

Public Administration Circular : 13/2023

My No : MPA/PSD/C6/AT-2024
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07

30.06.2023

Secretaries to Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries / Government Agents
Heads of Departments

ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SRI LANKA PLANNING SERVICE - 2024

This transfer scheme for the officers of Sri Lanka Planning Service, which has been revised and approved by the Public Service Commission on 24.11.2022 and 12.06.2018, shall be implemented.

01. Appointment of the Annual Transfer Committee and its Procedure

The Annual Transfer Committee shall be appointed by this Ministry to implement transfers of the officers of the Sri Lanka Planning Service as mentioned in the Transfer Procedure related to the year 2024. The duty of this Committee is to make use of the transfer procedure to consider the requests of the officers who expect to be transferred, to systematically grant transfers to officers within a reasonable period, and to prevent officers from staying at the same service station for a long time.

02. Composition of the Transfer Committee

The Secretary of this Ministry shall appoint the Transfer Committee which consists of the following officers.

- | | | |
|--|---|----------|
| I. Additional Secretary of this Ministry (Public Administration) | - | Chairman |
| II. Director (Sri Lanka Planning Service) | - | Member |
| III. Senior Assistant Secretary (Divisional Administration, Home Affairs Division) | - | Member |
| IV. A representative from the Sri Lanka Planning Service Association | - | Member |

03. Submission of arguments against the proposals of the Annual Transfer Committee

Officers who are not satisfied with the proposals made by the above-mentioned Transfer Committee shall be given an opportunity to Submit arguments on those proposals and those officers should send their appeal in writing to the address mentioned in No. 8.3

before the date mentioned in the proposals notified by the Transfer Committee. After that, those arguments will be reviewed by the following committee.

- | | |
|---|------------|
| I. Secretary of this Ministry | - Chairman |
| II. A Secretary of another Ministry | - Member |
| III. Additional Secretary (Public Administration) | - Member |

Under this, officers can submit arguments against transfers only in the following cases.

- I. In cases where transfers have been made without complying with the Transfer Policy
- II. In cases where officers' requests have not been fulfilled
- III. In cases where transfers have been made against the requests of the officers

04. Officers who are compulsorily subject to Annual Transfer Procedure

The following officers in Grade I / II / III of the Sri Lanka Planning Service shall compulsorily be subject to this Transfer Procedure.

- I. Officers who have been serving in the same service station for six years or more
- II. Officers who have completed a total period of service of 12 years at maximum in a Ministry, Department or Provincial Council
- III. Officers who have completed a total period of service of twelve (12) years in a Ministry, Department, District secretariat or Provincial Council situated in a district other than the Colombo District

05. Transfers which are not compulsory under Annual Transfers

In addition to the compulsory transfers made under this Transfer Procedure as mentioned above, other officers who wish to get transfers through this procedure can also apply. These applications will be considered only if they have served in the current service station for a reasonable period. The decision of the Transfer Committee shall be the final decision in this regard, and arguments regarding those applications can be submitted before the due date specified in the transfer proposals notified by the Transfer Committee.

06. Institutions which are not subject to Annual Transfers

Transfers of officers serving in the following institutions shall not be considered under this Transfer Procedure, considering the nature of those 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

07. Institutions that are subject to transfers as per the concurrence of Heads of Institutions

When officers are transferred by the Annual Transfer Committees in relation to the following institutions, such transfers will 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.

- I. Public Service Commission
- II. Election Commission
- III. Commission to Investigate Allegations of Bribery or Corruption
- IV. Finance Commission
- V. Delimitation Commission
- VI. Institutions for which special orders have been made by the Public Service Commission

08. General matters related to the Annual Transfer Procedure

- 8.1 Priority will be given to the service requirement and maximum period of service that an officer can serve in current service stations when these transfers are implemented.
- 8.2 Officers who are eligible for transfers as mentioned above should apply in accordance with the application form given in “Annex I” herein in the manner specified in this procedure.
- 8.3 The transfer application perfected in that manner should be forwarded to the address below before the due date, along with the recommendations of the respective Head of Department and Secretary to the line Ministry. The words “Annual Transfers in SLPS -2024” should be mentioned in the top left corner of the envelope containing the application.

Secretary

**Ministry of Public Administration, Home Affairs, Provincial Councils
and Local Government**

Independence Square

Colombo 07.

- 8.4 The Transfer Committee shall have the power to transfer the officers who are subject to compulsory transfer as mentioned in this circular, even if they do not apply for transfer in the manner mentioned in the above section. When granting new service stations under this transfer procedure to the officers who do not apply for transfers, priority will be given to the officers who have duly applied for transfers, and then transfers will be granted to those who have not applied for transfers, considering the remaining vacancies, at the discretion of the Transfer Board. **It will be considered that the officers who apply for transfers properly are willing to work in the service stations they apply for, and the officers who do not apply for transfers properly are willing to work in any service station in the island.**

8.5 Officers who are not satisfied with the proposals given by the Annual Transfer Committee shall make their arguments in conformity with “Annex IV” to the Committee for Reviewing Transfers within the stipulated time in the manner mentioned in “No. 03” hereof.

8.6 Making appeals to the Public Service Commission against annual transfer orders

- I. If any appeal is made by a public officer to the Public Service Commission against a transfer order, such appeal shall strictly be made by the appellant in accordance with “Annex V”, and the particulars of the same will be submitted to the Public Service Commission by the Secretary of this Ministry in accordance with “Annex VI”. In the meantime the respective officer shall submit the certified copies of relevant documents needed to prove the reasons stated by him along with the appeal.
- II. Public officers shall make their appeals to the Public Service Commission only through the Secretary of this Ministry. The relevant officers shall also refer a copy of the appeal to the Secretary of this Ministry through their current Head of Department and the Secretary to the relevant Ministry, along with their recommendations. It is the responsibility of the Secretary of this Ministry to refer the appeal received by him to the Public service Commission promptly along with his observations. The respective officer may, at his discretion, submit an advance copy of the appeal directly to the Public Service Commission.
- III. An appeal against a transfer order shall be submitted to the Secretary of this Ministry **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals that are not submitted within the prescribed period shall not be considered and shall be rejected by the Public Service Commission.
- IV. The Secretary of this Ministry shall see to submit the appeal submitted by an officer to be referred to the Public Service Commission along with all the relevant documents and reports and his observations and recommendations on the same to the Secretary of the Public Service Commission within 15 days from the date on which such appeal is received.
- V. The appeals of the officers, who have not submitted their appeals to the Committee for Reviewing Proposals for Annual Transfers against the annual transfer proposals while the annual transfer proposals have been received, shall not be submitted to the Public Service Commission.
- VI. The appeals of the officers, who have not completed the minimum period of service required for applying for an annual transfer as per the provisions stipulated in the relevant Annual Transfer Procedure, shall not be submitted to the Public Service Commission.
- VII. It is the responsibility of every public officer to submit the appeal in accordance with the prescriptions made in this chapter and the appeals

which are submitted deviating from the above shall not be considered by the public Service Commission.

- VIII. Public Service Commission shall take the final decision regarding the appeal made by an officer against the transfer order within **15** days from the date of receipt of the documents mentioned in section 8.6 (IV) above.
- IX. The decision of the Public Service Commission regarding an appeal made in the above manner shall directly be informed to the appellant and the copies of the same decision shall also be sent to the Secretary of this Ministry and the respective Head of Department.
- X. Any officer, who is not satisfied with an order or a decision of the Public Service Commission, shall have the right to make an appeal to the Administrative Appeal Tribunal in terms of the provisions mentioned in the Administrative Appeal Tribunal No. 4 of 2002.

09. Soft copies of relevant forms can be downloaded from the web site of this Ministry by following the below path.

www.pubad.gov.lk → Services → Sri Lanka Planning Service → Downloads

10. Calculation of the period of service

Time of transfer in connection to Annual transfers will be calculated on 31st December in the previous year. (e.g. : - 31.12.2023 for the annual transfers in 2024)

10.1 When calculating the period of service, the total of the services with uninterrupted periods or periods with service break in a Department / Ministry or District will be considered as one period of service.

However, when calculating the service of an officer in a certain service station, the period in which the officer was not in service due to reasons beyond his or her control will not be taken into consideration. (ex. Maternity leave, Study leave)

10.2 The period of service in any district under a Department / Ministry will be treated as the service in such Department / Ministry.

10.3 If an officer who has not completed the prescribed period at a certain service station where they are currently serving makes a request for a transfer to another service station, such an officer shall be qualified to be granted a transfer subject to service requirements.

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

12. Transfers of the officers who have been recruited to the Sri Lanka Planning 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.
13. Transfer applications (in line with Annex I), arguments made with regard to the transfer decisions (in line with Annex IV) and appeals made to the Public Service Commission (in line with Annex V) in connection to transfers that are submitted strictly in accordance with the specimen form prepared and introduced for the purpose will be considered.
14. **Responsibility of the respective Heads of Departments and Secretaries of Ministries regarding transfers**
 - 14.1 Perfecting accurately, in accordance with “Annex II” the particulars of the officers who are compulsorily subject to annual transfers and the officers who have made requests for transfers and sending the same by the Secretary of this Ministry before the due date mentioned in Table “No.18” herein shall also be the responsibility of the respective Heads of Departments / Secretaries to ministries.
 - 14.2 The Heads of Department and Secretaries of Ministries shall strictly see to prepare and send a report of the officers, who have completed service periods of more than 06 years and 12 years at all Departments and Ministries as mentioned in sub sections 10.1 and 10.2 of section 10 district-wise.
 - 14.3 If there is an officer who is subjected to transfer on completion of the due period of service but has not applied for a transfer, and if the Head of the Department wants to retain him / her on service requirement, the request for retaining such an officer should also be submitted when the recommendations are made with regard to the officers with a service period over 06 years at the time of submitting transfer applications.
 - 14.4 Heads of Departments / Institutions shall see to submit correct and full information on each officer. If it is found that information provided are false or incomplete the Heads of relevant Departments / Institutions and the officers who have prepared such lists and officers who have verified and certified the accuracy of them shall be responsible.
 - 14.5 The final decisions on annual transfers are published on the official website of this Ministry, and the final decisions related to appeals on annual transfers are published on the official website of the Public Service Commission, and accordingly, the transfers of officers who are subject to transfers should be implemented by the Secretary to the relevant Ministry.
 - 14.6 All officers who have received a transfer order shall be bound to report to the new service station on the due date. Once an officer assumes duties, it should be informed to the relevant service station with a copy to the Secretary of this Ministry through “Annex VII”.

- 14.7 Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer procedure. Officers of Sri Lanka Planning Service serving in the posts at the Institutions under the Central Government, who receive transfer orders for the posts in Provincial Public Service, shall compulsorily report for duty as per relevant transfer orders. Further, officers of Sri Lanka Planning Service serving in the posts of Provincial Public Service shall make necessary arrangements to get released from the present service station enabling to get transferred as per transfer orders.
- 14.8 Action shall be taken to release the officers who are transferred outside the Ministry / Department / Provincial Councils by the Annual Transfer Committee without retaining them until the arrival of successors so as to enable them to assume duties at new service station on due date (In line with Annex VIII).
- 14.9 In case where an officer, who has duly received an annual transfer order, is not reporting for duty at the new service station, the Head of the Department / Institution to which the officer has been transferred shall take necessary action to issue the notice on vacation of post as per Section 257 - V of the Procedural Rules of the Public Service Commission.
- 14.10 The particulars of the officers who were released / were not released and reported for duty / did not report for duty shall be informed to the Secretary of this Ministry by the Heads of the relevant Ministry / Provincial Council / Departments before 31.01.2024.
15. Annual Transfers are made in a cyclic method and transfers shall not be made on providing replacements when recruitments and promotions are made in future.

16. Non - Annual Transfers

Transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in Annual Transfer Committees. However, transfer orders shall be made by the Secretary of this Ministry depending on administrative requirements, exigency of service and disciplinary grounds. Action shall be taken regarding the requests made for mutual transfers, that do not hinder routine duties and the requests containing reasons on urgent situations and reasons to be considered on sympathetic grounds, when they are submitted along with sufficient observations and recommendations of the respective Heads of Departments and Secretaries to Ministries.

17. Transfers on special and urgent service requirements

The Secretary of this Ministry shall have powers to make transfers without inquiring the consent of the officer and without any request from any officer depending on administrative purposes and exigency of service.

18. Timetable to be followed in the implementation of Annual Transfer Procedure of the officers in SLPS

Every effort will be made to make these transfers within the relevant time frames, as per the table below.

Time table related to the Transfer Procedure

	Task	Dead Line
01	Establishment of the Annual Transfer Committee nominally *	Before 01 st of June 2023
02	Issuance of the notification for Annual Transfers	Before 30 th of June 2023
03	Submission of the duly perfected Annual Transfer applications to relevant authority **	Before 30 th of July 2023
04	Submission of applications to the transfer board by the relevant authority **	Before 10 th August 2023
05	Handing over of the transfer proposals of the Annual Transfer Committee in writing to relevant authority **	Before 31 st August 2023
06	Issuance of the notifications regarding the proposed annual transfers and appointment of the committee for reviewing annual transfer proposals normally	Before 15 th September 2023
07	Closing date for receiving appeals by committees for reviewing Annual Transfer proposals	Before 30 th September 2023
08	Submission of the recommendations, which are in relation to proposed Annual Transfers, in writing by the committee for reviewing Annual Transfer proposals to relevant authority **	Before 15 th October 2023
09	Issuance of the Annual Transfer order	Before 01 st of November 2023
10	Submission of appeals to the Public Service Commission	Before 15 th of November 2023
11	Giving effect to the Annual Transfer	Before 01 st of January 2024
12	Referring the particulars of the officers who have been released, who have reported at the new service stations, to the Ministry	Before 31 st of January 2024

Note

- * *The committee indicated in No: 01 above has been formed on the prescribed date as mentioned in Para. 02 of this circular.*
- ** *Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government*

19. Other matters

19.1 Cases which are not covered by the Annual Transfer Procedure:

The requests for transfers made outside this transfer procedure shall be submitted to the Secretary of this Ministry along with the personal recommendations of the Secretary of the respective Line Ministry / Chief Secretary of the respective Provincial Council. Accordingly, the Secretary shall take an appropriate decision considering such requests if he is satisfied regarding the grounds for the requests.

19.2 Transfers among Departments within a Ministry

The Secretary to the relevant Line Ministry reserves the powers for placements of all the officers except the officers in Grade I in the Ministry and among the Departments under the Ministry. However, Secretary of this Ministry shall be informed at such occasions.

19.3 Transfers within one and the same Department

The Head of the Department shall submit transfer proposals to the Secretary to the respective Line Ministry. Accordingly, when a transfer is made as per that request, the Secretary of the respective Ministry shall inform the Secretary of this Ministry of the same.

On the order of Public Service Commission,

Sgd/ K.D.N. Ranjith Asoka
Secretary

Ministry of Public Administration, Home affairs
Provincial Councils and Local Government

Telephone : 0112 - 688124
Fax : 0112 - 691690
Email : d.psd.pubad@gmail.com

Application for transfers – Year 2024

For Officers in Grade I, II and III of the Sri Lanka Planning Service

1. Personal Information

1.1 Name (As indicated in the letter of appointment):

1.2 Name with initials, if any change has been made:

1.3 Name in full:

1.4 N.I.C Number:

1.5 Date of First Appointment:

1.6 Personal Address:

.....

1.7 Contact Number: Residence Mobile.....

2. Present Place of work

2.1 Ministry / Provincial Council:

2.2 Department/Provincial Ministry :

2.3 Official Address:

.....

2.4 Official Telephone Number:

3. Post

3.1 Present Designation:

3.2 Date of appointment to that post:

4. Reasons for requesting a transfer:

.....

.....

.....

5. Previous Service Stations:

Post	Service Station		Period of Service
	Institution	District to which the institution belongs	

6. Service Station to which the transfer is sought:

	Post	Service Station
1		
2		
3		

I hereby certify that the above particulars given by me are correct. Further I hereby state that I am giving my consent to be transferred to any other service station requested by me/ service station in a close proximity. I agree that I have no right to request for cancellation of transfer order once such order is given on my request.

Date:.....

.....
Signature

SCHEDULE OF APPLICATION FOR TRANSFERS IN SRI LANKA PLANNING SERVICE -YEAR 2024

Ministry/Department/Provincial Council:

Regional Office/District:

Serial No.	Name of the officer and Number of N.I.C	Date of Appointment and Medium	Post / Grade	Personal Address	Date of Birth and age as at 31.12.2023	Civil status and place of work of the spouse	Number of children and Number of children who are schooling	Previous Service Stations and the periods of service at the service stations	Reasons for requesting a transfer	Service station that the officer is willing to be transferred	Decision of the Transfer Committee

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

Prepared by: Name..... Signature :

Checked by: Name..... Signature :

Date :

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

Particulars of an officer who can be contacted for further information:

Name and post:

Telephone number:

Please note that particulars of all the officers who have served more than 06 years in one service station in one and the same district and who have served more than 12 years in any service station in one and the same district shall be compulsorily included (as at 31.12.2023) (Names of officers with the longest period of service should be indicated at the beginning.)

Ministry / Department/ Provincial Council: -

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/Regional Office:-.....

Serial No	Name of the officer (Mr. / Mrs. / Miss.)	Date of Appointment	N.I.C . No	Post / Grade and Medium	Date of birth and age as at 31.12.2023	Period of service at the present service station as at 31.12.2023	Civil status and place of work of the spouse	Number of children/ age/ schools attending	Present residential area and the address	Service stations and the periods of service from the first appointment	Whether the officer has applied for an annual transfer? If not, indicate three service stations where the officer is willing to serve if transferred.

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

Prepared by: Name.....

Signature :

Checked by: Name.....

Signature :

Date :

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

Particulars of an officer who can be contacted for further information:

Name and post:

Telephone number:

***Note**

Separate forms should be used for the above categories.

Please note that the names of officers with the longest periods of service should be included first.

Transfers in the Sri Lanka Planning Service- Making representations against annual transfers – Year 2024

Ministry :

Identification Number in the Transfer List:

Department :

(a) Should be perfected by the Officer

1. I. Name of the officer in full (in Clear Letters) : Mr/Mrs./Miss

II. Permanent Address :

III. Residential Address :

IV. Address of the new place of residence if any change in the residence is due to be made in 2024:

2. Service Station to which the officer is transferred:

3. Post and Grade :

3.1 Date of entry to the service :

3.2 Date of entry to the Grade :

4. Date of Birth:

Age as at 31.12.2023

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.

7. Reasons for Appeal: (State on the reverse of the page)

8. Service Station to which the transfer should be Granted/ Revised:

Ministry:

Department:

Date :

Signature of the officer

(b) Observation of the head of the Department:

I. Above particulars are correct according to the particulars available in the files of the office

II. Explanation and recommendation given for cancellation/ revision of the transfer

Date :

Signature of the
Secretary of the Ministry / Head of the Department

(Delete words inapplicable. Appeals which are incomplete shall not be considered by the Appeal Board. For further details please use the reverse of the page)

Appeals on Annual Transfers

Making appeals to the Public Service Commission on the Decisions with regard to
Annual Transfers in Sri Lanka Planning Service – Year 2024
Particulars of the Appellant

a. Personal Details

01. Name with initials: -					
02. Post and Class					
03. Date of Birth: YYYY/MM/DD	04. Age: (As at 31.12.2023)	05. National Identity Card No:		06. Sex:	
07. Permanent Address: Divisional Secretary's Division: District:		08. Temporary Address:		09. Telephone No: Office: Personal:	
10. Marital Status:	11. Name of the spouse:		12. Occupation and service stations 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: YYYY/MM/DD		20. Period of service at the present service station: (As at 31.12.2023) Years.....Months.....Days		
21. Previous service stations in the public service:	Service Station		Period of service	
	1		From	To
	2			
	3			
	4			
	5			
	6			

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

22	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	
			4	
		5		
Indicate the service stations, if transfer orders have been received:				
The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m) –				
Number of officers of the transfer cycle.....				

23.	Have applied for the committee for reviewing annual transfers	
	Have not applied for the committee for reviewing annual transfers	

24. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

	Year in which the request has been made for transfers	Service station to which the requests have been made for transfers

25. Decisions received with regard to the requests for annual transfers as per No. 24 above:
(If a transfer order has not been received, indicate the same)

d. Particulars of the request made to the committee for reviewing annual transfers

26. Request made to the committee for reviewing annual transfers:		
Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for 1. 2. 3.
Revising the transfer		
Obtaining a new transfer		

27. Decision of the committee for reviewing annual transfers

e. Particulars of the appeal made to the Public Service Commission:

28. Reasons for making an appeal against the decision of the Committee for reviewing the Transfers:

1.
2.
3.

29. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.

Annex (01)

Annex (02)

Annex (03)

30. Reliefs sought

1.
2.
3.

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

.....
Date

.....
Signature

f. Recommendations of the Head of the Ministry/ Department

I hereby certify that the above particulars submitted by the officer are accurate in accordance with his/ her personal file. I recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2024. I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2024 due to the reasons below.

- i.
- ii.
- iii.

.....
Date

.....
Signature

g. Recommendation of the Transfer Authority

- i. Number of officers who are involved in the transfer cycle.....
- ii. Recommendation on the appeal:
-
-
-

.....
Date

.....
Signature

Appeals on Annual Transfers

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Planning Service – Year 2024

Particulars of the successor

I. Name and post of the appellant:

.....

II. Particulars of the successor relevant to the appellant

a. Personal Details

01. Name with initials: -			
02. Post and Class			
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at 31.12.2023)	05. National Identity Card No:	06. Sex:
07. Permanent Address:	08. Temporary Address:	09. Telephone No: Office :- Personal :-	
10. Marital Status:	11. Name of the spouse:	12. Occupation and service stations 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 31.12.2023) Years.....Months.....Days	
21. Previous service stations in the public service:	Service Station		Period of service
			From To
	1		
	2		
	3		
4			

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

22	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 stations, if transfer orders have been received:

The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m)

Number of officers of the transfer circle:

23. 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

24. Decision received with regard to the annual transfer requested as per 23 above:

d. Particular on the request made to the committee for reviewing annual transfer:

25.	Have applied for the committee for reviewing annual transfers	
	Have not applied for the committee for reviewing annual transfers	

26. Request made to the committee for reviewing annual transfers : -		
Cancellation of the transfer		Service Station to which the transfer should be revised / a new transfer should be granted
		1
Revising the transfer		2
Obtaining a new transfer		3

27. Decision of the committee for reviewing annual transfers

e. Particulars on the request made to the Public Service Commission:

28. Whether an appeal has been/ has not been made to the Public Service Commission:

29. Recommendation of the transfer authority with regard to the possibility of implementing the transfer cycle without causing any prejudice to this officer, if the appellant's request is fulfilled:

.....

.....

.....

.....

.....
Date

.....
Signature

Name :-

Service Station: -

Date :-

Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government,

Through,

Through,

Reporting for Duties at the new Service Station

It is kindly informed that I, who have been released from service with effect from(Date of release) as per the order of Annual transfers in Sri Lanka Planning 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 :-

It is hereby confirmed that the officer reported for duty.

.....

.....

Date

Signature and the Official Stamp
of the Head of the Institution

Copies

Annex VIII

My No :-

Ministry/ Department/ Provincial Council :-

Date :-

Mr/Mrs/Miss

Post:-

Through

Through

Releasing from Service on Annual Transfers

It is kindly informed that the above-mentioned officer is hereby released from
(Date of release) enabling him/ her to report for duty at (New service station) on the
annual transfer order of Sri Lanka Planning Service in year (Year)

.....

Signature and the Official Stamp

Of the Head of the Institution

Copies: Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

Annex IX

Officers who were transferred to

Ministry / Department/ Provincial Council

Service: - Sri Lanka Planning Service

Name	Employee No	Class	Date the officer was released from the previous service station	Date on which the officer reported to the new service station	Whether Annex No. VII has been sent to the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

Annex X

Officers who were transferred from Ministry/ Department/ Office/ Provincial Council

.....

Service: - Sri Lanka Planning Service

Name	Employee No	Class	Date of release	Whether Annex No. VII has been sent to the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government