

Procedure On Transfers of the Sri Lanka Agricultural Service – 2021

1. As per the Public Administration Circular No: 21/2011 procedure on Transfers of officers in the Sri Lanka Agricultural Service will be implemented. Accordingly transfers will be made in the following manner.

(a) By Transfer Boards (Annual Transfers)

Annual transfer boards will be constituted for the fulfilment of requests of the officers who wish to take transfers. In addition, decision of Transfer Board can be obtained for the fulfilment of a request on reasonable grounds of an officer or to transfer an officer who has completed the period of service prescribed to serve in a service station/ an area to another service station in order to implement the orders made by the Secretary to the Ministry according to administrative matters, on recommendation of the Director General of Agriculture. These transfers may be made effective from the first working day of the year.

(b) By the Secretary to the Ministry of Agriculture (Transfers other than annual transfers)

Apart from the transfers made by the Annual Transfer Boards, transfers are not be made as a daily routine work of the Sri Lanka Agricultural service. However, the Secretary to the Ministry of Agriculture may issue transfer orders on administrative needs, on exigencies of service and on disciplinary grounds. Action may also be taken in consideration of requests for mutual transfers which are not disturbed the smooth function of general duties and requests that include urgent matters and matters to be considered on merciful grounds recommended and forwarded by the Director General of Agriculture with observation and recommendation of respective Directors.

2. Officers who are subject to Annual Transfers

2.1. Out of the officers of the Sri Lanka Agricultural Service in Class I, Class II and Class III who are already in the service:

- 2.1.1 Officers who have served a period of 05 years in a difficult service station (Special attention will be drawn to these officers)
- 2.1.2 Officers who have served a period of 05 years in convenience service station.
- 2.1.3 Officers who have served over a period of 04 years in any service station and who are expected to be transferred on exigencies of service.
- 2.1.4. Head of Unit/ Senior Officer next to him/ her who have completed 03 years service and Officers who have completed 05 years in following service stations of National Plant Quarantine Service,
 - (a) National Plant Quarantine Service, Katunayake
 - (b) Plant Quarantine Unit, Colombo Port
 - (c) Plant Quarantine Unit, Airport, Katunayake
 - (d) Plant Quarantine Unit, Hambanthota Port
 - (e) Plant Quarantine Unit, Airport, Maththala
 - (f) Plant Quarantine Unit, Gannoruwa

2.2. Categorization of service stations

All officers in the Sri Lanka Agricultural Service are compulsory to serve at least 05 years in a difficult area.

- **Difficult Service Stations**

Ampara, Damana, Uhana, Thambiluvil, Nindavur, Addalachchenai, Samanthurei, Anuradapura Zone No 1, Anuradhapura zone no 2, Neelabemma, Mahailuppallama, Kahatagasdigiliya, Thirappane, Ipalogama, Nochchiyagama, Galenbindunuwewa, Rajanganaya, Minneriya, Polonnaruwa, Medirigiriya, Aralaganwila, Thamankaduwa, Monaragala, Maduruketiya, Bibila, Siyambalaanduwa, Thanamalvila, Wellavaya, Muthukandiya, Hambanthota zone no 1, Hambanthota zone no 2, Kirindioya, Walawa, Angunakolapellassa, Bataatha, Hambanthota, Ambalanthota, Weeravila, Kanthale, Moothur, Pankulam, Nilaweli, Trincomalee, Wantharumulei, Kalawanchikudi, Wakarei, Uppuweli, Vauniya zone A, Vauniya zone B, Nedunkerni, Wettikulam, Rambewa, Mannar (East), Mannar (West), Adimpan, Puttlama, Anamaduwa, Kalpitiya, Thabbova, Vanathavillu, Mahawa, Nikaweratiya, Embilipitiya, Karapincha, Laggala, Hettipola, Mahiyanganaya, Rahangala, Girandurukotte, Welimada, Aluththarama, Hasalaka, Ududumbara, Thinnaweli, Kaidadi, Uduwil, Walapane, Seethaeliya, Akkarayankulam, Kilinochchi, Malavi, Pudukudiruppu, Mulative

3. Transfers on Special service requirements and urgent service needs

Secretary to the , Ministry of Agriculture is able to transfer or attach temporarily an officer on administrative and service needs with the recommendation of Director General of Agriculture without a request of the officers and without asking the consent of the Officers.

4. Composition of Transfer Board of the Sri Lanka Agricultural Service

Secretary to the Ministry of Agriculture will appoint Transfer Board consisting of following officers. (Chairman will be appointed by the Secretary to the Ministry of Agriculture)

- I. All Directors including Director (Administration)
- II. One representative from each union that represented by officers of the Sri Lanka Agricultural Service

5. Appeals against Transfers

5.1 Appeal Board

1. A representative of the Secretary to the Ministry of Agriculture
2. Additional Director General (Administration)
3. Additional Director General of Agriculture (Development)/(Research)

5.2 Instances where appeals can be submitted

Although, the above transfer procedure is thoroughly implemented if a Director intends to retain an officer in the institution beyond the prescribed period on special circumstance, a request can be made to the above mentioned Appeal Board with the reasons for that retention of the Officer conveyed to the Secretary through Director General of Agriculture and the personal recommendations. Further, consideration of the appeals against the transfer orders will be determined after examining the following factors.

- 5.2.1. Transfers made without compliance with the transfer policy.
- 5.2.2. Instances where requests of officers will not be fulfilled.
- 5.2.3. Transfers made opposing to requests of officers

6. General policies to be considered at the Transfers

- 6.1. When implementing the transfers priority will be given to service requirements. The final decision on proposal of transfer will be taken by Secretary to the Ministry of Agriculture based on the recommendations of the Director General of Agriculture.
- 6.2. In annual transfers, periods will be calculated to 31st December of the previous year. (eg:- for annual transfers in the year 2021 the date is 31.12.2020)
- 6.3. In annual transfers at the calculation of the period of service, 1st of January of the year the officer reported for duty should be considered as the date of commencement of service. Although, if the date of reporting for duty is a date next to it due to a circumstance beyond the control of the officer, the matter will be taken into account by the Transfer Board.
- 6.4. When calculating the period of service, the total of periods of continuous or discontinuous service in an institution will be considered as the total period of service.
- 6.5. When calculating the period of service in an institution, the period an officer was not in service due to a circumstance beyond the control of the officer will not be considered.
- 6.6. Any period of leave taken for post graduate studies while serving in a difficult service station will not be considered as a part of period of service
- 6.7. The officers of the Sri Lanka Agricultural Service in Class I, Class II and Class III who have served in an institution a period less than the periods specified in the Para 02 above can also request for transfers under this transfer policy.
- 6.8. If an officer who has not completed the prescribed period of service in a convenience service station requests for a transfer to a difficult service station, the officer is eligible to receive such transfer subject to requirements of service.

- 6.9. Always, all possible attempts should be made to give transfers to a service station which is in close proximity to the area, the service station of his/her spouse is located in as requested by the officer.
- 6.10. Although in general an officer whose age is over 53 years should not be transferred to outside the district unless there is no request of the officer or other special circumstance, he/she will be subject to transfers within the district
- 6.11. The requests for transfers and appeals against transfer orders prepared duly in accordance with the specimen form will only be considered
- 6.12. It is the responsibility of the relevant Directors to submit a list of names including all particulars of officers who have served in a convenience service station and who have served in and institution indicated in sub Para 2:1:4 above a period over the prescribed period (05 years), before the date informed by the Director General of Agriculture.
- 6.13. The relevant Directors should take action with great responsibility to prepare and forward a report in accordance with institutions on officers in all institutions who have completed over five (05) years period of service.
- 6.14. The Heads of Institutions should ensure to submit correct and complete information with regard to all officers. In the event of revealing the submission of false and incomplete information, the responsibility should be taken by the relevant heads of institutions, the officers who prepared these lists and the officers who checked and certified the lists.
- 6.15. The Secretary to the Ministry of Agriculture will implement the transfers of the officers at the time of giving transfers
- 6.16. The all officers who have received transfer orders are bound to report for duty at new service station on the due date (1st of January).
- 6.17. Un-releasing of an officer who has received transfer order from the service of the institution after the effective date of transfer is incompliance with the procedure on transfers. The officers who have received transfers outside the institution should be released from the service without waiting for the arrival of his/ her successor so that he/she may assume duties of the new service station on the due date.
- 6.18. An officer who has been informed the decision of the Appeal Board shall not remain without reporting for duty of his/her new service station until he/she receives decision for re-appeals submitted by him/ her.
- 6.19. The time table to be followed when implementing annual transfers of officers in the Sri Lanka Agricultural Service.
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|------|--|---|
| i. | Before 30 th of June - | Calling for applications by publishing procedure on Annual transfers/ annual Circular |
| ii. | Before 31 st of July - | Completion of the collection of transfer applications Reports on officers who have completed a period of over 05 years' service in a convenience institution./ Officers who have completed a period of over five (05) years service in all institution. |
| iii. | Before 10 th of August | Handing over of annual transfer applications to Annual Transfer Committee |
| iv. | Before 31 st of August - | Completion of taking Transfer Board decisions |
| v. | Before 15 th of September - | Informing of proposed transfers./ Appointment of Annual Transfer Review Committee/ Calling appeals against proposed transfers |

- vi. Before 15th of October - Appointment of a committee to review the reasons adduce against annual transfers.
- vii. Before 1st November - Issue of Annual Transfer orders
- viii. Before 01st January - Making effective of Annual Transfers

7. Remarks

7.1. In instances outside the Procedure on Annual Transfers

Requests for transfers made outside this procedure on transfers should be submitted to secretary to the Ministry of Agriculture with the personal recommendations of the relevant Director and recommendation of Director General of Agriculture. If Secretary to the Ministry of Agriculture will satisfy with reasons for such request, the Secretary will take decision considering that request

7.2 Transfers between Central Government and Provincial Councils and Among Provincial Councils

Officers in the Sri Lanka Agricultural Service will be released temporarily to Provincial Public Service in accordance with requirements subject to a period of 05 years or a specific period. The specific period to be so served should be determined on the consent between Transfer Authority and Provincial Authority on the followings:

- a) Exigencies of service
- b) Requirements of Cadre
- c) Other relevant matters

7.2.1. The Provincial Authority will issue a letter of appointment subject to conditions on the release from the service. The officer may be subject to transfers within the Province made by the provincial Authority.

7.2.2. If an officer has been released to Provincial Public Service, during this period he/she shall be subject to the administration and disciplinary control of the Public Service Commission. At the end of the period the officer has been released to provincial Public Service or when Director General will call as requirements arise he/she should return to his/ her substantial post.

7.2.3. Provincial Authority has the power to attach officers within the Province. Although such attachments should be reported to Secretary to the Ministry of Agriculture with a copy to Director General of Agriculture.

7.3 Submission of Application

Applications for annual transfers prepared exactly in accordance with the relevant specimen form and appeals should be forwarded to Director General of Agriculture with recommendation of the respective Director before the date specified in this procedure.

- 8. An officer may appeal against a transfer order to the Public Service Commission as per the provisions of Section 230 to 232 of Chapter XX of the Procedural Rules of the public Service Commission. According to Section 234, the appeal should be made within 14 days of the receipt of the transfer order.

By order of the Public Service Commission

Sgd.by / Sumedha Perera W.W.V.R.W.P.U.S.P.N.D.U.

Major General (Retired)

Ministry of Mahawali, Agriculture, Irrigation and
Rural Development

Transfer application - 2021
(For Officers in Class I, Class II, Class III of the Sri Lanka Agricultural Service)

1. Personal Details :

- 1.1 Full Name (Mr./Mrs./miss) :
- 1.2 National Identity Card Number :
- 1.3 Date of Birth and Age as at 31.12.2020 :
- 1.4 Date of First Appointment :
- 1.4 Private Address :

- 1.5 Telephone Number : Home Mobile

2. Present service station

- 2.1 Department / Provincial Council :
- 2.2 Official Address :

- 2.3. Official Telephone Number :

3. Post

- 3.1 Designation of Present Post :
- 3.2 Date of appointment to the above post :

4. Reasons for requesting a transfer :

5. Previous service station

Post	Service Station	Period

6. The Service Stations to which the transfer is requested

Post	Service Station

I hereby certify that the above information furnished by me are true and correct. I agree that I wish to receive transfer to any service station request by me/ any service station which is more close to these service stations and subsequent to issue of order for the transfer made on the above request. I have no right to cancel that order.

Date:.....

.....
Signature

Observation of the Head of Institution:

- 1. Above information are true according to the office information
- 2. Recommend the transfer of the above named officer with/ without a successor/ on the basis of sending a successor later

.....
Date :

.....
Signature and the Official seal of Unit Head

**TRANSFERS OF SRI LANKA AGRICULTURE SERVICE -YEAR 2021
Application Relating to Appeal**

Institution :

(a) Should be fulfilled by the officer

1. Personal details:

1.1. Full Name of Office. (in clear letters):Mr/Mrs/miss.....

1.2. National Identity Card Number :.....

1.3. Permanent Address:

1.4 Residence Address:

1.5 If place of residence is changed in 2021, the address of new place of residence:

2 The Service station to which the officer has been transferred:

3 Post and Grade :

3.1. Date of Entering into the service :

3.2. Date of Entering in to the Grade :

4. Date of Birth :

4.1. Age as at 31.12.2020

5.

Service particulars	Date of appointment	Service Station	
		From	To

6. I request to cancel/ revise the transfer given to me

7. Reasons for making an appeal (state in the over leaf)

8. The service station to which the transfer should be revised/ made

Date :

.....
Signature

(b) Observation of the Head of Institution:

I. Above particulars are true according to the office information

II. Reasons and observation with regard to cancellation/ revision of this transfer:

.....
.....

Date :

.....
Signature of the
Head of Institution

(Write-off words inapplicable. Incomplete appeals will not be considered by the Appeal Board. State any further information in the overleaf)

Name of Institution/ Centre/ Unit :

Serial No	Name of the Officer (Indicate whether Mr/ Mrs/ Miss) and NIC No	Date of appointment and Medium	Post / Class	Private Address	Date of birth and age as at 31.12.2020	Marital Status – Service Station of the Spouse	No of children and No of Children Schooling	Previous service stations and periods	Reasons for requesting transfer	Stations preferred	Recommendation

I certify that the applications of all officer included in to the above list

Prepared by : Name

Signature :

Checked by : Name

Signature :

Date :

.....

Signature and Official seal of Director

The particulars of Officers who have served over a period of 05 years in a convenience Service Station should Essentially be included in (as at 31.12.2020)
(Officers who have the highest period of service should be included in first)

Name of Institution/ Centre/ Unit :

Serial NO	Name of the Officer (Indicate whether Mr./ Mrs./ Miss)	Date of Appointment	NIC No	Post/ Class and Medium	Date of Birth and age as at 31.12.2020	Period of service at present service station (as at 31.12.2020)	Marital status Service station of the spouse	Particulars of children schooling	Present residential area and address	Service stations and periods from first appointment	If not applied for a transfer name three stations preferred to serve in case of receiving a transfer

Particulars an all officers who have served over a period of 05 years in this Institution/ Centre/ Unit are included in the above table. I am satisfied that the all particulars mentioned above are correct

Prepared by : Name

Signature :

Checked by : Name

Signature :

Date :

.....

Signature and Official seal of Director

The particulars of Officers who have served over a period of 05 years in each Service Station should be included in (as at 31.12.2020)
(Officers who have the highest period of service should be included in first)

Name of Institution/ Centre/ Unit: :

Serial NO	Name of the Officer (Indicate whether Mr./Mrs./Miss)	Date of Appointment	NIC No	Post/ Class and Medium	Date of Birth and age as at 31.12.2020	Period of service at present service station (as at 31.12.2020)	Marital status Service station of the spouse	Particulars of children schooling	Present residential area and address	Service stations and periods from first appointment	If not applied for a transfer name three stations preferred to serve in case of receiving a transfer

Particulars an all officers who have served over a period of 05 years in this Institution/ Centre/ Unit are included in the above table. I am satisfied that the all particulars mentioned above are correct

Prepared by : Name

Signature :

Checked by : Name

Signature :

Date :

.....

Signature and Official seal of Director