

05.08.2014

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

**ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SRI LANKA ADMINISTRATIVE
SERVICE-2015**

1. In terms of the Cabinet decision No CP/14/0286/523/007 dated 23.04.2014 and the Cabinet decision No CP/14/0286/523/007 dated 23.04.2014, which is in respect of the transfers of the officers in Sri Lanka Administrative Service, this transfer scheme shall be implemented for officers in SLAS on the approval of the Public Service Commission. Accordingly the procedure for such transfers shall be in the following manner.

(a) Transfers by Transfer Boards (Annual Transfers)

Transfer boards will be held annually with a view to fulfill the requests made by officers for transfers. In addition to that, a decision can be taken by a Transfer Board to transfer an officer who has completed the prescribed period in a certain service station/area, in order to meet a reasonable request made by an officer or to implement the recommendations made by Secretaries of Ministries on administrative grounds. These Transfers shall be effective from the first working day of the year

(b) Transfers by the Secretary of Ministry of Public Administration and Home Affairs (Transfers other than Annual Transfers)

Transfers will be made purely by the Transfer Boards but not under ordinary functions of the Sri Lanka Administrative Service Division. However, transfer orders will be issued by the Secretary of Ministry of Public Administration and Home Affairs on administrative and services requirements as well as on disciplinary grounds. Further, necessary actions will be taken on requests made for mutual transfers and of which contents should be considered on urgent and sympathetic grounds, if such requests are forwarded along with the observation and recommendations of the secretaries of the Ministries.

2. Officers who are subjected to Transfers

2.1 Following officers out of the officers in Grade I/II/III of Sri Lanka Administrative Service, who are at present in service shall be subjected to transfers.

2.1.1 (a) The officers who have completed a maximum service period of 12 years in one and the same Ministry/ Department, District Secretariat situated within one district. This shall be applied for the Provincial Councils as well.

For this purpose maximum period of service at one institution/ service/ District Secretariat station is 6 years. (One institution in a provincial council means a Provincial Secretariat, Provincial Ministry, Provincial Department or a Local Government Institution)

2.1.1 (b) However the officers who are fallen under one District Secretariat can be retained in the same district beyond the service period of 12 years considering the concurrence of the District Secretary and service requirements. For this purpose the District Secretary shall personally make his/her recommendation in Format No 03 in which the particulars of the officers, whose service period is above 12 years, are mentioned. It is not considered when transfer orders are issued for the officers not mentioned as above.

2.1.2 The officers who have completed a maximum service period of 6 years in one and the same Divisional Secretary's Division under district administration.

2.1.3 The officers who have completed the period prescribed under the classification of service in a popular service stations mentioned in no. 2.2

2.1.4 The officers who have served more than 6 years in a certain service station and expected to be transferred on exigency of service.

2.1.5 The officers who have already been promoted to Grade I of Sri Lanka Administrative Service, but who are still serving in the posts in Grade III and II of Sri Lanka Administrative Service.

2.1.6 The officers who have been recruited in year 2006 or later and have served 03 years in one of the 03 categories mentioned in 13.3 (vi) of the service minute and further the officers who have completed 03 years in the present service station.

2.2 Classification of Service Station

2.2.1 The maximum period an officer can serve in popular service station for incentive allowances are paid, is indicated against the institution.

I.	Department of Custom	three years
II.	Department of Immigration and Emigration	five years
III.	Department of Commissioner of Motor Traffic	five years
IV.	Department of Excise	five years
V.	Department of Inland Revenue	three years

Note :- An officer shall be allowed to serve only at one of the above departments during his whole period of service.

3. Transfers on Special service requirements and urgent service requirements

The secretary, Ministry of Public Administration and Home Affairs reserves the right to transfer or attach temporarily an officer without his request and without calling his option on administrative and service requirements.

4. Composition of the transfer board of Sri Lanka Administrative Service

The Secretary, Ministry of Public Administration and Home Affairs shall appoint a transfer board consists of following officers.

- I. Additional Secretary (Public Administration)- Chairman
- II. Director, Sri Lanka Administrative Service
- III. Senior Assistant Secretary – Divisional Administration
- IV. A representative from Sri Lanka Administrative Service Association

5. Review of Transfers

5.1 Committee for reviewing Annual Transfers

1. Secretary Ministry of Public Administration and Home Affairs, Chairman
2. Two Secretaries of Ministries

5.2 Occasions where submissions can be made against transfers

Even though the above transfer scheme shall strictly be implemented, if a secretary of a Ministry intends to retain certain officer further in his Ministry or a Department/ Institution under the Ministry beyond the prescribed period due to some specific ground, he shall make a request to the Committee for reviewing Annual Transfers along with an explanation and personal recommendation. Further, when considering the submissions made against transfer orders, decisions shall be taken after making an investigation on following matters.

- 5.2.1 Transfer orders given against the scheme of transfer
- 5.2.2 Instances 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 considered in making transfers

- 6.1. The priority shall be granted to the service requirement when these transfers are implemented.
- 6.2. Time of transfer in connection to Annual transfers will be calculated on 31st December in previous year. (eg :-31.12.2013 for the annual transfers in 2014)
- 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, the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the Transfer Board will take that into consideration.
- 6.4. When calculating the period of service, the total of the uninterrupted periods of service in a department/Ministry or District will be considered as one 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.
- 6.6. When calculating the service of an officer in a department, the period in which the officer was not in service due to reasons beyond his control will not be taken into consideration. (ex. Study leave, maternity leave, leave spent out of the island with the spouse)
- 6.7. The officers in Grade I, Grade II and Grade III of Sri Lanka Administrative Service who have served a period less than the period mentioned under 2 at one and the same service station also can apply for transfers under this transfer scheme
- 6.8. If an officer who has not completed the prescribed period at a popular service station make a request for a transfer to an unpopular service station, such officer shall be qualified to be granted a transfer subject to service requirements.
- 6.9. 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.
- 6.10. Officers who have been recruited to Sri Lanka Administrative Service in year 2006 and later as per Section 13.3 (vi) of the service minute shall have completed a service period of 03 years in each service station mentioned therein in order to be promoted to the Special Grade. Therefore the officers who have been recruited in year 2006 or later shall pay attention in this regard when requesting for transfers.
- 6.11. As per the provisions in Public Administration Circular 01/2014, priority shall be given at the instances when the officer has requested a transfer to an office situated in a Divisional Secretariat where the administrative language is the other official language which is not the official language the officer joined the service.

- 6.12. Even though the officers beyond 53 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.
- 6.13. Transfer applications (in line with Form 01) and appeals (in line with Form 04) in connection to transfers which are submitted strictly in accordance with the Specimen Form will be considered. Particulars of the officers who request transfers shall be correctly submitted by Form 02.
- 6.14. It is the responsibility of the secretaries of respective ministries/ heads of departments to prepare a name list of officers who have served beyond the period mentioned in the list of popular departments correctly in accordance with the relevant form and to send it before the date communicated by the Secretary, Ministry of Public Administration and Home Affairs.
- 6.15. The heads of department and secretaries of ministries shall strictly see to prepare and send a report of the officers who have served more than six years at all departments and ministries as mentioned in sub section 6.4 and 6.5.
- 6.16. Heads of Departments/ Institutions shall see to submit correct and full information on each officer. If it is found that information provided are false and 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.
- 6.17. The transfers of officers shall be made effective by the Secretary of the respective Ministry.
- 6.18. All officers who are transferred shall be bound to report at the new service station on due date. Once an officer assumes duties, it should be informed to the relevant service station with a copy to the Secretary of the Ministry of Public Administration and Home Affairs through Form 06.
- 6.19. Refraining from releasing an officer from his service station, who has been transferred, is contrary to the transfer scheme. Officers of Sri Lanka administrative 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 Administrative 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. Therefore, action shall be taken to release the officers who are transferred outside the Ministry/ Department by the transfer board without retaining them until the arrival of successors so as to enable them to assume duties at new service station on due date. The Secretary of Ministry of Public Administration and Home Affairs shall be informed by (In line with Form 07) the Heads of a Ministry/ Provincial Council/ / Departments of the officers released/ not released, reported/ not reported for duty on 01st February of the next year under form 08 and 09.
- 6.20. The transfers of SLAS officers who have been recruited for the service in North and East provinces on special decisions shall be considered under this scheme only after the lapse of the service period prescribed by such special decisions. However, there is no obstacle to make transfers/attachments within relevant areas depending on service requirements or any other specific grounds.

6.21. Time table for the Transfer Committees of the Sri Lanka Administrative Service

Calling for applications by publishing Transfer scheme / Annual Transfer Circular	-	Before 31 st July
Closing of the Transfer Applications and the reports of officers who have completed more than 06 years of service in one and the same service station	-	Before 31 st August
Meeting of the Transfer Board and finalizing the decisions	-	Before 15 th September
Communicating proposed transfers	-	Before 01 st October
Appointing a Committee to consider the reviews on Annual transfers	-	Before 07 th October
Receiving submissions made against annual transfers	-	Before 28 th October
Finalizing decisions on above submissions	-	Before 10 th November
Issuance of Annual Transfer orders	-	Before 17 th November
Giving effect to the Annual Transfers	-	Before 01 st January
Sending the particulars of the officers who are released and reported for duty, to the Ministry of Public Administration and Home Affairs		01 st February

6.22. Annual Transfers are made in a cyclic method and in the recruitments and promotions made in the future, transfers are not made on providing replacements

6.23. After the decisions of Annual Transfer Boards and Committees to Review Transfers, all the requests with regard to cancellation, revisions and postponing of transfers shall be sent to the Ministry of Public Administration and Home Affairs on due date in line with Form 05, enabling to submit them into the Public Service Commission.

7. Other Matters

7.1 Cases which are not covered by the Annual Transfer Scheme

The requests for transfers made outside this transfer scheme shall be submitted to secretary, Ministry of Public Administration and Home Affairs along with the personal recommendations of the Secretary of the respective line Ministry/ Chief Secretary of the respective Provincial Council. Accordingly, Secretary Ministry of Public Administration and Home Affairs shall take a final decision considering such requests if he is satisfied regarding the grounds for the requests.

7.2 Transfers among departments within the Ministry

The Secretary of the relevant line Ministry reserves the powers for making attachments in the Ministry and among the departments under the Ministry. However, Secretary, Ministry of Public Administration and Home Affairs shall be informed at such occasions.

7.3 Transfers within one and the same Department

The Head of the Department shall submit transfer proposals to the Secretary of the respective line Ministry. Accordingly, when the approval is granted for such transfers by the Secretary of the respective Ministry it shall be informed to the Secretary, Ministry of Public Administration and Home Affairs.

7.4 Submission of Application

7.4.1 Transfer applications and appeals which shall be made strictly in accordance with the specimen form shall be submitted to the Secretary Ministry of Public Administration and Home Affairs along with the recommendation of the Secretary of respective line Ministry before the closing date of applications mentioned in the circular.

7.5 Particulars on making appeals against the orders for annual transfer

An appeal can be made to the Public Service Commission as per provisions from Section 230 to 232, Chapter XX of the Procedural Rules of Public Service Commission against a transfer order. As per Section 234, such appeal shall be submitted within 14 days from the date of receipt of transfer order by the officer. (Schedule XXIII of the Procedural Rules mentioned as Form 05 here should be used for this purpose)

7.6 The soft copies of relevant forms can be downloaded from the web site of the Ministry following the below path.

www.pubad.gov.lk —————> Services —————> Sri Lanka Administrative Services —————> Downloads

Sgd.by / P.B. Abeykoon
Secretary
Ministry of Public Administration
and Home Affairs

Application for transfers
(For Officers in Sri Lanka Administrative Service Class 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 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

6. Period of Service at a Ministry or Department/ Provincial Council/ District or Divisional Secretariat
(Applies only for the officers who were recruited in year 2006 or later)

- i. At a Ministry or Department Years Months Days
- ii. At a Provincial Council Years Months Days
- iii. At a District or Divisional Secretariat Years Months Days

7. Have you served in an office mentioned under the provisions of Public Administration Circular 01/2014?
(Applies only for the officers who were recruited after 01.07.2007)

Yes/ No

If yes

Post	Service Station	Period
1		
2		
3		

8. 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 2014

Ministry/Department/Provincial Council:

Regional Office/District:

Serial No.	Name of officer and Number of N.I.C	Date of Appointment and Medium	Post / Grade	Personal Address	Date of Birth and age as at 31.12.2013	Civil status and place of work of the spouse	Number of children and Number of children who are schooling	Service Stations	Periods of Service as mentioned in 13.3 (vi) of the service minute (only for the officers who were recruited after 01.01.2006)	Reasons for requesting a transfer	Period of Service as per the provisions in P.A.C. 01/2014 (only for the officers who were recruited after 01.01.2007)	Place 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 Head of Department

Please note that it is compulsory to include particulars of all the officers

- 1) who have served for more than 06 years in one and the same station, or**
- 2) served more than 12 years in any other service station within the district or**
- 3) have completed a period of service mentioned in 2.1.6 of the Circular (As at 31.12.2014)**

(Separate Forms should be used for above 1, 2, and 3 categories)

(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 officer (Mr. / Mrs. / Miss.)	Date of Appointment	N.I.C. No	Post / Grade and Medium	Date of birth and age as at 31.12.2014	Period of service in the present station as at 31.12.2014	Civil status and place of work of the spouse	Particulars of children who are schooling	Present residential area and the address	Stations served and the periods of service from the first appointment	Periods of Service as mentioned in 13.3 (vi) of the service minute (only for the officers who were recruited after 01.01.2006)	Period of Service as per the provisions in P.A.C. 01/2014 (only for the officers who were recruited after 01.01.2007)	Whether applied for an annual transfer? If not, indicate three stations willing to serve if transferred.

Prepared by : Name

Signature:

Checked by : Name

Signature:

Date:

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

Form 04

2015 Transfers in Sri Lanka Administrative Service- Application for Appeal

Ministry:.....

Department:.....

Identification Number of the Transfer List :
(Only the officers who have not received transfers)

(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 2015 :
.....
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 31/12/2014

5.

Service Particulars	Date of Appointment	From / To Service Station

6. No of 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)

Form No 05

Name with initials :.....

Address

Date

Secretary of the Public Service Commission

through(Secretary of the Ministry)

through(Head of Department/ Institution)

Appeal for Appointment/ Promotion/ Transfer

01. Particulars of the Appeal

1.1 Full Name :.....

1.2 Service Class..... Grade

1.3 Post:.....

1.4 Service Station :.....

1.5 Department/ Institution :.....

1.6 Ministry :.....

02. Particulars of the decision/ order on which the appeal is made

2.1 Decision/ Order in brief

.....
.....
.....

2.2 By whom the decision/ order was made?

.....
.....

2.3 Date on which the decision/ order was communicated to the officer:.....

2.4 Certified copies of the letters on decision/ order are attached as following

Annex (1)

Annex (2)

2.5 Other relevant Matters:

.....
.....

03. Reasons for appealing against the decision/ order

3.1
.....

3.2
.....

3.3
.....

3.4
.....

3.5
.....

3.6 Certified copies of the written evidence to prove the above reasons are attached as follows

Annex (1)

Annex (2)

Annex (3)

04. Reliefs requested

.....
.....
.....
.....
.....

.....

Signature :

.....

Name :

.....

Post :

Date:

Copies:

1. Secretary, Public Services Commission (The advance copy is forwarded herewith for necessary action)

Form 06

Name :-

Service Station :-

Date :-

Secretary, Ministry of Public Administration and Home Affairs

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(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 Seal of the Head of the Institution

Copies

Form 07

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 Seal of the Head of the Institution

Copies

Secretary, Ministry of Public Administration and Home Affairs

Form 08**Officers who were transferred to****Ministry / Department/ Provincial Council**

Service:- Sri Lanka Administrative Service

Name	Employee No	Class	Date the officer was released from previous service station	Date on which the officer reported to new service station	Whether Form 06 has been sent to the Secretary, Ministry of Public Administration and Home Affairs

Form 09

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

.....

Service:- Sri Lanka Administrative Service

Name	Employee No	Class	Date of release	Whether Form 06 has been sent to the Secretary, Ministry of Public Administration and Home Affairs