

## **Annual Transfer Procedure of Officers in the Sri Lanka Accountants' Service**

It is hereby notified that the transfer procedure for officers in the Sri Lanka Accountants' Service approved by the Public Service Commission shall be implemented in the following manner.

### **Annual Transfers of Officers in the Sri Lanka Accountants' Service**

(a) **Transfers by Annual Transfer Boards**

The Annual Transfer Board will be held with a view to implement transfers as indicated in the Transfer Policy as well as to ensure that the requests of officers for transfers are executed, officers receive transfers within a reasonable period and officers are prevented from serving in one and the same service station for a long time.

(b) The decision of the Public Service Commission with regard to the annual transfers of Sri Lanka Accountants' Service shall be the final.

### **02. Officers who are subjected to Annual Transfers**

2.1 Out of the officers in Grade I/II/III of Sri Lanka Accountants' Service, who are currently in service,

2.1.1 Officers who have been working for a period of three years or more at any service station are eligible to apply for annual transfers.

2.1.2 Officers are allowed to serve a maximum service period of 06 years at their service station. Officers who have completed a service period of 06 years are compulsorily subjected to annual transfers. Transfers can be requested to a service station within or outside the Provincial Council, Ministry or district in which the officers are serving at present.

2.1.3 Officers who have completed a service period of more than 12 years in a provincial council/ ministry/ department/ district are compulsorily subjected to be transferred out from those service stations under annual transfers. These officers are liable to be transferred

- between provincial councils
- between provincial councils and districts
- between provincial councils and ministries
- between ministries and districts
- to another ministry from a ministry

2.1.4 Officers who have completed the prescribed period under the classification of service stations mentioned in 2.2, in a popular service station.

2.1.5 Officers who have already been promoted to Grade I of Sri Lanka Accountants' Service, but, are still serving in posts of Grade II and III of Sri Lanka Accountants' Service, having taken this in to account as a special matter.

## 2.2 Classification of Service Stations

2.2.1 When transfers are taken into account, all the service stations can be classified as follows.

I. Service Stations with financial benefits – stations indicated under 2.2.2

II. Service Stations for which there is a higher demand– The maximum period an officer can serve at these stations is 06 years.

- Ministry of Education

- Ministry of Finance

- Service stations in Colombo, Gampaha and Kurunegala districts

III. Ordinary Service Stations – All the other service stations

Requests for transfers for service stations which are fallen under I and II above shall be fulfilled complying with the seniority of officers in a manner where priority will be given to more senior officers.

2.2.2 The maximum period an officer can serve in a popular service station where incentive allowances are paid, is indicated below.

i.	Department of Customs	- 03 years
ii.	Department of Immigration and Emigration	- 03 years
iii.	Department of Motor Traffic	- 03 years
iv.	Department of Excise	- 03 years
v.	Department of Inland Revenue	- 03 years
vi.	Department of Registration of Persons	- 03 years
vii.	Department of Wildlife Conservation	- 03 years

Note -

- An officer shall be allowed to serve only at one of the above Departments during his total period of service.
- When granting a transfer for an officer who requests a transfer for a service station where incentive allowances are paid, it will be considered to grant the service station requested by the officer transferred from the above service station where incentive allowances are paid, at the end of his service but it shall not be expected that such practice will be possible at every time.

## 2.3. Transfers on Special and Urgent Service Requirements

The Secretary of the Ministry of Public Administration and Management reserves the right to transfer or attach an officer temporarily without his/her request and without calling his/her consent on administrative and service requirements.

### **3. Composition of the Transfer Board of Sri Lanka Accountants' Service**

The Secretary, Ministry of Public Administration and Management shall appoint a transfer board consisting following officers.

- i. Additional Secretary (Public Administration)
- ii. Senior Assistant Secretary (Divisional Administration), Ministry of Home Affairs
- iii. Director, Accountants' Service Division
- iv. A representative from Sri Lanka Accountants' Service Association.

### **4. Appeals against Annual Transfers**

#### 4.1 Committee for reviewing Annual Transfers

- i. Secretary of the Ministry in charge of Public Administration
- ii. A Secretary from another Ministry
- iii. Additional Secretary (Public Administration)

#### 4.2 Occasions where appeals can be made

Decisions will be made by way of examining following matters in order take the appeals made with regard to transfers into consideration.

4.2.1 Transfers which are not in conformity with the scheme of transfer

4.2.2 Transfers where the requests of officers were not fulfilled

4.2.3 Transfer orders given against the requests of the officers

### **5. General Policies to be taken into consideration in making transfers**

5.1 The priority shall be granted to exigencies of the service when these transfers are implemented

5.2 The service station to where an officer get his/her first appointment cannot be changed and he/she is able to serve at that service station for a minimum and maximum period of 03 and 06 years respectively.

5.3 When newly recruited officers are attached to service stations, there is possibility to grant non annual transfers, to officers who are already in service.

5.4 When an officer who has been promoted to Grade I and is serving in a post of Grade I is transferred, he/she should strictly be transferred to a post of Grade I.

5.5 It can be considered to allow officers who are serving at service stations in difficult areas and service stations for which there is a lesser demand from officers for transfers, to work at such service stations for a period of more than six years on their consent.

5.6 Date of transfer in connection with annual transfers will be calculated as at 31st December of the previous year

5.7 When calculating the period of service in annual transfers, 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, if the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the Transfer Board will take it into consideration.

5.8 When calculating the period of service, the total of the constant periods of service or with break in a Department/Ministry or District will be considered as the period of service.

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

5.10 When calculating the period of service in a service station, the period in which the officer who has been released for projects on the requirement of the government or at the request of the officers or released for the service of other institutions on secondary basis and no pay leave as well as foreign leave with pay will be taken into consideration.

5.11 Every possible steps will 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.

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

5.13 Transfers of the officers who have been recruited to the Sri Lanka Accountants Service on special conditions shall be considered under this procedure only after the expiry of the relevant period as per the conditions mentioned in the appointment letters. However, there is no barrier to make transfers/attachments within the relevant area on the exigency of service or other special circumstances.

5.14 Even though the officers have not submitted applications for annual transfers through the respective Heads of Departments, they shall be subjected to transfers on completion of the prescribed service period.

5.15 When calculating the period of service in a department, the period in which an officer was absent from the service due to a reason beyond his/her control shall not be calculated. (e.g. maternity leave)

## **6. Responsibilities of the Secretaries of the Ministries, Chief Secretaries of Provincial Councils and the Heads of Departments.**

6.1 A list of officers who have served beyond the period mentioned in the list of popular Departments should be prepared accurately in accordance with the relevant form with all the

details and forward the same before the date specified by the Secretary, Ministry of Public Administration and Management.

6.2 A report of the officers who have served more than 06 years at all the Departments and Ministries should be prepared District wise as mentioned in sub sections 5.8 and 5.9 and forwarded.

6.3 Heads of Departments/ Institutions shall see to submit accurate and full information on each officer. If it is found that information provided are false /incomplete, the Heads of relevant Departments/ Institutions and the officers who have prepared such lists and the officers who have attested the accuracy of the same shall be held responsible.

6.4 Transfers of the officers shall be made by the Secretary of the relevant Ministry.

6.5 All the officers who have received transfer orders should be released so as to enable them to report to their new service station on the due date.

6.6 Refraining from releasing officers who received transfer order is contrary to the Transfer Scheme. Action has to be taken to release the officers who have been transferred out of the Ministry/Department by the Board of Transfers without retaining them until their successors arrive so that they are able to assume duties at new service station on the due date.

6.7 Transfers among the Departments of the same Ministry

The Secretary to the relevant line Ministry reserves powers of making attachments in the Ministry and among the Departments under its purview. However Secretary, the Public Service Commission, Secretary, Ministry of Public Administration and Management, Director General of Pensions and the Auditor General should be informed in that respect.

6.8 Transfers within one and the same Department

Transfer proposals should be submitted to the Secretary of the relevant line Ministry by the Head of Department. Once the transfer is approved by the Secretary of the relevant Ministry as per the request made, Secretary, Public Service Commission, Secretary, Ministry of Public Administration and Management, Director General of Pensions and the Auditor general should be informed at such occasions.

## **7. Time table of annual transfers of the officers of Sri Lanka Accountants' Service**

	<b>Task</b>	<b>Date</b>
<b>01</b>	Setting up of Annual Transfer Committee	Before 01 <sup>st</sup> of June
<b>02</b>	Issuance of Annual Transfer Notices	Before 30 <sup>th</sup> of June
<b>03</b>	Submission of the duly perfected annual transfer applications to the relevant authority	Before 31 <sup>st</sup> of July
<b>04</b>	Submission of applications to the Transfer Board by the relevant authority	Before 10 <sup>th</sup> of August
<b>05</b>	Submission of the transfer proposals of the Annual Transfer Board to the relevant authority in writing.	Before 31 <sup>st</sup> of August

<b>06</b>	Issuance of notices on the proposed annual transfers and setting up of Committees for reviewing annual transfer proposals.	Before 15 <sup>th</sup> of September
<b>07</b>	Closing date for submitting appeals to the Committees for reviewing Transfers	Before 30 <sup>th</sup> of September
<b>08</b>	Submission of the recommendations in writing on the annual transfers proposed by the Committee for reviewing Annual Transfer Proposals to the relevant authority, in writing.	Before 15 <sup>th</sup> of October
<b>09</b>	Issuance of the final Transfer Orders	Before 01 <sup>st</sup> of November
<b>10</b>	Submission of appeals to the Public Service Commission	Before 15 <sup>th</sup> of November
<b>11</b>	Giving effect to annual transfers	From 01 <sup>st</sup> of January
<b>12</b>	Forwarding the particulars of the officers who were released for service stations and those who reported for duty at the relevant service station, to the Ministry of Public Administration.	Before 01 <sup>st</sup> of February

## **8. Submission of Applications**

8.1 The annual transfer applications prepared in conformity with the specimen form and the appeals should be forwarded to the Secretary, Ministry of Public Administration and Management with the recommendations of the Secretary of the relevant line Ministry before the closing date of applications specified in the circular.

## **9. Particulars with respect to the submission of appeals against annual transfer orders.**

9.1 If a public officer submit an appeal against any transfer order to the Public Service Commission, it should be submitted only in line with Specimen 5A and 5B. Further, he should take actions to submit certified copies of the relevant documents along with the appeal to prove the matters he/ she submits.

9.2 A public officer should submit an appeal to the Public Service Commission through the Secretary of the Ministry of Public Administration and Management and a copy of the relevant appeal should be forwarded to the Head of the Department and the Secretary of the Ministry of Public Administration and Management. It is the responsibility of the Secretary of the Ministry of Public Administration and Management to submit the appeal to the Public Service Commission immediately after receiving. The officer, on his/ her discretion can directly submit a copy of his/her appeal to the Public Service Commission.

9.3 Any appeal against the transfer order should be submitted by the Public Officer within 14 days of receiving the transfer order. Appeals not submitted within the due period are rejected by the Public Service Commission.

9.4 The appeal submitted by a public officer to forward to the Public Service Commission should be submitted to the Secretary of the Public Service Commission by relevant Head of the Department and the Secretary of the Ministry of Public Administration and Management within 15 days of the receipt of the appeal along with all relevant files, documents, minutes and observations and recommendations in this regard. However, appeals mentioned in Chapter XVIII of the Procedural Rules of the Public Service Commission should be submitted to the Public Service Commission before the 15<sup>th</sup> November of the respective year along with the relevant files, documents, minutes, observations and recommendations.

9.5 Submission of appeals complying with the orders in this para is a responsibility of every public officer and the appeals submitted deviating from these orders are not considered by the Public Service Commission.

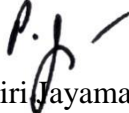
9.6 A decision will be taken by the Public Service Commission with regard to the appeals submitted by the public officers against a transfer order within 15 days of receiving the documents mentioned in Section 9.4 above.

9.7 The decision taken by the Public Service Commission with regard to an appeal submitted as above, will be directly informed to the appellant, and copies will be sent to the Secretary of the Ministry of Public Administration and Management and the Head of the Departments.

9.8 Any public officer who is not satisfied with an order or a decision taken by the Public Service Commission is entitled to submit an appeal to Administrative Appeal Tribunal in line with the provisions in Administrative Appeal tribunal Act No 04 of 2002.

“By the order of the Public Service Commission.”

[www.pubad.gov.lk](http://www.pubad.gov.lk) —————> Annual Transfers

  
Padmasiri Jayamanna  
Secretary  
Ministry of Public Administration,  
Management and Law & Order

**Specimen No. 01**

**Application for Transfers .....**  
**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 :

<b>Post</b>	<b>Service Station</b>
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

**Specimen No.02**

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

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 .....	Marital status and work place of the spouse	Number of children and number of children who are schooling	Periods of service as indicated in 13.3(VI) of the Service Minute (only for the officers who were recruited after 01.01.2006)	Reasons for requesting transfer	Periods of service as per the provisions of P.A.Circular No.01/2014 (only for the officers who were recruited after 01.07.2007)	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

**Specimen No.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 .....)**  
**(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 appointment	National Identity Card No.	Post/ Grade and Medium	Date of birth and age as at .....	Period of service at the present service station as at .....	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	Periods of service as mentioned in 13.3(VI) of the Service Minute (only for the officers who were recruited after 01.01.2006)	Periods of service as per the provisions of P.A.Circular No.01/2014 (only for the officers who were recruited after 01.07.2007)	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

**Form No 04**

Identification no of the transfer list.....
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**Transfers in Sri Lanka Accountants' Service – Application for Appeal .....**

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 2019..

.....

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 .....)

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

**Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Accountants' Service – .....**

**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 .....)	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 .....)  .....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  $\checkmark$  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.	
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):				

24. Number of officers of the transfer circle .....

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

26. 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

27. Decisions received with regard to the annual transfers requested as per 26 above: (If a transfer has not been received, indicate the same)
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d. Particulars on the request made to the committee for reviewing annual transfers:

28. 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	

29. Decision of the committee for reviewing annual transfers.

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

30. Reasons for making an appeal to the Public Service Commission against the decision of the committee for reviewing annual transfers.

1. ....
2. ....
3. ....

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

Annex 1.....

Annex 2.....

Annex 3.....

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. Recommendations of the Transfer Authority

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

.....  
Date .....  
Signature



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

**Particulars of the successor**

- I. Name and post of the appellant:  
 .....
- II. Particulars of the successor relevant to the appellant

e. Personal Details

01. Name with initials:-			
02. Post and Class			
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at .....)	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:	

f. 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 .....)  .....years.....months.....days

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				

g. 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 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):

24. Number of officers of the transfer circle: .....

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

26. 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

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

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

28. 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	

29. Decision of the committee for reviewing annual transfers.

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

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

31. Recommendation of the Secretary of the Ministry in charge of the subject of Public Administration with regard to the possibility to fulfill the request of the appellant:

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.....

.....

Date .....

.....  
Signature