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රාජ්‍ය සේවා කොමිෂන් සභා කාර්යාලය
அரசாங்க சேவை ஆணைக்குழு அலுவலகம்
OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල
இல. 1200/9, இராஜமல்வத்தை வீதி, பத்தரமுல்லை
No. 1200/9, Rajamalwatta Road, Battaramulla

මගේ අංකය }
எனது இல. } PSC/EST/02-03/05/2022
My No. }
ඔබේ අංකය }
உமது இல. }
Your No. }
දිනය }
திகதி } 2024.06. 6
Date }

To All the Secretaries to the Ministries,
Heads of the Departments

Preparation of the Scheme of Transfers.

Your attention is drawn to the provisions with regard to the transfer of Public Officers stipulated in Chapter XVIII of the Procedural Rule Volume I of the Public Service Commission, published in the Gazette Extra Ordinary no. 2310/29 dated 14.12.2022

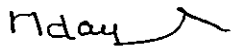
02. Action should be taken to include a note to the Scheme of Transfer stating that, the transfer granted to the appellant shall be amended/ cancelled based on the facts considered by the Annual Transfer Review Committee.

03. When considering the appeals made against an Annual Transfer Order, action has to be taken without prejudice to the other officers in the transfer cycle, hence conditions should be included in the relevant Scheme of Transfer by the relevant Appointing Authorities to whom the Public Service Commission has delegated its powers, instructing to duly implement the transfer given to the appellant and inform the appellant to apply for the next year annual transfers and if the appellant applies for the annual transfers the next year, action shall be taken without considering the minimum period of service only for that instance, though their period of service in that particular workstation is only one year.

04. As there is no notification regarding the availability of vacancies, action should be taken to publish the number of officers who are subjected to annual transfers upon completion of maximum period of service in a workstation and the institutions where vacancies are available, when issuing the Annual Transfer Circular each year.

05. You are kindly informed to commence the annual transfer procedure before 01st of March each year, giving adequate time for issuing decisions with regard to the appeals submitted to the Public Service Commission and you are further informed to take prompt action accordingly to commence the Annual Transfer Process of this year.

By order of the Public Service Commission,



W.H.M.M.C.K. Dayarathne

Secretary

Public Service Commission.