to any disciplinary punishment during your tenure at public/provincial public service?
Yes / No (If yes, providing an explanation is required)

I certify that above information is correct.

I hereby vow that, if I am selected as a disciplinary inquiry officer, I will abide by the rules of Western provincial disciplinary procedure which will come in to effect from 15th December 2020 and regulations imposed by the government/the governor of the Western Province from time to time and to handover the accurate disciplinary inquiry report with all the relevant documents to the disciplinary authority within 03 weeks of the conclusion of the disciplinary inquiry.

.....
Signature of the applicant

Date: -

Recommendation of the Head of Department

I hereby certify that aforementioned information is correct and that he/ she has completed/ has not completed a tenure of ten years as a staff grade officer and that he/she has retired from public service onand recommend and forward on the application of Mr./ Mrs./

.....
Signature of Head of department
(Official Seal)

Date : -

Recommendation of the Secretary of Relevant Ministry

I agree/ disagree to above recommendation.

.....
Signature of the Secretary
(Official seal)

Date : -