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பொது நிர்வாகம், உள்நாட்டலுவல்கள் மற்றும் நீதி அமைச்சு
MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS AND JUSTICE

සීකාවද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව.

சுதந்திரச் சதுக்கம், கொழும்பு 07, இலங்கை.

Independence Square, Colombo 07, Sri Lanka

දුරකතන
தொலைபேசி: (94) 011- 2694560
Telephone

ෆැක්ස්
தொலைநகல்: (94) 011- 2692254
Fax

ඊ-මේල්
மின்னஞ்சல்: dgcs@pubad.gov.lk
E-mail

වෙබ් අඩවිය
இணையத்தளம்: www.pubad.gov.lk
Web Site

මගේ අංකය }
எனது இல } COMS/Trans/வா.ச.அ./2019
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 2018.11.30
Date }

Secretaries of Ministries
District Secretaries
Heads of Departments

Issuance of Annual Transfer Orders -2019

Government Translators' Service, Sri Lanka Information and Communication Technology Service, Development Officers' Service, Sri Lanka Librarians' Service, Public Management Assistants' Service, Combined Drivers' Service, Office Employees' Service

Your kind attention is drawn to the Proposals of the Annual Transfer Board and other matters mentioned in my letter of even no dated 04.10.2018 on the above subject.

02. The decisions of the Committee to Review Annual Transfer Proposals taken in line with Sections 210 and 211, Chapter XVIII, Volume I of Procedural Rules of the Public Service Commission with regard to the explanations submitted to me on the said transfer proposals, are forwarded herewith. The Annual Transfer Orders 2019, proposed by my letter of even no dated 04.10.2018 are hereby issued subject to the revisions made therein.

03. Appeals with regard to the Transfer Orders:

- Officers who are unsatisfied with the transfer orders can submit appeals to the Public Services Commission as per the provisions in Chapter XX of the Procedural Rules of the Public Services Commission.
- Appeals can be submitted to the Public Service Commission only by the officers who have submitted applications to the Reviewing Committee.
- The appeals should be forwarded to me through the Head of Department as per Schedule 5A, in order to submit to the Public Service Commission. Please attach relevant documents to prove the facts mentioned in the appeal.
- The Appeals should reach me on or before **21.12.2018** and the appeals submitted later may be rejected.

04. Implementation of Annual Transfer Orders.

The Transfer Orders for year 2019 which have to be implemented on 01.02.2019 or the specific date indicated in the transfer order, subject to changes made by the Public Service Commission. (Annual transfers shall be implemented on 01.02.2019 which are approved during the period from 02.01.2019 to 31.01.2019.) Accordingly, you are informed to take actions to release the officers in your Ministry/

Department/ Institution who have been transferred, without retaining them for replacements, enabling them to resume duties on due date. **In circumstances an officer who has received a proper transfer order from annual transfer orders, do not report to the duty at the new station, the head of the department / institute of the officer's new station shall follow the section 217 of the procedural rules of the public service commission and take actions to announce the vacation of post for the officer as per the order of Public Service Commission.** The details of the officers who report for duties at new service stations and released officers as per the Annual Transfer Orders 2018, should be reported to me through the forms C.S./A.T./07 and C.S./A.T./08 within 02 months from the date of implement. The copies of the letters on resuming duties and letters of release should also be submitted (C.S./A.T/05 and C.S./A.T/06).

05. Even though a certain officer has been transferred under internal transfer orders of a Ministry or a Department in addition to the transfer orders issued by me under Annual Transfers, please take into account that the Annual Transfer Orders dated 04.10.2018 issued subject to the revisions made by the reviewing committee, shall be implemented.

06. Further when implementing annual transfers of 2019, due to changes in ministries if there is an issue relating to the new workstation that the officer should transfer, in that situation the officer should take into account that the successor's workstation will be the his/her new workstation.

Sgd./ K. V. P. M. J. Gamage

Director General of Combined Services

Name:-.....
Service Station:-
Date:-

Director General of Combined Services
through
through

Reporting for Duties at the New Service Station

It is kindly informed that I, who have been released from the service with effect from (date of release) as per the Annual Transfer Orders of (service) Service of (year) reported for duty at (service station) on (date of reporting for duty)

Yours faithfully
Signature:-
Service :-
Grade:-
National Identity Card No:-
Employee No:-

My No :-
Date:-

It is confirmed that the officer reported for duty.

.....
Signature and the Official Seal of the Head of the Department

My NO :-
Ministry/ Department :-
Date:-

Mr/ Mrs/ Miss
Post:-
through
through

Releasing from the Service Station on Annual Transfers

It is kindly informed that the above named officer is released from service with effect from (date of release) enabling him/ her to report for duty at (name of the new service station) as per the Annual Transfer Orders of (service) of year

.....
Signature and Official Seal of the Head of the Department

Copy:- 01.Director General of Combined Services

C.S/ A.T/ 07

Officers who are transferred toMinistry/ Department/ Office

Service:-

Name of the Officer	Employee No	Grade	Date of Reporting for Duty	Has Form C.S/ A.T/05 been sent to D.G.C.S?

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

C.S/ A.T/ 08

Officers who are transferred fromMinistry/ Department/ Office

Service:-

Name of the Officer	Employee No	Grade	Date of Releasing from the Service Station	Has Form C.S/ A.T/06 been sent to D.G.C.S?

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