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 பொது நிர்வாக, அனர்த்த முகாமைத்துவ மற்றும் கால்நடை அபிவிருத்தி அமைச்சு
Ministry of Public Administration, Disaster Management and Livestock Development

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් වතුරොය, 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
 இணையதளம்: www.pubad.gov.lk
 Web Site

මගේ අංකය }
 எனது இல } COM/Trans/වා.සේ.මා./2020
 My No }

ඔබේ අංකය }
 உமது இல }
 Your No }

දිනය }
 திகதி } 2019.10.24
 Date }

Secretaries of Ministries,
 District Secretaries,
 Heads of the Departments,

Annual Transfers 2020 – (Combined Service)
Government Translators’ Service, Sri Lanka Information and Communication
Technology Service, Development Officers’ Service, Sri Lanka Librarians’
Service, Management Service Officers’ Service, Combined Drivers’ Service,
Office Employees’ Service,

I hereby grant approval for the transfers indicated in the Schedule attached herewith to be effective from 01.01.2020 or the date mentioned against the names of the officers. Kindly notify the relevant officers of the Ministry/ Department in this regard and inform them to assume duties at the new service station on the prescribed date. It is informed that the transfers of the officers who have been transferred to Public Service Commission/ Commission to Investigate Allegations of Bribery or Corruption/ Election Commission should be implemented subjected to the concurrence of the respective Heads of the Institutions.

02. Traveling expenses shall not be paid for these annual transfers to the officers who have not completed the prescribed period at the present service station. Traveling expenses should be paid to the officers who have completed the prescribed period at the present service station subjected to the provisions stipulated in the Establishments Code. Subsistence allowance shall not be paid.

03. If transfer orders are issued by the Internal Transfer Boards of your Ministry/ Department/ Office to officers who are subjected to Combined Service transfer orders for internal transfers, Combined Service transfer orders should be implemented. However, if you are of the view that the transfer orders made by the Ministries/ Departments/ Office on the requirements of Ministries/ Departments/ Office depending on the requests made by the officers should be implemented, further instructions may be obtained regarding the request along with your recommendations before 07th November 2019.

04. The transfer procedure followed by the Transfer Committee when making these transfers has already been sent to you along with the Combined Services Circular No. 03/2019 dated 27.06.2019. The transfer orders attached herewith should be informed to all the officers who have requested for transfers. In case an officer subjected to these transfer orders has received a transfer order issued earlier, but postponed up to 31st December 2019, the previous order should be treated as null and void, if another transfer order has been given under annual transfer orders in 2020.

05. Submission should be made to the review committee for annual transfer proposals only if the requests for transfers have not been considered by the annual Transfer Committee as per Combined Service Circular No. 03/2019 or the provisions in Para. XVIII of Procedural Rules (Volume I) of the Gazette Extra ordinary of No. 1589/30 of the Public Service Commission or Procedure of Transfer and further as per the matters mentioned in 6.2 of Combined Service Circular No. 03/2019. Decisions for annual transfers will not be postponed after the prescribed date due to appeals/ grievances or the recommendations of the Head of the Department, which are made after the decisions made by the Public Service Commission regarding the appeals made again after the decision of the review committee for annual transfers as per the orders in the letter of the Secretary of the Public Service Commission No. PSC/APL/07/14/2013 dated 13.09.2013. The decisions made by the Public Service Commission regarding an appeal on annual transfers should be implemented unless any order has been given preventing the implementation of the transfer order.

06. A specimen for making submissions (CS/AT/04) with regard to Government Translators' Service, Sri Lanka Librarians' Service, Combined Drivers' Service, and Office Employees' Service is attached herewith. Kindly note to send the applications prepared as per said specimen before 07.11.2019 to consider the requests. (Use both sides of the paper for the application) Officers should be informed that the requests made after the above date and the applications which do not contain the employee number mentioned against the relevant officer in the transfer list will not be considered.

07. Further, it is kindly informed that the Development Officers should enter relevant information in to the online application using <http://203.94.94.214/miscod/> Web site and the officers in Sri Lanka Information and Communication Technology service and Management Service Officers should enter in to the online application using <http://203.94.94.214/misco/> Web site before 07.11.2019 and a copy of the application should be submitted to the annual transfer review committee through the head of the department. Further, it is informed that the head of the department can get the list of officers who have got annual transfers from the office and got annual transfers from outside offices using above websites.

08. You are hereby informed to release the officers transferred outside your Ministry/ Department/ Office enabling them to assume duties at new service station on due date without retaining them until successors report for duty. Kindly note that these transfer orders should be implemented without delay. You are further informed that action can be taken as per Section 9.8 of the Circular No. 03/2019 against the officers who ignore these transfer orders without obtaining proper approval.

09. Further, when implementing annual transfers of 2020, if there is a doubt about the new workstation of the officer who has got the annual transfer due to changes of ministries, need to consider the successor's workstation as his/her new workstation.

10. You are kindly informed that the 2020 Annual Transfer orders of combined Service is hereby publish under the approval by secretary of Election Commission's letter number HC/SO/PRE/EDR 1/1dated 2019.10.14.

Sgd./ K.V.P.M.J. Gamage
Director General of Combined Services

Application for making submissions to the review committee regarding the annual transfers in
2020

Post and Grade		e-Human Recourses No. (Employee No. in the transfer list of the D.G. of C.S.)	
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a. Personal details

01.Name with initials:			
02 . Date of birth: YYYY/MM/DD	03 . Age (As at 31.12.2019) YearsMonthsDays	04 . National Identity Card No.:-	05 . Sex:-
06 . Permanent address:-	07 . Temporary address: -	08 . Telephone No Office: - Personal: -	
09 . Marital Status:-	10 . Name of the Spouse:-	11 .Occupation and place of work of the spouse	
12 . Number of children	13 . Age of the children:-	14 . School of the children:-	

b . Service particulars

15 .Number of the letter of appointment of the D.G. of C.S.-:				
16 .Present service station:-			17. Town where the service station is located:-	
18 .Date of reporting to the present service station:- YYYY/MM/DD			19 .Period of service at the present service station (As at 31.12.2019):-YearsMonthsDays	
20 .Whether you have serviced at a popular service station?				
21. Previous service stations in the public sector	Service Station		Post	Period of service
				From To
	1			
	2			
3				

	4				
	5				

C Particulars regarding the transfer request (Mark ✓ in the relevant cage)

22.	Applied for annual transfers		Service station to which transfer has been made, if any
	Yes		
	Not applied for annual transfers		
	No		

23. The decision expected from the review committee

Cancellation of the transfer		Transfer that should be revised/service station to which the new transfer should be made 1..... 2..... 3.....
Revision		
Obtaining a new transfer		

24. Facts to be submitted

I hereby declare that all the above particulars are true and accurate.

.....
Date

.....
Signature

D. Recommendation of the Head of the Ministry/ Department-:

- I hereby recommend and submit the application for making submissions to the Review Committee with regard to the 2020 annual transfer of the above officer.

.....
Date

.....
Signature
Official Stamp