

All Provincial Directors of Education
All Zonal Directors of Education
All Presidents of National Colleges of Education

Annual Transfer Procedure of the Sri Lanka Teacher Educator Service-2025

As per the approval of the Public Service Commission, this transfer procedure is implemented hereinafter for the Officers in the Sri Lanka Teacher Educator Service serving in the National Colleges of Education, Teacher Training Colleges, and Teacher Centers. Accordingly, the transfer procedure is mentioned below.

- I. Annual Transfers
- II. Made on exigencies of service
- III. Transfers on disciplinary grounds
- IV. Mutual transfers made upon the requests of Public Officers.

2. Details of the Officers who are subjected to Annual Transfers

2.1 The Officers who are subject to Annual transfers from all the Officers presently serving in Grades I, II and III of the Sri Lanka Teacher Educator Service (Including the President and the Vice President of National College of Education, and the Principal of Teacher Training Colleges)

(a) All the Officers who have completed a service period of 08 years or a service higher than that in a certain place of work are subjected to transfers even though they have not applied for transfers.

(b) I. The officers who are serving in the posts of President and Vice President of National College of Education, and Principal of Teacher Training College who have served for a minimum of 05 years in their posts of formal appointment are eligible to apply for a transfer.

II. The other officers in the Sri Lanka Teacher Educator Service not referred under the above 2.1 (b) I who have completed a minimum service period of 02 years are eligible to apply for a transfer.

2.2 Officers who are not subjected to Annual Transfers

(a) The officers who are over 55 years of age are not generally transferred out of the Province unless it is a request made by the officer or owing to other specific reasons (Discipline and necessities of service). However, they are subjected to transfers within the province in accordance with the exigencies of the service. Nevertheless, these officers may get transfers out of the province due to disciplinary grounds or exigencies of service or in view of the progress of the teacher trainees.

- 5.5 If President / Secretary / Treasurer and members of the Central Executive Committee of a parent Trade Union with a representation of 15% the Officers in the Sri Lanka Teacher Educators Service are transferred, they should be transferred to a place which does not hinder the activities of the Trade Union taking considering the recommendations made by the Secretary of the relevant Trade Union. All the Trade Unions who expect to obtain the concessions stipulated under Section 7 of the Chapter XXV of the Establishments Code should submit the details of the Office bearers of the Trade Union to the relevant Transfer Authority at least one month prior to the commencement of the functions of Transfer Boards in terms of the Section 5:17 of this document.
- 5.6 The subject taught by the Officer requesting a transfer and the recommendation provided by the Chief Commissioner (Teacher Education) in that respect should be taken into consideration.
- 5.7 The Officers who submit written evidences to the effect that their spouses were employed in Sri Lanka Police or in the Tri Forces and was disabled at the military operations in the North and East, should be transferred only on the requests made by such officers. Also, priority should be given to the requests for transfers made by such officers.
- 5.8 In transferring officers on the recommendations made by the Transfer Boards, attention should always be paid to maintain the balance of the Juniority /seniority of the Staff of the National Colleges of Education/ Teachers' Centres / Teachers' Training Colleges. Further, the service period of these officers in National Colleges of Education/ Teachers' Centres / Teachers' Training Colleges should be considered.
- 5.9 When an officer taken under the Para 2.1 of the Annual Transfer Procedure has requested a transfer to another place of work, it is possible to transfer officers who have fulfilled requirements stipulated in the para 2.2 and with the highest period of service in the place of work to fulfill the request made by the officer.
- 5.10 A list of names of the Officers who have served more than 08 years in one place of work has to be completed accurately in the relevant Format (SLTES/A.T/02) and the list of Names should be sent to the Secretary of the Ministry of Education before 15th September 2024 by the President of the relevant National College of Education/ Principal of the Teacher Training College / Manager of the Teacher Center.
- 5.11. When the transfers are given to the officers who were formally appointed on the recommendations of an interview board to the posts of the President of National College of Education, Vice President of National College of Education, Principal of Teacher Training Colleges, his/her successor should only be a Grade 01 officer of the Sri Lanka Teacher Educator Service formally appointed to the above post. (After assumption of the duties in the relevant post subsequent to the transfer, a letter of appointment to the said officer on the relevant post is issued by the Education Service Committee under the Public Service Commission.)
- (a) Only the officers selected by a formal interview for the said posts shall be transferred as per the transfer procedure for the vacancies (Due to retirements or other reasons) in the said posts in relation to the appointments made according to the interview (An officer not selected by an interview is not transferred for such vacancy under the annual transfers)

8.	Submission of the written recommendations of the Committee for Reviewing Annual Transfer Proposals pertaining to the proposed annual transfers to the relevant authority.	Before 23 rd December 2024
9.	Issuance of the final annual transfer orders	Before 30 th December 2024
10.	Enforcement of the annual transfer orders	Before 15 th February 2025

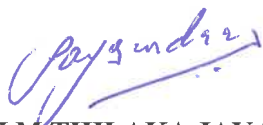
7. Details on the submission of appeals against the Annual Transfer Orders

- 7.1 If a certain Public Officer submits an appeal to the Public Service Commission against an order issued by the Committee for Reviewing Annual Transfer Proposals, the appeal should be submitted only as per the Form 03. Further, he /she should make arrangements to submit certified copies of the documents in relation to the matters to be substantiated.
- 7.2 The Head of the relevant Department and the Secretary of the Ministry in charge of the Subject should be responsible to submit the appeal given by an officer to be referred to the Commission with all the related files, documents and reports etc.. and with their observations and recommendations as per the annexure 04 within 15 days after receiving the appeal. However, appeals in relation to the annual transfers stipulated in Chapter XVIII of the Procedural Rules of the Public Service Commission should be submitted to the Public Service Commission along with the relevant files, documents, reports, observations and recommendations before the 20th of January.

8. Responsibility of the Officers

- 8.1 Officers who are subjected to transfers in a certain year should submit transfer applications. Even if they do not submit transfer applications, such officers are subjected to annual transfers under the provisions of this circular.
- 8.2 All the officers who have received a transfer order are bound to report for duty in the new place of work.
9. Provisions stipulated in Section 257 of the Procedural Rules of the Public Service Commission published in the Extra- Ordinary Gazette Notification No. 2310/29 dated 14.12.2022 are effective on the execution of the annual transfers.

This is issued upon the approval of the Public Service Commission.


J.M. THILAKA JAYASUNDARA
 Secretary

Application for the Annual Transfers of the Sri Lanka Teacher Educator Service-2025

Designation and Class		For office Use	
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A. Personal Information

1. Officer's Name in Full :
2. Name with Initials :
3. Name with Initials :
- (In English)
4. Date of Birth :
5. Age (As at 01.01.2025) : Year Months Days
6. National identity Card No. :
7. Sex :
8. Permanent Address :
9. Temporary Address :
10. Personal Telephone Number:
11. Civil Status:
12. If married,
 - 12.1 Name of the Spouse:
 - 12.2 Occupation and the Place of Work:
 - 12.3 Particulars regarding children

Serial No.	Age	School and Grade

B. Information of the service

13. Current Place of Work :
14. Address of the Place of Work:
15. Official Telephone No. :
16. Current Designation :
17. Number and Date of the Appointment Letter:

18. Subject and Medium of the Appointment:

19. Have you been confirmed in the service?:

20. Province where the place of work is situated:

21. Date of reporting to the current place of work:

22. Period of service at the current place of work: Years Months Days

(As at 31.12.2024)

23. Previous Places of work

Serial No.	Place of work	From	To	Duration	
				Years	Months

24. Medium of the Appointment:

25. Subject field as per the Letter of Appointment:

26. Subject field you are currently responsible for:.....

.....
.....

C. Information on requesting Annual Transfers

27. How long have you been serving in the current place of work before requesting this transfer?

:

28. Reasons for requesting a transfer:

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

(If the request is made upon the medical grounds, it should be confirmed with the medical reports.)

29. Special reasons, if any:

30. Service stations to which the transfer is requested:

1.
2.
3.
4.
5.

31. I certify that the above information is true and correct.

Date:

.....

Signature of the applicant

D. Recommendation of the President of the College of Education / Zonal Director of Education

The request for the transfer of the above-named officer is recommended with a successor /without a successor / on the basis of providing a successor later

.....

Date

.....

Signature
Official Stamp

E. Recommendation of the Commissioner of the College of Education or recommendation of the Director of Education (Teacher Education Administration) of Teachers' Training Colleges / Teachers' Centres.

The request for the transfer of the above-named officer is recommended with a successor /without a successor / on the basis of providing a successor later

.....

Date

.....

Signature
Official Stamp

Application for Appeals on Annual Transfers 2025

(a) Application should be filled by the officer.

01. The Officer's

1.1. Name with initials:.....

1.2 Post and Grade :-

1.3 Date of first appointment in the Sri Lanka Teacher Educators' Service

1.4 Date of assuming duties according to the said date of appointment.....

1.5 Subject and Medium of appointment:

1.6 Residence Address:-.....

1.7 Date of Birth:-

02. The Officer's

2.1 Current place of work:-

2.2. Date of reporting for duty of the said place of work: -

2.3 Particulars on the service stations and periods from the date of first appointment

Serial No.	Period of service		Service station
	From	To	
01			
02			
03			
04			

03. Details on Transfers

3.1. Service station to which the officer has been transferred: -.....

3.2. Service station requested by the appeal: -.....

3.3. Reasons for making an appeal: -.....

.....

Date

Signature of the officer

(b) Recommendation of the President of the College of Education/ Zonal Director of Education

The appeal submitted in relation to the transfer of the above-named officer is recommended/ not recommended.

.....

Date

.....

Signature
Official Stamp

(c) Recommendation of the Chief Commissioner (Teacher Establishments) of the College of Education or recommendation of the Director of Education (Teacher Education Administration) of Teacher Training Colleges / Teacher Centers.

The appeal submitted in relation to the transfer of the above-named officer is recommended/ not recommended.

.....

Date

.....

Signature
Official Frank

**Submission of appeals to Public Service Commission in relation to the Annual Transfer
Decisions 2025 - Information of the Appellant**

a. Personal information

01. Name with initials :-			
02. Post and Grade			
03. Birthday :- YYYY MM/DD	04. Age :- (As at 01.01.2025)	05. National Identity Card No. :-	06. Sex :-
07. Permanent Address :-	08. Temporary Address :-	09. Telephone Number Official :- Private :-	
10. Civil Status	11. Name of the spouse :-	12. Occupation and the place of work of the spouse :-	
13. Number of children :-	14. Their ages :-	15. Schools attending :-	

b. Particulars on the service

16. Date of appointment to the current post :-				
17. Current service station :-		18. City that the service station is situated :-		
19. Date of reporting for duty at the current service station :- YYYY/MM/DD		20. Period of service in the current service station :- (As at 31.12.2024). Years..... Months..... Days.....		
21. Previous service stations in the public service	Service station		Period of service	
	1		From	To
	2			
	3			
	4			
	5			
6				

c. Information on requesting transfers (Mark ✓ in the relevant cage)

22	Have you applied for annual transfers?	Yes		If applied for transfers, service stations applied for 1. 2. 3. 4. 5.
		No		
Mention the Service station to which you have been transferred				

23. Number of officers involved in the transfer circle

24. Have you applied for the committee for reviewing transfers	Yes	
	No	

25. Information on the request made to the Review Committee

Cancellation of transfers		If applied for the revision of the transfer, service stations applied for 01 02 03
Revision of a transfer		
For obtaining a new transfer		

26. Decision of the Committee for reviewing transfers

27. Reasons for making an appeal to the Public Services Commission against the decision of the committee for reviewing transfers.

1.
2.
3.

28. Certified copies of the written evidence to prove the above reasons are attached as following annexes.

- Annex (01)
- Annex (02)
- Annex (03)

29. Reliefs sought

1.
2.
3.

I certify that the abovementioned information is true and accurate

.....

Date

.....

Signature

c. Recommendations of the Head of the Ministry/ Department

I hereby certify that the above particulars submitted by the officer are accurate in accordance with his/ her personal file. I recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2025. I do not recommend it due to the reasons below.

- I.
- II.
- III.

.....

Date

.....

Signature

d. Recommendations of the Transfer Authority

I. Number of officers who are involved in the transfer circle:

II. Recommendation on the appeal:

.....

.....

Date

.....

Signature

**Submission of Appeals to the Public Service Commission on the Annual Transfer
Decisions – Information on the Successor**

- I. Name and Designation of the appellant:
- II. Information regarding the Successor in relation to the Appellant:

a. Personal information

01. Name with Initials: -			
02. Designation and Grade: -			
03. Date of Birth: - YYYY/MM/DD	04. Age: - (As at 01.01.2025)	05. National Identity Card No: -	06. Sex: -
07. Permanent Address: -	08. Temporary Address: -	09. Telephone No: - Office: - Private: -	
10. Civil Status	11. Name of the Spouse: -	12. Occupation and the Place of Work of the Spouse:-	
13. No. of Children: -	14. Their Ages: -	15. Their Schools: -	

b. Information of the Service

16. Date of appointment to the current post :-			
17. Current service station :-		18. City that the service station is situated :-	
19. Date of reporting for duty at the current service station:- YYYY/MM/DD		20. Period of service in the current service station :- (As at 31.12.2024) Years..... Months..... Days.....	
21. Previous service stations in the public service	Service station		Period of service
	1		From To
	2		
	3		
	4		
	5		
6			

c. Information pertaining to the request for transfers (Put ✓ mark in the relevant cage.)

22	Whether applied for an Annual transfer	Yes		If you have requested for a revision of the transfer, the places of work thus applied. 1. 2. 3.
		No		
The Place of Work, if you have been transferred				

23. Whether appeal is forwarded to the Committee for Reviewing Annual Transfers	Yes	
	No	

24. Request made to the Committee for Reviewing Annual transfer

Cancellation of the Transfer		Places of Work to which the transfer should be revised/ a new transfer should be given 01 02 03
Revision		
Obtaining a new transfer		

25. Decision of the Committee for Reviewing Annual transfers
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26. Whether an appeal has been submitted to the Public Service Commission.

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27. Recommendations of the Secretary of the Ministry of Education pertaining to the implementation of the transfer cycle without causing prejudice to the successor if the request of the appellant is fulfilled.

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I do declare that all the details mentioned above are true and accurate.

Date

.....
 Signature

