

Public Administration Circular : 18/2025

My No : CS/SLAS/ANN.TRA/2026
Ministry of Public Administration, Provincial
Councils and Local Government
Independence Square
Colombo 07

14.07.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries / Government Agents
Heads of Departments

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN
SRI LANKA ADMINISTRATIVE SERVICE - 2026 (Grade I,II and III)**

In terms of Cabinet Decision No. CP11/1090/523/087 dated 11.05.2011 and Cabinet Decision No. CP/14/0286/523/007 dated 23.04.2014, which are in respect of the transfers of the officers in the Sri Lanka Administrative Service, this transfer procedure shall be implemented for officers in the Sri Lanka Administrative Service on the approval of the Public Service Commission.

01. Appointment of the Annual Transfer Committee and its Procedure

The Annual Transfer Committee shall be appointed by this Ministry to implement transfers of the officers of the Sri Lanka Administrative Service as mentioned in the Transfer Procedure related to the year 2026. The duty of this Committee is to make use of the transfer procedure to consider the requests of the officers who expect to be transferred, to systematically grant transfers to officers within a reasonable period, and to prevent officers from staying at the same service station for a long time.

02. Composition of the Transfer Committee

The Secretary of this Ministry shall appoint the Transfer Committee which consists of the following officers.

- | | | |
|---|---|----------|
| I. Additional Secretary of this Ministry (Public Administration) | - | Chairman |
| II. Director (Sri Lanka Administrative Service) | - | Member |
| III. Senior Assistant Secretary (Divisional Administration,
Home Affairs Division) | - | Member |
| IV. A representative from the Sri Lanka Administrative Service
Association | - | Member |

03. Submission of arguments against the proposals of the Annual Transfer Committee

Officers who are not satisfied with the proposals made by the above-mentioned Transfer Committee shall be given an opportunity to Submit arguments on those proposals and those officers should send their appeal in writing to the address mentioned in No. 10.3 before the date mentioned in the proposals notified by the Transfer Committee. After that, those arguments will be reviewed by the following committee.

- | | |
|---|------------|
| I. Secretary of this Ministry | - Chairman |
| II. A Secretary of another Ministry | - Member |
| III. Additional Secretary (Public Administration) | - Member |

Under this, officers can submit arguments against transfers only in the following cases.

- I. In cases where transfers have been made without complying with the Transfer Policy
- II. In cases where officers' requests have been fulfilled
- III. In cases where transfers have been made against the requests of the officers

04. Officers who are compulsorily subject to Annual Transfer Procedure

04.1 The following officers in Grade I / II / III of the Sri Lanka Administrative Service shall compulsorily be subject to this Transfer Procedure.

- I. Officers who have been serving in the same service station for six years or more
- II. Officers who have completed a total period of service of 12 years at maximum in A ministry, Department or Provincial Council
- III. Officers who have completed a total period of service of twelve (12) years in a Ministry, Department, District secretariat or Provincial Council situated in a district other than the Colombo District

04.2 Officers who have completed the maximum service period of 03 years at a popular service station mentioned under "No.06" shall compulsorily be subject to transfers.

05. Minimum period of service required to apply for annual transfers

In addition to the transfers made under this Transfer Procedure as mentioned above, other officers who wish to get transfers through this procedure can also apply. However, a minimum service period of two years shall have been completed at the current service station to apply for transfer. The decision of the Transfer Committee shall be the final decision in this regard, and arguments regarding those applications can be submitted before the due date specified in the transfer proposals notified by the Transfer Committee.

06. Classification of Popular Service Stations

Based on the legitimate additional financial benefits paid in various service stations, the following institutions are considered as popular service stations in this Transfer Procedure, and the maximum service period that an officer can serve in those service stations is 03 years. Officers who have completed the said period of service shall compulsorily be subject to transfer in accordance with “No. 04.2” herein.

- I. Department of Customs
- II. Department of Immigration and Emigration
- III. Department of Motor Traffic
- IV. Department of Excise
- V. Department of Inland Revenue
- VI. Department for Registration of Persons

07. Posts that Require Specialized Technological Knowledge

Knowledge of Information Technology or other technological knowledge of the relevant officers will be considered when selecting officers for transfers to posts that require knowledge of Information Technology or other technological knowledge.

08. Institutions which are not subject to Annual Transfers

Transfers of officers serving in the following institutions shall not be considered under this Transfer Procedure, considering the nature of those institutions.

- I. Presidential Secretariat
- II. Office of the Prime Minister
- III. Office of the Chief Government Whip
- IV. Office of the Leader of the House
- V. Cabinet Office
- VI. Office of the Leader of the Opposition

09. Institutions that are subject to transfers as per the concurrence of Heads of Institutions

When officers are transferred by the Annual Transfer Committees in relation to the following institutions, such transfers will be made subject to the concurrence of the respective head of the institution regarding the officers, who are transferred to and from the respective institution.

- I. Public Service Commission
- II. Election Commission
- III. Commission to Investigate Allegations of Bribery or Corruption
- IV. Finance Commission

- IV. Delimitation Commission
- V. National Police Commission
- VI. National Procurement Commission
- VII. Audit Service Commission
- VIII. Institutions for which special orders have been made by the Public Service Commission

10. General matters related to the Annual Transfer Procedure

10.1 Officers in Grades III and II are required to apply for transfers in a way that covers the following fields for the purpose of improving the skills of officers of the Sri Lanka Administrative Service.

- Divisional/ district administration
- Ministries/ departments of the central government – head offices
- Ministries/ departments of the central government – divisional offices
- Provincial Councils
- Commissions and other special institutions

The annual transfer committee will take action to grant transfers to officers in a way that the above fields are covered as far as possible.

10.2 Priority will be given to the service requirement and maximum period of service that an officer can serve in current service stations when these transfers are implemented.

10.3 Officers who are eligible for transfers as mentioned above should apply in accordance with the application form given in “Annex I” herein in the manner specified in this procedure.

10.4 The transfer application perfected in that manner should be forwarded to the address below before the due date, along with the recommendations of the respective Head of Department and Secretary to the line Ministry. The words “Annual Transfers in SLAS -2026” should be mentioned in the top left corner of the envelope containing the application.

Secretary

Ministry of Public Administration, Provincial Councils and Local Government

Independence Square

Colombo 07.

10.5 The Transfer Committee shall have the power to transfer the officers who can be subject to compulsory transfer as mentioned in this circular, even if they do not apply for transfer in the manner mentioned in the above section. When granting new service stations under this transfer procedure to the officers who do not apply for transfers, priority will be given to the officers who have duly applied for transfers, and then transfers will be granted to those who have not applied for

transfers, considering the remaining vacancies, at the discretion of the Transfer Board. **It will be considered that the officers who apply for transfers properly are willing to work in the service stations they apply for, and the officers who do not apply for transfers properly are willing to work in any service station in the island.**

10.6 Officers who are not satisfied with the proposals given by the Annual Transfer Committee shall make their arguments in conformity with “Annex IV” to the Committee for Reviewing Transfers within the stipulated time in the manner mentioned in “No. 03” hereof.

10.7 Making appeals to the Public Service Commission against annual transfer orders

- I. If any appeal is made by a Public officer to the Public Service Commission against a transfer order, such appeal shall strictly be made by the appellant in accordance with “Annex V”, and the particulars of the same will be submitted to the Public Service Commission by the Secretary of this Ministry in accordance with “Annex VI”. In the meantime the respective officer shall submit the certified copies of relevant documents needed to prove the reasons stated by him along with the appeal.
- II. Public officers shall make their appeals to the Public Service Commission only through the Secretary of this Ministry. The relevant officers shall also refer a copy of the appeal to the Secretary of this Ministry through their current Head of Department and the Secretary to the relevant Ministry, along with their recommendations. It is the responsibility of the Secretary of this Ministry to refer the appeal received by him to the Public service Commission promptly along with his observations. The respective officer may, at his discretion, submit an advance copy of the appeal directly to the Public Service Commission.
- III. An appeal against a transfer order shall be submitted to the Secretary of this Ministry **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals that are not submitted within the prescribed period shall not be considered and shall be rejected by the Public Service Commission.
- IV. The Secretary of this Ministry shall see to submit the appeal submitted by an officer to be referred to the Public Service Commission along with all the relevant documents and reports and his observations and recommendations on the same to the Secretary of the Public Service Commission within 15 days from the date on which such appeal is received.

- V. The appeals of the officers, who have not submitted their appeals to the Committee for Reviewing Proposals for Annual Transfers against the annual transfer proposals while the annual transfer proposals have been received, shall not be submitted to the Public Service Commission.
- VI. The appeals of the officers, who have not completed the minimum period of service required for applying for an annual transfer as per the provisions stipulated in the relevant Annual Transfer Procedure, shall not be submitted to the Public Service Commission.
- VII. It is the responsibility of every Public officer to submit the appeal in accordance with the prescriptions made in this chapter and the appeals which are submitted deviating from the above shall not be considered by the public Service Commission.
- VIII. Public Service Commission shall take the final decision regarding the appeal made by an officer against the transfer order within **15** days from the date of receipt of the documents mentioned in section 10.6 (IV) above.
- IX. The decision of the Public Service Commission regarding an appeal made in the above manner shall directly be informed to the appellant and the copies of the same decision shall also be sent to the Secretary of this Ministry and the respective Head of Department.
- X. Any officer, who is not satisfied with an order or a decision of the Public service Commission, shall have the right to make an appeal to the Administrative Appeal Tribunal in terms of the provisions mentioned in the Administrative Appeal Tribunal No. 4 of 2002.

11. Soft copies of relevant forms can be downloaded from the web site of this Ministry by following the below path.

www.pubad.gov.lk → Services → Sri Lanka Administrative Service → Downloads

12. Calculation of the period of service

Time of transfer in connection with annual transfers will be calculated on 31st December in the previous year. (e.g.:-31.12.2025 for the annual transfers in 2026)

- 12.1 When calculating the period of service, the total of the services with uninterrupted periods or periods with service break in a Department / Ministry or District will be considered as one period of service.

However, 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 or her control will not be taken into consideration. (Ex. Maternity leave, Study leave)

- 12.2 The period of service in any district under a Department / Ministry will be treated as the service in such Department / Ministry.
 - 12.3 Even though the service period of three years at a service station with extra financial benefits has not been completed as at 31.12.2025, the date on which the period of service is calculated, the officers who complete the service period of 03 years within the year 2026 shall compulsorily be subjected to transfer under this circular. Annual transfers shall be effective for such officers with effect from the date on which the period of three years is completed in the above manner (e.g., if the date of reporting for duty is 05.03.2023, the annual transfer will come into effect from 05.03.2026).
 - 12.4 In cases where the officers who are serving in a certain service station or a service station with extra financial benefits have not completed the prescribed period of service but apply for a transfer to another service station, those officers will be eligible for such a transfer subject to the service requirements.
13. 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. Even though the officers beyond 58 years of age shall not be transferred outside the district without his request or based on any other specific grounds, they shall be subjected to transfers within the district.
 14. Transfer applications (in line with Annex I), arguments made with regard to the transfer decisions (in line with Annex IV) and appeals made to the Public Service Commission (in line with Annex V) in connection to transfers that are submitted strictly in accordance with the specimen form prepared and introduced for the purpose will be considered.
 15. **Responsibility of the respective Heads of Departments and Secretaries of Ministries regarding transfers**
 - 15.1 Perfecting accurately, in accordance with “Annex II” and “Annex III” the particulars of the officers who are compulsorily subject to annual transfers and the officers who have made requests for transfers and sending the same by the Secretary of this Ministry before the due date mentioned in Table “No.20” herein shall also be the responsibility of the respective Heads of Departments / Secretaries to ministries.
 - 15.2 It is the responsibility of the Secretaries of the respective Ministries / Heads of departments to prepare a name list of officers who have served beyond the period mentioned in the list of popular departments correctly in accordance with the relevant form and to send it before the date communicated by the Secretary of this Ministry.

- 15.3 The Heads of Department and Secretaries of Ministries shall strictly see to prepare and send a report of the officers, who have completed service periods of more than 06 years and 12 years at all Departments and Ministries as mentioned in sub sections 12.1 and 12.2 of section 12 district-wise.
- 15.4 If there is an officer who is subjected to transfer on completion of the due period of service but has not applied for a transfer, and if the Head of the Department wants to retain him / her on service requirement, the request for retaining such an officer should also be submitted when the recommendations are made with regard to the officers with a service period over 06 years at the time of submitting transfer applications.
- 15.5 Heads of Departments / Institutions shall see to submit correct and full information on each officer. If it is found that information provided are false or incomplete the Heads of relevant Departments / Institutions and the officers who have prepared such lists and officers who have verified and certified the accuracy of them shall be responsible.
- 15.6 The final decisions on annual transfers are published on the official website of this Ministry, and the final decisions related to appeals on annual transfers are published on the official website of the Public Service Commission, and accordingly, the transfers of officers who are subject to transfers should be implemented by the Secretary to the relevant Ministry.
- 15.7 All officers who have received a transfer order shall be bound to report to the new service station on the due date. Once an officer assumes duties, it should be informed to the relevant service station with a copy to the Secretary of this Ministry through “Annex VII”.
- 15.8 Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer procedure. Officers of Sri Lanka Administrative Service serving in the posts at the Institutions under the Central Government, who receive transfer orders for the posts in Provincial Public Service, shall compulsorily report for duty as per relevant transfer orders. Further, officers of Sri Lanka Administrative Service serving in the posts of Provincial Public Service shall make necessary arrangements to get released from the present service station enabling to get transferred as per transfer orders.
- 15.9 Action shall be taken to release the officers who are transferred outside the Ministry / Department / Provincial Councils by the Annual Transfer Committee without retaining them until the arrival of successors so as to enable them to assume duties at new service station on due date (In line with Annex VIII).

- 15.10 In case where an officer, who has duly received an annual transfer order, is not reporting for duty at the new service station, the Head of the Department / Institution to which the officer has been transferred shall take necessary action to issue the notice on vacation of post as per Section 257 (V) of the Procedural Rules of the Public Service Commission.
- 15.11 The particulars of the officers who were released / were not released and reported for duty / did not report for duty shall be informed to the Secretary of this Ministry by the Heads of the relevant Ministry / Provincial Council / Departments in accordance with Annex IX and X.
16. The transfers of SLAS officers who have been recruited for the service in North and East Provinces on special decisions shall be considered under this scheme only after the lapse of the service period prescribed by such special decisions. However, there is no obstacle to make transfers / attachments within relevant areas depending on service requirements or any other specific grounds.
17. Annual Transfers are made in a cyclic method and transfers shall not be made on providing replacements when recruitments and promotions are made in future.
- 18. Non - Annual Transfers**
- Transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in Annual Transfer Committees. However, transfer orders shall be made by the Secretary of this Ministry depending on administrative requirements, exigency of service and disciplinary grounds. Action shall be taken regarding the requests made for mutual transfers, that do not hinder routine duties and the requests containing reasons on urgent situations and reasons to be considered on sympathetic grounds, when they are submitted along with sufficient observations and recommendations of the respective Heads of Departments and Secretaries to Ministries.
- 19. Transfers on special and urgent service requirements**
- The Secretary of this Ministry shall have powers to make transfers without inquiring the consent of the officer and without any request from any officer depending on administrative purposes and exigency of service.
- 20. Timetable to be followed in the implementation of Annual Transfer Procedure of the officers in SLAS**
- Every effort will be made to make these transfers within the relevant time frames, as per the table below.

Time table related to the Transfer Procedure

	Task	Deadline
01	Nominating the annual transfer committee.*	Before 01 st of June 2025
02	Issuance of the notifications for annual transfers.	Before 15 th of July 2025
03	Submission of the duly perfected annual transfer applications to the relevant authority.**	Before 15 th of August 2025
04	Submission of applications to the transfer board by the relevant authority**	Before 25 th of August 2025
05	Handing over of the transfer proposals of the annual transfer committee in writing to relevant authority**.	Before 15 th of September 2025
06	Issuance of the notifications regarding the proposed annual transfers and appointment of the committee for reviewing annual transfer proposals nominally.	Before 30 th of September 2025
07	Closing date for receiving appeals by committees for reviewing annual transfer proposals	Before 15 th of October 2025
08	Submission of the recommendations, which are in relation to proposed annual transfers, in writing by the committee for reviewing annual transfer proposals to relevant authority**	Before 31 st of October 2025
09	Issuance of the final transfer order	Before 15 th of November 2025
10	Submission of appeals to the Public Service Commission	Before 30 th of November 2025
11	Giving effect to the annual transfers	With effect from the 01 st of January 2026 or the date prescribed by the Public Service Commission
12	Referring the particulars of the officers who have been released, who have reported at the new service stations, to this Ministry	Before 31 st of January 2026

Note* The committee indicated in No: 01 above has been formed on the prescribed date as mentioned in Para. 02 of this circular. ** Secretary of the Ministry of Public Administration, Provincial Councils and Local Government

21. Other matters

21.1 Cases which are not covered by the Annual Transfer Procedure:

The requests for transfers made outside this transfer procedure shall be submitted to the Secretary of this Ministry along with the personal recommendations of the Secretary of the respective Line Ministry / Chief Secretary of the respective Provincial Council. Accordingly, the Secretary shall take an appropriate decision considering such requests if he is satisfied regarding the grounds for the requests.

21.2 Transfers among Departments within a Ministry

The Secretary to the relevant Line Ministry reserves the powers for placements of all the officers except the officers in Grade I in the Ministry and among the Departments under the Ministry. However, Secretary of this Ministry shall be informed at such occasions.

21.3 Transfers within one and the same Department

The Head of the Department shall submit transfer proposals to the Secretary to the respective Line Ministry. Accordingly, when a transfer is made as per that request, the Secretary of the respective Ministry shall inform the Secretary of this Ministry of the same.

On the order of Public Service Commission,

Sgd/S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government
Telephone : 0112 - 698605
Fax : 0112 - 683651
Email : pubad.dslas@gmail.com