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அரசாங்க நிர்வாக மற்றும் உள்நாட்டலுவல்கள் அமைச்சு  
Ministry of Public Administration and Home Affairs

හිඳහස් චතුරාශ්‍රය, කොළඹ 07. சுதந்திர சதுக்கம், கொழும்பு 07. Independence square - Colombo 7.

දුරකථන தொலைபேசி (94)011-2696211-13 ලක්ස් பெக்ஸ் (94)011-2695279 ඊ මේල් இ-தபால் secretary@pubad.gov.lk වෙබ් අඩවිය இணையத்தளம் www.pubad.gov.lk  
Tel Fax E-mail Web site

මගේ අංකය } CS/SLAS/ANN.TRA.SP-2015 } දිනය } 2014.10.05  
எனது இல } உமது இல } நிகதி }  
My No } Your No. } Date }

Secretaries of Ministries,  
Chief Secretaries,

**Annual transfers-2015**

**(Special Grade of Sri Lanka Administrative Service)**

Approval is hereby granted to transfers of officers mentioned in the attached schedule with effect from 01.01.2015. Accordingly please take action to inform relevant officers of the your institute to assume duties at their new service station on the due date.

02. The transfer procedure followed by the Transfer Board in making these transfers has already been sent to you by Public Administration Circular No 21/2014 dated 04.08.2014. Therefore transfer orders attached herewith should be notified to all officers who have made requests for transfers.

03. Appeals can be made against transfers only if the Annual Transfer Board has not considered the transfer in consistent with the provisions of Chapter XVIII of Procedural Rules (Volume I) of Public Service Commission published in Gazette Extra Ordinary No 1589/30 or Public Administration Circular No 21/2014 on the transfer procedure.

04. A specimen of the Application for appeal is attached herewith. Kindly note to send applications prepared in accordance with the specimen before 28.10.2014 to be considered such appeals. The officers should be informed that the appeals received after that date will not be considered. Further it should be noted that the appeals, in which the employee number mentioned against the officer or number of NIC not included, will not be considered.

05. You are requested to release officers, who have been transferred out of your Ministry/Department/Provincial Council, enabling them to assume duties at the new service station, without retaining them until their successors report for duty.

Sgd./ P.B.Abeykoon  
Secretary,  
Ministry of Public Administration  
and Home Affairs

Emp No	Name	Apply Work Place	Transferred Work Place	Grade	Remarks
Transfer Batch 7069					
548	R.P.R. Amarasinghe	Public Administration and Home Affairs Ministry of	Mass Media and Information Ministry of	SLAS (Special)	Will be effective on 01-01-2015
497	K.W.T.N. Amaratunga	Mass Media and Information Ministry of	Coconut Development & Janatha Estate Development Ministry of	SLAS (Special)	Will be effective on 01-01-2015 To a vacant post
Transfer Batch 7070					
701	S. Balasubramaniam	Public Administration and Home Affairs Ministry of	Technology Research & Atomic Energy Ministry of	SLAS (Special)	Will be effective on 01-01-2015 To a vacant post
Transfer Batch 7072					
717	C.A. Mohanras	Mulaithivu District Secretariat of	Northern Provincial Council	SLAS (Special)	Will be effective on 01-01-2015 To a vacant post Suitable successor will be appointed on 01-01-2015
Transfer Batch 7380					
472	D.M. Malani	Sabaragamuwa Provincial Council	Plantation Industries Ministry of	SLAS (Special)	Will be effective on 01-01-2015. To a vacant post Successor will be appointed among the officers that promoted to SLAS

**2014 Specimen for making Representations against the Annual Transfers of officers in Special Grade of Sri Lanka Administrative Service**

Ministry:.....

Identification Number of the Transfer List : .....
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**(a) Should be perfected by the Officer**

1. I. Name of the officer in full (in Clear Letters) : .....  
 ..... Mr/Mrs./Miss  
 II. Permanent Address : .....  
 III. Residential Address : .....  
 IV. Address of the new place of residence if any change in the residence is due to be made in 2015 : .....  
 .....
2. Service Station to which the officer is transferred : .....
3. Post and Grade : .....  
 3.1 Date of entry to the service : .....  
 3.2 Date of entry to the SP Grade : .....
4. Date of Birth : .....  
 Age as at 31/12/2014 .....

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.
7. Reasons for Appeal : (State on the reverse of the page)
8. Service Station to which the transfer should be Granted/ Revised :

Ministry : .....  
 Department : .....

Date : .....

.....  
 Signature of the officer

**(b) Observation of the head of the Department:**

- I. Above particulars are correct according to the particulars available in the files of the office
- II. Explanation and recommendation given for cancellation/ revision of the transfer

Date:.....

.....  
 Signature of the  
 Secretary of the Ministry / Head of the Department

(Delete words inapplicable. Appeals which are incomplete shall not be considered by the Appeal Board. For further details please use the reverse of the page)