

My No. 4/Test 1/Mic.
Ministry of Education & Higher Education.
"Isurupaya",
Battaramulla.

31. 03. 1995

All Provincial Directors of Education.
All Addl. Provincial Directors of Education.
All Deputy Directors of Education.

NATIONAL POLICY ON TEACHERS TRANSFERS

The Government has decided to formulate a national Policy on Teachers Transfers with a view to ensuring the implementation of the education activities meaningfully and providing for the maximum welfare and benefit of the student and teacher population. The cabinet of Ministers has decided that the National Policy should be based on the following criteria:

- 1 Since education should be pupil centered the needs of the pupils should be given priority on all occasions.
- 2 Since the improvement of the quality of education depends on the knowledge and the skills of the teachers the policy on teachers transfers should promote the development of skills and knowledge in teachers.
- 3 The policy on teachers transfers should be formulated in a manner to ensure the professional security, academic freedom and the job satisfaction of the teachers and should provide for the teachers to serve with a considerable degree of confidence without the fear of being transferred out unjustifiably.
- 4 One of the main objectives of this policy should be to minimise the regional discrepancies observed in the process of education.
- 5 The policy on transfers should ensure an equitable distribution of the human resources in the field of education so as to make such scarce resources available to the public at the periphery.
- 6 Such policy should lead to the maximum utilization of the scarce human resources available in the sector through a proper management of resources.
- 7 Other than in the instances where a transfer is made to facilitate the procedure when disciplinary action is being taken or is being contemplated against a teacher, all transfers of teachers should be made on a recommendation made by a duly constituted teachers transfer board.

2. Transfers of teachers should be effected only on the recommendations of a duly constituted transfer board other than in the cases where disciplinary action is being taken or is being contemplated against a teacher and where transfers are made on a request by a teacher for reasons of ill-health and on exigencies of service. The transfer boards should be informed of any transfers made on exigencies of service within a period of 2 weeks from the date of the letter effecting the transfer.
3. Teachers transfer boards should be established at the following levels;
 1. Zonal Education Office.
 2. Provincial / Additional Provincial Education Office.
 3. Line Ministry.
4. In addition to the members of the teachers transfer boards to be appointed in terms of Section 5 of Chapter III of Establishments Code, a representative of every Teachers Union registered under the Trade Unions Ordinance and whose membership is serving in more than one Province in the Island should be appointed as members of the transfer board.
5. **Classification of Schools** - The Schools are classified as given below:
 1. Very congenial.
 2. Congenial.
 3. Non-congenial.
 4. Difficult.

The line Ministry in consultation with the Provincial Ministries of Education shall classify the schools as per above.
6. **Time Schedule** - Other than in the cases specified under para 2 above, the transfers of teachers should be effected only at the beginning of a calendar year with a view to minimizing inconveniences caused to the students and the teacher's.
7. **Calling for Applications** - Applications for annual transfers of teachers should be called for between 1st June and 30th June of each year.
8. **Meetings of the Transfer Boards** - The transfer boards to consider the applications received shall meet the 01st August 31st August of each year.
9. **Collection of Data and Information** - The authorities concerned shall collect and compile information and data relating to teachers transfers and vacancies in respect of all Schools before 31st of July each year.
10. **Issue of Letters** - Letters on annual transfers shall be issued by 15th of September each year.
11. **Appeals** - Appeals shall be received during between 15th September to 15th October each Year.
12. **Decision by the Appeal Board** - Appeal Board shall consider all the appeals between 15th October to 30th November and the decision of the board shall be conveyed before 30th of November.

13. Teachers transfers may be effected for reasons of ill-health, on mutual requests and requests by teachers, on very valid grounds outside the above procedure but, within the framework laid down by the national Policy.
14. The provisions of the 'Chapter III of the code of Establishments shall be applicable to all transfers of teachers other than in the cases specified in this Circular and such provisions should be followed in all instances.
15. **The implementation the Policy on teachers transfers**

The authorities should ensure that every teacher completes the minimum period of service in a School nominated by the Standing Committee as stipulated in the Sri Lanka Teachers Service Minute. The minimum period of service in respect of difficult schools shall be 3 years and in respect of non-congenial schools, this period should be 4 years. The maximum period of time a teacher should serve in a congenial school shall be 8 years and shall be 6 years in a very congenial school.
16. The application for a transfer on reasons of ill-health by a teacher, shall be accompanied by a medical certificate of a specialist in the respective field and the clinic cards. The risk factors approved by the World Health Organization shall be accepted as valid reasons for transfers on reasons of ill-health in the case of expectant mothers. In addition to the personal health of the teacher concerned, the health of the following members of the family of the teacher may be taken into consideration.
 1. Spouse.
 2. Children.
 3. Dependent parents if the teacher is not married
17. Whenever possible the transfers to the officers of the Sri Lanka Principals Service and the Sri Lanka Educational Administrative Service shall be made parallel to the National Policy on teachers transfers.
18. **First Appointment** - At the recruitment of teachers the first appointment shall be made to a school in the following two categories:
 - 1 Difficult.
 - 2 Non - congenial
19. **Miscellaneous** - All teachers who have not so far served in a non-congenial or difficult station shall be subjected to the minimum period of service in such a school. However, teachers of over 53 years of age shall not be so transferred.
20. All transfer boards shall prepare a manual of procedure in terms of the National policy provided by this Circular and shall follow such manual of procedure in all instances.

The Cabinet of Ministers at its meeting held on 18th January 1995 has approved the National policy laid down by this Circular and all authorities affecting teachers transfers are required to follow this policy.



Sgd/ M. D. D. Pieris
Secretary

Ministry of Education & Higher Education.



Senanayaka Upasena
Addl. Secretary

Copies to

- 1 S/E S B
- 2 All Provincial Councils Secretaries
- 3 All Provincial Secretaries of Education
- 4 All Heads of the Division of Ministry of Education
- 5 Director General - NIE
- 6 Commissioner General of Examination
- 7 Commissioner of Publication and DDG
- 8 Auditor General
- 9 All Teachers Union Secretaries