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அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management
නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකා. சுதந்திரச் சதுக்கம் கொழும்பு 07 இலங்கை.
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CS/SLAS/ANN.TRA-2016

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உமது இல

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திகதி:

28.09.2015

Secretaries of Ministries,
Chief Secretaries,
Heads of Departments.

Annual transfers-2016

(Special Grade of Sri Lanka Administrative Service)

Approval is hereby granted to transfers of officers mentioned in the attached schedule with effect from 01.01.2016. Accordingly please take action to inform relevant officers of the your institute to assume duties at their new service station on the due date.

02. The transfer procedure followed by the Transfer Board in making these transfers has already been sent to you by Public Administration Circular No 17/2015 dated 03.07.2015. Therefore transfer orders attached herewith should be notified to all officers who have made requests for transfers.

03. Appeals can be made against transfers only if the Annual Transfer Board has not considered the transfer in consistent with the provisions of Chapter XVIII of Procedural Rules (Volume I) of Public Service Commission published in Gazette Extra Ordinary No 1589/30 or Public Administration Circular No 17/2015 on the transfer procedure.

04. A specimen of the Application for appeal is attached herewith. Kindly note to send applications prepared in accordance with the specimen before 14.10.2015 to be considered such appeals. The officers should be informed that the appeals received after that date will not be considered. Further it should be noted that the appeals, in which the employee number mentioned against the officer or number of NIC not included, will not be considered.

05. You are requested to release officers, who have been transferred out of your Ministry/ Department/ Provincial Council, enabling them to assume duties at the new service station, without retaining them until their successors report for duty.

SGD. / J. Dadallage,

Secretary,

Ministry of Public Administration and Management.

Emp No	Name	Apply Work Place	Transferred Work Place	Grade	Remarks
Transfer Batch 8076					
000526	Mrs. M.W.K. Gunathilake	Public Service Commission	Finance Ministry of	SLAS (Special)	Will be effective on 01-01-2016 To a vacant post
Transfer Batch 8081					
000497	Mrs. K.W.T.N. Amaratunga	Mass Media Ministry of	National Dialog Ministry of	SLAS (Special)	Will be effective on 01-01-2016
000712	Mr. S. Baskaran	National Dialog Ministry of	Eastern Provincial Council	SLAS (Special)	Will be effective on 01-01-2016 To a vacant post
Transfer Batch 8083					
000764	Mr. L.H. Ramyasiri	Polgahawela Divisional Secretariat of	Irrigation & Water Resources Management Ministry of	SLAS (Special)	Will be effective on 01-01-2016 To a vacant post

2016 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 2016 :

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 :
 Age as at 31/12/2015

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)