

Public Administration Circular :19/2025

My No : CS/SLAS/ANN.TRA/SP-2026

Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07

14.07.2025

Secretaries of Ministries
Chief Secretaries of Provinces
Secretaries of Commissions
District Secretaries / Government Agents
Heads of Departments

ANNUAL TRANSFER PROCEDURE OF OFFICERS IN SPECIAL GRADE OF SRI LANKA ADMINISTRATIVE SERVICE - 2026

This transfer procedure is implemented for officers in Special Grade of Sri Lanka Administrative Service with the approval of the Public Service Commission as per provisions in Rule 251, Chapter XVIII, Volume 1 of Procedural Rules published in the Gazette extra ordinary No. 2310/29 dated 14.12.2022 by the Public Service Commission.

01. Appointment of the Annual Transfer Committee and its procedure

The Annual Transfer Committee is appointed by this Ministry to implement transfers of the officers of the Sri Lanka Administrative Service related to the year 2026, as mentioned in the transfer procedure. The role of this Committee is to make proposals on the manner in which the relevant officers should be transferred in order to consider the requests of the officers who expect to be transferred, to systematically grant transfers to officers within a reasonable period, and to prevent officers from staying at the same service station for a long time.

02. Composition of the Transfer Committee

The Secretary of this Ministry shall appoint the transfer committee which consists of the following officers.

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| I. A Secretary of another Ministry | - Chairman |
| II. Additional Secretary of this Ministry (Public Administration) | - Member |
| III. Director, Sri Lanka Administrative Service Division | - Member |
| IV. A representative from the Sri Lanka Administrative Service Association | - Member |

03. Opportunity to make representations against the proposals of the Annual Transfer Committee

Officers who are not satisfied with the proposals made by the above-mentioned transfer committee shall be given an opportunity to make representations on those proposals and those officers should send their representation as an appeal in writing to the address mentioned in No. 11 here before the date notified by the transfer committee. After that, those submissions will be reviewed by the following committee.

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| I. Secretary of this Ministry | - Chairman |
| II. Secretary of another Ministry who has not been a member of the Transfer Committee | - Member |
| III. Additional Secretary of this Ministry (Public administration) | - Member |

Note

Though transfers are made as per this circular, decisions on transfers can be reconsidered on special grounds only if a request is made by the transferred officers to the above-mentioned committee for reviewing transfers along with the recommendations of the Secretary of the respective ministry.

04. Particulars of officers who are subject to Annual Transfers

The following officers shall be considered for transfers as per this circular.

- I. The officers who have completed a minimum service period of six years (06) in one and the same service station, namely at a Ministry / Department / Institution or Provincial Council out of the Special Grade officers, shall be subjected to transfers as per this procedure, except the officers appointed by the Cabinet.
- II. The officers who have completed the maximum prescribed period at a popular service station as mentioned in No. 07 below.
- III. The officers who have completed a service period of at least two (02) years in one and the same service station, at their discretion.

05. Institutions which are subject to transfers as per the concurrence of the heads of the institutions

The officers in the Special Grade serving in the following service stations shall be considered for transfers under this circular only if the heads of the respective institutions express their concurrence to transfer those officers.

- I. Public Service Commission
- II. Election Commission
- III. Commission to Investigate Allegations of Bribery or Corruption
- IV. Finance Commission
- V. Delimitation Commission
- VI. National Police Commission
- VII. National Procurement Commission
- VIII. Audit Service Commission

- IX. Institutions for which special orders have been made by the Public Service Commission

06. Institutions that annual transfer committees should not deal with

Transfers of officers serving in the following institutions shall not be considered under this transfer procedure, considering the nature of those institutions.

- i. Presidential Secretariat
- ii. Office of the Prime Minister
- iii. Office of the Chief Government Whip
- iv. Office of the Leader of the House
- v. Cabinet Office
- vi. Office of the Leader of the Opposition

07. Classification of Popular Service Stations

The maximum period an officer can serve in the following popular service stations where posts in the Special Grade of Sri Lanka Administrative Service exist and incentive allowances are paid is indicated against each institution.

- | | |
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| I. Department of Customs | - 03 years |
| II. Department of Immigration and Emigration | - 03 years |
| III. Department for Registration of Persons | - 03 years |
| IV. Excise Department | - 03 years |

08. Other general matters to be considered in making annual transfers

- I. Priority will be given to the service requirement and period of service that an officer can serve in current service stations when these transfers are implemented.
- II. Time of transfer in connection with Annual transfers of officers who are not serving in popular service stations will be calculated on 31st December in the previous year. (e.g.: - 31.12.2025 for the Annual Transfers in 2026)
- III. Even though the service period of three years at a popular service station has not been completed as at 31.12.2025, the date on which the period of service is calculated, the officers who complete the service period of 03 years within the year 2026 shall compulsorily be subjected to transfer under this circular. Annual transfers shall be effective for such officers with effect from the date on which the period of three years is completed in the above manner (e.g., if the date of reporting for duty is 05.03.2023, the annual transfer will come into effect from 05.03.2026).
- IV. Transfer applications and representations made against transfers that are submitted strictly in accordance with the specimen form prepared and introduced for the purpose will be considered.
- V. All officers who have completed a service period of 06 years at a certain institution should submit an application for transfer, and action will be taken

considering that the officers who do not so apply for transfers are willing to work in any service station.

VI. All officers who have received a transfer order shall be bound to report to the new service station on the due date. Action should be taken by the respective heads of institutions to release the officers who are transferred outside the Department / Ministry by the Annual Transfer Committee without retaining them until the arrival of successors so as to enable them to assume duties at the new service station on due date.

VII. Refraining from releasing an officer, who has received a transfer order, from his service station after the effective date of the transfer is contrary to this transfer procedure.

VIII. In case where an officer, who has duly received an annual transfer order, is not reporting for duty at the new service station, the Head of the Department / Institution to which the officer has been transferred shall take necessary action to issue the notice on vacation of post as per Section 257(V) of the Procedural Rules of the Public Service Commission.

9. Soft copies of relevant forms can be downloaded from the web site of this Ministry by following the below path.

www.pubad.gov.lk → Services → Sri Lanka Administrative Service → Downloads

10. Cases which are not covered by the Annual Transfer Procedure

Special requests for transfers made outside this transfer procedure shall be submitted to the Secretary of this Ministry along with the recommendations of the Secretary of the respective Line Ministry / Chief Secretary of the respective Provincial Council. Accordingly, the Secretary of this Ministry will take an appropriate decision considering such requests if he is satisfied regarding the grounds for the requests.

11. Submission of applications

I. Annual transfer applications and representations made against the transfers that shall be made strictly in accordance with the specimen given in "Annex I" of this circular shall be sent to the following address along with the recommendation of the Secretary of respective line Ministry before the closing date of applications mentioned in the circular. The words "Annual transfers of officers in Special Grade of SLAS-2026" should be mentioned in the top left corner of the envelope containing the application.

**Secretary
Ministry of Public Administration, Provincial Councils and Local Government, Independence Square, Colombo 07.**

II. Particulars of the officers who are expected to be transferred as per this circular should be submitted by each institution in conformity with the format given in “Annex II”. Similarly, the particulars of the officers who have been serving in their institutions for six (06) years or more without receiving transfers should also be submitted in line with the format given in “Annex III”. Further, representations against the proposals of the annual transfer committee mentioned in No.03 of this circular should be made in conformity with the format given in “Annex IV”.

III. After the decisions of the Annual Transfer Committees and Committees to Review Transfers, all the requests with regard to cancellation, revisions and postponing of transfers shall be sent to this Ministry before the due date in line with forms given in “Annex V” and “Annex VI” enabling to submit them into the Public Service Commission

12. Non-Annual Transfers

Transfer orders shall be made by the secretary of this Ministry with the covering approval of Public Service Commission, depending on administrative requirements, exigency on service and disciplinary grounds. Action shall be taken regarding the requests made for mutual transfers that do not hinder routine duties and the requests containing reasons on urgent situations and reasons to be considered on sympathetic grounds, when they are submitted along with the observations and recommendations of the Secretary of the respective Ministry. However, transfers shall not be made as a routine duty of Sri Lanka Administrative Service Division except the transfers made in annual transfer committees.

13. Timetable to be followed in the implementation of annual transfer procedure of the officers in Special Grade of SLAS

Every effort will be made to make these transfers within the relevant time frames, as per the table below.

Time Table related to the transfer procedure

	Task	Due date
01	Establishment of the annual transfer committee nominally.	Before 01st of June 2025
02	Issuance of the notifications for annual transfers.	Before 15 th of July 2025
03	Submission of the duly perfected annual transfer applications** to relevant authority.	Before 15 th of August 2025
04	Submission of applications to the transfer board by the relevant authority**	Before 25 th of August 2025
05	Handing over of the transfer proposals of the annual transfer committee in writing to relevant authority**.	Before 15 th of September 2025

06	Issuance of the notifications regarding the proposed annual transfers and appointment of the committee for reviewing annual transfer proposals nominally.	Before 30 th of September 2025
07	Closing date for receiving appeals by committees for reviewing annual transfer proposals	Before 15 th of October 2025
08	Submission of the recommendations, which are in relation to proposed annual transfers, in writing by the committee for reviewing annual transfer proposals to relevant authority**	Before 31 st of October 2025
09	Issuance of the final transfer order.	Before 15th of November 2025
10	Submission of appeals to the Public Service Commission.	Before 30 th of November 2025
11	Giving effect to the annual transfers.	With effect from the 01 st of January 2026 or the date prescribed by the Public Service Commission

14. Procedure to be followed in respect of the appeals against transfer decisions

- I. If any appeal is made by a public officer to the Public Service Commission against a transfer order, such appeal shall strictly be made by the appellant in accordance with the specimen forms given in “Annex V” and “Annex VI”. In the meantime the respective officer shall submit the certified copies of relevant documents needed to prove the reasons stated by him along with the appeal.
- II. Public officers shall make their appeals to the Public Service Commission through the Secretary of this Ministry. A copy of the appeal shall also be referred to the Head of the Department and the Secretary of this Ministry. It is the responsibility of the secretary of this Ministry to refer the appeal received by him to the Public Service Commission promptly along with his observations. The respective officer can submit a copy of the appeal directly to the Public Service Commission.
- III. An appeal against a transfer order shall be submitted **within 14 days** from the date on which such transfer order is received by the respective officer. The appeals which are not received within the prescribed period shall be rejected by the Public Service Commission.
- IV. The respective Head of department as well as the Secretary of this Ministry shall see to submit the appeal submitted by an officer in order to be referred to the Public Service Commission along with all the relevant files, documents, reports

and observations and recommendations to the Secretary of the said Commission within **15** days from the date of receipt of such appeal. However, appeals in respect of annual transfers mentioned in chapter XVIII of the procedural rules of the Public Service Commission shall be submitted to the Public Service commission before the due date along with relevant documents, reports, observations and recommendations.

- V. The appeals of the officers, who have not submitted their appeals to the Committee for Reviewing Proposals for Annual Transfers against the annual transfer proposals while the annual transfer proposals have been received, shall not be submitted to the Public Service Commission.
- VI. The appeals of the officers, who have not completed the minimum period of service required for applying for an annual transfer as per the provisions stipulated in the relevant annual transfer procedure, shall not be submitted to the Public Service Commission.
- VII. It is the responsibility of every public officer to submit the appeal in accordance with the prescriptions made in this chapter and the appeals which are submitted deviating from the above shall not be considered by the public Service Commission.
- VIII. Public Service Commission shall take the final decision regarding the appeal made by an officer against the transfer order within **15** days from the date of receipt of the documents mentioned in sub-section 14(IV) above.
- IX. The decision of the Public Service Commission regarding an appeal made in the above manner shall directly be informed to the appellant and the copies of the same decision shall also be sent to the Secretary of this Ministry and the respective Head of Department.
- X. Any officer, who is not satisfied with an order or a decision of the Public service Commission, shall have the right to make an appeal to the Administrative Appeal Tribunal in terms of the provisions mentioned in the Administrative Appeal Tribunal No. 4 of 2002.

On the order of Public Service Commission,

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