



මගේ අංකය  
எனது இல. }  
My No. }

PN/Admin.10/D.O./  
.....Annual: Int. Trans./2023

ඔබේ අංකය  
உமது இல. }  
Your No. }

.....

දිනය  
திகதி }  
Date }

06.2023

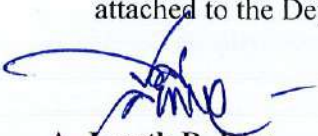
Through.  
District Secretaries/ Divisional Secretaries,  
Staff Officers of Respective Divisions, of Head Office.

To,  
All Development Officers attached to the Department of Pensions,

**Internal Transfers of Development Officers – 2024 (Department of Pensions)**

The internal transfers of Development Officers serving in Head Office as well as District Secretariats and Divisional Secretariats being attached to the Department of Pensions are implemented with effect from 01.01.2024 and the officers eligible for transfers should apply as follows.

1. Development Officers completed 03 years in present workplace as at 31.12.2023 should compulsorily fill this application and send.
2. The applications prepared on A4 papers as per the attached specimen should be mandatorily sent via e-mail to [admin@pensions.gov.lk](mailto:admin@pensions.gov.lk) on or before 31.07.2023 with the recommendation of respective Staff Officer (clearly mentioning with/ without a substitute) and any other supportive documents submitted with the applications should be sent by post with the application to be received at the Administration Division.
3. Pregnant female officers applying for transfers should support their applications with the copies of relevant documents. If any ailment is caused for applying of transfer should be supported with certified copies of health reports to the application.
4. Please be noted that since the closing date of applications will not be extended, applications receiving after the closing date will be rejected.
5. Further be informed, that any other request on internal transfers receive during processing period of transfer applications will not be entertained until completion of its procedures.
6. The Public Service Commission approved Internal Transfer Procedure of Development Officers attached to the Department of Pensions is sent herewith.

  
A. Jagath D. Dias

Director General of Pensions

## **Application for Internal Transfers of Development Officers – 2024**

### **Department of Pensions**

❖ All Development Officers completed 03years service period in present workplace as at 31.12.2023 should mandatorily fill this application and send.

#### **1. Personal Information**

1.1	Name with initials	
1.2	Full name	
1.3	National Identity Card No.	
1.4	Date of birth	
1.5	Age(as at 31.12.2023)	
1.6	Gender	
1.7	Marital Status	
1.8	If female officer, whether currently pregnant? Yes or No?	
		If “yes” relative documents should be attached.

#### **2. Present**

2.1	Workplace (If serves in Department of Pensions, the respective Branch)	
2.2	Address of the workplace	
2.3	Office – Telephone No. Fax No.	
2.4	District	
2.5	Whether present workplace situated in resident district? Or Not?	

#### **3. Officer’s resident details**

3.1	Permanent Address	
	(Correct resident address should be mentioned for transfer considerations)	
3.2	Temporary Address	
3.3	Distance to present workplace	
3.4	Contact Number –Residence Mobile	
3.5	Permanent Address situated -District -Divisional Secretariat	

#### 4. Family Details

4.1	If married, name of the spouse	
4.2	Occupation	
4.3	Workplace	
4.4	Nature of occupation	
4.5	Spouse's health condition	
4.6	Information about the spouse if he/she has gone aboard	

#### 4.7 Details of children

	Name of the child	Age	School
01			
02			
03			
04			
05			

#### 4.8 Details of dependents of the officer

	Name	Relation	Age	Occupation or Status
01				
02				
03				
04				

#### 5. Details of service period

5.1	Date of first appointment	
5.2	Date of appointment to the present workplace	
5.3	Service period of the workplace as at 31.12.2023	

5.4 Previous workplace(if attached to the offices of Department of Pensions should mention D.O.P.(..... Office)

	Place of work	From	To	Service period
01				
02				
03				
04				
05				

#### 6. Three (03) workplaces to which the transfer is requested, as per the preference

	Office	District	Distance from the residence (km)
01			
02			
03			

7. If transfer has been requested under combined service or intended to request, details:

.....  
.....  
.....

8. If any internal/ combined service transfers have been requested during last 02 years, orders received

.....  
.....  
.....

9.Reasons for request of transfer (certified copies of medical reports should be attached for health issues)

1.....  
2.....  
3.....  
4.....  
5.....  
6.....

I hereby declare that the above information are true and correct and the orders of the Director General of Pensions regarding transfers will be accepted as they are.

Date - .....

Signature- .....

**Recommendation of District Secretary/ Divisional Secretary/ Head of the Division of the Department of Pensions**

I hereby declare that Mr./ Mrs./ Miss..... serves in this office/ division and the information submitted in the application for transfer is correct and request for the transfer of the officer is recommended with a replacement / without a replacement / on the basis of giving a replacement later.

Date:.....

.....  
Signature and official stamp  
District Secretary/ Divisional Secretary /  
Head of Division



## **Annual Internal Transfer Policy of Development Officers attached to the**

### **Department of Pensions**

#### **1. Introduction**

The transfer policy of the Department of Pensions for the Development Officers is prepared in accordance with the provisions of the Section 251 in Chapter XVIII of the Procedural Rules Volume I of Public Service Commission published in the Gazette Extraordinary No.2310/29 dated 14.12.2022 by the Public Service Commission and the provisions of Combined Services Circular No.03/2018.

#### **2. Particulars of the officers subjected to annual internal transfers**

##### **2.1. Relevant Officers**

2.1.1. This internal transfer procedure is applicable for the officers in Development Officers' Service Grade I, II, III, officers absorbed to the Development Officers' Service being attached to the Department of Pensions.

2.1.2. Officers who have applied for annual transfers and received transfers accordingly under the combined services transfers are not entitled to apply under this transfer procedure.

##### **2.2. Service period required to be completed in a place of work:-**

2.2.1. Officers who have completed a service period continuously for three (03) years in a workplace are eligible to apply for internal transfers. However, any officer who has received an annual transfer order under combined services transfers are not entitled to apply for internal transfers in the particular year.

2.2.2. Officers who have completed a service period over five (05) years in a same workplace are subjected to the combined service annual transfers.

2.2.3. Officers who have completed a service period of five (05) years in a district are eligible to apply for a transfer outside from the Divisional Secretariat/ District.

2.2.4. Officers who have completed a service period of seven (07) years or more in a same workplace are compulsorily transferred outside from the District Secretariat/ Divisional Secretariat.

##### **2.3. Procedure and other facts**

- I. When an officer considered under paragraph 2.2.1 of annual internal transfer procedure has applied for a transfer to another workplace, the officers who have completed a longest service period in such workplaces and completed requirement under the paragraph 2.2.2 can be given transfers outside of the office to fulfil the request of the application.
- II. When several transfer applications have been received requesting a certain Divisional Secretariat, the officer who has completed longest service period or fulfilled the requirements in paragraph 2.2.2 among the applicants will be given transfer.
- III. The officers served in distanced Divisional Secretariats and officers reporting for duty at the Head Office from a distanced location will be given priority in giving transfers to a Divisional



Secretariat which has requested by most applicants. Distance, service period and practical issues of the officer will be considered as well.

- IV. When the Development Officers are transferred, the transfer committee will consider all times regarding the service requirements of the Department and the cadre balance with other posts of the Divisional Secretariat.
- V. Requests to retain certain officers at the Head Office and Divisional Secretariats on service requirements will be taken into consideration by the transfer committee.

#### **2.3.1. Calculation of service period**

- I. The service period for internal transfers will be calculated as at 31<sup>st</sup> December of preceding year to the year of effecting internal transfer procedures.
- II. The date which reported for duty on a certain workplace should be considered as the commencement date of the service period for the calculation of service period. (Furthermore, any period not in service due to a reason beyond officer's control will not be considered for transfer purposes.)
- III. Service periods disregarding the duty rendered by the officer in any office within the district should be considered as a district service period for the calculation of service period of transfer.

### **3. Composition of the Annual Internal Transfer Committee**

The composition of the annual transfer committee in terms of Procedural Rules 250 III of Public Service Commission published in the Gazette Notification No.2010/29 dated 14.12.2022.

- I. Director of Pensions
- II. Assistant Director (Human Resources)
- III. Administrative Officer or an officer nominated by the Director General of Pensions
- IV. A nominated representative permanently released for trade union activities or a representative nominated by trade unions representing 15% of government officers segments or services subjected to the purview of the annual internal transfer committee.

### **4. Composition of Annual Internal Transfer Review Committee**

- I. Director of Pensions (Chairman)
- II. Assistant Director (Human Resources)
- III. Administrative Officer or an officer nominated by Director General of Pensions

### **5. Other general matters considered for decisions of annual internal transfers**

#### **5.1 Special facts**

- 1. If an officer submits written evidences of his/her spouse as to have been disabled during operational duties while in Police, Tri Forces, the transfer of the officer should be made only at their request. Also, the requests for transfer from such officers should be

prioritized.(Requests not submitted for annual internal transfer committee, will not be considered later.)

2. Every possible effort should be taken as per the officer's request to give transfers to a workplace nearby to the area of which the workplace of spouse of the officer is situated.
3. The requests made under recommendation of the Head of the Department with acceptable facts to prove situations such as school going children, disabled children, and spouses bed-ridden due to long term ailments and spouses in abroad should be taken into consideration.
4. Officers recruited under disable rehabilitation conditions should not be transferred without the request of the officer.
5. The officers requesting transfers to a workplace outside the districts should mention two other alternative districts in the application in addition to the district requested for transfer in order to enable giving transfers so as to minimizing discomforts of the officer and his family.

## 5.2 Officers not subjected to annual internal transfers

1. Even though the officers over 53years of age may be transferred to another workplace in the district, such officers should not be transferred outside of the district.
2. Officers over 58 years of age as at 31<sup>st</sup> December (Eg. 31.12.2022 for year 2022) of which the date considered for annual transfer calculations should not be transferred even within district without a request of such officer.

## 6. Timetable of Annual Internal Transfers

	Task	Deadline
1	Establishment of Annual Internal Transfer Committee	Before 1 <sup>st</sup> of June
2	Issuance of notifications for annual internal transfers	Before 30 <sup>th</sup> of June
3	Submission of duly perfected annual internal transfer application to the relevant authority	Before 31 <sup>st</sup> of July
4	Handing over of applications to the transfer committee by the relevant authority	Before 15 <sup>th</sup> of August
5	Handing over of transfer proposals of annual internal transfer committee to the relevant authority	Before 31 <sup>st</sup> of August
6	Issuance of proposed annual internal transfer notice and appointment of committee for reviewing annual internal transfers	Before 15 <sup>th</sup> of September
7	Closing date for receiving appeals by committee for reviewing annual internal transfers	Before 30 <sup>th</sup> of September



8	Submission of written recommendations of committee for reviewing annual internal transfer committee to the relevant authority	Before 15 <sup>th</sup> of October
9	Issuance of the final annual internal transfer orders	Before 1 <sup>st</sup> of November
10	Giving effect to the annual internal transfer	1 <sup>st</sup> of January

- This timetable may be changed as per the dates of issuance of annual transfer orders of combined services.
- This annual internal transfer timetable may be revised by the Director General of Pensions in concurrence with the Director General of Combined Services so as not to alter time frame given for the appeals.

## **7. Submission of appeals against annual internal transfer orders**

- 7.1 The appeal submitted to the Public Service Commission by any public officer aggrieved due to an order issued by the authority with delegated powers should be in Form A and B only. Furthermore, the appeal should be supported with certified copies of relevant documents to prove the facts submitted therein.
- 7.2 The appeals of the public officers to the Public Service Commission should be submitted through the Director General of Pensions via Head of the Division of the Department/ Divisional Secretary/ District Secretary and a copy of the appeal should be forwarded to the Head of the Division of the Department/ Divisional Secretary/ District Secretary/ Director General of Pensions as the case may be. It is the responsibility of Director General of Pensions to refer the appeal received by him to the Public Service Commission expeditiously with his recommendations. The respective officer may, at his discretion, submit an advance copy of the appeal directly to the Public Service Commission.
- 7.3 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 that are not submitted within the prescribed period shall not be considered and shall be rejected by the Public Service Commission.
- 7.4 The Head of the Division of the Department/ Divisional Secretary/ District Secretary/ Director General of Pensions should assure to refer the appeal submitted by an officer to the Public Service Commission along with all the relevant files, documents and reports, his observations and recommendations on the same to the Secretary to the Public Service Commission within 15 days as per due formats from the date on which such appeal is received.

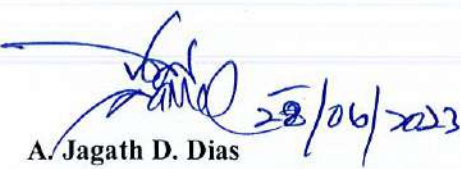


Notwithstanding, the files, documents, reports, observations and recommendations regarding the appeals on annual transfers should be submitted to the Public Service Commission before 15<sup>th</sup> November of the year concerned as per the Chapter XVIII of Procedural Rules of Public Service Commission.

- 7.5 It is the responsibility of every Public officer to submit the appeal in accordance with the prescribed manner in this chapter and the appeals which are submitted contrary to the above shall not be considered by the public Service Commission.
- 7.6 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 receiving documents mentioned in section 7.4 above.
- 7.7 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 Director General of Pensions to update files.
- 7.8 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 established under Act No. 4 of 2002.

**Remark:**

1. These annual internal transfers should be implemented so as not to disrupt annual transfers of combined services.
2. The annual internal transfer timetable should be in accordance with the regulations of combined services annual transfer procedures and circular instructions.
3. If an officer eligible for a transfer under the annual internal transfer procedures is received a transfer under the annual transfers of combined services as well, the transfer order received under combined services should be implemented.
4. Every possible effort should be taken to publish internal transfer proposals as soon as the annual transfer orders of combined services are published.
5. In case of any inconsistency between the Sinhala, Tamil and English texts of this transfer policy then the Sinhala text shall prevail.

  
A. Jagath D. Dias

Director General of Pensions

Date

**A. Jagath D. Dias**  
Director General  
Department of Pensions  
Colombo 10.

Official Stamp

# Appeals on Annual Internal Transfers - Form No.A

## **Appeal to the Public Service Commission against Decisions of Annual Internal Transfers of the Department of Pensions – Details of the Appellant**

### a. Personal Information

1. Name with Initials:-			
2. Designation and Class			
3. Date of Birth:- YYYY/MM/DD	4. Age :- (As at.....12.31)	5.National Identity Card No.:-	6.Gender:-
7.Permanent Address:-	8.Temporary Address:-	9.Telephone No. Office :- Private:-	
10.Marital Status	11.Name of Spouse:- (If Married )	12. Occupation and workplace of spouse	
13.No. of Children	14.Their Age:-	15.School of learning:-	

### b. Service Information

16.Date of appointment to the post:-					
17.Present workplace :-		18.The town where the workplace is located:-			
19.Date reported to the present workplace:-		20.Period of service at present workplace (as at .....12.31) Years.....Months.....Days....			
21. Have you served at a popular workplace / workplaces?					
22.Previous workplaces in public service	Workplace		Popular workplace/ not a popular workplace	Service period	
				From	To
	1				
	2				
	3				
	4				
	5				
	6				



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

23	Whether applied for annual transfers	Yes		If applied for transfer, workplaces applied
		No		
1. 2. 3.				
Indicate workplaces, if transfer orders have been received				

24. Number of officers of the transfer cycle.....

25. Whether applied to Annual Transfer Review Committee	Yes	
	No	

26. Particulars on the appeal made to the Annual Transfer Review Committee

Cancellation of the transfer		If applied for revision of transfer, the workplaces applied
To revise		
Obtaining a new transfer		
		1.....
		2.....
		3.....

27. Decision of the Annual Transfer Review Committee

--

28. Reason for appealing to the Public Service Commission against the decision of the Internal Transfer Review Committee

1. ....
2. ....
3. ....

29. Certified copies of written evidence to prove above reasons are attached as follows

Annexure (01).....

Annexure (02).....

Annexure (03).....

30. Reliefs sought

1. ....
2. ....
3. ....

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

.....

Date

.....

Signature



# Appeals on Annual Internal Transfers - Form No. B

## **Appeal to the Public Service Commission Against Decisions of Annual Internal Transfers of the Department of Pensions – Details of the Substitute**

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

II. Particulars of the substitute of the appellant

a. Personal information

1. Name with Initials:-			
2. Designation and Class			
3. Date of Birth:- YYYY/MM/DD	4. Age :- (As at.....12.31)	5. National Identity Card No.:-	6. Gender:-
7. Permanent Address:-	8. Temporary Address:-	9. Telephone No. Office :- Private:-	
10. Marital Status	11. Name of Spouse:- (If Married )	12. Occupation and place of work of spouse	
13. No. of Children	14. Their Age:-	15. School of learning:-	

b. Service Information

16. Date of appointment to the post:-					
17. Present workplace :-		18. The town where the workplace is located:-			
19. Date reported to the present workplace:-		20. Period of service at present workplace (as at .....12.31) Years.....Months.....Days....			
21. Have you served at a popular workplace / workplaces?					
22. Previous workplaces in public service	Workplace		Popular workplace/ not a popular workplace	Service period	
				From	To
	1				
	2				
	3				
	4				
	5				
	6				

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

23	Whether applied for annual transfers	Yes		If applied for transfer, workplaces applied for 1. 2. 3.
		No		
Indicate workplaces, if transfer orders have been received				

24. Whether applied to Annual Transfer Review Committee	Yes	
	No	

25. Particulars on the appeal made to the Annual Transfer Review Committee

Cancellation of the transfer		If applied for revision of transfer, the workplaces applied 1..... 2..... 3.....
To revise		
Obtaining a new transfer		

26. Decision of the Annual Transfer Review Committee
--

27. Whether appealed/ not appealed to the Public Service Commission

.....

28. Recommendation of Director General of Pensions and Secretary to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government regarding the possibility of fulfilling appeal of the appellant without prejudice to the substitute of the transfer:

.....

.....

.....

.....

.....

Date

Signature