

Secretaries to Ministries,
District Secretaries/Government Agents,
Heads of Departments,

ANNUAL TRANSFERS OF OFFICERS IN COMBINED SERVICES - 2016

Your attention is invited to the provisions in Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette (Extra Ordinary) No 1589/30 dated 20.02.2009 in respect of transfers of public officers and the Transfer Procedure of the Combined Service attached herewith.

02. Annual transfers in respect of the Combined Services mentioned below should be effective from 1st of January 2016.

- i. Government Translators' Service (Class I)
- ii. Sri Lanka Information Communication Technology Service (Class 2, 3)
- iii. Sri Lanka Government Librarians Service (Class III, II, I)
- iv. Public Management Assistants' Service (Grades III, II, I)
- v. Combined Drivers' Service (III, II, I, Special Grade)
- vi. Office Employees Service (Grades III, II, I, Special)

The following procedure should be followed in this regard, in order to avoid inconvenience to the officers concerned and to the Public Service. Further, applications for mutual transfers should not be accepted during the period between 01st of July 2015 and 31st December 2015

03. **Transfer Committees:**

Action should be taken to set up Transfer Committees in the following manner.

3.1 Departmental Transfer Committees - Action should be taken to forward transfer decisions before 2015.07.31

To deal with transfers among workstations within Departments
E.g. (The District Secretary to deal with the transfers among Divisional Secretariats within the district)

3.2 Ministerial Transfer Committees- Action should be taken to forward transfer decisions before 2015.07.31

To deal with transfers among the Departments of a Ministry

3.3 Transfer Committees of Combined Services Division

To deal with transfers of officers, among Departments and Ministries.

3.3.1. Separate Transfer Committees should be set up for the relevant services if adequate number of applications have been received for the respective services, considering the number of transfer applications.

3.3.2. Every Transfer Committee should effect transfers in conformity with the general principles prescribed in section of this Circular subject to the provisions of Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette (Extra Ordinary) No 1589/30.

3.4 Decisions of the Internal Transfer Committees

- (a) Once the transfers are determined by the Departmental Transfer Committees under Paragraph 3:1 above and by the Ministry Transfer Committees under Paragraph 3.2 above, action should be taken to forward to the Director General of Combined Services
- (b) There have been instances where transfers have been affected by certain Departments/Ministries when Combined Services transfer lists were being prepared or after finalizing the transfer lists, resulting confusion in implementing annual transfers. Therefore, to avoid such confusion, the Departmental and Ministerial transfer boards should be held according to period of time prescribed in Para 7.1 and the decisions should be informed to the Director General of Combined services before 31 July, 2015. No decision for a transfer should be taken after that date.
- (c) If the decision of the internal Transfer Committees of the Ministries/Departments are not informed the Director General of Combined Services before the prescribed date, transfers will be treated as not affected.

04. General policies in determining the eligibility of officers for transfers

Provisions mentioned in the Annual Transfer Policy of Combined Service are relevant in this regard.

05. Documents to be submitted to Transfer Committees of the Combined Service Division;

5.1 Secretaries of Ministries/ Heads of Departments/ District Secretaries/ Heads of Institutions should take actions to submit the following documents to the Transfer Committees set up at the Combined Service Division before 31st of July 2015.

5.2 (a) Applications for Inter Departmental transfers prepared as per format C.S/A.T/01 attached hereto

And

(b) Format C.S/A.T/02 attached hereto in which the details of all applications for transfer are scheduled.

(c) Respective Secretaries of Ministries/ Heads of Departments should send a list of names prepared in line₂ with the Format C.S/A.T/03 containing the age, period

of service, area of residence, 03 places to which the officers prefer to be transferred if the transfers are made, of all officers who have served more than 5 years in one station / District, to the Director General of Combined Service before 31.07.2015. Further, the officers who are required to be retained in Ministries/ Departments/Offices and the officers who should not be transferred due to serious illnesses which are certified by the medical certificates, should be personally confirmed by the Head of the Department in C.S/A.T/03

- (d) The report in respect of the Ministerial / Departmental transfer orders made under Para 5.1 above.

5.2 Applications for Transfers;

The application for transfer prepared in accordance with Format C.S./A.T/01 should be submitted along with the recommendation of the Head of the Department. Further the officers should be advised to submit one application each (It is advisable the format to be used by the transfer boards of departments and ministries as well with appropriate revisions). Only the application prepared in line with the specimen application form should be submitted.

If the officers who apply for transfers, expect to transfer to a specific office in a certain area, it is advisable to mention both the area and the name of the office. Further it is advisable to mention whether the officer expects to obtain the transfer with the intention of moving into a certain area or with the intention of serving in a specific department or office which he/she prefers. Accordingly, areas and offices should be listed down on the order of the preference.

06. Committee for Reviewing Annual Transfer Proposals;

6.1 In order to consider any appeals made against transfer orders, Committees to review annual transfer proposals should be set up in terms of Section 210 in Procedural Rules and necessary action should be taken accordingly. Appeals submitted in respect of annual transfers will be considered only if they conform to Section 211 of Procedural Rules

6.2 An officer is not entitled to submit an appeal to cancel or to postpone a transfer made on the request of the same officer and the Head of the Institution is not entitled to submit recommendations on this regard. Committees to review annual transfer proposals, that will be set up to consider appeals made against transfer orders, will take decisions after making investigations on the matters mentioned below.

- Transfer orders given against the policy of transfers
- Instances where requests of officers were not fulfilled (The service stations 1,2 and 3 on the preference shall be treated as requests)
- Transfer orders given against the requests of the officers concerned.

- Appeals made with credible recommendations due to unexpected calamities, illnesses faced by officers after the transfer application has been submitted.

6.3 The appeals made again after the decision published by the Committee for Reviewing Annual Transfer Proposals should be submitted to the Public Services Commission as per Section 230, Chapter XX of the Procedural Rules. Appeals not submitted to the reviewing committee shall not be considered by the Public Service Commission.

07. Time table for transfers;

7.1 Time table to be followed in dealing with transfers under paragraph 3.1 and 3.2 of this Circular.

Before 15th June	Setting up of Transfer Committees and the preparation of Transfer scheme
Before 01st July	Last date for receipt of applications for transfers in terms of paragraphs 3.1 and 3.2 above
Before 15th July	Finalization of internal transfers between Departments/ Ministries in terms of paragraph 3.1 and 3.2
Before 31st July	Preparation of documents with the decisions on Departmental/Ministerial transfers in terms of paragraph 3.1, 3.2 and transmitting of same to the Director General of Combined Services.

7.2 Time table for the Transfer Committees of the Combined Services Division under paragraph 3.3 above.

Before 01st June	Setting up of Transfer Committees
Before 15th June	Preparation of Transfer procedure
Before 30th June	Issuance of Annual Transfer Circular
Before 31 st July	Forwarding of applications completed according to Format C.S/A.T/01 and scheduled according to C.S/A.T/02 and the completed Format C.S/A.T/03 to the Director General of Combined Services
Before 31st August	Final determination of transfers by the Transfer Committees of the Combined Services Division
Before 15th September	Publishing transfer orders to Departments and Ministries and appointing Committees to review annual transfer proposals
Before 29th September	Closing date of acceptance of appeals for the reviewing committees by the Combined Services Division, in respect of transfers affected
Before 15th October	Decisions to be taken on such appeals by the committees
Before 01st November	Completion of publishing decisions on appeals

08. Responsibility of Heads of Departments regarding annual transfers;

- 8.1** In case, where the Head of Department wishes to retain an officer in his department for another year on exigency of service, who is expected to be transferred, a clarification should be made by the Head of Department along with the recommendation of the Secretary of Ministry, at the same time the recommended transfer applications are forwarded to the Director General of Combined services. Accordingly, the Director General of Combined Services in this respect will take relevant action by informing the Transfer Committees. A Head of Department is allowed to make such request only in respect of a limited number of officers. Once an officer has been granted this opportunity he/she will not be considered again for the same.
- 8.2** Heads of Institutions / Departments should ensure that accurate and complete information in respect of every officer is furnished. If information furnished is found to be inaccurate and incomplete, the Heads of Institutions/ Departments concerned will be responsible together with the officer who prepared and checked the lists concerned and will be subject to disciplinary actions.
- 8.3.** Officers transferred out of a Ministry / Department by a Transfer Committees should not be retained awaiting replacements and they should be released enabling them to report for duty at their new stations on the date stipulated. Heads of Departments violating these provisions are liable to be reported to the disciplinary authority concerned.
- 8.4** Instances have been reported where certain Heads of Departments have failed to release officers, even after their successors have reported for duty. It is the responsibility of the Heads of Departments to prevent such instances taking place and **the Head of Institutions shall have to bear the responsibility for the payment of salaries if such officers are not released.**
- 8.5** Attention of the officers should be drawn to the provisions in section 11 (volume 01) of Procedural Rules for the purpose of implementing transfer orders.
- 8.6** Heads of Departments / Secretaries to Ministries should take actions to implement annual transfers on due date by way of training other officers to perform duties of officers who are expected to be transferred. Requests made in this regard at later occasions shall not be considered.
- 8.7** Please make arrangements to inform the provisions mentioned in this Circular to all officers in your Ministry / Department.
- 8.8** Provisions mentioned in Section 214,215,216,217 in Procedural Rules of the Public Service Commission shall be applied with regard to the implementation of annual transfers.

09. **Responsibilities of the Officers;**

It is the responsibility of the officer, on receipt of transfer orders, to report for duty at the new station on the date stipulated.

10. Decision of the Director General of Combined Service shall be the final decision with regard to the provisions not mentioned in this Circular.

11. This circular is issued in terms of Section 202, Chapter XVIII of the Procedural Rules of the Public Service Commission (Volume I)

Sgd./K.V.P.M.J. Gamage
Director General of Combined Services
Ministry of Public Administration Local Government and
Democratic Governance

Annual Transfer Policy for the officers in the Combined Service

1. Introduction

Transfer policy of the officers in the Combined Service is prepared in accordance with the provisions in Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 dated 20.02.2009 by the Public Service Commission.

2. Particulars of the officers who are subjected to Annual Transfers

2.1. Relevant Officers

This Annual Transfer Policy is relevant to the officers in following services which belong to Combined Service.

- i. Government Translators' Service (Class I)
- ii. Sri Lanka Information Communication Technology Service (Class 2, 3)
- iii. Development Officers' Service
- iv. Sri Lanka Government Librarians Service (Class III ,II ,I)
- v. Public Management Assistants' Service (Grades III, II, I)
- vi. Combined Drivers' Service (III, II, I and Special Grade)
- vii. Office Employees Service (Grades III, II, I, Special)

2:2 Period of Service which should be completed by the officer in a service station

- 2:2:1 Officers who have completed 02 years of service at his/her service station are eligible to apply for annual transfers
- 2:2:2 Officers who have served more than 05 years in one and the same service station shall also be subjected to transfers.
- 2:2:3 Officers who have completed a service period of 05 years in a popular service station shall compulsorily be subjected to transfers.

2:3 Classification of Service Stations -

- 2:3:1 Following service stations are considered as popular service stations as per sub sections (iii) and (v) of section 203 of chapter XVIII of Procedural Rules (volume 1) of Public Service Commission. These service stations may change annually in accordance with above criteria.

- i. Ministry of External Affairs
- ii. Department of Customs
- iii. Department of Excise
- iv. Department of Inland Revenue
- v. Department of Emigration and Immigration
- vi. Department of Motor Traffic
- vii. Department of Examinations
- viii. Headquarters of Special Task Force

Note:- Ministry of External Affairs is not considered as popular service stations for Public Management Assistant Service, Department of Examination is not considered as a popular service station for Public Management Assistant Service and Office Employees' Service and Department of Motor Traffic and Headquarters of Special Task Force are not considered as a popular service station for Drivers' Service.

2:3:2 An unpopular service station shall mean any service station/s for which there is a lesser demand from officers for transfers

2:4 Methodology and other Matters -

- i. When an officer, who is eligible for a transfer under Para. 2:2:1 of Annual Transfer Procedure, requests for a transfer to another station, officers who have served the longest period of service at such station satisfying the requirements in Para 2:2:2 of the same may be transferred out, to enable that request.
- ii. When there are more requests for transfers to a certain service station the officers who have longest period of service shall be transferred to that service station (subject to other conditions)
- iii. When an officer who is serving at an unpopular service station makes a request for a transfer to a certain service station officer who has the longest period of service in that service station can be transferred out to fulfill the request.
- iv. When effecting transfers to popular service areas/ districts, priority will be given to those who are serving in unpopular service stations. Furthermore, the period of service as well as the difficulties faced by such officers will be taken in to consideration, if brought to notice.
- v. When effecting transfers, the Transfer Committees should consider the exigencies of service and take action as far as possible to maintain the balance between senior and junior levels of the staff. (E.g. more male officers should be retained in the Department of Examination).

2:4:1 Calculating the Period of Service

- i. Time of Transfer in connection to Annual Transfers will be calculated on 31st December in previous year. (31.12.2015 for the Annual Transfers in year 2016)
- ii. When calculating the period of services, 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, the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the Transfer Committee will take that in to consideration (Further, the period in which the officer was not in service owing to the circumstance beyond his control, shall not be taken into consideration of period of service)
- iii. The period of service in any district under a Department/Ministry will be treated as the service in that Department/Ministry. When calculating the period of service in a district, the service in any office in the district will be taken in to account as the **period of service in the district**.
- iv. When calculating the period of service of officers who had to be attached to another Ministry/ Department from another Ministry/ Department due to establishment or abolition of Ministries, the period of service in the Ministry/ Department which has been abolished will also be taken to calculate the minimum period of service which is required to submit applications.

2:4:2 Calculating the period of service at popular service stations

- i. An officer who has served for 05 years in a popular service station can apply for another popular service station only if 15 years have elapsed after transferring from that particular popular service station.
- ii. When calculating the service in a popular service station of an officer who has served in more than one service, the service in any Department where such service is treated under popular category will also be taken in to consideration. (eg: The service in the Minor Employees' Service of an officer promoted).
- iii. When a period of service of a female officer, who is currently serving at a service station considered as popular, is calculated, the period on which the officer has taken maternity leave (with pay, half pay and no pay) is not calculated.
- iv. Requests of officers serving in popular stations to similar stations may be considered after consideration of the requests of the officers serving in other service stations to popular stations.

2:4:3 Special Matters

- i. Where an officer forwards documentary evidence to prove that his/her spouse is disabled during operational duties while serving in Armed Forces or in Police in the Northern and Eastern Provinces such officer should be transferred only at his/her request. Also, priority should be granted to the requests for transfers made by such officers. Where such officer is to be transferred from a popular service station, such transfer should be made either to the service station close to the previous station or to the relevant station at the officer's request.
- ii. Generally, every possible step should 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. In selecting officers for service in unpopular stations, unmarried officers and married officers without school going children should wherever possible, be given priority rather than selecting married officers with school going children.
- iii. When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as school going children, disabled children and spouse paralyzed due to long term illnesses and cases where spouse is abroad should be taken in to consideration.
- iv. Officers who have been recruited on disabled rehabilitation conditions shall not be transferred without their request.

2:4:4 Officers who are not subjected to annual transfers

- i. Although officers beyond 53 years of age can be transferred within the district, they should not be transferred outside the district without their request.
- ii. Officers beyond 58 years of age as at 31st December (ex:- as at 31.12.2015 for the year 2016) on which the time period of transfers is calculated, should not be transferred even within the district unless they make a request. Officers who are serving at popular service stations and above the age of 59 years as at 31st December should not be transferred unless they make a request.

2:4:5 Concession for Trade Unions

- i. If the Secretary, Chairman, Treasurer of the mother association and Executive members of the Central Executive Committee of a Trade Union of Combined Service which is recognized by the Director General of Combined Service are transferred, such transfers should be made, considering the recommendation of the Secretary of the relevant Trade Union, so as not to affect the activities of the Trade Union.

- ii. Officers in Trade Unions of Combined Services who expect to enjoy the concessions indicated in this Section should prepare their applications in this regard (In terms of sub Section 7:5 of Chapter XXV of Establishments Code) and they should be submitted to the Director General of Combined Services through the Secretary of the respective Trade Union at least two weeks before the meeting of Transfer Committees and thereafter, the Secretary of Ministry of Public Administration decides which office, association is granted with concession and to which places they should be attached to in terms of Sub Section 7:2, Chapter XXV of the Establishments Code. The requests made after that period will not be considered. However, this concession cannot be applied to remain in popular service stations.

2:4:6 Occasions, where the Transfer Committees should not take action

Transfers should not be made to the following Institutions by the Annual Transfer Committees.

- Presidents' Secretariat
- Office of the Secretary to the Prime Minister
- Office of the Chief Government Whip
- Office of the Secretary to the Leader of the House
- Office of the Cabinet of Ministers
- Office of the Secretary to the Opposition Leader
- When transferring the officers serving in more than 5 years in commission to investigate allegations of Bribery and Corruption, the annual transfer committees shall take actions to consider the recommendations made by the Director General of the Commission to retain certain officers further in the office.
- Although transfers can be made to the following Departments and Institutions by Annual Transfer Committees, such transfers should strictly be made subject to the concurrence of the Head of the Department/Institution.
 - Public Service Commission
 - Police Commission
 - Department of Elections

3. Particulars of the Composition of Annual Transfer Committee

Director General of Combined Services shall take action to establish separate Annual Transfer Committees for each service mentioned in 2.1 above to submit annual transfer proposals. The composition of each annual transfer committee is as follows.

- An Assistant Director in charge of the relevant service of Combined Services
- Two Assistant Directors of combined services, not in charge of the relevant subject
- A representative nominated by all trade unions with a 15% representation of each service or an officer who has been released full time for trade union activities.

4. Particulars of the Committee for Reviewing Annual Transfer Proposals

Director General of Combined Services shall take action to establish separate Committees for Reviewing Annual Transfer Proposals for each service to review annual transfer proposals. The composition of each annual transfer committee is as follows.

- A Director in charge of the relevant service of Combined Service
- An Assistant Director in charge of the relevant service of Combined Service
- An Assistant Director of combines services not in charge of the relevant subject
- A representative nominated by all trade unions with a 15% representation of each service or an officer who has been released full time for trade union activities.

5. Time Table of Annual Transfers

5:1 The time table which the officers of the Combined Service should follow with regard to internal transfers is as follows.

Before 15 th June	Setting up of Transfer Committees and the preparation of Transfer scheme
Before 01st July	Last date for receipt of applications for transfers
Before 15th July	Finalization of internal transfers in Departments/ Ministries
Before 31st July	Preparation of documents with the decisions on Departmental/Ministerial transfers and transmitting of same to the Director General of Combined Services.

5:2 Transfer Time Table of the Combined Service

Before 01st June	Setting up of Transfer Committees
Before 15th June	Preparation of Transfer procedure
Before 30th June	Issuance of Annual Transfer Circular.
Before 31 st July	Completion and submission of (1) Applications prepared in line with Format C.S./A.T/01 (2) List of Applications scheduled in line with C.S./A.T/02 (3) Format C.S./A.T./03 (List of names of officers more than 05 years' service at the present service station) To the Director General of Combined Services
Before 31 st August	Submission of transfer proposals to Director general of Combined Service by the Transfer Committee
Before 15 th December	Publishing transfer orders to Departments and Ministries and appointing Committees to review annual transfer proposals
Before 29 th September	Closing date of appeals to be submitted by the officers who are unsatisfied with the transfers through the Heads of Departments in respect of the transfers
Before 15 th October	Closing date of submission of transfer proposals to the Director General of Combined Services by the Committees for Reviewing Transfer Proposals.
Before 01 st November	Date on which the annual transfer orders should be issued.
01 st January	Date on which the annual transfer orders should be implemented

6. Submission of Appeals against Annual Transfer Orders

Appeals of the officers who are not satisfied with the annual transfer orders shall be submitted to the Public Services Commission through the Director General of Combined Services within 14 days of the issuance of transfer orders of the reviewing committees for annual transfers as per Chapter XX of the Procedural Rules of the Public Service Commission, in line with Appendix 263 of the Procedural Rules. Further, certified copies of the relevant documents to verify the matters mentioned in the appeal should also be submitted.

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

Application for Annual Transfers of Combined Services

Post and Class		e- Human Resource Number (For office use only)	
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a. Personal Information

.01Name in full:-			
.02Name with initials:-			
.03 Name with initials:-)In English(
.04Date of Birth(as at 31/12/2015):- YYYY/MM/DD	.05Age:-	.06National Identity Card Number:-	.07Sex:- F / M
.08Permanent Address :-:	.09Temporary Address :-	.10Telephone Number Office:- Personal:-	
.11Marital status:-	.12 Name of the spouse:-	.13Occupation and work place of the spouse :-	
.14Number of children:-	.15Their age:-	.16Schools attending:-	

b. Service Particulars

.17Number of the letter of appointment:-	.18Whether the officer has been confirmed?			
.19Present service station:-	.20 Town where the service station is located:-			
2 .1Date of reporting for duty at the present service station :- YYYY/MM/DD	2 .2Period of service at the present service station :- (As at 31/12/2015) Years.....MonthsDays			
2 .3Whether the officer has served at a popular service station?				
2 .4Previous service stations in Public Service	Service Station		Period of Service	
			From	To
	1			
	2			
	3			
4				

C .Particulars of requests made for transfers

It should be mentioned here if the officer who expects to transferred to the Department of Inland revenue.

2.5	Service Station	Town where the service station is located
1		
2		
3		

**2 .6Would you accept if a transfer is offered to a nearby service station other than a service station mentioned above?
Yes/No**

27. Reasons for applying for transfer:- (If the officer or dependents are disabled mention it here subject to verification with medical reports)

28. If you are not offered with a transfer, would you agree to consider the above particulars for general transfers until 30.06.2016?

I declare that the above particulars are true and correct.

.....
Date

.....
Signature

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

- The hereby recommend the request made by the aforementioned officer for transfer with / without a replacement/ on the basis of providing a suitable replacement at a later occasion.

.....
Date

.....
**Signature
Official Stamp**

Please complete separate forms in respect of each Service and Grade

C.S/A.T/02

SCHEDULE OF ANNUAL TRANSFERS APPLICATIONS YEAR 2016

Ministry/Department:

Regional Office:

Serial No.	Name of officer	Number of the permanent letter of appointment	N.I.C Number	Post/ Grade and Medium	Date of Birth and age as at 31.12.2014	Civil status and place of work of the spouse	Number of children and particulars of school going children	Whether spouse is a person who has become disabled whilst in duty in operation areas?	Stations served and relevant time period	Reasons for requesting a 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.

Please complete separate forms in respect of each service

C.S/A.T/03

Please not that it is compulsory to include particulars of all the officers who have served for more than five years in one district / one station (As at 31.12.2015)

(Names of officers with the longest period of service should be indicated at the beginning of this list / schedule)

Ministry / Department:-

Regional office:-

Name of officer (State whether Mr./ Mrs./ Miss.)	Number of the letter of permanent appointment	N.I.C Number	Post / Grade and Medium	Date of birth and age as at 31.12.2015	Period of service in the present station as at 31.12.2015	Total period of service in the department	Civil status and place of work of the spouse	Particulars of school going children	Present residential area and the address	Distance from the present place of residence up to service station	Service stations and the periods of service from the first appointment	Whether applied for an annual transfer? if not, indicate three stations willing to serve

* The officers who are required to be retained in Ministries/ Departments/Offices and the officers who should not be transferred due to serious illnesses which are certified by the medical certificates, should be personally confirmed by the Head of the Department

Prepared by:-

Name: -

Signature:

(A) The particulars of all the officers served for more than five years in this Ministry / Department / Office, who have not applied for transfers are included herein,

The foregoing particulars attached hereto, which are certified by me, are correct. Submission of any incorrect information is liable to be reported to the disciplinary authority concerned.

Checked by:-

Name:

.....

Signature

Date:.....

.....

Signature of the Head of Department
(Official Stamp)

Respective Head of Department/Institution shall see to forward accurate and complete information regarding every officer. If the particulars indicated are found to be false or incomplete, respective Head of Department/Institution and officers who prepared and checked these lists are responsible and further shall be subjected to disciplinary action