



සංස්කෘතික කටයුතු දෙපාර්තමේන්තුව

கலாசார அலுவல்கள் திணைக்களம்

Department of Cultural Affairs



8 වෙනි මහල, සෙත්සිරිපාය, බත්තරමුල්ල 8 ஆம் மாடி, செத்திரிபாய், பத்தரமுல்லை 8th floor, Sethsiripaya, Battaramulla
සොළොස් දේශයක පෙරලමින්කරු வளமான தேசமொன்றின் முன்னோடி Trailblazer of a Beautiful Nation

මගේ අංකය }
எனது இல. }
My No. }

DCA/02/04/01/12 – Annex01

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி }
Date }

2023.06/09



හිවුණු, හැදුණු, පිරුණු, සොළොස් මිනිසුන් සපිරි පින්බර දේශයක් එක්ව ගොඩනගමු
அமைதியான, ஒழுக்கமான, முழுமையான சிறந்த மனிதர்களுடன் கூடிய புனித தேசத்தை ஒன்று சேர்ந்து கட்டியெழுப்புவோம்
Towards building a blessed nation of compassionate, complete and culturally rich human beings



To all District Secretaries/Divisional Secretaries,
Deputy Director, Assistant Directors and Accountant of the Department of Cultural Affairs

Annual Internal Transfers of the Department of Cultural Affairs- 2024

Applications are called for the annual internal transfers 2024 for the officers in the posts of Cultural Officer, Cultural Development Assistant and Development Officer in this Department subject to the provisions on transfers of the Public Officers, stipulated in the Chapter XVIII of the Procedural Rules (Part I) of the Public Services Commission, published in the Gazette Extraordinary No:1589/30 dated 20.02.2009 and with relevant to the transfer procedures specified below. Accordingly, you are kindly informed to make aware the officers in this Department, attached to your office on this matter and to submit their transfer applications with your recommendation on due date as per the format attached herewith.

01. Particulars of the officers subjected to Annual Internal Transfers

1. This annual transfer procedure applies to the officers of the following services.
 1. Cultural Officer
 2. Cultural Development Assistant
 3. Development Officer
2. Term of service in a particular station

1.2.1. The officers who have served in their station continuously for a period of 02 years are eligible to apply for annual transfers.

1.2.2. The officers who have served in a same station for more than 05 years are subject to transfers.

02. Other matters that are taking into consideration in transfers

- i. The period of service is computed as at 31st of December in the current year with regard to the annual transfers.
- ii. In computing the period of service in a district, the period of service the officer serves in whatever station in a particular district is considered as the period of service in that district.

අධ්‍යක්ෂ }
பணிப்பாளர் }
Director }

2872035

කාර්යාලය }
அலுவலகம் }
Office }

2872031
2866731

ෆැක්ස් }
தொ.நகல் }
Fax }

2866732

ඊ-මේල් }
மின்னஞ்சல் }
E-mail }

dcanews@sltnet.lk

වෙබ් ලිපිනය }
இணையத்தளம் }
Web Site }

www.culturaldept.gov.lk

Department of Cultural Affairs
Trailblazer of a Beautiful Nation

03. Priorities given and special remarks

Methodology

- i. When an officer belongs to Para. 1.2.1 of the Annual Transfer Procedure requests for a transfer, the officers who fulfill the requirements of Para. 1.2.2 with the longest period of service could be transferred to meet such request.
- ii. Where the requests for transfers to a particular station is high, the officers who have served for a longer period of time from among them, shall be transferred to that particular station.

Special Remarks

- i. The officers who have served in a same station for more than 05 years could be transferred from that station at the discretion of the Transfer Committee though they have not applied for transfers.
- ii. The officers who have served in the same district for more than 15 years could be transferred from that station at the discretion of the Transfer Committee.

04. Rejection of transfer applications

Transfer applications from the officers with less than two years (02) service in the current station will be rejected.

05. Particulars to be furnished by the officers who are subject to the transfers as per 1.2.2 of the Circular.

It is compulsory to furnish their particulars through the Form 02 by the officers who have served in the same station for more than 05 years as per 1.2.2. of this Circular and these particulars are taken into consideration for the transfers specified in 3 (ii) above.

06. Time Frame for the Transfers

Serial No:	Activity	Date
01	Establishment of Annual Transfer Committee	Before 07 th June
02	Issuing the Transfer Notice	Before 30 th June
03.	Submit the duly filled transfer applications to the relevant authority	Before 31 st July
04.	Submit the applications by the relevant authority to the Transfer Committee	Before 15 th August
05.	Submit in writing the transfer proposals to the relevant authority by the Transfer Committee	Before 31 st August
06.	Issuing the notices on the annual transfer proposals and appointing review committees on annual transfer proposals	Before 15 th September
07.	Closing Date of appeals to the review committees on annual transfer proposals	Before 02 nd October
08.	Submit the written recommendations on annual transfer proposals to the relevant authority by the review committees	Before 17 th October
09.	Issuing final annual transfer orders	Before 01 st November
10.	Effective Date of Annual Transfer Orders	w.e.f 01 st January 2024



Bhagya C. Katudeniya
Director of Cultural Affairs (Acting)

Bhagya C. Katudeniya
Director of Cultural Affairs (Acting)
Department of Cultural Affairs
"Sethsiripaya" Battaramulla.

Form No: 1

Application for Annual Transfers – 2024

01.

I. Name in full (as per the Appointment Letter):

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

II. Post:

III. Current Station of Duty:

IV. Official Address:

V. Telephone No:

Office: Private:

VII. District of your station of duty: DS Division:

VIII. Permanent Address:

IX. Current Residence (Temporary Address:

.....

X. Closest Divisional Secretariat to your current residence

02. I. Date of Birth:

II. Age as at 31.12.2023:

III. Gender:

03. I. Date of confirmation in the service:

II. Period of service in the current station:

As at 31.12.2023: years monthsdays

04. I. Marital Status:

II. Name of the spouse if married:

III. Station of service of the spouse:

IV. Particulars of the children:

	Name	Age	School
i.
ii.
iii.

05. Service particulars in the public service

Station of service		Duration		Total duration		
District	Div. Secretariat	from	to	Years	Months	Days

(Furnishing false information will be a punishable offence under disciplinary action)

06. List your order of preference 05 Divisional Secretariats you would like to get a transfer

Se. No	District	District/Divisional Secretariat
01.		
02.		
03.		
04.		
05.		

07. Reasons for apply for transfer:

.....

I hereby certify that the above information is true and I am aware that I will be subject to disciplinary action in case where the information is found to be false.

.....

Date

Signature

Recommendation of the District/Divisional Secretary,

I certify that the above particulars are correct. I recommend the request of the officer with/without/with a later replacement.

Signature of the District/Divisional Secretary:

Official Frank

Particulars of the officers who have served in a station for more than 05 years

1. Name of the officer: -Mr./Mrs./Miss
.....
2. Post:
3. Address:
4. Date of Birth: Age as at 31.12.2023:
5. Period of service in the current station as at 31.12.2023:
6. Total period of service in the district as at 31.12.2023:
7. Marital Status:
8. Station of duty of the spouse:
9. Particulars of school age children

	Name	Age	School
i.
ii.
iii.

10. Distance to the current station of duty from the current place of residence in K.M.....
11. Period of service in the Department:
12. Have you applied for a transfer:
13. If not, the stations you would like to work in:-

Within the district	Outside the district
1.	1.
2.	2.
3.	3.

I hereby certify that the above information is true and I am aware that I will be subject to disciplinary action in case where the information is found to be false.

.....
Date

.....
Signature