



රාජ්‍ය පරිපාලන හා කළමනාකරණ අමාත්‍යාංශය
பொது நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT

ජීකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு COMBINED SERVICES DIVISION

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව. சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka

දුරකතනය

ෆැක්ස්

ඊ-මේල්

වෙබ් අඩවිය

தொலைபேசி: (94) 011- 2694560

தொலைநகல்: (94) 011- 2692254

மின்னஞ்சல்: dgcs@pubad.gov.lk

இணைத்தளம்: www.pubad.gov.lk

Telephone

Fax

E-mail

Web Site

මගේ අංකය
எனது இல
My No

PA/CS/POLICY/ව.ස.මාරු - 2016

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

2016.11.02

Secretaries of Ministries
District Secretaries
Heads of Departments

Issuance of Annual Transfer Orders -2017

Public Management Assistants' Service, Government Translators' Service, Sri Lanka Librarians' Service, Sri Lanka Information and Communication Technology Service, Office Employees' Service, Combined Drivers' Service

Your kind attention is drawn to the Proposals of the Annual Transfer Board and other matters mentioned in my letter of even no dated 26.09.2016 on the above subject.

The decisions of the Committee to Review Annual Transfer Proposals taken in line with Sections 210 and 211, Chapter XVIII, Volume I of Procedural Rules of the Public Service Commission with regard to the explanations submitted to me on the said transfer proposals, are forwarded herewith. The Annual Transfer Orders 2017, proposed by my letter of even no dated 26.09.2016 are hereby issued subject to the revisions made therein.

Appeals with regard to the Transfer Orders:

- Officers who are unsatisfied with the transfer orders can submit appeals to the Public Services Commission as per the provisions in Chapter XX of the Procedural Rules of the Public Services Commission.
- Appeals can be submitted to the Public Service Commission only by the officers who have submitted applications to the Reviewing Committee.
- The appeals should be forwarded to me through the Head of Department as per Schedule 23 of the Procedural Rules, in order to submit to the Public Service Commission. Please attach relevant documents to prove the facts mentioned in the appeal.
- The Appeals should reach me on or before 16.11.2016 and the appeals submitted later may be rejected.

Implementation of Annual Transfer Orders

The Transfer Orders for year 2017 which have to be implemented on 01.01.2017 or the specific date indicated in the transfer order, subject to changes made by the Public Service Commission. Accordingly, you are informed to take actions to release the officers in your Ministry/ Department/ Institution who have been transferred, without retaining them for replacements, enabling them to resume duties on due date. The details of the officers who report for duties at new service stations and released officers as per the Annual Transfer Orders 2017, should be reported to me through the forms C.S./A.T.07 and C.S/ A.T/08 with in 02 months from the date of implement. The copies of the letters on resuming duties and letters of release should also be submitted (C.S/A.T/05 and C.S/A.T/06).

Even though a certain officer has been transferred under internal transfer orders of a Ministry or a Department in addition to the transfer orders issued by me under Annual Transfers, please take into account that the Annual Transfer Orders dated 26.09.2016 issued subject to the revisions made by the reviewing committee, shall be implemented.

Sgd/ K. V. P. M. J. Gamage
Director General of Combined Services

Name:-.....
Service Station:-
Date:-

Director General of Combined Services
through
through

Reporting for Duties at the New Service Station

It is kindly informed that I, who have been released from the service with effect from (date of release)
..... as per the Annual Transfer Orders of (service) Service of (year)
....., reported for duty at (service station) on (date of reporting for
duty)

Yours faithfully
Signature:-
Service :-
Grade:-
National Identity Card No:-
Employee No:-

My No :-
Date:-

It is confirmed that the officer reported for duty.

.....
Signature and the Official Seal of the Head of the Institution

My NO :-

Ministry/ Department :-

Date:-

Mr/ Mrs/ Miss

Post:-

through

through

Releasing from the Service Station on Annual Transfers

It is kindly informed that the above named officer is released from service with effect from (date of release) enabling him/ her to report for duty at (name of the new service station) as per the Annual Transfer Orders of (service) of year

Signature and Official Seal of the Head of the Institution

Copy:-

1. Director General of Combined Services

Officers who are transferred toMinistry/ Department/ Office

Service:-

Name of the Officer	Employee No	Class	Date of Reporting for Duty	Has Form C.S/ A.T/05 been sent to D.G.C.S?

Officers who are transferred fromMinistry/ Department/ Office

Service:-

Name of the Officer	Employee No	Class	Date of Reporting for Duty	Has Form C.S/ A.T/06 been sent to D.G.C.S?