

Staff Circular letter No: -09/2019

My No: - SG/Admin/DS/04/Transfer (T.A.O) – 2020

Departmental Services Branch

Survey Department

Colombo - 05.

25 .06.2019

To All additional Surveyor Generals,
All Senior Deputy Surveyor Generals / Deputy Surveyor generals,
Director (I.S.M. – Diyathalawa) / All provincial Surveyor Generals,
Director (Finance) / Chief Internal Auditor,
All Senior Superintendents of Surveys / Superintendents of Surveys,
Chief Technical and Administrative officer
Technical and Administrative officers

ANNUAL TRANSFERS – 2020 For Technical and Administrative officer

Your attention is drawn to the provisions in chapter XVII of the procedural rules of Public Service Commission (volume No.1) published in extraordinary gazette No 1589/30 and dated 20.02.2009 in respect of transfer of public officers and the Transfer procedure.

02. It is informed to follow the instructions given here for implementation of annual transfers of 2020 for the Technical and Administrative Officers work in this department, and transfers of the above post will be made by the transfer board and action should be taken to submit applications accordingly.

Annual transfer procedure

1.0 Period of service which should be completed in a service station

1.1 Technical and Administrative Officers who have completed 02 years of service at his / her service station are eligible to apply for annual transfers.

1.2 Technical and Administrative Officers who have completed a 05 years service period in a certain service station shall compulsorily be subjected to transfers. In case of special administrative reasons, action will be taken deviation from the above.

1.3 Technical and Administrative Officers who have completed 05 years service period in a popular service station shall compulsorily be subjected to transfers.

2.0 Classification of Service Station

Unpopular Service station shall mean a service station for which less number of applications are received and Technical and Administrative officer is transferred subject to a distance of 160 km or more away from the place of his / her residence. However, if financial benefits,

other benefits and privileges that legally provided by the department are received by such service stations, the transfer board will determine whether it is popular or not.

3.0 Methodology and other matters

3.1 When these transfers are implemented, the priority will be given for the service requirement.

3.2 When a Technical and Administrative officer under the above paragraph 1.1 requests for a transfer to another station, Technical and Administrative officers who have served a longest period of service at one service station or at group of service station (in all offices belong to one province) satisfying the requirements in paragraph 1.2 of the same may be transferred out, to enable that request.

3.3 When there are more requests for transfers to a certain service station, a Technical and Administrative officer who has longest period of service or have completed the requirements in above 1.2 shall be transferred to that station (subject to other conditions)

3.4 When a Technical and Administrative officer who was serving at an unpopular service station has made a request for a transfer to a certain service station the Technical and Administrative officer who has the longest period of service in that service station and has completed the requirements in above 1.2 can be transferred out to fulfill the request.

3.5 When effecting transfers to popular service stations, priority will be given to those who are serving in unpopular service stations. Furthermore, the period of service as well as the practical issues produced by the Technical and Administrative officers will be taken in to considerations.

3.6 When fulfilling a request of transfer that is made for popular service station, although the request made by the Technical and Administrative officers who are compulsorily subjected to transfers are taken in to consideration, priority will be given to the request of Technical and Administrative officers who request transfers rather than the requests of Technical and Administrative officers who should be compulsorily subjected to transfers.

3.7 It is mandatory for all Technical and Administrative officers to submit transfer applications, if transfer applications have not been submitted, such Technical and Administrative officers will be transferred to a place decided by transfer board and vacancies are remained.

3.8 Generally, every possible step should be taken to transfer an officer, at his / her request, to a service station close to the area where the service station of the spouse is situated. In selecting Technical and Administrative officers for service in unpopular stations, unmarried Technical and Administrative officers and married Technical and Administrative officers without school going children should where possible, be given priority rather than selecting married Technical and Administrative officers with school going children.

3.9 When making transfers, request made by officers along with the recommendations of the respective Head of Department including acceptable reasons such as school going

children, disabled children and spouse paralyzed due to long term illness and cases where spouse is abroad should be taken in to consideration.

3.10 In granting of popular service stations the places served in last 10 years will be considered.

3.11 Transfers made to technical branches in Surveyor General's office will be decided on technical skill and / or qualifications.

3.12 Transfers can be made for granting of concession so as no interruption to the duty requirements, on the basis of certain extraordinary personal matter to a Technical and Administrative office or his family member.

3.13 If there are Technical and Administrative Officers beyond 53 years of age who confirm that they will retire at 55 years of age (the Technical and Administrative Officers who wish to retire at 55 years of age should submit the pension letter here with) even though they can be transferred to another service station in the district, they shall not be transferred outside the district without his request.

3.14 The Technical and Administrative officers beyond 58 years at age as at 31st of December, the date on which time period is calculated for annual transfers, (e.g.- As at 31.12.2019 for annual transfer 2020) should not be transferred even within the district when they have not requested. Also the officers beyond 59 years of age as at 31st of December who serve at popular service stations should not be transferred, without their request.

3.15 Requests of Technical and Administrative officers serving in popular service station again to a popular service station may be considered after consideration of the request of the Technical and Administrative officers serving in unpopular service stations to popular stations

3.16 Disciplinary action will be taken in connection with officers who furnish false information in transfer applications.

3.17 Assignments made during the year on promotions or administrative requirements will be considered as temporary assignments. Such assignments will be reassigned by the transfer board. The period assigned temporarily will not be considered as service period of such service station for the transfer requirements.

3.18 When the transfers are received the first place of preference, requests made regarding of mutual transfers will not be considered subsequently.

4.0 Calculating the period of service

4.1 Time of transfer in connection to Annual Transfers will be calculated as at 31st of December (e.g.- 31.12.2019 for annual transfer 2020) However in case of postponing of transfers, so as to affecting for all public officers in general due to the election, such period will not be calculated.

4.2 When calculating the period of service, first day of January of the year on which the officer reported for duty should be treated as the first day of service. However, the date of reporting for duty is a subsequent date owing to the circumstance beyond his control, the transfer committee will take that in to consideration (Further the period in which the officer was not in service owing to the circumstance beyond his control shall not be taken in to consideration of period service.)

4.3 When a period of service of a female officer, who is currently serving at a service station considered as popular, is calculated, the period on which the officer has taken maternity leave (with pay, half pay and pay) is not calculated.

4.4 The number of Technical and Administrative officers, which is assigned to the Surveyor General's office, Institute of Surveying and Mapping, Provincial Surveyor General offices, District Survey offices has been shown in **annexure 01** and accordingly, Service requirements and vacancies for transfers in year 2020 will be matched.

4.5 In filling of vacancies, priority sequence is provincial Surveyor General's office, district survey office, Institute of surveying and Mapping, Surveyor General's office.

5.0 Annual Transfer committee

The Annual Transfer Committee will be appointed by the Surveyor General and the composition of it is as follows

- I. A senior officer of the department
- II. A representative of administration in the department
- III. A representative nominated by every trade union with at least 15 % representation of government officers who belong to office groups and service which belong to scope of annual transfer committee will be appointed

6.0 The matters which are not included in the scope of Annual Transfer Committee

- I. Internal assignments which are made so as no change in the service station.
- II. Transfers made on the requirement of a disciplinary action.
- III. Transfers made on exigencies of service
- IV. Mutual transfers made at the request of an officer

7.0 Annual Transfer Review Committee

The composition of annual transfer review committee is as follows

- I. Surveyor General – Chairman
- II. Two senior officers who serve in the department – member
(Have not been served in annual transfer committee)

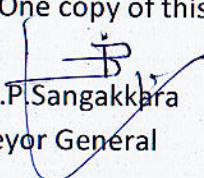
8.0 Annual Transfer time table

The time table shown the manner in which action is taken in transfer procedure related to each Technical and Administrative officer has been indicated as follows functioning from accepting of application to the date of implementation of transfer is expected as per the time table

Before 30 th June	Issuance of annual transfer circular
On 31 st July or before that day	Accepting of transfer applications
Before 31 st August	Submission of transfer proposals to surveyor General by the Transfer committee
Before 15 th September	Publishing transfer orders and establishing of transfer proposal review committee
Before 15 th October	Closing date of submission of recommendations by the committee for reviewing transfer proposals
Before 01 st of November	Date on which the annual transfer orders should be issued
From 01 st of January	Date on which the annual transfer orders should be implemented

9.0 You can apply for annual transfers using the internet and instruction sheet for that is attach herewith (**annexure 02**)

10.0 One copy of this circular should invariably be posted on the office notice board


S.M.P. Sangakkara
Surveyor General

S. M. P. P. Sangakkara
Surveyor General
Surveyor General's Office
Colombo 05.

Annexure 01

Provincial Surveyor General Office	District Office	Number of Technical and administrative officers
Northern		
	Jaffna	01
	Kilinochchi	01
	Mullativ	01
	Vavniya	01
	Mannar	01
Eastern		01
	Trincomalee	01
	Batticaloa	01
	Ampara	01
North Central		
	Anuradhapura	01
	Polonnaruwa	01
North Western		01
	Kurunegala	01
	Puttlam	01
Central		
	Kandy	01
	Matale	01
	NuwaraEliya	01
Western		01
	Colombo	01
	Gampaha	01
	Kalutara	01
Sabaragamuwa		
	Ratnapura	01
	Kegalle	01
Southern		
	Galle	01
	Matara	01
	Hambantota	01
Uva		
	Badulla	01
	Monaragala	01
ISM		01
SGO		8

Annexure 02

Instruction Sheet

Use “Staff Access” HURIMs in departmental web site (www.Survey.gov.lk) for applying for annual transfers 2020 and follow the step below.

Step 01

Access to the HuRIMs data system

User name : Departmental employee number

Password : National Identity card number

Step 02

- I. Select the “Apply Transfer for 2020” in the top of the right hand corner and obtain the data entering facility.
- II. Here you can find the information in HuRIMs data system relevant to the transfer application.
- III. If the information produced by mark (*) is not correct, you can enter correct information or if new information should be entered, you can enter such information
- IV. Select the “Next” button for the next page.

Step 03

- I. Since the places served during past 10 years have been entered by you to the system the service station in 2019 should be entered.
- II. Select the "Next" button for the next page.

Step 04

- i. Select 3 service stations which prefer for transfer. **(The service stations applied for should be in 03 districts)**
- ii. The following information should enter to the data system by yourself.
 - The date of report to the duty in present service station.
 - Present address.
 - The reason to apply for transfer.
 - Occupation of the spouse and the district he or she works.
- iii. Select the “submit” button to enter your information to the data system and confirm.
- iv. Data you entered to the form will be shown in the screen and you can check them. If the information is accurate, select the “finish” button. If it is not accurate, make necessary correction selecting the “back” button.
- v. After selecting of “Finish” button your completed transfer application will be shown in the screen and print option in web browser can be used for print.
- vi. Take action to send the printed application to the **Departmental Services branch** in the Surveyor General’s office on the recommendation (with the official stamp) of the relevant supervising officers.

N.B.:- Action should be taken to send one correct application and applications and requests submitted revising the places applied again will not be considered.