

29.06 .2016

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

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SPECIAL GRADE OF SRI LANKA
ADMINISTRATIVE SERVICE - 2017**

1. Since a situation has arisen making the filling of vacancies in essential service stations impossible due to retaining of the officers in Special Grade of Sri Lanka Administrative Service, continually in one and the same service station, this transfer scheme is implemented for officers in Special Grade of Sri Lanka Administrative Service as per provisions in Rule 202, Chapter XVIII, Volume 1 of Procedural Rules published in the Gazette extra ordinary No. 1588/30 dated 20.09.2009 by the Public Service Commission enabling such officers to obtain transfers. Accordingly, subject to the revisions made by the letter of the Secretary of the Public Service Commission No. PSC/ET/4/3/5/2012 dated 23.06.2016 the procedure for such transfers shall be in the following manner.

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

Annual 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 an Annual 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. **Particulars of the officers who are subjected to Transfers**

- 2.1 Except the officers appointed by the Cabinet, the Special Grade officers, who are at present in service and have completed a minimum service period of five years (05) in one and the same service station (including Provincial Councils), shall be subjected to transfers as per this scheme.

- 2.2 Special Grade officers who have completed a minimum service period of two years (02) in one and the same service station shall be eligible to apply for annual transfer as per this circular.

3. **Composition of the Annual Transfer Board**

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

- I. Secretary of another Ministry – Chairman
- II. Additional Secretary (Public Administration)
- III. Director, (Sri Lanka Administrative Service)
- IV. A representative from Sri Lanka Administrative Service Association

4. **Composition of Committee for reviewing Annual Transfers**

- 4.1 Committee for reviewing Annual Transfers

1. Secretary of the Ministry in charge of the subject of public administration - Chairman
2. Secretary of another Ministry who has not been a member of the Transfer Board

3. Additional Secretary (Public Administration)

4.2 Though transfers are made as per this circular, such decisions on transfers can be reviewed on special grounds. A request can be made to the above mentioned committee for reviewing transfers along with the recommendations of the Secretary of the relevant Ministry.

5. **General matters to be considered in making annual transfers**

5.1 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 :-31.12.2016 for the annual transfers in 2017)

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 service of an officer in a service station, the period in which the officer was not in service due to reasons beyond his control will not be taken into consideration.

5.5 Applications for transfers and appeals will be considered strictly if they are prepared according to the Specimen Forms prescribed.

5.6 All officers who are transferred shall be bound to report at the new service station on due date.

5.7 Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer scheme. Therefore, action shall be taken to release the officers who are transferred outside the Ministry/ Department 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.

5.8 Cases which are not covered by the Annual Transfer Scheme

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

5.9 Submission of applications

Transfer applications and representations made against the transfers that shall be made strictly in accordance with the specimen shall be submitted to the Secretary Ministry of Public Administration and Management along with the recommendation of the Secretary of respective line Ministry before the closing date of applications mentioned in the circular.

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.

5.10 Non Annual Transfers

Transfer orders shall be made by the secretary in charge of the subject of public Administration with the covering approval of Public Service Commission, depending on administrative requirements, exigency on 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. However Transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in annual transfer boards.

6. Time table for the annual transfers

	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	Giving effect to the annual transfers	Before 01 st of January
11	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

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

7.1. 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.

7.2 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.

7.3. 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.

7.4. 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. 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.

7.5. 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.

7.6. 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 7.4 above.

7.7. 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.

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

Sgd./ J. Dadallage
Secretary
Ministry of Public Administration
and Management

**Application for transfers
(For Officers of Special Grade in Sri Lanka Administrative Service)**

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 :
- 2.5 Date of reporting to duties:
- 2.6 Service Period as at 31.12.2016 : Years Months Days

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

6. 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 ANNUAL TRANSFERS IN SPECIAL GRADE OF SRI LANKA ADMINISTRATIVE SERVICE -YEAR 2017

Ministry:

Serial No.	Name of officer and Number of N.I.C	Date of Appointment	Personal Address	Date of Birth and age as at 31.12.2016	Previous Stations served and relevant time period	Reasons for requesting a transfer	Place willing to be transferred

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 who have served for more than 05 years in one and the same station,
(As at 31.12.2016)

(Names of officers with the longest period of service shall be indicated at the beginning)

Ministry:-

Serial No	Name of officer (Mr. / Mrs. / Miss.)	Date of Appointment	Post / Grade and Medium	Date of birth and age as at 31.12.2016	Period of service in the present station as at 31.12.2016	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

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 31.12.2016)	05. National Identity Card No:	06. Sex:
07. Permanent Address:	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 31.12.2016)yrs.....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	
				From	To
	1				
	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.
Indicate the service stations, if transfer orders have been received			

24. Number of officers of the transfer circle

25. Have applied for the committee for reviewing annual transfer proposals	
Have not applied for the committee for reviewing annual transfer proposals	

26. Particulars on the request made to the committee for reviewing annual transfer proposals

Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for
Revising the transfer		
Obtaining a new transfer		

1.
2.
3.

27. Decision of the committee for reviewing annual transfer proposals

28. Reasons for making an appeal to the Public Service Commission against the decision of the committee for reviewing annual transfer proposals.

- 1.
- 2.
- 3.

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

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

30. Reliefs sought

1.
2.
3.

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

.....
Date

.....
Signature

d. 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 2017./ I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2017 due to the reasons below.

- i.
- ii.
- iii.

.....
Date

.....
Signature

e. Recommendation of the Transfer Authority

i. Number of officers who are involved in the transfer circle

ii. Recommendation on the appeal:

.....
.....

.....

Date

.....

Signature

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

f. Personal Details

01. Name with initials:-				
02. Post and Class				
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at 31.12.2016)	05. National Identity Card No:		06. Sex:
07. Permanent Address:	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:		

g. 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 31.12.2016)yrs.....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	
				From	To
	1				
	2				
	3				
	4				
	5				
	6				

h. 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 revision of the transfer, service stations applied for
			1.
			2.
			3.
Indicate the service stations, if transfer orders have been received.			

24. Have applied for the committee for reviewing annual transfer proposals	
Have not applied for the committee for reviewing annual transfer proposals	

25. Request made to the committee for reviewing annual transfer proposals

Cancellation of the transfer		Service to which the transfer should be revised/ new transfer should be made
Revising the transfer		
Obtaining a new transfer		
		1.
		2.
		3.

26. Decision of the committee for reviewing annual transfer proposals

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

.....

28. Recommendation of the Secretary in charge of the subject of Public Administration with regard to implementation of the transfer circle so as not to cause any prejudice to the successor, if the request of the appellant is fulfilled:

.....

Date

.....

Signature