

Public Administration Circular No : 19/2023

My No : M.S.O/Su/Tra/2024

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

06.09.2023

Secretaries to Ministries
District Secretaries/Government Agents
Heads of Departments

**ANNUAL TRANSFERS OF OFFICERS IN SUPRA CLASS OF
MANAGEMENT SERVICES OFFICER- 2024**

Your attention is hereby drawn to the provisions in Chapter xviii of Procedural Rules (volume 1) published in the Gazette Extraordinary of the Public Services Commission no 2023/29 dated 14.12.2022 on transfers of public officers.

02. Annual transfers in respect of officers in Supra Class of Management Services Officer belonging to Combined Service shall be effective from 1st of January 2024. The following procedure should be followed in this regard, in order to avoid inconvenience to the officers concerned and to the Public Service.
03. The Transfer Board shall be held at the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government and the decisions on transfers among all Ministries, Departments, District Secretariats, Divisional Secretariats and other institutions shall be made by the board.
04. The transfer scheme attached herewith shall be followed in taking decisions on matters such as eligibility of officers for transfers.
05. An officer who possesses a service of 5 years at a popular service station/ 2 years service at an unpopular service station shall become eligible for transfers.
06. In order to consider any appeals made against respective proposed annual transfers, Committees to review annual transfer proposals should be set up in terms of Section 250 in Chapter xviii of Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 2023/29 and necessary action should be taken accordingly. Appeals submitted in respect of annual transfers will be considered only if they conform to Section 251 in Chapter xviii of Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 2023/29.

07. Committees to review annual transfer proposals, that will be set up to consider appeals made against transfer orders, will take decisions after investigations are made on the matters mentioned below.
- Transfer orders given against the procedure of transfers.
 - Instances where requests of officers were not fulfilled (The service stations 1,2 and 3 on the preference shall be treated as requests)
 - Transfer orders given against the requests of the officers concerned
 - If credible recommendations have been submitted regarding sympathetic situations such as unexpected calamities/ accidents/disasters/ illnesses faced by officers after the transfer application has been submitted
08. Applications for mutual transfers shall not be accepted during the period from 01st of September 2023 to 31st of December 2023.
09. The timetable relating to the officers in Supra Class of Management Services Officers is mentioned in Section 7 of the transfer procedure.
10. All officers can submit applications online as follows.
- i. If you have internet access through LGN, you can apply online at <http://10.250.1.112:misco> and if you have internet access through other networks, you can apply for annual transfers online at <http://43.224.125.68:misco>
 - ii. It is essential that all officers update all their basic information as well as the service records pertaining to the period of service in the previous workplaces.
11. Heads of Institutions/ Departments should ensure that accurate and complete information is provided about each officer. If it is revealed that there is inaccurate information, the heads of the relevant institutions/ departments and the officers who prepared the lists and corrected the mistakes are liable and will be subject to disciplinary action.
12. Officers transferred out of a Ministry/Department by the Transfer board shall not be retained awaiting replacements and they shall be released to enable them to assume duties at their new stations on the date stipulated.
13. The following is the timetable effective for annual transfers of officers in Supra Grade of Management Officers' Service, relevant to the year 2024.

Before 06 th of September	Publication of Transfer Procedure / Circular
Before 15 th of September	<ul style="list-style-type: none"> • Terminating of calling for annual transfer applications • Submitting the following documents to the Director General of Combined Services <ul style="list-style-type: none"> (i) Recommended by the Head of the Institution after submitting the application form online at http://10.250.1.112:misco if internet facility is available through LGN and also through http://43.224.125.68:misco if internet facility is available through other networks. And printed copies of the Annual Transfer Application of those officers signed with the official seal (ii) A document of the officers who have served in an institution for more than 05 years and the officers who have applied for transfers as at 31/12/2023 obtained through the online system.
Before 01 st of October	Completion of transfer board meeting decisions.
Before 05 th of October	Notice of transfer orders
Before 01 st of November	Closing date for submitting appeals to the Committees for reviewing Transfers
Before 10 th of November	Communicating the decisions of the appeal board and issuance of orders of annual transfers
Before 01 st of December	Submission of appeals to the Public Service Commission
From 01 st of January 2024	Giving effect to annual transfers

14. Action may be taken to make officers in supra grade at your Ministry / Department aware of the provisions made in this circular.

Sgd/ K.D.N. Ranjith Asoka
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

**ANNUAL TRANSFER SCHEME OF SUPRA CLASS OF MANAGEMENT
SERVICE'S OFFICER SERVICE (COMBINED SERVICE)**

01. Annual Transfer Scheme of the officers in Supra Class of Management Services Officer in terms of the provisions of Rule 253 in Chapter XVIII of Procedural Rules (volume 1) published by the Public Services Commission in the Gazette Extraordinary no 2023/29 dated 14.12.2022 and the powers vested by the Gazette Extraordinary no. 1955/22 dated 25.02.2016.

02. Transfers of officers in Supra class of MSO in the Combined Services will be made in the following manner:-

(a) Transfers by Transfer Boards (Annual Transfers)

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 the Secretaries of Ministries on administrative grounds. Such transfers will be effective from the first working day of the year.

(b) Transfers by Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (Transfers other than Annual Transfers)

Transfers will be made purely by the Transfer Boards but not under ordinary functions of the Combined Service Division. However, the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government on administrative and service requirements as well as on disciplinary grounds shall issue transfer orders. Further, necessary action shall be taken on requests made for mutual transfers and of which contents shall be considered on urgent and sympathetic grounds, if such requests are forwarded along with the observations and recommendations of the Secretary of the respective Ministry.

02.1 Transfer from one Ministry to another Ministry

When an officer is transferred from one Ministry to another Ministry, the request of the Secretary of the Ministry where the vacancy exists, shall be sent to the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. For this purpose, the transfer orders shall be issued by the secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local

Government to the Ministry where such vacancy exists, considering the concurrence of the secretary of the line Ministry where the officer who requests transfer, is attached.

02.2 Transfers among Departments within one and the same Ministry

The secretary of the respective line Ministry shall forward recommendations on proposed transfers to the secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. The secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall grant approval for relevant transfers considering the recommendations.

02.3 Transfers within one and the same Departments

The Head of the Department shall forward the proposals for transfers to the Secretary of the relevant Line Ministry, Accordingly, once the Secretary of the respective Ministry approves the transfer requested, it shall be informed to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

02.4 Transfers as special official requirements and urgent exigency of service.

The secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall reserve the right to transfer an officer or make temporary attachment, without obtaining the consent and without any request of the officer concerned, depending on administration and service requirements.

03. Composition of the Transfer Committee for Supra Class of Management Officers' Service.

The Transfer Committee shall consist of the following members.

- Three staff officers including the officer in charge of the establishment activities of the service, nominated by the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (one officer shall be the officer nominated to the Appeal Board)
- One representative from each Trade Union which has a membership not less than 15% of the total cadre of Supra Class in MSO
Or
- A representative from trade union from which an officer has been released fulltime for trade union activities.
- Chairman of the Transfer Committee shall be appointed by the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

04. Committee for reviewing annual transfers

4.1 The Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall appoint a Committee for reviewing annual transfers chaired by the Director General, Combined Services to examine the complaints made against the decisions of the Transfer Committee and the request which have not been fulfilled at the Transfer Committee.

04.2 The composition of the Committee for reviewing annual transfers is as follows.
Chairman : Director General of Combined Services.

Two members nominated by the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

- (I) An officer from Sri Lanka Administrative Service serving attached to Combined Services division of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.
- (II) An officer from Sri Lanka Administrative Service serving attached to another department, which does not belong to Combined Services.

Note :- One of these officers shall be an officer who had served in the Transfer Committee.

04.3 Committee for reviewing annual transfers shall take decisions after examination of following matters.

- Transfers which are inconsistent to the transfer policy.
- Instances where the request of the officer has not been fulfilled.
- Requests, recommendations and complaints made to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government by the secretary of respective Ministry regarding the transfer.

05. General policies to be considered in making transfers.

5.1 Time of Transfer in connection to Annual Transfers shall be calculated on 31st December in previous year. (31.12.2023 for the Annual Transfers in year 2024).

5.2 When calculating the period of service, 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 Committee shall take that into consideration.

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

- 5.4 When calculating the period of service in popular service stations, 15 years of service immediately preceding will be taken into account although such services fall under one or several popular service stations. (Service Stations which were identified as popular service stations during that period).
- 5.5 The period of service in any district under a Department/Ministry will be treated as the service in such Department/Ministry. When calculating the period of service in a district, the service in any office in the district will be taken into account.
- 5.6 When calculating the service in a popular service station, the service in a popular service station during his service in class II and I of MSO shall also be taken into account.
- 5.7 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.
- 5.8.1 An officer who has possessed 05 years service in popular service station/02 years service in an unpopular service station shall be entitled to apply for a transfer.
- 5.8.2 At the instances where an officer who has not completed the prescribed period at a popular service station, applies for a transfer an unpopular service station, he shall be entitled to such transfer subject to the services exigencies.
- 5.8.3 Officers who have served more than 5 years in one and the same service station will be subjected to transfer.
- 5.9.1 When calculating time for annual transfers to the date 31st of December, (31.12.2023 for the Annual Transfers in year 2024) Even though the officers beyond 53 years of age can be transferred to a service station within the district they shall not be transferred out of the district without their request.
- 5.9.2. When calculating time for annual transfers to the date 31st of December (31.12.2023 for the Annual Transfers in year 2024) Officers beyond 58 years of age (officers at the age of 59 years) shall not be transferred even within the district unless they make a request.

- 5.10. If the Secretary, Chairman, Treasurer and Executive members of the central committee of a Trade Union recognized by the Director General of Combined service are transferred, such transfer shall be made, so as not to affect the activities of the Trade Union and considering the recommendation of the Secretary of Trade Union. However this shall not be applicable for transfers from the popular service station.
- 5.11 Officers in Trade Unions who expect to enjoy the concessions indicated in section 7.1 of chapter XXV shall prepare an application in this regard and they shall be submitted to the Director General of Combined Services through the Secretary of the respective Trade Union at least two weeks before the meeting of Transfer Committees. (In terms of Sub-Section 7:5). The requests made after that period will not be considered.
- 5.12 Where an officer forwards documentary evidence to prove that his/her spouse is serving in Armed Forces or in Police in the Northern and Eastern Provinces (Operational areas), such officer shall be transferred only at his/her request. Also, priority shall be granted to the requests for transfers made by such officers.
- 5.13 Generally, every possible step shall 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.
- 5.14 When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as disabled children and spouse paralyzed due to long term illnesses should be taken into consideration.
- 5.15 As far as possible, every transfer shall be effective with effect from 01st January of each year so as to avoid any inconvenience which may cause to the schooling of children.
- 5.16 When selecting officers for the services at unpopular service stations, attention shall be made as far as possible to select unmarried officers and officers who are married but haven't school going children, other than married officers who have school going children.
- 5.17 Only transfer applications and appeals in connection to transfers, which are submitted strictly in accordance with the Specimen Form, shall be considered.
- 5.18 Officers who apply for a transfer to a specific service station in an area may indicate the name of the station and area. Also, it is appropriate to indicate the requirement of the officer in the application, i.e. whether, the application is made with the expectations to go to a certain office or a Department. Accordingly, the names of the areas and offices shall be indicated in sequence.
- 5.19 Once the transfer application is submitted, the officer has no right to appeal for the cancellation or withdrawal of such transfer. In the meantime the Head of Department has also no right to make recommendations on such occasions.

06. Grading of service stations:

Classification of Service Stations –

- 6.1.1 The names identified as popular service stations/places have been announce annually. These service stations/places can be vary depend on the responses of officers. A list of popular service stations is attached here with attachment 01 under schedule – 01.
- 6.1.2 Even though a request has been made for a transfer to an office mentioned in second schedule, action shall be taken to obtain prior approval of the Head of Department indicated in the schedule before issuing the transfer order.
- 6:2 An officer who has served a period of 5 years in popular service stations shall again be transferred to another popular service station only if there are no other requests.
- 6:3 Secretaries to the Ministries and Heads of Departments should take action to prepare and send the report of the officers who have completed more than 05 years of service in all the Ministries and Departments online as follows.
- i. You can use the web address <http://10.250.1.112:misco> if you have internet access through LGN and <http://43.224.125.68:misco> if you have internet access through other networks.
 - ii. It is also better to use the "Chrome" web browser to access the web addresses listed above.
- 6:4 The officer who served the maximum period of service in the popular service station and satisfies the requirements indicated in sub-sections 6.2 and 6.3 can be transferred to fulfill the request for transfer made by an officer serving in an unpopular service station.
- 6.5 When effecting transfers to popular service stations, priority shall be given to those who are serving in unpopular service stations. However, the period of service as well as the difficulties faced by such officers shall be taken into consideration, if brought to notice. Relevant officers shall take action to submit necessary information accordingly.
- 6.6 When the officers in subsection 6.3 and 6.4 are transferred, efforts shall be made as far as possible to transfer them to one of the two stations they have indicated on
- the order of preference. If it is not possible, they shall be transferred to the nearest service station. Officers shall see to provide necessary information in this regard.
- 6.7 The Heads of Departments shall see to implement annual transfers on the effective date, by taking action to train other officers to perform duties of the officers expected to be transferred.
- 6.8 Disciplinary action shall be taken without any notice against officers who do not follow or implement annual transfer orders, if the secretary of Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government is reported regarding such situation.

7.0 Time table to be followed in implementing the annual transfer policy relating to the officers in Supra Class of MSO

Before 06 th of September	Publication of Transfer Procedure / Circular
Before 15 th of September	<ul style="list-style-type: none"> • Terminating Calling for Transfer Applications • Submitting the following documents to the Director General of Integrated Services <ul style="list-style-type: none"> i. Recommended by the Head of the Institution after submitting the application form online at http://10.250.1.112:misco if internet facility is available through LGN and also through http://43.224.125.68:misco if internet facility is available through other networks. And printed copies of the Annual Transfer Application of those officers signed with the official seal ii. A document of the officers who have served in an institution for more than 05 years and the officers who have applied for transfers as at 31/12/2023 obtained through the online system.
Before 01 st of October	Completion of transfer board meeting decisions.
Before 05 th of October	Notice of transfer orders
Before 01 st of November	Closing date for submitting appeals to the Committees for reviewing Transfers
Before 10 th of November	Communicating the decisions of the appeal board and issuance of orders of annual transfers
Before 01 st of December	Submission of appeals to the Public Service Commission
From 01 st of January 2024	Giving effect to annual transfers

8. Submission of Appeals against Annual Transfer Orders

8.1 If a public officer submits an appeal against any transfer order to the Public Service Commission, it should be submitted only in line with form 3a and 3b. Further, he should take actions to submit certified copies of the relevant document along with the appeal to prove the matters he/ she submit.

8.2 A public officer should submit an appeal to the Public Service Commission through the Secretary of the relevant Ministry and a copy of the relevant appeal should be forwarded to the Secretary of the relevant Ministry. It is the responsibility of the Secretary of the relevant

Ministry 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.

- 8.3 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.
- 8.4 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 the Secretary of the relevant Ministry 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 para XVIII of the Procedural Rules of the Public Service Commission should be submitted to the Public Service Commission before the 01st of December of the respective year along with the relevant files, documents, minutes, observations and recommendations.
- 8.5 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.
- 8.6 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 7.4 above.
- 8.7 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 relevant Ministry in order to update relevant files.
- 8.8 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. However, the relevant transfer order shall be applied without any change until the final decision of the Administrative Appeals Tribunal is received.

On the order of the Public Services Commission,

Sgd/ K.D.N. Ranjith Asoka
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Schedule - 01
Popular Service Stations

01. Department of Customs.
02. Department of Inland Revenue.
03. Department of Immigration and Emigration.
04. Commission to Investigate into Allegations of Bribery or Corruption
05. Public Services Commission.
06. Department of Excise.
07. Department of Commissioner of Motor Traffic.
08. Department of Wildlife Conservation.

Schedule - 02
Departments to which the transfer are made subject to prior approval

01. President Secretariat.
02. Office of the Hon. Prime Minister.
03. Cabinet Office
04. Office of the Opposition Leader.
05. Public Services Commission.
06. Commission to Investigate into Allegations of Bribery or Corruption.
07. Election Commission.