

My NO- PA/CS/POLICY/Tra (Non Annual)  
Ministry of Public Administration, Provincial  
Councils, Local Government and Democratic  
Governance  
Independence Square  
Colombo  
2015.02.27

Secretaries of Ministries  
Heads of Departments  
District Secretaries

**Non Annual Transfers of the Officers in Combined Service**

01. This circular is issued with the aim of making the transfer procedure of following services more efficient and regular considering the number of transfer requests received to the Combined Service Division.
  1. Government Translators' Service
  2. Sri Lanka Information and Communication Technology Service
  3. Development Officers Service
  4. Sri Lanka Government Librarians' Service
  5. Public Management Assistants' Service
  6. Combined Drivers' Service
  7. Office Employees' Service
  
02. The transfers of the Combined Service are not performed as a routine duty of the Combined Service Division. In addition to the transfers made on service requirements and disciplinary grounds, mutual transfer requests, urgent requests and requests on sympathetic grounds which are submitted with the observations and recommendations of the Head of Departments are considered and necessary actions are taken.
  
03. Submission of requests for Annual Transfers is usually encouraged and the non annual transfers are made considering the service requirement, vacancies, ability to provide a replacement etc. Therefore, submission of a transfer request does not necessarily mean to have entitlement for a transfer.
  
04. When an officer has made a request for transfer it shall be treated as a valid request for transfer until a request is made again for a transfer or any notification is made. Therefore, requests shall not be made repeatedly.
  
05. A request for an annual transfer shall be made even at the occasions where an officer is not given a transfer in response to a request made for a non annual transfer. Further, making request for anon annual transfer shall not be treated as an excuse for not subjecting to annual transfers.

06. An officer shall serve at least two years at one and the same service station for making a request for a transfer.
07. A request for transfer to a popular service station shall be made at least after the lapse of two years from the date of first appointment.
08. The officers who have completed the due period at a popular station shall become entitled to make request for a transfer to a popular service station only after the lapse of fifteen years from the date of transfer from the previous popular service station. The popular service stations indicated in the annual transfer procedure shall be treated as the popular service stations for the purpose of this circular.
09. Transfers to the following service stations shall be made with the concurrence of these institutions.
  1. Presidential Secretariat
  2. Prime Minister's Office
  3. Cabinet Office
  4. Department of Elections
  5. Office of the Police Commission
  6. Office of the Public Service Commission
  7. Office of the Commission to Investigate Allegation of Bribery or Corruption
  8. Office of the Leader of the House
  9. Office of the Chief whip of the Government
  10. Secretariat of the Opposition Leader
10. Non annual transfers except the transfers made on disciplinary grounds and on administrative requirements such as service exigency shall not be made after 31<sup>st</sup> July of the year. Further, no request shall be made for non annual transfers up to 31<sup>st</sup> December from the above date.
11. Requests for non annual transfers of the officers in above services belonging to the Combined Service shall be made by an application which shall be prepared using both sides of the paper in accordance with the specimen CS/T/01 attached herewith. Documents to support the request for transfer, shall be attached to the application (ex:- letters issued on vacancies, medical reports etc. )
12. Every application for transfer shall be submitted along with recommendation of the respective head of the department and the applications without such recommendations shall not be considered. The decisions taken on requests for transfers shall be communicated as soon as possible. At such occasions where a request for transfer cannot be fulfilled, it shall be entered in a priority list.
13. The Head of Department shall take action to submit promptly the requests for transfers made by the officers along with his recommendation.
14. Transfer orders shall be issued by the Combined Services Division enabling to implement them within the first date of every month. The Heads of Departments shall see to take action accordingly. The Heads of Department shall take action to send formal letter of release of the officer and the letter of assuming duties at the service station to the Director General of Combined Services without delay.

15. A copy of the internal transfer among Ministries/ Departments by which the service station is changed shall be sent to the Director General of Combined Services without delay.
16. Your attention is hereby drawn to the matters mentioned in my letter of No. CS/DOS/01/11 dated 19.02.2015. Action may be taken to appoint relevant officer and to refer the same to me before 15.03.2015. Whenever any change occurs in the post due to a reason such as transferring of the officer, the Head of Department shall take action to nominate another officer for the duty of the above post.
17. Provisions not provided for in the Circular shall be determined by the Director general of Combined Service
18. The provisions of this circular shall come into effect from 01.03.2015

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

Application for transfers of Combined Service  
General/ Mutual transfers

Post and class		Number of the letter of appointment
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a. Personal details

1. Name in full			
2. Name with initials			
3. Date of birth	4. National identity card	5. Sex	6. Marital status
7. Permanent address	Temporary address		
8. Telephone number	Office	Personal	
9. Name of the spouse		Occupation and service station of the spouse	

b. Service particulars

10. Present service station			
11. Date of reporting to the present service station	12. Period of service at the present service station ..... years .....months .....days		
13. Have you served at a popular service station?			
14. Service stations in the government service within the immediately preceding 15 years	Service station		Period of service
	1		From To
	2		
	3		
	4		
	5		

c. Particulars of the request for transfer

15. Reasons to request for transfer (attach documents to prove)	
16. Service station to which transfers are requested (Attach vacancy letters and letters of recommendation if any)	1. 2.
17. Name and service station of the other officer, if a mutual transfer	Name Service Station

I hereby declare that the information provided above is true and correct.

Date

Signature

d. Recommendation of the Head of the Ministry/ Department:-

<ul style="list-style-type: none"><li>➤ The transfer request of the above mentioned officer is hereby recommended with/ without a replacement/ on the basis of providing a replacement at a later occasion</li><li>➤ My concurrence is granted for the officer proposed for the mutual transfer</li></ul>	
.....	.....
Date	Signature Official seal