

Ministry of Public Administration
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

29th April 1992

Secretaries to Ministries
Chief Secretaries of Provincial Councils,
Government Agents,
Heads of Departments,
Secretaries to Provincial Public Service Commissions,
and Secretaries to Governors.

**Annual Transfers of Officers of the
Combined Services**

Your reference is requested to the provisions of the Chapter III of the Establishments Code and the Public Administration Circular No. 6 of 04.08.1970 and Combined Services Circular No. 3 of 21.08.1970 in respect of transfers of public officers.

02. All annual transfers of the non-staff grades of the Combined Services should be effected from the 1st of January every year. Following procedure on transfers should be adhered to annually in order to avoid hardships caused both to the officers and the public service.

02. Action should be taken to set up Transfer Boards as follows:

- I. Departmental Transfer Boards -
To deal with transfers between service stations within a department.
- II. Ministerial Transfer Boards -
To deal with transfers between departments under one Ministry.
- III. Inter- Ministerial Transfer Boards -
To deal with transfers between Ministries and Departments not coming under Ministries.

03. Each transfer board should draw up a scheme of transfers in accordance with the provisions of the Establishments Code and instruction of this Circular, it should be made known to all relevant officers. A copy of such scheme of transfers should also be sent to the Director of Establishments.

05. Transfer Boards when preparing the scheme should decide only on categories of stations, namely, congenial stations and uncongenial stations within a department considering the facilities available etc.

06. Scheme should also include the following conditions when eligibility of officers for transfers etc. are decided.

- I. Officer served for 5 years in a congenial station/ 2 years in an uncongenial station, is eligible to be transferred.
- II. Officer serving in a congenial station, applying for transfer to an uncongenial station, although has not completed the stipulated period in the congenial station is eligible for such transfer.
- III. In order to effect a transfer of an officer who served for 2 years or more in an uncongenial station to a congenial station an officer having the longest period of service in that congenial station may be transferred out.
- IV. An officer serving in an uncongenial station should be allowed to stay for more than the stipulated period if he so wishes and if there are no applicants claiming the stations.
- V. An officer should mention 3 optional stations in his application in addition to the stations asked for, so that it would be facilitate the Transfer Board to decide on the transfer with minimum hardships caused to the officer and his family.
- VI. An officer serving in an office where licences and certificates are issued or an additional remuneration is being paid, should not be transferred to a similar office (Examples such as Motor Traffic Dept./Immigration & Emigration Customs/Registrar General/ Textiles. Registration of Pension etc.)
- VII. Where an officer's request cannot be granted by a Departmental Transfer Board, he should be given the opportunity to go out of the Department if he so wishes. Details of such request should be clearly stated in his application.

VIII. Applications for transfers should be made in a form prescribed by a Transfer Board, and should be forwarded through the Head of the Department. Applications to be forwarded to the Inter - Ministerial Transfer Boards should be made in a form prepared according to the specimen form enclosed hereto.(Ministerial and Departmental Transfer Boards too may use the same form by making suitable amendments).

07. Heads of Departments after the receipt of applications for transfers should forward the following documents to the Departmental Transfer Board:

- I All transfer applications, along with
- II schedules prepared under each grade in each service.

On receiving recommendations of the Departmental Transfer Board, the Head of the Departments should order the transfers and inform the officers before the due date given under para. 12 of this Circular. Final date for entertaining appeals too should be informed.

08. Immediately after the closing date of appeals, head of Department should take action to forward the following documents to the Secretary to the Ministry.

- I Appeals made, if any, against transfer orders made by the Head of Department along with his observations.
- II. Applications made to Ministerial Transfer Boards with a schedule prepared as mentioned in para .7-11

On receipt of the above documents. Secretary to the Ministry should forwarded them to the Ministerial Transfer Board. This Board should decide on transfer and such decisions should be made known to all parties concerned.

09. Secretaries to Ministries should take action to forward the following documents to Inter -Ministerial Transfer Boards set up in the Combined Services Division of the Ministry of Public Administration.

- I. All applications received for Inter-Ministerial Transfers - scheduled in the form No. 01 enclosed giving all the required details.

II. A Schedule prepared in form No. 02 enclosed giving details of officers who have served for more than five years in the same District or in the same station, but had not applied for annual transfers.

10. Appeal Boards to consider appeals against transfer orders should be set up in accordance with Section 5 of Chapter III of the Establishments Code and take action accordingly.

11. Applications for mutual transfers during the period between 1st September to 31st December every year should not be entertained.

12. The following Time Table should be followed every year in implementing the transfer policy in respect of the officers of Combined Services, and other departmental grades.

5 to 30 May - Set up Transfer Boards - formulate transfer policies and call for applications for transfers before the 30th

15 July - Closing date of applications for transfers

30 July - Prepare schedules by Departments under relevant Transfer Boards and forward them to such Transfer Boards.

10 to 31 August - Transfer orders should be intimated to relevant officers.
(31st August is the last date to inform the Ministry of Public Administration on cases where transfers cannot be given within Ministries/Departments.

10 to 30 September - Closing dates of appeals.

10 to 31 October - Finalise intimation of decisions on appeals.

13. Your reference is also requested to the provisions of Chapter XXV of the Establishments Code in respect of transfers of Trade Union officials.

14. Please ensure that the annual transfers of the year 1993 and thereafter should be effected in terms of this Circular.

Sgd/M.N.Junaid
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.

Application for Inter-Ministerial Transfers

Department of
Under the Ministry of
(A) To be completed by the officer.

01. Full Name (in block letters) :-
(Underline the Surname)
02. Date of Birth :-
Home station of the officer :-
03. (I) Name of the Service:-
(II) Medium of entry to the Service :-
(III) Class or Grade :-
(IV) Date of entry to the
present Class or Grade :-
04. Present annual salary :-
05. (a) Whether the officer is married :-
(I) If so, number of children,
and their ages:-

(II) If any school going children,
schools they study :-

(III) Whether the spouse is serving
in a Force or Police

If so, his/her service and
the post:-
- (b) Proficiency acquired

(i) Sinhala (level of the Proficiency
Examination passed) :-

(ii) Tamil (level of the Proficiency Exam. passed) :-

(iii) English (very good/good or poor) :-
- (c) Period of previous service in each station, Ministry,
or Department since the date of entry to the service
and the present service station, Department and
Ministry with the period of service there :-

| <u>From</u> | <u>To</u> | <u>Full period</u> | <u>Service Station</u> | <u>Dept. Under which</u> <u>Ministry</u> |
|-------------|-----------|--------------------|------------------------|---|
|-------------|-----------|--------------------|------------------------|---|

06. Three Ministries to which the officer expects a transfer mention in order of performance:

- (a)
- (b)
- (c)

Districts applied for transfer :-

07. Reasons for application :

- (a)
- (b)
- (c)

I declare that the above particulars that the above particulars are true and correct.

.....
Signature of Applicant

Date;

(B) Observations of the Department

No;

To the Secretary, Ministry of

Officer can be released with/without a successor.
Application is recommended/not recommended.

.....
Signature of Head of Department

(C) Observations of the Ministry .

No;.....

To the Director of Combined Services.

Forwarded.

.....
Signature and Designation
of the Reporting Officer.

**Schedule of officers who have served for more than
5 years in the same district or in the same station
and not applied for transfer**

Form No: 2

| Serial No | Name of Officer | Post & Grade | Date of Birth and age on 1.1.93 | Present Service station and period of the service | Whether Married/ Single & the service station of the spouse | Details of school going children | Home station | Previous Service station | Recommendations of Head of Dept. |
|-----------|-----------------|--------------|---------------------------------|---|---|----------------------------------|--------------|--------------------------|----------------------------------|
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