



TRANSLATION

DCA/02/04/01/12 – Vol I

12.10.2022

To all District Secretaries and Divisional Secretaries,
 Branch Heads and Accountant of Department of Cultural Affairs

Annual Internal Transfers- 2023
Department of Cultural Affairs

I am sending following Annual Internal Transfer decisions issued by internal transfer board for Cultural Officers, Cultural Development Assistants and Development Officers of the Department of Cultural Affairs with my approval to be effective from 02.01.2023. Accordingly please inform the relevant officers concerned regarding the transfers to assume duties in their new station of service.

	Name	Designation	Current Station of Service	New Station of Service- Committee Decision
1	Mrs. W.A.D. Menaka	Cultural Development Assistant	Divisional Secretariat- Maharagama	Divisional Secretariat- Hanwella
2	Mrs. D.W.C.P. Jayasekara	Cultural Development Assistant	Divisional Secretariat- Hanwella	Divisional Secretariat- Maharagama
3	Mrs. P.I.S. Yapa	Development Officer	Divisional Secretariat- Palinda Nuwara	Divisional Secretariat- Agalawatta
4	Mrs. H.S.U.K. Bulathsinhala	Development Officer	Divisional Secretariat - wellawaya	Divisional Secretariat- Thanamalwila
5	Mrs. L.R.M.K.P. Jayasekara	Development Officer	Divisional Secretariat- Thanamalwila	Divisional Secretariat- wellawaya
6	Mr.S. Rupakumar	Development Officer	District Secretariat- Mannar	Divisional Secretariat - Jaffna
7	Mr. J.D. Janaka	Cultural Development Assistant	Divisional Secretariat- Agalawatta	Divisional Secretariat- Palinda Nuwara
8	Mr. M.R.S. Chathuranga	Development Officer	Divisional Secretariat- Panduwasnuwara East	The transfer decision given with effective from 02.01.2023 to Divisional Secretariat Giribawa by the committee of 2022 Annual Transfer is been cancelled.

02. Please inform relevant officers that following transfers are also to be effective from 02.01. 2023 according to the decisions taken on 2022 Annual transfer Committee.

	Name	Designation	Current Station of Service	New Station of Service- Committee Decision
1	Mrs. S.P. Naththandiyage	Cultural Development Assistant	Divisional Secretariat - Kelaniya	Divisional Secretariat - Biyagama
2	Mrs. Y.A.J.M.K. Gunarathna	Development Officer	Divisional Secretariat - Ududumbara	Divisional Secretariat - Medadumbara
3	Mrs. A.K.G.N. Priyangani	Development Officer	Divisional Secretariat - Medadumbara	Divisional Secretariat - Udadumbara

03. If the requests for transfers have not been taken into consideration in terms of transfer procedure or provisions of Chapter XVIII of the procedural rules (Volume I) on transfer of the Public Services Commission, such officers could submit facts thereof to the Review Committee.

03. A specimen application form for the purpose of submission of facts to the Review Committee, is attached herewith. You are kindly informed to send duly filled applications prepared in terms of the specimen application to consider appeals. The closing date for receiving applications is 25.10.2022. Please inform the officers that the applications received after the closing date will not be considered.

04. You are kindly informed to release the officers without waiting for replacements so as to enable them to assume duties in their new station of service. Also please be informed that the said transfers have to be effective on due date.

05. Your co-operation in this regard is greatly appreciated.

T.A. Gamage

Tharani Anoja Gamage
Director of Cultural Affairs

2022/10/12

Department of Cultural Affairs

Application for submit facts on transfers 2023 to the Review Committee

a. Personal Details

01. Name with Initials:-			
02. Designation and Grade:-			
03. Date of Birth:- (YYYY/MM/DD)	04. Age:- (as at 31.12.2022)	05. NIC Number	06. Gender
07. Permanent Address	08. Temporary Address	09. Telephone Number Office:- Personal:-	
10. Civil Status	11. Name of the Spouse	12. Occupation and Station of service of the Spouse	
13. Number of Children	14. Age of the Children	15. Schools Attending	

b. Details of Service

c. Please put (√) in the relevant cage

16. Appointment Date:-				
17. Current station of service:-		18. City in which the station is situated		
19. Date on which you assumed duties in your current station of service:- (YYYY/MM/DD)		20. Service period of current station of service (as at 31.12.2022) YY..... MM..... DD.....		
21. Previous stations of service	Station of service		Service period	
			from	to
	1			
	2			
	3			
	4			
5				

22. Applied for Annual Transfer	Yes		If 'yes' please mention the station of services which were applied 1. 2. 3.
	No		
Name of the new station of service if transferred:-			

23. The Decision you expect from the Reviewing Committee.

To cancel the transfer		Station of services to which the transfer has to be revised/ to which the new transfer has to be made. 1. 2. 3.
To revise the transfer		
To obtain a new transfer		

24. Reasons to be submitted.

I certify that above particulars are true and correct and I am aware that disciplinary action may be taken against me, in case if it is proved that I submit false information.

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Date

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Signature

Recommendation of District Secretary/ Divisional Secretary,

I certify that the above information is correct. I recommend the request made by the officer with replacement/without replacement/ later replacement.

Signature of District/ Divisional Secretary:

..... Secretariat,

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