

My No: ED/05/67/28/02 (iv)  
Ministry of Education  
Isurupaya  
Battaramulla  
24.09.2021

Ministry of Education Circular: 17/2021

Zonal Director of Educations  
Presidents of National Colleges of Education  
Principals of Teachers' Colleges  
Principals of National Schools  
Managers of Teachers' Centers

**Annual Transfers of the Officers of Non-academic Staff appointed by the Ministry of Education -2022**

Your attention is drawn to the conditions relating to Transfers of the Public Officers stated in Chapter XVIII, Volume 1 of the Procedural Rules of the Public Service Commission published in the Extra-Ordinary Gazette No.1589/30 dated 20.02.2009 and to the Annual Transfer Policy for the officers belonging to the Non-academic Staff appointed by the Ministry of Education approved by the letter no. PSC/EST/02-04-34/01/2017 dated 21.06.2017 from the Secretary of the Public Service Commission that has been attached herewith.

02. The annual transfers of the non-academic officers of the following categories appointed by the Ministry of Education should be implemented as effective from 01<sup>st</sup> March 2022.

- |   |  |
|---|--|
| I. Development Assistant                      | IX. Sport Trainer                        |
| II. Finance Assistant                         | X. Cook                                  |
| III. Project Assistant (Non-formal Education) | XI. Plumbing/Electrical/Carpentry Worker |
| IV. Management Assistant (Graduate)           | XII. Service Attendant – Laboratory      |
| V. Document Assistant                         | XIII. Service Attendant – Library        |
| VI. Warden of Student Hostel                  | XIV. Service Attendant                   |
| VII. Assistant Warden of Student Hostel       | XV. Service Attendant – Sanitary         |
| VIII. Laboratory Assistant                    | XVI. Service Attendant – Security        |

03. The following procedures should be considered in order to avoid the inconveniences that may be encountered by the officers and the services of the institutions. Further, the applications for mutual transfers are not accepted during the period between 27<sup>th</sup> September 2021 and 01<sup>st</sup> March 2022.

04. As the annual transfers were not executed in the year 2021 due to the Covid 19 Pandemic situation in the country, the applications submitted for the transfers for the year 2021 will be considered for the annual transfers for the year 2022. Therefore, those who have submitted the applications for the transfers for the year 2021 are not required to apply again for the transfers

for the year 2022. Name list of those who have applied for the transfers for the year 2021 has been published in the website of the Ministry of Education.

#### 05. General principles of determining the qualifications of the officers for transfers

In this regard, the following conditions in the section 02 of the aforesaid annual transfer policy for the officers belonging to the Non-academic Staff appointed by the Ministry of Education are herein applied.

- I. The officers who have served continuously for two (02) years in their workstation are qualified to apply for transfers.
- II. The officers who have completed a continuous service period of more than five (05) years in a same workstation are subjected to get transferred.
- III. The officers who have completed a service period of five (05) years in popular workstations are compulsorily subjected to get transferred.
- IV. The officers who have completed a service period of ten (10) years in famous workstations in a same Zone are subjected to get transferred outside the District.

#### 06. Documents to be submitted to the Transfer Committees

I. The officers who expect to apply for annual transfers can submit their application online through web address <https://forms.gle/VeSNu2da7w6Ujbfz9> . The officers who submit their applications through such online method should submit a printed application also through their head of the institute.

II. The Heads of the Institutes should take actions to submit following documents to the Transfer Committees established as per the aforesaid annual transfer policy before 01<sup>st</sup> November 2021.

- (a) Annual Transfer Form ( Annex No.01)
- (b) Annual Transfer Form that scheduled all the transfer applications ( Annex No.02)
- (c) The form that includes the particulars of the officers who have completed a service period of more than 05 years (Annex No.03) in a same workstation as at 31.12.2021 should be duly filled and sent to the Secretary of the Ministry of Education by the relevant Head of the Institute. Also, the details of the officers who are required to be retained in the institute and the details of the officers who should not be transferred as they are suffering from serious ailments proved by the medical certificates should be proved personally by the Head of the Department in the form called the Annex No.03.
- (d) The application for the annual transfer should be prepared in accordance with the annual transfer form in annex 01 and submitted with the recommendations from the Head of the Institute. Further, instructions should be given to submit only one application per one officer.

- (e) All the applications mentioned above should be sent to the Secretary, Ministry of Education, Isurupaya, Battaramulla and the caption “Annual Transfers of Non-academic Staff – 2022” should be mentioned on the top left hand corner of the envelop which encloses the applications.

## **07. Annual Transfer Proposals Review Committee**

I. The annual transfer review committee has been established as per the section 210 of the Procedural Rules of the Public Service Commission to consider the appeals submitted against the transfer proposals made by the transfer committees and the required actions are taken accordingly. The appeals submitted with reference to the annual transfers are considered only if compatible with the section 211 of the Procedural Rules of the Public Service Commission.

II. The officer has no right to plead to cancel or postpone a transfer made at his/her request or the Head of the Department has no right to make recommendations on that matter.

In order to consider the appeals made against the transfer orders, the Annual Transfer Proposals Review Committee will further examine below particulars and take decisions accordingly.

- (a) Transfers done in contrast to the transfer policy.
- (b) The events not fulfilled the requests of the officers (The preference order of workstation as 1,2,3 is considered)
- (c) Transfers done in contrast to the requests of the officers.
- (d) Submitting acceptable recommendations about sympathetic conditions such as sudden adversities, troubles and illnesses happen after the date of submitting transfer applications.

III. The appeals done after the issuance of the decisions of the Annual Transfer Proposals Review Committee should be submitted to the Public Service Commission according to the Section 230 in the Chapter XX of the Procedural Rule. The appeals not submitted to the review committee will not be considered by the Public Service Commission.

## 08. Timetable of transfers

	Task	Date
01	Formation of annual transfer committee	Before 01 <sup>st</sup> September
02	Issuance of annual transfer circular	Before 27 <sup>th</sup> September
03	Submission of completed annual transfer applications to the Ministry with the recommendation of the relevant authority	Before 01 <sup>st</sup> November
04	Submission of applications to the transfer committee	Before 15 <sup>th</sup> November
05	Submission of transfer proposals of the annual transfer committee in writing to the relevant authority	Before 05 <sup>th</sup> December
06	Publishing of transfer proposals of the annual transfer committee in the website of the Ministry of Education	Before 15 <sup>th</sup> December
07	Issuance of proposed annual transfer notifications and the appointment of annual transfer review committees.	Before 15 <sup>th</sup> December
08	Closing date of receiving appeals on transfers by review committees.	Before 31 <sup>st</sup> December
09	Submission of written recommendations on proposed transfers to the concerned authority by the annual transfer review committee.	Before 20 <sup>th</sup> January
10	Publishing of finalized annual transfer orders in the official website of the Ministry of Education	Before 25 <sup>th</sup> January
11	Issuance of final annual transfer orders	Before 31 <sup>st</sup> January
12	Annual transfers to be effective from	From 01 <sup>st</sup> March

## 09. Responsibility of Heads of Department relating to Annual Transfers

- I. If the Head of the Department wishes to retain a certain officer, who is eligible for transfers, for a further period of one year due to exigencies of service, it should be clearly explained in the recommendation of the Head of the Department at the time of submitting recommended applications. A Head of a Department may forward requests only for a limited number of officers. An officer, who has received this opportunity once, will not be eligible again.
- II. Heads of Department should provide accurate and complete information in relation to each officer. Heads of Department, officers preparing and checking lists will be responsible in the event of any revelation of false, incomplete information and disciplinary actions will be taken against them for submitting false information.
- III. Officers, who have received annual transfers from the institution should not be retained till the arrival of their substitutes, but should be released enabling them to assume duties in the new workplaces on the prescribed date. Heads of Department, who violate above regulations, will be reported to respective authorities to be taken disciplinary actions.

- IV. Instances have been reported, where respective officers have not been released from service by Heads of Department while substitute officers have already been reported to duties on the prescribed date. Heads of Department should be responsible to avoid such instances.
- V. Attention of the officers should be drawn towards the provisions related to implementing transfer orders in Section 11 in Part 1 of the Procedural Rules.
- VI. Heads of Department should take actions to train a substitute officer in advance for the duties of the officer expecting transfers and to implement annual transfers on the prescribed date. Any request in this connection will not be entertained later.
- VII. The provisions of this Circular should be circulated among all officers of your institution.
- VIII. Provisions in Sections 214, 215, 216, 217 in Part 1 of Procedural Rules will be applicable in relation to implementing annual transfers.

**10. Responsibility of Officers**

All officers, who receive annual transfer order, will be liable to report to new work stations on the prescribed date.

- 11. The decision of the Secretary to the Ministry of Education will be final and conclusive regarding any provision not covered by this Circular.
- 12. This Circular will be issued in terms of Section 202 of Chapter XVIII in Part 1 of Procedural Rules of the Public Service Commission.

**Prof. K. Kapila C. K. Perera**  
Secretary  
Ministry of Education

Copies –

- 01. All Additional Secretaries
- 02. All Provincial Directors of Education
- 03. Chief Financial Officer
- 04. Director General (Planning)
- 05. Director, National Schools
- 06. Commissioner, Colleges of Education

} For necessary actions pls.

Annual Transfer Application for Non-combined Services Non-academic Staff of the Ministry of Education				
			for office use only	
01. Designation & Class		02. N. I. C. No		
a. Personal Information				
03. Name in Full				
04. Name with Initials				
05. Name with Initials (In English)				
06. Date of Birth (YYYY/MM/DD)	07. Age (As at 31.12.2021) Years ..... Months.... Days ....	08. Gender		
09. Permanent Address :-	10. Temporary Address :-	11. Contact Nos. Office :- Personal :-		
12. Marital Status :-	13. Name of the Spouse :-	14. Occupation & Workplace of the Spouse :-		
15. Details of Children :-				
Name of the Child		Age	Name of the School/ Schools	
1.				
2.				
3.				
4.				
b. Service Details				
16. No of the Appointment Letter :-		17. Whether service has been confirmed? :-		
18. Current workstation :-		19. City of the current workstation:-		
20. Date of reporting to duties at the current workstation:- YYYY/MM/DD		21. Period of service at the current workstation :- (As at 31.12.2021) Years..... Months..... Days.....		
22. Whether served in a popular workstation:-				
23. Previous service stations in public service :-				
	Service Station	Period of Service		Classification according to the Schedule
		From	To	
1.				

2.				
3.				
4.				
5.				

c. Details of service stations to which transfers are requested:-

24	Service Station	Classification according to the Schedule	Zone of the Service Station
1.			
2.			
3.			
4.			
5.			

25. Reasons for applying for transfers :- (If the applicant or a dependent is suffering from a disability, attach a separate letter confirming the same with medical certificates)

26. If you do not receive an annual transfer, whether you agree to consider above details for normal transfers till 30.06.2022 :- Yes / No

I declare that the above details are true and accurate.

.....  
Date

.....  
Signature

d. Recommendation of the Principal / Head of the Institution

Transfer request of Mr. / Mrs. / Miss. .... serving in ..... is hereby recommended with / without a replacement / on the basis of providing a replacement at a later occasions.

.....  
Date

.....  
Signature

Please fill a separate form for each service

**Annual Transfer Application Schedule – 2022**

School / College of Education / Teachers' College / Teacher Center

SN	Name of the Officer	No. of the permanent appointment letter	National Identity Card No.	Grade	Date of Birth and Age as at 31.12.2021	Marital Status and the workstation of the Spouse	No. of Children and No. of School going children	Whether the Spouse is disable after serving in the military operation service	Duration of the service at the present service Yrs/Mns	Reasons for requesting transfers	Please indicate three places of your preference for transfer	Decision of the transfer committee
1											1. 2. 3.	
2											1. 2. 3.	
3											1. 2. 3.	
4											1. 2. 3.	

I certify that the applications of all officers have been included to this schedule

Prepared by – Name : .....  
Designation : .....

Signature: .....

Checked by - Name : .....  
Designation : .....

Signature: .....

Date: .....

.....  
Signature and Official Stamp of the Principal / Head of the Institute



Please fill a separate form for each service.

Please consider that the details of all officers who have serviced for more than 05 years in each workstation should compulsorily be included herein (as at 31.12.2021)

The names of the officers who have a higher period of service should be included at the beginning.

School / College of Education / Teachers' College / Teacher Center: .....

Designation: .....

Name of the officer (Indicate the Title; Mr/Mrs/Miss)	No. of the permanent appointment letter	National Identity Card No.	Grade	Date of Birth and Age as at 31.12.2021 and the Address	Duration of the service at the present service as at 31.12.2021	Total period of service in the school/institute	Marital Status and the service period of the Spouse	Details of the school going children	Permanent Address	Temporary Address	Distance to present workstation from the present place of residence	Workstations and duration of service from the first appointment	Whether applied for annual transfers?  Service station/period (years. Months)	If not applied, mention three service stations willing to serve if transferred

The Head of the Department should confirm personally the details of the officers who have medically substantiated to have serious ailments and are required to be retained in the school/ College of Education/ Teachers' College/ Teacher Centre and whose transfers should be checked.

Prepared by: .....

Signature: .....