

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

## **ANNUAL TRANSFERS OF OFFICERS IN COMBINED SERVICES - 2014**

Your attention is invited to the provisions in Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 dated 20.02.2009 in respect of transfers of public officers and the Transfer Procedure of the Combined Service attached herewith.

02. Annual transfers in respect of all Combined Services should be effective from 1st of January 2014. The following procedure should be followed in this regard, in order to avoid inconvenience to the officers concerned and to the Public Service.

- Public Management Assistants' Service (III/II/I)
- Government Translators' Service (I)
- Sri Lanka Government Librarians' Service (III /II/I)
- Sri Lanka Information Communication Technology Service (Class 3)
- Combined Drivers' Service (II' B, II' A, I)
- Office Employees Service (III/II/I)

### **03. Transfer Committees**

Action should be taken to set up Transfer Committees in the following manner.

#### **3.1 Internal Transfer Committees**

##### **(a) Ministerial Transfer Committees**

To deal with transfers among the Departments of a Ministry.

##### **(b) Departmental Transfer Committees**

To deal with transfers among service stations within Departments. (To take action by District Secretary regarding the transfers among Divisional Secretariats within the district)

#### **3.1.1 Decisions of Internal Transfer Committees**

- (a) The decisions of internal transfer committees taken in relation to Para. 3.1 above shall be sent to the Director General of Combined Services before 31.07.2013 mentioned in Para. 7.1 enabling the Transfer Committees of Combined Services Division to take decisions.
- (b) A confusing situation has been reported when making annual transfers as certain Ministries/ Departments make transfers at the instance where this Ministry prepares the transfer lists of Combined Services and where they have been completed. Therefore, with a view to avoid such situation, the transfers by Departmental/ Ministerial Transfer Committees shall be made within the time frame mentioned under Para. 7.1 and the decisions of the same shall be informed to the Director General of Combined Services before 31<sup>st</sup> July 2013.
- (c) If the decisions of Internal Transfer Committees of Ministries/ Departments are not communicated to the Director General of Combined Services before the relevant date, action shall be taken on the supposition that it is not necessary to take action regarding those transfers.

### **3.2 Transfer Committees of Combined Services Division**

To deal with transfers of officers among Ministries and Departments.

3.3 If a sufficient number of applications have been received from each service separate Transfer Committees shall be appointed for relevant services considering the number of transfer applications received.

3.4 Every Transfer Committee shall take action regarding transfers conforming to the general policies mentioned in Section 4 of this circular subject to Chapter XVIII of Procedural Rules (Volume I) of Public Service Commission published in the Gazette Extra ordinary No. 1589/30

## **04. General policies in determining the eligibility of officers for transfers.**

Provisions mentioned in the Annual Transfer Procedure of Combined Service are relevant in this regard.

## **05. Applications for Transfers**

Provisions mentioned in Section 3.3 of the Annual Transfer Procedure of Combined Service are relevant in this regard.

### **5.1 Documents to be submitted to Transfer Committees of the Combined Service Division**

5.1.1 Secretaries to Ministries/Heads of Departments / Institutions and District Secretaries should take action to forward the following documents to Transfer Committees set-up in the Combined Services Division of the Ministry of Public Administration before 31st, July according to the Time Table given in Paragraph 07. Further, applications for mutual transfers should not be entertained from 01st July 2013 to 31st of December 2013.

(a) The transfer application prepared in accordance with the form C.S/A.T/01 shall be sent along with the recommendation of the Head of the Department. Further, instructions shall be given to submit only one application by an officer. (Internal Transfer Committees may use this form making necessary revisions)

(b) Schedule of annual transfer applications prepared as per format C.S/A.T/02.

(c) Service particulars of all the officers of Combined Services who have served more than five years in one and the same institution/ district which has been prepared in accordance with C.S/A.T/03.

5.1.2 The report in respect of the Ministerial / Departmental transfer orders made under Para 3.1 above shall be sent.

## **06. Committee for Reviewing Annual Transfer Proposals**

6.1 In order to consider any appeals made against transfer orders, Committees to review annual transfer proposals should be set up in terms of Section 210 in Chapter XVIII of Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 and necessary action should be taken accordingly. Appeals submitted in respect of annual transfers will be considered only if they conform to Section 211 in Chapter XVIII of Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30.

6.2 Committees to review annual transfer proposals, that will be set up to consider appeals made against transfer orders, will take decisions after investigations are made on the matters mentioned below.

- Transfer orders given against the procedure of transfers.
- Instances where requests of officers were not fulfilled (The service stations 1,2 and 3 on the preference shall be treated as requests)
- Transfer orders given against the requests of the officers concerned.
- Appeals made with credible recommendations due to unexpected calamities, illnesses faced by officers after the transfer application has been submitted.

6.3 The appeals made again after the decision communicated by the Committee for Reviewing Annual Transfer Proposals should be submitted to the Public Services Commission as per Section 230, Chapter XX of the Procedural Rules.

07. **Time table for transfers**

7.1 Time table to be followed in dealing with transfers under paragraph 3.1 of this Circular.

Before 15th June	Setting up of Transfer Committees and the preparation of Transfer scheme
Before 01st July	Closing date for receiving all transfer applications as per paragraph. 3.1 above.
Before 15th July	Finalization of internal transfers between Departments/ Ministries in terms of paragraph 3.1.
Before 31st July	Preparation of documents containing the transfers of Departments/ Ministries as per paragraph 3.1 and send them to the Director General of Combined Services.

7.2 Time table for the Transfer Committees of the Combined Services Division under paragraph 3.2 above.

Before 01st June	Setting up of Transfer Committees
Before 15th June	Preparation of Transfer procedure
Before 30th June	Issuance of Annual Transfer Circular
Before 31st July	Forwarding of applications completed according to Format C.S/A.T/01 and scheduled according to C.S/A.T/02 and the completed Format C.S/A.T/03 to the Director General of Combined Services
Before 31st August	Final determination of transfers by the Transfer Committees of the Combined Services Division
Before 15th September	Communicating transfer orders to Departments and Ministries and appointing Committees to review annual transfer proposals
Before 29th September	Closing date of acceptance of appeals by the Combined Services Division, in respect of transfers effected
Before 15th October	Decisions to be taken on such appeals by the committees

Before 01st November	Completion of communicating decisions on appeals
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08. **Responsibility of Heads of Departments regarding annual transfers**

- 8.1 Heads of Institutions / Departments should 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 Institutions/ Departments concerned will be responsible together with the officer who prepared and checked the lists concerned and will be subject to disciplinary actions.
- 8.2 Officers transferred out of a Ministry / Department by a Transfer Committees should not be retained awaiting replacements and they should be released to enable them to report for duty at their new stations on the date stipulated. Heads of Departments violating these provisions are liable to be reported to the disciplinary authority concerned.
- 8.3 Instances have been reported where certain Heads of Departments have failed to release officers, even after their successors have reported for duty. It is the responsibility of Heads of Departments to prevent such instances taking place and the Head of Institutions shall have to bear the responsibility for the payment of salaries if such officers are not released.
- 8.4 Secretaries to Ministries/Heads of Departments take actions implement annual transfers on due date by way of training other officers to perform duties of officers who are expected to be transferred. Requests made in this regard at later occasions shall not be considered.
- 8.5 Please make arrangements to inform the provisions mentioned in this Circular to all officers in your Ministry / Department.
- 8.6 In case, where the Head of Department wishes to retain an officer in his department for another year on exigency of service, who is expected to be transferred, a clarification should be made by the Head of Department along with the recommendation of the Secretary of Ministry, at the meantime the recommended transfer applications are forwarded to the Director General of Combined services. Accordingly, the Director General of Combined Services in this respect will take relevant action by informing the Transfer Committees. A Head of Department is allowed to make such request only in respect of a limited number of officers. Once an officer has been granted this opportunity he/she will not be considered again for the same
- 8.7 For the purpose of implementing transfer orders, provisions of section 11 (volume 01) of Procedural Rules shall be applied.

09. **Responsibilities of the Officers**

It is the responsibility of the officer, on receipt of transfer orders, to report for duty at the new station on the date stipulated.

10. Provisions in section 214,215,216 and 217 in Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 shall be applied in the implementation of annual transfers.
11. Decision of the Director General of Combined Service shall be the final decision with regard to the provisions not mentioned in this Circular

12. This circular is issued in terms of Section 202, Chapter XVIII of the Procedural Rules of the Public Service Commission (Volume I) published in the Gazette extra ordinary No; 1589/30.



K.V.P.M.J. Gamage,  
Director General of Combined Services,  
Ministry of Public Administration  
& Home Affairs.

## **ANNUAL TRANSFER SCHEME (COMBINED SERVICES)**

### **1. Transfers of officers in the following services which belong to the Combined Services will be made in the following manner.**

- Public Management Assistants' Service (III/II/I)
- Government Translators' Service (I)
- Sri Lanka Government Librarians' Service (III /II/I)
- Sri Lanka Information Communication Technology Service (Class 3)
- Combined Drivers' Service (II' B, II' A, I)
- Office Employees Service (III/II/I)

#### **(a) Annual Transfers**

Transfer Committees 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 Committees 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 Heads of Departments on administrative grounds. Such transfers will be effective from the first working day of the year.

#### **(b) Transfers other than Annual Transfers**

Transfers will be made purely by the Transfer Committees but not under ordinary functions of the Combined Divisions. However, the Director General of Combined Services will issue transfer orders on service requirements as well as on disciplinary grounds. Further, necessary action will be taken on requests made for mutual transfers that will not disturb ordinary functions and of which contents should be considered on urgent and sympathetic grounds, if such requests are forwarded along with the observations and recommendations of the Head of Department.

### **2. Role of the Annual Transfer Committee**

The role of the Transfer Board is to submit necessary recommendations to the Director General of Combined Services on the occasions mentioned in Para 1 (a) above, taking action in accordance with section 206 and 207 subject to the provisions laid down in this transfer procedure and chapter XVIII of Procedural Rules (Volume I) of Public Services Commission published in the Gazette Extra Ordinary no 1589/30. .

### **3. General policies to be considered in making transfers**

- 3.1 To become eligible for a transfer, an officer should have served continuously for 2 years at his/her service station.
- 3.2 Officers who have served more than 05 years in the one and the same service station shall be liable to be transferred.
- 3.3 When making applications for annual transfers, the applications prepared strictly in accordance with the specimen introduced for the purpose shall be submitted.
- 3.4 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 area or to go to a certain office or a Department. Accordingly, the names of the areas and offices should be indicated in order of preference

### 3.5 Calculating the Period of Service

- (a) Time of Transfer in connection to Annual Transfers will be calculated on 31st December in previous year. (31.12.2013 for the Annual Transfers in year 2014)
- (b) When calculating the period of services, 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 will take that in to consideration.
- (c) 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. Further, when an officer has been appointed or promoted to a post in the combined service from another post in combined service, period of service in both services will be considered as **total period of service**.
- (d) The period of service in any district under a Department/Ministry will be treated as the service in that Department/Ministry. When calculating **the period of service in a district**, the service in any office in the district will be taken in to account.
- (e) 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 in to consideration.
- (f) When calculating the period of service of officers who have to be attached to another Ministry due to revision of Ministries, the period of service in the Ministry which has been abolished will also be taken into consideration for the total period of service.

### 3.6 Categorizing of service stations

- (a) Popular service stations shall mean the service stations, which are covered by serial no. (iii) and several service station covered by serial no. (v) of section 203 of chapter XVIII of Procedural Rules (volume 1) of Public Services Commission published in the Gazette Extra Ordinary no 1589/30.
- (b) Following service stations shall be treated as popular service stations
  - 01. Department of Customs
  - 02. Department of Inland Revenue
  - 03. Department of Examinations
  - 04. Department of Immigration and Emigration
  - 05. Department of Motor Traffic (Not applicable for the Drivers' Service)
  - 06. Department of Excise
  - 07. Ministry of Foreign Affairs (Not applicable for officers in Public Management Assistants' Service)
  - 08. Head Quarters of the Special Task Force (Not applicable for the Drivers' Service)
  - 09. Galle district (Applicable only for the officers in Sri Lanka Information Technology Service)
  - 10. Service Stations identified from time to time as popular service stations
- (c) Service Stations to which lesser number of requests for transfer is made shall be identified as unpopular service stations.

### **3.7 Calculating the period of service at popular service stations**

- (a) An officer who has completed 05 years' service at a popular service station can apply again to serve at a popular service station only if he has completed 15 years' service out of a popular service station.
- (b) When calculating the service in a popular service station of an officer who has served in more than one service, the service in any Department where such service is treated under popular category will also be taken in to consideration. (eg: The service in the Minor Employees' Service of an officer promoted).
- (c) When calculating the service of a female officer serving at present at a popular service station, the maternity leave (leave with full pay, half pay and no – pay leave) obtained during such period shall not be calculated.

3.8 Requests of officers serving in popular stations to similar stations may be considered after consideration of the requests of the officers serving in other stations, to popular stations.

### **3.9 Officers who are not subjected to annual transfers**

- (a) Although officers beyond 53 years of age can be transferred within the district, they should not be transferred out side the district without their request.
- (b) Officers beyond 58 years of age as at 01.01.2014 should not be transferred even within the district unless they make a request. Further, the officers beyond 59 years of age who serve at popular service stations should not be transferred unless they make a request.

### **3.10 Concession for Trade Unions**

- (a) If the Secretary, Chairman, Treasurer and Executive Members of the Central Committee of the mother association of a Trade Union of Combined Services which is recognized by the Director General of Combined Service are transferred, such transfers should be made, considering the recommendation of the Secretary of the relevant Trade Union, so as not to affect the activities of the Trade Union.
- (b) Officers in Trade Unions of Combined Services who expect to enjoy the concessions indicated in this Section should prepare their applications in this regard (In terms of sub Section 7:5 of Chapter XXV of Establishments Code) and they should 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. The requests made after that period will not be considered. However, this concession can not be applied to remain in popular service stations.

3.11 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 Province / has become disabled whilst in operational duties such officer should be transferred only at his/her request. Also, priority should be granted to the requests for transfers made by such officers. Where such officer is to be transferred from a popular service station, such transfer should be made either to the service station close to the previous station or to the relevant station at the officer's request.

3.12 Generally, every possible step should 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. In selecting officers for service in unpopular stations, unmarried officers and married officers without school going children should wherever possible, be selected rather than selecting married officers with school going children.



- 3.13 (a) When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as school going children, disabled children and spouse paralyzed due to long term illnesses and cases where spouse is abroad should be taken in to consideration.
- (b) Officers who have been recruited under conditions for rehabilitation of disabled persons shall not be transferred unless a request is made by them.
- 3.14 Once the transfer is made on the request of an officer, the officer has no right to appeal for the cancellation or to postpone such transfer. At the meantime, the Head of Department has also no right to make recommendations on such occasions.
- 3.15 When effecting transfers, the Transfer Committees should consider the exigencies of service and take action as far as possible to maintain the balance between senior and junior levels of the staff. (E.g. more male officers should be retained in the Department of Examination).
- 3.16 When an officer, who is eligible for a transfer under Para. 3.1 of Annual Transfer Procedure, requests for a transfer to another station, officers who have served the longest period of service at such station satisfying the requirements in Para 3.2 of the same may be transferred out, to enable that request.
- 3.17 When an officer makes a request and gets the transfer granted to him/her on his/her own request, cancelled he/she shall lose the rights to transfer ( Except on highly reasonable grounds) up to 3 years.
- 3.18 It is the responsibility of the respective Secretary of the Ministry/Heads 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, area of residence and three service stations in which the officer wishes to service if transferred, by using the relevant form, before the date prescribed by the Director General of Combined Services.
- 3.19 Secretaries of Ministries and Heads of Departments shall take action to prepare a report on officers who have completed a service of more than 05 years at all Ministries and Departments according to the districts and as per Sub Section 3.17 of this procedure.
- 3.20 When an officer serving at a service station not considered as a popular service station makes a request for a transfer, the officer who have possessed longest period of service at the service station and satisfied the requirements in Sub Section 3.17 and 3.19 shall be transferred outside the service station in order to fulfill the request.
- 3.21 The officer who served the maximum period of service in the popular service station and satisfies the requirements indicated in sub Sections 3.20 and 3.22 can be transferred to fulfill the request for a transfer which is made by an officer serving in an unpopular service station.
- 3.22 When effecting transfers to popular service stations, priority will be given to those who are serving in unpopular service stations. Furthermore, the period of service as well as the difficulties faced by such officers will be taken in to consideration, if brought to notice.

#### **4. Occasions, where the Transfer Committees should not take action**

4.1 Transfers should not be made to the following Institutions by the Annual Transfer Committees.

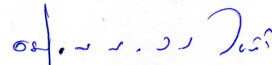
- (a) President Secretariat
- (b) Office of the Secretary to the Prime Minister

- (c) Office of the Secretary to the Leader of the House
- (d) Office of the Cabinet of Ministers
- (e) Office of the Chief Government Whip
- (f) Office of the Secretary to the Opposition Leader

4.2 When transferring the officers serving in more than 5 years in commission to investigate allegations of Bribery and Corruption, the annual transfer committees shall take actions to consider the recommendations made by the Director General of the Commission to retain certain officers further in the office.

4.3 Although transfers can be made to the following Departments and Institutions by Annual Transfer Committees, such transfers should strictly be made subject to the concurrence of the Head of the Department/Institution.

- (a) Public Service Commission
- (b) Police Commission
- (c) Department of Elections



K.V.P.M.J. Gamage,  
Director General of Combined Services,  
Ministry of Public Administration  
& Home Affairs.

## Application for Annual Transfers of Combined Services

<b>Post and Class</b>		<b>E- Human Resource Number (For office use only)</b>	
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### a. Personal Information

<b>01. Name in full:-</b>			
<b>02. Name with initials:-</b>			
<b>03. Name with initials:- (In English)</b>			
<b>03. Date of Birth:- YYYY/MM/DD</b>	<b>04. Age:- (As at 2013.12.31) Years.....Months .....Days .....</b>	<b>05. National Identity Card Number:-</b>	<b>06. Sex:- F / M</b>
<b>07. Permanent Address :-</b>	<b>08. Temporary Address :-</b>	<b>09. Telephone Number Office:-  Personal:-</b>	
<b>10. Marital status:-</b>	<b>11. Name of the spouse:-</b>	<b>12. Occupation and work place of the spouse:-</b>	
<b>13. Number of children:-</b>	<b>13. Their age:-</b>	<b>14. Schools attending :-</b>	

### b. Service Particulars

<b>15. Number of the letter of appointment:-</b>	<b>16. Whether the officer has been confirmed?</b>			
<b>17. Present service station:-</b>	<b>18. Town where the service station is located:-</b>			
<b>19. Date of reporting for duty at the present service station :- YYYY/MM/DD</b>	<b>20. Period of service at the present service station :- (As at 2013.12.31) Years.....Months .....Days .....</b>			
<b>21. Whether the officer has served at a popular service station?</b>				
<b>22. Previous service stations in Public Service</b>	<b>Service Station</b>		<b>Period of Service</b>	
			<b>From</b>	<b>To</b>
	<b>1</b>			
	<b>2</b>			
	<b>3</b>			
	<b>4</b>			
<b>5</b>				

c. Particulars of requests made for transfers

23.	Service Station	Town where the service station is located
1		
2		
3		

24. Reasons for requesting for transfer:-

I declare that the above particulars are true and correct.

.....  
Date

.....  
Signature

d. Recommendation of the Head of the Ministry/ Department:-

- The hereby recommend the request made by the afore mentioned officer for transfer with / without a replacement/ on the basis of providing a suitable replacement at a later occasion.

.....  
Date

.....  
Signature  
Official Stamp

Please complete separate forms in respect of each Service and Grade

**C.S./A.T. / 02**

**SCHEDULE OF ANNUAL TRANSFERS APPLICATIONS YEAR 2014**

Ministry/Department: .....

Serial No.	Name of officer	Number of the permanent letter of appointment	Number of N.I.C	Post/ Grade and Medium	Date of Birth and age as at 31.12.2013	Civil status and place of work of the spouse	Number of children and particulars of school going children	Whether spouse is serving in operational areas?	Stations served and relevant time period	Reasons for requesting a transfer	Places willing to be transferred	Decision of the Transfer Committee

Regional Office: .....

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 complete separate forms in respect of each service**

**Please not that it is compulsory to include particulars of all the officers who have served for more than five years in one district / one station  
(As at 31.12.2013)**

**(Names of officers with the longest period of service should be indicated at the beginning of this list / schedule)**

Ministry / Department:- .....

Regional office:- .....

Name of officer (State whether Mr./ Mrs./ Miss.)	Number of the letter of permanent appointment	Number of N.I.C	Post / Grade and Medium	Date of birth and age as at 31.12.2013	Period of service in the present station as at 31.12.2013	Period of service in the present district as at 31.12.2013	Civil status and place of work of the spouse	Particulars of school going children	Present residential area and the address	Distance from the present place of residence up to service station	Service stations and the periods of service from the first appointment	Whether applied for an annual transfer ? if not, indicate three stations willing to serve

Prepared by:-

Name: - .....

Signature: .....

(A) The particulars of all the officers served for more than five years in this Ministry / Department / Office, who have not applied for transfers are included herein,

The foregoing particulars attached hereto, which are certified by me, are correct. Submission of any incorrect information is liable to be reported to the disciplinary authority concerned.

**Checked by:-**

Name: .....  
.....

Signature

Date:.....

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

Respective Head of Department/Institution shall see to forward accurate and complete information regarding every officer. If the particulars indicated are found to be false or incomplete, respective Head of Department/Institution and officers who prepared and checked these lists are responsible and further shall be subjected to disciplinary action

