

## Annual Transfer Procedure for Social Services Officers

### 01. Introduction

Transfer procedure of the Social Services Officers is prepared in accordance with the provisions of 202 rule in Chapter XVIII of (volume 1) Procedural Rules of Public Services Commission published in the Gazette Extra Ordinary no 1589/30 dated 20.02.2009 by the Public Service Commission (Approval was granted by the letter No. PSC/EST/3/4/2013 dated 29.01.2015.)

### 02. Particulars of the officers who are subjected to Annual Transfers

#### 2.1 Relevant Officers

This Annual Transfer Policy is relevant to all Social Services Officers of Grade I, and II served in the Department of Social Services.

#### 2.2. Particulars of the officers subjected to Annual Transfers

- I. The officers of Grade I,II who have completed the service in their station continuously for a period of 02 years and have completed 5 years of service are eligible to apply for annual transfers.
- II. The officers who have served in a same station for more than 05 years are subject to transfers
- III. The officers who have served in a same district for more than 05 years are subject to transfers

#### 2.3 Classification of Service Stations

##### 2.3.1 Classification of Service Stations as per the distance

Very favorable work places - Places located on less than 10km to the residential house

Favorable work places- Places located between 10km -30 Km to the residential house

Unfavorable work places - Places located between 30km -60 Km to the residential house

Difficult work places - Places located between 60km -100 Km to the residential house

Very difficult work places - Places located on more than 100km to the residential house

##### 2.3.2 Classification of Service Stations as per the

Very popular work places - work places where there is high demand

Popular work places - work places where there is normal demand

Unpopular work places - work places where there is less demand

Very unpopular work places - work places where there is very less demand

### Note

Residence will be confirmed from the Grama Niladhari Certificate as per the information mentioned in the personal file and as the case may be

03. Particulars of the Composition of Annual Transfer Committee

- I. Assistant Director (Admin) - Chairman
- II. Administrative Officer
- III. A representative nominated by each trade union with a minimum representation of social service officers

04. Particulars of the Committee for Reviewing Annual Transfer Proposals

- I. Director of Social Services
- II. Additional Director
- III. Assistant Director (Admin)

05.

5.1 Particulars of the officers subjected to Annual Transfers

This Annual Transfer Policy is relevant to all Social Services Officers of Grade I, and II served in the Department of Social Services.

5.2 General Matters

5.2.1 Priority will be given to exigencies of service in executing these transfers.

5.2.2 Time of Transfer in connection to Annual Transfers will be calculated on 31st December in previous year.

5.2.3 When calculating the period of services, first day of January of the year on which the officer reported for duty should be treated as the first day of his service. However, the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the Transfer Committee will take that in to consideration (Further, the period in which the officer was not in service owing to the circumstance beyond his control, shall not be taken into consideration of period of service)

5.2.4 Only applications prepared as per the form will be considered for transfer requests and appeals.

5.2.5 Every possible step is taken to give the first preference work station from the transfer order for every officer. In case an officer is not in a position to get a work station on first preference, his second preference will take as the first preference and attempts are taken give transfers accordingly. In case the second preference also fails, third preference of the officer will be considered as the first preference.

5.2.6 Generally, every possible step should be taken to transfer an officer, at his/her request, to a work station close to the area where the service station of the spouse is situated. In selecting officers for service in unpopular stations, unmarried officers and

married officers without school going children should wherever possible, be given priority rather than selecting married officers with school going children

5.2.7. When making transfers, requests made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as school going children, disabled children and spouse paralyzed due to long term illnesses and cases where spouse is abroad should be taken in to consideration.

5. 2. 7. 1. Generally, every possible step should be taken to transfer an officer, at his/her request, to a service station close to the area where the service station of the spouse is situated. In selecting officers for service in unpopular stations, unmarried officers and married officers without school going children should wherever possible, be given priority rather than selecting married officers with school going

5.2.8 If a mandatory service period has been fixed for an officer in a particular post, transfer requests will be considered after that service period.

5.2.9 If an officer attains 60 years of age as on 31st December of the current year, transfers will not be made without his or her request..

5.2.10 Generally, every possible step should be taken to transfer an officer, at his/her request, to a work station close to the area where the service station of the spouse is situated. In selecting officers for service in unpopular stations, unmarried officers and married officers without school going children should wherever possible, be given priority rather than selecting married officers with school going children

### 5.3 Procedure for providing work places

5.3.1 If an officer who has not completed the prescribed period of service at a station requests transfer to another station, it will be considered only in the absence of a request from an officer who has completed the period of service for the second station. Moreover, the request of an officer whose service period is incomplete will be considered only if there is a vacancy in the second workplace and if any officer has applied for the service of that officer's workplace. An officer who has completed the prescribed period of service at the second station or more will not be removed for the officer who is seeking transfer with incomplete service. However, if the service period of the incomplete officer was reduced to fulfill a departmental requirement and the service period is 06 months or less than the minimum service period prescribed for that position, the officer who completed the service at the second position will be transferred out.

5.3.2 When an officer who has completed the prescribed period of service at any service station requests transfer to another service station, the officers with more than 05 years of service at the second service station or with 05 years of service at the second station will be transferred out of it in order to fulfill the request.

5.3.3 Only when there is no priority as per the clauses mentioned so far and more officers have applied for the same post, the following order of priority will be used to select the most suitable officer among them.

- I. Spouse of an officer engaged in government service in the district to which the applied service station belongs or in adjacent districts.
- II. The officer has not served at the place of application during his previous service or minimum number of years of service. (If one's service period is 07 years or less excluding training period in the department, it will not be considered as priority.)
- III. Being officers who have children studying in schools in the district where the applied post is situated or in an adjoining district.

If the length of service in difficult positions is equal during the previous service of the officer, then the officer with more continuous service will be given priority.

This benefit is given based on priority and not to meet the majority of the above.

However, under this clause (5.3.3) a person shall be eligible for re-transfer to a duty post only after a period of ten (10) years, which is two consecutive "ordinary periods of service" spent at different duty stations.

5.3.4 A newly appointed officer attached to Head Office who has completed 05 years post training but has not received first transfers will be eligible to claim annual transfers. The attachment of an officer on temporary basis will not be the first transfer of that officer or officer. However, the temporary assignment of such an officer who has been temporarily assigned for a period of 01 year or more will be considered as a permanent transfer.

5.3.5 Every transfer order shall be effective from 01st January of each year.

5.3.6 Officers with more than 05 years of service in a particular post may be subject to transfers to fulfill the demands of other applicants or to fill a vacancy arising in another external office or may be subject to transfers even if such officers do not wish to get transferred. An application form should be submitted at the appropriate place. (If you want to stay in your current place, it should be mentioned in the relevant place of the application.)

Similarly, it will be given to the officers re-applying at the same place of duty subject to the requirements mentioned above in this paragraph. Thus the current position will be given with effect for one year only. Therefore, the officers who wish to stay at that place should reapply every year.

5.3.7 When a vacancy occurs in a work place where no officer has requested transfer

- (1). Officers who have not requested any transfer beyond the prescribed period of service in the head office or other service station
- (2). Officers who requested for transfer but could not be given any transfer as per the transfer procedure
- (3). In the case of selection of officers for that post, when there are equally qualified officers, the order of priority to be considered for filling up the vacancy in the post concerned will be as follows.
  - a. Unmarried Officers
  - b. Married Officers without school going children
  - c. Selection will be made on the basis of priority of married officers with school going children.

5.3.8 Officers in Trade Unions such as Chairman / Secretary/ Treasurer who expect to enjoy the concessions indicated in this Section should prepare their applications in this regard (In terms of sub Section 7:5 of Chapter XXV of Establishments Code) These positions should be positions approved in a General Assembly meeting.

## **06. Time Table of Annual Transfers**

- I. Before 01<sup>st</sup> June - Setting up of Transfer Committees.
- II. Before 31<sup>st</sup> July - Submission of application forms for annual transfers to Director of Social Services
- III. Before 10<sup>th</sup> August - Annual positions received by the Director of Social Services  
Submission of transfer application forms to the respective Annual Transfer Committee.
- IV. Before 31<sup>st</sup> August - Transfer proposals of the Annual Transfer Committee  
Submit in writing to the Director of Social Services.
- V. Before 15<sup>th</sup> September - Issuance of the Annual Transfer Notice
- VI. Before 15<sup>th</sup> September - Appointment of Annual Transfer Proposal Review Committee
- VII. Before 15<sup>th</sup> October - The Annual Transfer Proposal Review Committee submits its written recommendations to the Director of Social Services regarding the proposed annual transfers.
- VIII. Before 1<sup>st</sup> November - Issuance of annual transfer orders
- IX. From 01<sup>st</sup> January 2022 - Annual Transfer orders are effective

6.1 In accordance with this transfer procedure, all officers who have received annual transfer orders are bound to report for duty at their duty station on the appointed date.

## **07. Submission of Appeals against Annual Transfer Orders**

7.1 If an Elders Rights Promotion Officer is not satisfied with his transfer order he can submit an appeal against any transfer order to appeal review committee. This appeal should be submitted in terms of the Format 1 of the Procedural Rule of the Public Service Commission and in order to prove the matters produced by the officer himself, certified photocopies of the relevant documents should be submitted.

- 7.2 An appeal by a Government servant to the Public Service Commission shall be made only through the relevant Head of Institution, Head of Department, Secretary of Ministry and/or delegated authority.
- 7.3. However, the said government officer has the ability to directly forward a copy of the said appeal to the Public Service Commission.
- 7.4 Any appeal against the transfer order should be submitted by the Public Officer within 14 days of receiving the transfer order. Appeals not submitted within the due period are rejected by the Public Service Commission.
- 7.5 All files, documents and reports related to the appeal handed over by an officer to the Commission for referral, and the same appeal with his observations on the appeal and recommendations along with form sheets No. 01 and 02 shown herein to the Public Service Commission before 15th November. The head of the relevant institution, the head of the department and the secretary of the ministry and the delegated authority should deal with the presentation.
- 7.6 A decision will be taken by the Public Service Commission with regard to the appeals submitted by the public officers against a transfer order within 15 days of receiving the documents mentioned in Section 7.4 above.
- 7.7 The decision taken by the Public Service Commission with regard to an appeal submitted as 7above, will be directly informed to the appellant, and copies will be sent to the Director General of Combined Services and the Head of the Departments in order to update relevant files.
- 7.8 Any public officer who is not satisfied with an order or a decision taken by the Public Service Commission is entitled to submit an appeal to Administrative Appeal Tribunal in line with the provisions in Administrative Appeal tribunal Act No 04 of 2002. However, the relevant transfer order shall be applied without any change until the final decision of the Administrative Appeals Tribunal is received.

On the order of the Public Services Commission,

Director

Department of Social Services

Date

Official Stamp

## Application for Appeal on Annual Transfers

**Format No. 01**

Submission of Appeals to Public Service Commission against Annual Transfer Decisions of .....  
Particulars of appellants

**a. Personal Information**

01. Name with initials Name -			
02. Designation and Class			
03. Date of Birth - YYYY/MM/DD	04. Age -(As at .....12.31)	05. National Identity Card No. -	06. Gender
07. Permanent Address-	08. Temporary Address -	09. Telephone No:  Office <sup>cs</sup> - Personal -	
10. Marital Status	11. Name of Spouse - (If married )	12. Rank and work station of Spouse (If married )	
13. No. of Children-	14. Their age -	15. Schools of learning -	

**b. Service Information**

16. Date of appointment to the post -					
17. Present work 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 31.12.2021) .....years.....months.....days			
21. Have you served at popular service station/ service stations?					
22. Previous service stations in the public service	Service Station Popular service		Popular service station/ Not a popular service station	Period of service	
				From To	From To
	1				
	2				
	3				
	4				
	5				
6					



c. Particulars on requests for transfer (Mark ✓ in the relevant cage)

23	Have applied for annual transfers	Yes		If applied for transfers, service stations applied for 1. 2. 3.
		No		
Indicate the service station, if transfer orders have been received:				

24. Number of officers of the transfer circle.....

25. Whether you have applied for Transfer Review Committee	Yes	
	No	

26. Particulars on the request made to the committee for reviewing annual transfers:

Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for 01..... 02..... 03.....
Revision of the transfer		
Obtaining a new transfer		

27. Decision of the committee for reviewing annual transfers.
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28. Reasons for making an appeal to the Public Service Commission against the decision of the committee for reviewing annual transfers.....

- I. ....
- II. ....

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

- Annex 1.....
- Annex 2.....
- Annex 3.....

30. Reliefs sought

- I. ....
- II. ....
- III. ....

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

.....  
Date Signature

d. 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 ..... I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers ..... due to the reasons below.

I. ....

II. ....

III. ....

.....  
Date

.....  
Signature

e. Recommendations of the Transfer Authority:

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

II. Recommendation on the appeal: .....

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.....  
Date

.....  
Signature

Appeal on Annual Transfer

Format No. 02

..... **Particulars of the successor**

Name and post of the appellant: .....

Particulars of the successor relevant to the appellant

a . Personal Details

01. Name with initials:-			
02. Post and Class			
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at 31.12.2021)	05 National Identity Card No:	06. Sex:
07. Permanent Address:	08. Temporary Address:	09. Telephone No: Office: Personal:	
10. Marital Status:	11. Name of the spouse:	12. Occupation and service station of the spouse:	
13. Number of children	14. Age of the children:	15. Schools Attending:	

b. Service particulars:

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 31.12.2021) .....years.....months.....days			
Have you worked in a beneficial (preferred) place of work / places?					
22. Previous service stations in the public service:	Service Station		Popular service station/ Not a popular service station	Period of service	
				From	To
	1				
	2				
	3				
	4				
	5				
6					

c. Particulars on request for transfer (Mark ✓ in the relevant cage)

23	Have applied for annual transfers	Yes		If applied for the transfer, service stations applied for 1. 2. 3.
		No		
Indicate the service station, if transfer orders have been received:				

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

25. Particulars on the request made to the committee for reviewing annual transfers:

Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for 01..... 02..... 03.....
Revision of the transfer		
Obtaining a new transfer		

26. Decision of the committee for reviewing annual transfers
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27. Particulars on the request made to the Public Service Commission:

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28. Recommendation of the Director of Social Services on the implementation of the transfer cycle without prejudice to the successor officer if the appellant's request is granted

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f. Recommendations of the 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 not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers ..... due to the reasons below.

IV. ....

V. ....

VI. ....

.....  
Date

.....  
Signature

g Recommendations of the Transfer Authority:

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

II. Recommendation on the appeal: .....

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.....  
.....

.....  
Date

.....  
Signature