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ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත
பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

ප්‍රධාන ලේකම්
 பிரதான செயலாளர்
 Chief Secretary

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මගේ අංකය
 எனது இலக்கம்
 My No.

CSWP/ADM/18-38/FI/01-2019

ඔබේ අංකය
 உமது இலக்கம்
 Your No.

දිනය
 திகதி
 Date

2019-07-24

Secretary to the Governor (W.P),
 Secretary, Provincial Public Service Commission (W.P),
 Secretary of the Council (W.P),
 Secretaries of all the Ministries (W.P)
 Deputy Chief Secretaries (Administration/Personnel and
 Training/Finance/Planning/Engineering),
 Commissioner of Revenue (W.P)
 Chief Internal Auditor (Internal Audit Division),
 Administrative Officer (Administration Division),
 Co-ordinating Secretary to the Chief Secretary,

Application of Public Administration Circulars No.02/2018, 13/2019(I), 07/ 2019, 20/2019, 18/ 2019, 17/ 2019 and 19/2019 to the Western Province.

Through the letter of the Secretary to the Governor No.GOS/ADM/02/19/01/2019 and dated 23.07.2019, I have been informed that the assent has been granted by Hon. Governor regarding the application of following circulars issued by the Secretary of the Ministry of Public Administration and Disaster Management to the Western Province. (Copies of those Circulars have been attached herewith.)

Serial No.	Circular No. and Date	Matter
01	Public Administration Circular No. 02/2018, 24.01.2018	Development of Human Recourses in Public Service
02	Public Administration Circular No.13/2019(I), 26.06.2019	Attire of Public Officers
03	Public Administration Circular No. 07/2019, 08.07.2019	Payment of the increments of salaries beyond the maximum salary step to the officers reaching the maximum salary step of a transitional Grade in a certain post.
04	Public Administration Circular No. 20/2019, 08.07.2019	Annual transfer procedure of officers in Sri Lanka Accountants' Service 2020
05	Public Administration Circular No. 18/2019, 08.07.2019	Annual transfer procedure of officers in Sri Lanka Administrative Service (Grade I,II and III) - 2020
06	Public Administration Circular No. 17/2019, 08.07.2019	Annual transfer procedure of officers in Special Grade of Sri Lanka Administrative Service 2020

විශේෂ ප්‍රධාන ලේකම් பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	මුද්‍රණ நிதி Finance Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	සැලසුම් திட்டமிடல் Planning Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	ඉංජිනේරු பொறியியல் Engineering Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	ප්‍රධාන අභ්‍යන්තර විභාගක பிரதான உள்னகக் கணக்காய்வாளர் Chief Internal Auditor Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	
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07	Public Administration Circular No. 19/2019, 09.07.2019	Determining the salary step that should be made applicable when an officer is promoted on the same date of salary increment and is reverted on his preference to the previous post.
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02. I kindly request to work in accordance with the said circulars and make all the Heads of Departments, Institutions and officers under you aware of these circulars.

K.N.Sooriyarachchi,
Assistant Chief Secretary (Admin.)
For Chief Secretary (W.P)

08.07.2019

Secretaries to Ministries,
Chief Secretaries,
Secretaries of Commissions,
District Secretaries/Government Agents,
Heads of Departments,

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SRI LANKA ADMINISTRATIVE
SERVICE (I,II and III)**

1. In terms of the Cabinet decision No Cp11/1090/523/087 dated 11.05.2011 and the Cabinet decision No: CP/14/0286/523/007 dated 23.04.2014, which are respect of the transfers of the officers in Sri Lanka Administrative Service, this transfer scheme shall be implemented for officers in SLAS on the approval of the Public Service Commission.

(a) Transfers by Annual Transfer Board

Transfer Boards will be held annually with a view to fulfill the requests made by officers for transfers. In addition to that, a decision can be taken by a Transfer Board to transfer an officer who has completed the prescribed period in a certain service station/area, in order to meet a reasonable request made by an officer or to implement the recommendations made by Secretaries of Ministries on administrative grounds. These Transfers shall be effective from the first working day of the year.

2. Officers who are subjected to Transfers

- 2.1 Following officers out of the officers in Grade I/II/III of Sri Lanka Administrative Service, who are at present in service shall be subjected to transfers.

- 2.1.1

- (a) The officers who have completed a maximum service period of twelve (12) years in any Ministry/ Department, District Secretariat, Provincial Council situated within one district except Colombo.
- (b) The officers who have completed a maximum service period of six (06) years in one and the same Divisional Secretary's Division under divisional administration.
For this purpose maximum period of service at one institution/ service station / District Secretariat including Colombo district is six (6) years. (One institution in a provincial council means a Provincial Secretariat, Provincial Ministry, Provincial Department or a Local Government Institution)
- (c) However, it shall be considered to retain the officers who are fallen under one District Secretariat in the same district beyond the service period of 12 years considering the concurrence of the District Secretary and service requirements. For this purpose the District Secretary shall indicate the requirement and personally make his/her recommendation in Format No. 03 in which the particulars of the officers, whose service period is above 12 years, are mentioned. The requests made with regard to the officers not mentioned as above after the transfer orders are issued shall not be considered again. The specific matters which are made applicable for each officer shall be reported to the Public Service Commission.

Once an officer mentioned above is transferred outside the district, such officer can apply to be transferred again to this district only after the lapse of five (05) years.

2.1.2 The officers who have completed the period prescribed under the classification of service in a popular service station mentioned in No. 2.2

“The officers who have been transferred to popular service stations under the previous Annual Transfer Procedure shall be subjected to annual transfers after completing the maximum period of service that can be served at the relevant service stations mentioned under the said procedure”.

2.1.3 The officers who have already been promoted to Grade I of Sri Lanka Administrative Service, but who are still serving in the posts in Grade III and II of Sri Lanka Administrative Service (This shall not be applicable to the officers who are serving at a popular service station at present and have not completed the relevant period of service as per the approval granted by the letter of Secretary, Public Service Commission No. PSC/APP/07/1068/2017 dated 13.03.2017)

2.2 Classification of Service Stations

2.2.1 The maximum period an officer can serve in popular service stations for which incentive allowances are paid, is indicated against the institution.

I.	Department of Custom	03 years
II.	Department of Immigration and Emigration	03 years
III.	Department of Commissioner of Motor Traffic	03 years
IV.	Department of Excise	03 years
V.	Department of Inland Revenue	03 years
VI.	Department of Registration of Persons	03 years

Note (i) : The maximum periods of service at popular service stations mentioned under 2, 3, 4 and 6 shall be applied for annual transfer orders relevant to 2018 and years after.

(ii) : An officer shall be allowed to serve only at one of the above Departments during his whole period of service.

3. Composition of the Transfer Board of Sri Lanka Administrative Service

Secretary of the Ministry in charge of the subject of public administration shall appoint the transfer board which consists of the following officers.

1. Additional Secretary (Ministry in charge of the subject of public administration)- Chairman
2. Director, (Sri Lanka Administrative Service)
3. Senior Assistant Secretary (Divisional Administration)- Ministry of Home Affairs
4. A representative from Sri Lanka Administrative Service Association

4. Review of Annual Transfers

4.1 Composition of the Committee for reviewing Proposals for Annual Transfers.

1. Secretary of the Ministry in charge of the subject of public administration - Chairman
2. A secretary of another Ministry or a State Ministry
3. Additional Secretary, Ministry in charge of the subject of public administration

5. General policies to be considered in making transfers

5.1 The priority shall be granted to the service requirement when these transfers are implemented.

5.2 Time of transfer in connection to Annual transfers will be calculated on 31st December in previous year. (eg :-31.12.2019 for the annual transfers in 2020)

5.3 When calculating the period of services in annual transfers, first day of January of the year on which the officer reported for duty should be treated as the first day of his service. However, the date of reporting for duty is a subsequent date owing to the circumstance beyond his control; the Transfer Board will take that into consideration.

5.4 When calculating the period of service, the total of the services with uninterrupted periods or periods with service break in a Department/Ministry or District will be considered as one period of service.

5.5 The period of service in any district under a Department/Ministry will be treated as the service in such Department/ Ministry.

5.6 When calculating the service of an officer in a department, the period in which the officer was not in service due to reasons beyond his control will not be taken into consideration. (ex. Maternity leave, Study leave)

5.7 The officers in Grade I, Grade II and Grade III of Sri Lanka Administrative Service who have served a period less than the period mentioned under 2 at one and the same service station also can apply for transfers under this transfer scheme

5.8 If an officer who has not completed the prescribed period at a popular service station make a request for a transfer to an unpopular service station, such officer shall be qualified to be granted a transfer subject to service requirements.

5.9 Generally, every possible step should be taken to transfer an officer, at his/her request, to a service station close to the area where the service station of the spouse is situated.

5.10 As per the provisions in Public Administration Circular 01/2014, priority shall be given at the instances when the officer has requested a transfer to an office situated in a Divisional Secretariat where the administrative language is an official language which is not the language in which the officer joined the service.

5.11 Even though the officers beyond 58 years of age shall not be transferred outside the district without his request or based on any other specific grounds, they shall be subjected to transfers within the district.

5.12 Transfer applications (in line with Form 01) and appeals (in line with Form 04) in connection to transfers which are submitted strictly in accordance with the Specimen Form will be considered. Particulars of the officers who request transfers shall be correctly submitted by Form 02.

5.13 It is the responsibility of the secretaries of respective ministries/ heads of departments to prepare a name list of officers who have served beyond the period mentioned in the list of popular departments correctly in accordance with the relevant form and to send it before the date communicated by the Secretary, Ministry in charge of the subject of Public Administration.

5.14 If there is an officer, who is subjected to transfer on completion of the due period of service, but not applied for transfer and if the Head of the Department wants to retain him/her on service requirement, the request for retaining such officer should also be submitted when the recommendations are made with regard to the officers with a service period over 05 years.

- 5.15 The Heads of Department and Secretaries of Ministries shall strictly see to prepare and send a report of the officers, who have served more than 06 years at all Departments and Ministries as mentioned in sub section 5.4 and 5.5 district wise.
- 5.16 Heads of Departments/ Institutions shall see to submit correct and full information on each officer. If it is found that information provided are false or incomplete the Heads of relevant departments/ institutions and the officers who have prepared such lists and officers who have verified and certified the accuracy of them shall be responsible.
- 5.17 The transfers of officers shall be made effective by the Secretary of the respective Ministry.
- 5.18 All officers who are transferred shall be bound to report at the new service station on due date. Once an officer assumes duties, it should be informed to the relevant service station with a copy to the Secretary of the Ministry in charge of the subject of Public Administration through Form 06.
- 5.19 (a) Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer scheme. Officers of Sri Lanka Administrative Service serving in the posts at the institutions under the central government, who receive transfer orders for the posts in Provincial Public Service, shall compulsorily report for duty as per relevant transfer orders. Further, officers of Sri Lanka Administrative Service serving in the posts of Provincial Public Service shall make necessary arrangements to get released from the present service station enabling to get transferred as per transfer orders.
- (b) Action shall be taken to release the officers who are transferred outside the Ministry/ Department/Provincial Councils by the transfer board without retaining them until the arrival of successors so as to enable them to assume duties at new service station on due date. (In line with Form 07)
- (c) In case where an officer, who has duly received an annual transfer order, is not reporting for duty at the new service station, the Head of the Department/ Institution to which the officer has been transferred shall take necessary action to issue the notice on vacation of post as per Procedural Rules of Public Service Commission.
- 5.20 The Secretary of Ministry in charge of the subject of Public Administration shall be informed by the Heads of a Ministry/ Provincial Council/ / Departments of the officers released/ not released, reported/ not reported for duty on 01st February of the next year under form 08 and 09.
- 5.21 The transfers of SLAS officers who have been recruited for the service in North and East provinces on special decisions shall be considered under this scheme only after the lapse of the service period prescribed by such special decisions. However, there is no obstacle to make transfers/attachments within relevant areas depending on service requirements or any other specific grounds.
- 5.22 Annual Transfers are made in a cyclic method and transfers shall not be made on providing replacements when recruitments and promotions are made in future.
- 5.23 After the decisions of Annual Transfer Boards and Committees to Review Transfers, all the requests with regard to cancellation, revisions and postponing of transfers shall be sent to the Ministry of Public Administration before the due date in line with Form 05 A and 5 B, enabling to submit them into the Public Service Commission.

6. Non - Annual Transfers

Transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in annual transfer boards. However, transfer orders shall be made by the Secretary of the Ministry in charge of the subject of Public Administration depending on administrative requirements, exigency of service and disciplinary grounds. Action shall be taken regarding the requests made for mutual transfers, which do not hinder routine duties and the requests containing reasons on urgent situations and reasons to be considered on sympathetic grounds, when they are submitted along with observations and recommendations of the Secretary of respective Ministry.

7. Transfers on special and urgent service requirements

The Secretary of the Ministry in charge of the subject of Public Administration shall have powers to make transfers without inquiring the consent of the officer and without any request from any officer depending on administrative purposes and exigency of service.

8. Timetable to be followed in the implementation of annual transfer procedure of the officers in SLAS

	Task	Deadline
01	Establishment of annual transfer board	Before 01 st of June
02	Issuance of the notifications for annual transfers	Before 30 th of June
03	Submission of the duly perfected annual transfer applications to relevant authority	Before 31 st of July
04	Submission of applications to the transfer board by the relevant authority	Before 10 th of August
05	Handing over of the transfer proposals of the annual transfer board in writing to relevant authority	Before 31 st of August
06	Issuance of the notifications regarding the proposed annual transfers and appointment of committees for reviewing annual transfer proposals	Before 15 th of September
07	Closing date for receiving appeals by committees for reviewing annual transfer proposals	Before 30 th of September
08	Submission of the recommendations, which are in relation to proposed annual transfers, in writing by committees for reviewing annual transfer proposals to relevant authority	Before 15 th of October
09	Issuance of the final transfer order	Before 01 st of November
10	Submission of appeals to the Public Service Commission	Before 15th of November
11	Giving effect to the annual transfers	Before 01 st of January
12	Referring the particulars of the officers who have been released, who have reported at the new service stations, to the Ministry of Public Administration	Before 01 st of February

9. Procedure to be followed in respect of the appeals against transfer orders

9.1. If any appeal is made by a public officer to the Public Service Commission against a transfer order, such appeal shall strictly be made in accordance with the form 5A and 5B. In the meantime the respective officer shall submit the certified copies of relevant documents needed to prove the reasons stated by the officer along with the appeal.

9.2 Public officers shall make their appeals to the Public Service Commission through the Secretary of the Ministry of Public Administration. A copy of the appeal shall also be referred to the Head of the Department and the Secretary of the Ministry of Public Administration. It is the responsibility of the Secretary of the Ministry of Public Administration to refer the appeal received by him to the Public service Commission promptly along with his observations. The respective officer can submit a copy of the appeal directly to the Public Service Commission.

9.3. An appeal against a transfer order shall be submitted **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals which are not received within the prescribed period shall be rejected by the Public Service Commission.

9.4. The respective Head of Department as well as the Secretary of the Ministry of Public Administration shall see to submit the appeal submitted by an officer to be referred to the Public Service Commission along with all the relevant files, documents, reports and the observations and recommendations within 15 days from the date on which such appeal is received. However, appeals in respect of annual transfers mentioned in chapter XVIII of the procedural rules of the Public service Commission shall be submitted to the Public Service commission before 15th November along with relevant files, documents, reports, observations and recommendations.

9.5. The appeals of the officers, who have not submitted the appeals to the Committee for reviewing Proposals for Annual Transfers against the annual transfer orders whilst the annual transfer decisions have been made, shall not be submitted to the Public Service Commission.

9.6 The appeals of the officers, who have not completed the minimum period of service required for applying for an annual transfer as per the provisions stipulated in the relevant annual transfer scheme, shall not be submitted to the Public Service Commission.

9.7 It is the responsibility of every public officer to submit the appeal in accordance with the prescriptions made in this chapter and the appeals which are submitted deviating from the above shall not be considered by the public Service Commission.

9.8 Public Service Commission shall take a decision regarding the appeal made by an officer against the transfer order within 15 days from the date of receipt of the documents mentioned in section 9.4 above.

9.9 The decision of the Public Service commission regarding an appeal made in the above manner shall directly be informed to the appellant and the copies of the same decision shall also be sent to the Secretary of the Ministry of Public Administration and the respective Head of Department.

9.10 Any officer, who is not satisfied with an order or a decision of the Public service Commission, shall have the right to make an appeal to the Administrative Appeal Tribunal in terms of the provisions mentioned in the Administrative Appeal Tribunal No. 4 of 2002.

10. Other Matters

10.1 Cases which are not covered by the Annual Transfer Scheme

The requests for transfers made outside this transfer scheme shall be submitted to Secretary, of the Ministry in charge of the subject of Public Administration along with the personal recommendations of the Secretary of the respective Line Ministry/ Chief Secretary of the respective Provincial Council. Accordingly, Secretary of the Ministry in charge of the subject of Public Administration shall take a final decision considering such requests if he is satisfied regarding the grounds for the requests.

10.2 Transfers among Departments within a Ministry

The Secretary of the relevant Line Ministry reserves the powers for placements of all the officers except the officers in Grade I in the Ministry and among the Departments under the Ministry. However, Secretary of the Ministry in charge of the subject of Public Administration shall be informed at such occasions. (Except the officers in Grade I)

10.3 Transfers within one and the same Department

The Head of the Department shall submit transfer proposals to the Secretary of the respective Line Ministry. Accordingly, when the approval is granted for such transfers by the Secretary of the respective Ministry, it shall be informed to the Secretary of the Ministry in charge of the subject of Public Administration.

10.4 Submission of Application

10.4.1 Transfer applications and appeals, which shall be made strictly in accordance with the specimen form, shall be submitted to the Secretary of the Ministry in charge of Public Administration along with the recommendations of the Secretary of the respective Line Ministry before the closing date of applications mentioned in the circular.

10.4.2 Officers, who are subjected to transfers, shall submit transfer applications. They shall be subjected to annual transfers as per the provisions of this circular, even if they have not submitted transfer applications,

10.5 The soft copies of relevant forms can be downloaded from the web site of the Ministry of Public Administration, Disaster Management and Rural Economic Affairs following the below path.

www.pubad.gov.lk —————> Services —————> Sri Lanka Administrative Services —————> Downloads

On the order of Public Service Commission,

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Administration,
Disaster Management and Rural
Economic Affairs

Application for transfers
(For Officers in Sri Lanka Administrative Service Class I, II and III)

1. Personal Information

- 1.1 Name (As indicated in the letter of appointment) :
- 1.2 Name with initials, if any change has been made :
- 1.3 Name in full :
- 1.4 N.I.C Number :
- 1.5 Date of Birth:
- 1.6 Sex:
- 1.7 Date of First Appointment :
- 1.8 Personal Address :
- 1.9 Marital Status:
- i. Name of the Spouse:
- ii. Occupation:
- iii. Place of work:
- iv. Details of the children: Particulars of the children

Number	Names of the children	Age	Schools attending

1.10 Contact Number : Residence Mobile

2. Present Place of work

- 2.1 Ministry / Provincial Council :
- 2.2 Department/Provincial Ministry :
- 2.3 Official Address :
- 2.4 Official Telephone Number :

3. Post

- 3.1 Present Designation :
- 3.2 Date of appointment to that post :

4. Reasons for requesting a transfer :
-
-

5. Previous Service Stations :

Post	Service Station (Including the period of service at popular service stations)	Period of Service

7. Have you served in an office mentioned under the provisions of Public Administration Circular 01/2014?
(Applies only for the officers who were recruited after 01.07.2007)

Yes/ No

If yes

	Post	Service Station	Period
1			
2			
3			

8. Service Station to which the transfer is sought :

	Post	Service Station
1		
2		
3		

I hereby certify that the above particulars given by me are correct. Further I hereby state that I am giving my consent to be transferred to any other service station requested by me/ service station in a close proximity. I agree that I have no right to request for cancellation of transfer order once such order is given on my request.

Date:.....

.....
Signature

SCHEDULE OF APPLICATION FOR TRANSFERS IN SRI LANKA ADMINISTRATIVE SERVICE -YEAR 2020

Ministry/Department/Provincial Council:

Regional Office/District:

Serial No.	Name of officer and Number of N.I.C	Date of Appointment and Medium	Post / Grade	Personal Address	Date of Birth and age as at 31.12.2019	Civil status and place of work of the spouse	Number of children and Number of children who are schooling	Service Stations and the periods of service at the service stations	Reasons for requesting a transfer	Place willing to be transferred	Decision of the Transfer Committee (For Office use Only)

I hereby certify that applications of all officers are included in this form.

Prepared by : Name Signature:

Checked by : Name Signature:

Date:.....

.....
Signature and official stamp of Head of Department

Please note that it is compulsory to include particulars of all the officers

- 1) who have served for more than 06 years in one and the same station, or**
 - 2) served more than 12 years in any other service station within the district or**
 - 3) have completed a period of service mentioned in 2.1.6 of the Circular (As at 31.12.2019)**
- (Separate Forms should be used for above 1, 2, and 3 categories)**
- (Names of officers with the longest period of service should be indicated at the beginning)**

Ministry / Department/ Provincial Council:-

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/Regional Office:-

Serial No	Name of officer (Mr. / Mrs. / Miss.)	Date of Appointment	N.I.C. No	Post / Grade and Medium	Date of birth and age as at 31.12.2019	Period of service in the present station as at 31.12.2019	Civil status and place of work of the spouse	Number of children/ age/ schools attending	Present residential area and the address	Stations served and the periods of service from the first appointment	Whether applied for an annual transfer? If not, indicate three stations willing to serve if transferred

Prepared by : Name

Signature:

Checked by : Name

Signature:

Date:

.....
Signature and official stamp of Head of Department

Form 04

..... Transfers in Sri Lanka Administrative Service- Application for Appeal

Ministry:.....

Department:.....

Identification Number of the Transfer List :
(Only the officers who have not received transfers)

(a) Should be perfected by the Officer

1. I. Name of the officer in full (in Clear Letters) : Mr/Mrs./Miss

II. National Identity Card No

III. Permanent Address :

IV. Residential Address :

V. Address of the new place of residence if any change in the residence is due to be made in 2018 :

2. Service Station to which the officer is transferred :

3. Post and Grade :

3.1 Date of entry to the service :

3.2 Date of entry to the Grade :

4. Date of Birth :

Age as at 31/12/2019.....

5.

Service Particulars	Date of Appointment	From / To Service Station

6. No of the Annual Transfer List :

7. I request to Cancel / Revise the given Transfer.

8. Reasons for Appeal : (State on the reverse of the page)

9. Service Station to which the transfer should be Granted/ Revised :

Ministry :

Department:.....

Date:.....

Signature of the officer

(b) Observation of the head of the Department:

- I. Above particulars are correct according to the particulars available in the files of the office
- II. Explanation and recommendation given for cancellation/ revision of the transfer

Date:.....

.....

Signature of the
Secretary of the Ministry / Head of the
Department

(Delete words inapplicable. Appeals which are incomplete shall not be considered by the Appeal Board. For further details please use the reverse of the page)

Appeals on Annual Transfers

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers.....- Particulars of the Appellant

a. Personal Details

01. Name with initials:-				
02. Post and Class				
03. Date of Birth: YYYY/MM/DD	04. Age: (As at 31.12.2019)	05. National Identity Card No:		06. Sex:
07. Permanent Address: Divisional Secretary's Division: District:	08. Temporary Address:	09. Telephone No: Office: Personal:		
10. Marital Status:	11. Name of the spouse:	12. Occupation and service stations of the spouse:		
13. Number of children	14. Age of the children:	15. Schools Attending:		

b. Service particulars:

16. Date of appointment to the post:	
17. Present service station:	18. The town where the service station is located:
19. Date of reporting to the present service station: YYYY/MM/DD	20. Period of service at the present service station: (As at 31.12.2019)Years.....Months.....Days

21. Have you served at popular service station/ service stations?					
22. Previous service stations in the public service:	Service Station		Popular service station/ Not a popular service station	Period of service	
		1		From	To
		2			
		3			
		4			
		5			
		6			

c. Particulars on request for transfer (Mark \checkmark in the relevant cage)

23	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	
			4	
			5	
Indicate the service stations, if transfer orders have been received:				
The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m)				

24. Number of officers of the transfer cycle.....

25. Have applied for the committee for reviewing annual transfers	
Have not applied for the committee for reviewing annual transfers	

26. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

	Year in which the request has been made for transfers	Service station to which the requests have been made for transfers

27. Decisions received with regard to the requests for annual transfers as per No. 26 above:
(If a transfer order has not been received, indicate the same)

d. Particulars on the request made to the committee for reviewing annual transfers

28. Request made to the committee for reviewing annual transfers:		
Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for 1. 2. 3.
Revising the transfer		
Obtaining a new transfer		

29. Decision of the committee for reviewing annual transfers

e. Particulars on the appeal made to the Public Service Commission:

30. Reasons for making an appeal against the decision of the Committee for reviewing the Transfers:

1.
2.
3.

31. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.

Annex (01)
Annex(02)
Annex(03)

32. Reliefs sought

1.
2.
3.

I hereby declare that all the above particulars are true and accurate.

.....
Date

.....
Signature

f. Recommendations of the Head of the Ministry/ Department

I hereby certify that the above particulars submitted by the officer are accurate in accordance with his/ her personal file. I recommend the appeal made to the Public Service Commission with regard to the Annual Transfers I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers due to the reasons below.

- i.
- ii.
- iii.

.....
Date

.....
Signature

g. Recommendation of the Transfer Authority

- i. Number of officers who are involved in the transfer cycle.....
- ii. Recommendation on the appeal:
.....
.....

.....
Date

.....
Signature

Form No 05 B**Appeals on Annual Transfers**

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers.....- Particulars of the successor

I. Name and post of the appellant:

.....

II. Particulars of the successor relevant to the appellant

a. Personal Details

01. Name with initials:-				
02. Post and Class				
03. Date of Birth: DD/MM/YYYY	04. Age: (As at 31.12.2019)	05. National Identity Card No:		06. Sex:
07. Permanent Address: Divisional Secretary's Division: District:	08. Temporary Address:	09. Telephone No: Office: Personal:		
10. Marital Status:	11. Name of the spouse:	12. Occupation and service stations of the spouse:		
13. Number of children	14. Age of the children:	15. Schools Attending:		

b. Service particulars:

16. Date of appointment to the post:					
17. Present service station:			18. The town where the service station is located:		
19. Date of reporting to the present service station: DD /MM/ YYYY			20. Period of service at the present service station: (As at 31.12.2019)Years.....Months.....Days		
21. Have you served at popular service station/ service stations?					
22. Previous service stations in the public service:	Service Station		Popular service station/ Not a popular service station	Period of service	
	1			From	To
	2				
	3				
	4				
	5				
	6				

c. Particulars on request for transfer (Mark √ in the relevant cage)

23	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	
			4	
			5	
Indicate the service stations, if transfer orders have been received:				
The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m)				

24. Number of officers who are involved in the transfer cycle:

25. Have applied for the committee for reviewing annual transfers	
Have not applied for the committee for reviewing annual transfers	

26. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

	Year in which the request has been made for transfers	Service station to which the requests have been made for transfers

27. Decisions received with regard to the requests for annual transfers as per No. 26 above:
(If a transfer order has not been received, indicate the same)

Particulars on the request made to the committee for reviewing annual transfers

28. Request made to the committee for reviewing annual transfers:		
Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for 1. 2. 3.
Revising the transfer		
Obtaining a new transfer		

29. Decision of the committee for reviewing annual transfers

e. Particulars on the appeal made to the Public Service Commission:

30. Whether an appeal has been/ has not been made to the Public Service Commission:

31. Recommendation of the Secretary, Ministry of Public Administration, Disaster Management and Rural Economic Affairs with regard to the possibility to fulfill the request of the appellant:

.....
.....
.....
.....

.....
Date

.....
Signature

Form 06

Name :-

Service Station:-

Date :-

Secretary, Ministry of Public Administration, Disaster Management

and Rural Economic Affairs

Through,

Through,

Reporting for Duties at the new Service Station

It is kindly informed that I, who have been released from service with effect from(Date of release) as per the order of Annual transfers in Sri Lanka Administrative Service(Year) reported for duty at (Service station) on (Date of reporting for duty)

Yours faithfully

Signature:-.....

Service:.....

Grade :.....

National Identity Card No:-

Employee No :-

It is hereby confirmed that the officer reported for duty

.....

.....

Date

Signature and the Official Seal of the Head of the Institution

Copies :

Form 07

My No :-

Ministry/ Department/ Provincial Council :-

Date :-

Mr/Mrs/Miss

Post:-

Through

Through

Releasing from Service on Annual Transfers

It is kindly informed that the above mentioned officer is hereby released from
..... (Date of release) enabling him/ her to report for duty at
(New service station) on the annual transfer order of Sri Lanka Administrative Service in year
..... (Year)

.....

Signature and the Official Seal of the Head of the Institution

Copies: Secretary, Ministry of Public Administration, Disaster Management and Rural
Economic Affairs

Form 08**Officers who were transferred to****Ministry / Department/ Provincial Council**

Service:- Sri Lanka Administrative Service

Name	Employee No	Class	Date the officer was released from previous service station	Date on which the officer reported to new service station	Whether Form 06 has been sent to the Secretary, Ministry of Ministry of Public Administration, Disaster Management and Rural Economic Affairs

Form 09**Officers who were transferred from Ministry/ Department/ Office/ Provincial Council**

.....

Service:- Sri Lanka Administrative Service

Name	Employee No	Class	Date of release	Whether Form 06 has been sent to the Secretary, Ministry of Public Administration, Disaster Management and Rural Economic Affairs