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பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකාව  
சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை  
Independence Square, Colombo 07, Sri Lanka

මගේ අංකය  
எனது இல  
My No

MPA/PSD/C6/AT-2024

ඔබේ අංකය  
உமது இல  
Your No

දිනය  
திகதி  
Date

08.11.2023

Secretaries of Ministries  
Chief Secretaries  
Secretaries of Commissions  
District Secretaries/ Government Agents  
Head of the Departments.

**Appeals with regard to the Annual Transfers of the Officers in Sri Lanka  
Planning Service - 2024**

Reference the annual transfers of the officers in Sri Lanka Planning Service made in year 2024.

02. The decisions of the Board of Appeal with regard to the said transfers are submitted herewith.
03. Accordingly, all the transfers, which were due to be effective from 01.01.2024 to which no change was made as per the decision of the said Board of Appeals, shall be effective from 01.01.2024 and the transfer cycles of which dates after 01.01.2024 have been particularly mentioned, shall be effective on the said dates.
04. Therefore, you are kindly informed to release all the officers who are subjected to transfers from the present service station enabling them to report for duty at new service stations on the relevant date without waiting for the replacements to report for duty.
05. In such case where an officer who has received a transfer order in the due manner on an annual transfer order, does not report for duty at the new service station, action should be taken by the Head of the Department/ Institution to which the officer has been transferred, to issue the notification of vacation of post as per the Section 257 of the Procedural Rules of Public Service Commission.

Sgd. / K.D.N. Ranjith Asoka  
Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Council and Local Government

**Note – If an appeal is made to the Public Service Commission in respect of annual transfers, the application form V should be completed and referred to within 14 days.**

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**ANNUAL TRANSFER APPEAL BOARD DECISIONS**  
**Sri Lanka Planning Service - 2024**

Emp. No.	Name	Current Work Place	Transferred Work Places	Grade	Remarks
<b>Batch No. 01</b>					
C2/6	Mr. W.P. Samanthilaka	District Secretariat - Rathnapura	Sabaragamuwa Provincial Council	I	No Change
C1/61	Mr. L.J. Bambarabotuwa	Sabaragamuwa Provincial Council	District Secretariat - Rathnapura	I	No Change
<b>Batch No. 03</b>					
C4/208	Mr. H.M.A. Kumarasinghe	Divisional Secretariat - Bingiriya	North Western Provincial Council	II	Cancelled
C1/27	Mr. K.G.V.S. Amarasinghe	North Western Provincial Council	Divisional Secretariat - Bingiriya	II	
<b>Batch No. 04</b>					
C2/169	Ms. G.B.M.I.K. Wickramasinghe	Divisional Secretariat - Ipalogama	North Central Provincial Council	II	Deffered for one year
C4/62	Mr. N.B. Krishantha Kumara	North Central Provincial Council	Divisional Secretariat - Ipalogama	II	
<b>Batch No. 05</b>					
C3/77	Ms. M.L.S. Madawala	Divisional Secretariat - Ayagama	District Secretariat - Rathnapura	II	No Change
C1/142	Mr. B.P. Dayawansha	District Secretariat - Rathnapura	Divisional Secretariat - Ayagama	II	No Change
<b>Batch No. 06</b>					
C2/208	Ms. G.R.A. Sajeewani	Divisional Secretariat - Pannala	North Western Provincial Council	II	Deffered for one year
C2/43	Ms. U.R.S.N.K. Senarathna	North Western Provincial Council	Divisional Secretariat - Pannala	II	
<b>Batch No. 07</b>					
C3/172	Mr. G.R.C. Jayarathna	Divisional Secretariat - Ridigama	District Secretariat - Kurunegala	II	No Change
C5/62	Ms. G.P.L. Pushpakumari	District Secretariat - Kurunegala	North Western Provincial Council	II	No Change
C1/24	Mr. H.N.B. Abhaywardana	North Western Provincial Council	Divisional Secretariat - Ridigama	II	No Change
<b>Batch No. 08</b>					
C1/182	Mr. N.H.L. Ekanayaka	Divisional Secretariat - Godakawela	Sabaragamuwa Provincial Council	II	Cancelled
C2/145	Mr. W.R.S.K. Weerasekara	Sabaragamuwa Provincial Council	Divisional Secretariat - Godakawela	II	
<b>Batch No. 09</b>					
C2/81	Mr. Veerasingam Sivakumar	Divisional Secretariat - Tellippallai	Nothern provincial Council	II	Cancelled
C2/88	Mr. V. Sokkanadan	Nothern provincial Council	Divisional Secretariat - Tellippallai	II	

<b>Batch No. 10</b>					
C4/98	Mr. D.M.J. Lakmal	Ministry of Education, Western Provincial Council	Ministry of Wildlife and Forest Conservation	II	Cancelled
C5/111	Ms. T.G.M.U. Priyangika	Ministry of Wildlife and Forest Conservation	Western Provincial Council	II	
<b>Batch No. 11</b>					
C2/176	Ms. W.M.C.J. Wijekoon	Divisional Secretariat - Kurunegala	North Western Provincial Council	II	No Change
C3/81	Ms. K.M.A. Jayathilaka	North Western Provincial Council	Divisional Secretariat - Kurunegala	II	No Change
<b>Batch No. 12</b>					
C2/146	Mr. S.A.M.P. Weerasena	Ministry of Health, Western Provincial Council	Ministry of Transport and Highways	II	Deffered for six months
C2/220	Mr. S.A.L. Subasinghe	Ministry of Transport and Highways	Western Provincial Council	II	
<b>Batch No. 13</b>					
C1/226	Ms. D.N. Ambepitiya	Ministry of Agriculture	Ministry of Urban Development and Housing	II	Cancelled
C5/121	Ms. D.L.D. Priyanka	Ministry of Urban Development and Housing	Ministry of Agriculture	II	
C3/73	Ms. R. Jeyaraj	Ministry of Industries	Not Given	I	Can't be accomplished
2019/L/8	Mr. R.M.R.K. Rathnayaka	Divisional Secretariat, Rasnayakapura	Not Given	III	

**Appeals on Annual Transfers**

Making appeals to the Public Service Commission on the Decisions with regard to  
Annual Transfers in Sri Lanka Planning Service – Year 2024  
Particulars of the Appellant

a. Personal Details

01. Name with initials: -					
02. Post and Class					
03. Date of Birth: YYYY/MM/DD	04. Age: (As at 31.12.2023)	05. National Identity Card No:		06. Sex:	
07. Permanent Address:  Divisional Secretary's Division:  District:		08. Temporary Address:		09. Telephone No: Office:  Personal:	
10. Marital Status:	11. Name of the spouse:		12. Occupation and service stations of the spouse:		
13. Number of children	14. Age of the children:		15. Schools Attending:		

b. Service particulars:

16. Date of appointment to the post:				
17. Present service station:		18. The town where the service station is located:		
19. Date of reporting to the present service station: YYYY/MM/DD		20. Period of service at the present service station: (As at 31.12.2023) ..... Years.....Months.....Days		
21. Previous service stations in the public service:	Service Station		Period of service	
	1		From	To
	2			
	3			
	4			
	5			
	6			

c. Particulars on request for transfer (Mark  $\checkmark$  in the relevant cage)

22	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	
			4	
		5		
Indicate the service stations, if transfer orders have been received:				
The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m) –				
Number of officers of the transfer cycle.....				

23.	Have applied for the committee for reviewing annual transfers	
	Have not applied for the committee for reviewing annual transfers	

24. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

	Year in which the request has been made for transfers	Service station to which the requests have been made for transfers

25. Decisions received with regard to the requests for annual transfers as per No. 24 above:  
(If a transfer order has not been received, indicate the same)

d. Particulars of the request made to the committee for reviewing annual transfers

26. Request made to the committee for reviewing annual transfers:		
Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for 1. 2. 3.
Revising the transfer		
Obtaining a new transfer		

27. Decision of the committee for reviewing annual transfers

e. Particulars of the appeal made to the Public Service Commission:

28. Reasons for making an appeal against the decision of the Committee for reviewing the Transfers:

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

29. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.

Annex (01) .....

Annex (02) .....

Annex (03) .....

30. Reliefs sought

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

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

.....  
Date

.....  
Signature

f. Recommendations of the Head of the Ministry/ Department

I hereby certify that the above particulars submitted by the officer are accurate in accordance with his/ her personal file. I recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2024. I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2024 due to the reasons below.

- i. ....
- ii. ....
- iii. ....

.....  
Date

.....  
Signature

g. Recommendation of the Transfer Authority

- i. Number of officers who are involved in the transfer cycle.....
- ii. Recommendation on the appeal: .....
- .....
- .....
- .....

.....  
Date

.....  
Signature

**Appeals on Annual Transfers**

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Planning Service – Year 2024

Particulars of the successor

I. Name and post of the appellant:

.....

II. Particulars of the successor relevant to the appellant

a. Personal Details

01. Name with initials: -			
02. Post and Class			
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at 31.12.2023)	05. National Identity Card No:	06. Sex:
07. Permanent Address:	08. Temporary Address:	09. Telephone No:  Office :-  Personal :-	
10. Marital Status:	11. Name of the spouse:	12. Occupation and service stations of the spouse:	
13. Number of children	14. Age of the children:	15. Schools Attending:	

b. Service particulars:

16. Date of appointment to the post:			
17. Present service station:		18. The town where the service station is located:	
19. Date of reporting to the present service station: DD /MM/ YYYY		20. Period of service at the present service station: (As at 31.12.2023) ..... Years.....Months.....Days	
21. Previous service stations in the public service:	Service Station		Period of service
			From To
	1		
	2		
	3		
4			

c. Particulars of the request for transfer (Mark  $\checkmark$  in the relevant cage)

22	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	

Indicate the service stations, if transfer orders have been received:

The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m)

Number of officers of the transfer circle: .....

23. Whether the officer has applied for annual transfers in the previous years?

If the officer has applied for transfer, years and service stations to which transfers have been applied?

	Year in which the officer has applied for transfer	Service station to which the officer has applied for transfer

24. Decision received with regard to the annual transfer requested as per 23 above:

d. Particular on the request made to the committee for reviewing annual transfer:

25.	Have applied for the committee for reviewing annual transfers	
	Have not applied for the committee for reviewing annual transfers	

26. Request made to the committee for reviewing annual transfers : -		
Cancellation of the transfer		Service Station to which the transfer should be revised / a new transfer should be granted
		1
Revising the transfer		2
Obtaining a new transfer		3

27. Decision of the committee for reviewing annual transfers

e. Particulars on the request made to the Public Service Commission:

28. Whether an appeal has been/ has not been made to the Public Service Commission:



29. Recommendation of the transfer authority with regard to the possibility of implementing the transfer cycle without causing any prejudice to this officer, if the appellant's request is fulfilled:

.....

.....

.....

.....

.....  
Date

.....  
Signature