

Public Administration Circular No: 14/2010

My NO: COM2/TRANS/03/0017,  
Ministry of Public Administration &  
Home Affairs,  
Independence Square,  
Colombo 07.  
31 .08.2010

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

**ANNUAL TRANSFERS OF OFFICERS IN SUPRA CLASS OF PUBLIC MANAGEMENT  
ASSISTANTS' SERVICE - 2011**

Your attention is hereby drawn to the provisions in Chapter xviii of Procedural Rules (volume 1) published in the Gazette Extraordinary of the Public Services Commission no 1589/30 dated 20.02.2009 on transfers of public officers.

02. Annual transfers in respect of officers in Supra Class of Public Management Assistants' Service belonging to Combined Service shall 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. The Transfer Board shall be held at the Ministry of Public Administration and Home Affairs and the decisions on transfers among all Ministries, Departments, District Secretariats, Divisional Secretariats and other institutions shall be made by the board.
04. The transfer procedure attached herewith shall be followed in taking decisions on matters such as eligibility of officers for transfers.
05. An officer who possesses a service of 5 years at a popular service station/ 2 years service at an unpopular service station shall become eligible for transfers.
06. Action shall be taken to establish Appeal Boards as per Section 5, Chapter III of Establishments Code in order to consider appeals made against the transfer orders. Appeals made against the Annual Transfers shall be considered only if they are consistent to the Establishments Code.
07. The appeal board shall take decisions after verification of following matters, when the appeals made against the transfer orders are considered.
  - Transfers made in consistent to the transfer policies.
  - Transfer where requests of officers were not fulfilled.
  - Transfers made against the request of the officer concerned.
  - Appeals made with the credible recommendations due to unexpected calamities, illnesses faced by officers after transfer application has been submitted, if any.

08. Proposals for normal transfers shall not be made during the period from 06<sup>th</sup> August 2010 to 31<sup>st</sup> December 2010.

09. The following timetable shall be followed, in implementing the transfer policy relating to the officers in Supra Class of Public Management Assistants' Service.

Calling applications for transfers publishing transfer procedure/circular -Before 03<sup>rd</sup> September

Sending applications perfected as per form 01 to reach the Secretary, Ministry of Public Administration & Home Affairs -Before 30<sup>th</sup> September

Taking final decisions on transfers by transfer board at Ministry of Public Administration & Home Affairs -Before 15<sup>th</sup> October

Communicating transfer orders to Ministries and Departments -Before 31<sup>st</sup> October

Closing date for entertaining appeals against transfer orders to Ministry of Public Administration & Home Affairs -Before 15<sup>th</sup> November

Taking decisions on appeals -Before 25<sup>th</sup> November

Completion of communicating decisions On appeals -Before 10<sup>th</sup> December

10. Heads of Institutions/ Departments shall 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 shall be responsible together with the officer who prepared and checked the lists concerned and shall be subject to disciplinary actions.

11. Officers transferred out of a Ministry/Department by the Transfer board shall not be retained awaiting replacements and they shall be released to enable them to assume duties at their new stations on the date stipulated.

12. Action shall be taken to release all the officers who receive transfer orders enabling them to assume duties at their new service stations on the date stipulated.

13. Action may be taken to make officers in supra class at your Ministry / Department aware of the provisions made in this circular.

D. Dissanayake,  
Secretary,  
Ministry of Public Administration &  
Home Affairs

Specimen form of application for Annual Transfers

No. of the letter of appointment	
NIC Number of the Officer	

**Application for Annual Transfers**  
**Supra Class of 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) :-  
.....
- 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. a. Whether the officer is married or single:- .....
- i. No. of children and their ages:- .....
  - ii. If there are school going children, indicate their schools:- .....
  - iii. Name of the spouse and if employed, name of the Ministry / Department:-  
Designation:- .....  
Town:- .....
  - iv. If the spouse has applied for a transfer, to which Ministry / Department? .....
  - v. 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).

b. Particulars of service from the date of entry to the Public Service up to date.

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

05. Indicate in order of preference, three Service Stations to which the officer seeks transfer.

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

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06. Reasons for request:-

i.
ii.
iii.

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07. 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: .....

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Recommendations of Head of the Department

To the Secretary,  
Ministry of Public Administration & Home Affairs

The officer can/cannot be released with/without a suitable replacement. Application is recommended. I agree to abide by the provisions of Circular concerned.

Date:-

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

**ANNUAL TRANSFER SCHEME OF SUPRA CLASS OF PUBLIC MANAGEMENT  
ASSISTANTS' SERVICE (COMBINED SERVICES)**

1.1 Transfers of officers in Supra class of PMAS in the Combined Services will be made in the following manner :-

**(a) Transfers by Transfer Boards (Annual Transfers)**

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 the Secretaries of Ministries on administrative grounds. Such transfers will be effective from the first working day of the year.

**(b) Transfers by Secretary, Ministry of Public Administration and Home Affairs (Transfers other than Annual Transfers)**

Transfers will be made purely by the Transfer Boards but not under ordinary functions of the Combined Service Division. However, the Secretary, Ministry of Public Administration and Home Affairs on administrative and service requirements as well as on disciplinary grounds shall issue transfer orders. Further, necessary action shall be taken on requests made for mutual transfers and of which contents shall be considered on urgent and sympathetic grounds, if such requests are forwarded along with the observations and recommendations of the Secretary of the respective Ministry.

**02.1 Transfer from one Ministry to another Ministry**

When an officer is transferred from one Ministry to another Ministry, the request of the Secretary of the Ministry where the vacancy exists, shall be sent to the Secretary Ministry of Public Administration and Home Affairs. For this purpose, the transfer orders shall be issued by the secretary of Ministry of Public Administration and Home Affairs to the Ministry where such vacancy exists, considering the concurrence of the secretary of the line Ministry where the officer who requests transfer, is attached.

**02.2 Transfers among Departments within one and the same Ministry**

The secretary of the respective line Ministry shall forward recommendations on proposed transfers to the secretary, Ministry of Public Administration and Home Affairs. The secretary, Ministry of Public Administration and Home Affairs shall grant approval for relevant transfers considering the recommendations.

**02.3 Transfers within one and the same Departments**

The Head of the Department shall forward the proposals for transfers to the secretary, of the relevant Line Ministry, Accordingly, once the secretary of the respective Ministry approves the transfer requested, it shall be informed to the Secretary, Ministry of Public Administration and Home Affairs.

02.4 **Transfers as special official requirements and urgent exigency of service.**

The secretary, Ministry of Public Administration and Home Affairs shall reserve the right to transfer an officer or make temporary attachment, without obtaining the consent and without any request of the officer concerned, depending on administration and service requirements.

03. **Composition of the Transfer Board for Supra Class of Public Management Assistants' Service.**

The transfer board shall consist of the following members.

- Three staff officers including the officer in charge of the establishment activities of the service, nominated by the secretary, Ministry of Public Administration and Home Affairs (one officer shall be the officer nominated to the Appeal Board)
- One representative from each Trade Union which has a membership not less than 15% of the total cadre of Supra Class in PMAS

Or

- A representative from trade union from which an officer has been released fulltime for trade union activities.

04. **Appeal Boards**

4.1 The secretary, Ministry of Public Administration and Home Affairs shall appoint an Appeal Board chaired by the Director General, Combined Services to examine the complaints made against the decisions of the transfer board and the request which have not been fulfilled at the Transfer Board.

04.2 **The composition of the Appeal Board is as follows.**

**Chairman :** Director General of Combined Services.

Two members nominated by the secretary, Ministry of Public Administration and Home Affairs :

- (I) An officer from Sri Lanka Administrative Service serving attached to Combined Services division of the Ministry of Public Administration and Home Affairs.
- (II) An officer from Sri Lanka Administrative Service serving attached to another department, which does not belong to Combined Services.

Note :- One of these officers shall be an officer who had served in the transfer board.

- 04.3 Appeal Board shall take decisions after examination of following matters.
- Transfers which are inconsistent to the transfer policy.
  - Instances where the request of the officer has not been fulfilled.
  - Requests, recommendations and complaints made to the Secretary, Ministry of Public Administration and Home Affairs on by the secretary of respective Ministry.
05. **General policies to be considered in making transfers.**
- 5.1 Time of Transfer in connection to Annual Transfers shall be calculated on 31st December in previous year. (31.12.2010 for the Annual Transfers in year 2011).
- 5.2 When calculating the period of service, 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 shall take that into consideration.
- 5.3 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.
- 5.4 When calculating the period of service in popular service stations, 15 years of service immediately preceding will be taken into account although such services fall under one or several popular service stations. (Service Stations which were identified as popular service stations during that period).
- 5.5 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 into account.
- 5.6 When calculating the service in a popular service station, the service in a popular service station during his service in class II and I of PMAS shall also be taken into account.
- 5.7 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 into consideration.
- 5.8.1 an officer who has possessed 05 years service in popular service station/02 years service in an unpopular service station shall be entitled to apply for a transfer.
- 5.8.2 At the instances where an officer who has not completed the prescribed period at a popular service station, applies for a transfer an unpopular service station, he shall be entitled to such transfer subject to the services exigencies.
- 5.8.3 Officers who have served more than 5 years in one and the same service station will be subjected to transfer.

- 5.9.1 Even though the officers beyond 53 years of age can be transferred to a service station within the district they shall not be transferred out of the district without their request.
- 5.9.2. Officers beyond 58 years of age (officers at the age of 59 years) shall not be transferred even within the district unless they make a request.
- 5.10. If the Secretary, Chairman, Treasurer and Executive members of the central committee of a Trade Union recognized by the Director General of Combined service are transferred, such transfer shall be made, so as not to affect the activities of the Trade Union and considering the recommendation of the Secretary of Trade Union. However this shall not be applicable for transfers from the popular service station.
- 5.11 Officers in Trade Unions who expect to enjoy the concessions indicated in section 7.1 of chapter XXV shall prepare an application in this regard and they shall 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 7:5). The requests made after that period will not be considered.
- 5.12 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 shall be transferred only at his/her request. Also, priority shall be granted to the requests for transfers made by such officers.
- 5.13 Generally, every possible step shall 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.
- 5.14 When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as disabled children and spouse paralyzed due to long term illnesses should be taken into consideration.
- 5.15 As far as possible, every transfer shall be effective with effect from 01<sup>st</sup> January of each year so as to avoid any inconvenience which may cause to the schooling of children.
- 5.16 When selecting officers for the services at unpopular service stations, attention shall be made as far as possible to select unmarried officers and officers who are married but haven't school going children, other than married officers who have school going children.
- 5.17 Only transfer applications and appeals in connection to transfers, which are submitted strictly in accordance with the Specimen Form, shall be considered.
- 5.18 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 shall be indicated in sequence.
- 5.19 Once the transfer application is submitted, the officer has no right to appeal for the cancellation or withdrawal of such transfer. In the meantime the Head of Department has also no right to make recommendations on such occasions.

06. **Grading of service stations:**

- 6.1 Popular service stations/areas shall mean the service stations/areas for which there is a higher demand from officers for transfers.
- 6.1.2 An unpopular service station/area shall mean any service station/area for which there is a lesser demand from officers for transfers.
- 6.1.3 Even though a request has been made for a transfer to an office mentioned in second schedule, action shall be taken to obtain prior approval of the Head of Department indicated in the schedule before issuing the transfer order.
- 6.2 The service stations/areas which have been identified as popular stations/areas shall be published annually according to the services. They may be changed from time to time according to the response of officers. The Departments which have been identified as popular service stations according to the services are attached herewith.
- 6.3 An officer who has served a period of 5 years in popular service stations shall again be transferred to another popular service station only if there are no other requests.
- 6.4 It is the responsibility of the respective Secretary Ministry/Head 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 serve if transferred, by using the relevant form, before the date prescribed by the secretary, Ministry of Public Administration.
- 6.5 The Secretaries of the all Ministries/Head of Departments shall see to submit a report at district level, including the particulars of officers who have completed a service more than 5 years in Ministries and Departments, as requested in section 5.5 above.
- 6.6 The officer who served the maximum period of service in the popular service station and satisfies the requirements indicated in sub-sections 6.4 and 6.5 can be transferred to fulfill the request for transfer made by an officer serving in an unpopular service station.
- 6.7 When effecting transfers to popular service stations, priority shall be given to those who are serving in unpopular service stations. However, the period of service as well as the difficulties faced by such officers shall be taken into consideration, if brought to notice. Relevant officers shall take action to submit necessary information accordingly.
- 6.8 When the officers in subsection 6.4 and 6.5 are transferred, efforts shall be made as far as possible to transfer them to one of the two stations they have indicated on the order of preference. If it is not possible, they shall be transferred to the nearest service station. Officers shall see to provide necessary information in this regard.
- 6.9 The Heads of Departments shall see to implement annual transfers on the effective date, by taking action to train other officers to perform duties of the officers expected to be transferred.

7.0 Disciplinary action shall be taken without any notice against officers who do not follow or implement annual transfer orders, if the secretary of Ministry of Public Administration is reported regarding such situation.

8.0 Time table to be followed in implementing the transfer policy relating to the officers in Supra Class of PMAS

- |                                |   |
|--------------------------------|---|
| Within First Week of September | - Calling applications by publishing transfer scheme/ circular  |
| Last week of September         | - Conclusion of receiving applications and reports of officers who have completed a service more than five years. |
| Second week of October         | - Finalizing the decisions of the transfer boards .   |
| Last week of October           | - Notifying about transfer.   |
| Second week of November        | - Deadline for entertaining appeals received by the Combined Service Division on transfers.                       |
| Last week of November          | - Finalizing the decisions on appeals   |
| Second week of December        | - Communicating the decision of the appeal board  |

D.Dissanayake,  
Secretary,  
Ministry of Public Administration &  
Home Affairs.

**Schedule - 01**  
**Popular Service Stations**

01. Department of Customs.
02. Department of Inland Revenue.
03. Department of Examinations.
04. Department of Immigration and Emigration.
05. Commission to Investigate into Allegations of Bribery or Corruption
06. Public Services Commission.
07. Department of Pension.
08. Department of Excise.
09. Department of Commissioner of Motor Traffic.
10. Ministry of Foreign Affairs.

**Schedule - 02**

**Departments to which the transfer are made subject to prior approval**

01. President Secretariat.
02. Office of the Hon. Prime Minister.
03. Cabinet Office
04. Office of the Opposition Leader.
05. Public Services Commission.
06. Commission to Investigate into Allegations of Bribery or Corruption.
07. Department of Election.