Public Administration Circular : 25/2022

My No : MpubAd/AcSD/Ann. Transfers -2023
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07

25.11.2022

Secretaries of Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries / Government Agents
Heads of Departments

ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SRI LANKA ACCOUNTANTS' SERVICE – 2023 (Grade I,II and III)

It is hereby notified that the transfer procedure approved by the Public Service Commission for the officers in Sri Lanka Accountants' Service is implemented in the following manner. However the decision of the Public Service Commission on annual transfers of the Sri Lanka Accountants' Service shall be the final.

01. Appointment of the Annual Transfer Committee and its procedure

The Annual Transfer Committee is appointed by this Ministry to implement transfers of the officers of the Sri Lanka Accountants' Service related to the year 2023 as mentioned in the Transfer Procedure. The role of this Committee is to make use of the transfer procedure to consider the requests of the officers who expect to be transferred, to systematically grant transfers to officers within a reasonable period, and to prevent officers from staying at the same service station for a long time.

02. Composition of the Transfer Committee

The Secretary of this Ministry shall appoint the transfer committee which consists of the following officers.

I. Additional Secretary of this Ministry (Public Administration) - Chairman
II. Director (Sri Lanka Accountants' Service) - Member
III. Senior Assistant Secretary (Divisional Administration, Home Affairs Division) - Member
IV. A representative from the Sri Lanka Accountants' Service Association - Member

03. Opportunity to make representations against the proposals of the Annual Transfer Committee

Officers who are not satisfied with the proposals made by the above-mentioned transfer committee shall be given an opportunity to make representations on those proposals and those officers should send their appeal in writing to the address mentioned in No. 9.3 before the date mentioned in the proposals notified by the transfer committee. After that, those submissions will be reviewed by the following committee.

I. Secretary of this Ministry - Chairman
II. A Secretary of another Ministry - Member
III. Additional Secretary (Public Administration) - Member

Under this, officers can make representations against transfers only in the following cases.

I. In cases where transfers have been made without complying with the Transfer Policy
II. In cases where officers' requests are not fulfilled
III. In cases where transfers have been made against the requests of the officers

04. Officers who are compulsorily subject to annual transfer procedure

The following officers in Grade I/II/II of the Sri Lanka Accountants' Service shall compulsorily be subject to this transfer procedure.

I. Officers who have been serving in the same service station for six years or more

II. Officers who have completed a total period of service of 12 years at maximum in a ministry, department or provincial council
III. Officers who have completed a total period of service of twelve (12) years in a ministry, department, district secretariat or provincial council situated in a district other than the Colombo district
IV. Officers who have completed the maximum period of service of three years at a popular service station mentioned under "No.06"

05. Transfers which are not compulsory under annual transfers

In addition to the compulsory transfers made under this transfer procedure as mentioned above, other officers who wish to get transfers through this procedure can also apply. These requests, however, will be considered only if they have served in the current service station for a reasonable period. The decision of the transfer committee shall be the final decision in this regard, and representations regarding those requests can be submitted before the due date specified in the transfer proposals notified by the transfer committee.

06. Classification of Popular Service Stations

Based on the legal additional financial benefits paid in various service stations, the following institutions are considered popular service stations in this transfer procedure, and the maximum service period that an officer can serve in those service stations is 03 years. Officers who have completed the said period of service shall be considered as necessarily eligible for transfers in accordance with "No. 04 (IV)" herein.

1. Department of Customs
2. Department of Immigration and Emigration
3. Department of Motor Traffic
4. Department of Excise
5. Department of Inland Revenue
6. Department for Registration of Persons
7. Department of Wildlife Conservation

Vacancies that exist at present and may occur in the future at those service stations

Department	Number of vacancies at present		Number of vacancies that may occur as at 31.12.2022		Number of vacancies that may occur from 01.01.2023 to 31.12.2023	
	Grade I	Grade II/III	Grade I	Grade II/III	Grade I	Grade II/III
Department of Customs	-	-	-	-	-	-
Department of Immigration and Emigration	-	-	-	-	-	-
Department of Motor Traffic	-	-	01	-	-	-
Department of Excise	-	-	-	-	-	-
Department of Inland Revenue	-	-	-	-	-	-
Department for Registration of Persons	-	-	-	-	-	-
Department of Wildlife Conservation	-	-	01	-	-	-

Note:

(i) Under normal circumstances, any officer shall be allowed to serve only at one of the above departments during his whole period of service.

(ii) The requests made for these service stations shall be dealt with giving priority to the order of seniority of officers.

07. Institutions which are not subject to annual transfers

Transfers of officers serving in the following institutions shall not be considered under this transfer procedure, considering the nature of those institutions.

I. Presidential Secretariat
II. Office of the Prime Minister
III. Office of the Chief Government Whip
IV. Office of the Leader of the House
V. Cabinet Office
VI. Office of the Leader of the Opposition

08. Institutions that are subject to transfers as per the concurrence of heads of institutions

When officers are transferred by the Annual Transfer Committees in relation to the following institutions, such transfers will be made subject to the concurrence of the respective head of the institution regarding the officers, who are transferred to and from the respective institution.

I. Public Service Commission
II. Election Commission
III. Commission to Investigate Allegations of Bribery or Corruption
IV. Finance Commission
V. National Salaries Commission
VI. Delimitation Commission
VII. Institutions for which special orders have been made by the Public Service Commission

09. General matters related to the annual transfer procedure

9.1 Priority will be given to the service requirement and maximum period of service that an officer can serve in current service stations when these transfers are implemented.

9.2 Officers who are eligible for transfers as mentioned above should apply in accordance with the application form given in "Annex I" herein in the manner specified in this procedure.

9.3 The transfer application perfected in that manner should be forwarded to the address below before the due date, along with the recommendations of the respective Head of department and Secretary of the line ministry. The words "Annual transfers in S.L.Ac.S.-2023" should be mentioned in the top left corner of the envelope containing the application.

Secretary
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
Independence Square
Colombo 07.

9.4 The Transfer Committee shall have the power to transfer the officers who are subject to compulsory transfer as mentioned in this circular, even if they do not apply for transfer in the manner mentioned in the above section. When granting new service stations under this transfer procedure to the officers who do not apply for transfers, priority will be given to the officers who have duly applied for transfers, and then transfers will be granted to those who have not applied for transfers, considering the remaining vacancies, at the discretion of the Transfer Board. **It will be considered that the officers who apply for transfers properly are willing to work in the service stations they apply for, and the officers who do not apply for transfers properly are willing to work in any service station in the island.**

9.5 Officers who are not satisfied with the proposals given by the Annual Transfer Committee shall make their representations in conformity with "Annex IV" to the Committee for Reviewing Transfers within the stipulated time in the manner mentioned in "No. 03" hereof.

9.6 Making appeals to the Public Service Commission against annual transfer orders

I. If any appeal is made by a public officer to the Public Service Commission against a transfer order, such appeal shall strictly be made by the appellant in accordance with "Annex V", and the particulars of the same will be submitted to the Public Service Commission by the Secretary of this Ministry in accordance with "Annex VI". In the meantime the respective officer shall submit the certified copies of relevant documents needed to prove the reasons stated by him along with the appeal.

II. Public officers shall make their appeals to the Public Service Commission only through the Secretary of this Ministry. The relevant officers shall also refer a copy of the appeal to the Secretary of this Ministry through their current head of department and the Secretary of the relevant Ministry, along with their recommendations. It is the responsibility of the Secretary of this Ministry to refer the appeal received by him to the Public service Commission promptly along with his observations. The respective officer may, at his discretion, submit an advance copy of the appeal directly to the Public Service Commission.

III. An appeal against a transfer order shall be submitted to the Secretary of this Ministry **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals that are not submitted within the prescribed period shall not be considered and shall be rejected by the Public Service Commission.

IV. The Secretary of this Ministry shall see to submit the appeal submitted by an officer to be referred to the Public Service Commission along with all the relevant documents and reports and his observations and recommendations on the same to the Secretary of the Public Service Commission within 15 days from the date on which such appeal is received.

V. The appeals of the officers, who have not submitted their appeals to the Committee for Reviewing Proposals for Annual Transfers against the annual transfer proposals while the annual transfer proposals have been received, shall not be submitted to the Public Service Commission.

VI. The appeals of the officers, who have not completed the minimum period of service required for applying for an annual transfer as per the provisions stipulated in the relevant annual transfer procedure, shall not be submitted to the Public Service Commission.

VII. 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.

VIII. Public Service Commission shall take the final 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 9.6 (IV) above.

IX. 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 this Ministry and the respective Head of Department.

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

10. Soft copies of relevant forms can be downloaded from the web site of this Ministry by following the below path.

www.pubad.gov.lk → Services → Sri Lanka Accountants' Service → Downloads

11. Calculation of the period of service

Time of transfer in connection to Annual transfers will be calculated on 31st December in the previous year. (e.g.:-31.12.2022 for the annual transfers in 2023)

11.1 When calculating the period of service, the total of the services with uninterrupted periods or periods with service break in a Department/Ministry or District will be considered as one period of service.

However, 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 or her control will not be taken into consideration. (ex. Maternity leave, Study leave)

11.2 The period of service in any district under a Department/Ministry will be treated as the service in such Department/ Ministry.

11.3 If an officer who has not completed the prescribed period at a certain service station or a popular service station where they are currently serving makes a request for a transfer to another service station, such an officer shall be qualified to be granted a transfer subject to service requirements.

11.4 When considering the service period at a certain service station, the periods on leave without pay, leave with full pay to be spent out of Sri Lanka, periods of release from service for projects either on the requirement of Government or request of the officer or release from service on secondment to serve at other institutions will also be taken into account.

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. Even though the officers beyond 58 years of age shall not be transferred outside the district without his request or based on any other specific grounds, they shall be subjected to transfers within the district.

13. Transfer applications (in line with Annex I), representations made with regard to the transfer decisions (in line with Annex IV) and appeals made to the Public Service Commission (in line with Annex V) in connection to transfers that are submitted strictly in accordance with the specimen form prepared and introduced for the purpose will be considered.

14. Responsibility of the respective Heads of Departments and Secretaries of Ministries regarding transfers

14.1 Perfecting accurately, in accordance with "Annex II", the particulars of the officers who are compulsorily subject to annual transfers and the officers who have made requests for transfers and sending the same by the Secretary of this Ministry before the due date mentioned in Table "No.19" herein shall also be the responsibility of the respective Heads of departments/ Secretaries of ministries.

14.2 It is the responsibility of the Secretaries of the respective ministries/ heads of departments to prepare a name list of officers who have served beyond the period mentioned in the list of popular departments correctly in accordance with the relevant form and to send it before the date communicated by the Secretary of this Ministry.

14.3 The Heads of Department and Secretaries of Ministries shall strictly see to prepare and send a report of the officers, who have completed service periods of more than 06 years and 12 years at all Departments and Ministries as mentioned in sub sections 11.1 and 11.2 of section 11 district-wise.

14.4 If there is an officer who is subjected to transfer on completion of the due period of service but has not applied for a transfer, and if the Head of the Department wants to retain him/her on service requirement, the request for retaining such an officer should also be submitted when the recommendations

are made with regard to the officers with a service period over 06 years at the time of submitting transfer applications.

14.5 Heads of Departments/ Institutions shall see to submit correct and full information on each officer. If it is found that information provided are false or incomplete the Heads of relevant departments/ institutions and the officers who have prepared such lists and officers who have verified and certified the accuracy of them shall be responsible.

14.6 The final decisions on annual transfers are published on the official website of this Ministry, and the final decisions related to appeals on annual transfers are published on the official website of the Public Service Commission, and accordingly, the transfers of officers who are subject to transfers should be implemented by the Secretary of the relevant Ministry.

14.7 All officers who have received a transfer order shall be bound to report to the new service station on the due date. Once an officer assumes duties, it should be informed to the relevant service station with a copy to the Secretary of this Ministry through "Annex VII".

14.8 Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer procedure. Officers of Sri Lanka Accountants' Service serving in the posts at the institutions under the central government, who receive transfer orders for the posts in Provincial Public Service, shall compulsorily report for duty as per relevant transfer orders. Further, officers of Sri Lanka Accountants' Service serving in the posts of Provincial Public Service shall make necessary arrangements to get released from the present service station enabling to get transferred as per transfer orders.

14.9 Action shall be taken to release the officers who are transferred outside the Ministry/ Department/Provincial Councils by the Annual Transfer Committee without retaining them until the arrival of successors so as to enable them to assume duties at new service station on due date (In line with Annex VIII).

14.10 In case where an officer, who has duly received an annual transfer order, is not reporting for duty at the new service station, the Head of the Department/ Institution to which the officer has been transferred shall take necessary action to issue the notice on vacation of post as per Section 217 of the Procedural Rules of the Public Service Commission.

14.11 The particulars of the officers who were released/ were not released and reported for duty / did not report for duty shall be informed to the Secretary of this Ministry by the Heads of the relevant Ministry/ Provincial Council/ / Departments in accordance with Annex IX and X, before the 03rd of May 2023.

15. The transfers of those, who have been recruited to the Sri Lanka Accountants' service on special conditions, can be considered under this procedure of transfers only at the expire of the relevant period prescribed in the conditions of the letter of appointment. However, there is no obstacle to make transfers/attachments within relevant areas depending on service requirements or any other specific grounds.

16. **Transfers on special and urgent service requirements**

The Secretary of this Ministry shall have powers to make transfers without inquiring the consent of the officer and without any request from any officer depending on administrative purposes and exigency of service.

17. Timetable to be followed in the implementation of annual transfer procedure of the officers in Sri Lanka Accountants' Service

Every effort will be made to make these transfers within the relevant time frames, as per the table below.

Timetable related to the transfer procedure

	Task	Deadline
01	Establishment of the annual transfer committee nominally.	Before 31st of October 2022
02	Issuance of the notifications for annual transfers.	Before 25th of November 2022
03	Submission of the duly perfected annual transfer applications to relevant authority.	Before 16th of December 2022
04	Submission of applications to the transfer board by the relevant authority*	Before 06th of January 2023

05	Handing over of the transfer proposals of the annual transfer committee in writing to relevant authority*.	Before 13th of January 2023
06	Issuance of the notifications regarding the proposed annual transfers and appointment of the committee for reviewing annual transfer proposals nominally.	Before 18th of January 2023
07	Closing date for receiving appeals by committees for reviewing annual transfer proposals	Before 31st of January 2023
08	Submission of the recommendations, which are in relation to proposed annual transfers, in writing by the committee for reviewing annual transfer proposals to relevant authority*	Before 15th of February 2023
09	Issuance of the final transfer order	Before 20th of February 2023
10	Submission of appeals to the Public Service Commission	Before 15th of March 2023
11	Giving effect to the annual transfers	Before 03rd of April 2023
12	Referring the particulars of the officers who have been released, who have reported at the new service stations, to this Ministry	Before 03rd of May 2023

Note

**** Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government***

18. Other matters

18.1 Cases which are not covered by the Annual Transfer Procedure:

The requests for transfers made outside this transfer procedure shall be submitted to the Secretary of this Ministry along with the personal recommendations of the Secretary of the respective Line Ministry/ Chief Secretary of the respective Provincial Council. Accordingly, the Secretary shall take an appropriate decision considering such requests if he is satisfied regarding the grounds for the requests.

18.2 Transfers among Departments within a Ministry

The Secretary of the relevant Line Ministry reserves the powers for placements of all the officers except the officers in Grade I in the Ministry and among the Departments under the Ministry. However, Secretary of this Ministry shall be informed at such occasions.

18.3 Transfers within one and the same Department

The Head of the Department shall submit transfer proposals to the Secretary of the respective Line Ministry. Accordingly, when a transfer is made as per that request, the Secretary of the respective Ministry shall inform the Secretary of this Ministry of the same.

18.4 Transfers made with new recruitments

When officers are placed under new recruitments, non- annual transfers may be given to the officers already in service.

18.5 Transfers of officers serving at service stations to which less number of transfer requests are made

The officers, who serve at service stations at remote areas, and service stations to which less number of transfer requests are made, may serve more than 06 years at the same place on their option.

On the order of the Public Service Commission,

Sgd/ M.M.P.K. Mayadunne
Secretary
Ministry of Public Administration, Home affairs,
Provincial Councils and Local Government

Telephone : 0112 - 698605
Fax : 0112 - 683651
Email : d.acsd.pubad@gmail.com

Annexure 01

Application for Transfers - 2023
For the Officers of the Sri Lanka Accountants' Service Grade I, II and III.

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. National Identity Card No. : .....
   1.5. Date of First Appointment :
   .....
   1.6. Personal Address :
   ……..
   1.7. Telephone No : 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 No. : .....
3. Post
   3.1. Present Designation: .....
   3.2. Date of Appointment to the Post .....
4. Reason for Requesting a Transfer :
   .....
5. Previous Workplaces :

Post	Service Station	Period of Service

6. Service Station to which transfer is sought :

Post	Service Station
1.	
2.	
3.	

I hereby certify that all the particulars furnished by me are correct. Further, I hereby express my consent to be transferred to any 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

Annexure. 02

Schedule of Application for Transfers in Sri Lanka Accountants' Service, Year 2023

Ministry/ Department/ Provincial Council ……..

Regional Office/ District ……

Serial Number	Name of the officer and N.I.C. No.	Date of appointment and medium	Post/ Grade	Personal Address	Date of birth and age as at 31-12-2022	Marital status and work place of the spouse	Number of children and number of children who are schooling	Reasons for requesting transfer	Service station for which the officer prefers to be transferred	Decision of the Transfer Committee (For office use only)

I hereby certify that applications of all the officers are included in this document.

Prepared by:

Name: ……

Signature: ……..

Date:……..

Checked by:

Name: …….

Signature: ……

……

Signature and official stamp of the Head of the Department

Annexure 03

Please note that it is compulsory to include particulars of all the officers

1) who have served for more than 06 years in one and the same district or service station, or

2) have served 12 years or more in any service station within the district or

3) have completed a period of service mentioned in 2.2.2 of the Circular (As at 31-12-2022)

(Separate specimen forms should be used for the categories 1,2 and 3 above)

(Please note that the particulars of the officers who have the highest period of service should be indicated at first)

Ministry/ Department/ Provincial Council:……

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/ Regional Office:……..

Serial No.	Name of the officer (Mr/Mrs/ Miss)	Date of appoint ment	National Identity Card No.	Post/ Grade and Medium	Date of birth and age as at 31-12-2022	Period of service at the present service station as at 31-12-2022	Marital status and work place of the spouse	Number of children/ age/ schools attending	Present area of residence and address	Stations served and the periods of service from the first appointment	Whether applied for an annual transfer? If not, indicate 03 places where the officer prefers to serve if transferred.

Prepared by: Name:…….. Signature:…… Post:……

Checked by: Name:……. Signature:…….. post:…….

Date:……..

……

Signature and official stamp of the Head of the Department

Identification no of the transfer list.....

Annexure 04

Transfers in Sri Lanka Accountants' Service – Application for Appeal 2023

Ministry.....
Department.....
(a) Should be perfected by the officer
01.

i. Full name of the officer (in clear letters) :
Mr./Mrs./Miss……
.....
ii. Permanent Address.....
iii. Residential Address at present.....
iv. Address of the new place of residence if any change in the residence is due to be made in 2021..
.....

02. Service station to which the officer is transferred.....

03. Post & Grade.....
3.1 Date of entry to the service.....
3.2 Date of entry to the grade.....

04. Date of Birth.....
Age as at 31-12-2022.....

05. Service Particulars	Date of Appointment	From/ To Service station
.....	.....	.....
.....	.....	.....
.....	.....	.....

06. I request to cancel/ Revise the given transfer

07. Reason for appeal: (state on the reverse of the page)

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

Annexure 05

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Accountants' Service - 2023

Particulars of the Appellant

a. Personal Details

01. Name with initials:-			
02. Post and Class			
03. Date of Birth: DD/MM /YYYY	04. Age: (As at 31.12.2022)	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 station 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: DD/MM/YYYY	20. Period of service at the present service station: (As at 31.12.2022) ……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	
				From	To
	1				
	2				
	3				
	4				
	5				
	6				

c. Particulars on requests for transfer (Mark √ 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 station, if transfer orders have been received:
Distance to the service station from the place of residence of the officer (k.m):
Number of officers of the transfer circle:

24. Whether the officer has applied for annual transfers in the previous years?
If the officer has applied for transfer, years and service stations to which transfers have been applied?

	Year in which the officer has applied for transfer	Service station to which the officer has applied for transfer

25. Decisions received with regard to the annual transfers requested as per 26 above: (If a transfer has not been received, indicate the same)

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

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

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

28. Decision of the committee for reviewing annual transfers.

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

29. Reasons for making an appeal to the Public Service Commission against the decision of the committee for reviewing annual transfers. 1. …….. 2. …… 3. …….

30. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.
Annex 1……..
Annex 2……..
Annex 3……..

31. 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. Recommendations of the Transfer Authority

i. Number of officers who are involved in the transfer circle:…….
ii. Recommendation on the appeal:
……
……
……
……

…… ……
Date Signature

Annexure 06

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Accountants' Service - 2023

Particulars of the successor

I. Name and post of the appellant:
……..

II. Particulars of the successor relevant to the appellant

a. Personal Details

01. Name with initials:-			
02. Post and Class			
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at 31.12.2022)	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 station 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: DD /MM/ YYYY	20. Period of service at the present service station: (As at 31.12.2022) ……years…….months……days

21. Have you worked in a beneficial (preferred) place of work / places?					
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 √ 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 station, if transfer orders have been received: Distance from the place of residence to the service station to which the officers has been transferred (k.m): Number of officers of the transfer circle:				

24. Whether the officer has applied for annual transfers in the previous years?
If the officer has applied for transfer, years and service stations to which transfers have been applied?

Year in which the officer has applied for transfer	Service station to which the officer has applied for transfer

25. Decisions received with regard to the annual transfers requested as per 24 above: (If a transfer has not been received, indicate the same)

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

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

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

28. Decision of the committee for reviewing annual transfers.

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

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

30. Recommendation of the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government with regard to the possibility to fulfill the request of the appellant: …… …… …… …… …… …… Date …… ……. Signature