

Annual Internal Transfer Policy for Staff attached to Palmyrah Development Board

1. Introduction

This Annual Internal Transfer Procedure of the Palmyrah Development Board has been prepared in accordance with the Transfer Policy approved by the Board. This procedure shall be known as the 'Annual Internal Transfer Policy of the Palmyrah Development Board.

2. Particulars of officers subject to annual internal transfers

2.1. Officers concerned

2.1.1. The annual internal transfer policy is applicable to the officers of Grade I, II, III of the all service attached to the Palmyrah Development Board. However, Research Officers, Research Assistants, and Laboratory Assistants attached to the Palmyrah Research Institute shall not be covered under this policy.

2.2. Length of service Requirement at a work station

2.2.1. Officers who have completed five (05) consecutive years of service at the current workplace in the Palmyrah Development Board are eligible to apply for annual internal transfers and be considered for transfers.

2.2.2. There is a possibility to transfer the officers who have completed four (04) consecutive years of service at the current place of work without consulting the discretion of those officers.

2.2.3. Officials who have completed five (05) or more years of service in a particular district can apply for transfers out of that district under this policy.

2.2.4. Officers who have served at the same service station for a period of seven(07) years or more shall be mandatorily transferred to a different service station outside the district.

2.2.5. Accordingly, to obtain the most up-to-date information for processing transfer adjustments, it is mandatory for all officers who have completed more than three (03) years in their current service station to accuracy complete and submit the annual transfer application.

2.3. Methodology and other Matters

a) When an officer falling under Paragraph 2.2.1 of the annual internal transfer procedure requests a transfer to another location, officials with the longest service period at the requested location, who meet the requirements outlined in paragraph 2.2.2, may be transferred out to accommodate the request.

- b) If the number of transfer requests to a particular service station exceeds the available transfer opportunities at that time, priority will be given to the officer with the longest service period at their current service station, subject to the priorities outlined in Paragraph 2.3 c.
- c) When granting transfers to highly sought-after workplaces, priority will be given to officers who have served in district offices located far from their permanent residence and to those who commute long distances to work at the main office. In this regard, factors such as the distance, service period, practical challenges faced by the officers, and the criteria outlined in Paragraph 5.1 of this policy will also be taken into consideration.
- d) The Transfer Committees will consider the service requirements of the Palmyrah Development Board when transferring Officers, ensuring a balance with other positions in the Palmyrah Development Board Divisions, and will strive to provide a fair and equitable transfer to each officer.
- e) If any supervising officer of an official subject to transfer under this policy submits a request for further retention at the same service station due to the needs of the service, the committee will give special consideration to such requests.
- f) An officer may apply for reassignment to their previous service station only after completing a period of seven (07) years from the date of transfer from that station.
- g) In cases where an officer who has completed seven (07) years or more of service at the Head Office requests a transfer to a workplace closer to their residence, the service period specified in Paragraph 2.2 above will be considered as three (03) years.
- h) When making transfer adjustments for an officer who has served for more than seven (07) years at the same workplace and is due for transfer, if there are no officers who have completed a service period of four (04) years or more, officers who have completed a service period of three (03) years will also be considered for transfer. In such cases, the Transfer Committee will have the final decision regarding the eligibility of the officer to be matched with the requirements of the station to which they are assigned.

2.3.1. Calculation of Service Period

- a) For internal transfers, the duration is calculated from August 15th of the year in which the internal transfer procedure takes effect.
- b) When calculating the service period, the date of reporting to the office shall be regarded as the commencement date of service in the respective office.

- c) When calculating the service period in a particular district, the entire duration of service within that administrative district shall be considered part of the district service period, regardless of the specific office in which the service was performed.

3. Composition of the Annual Internal Transfer Committee

The composition of the Transfer Committee is as follows:

- i. General Manager
- ii. Manager (Administration)
- iii. One of the Board of Director.

4. Composition of the Annual Internal Transfer Appeal Board

- i. The SLAS officer (Gr II/ Gr I) from outside nominated by chairman.
- ii. One of the Manager
- iii. One of the Board of Director.

5. Other general matters to be considered while granting annual internal transfers

5.1. Special Matters

- i. Every effort should be made to facilitate a transfer to permanent residence or a duty station closer to the officer's spouse's duty station, in accordance with the officer's request.
- ii. Special consideration will be given to transfer requests submitted with written evidence of admissibility, such as documentation regarding the officer's dependent school-going children, children with special needs, a spouse or family members suffering from a long-term illness, a spouse residing abroad, along with recommendations from the officer's Head of institution.
- iii. Officers recruited under disability rehabilitation conditions will not be transferred without their explicit request.
- iv. To facilitate transfers minimizing inconvenience to both the officer and their family, an officer applying for a transfer outside the district must indicate two alternative districts in the application form, in addition to the preferred district for transfer.
- v. All officers applying for transfer should mention 05 service stations in order of their preference and the distance and time required for those stations from their permanent residence. Consideration will be given in this order of preference while granting transfers. If an officer subject to compulsory transfers has not specified such desired places and there are no reasonable grounds for non-transfer, transfers will be adjusted according to the distance from the place of permanent residence.

5.2. Offices and exceptions not subject to annual internal transfers

1. Officials above 53 years of age may be transferred to another service station within the district but should not be transferred out of the district without their request.
 - i. At the request of an officer above 53 years of age working in a Palmyrah Development Board, every effort should be made to match the nearest place of work when transferring out of the district.
 - ii. Every possible effort shall be made to facilitate the transfer of officers above the age of 53 years who have completed three (03) years of service at the Head Office to their requested service station.
2. Officials who are over 58 years of age as on 15th August of the relevant year for annual transfers (e.g. 2026.08.15 for annual internal transfers) should not be transferred even within the district unless they request it.

6. Annual internal transfer schedule

	Description	Date
1	Establishment of Annual Internal Transfer Committee	Before 29 th May
2	Issuance of Annual Internal Transfer Notices	Before 05 th June
3	The deadline for the submission of annual internal transfer applications	Before 19 th June
4	Submission of completed annual internal transfer applications to the Transfer Committee through the concerned authority	Before 26 th June
5	Submission of transfer proposals of the Annual Internal Transfer Committee to the concerned authority in writing	Before 03 rd July
6	Issuing notices of proposed annual internal transfers and appointing the Annual Internal Transfer Proposal Review Committee	Before 10 th July
7	Deadline for the submission of appeals for Transfer Review Committees	Before 17 th July
8	Submission of applications to the Transfer Review Committee through the concerned authority	Before 24 th July
9	Submission of proposed annual transfers by the the Annual Internal Transfer Proposal Review Committee to the concerned authority in writing	Before 28 th July

9	Issuance of final Annual Internal Transfer Orders	Before 01 st August
10	Enforcement of annual internal transfer orders	15 th August

- This schedule may vary depending on the date of issuance of annual transfer orders in the Board.
- The Chairman of Palmyrah Development Board may amend this annual internal transfer schedule with the concurrence of the Board of Directors, without affecting the time limit provided for officers to appeal.

7. Appeals against annual internal transfer orders

Here, the orders are effective decisions after the review decisions are made public according to the schedule mentioned in paragraph 06.

- 7.1. If an officer is aggrieved by an order issued by the Delegating Authority, of Palmyrah Development Board, regarding a transfer under this Transfer Policy, and wishes to appeal against that order to the Board of Directors, only the A and B forms, as annexed to the transfer policy, should be used for submitting such appeals. Furthermore, the appeal must be submitted along with certified copies of the relevant documents to substantiate the facts presented, as well as the recommendation of the Head of the service station where the appealing officer is currently serving. If the officer is employed at the Head Office, the appeal should include the recommendation of the relevant Head of Division.
- 7.2. An appeal by a government servant to the Board of Directors shall be made through the Chairman of Palmyrah Development Board by the Heads of Departments and a copy of the appeal must also be forwarded to the Heads of Departments or the Chairman of Palmyrah Development Board, as applicable. It is the responsibility of the Chairman of Palmyrah Development Board to forward the appeal submitted to him to the Board of Directors without delay with his observations. The officer may, at his discretion, submit an advance copy of the appeal directly to the Board of Directors.
- 7.3. An appeal against a transfer order must be submitted within 14 days from the date of receipt of the transfer order to the concerned officer. Appeals that are not submitted within the specified time will be rejected by the Board of Directors.
- 7.4. The Heads of Department must ensure that the appeal is forwarded to the Chairman of Palmyrah Development Board for submission to the Chairman of the Board of Directors

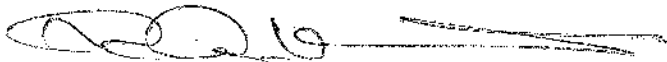
within 15 days of receiving the appeal, along with observations and recommendations and all files, documents, and reports related to the appeal provided by the officer for referral to the Board of Directors. However, the files, documents, reports, observations and recommendations related to appeals related to annual transfers mentioned in Recommended and approval by Board of Directors.

7.5. It is the responsibility of every government officer to submit their appeals in accordance with the terms mentioned in this chapter, and appeals submitted to the contrary will not be considered by the Board of Directors.

7.6. The Board of Directors shall take a decision on appeals submitted by a Government officer against a transfer order within 15 days of the receipt of the documents referred to in Section 7.4 above.

7.7. The decision of the Board of Directors regarding an appeal submitted as mentioned above will be communicated directly to the appellant, and copies of the same will be sent to the Chairman of Palmyrah Development Board to update the relevant files.

7.8. The board employee who is dissatisfied with an order or decision of the Board of Directors has the right to appeal to under the Establishment Code Chapter III.



Chairman

Palmyrah Development Board

Official Frank

Date :

19/05/2026

E. Raventhiran
Chairman
Palmyrah Development Board
Colombo

Appeals on Annual Internal Transfer – Form A

Appeals to the Board of Directors against the annual internal transfer decisions of the Palmyrah Development Board – Information on the Appellants.

a. Personal Details

1. Name with Initials					
2. Post and Class					
3. Date of Birth	4. Age (as at ...06.01)	5. National Identity Card No:	6. Sex		
YYYY/MM/DD					
7. Permanent Address		8. Temporary Address		9. Telephone No Office: Residence:	
10. Marital Status	11. Name of the Spouse(If married)		12. Occupation and Service Station of the Spouse		
13. No. of children	14. Their Age		15. School		

b. Work information

16. Date of appointment to the post					
17. Current Service Station		18. Town of the Service Station			
19. Date reported for duty at the current service station		20. Period of Service at the current service station (as at ...06.01)Y..... M..... D.....			
21. Has worked in a popular service station?					
22. Previous service stations in the Public Service	Service Station	Is a Popular Service Station / is not a Popular Service Station	Period of Service		
			From	To	
1					
2					
3					

22. Previous service stations in the Public Service	Service Station	Is a Popular Service Station / is not a Popular	Period of Service	
4				
5				
6				

c. Information regarding the transfer request (place the \checkmark mark in the appropriate box)

23. Applied for Annual Transfers	Yes	Places of work applied for if transfers are applied for 1. 2. 3.
	No	
Service station, if transfers are received		

24. Number of officers comprising the transfer cycle: _____

25. Applied for Transfer Appeal Committee	Yes	
	No	

26. Particulars of requests made to the Review Committee

Cancellation of the transfer		If applied for revision of transfer, the service stations requested 1. 2. 3.
Revision		
Obtaining a new transfer		
27. Decision of the Transfer Review Committee		

28. Reasons for an appeal to the Board of Directors against the decision of the Transfer Review Committee

1.
2.
3.

29. Certified copies of the written evidence in support of the above reasons are attached as annexures below.

Annex (01)

Annex (02)

Annex (03)

30. Reliefs requested

1.
2.
3.

I declare that the particulars given above are true and correct.

Date :

Signature :

Appeals on Annual Internal Transfers – Form B

Submission to the Board of Directors against the annual internal transfer decisions of the Palmyrah Development Board – Information on the Replacement

i. Name and Designation of Appellant Officer :

.....

ii. Information of the replacement relevant to the appellant officer.

a. Personal Details

1. Name with Initials					
2. Post and Class					
3. Date of Birth (YYYY/MM/DD)	4. Age (as at06.01)	5. National Identity Card No.	6. Sex		
7. Permanent Address	8. Temporary Address	9. Telephone No. Office: Residence:			
10. Marital Status	11. Name of the Spouse (If married)	12. Occupation and Service Station of the Spouse			
13. No. of children	14. Their Age	15. School			

b. Work information

16. Date of appointment to the post	
17. Current Service Station	18. Town of the Service Station
19. Date reported for duty at the current service station	20. Period of Service at the current service station (as at06.01) Y..... M..... D.....
21. Has worked in a popular service station?	

22. Previous service stations in the Public Service	Service Station	Is a Popular Service Station / is not a Popular Service Station	Period of Service	
			From	To
	1.			
	2.			
	3.			
	4.			
	5.			
	6.			

Information regarding the transfer request (place the ✓ mark in the appropriate box)

23.	Applied for Annual Transfers	Yes	Places of work applied for if transfers are applied for 1. 2. 3.
		No	
Service Station, If transfers are received			

24. Applied for Transfer Appeal Committee	Yes	
	No	

25. Particulars of requests made to the Review Committee

Cancellation of the Transfer		If applied for revision of transfer, the service stations requested
Revision		
Obtaining a new transfer		
		1.-----
		2.-----
		3.-----

26. Decision of the Transfer Review Committee

27. Whether an appeal is made to the Board of Directors or not

Recommendations of the Chairman of Palmyrah Development Board to the Appeal committee.

Date

Signature