Circular No: 17/2015

My NO: CS/SLAS/ANN.TRA/SP-2016
Ministry of Public Administration, Local Government and Democratic Governance,
Independence Square,
Colombo 07.
03.07 .2015

Secretaries to Ministries,
Chief Secretaries,

ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SPECIAL GRADE OF SRI LANKA ADMINISTRATIVE SERVICE - 2016

1. Since a situation has arisen making the filling of vacancies in essential service stations impossible due to retaining of the officers in Special Grade of Sri Lanka Administrative Service, continually in one and the same service station, this transfer scheme is implemented for officers in Special Grade of Sri Lanka Administrative Service as per provisions in Rule 202, Chapter XVIII, Volume 1 of Procedural Rules published in the Gazette extra ordinary No. 1588/30 dated 20.09.2009 by the Public Service Commission enabling such officers to obtain transfers. Accordingly the procedure for such transfers shall be in the following manner.

(a) Transfers by Annual Transfer Boards (Annual Transfers)

Annual Transfer Boards will be held annually with a view to fulfill the requests made by officers for transfers. In addition to that, a decision can be taken by an Annual 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 Secretaries of Ministries on administrative grounds. These Transfers shall be effective from the first working day of the year

(b) Transfers by the Secretary of Ministry of Public Administration, Local Government and Democratic Governance (Transfers other than Annual Transfers)

Transfer orders shall be issued by the Secretary, Ministry of Public Administration, Local Government and Democratic Governance subject to the covering approval of Public Service Commission on administrative and service requirements as well as disciplinary grounds. Necessary actions will be taken on requests made for mutual transfers and of which contents should be considered on urgent and sympathetic grounds, if such transfers are not a hindrance to the routine duties and if such requests are forwarded along with the observations and recommendations of the secretaries of the Ministries. However, transfers shall not be made as a day to day activity of Sri Lanka Administrative Service Division except transfers made by the Annual Transfer Board.

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

2.1 The Special Grade officers, who are at present in service and have completed a minimum service period of five years (05) in one and the same service station, shall be subjected to transfers as per this circular.

2.2 Special Grade officers who have completed a minimum service period of two years (02) in one and the same service station shall be eligible to apply for annual transfer as per this circular.

3. **Composition of the Annual Transfer Board**

The Secretary, Ministry of Public Administration, Local Government and Democratic Governance shall appoint a transfer board consists of following officers.

I. Secretary of another Ministry – Chairman
II. Additional Secretary (Public Administration)
III. Director, Sri Lanka Administrative Service Division
IV. A representative from Sri Lanka Administrative Service Association

4. **Composition of Committee for reviewing Annual Transfers**

4.1 Committee for reviewing Annual Transfers

1. Secretary, Ministry of Public Administration, Local Government and Democratic Governance
2. Secretary of an another Ministry who has not been a member of the Transfer Board
3. An officer mentioned under 1, 2 or 3 within the composition of the Transfer Board mentioned under Para. 3.

4.2 Occasions where representations can be made against transfers

Though transfers are made as per this circular, such decisions on transfers can be reviewed on special grounds. A request can be made to the above mentioned committee for reviewing transfers along with the recommendations of the Secretary of the relevant Ministry.

5. **General matters to be considered in making annual transfers**

5.1 Priority shall be granted to the service requirement when these transfers are implemented.

5.2 Time of transfer in connection to Annual transfers will be calculated on 31st December in previous year. (eg :-31.12.2015 for the annual transfers in 2016)

5.3 When calculating the period of services in annual transfers, 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 Board will take that into consideration.

5.4 When calculating the period of service, the total of the periods of service or with break in a department/Ministry or District will be considered as one period of service.

5.5 Applications for transfers and appeals will be considered strictly if they are prepared according to the Specimen Forms prescribed.

5.6 All officers who are transferred shall be bound to report at the new service station on due date.

5.7 Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer scheme. Therefore, action shall be taken to release the officers who are transferred outside the Ministry/ Department by the transfer board without retaining them until the arrival of successors so as to enable them to assume duties at new service station on due date.

5.8 Cases which are not covered by the Annual Transfer Scheme

The requests for transfers made outside this transfer scheme shall be submitted to Secretary, Ministry of Public Administration, Local Government and Democratic Governance along with the recommendations of the Secretary of the respective line Ministry/ Chief Secretary of the respective Provincial Council. Accordingly, Secretary Ministry of Public Administration, Local Government and Democratic Governance shall take a final decision considering such requests if he is satisfied regarding the grounds for the requests.

5.9 Submission of applications

Transfer applications and representations made against the transfers that shall be made strictly in accordance with the specimen shall be submitted to the Secretary Ministry of Public Administration, Local Government and Democratic Governance along with the recommendation of the Secretary of respective line Ministry before the closing date of applications mentioned in the circular.

6. Time table for the annual transfers

Closing date of Application	-	On or before 31st July
Date on which the Annual Transfer Committee should submit to the relevant authority	-	On or before 10th August
Date on which the transfer notice should be issued once the annual transfer proposals are received	-	On or before 15th September
Period of time given for officers who are not satisfied with the annual transfer proposals to make their complaints to the Heads of the Institutions against such transfers as per appendix 14 of Procedural Rules	-	On or before 30th September
Final date of appointing Committees to review annual transfer proposals.	-	On or before 15th September
Finalizing the decisions regarding such complaints	-	On or before 15th October
Date on which the annual transfer orders should be issued	-	On or before 01st November
Effective date of annual transfer orders	-	On or before 01st of January
Sending the particulars of the officers who are released and reported for duty, to the Ministry of Public Administration, Local Government and Democratic Governance.	-	01st February

7. Particulars with regard to making appeals against annual transfer orders

An appeal can be made against a transfer order to Public Service Commission as per Section 231 in Chapter 20 of Procedural Rules of Public Service Commission. Such appeals shall be made strictly in accordance to Appendix 23 and appeals shall be made by the officer within 14 days from the date of receipt of the transfer order as per section 234 of Procedural Rules.

J. Dadallage,

Secretary,

Ministry of Public Administration,

Local Government & Democratic Governance.

Form 1

Application for transfers
(For Officers of Special Grade in Sri Lanka Administrative Service)

1. Personal Information
   1.1 Name (As indicated in the letter of appointment) : .....
   1.2 Name with initials, if any change has been made : .....
   1.3 Name in full : .....
   1.4 N.I.C Number : .....
   1.5 Date of First Appointment : .....
   1.6 Personal Address : .....
   .....
   1.7 Contact Number : Residence ..... Mobile .....

2. Present Place of work
   2.1 Ministry: .....
   2.2 Official Address : .....
   .....
   2.3 Official Telephone Number : .....

3. Post
   3.1 Present Designation : .....
   3.2 Date of appointment to that post : .....

4. Reasons for requesting a transfer : .....
   .....
   .....

5. Previous Service Stations :

Post	Service Station	Period of Service

6. Service Station to which the transfer is sought :

	Post	Service Station
1		
2		
3		

I hereby certify that the above particulars given by me are correct. Further I hereby state that I am giving my consent to be transferred to any other service station requested by me/ service station in a close proximity. I agree that I have no right to request for cancellation of transfer order once such order is given on my request.

Date:..... .....Signature

Form 2

SCHEDULE OF APPLICATION FOR ANNUAL TRANSFERS IN SPECIAL GRADE OF SRI LANKA ADMINISTRATIVE SERVICE -YEAR 2015

Ministry: .....

Serial No.	Name of officer and Number of N.I.C	Date of Appointment	Personal Address	Date of Birth and age as at 31.12.2015	Previous Stations served and relevant time period	Reasons for requesting a transfer	Place willing to be transferred

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

Form 3

Please note that it is compulsory to include particulars of all the officers who have served for more than 06 years in one and the same station, (As at 31.12.2015)
(Names of officers with the longest period of service shall be indicated at the beginning)

Ministry:- .....

Serial No	Name of officer (Mr. / Mrs. / Miss.)	Date of Appointment	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	Present residential area and the address	Stations served and the periods of service from the first appointment	Whether applied for an annual transfer? If not, indicate three stations willing to serve if transferred.

Prepared by : Name Signature:

Checked by : Name Signature:

Date:

.....
Signature and official stamp of Head of Department

Form 4

2015 Specimen for making Representations against the Annual Transfers of officers in Special Grade of Sri Lanka Administrative Service

Ministry:.....

Identification Number of the Transfer List :

.....

(a) Should be perfected by the Officer

1. I. Name of the officer in full (in Clear Letters) : .....
.....Mr/Mrs./Miss
II. Permanent Address : .....
III. Residential Address : .....
IV. Address of the new place of residence if any change in the residence is due to be made in 2016 : .....
.....

2. Service Station to which the officer is transferred : .....

3. Post and Grade : .....
3.1 Date of entry to the service : .....
3.2 Date of entry to the SP Grade : .....

4. Date of Birth : .....
Age as at 31/12/2015 .....

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.

7. Reasons for Appeal : (State on the reverse of the page)

8. Service Station to which the transfer should be Granted/ Revised :

Ministry : .....
Department : .....

Date : ....
Signature of the officer

(b) Observation of the head of the Department:

I. Above particulars are correct according to the particulars available in the files of the office
II. Explanation and recommendation given for cancellation/ revision of the transfer

Date:..... .....
Signature of the
Secretary of the Ministry / Head of the Department

(Delete words inapplicable. Appeals which are incomplete shall not be considered by the Appeal Board. For further details please use the reverse of the page)