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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு

Ministry of Public Administration and Home Affairs

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கிராம அலுவலர் நிர்வாகப்பிரிவு

Grama Niladhari Administration Division

නිදහස් වතුරය, කොළඹ 07. சுதந்திர சதுக்கம், கொழும்பு 07. Independence Square - Colombo 7.

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எனது இல My No		உமது இல Your No.	

To All District Secretaries,
To All Divisional Secretaries,

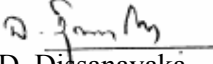
Implementation of the General Policy for the Transfers in Grama Niladhari Service.

The general policy prepared in consideration with the proposals made by District Secretaries and Trade Unions of Grama Niladharies on transfer of Grama Niladharies, which should be implemented in terms of the provisions of chapter XVIII of Procedural rules of the Public Services Commission no 1589/30 and chapter III of the establishment code, is send herewith.

02.) In order to implement transfers in accordance with this general policy from January, 2011, action should be taken to call applications for transfers within the D.S.Division by Divisional secretaries, applications for transfers among Divisional Secretary's Divisions within the District by the respective District Secretary and further to appoint transfer boards in order to consider requests for transfers at the level of District and Divisional Secretary's Divisions and finally to make transfers on the recommendations of the Transfer Boards.

03.) Action should be taken annually to follow this transfer policy.

04.) Kindly take action to make all Grama Niladharies in your District/Divisional Secretary's Division aware of this transfer policy.


D. Dissanayaka
Secretary
Ministry of Public Administration
and Home Affairs

Annual Transfers of Grama Niladharies – Policies

(A) General Policy to be followed in making transfers by transfer boards

- I. All the annual transfers within the Divisional Secretaries Division shall be made by the Divisional Secretary on the recommendation of the transfer board of Divisional Secretary's Division. Transfers among Divisional Secretary's Divisions within the District shall be made by the District Secretary on the recommendation of District Transfer Boards. In the meantime, transfers among districts shall be made by the Secretary of the Ministry on the recommendation of the transfer board of the Ministry.
- II. All transfers should be effective with effect from the first of January except special occasions.
- III. Grama Niladharies who have completed a period of three years in a certain division are entitled to apply for transfers. Those officers who have served five years in one and the same division shall be subjected to transfers to another division within the Divisional Secretary's Division subject to the exceptions indicated in the following sections.
- IV. Grama Niladharies who have been appointed at the level of Divisional Secretaries Division shall not be entitled to apply for transfers until the completion of three years from the date of appointment to permanent service.
- V. The officers who have served five years in one and the same division shall strictly be transferred and the officers served in an unpopular service station shall be given priority if they apply for transfers.
- VI. When an officer who is serving for a period of three years or more at an unpopular service station applies for a transfer to a popular service station, the officer serving in that division for more than five years shall be subjected to be transferred to another Grama Niladhari Division within the Divisional Secretary's Division.
- VII. Transfer applications shall be made three months before the effective date of transfers.
- VIII. In order to minimize the inconvenience caused to officer and his family members and ensure a smooth transfer process, the officer, at the time of making his application, shall indicate three alternative divisions in addition to the division to which he applies.
- IX. Attention shall be made to make transfers either to the division where the officer resides or nearest division as far as possible.
- X. The officers beyond 55 years of age except the officers serving in a popular division shall be allowed to serve in the present division until retirement if they have not made transfer applications.
- XI. When making transfers, action shall be taken as far as possible to engage an officer who has the capability to perform his duties in the language used by the majority of the division. Further, the officers shall be provided formal language training.
- XII. Transfers outside the District to which the division from which the officer joined the service belongs shall strictly be made on disciplinary grounds, service exigency or on the consent of the officer.
- XIII. The officer shall be informed one month before the effective date of transfer. At the occasions where it is not possible to give one month notice due to unavoidable reasons, the traveling expenses and other allowances shall be paid to the officers transferred among Divisional Secretary's Divisions without the request of the officer.
- XIV. A Grama Niladhari who has served in a certain division shall not be transferred again to the same service station except on essential grounds.
- XV. The officers who are not satisfied with transfers shall forward their appeals in the following manner. Appeals on transfers within the Divisional Secretary's Division shall be submitted to the District Appeal Board. Appeals on transfers within and among districts shall be submitted to the appeal board at the Ministry. In order to implement the transfer orders, they shall be informed to Divisional Secretaries by District Secretary on the recommendations of District Appeal Board and the to District Secretaries by the Secretary of the Ministry on the recommendations of the appeal boards at Ministry.
- XVI. All the trade unions of Grama Niladharies, which are entitled to be called to participate in transfer boards under provisions of the Establishments code and Public Services Commission, shall be granted equal opportunities.
- XVII. Transfers shall be made in such a manner that causes minimal expenses to the government.
- XVIII. Annual transfers shall be implemented on the recommendations of transfer boards based on above policies.

(B) . Transfer Policy of Grama Niladhari (Administration)

- i. Annual transfers of Grama Niladhari (Administration) among Divisional Secretariats within the district or among districts shall be made by the Secretary of the Ministry considering the recommendations of the transfer board and District Secretaries.
- ii. All transfers shall be effective with effect from the 1st of January except special occasions.
- iii. Grama Niladharies who have completed a period of three years in a certain Divisional Secretary's Division are entitled to apply for transfers. Those officers who have served five years in one and the same Divisional Secretary's Division shall be subjected to transfers to another division within or outside district subject to the exceptions indicated in the following sections.
- iv. The officers who have served five years in one and the same division shall strictly be transferred and the officers served in an unpopular service station shall be given priority if they apply for transfers. The district transfer board shall determine on the unpopular service stations.
- v. When an officer who is serving for a period of three years or more at an unpopular Divisional Secretary's Division applies for a transfer to a popular service station the officer serving in that division for more than five years shall be subjected to be transferred to another Divisional Secretary's Division
- vi. In order to minimize the inconvenience caused to officer and his family members and ensure a smooth transfer process, the officer, at the time of making his application, shall indicate three alternative divisions in addition to the Divisional Secretary's Division to which he applies.
- vii. Attention shall be made to make transfers either to the Divisional Secretary's Division in the district where the officer resides permanently or nearest division as far as possible.
- viii. Except on disciplinary grounds or service requirements, the officers beyond 55 years of age, serving in a Divisional Secretary's Division other than a popular service station shall be allowed to serve in the present division until retirement if they have not made transfer applications.

(C). Transfer Boards

Transfer Board of Divisional Secretary's Division

Chairman - Divisional Secretary

Members

- 01) Assistant Divisional Secretary/ Administrative Officer/ Grama Niladhari Administration
- 02) Representatives from the trade unions of Grama Niladharies

Role

- 01) Preparation of criteria to be followed in making transfers within the Divisional Secretary's Division subject to the general policy.
- 02) Identification of popular and unpopular Divisional Secretary's Divisions
- 03) Making recommendations to the Divisional Secretary to implement annual transfers within the Divisional Secretary's Division subject to general policies and rules of Public Service Commission

District Transfer Board/District Appeal Board

Chairman - District Secretary/ Additional District Secretary

Members

- 01) A staff officer/ administrative officer attached to District Secretariat
- 02) Representatives from the trade unions of Grama Niladharies

Role

- 01) Preparation of criteria to be followed in making transfers within the District subject to the general policy.
- 02) Identification of popular and unpopular Divisional Secretary's Divisions
- 03) Making recommendations to the District Secretary to implement annual transfers of Grama Niladharies and Grama Niladhari (Admin) within the District subject to general policies and rules of Public Service Commission
- 04) Making recommendations to District Secretary considering appeals made against the transfers given within the Divisional Secretary's Division

Transfer Board of the Ministry

Chairman - Senior Assistant Secretary (Grama Niladhari Admin.)

Members

01. A staff officer
02. Representatives of the trade unions of Grama Niladharies

Role

01. Preparation of criteria subject to the general policy and making recommendations to the Secretary of the Ministry to implement transfer requests of Grama Niladhari & Grama Niladhari (Admin.) considering their requests.

Appeal Board of the Ministry on Transfers

Chairman - Additional Secretary (Home Affairs)

Members

01. A Senior Assistant Secretary of Home Affairs Division
02. Representatives of the trade unions of Grama Niladharies

Role

01. Making recommendations to the Secretary considering appeals made against the transfers of Grama Niladhari and Grama Niladhari (Admin.) among Divisional Secretary's Division within the District.
02. Making recommendations to the Secretary considering transfers implemented among Districts on the recommendations of the transfer board of ministry.

(D). Transfers for which the recommendations of the transfer boards are not required.

Relevant authorities can transfer officers without obtaining approval of the transfer boards based on one or several of the following reasons.

1. Transfers on disciplinary grounds
2. Transfers on exigency of service
3. Mutual transfers made on the requests of officers