

Combined Services Circular No:01/2010

My NO: COM2/TRANS/03/0016,
Ministry of Public Administration &
Home Affairs,
Independence Square,
Colombo 07.

07.06.2010

Secretaries to Ministries,
District Secretaries/Government Agents,
Heads of Departments.

ANNUAL TRANSFERS OF OFFICERS IN COMBINED SERVICES - 2011

Your attention is invited to the provisions in Chapter xviii of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 dated 20.02.2009 in respect of transfers of public officers.

02. Annual transfers in respect of all Combined Services should be effective from 1st of January 2011. The following procedure should be followed in this regard, in order to avoid inconvenience to the officers concerned and to the Public Service.
03. Action should be taken to set up Transfer Committees in the following manner.

3.1. Departmental Transfer Committees

Action should be taken to forward transfer decisions before 31.07.2010

To deal with transfers among workstations within Departments (The District Secretary to deal with the transfers among Divisional Secretariats within the district)

3.2. Ministerial Transfer Committees

Action should be taken to forward transfer decisions before 31.07.2010

To deal with transfers among the Departments of a Ministry

3.3. Transfer Committees of Combined Services Division.

To deal with transfers of officers, among Departments and Ministries

3.4. Separate Transfer Committees should be set up for the relevant services if adequate number of applications have been received for the respective services, considering the number of transfer applications.

04. Every Transfer Committees should effect transfers in conformity with the general principles prescribed in Section 5 of this Circular subject to the provisions of Chapter xviii of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30. By issuing of this Circular, it will be presumed that the provisions of Chapter xviii of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 is fulfilled.

05. Following facts may be taken in to consideration, in determining the eligibility of officers for transfers.
- 5.1 As at 31st December 2010
- (a) An officer who has completed a period of 3 years in the service and 2 years at a particular service station will be eligible for such transfers.
 - (b) Officers who have completed 05 years of service in a Government / Institution / Department / Ministry or in one and the same office under Ministry may subject to be transferred.
 - (c) When calculating the period of service of officers who had to transfer from one ministry to another due to changes occurred in the ministries, the period served at the abolished ministry, shall be taken into account as part of the total period of service.
- 5.2 If an officer, who has not completed the stipulated period of service in a popular station, applies for a transfer, he/she is eligible for such transfer subject to the exigencies of service.
- 5.3 When an officer, who is eligible for a transfer under Section 5.1(a) above, requests for a transfer to another station, an officer who has served the longest period of service at a such station satisfying the requirements in Para 5.1 (b) may be transferred out, to enable that request.
- 5.4 An officer serving in a popular station or an office should not be transferred to a similar office. Department of Motor Traffic / Immigration and Emigration / Customs / Foreign Affairs / Inland Revenue / Examinations / Commission to Investigate Allegations of Bribery or Corruption / Public Services Commission / Excise / Head Quarters of Special Task Force are considered as such Departments and institutions. The Ministry of Foreign Affairs will not be considered as a popular service station for Public Management Assistants' Service.
- 5.5
- (a) The period of service will be computed on the total period of service in a particular Department / Ministry or District irrespective of whether the service has been continual or intermittent.
 - (b) The periods of service in any district under the same Ministry / Department will be computed as the total period of service in that particular Department / Ministry; When computing the total period of service in a district the periods of service served on whatever stations within a particular district will be taken into account.
- 5.6
- (a) The total period of service at popular stations will be computed taking into account the periods of service at popular stations served in (those stations that were regarded as popular during the relevant periods) within the 15 years immediately preceding.
 - (b) When computing the total period of service at popular stations of officers who have served in more than one service, the period of service at a station popular to the previous services will too be taken into account.

- (c) When computing the total period of service in a particular Department, any lapses due to reasons beyond the control of the officer concerned will not be taken into account.
- 5.7 If both husband and wife are public servants, every effort should be made by Transfer Committees to allow both of them to serve in the same area at their own request.
- 5.8 Officers who are over 53 years of age should not be transferred out of the District, except at the request of the transferee or on specific reasons. But they are subject to transfer within the district.
- 5.9 Applications for transfers and appeals will be considered only if they are prepared according to the Specimen Forms prescribed.
- 5.10 Requests made due to difficult situations faced by officers such as disabilities of children, long lasting illnesses of spouse etc. will be considered if those requests are presented with credible facts and recommendations of the Head of the Department.
- 5.11 (a) Retaining an officer, who has been transferred out, after the effective date of transfer is contrary to the transfer policy.
- (b) Heads of Departments violating these provisions are liable to be reported to the disciplinary authority concerned.
- (c) Provisions in section 214,215,216 and 217 in Chapter xviii of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 shall be applied in the implementation of annual transfers.
- 5.12 As far as possible all transfers should be effective from 1st of January of each year so that schooling of children will not be disrupted.
- 5.13 In selecting officers for service in unpopular stations, unmarried officers and married officers without school going children should wherever possible, be selected rather than selecting married officers with school going children.
- 5.14 With regard to the transfer of President / Secretary / Treasurer and members of the Central Executive Committee of the Parent Union of a Trade Union accepted by the Director General of Combined Services, the recommendation of the Secretary of the Union should be taken into consideration. Only Trade Union representing a particular service would be considered as Trade Unions for this transfer procedure. All Trade Unions seeking these concessions should forward the particulars of their officers as per Section 7.5, chapter xxv of the Establishments Code to the transferring authority before commencement of the transferring process by transfer Committee.
- 5.15 Where the spouse of an officer is serving in armed forces or in Police in the Northern and Eastern Provinces, (Operational areas), such officers should be transferred only at their request. Priority should be given to the requests for transfer made by the spouses of those who are serving in armed forces / Police in operational areas. If the officer concerned should be transferred out from a popular station, he/she should be transferred to the nearest workstation or to any station at the officers request.

- 5.16 When an officer makes a request and gets the transfer granted to him/her on his/her own request, cancelled he/she shall lose the rights to transfer (Except on highly reasonable grounds) up to 3 years.
- 5.17 Requests of officers serving in popular stations to similar stations may be considered after consideration of the requests of the officers serving in popular stations.
- 5.18 Applications for transfers should be made according to the Specimen Form prescribed in this Circular. Applications should be prepared as per Specimen No: 1 'a';'b';'c' and submitted through the Head of Department. (Department and Ministry Transfer Committee too may use the same Specimen Form with necessary amendments).
06. Once the transfers are determined by the Departmental Transfer Committees under Paragraph 3:1 above and by the Ministry Transfer Committees under Paragraph 3.2 above, action should be taken to forward the Specimen 1 'a' 'b' and 'c' together with the schedules as per Specimen No. 2 attached here with to the Director General of Combined Services not later than date stipulated in Paragraph 12 hereof to enable the Transfer Committees of the Combined Services Division to decide therein. It should be advised to submit only one application for an officer.
- (a) There have been instances where transfers have been effected by certain Departments/Ministries when Combined Services transfer lists were being prepared or after finalizing the transfer lists, resulting confusion in implementing annual transfers. Therefore, to avoid such confusion, the Departmental and Ministerial transfer boards should be held according to period of time prescribed in Para 12.01 and the decisions should be informed to the Director General of Combined services before 31 July, 2010. No decision for a transfer should be taken after that date.
- (b) If the decision of the internal Transfer Committees of the Ministries and Departments are not informed the Director General of Combined Services before the prescribed date, transfers will be treated as not effected.
07. Secretaries to Ministries / Heads of Departments should take action to release the officers who are awaiting transfer on time by training other members of staff to carry out his / her duties without interruption.
08. Secretaries to Ministries/Heads of Departments / Institutions and District Secretaries should take action to forward the following documents to Transfer Committees set-up in the Combined Services Division of the Ministry of Public Administration before 31st, July according to the Time Table given in Paragraph 12.
- 8.1 (a) Applications for Inter Departmental transfers prepared as per form No. 1 'a' 'b' and 'c' attached hereto.
- and
- (b) The schedules, which should be made as per Specimen No. 02, attached hereto, depicting details of all applications for transfer.
- 8.2 Form No.3 attached hereto containing the service particulars of all officers in the Combined Services who have served more than 5 years in one station / District.

- 8.3 The report in respect of the Ministerial / Departmental transfer orders made under Para 6 (a) above.
09. In order to consider any appeals made against transfer orders, Committees to review annual transfer proposals should be set up in terms of Section 210 in Chapter xviii of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 and necessary action should be taken accordingly. Appeals submitted in respect of annual transfers will be considered only if they conform to Section 211 in Chapter xviii of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30.
10. Committees to review annual transfer proposals, that will be set up to consider appeals made against transfer orders, will take decisions after investigations are made on the matters mentioned below.
- Transfer orders given against the procedure of transfers.
 - Instances where requests of officers were not fulfilled.
 - Transfer orders given against the requests of the officers concerned.
 - Appeals made with credible recommendations due to unexpected calamities, illnesses faced by officers after the transfer application has been submitted.
11. Applications for mutual transfers should not be entertained from 01st July 2010 to 31st of December 2010.
12. The following timetable may be followed, in implementing the transfer policy relating to the officers in the Combined Services.
- 12.1 Time table to be followed in dealing with transfers under paragraph 3.1 and 3.2 of this Circular.
- | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------------------|
| Setting up of Transfer Committees and the preparation of Transfer scheme | - | Before 15 th June |
| Last date for receipt of applications for transfers in terms of paragraphs 3.1 and 3.2 | - | Before 01 st July |
| Finalization of internal transfers between Departments/ Ministries in terms of paragraph 3.1 and 3.2 | - | Before 15 th July |
| Scheduling of decisions on Departmental/Ministerial transfers in terms of paragraph 3.1,3.2 and transmitting of same to the Director General of Combined Services. | - | Before 31 st July |
- 12.2 Time table for the Transfer Committees of the Combined Services Division under paragraph 3.3 above.
- | | | |
|-----------------------------------|---|------------------------------|
| Setting up of Transfer Committees | - | Before 01 st June |
| Preparation of Transfer procedure | - | Before 15 th June |

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------------|
| Issuance of Annual Transfer Circular | - | Before 30 th June |
| Forwarding of applications completed according to Specimen No. 1 and scheduled according to Specimen No 02 and 03 to the Director General of Combined Services. | - | Before 10 th August |
| Final determination of transfers by the Transfer Committees of the Combined Services Division. | - | Before 31 st August |
| Communicating transfer orders to Departments and Ministries and appointing Committees to review annual transfer proposals. | - | Before 15 th September |
| Closing date of acceptance of appeals by the Combined Services Division, in respect of transfers effected. | - | Before 29 th September |
| Decisions to be taken on such appeals | - | Before 15 th October |
| Completion of communicating decisions On appeals | - | Before 01 st November |
13. Heads of Institutions / Departments should ensure that accurate and complete information in respect of every officer is furnished. If information furnished is found to be inaccurate and incomplete, the Heads of Departments / Ministry concerned will be responsible together with the officer who prepared and checked the lists concerned and will be subject to disciplinary actions.
 14. Officers transferred out of a Ministry / Department by a Transfer Committees should not be retained awaiting replacements and they should be released to enable them to report for duty at their new stations on the date stipulated.
 15. Instances have been reported where certain Heads of Departments have failed to release officers, even after their successors have reported for duty. It is the responsibility of Heads of Departments to prevent such instances taking place.
 16. It is the responsibility of the officer, on receipt of transfer orders, to report for duty at the new station on the date stipulated.
 17. Please make arrangements to inform the provisions mentioned in this Circular to all officers in your Ministry / Department.
 18. The decisions taken by the Transfer Committees should not have any adverse effect on the duties of posts held by the officers who are transferred in and out.
 19. For the purpose of implementing transfer orders, provisions of section 11 (volume 01) of Procedural Rules shall be applied.

B.P.P.S. Abeygunaratna

B.P.P.S. Abeygunaratna.
Director General of Combined Services
Ministry of Public Administration &
Home Affairs

Annual Transfers Form No. 1(a)**Very important**

Only the officers who seek annual transfers shall fill this form. No officer shall fill this form on completion of 05 years of service at the present service station.

Application for Annual Transfers in the Combined Services
Public Management Assistants' Service

01. Present place of work:-
 i Ministry:-
 ii Department:-
 iii Station:-
 iv Town where the station is located:-
-
02. i. Name of the officer in full(As indicated in the letter of appointment):-

 ii N.I.C number
 iii. Permanent address of the officer (Private):-

 iv. Present address of the officer:-.....

 v. Nearest Divisional Secretariat to the present address:-
-
03. i. Date of birth:-

Year		Month		Date	
------	--	-------	--	------	--

 Age as at 31.12.2010:-

Year		Month		Days	
------	--	-------	--	------	--

 ii. Sex:-
-
04. i . Number of the letter of appointment
- ii . Name of the service the officer belonged to before entering Public Management Assistants' Service

Clerks'	Shroffs'	Store-keepers'	Book-keepers'	Stenographers'	Typists'
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 iii . Date of entry to the service: -
 iv . Medium:-

Sinhala	Tamil	English
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 v . Present Class or Grade:-

P.M.A.S.	III	II	I
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 vi . Date of entry to that Class or Grade: -
 (Delete words inapplicable)
-
05. i Whether the officer is married or single:-
 ii No. of children and their ages:-
 iii If there are school going children indicate their schools:-
 iv Name of the spouse and if employed, name of the Ministry / Department:-
 Designation:-
 Town:-
 v If the spouse has applied for a transfer, to which Ministry / Department?
 vi If the spouse is serving in forces or Police, the service to which he/she belongs and the designation:-
 (Attach a certificate from the Head of service in proof of involvement in serving in operational areas).

06. (a) Particulars of service from the date of entry to the Public Service up to date inclusive of the periods of service as Minor Employee and on casual or temporary basis.
(In filling this form it is stressed that, the station is very important. If the space in this column is insufficient, please attached a similar annexure)

From	To	Total period	Station (State the town)	Department	Ministry concerned

(b) Period of service at a popular service station or service stations in any other service...
Period of service at a popular service station or service stations under PMAS...

(Please note that it is a punishable offence to furnish incomplete or incorrect information)

(c) Indicate in order of preference three Departments / Ministries to which the officer seeks transfer
District and station to which the officer wished to be transferred

	Station	District to which the station belongs
i.		
ii.		
iii.		

07. Reasons for request:-

i.	
ii.	
iii.	

08. Any other reasons if any:-.....

I declare that the foregoing particulars are correct. I am aware that, if the foregoing particulars furnished by me are proved incorrect, disciplinary action could be taken against me.

.....
Signature of Officer

Date:

Recommendations of Head of the Department

To the Director General of Combined Services,

The officer can / cannot be released with / without a suitable replacement. Application is recommended / not recommended. I agree to abide by Paras 6, 10, 11, 12 and 13 of Circular concerned.

Date:-

.....
Signature of Head of the Department
(official Stamp)

Annual Transfers Form No. 1(b)**Very important**

Only the officers who seek annual transfers shall fill this form. No officer shall fill this form on completion of 05 years of service at the present service station.

Application for Annual Transfers in the Combined Services
Combined Drivers' Service/Office Employees Service

01. Present place of work:-
 i Ministry:-
 ii Department:-
 iii Station:-
 iv Town where the station is located:-
-
02. i. Name of the officer in full (As indicated in the letter of appointment):-

 ii N.I.C number
 iii Permanent address of the officer (Private):-

 iv Present address of the officer:-.....

 v. Nearest Divisional Secretariat to the present address:-

-
03. i. Date of birth:-

Year		Month		Date	
------	--	-------	--	------	--

 Age as at 31.12.2010:-

Year		Month		Days	
------	--	-------	--	------	--

 ii. Sex:-
-
04. i Number of the letter of appointment/absorption issued by Director General of Combined Services
 ii Date of the entering Drivers/Office Employees Services.
 iii Present Class or Grade:-

Drivers' II'B'/II'A'/I K.K.S. III/II/I, Post:....

 iv. Date of entry to the present Class or Grade: -
 (Delete words inapplicable)
-
05. i Whether the officer is married or single:-
 ii No. of children and their ages:-
 iii If there are school going children indicate their schools:-

 iv Name of the spouse and if employed, name of the Ministry / Department:-
 Designation:-
 Station (Town):-
 v If the spouse has applied for a transfer, to which Ministry / Department?
 vi If the spouse is serving in forces or Police, the service to which he/she belongs and the designation:-
 (Attach a certificate from the Head of service in proof of involvement in serving in operational areas).
-
- 06 (a) Particulars of service from the date of entry to the Public Service up to date inclusive of the periods of service as Minor Employee and on casual or temporary basis.

(In filling this form it is stressed that, the station is very important. If the space in this column is insufficient, please attached a similar annexure)

From	To	Total period	Station (State the town)	Department	Ministry concerned

(b) Period of service at a popular service station or service stations in any other service.....
 Period of service at a popular service station or service stations under Drivers' service/K.K.S

(Please note that it is a punishable offence to furnish incomplete or incorrect information)

(c) Indicate in order of preference three Departments / Ministries to which the officer seeks transfer
 District and station to which the officer wished to be transferred

	Station	District to which the station belongs
i.		
ii.		
iii.		

07. Reasons for request:-

i.	
ii.	
iii.	

08. Any other reasons if any:-

I declare that the foregoing particulars are correct. I am aware that, if the foregoing particulars furnished by me are proved incorrect, disciplinary action could be taken against me.

.....
 Signature of Officer

Date:

Recommendations of Head of the Department

To the Director General of Combined Services,

The officer can / cannot be released with / without a suitable replacement. Application is recommended / not recommended. I agree to abide by Paras 6, 10, 11, 12 and 13 of Circular concerned.

Date:-

.....
 Signature of Head of the Department
 (official Stamp)

Annual Transfers Form No. 1(c)**Very important**

Only the officers who seek annual transfers shall fill this form. No officer shall fill this form on completion of 05 years of service at the present service station.

Application for Annual Transfers in the Combined Services
Librarians' Service

01. Present place of work:-
 i Ministry:-
 ii Department:-
 iii Station:-
 iv Town where the station is located:-
-
02. i. Name of the officer in full (As indicated in the letter of appointment):-

 ii N.I.C number.....
 iii Permanent address of the officer (Private):-

 iv Present address of the officer:-.....

 v. Nearest Divisional Secretariat to the present address:-

-
03. i. Date of birth:-

Year		Month		Date	
------	--	-------	--	------	--

 Age as at 31.12.2010:-

Year		Month		Days	
------	--	-------	--	------	--

 ii. Sex:-
-
04. i Number of the letter of appointment:
 ii Date of the entering Librarians' Service

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 iii Present Class or Grade:-

Librarians' Service III/II/I

 iv Date of entry to the present Class or Grade: -

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 (Delete words inapplicable)
-
05. i Whether the officer is married or single:-
 ii No. of children and their ages:-
 iii If there are school going children indicate their schools:-

 iv Name of the spouse and if employed, name of the Ministry / Department:-
 Designation:-
 Station (Town):-
 v If the spouse has applied for a transfer, to which Ministry / Department?
 vi If the spouse is serving in forces or Police, the service to which he/she belongs
 and the designation:-
 (Attach a certificate from the Head of service in proof of involvement in serving
 in operational areas).

06. (a) Particulars of service from the date of entry to the Public Service up to date inclusive of the periods of service as Minor Employee and on casual or temporary basis.
 (In filling this form it is stressed that, the station is very important. If the space in this column is insufficient, please attached a similar annexure)

From	To	Total period	Station (State the town)	Department	Ministry concerned

(b) Period of service at a popular service station or service stations in any other service...
 Period of service at a popular service station or service stations under Librarians' service....
 (Please note that it is a punishable offence to furnish incomplete or incorrect information)

(c) Indicate in order of preference three Departments / Ministries to which the officer seeks transfer
 District and station to which the officer wished to be transferred

	Station	District to which the station belongs
i.		
ii.		
iii.		

07. Reasons for request:-

i.	
ii.	
iii.	

08. Any other reasons if any:-

I declare that the foregoing particulars are correct. I am aware that, if the foregoing particulars furnished by me are proved incorrect, disciplinary action could be taken against me.

.....
 Signature of Officer

Date:

Recommendations of Head of the Department

To the Director General of Combined Services,

The officer can / cannot be released with / without a suitable replacement. Application is recommended / not recommended. I agree to abide by Para s 6, 10, 11, 12 and 13 of Circular concerned.

Date:-

.....
 Signature of Head of the Department
 (official Stamp)

Annual Transfers Specimen Form No: 02**Please complete separate forms in respect of each Service and Grade****SCHEDULE OF ANNUAL TRANSFERS APPLICATIONS YEAR 2011**

Ministry/Department:

Regional Office:

Serial No.	Name of officer	Number of the permanent letter of appointment	Number of N.I.C	Post/ Grade and Medium	Date of Birth and age as at 31.12.2010	Civil status and place of work of the spouse	Number of children and particulars of school going children	Whether spouse is serving in operational areas?	Stations served and relevant time period	Reasons for requesting a transfer	Places willing to be transferred	Decision of the Transfer Committee

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

Prepared by: Name

Checked by: Name

Date:

Signature.

Signature.

Signature and official stamp of Head of Department.

Annual Transfers Specimen Form No: 03**Please complete separate forms in respect of each service****Please note that it is compulsory to include particulars of all the officers who have served for more than five years in one district / one station (As at 31.12.2009)****(Names of officers with the longest period of service should be indicated at the beginning of this list / schedule)**

Ministry / Department:-

Regional office:-

Name of officer (State whether Mr./ Mrs./ Miss.)	Reference Number of the letter of permanent appointment	Number of N.I.C	Post / Grade and Medium	Date of birth and age as at 31.12.2010	Period of service in the present station as at 31.12.2010	Civil status and place of work of the spouse	Particulars of school going children	Present residential area and the address	Service record with stations and the periods of service from the first appointment	Whether applied for an annual transfer ? if not, indicate three stations willing to serve

Prepared by:-

Name:

Signature:

Certified by me having satisfied that:

1. The particulars of all the officers served for more than five years in this Ministry / Department / Office, who have not applied for transfers are included herein,

The foregoing particulars attached hereto, which are certified by me, are correct. Submission of any incorrect information is liable to be reported to the disciplinary authority concerned.

Checked by:-

Name:

.....

Signature

Date:

.....

Signature of the Head of Department
(Official Stamp)

Respective Head of Department/Institution shall see to forward accurate and complete information regarding every officer. If the particulars indicated are found to be false or incomplete, respective Head of Department/Institution and officers who prepared and checked these lists are responsible and further shall be subjected to disciplinary action.

ANNUAL TRANSFER SCHEME (COMBINED SERVICES)

1. Transfers of non-staff officers in the Combined Services will be made in the following manner:-

(a) Transfers by Transfer Committees (Annual Transfers)

Transfer Committees 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 Committees 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 Heads of Departments on administrative grounds. Such transfers will be effective from the first working day of the year.

(b) Transfers by the Combined Services Division (Transfers other than Annual Transfers)

Transfers will be made purely by the Transfer Committees but not under ordinary functions of the Combined Divisions. However, the Director General of Combined Services on administrative and services requirements as well as on disciplinary grounds will issue transfer orders. Further, necessary action will be taken on requests made for mutual transfers and of which contents should be considered on urgent and sympathetic grounds, if such requests are forwarded along with the observations and recommendations of the Head of Department.

2. Departmental and Ministerial Transfer Committees

Role of the Transfer Committee.

The role of the Transfer Board is to submit necessary recommendations to the Director General of Combined Services on the occasions mentioned in Para 1 (a) above, taking action in accordance with section 206 and 207 subject to the provisions laid down in this transfer procedure and chapter xviii (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30. .

3. General policies to be considered in making transfers.

3.1 Time of Transfer in connection to Annual Transfers will be calculated on 31st December in previous year. (31.12.2010 for the Annual Transfers in year 2011).

3.2 When calculating the period of services, 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 Committee will take that in to consideration.

3.3 When calculating the period of service, the total of the periods of service or with break in a Department/Ministry or District will be considered as one period of service. Further, when an officer has been appointed or promoted to a post in the combined service from an another post in one same the period of service in such both services will be considered as one period of service.

- 3.4 When calculating the period of service in popular service stations, 15 years of service immediately preceding will be taken in to account although such services fall under one or several popular service stations. (Service stations which were identified as popular service stations during that period).
- 3.5 The period of service in any district under a Department/Ministry will be treated as the service in such Department/Ministry. When calculating the period of service in a district, the service in any office in the district will be taken in to account.
- 3.6 When calculating the service in a popular service station of an officer who has served in more than one services, the service in any Department. Where such service is treated under popular category will also be taken in to consideration. (eg: The service in the Minor Employees' Service of an officer promoted).
- 3.7 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 in to consideration.
- 3.8 An officer who has served a continuous period of 2 years in his/her service station is entitled to apply for a transfer. In the case of officers who have been newly appointed, they are required to complete at least 3 years in there first service station to be entitled to apply for transfers.
- 3.9 Officers who have served more than 5 years in one and the same service station will be subjected to transfer.
- 3.10 Although officers beyond 53 years of age can be transferred within the district, they should not be transferred out side the district without their request.
- 3.11 Officers beyond the 58 years of age as at 01.01.2011 (officers at the age of 59 years) should not be transferred even within the district unless they make a request. However this provision shall not be applied for popular service stations.
- 3.12 If the Secretary, Chairman, Treasurer and Executive members of the central committee of a Trade Union which recognized by the Director General of Combined service are transferred, such transfer should be made, so as not to affect the activities of the Trade Union and considering the recommendation of the Secretary of Trade Union.
- 3.13 Officers in Trade Unions who expect to enjoy the concessions indicated in this Sections should prepare an application in this regard and they should be submitted to the Director General of Combined services through the Secretary of the respective Trade Union at least two weeks before the meeting of Transfer Committees. (In terms of sub Section XXV:7:5 of Establishments Code). The requests made after that period will not be considered. However this concession can not be applied to remain in popular service stations.

- 3.14 Where an officer forwards documentary evidence to prove that his/her spouse is serving in Armed Forces or in Police in the Northern and Eastern Provinces (Operational areas). Such officer should be transferred only at his/her request. Also, priority should be granted to the requests for transfers made by such officers. Where such officer is to be transferred from a popular services station, such transfer should be made either to the service station close to the previous station or at the officer's request.
- 3.15 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.
- 3.16 When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as school going children, disabled children and spouse paralyzed due to long terms illnesses and cases where spouse is abroad should be taken in to consideration.
- 3.17 Only transfer applications and appeals in connection to transfers, which are submitted strictly in accordance with the Specimen Form, will be considered.
- 3.18 Officers who apply for a transfer to a specific service station in an area may indicate the name of the station and area. Also, it is appropriate to indicate the requirement of the officer in the application, i.e. whether, the application is made with the expectations to go to a certain office or a Department. Accordingly, the names of the areas and offices should be indicated in sequence.
- 3.19 Once the transfer application is submitted, the officer has no right to appeal for the cancellation or withdrawal of such transfer. At the meantime the Head of Department has also no right to make recommendations on such occasions.
- 3.20 In case, where the Head of Department wishes to retain an officer who is expected to be transferred, a clarification should be made by the Head of Department along with the recommendation of the Secretary, at the meantime the recommended transfer applications are forwarded to the Director General of Combined services. Accordingly, the Director General of Combined Services in this respect will take relevant action by informing the Transfer Committees. A Head of Department is allowed to make such request only in respect of a limited number of officers. Once an officer has been granted their opportunity he/she will not be considered again for the same.
- 3.21 When effecting transfers, the Transfer Committees should consider the exigencies of service and take action as far as possible to maintain the balance between senior and junior levels of the staff. (E.g. more male officers should be retained in the Department of Examination).

4. Grading of service stations

- 4.1 Popular service stations shall mean the service stations, which are covered by serial no. (iii) and several service station covered by serial no. (v) of section 203, chapter xviii (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30.

- 4.2 An unpopular service station shall mean any service station for which there is a lesser demand from officers for transfers.
- 4.3 An officer who has served a period of 5 years in popular service stations should not be again transferred to another popular service station.
- 4.4 It is the responsibility of the respective Secretary Ministry/Heads of Department to send the list of names of officers who have served more than 5 years in popular service stations including other particulars such as their age, period of service, residence and three service stations in which the officer wishes to service if transferred, by using the relevant form, before the date prescribed by the Director General of Combined Services.
- 4.5 Accordingly, action will be taken by the Director General of Combined Services to transfer such officers out side the Ministry and to replace them with a similar number of officers.
- 4.6 The Secretaries of the all Ministries/Heads of Departments should see to submit a report at district level, including the particular of officers who have completed a service more than 5 years in Ministries and Departments, as requested in Section 4:4 above.
- 4.7 The officer who served the maximum period of service in the popular service station and satisfies the requirements indicated in sub Sections 4:4 and 4:6 can be transferred to fulfill the request for transfer which made by an officer serving in an unpopular service station.
- 4.8 When effecting transfers to popular service stations, priority will be given to these who are serving in unpopular service stations. However, the period of service as well as the difficulties faced by such officers will be taken in to consideration, if brought to notice.
- 4.9 Following service station will be considered as popular service stations:-
01. Department of Customs.
 02. Department of Inland Revenue.
 03. Department of Examinations.
 04. Department of Immigration and Emigration.
 05. Department of Commissioner of Motor Traffic.
 06. Commission to Investigate Allegations of Bribery or Corruption.
 07. Public Services Commission.
 08. Department of Excise.
 09. Ministry of Foreign Affairs. (This will not be applicable for officers in PMAS)
 10. Head Quarters of Special Task Force.

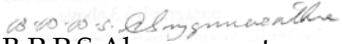
5. Occasions, where the Transfer Committees should not take action.

5.1 Transfers should not be made to the following Institutions by the Annual Transfer Committees.

- (a) President Secretariat.
- (b) Office of the Secretary to the Prime Minister.
- (c) Office of the Secretary to the Leader of the House.
- (d) Office of the Cabinet of Ministers.
- (e) Office of the Chief Government Whip.
- (f) Office of the Secretary to the Opposition Leader.

5.2 Although transfers can be made to the following Departments and Institutions by Annual Transfer Committees, such transfers should strictly be made subject to the concurrence of the Head of the Department/Institution.

- (a) Department of the Commissioner of Elections.
- (b) Public Service Commission.
- (c) Office of the Commission to Investigate Allegation of Bribery or Corruption.
- (d) Police Commission.


B.P.P.S. Abeygunaratna.

Director General of Combined Services
Ministry of Public Administration &
Home Affairs