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அரச சேவைகள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு

Ministry of Public Services, Provincial Councils and Local Government

සීකාබද්ධ සේවා අංශය இணைந்தசேவைகள்பிரிவு COMBINED SERVICES DIVISION

නිදහස් වතුරලය, කොළඹ 07, ශ්‍රී ලංකාව.

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திகதி
Date

03.01.2022

Secretaries of Ministries

Heads of Departments

District Secretaries

Divisional Secretaries

Non annual transfers of the officers of Development Officers' Service

A large number of requests pertaining to the non annual transfers of the officers in Development Officers' Service are referred daily to the Combined Services Division and this letter of instruction is issued to ensure prompt action in this regard.

02. When making non annual transfers of officers in Development Officers' Service, the matters such as exigency of service, relevant vacancies and the availability of a successor will be considered.

03. Accordingly, if the vacancy of the post exists, it is possible to make the transfer of the officer, who is released without a successor or on the basis of providing a successor at later occasion. However, if the officer is released with a successor, the request of the officer is included in the priority list until a suitable successor can be provided.

04. Through the officers are required to submit their applications for non annual transfer as per CS/T/01 (Annex 01) of Combined Services Circular No.02/2015, it is observed that certain officers do not follow this procedure when submitting their application. All the particulars pertaining to the request for transfers of the officers can be obtained easily by CS/T/01 format and further actions regarding such transfers can be taken without delay. Therefore, hereinafter the officers who request for non - annual transfers should strictly make such requests as per the format CS/T/01 provided in Combined Services Circular No 02/2015. You are hereby informed that action will not be taken for the transfer applications which are deviating from the above process.

05. Over 75,000 officers in Development Officers' Service are serving various Government Institutions at present and the applications submitted by CS/T/01 format for normal transfers should mandatorily consist the appointment number commencing from CS/DOS/..... Kindly note that no further action is possible for the transfer requests which the appointment number is not submitted, as it is not possible to trace the officer at such occasion.

06. Submission of relevant documents at several occasions will make unavoidable delays in the transfer process and further it makes barriers to fulfill the request of the officer. Therefore, all the documents required should strictly be submitted along with the application. (E.g.: Covering letter of the Head of the Department, letter of consent to attach the officer to the relevant post, Medical Reports etc)

07. Further the officers should be informed to submit their applications for non annual transfers **strictly through the respective Head of Department. And you are kindly noted.** To inform the officer not to deviate from the said process.

08. Particulars of the non annual transfers of the officers in Development Officers' Service will be published in the website of the Ministry after categorizing them in the following manner and you are kindly informed to make relevant officers aware in this regard.

- I. [Transfer requests of which activities have been concluded](#)
- II. [Transfer requests, which are in process](#)
- III. [Transfer requests with defects](#)

09. Further arrival to the premises of the Ministry for making inquiries on transfer requests should be limited only for highly essential matters and further relevant officers should be informed to arrive at the Ministry on such essential matters strictly on Mondays.

Sgd/ S. Alokabandara
Director General of Combined Services.