

My Number: CS/SLAS/TRANS/DECISIONS
Ministry of Public Administration,
Management and Law & Order
Independence Square
Colombo 07.

23.10.2018

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

**Implementation of the Annual Transfers of Officers belonging to All Island services,
serving in Line Ministries and Departments**

If it is decided that it is essential to further obtain the service of a certain officer, belonging to an All Island service, who has been identified as an officer who plays a significant role in the implementation of development programmes initiated by the government, continuously and effectively, to the relevant ministry/ department, the Secretary of the respective line ministry shall be vested with the power, subjected to acting in the following manner, to retain the relevant officer further in the current service station until 31st December 2020 without transferring him under annual transfers, in terms of the decision of the Cabinet of Ministers No. CP/18/2036/805/062 dated 19.09.2018.

02. Action should be taken to submit a request to retain further the relevant officer in the current service station, prepared as per the format given herewith, along with the written concurrence of the said officers and observations and recommendations of the respective administrative authority, to the public service commission.
03. If the relevant officer has received a transfer under annual transfers 2019, the relevant request should be submitted to the Public Service Commission on or before 15.11.2018.
04. If the relevant officer is engaged in the provincial public service, the above requests should be submitted to the Public Service Commission by the relevant Chief Secretary of the province.
05. Action should be taken to ensure that requests are made under this circular only at occasions where it is very important and essential to retain a certain officer, in order to minimize the inconveniences that can be faced by officers who have been serving in remote/ unpopular service stations and are expecting transfers to convenient/ popular service stations under annual transfers.
06. Action should be taken by the relevant administrative authority to publish the details of officers whose transfers are cancelled under this circular, in a suitable manner, for information of the other officers of the said all island services.

This circular is issued with the concurrence of the Public Service Commission.



Padmasiri Jayamanna
Secretary

Ministry of Public Administration, Management
and Law & Order

Providing information on officers whose transfers are temporarily held until December 2020 for the implementation of development programmes, as per the decision of the Cabinet of Ministers No. CP/18/2036/805/062 dated 19.09.2018

a. Personal Information

01. Name with initials:-			
02. Post and Class:-			
03. Birthday:- YYYY/MM/DD	04. Age:- (2018.12.31)	05. NIC number:-	06. Male/ Female:-
07. Permanent Address:-	08. Temporary Address:-	09. Telephone number Office:- Private:-	

b. Service particulars

10. Service to which the officer belongs		11. Date of appointment to the service			
12. Grade at present		13. Date of promotion to the present Grade			
14. Total period of service (as at 31.12.2018)years....months....days Date of appointment to the post:					
15. Current Service Station:-		16. Town in which the service station is situated:-			
17. Date of reporting for duty at the current service station:-		18. Period of Service at the current service station (31.12.2018)years....months...days			
19. Previous service stations in the public service	Service Station		A popular service station/ unpopular service station	Period of service	
	01			From	To
	02				
	03				
	04				
	05				
	06				

Recommendation of the Head of the Department

20. The tasks entrusted to the officer in relation to the development programmes implemented by the government.

Development programme	Period of implementation	Tasks and responsibilities entrusted to the officer.

21. The significant role played by this officer in implementing the above tasks continuously and effectively.

22. Why the above tasks cannot be performed by assigning them to another officer of the same service or training another officer of the same service during a specific period and assigning them to that officer?

23. Observations and recommendations on the other possible issues that can be arisen due to not transferring the relevant officer under annual transfers.

I hereby recommend that it is advisable to temporarily hold the transfer of this officer until.....as per the decision of the Cabinet of Ministers No. CP/18/2036/805/062 dated 19.09.2018, since it is essential to obtain further the service of this officer who plays a significant role in implementing the development programmes initiated by the government continuously and effectively, to the relevant ministry/ department.

.....
Date

.....
Signature of the Head of the Department

Recommendation of the Secretary of the Ministry/ Chief Secretary of the Province

.....
Date

.....
Signature of the Secretary of the Ministry/ Chief Secretary of the Province