

Public Administration Circular Letter No : 03/2012

My No – EST-4/REEMP/02/0181
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07.
18.06.2012

Secretaries to Ministries,
Heads of Departments.

Preparation of Transfer Schemes for all Services in Public Sector

Your attention is drawn to the Public Administration Circular 21/2011 dated 25.10.2011 on the above subject.

02. Though instructions have been issued by the above Circular to Appointing/ Administrative Authorities who are in charge of the relevant services, to prepare transfer schemes urgently in accordance with the decision taken by the Cabinet of Ministers on 17.08.2011, it has been reported that transfer procedures have not yet been prepared.

03. Accordingly it is hereby requested to take immediate actions to prepare transfer schemes for all the services in the public sector inclusive all island services for which the transfer schemes have not been prepared so far, and to obtain the approval of the Public Services Commission. Your personal attention in this regard is solicited.

Sgd/ P.B. Abeykoon
Secretary
Ministry of Public Administration
and Home Affairs