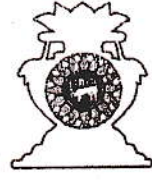




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கலாசார அலுவல்கள் திணைக்களம்

Department of Cultural Affairs

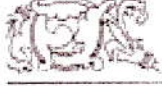


8 වෙති මහල, සෙත්සිරිපාය, බත්තරමුල්ල 8 ஆம் மாடி, செத்சிறிபாய், பத்தரமுல்லை 8th floor, Sethsiripaya, Battaramulla  
සොඳරු දේශයක පෙරගමන්කරු වෘණමාන தேசமொன்றின் முன்னோடி Trailblazer of a Beautiful Nation

මගේ අංකය }  
எனது இல. }  
My No. }

DCA/02/04/01/12 – Volume 01  
இலே அංකය }  
உமது இல. }

දිනය } 27.06.2022  
திகதி }  
Date }



හිවුණු, හැදුණු, පිරුණු, සොඳරු 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,  
Assistant Directors in charge for Divisions/ Accountant of Department of Cultural Affairs

**Department of Cultural Affairs**  
**Annual Internal Transfers - 2023**

Applications are called for internal transfers 2023 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 Public Officers stipulated in chapter XVIII of Procedural Rules (Part I) of the Public Services Commission Published in Gazette Extra Ordinary of No. 1589/30 dated 20.02.2009 and the transfer procedures specified herein. 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 form attached herewith.

**1. Particulars of the officers subjected to Annual Internal Transfers.**

1. This Annual Transfer procedure is applied 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 been 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 been served in a same station for more than 05 years are subject to transfers.

**2. Other matters that are taking into consideration in transfers**

- i. The period of service is computed as at 31<sup>st</sup> of December in the current year with regard to 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.

### 3. Special remarks

#### Methodology

- i. When an officer belongs to Paragraph 1.2.1 of the Annual Internal Transfer procedure requests for a transfer, the officers who fulfill the requirements of Paragraph 1.2.2 with the longest period of service could be transferred to meet such request.
- ii. Where the number of requests for a transfer to a particular station is large, officers who have been in service for a longer period of time from among them, shall be transferred to that particular station.

#### Other special Remarks

- i. The officers who have been served in a same station for more than 10 years, could be transferred from that station at the discretion of the transfer committee though these officers have not applied for transfers.
- ii. The officers who have been served in the same District for more than 15 years could be transferred at the discretion of the transfer committee.

### 4. Rejections of Applications

- i. Applications on transfers of the officers of less than two (02) years of service in the current station will be rejected.

### 5. Information that should be submitted by the officers, subject to transfers as per 1.2.2 of the circular

It is compulsory to submit their information by using the form no. 02, who have been in the same station for more than 5 years, as per 1.2.2 of the circular. Such information will be needed for the transfers relevant to 3 (ii)

### 6. Time Table for Annual Internal Transfers.

S. No.	Activity	Date
1.	Establishment of Annual Transfer Board	Before 27 <sup>th</sup> June
2.	Issuing Notices on Annual Transfers	Before 30 <sup>th</sup> June
3.	Submit the duly filled transfer applications to the authority	Before 01 <sup>st</sup> August
4.	Submit applications by the relevant authority to transfer committee	Before 15 <sup>th</sup> August
5.	Submit in writing the transfer proposed by the committee to authority	Before 31 <sup>st</sup> August
6.	Issuing notices on proposed annual transfers and appointing annual transfer proposal review committee	Before 15 <sup>th</sup> September
7.	Closing date of appeals to review committee	Before 30 <sup>th</sup> September
8.	Submit the written recommendations on annual transfer proposals by the Review Committee to relevant authority	Before 17 <sup>th</sup> October
9.	Issuing final Annual Transfer orders	Before 01 <sup>st</sup> November
10.	Effective date of Annual Transfer orders	Before 02 <sup>nd</sup> January 2023

*P.A. - Gamaq* 2022/06/27  
Tharani Anoja Gamage  
Director of Cultural Affairs

**DEPARTMENT OF CULTURAL AFFAIRS**  
**APPLICATION FOR ANNUAL INTERNAL TRANSFER - 2023**

01.

- I. Name in full (as in the appointment letter) :- .....
- II. Designation :- .....
- III. Current Station of Service :- .....
- IV. Official Address :- .....
- V. Telephone Number:-  
 Office :- ..... Private :- .....
- VI. Office fax Number :- .....
- VII. District to which the station of service belongs :- .....
- Divisional Secretariat to which the station of service belongs :- .....
- VIII. Permanent Address :- .....
- IX. Current Address (Temporary) :- .....
- X. Closest Divisional Secretariat Division of your current residence :- .....

02.

- I. Date of Birth :- .....
- II. Age (as at 31.12.2022) :- .....
- III. Gender :- .....

03.

- I. Date of Permanent appointment :- .....
- II. Period of Service in the current station  
 (as at 31.12.2022) :- Years..... Months..... Days.....

04.

- I. Civil Status (Single/ Married) :- .....
- II. If married name of the spouse :- .....
- III. Place of work of the spouse :- .....
- IV. Details of Children

<u>Name</u>	<u>Age</u>	<u>School attend</u>
I.....	.....	.....
II.....	.....	.....
III.....	.....	.....

05. Particulars up to date from the date you have entered the public service

Station		Duration		Total Period		
District	Divisional Secretariat	From	To	Years	Months	Days

(You are kindly informed that you will be subject to disciplinary action in case you have provided false and incomplete information)

06. Indicate 03 Divisional Secretariats in order of your preference to obtain a transfer

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

07. Reasons for apply for a transfer

.....

.....

.....

.....

I confirm that the particulars above are true. I am also aware that if these particulars are found to be false, disciplinary action will be taken against me.

.....  
Date

.....  
Signature

**Recommendation of District Secretary/ divisional Secretary,**

I certify that the above particulars are correct. The request made by the officer is recommended with/ without/ based on later replacement.

Signature of District Secretary/ Divisional Secretary :- .....

Date :- .....

Stamp :- .....

**Information on the officers who served in a particular station for more than five (5) years**

- 1. Name of the Officer (as in the appointment letter) :- Mr/Mrs/Ms.....
- 2. Designation :- .....
- 3. Address :- .....
- 4. Date of Birth :-..... Age:- ..... (as at 31.12.2022)
- 5. Period of service in the current station (as at 31.12.2022) :- .....
- 6. Period of service in the District (as at 31.12.2022) :- .....
- 7. Marital Status :- .....
- 8. Place of work of the spouse :- .....
- 9. Details of schooling Children

<u>Name</u>	<u>Age</u>	<u>School attending</u>
I. ....	.....	.....
II. ....	.....	.....
III. ....	.....	.....

- 10. Distance from the current residence to the present station (k.m) :- .....
- 11. Period of Service in the Department :- .....
- 12. Have you applied for Annual Internal Transfer 2022? :- .....
- 13. Station of services you would prefer if a transfer is given even though you have not applied for transfer

**Within the District**

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

**Out of the District**

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

I certify that the particulars above are true and correct. I am also aware that if these particulars are found to be false, disciplinary action will be taken against me.

.....

Date

.....

Signature