

Ministry of Education Circular No: 28/2022

My No: ED/4/58/16/08/03(VOL-II)

Ministry of Education

“Isurupaya”

Battaramulla

09.09.2022

All Chief Provincial Secretaries
Secretaries to Provincial Ministries of Education
Additional Secretaries of the Ministry of Education
Commissioner General of Examinations
Commissioner General of Educational Publications
All Directors of Education, Ministry of Education
Provincial Directors of Education
Zonal Directors of Education
Divisional Directors of Education

**Transfer Scheme of Sri Lanka Education Administrative Service – 2022/2023
(Grades I, II and III)**

1 Introduction

The transfer scheme for all officers of the Sri Lanka Education Administrative Service shall be implemented in terms of the provisions in Rule No. 202 under Chapter XV111 in Part 1 of the Procedural Rule of the Public Service Commission published in the Extraordinary Gazette No. 1589/30 dated 20/02/2009.

(A) By the Annual Transfers Committee

Annual Transfer Committee s will be held in order to fulfill the requests made by officers who expect transfers. Besides, the transfer for an officer who has completed the due service period will be implemented by the Annual Transfer Committee in order to meet the administrative and management requirements of the Sri Lanka Education Administrative Service in implementing the scope of the Ministry in charge of the subject of Education. These transfers shall be effective from the 31st March 2023.

(B) Non-annual transfers

In addition to annual transfers, the Sri Lanka Education Administrative Service is not subject to transfers on daily basis. The officers under the Government are subject to transfer orders of the Education Services Committee on administrative requirements and disciplinary reasons. The requests made by the officers for mutual transfers and on sympathy basis should be submitted to the Education Services Committee with the observations and recommendations of the Secretary to the Ministry of Education.

2. Particulars of the officers who are subject to annual transfers

2.1 Following officers out of all officers who are currently serving in Grade I, II and III of Sri Lanka Education Administrative Service (Including Principals, Deputy Principals and Officers who have been released for the service of Provincial Councils) shall be subjected to transfers.

2.1.1 All officers who have completed a consecutive service period of 06 years in any service station (In central government) under the Ministry of Education.

2.1.2 All officers who have completed a service period of 12 years or more in a place/s of work belonged to any Provincial Council (Provincial, Zonal, Divisional Education Offices and Provincial Schools) consecutively or interruptedly.

2.1.3 The officers who have been promoted to Grade I of the Sri Lanka Education Administrative Service, but currently serving in Grade II and III of the Sri Lanka Education Administrative Service.

2.2 The officers who have completed a minimum service period of more than 03 years are qualified to apply for the annual transfers.

2.3 Transfers made for the posts such as Provincial Director of Education, Director of Education of the Ministry of Education, Chief Commissioner (Teacher Education), Commissioner of Examinations, Commissioner of Education Publications and Principal appointed on the recommendation of an interview board are made only among the officers permanently appointed for those posts. Further, transfers will not be given as per the transfer procedure to fill the vacancies arising in those posts due to retirement of the officers permanently appointed to the said posts or other reasons, and the vacancies will be filled up in accordance with the service minute.

Note:

- i. The officers who have completed a service period of less than 12 years interruptedly or consecutively in a Provincial, Zonal or Divisional Education Office of a Provincial Council and the officer who have served for 06 years or more will be transferred between the Offices in the Provincial Council by an institution or an authority delegated by the Provincial Governor.
- ii. The transfer of an officer who have been temporarily released to a Provincial Council to a place outside of the relevant Provincial Council is made with the agreement of the relevant Provincial Governor or the Authority delegated by the Provincial Governor.
- iii. The officer who have been temporarily released to a Provincial Council under the annual transfers are placed within the said Provincial Council by the Institution or the Authority delegated by the Provincial Governor.

3. Composition of the Annual Transfer Committee

The Secretary to the Ministry of Education will appoint the Annual Transfer Committee consisted with the following officers.

- I. Additional Secretary (Education Services Establishments) – Chairman
- II. Senior Assistant Secretary (Education Services Establishments) – Member
- III. A Trade Union representative from Sri Lanka Education Administrative Service
– Member

4. Composition of the Annual Transfer Proposals Review Committee

- I. Secretary to the Line Ministry of Education - Chairman
- II. Additional Secretary (Education Services Establishments) – Member
- III. A Senior Assistant Secretary of a Ministry rather than the Ministry of Education Member

4.1 Annual Transfer Proposals Review Committee should be formed in order to consider the appeals in respect of transfer orders submitted with the recommendations of the Heads of Institutions. It will examine the following particulars and take the decisions accordingly.

- 4.1.1 Transfers made in contrast to the transfer policy
- 4.1.2 Transfers made in contrast to the requests of the officers
- 4.1.3 Requests submitted with acceptable recommendations about sympathetic circumstances such as sudden hardships, misfortunes and diseases occurred after the date of application for transfers.

5 .General facts to be considered in making transfers

- 5.1 The priority is given to the service requirements when these transfers are implemented.
- 5.2 Time in connection to annual transfers is calculated as at 31st December of the previous year. (eg: 31.12.2022 is taken for the annual transfers in 2023)
- 5.3 The officers who apply for transfers and are subjected to transfers should present a transfer application in accordance with Form 01 indicating three places of works preferred to be transferred to. Only the applications submitted in accordance with the relevant form will be considered for transfers.
- 5.4 The attempts will be taken to give transfers to the service station mentioned in the transfer application form. If the transfer cannot be given to the requested service station, another suitable service station will be provided as per the discretion of the Transfer Committee according to the service requirement.
- 5.5 The transfers are not made directly to a post in a Provincial Council under the annual transfers and only temporary releases are made to the relevant Provincial Council for the purpose of making transfers. Placement of the officers who are released to a certain Provincial Council within the said Provincial Council will be done by an institution or an authority delegated by the Provincial Governor.

- 5.6 The officers who have not applied for transfers, but have exceeded the relevant period mentioned in 2.1 will also be given transfers at the discretion of the Transfer Committee in consideration of service requirement. In giving such transfers, the service period will be calculated in descending order from the officer having longest service period in a same service station.
- 5.7 The officers beyond 58 years of age shall not be generally transferred outside the district without the request of the officer or based on any other specific grounds. However, they shall be subjected to transfers within the district.
- 5.8 If both the officer and the spouse are in the public service, the Transfer Committee should take every possible effort to let both to serve in a same area at their request.
- 5.9 The requests made with the recommendation of the Head of Department / School Principal with acceptable facts such as school going children, disabled children, and spouses bed-ridden due to long term ailments and spouses in abroad should be taken into consideration.
- 5.10 In accordance with the provisions of the Public Administration Circular 01/2014, when the officer has requested a transfer to an office situated in a Divisional Secretary's Division where the administrative language is an official language which is not the language in which the officer joined the service, the priority shall be given for transfers at such instances.
- 5.11 If a spouse of an officer submits written evidences as to have been disabled during operations duties of the Police, Three Forces in North and East, the transfer of officers should be made only at their request. Also, the requests for transfer from such officers should be prioritized.
- 5.12 When officers are transferred by the Transfer Committee, the attempt should often be taken to maintain the junior/senior balance of the staff of the relevant institution.
- 5.13 When an officer considered under paragraph 2.2 of the Annual Transfer Scheme has applied for a transfer to another service station, the officers who have fulfilled the requirements of paragraph 2.1.1 / 2.2.2 and are having with the longest service period at that service station can be given transfers to the outside of that office.
- 5.14 When a transfer has been granted at the request of an officer and if the said officer get it cancelled making a request by himself for the cancellation of the transfer (at a very reasonable request), his/her entitlement to apply for the transfer is limited for the next 3 years, but if the requirements mentioned in the above paragraph 2 have been met, the said officer will be transferred to a suitable service station after giving priority to other officers.

- 5.15 A list of officers who have served in the Ministry of Education, National Schools and Institutions under Central Government for more than 06 years with their age, period of service, area of residence and 3 locations preferred to work if transferred and all the particulars should be duly completed as per Form 02 and sent to the Secretary of the Line Ministry of Education by the Heads of the relevant Institutions (before the date informed by the Secretary to the Ministry of Education)
- 5.16 Heads of Institutions/Departments should hold the responsibility of presenting accurate and complete details about the officers who have completed more than 06 years of service in all Departments, other Institutions and National Schools. If any false or incomplete information is found, the Heads of the relevant Institutions/Departments and the officers who prepared and checked the said lists will be responsible for that.
- 5.17 A list of officers who have served under a Provincial Council for more than 12 consecutive years with their age, period of service, area of residence, 3 locations preferred to work if transferred and all the particulars should be duly completed as per the relevant form and sent to the Secretary of the Ministry of Education by the Provincial Director of Education before the date informed by the Secretary of the Ministry of Education with the consent of the Provincial Governor or the officer authorized by the Provincial Governor.
- 5.18 The transfers can be given to the officers among all the posts belonged to each Grade subject to the conditions mentioned under 2. 3 and the successor should be only an officer of the Grade relevant to the post held by the transferred officer.
- 5.19 The number of officers similar to the officers transferred to outside of a Provincial Council will be transferred into the relevant Provincial Council.
- 5.20 The number of officers similar to the officers transferred to outside of an Institution will be transferred into the said Institution at every possible event.
- 5.21 When an officer who has served in a certain service station for more than 6 years requests for a transfer, the officer who has fulfilled the requirements of Section 5.15 or 5.16 and has the maximum period of service in the said place can be given a transfer to outside of that place.
- 5.22 The actions should be taken to release the officers who have been transferred from the Ministry/ Department by the Transfer Committee enabling them to assume duties at the new service station on the due date without retaining them until the arrival of their successors.(As per Form No. 07). The details about the Heads of Institutions who act in contrast to these provisions should be reported to the Secretary of the Ministry of Education.

- 5.23 For the proper implementation of the National Transfer Policy, it is the responsibility of the Provincial Authorities to release the officers who have been transferred outside to the Provincial Council by the Transfer Committee enabling them to assume duties at the new service station on the due date without retaining them until the arrival of their successors.
- 5.24 It is the responsibility of the Provincial Director of Education to obtain the concurrence of the Provincial Governor or the officer authorized by the Provincial Governor to release the officers who are transferred outside to a Provincial Council in accordance with the Annual Transfer Orders prior to the implementation of transfers.
- 5.25 All officers who have received a transfer order are obliged to report to the new service station on the due date. After an officer assumes the duties, the Secretary of the Ministry of Education should be informed in Form No.06 through the Head of Department.
- 5.26 If the officers who have received transfer orders are not released after the due date, it is in contrast to the transfer schemes. Consequently, the actions should be taken by the Heads of the relevant institutions to release the officers who have been transferred on the annual transfer orders enabling them to assume duties at the new service station on the due date without retaining them until the arrival of their successors. If the officers are not released, the responsibility for further payment of their salaries should be taken by the Heads of the Institution.
- 5.27 In case of an officer who has been duly transferred on an annual transfer order and does not report for duties at the new service station, the Head of the Department/Institution to which the officer has been transferred should take actions to issue a Vacation of Post (VOP) notice in terms of the Section 217 of the Procedural Rule of the Public Service Commission.
- 5.28 Heads of Ministry / Provincial Council / Departments shall inform in Forms No. 08 and 09 the Secretary of the Ministry of Education on the details of the officers who were released / not released and the officers who reported to duty and not reported to duty before the 30th of April of the year in which the transfer takes effect.
- 5.29 The actions should be taken by the Heads of Departments/Institutions or Secretaries of Provincial Ministries to train other officers beforehand in the duties of the officers who are expected to receive transfers so that the annual transfers can be implemented on the due date. The requests made later on such matters will not be considered.
- 5.30 If the Heads of Institutions hold the view that any officer who is likely to be transferred should be retained in the institution for another year due to service requirement, it should be explained at the time of sending the recommended application and submitted his/her request to the Secretary of Ministry of Education with the relevant recommendation. It should be proceeded accordingly by notifying the Transfer Committee. An officer who has been given this opportunity once will not be allowed for another time for such opportunity.

5.31 After an officer transferred for a Grade 1 post assumed the duties in the relevant post, a letter appointing such officer to the relevant post will be issued by the Education Services Committee of the Public Service Commission,

06. The Schedule of the Annual Transfers

	Task	Date
01	Establishment of Annual Transfer Committee	Before 01 st of September 2022
02	Issuance of the notifications for Annual transfers	Before 30 th of September 2022
03	Submission of the duly perfected annual transfer applications to relevant authority	Before 31 st of October 2022
04	Submission of applications to the Transfer Committee by the relevant authority	Before 20 th of November 2022
05	Handing over of the transfer proposals of the Annual Transfer Committee in writing to relevant authority	Before 30 th of November 2022
06	Issuance of the notifications regarding the proposed annual transfers and appointment of Annual Transfer Proposals Review Committee	Before 15 th of December 2022
07	Closing date for receiving appeals by Annual Transfer Proposals Review Committee	Before 31 st of December 2022
08	Submission of the recommendations in writing regarding proposed annual transfers by Annual Transfer Proposals Review Committee to relevant authority	Before 15 th of January 2023
09	Issuance of the final annual transfer orders	Before 31 st of January 2023
10	Submission of appeals for the schools of Public Service commission.	Before 15 st of February 2023
11	Giving effects to the Annual Transfers	Before 31 th of March 2023
12	Providing details on those officers released for service station and reported to the head of the Ministry	Before 30 th of April 2023

7. Issuing the Notice on Proposed Annual Transfers

- 7.1 The new transfer proposals should be submitted by the Annual Transfer Committee to the Secretary of the Line Ministry before 30th November of each year.
- 7.2 Immediately after the receipt of the proposals of the Annual Transfer Committee , the notice about the proposed annual transfers should be issued before 15th of December.
- 7.3 The officers who are unsatisfied by the transfer orders mentioned in the said notification should submit their explanations directly to the Secretary of the Ministry through the Head of the Institution in accordance with the Form 04.
- 7.4 Such requests should be referred to the Secretary of the Line Ministry within 14 day (Including holidays as well) upon the issuance of transfer proposals.

- 7.5 Annual Transfer Proposals Review Committee may take steps to submit its written recommendations (As per no.04 of transfer scheme) about the request of the officer to the Secretary of the Line Ministry before 15th of January.
- 7.6 Annual Transfer Orders will be issued taking into consideration the proposals of the Annual Transfer Committee and the recommendations of the Annual Transfer Proposals Review Committee.

8. Procedures to be followed with reference to the appeals against Annual Transfer Orders

- 8.1 The appeals made after the decisions of Annual Transfer Proposals Review Committee should be submitted to the Public Service Commission as per the section 231 in Chapter XX of the Procedural Rules of the Public Service Commission.
- 8.2 Such appeals should be made only in accordance with the Form 5A and 5B. Further, the certified copies of relevant documents to prove the reasons stated by the officers should be presented along with the appeal.
- 8.3 An officer should submit an appeal to the Public Service Commission through the Secretary of the Line Ministry and the officer can submit an advance copy of the appeal directly to the Public Service Commission if he/she so desires.
- 8.4 An appeal against the transfer order shall be made within 14 days of the receipt of the transfer order. Appeal not within the stipulated time shall be rejected by the Public Service Commission.
- 8.5 It is the responsibility of every public officer to submit his appeal in accordance with requirements stipulated in Chapter XVIII of the Procedural Rules of the Public Service Commission, and the appeals that do not meet with those requirements will not be considered by the Public Service Commission.
- 8.6 A Public Officer aggrieved by an order or decision made by the Public Service Commission has the right to submit an appeal to the Administrative Appeals Tribunal in accordance with the provisions of the Administrative Appeals Tribunal Act. No. 4 of 2002.

9. Responsibility of the officers

- 9.1 The officers subject to transfers should submit an application for transfers. Even if such an application is not submitted, those officers are subject to annual transfers under the provisions of this circular.
- 9.2 All officers who received an annual transfer order are obliged to report to the service station on the due date.

10. The provisions stipulated in Sections 214, 215, 216 and 217 of the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No. 1589/30 will be effective in respect of executing the annual transfers.

On the order of Public Service Commission,



Secretary,
Ministry of Education.

M.N. Ranasinghe
Secretary
Ministry of Education
"Isurupaya"
Peliawatta, Battaramulla

Date - 07.09.2022.

Official Stamp -

Application for Transfers**(For Officers in Grade I, II and III of the Sri Lanka Education Administrative Service)****Part - A****01. Personal Details:**

1.1 Name (As indicated in the letter of appointment):.....

1.2 Name with initials, if any change has been made:

1.3 Name in full:.....

1.4 National Identity Card Number:

1.5 Date of Birth:

1.6 Sex:

1.7 Personal Address:

1.8 Telephone Number Residence: Mobile:

1.9 Marital Status:.....

1.9.1 Name of the Spouse:

1.9.2 Occupation:.....

1.9.3 Service Station:.....

1.9.4 Details of the children:

No	Names of the children	Age	Schools attending

02. Details of Service

2.1 Date of First Appointment :

2.2 Service Category :

2.3 Present Grade :

2.4 Present Designation :

2.5 Date appointed to the said post :

2.6 Present Service Station :

2.7 Official Telephone Number :

2.8 Period of Service as at 31.12.2022 : Years..... Months Days

03. Reasons for requesting a transfer :**Previous Service Stations:**

Post	Service Station	Period of Service

04. Service Station to which the transfer is sought

No	Post	Service Station

I hereby certify that the above particulars are true. Further, I convey my consent to be transferred to any service station requested by me/ service station in a close proximity to those service stations. I agree that I have no right to request for cancellation of transfer order once such order is given on my request.

Date:

Signature:

Part - B

Recommendation of the Principal (For officers serving in National Schools)

Zonal Director of Education,

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

Date

Signature
(Principal)

Part - C

Recommendation of the Zonal Director of Education

Additional Secretary / Provincial Director of Education

There are / there are no disciplinary inquiries and audit queries regarding this officer during the period of last five years. (If available, please give details)

.....

.....

.....

.....

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

Date.

.....
Zonal Director of Education / Staff Officer of
the institute in charge of the personal file or
the head of the institute

Part – D

Recommendation of the Head of the Department / Institute

Secretary to the Ministry of Education

- (a) The request of the officer is recommended and submitted
- (b) It is recommended that the officer can be released from the service with a successor / without a successor / on the basis of giving a successor later.
- (c) The officer cannot be released from this institute due to the following reasons.

.....

.....

.....

.....

.....

Date.

.....
Head of the Department / Institute / Provincial
Director of Education



Please fill this form separately for each grade of the Sri Lanka Education Administrative Service
(For Grade I, II and III)

Register of the officers who served more than 06 years in Ministry of Education /National Schools/Institutions under the Central Government Year

Ministry/Department/Provincial Council :
Regional Office/District :
Include the names of officers in descending order with the longest period of service at the beginning

Serial No	Name of the officer and N.I.C No:	Date of Appointment and period of service	Post and Grade	Personal Address	Date of Birth and Age as at	Disciplinary and audit inquiries for the officer during last 5 years. Yes/ No	Marital Status – Service station of the Spouse	No. of Children and No. of School Going Children	Is the spouse employed in military service?	Service Stations and the periods of service at those service stations	Reasons for requesting a transfer	Preferred Places for transfer	Decision of the Transfer Committee (For Office use Only)

I hereby certify that the details of all officers have been included in this form.

Prepared by: Name: Signature: Post:

Checked by: Name: Signature: Post:

Date :

Signature and Official Stamp of the Head of Department

Please fill this form separately for each grade of the Sri Lanka Education Administrative Service
(For Grade I, II and III)

Register of the officers who have served more than 12 years in the institutions under a Provincial Council

Provincial Council :
Regional Office. :

Include the names of officers in descending order with the longest period of service at the beginning

Serial No	Name of officer (Mr. / Mrs. / Miss.)	Date of Appointment	Post and Grade	National Identity Card No	Present area of residence and the address	Date of birth and age as at 3.12.2022	Disciplinary inquiries for the officer during last 5 years. Yes/ No	Marital Status – Service station of the Spouse	Number of children and schools attending	Is the spouse employ ed in military service?	Stations served and the periods of service from the first appointment	Whether applied for an annual transfer? If not, indicate 3 stations willing to serve if transferred.

I hereby certify that the details of all officers have been included in this form.

Prepared by: Name: Signature: Post:

Checked by: Name: Signature: Post:

Date:

Signature and Official Stamp of the Head of Department

Transfers in Sri Lanka Education Administrative Service 2022/2023 - Application for Appeal

Ministry:

Department:

Provincial Council:

Identification Number of the Transfer List:

(A) Should be filled by the Officer

01. Full Name of the officer (in Clear Letters): Mr/Mrs./Miss:

1.1. Name with Initials:

1.2. National Identity Card No:

1.3. Permanent Address:

1.4. Residential Address:

1.5. Address of the new place of residence if the residence is due to be changed in 2023:

02. Service Station to which the officer is transferred:

03. Post and Grade:

3.1 Date of entry to the service:

3.2 Date of entry to the present grade:

04. Date of Birth (Age as at 31.12.2022): Year..... Month..... Days.....

05. Details of Service Date of Appointment Service Station From / To

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

06. No of the Annual Transfer List:

07. Request to Cancel / Revise the given Transfer:

08. Reasons for Appeal: (Certified documents should be presented to substantiate the relevant reasons)

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

09. Service Station to which the transfer should be granted/ revised:

Ministry:

.....

Department:

.....

School:

.....

Date

.....
Signature of the Officer

(B) Observations of the Head of Department:

1. Above details are correct according to the particulars available in the personal file/ files of the office.

11. Explanation and recommendation for cancellation/ revision of the transfer:

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

Date

.....
Signature and Official Stamp of the Secretary of
the Ministry /Head of the Department / Institute

(Delete inapplicable words. The incomplete appeals shall not be considered by the Appeal Board. Please use the reverse of the page to indicate further details)

Appeal against the Annual Transfers

Submission of appeals to the Public Service Commission on the decisions with regard to Annual Transfers 2023
Particulars of the Appellant

A. Personal Details

01. Name with initials:			
02. Class and Post			
03. Date of Birth:YYYY/MM/DD	04. Age: (As at 31.12.2022)	05. National Identity Card No:	06. Sex:
07 Permanent Address:	08.Temporary Address:	09 Telephone No:	
Divisional Secretary's Division:		Office:	
District:		Personal:	
10. Marital Status:	11 Name of the spouse:	12 Occupation and service stations of the Spouse:	
13.Number of children:	14.Age of the children:	15.Schools Attending:	

B. Details of Service:

16. Date of appointment to the post:	
17.Present service station:	18.The town where the service station is located:
19.Date of reporting to the present service station: YYYY/MM/DD	20. Period of service at the present service station: (As at 31.12.2022) Years..... Months..... Days.....

21. Previous service stations in the Public Service:	Service station	Period of service	
		From	To
1.			
2.			
3.			
4.			
5.			

C. Details on request for transfer (Mark ✓ in the relevant cage)

22. Have applied for annual transfers	Yes		If applied for annual transfers, service stations applied for	
	No		1	
			2	
			3	
Indicate the service stations, if transfers have been received:				
The distance from the place of residence of the officer to the service station to which he/she has been transferred (K.m):				

23. Have applied for the Annual Transfer Proposals Review Committee:	Yes	
	No	

D. Particulars of the request made to the Annual Transfer Proposals Review Committee:

24. Requests made to the Annual Transfer Proposals Review Committee:		
Cancellation of the transfer		If applied for revision of the transfer/ new service stations, indicate the places
Revising the transfer		1
Obtaining a new transfer		2
		3

25. Decision of the Annual Transfer Proposals Review Committee:

E. Particulars of the request made to the Public Service Commission:

26. Reasons for making an appeal to the Public Service Commission against the decision of the Annual Transfer Proposals Review Committee
1
2.
3.....

27. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.

Annex (01)

Annex (02)

Annex (03)

28. Reliefs sought

I.

II.

III.

I hereby certify that all the particulars above are true and accurate.

.....
Date

.....
Signature

F. Recommendations of the Secretary of the Ministry/ Head of the 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. I do/ I do not recommend the appeal due to the reasons mentioned below:

I.

II.

III.

.....
Date

.....
Signature

G. Recommendations of the Transfer Authority

I. Number of officers in the transfer cycle:

II. Recommendation on the appeal:

.....

.....

.....

.....
Date

.....
Signature

Appeals on Annual Transfers

Submission of appeals to the Public Service Commission on the decisions with regard to Annual Transfers 2023
Particulars of the other officers in the transfer cycle

1. Name and post of the appellant:
2. Details of the other officers in the transfer cycle of the appellant:
.....

A. Personal Details

01. Name with initials:			
02. Post and Class			
03. Date of Birth :YYYY/MM/DD	04. Age:(As at 31.12.2022)	05. National Identity Card No:	06. Sex:
07. Permanent Address: Divisional Secretary's Division : District:		08. Temporary Address: Office: Personal:	
09. Telephone No:	10. Marital Status:		
11. Name of the spouse:		12. Occupation and service stations of the spouse:	
13. Number of children	14. Age of the children:	15. Schools Attending:	

B. Details of Service

16. Date of appointment to the post:	
17. Present service station:	18. The town where the service station is located:
19. Date of reporting to the present service station: DD/MM/YYYY	20. Period of service at the present service station: (As at 31.12.2022) Years..... Months..... Days.....

21. Previous service stations in the Public Service:	Service station	Period of service	
		From	To
1.			
2.			
3.			
4.			
5.			

C. Details on requests for transfer (Mark ✓ in the relevant cage)

22. Have applied for annual transfers	Yes		If applied for annual transfers, service stations applied for	
	No		1	
			2	
			3	
Indicate the service stations, if transfers have been received:				
The distance from the place of residence of the officer to the service station to which he/she has been transferred (K.m)				

23. Number of officers in the transfer cycle:

24. Have applied for the Annual Transfer Proposals Review Committee:	Yes	
	No	

D. Particulars on the request made to the Annual Transfer Proposals Review Committee:

25. Requests made to the Annual Transfer Proposals Review Committee:		
Cancellation of the transfer		If applied for revision of the transfer, indicate the places
Revising the transfer		1
Obtaining a new transfer		2
		3

26. Decision of the Annual Transfer Proposals Review Committee:

E. Details on the requests made to the Public Service Commission:

27. Whether an appeal has been made to the Public Service Commission:

28. Recommendation of the Secretary to the Line Ministry of Education on the possibility of fulfilling the request of the appellant:

.....
Date

.....
Signature

Name with Initials:

Service Station :

Date :

Through:

Through:

Secretary,

Ministry of Education

Reporting to the duty of the new service station

I, who was released from the service with effect from (date released) as per the annual transfer order of the Sri Lanka Education Administrative Service of the year(year), bring into your kind notice that I reported for duty at(service station)on (date reported for duty).

Yours Sincerely,

Signature:.....

Service:.....

Grade:.....

National Identity Card No. :

I confirm that he/she reported for duty.

.....
Date

.....
Signature and the official stamp of the
Head of the Institute

Copies:

Form No. 07

My Number

Ministry/Department/Provincial Council/
Zonal Education Office /National School

Date

Through:

Through:,

Mr./Mrs./Miss.,

Post :

Releasing from the service on the receipt of annual transfer

I kindly inform you that the above-named officer is released from the service with effect from (date of releasing) enabling to report for duty at the (new service station) as per the annual transfer order of the Sri Lanka Education Administrative Service of the year (year).

.....
Signature and the official stamp of the
Head of the Institute

Copies: Secretary, Ministry of Education

Form No. 08

**Officers transferred to Ministry / Department / Provincial
Council / Zonal Education Office / National School**

Service: - Sri Lanka Education Administrative Service

Name	National Identity Card Number	Grade	Date released from the previous service station	Date reported for duty at new service station	Has the Form No.06 been sent to the Secretary of the Ministry of Education?

.....
Date

.....
Signature and the official stamp
of the Head of the Institute

Form No. 09

**Officers transferred from Ministry / Department /
Provincial Council / Zonal Education Office / National School**

Service: - Sri Lanka Education Administrative Service

Name	National Identity Card Number	Grade	Date released	Has the Form No.06 been sent to the Secretary of the Ministry of Education?

.....
Date

.....
Signature and the official stamp
of the Head of the Institute

