

My No : CS/DOS/Policy/10
Ministry of Public Service,
Provincial Councils and Local Government
Independence Square
Colombo 07.

23.12.2021

Secretaries to Ministries
Secretaries to State Ministries
Chief Secretaries of Provinces
Secretaries of Provincial Public Service Commissions
District Secretaries
Heads of Departments

Transfers to a Post in Development Officers' Service under the Combined Service, on the requests made by the Officers who have been appointed to Provincial Public Service under Provincial Development Officers Services as per the Public Service Commission Circulars No 04/2020

This is with Reference to the letter of the Secretary, Public Service Commission No PSC/EST/06-05/03/2015 dated 30.01.2020 and the Public Service Commission Circular 04/2020 on the above.

02. Accordingly, when an officer who has been appointed to a post in the Development Officers' Service in the Provincial Public Service, intends to transfer to a post in the Development Officers' Service under Combined Service, an application in line with the specimen format given in Annex I should be submitted to the Director General of Combined Services through Provincial Chief Secretary. Copies of the documents in Annex 2 which are certified by the Head of the Institution and prepared in relevant order should also be submitted along with the application.

03. An officer appointed to a post in Development Officers' Service in Provincial Public Service who intends to transfer to a post in Development Officers' Service under Combined Services, should agree with the following conditions and an affidavit valid in Sri Lanka (in line with Annex 3) declaring the same, should be submitted as serial No 22 of Annex 02.

- (i) In the event the officer gets an appointment in the Development Officer service belonging to the Combined Service, he/she shall agree to work anywhere in the island in accordance with the provisions of Circular 04/2020 of the Public Service Commission
- (ii) To place on the seniority after all the officers who are already in service in line with the seniority of the officers in the Development Officers' Service belonging to Combined Service corresponding to the Grades to which the officer is appointed in the Provincial Development Officers' Service.

- (iii) To give up grade promotions in the Provincial Public Service except a promotion which corresponds to the Grade Promotions in the Minute of Development Officers' Service in the Combined Services.
- (iv) If there is any discrepancy between the salary received in the Provincial Public Service and the salary corresponding to the grade to which the Development Officer is appointed under the Combined Service, he/she agrees to be placed on the salary received by a Parallel Officer in the Development Officer Service of the Combined Service.

04. If the officer is appointed to the post of Development Officer belonging to the Combined Service, the service station the officer intends to serve should be mentioned in the application form but no vacancy letter should be submitted. Also, no Head of Institution should make recommendations regarding the attachment of an officer in Provincial Public Service to a vacancy in the Development Officer service existing in his/her institution without the written notification of the Director General of Combined Services.

05. Director General of Combined Service ascertain whether vacancies are available in the service station in which the officers prefers to serve in Development Officers' Service under Combined Service, communicating with relevant Secretaries of Ministries or Heads of Departments and the Director General of Combined Service shall determine whether the officer to be appointed to the relevant post which is fallen vacant. Based on the said decision, the relevant Provincial Public Service Commission will take action regarding the release / non-release of the officer from the relevant Provincial Public Service.

06. In the event the Director General of Combined Services expresses his consent to appoint to a post in the Development Officers' Service under Combined Service, if the approval of the relevant Provincial Public Service Commission is granted to release the said officer from Provincial Development Officers' Service, the officer is absorbed into the Development Officers' Service under the Combined Service with effect from the date on which the officer assumes duties. The consent of the Director General of Combined Services to appoint the officer into a post in Development Officers' Service under Combined Service, shall be valid only for a period of one month.

07. The officer should immediately assume duties at the new service station once he or she is released from the Provincial Public Service Commission. Once the relevant Head of the Department reports the Director General of Combined Services of the assumption of duties by the relevant officer, the Director General of Combined Services will issue a letter of absorption.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government

Obtaining the Consent of the Director General of Combined Services to transfer the officers who are appointed to the Provincial Public Service to a post in the Development Officer Service under the Combined Service

(Public Service Commission Circular No 04/2020)

(Original should be submitted to the Director- Combined Services)

Part I - Request of the Officer

01	Personal Details			
I	Full Name of the Officer			
ii.	Name with Initials			
iii	Date of Birth			
iv	National Identity Card No			
v.	Permanent Residence	District:-		
		Divisional Secretariat Division		
vi.	Temporary Residence	District:-		
		Divisional Secretariat Division		
02	Particulars on Service Period			
i	Service Station			
	Provincial Government			
	Provincial Department			
	Date of Appointment			
ii	Service			
iii	Post			
iv	Grade			
	Code number Relevant to the Salary earned at present (Public Administration Circular 03/ 2016)			
	Monthly salary			
	Salary Step			
v.	Whether the Appointment is Confirmed (Use)	Yes		No
	Date of Confirmation			
	Reasons iff the appointment is not confirmed			
vi.	1st Efficiency Bar Examination	Date of completion		
	2nd Efficiency Bar Examination	Date of completion		
	3rd Efficiency Bar Examination	Date of completion		
vii.	Whether the Second Language Proficiency has been completed	Yes		No
viii.	Grade Promotions	Grade II	1	
		Grade I		

03	Other Information			
i	Whether the officer was appointed to Public Service and released to Provincial Public Service	Yes		No
ii	If so, the date of release			
iii	Date on which the officer was absorbed to Provincial Public Service			
04	Particulars Related to the Transfer			
i	Service Station to which the officer expects to be transferred	Ministries		
		Affairs		
		Secretariat		
		other		
ii	Reasons for Requesting a Transfer			

If I have the opportunity to transfer to a post in the Public Service, I express my preference to be absorbed into the Development Officers' Service of the Combined Service from the date of assuming duties in that post.

.....

Date

.....

Signature

Part II

Recommendation of the Head of the Institution/ Secretary of the Ministry/ Provincial
Chief Secretary

Recommendation of the Head of the Institution/ Head of the Department/ Secretary of the Ministry

- It is hereby certify that the particulars provided by the officer mentioned above are true and correct.
- I confirm that no disciplinary action / audit inquiries or court action has been taken against this officer and that no such further action is expected.
- It is kindly informed that as per Annex 02 of Public Administration Circular 03/2021 , information and documents related to this officer are attached herewith.

..... Release of the officer from the Service is hereby recommended/not recommended.

.....

Date

.....

Signature and the Official Frank

..... Recommendation of the Provincial Chief Secretary

..... I recommend / do not recommend release from the Provincial Public Service as per the request made by the officer.

.....

Date

.....

Signature and the Official Frank

Full Name of the Officer			
Name of the Officer (with initials)			
			Annex
1	Date on which the Officer assumed Duties under Combined Services	:-.....	1
2 Date on which the officer was released from Provincial Public Service	:-.....	2
3	First Date of Appointment to Development Officers' Service	:-.....	3
4	First Date of Appointment to the First Post	:-.....	4
(If you have worked in another post before joining the Development Officer service, attach the relevant appointment letters and letters of appointment as 03A, 03B,... 04A, 04b, d ..)			
5	Birth Certificate	(Yes/ No)	5
6	National Identity Card	(Yes/ No)	6
7	Affidavit / Amended Birth Certificate / Approval under Treasury 394 in case of name changes	(Yes/ No)	7
8	Medical Report	(Yes/ No)	8
9	Oath or Affirmation	(Yes/ No)	9
10	Statement of assets and liabilities	(Yes/ No)	10
11	Agreement (General 160)	(Yes/ No)	11
12	Updated History Sheet	(Yes/ No)	12
13	Degree Certificate	(Yes/ No)	13
13.1	Detailes Result Sheet	(Yes/ No)	13A
13.2	In case the degree is from a foreign university, the letter to confirm that it is recognized by the UGC.	(Yes/ No)	13B
13.3	Letter to Confirm the Degree from the University	(Yes/ No)	13C
14	Result Sheet of the 1st Efficiency Bar Examination	(Yes/ No)	14
14.1	Result Sheet of the 2nd Efficiency Bar Examination	(Yes/ No)	14A
14.2	Result Sheet of the 3rd Efficiency Bar Examination	(Yes/ No)	14B
15	Letter of Confirmation	(Yes/ No)	15
16	Documents required to confirm proficiency in second language	(Yes/ No)	16
17	Letter of promotion to Grade II	(Yes/ No)	17
17.1	Letter of promotion to Grade I	(Yes/ No)	17A
17.2	Letter of promotion to Special Grade	(Yes/ No)	17B
18	Disciplinary Actions (Attach relevant documents as 18.1, 18.2...)	(Yes/ No)	18

19	Releasing on secondment basis (Attach relevant documents as 19.1, 19.2...)	From To	19
		From To	
20	Foreign Leave (Attach relevant documents as 20.1, 20.2...)	From To	20
		From To	
		From To	
21	No pay Leave (Attach relevant documents as 21.1, 21.2...)	From To	21
		From To	
		From To	
22	Affidavit as per Annex 03 of the Public Administration Circular No 03/2021	(Yes/ No)	22

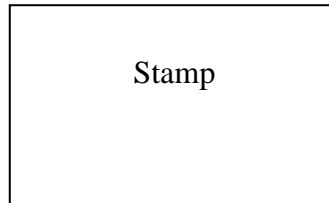
Checked and submitted.			
	Officer in Charge	Name:	Signature and Date:
Confirmed as Correct			
	Heads of the Institution	Signature and Date: ...	Official Frank:-

Affidavit

I,(name) residing at (address) do hereby solemnly sincerely truly declare and affirm as follows.

1. I am the declarant above named.
2. I currently work at Ministry/ Department/ Office (service station) of (province) Provincial Public Service in a post of Development Officers' Service.
3. I state that I am willing to serve anywhere in the island if I am appointed to a post in the Development Officers' Service under the Combined Services in line with the request made by me to transfer into a post in the Development Officers' Service under Combined Service subject to the provisions of Public Administration Circular.
4. I agree to be placed on the seniority after all the officers who are already in service in line with the seniority of the officers in the Development Officers' Service belonging to Combined Service corresponding to the Grade to which I am appointed/promoted in the Provincial Development Officers' Service
5. I agree to give up grade promotions made in the Provincial Public Service, if required, except the promotions corresponding to the Graded Promotions complying to the Minute of Development Officers' Service under the Combined Service.
6. If there is any discrepancy between the salary received while in the Provincial Public Service and the salary corresponding to the grade to which I am appointed to Development Officers' Service I agree to be placed on the salary of a parallel officer in the Development Officer Service belonging to the Combined Service;

That the above particulars are true and accurate to the best of my knowledge and belief



Signature of the Declarant

The contents of this were read over and explained to the above-named declarant who placed his signature before me having understood the contents thereof on (date).....(month) 20..... at

.....
Justice of Peace