

Field Staff Circular Letter No: - 10 /2019

My No: SG/ADMIN/SS/02/පෙරුම/ස.ම.ව.2020,
Surveyors' Services Unit,
Survey Department,
Colombo 05.

04 . 07. 2019

To all Add.SG,
Snr. D. SG,
Director (ISM),
P. SG/ D. SG,
Snr. SS,
S.S ,
Asst. S.S and Government / Apprentice Surveyors.

Annual Transfers - Sri Lanka Surveyors' Service 2020.

You are hereby required to comply with the following procedures with regard to the annual transfer 2020 of the following categories of officers, belonging to the Sri Lanka Surveyors' Service of this department.

01. Deputy Surveyor Generals/ Provincial Surveyor Generals
02. Senior Superintendents of Surveys
03. Superintendents of Surveys/ Superintendents of Surveys (Officiating)/ Assistant Superintendent of Surveys
04. Government Surveyors / Apprentice Surveyors

02. Your attention is drawn to the Field Staff Circular No. 03/2010 dated 10.05.2010 on taking action for annual transfers and appeals in accordance with the procedural rules of the Public Services Commission, and requested to follow the said instructions in respect of the transfers of 2020.

- a. Annual Transfer Committees will be set up by Surveyor General.
- b. Every annual Transfer committee should consist of two officers from the Departmental administration as well as two representatives from each trade union representing at least 15% among relevant categories of officers.
- c. Annual Transfer Proposals Review Committee.
The Surveyor General will personally sit at the annual transfer proposals review Committee.
- d. Popular and unpopular stations will be decided by annual transfer committees. The period of service in an unpopular station will be limited to 02 years, whereas the period of service in popular station will limit to 03 years.
- e. The officers who are expecting to have a transfer to the head office or institute of surveying and mapping, should have 03 years field experience.
- f. In respect of the representations of the officers regarding the proposed transfers for 2020, the decision of the annual transfer proposals review committee shall be considered as final. As all the appeals and special requests received thereafter are considered for the transfers in 2021, the officers should make sure to forward all such special requests to the ensuing year transfer committee, and to the annual transfer proposals review committee.
- g. In case of compulsory transfer orders the following matters will be taken in to account regarding the officer.
 - Civil status.
 - Age of children and their educational involvements.
 - If the spouse is employed the nature of his/ her employment and place of work.
 - Age of the Officer
 - Officer's permanent residence.

03. It is compulsory that every officer should submit an annual transfer application. If any officer has failed to submit an application, he / she will be deemed to have opted to work in any part of the Island and action will be taken accordingly. Also the decision of the annual transfer proposals review committee regarding such officers will be final.

04. Disciplinary action will be taken against the officers who furnish false/ incorrect information with regard to their transfers.

05. The time table showing the various activities of the transfer procedure regarding each category of officers is given below. Therefore it is expected to comply with this time table right along the transfer process.

Categories of Officers	Closing Date of Applications	Date of Intimation of Transfer Board Decisions	Closing Date for Appeals	Date of Intimation of the decisions of Transfer Proposals Review Committee	Effective Date of Transfers
Deputy Surveyor Generals/ Provincial Surveyor Generals	31.07.2019	31.08.2019	15.09.2019	30.09.2019	01.01.2020
Senior Supdts. of Surveys	31.07.2019	31.08.2019	15.09.2019	30.09.2019	01.01.2020
Supdts. of Surveys/ Supdts. of Surveys (officiating) / Asst. Supdts. of Surveys	31.07.2019	31.08.2019	15.09.2019	30.09.2019	01.01.2020
Government / Apprentice Surveyors	31.07.2019	31.08.2019	15.09.2019	30.09.2019	01.01.2020

06. Since provision has been made required to complete and send annual transfer application using the internet, you are kindly informed to take action accordingly. Instruction sheet for that is attached herewith (annexure 01)

07. The register which the number of staff proposed to assign to the surveyor General's office and the other offices which belong to the department in year 2020 is included is attached herewith (annexure 02)

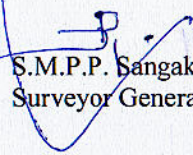
08. When transfers are given to the station of first preference, subsequent requests for mutual transfers will not be considered.

09. The officer to be promoted as Superintendent of Survey's in near future will have to serve as assistant lectures at the Institute of Survey and Mapping Diyathalawa minimum of one Year or more.

10. Surveyors/ Apprentice Surveyors who are less than six years of service would be assigned to L.I.S / G.I.S branches at SGO for two years or more depending on the vacancies.

11. At least two senior (Experience) Surveyors will be assigned to each divisional Survey office.

12. A copy of this circular letter shall be displayed in the office notice board for the information of officers concerned.


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

Annexure 01

Use “Staff Access” HuRIMS in departmental web site (www.Survey.gov.lk) to apply for the annual transfer 2020 and follow the step below.

Step 01

Access to the HuRIMS data system

User name : Departmental service number
Password : National Identity card number

Step 02

Select “Apply Transfer for 2020” in the top of the right hand corner and obtain the data entering facility.

Step 03

Select your post and enter details

You can see information available in HuRIMS data system relevant to the transfer application.

If the information produced by mark (*) is not accurate and if you here to enter correct information or new information you can enter such information can by yourself.

Select the “Next” button for the next page.

Step 04

Since the places served during past 09 years, have been entered to the data system by you in previous year, enter the place served in the year 2019.

Select the “Next” button for the next page.

Step 05

- i. Select 3 service stations which prefer for transfer.
- ii. The following information shall 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, 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 printing.
- vi. Take action to send the printed application to the Survey Services branch with the recommendations of the relevant supervising officers.

STATIONS FOR YEAR 2020

District/Province Survey Office	Divisional Survey Office	Office Type	PSGs/DS Gs	Snr.SS's	SS's	Sporda dic	Bimsavi ya	Surveyors
Central		Provincial Office	1	1	0			
	Central	Special Survey Unit			1			4
Kandy */#		District Survey Office		2	2	29	10	39
	Kandy				1	3	4	7
	Harispattuwa				1	2	4	6
	Yatinuwara				1	4	2	6
	Digana				1	6		6
	Doluwa				1	6		6
	Minipe				1	8		8
Matale		District Survey Office		1	1	18	4	22
	Matale				1	7		7
	Laggala				1	7		7
	Dambulla				1	4	4	8
Nuwara Eliya		District Survey Office		1	0	12	2	14
	Nuwara Eliya				1	7		7
	Kothmale				1	5	2	7
North		Provincial Office	1	1	0			
	North	Special Survey Unit			1			4
Jaffna		District Survey Office		1	0	4	4	8
	Jaffna				1	4	4	8
Killinochchi				1	0	14	0	14
	Killinochchi 1				1	7		7
	Killinochchi 2				1	7		7
Mulathivu				1	0	14	0	14
	Mulathivu				1	7		7
	Mankulam				1	7		7
Vavuniya		District Survey Office		1	0	14	0	14
	Vavuniya 1				1	7		7
	Vavuniya 2				1	7		7
Mannar		District Survey Office		1	0	7	0	7
	Mannar				1	7		7
East		Provincial Office	1	1	0			
Trincomalee		District Survey Office		1	0	16	0	16
	Trincomalee				1	8		8
	Kanthale				1	8		8
Batticaloa		District Survey Office		1	1	21	0	21
	Batticaloa				1	7		7
	Vellavelli				1	7		7
	Vantharumoolai				1	7		7
Ampara		District Survey Office		1	1	25	0	25
	Ampara				1	7		7
	Akkareipattu				1	6		6
	Samanthurai				1	6		6
	Mahaoya				1	6		6
North Central		Provincial Office	1	1	0			
Anuradhapura #		District Survey Office		1	2	37	6	43
	Anuradhapura				1	4	4	8
	Medawachchiya				1	7		7
	Kekirawa				1	7		7
	Thambuttegama				1	5	2	7
	Thirappane				1	7		7
	Padawiya				1	7		7
Polonnaruwa		District Survey Office		1	1	19	2	21
	Girithale				1	7		7
	Hingurakgoda				1	5	2	7
	Kaduruwela				1	7		7
North Western		Provincial Office	1	1	0			
	North Western	Special Survey Unit			1			4
Kurunegala*/#		District Survey Office		2	2	27	8	35
	Maho				1	7		7
	Galgamuwa				1	7		7
	Nikaweratiya				1	7		7
	Wariyapola				1	5	2	7
	Kurunegala				1	1	6	7
Puttalam		District Survey Office		1	1	15	8	23
	Puttalama				1	4	4	8
	Anamaduwa				1	7		7
	Madampe				1	4	4	8
Southern		Provincial Office	1	1	0			
	Southern	Special Survey Unit			1			4
Galle*/#		District Survey Office		1	2	25	7	32
	Udugama				1	8		8
	Elpitiya				1	4	4	8
	Galle				1	5	3	8
	Baddegama				1	8		8

District/Province Survey Office	Divisional Survey Office	Office Type	PSGs/DS Gs	Snr.SS's	SS's	Sporadic	Bimsaviya	Surveyors
Matara		District Survey Office		1	1	25	5	30
	Matara				1	3	5	8
	Akuressa				1	7		7
	Kotapola				1	7		7
	Kamburupitiya				1	8		8
Hambantota		District Survey Office		1	1	25	5	30
	Weeraketiya				1	6	2	8
	Agunakolapelassa				1	7		7
	Thissamaharamaya				1	7		7
	Hambantota				1	5	3	8
Sabragamuwa		Provincial Office	1	1	0			
Ratnapura */#		District Survey Office		2	2	33	9	42
	Rathnapura 1				1	7		7
	Rathnapura 2				1	0	8	8
	Embilipitiya				1	7		7
	Pelmadulla				1	6		6
	Kalawana				1	7		7
	Balangoda				1	6	1	7
Kegalle		District Survey Office		1	1	18	3	21
	Kegalla				1	7		7
	Galigamuwa				1	4	3	7
	Ruwanwella				1	7		7
Uva		Provincial Office	1	1	0			
Badulla		District Survey Office		1	1	28	0	28
	Badulla				1	7		7
	Welimada				1	7		7
	Bandarawela				1	7		7
	Mahiyanganaya				1	7		7
Monaragala		District Survey Office		1	1	23	5	28
	Monaragala				1	7		7
	Bibila				1	7		7
	Thanamalwila				1	7		7
	Galabedda				1	2	5	7
Western		Provincial Office	1	1	0			
Colombo #		District Survey Office		1	2	21	6	27
	Homagama				1	9		9
	Colombo				1	6	3	9
	Kesbewa				1	6	3	9
Gampaha */#		District Survey Office		2	2	14	10	24
	Gampaha				1	6	2	8
	Attanagalla				1	5	3	8
	Ja-Ela				1	3	5	8
Kalutara #		District Survey Office		1	2	25	6	31
	Kaluthara				1	4	4	8
	Horana				1	6	2	8
	Mathugama				1	7		7
	Pelawatta				1	8		8
SGO	(Svrs-LIS-8, GIS-6, Geodetic.-6)		6	18	11			20
	Special Surveys and Quality Control			1	1			9
ISM	Staff		1	4	4			4
	Geodetic			1	1			6
Railway Dept					2			9
Land Comm. Dept								14
Defence Ministry								3
LRC					1			1
No pay Leave								1
Training (ISM)								13
	Total		16	62	134	509	100	704

SGO - Deputy Surveyor General	SGO - Senior Superintendents	Computer
Geoinformatics	Man. Development and Training	Title Registration
Land Info. Systems	Province	Doc. Management
Information Technology	Mapping/Geonames	Research & Development
Title Registration	Geographical Info. Systems	Remote Sensing
Geodetic	Land Info. Systems	Examination
Special Project	Procurements and Supplies	Geodetic
	Instruments and Buildings	NSDI
ISM - Deputy Surveyor General	PA to SG	Air Survey
Academic	Coordinator to Ministry	
SGO - Superintendents		
Geographical Info. Systems - 2		
Land Info. Systems - 02		
Instruments and Buildings - 01		
Equipment and Supplies -02		
Geo Names - 01		
Remote Sensing - 01		
Research & Development - 01		
Geodetic - 01		

one SS for Title registration
* one Snr.SS for Title registration