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Ministry of Education
"Isurupaya"
Battaramulla
07.09.2022

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.