

08.07.2019

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

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SPECIAL GRADE OF SRI LANKA  
ADMINISTRATIVE SERVICE**

1. Since a situation has arisen making the filling of vacancies in essential service stations impossible due to retaining of the officers in Special Grade of Sri Lanka Administrative Service, continually in one and the same service station, this transfer scheme is implemented for officers in Special Grade of Sri Lanka Administrative Service with the approval of Public Service Commission as per provisions in Rule 202, Chapter XVIII, Volume 1 of Procedural Rules published in the Gazette extra ordinary No. 1588/30 dated 20.09.2009 by the Public Service Commission enabling such officers to obtain transfers.

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

Annual 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 an Annual 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. **Particulars of the officers who are subjected to Annual Transfers**

2.1 **The officers who have completed a minimum service period of six years (06) in one and the same service station, namely at a Ministry/ Department/ Institution or Provincial Council out of the Special Grade officers, shall be subjected to transfers as per this scheme, except the officers appointed by the Cabinet.**

2.2 The officers who have already been promoted to the Special Grade of Sri Lanka Administrative Service, but who are still serving in the posts of Grade I, even though they have.

2.3 The officers who have completed the period prescribed under the classification of service in a popular service station mentioned in No. 2.4.

2.4 Classification of Service Stations

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

1. Department of Custom	03 years
2. Department of Immigration and Emigration	03 years
3. Department of Commissioner of Motor Traffic	03 years
4. Department of Excise	03 years
5. Department of Inland Revenue	03 years
6. Department of Registration of Persons	03 years

At the moment there are no Special Grade vacancies in the above mentioned departments.

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.**

2.5 The officers who have completed a service period of at least two (02) years in one and the same service station shall be eligible to apply for annual transfers as per this circular.

### **3. Particulars on the Composition of the Annual Transfer Board**

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

- I. Secretary of another Ministry – Chairman
- II. Additional Secretary (Ministry in charge of the subject of public administration)
- III. Director, (Sri Lanka Administrative Service)
- IV. A representative from Sri Lanka Administrative Service Association

### **4. Composition of Committee for reviewing Annual Transfer Proposals**

#### **4.1 Committee for reviewing Annual Transfers**

1. Secretary of the Ministry in charge of the subject of public administration - Chairman
2. Secretary of another Ministry who has not been a member of the Transfer Board
3. Additional Secretary (Ministry in charge of the subject of public administration)

#### **4.2 Instances at which explanations can be made against the transfers**

Though transfers are made as per this circular, such decisions on transfers can be reviewed on special grounds. A request can be made to the above mentioned committee for reviewing transfers along with the recommendations of the Secretary of the relevant Ministry.

### **5. General matters to be considered in making annual transfers**

- 5.1 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 :-31.12.2019 for the annual transfers in 2020)
- 5.3 When calculating the period of services in annual transfers, 01<sup>st</sup> 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 service of an officer in a service station, the period in which the officer was not in service due to reasons beyond his control will not be taken into consideration.
- 5.5 Applications for transfers and appeals will be considered strictly if they are prepared according to the Specimen Forms prescribed.
- 5.6 If there is an officer who is subjected to transfers due to the completion of prescribed period of service, but not applied for transfers and the Head of the Institution requires him/her to be retained in the same institution on the service exigency the request of such retention will also

be submitted at the time the recommendations are forwarded on the officers with a period of more than 05 years of service.

5.7 All officers who are transferred shall be bound to report at the new service station on due date.

5.8 Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer scheme. Therefore, action shall be taken to release the officers who are transferred outside the Ministry/ Department 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.

At a time, an officer, who has received a proper transfer order on an annual transfer order, has not reported for duties, the Head of the Department/ Institution to which the officer is transferred shall take actions to issue a notice on Vacation of Post as per Section 217 of Public Service Procedural Rules.

5.9 Cases which are not covered by the Annual Transfer Scheme

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

5.10 Submission of applications

Transfer applications and representations made against the transfers that shall be made strictly in accordance with the specimen 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.

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.

**5.11 Non Annual Transfers**

Transfer orders shall be made by the secretary in charge of the subject of public Administration with the covering approval of Public Service Commission, 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. However Transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in annual transfer boards.

## **6. Time table for the annual transfers**

	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

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

7.1. 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.

7.2 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.

7.3. 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.

7.4. 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.

7.5 Officers who have not appealed to Annual Transfer Review Board against any Annual Transfer Decision should not submit their appeals to the Public Service Commission.

7.6 Appeals of the officers who have not completed the minimum period of service to apply for annual transfer as per the provisions in the Annual Transfer Procedures should not be submitted to the Public Service Commission.

7.7. 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.

7.8. 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 7.4 above.

7.9. 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.

7.10. 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.

As per the orders of Public Service Commission,

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration,  
Disaster Management and Rural  
Economic Affairs

**Application for transfers  
(For Officers of Special Grade in Sri Lanka Administrative Service)**

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 :
- 2.5 Date of reporting to duties: .....
- 2.6 Service Period as at 31.12.2019 : ..... Years ..... Months ..... Days

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. 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 ANNUAL TRANSFERS IN SPECIAL GRADE OF SRI LANKA ADMINISTRATIVE SERVICE -YEAR .....**

Ministry: .....

Serial No.	Name of officer and Number of N.I.C	Date of Appointment	Personal Address	Date of Birth and age as at 31.12.2019	Previous Stations served and relevant time period	Reasons for requesting a transfer	Place willing to be transferred

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 who have served for more than 05 years in one and the same station,  
(As at 31.12.2019)  
(Names of officers with the longest period of service shall be indicated at the beginning)**

Ministry:- .....

Serial No	Name of officer (Mr. / Mrs. / Miss.)	Date of Appointment	Post / Grade and Medium	Date of birth and age as at 31.12.2019	Period of service in the present station as at 31.12.2019	Present residential area and the address	Stations served and the periods of service from the first appointment	Whether applied for an annual transfer? If not, indicate <b>three</b> stations willing to serve if transferred.

Prepared by : Name.....

Signature:.....

Checked by : Name.....

Signature:.....

Date:

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

**..... Specimen for making Representations against the Annual Transfers of officers in Special Grade of Sri Lanka Administrative Service**

Ministry:.....

Identification Number of the Transfer List :

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

1. I. Name of the officer in full (in Clear Letters) : .....  
 .....Mr/Mrs./Miss  
 II. Permanent Address : .....  
 III. Residential Address : .....  
 IV. 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 SP Grade : .....

4. Date of Birth : .....

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.
7. Reasons for Appeal : (State on the reverse of the page)
8. 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: YYYY/MM/DD	04. Age: (As at 31.12.2019)	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 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: YYYY/MM/DD	20. Period of service at the present service station: (As at 31.12.2019) ..... 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 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)
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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 31.12.2019)	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 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 31.12.2019) ..... 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)
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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