

Public Administration Circular : 17/2022

My NO : M. S. O/Su/Tra/2022  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square  
Colombo 07.

08.09.2022

Secretaries to Ministries  
District Secretaries/Government Agents  
Heads of Departments

**ANNUAL TRANSFERS OF OFFICERS IN SUPRA CLASS OF  
MANAGEMENT SERVICES OFFICER - 2023**

Your attention is hereby drawn to the provisions in Chapter XVIII of Procedural Rules (Volume 1) published in the Gazette Extraordinary of the Public Services Commission No 1589/30 dated 20.02.2009 on transfers of public officers.

02. Annual transfers in respect of officers in Supra Grade of Management Services Officers' Service belonging to Combined Service shall be effective from 2<sup>nd</sup> of January 2023. The following procedure should be followed in this regard, in order to avoid inconvenience to the officers concerned and to the Public Service.
03. The Transfer Board shall be held at the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government and the decisions on transfers among all Ministries, Departments, District Secretariats, Divisional Secretariats and other institutions shall be made by the board.
04. The transfer procedure attached herewith shall be followed in taking decisions on matters such as eligibility of officers for transfers.
05. Officers, who have completed a service period of 5 years at a popular service station shall be subjected to compulsory transfer and officers, who have completed a service period of 02 years at any other service station shall become eligible for transfers.
06. In order to consider any appeals made against respective proposed annual transfers, Committees to review annual transfer proposals should be set up in terms of Section 210 in Chapter XVIII of Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 and necessary action should be taken accordingly. Appeals submitted in respect of annual transfers shall be considered only

if they conform to Section 211, Chapter XVIII of Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary No: 1589/30.

07. Committees to review annual transfer proposals set up to consider appeals made against transfer orders shall take decisions after investigations are made on the matters mentioned below.
  - Transfers made against the transfer policy.
  - 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
  - If credible recommendations have been submitted regarding sympathetic situations such as unexpected calamities/ accidents/disasters/ illnesses faced by officers after the transfer application has been submitted
08. Applications for mutual transfers shall not be accepted during the period from 15<sup>th</sup> of September 2022 to 31<sup>st</sup> of December 2022.
09. The timetable relating to the officers in Supra Grade of Management Services Officers' Service is mentioned in Section 7 of the transfer procedure.
10. All officers can submit applications online as follows.
  - i. If you have internet access through LGN, you can apply online at <http://10.250.1.112:misco> and if you have internet access through other networks, you can apply for annual transfers online at <http://43.224.125.68:misco>
  - ii. It is essential that all officers update all their basic information as well as the service records pertaining to the period of service in the previous workplaces.
11. Heads of Institutions / Departments should ensure that accurate and complete information is provided about each officer. If it is revealed that there is inaccurate information, the heads of the relevant institutions / departments and the officers who prepared the lists and corrected the mistakes are liable and shall be subjected to disciplinary action.
12. Officers transferred out of a Ministry/Department by the Transfer Board shall not be retained awaiting replacements and they shall be released to enable them to assume duties at their new service stations on the date stipulated.
13. The following is the timetable effective for annual transfers of officers in Supra Grade of Management Officers' Service, relevant to year 2023.

Before 15 <sup>th</sup> of September	Publishing Transfer Procedure / Circular and calling for applications
Before 01 <sup>st</sup> of October	Submitting the following documents to the Director General of Combined Services (i) Printed copies of the transfer application recommended by the Head of the Institution along with the official stamp and the signature after submitting the application form online at <a href="http://10.250.1.112:misco">http://10.250.1.112:misco</a> if internet facility is available through LGN and at <a href="http://43.224.125.68:misco">http://43.224.125.68:misco</a> if internet facility is available through other networks. (ii) A list of the officers, who have served in an institution for more than 05 years and the officers who have applied for transfers as at 31/12/2022 obtained online.
Before 10 <sup>th</sup> of October	Completing the process of making decisions by the transfer boards
Before 15 <sup>th</sup> of October	Notifying transfer orders
Before 01 <sup>st</sup> of November	Submitting appeals on transfers to the Combined Services Division
Before 10 <sup>th</sup> of November	Communicating the decisions of the Appeal Board and issuance of annual transfer orders.
Before 01 <sup>st</sup> of December	Submitting appeals to the Public Service Commission
02 <sup>nd</sup> of January 2023	Date on which the annual transfer orders shall be implemented

14. Action should be taken to make officers in Supra Grade at your Ministry / Department aware of the provisions indicated in this circular.

Sgd/ M.M.P.K. Mayadunne  
Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

**ANNUAL TRANSFER PROCEDURE OF SUPRA GRADE OF MANAGEMENT  
SERVICES OFFICERS' SERVICE (COMBINED SERVICE)**

01. Annual Transfer Procedure of the officers in Supra Grade of Management Services Officers' Service in terms of the provisions of Rule 202, Chapter XVIII of Procedural Rules (Volume 1) published by the Public Services Commission in the Gazette Extraordinary No: 1589/30 dated 20.02.2009 and the powers vested by the Gazette Extraordinary No: 1955/22 dated 25.02.2016.
02. Transfers of officers in Supra Grade of Management Services Officers' Service in the Combined Services shall be made in the following manner :-

(a) Transfers by Transfer Boards (Annual Transfers)

Transfer Boards shall be held annually with a view to fulfill the requests made by officers for transfers. In addition to that, a decision can be made by a Transfer Board to transfer an officer, who has completed the prescribed period in a certain service station/area, in order to meet a reasonable request made by an officer or to implement the recommendations made by the Secretaries of Ministries on administrative grounds. Such transfers shall be effective from the first working day of the year.

(b) Transfers by Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (Transfers other than Annual Transfers)

Transfers shall be made purely by the Transfer Boards, but not under ordinary functions of the Combined Service Division. However, the Secretary, Public Administration, Home Affairs, Provincial Councils and Local Government shall issue transfer orders on administrative and service requirements as well as on disciplinary grounds. Further, necessary action shall be taken on requests made for mutual transfers, which do not cause hindrance to normal duties and the requests of which contents shall be considered on urgent and sympathetic grounds, if such requests are forwarded along with the observations and recommendations of the Secretary of the respective Ministry.

02.1 Transfer from one Ministry to another Ministry

When an officer is transferred from one Ministry to another Ministry, the request of the Secretary of the Ministry where the vacancy exists, shall be sent to the Secretary of the Ministry Public Administration, Home Affairs, Provincial Councils and Local Government. For this purpose, the transfer orders shall be issued by the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government to the Ministry where such vacancy exists, considering the concurrence of the Secretary of the line Ministry where the officer who requests transfer, is attached.

02.2 Transfers among Departments within one and the same Ministry

The Secretary of the respective Line Ministry shall forward recommendations on proposed transfers to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. The Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall grant approval for relevant transfers considering the recommendations.

02.3 Transfers within one and the same Departments

The Head of the Department shall forward the proposals for transfers to the Secretary of the relevant Line Ministry. Accordingly, once the Secretary of the respective Ministry approves the transfer requested, it shall be informed to the Secretary, Public Administration, Home Affairs, Provincial Councils and Local Government.

02..4 Transfers on special official requirements and urgent service requirements.

The Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall reserve the right to transfer an officer or make temporary attachment, without obtaining the consent and without any request of the officer concerned, depending on administrative and service requirements.

03. Composition of the Transfer Committee for Supra Grade of Management Services Officers' Service.

Three Staff Officers including the officer in charge of the establishment activities of the service, nominated by the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government (One officer shall be the officer nominated to the Appeal Board)

One representative from each Trade Union, which has a membership not less than 15% of the total cadre of Supra Grade in Management Services Officers' Service

Or

A representative from trade union of which an officer has been released fulltime for trade union activities.

Chairman of the Transfer Committee shall be appointed by the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

04. Committee for reviewing annual transfers

4.1 The Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government shall appoint a Committee for reviewing annual transfers chaired by the Director General, Combined Services to examine the complaints made

against the decisions of the Transfer Committee and the requests which have not been fulfilled at the Transfer Committee.

04.2 The composition of the Committee for reviewing annual transfers is as follows;

Chairman : Director General of Combined Services.

Two members nominated by the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government:

- (I) An officer from Sri Lanka Administrative Service serving attached to Combined Services Division of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.
- (II) An officer from Sri Lanka Administrative Service serving attached to another Department, which does not belong to Combined Services.

Note :- One of these officers shall be an officer, who had served in the Transfer Committee.

04.3 Committee for reviewing annual transfers shall make decisions after examining the following matters.

- Transfers which do not comply with transfer policy.
- Instances where the request of the officer has not been fulfilled.
- Requests, recommendations and complaints made to the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government by the Secretaries of respective Ministries regarding the transfer.

05. General policies to be considered in making transfers.

5.1 Time of Transfer in connection to Annual Transfers shall be calculated on 31<sup>st</sup> December in the previous year. (31.12.2022 for the Annual Transfers in year 2023).

5.2 When calculating the period of service, first day of January of the year in 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 shall take that into consideration.

5.3 When calculating the period of service, the total periods of service or with break in a Department/Ministry or District shall be considered as one period of service.

5.4 When calculating the period of service in popular service stations, 15 years of service immediately preceding shall be taken into account although such periods of service fall under one or several popular service stations. (Service Stations which were identified as popular service stations during that period).

- 5.5 The period of service in any district under a Department/Ministry shall be treated as the period of service in such Department/Ministry. When calculating the period of service in a district, the period of service in any office in the district shall be taken into account.
- 5.6 When calculating the period of service in a popular service station, the period of service in a popular service station during the officer's period of service in Grade II and Grade I of Management Services Officers' Service shall also be taken into account.
- 5.7 When calculating the service of an officer in a Department, the period in which the officer was not in service due to reasons beyond his control shall not be taken into consideration.
- 5.8.1 An officer who has possessed 05 years of service in a popular service station/02 years of service in an unpopular service station shall be eligible for a transfer.
- 5.8.2 At the instances where an officer who has not completed the prescribed period at a popular service station, applies for a transfer to an unpopular service station, he shall be entitled to such transfer subject to exigency of service.
- 5.8.3 Officers who have served more than 5 years in one and the same service station shall be subjected to transfer.
- 5.9.1 Even though the officers beyond 54 years of age as at 31<sup>st</sup> of December, (As at 31.12.2022 for the Annual Transfers in year 2023), the date of calculating time for annual transfers, can be transferred to a service station within the district, they shall not be transferred out of the district without their request.
- 5.9.2 Even though the officers beyond 59 years of age (Officers at the age of 59 years) as at 31<sup>st</sup> of December, (As at 31.12.2022 for the Annual Transfers in year 2023), the date of calculating time for annual transfers, shall not be transferred even within the district unless they make a request.
- 5.10. If the Secretary, Chairman, Treasurer and Executive members of the central committee of a Trade Union recognized by the Director General of Combined Service are transferred, such transfer shall be made, so as not to affect the activities of the Trade Union and considering the recommendation of the Secretary of the Trade Union. However this shall not be applicable for transfers made out of popular Departments.
- 5.11 Officers in Trade Unions, who expect to enjoy the concessions indicated in section 7.1, Chapter XXV of Establishments Code, shall prepare an application in this regard and submit 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 (In terms of Sub-Section 7:5). The requests made after that period shall not be considered.

- 5.12 Where an officer forwards written evidence to prove that his/her spouse has become disabled whilst serving in the Armed Forces or in Police in the Northern and Eastern Provinces (Operational areas), such officer shall be transferred only at his/her request. Also, priority shall be granted to the requests for transfers made by such officers.
- 5.13 Generally, every possible step shall 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.
- 5.14 When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as disabled children and spouse paralyzed due to long term illnesses should be taken into consideration.
- 5.15 As far as possible, every transfer shall be implemented with effect from 01<sup>st</sup> of January each year so as to avoid any inconvenience which may affect schooling of children.
- 5.16 When selecting officers for the services at unpopular service stations, attention shall be paid as far as possible to select unmarried officers and officers who are married, but do not have children at the age of schooling, rather than married officers with children at the age of schooling.
- 5.17 Only transfer applications and appeals in connection to transfers, which are submitted strictly in accordance with the Specimen Form, shall be considered.
- 5.18 If case where the officers, who apply for a transfer, expect to be transferred to a specific service station in a certain area, may indicate the name of the service station and area. It is appropriate to indicate the requirement of the officer in the application, whether the application is made with the expectation of going to a certain area or to a Department or office of his/ her choice. Accordingly, the names of the areas and offices shall be indicated in order of preference.
- 5.19 The officer has no right to appeal for the cancellation or postponement of a transfer made on his/ her request and the Head of Department has also no right to make recommendations on the same.
06. Classification of Service Stations
- 6.1.1 The names identified as popular service stations/areas are published annually according to the services. These service stations/areas can vary from time to time depending on the responses of officers. A list of Departments identified as popular service stations is indicated under Schedule – 01 in Annex 01.



- 6.1.2 Even though a request has been made for a transfer to an office mentioned in second schedule, action shall be taken to obtain prior approval of the Head of Department indicated in the schedule before issuing the transfer order.
- 6:2 An officer who has served a period of 5 years at a popular service station shall again be transferred to another popular service station only if there are no other requests.
- 6:3 Secretaries of the Ministries and Heads of Departments should take action to prepare and send the report of the officers who have completed more than 05 years of service in all the Ministries and Departments online as follows.
- i. You can use the web address <http://10.250.1.112:misco> if you have internet access through LGN and <http://43.224.125.68:misco> if you have internet access through other networks.
  - ii. It is advisable to use the "Chrome" web browser to access the web addresses listed above.
- 6:4 In case where an officer, who has served at an unpopular service station, requests for a transfer, the officer who has served the maximum period at the said service station and satisfied the requirements indicated in sub-sections 6:2 and 6:3 may be transferred.
- 6.5 When making transfers to popular service stations, priority shall be given to those who are serving at unpopular service stations. Further, the period of service as well as the difficulties faced by such officers shall be taken into consideration, if brought to notice. Relevant officers shall take action to submit necessary information accordingly.
- 6.6 When the officers indicated in sub sections 6:3 and 6:4 are transferred, attempts shall be made as far as possible to transfer them to one of the 03 service stations they have indicated on the order of preference. If it is not possible, they shall be transferred to the nearest service station. Officers shall see to provide necessary information in this regard.
- 6.7 The Heads of Departments shall see to implement annual transfers on the effective date, by taking action to train other officers to perform duties of the officers expected to be transferred.
- 6.8 Disciplinary action shall be taken without any notice against officers who do not follow or implement annual transfer orders, if the Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government is reported regarding such situation.
- 7.0 Time table to be followed in implementing the annual transfer policy relating to the officers in Supra Grade of Management Services Officers' Service.

Before 15 <sup>th</sup> of September	Publishing Transfer Procedure / Circular and calling for applications
Before 01 <sup>st</sup> of October	Submitting the following documents to the Director General of Combined Services (i) Printed copies of the transfer application recommended by the Head of the Institution along with the official stamp and the signature after submitting the application form online at <a href="http://10.250.1.112:misco">http://10.250.1.112:misco</a> if internet facility is available through LGN and at <a href="http://43.224.125.68:misco">http://43.224.125.68:misco</a> if internet facility is available through other networks. (ii) A list of the officers, who have served in an institution for more than 05 years and the officers who have applied for transfers as at 31/12/2022 obtained online.
Before 10 <sup>th</sup> of October	Completing the process of making decisions by the transfer boards
Before 15 <sup>th</sup> of October	Notice of transfer orders
Before 01 <sup>st</sup> of November	Submitting appeals on transfers to the Combined Services Division
Before 10 <sup>th</sup> of November	Communicating the decisions of the Appeal Board and issuance of annual transfer orders.
Before 01 <sup>st</sup> of December	Submitting appeals to the Public Service Commission
01 <sup>st</sup> of January	Date on which the annual transfer orders shall be implemented

## 8. Details on submission of appeals against Annual Transfer Orders

- 8.1 If a public officer submits an appeal to the Public Service Commission against any transfer order, it shall be submitted only in line with form 3a and 3b. Further, he shall take action to submit certified copies of the relevant documents along with the appeal to prove the matters he/ she submits.
- 8.2 A public officer shall submit an appeal to the Public Service Commission through the Secretary of the relevant Ministry and a copy of the relevant appeal shall be forwarded to the Secretary of the relevant Ministry. It is the responsibility of the Secretary of the relevant Ministry to submit the appeal to the Public Service Commission immediately after receiving. The officer, on his/ her discretion can directly submit a copy of his/her appeal to the Public Service Commission.
- 8.3 Any appeal against the transfer order should be submitted by the Public Officer within 14 days of receiving the transfer order. Appeals not submitted within the due period shall be rejected by the Public Service Commission.

- 8.4 The appeal submitted by a Public Officer to be forwarded to the Public Service Commission shall be submitted to the Secretary of the Public Service Commission by the Secretary of the relevant Ministry within 15 days of the receipt of the appeal along with all relevant files, documents, minutes and observations and recommendations in this regard. However, appeals mentioned in Chapter XVIII of the Procedural Rules of the Public Service Commission shall be submitted to the Public Service Commission before the 01<sup>st</sup> of December of the respective year along with the relevant files, documents, minutes, observations and recommendations.
- 8.5 It is the responsibility of every Public Officer to submit the appeals in accordance with the orders in this chapter and the appeals submitted deviating from these orders are not considered by the Public Service Commission.
- 8.6 A decision shall be made by the Public Service Commission with regard to the appeals submitted by the public officers against a transfer order within 15 days of receiving the documents mentioned in Section 8.4 above.
- 8.7 The decision made by the Public Service Commission with regard to an appeal submitted as above, shall be directly informed to the appellant and copies of the same shall be sent to the Secretary of the relevant Ministry.
- 8.8 Any public officer who is not satisfied with an order or a decision made by the Public Service Commission is entitled to submit an appeal to Administrative Appeal Tribunal in line with the provisions in Administrative Appeal Tribunal Act No: 04 of 2002.

On the order of Public Service Commission,

Sgd/ M.M.P.K. Mayadunne  
Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

Date :

Official Stamp:

Schedule - 01  
Popular Service Stations

01. Department of Customs.
02. Department of Inland Revenue.
03. Department of Immigration and Emigration.
04. Commission to Investigate into Allegations of Bribery or Corruption
05. Public Services Commission.
06. Department of Excise.
07. Department of Commissioner of Motor Traffic.
08. Department of Wildlife Conservation.

Schedule - 02  
Departments to which the transfers are made subject to prior approval

01. President Secretariat.
02. Office of the Hon. Prime Minister.
03. Cabinet Office
04. Office of the Lader of the Opposition.
05. Public Services Commission.
06. Commission to Investigate into Allegations of Bribery or Corruption.
07. Election Commission.