

Public Administration Circular No : 20/2016

My No: MPA/PSD/transfers 2017
Ministry of Public Administration and
Management,
Independence Square,
Colombo 07.
15.08.2016

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

Annual Transfer Scheme of the Officers in Sri Lanka Planning Service

01. This transfer scheme for the officers of Sri Lanka Planning Service, which has been approved by the Public Service Commission on 05.09.2012, shall be implemented in line with the revisions made as per the approval of the Public Service Commission dated 21.07.2016. Accordingly, the manner in which the transfer scheme shall be implemented is as follows.

(a) Annual Transfer Committee

Transfer Boards will be held annually with a view to execute the requests of officers for transfers. In addition, the Transfer Board may take a decision to transfer an officer who has completed the prescribed period in a particular service station/area, in order to meet a reasonable request made by an officer or to carry out the recommendations made by Secretaries of Ministries on administrative reasons. These transfers shall be effective from the first working day of the year.

02. Officers who are subjected to Annual Transfers

- 2.1. Out of the officers who are currently serving in Grade I/II/III of Sri Lanka Planning Service
- 2.1.1. Officers who have completed a maximum service period of twelve years (12) in a district with six years (06) in each Divisional Secretariat in Divisional Administration
- 2.1.2. Officers who have completed a maximum period of twelve (12) years in a Provincial Council with six years (06) in each service station in the said Provincial Council
- 2.1.3. Officers who have served beyond six years (06) in a certain service station and who are expected to be transferred on service requirements
- 2.1.4. Officers in Grade I, Grade II and Grade III, who have completed a service period less than mentioned above in each service station

2.1.5. Officers who have promoted to Grade I of Sri Lanka Planning Service considering as a special occasion and still serving in Grade III and II of Sri Lanka Planning Service.

03. Composition of the Annual Transfer Committee of Sri Lanka Planning Service

The Annual Transfer Committee shall be appointed by the Secretary of the Ministry Public Administration and Management, with following officers.

- (I) Additional Secretary (Public Administration)
- (II) Senior Assistant Secretary (Divisional Admin) Ministry of Home Affairs
- (III) Director, Planning Service
- (IV) Two representatives of Sri Lanka Planning Service Association

04. Appeals against the Annual Transfers

4.1 Committee for Reviewing Annual Transfers

- (I) Secretary, the Ministry Public Administration and Management
- (II) A Secretary of another Ministry
- (III) Additional Secretary (Public Administration)

4.2 Instances when the complaints can be made

Even though the above transfer scheme shall strictly be implemented, if a Secretary of a Ministry intends to retain a certain officer further in his Ministry or a Department/Institution under the Ministry beyond the prescribed period on specific ground he shall make a request to the appeal board along with an explanation and personal recommendation. However, such retains should be limited for one year. Further, having taken the appeals made against transfers into consideration, decisions shall be taken after making inquiries on the following matters.

4.2.1. Transfers which are not in conformity with the scheme of transfer

4.2.2. Transfers where the requests of officers were not fulfilled

4.2.3. Transfer orders given against the requests of the officers

05. General Policies to be taken into consideration in making transfers

5.1 The priority shall be granted to exigencies of the service when these transfers are implemented

5.2 Date of transfer in connection with annual transfers will be calculated as at 31st December of the previous year (eg:- 31.12.2016 for the annual transfers in 2017)

- 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, if the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the Transfer Board will take it into consideration.
- 5.4 When calculating the period of service, the total of the constant periods of service or with break in a Department/Ministry or District will be considered as the 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. When calculating the period of service in District, the total of the periods of service in any office of the District will be treated as the service in the District.
- 5.6 When calculating the period of service in a service station, the period in which the officer who has not been in service due to a reason beyond the control of the officer will not be considered (Ex- Maternity Leave)
- 5.7 Every possible step will 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.
- 5.8 Though officers beyond 58 years of age shall not be transferred outside the district without their request or based on any other specific grounds, they shall be subjected to transfers within the district.
- 5.9 Transfers of the officers who have been recruited to the Sri Lanka Planning Service on special conditions shall be considered under this procedure only after the expiry of the relevant period as per the conditions mentioned in the appointment letters. However, there is no barrier to make transfers/attachments within the relevant area on the exigency of service or other special circumstances.
- 5.10 The transfer requests (prepared as per format No 01) and appeals are made (prepared as per Format No 04) which have only been prepared exactly in the specimen format shall be considered. Particulars of the officers who request for transfers should be accurately submitted through Format 02.
- 5.11 Annual transfers are made in a form of a cycle and transfers are not made on the condition of providing replacements in future recruitments or promotions.
- 5.12 All requests regarding to cancellation, revisions and postponements of the annual transfers, should be sent to the Ministry Public Administration and Management after the decisions of Annual Transfer Committee or Committee for Reviewing Annual Transfer, in line with Format 05A and 05B before the due date so as to submit to the Public Service Commission.

5.13 Non- Annual Transfers - by Secretary to the Ministry of Public Administration and Management

Transfers are not made in Sri Lanka Planning Service as a daily task, except in Annual Transfer Committees. Annual Transfer Boards' transfer orders will be issued by the Secretary to the Ministry of Public Administration and Management on administrative requirements, exigencies of service as well as on disciplinary grounds. Further, actions will be taken with regard to the requests made for mutual transfers on urgent or sympathetic grounds only on the approval of the Secretary of the Ministry of Public Administration if such requests are forwarded along with the observation and recommendations of the Secretaries of Ministries.

5.14 Transfers on Special and Urgent Service Requirements

The Secretary to the Ministry of Public Administration and Management reserves the right to transfer or attach an officer temporarily without his/her request and without calling his/her consent on administrative and service requirements.

6. Responsibilities of the Secretaries to the Ministries, Chief Secretaries of Provincial Councils and the Heads of Departments

- 6.1 A report of the officers who have served more than 06 years in all departments and Ministries, prepared by districts as per subsections 5.4 and 5.5 should be sent.
- 6.2 Heads of Departments/ Institutions shall see to submit accurate and full information on each officer. If it is found that information provided are false /incomplete, the Heads of relevant Departments/ Institutions and the officers who have prepared such lists and attested the accuracy of the same shall held responsible.
- 6.3 All the officers who have received transfer orders are bound to report for duty on due date. Once an officer assumes duties he/she should inform the same to the relevant service station with a copy to the Secretary, Ministry of Public Administration in line with Format 06.
- 6.4 All the officers who have received transfer orders should be released so as to enable them to report their new service station on the due date.
- 6.5 Refraining from releasing officers who received transfer order after the effective date of said transfer order is contrary to the Transfer Scheme. Action has to be taken to release the officers who have been transferred out of the Ministry/Department by the Board of Transfers without retaining them until their replacements arrive so that they are able to assume duties at new service station on the due date.

6.6. Transfers among the Departments of the same Ministry

The Secretary to the relevant line Ministry reserves powers of making attachments in the Ministry and among the Departments under its purview. However Secretary, the Public Service Commission, Secretary, Ministry of Public Administration and Management, Director General of Pensions and the Auditor General should be informed in that respect.

6.7. Transfers with one and the same Department

Transfer proposals should be submitted to the Secretary of the relevant line Ministry by the Head of Department. Once the transfer is approved by the Secretary of the relevant Ministry as per the request made, Secretary, Public Service Commission, Secretary, Ministry of Public Administration and Management, Director General of Pensions and the Auditor general should be informed of the same

07. Time table to be followed in implementing the Annual Transfers of the Officers in Sri Lanka Planning Service 2017

	Task	Date
1.	Calling of Applications having published the Annual Transfer Circular.	Before 01 st August
2.	Closing date of obtaining transfer applications and the reports of the officers who have completed more than 06 years of service in one and the same service station.	Before 31 st August
3.	Submission of the applications to the Transfer Committee by the relevant authority	Before 10 th August
4.	Finalizing the decisions by the Transfer Committee and handing over of the transfer proposals of the Committee to the relevant authority in writing.	Before 15 th September
5.	Issuing notifications on proposed annual transfers and appointing the Committee for Reviewing Annual Transfers	Before 23 rd September
6.	Appointing the Committee for Reviewing Annual Transfers to consider the appeals against the Annual Transfers	Before 28 th of September
7.	Handing over the appeals against the Annual Transfers to the Committee for Reviewing Annual Transfers	Before 01 st October
8.	Handing over the written recommendations of the Committee for Reviewing Annual Transfers to the relevant authority	Before 25 th October
9.	Issuing final transfer orders	Before 01 st November
10.	Giving effect to Annual Transfers	From 01 st January

08. Submission of Applications

- 8.1 The annual transfer applications prepared in conformity with the specimen form and the appeals should be forwarded to the Secretary, Ministry of Public Administration and Management with the recommendations of the Secretary of the relevant line Ministry before the closing date of applications specified in the circular.
- 8.2 Officers who are subjected to transfers should submit transfer applications. Even if such applications are not submitted said officers are subjected to annual transfers under the provisions of this Circular.
- 8.3 Soft copies of the relevant formats can be obtained from the web site of the Ministry of Public Administration and management.

09. Particulars with respect to the submission of appeals against annual transfer orders

- 9.1 If a public officer submits an appeal against any transfer order to the Public Service Commission, it should be submitted only in line with Format 05A and 05B. Further, he should take actions to submit certified copies of the relevant document along with the appeal to prove the matters he/she submit.
- 9.2 A public officer should submit an appeal to the Public Service Commission through the Secretary of the Ministry of Public Administration and Management and a copy of the relevant appeal should be forwarded to the Head of the Department and Secretary of the Ministry of Public Administration and Management. It is the responsibility of the Secretary of the Ministry of Public Administration and Management 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.
- 9.3 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.
- 9.4 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 relevant Head of the Department and Secretary of the Ministry of Public Administration and Management 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 15th of November along with the relevant files, documents, minutes, observations and recommendations.
- 9.5 Submission of appeals complying to 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.

- 9.6 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 9.4 above.
- 9.7 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 Ministry of Public Administration and Management and the Head of the Departments in order to update relevant files.
- 9.8 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.

On the order of the Public Service Commission

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B.P.P.S Abeygunarathne
Secretary (Acting)
Ministry of Public Administration and
Management

Transfer Application

For Officers in Grade I,II and III of Sri Lanka Planning 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. National Identity Card No:

1.5. Date of First Appointment:.....

1.6. Personal Address :.....

.....

1.7. Telephone No :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 No:

3. Post

3.1. Present Designation:

3.2. Date of Appointment to the Post:

4. Reason for Requesting a Transfer:

.....

5. Previous Workplaces :

Post	Service Station	Duration

6. Service Station to which transfer is sought :

Post	Service Station
1.	
2.	
3.	

I hereby certify that particulars given by me are correct. Further, I hereby state that I am going my consent to be transferred to any service station requested by me/service station in a dose 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

Format No 02

APPLICATIONS SCHEDULE OF ANNUAL TRANSFERS OF SRI LANKA PLANNING SERVICE YEAR 2017

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

Divisional Secretariat/ District :

Serial No	Name and National Identity Card No of the Officer	Appointment and Medium	Post/ Grade	Personal Address	Date of Birth and Age as at 31.12.2016	Marital Status- Service Station of the Spouse	No of Children and No of Schooling children	Previous service stations and durations	Reason for Transfer	Places willing to be transferred	Decision of the Transfer Committee

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

Format No 03

Please note that particulars of all the officers who have served more than 06 years in one service station in a district and who have served more than 12 years in any service station in a district shall be compulsorily included (as at 31.12.2016)

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

Ministry/Department/Provincial Council:

Divisional Secretariat/District:

Serial No	Name of the officer (Mention whether Mr/Mrs/Miss)	Date of Appointment	National Identity Card No	Post/ Grade and Medium	Date of Birth and age as at 31.12.2016	Period of service at the present workplace as at 31.12.2016	Marital Status – Service station of the spouse	Particulars of schooling children	Area of residence and Addresses	Service stations and duration from the first appointment	Whether applied for an annual transfer? if not, indicate three stations willing to serve

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

