

My No: MPubAd/AcSD/Ann. Transfers-2022
Ministry of Public Services,
Provincial Councils and Local Government
Independence Square
Colombo 07.

13.09.2021

Secretaries to Ministries
Secretaries to State Ministries
Chief Secretaries of Provincial Councils
Secretaries of Commissions
District Secretaries/ Government Agents
Head of Departments

Annual Transfer Procedure of Officers in the Sri Lanka Accountants' Service - 2022

It is hereby notified that the transfer procedure for officers in the Sri Lanka Accountants' Service approved by the Public Service Commission shall be implemented in the following manner.

Annual Transfers of Officers in the Sri Lanka Accountants' Service

(a) Transfers by Annual Transfer Boards

The Annual Transfer Board will be held with a view to implement transfers as indicated in the Transfer Policy as well as to ensure that the requests of officers for transfers are executed, officers receive transfers within a reasonable period and officers are prevented from serving in one and the same service station for a long time.

(b) The decision of the Public Service Commission with regard to the annual transfers of Sri Lanka Accountants' Service shall be the final.

2. Officers who are subjected to Annual Transfers

2.1 Out of the officers in Grade I/II/III of Sri Lanka Accountants' Service, who are currently in service,

2.1.1 Officers who have been working for a period of three years or more at any service station are eligible to apply for annual transfers.

2.1.2 Officers are allowed to serve a maximum service period of 06 years at their service station. Officers who have completed a service period of 06 years are compulsorily subjected to annual transfers. Transfers can be requested to a service station within or

outside the Provincial Council, Ministry or district in which the officers are serving at present.

2.1.3 (a) Officers who have completed a total of twelve (12) years of service in Ministry / Department / District Secretariat / Provincial Council within one district other than the Colombo District are subject to transfers outside the District.

(b) Officers who have completed a total of 12 years of service in one Provincial Council / Ministry / Department are subjected to compulsory transfer outside their respective service stations under the annual transfers. (A Provincial Council here includes all the institutions under the Provincial Council and a Ministry includes all the Departments and Institutions under the Ministry except the Local Administration.)

In above (a), (b) instances the officers are liable to be transferred,

- between Provincial Councils
- between Provincial Councils and Districts
- between Provincial Councils and Ministries
- between Ministries and Districts
- between Ministries

2.1.4 Officers who have completed the prescribed period under the classification of service stations mentioned in 2.2, in a popular service station.

2.1.5 Officers who have already been promoted to Grade I of Sri Lanka Accountants' Service, but, are still serving in posts of Grade II and III of Sri Lanka Accountants' Service, having taken this in to account as a special matter.

2.2 Classification of Service Stations

2.2.1 When transfers are taken into account, all the service stations can be classified as follows.

- I. Service Stations with financial benefits – stations indicated under 2.2.2
- II. Service Stations for which there is a higher demand– The maximum period an officer can serve at these stations is 06 years.
 - Ministry of Education
 - Ministry of Finance
- III. Ordinary Service Stations – All the other service stations

Requests for transfers for service stations which are fallen under I and II above shall be fulfilled complying with the seniority of officers in a manner where priority will be given to more senior officers.

2.2.2 The maximum period an officer can serve in a popular service station where incentive allowances are paid, is indicated below.

- | | | |
|------|--|------------|
| i. | Department of Customs | - 03 years |
| ii. | Department of Immigration and Emigration | - 03 years |
| iii. | Department of Motor Traffic | - 03 years |
| iv. | Department of Excise | - 03 years |
| v. | Department of Inland Revenue | - 03 years |
| vi. | Department of Registration of Persons | - 03 years |
| vii. | Department of Wildlife Conservation | - 03 years |

Existing and possible vacancies in above departments

Department	Number of vacancies existing		Number of vacancies that may occur as at 31.12.2021		Number of vacancies that may occur from 01.01.2022 to 31.12.2022	
	Grade I	Grade II/III	Grade I	Grade II/III	Grade I	Grade II/III
Department of Sri Lanka Customs	-	-	-	-	-	-
Department of Immigration & Emigration	-	-	-	-	-	-
Department of Motor Traffic	-	-	-	-	-	-
Department of Excise	-	1	-	-	1	-
Department of Inland Revenue	-	2	-	-	1	3
Department of Registration of Persons	-	-	-	-	-	-
Department of Wildlife Conservation	-	-	-	-	-	-

Note -

- An officer shall be allowed to serve only at one of the above Departments during his total period of service.
- When granting a transfer for an officer who requests a transfer for a service station where incentive allowances are paid, it will be considered to grant the service station requested by the officer transferred from the above service station where incentive allowances are paid, at the end of his service but it shall not be expected that such practice will be possible at every time.

2.3. Transfers on Special and Urgent Service Requirements

The Secretary of the Ministry of Public Services, Provincial Councils and Local Government reserves the right to transfer or attach an officer temporarily without

his/her request and without calling his/her consent on administrative and service requirements.

2.4 . Instances where the Annual Transfer Committees should not intervene

Annual transfer committees shall not be made transfers to the following institutions.

- i. Presidential Secretariat
- ii. Office of the Prime Minister
- iii. Office of the Chief Government Whip
- iv. Office of the Leader of the House
- v. Cabinet Office
- vi. Office of the Leader of the Opposition
- vii. When officers are transferred by the Annual transfer Committees to the following institutions, such transfers shall be made subject to the concurrence of the respective head of the institution regarding the officers, who are transferred to and from the respective institution.
 - (a) Public Service Commission
 - (b) Election Commission
 - (c) Commission to Investigate Allegations of Bribery or Corruption
 - (d) Finance Commission
 - (e) National Pay Commission
 - (f) Delimitation Commission

3. Composition of the Transfer Board of Sri Lanka Accountants' Service

The Secretary, Ministry of Public Services, Provincial Councils and Local Government shall appoint a transfer board consisting following officers.

- i. Additional Secretary (Public Administration)
- ii. Senior Assistant Secretary (Divisional Administration), State Ministry of Home Affairs
- iii. Director, Accountants' Service Division
- iv. A representative from Sri Lanka Accountants' Service Association.

4. Appeals against Annual Transfers

4.1 Committee for reviewing Annual Transfers

- i. Secretary of the Ministry of Public Services, Provincial Councils and Local Government
- ii. A Secretary from another Ministry or State Ministry
- iii. Additional Secretary (Public Administration)

4.2 Occasions where appeals can be made

Decisions will be made by way of examining following matters in order take the appeals made with regard to transfers into consideration.

4.2.1 Transfers which are not in conformity with the scheme of transfer

4.2.2 Transfers where the requests of officers were not fulfilled

4.2.3 Transfer orders given against the requests of the officers

5. General Policies to be taken into consideration in making transfers

5.1 The priority shall be granted to exigencies of the service when these transfers are implemented

5.2 The service station to where an officer get his/her first appointment cannot be changed and he/she is able to serve at that service station for a minimum and maximum period of 03 and 06 years respectively.

5.3 When newly recruited officers are attached to service stations, there is possibility to grant non annual transfers, to officers who are already in service.

5.4 When an officer who has been promoted to Grade I and is serving in a post of Grade I is transferred, he/she should strictly be transferred to a post of Grade I.

5.5 It can be considered to allow officers who are serving at service stations in difficult areas and service stations for which there is a lesser demand from officers for transfers, to work at such service stations for a period of more than six years on their consent.

5.6 Date of transfer in connection with annual transfers will be calculated as at 31st December of the previous year (eg: - 31.12.2021 for the annual transfers in 2022)

5.7 When calculating the period of service 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, if the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the Transfer Board will take it into consideration.

5.8 When calculating the period of service, the total of the constant periods of service or with break in a Department/Ministry or District will be considered as the period of service.

5.9 The period of service in any district under a Department/Ministry will be treated as the service in such Department/Ministry except the Local Administration.

5.10 When calculating the period of service in a service station, the period in which the officer who has been released for projects on the requirement of the government or at the request of the officers or released for the service of other institutions on secondary basis and no pay leave as well as foreign leave with pay will be taken into consideration.

5.11 Every possible steps will 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.

5.12 Though officers beyond 58 years of age shall not be transferred outside the district without their request or based on any other specific grounds, they shall be subjected to transfers within the district.

5.13 Transfers of the officers who have been recruited to the Sri Lanka Accountants Service on special conditions shall be considered under this procedure only after the expiry of the relevant period as per the conditions mentioned in the appointment letters. However, there is no barrier to make transfers/attachments within the relevant area on the exigency of service or other special circumstances.

5.14 Even though the officers have not submitted applications for annual transfers through the respective Heads of Departments, they shall be subjected to transfers on completion of the prescribed service period.

5.15 When calculating the period of service in a department, the period in which an officer was absent from the service due to a reason beyond his/her control shall not be calculated. (e.g. maternity leave)

6. Responsibilities of the Secretaries of the Ministries, Chief Secretaries of Provincial Councils and the Heads of Departments.

6.1 A list of officers who have served beyond the period mentioned in the list of popular Departments should be prepared accurately in accordance with the relevant form with all the details and forward the same before the date specified by the Secretary, Ministry of Public Services, Provincial Councils and Local Government.

6.2 A report of the officers who have served more than 06 years at all the Departments and Ministries should be prepared District wise as mentioned in sub sections 5.8 and 5.9 and forwarded.

6.3 If there is an officer, who is subjected to transfer on completion of the due period of service, but not applied for transfer and if the Head of the Department wants to retain him/her on service requirement, the request for retaining such officer should also be submitted when the recommendations are made with regard to the officers with a service period over 05 years.

6.4 Heads of Departments/ Institutions shall see to submit accurate and full information on each officer. If it is found that information provided are false /incomplete, the Heads of relevant Departments/ Institutions and the officers who have prepared such lists and the officers who have attested the accuracy of the same shall be held responsible.

6.5 Transfers of the officers shall be made by the Secretary of the relevant Ministry.

6.6 All the officers who have received transfer orders should be released so as to enable them to report to their new service station on the due date.

6.7 Refraining from releasing officers who received transfer order is contrary to the Transfer Scheme. Action has to be taken to release the officers who have been transferred out of the Ministry/Department by the Board of Transfers without retaining them until their successors arrive so that they are able to assume duties at new service station on the due date.

6.8 Transfers among the Departments of the same Ministry

The Secretary to the relevant line Ministry reserves powers of making attachments in the Ministry and among the Departments under its purview. However Secretary, the Public Service Commission, Secretary, Ministry of Public Services, Provincial Councils and Local Government, Director General of Pensions and the Auditor General should be informed in that respect.

6.9 Transfers within one and the same Department

Transfer proposals should be submitted to the Secretary of the relevant line Ministry by the Head of Department. Once the transfer is approved by the Secretary of the relevant Ministry as per the request made, Secretary, Public Service Commission, Secretary, Ministry of Public Services, Provincial Councils and Local Government, Director General of Pensions and the Auditor general should be informed at such occasions.

7. Time table of annual transfers of the officers of Sri Lanka Accountants' Service

	Task	Date
01	Setting up of Annual Transfer Committee	Before 20 th of August 2021
02	Issuance of Annual Transfer Notices	Before 15 th September 2021
03	Submission of the duly perfected annual transfer applications to the relevant authority	Before 15 th October 2021
04	Submission of applications to the Transfer Board by the relevant authority	Before 05 th November 2021
05	Submission of the transfer proposals of the Annual Transfer Board to the relevant authority in writing.	Before 12 th of November 2021
06	Issuance of notices on the proposed annual transfers and setting up of Committees for reviewing annual transfer proposals.	Before 19 th of November 2021

07	Closing date for submitting appeals to the Committees for reviewing Transfers	Before 17 th of December 2021
08	Submission of the recommendations in writing on the annual transfers proposed by the Committee for reviewing Annual Transfer Proposals to the relevant authority, in writing.	Before 31 st December 2021
09	Issuance of the final Transfer Orders	Before 13 th of January 2022
10	Submission of appeals to the Public Service Commission	Before 28 th January 2022
11	Giving effect to annual transfers	From 01 st of March 2022
12	Forwarding the particulars of the officers who were released for service stations and those who reported for duty at the relevant service station, to the Ministry of Public Services, Provincial Councils and Local Government.	Before 01 st of April 2022

8. Submission of Applications

8.1 The annual transfer applications prepared in conformity with the specimen form and the appeals should be forwarded to the Secretary, Ministry of Public Services, Provincial Councils and Local Government with the recommendations of the Secretary of the relevant line Ministry before the closing date of applications specified in the circular.

9. Particulars with respect to the submission of appeals against annual transfer orders.

9.1 If a public officer submit an appeal against any transfer order to the Public Service Commission, it should be submitted only in line with Specimen 5A and 5B. Further, he should take actions to submit certified copies of the relevant documents along with the appeal to prove the matters he/ she submits.

9.2 A public officer should submit an appeal to the Public Service Commission through the Secretary of the Ministry of Public Services, Provincial Councils and Local Government and a copy of the relevant appeal should be forwarded to the Head of the Department and the Secretary of the Ministry of Public Services, Provincial Councils and Local Government. It is the responsibility of the Secretary of the Ministry of Public Services, Provincial Councils and Local Government 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.

9.3 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.

9.4 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 the Secretary of the Ministry of Public Services, Provincial Councils and Local Government 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 Chapter XVIII of the Procedural Rules of the Public Service Commission should be submitted to the Public Service Commission before the 28th January 2022 of the respective year along with the relevant files, documents, minutes, observations and recommendations.

9.5 Submission of appeals complying with 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.

9.6 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 9.4 above.

9.7 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 Ministry of Public Services, Provincial Councils and Local Government and the Head of the Departments.

9.8 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.

“By the order of the Public Service Commission.”

www.pubad.gov.lk —————> Annual Transfers

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government

Specimen No.02

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Serial Number	Name of the officer and N.I.C. No.	Date of appointment and medium	Post/ Grade	Personal Address	Date of birth and age as at 5 -33 -44 21	Marital status and work place of the spouse	Number of children and number of children who are schooling	Reasons for requesting transfer	Service station for which the officer prefers to be transferred	Decision of the Transfer Committee (For office use only)

I hereby certify that applications of all the officers are included in this document.

Prepared by:

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Checked by:

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Signature and official stamp of the Head of the Department

Making appeals to the Public Service Commission on the Decisions with regard to Annual

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Particulars of the Appellant

a. Personal Details

01. Name with initials:-			
02. Post and Class			
03. Date of Birth: DD/MM YYYY	04. Age: (As at 31.12.2021)	05. National Identity Card No:	06. Sex:
07. Permanent Address: Divisional U g e t g v c Division: District:	08. Temporary Address:	09. Telephone No: Office: Personal:	
10. Marital Status:	11. Name of the spouse:	12. Occupation and service station of the spouse:	
13. Number of children	14. Age of the children:	15. Schools attending:	

b. Service particulars:

16. Date of appointment to the post:	
17. Present service station:	18. The town where the service station is located:
19. Date of reporting to the present service station: DD/MM/YYYY	20. Period of service at the present service station: (As at 31.12.2021) í í í { g c t u í í 0 o q p v j u í í í f

21. Have you served at popular service station/ service stations?					
22. Previous service stations in the public service:	Service Station		Popular service station/ Not a popular service station	Period of service	
				From	To
	1				
	2				
	3				
	4				
	5				
	6				

c. Particulars on requests for transfer (Mark \checkmark in the relevant cage)

23	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1.	
			2.	
			3.	
Indicate the service station, if transfer orders have been received:				
Distance to the service station from the place of residence of the officer (k.m):				
Number of officers of the transfer circle:				

21. Have you worked in a beneficial (preferred) place of work / places?					
22. Previous service stations in the public service:	Service Station		Popular service station/ Not a popular service station	Period of service	
				From	To
	1				
	2				
	3				
	4				
	5				
	6				

c. Particulars on request for transfer (Mark \checkmark in the relevant cage)

23	Have applied for annual transfers	Have not applied for annual transfers	If applied for revision of the transfer, service stations applied for
			2.
			3.

Indicate the service station, if transfer orders have been received:
Distance from the place of residence to the service station to which the officers has been transferred (k.m):
Number of officers of the transfer circle:

24. Whether the officer has applied for annual transfers in the previous years?
If the officer has applied for transfer, years and service stations to which transfers have been applied?

Year in which the officer has applied for transfer	Service station to which the officer has applied for transfer

