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கல்வி அமைச்சு  
Ministry of Education

'இசுரூபாய்', மதறாமுல்ல, இலங்கை.  
'Isurupaya', Battaramulla, Sri Lanka.  
☎ +94112785141-50 ☎ +94112785818  
✉ info@moe.gov.lk 🌐 www.moe.gov.lk

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எனது இல.  
My Ref.

ED/4/58/16/08/03/ (VOL - 111)

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உமது இல.  
Your Ref.

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திகதி  
Date } 20.03.2023

- All Chief Ministers to the Provincial Councils
- Additional Secretaries of the Ministry of Education
- Secretaries to the Provincial Ministries of Education
- Commissioner General of Examinations
- Commissioner General of Educational Publications Department
- All Directors of Education of the Ministry of Education
- Provincial Directors of Education
- Zonal Directors of Education
- Divisional Directors of Education
- Principals of National Schools

**Annual Transfers 2022/ 2023 - Sri Lanka Education Administrative Service – Grades I, II,III**

As per the Ministry of Education Circular No. 32/2022 dated 07.09.2022, the approval is granted for the transfers mentioned in the attached schedule (Annex 01) to be effective from 02.08.2023 according to the delegation of powers stated in the Serial No. 01 and 02 in the Schedule "A" of the Public Service Commission published in the Gazette Extra-ordinary No.2248/10 dated 04.10.2021. Consequently, you are requested to take actions to notify all the officers in your institute; who have been transferred as per these transfer orders published in the website of the Ministry of Education; [www.moe.gov.lk](http://www.moe.gov.lk) and inform them to assume duties at the new service station on the due date.

02. Only if the attention of the Annual Transfer Committee has not been given on the their transfer requests in line with the provisions in Chapter XVIII of the Procedural Rules of the Public Service Commission (Volume I) published in the Gazette Extra-ordinary No. 2310/29, these officers can submit an appeal accordingly. A specimen of the application for appeals (Annex 02) has been attached herewith, and you are kindly informed to send an appeal application prepared as per the format to **Assistant Secretary (Education Services Establishments), Ministry of Education, Isurupaya, Battaramulla.** before 21.04.2023. The serial number indicated before the name of the concerned officer in the transfer list should essentially be mentioned in the appeal application and the officers should be informed that the appeals received after 21.04.2023 will not be considered.

03. If the appeals are not submitted, you are informed to be released formally from the current service station and assume the duties of the new service station on the effective date of transfer; 02.08.2023, and inform the Education Services Establishments Branch through the Head of the institute as per the form attached herewith (Annex 03).

04. You are informed to take actions to release the officers; who have been transferred out from your Department/ Provincial Council/ Institute, so that they can assume the duties of the new service stations on the due date **without retaining them until the arrival of their successors.**

05. You are further requested to inform the concerned officers to make arrangements to formally hand over the documents and stuffs belonging to the government available in the officer's custody to an officer nominated by the Head of the institute prior to leaving the institute.

**M.N. Ranasinghe**  
Secretary  
Ministry of Education

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கௌரவ அமைச்சர்  
Hon. Minister } ☎ +94112784832  
☎ +94112784825  
✉ minister.education@moe.gov.lk

ලේකම්  
செயலாளர்  
Secretary } ☎ +94112784811  
☎ +94112785162  
✉ secretary.education@moe.gov.lk