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மனிதவலு மற்றும் வேலைவாய்ப்புத் திணைக்களம்
DEPARTMENT OF MANPOWER AND EMPLOYMENT



9 වන මහල
සෙන්සිරිපාය 2 වන අදියර
බත්තරමුල්ල

9th Floor
Sethsiripaya 2nd Stage
Battaramulla

9^{ம்} மாடி
செத்சிரிபாய 2^{ம்} கட்டம்
பத்தரமுல்லை

මගේ අංකය
எனது இல
My No

DoME/01/06/Transfer 2020

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

04.12.2019

All District Secretaries,

Annual Internal Transfer-2020

Career Guidance Officer/Human Resource Development Assistant/Development Officer.

I hereby grant approval for the transfers indicated in the Schedule attached herewith to be effective from 01.01.2020 . Kindly notify the relevant officers of your District in this regard and inform them to assume duties at the new service station on the prescribed date.

2. The transfer procedure followed by the Transfer Committee when making these transfers has already been sent to you along with the Department Circular No. 01/2019 .The transfer orders attached herewith should be informed to all the officers who have requested for transfers.

3. Submission should be made to the review committee for annual transfer proposals only if the requests for transfers have not been considered by the annual transfer committee as per transfer procedure or Department Circular No 01/2019 or the provisions of Establishment code. Decisions for annual transfers will not be postponed after the prescribed date due to appeals/ grievances or the recommendations of the Head of the Institutions, which are made after the decisions made by the Public Service Commission regarding the appeals made again after the decision of the review committee for annual transfers as per the orders in the letter of the Secretary of the Public Service Commission No. PSC/APL/07/14/2013 dated 13.09.2013. The decisions made by the Public Service Commission regarding an appeal on annual transfers should be implemented unless any order has been given preventing the implementation of the transfer order.

4. A specimen of the Application for appeal is attached herewith. Kindly note to send applications prepared in accordance with the specimen before 2019.12.16 to be considered such appeals.The officers should be informed that the appeals received after that date will not be considered.

5. You are kindly requested to release officers,who have been transferred outside your institute without retaining them until their successors report for duty and enabling them to assume duties at new service station.

Madhavie N. Gunawardena
Director(Admin)-Actg
For Director General
Department of Manpower and employment