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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
නිදහස් වතුරොය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
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CS/SLAS/ANN.TRA/2018-SP

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உமது இல
Your No

දිනය
திகதி
Date

26.10.2017

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

Appeals with regard to the Annual Transfers of the Special Grade Officers in Sri Lanka Administrative Service – 2018

Reference the annual transfers of the officers in Sri Lanka Administrative Service made in year 2018.

- The decisions of the Board of Appeal with regard to the said transfers are submitted herewith.
- All the transfers which have not been changed as per the decisions of the Board of Appeal shall also come into effect from 01.01.2018. Further you are kindly informed that action will be taken to make the replacements relevant to the posts held by the officers who are promoted to Special Grade of Sri Lanka Administrative Service and still serving in the posts of Grade I and subjected to annual transfers at present.
- Accordingly, you are kindly informed to release all the officers who are subjected to transfers from the present service station enabling them to report for duty at new service stations on the relevant date without waiting for the replacements to report for duty.
- In such case where an officer who has received a transfer order in the due manner on an annual transfer order, does not report for duty at the new service station, action should be taken by the Head of the Department/ Institution to which the officer has been transferred, to issue the notification of vacation of post as per the Section 217 of the Procedural Rules of Public Service Commission.

Sgd. / J.J. Rathnasiri
Secretary,
Ministry of Public Administration and Management.

Note – Format 05 A is attached herewith so as to make appeals to Public Service Commission on the decisions of Annual Transfers.

Emp No	Name	Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 0001					
3077	Mr. M. Devasurendra	Ministry of Higher Education and Highways	Ministry of Skills Development & Vocational Training	SP	Cancel
3176	Mrs. C.P.W. Gunathilaka	Gampaha Divisional Secretariat of	Ministry of Higher Education and Highways	SP	Ammended as Ministry of Megapolis & Western Development with effect from 09.01.2018
Transfer Batch 0002					
3205	M.A. Thajudeen	Ministry of Industry & Commerce	Ministry of Public Enterprises Development	SP	No Change
3249	Mrs. R.U.Abdul Jaleel	Ninthavur Divisional Secretariat of	Ministry of Industry & Commerce	SP	No Change
3639	Mr. A. Lakkathas	Ministry of Public Enterprises Development	Ministry of Mahaweli Development & Environment	SP	No Change
Transfer Batch 0003					
3540	Mr. H.D. Sisira	Ministry of National Policies and Economic Affairs - National Centre for Leadership Development	Department of National Museum	SP	Ammended as Sabaragamuwa Provincial Council
3016	Mrs. A.S. Padmalatha	Sabaragamuwa Provincial Council	—	SP	Ministry of Science and Technology To a Vacant Post
Transfer Batch 0004					
3605	W.U.P. Premachandra	Ministry of Hill Country New villages, Infrastructure & Community Development	Southern Provincial Council	SP	No Change (Successor will be given by Special Grade Promotions)
3636	Mr.D.Jeevanadan	Ministry of Public Administration & Management	Ministry of Hill Country New villages, Infrastructure & Community Development	SP	Cancel

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 31.12.2017)	05. National Identity Card No:		06. Sex:
07. Permanent Address: Divisional Secretary's Division: District:	08. Temporary Address:	09. Telephone No: Office: Personal:		
10. Marital Status:	11. Name of the spouse:	12. Occupation and service stations of the spouse:		
13. Number of children	14. Age of the children:	15. Schools Attending:		

b. Service particulars:

16. Date of appointment to the post:	
17. Present service station:	18. The town where the service station is located:
19. Date of reporting to the present service station: YYYY/MM/DD	20. Period of service at the present service station: (As at 31.12.2017) Years.....Months.....Days
21. Have you served at popular service station/ service stations?	

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

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

23	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	
			4	
			5	

Indicate the service stations, if transfer orders have been received:

The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m)

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

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

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

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

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

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

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

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

29. Decision of the committee for reviewing annual transfers

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

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

1.

2.

3.

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

Annex (01)

Annex(02)

Annex(03)

32. Reliefs sought

1.

2.

3.

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

.....
Date

.....
Signature

f. Recommendations of the Head of the Ministry/ Department

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

i.

ii.

iii.

.....
Date

.....
Signature

g. Recommendation of the Transfer Authority

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

ii. Recommendation on the appeal:
.....
.....

.....

Date

.....

Signature