

All Provincial Secretaries of Education
Provincial Directors of Education
Zonal Directors of Education
Divisional Directors of Education
Principals of all schools and
Parivenadhipathis of all Pirivenas

National Teacher Transfer Policy

Government has decided to formulate a National Teacher Transfer Policy for the fruitful performance of the Educational Process and for the provision of maximum welfare for the students and teachers. Accordingly, a decision has been taken by the Cabinet of Ministers that this National Teacher Transfer Policy should be based on the under mentioned basic factors.

1. National Teacher Transfer Policy should be based on the following basic factors.

- 1.1 Priority should be given for the students' requirements in providing transfers for teachers as education should always student centered.
- 1.2 Teacher Transfer Policy should provide opportunities for the development of teachers' knowledge, skills and attitudes as the development of quality in education depends on their knowledge, skills and attitudes.
- 1.3 Teacher Transfer Policy should be prepared in a manner to ensure the confidence relating to teachers employment security and to safeguard their academic independence and to be freed from undue fear for un-reasonable transfers and whereby they could derive maximum job satisfaction.
- 1.4 Minimizing as far as possible the disparities found area wise in education and maintaining the student based learning teaching process continuously and without any interruption should be a basic objective of the Teacher Transfer Policy.
- 1.5 Regarding the human resources which are limited to a certain area and a school the teacher Transfer Policy should ensure that such human resources in teachers' service are equally and reasonably distributed for the benefit of the community living in other areas in the island.
- 1.6 Opportunities should be provided for all teachers to serve in schools located under different socio-economical and cultural environments and to improve their efficiency by gaining various experiences as the monotonousness caused by serving continuously in the same school or in the same area would create an unfavourable impact on their professional development.
- 1.7 Opportunities should be provided by this Policy to lead the teachers' for their maximum efficiency by the systematic management of the human resources in the field.
- 1.8 National Teacher Transfer Policy should be implemented systematically and with a transparency

2. Teacher Transfer Boards

2.1 Establishment of Teacher Transfer Boards

Teacher Transfer Boards indicated below should be established and implemented at the following levels for the fulfillment of the aims and objectives indicated above.

- I Zonal Education Office
- II Provincial Education Office
- III Line Ministry

2.2 Board for the determination of the number of the Inter Provincial Teacher transfers

Here the Board for the determination of the number of Inter Provincial teacher transfer means a Board consisting of the following members convened by the Teacher Cadre Committee of the Ministry of Education for obtaining the concurrence for the number of teacher transfers that could be exchanged among the various Provinces in effecting Provincial Teacher transfers.

- 1 Secretaries of all Provincial Public Service Commissions or their representatives
- 2. Secretary of the Finance Commission or his representative
- 3. Provincial Director of Education or his representative
- 4. Provincial Secretary of Education or his representative
- 5. Director, National Schools or his representative
- 6. Trade Union representatives who represent Teachers' Transfer Boards.

This Board should determine the number of teachers that could be exchanged among each Province according to their categories. Thereafter, Provincial Director of Education should obtain recommendations from the teacher Transfer Boards for the transfers relating to the respective numbers and submit them to the Provincial Public Service Commission.

2.3 Composition of the Teacher Transfer Board.

This should in conformity with the provisions in para 3.5 in Chapter III of the Establishment Code. Namely,

- 3.5. (a) This Transfer board should consist of, apart from an officer nominated for the Transfer Appeal Board two representatives of the Management (Namely, Head of Department or Senior Deputy and Staff Officer in charge of establishment work of the Department)
- (b) (i) A representative of the Trade Unions of the Department or of the Services of the Department having a membership of over 15% or more the total number of members in that Department OR
- (ii) A representative of each Trade Union who has been released on full time basis for trade Union work.

2.4 Performance of the Teacher Transfer Boards.

- (i) Performance of the Transfer Boards in the implementation of the National Teacher Transfer Policy should be in accordance with sections 3.1 and 3.2 in Chapter III of the Establishment Code. However in the case of a transfer to be made owing to any disciplinary action against a teacher or very urgent and specific instances based on exigencies of service or for health reasons upon a request by a teacher (to be established by a Medical Board Report) such transfers should be decided and implemented by the respective authorities. However, the transfers of teachers made on exigencies of services too should be brought to the notice of the Transfer Board concerned within a period of two weeks.
- (ii) Regarding these transfers referred for the awareness of the Transfer Board within 2 weeks in this manner the Transferring authority should submit reasons to establish that the transfer has been made without violating the transfer scheme adopted by the Transfer board. Such transfers may be cancelled in instances where the Transfer Board is not satisfied with the submissions made.
- (iii) Mutual transfers should be implemented by the Transfer Board based on the nature of such appointments.
- (iv) In the placement of teachers for popular schools, the scheme should be prepared so that their creative ability, tests done in various fields and contributions made to the school community could be based.

2.5 Composition of the Appeal Board.

The Appeal Board should consist of one officer who represented the Transfer Board, 2 staff officers nominated by the Head of the Department who did not represent the Transfer board and Trade Union representatives.

3. Special reasons/facts to be considered in the implementation of Teacher transfer Policy

Special attention should be drawn to the following reasons/factors in implementing the transfers of teachers.

3.1 School Classification.

- i More popular schools
- ii Popular schools
- iii Non-popular schools
- iv Difficult schools
- v Very difficult schools

It should be considered that schools are classified under the above 5 categories. Likewise, the school classifications made by the Transfer Board on timely basis according to the requirements of implementing the National Teacher Transfer Policy should be applied at the various instances.

3.2 Period of Service

As indicated in the Minute of Sri Lanka Teachers' Service every teacher is required to serve a minimum compulsory period in a school named by the Standing Committee which has been included in the Teachers' Service Minute. Namely,

In a very difficult or difficult school	-03 years (Minimum)
In a Non-congenial school	-04 years (Minimum)
And	
In a congenial school	-08 years (Maximum)
In a more congenial school	-06 years (Maximum)

Teachers' period of service should be stipulated as indicated above

3.3 Inducement for serving in difficult schools

Every teacher should complete a compulsory period of service in a school classified above as difficult or very difficult schools and after such compulsory period if a teacher is serving in such very difficult school he will be entitled every year at the rate of one additional salary increment annually so long as he/she is remaining in the school and if the teacher is serving compulsorily in a difficult school he/she will be entitled at the rate of one additional salary increment annually once in two years. In the case of a teacher completing the compulsory period of service in a difficult school without serving in a very difficult school he/she will be entitled after such compulsory period of service to an additional salary increment annually once in two years. The first instance the teacher will be entitled to an additional salary increment in this manner should be the first salary increment stage which comes after the compulsory period of service.

For this purpose the inducements provided for teachers in difficult schools under the Circular No. 99/17 dated 27.05.1999 issued by the Secretary of the Ministry of Education and Higher Education should be specially considered.

3.4 Other matters

- i Teachers who are over 55 years of age should not be transferred other than upon their requests.
- ii Transfers requested by teachers on medical grounds should be established by recommendation by a Government Medical Board relating to the health condition. Pregnant teachers should not be transferred without their discretion. However when requests are made by pregnant teachers action should be taken based on the facts established by Medical Reports. In addition to the personal health of the teacher the health position of the following family members too can be considered when it is in a position which would directly affect their living together.
 1. Spouse
 2. Children
 3. Parents/parents of the spouse.

iii First appointment

The first appointment as a teacher should be given to school under the category of very difficult, difficult or non-congenial schools subject to the relevant minimum period of Service and after the completion of the minimum period of service he will be eligible to obtain a transfer to a school preferred by him.

- iv Subject to the theorem of this National Teacher Transfer Policy every Teacher Transfer Board should prepare a Scheme relevant to their functions and to act under such policies.
- v Excess and subject wise balancing of teachers /transfers should be done by the Teacher Transfer Board and the methodology of identifying the excess should be included in the scheme prepared by the Transfer Board. Balancing of excess teachers according to subjects should be made based on an information note prepared by the principle and the excess teacher. Transfer should be granted by the Teacher Transfer board after considering such details and the teacher should be provided with the opportunity to submit an appeal for this purpose.
- vi In instances where a teacher who has obtained a transfers forwards an appeal against such transfer he/she should be allowed to work in the school serving at present until a decision is made by the Appeal Board. The decision of the Appeal Board should be issued to the teacher within one month from the date of transfer.
- vii Identification of the excess should be done based on the period of service indicated at 3.2 above and teacher placement should not be done when it would create a further excess of teachers.

4. Periods for effecting transfers.

Other than the instance specified at para 2.4 above, in all other instances teacher transfer process should be commenced on 31st May and completed on 01st November in order to minimize the difficulties that would be caused to students and teachers. (Implementation should be from 01st January of the ensuing year.)

4.1 Time Frame relevant to the Teacher Transfer process

Periods relating to annual teacher transfers are indicated below.

Reason	Periods
1.Collection of all details relevant for teacher transfers	Before 31 st May
2.Call for applications for transfers	Between 01 June-30 th June
3.Transfer Board meeting	Between 01 June -31 July
4.Obtain Transfer Board Recommendation	Between 01 Aug.-15 Aug.
5.Issue Transfer letters	Between 15 Sept.-30 Sept
6.Acceptance of appeals	Between 01 Oct.-15 Oct
7.Obtain Appeal Board Decisions	Before 01 st . Nov.

Other than the annual teacher transfers, the transfers in the special instances indicated at 2.4 above may be done efficiently and deviating from the above time frame without prejudice to the basic factors based on the National Teacher Transfer Policy

5. Apart from the instances differentiated in this Policy, in all other instances, it should be accepted on policy to act in accordance with the provisions in Chapter III of the Establishment Code.

6. This National Teacher Transfer Policy should be enforced effective from 01.01.2007. Accordingly it is notified that every officer handling teachers' transfers should take action in terms of this Policy.
7. As this National Teacher Transfer Policy has been approved by the Cabinet of Ministers, in the event of formulating any Teacher Transfer Policy on Provincial Level in consideration of the Provincial requirements, any matter contained in such Policy should not supercede the matters in the Teacher Transfer Policy.

Secretary,
Ministry of Education

Copies :

1. Auditor General
2. Secretary of the Education Service Committee of the Public Service Commission
3. All Provincial Chief Secretaries
4. Secretaries of Provincial Public Service Commissions
5. Secretary, Finance Commission
6. Director General-National Institute of Education
7. Commissioner General of Examinations
8. Commissioner General of Educational Publications and D.D.G.E
9. Secretary, National Education Commission
10. All Divisional Heads of the Ministry of Education
11. Secretary, Teacher Cadre Committee
12. Record Room
13. Trade Union Representatives