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பகிரங்க சேவை ஆணைக்குழு அலுவலகம்
OFFICE OF THE PUBLIC SERVICE COMMISSION

අංක 1200/9, රජමල්වත්ත පාර, බත්තරමුල්ල.
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මගේ අංකය } PSC/EST/08-
எனது இல. } 03/08/2025
My No. }
ඔබේ අංකය }
உமது இல. }
Your No. }
දිනය }
திகதி } 7 .09. 2026
Date }

All Secretaries to Ministries,

Formulation of Annual Internal Transfer Procedures

You are kindly informed to take action to formulate annual internal transfer procedures for officers in your Ministry or in the Departments/Institutions under its purview, for which internal transfers are applicable, and obtain the approval of the Public Service Commission in cases where such procedures have not yet been formulated.

02. The annual internal transfer procedures in respect of the officers belonging to the Combined Services should be submitted for the approval of the Public Service Commission, along with the recommendations of the Director General of Combined Services.

03. The format and the instructions for preparing annual transfer procedures can be downloaded from the official website of the Public Service Commission, and ensure compliance with those instructions when formulating the annual internal transfer procedures. Furthermore, due attention should be paid to the provisions for internal transfers set out in the circular issued by the Director General of Combined Services annually concerning the annual transfers of officers in the Combined Services.

04. Please bring the contents of this letter to the notice of all departments / institutions under your Ministry.

W.H.M.M.C.K. Dayaratne

W.H.M.M.C.K. Dayaratne

Secretary

Public Service Commission