

**RECOMMENDATION FOR A PROMOTION**

1. To: The State Secretary

I hereby submit a report on the following vacancy/vacancies:

<b>Post</b>	:
<b>Grade</b>	:
<b>Post ID</b>	:
<b>No. of Vacancy/Vacancies</b>	:
<b>With Effect From</b>	:
<b>Previous Holder</b>	:
<b>Reason for Vacancy</b>	:

I recommend the promotion of:

No	Name / IC Number	Post / Grade	Current Station	Years of Service	Latest 3 years LNPT (%)		
					2011	2012	2013

*\* Please use separate attachment if the above spaces are insufficient  
\*\*Please attach Laporan Perakuan Kenaikan Pangkat Jabatan*

The officer(s) recommended is/are in every way competent and qualified to perform all the duties of the post.

Date: ..... Signed: .....

Ref. No: ..... Name of Head of Department: .....

Official Stamp: .....

2. To: The Secretary,  
Public Service Commission

I confirm that:

- (a) The particulars in paragraph 1 are correct.
- (b) There are no objections on financial or establishment grounds to the vacancies being filled with effect from .....

I recommend the above promotional post to be filled.

Date: ..... Signed: .....

(State Secretary)

Ref. No: .....