

Public Administration Circular : 16/2024

My No : CS/SLAS/ANN.TRA/SP-2025
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07

13.09.2024

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

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SPECIAL
GRADE OF SRI LANKA ADMINISTRATIVE SERVICE - 2025**

This transfer procedure is implemented for officers in Special Grade of Sri Lanka Administrative Service with the approval of the Public Service Commission as per provisions in Rule 251, Chapter XVIII, Volume 1 of Procedural Rules published in the Gazette extra ordinary No. 2310/29 dated 14.12.2022 by the Public Service Commission.

01. Appointment of the Annual Transfer Committee and its procedure

The Annual Transfer Committee is appointed by this Ministry to implement transfers of the officers of the Sri Lanka Administrative Service related to the year 2024, as mentioned in the transfer procedure. The role of this Committee is to make proposals on the manner in which the relevant officers should be transferred in order 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. A Secretary of another Ministry | - | Chairman |
| II. Additional Secretary of this Ministry (Public Administration) | - | Member |
| III. Director, Sri Lanka Administrative Service Division | - | Member |
| IV. A representative from the Sri Lanka Administrative Service Association | - | Member |

03. Opportunity to make representations 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 make representations on those proposals and those officers should send their representation as an appeal in writing to the address mentioned in No. 11 here before the date notified by the transfer committee. After that, those submissions will be reviewed by the following committee.

- | | |
|---|------------|
| I. Secretary of this Ministry | - Chairman |
| II. Secretary of another Ministry who has not been a member of the Transfer Committee | - Member |
| III. Additional Secretary of this Ministry (Public administration) | - Member |

Note

Though transfers are made as per this circular, decisions on transfers can be reconsidered on special grounds only if a request is made by the transferred officers to the above-mentioned committee for reviewing transfers along with the recommendations of the Secretary of the respective ministry.

04. Particulars of officers who are subject to Annual Transfers

The following officers shall be considered for transfers as per this circular.

- I. The officers who have completed a minimum service period of six years (06) in one and the same service station, namely at a Ministry / Department / Institution or Provincial Council out of the Special Grade officers, shall be subjected to transfers as per this procedure, except the officers appointed by the Cabinet.
- II. The officers who have completed the maximum prescribed period at a popular service station as mentioned in No. 07 below.
- III. The officers who have completed a service period of at least two (02) years in one and the same service station, at their discretion.

05. Institutions which are subject to transfers as per the concurrence of the heads of the institutions

The officers in the Special Grade serving in the following service stations shall be considered for transfers under this circular only if the heads of the respective institutions express their concurrence to transfer those officers.

- I. Public Service Commission
- II. Election Commission
- III. Commission to Investigate Allegations of Bribery or Corruption
- IV. Finance Commission
- V. Delimitation Commission
- VI. National Police Commission
- VII. National Procurement Commission

- VIII. Audit Service Commission
- IX. Institutions for which special orders have been made by the Public Service Commission

06. Institutions that annual transfer committees should not deal with

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. Classification of Popular Service Stations

The maximum period an officer can serve in the following popular service stations where posts in the Special Grade of Sri Lanka Administrative Service exist and incentive allowances are paid is indicated against each institution.

- | | |
|---|------------|
| I. Ministry of Health | - 03 years |
| II. Department of Customs | - 03 years |
| III. Department of Immigration and Emigration | - 03 years |
| IV. Department for Registration of Persons | - 03 years |
| V. Excise Department | - 03 years |

08. Other general matters to be considered in making annual transfers

- I. Priority will be given to the service requirement and period of service that an officer can serve in current service stations when these transfers are implemented.
- II. Time of transfer in connection with Annual transfers of officers who are not serving in popular service stations will be calculated on 31st December in the previous year. (e.g.:- 31.12.2024 for the Annual Transfers in 2025)
- III. Even though the service period of three years at a popular service station has not been completed as at 31.12.2024, the date on which the period of service is calculated, the officers who complete the service period of 03 years within the year 2025 shall compulsorily be subjected to transfer under this circular. Annual transfers shall be effective for such officers with effect from the date on which the period of three years is completed in the above manner (e.g., if the date of reporting for duty is 05.03.2022, the annual transfer will come into effect from 05.03.2025).

- IV. Transfer applications and representations made against transfers that are submitted strictly in accordance with the specimen form prepared and introduced for the purpose will be considered.
 - V. All officers who have completed a service period of 06 years at a certain institution should submit an application for transfer, and action will be taken considering that the officers who do not so apply for transfers are willing to work in any service station.
 - VI. All officers who have received a transfer order shall be bound to report to the new service station on the due date. Action should be taken by the respective heads of institutions to release the officers who are transferred outside the Department / Ministry by the Annual Transfer Committee without retaining them until the arrival of successors so as to enable them to assume duties at the new service station on due date.
 - VII. Refraining from releasing an officer, who has received a transfer order, from his service station after the effective date of the transfer is contrary to this transfer procedure.
 - VIII. 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.
9. 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 Administrative Service → Downloads

10. Cases which are not covered by the Annual Transfer Procedure

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

11. Submission of applications

- I. Annual transfer applications and representations made against the transfers that shall be made strictly in accordance with the specimen given in “Annex I” of this circular shall be sent to the following address along with the recommendation of the Secretary of respective line Ministry before the closing date of applications mentioned in the circular. The words “Annual transfers of officers in Special Grade of SLAS-2023” 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.

II. Particulars of the officers who are expected to be transferred as per this circular should be submitted by each institution in conformity with the format given in “Annex II”. Similarly, the particulars of the officers who have been serving in their institutions for six (06) years or more without receiving transfers should also be submitted in line with the format given in “Annex III”. Further, representations against the proposals of the annual transfer committee mentioned in No.03 of this circular should be made in conformity with the format given in “Annex IV”.

III. After the decisions of the Annual Transfer Committees and Committees to Review Transfers, all the requests with regard to cancellation, revisions and postponing of transfers shall be sent to this Ministry before the due date in line with forms given in “Annex V” and “Annex VI” enabling to submit them into the Public Service Commission

12. Non-Annual Transfers

Transfer orders shall be made by the secretary of this Ministry with the covering approval of Public Service Commission, depending on administrative requirements, exigency on 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 the observations and recommendations of the Secretary of the respective Ministry. However, transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in annual transfer committees.

13. Timetable to be followed in the implementation of annual transfer procedure of the officers in Special Grade of SLAS

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	Due date
01	Establishment of the annual transfer committee nominally.	Before 20 th of August 2024
02	Issuance of the notifications for annual transfers.	Before 13 th of September 2024

	Task	Due date
03	Submission of the duly perfected annual transfer applications to relevant authority.	Before 04 th of October 2024
04	Submission of applications to the transfer board by the relevant authority	Before 18 th of October 2024
05	Handing over of the transfer proposals of the annual transfer committee in writing to relevant authority.	Before 25 th of October 2024
06	Issuance of the notifications regarding the proposed annual transfers and appointment of the committee for reviewing annual transfer proposals nominally.	Before 01 st of November 2024
07	Closing date for receiving appeals by committees for reviewing annual transfer proposals	Before 14 th of November 2024
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 27 th of November 2024
09	Issuance of the final transfer order.	Before 02 nd of December 2024
10	Submission of appeals to the Public Service Commission.	Before 13 th of December 2024
11	Giving effect to the annual transfers.	With effect from the 15 th of January 2025 or the date prescribed by the Public Service Commission
12	Referring the particulars of the officers who have been released, who have reported at the new service stations, to this Ministry	Before 15 th of February 2025

14. Procedure to be followed in respect of the appeals against transfer decisions

- 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 the specimen forms given in “Annex V” and “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 through the Secretary of this Ministry. A copy of the appeal shall also be referred to the Head of the Department and the Secretary of this Ministry. 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 can submit a copy of the appeal directly to the Public Service Commission.
- III. An appeal against a transfer order shall be submitted **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals which are not received within the prescribed period shall be rejected by the Public Service Commission.
- IV. The respective Head of department as well as the Secretary of this Ministry shall see to submit the appeal submitted by an officer in order to be referred to the Public Service Commission along with all the relevant files, documents, reports and observations and recommendations to the Secretary of the said Commission within **15** days from the date of receipt of such appeal. However, appeals in respect of annual transfers mentioned in chapter XVIII of the procedural rules of the Public Service Commission shall be submitted to the Public Service Commission before the due date along with relevant documents, reports, observations and recommendations.
- 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 sub-section 14(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.

On the order of Public Service Commission,

Sgd/Pradeep Yasarathne
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Telephone : 0112 - 698605
Fax : 0112 - 683651
Email : pubad.dslas@gmail.com

**Application for transfers
(For Officers in Grade I, II and III of the Sri Lanka Administrative 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 Birth:
- 1.6 Sex:
- 1.7 Date of First Appointment:
- 1.8 Personal Address:
-
- 1.9 Marital Status:

 - i. Name of the Spouse:
 - ii. Occupation:
 - iii. Place of work:
 - iv. Details of the children: Particulars of the children

Number	Names of the children	Age	Schools attending

1.10 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:
- 2.5 Date of reporting to duties :
- 2.6 Service Period as at 31.12.2023:YearMonthDays

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 (Including the period of service at popular service stations)		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 ADMINISTRATIVE SERVICE -YEAR

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	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 (For Office use Only)

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 it is compulsory to include particulars of all the officers who have completed the periods of service mentioned in No. 04 (I,II,III and IV) of the Circular (As at 31.12.2023)

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.

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 Administrative Service- Making representations against annual transfers

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. National Identity Card No

III. Permanent Address :

IV. Residential Address :

V. 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. Number in the Annual Transfer List :

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

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

9. 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 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. Have you served at a 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		
		1			From	To
		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 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 (km)				

24. Number of officers of the transfer cycle.....

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

26. 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

27. Decisions received with regard to the requests for annual transfers as per No. 26 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

28. 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
Revising the transfer		
Obtaining a new transfer		
		1.
		2.
		3.

29. Decision of the committee for reviewing annual transfers

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

30. Reasons for making an appeal against the decision of the Committee for reviewing the Transfers:
1.
2.
3.

31. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.
Annex(01)
Annex(02)
Annex(03)

32. 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 I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 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 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. Have you served at a 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					

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

23	Have applied for annual transfers 2023	Have not applied for annual transfers 2023	If applied for transfers, service stations applied for		
			1		
			2		
			3		
Indicate the service stations, if transfer orders have been received:					

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

25. 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	

26. Decision of the committee for reviewing annual transfers
--

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

28. 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 Administrative 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 :

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 Administrative 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.

Officers who were transferred to

Ministry / Department/ Provincial Council

Service:- Sri Lanka Administrative 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 Administrative 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