

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

**ANNUAL TRANSFERS OF OFFICERS IN SUPRA CLASS OF PUBLIC MANAGEMENT  
ASSISTANTS' SERVICE - 2018**

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 Class of Public Management Assistants' Service belonging to Combined Service shall be effective from 1st of January 2018. 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 and management 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 scheme attached herewith shall be followed in taking decisions on matters such as eligibility of officers for transfers.
05. An officer who possesses a service of 5 years at a popular service station/ 2 years service at an unpopular 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 will be considered only if they conform to Section 211 in 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, that will be set up to consider appeals made against transfer orders, will take decisions after investigations are made on the matters mentioned below.
  - Transfer orders given against the procedure 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
  - 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 31<sup>st</sup> of August 2017 to 31<sup>st</sup> December 2017.
09. The timetable relating to the officers in Supra Class of Public Management Assistants' Service is mentioned in Section 8 of the transfer procedure.
10. Heads of Institutions/ Departments shall 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 Departments / Ministry concerned shall be responsible together with the officer who prepared and checked the lists concerned and shall be subject to disciplinary actions.
11. 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 stations on the date stipulated.
12. The following is the timetable effective for annual transfers of officers in Supra Grade of Public Management Assistants' Service, relevant to the year 2018.

Before 31 <sup>st</sup> of August	Calling applications by publishing transfer scheme/circular
Before 05 <sup>th</sup> of October	Conclusion of receiving applications and reports of officers who have completed a service more than five years.
Before 11 <sup>th</sup> of October	Finalizing the decisions of the transfer committees.
Before 13 <sup>th</sup> of October	Notifying about transfers.
Before 10 <sup>th</sup> of November	Submitting appeals to Combined Services Division on transfers.
Before 15 <sup>th</sup> of November	Submitting appeals to the Public Service Commission
Before 20 <sup>th</sup> of December	Communicating the decision of the appeal board issuing orders of annual transfers

13. Action may be taken to make officers in supra class at your Ministry / Department aware of the provisions made in this circular.

Sgd/J.J.Rathnasiri  
Secretary,  
Ministry of Public Administration and management

## Application for Annual Transfers of Combined Services

<b>Post</b>		<b>e- Human Resource Number (For office use only)</b>	
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### a. Personal Information

.01Name in full:-			
.02Name with initials:-			
.03 Name with initials (In English)			
.04Date of Birth( as at 31/12/2017):-	.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 :-	2 .2Period of service at the present service station :- (As at 31/12/2017) Years.....Months .....Days .....			
2 .3Whether the officer has served at a popular service station?				
2.4 Previous 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		

**.26**Would 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)

I declare that the above particulars are true and correct.

.....  
Date

.....  
Signature

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

<p data-bbox="324 1375 1477 1480">➤ 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.</p> <p data-bbox="227 1659 487 1722">..... Date</p> <p data-bbox="1023 1659 1266 1753">..... Signature Official Stamp</p>
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Form No. 02

Ministry/ Department/ Provincial Council:.....

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/

Regional Office:.....

Serial No	Name of the officer (State whether Mr./ Mrs./ Miss.)	Date of Appointment	N.I.C Number	Post/ Grade and Medium	Date of Birth and age as at 31.12.2017	Period of service in the present service station as at 31.12.2017	Civil status and place of work of the spouse	Number of children/ age/ schools	Present residential area and the address	Service stations and the periods of service from the first appointment	If the officer has not applied for an annual transfer, indicate three stations he/she is willing to serve if transferred.

Prepared by: Name: ..... Signature:..... Post:.....

Checked by: Name:..... Signature:..... Post:.....

Date:.....

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

**ANNUAL TRANSFER SCHEME OF SUPRA CLASS OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE (COMBINED SERVICES)**

01. Annual Transfer Scheme of the officers in Supra Class of Public Management Assistants' Service in terms of the provisions of Rule 202 in 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 class of PMAS in the Combined Services will be made in the following manner :-

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

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 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 will be effective from the first working day of the year.

**(b) Transfers by Secretary, Ministry of Public Administration and Home Affairs (Transfers other than Annual Transfers)**

Transfers will be made purely by the Transfer Boards but not under ordinary functions of the Combined Service Division. However, the Secretary, Ministry of Public Administration and management on administrative and service requirements as well as on disciplinary grounds shall issue transfer orders. Further, necessary action shall be taken on requests made for mutual transfers and 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 Ministry of Public Administration and management. For this purpose, the transfer orders shall be issued by the secretary of Ministry of Public Administration and management 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 and management. The secretary, Ministry of Public Administration and management 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, Ministry of Public Administration and management

02..4 **Transfers as special official requirements and urgent exigency of service.**

The secretary, Ministry of Public Administration and management 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 administration and service requirements.

03. **Composition of the Transfer Committee for Supra Class of Public Management Assistants' Service.**

The Transfer Committee shall consist of the following members.

- Three staff officers including the officer in charge of the establishment activities of the service, nominated by the secretary, Ministry of Public Administration and management (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 Class in PMAS

Or

- A representative from trade union from 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 and Management.

04. **Committee for reviewing annual transfers**

4.1 The secretary, Ministry of Public Administration and management 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 request 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 and management

- (I) An officer from Sri Lanka Administrative Service serving attached to Combined Services division of the Ministry of Public Administration and management
- (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 take decisions after examination of following matters.
- Transfers which are inconsistent to the 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 and management on by the secretary of respective Ministry.
05. **General policies to be considered in making transfers.**
- 5.1 Time of Transfer in connection to Annual Transfers shall be calculated on 31st December in previous year. (31.12.2017 for the Annual Transfers in year 2018).
- 5.2 When calculating the period of service, 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 shall take that into consideration.
- 5.3 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.
- 5.4 When calculating the period of service in popular service stations, 15 years of service immediately preceding will be taken into account although such services 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 will be treated as the service in such Department/Ministry. When calculating the period of service in a district, the service in any office in the district will be taken into account.
- 5.6 When calculating the service in a popular service station, the service in a popular service station during his service in class II and I of PMAS 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 will not be taken into consideration.
- 5.8.1 An officer who has possessed 05 years service in popular service station/02 years service in an unpopular service station shall be entitled to apply 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 an unpopular service station, he shall be entitled to such transfer subject to the services exigencies.
- 5.8.3 Officers who have served more than 5 years in one and the same service station will be subjected to transfer.
- 5.9.1 When calculating time for annual transfers to the date 31<sup>st</sup> of December, (31.12.2017 for the Annual Transfers in year 2018)Even though the officers beyond 53 years of age 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. When calculating time for annual transfers to the date 31<sup>st</sup> of December(31.12.2016 for the Annual Transfers in year 2017) Officers beyond 58 years of age (officers at the age of 59 years) 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 Trade Union. However this shall not be applicable for transfers from the popular service station.
- 5.11. Officers in Trade Unions who expect to enjoy the concessions indicated in section 7.1 of chapter XXV shall prepare an application in this regard and they shall 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. (In terms of Sub-Section 7:5). The requests made after that period will not be considered.
- 5.12. Where an officer forwards documentary evidence to prove that his/her spouse is serving in 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 effective with effect from 01<sup>st</sup> January of each year so as to avoid any inconvenience which may cause to the schooling of children.
- 5.16. When selecting officers for the services at unpopular service stations, attention shall be made as far as possible to select unmarried officers and officers who are married but haven't school going children, other than married officers who have school going children.
- 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. Officers who apply for a transfer to a specific service station in an area may indicate the name of the station and area. Also, it is appropriate to indicate the requirement of the officer in the application, i.e. whether, the application is made with the expectations to go to a certain office or a Department. Accordingly, the names of the areas and offices shall be indicated in sequence.
- 5.19. Once the transfer application is submitted, the officer has no right to appeal for the cancellation or withdrawal of such transfer. In the meantime the Head of Department has also no right to make recommendations on such occasions.

06. **Grading of service stations:**

**Classification of Service Stations -**

- 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 in popular service stations shall again be transferred to another popular service station only if there are no other requests.
- 6:3 It is the responsibility of the respective Secretary Ministry/Head of Department to send the list of names of officers who have served more than 5 years in popular service stations including other particulars such as their age, period of service, residence and three service stations in which the officer wishes to serve if transferred, by using the relevant form, before the date prescribed by the secretary, Ministry of Public Administration and management
- 6:4 The Secretaries of Ministries/Heads of Departments shall see to submit a report at district level, including the particulars of officers who have completed a period of service more than 5 years in all Ministries and Departments, in line with the form no. 02 (Annex 02) as requested in sub section 5.5.
- 6.5 The officer who served the maximum period of service in the popular service station and satisfies the requirements indicated in sub-sections 6.4 and 6.5 can be transferred to fulfill the request for transfer made by an officer serving in an unpopular service station.
- 6.6 When effecting transfers to popular service stations, priority shall be given to those who are serving in unpopular service stations. However, 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.
- 6.7 When the officers in subsection 6.3 and 6.4 are transferred, efforts shall be made as far as possible to transfer them to one of the two 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.
- 6.8 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.
- 6.9 Disciplinary action shall be taken without any notice against officers who do not follow or implement annual transfer orders, if the secretary of Ministry of Public Administration is reported regarding such situation.
- 7.0 Time table to be followed in implementing the annual transfer policy relating to the officers in Supra Class of PMAS

Before 01 <sup>st</sup> of June	Establishment of annual transfer committee.
Before 30 <sup>th</sup> June	Issuance of the notifications for annual transfers.
Before 31 <sup>st</sup> of July	Submission of the duly perfected annual transfer applications to relevant authority.
Before 15 <sup>th</sup> of August	Submission of applications to the transfer committee by the relevant authority.
Before 31 <sup>st</sup> of August	Handing over of the transfer proposals of the annual transfer committee in writing to relevant authority.
Before 15 <sup>th</sup> of September	Issuance of the notifications regarding the proposed annual transfers and appointment of committees for reviewing annual transfer proposals.
Before 30 <sup>th</sup> of September	Closing date for receiving appeals by committees for reviewing annual transfer proposals.
Before 15 <sup>th</sup> of October	Submission of the recommendations, which are in relation to proposed annual transfers, in writing by committees for reviewing annual transfer proposals to relevant authority.
Before 01 <sup>st</sup> of November	Issuance of the final transfer order.
Before 15 <sup>th</sup> of November	Submission of appeals to the Public Service Commission.
From 01 <sup>st</sup> of January	Giving effect to the annual transfers.

## **8. Submission of Appeals against Annual Transfer Orders**

8.1 If a public officer submit an appeal against any transfer order to the Public Service Commission, it should be submitted only in line with form 3a and 3b. Further, he should take actions to submit certified copies of the relevant document along with the appeal to prove the matters he/ she submits.

8.2 A public officer should submit an appeal to the Public Service Commission through the Secretary of the relevant Ministry and a copy of the relevant appeal should 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 are rejected by the Public Service Commission.

8.4 The appeal submitted by a public officer to forward to the Public Service Commission should 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

para XVIII of the Procedural Rules of the Public Service Commission should 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 Submission of appeals complying to the orders in this para is a responsibility of every public officer and the appeals submitted deviating from these orders are not considered by the Public Service Commission.

8.6 A decision will be taken 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 7.4 above.

8.7 The decision taken by the Public Service Commission with regard to an appeal submitted as above, will be directly informed to the appellant, and copies will be sent to the Secretary of the relevant Ministry in order to update relevant files.

8.8 Any public officer who is not satisfied with an order or a decision taken 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. However, the relevant transfer order shall be applied without any change until the final decision of the Administrative Appeals Tribunal is received.

On the order of the Public Services Commission,

Sgd/J.J.Rathnasiri ,  
Secretary,  
Ministry of Public Administration and  
management.

Date:- 15.09.2017

Official Seal:-

**J.J. Rathnasiri**  
Secretary  
Ministry of Public Administration and Management  
Independence Square  
Colombo 07.

## **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 transfer are made subject to prior approval**

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