

06.07.2018

Secretaries to Ministries,  
Chief Secretaries,  
Secretaries of Commissions,  
District Secretaries/Government Agents,  
Heads of Departments

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SRI LANKA ADMINISTRATIVE SERVICE**  
**(GRADE I,II & III)**

1. In terms of the Cabinet decision No CP/14/0286/523/007 dated 23.04.2014 and the Cabinet decision No CP/14/0286/523/007 dated 23.04.2014, which is in respect of the transfers of the officers in Sri Lanka Administrative Service, this transfer scheme shall be implemented for officers in SLAS on the approval of the Public Service Commission.

(a) Transfers by Annual Transfer Board

Transfer Boards 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 Board 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 Secretaries of Ministries on administrative grounds. These Transfers shall be effective from the first working day of the year.

2. Officers who are subjected to Transfers

2.1 Following officers out of the officers in Grade I/II/III of Sri Lanka Administrative Service, who are at present in service shall be subjected to transfers.

2.1.1

(a) The officers who have completed a maximum service period of twelve (12) years in any Ministry/ Department, District Secretariat, Provincial Council situated within one district except Colombo.

(b) The officers who have completed a maximum service period of six (06) years in one and the same Divisional Secretary's Division under divisional administration.

For this purpose maximum period of service at one institution/ service station / District Secretariat including Colombo district is six (6) years. (One institution in a provincial council means a Provincial Secretariat, Provincial Ministry, Provincial Department or a Local Government Institution)

(c) However, it shall be considered to retain the officers who are fallen under one District Secretariat in the same district beyond the service period of 12 years considering the concurrence of the District Secretary and service requirements. For this purpose the District Secretary shall indicate the requirement and personally make his/her recommendation in Format No. 03 in which the particulars of the officers, whose service period is above 12 years, are mentioned. The requests made with regard to the officers not mentioned as above after the transfer orders are issued shall not be considered again. The specific matters which are made applicable for each officer shall be reported to the Public Service Commission.

Once an officer mentioned above is transferred outside the district, such officer can apply to be transferred again to this district only after the lapse of five (05) years.

2.1.2 The officers who have completed the period prescribed under the classification of service in a popular service stations mentioned in No. 2.2

“The officers who have been transferred to popular service stations under the previous Annual Transfer Procedure shall be subjected to annual transfers after completing the maximum period of service that can be served at the relevant service stations mentioned under the said procedure”.

2.1.3 The officers who have already been promoted to Grade I of Sri Lanka Administrative Service, but who are still serving in the posts in Grade III and II of Sri Lanka Administrative Service (This shall not be applicable to the officers who are serving at a popular service station at present and have not completed the relevant period of service as per the approval granted by the letter of Secretary, Public Service Commission No. PSC/APP/07/1068/2017 dated 13.03.2017)

## 2.2 Classification of Service Stations

2.2.1 The maximum period an officer can serve in popular service station for incentive allowances are paid, is indicated against the institution.

|      |                                             |             |
|------|---------------------------------------------|-------------|
| I.   | Department of Custom                        | three years |
| II.  | Department of Immigration and Emigration    | three years |
| III. | Department of Commissioner of Motor Traffic | three years |
| IV.  | Department of Excise                        | three years |
| V.   | Department of Inland Revenue                | three years |
| VI.  | Department of Registration of Persons       | three years |

Vacancies available in those departments

| Department                                  | No. of Vacancies |               |
|---------------------------------------------|------------------|---------------|
|                                             | Grade I          | Grade II/ III |
|                                             |                  |               |
| Department of Custom                        | 0                | 0             |
| Department of Immigration and Emigration    | 0                | 0             |
| Department of Commissioner of Motor Traffic | 0                | 0             |
| Department of Excise                        | 0                | 0             |
| Department of Inland Revenue                | 1                | 0             |
| Department of Registration of Persons       | 0                | 6             |

### Note

(i) : The maximum periods of service at popular service stations mentioned as II, III,IV and VI under 2.2.1 will be effected only for the annual transfer orders implementing from 2018 onwards.

(ii) : An officer shall be allowed to serve only at one of the above Departments during his whole period of service.

### 3. Composition of the Transfer Board of Sri Lanka Administrative Service

Secretary of the Ministry in charge of the subject of public administration shall appoint the transfer board which consists of the following officers.

1. Additional Secretary ( Ministry in charge of the subject of public administration)- Chairman
2. Director, (Sri Lanka Administrative Service)
3. Senior Assistant Secretary (Divisional Administration)- Ministry of Home Affairs
4. A representative from Sri Lanka Administrative Service Association

4. Review of Annual Transfers
  - 4.1 Composition of the Committee for reviewing Proposals for Annual Transfers.
    1. Secretary of the Ministry in charge of the subject of public administration - Chairman
    2. A secretary of another Ministry or a State Ministry
    3. Additional Secretary, Ministry in charge of the subject of public administration
5. General policies to be considered in making transfers
  - 5.1 The priority shall be granted to the service requirement when these transfers are implemented.
  - 5.2 Time of transfer in connection to Annual transfers will be calculated on 31<sup>st</sup> December in previous year. (eg :-31.12.2017 for the annual transfers in 2018)
  - 5.3 When calculating the period of services 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, the date of reporting for duty is a subsequent date owing to the circumstance beyond his control; the Transfer Board will take that into consideration.
  - 5.4 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.
  - 5.5 The period of service in any district under a Department/Ministry will be treated as the service in such Department/ Ministry.
  - 5.6 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 into consideration. (ex. Maternity leave, study leave)
  - 5.7 The officers in Grade I, Grade II and Grade III of Sri Lanka Administrative Service who have served a period less than the period mentioned under 2 at one and the same service station also can apply for transfers under this transfer scheme
  - 5.8 If an officer who has not completed the prescribed period at a popular service station make a request for a transfer to an unpopular service station, such officer shall be qualified to be granted a transfer subject to service requirements.
  - 5.9 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.
  - 5.10 As per the provisions in Public Administration Circular 01/2014, priority shall be given at the instances when the officer has requested a transfer to an office situated in a Divisional Secretariat where the administrative language is an official language which is not the language in which the officer joined the service.
  - 5.11 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.
  - 5.12 Transfer applications (in line with Form 01) and appeals (in line with Form 04) in connection to transfers which are submitted strictly in accordance with the Specimen Form will be considered. Particulars of the officers who request transfers shall be correctly submitted by Form 02.
  - 5.13 It is the responsibility of the secretaries of 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, Ministry in charge of the subject of Public Administration.
  - 5.14 The Heads of Department and Secretaries of Ministries shall strictly see to prepare and send a report of the officers who have served more than 06 years at all Departments and Ministries as mentioned in sub section 5.4 and 5.5 district wise.
  - 5.15 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.

- 5.16 The transfers of officers shall be made effective by the Secretary of the respective Ministry.
- 5.17 All officers who are transferred shall be bound to report at the new service station on due date. Once an officer assumes duties, it should be informed to the relevant service station with a copy to the Secretary of the Ministry in charge of the subject of Public Administration through Form 06.
- 5.18 (a) Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer scheme. Officers of Sri Lanka administrative 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 Administrative 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.
- (b) Action shall be taken to release the officers who are transferred outside the Ministry/ Department/ Provincial Councils by the transfer board 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 Form 07)
- 5.19 The Secretary of Ministry of Public Administration and Management shall be informed by the Heads of a Ministry/ Provincial Council/ / Departments of the officers released/ not released, Reported/ not reported for duty on 01<sup>st</sup> February of the next year under form 08 and 09.
- 5.20 The transfers of SLAS officers who have been recruited for the service in North and East provinces on special decisions shall be considered under this scheme only after the lapse of the service period prescribed by such special decisions. However, there is no obstacle to make transfers/attachments within relevant areas depending on service requirements or any other specific grounds.
- 5.21 Annual Transfers are made in a cyclic method and in the recruitments and promotions made in the future, transfers are not made on providing replacements.
- 5.22 After the decisions of Annual Transfer Boards and Committees to Review Transfers, all the requests with regard to cancellation, revisions and postponing of transfers shall be sent to the Ministry of Public Administration before the due date in line with Form 05 A and 5 B, enabling to submit them into the Public Service Commission.

#### 6. Non Annual Transfers

Transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in annual transfer boards. However transfer orders shall be made by the secretary in charge of the subject of public Administration depending on administrative requirements, exigency on service and disciplinary grounds. Action shall be taken regarding the requests made for mutual transfers which do not hinder routine duties and the requests containing reasons on urgent situations and reasons to be considered on sympathetic grounds, when they are submitted along with observations and recommendations of the Secretary of respective Ministry.

#### 7. Transfers on special and urgent service requirements

The Secretary of the Ministry in charge of the subject of Public Administration 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.

#### 8. Timetable to be followed in the implementation of annual transfer procedure of the officers in SLAS

|    | Task                                                                                                                                        | Deadline                             |
|----|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 01 | Establishment of annual transfer board                                                                                                      | Before 01 <sup>st</sup> of June      |
| 02 | Issuance of the notifications for annual transfers                                                                                          | Before 30 <sup>th</sup> of June      |
| 03 | Submission of the duly perfected annual transfer applications to relevant authority                                                         | Before 31 <sup>st</sup> of July      |
| 04 | Submission of applications to the transfer board by the relevant authority                                                                  | Before 10 <sup>th</sup> of August    |
| 05 | Handing over of the transfer proposals of the annual transfer board in writing to relevant authority                                        | Before 31 <sup>st</sup> of August    |
| 06 | Issuance of the notifications regarding the proposed annual transfers and appointment of committees for reviewing annual transfer proposals | Before 15 <sup>th</sup> of September |

|    |                                                                                                                                                                               |                                      |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 07 | Closing date for receiving appeals by committees for reviewing annual transfer proposals                                                                                      | Before 30 <sup>th</sup> of September |
| 08 | Submission of the recommendations, which are in relation to proposed annual transfers, in writing by committees for reviewing annual transfer proposals to relevant authority | Before 15 <sup>th</sup> of October   |
| 09 | Issuance of the final transfer order                                                                                                                                          | Before 01 <sup>st</sup> of November  |
| 10 | Submission of appeals to the Public Service Commission                                                                                                                        | Before 15 <sup>th</sup> of November  |
| 11 | Giving effect to the annual transfers                                                                                                                                         | Before 01 <sup>st</sup> of January   |
| 12 | Referring the particulars of the officers who have been released, who have reported at the new service stations, to the Ministry of Public Administration                     | Before 01 <sup>st</sup> of February  |

## 9. Procedure to be followed in respect of the appeals against transfer orders

9.1. If any appeal is made by a public officer to the Public Service Commission against a transfer order, such appeal shall strictly be made in accordance with the form 5A and 5B. In the meantime the respective officer shall submit the certified copies of relevant documents needed to prove the reasons stated by the officer along with the appeal.

9.2 Public officers shall make their appeals to the Public Service Commission through the Secretary of the Ministry of Public Administration. A copy of the appeal shall also be referred to the Head of the Department and the Secretary of the ministry of public Administration. It is the responsibility of the secretary of the Ministry of public Administration to refer the appeal received by him to the Public service Commission promptly along with his observations. The respective officer can submit a copy of the appeal directly to the Public Service Commission.

9.3. An appeal against a transfer order shall be submitted **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals which are not received within the prescribed period shall be rejected by the Public Service Commission.

9.4. The respective Head of department as well as the Secretary of the ministry of public Administration shall see to submit the appeal submitted by an officer to be referred to the Public Service Commission along with all the relevant files, documents, reports and the observations and recommendations. However, appeals in respect of annual transfers mentioned in chapter XVIII of the procedural rules of the Public service Commission shall be submitted to the Public Service commission before 15<sup>th</sup> November along with relevant files, documents, reports, observations and recommendations.

9.5. 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.

9.6. Public Service Commission shall take a 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 9.4 above.

9.7. 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 the Ministry of Public Administration and the respective Head of Department.

9.8. Any officer who is not satisfied with an order or a decision of the Public service Commission shall have the rights 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. Other Matters

### 10.1 Cases which are not covered by the Annual Transfer Scheme

The requests for transfers made outside this transfer scheme shall be submitted to secretary, of the Ministry in charge of the subject of Public Administration along with the personal recommendations of the Secretary of the respective line Ministry/ Chief Secretary of the respective Provincial Council. Accordingly, Secretary of the Ministry in charge of the subject of public administration shall take a final decision considering such requests if he is satisfied regarding the grounds for the requests.

10.2 Transfers among departments within the Ministry

The Secretary of the relevant line Ministry reserves the powers for making placements in the Ministry and among the Departments under the Ministry except the officers in grade I. However, Secretary of the Ministry in charge of the subject of public administration shall be informed at such occasions.

10.3 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 the approval is granted for such transfers by the Secretary of the respective Ministry it shall be informed to the Secretary, of the ministry in charge of the subject of public administration.

10.4 Submission of Application

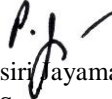
10.4.1 Transfer applications and appeals which shall be made strictly in accordance with the specimen form shall be submitted to the Secretary Ministry of Public Administration and Management along with the recommendation of the Secretary of respective line Ministry before the closing date of applications mentioned in the circular.

10.4.2 Officers who are subjected to transfers shall submit transfer applications. They shall be subjected to annual transfers as per the provisions of this circular, even if they have not submitted transfer applications,

10.5 The soft copies of relevant forms can be downloaded from the web site of the Ministry following the below path.

[www.pubad.gov.lk](http://www.pubad.gov.lk) → Services → Sri Lanka Administrative Services → Downloads

As per the orders of Public Service Commission.

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

**Application for transfers**  
**(For Officers in Sri Lanka Administrative Service Class 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 N.I.C Number : .....
- 1.5 Date of Birth: .....
- 1.6 Sex: .....
- 1.7 Date of First Appointment : .....
- 1.8 Personal Address : .....
- 1.9 Marital Status: .....
  - i. Name of the Spouse: .....
  - ii. Occupation: .....
  - iii. Place of work: .....
  - iv. Details of the children: Particulars of the children

| Number | Names of the children | Age | Schools attending |
|--------|-----------------------|-----|-------------------|
|        |                       |     |                   |
|        |                       |     |                   |
|        |                       |     |                   |
|        |                       |     |                   |

1.10 Contact Number : 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 Number : .....

3. Post

- 3.1 Present Designation : .....
- 3.2 Date of appointment to that post : .....

4. Reasons for requesting a transfer : .....

.....

.....

5. Previous Service Stations :

| Post | Service Station (Including the period of service at popular service stations) | Period of Service |
|------|-------------------------------------------------------------------------------|-------------------|
|      |                                                                               |                   |
|      |                                                                               |                   |
|      |                                                                               |                   |
|      |                                                                               |                   |

6. Have you served in an office mentioned under the provisions of Public Administration Circular 01/2014? (Applies only for the officers who were recruited after 01.07.2007)

Yes/ No

If yes

| <b>Post</b> | <b>Service Station</b> | <b>Period</b> |
|-------------|------------------------|---------------|
| 1           |                        |               |
| 2           |                        |               |
| 3           |                        |               |

7. Service Station to which the transfer is sought :

|   | <b>Post</b> | <b>Service Station</b> |
|---|-------------|------------------------|
| 1 |             |                        |
| 2 |             |                        |
| 3 |             |                        |

I hereby certify that the above particulars given by me are correct. Further I hereby state that I am giving my consent to be transferred to any other 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



**SCHEDULE OF APPLICATION FOR TRANSFERS IN SRI LANKA ADMINISTRATIVE SERVICE -YEAR 2019**

Ministry/Department/Provincial Council: .....

Regional Office/District: .....

| Serial No. | Name of officer and Number of N.I.C | Date of Appointment and Medium | Post / Grade | Personal Address | Date of Birth and age as at 31.12.2018 | Civil status and place of work of the spouse | Number of children and Number of children who are schooling | Service Stations and the periods of service at the service stations | Reasons for requesting a transfer | Place willing to be transferred | Decision of the Transfer Committee (For Office use Only) |
|------------|-------------------------------------|--------------------------------|--------------|------------------|----------------------------------------|----------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------------|---------------------------------|----------------------------------------------------------|
|            |                                     |                                |              |                  |                                        |                                              |                                                             |                                                                     |                                   |                                 |                                                          |

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 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 station, or**
- 2) **served more than 12 years in any other service station within the district or**
- 3) **have completed a period of service mentioned in 2.1.6 of the Circular (As at 31.12.2018)**

**(Separate Forms should be used for above 1, 2, and 3 categories)**

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

Ministry / Department/ Provincial Council:- .....

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

| Serial No | Name of officer (Mr. / Mrs. / Miss.) | Date of Appointment | N.I.C. No | Post / Grade and Medium | Date of birth and age as at 31.12.2018 | Period of service in the present station as at 31.12.2018 | Civil status and place of work of the spouse | Number of children/ age/ schools attending | Present residential area and the 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) | Period of Service as per the provisions in P.A.C. 01/2014 (only for the officers who were recruited after 01.01.2007) | Whether applied for an annual transfer? If not, indicate three stations willing to serve if transferred. |
|-----------|--------------------------------------|---------------------|-----------|-------------------------|----------------------------------------|-----------------------------------------------------------|----------------------------------------------|--------------------------------------------|------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|           |                                      |                     |           |                         |                                        |                                                           |                                              |                                            |                                          |                                                                       |                                                                                                                                |                                                                                                                       |                                                                                                          |

Prepared by : Name

Signature:

Checked by : Name

Signature:

Date:

.....  
Signature and official stamp of Head of Department

**Form 04**

..... **Transfers in Sri Lanka Administrative Service- Application for Appeal**

Ministry:.....

Department:.....

|                                                                                                            |
|------------------------------------------------------------------------------------------------------------|
| Identification Number of the Transfer List : .....<br>(Only the officers who have not received transfers ) |
|------------------------------------------------------------------------------------------------------------|

**(a) Should be perfected by the Officer**

1. I. Name of the officer in full (in Clear Letters) : Mr/Mrs./Miss .....
- II. National Identity Card No .....
- III. Permanent Address : .....
- IV. Residential Address : .....
- V. Address of the new place of residence if any change in the residence is due to be made in 2019 : .....

2. Service Station to which the officer is transferred : .....

3. Post and Grade : .....
- 3.1 Date of entry to the service : .....
  - 3.2 Date of entry to the Grade : .....

4. Date of Birth : .....

Age as at 31/12/2018 .....

5.

| Service Particulars | Date of Appointment | From / To Service Station |
|---------------------|---------------------|---------------------------|
|                     |                     |                           |
|                     |                     |                           |
|                     |                     |                           |

6. No of the Annual Transfer List : .....

7. I request to Cancel / Revise the given Transfer.

8. Reasons for Appeal : (State on the reverse of the page)

9. Service Station to which the transfer should be Granted/ Revised :

Ministry : .....

Department : .....

Date : .....

.....  
Signature of the officer

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

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

Date:.....

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

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

**Appeals on Annual Transfers**

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers.....- Particulars of the Appellant

a. Personal Details

|                                                                                          |                                |                                                    |  |          |
|------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------|--|----------|
| 01. Name with initials:-                                                                 |                                |                                                    |  |          |
| 02. Post and Class                                                                       |                                |                                                    |  |          |
| 03. Date of Birth:<br>YYYY/MM/DD                                                         | 04. Age: (As at<br>31.12.2018) | 05. National<br>Identity Card<br>No:               |  | 06. Sex: |
| 07. Permanent<br>Address:<br><br>Divisional<br>Secretary's<br>Division:<br><br>District: | 08. Temporary Address:         | 09. Telephone No:<br>Office:<br>Personal:          |  |          |
| 10. Marital Status:                                                                      | 11. Name of the spouse:        | 12. Occupation and service stations of the spouse: |  |          |
| 13. Number of<br>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:<br>YYYY/MM/DD |                 | 20. Period of service at the present service station:<br>(As at 31.12.2018)<br>.....Years.....Months.....Days |                                                                 |                   |    |
| 21. Have you served at popular service station/ service stations?   |                 |                                                                                                               |                                                                 |                   |    |
| 22. Previous<br>service stations in<br>the public service:          | Service Station |                                                                                                               | Popular service<br>station/ Not a<br>popular service<br>station | Period of service |    |
|                                                                     |                 | 1                                                                                                             |                                                                 | From              | To |
|                                                                     |                 | 2                                                                                                             |                                                                 |                   |    |
|                                                                     |                 | 3                                                                                                             |                                                                 |                   |    |
|                                                                     |                 | 4                                                                                                             |                                                                 |                   |    |
|                                                                     |                 | 5                                                                                                             |                                                                 |                   |    |
|                                                                     |                 | 6                                                                                                             |                                                                 |                   |    |

c. 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 transfers, service stations applied for |  |
|                                                                                                                           |                                   |                                       | 1                                                      |  |
|                                                                                                                           |                                   |                                       | 2                                                      |  |
|                                                                                                                           |                                   |                                       | 3                                                      |  |
|                                                                                                                           |                                   |                                       | 4                                                      |  |
|                                                                                                                           |                                   |                                       | 5                                                      |  |
| Indicate the service stations, if transfer orders have been received:                                                     |                                   |                                       |                                                        |  |
| The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m) |                                   |                                       |                                                        |  |

24. Number of officers of the transfer cycle.....

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

26. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

| Year in which the request has been made for transfers | Service station to which the requests have been made for transfers |
|-------------------------------------------------------|--------------------------------------------------------------------|
|                                                       |                                                                    |
|                                                       |                                                                    |
|                                                       |                                                                    |

27. Decisions received with regard to the requests for annual transfers as per No. 26 above:  
(If a transfer order has not been received, indicate the same)

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

28. Request made to the committee for reviewing annual transfers:

|                              |  |                                                                             |
|------------------------------|--|-----------------------------------------------------------------------------|
| Cancellation of the transfer |  | If applied for revision of the transfer, the service stations requested for |
| Revising the transfer        |  |                                                                             |
| Obtaining a new transfer     |  |                                                                             |
|                              |  | 1.                                                                          |
|                              |  | 2.                                                                          |
|                              |  | 3.                                                                          |

29. Decision of the committee for reviewing annual transfers

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

30. Reasons for making an appeal against the decision of the Committee for reviewing the Transfers:

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

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

- Annex (01) .....
- Annex(02) .....
- Annex(03) .....

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. Recommendation of the Transfer Authority

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

.....  
Date

.....  
Signature

**Appeals on Annual Transfers**

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers.....- 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 31.12.2018) | 05. National Identity Card No:                     |  | 06. Sex: |
| 07. Permanent Address:<br><br>Divisional Secretary's Division:<br><br>District: | 08. Temporary Address:      | 09. Telephone No:<br>Office:<br>Personal:          |  |          |
| 10. Marital Status:                                                             | 11. Name of the spouse:     | 12. Occupation and service stations 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 31.12.2018)<br>.....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 |
|                                                                    | 1               |                                                                                                            |                                                        | From To           |
|                                                                    | 2               |                                                                                                            |                                                        |                   |
|                                                                    | 3               |                                                                                                            |                                                        |                   |
|                                                                    | 4               |                                                                                                            |                                                        |                   |
|                                                                    | 5               |                                                                                                            |                                                        |                   |
|                                                                    | 6               |                                                                                                            |                                                        |                   |

c. 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 transfers, service stations applied for |  |
|                                                                                                                           |                                   |                                       | 1                                                      |  |
|                                                                                                                           |                                   |                                       | 2                                                      |  |
|                                                                                                                           |                                   |                                       | 3                                                      |  |
|                                                                                                                           |                                   |                                       | 4                                                      |  |
|                                                                                                                           |                                   |                                       | 5                                                      |  |
| Indicate the service stations, if transfer orders have been received:                                                     |                                   |                                       |                                                        |  |
| The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m) |                                   |                                       |                                                        |  |

24. Number of officers who are involved in the transfer cycle: .....

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

26. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

| Year in which the request has been made for transfers | Service station to which the requests have been made for transfers |
|-------------------------------------------------------|--------------------------------------------------------------------|
|                                                       |                                                                    |
|                                                       |                                                                    |
|                                                       |                                                                    |

27. Decisions received with regard to the requests for annual transfers as per No. 26 above:  
(If a transfer order has not been received, indicate the same)

Particulars on the request made to the committee for reviewing annual transfers

|                                                                   |  |                                                                             |
|-------------------------------------------------------------------|--|-----------------------------------------------------------------------------|
| 28. Request made to the committee for reviewing annual transfers: |  |                                                                             |
| Cancellation of the transfer                                      |  | If applied for revision of the transfer, the service stations requested for |
| Revising the transfer                                             |  |                                                                             |
| Obtaining a new transfer                                          |  |                                                                             |
|                                                                   |  | 1.                                                                          |
|                                                                   |  | 2.                                                                          |
|                                                                   |  | 3.                                                                          |

29. Decision of the committee for reviewing annual transfers

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

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

28. Recommendation of the Secretary, Ministry of Public Administration and Management with regard to the possibility to fulfill the request of the appellant:

.....  
 .....  
 .....  
 .....

.....  
Date

.....  
Signature



Name :- .....

Service Station: - .....

Date :- .....

Secretary, Ministry of Public Administration & Management

Through .....

Through .....

**Reporting for Duties at the new Service Station**

It is kindly informed that I, who have been released from service with effect from .....(Date of release) as per the order of Annual transfers in Sri Lanka Administrative Service .... (Year) reported for duty at ..... (Service station) on ..... (Date of reporting for duty)

Yours faithfully

Signature:- .....

Service :- .....

Grade :- .....

National Identity Card No:- .....

Employee No :- .....

It is hereby confirmed that the officer reported for duty

.....

.....

Date

Signature and the Official Seal of the Head of the Institution

Copies :

**Form 07**

My No :- .....

Ministry/ Department/ Provincial Council :- .....

Date :- .....

Mr/Mrs/Miss .....

Post:- .....

Through .....

Through .....

**Releasing from Service on Annual Transfers**

It is kindly informed that the above mentioned officer is hereby released from ..... (Date of release) enabling him/ her to report for duty at ..... (New service station) on the annual transfer order of Sri Lanka Administrative Service in year ..... (Year)

.....

Signature and the Official Seal of the Head of the Institution

Copies: Secretary, Ministry of Public Administration and Management

**Form 08**

**Officers who were transferred to .....**

**Ministry / Department/ Provincial Council**

Service:- Sri Lanka Administrative Service

| Name | Employee No | Class | Date the officer was released from previous service station | Date on which the officer reported to new service station | Whether Form 06 has been sent to the Secretary, Ministry of Public Administration and Management |
|------|-------------|-------|-------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|      |             |       |                                                             |                                                           |                                                                                                  |

**Form 09**

**Officers who were transferred from Ministry/ Department/ Office/ Provincial Council**

.....

Service:- Sri Lanka Administrative Service

| Name | Employee No | Class | Date of release | Whether Form 06 has been sent to the Secretary, Public Administration and Management |
|------|-------------|-------|-----------------|--------------------------------------------------------------------------------------|
|      |             |       |                 |                                                                                      |