



රාජ්‍ය සේවා, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය
அரச சேவைகள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Services, Provincial Councils and Local Government

ඒකාබද්ධ සේවා අංශය

இணைந்த சேவைகள் பிரிவு

COMBINED SERVICES DIVISION

නිදහස් විහරගුය, කොළඹ 07, ශ්‍රී ලංකාව.

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 திகதி }
 Date } 2020.08.31

සියලු අමාත්‍යාංශ ලේකම්වරු
 දිස්ත්‍රික් ලේකම්වරු/ ප්‍රාදේශීය ලේකම්වරු
 දෙපාර්තමේන්තු ප්‍රධානීන්

ඒකාබද්ධ සේවාවන්හි නිලධරයන්ගේ වාර්ෂික ස්ථාන මාරු - 2021

ඒකාබද්ධ සේවා වකුලේඛ අංක :01/2020 හා 2020.08.31 දිනැති ඒකාබද්ධ සේවා වකුලේඛය මඟින් ඒකාබද්ධ සේවාවන්හි නිලධරයන්ගේ වාර්ෂික ස්ථාන මාරු නිවේදනය www.pubad.gov.lk වෙබ් අඩවියේ පළ කර ඇත.

02. ඒ අනුව ඒකාබද්ධ සේවයේ සියලු නිලධරයන් මාර්ගගත දත්ත පද්ධතිය මඟින් <http://43.224.125.68/misco> ඔස්සේ 2021 වාර්ෂික ස්ථාන මාරුවීම් ඉල්ලුම් කළ යුතු අතර එම මාර්ගගත අයදුම් පත්‍රවල දෘඩ පිටපත් ආයතන ප්‍රධානීන්ගේ අත්සන හා නිලමුද්‍රාව සහිතව මා වෙත එවිය යුතු බව කාරුණිකව දන්වමි. එමෙන්ම ආයතන ප්‍රධානීන් විසින් යටත් නිලධරයන්ගේ 2021 වාර්ෂික ස්ථාන මාරු සම්බන්ධ තම නිර්දේශය, ආයතන (Institute) පිවිසුම ඔස්සේ මාර්ගගත දත්ත පද්ධතියට පිවිස ලබා දිය යුතු බවද කාරුණිකව දන්වමි.


03. අංක 2187/27 හා 2020.08.09 දිනැති ගැසට් පත්‍රයේ සඳහන් කැබිනට් අමාත්‍යාංශ හා රාජ්‍ය අමාත්‍යාංශවල සේවය කරන නිලධරයන් අදාළ අමාත්‍යාංශ නාමයන්ට අනුව තම සේවා ස්ථානය යාවත්කාලීන කළ යුතුවේ.

04. සියලුම නිලධරයන් විසින් තම සේවා විස්තර මාර්ගගත ක්‍රමය ඔස්සේ ඇතුළත් කළ යුතු අතර පද්ධතියට දැනටමත් දත්ත ඇතුළත් කර ඇති නිලධරයන්, වත්මන් තත්වය අනුව අදාළ තොරතුරු යාවත්කාලීන කළ යුතුය.

05. අමාත්‍යාංශය/ දෙපාර්තමේන්තුව යටතේ දිස්ත්‍රික්/ප්‍රාදේශීය ලේකම් කාර්යාලවලට අනුයුක්ත සංවර්ධන නිලධාරී සේවයේ නිලධරයන් මාර්ගගත ක්‍රමය ඔස්සේ සේවා විස්තර හා වත්මන් සේවා ස්ථාන පිළිබඳ දත්ත යාවත්කාලීන කිරීමේදී, තමන් සේවය කරන දිස්ත්‍රික්/ප්‍රාදේශීය ලේකම් කාර්යාල පිළිබඳ දත්ත, Ministry Attachment හා Department Attachment ඔස්සේ පමණක් ඇතුළත් කළ යුතුය.

06. මෙම ක්‍රමය මඟින් 2021 වාර්ෂික ස්ථාන මාරු ඉල්ලුම් කිරීමේ දී යම් ගැටළුවක් පවතී නම් <http://43.224.125.68/csinq> ඔස්සේ විමසීම් සිදු කළ හැකි අතර එක් එක් සේවාවන්ට අදාළ විමසීම් ඇමුණුමෙහි දක්වා ඇති දුරකථන අංක ඔස්සේ ද සිදුකළ හැක .

07. මේ සම්බන්ධයෙන් ඔබ අමාත්‍යාංශ/ දෙපාර්තමේන්තු/ කාර්යාලවල සේවය කරන සියලුම ඒකාබද්ධ සේවයේ නිලධරයන් දැනුවත් කරන්නේ නම් මැනවි.


 එස්. ආලෝකබණ්ඩාර
 ඒකාබද්ධ සේවා අධ්‍යක්ෂ ජනරාල්

ඒකාබද්ධ සේවාවන්හි විමසීම් සඳහා දුරකථන අංකයන්

සේවාව	නම සහ තනතුර	දුරකථන අංකය
කළමනාකරණ සේවා නිලධාරී සේවය	බුද්ධි.එන් ලියනගේ මිය ඒකාබද්ධ සේවා අධ්‍යක්ෂ I	011-2694300 (දිගුව- 502)
	කේ.එම්.කේ.කේ. කුලතුංග මිය ඒකාබද්ධ සේවා සහකාර අධ්‍යක්ෂ IV	011- 2693769 (දිගුව- 506)
ශ්‍රී ලංකා තොරතුරු හා සන්නිවේදන තාක්ෂණ සේවය	ඒ.එම්.එම්.එන්. අමරසිංහ මයා ඒකාබද්ධ සේවා අධ්‍යක්ෂ II	011-2682972 (දිගුව-600)
	අර්ජුන රත්නායක මයා ඒකාබද්ධ සේවා නියෝජ්‍ය අධ්‍යක්ෂ	011-2699966 (දිගුව-612)
රජයේ භාෂා පරිවර්තක සේවය, ශ්‍රී ලංකා පුස්තකාලයාධිපති සේවය, ඒකාබද්ධ රියදුරු සේවය හා කාර්යාල සේවක සේවාව	ජී.අයි. සජීවනී පෙරේරා මිය ඒකාබද්ධ සේවා අධ්‍යක්ෂ III	011- 2695122 (දිගුව- 614)
රජයේ භාෂා පරිවර්තක සේවය, ශ්‍රී ලංකා පුස්තකාලයාධිපති සේවය, ඒකාබද්ධ රියදුරු සේවය	එස්.ඩබ්.සී.එච්. රුවන්පුර මෙය ඒකාබද්ධ සේවා සහකාර අධ්‍යක්ෂ VI	011-2686154 (දිගුව-609)
කාර්යාල සේවක සේවාව	පිලිප් එමාලිනි මිය ඒකාබද්ධ සේවා සහකාර අධ්‍යක්ෂ V	011-2682499 (දිගුව - 607)
සංවර්ධන නිලධාරී සේවය	එල්.ඩී.වී. තිලකරත්න මයා ඒකාබද්ධ සේවා අධ්‍යක්ෂ IV	011-2691062 (දිගුව- 154)
	යූ.එම්.එස්.එස්. මධුශංක මයා ඒකාබද්ධ සේවා සහකාර අධ්‍යක්ෂ	011-2694020 (දිගුව-751)

31.08.2020

Secretaries to Ministries
District Secretaries/Government Agents
Heads of Departments

ANNUAL TRANSFERS OF OFFICERS IN COMBINED SERVICES - 2021

Your attention is invited to the provisions in Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette (Extra Ordinary) No 1589/30 dated 20.02.2009 in respect of transfers of public officers and the Transfer Procedure of the Combined Service attached herewith.

02. Annual transfers in respect of the Combined Services mentioned below should be effective from 1st of March 2021.

- i. Government Translators' Service (Class I)
- ii. Sri Lanka Information Communication Technology Service (Class 2, 3)
- iii. Development Officers' Service (Grades III,II,I)
- iv. Sri Lanka Government Librarians Service (Class III ,II ,I)
- v. Management Officers' Service (Grades III, II, I)
- vi. Combined Drivers' Service (III, II, I, Special Grade)
- vii. Office Employees Service (Grades III, II, I,Special)

The following procedure should be followed in this regard, in order to avoid inconvenience to the officers concerned and to the Public Service. Further, applications for mutual transfers should not be accepted during the period between 02nd September 2020 and 31st December 2020.

03. Transfer Committees:

Action should be taken to set up Transfer Committees in the following manner.

3.1 Transfer Committees of Combined Services Division

Dealing with transfers of officers, among Departments and Ministries.

3.1.1. Separate Transfer Committees should be set up for the relevant services if adequate number of applications have been received for the respective services, considering the number of transfer applications.

3.1.2. Every Transfer Committee should effect transfers in conformity with the general principles prescribed in section No 4 of this Circular subject to the provisions of Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission.

3.2 Decisions of the Internal Transfer Committees

Departmental and Ministerial Transfer Committees should be held after the Transfer Committees of Combined Services Division. If a transfer given by the transfer committee of the Combined Services, transfers should not be given under the internal transfer committees.

04. General policies in determining the eligibility of officers for transfers

Provisions mentioned in the Section 2 of the Annual Transfer Policy of Combined Service are relevant in this regard and the officers who exercised option to be absorbed into the Development Officers' Service can submit applications for annual transfers.

05. Documents to be submitted to Transfer Committees of the Combined Service Division;

- 5.1 All the officers belong to the Combined Services can apply for annual transfers via [http//43.224.125.68/misc0](http://43.224.125.68/misc0). If the officers belong to Combined Drivers Service and Office Employee Service cannot personally apply via online method, it can be done through the institute. Institutional heads need to take actions to facilitate this process.
- 5.2 Secretaries of Ministries/ Heads of Departments/ District Secretaries/ Heads of Institutions should take actions to submit the following documents to the Transfer Committees set up at the Combined Service Division before 30th of September 2020.
- (i) Hard copy of the online application with the recommendation of the Institutional Head and the official seal and the signature of the Institutional head
 - (ii) List of the officers who have been worked more than 5 years in the same work place/work place included in a cluster or District on 31/12/2020. This need to be obtained through the online system.
 - (iii) Further, the officers who are required to be retained in Ministries/ Departments/Offices and the officers who should not be transferred due to serious illnesses which are certified by the medical certificates should be personally confirmed by the Institutional Head. Requests made after the annual transfer process would not be entertained as it would be unfair for the others in the transfer circle. This can be mentioned in the list of the officers who have been worked more than 5 years in the same work place/work place included in a cluster or District.

5.3 Applications for Transfers;

- 5.3.1. Officers in Government Translators' Service, Sri Lanka Information Communication Technology Service, Development Officers' Service, Sri Lanka Government Librarians Service, Management Officers' Service, Combined Drivers' Service and Office Employees Service need to send the hard copy of the annual transfer application which is applied via the online system with the recommendation of the institutional head.
- 5.3.2. Only one application is allowed to apply via the online system. **If the officers who apply for transfers, expect to transfer to a specific office in a certain area, it is advisable to mention both the area and the name of the office. Further it is advisable to mention whether the officer expects to obtain the transfer with the intention of moving into a certain area or with the intention of serving in a specific department or office which he/she prefers. Accordingly, areas and offices should be listed down on the order of the preference.**
- 5.3.3 If female officers serving at popular service stations have taken maternity leave within the relevant period of service, it is compulsory for them to mention the same on the application for annual transfers. (Requests made subsequently in this regard shall not be considered)
- 5.3.4 If the officers of Combined Service who are serving under the Ministry of Home Affairs apply for annual transfers, action should be taken to send the advance copies to Director General of Combined Service after the Secretary of ministry makes his recommendation.

06. Committee for Reviewing Annual Transfer Proposals;

- 6.1 In order to consider any appeals made against transfer orders, Committees to review annual transfer proposals should be set up in terms of Section 210 in Procedural Rules and necessary action should be taken accordingly. Appeals submitted in respect of annual transfers will be considered only if they conform to Section 211 of Procedural Rules.

6.2 An officer is not entitled to submit an appeal to cancel or to postpone a transfer made on the request of the same officer and the Head of the Institution is not entitled to submit recommendations on this regard. Committees to review annual transfer proposals, that will be set up to consider appeals made against transfer orders, will take decisions after making investigations on the matters mentioned below.

- Transfer orders given against the policy 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.
- Appeals made with credible recommendations due to unexpected calamities, illnesses faced by officers after the transfer application has been submitted.

6.3 The appeals made again after the decision published by the Committee for Reviewing Annual Transfer Proposals should be submitted to the Public Services Commission as per Section 230, Chapter XX of the Procedural Rules. Appeals not submitted to the reviewing committee shall not be considered by the Public Service Commission.

07. Time table for transfers;

Time table for the Transfer Committees of the Combined Services Division

Before 01st June	Setting up of Transfer Committees.
Before 1 st August	Preparation of Transfer procedure.
Before 02 nd September	Issuance of Annual Transfer Circular.
Before 30 th September	Forwarding of following documents (i) Hard copy of the applications applied via http://43.224.125.68/misc0 , with the recommendation of the institutional head and official seal and signature of institutional head (ii) List of the officers who have been worked more than 5 years in the same work place/work place included in a cluster or District on 31/12/2020. This need to be obtained through the online system.
Before 02 nd November	Final determination of transfers by the Transfer Committees of the Combined Services Division.
Before 16 th November	Publishing transfer orders to Departments and Ministries and appointing Committees to review annual transfer proposals.
Before 01 st December	Closing date of acceptance of appeals for the reviewing committees by the Combined Services Division, in respect of transfers affected.
Before 14 th December	Decisions to be taken on such appeals by the committees.
Before 01 st January 2021	Completion of publishing decisions on appeals.

Departmental and Ministerial Transfer Committees should be held after the Transfer Committees of Combined Services Division. If a transfer given by the transfer committee of the Combined Services, transfers should not be given under the internal transfer committees.

08. Follow up committees for annual transfers.

The progress of implementation of annual transfers will be reviewed by a follow up committee after 15.03.2021 and a report will be submitted to the Public Service Commission.

09. Responsibility of Heads of Departments regarding annual transfers;

9.1 According to the letter No PSC/APL/1/AT/2018 and dated 11/05/2019 by Public Service Commission, in case where the Head of Department wishes to retain an officer in his

department for another year on exigency of service, who is expected to be transferred, a clarification should be made by the Head of Department along with the recommendation of the Secretary of Ministry, at the same time the recommended transfer applications are forwarded to the Director General of Combined services. Accordingly, the Director General of Combined Services in this respect will take relevant action by informing the Transfer Committees. A Head of Department is allowed to make such request only in respect of a limited number of officers. Once an officer has been granted this opportunity he/she will not be considered again for the same.

- 9.2 Heads of Institutions / Departments should 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 Institutions / Departments concerned will be responsible together with the officer who prepared and checked the lists concerned and will be subject to disciplinary actions.
- 9.3. Officers transferred out of a Ministry / Department by a Transfer Committees should not be retained awaiting replacements and they should be released enabling them to report for duty at their new stations on the date stipulated. Heads of Departments violating these provisions are liable to be reported to the disciplinary authority concerned.
- 9.4 At instances where the transfer order is not implemented, the respective Head of the Department should take action to suspend the payment of the salary of the relevant officers from the month which falls after the date on which the transfer order is due to be effective.
- 9.5 Attention of the officers should be drawn to the provisions in section 11 (volume 01) of Procedural Rules for the purpose of implementing transfer orders.
- 9.6 Heads of Departments / Secretaries to Ministries should take actions to implement annual transfers on due date by way of training other officers to perform duties of officers who are expected to be transferred. Requests made in this regard at later occasions shall not be considered.
- 9.7 For Sri Lanka Information Communication Technology Service and Development Officers' Service if any post required special qualification, actions should be taken by the Institutional Head to make prior notice on that regard to the Director General of Combined Services. But this would not applied for the popular work stations.
- 9.8 Please make arrangements to inform the provisions mentioned in this Circular to all officers in your Ministry / Department.
- 9.9 Provisions mentioned in Section 214,215,216,217 in Procedural Rules of the Public Service Commission shall be applied with regard to the implementation of annual transfers.

10. Responsibilities of the Officers:

It is the responsibility of the officer, on receipt of transfer orders, to report for duty at the new station on the date stipulated.

11. Decision of the Director General of Combined Service shall be the final decision with regard to the provisions not mentioned in this Circular.
12. This circular is issued in terms of Section 202, Chapter XVIII of the Procedural Rules of the Public Service Commission (Volume I)

Sgd/ S.Alokabandara
Director General of Combined Services
Ministry of Public Services, Provincial Councils and Local Government

Annual Transfer Policy for the officers in the Combined Service

1. Introduction

Transfer policy of the officers in the Combined Service is prepared in accordance with the provisions in Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 dated 20.02.2009 by the Public Service Commission.

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

2.1. Relevant Officers

This Annual Transfer Policy is relevant to the officers in following services which belong to Combined Service.

- i. Government Translators' Service (Class I)
- ii. Sri Lanka Information Communication Technology Service (Class 2, 3)
- iii. Development Officers' Service (Grades III,II,I)
- iv. Sri Lanka Government Librarians Service (Class III ,II ,I)
- v. Management Service Officers' Service (Grades III, II, I)
- vi. Combined Drivers' Service (III, II, I and Special Grade)
- vii. Office Employees Service (Grades III, II, I,Special)

2:2 Period of Service which should be completed by the officer in a service station

- 2:2:1 Officers who have completed 02 years of service at his/her service station are eligible to apply for annual transfers
- 2:2:2 Officers who have served more than 05 years in one and the same service station or one or several service stations indicated in Annex 01 shall also be subjected to transfers. (More than one cluster of service stations can exist within one and the same district)
- 2:2:3 Officers who have completed a service period of 05 years in a popular service station shall compulsorily be subjected to transfers.

2:3 Classification of Service Stations -

- 2:3:1 Popular work place shall mean a work place where there are high demand for transfers and unpopular service station shall mean any service station/s for which there is a lesser demand from officers for transfers. Following service stations are considered as popular service stations as per sub sections (iii) and (v) of section 203 of chapter XVIII of Procedural Rules (volume 1) of Public Service Commission. These service stations may change annually in accordance with above criteria.
- i. Department of Inland Revenue
 - ii. Department of Customs
 - iii. Department of Excise
 - iv. Ministry of Foreign Affairs (Ministry of Foreign Affairs is not considered as a popular service station for Government Translators' Service, Development Officers' Service and Management Service Officers' Service at the Annual Transfer Board)
 - v. Department of Emigration and Immigration
 - vi. Department of Motor Traffic (No Posts of development officers at present)
 - vii. Department of Wildlife Conservation
 - viii. Department of Examinations (Department of Examinations is not considered as a popular service station for Development Officers' Service, Management Service Officers' Service and Office Employees' Service at the Annual Transfer Board.)

Note:- Officers who are transferred to the Department of Inland Revenue are subjected to the internal transfers of the said Department. Moreover every transfer given to Inland Revenue Department by the Combined Services will be given only to the Head Office of the Inland Revenue Department. Officers who work in regional offices of the Inland Revenue Department will consider as working in the Head Office when considering for transfers.

2:4 Methodology and other Matters -

- i. When an officer, who is eligible for a transfer under Para. 2:2:1 of Annual Transfer Procedure, requests for a transfer to another station, officers who have served the longest period of service at such station satisfying the requirements in Para 2:2:2 of the same may be transferred out, to enable that request.
- ii. When there are more requests for transfers to a certain service station an officer who has completed the longest period of service or satisfied the requirements of 2.2.2 above shall be transferred to that service station (subject to other conditions).
- iii. When an officer who is serving at an unpopular service station makes a request for a transfer to a certain service station, officer who has the longest period of service and satisfied the requirements of 2.2.2 above in that service station can be transferred out to fulfill the request.
- iv. When making transfers to popular service stations, priority will be given to those who are serving in unpopular service stations. Furthermore, the period of service as well as the difficulties faced by such officers will be taken in to consideration, if brought to notice.
- v. When a request for transfer to popular service stations is fulfilled, requests made by officers who are compulsorily subjected to transfers will also be considered but requests of the officers who request for transfers will be given more priority than the requests made by the officers who are compulsorily subjected to transfers.
- vi. When effecting transfers, the Transfer Committees should consider the exigencies of service and take action as far as possible to maintain the balance between senior and junior levels of the staff. (E.g. more male officers should be retained in the Department of Examination).
- vii. If any transfer is not implemented the Director General of Combined Services will call explanations from the responsible officers for not taking action to follow the transfer orders.
- viii. If problems occur due to representation of false information to the annual transfer board, Committee for Reviewing Annual Transfer Proposals shall take actions to issue new transfer orders and appeals made by such officers would not consider again.

2:4:1 Calculating the Period of Service

- i. Time of Transfer in connection to Annual Transfers will be calculated on 31st December in previous year. (31.12.2020 for the Annual Transfers in year 2021) Time will be calculated for popular service stations till 30.06.2021
- ii. When calculating the period of services, 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 will take that in to consideration (Further, the period in which the officer was not in service owing to the circumstance beyond his control, shall not be taken into consideration of period of service)
- iii. The period of service in any district under a Department/Ministry will be treated as the service in that Department/Ministry. When calculating the period of service in a district, the service in any office in the district will be taken in to account as the period of service in the district.
- iv. An officer who has served at one or several service stations indicated in Annex 01 shall be subjected to transfers irrespective of the service station he is serving at present, if he has completed a service period of more than 05 years. However, an officer who is serving at a popular service station will be given opportunity to serve 05 years in that service station.
- v. When calculating the period of service of officers who had to be attached to another Ministry/ Department from another Ministry/ Department due to establishment or abolition of Ministries/Departments the period of service in the Ministry/ Department which has been abolished and when calculating the period of service of the officers who are transferred on the requirement of the Head of the Department, except those who have transferred on disciplinary grounds, his/her period of service at the last service station will also be taken to calculate the minimum period of service which is required to submit applications.

- vi. Making transfers deviating from the district basis between urban offices situated close to each other within two districts, which are mentioned in Annex 02 will be taken into consideration. (e.g. between Panadura and Moratuwa urban offices)
- vii. When Development Officers apply for the transfers, the date that they have completed the training and give the appointment in a Development Officer post should be considered as the appointment date. The date they have started the training is not their appointment date.

2:4:2 Calculating the period of service at popular service stations

- i. An officer who has served for 05 years in a popular service station can apply for another popular service station only if 15 years have elapsed after transferring from that particular popular service station.
- ii. When calculating the service in a popular service station of an officer who has served in more than one service, the service in any Department where such service is treated under popular category will also be taken in to consideration. (Eg: The service in the Minor Employees' Service of an officer promoted).
- iii. When a period of service of a female officer, who is currently serving at a service station considered as popular, is calculated, the period on which the officer has taken maternity leave (with pay, half pay and no pay) is not calculated.
- iv. Requests of officers serving in popular stations to similar stations may be considered after consideration of the requests of the officers serving in other service stations to popular stations.
- v. If female officers serving at popular service stations have taken maternity leave within that service period, they should compulsorily mention the same for the annual transfer committee at the time of calling applications for transfers. Requests made subsequently in this regard shall not be considered.

2:4:3 Occasions, where the Transfer Committees should not take action

Transfers should not be made to the following Institutions by the Annual Transfer Committees.

- Presidential Secretariat
 - Prime Minister's Office
 - Office of the Chief Government Whip
 - Office of the Secretary to the Leader of the House
 - Office of the Cabinet of Ministers
 - Office of the Secretary to the Opposition Leader
-
- When transferring the officers serving in more than 5 years in commission to investigate allegations of Bribery and Corruption, the annual transfer committees shall take actions to consider the recommendations made by the Director General of the Commission to retain certain officers further in the office.
 - Although transfers can be made to the following Departments and Institutions by Annual Transfer Committees, such transfers should strictly be made subject to the concurrence of the Head of the Department/Institution.
 - I. Public Service Commission
 - II. Police Commission
 - III. Elections Commission
 - IV. Audit Service Commission

3. Particulars of the Composition of Annual Transfer Committee

The composition of Annual Transfer Committee of Combined Services Division as per the revision of Procedural Rules 200 of Public Service Commission published in the gazette No 1914/8 dated 12.05.2015 is as follows:

- I. An Assistant Director of Combined Services in charge of the relevant subject
- II. Another Assistant Director of Combines Services

- III. A representative nominated by all trade unions with a 15% representation of services and group of officers who fall under the scope of annual transfer committees, or an officer who has been released full time for trade union activities.

4. Particulars of the Committee for Reviewing Annual Transfer Proposals

Director General of Combined Services shall take action to establish separate Committees for Reviewing Annual Transfer Proposals for each service to review annual transfer proposals. The composition of each annual transfer committee is as follows.

- I. A Director of Combined Services in charge of the relevant subject
- II. An Assistant Director of Combined Services in charge of the relevant subject
- III. Another Assistant Director of Combines Services
- IV. A representative nominated by each trade union with at least 15% representation of each service or an officer who has been released full time for trade union activities.

5. Other General Matters considered in Annual Transfers

5.1 Special Matters

- i. Where an officer forwards documentary evidence to prove that his/her spouse is disabled during operational duties while serving in Armed Forces or in Police in the Northern and Eastern Provinces such officer should be transferred only at his/her request. Also, priority should be granted to the requests for transfers made by such officers. Where such officer is to be transferred from a popular service station, such transfer should be made either to the service station close to the previous station or to the relevant station at the officer's request which shall not be a popular work place. Even for these officers popular work places shall be given based on their service period.(The requests not presented to the annual transfer board shall not be considered in the future) .
- ii. Generally, every possible step should 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. In selecting officers for service in unpopular stations, unmarried officers and married officers without school going children should wherever possible, be given priority rather than selecting married officers with school going children.
- iii. When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as school going children, disabled children and spouse paralyzed due to long term illnesses and cases where spouse is abroad should be taken in to consideration.
- iv. Officers who have been recruited on disabled rehabilitation conditions shall not be transferred without their request. When the officers recruited in this category work in popular places this condition shall not apply.
- v. If the officers in the Combined Drivers service belong to official drivers' category, need to inform it prior to annual transfer board and requests made after that shall not be considered.

5.2 Officers who are not subjected to annual transfers

- i. Although officers beyond 53 years of age can be transferred within the district, they should not be transferred outside the district without their request.
- ii. Officers beyond 58 years of age as at 31st December (ex: As at 31.12.2020 for the year 2021) on which the time period of transfers is calculated, should not be transferred even within the district unless they make a request. Officers who are serving at popular service stations and above the age of 59 years as at 31st December should not be transferred unless they make a request. (If the officers work in the popular work places got transfers as they have completed 5 years in a popular work place shall not be considered to get transferred to a place in their native place as transfer board cannot entertain that kind of requests)

5.3 Concession for Trade Unions

- i. If the Secretary, Chairman, Treasurer of the mother association and Executive members of the Central Executive Committee of a Trade Union of Combined Service which is recognized by the Director General of Combined Service are transferred, such transfers should be made, considering the recommendation of the Secretary of the relevant Trade Union, so as not to affect the activities of the Trade Union. To get the concession the trade union should represent the service where the transfer board established for. The trade unions which are established in Departments and regional levels shall not enjoy this concession.
- ii. Officers in Trade Unions of Combined Services who expect to enjoy the concessions indicated in this Section should prepare their applications in this regard (In terms of sub Section 7:5 of Chapter XXV of Establishments Code) and they should 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 and thereafter, the Secretary of Ministry of Public Administration decides which office, association is granted with concession and to which places they should be attached to in terms of Sub Section 7:2, Chapter XXV of the Establishments Code. The requests made after that period will not be considered. However, this concession cannot be applied to remain in popular service stations.

6. Time Table of Annual Transfers of the Combined Services

Before 01st June	Setting up of Transfer Committees
Before 02 nd September	Issuance of Annual Transfer Circular.
Before 30 th September	Completion and submission of following documents (i) Hard copy of the applications applied via http://43.224.125.68/misco ,with the recommendation of the institutional head and official seal and signature of institutional head (ii) list of the officers who have been worked more than 5 years in the same work place/work place included in a cluster or District on 31/12/2020. This need to be obtained through the online system To the Director General of Combined Services
Before 02 nd November	Submission of transfer proposals to Director general of Combined Service by the Transfer Committee
Before 16 th November	Publishing transfer orders to Departments and Ministries and appointing Committees to review annual transfer proposals
Before 01 st December	Closing date of appeals to be submitted by the officers who are unsatisfied with the transfers through the Heads of Departments in respect of the transfers
Before 14 th December	Closing date of submission of transfer proposals to the Director General of Combined Services by the Committees for Reviewing Transfer Proposals.
Before 01 st January 2021	Date on which the annual transfer orders should be issued.

01st March 2021

Date on which the annual transfer orders should be implemented

7. Submission of Appeals against Annual Transfer Orders

- 7.1 If a public officer submit an appeal against any transfer order to the Public Service Commission, it should be submitted only in line with format 5A that is prescribed in the Public Service Commission secretary's No PSC/APL/01/AT/2016 dated 05.06.2017. Further, he should take actions to submit certified copies of the relevant document along with the appeal to prove the matters he/ she submits.
- 7.2 A public officer should submit an appeal to the Public Service Commission through the Director General of Combined Services and a copy of the relevant appeal should be forwarded to the Head of the Department and Director General of Combined Services. It is the responsibility of the Director General of Combined Services 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.
- 7.3 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.
- 7.4 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 relevant Head of the Department and Director General of Combined Services 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 15th January of the respective year along with the relevant files, documents, minutes, observations and recommendations.
- 7.5 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.
- 7.6 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.
- 7.7 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 Director General of Combined Services and the Head of the Departments in order to update relevant files.
- 7.8 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/ S. Alokabanda

Director General of Combined Services

Ministry of Public Services, Provincial Councils and Local Government

Date:- 31.08.2020

Official Seal:-