

Public Administration Circular 15/2016

My No. MPubAd/AcSD/Transfer Policy  
Ministry of Public Administration and Management  
Independence Square  
Colombo 07.  
09.06.2016

To - Secretaries to Ministries  
Chief Secretaries of Provincial Councils  
Secretaries of Commissions,  
District Secretaries/Government Agents  
Heads of Departments.

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

It is hereby notified that the transfer procedure for officers in the Sri Lanka Accountants' Service approved by the Public Service Commission on 05.09.2012 shall be implemented in the following manner.

**Annual Transfers of Officers in the Sri Lanka Accountants' Service**

(a) Transfers by Transfer Boards (Annual Transfers)

Transfer Boards will be held annually with a view to execute the requests of officers for transfers. In addition, the Transfer Board may take a decision to transfer an officer who has completed the prescribed period in a particular service station/area, in order to meet a reasonable request made by an officer or to carry out the recommendations made by Secretaries of Ministries on administrative reasons. These transfers shall be effective from the first working day of the year.

(b) Transfers by Secretary to the Ministry of Public Administration and Management (non-annual)

At the Annual Transfer Boards' transfer orders will be issued by the Secretary to the Ministry of Public Administration and Management on administrative requirements, exigencies of service as well as on disciplinary grounds. Further, actions will be taken with regard to the requests made for mutual transfers on urgent or sympathetic grounds if such requests are forwarded along with the observation and recommendations of the Secretaries of Ministries.

(c) The decision of Secretary, Ministry of Public Administration and Management with regard to the annual transfers of Sri Lanka Accountants' Service shall be the final.

**02. 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 completed a maximum service period of Six Years (06) at Divisional Secretary's Division under Divisional Administration and a maximum service period of Twelve (12) Years in one District under District Administration.
  - 2.1.2. Officers who have completed a maximum service period of Six Years (06) at Service Station of the Provincial Council and a maximum service period of Twelve Years (12) in a District of the same Province.
  - 2.1.3. Officers who have completed the prescribed period under the classification of service in a popular service stations mentioned in 2.2
  - 2.1.4. Officers who have served more than six years at a particular service station and expected to be transferred under exigencies of service.
  - 2.1.5. Officers of Grade I, II, III in Sri Lanka Accountants' Service, who have completed a period of service less than the aforesaid period at a same service station.
  - 2.1.6. Officers who have already been promoted to Grade I of Sri Lanka Accountants' Service, thus, 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 Station**

2.2.1. 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 Commissioner of Motor Traffic | - 03 years |
| iv.  | Department of Excise                        | - 03 years |
| v.   | Department of Inland Revenue                | - 03 years |

Note – An officer shall be allowed to serve only at one of the above Departments during his total period of service. The maximum service period referred to above pertaining to the Departments of the Ministry of Finance and Planning shall be revised time to time.

## **3. Transfers on Special and Urgent Service Requirements**

The Secretary to the Ministry of Public Administration and Management 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.

## **4. Composition of the Transfer Board of Sri Lanka Accountants' Service**

The Secretary, Ministry of Public Administration and Management shall appoint a transfer board consisting following officers.

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

## **5. Appeals against Annual Transfers**

### 5.1 Review Committee on Annual Transfers

- i. Secretary, Ministry of Public Administration and Management
- ii. Secretary from other Ministries.
- iii. Additional Secretary (Public Administration)

### 5.2. Occasions where appeals can be made

Even though the above transfer scheme shall strictly be implemented, if a Secretary of a Ministry intends to retain a certain officer further in his Ministry or a Department/Institution under the Ministry beyond the prescribed period on specific ground he shall make a request to the appeal board along with an explanation and personal recommendation. Further, having taken the appeals made against transfers into consideration, decisions shall be taken after making inquires on the following matters.

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

5.2.2 Transfers where the requests of officers were not fulfilled

5.2.3 Transfer orders given against the requests of the officers

## **6. General Policies to be taken into consideration in making transfers**

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

6.2 Date of transfer in connection with annual transfers will be calculated as at 31<sup>st</sup> December of the previous year (eg:- 31.12.2016 for the annual transfers in 2017)

6.3 When calculating the period of services 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.

6.4 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.

- 6.5 The period of service in any district under a Department/Ministry will be treated as the service in such Department/Ministry. When calculating the period of service in District, the total of the periods of service in any office of the District will be treated as the service in the District.
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 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.

## **7. Responsibilities of the Secretaries to the Ministries, Chief Secretaries of Provincial Councils and the Heads of Departments.**

- 7.1. 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 Administration and Management.
- 7.2. 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 6.4 and 6.5 and forwarded.
- 7.3. 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 officers who have prepared such list and attested the accuracy of the same shall held responsible.
- 7.4 Transfers of the officers shall be made by the Secretary of the relevant Ministry.
- 7.5 All the officers who have received transfer orders should be released so as to enable them to report their new service station on the due date.

7.6 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.

#### 7.7 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 Administration and Management, Director General of Pensions and the Auditor General should be informed in that respect.

#### 7.8 Transfers with 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 Administration and Management, Director General of Pensions and the Auditor general should be informed at such occasions.

### **8. Time table to be followed in implementing the annual transfer procedure of the officers of Sri Lanka Accountants' Service.**

Before 30 <sup>th</sup> June	-	Applications are called having published the Annual Transfer procedure/ Annual Transfer Circular.
Before 31 <sup>st</sup> August	-	Closing of transfer applications and the reports of the officers who have completed more than 06 years of service in one and the same service station.
Before 20 <sup>th</sup> September	-	Finalization of the decision made at the Transfer Board meetings.
Before 30 <sup>th</sup> September	-	Communicating proposed transfers.
Before 10 <sup>th</sup> October	-	Appointing a committee to consider the appeals on annual transfers.
Before 31 <sup>st</sup> October	-	Handing over the appeals on annual transfers to the said Review Committee.
Before 20 <sup>th</sup> November	-	Finalization of decision made in respect of above appeals.
Before 10 <sup>th</sup> December	-	Issuance of annual transfer orders.
Before 01 <sup>st</sup> of January 2017	-	Giving effect to annual transfers.

### **9. Submission of Applications**

The annual transfer applications prepared in conformity with the specimen form and the appeals should be forwarded to the Secretary, Ministry of Public Administration and Management with the recommendations of the Secretary of the relevant line Ministry before the closing date of applications specified in the circular.

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

An appeal against a transfer order can be submitted to the Public Service Commission as per the provisions stipulated in the sections 230 to 232 of the XX chapter of the procedural rules of the Public Service Commission. The appeal should be submitted within 14 days from the date of receiving the transfer order by the officer as per the section 234.

“By the order of the Public Service Commission.”



J. Dadallage  
Secretary  
Ministry of Public Administration and Management

**Specimen No. 01**

**Application for Transfers - 2017**  
**For the Officers of the Sri Lanka Accountants' Service Grade I, II and III.**

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. National Identity Card No. : .....

1.5. Date of First Appointment : .....

1.6. Personal Address : .....

1.7. Telephone No : 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 No. : .....

3. Post

3.1. Present Designation: .....

3.2. Date of Appointment to the Post : .....

4. Reason for Requesting a Transfer : .....

5. Previous Workplaces :

Post	Service Station	Period of Service

6. Service Station to which transfer is sought :

Post	Service Station
1.	
2.	
3.	

I hereby certify that particulars given by me are correct. Further, I hereby state that I am going my consent to be transferred to any 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

**Specimen No. 02**

**Schedule of applications for transfers of Sri Lanka Accountants' Service – 2017**

Ministry/ Department/ Provincial Council: .....

Divisional Secretariat/ District: .....

Serial No.	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 31.12.2016	Marital status and work place of the spouse	Number of children and number of children who are schooling	Previous service stations and period of service	Reasons for requesting for transfers	Service stations for which the officer prefers to be transferred	Decision of the transfer committee

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

Prepared by:

Checked by:

Name: .....

Name: .....

Signature: .....

Signature: .....

Signature and official stamp of the Head of the Department

**Specimen No. 03**

**Please note that it is compulsory to indicate the particulars of all the officers who have served in one and the same district, service station for more than 06 years or officers who have served at any service station within a district for more than 12 years (as at 31.12.2016)**

**(Please note that the particulars of the officers who have the highest period of service should be indicated at first)**

Ministry/ Department/ Provincial Council: .....

Divisional Secretariat/ District: .....

Serial No.	Name of the officer (Mr/Mrs/Miss)	Date of appointment	National Identity Card No.	Post/ Grade and Medium	Date of birth and age as at 31.12.2016	Period of service at the present service station as at 31.12.2016	Marital status and work place of the spouse	Particulars of the children who are schooling	Present area of resident and address	Service stations from the first appointment and period of service	If request has not been made for a transfer, indicate 03 places where the officer prefers to service if a transfer is given

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

Prepared by:

Checked by:

Name: .....

Name: .....

Signature: .....

Signature: .....

Signature and official stamp of the Head of the Department

**Specimen No. 04**

**Application for the Appeals with respect to the Transfers of the Sri Lanka Accountants,  
Service -2017**

Identity Number of the Register of  
Transfers :

Ministry:.....

Department : .....

(a) Should be filled by the Officer

1. I Full Name of the Officer (In Block Letters) : .....

.....Mr/Mrs/Miss

II. Permanent Address : .....

III. Residential Address : .....

IV. Address of the New Residence if the place of residence has been changed by year 2012 :  
.....

2. Place of Transfer : .....

3. Post and Grade : .....

3.1. Date of Recruitment to the Service : .....

3.2. Date of Recruitment to the Grade : .....

4. Date of Birth : .....

Age as at 31.12.2012: .....

5. Service particulars	Date of Appointment	Service Station	from /to
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6. I request to cancel/revise the transfer granted

7. Reasons for appealing (Mention on the overleaf)

8. Service Station, the transfer should be revised or granted to :

Ministry : .....

Department : .....

Date : .....

Signature of the Officer

(b) Observations of the Head of Department :

i. Particulars given above are accurate as per the particulars in the office .

ii. Submission and recommendation with respect to the cancellation/revision of the transfer :  
.....

Date : .....

Signature of the Secretary to the  
Ministry Head of Department

(Cut off the unnecessary words: the application with incomplete information shall not be considered by the Board of Appeals indicate further information (if any) on the other side of the application )