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பொது நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு  
MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு COMBINED SERVICES DIVISION

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

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මගේ අංකය  
எனது இல  
My No

PA/CS/POLICY/ව.ස.ම. - 2018

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி: 2017.10.31  
Date

Secretaries of Ministries  
District Secretaries  
Heads of Departments

**Issuance of Annual Transfer Orders -2018**

**Government Translators' Service, Sri Lanka Information and Communication Technology Service, Development Officers' Service, Sri Lanka Librarians' Service, Public Management Assistants' Service, Combined Drivers' Service, Office Employees' 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 27.09.2017 on the above subject.

02. 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 2018, proposed by my letter of even no dated 27.09.2017 are hereby issued subject to the revisions made therein.

**03. 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 5A, 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 **14.11.2017** and the appeals submitted later may be rejected.

**04. Implementation of Annual Transfer Orders.**

The Transfer Orders for year 2018 which have to be implemented on 01.01.2018 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. **In circumstances an officer who has received a proper transfer order from annual transfer orders, do not report to the duty at the new station, the head of the department / institute of the officer's new station shall follow the section 217 of the procedural rules of the public service commission and take actions to announce the vacation of post for the officer as per the order of Public Service Commission.** The details of the officers who report for duties at new service stations and released officers as per the Annual Transfer Orders 2018, should be reported to me through the forms C.S./A.T./07 and C.S./A.T./08 within 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).

05. 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 27.09.2017 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 Department

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 Department

Copy:- 01.Director General of Combined Services

Officers who are transferred to .....Ministry/ Department/ Office

Service:- .....

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

.....  
Signature and Official stamp of Head of the Department

Officers who are transferred from .....Ministry/ Department/ Office

Service:- .....

Name of the Officer	Employee No	Grade	Date of Releasing from the Service Station	Has Form C.S/ A.T/06 been sent to D.G.C.S?

.....  
Signature and Official stamp of Head of the Department