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

දුරකතනය

தொலைபேசி: (94) 011- 2694560

Telephone

ලැක්ස්

தொலைநகல்: (94) 011- 2692254

Fax

ඊ-මේල්

மின்னஞ்சல்: dgcs@pubad.gov.lk

E-mail

වෙබ් අඩවිය

இணைத்தளம்: www.pubad.gov.lk

Web Site

මගේ අංකය  
எனது இல  
My No

PA/CS/POLICY/ව.සී.ම.2018

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி: 27.09.2017  
Date

Secretaries of Ministries,  
District Secretaries,  
Heads of the Departments,

**Annual Transfers 2018 – (Combined Service)**

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

I hereby grant approval for the transfers indicated in the Schedule attached herewith to be effective from 01.01.2018 or the date mentioned against the names of the officers. Kindly notify the relevant officers of the Ministry/ Department in this regard and inform them to assume duties at the new service station on the prescribed date. It is informed that the transfers of the officers who have been transferred to Public Service Commission/ Commission to Investigate Allegations of Bribery or Corruption/ Election Commission should be implemented subjected to the concurrence of the respective Heads of the Institutions.

02. Traveling expenses shall not be paid for these annual transfers to the officers who have not completed the prescribed period at the present service station. Traveling expenses should be paid to the officers who have completed the prescribed period at the present service station subjected to the provisions stipulated in the Establishments Code. Subsistence allowance shall not be paid.

03. If transfer orders are issued by the Internal Transfer Boards of your Ministry/ Department to officers who are subjected to Combined Service transfer orders for internal transfers, Combined Service transfer orders should be implemented. However, if you are of the view that the transfer orders made by the Ministries/ Departments on the requirements of Ministries/ Departments depending on the requests made by the officers should be implemented, further instructions may be obtained regarding the request along with your recommendations before the date mentioned in Para.6 of this letter.

04. The transfer procedure followed by the Transfer Committee when making these transfers has already been sent to you along with the Combined Services Circular No. 03/2017 dated 30.06.2017. The transfer orders attached herewith should be informed to all the officers who have requested for transfers. In case an officer subjected to these transfer orders has received a transfer order issued earlier, but postponed up to 31<sup>st</sup> December 2017, the previous order should be treated as null and void, if another transfer order has been given under annual transfer orders in 2018.

05. Submission should be made to the review committee for annual transfer proposals only if the requests for transfers have not been considered by the annual Transfer Committee as per Combined Service Circular No. 03/2017 or the provisions in Para. XVIII of Procedural Rules (Volume I) of the Gazette Extra ordinary of No. 1589/30 of the Public Service Commission or Procedure of Transfer and further as per the matters mentioned in 6.2 of Combined Service Circular No. 03/2017. Decisions for annual transfers will not be postponed after the prescribed date due to appeals/ grievances or the recommendations of the Head of the Department, which are made after the decisions made by the Public Service Commission regarding the appeals made again after the decision of the review committee for annual transfers as per the orders in the letter of the Secretary of the Public Service Commission No. PSC/APL/07/14/2013 dated 13.09.2013. The decisions made by the Public Service Commission regarding an appeal on annual transfers should be implemented unless any order has been given preventing the implementation of the transfer order.

06. A specimen for making submissions (CS/AT/04) is attached herewith. Kindly note to send the applications prepared as per said specimen before 11.10.2017 to consider the requests. (Use both sides of the paper for the application) Officers should be informed that the requests made after the above date and the applications which do not contain the employer number mentioned against the relevant officer in the transfer list will not be considered.

07. You are hereby informed to release the officers transferred outside your Ministry/ Department enabling them to assume duties at new service station on due date without retaining them until successors report for duty. Kindly note that these transfer orders should be implemented without delay. You are further informed that action can be taken as per Section 9.8 of the Circular No. 03/2017 against the officers who ignore these transfer orders without obtaining proper approval.

08. It is kindly informed that the officers who are attached as the replacements of the officers in the Public Management Assistants' Service and Office Employees' Service who are transferred under Annual Transfers 2018 from the Head Office and regional offices of the Department of Inland Revenue should directly report to the Head Office and the Regional Offices of the Department of Inland Revenue.

09. Further, it is kindly informed that the officers in the Drivers' Service, who are transferred under Annual Transfers 2018 as the replacements to the Department of Inland Revenue should report to the Ministry of Finance for duty and the officers in the said service who are transferred to Regional Offices as replacements should report to relevant Regional Office for duty.

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

Application for making submissions to the review committee regarding the annual transfers in 2018

Post and Grade		e-Human Recourses No. (Employee No. in the transfer list of the D.G. of C.S.)	
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**a. Personal details**

01. Name with initials:			
02. Date of birth: YYYY/MM/DD	03. Age (As at 31.12.2017) .....Years.....Months.....Days	04. National Identity Card No.:-	05. Sex:-
06. Permanent address :-	07. Temporary address :-	08. Telephone No Office :-  Personal :-	
09. Marital Status :-	10. Name of the Spouse :-	11. Occupation and place of work of the spouse:-	
12. Number of children	13. Age of the children :-	14. School of the children :-	

**b. Service particulars**

15. Number of the letter of appointment of the D.G. of C.S.:-			
16. Present service station:-		17. Town where the service station is located:-	
18. Date of reporting to the present service station:- YYYY/MM/DD		19. Period of service at the present service station (As at 31.12.2017):- ..... Years.....Months..... Days	
20. Whether you have serviced at a popular service station?			
21. Previous service stations in the public sector	Service Station		Period of service
			From To
	1		
	2		
	3		
	4		
5			

c. **Particulars regarding the transfer request (Mark ✓ in the relevant cage)**

22	Applied for annual transfers		Service station to which transfer has been made, if any .....
	Yes		
	Not applied for annual transfers		
	No		

23. The decision expected from the review committee

Cancellation of the transfer		Transfer that should be revised/service station to which the new transfer should be made 1..... 2..... 3.....
Revision		
Obtaining a new transfer		

24. Facts to be submitted

I hereby declare that all the above particulars are true and accurate.

.....  
Date

.....  
Signature

ੳ. **Recommendation of the Head of the Ministry/ Department:-**

➤ I hereby recommend and submit the application for making submissions to the Review Committee with regard to the 2018 annual transfer of the above officer.

.....  
Date

.....  
Signature  
Official Stamp