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திகதி } 2025.02.07
Date }

To All Development Officers attached to Department of Pensions

Through

All District Secretaries/ Divisional Secretaries

Staff officers in charge of Divisions in Department of Pensions.

Annual Internal Transfers of Development Officers- 2025 (Department of Pensions)

The internal annual transfers of the Development Officers serving at the Head Office as well as District and Divisional Secretariats attached to the Department of Pensions will be implemented from 01.08.2025 and the eligible officers should submit their applications in line with the instructions given below.

1. All Development Officers who have completed three years of service at their current workplaces on or before July 31, 2025, are compulsory to complete and submit this application.
2. Applications must be prepared on A4-sized paper using the attached specimen application, accompanied by the recommendation of the relevant staff officer (clearly indicating whether with or without replacement) should be mandatorily sent on or before 28.02.2025 via the email address do.pensions@gmail.com and the officers who submit documents as annexures should send the application along with such documents to Admin Division via post.
3. When applying for a transfer, female officers who are pregnant must submit copies of the relevant documents as proof. Additionally, if the transfer request is due to other medical conditions, certified copies of the relevant health records must be submitted along with the application.
4. Please be advised that the deadline for accepting applications will not be extended further, and any applications received after the specified date will be rejected.
5. You are further informed that no other internal transfer requests submitted during this period will be processed until the completion of the current internal transfer requests.
6. The Annual Internal Transfer Policy for Development Officers attached to the Pension Department, as approved by the Public Service Commission, is enclosed herewith.

Azhami

Chaminda Hettiarachchi
Director General of Pensions

Annual Internal Transfer Policy for Development Officers attached to Pension Department

1. Introduction

This annual internal transfer procedure of the Department of Pension is prepared in accordance with the provisions in Section 251 of Chapter XVIII, Volume I of Procedural Rules published in the Gazette Extraordinary No 2310/29 dated 14.12.2022 by the Public Service Commission and the Combined Service Circular No 03/2018. This is known as the Annual Internal Transfer Policy of the Development Officers attached to the Pension Department.

2. Particulars of officers subject to annual internal transfers

2.1 Officers concerned

2.1.1 The annual internal transfer policy is applicable to the officers of Grade I, II and III of the Development Officer Service attached to the Pension Department and the officers absorbed into the Development Officer Service.

2.1.2 Officers who have received transfers under annual or non-annual transfers in the Combined Service cannot apply for transfers under this policy.

2.2 Length of Service Requirement at a Work Station

2.2.1. Officers who have completed three (03) consecutive years of service at the current workplace in the Divisional Secretariat, District Secretariat or Head Office are eligible to apply for annual internal transfers and be considered for transfers. However, if an officer applies for a transfer to the head office, the minimum service period to be completed in the current workplace is two (02) years. However, any officer who has been transferred annually in the Combined Service cannot apply for internal transfers again in the same year.

2.2.2. There is a possibility to transfer the officers who have completed four (04) consecutive years of service at the current place of work without consulting the discretion of those officers. (Subject to 2:3 VII and VIII and exceptions in 5:2)

2.2.3. Officials who have completed five (05) or more years of service in a particular district can apply for transfers out of that Divisional Secretariat / District under this policy. However, if an officer requests a transfer outside the district solely due to marriage or a change of permanent residence, they must complete a minimum service period of three (03) years within the district before being eligible for such a transfer.

2.2.4 Officers who have served at the same service station for a period of seven (07) years or more shall be mandatorily transferred to a different service station outside the District Secretariat/Divisional Secretariat.

2.2.5 Accordingly, to obtain the most up-to-date information for processing transfer adjustments, it is mandatory for all officers who have completed more than three (03) years in their current service station to accurately complete and submit the annual transfer application.

2.3 Methodology and other Matters

I. When an officer falling under Paragraph 2.2.1 of the annual internal transfer procedure requests a transfer to another location, officials with the longest service period at

the requested location, who meet the requirements outlined in Paragraph 2.2.2, may be transferred out to accommodate the request.

II. If the number of transfer requests to a particular service station exceeds the available transfer opportunities at that time, priority will be given to the officer with the longest service period at their current service station, subject to the priorities outlined in Paragraph 2.3 III.

III. When granting transfers to highly sought-after workplaces, priority will be given to officers who have served in divisional secretariat offices located far from their permanent residence and to those who commute long distances to work at the main office. In this regard, factors such as the distance, service period, practical challenges faced by the officers, and the criteria outlined in Paragraph 5.1 of this policy will also be taken into consideration.

IV. The Transfer Committees will consider the service requirements of the Pension Department when transferring Development Officers, ensuring a balance with other positions in the Pension Divisions of the Divisional Secretariats, and will strive to provide a fair and equitable transfer to each officer.

V. If any supervising officer of an official subject to transfer under this policy submits a request for further retention at the same service station due to the needs of the service, the committee will give special consideration to such requests.

VI. An officer may apply for reassignment to their previous service station only after completing a period of seven (07) years from the date of transfer from that station.

VII. In cases where an officer who has completed seven (07) years or more of service at the Head Office requests a transfer to a workplace closer to their residence, the service period specified in Paragraph 2.2 above will be considered as three (03) years.

VIII. When making transfer adjustments for an officer who has served for more than seven (07) years at the same workplace and is due for transfer, if there are no officers who have completed a service period of four (04) years or more, officers who have completed a service period of three (03) years will also be considered for transfer. In such cases, the Transfer Committee will have the final decision regarding the eligibility of the officer to be matched with the requirements of the station to which they are assigned.

2.3.1 Calculation of Service Period-

For internal transfers, the duration is calculated from July 31 of the year in which the internal transfer procedure takes effect.

II. When calculating the service period, the date of reporting to the office shall be regarded as the commencement date of service in the respective office.

III. When calculating the service period in a particular district, the entire duration of service within that administrative district shall be considered part of the district service period, regardless of the specific office in which the service was performed.

3. Composition of the Annual Internal Transfer Committee

According to Public Service Commission Procedural Rule 250 III, published in Gazette No. 2310/29 dated 14.12.2022, the composition of the Transfer Committee is as follows:

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

- IV. A representative nominated by each trade union representing at least 15% of the government officers within the cadres and services under the purview of the Annual Internal Transfer Committee, or a nominated representative of each trade union that has released an officer for full-time trade union duties.
4. **Composition of the Annual Internal Transfer Proposal Review Committee**
- I. Director of Pensions (Chairman)
 - II. Deputy Director/ Assistant Director (Human Resources)
 - III. Administrative officer or an officer nominated by the Director General of Pensions
5. **Other general matters to be considered while granting annual internal transfers**

5.1 **Special Matters**

- 1 If the spouse of an officer serving in the police or armed forces has been disabled while on active duty, resulting in a reduction of their earning capacity by 50% or more, transfers shall be carried out only upon the request of the concerned officer and such transfer requests shall be given priority. Additionally, this criterion applies to an officer who is assigned to a particular workplace and is required to remain there. However, if such officers have completed three years of service, they are required to submit a transfer application. Requests that are not submitted to the Annual Internal Transfer Committee will not be considered at a later stage.
- 2 Every effort should be made to facilitate a transfer to permanent residence or a duty station closer to the officer's spouse's duty station, in accordance with the officer's request.
- 3 Special consideration will be given to transfer requests submitted with written evidence of admissibility, such as documentation regarding the officer's dependent school-going children, children with special needs, a spouse or family members suffering from a long-term illness, a spouse residing abroad, along with recommendations from the officer's Head of Institution.
- 4 Officers recruited under disability rehabilitation conditions will not be transferred without their explicit request.
- 5 To facilitate transfers minimizing inconvenience to both the officer and their family, an officer applying for a transfer outside the district must indicate two alternative districts in the application form, in addition to the preferred district for transfer.
- 6 All officers applying for transfer should mention 05 service stations in order of their preference and the distance and time required for those stations from their permanent residence. Consideration will be given in this order of preference while granting transfers. If an officer subject to compulsory transfers has not specified such desired places and there are no reasonable grounds for non-transfer, transfers will be adjusted according to the distance from the place of permanent residence.

5.2 **Offices and exceptions not subject to annual internal transfers**

- 1 Officials above 53 years of age may be transferred to another service station within the district but should not be transferred out of the district without their request.
 - I. At the request of an officer above 53 years of age working in a Divisional Secretariat or a District Secretariat, every effort should be made to match the nearest place of work when transferring out of the district.
 - II. Every possible effort shall be made to facilitate the transfer of officers above the age of 53 years who have completed three (03) years of service at the Head Office to their requested service station.

- 2 Officials who are over 58 years of age as on 31st July of the relevant year for annual transfers (eg 2025.07.31 for annual internal transfers) should not be transferred even within the district unless they request it.

6. Annual internal transfer schedule

	Description	Date
1	Establishment of Annual Internal Transfer Committee	<u>Before 20th January</u>
2	Issuance of Annual Internal Transfer Notices	<u>Before 31st January</u>
3	The deadline for the submission of annual internal transfer applications.	<u>Before 28th February</u>
4	Submission of completed annual internal transfer applications to the Transfer Committee through the concerned authority	<u>Before 15th March</u>
5	Submission of transfer proposals of the Annual Internal Transfer Committee to the concerned authority in writing	<u>Before 31st March</u>
6	Issuing notices of proposed annual internal transfers and appointing the Annual Internal Transfer Proposal Review Committee	<u>Before 10th April</u>
7	Deadline for the submission of appeals for Transfer Review Committees	<u>Before 30th April</u>
8	Submission of applications to the Transfer Review Committee through the concerned authority	<u>Before 15th May</u>
9	Submission of proposed annual transfers by the the Annual Internal Transfer Proposal Review Committee to the concerned authority in writing	<u>Before 31st May</u>
9	Issuance of final Annual Internal Transfer Orders	<u>Before 05th June</u>
10	Enforcement of annual internal transfer orders	<u>01 August</u>

- This schedule may vary depending on the date of issuance of annual transfer orders in the Combined Services.
- The Director General of Pensions may amend this annual internal transfer schedule with the concurrence of the Director General of Combined Services, without affecting the time limit provided for officers to appeal.

7. Appeals against annual internal transfer orders

Here, the orders are effective decisions after the review decisions are made public according to the schedule mentioned in paragraph 06.

7.1 If an officer is aggrieved by an order issued by the Delegating Authority, the Director General of Pensions, regarding a transfer under this Transfer Policy, and wishes to appeal against that order to the Public Service Commission, only the A and B forms, as annexed to the transfer policy, should be used for submitting such appeals. Furthermore, the appeal must be submitted along with certified copies of the relevant documents to substantiate the facts presented, as well as the recommendation of the Head of the service station where the appealing officer is currently serving. If the officer is employed at the Head Office, the appeal should include the recommendation of the relevant Head of Division.

An appeal by a government servant to the Public Service Commission shall be made through the Director General of Pensions by the Heads of Departments, Divisional Secretaries, or District Secretaries and a copy of the appeal must also be forwarded to the Heads of Departments, Divisional Secretaries, District Secretaries, or the Director General of Pensions, as applicable. It is the responsibility of the Director General of Pensions to forward the appeal submitted to him to the Public Service Commission without delay with his observations. The 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 must be submitted within 14 days from the date of receipt of the transfer order to the concerned officer. Appeals that are not submitted within the specified time will be rejected by the Public Service Commission.

7.4 The Heads of Departments, Divisional Secretaries, or District Secretaries must ensure that the appeal is forwarded to the Director General of Pensions for submission to the Secretary of the Public Service Commission within 15 days of receiving the appeal, along with observations and recommendations and all files, documents, and reports related to the appeal provided by the officer for referral to the Public Service Commission. However, the files, documents, reports, observations and recommendations related to appeals related to annual transfers mentioned in Chapter XVIII of the Procedural Rules of the Public Service Commission must be submitted to the Public Service Commission before the due date.

7.5 It is the responsibility of every government officer to submit their appeals in accordance with the terms mentioned in this chapter, and appeals submitted to the contrary will not be considered by the Public Service Commission.

7.6 The Public Service Commission shall take a decision on appeals submitted by a Government officer against a transfer order within 15 days of the receipt of the documents referred to in Section 7.4 above.

7.7 The decision of the Public Service Commission regarding an appeal submitted as mentioned above will be communicated directly to the appellant, and copies of the same will be sent to the Director General of Pensions to update the relevant files.

7.8 A government officer who is dissatisfied with an order or decision of the Public Service Commission has the right to appeal to the Administrative Appeals Tribunal established under Act No. 04 of 2002.

Note:-

1. These annual internal transfers shall be effected without interference to the annual transfers of the combined services.
2. The annual internal transfer schedule shall be in accordance with the provisions mentioned in the annual transfer procedure of the Combined Services and circulars.
3. If an officer who is transferred under annual internal transfers gets a transfer under the Combined Services, the transfer orders of the Combined Services shall be implemented in respect of that officer.
4. Wherever possible, internal transfer proposals should be made public after the publication of the annual transfer orders of the combined services.
5. Further, in the event of any inconsistency between the Sinhala, Tamil and English text of this transfer policy Sinhala text shall prevail.
6. In this Transfer Policy, the term "Officer" refers to individuals of both sexes.

Achami

Chaminda Hettiarachchi
Director General of Pensions

Date *07.02.2025*

Chaminda Hettiarachchi
Director General
Department of Pensions
Maligawatta - Colombo 10
Official Frank

Appeals on Annual Internal Transfers – Form A

Appeals to the Public Service Commission against the annual internal transfer decisions of the Department of Pensions – Information on the Appellants.

a. Personal Details

1. Name with Initials:-			
2. Post and Class			
3. Date of Birth YYYY/MM/DD	4. Age (as at07.31)	5. National Identity Card No:-	6. Sex
7. Permanent Address:-	8. Temporary Address:-	9. Telephone No Office:- Residence:-	
10. Marital Status	11. Name of the Spouse:- (If married)	12. Occupation and Service Station of the Spouse	
13. No. of children	14. Their Age:-	15. School:-	

b. Work information

16. Date of appointment to the post:-					
17. Current Service Station		18. Town of the Service Station:-			
19. Date reported for duty at the current service station:-		20. Period of Service at the current service station (as at07.31) Y..... M..... D.....			
21. Has worked in a popular service station?					
22. Previous service stations in the Public Service	Service Station		Is a Popular Service Station/ is not a Popular Service Station	Period of Service	
				From	To
	1				
	2				
	3				
	4				
	5				
6					

c. Information regarding the transfer request (place the V mark in the appropriate box)

23.	Applied for Annual Transfers	Yes		Places of work applied for if transfers are applied for 1 2 3
		No		
Service station, If transfers are received				

24. Number of officers comprising the transfer cycle

25. Applied for Transfer Appeal Committee	Yes	
	No	

26. Particulars of requests made to the Review Committee

Cancellation of the transfer		If applied for revision of transfer, the service stations requested 1..... 2..... 3.....
Revision		
Obtaining a new transfer		

27. Decision of the Transfer Review Committee

28. Reasons for an appeal to the Public Service Commission against the decision of the Transfer Review Committee

1.
2.
3.

29. Certified copies of the written evidence in support of the above reasons are attached as annexures below.

- Annex (01).....
 Annex (02).....
 Annex (03).....

30. Reliefs requested

1.
2.
3.

I declare that the particulars given above are true and correct.

.....
 Date

.....
 Signature

Appeals on Annual Internal Transfers – Form B

Submission to the Public Service Commission against the annual internal transfer decisions of the Department of Pensions – Information on the Replacement

I. Name and Designation of Appellant Officer :

II. Information of the replacement relevant to the appellant officer

a. Personal Details

1. Name with Initials:-			
2. Post and Class			
3. Date of Birth YYYY/MM/DD	4. Age (as at07.31)	5. National Identity Card No:-	6. Sex
7. Permanent Address:-	8. Temporary Address:-	9. Telephone No Office:- Residence:-	
10. Marital Status	11. Name of the Spouse:- (If married)	12. Occupation and Service Station of the Spouse	
13. No. of children	14. Their Age:-	15. School:-	

b. Work information

16. Date of appointment to the post:-			
17. Current Service Station		18. Town of the Service Station:-	
19. Date reported for duty at the current service station:-		20. Period of Service at the current service station (as at 07.31) Y..... M..... D.....	
21. Has worked in a popular service station?			
22. Previous service stations in the Public	Service Station	Is a Popular Service Station/ is not a Popular	Period of Service

Service			Service Station	From	To
	1				
	2				
	3				
	4				
	5				
	6				

c. Information regarding the transfer request (place the √ mark in the appropriate box)

23.	Applied for Annual Transfers	Yes		Places of work applied for if transfers are applied for 1 2 3
		No		
Service station, If transfers are received				

24. Applied for Transfer Appeal Committee	Yes	
	No	

25. Particulars of requests made to the Review Committee

Cancellation of the transfer		If applied for revision of transfer, the service stations requested 1..... 2..... 3.....
Revision		
Obtaining a new transfer		

26. Decision of the Transfer Review Committee

27. Whether an appeal is made to the Public Service Commission or not

.....

Recommendations of the Director General of Pensions of the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government on the implementation of the transfer cycle without prejudice to the replacement if the request of the appellant is fulfilled:

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

.....

Date

.....

Signature

Application for Internal Transfers of Development Officers – 2025**Department of Pensions**

- All Development Officers who have completed three years of service at their current workplace as of July 31, 2025 are required to complete and submit this application.

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 31.07.2025)	
1.6	Sex	
1.7	Marital Status	
1.8	If a female officer, whether she is pregnant or not	If "yes" relevant reports should be attached as proof

2. Present Service Station

2.1	Service Station at present (District Secretariat/ Divisional Secretariat/ Branch of the Head Office)	
2.2	Address of the present service station	
2.3	Telephone No Fax No Of the present service station	
2.4	District	
2.5	Whether the present service station is within the district of residence or not	
		If "yes" relevant reports should be attached as proof

3. Details of the residence of the officer

3.1	Permanent Address (To consider for a transfer, the residential address should be correctly inserted)	
3.2	Temporary Address	
3.3	Distance to the present service station	
3.4	Telephone No Residence Mobile	
3.5	District Divisional Secretariat To which the permanent address belongs to	

4. Family Details

4.1	Name of the spouse if married	
4.2	Occupation	
4.3	Service station	
4.4	Nature of Occupation	

4.5 Details of children

	Name of the child	Age	School
01			
02			
03			
04			
05			

4.6 Details of the dependents of the officer

	Name	relationship	Age	Occupation or Deignation
01				
02				
03				
04				

5. Details of service periods

5.1	Date of first appointment	
5.2	Date of appointment to the present service station	
5.3	Service period at this service station as at 31.07.2025	

5.4 Previous service stations (Mention the places attached to Department of Pensions as D.P. (... Office)

	Service Station	From	To	Service Period
01				
02				
03				
04				
05				

6. Name 03 offices to be transferred as per preference

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

7. Details of transfers requested or expected to request under Combined Services, if any:

.....

8. Orders received for transfers applied under internal/ combined services transfers within last 02 years, if there's any

.....

9. Mention the reasons for applying for transfers (If there are medical grounds, submit certified copies of medical reports)

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

I hereby declare that the above particulars are true and correct, and I accept the orders of the Director General of Pensions regarding the transfers as final.

Date :

Signature :

Recommendation of the Head of the Division attached in the District Secretariat/ Divisional Secretariat/ Department of Pensions

I hereby declare that Mr/Mrs/Missis serving this office/division and the details given in the application are correct. Furthermore, the transfer request of the officer is recommended with/without a replacement /on the basis of appointing at a later occasion.

Date:.....

.....
Signature of the District Secretary/
Divisional Secretary/ Head of the
Division and the official seal