

Ministry of Education Circular No: 35/2025

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Ministry of Education, Higher  
Education and Vocational Education  
Isurupaya  
Battaramulla  
20.11.2025

All Provincial Directors of Education  
All Zonal Directors of Education  
All Presidents of National Colleges of Education

### **Annual Transfer Procedure Officers of the Sri Lanka Teacher Educators' Service -2026**

As per the approval of the Public Service Commission, this transfer procedure will be implemented hereinafter for the Officers in the Sri Lanka Teacher Educators' Service serving in the National Colleges of Education, Teachers' Training Colleges, and Teachers' Centers. Accordingly, the transfer procedure is mentioned below.

- I. Annual Transfers
- II. Transfers on exigencies of service
- III. Transfers on disciplinary grounds
- IV. Mutual transfers at the requests of Public Officers.

#### **2. Particulars of the Officers who are subjected to Annual Transfers**

2.1 The Officers who are subject to Annual transfers from all the Officers presently serving in Grades I, II and III of the Sri Lanka Teacher Educators' Service (Including the President and the Vice President of National College of Education, and the Principal of Teacher Training Colleges)

(a) All the Officers who have completed a service period of 08 years or a service higher than that in a certain place of work **are subjected to transfers even though they have not applied for transfers.**

(b) I. The officers who are serving in the posts of President and Vice President of National College of Education, and Principal of Teacher Training College who have served for a minimum of 05 years in their posts of formal appointment are eligible to apply for a transfer.

II. The other officers in the Sri Lanka Teacher Educators' Service not referred under the above 2.1 (b) I who have completed a minimum service period of 02 years are eligible to apply for a transfer.

#### **2.2 Officers who are not subjected to Annual Transfers**

(a) The officers who are over 55 years of age are not generally transferred out of the Province unless it is a request made by the officer or owing to other specific reasons (Discipline and exigencies of service). However, they are subjected to transfers within the province in accordance with the exigencies of the service. Nevertheless, these officers may get transfers out of the province due to

- (c) The officers who are over 58 years of age by the 1<sup>st</sup> of January of the effective year of annual transfers will not be transferred within the Province unless a request is made by the officer.
3. Composition of the Annual Transfer Board
- (I) Additional Secretary (Education Services Establishments) – President
  - (II) Chief Commissioner (Teacher Education) – Member
  - (III) Assistant Secretary (Teacher Educators' Service) – Member
  - (IV) A representative nominated by every Teacher Educators' Trade Union which represents 15% of officers.
4. Committee for Reviewing Annual Transfer Proposals

A Committees for Reviewing Annual Transfer Proposals should be established for reviewing the appeals made in relation to the transfer decisions and the following matters will be inquired and decisions will be given accordingly.

- (I) Transfers made in contrast to this policy of transfers.
- (II) Transfers made in contrary to the requests made by officers (1,2,3,4,5 stated in the application will be considered as the preferential order of places of work)
- (III) Requests made by the officers with the recommendation of the Head of the Department on merciful grounds such as accidents, difficulties and ailments or any other accepted condition occurred after the date of applying for transfers.

4.1 Composition of the Committee for Reviewing Annual Transfer Proposals

- (I) Secretary of the Ministry of Education - President
- (II) Senior Assistant Secretary (Education Services Establishment)
- (III) Chief Commissioner (Teacher Education)

5. Other General conditions considered in executing the annual transfers

- 5.1. In executing the annual transfers, service period is reckoned as at 31<sup>st</sup> December of the previous year.
- 5.2. In applying for transfers, an application for transfer should be submitted in the specified format (Annexure 01) mentioning five places according to the order of preference of the officer. Every possible attempt will be made to transfer the officer to the requested place of work, and in case of impossibility to give a transfer to the requested place of work, another suitable place of work will be provided to the officer as per the discretion of the Transfer Board.
- 5.3. Transfer Boards will make every attempt to allow wife and the husband to serve in the same area as per their request if both are employed in the public service.
- 5.4 The requests; made by an officer pertaining to transfers with recommendations of the Head of the Institution for acceptable reasons such as differently abled children, spouses suffering from long-term ailments or spouse living abroad, will be considered.

- 5.5 If President / Secretary / Treasurer and members of the Central Executive Committee of a parent Trade Union with a representation of 15% the Officers in the Sri Lanka Teacher Educators Service are transferred, they should be transferred to a place which does not hinder the activities of the Trade Union taking considering the recommendations made by the Secretary of the relevant Trade Union. All the Trade Unions who expect to obtain the concessions stipulated under Section 7 of the Chapter XXV of the Establishments Code should submit the details of the Office bearers of the Trade Union to the relevant Transfer Authority at least one month prior to the commencement of the functions of Transfer Boards in terms of the Section 5:17 of this document.
- 5.6 The subject taught by the Officer requesting a transfer and the recommendation provided by the Chief Commissioner (Teacher Education) in that respect should be taken into consideration.
- 5.7 The Officers who submit written evidences to the effect that their spouses were employed in Sri Lanka Police or in the three Forces and was disabled at the military operations in the North and East should be transferred only on the requests made by such officers. Also, priority should be given to the requests for transfers made by such officers.
- 5.8 In transferring officers on the recommendations made by the Transfer Boards, attention should always be paid to maintain the balance of the Juniority /seniority of the Staff of the National Colleges of Education/ Teachers' Centers / Teachers' Training Colleges. Further, the service period of these officers in National Colleges of Education/ Teachers' Centers / Teachers' Training Colleges should be considered.
- 5.9 When an officer taken under the Para 2.1 of the Annual Transfer Procedure has requested a transfer to another place of work, it is possible to transfer officers who have fulfilled requirements stipulated in the para 2.2 and with the highest period of service in the place of work to fulfill the request made by the officer.
- 5.10 A list of names of the Officers who have served more than 8 years in one place of work has to be completed accurately in the relevant Format (SLTES/A.T/02) and the list of Names should be sent to the Secretary of the Ministry of Education before 31<sup>st</sup> July in each year by the President of the relevant National College of Education/ Principal of the Teacher Training College / Manager of the Teachers' Center.
- 5.11. When the transfers are given to the officers who were formally appointed on the recommendations of an interview board to the posts of the President of National College of Education, Vice President of National College of Education, Principal of Teacher Training Colleges, only a Grade 01 officer of the Sri Lanka Teacher Educators' Service formally appointed to an above post should be his/her successor. (After assuming the duties in the relevant post subsequent to the transfer, a letter appointing the said officer to the relevant post is issued by the Education Service Committee.)
- (a) Only the officers selected by a formal interview for the said posts will be transferred as per the transfer procedure for the vacancies (Due to retirements or other reasons) in the said posts in relation to the appointments made according to the interview (An officer not selected by an interview is not transferred for such vacancy under the annual transfers)

- 5.12 Only the applications prepared in accordance with the specimen will be considered in respect of requesting transfers and making appeals.
- 5.13 The Head of the Institutions should be responsible for providing accurate and complete information with respect to every officer. If it is revealed that false or incomplete information have been sent, the relevant Head of the institution and the officers who have prepared and checked such list should be responsible for that matter, and the disciplinary actions will be taken against such officers.
- 5.14 The Heads of the relevant National Colleges of Education /institutions should take the responsibility of releasing the officers who have been transferred by the transfer boards to assume duties at the new place of work on the due date without making them stayed until the arrivals of their successors. The disciplinary action will be taken against the Heads of institutions who function in contrary to these requirements.
- 5.15 The salaries of the Officers who have received transfers (After considering appeals) are sent to the new workplaces of such officers and each Head of institution should hold the responsibility of paying salaries to officers who are retained without being released as per 5.14 above.
- 5.16 Heads of Departments/Establishments should make arrangements to train other officers in advance in order to carry out the duties of the officers who may get transfers and to effect annual transfers on the due date. The requests made later on such matters will not be considered.
- 5.17 Only if the Head of the institution is of the view that a certain officer who may get a transfer should be retained in the institution for another year on the exigencies of the Service, the request of the Head of the institution should be forwarded to the Secretary of the Ministry of Education by explaining the requirement with the personal recommendation of the relevant Head of the Institution at the instance of submitting recommended applications. The Transfer Board will consider the request. Another opportunity will not be granted to an officer who has been so retained for one year.
- 5.18 The Provisions of Section II of the Procedural Rules (Volume No. 01) of Public Service Commission are applicable in effecting the transfer orders.

## 6. Time table of the Annual Transfers

	Function	Date
1.	Establishment of Annual Transfer Boards	Before 10 <sup>th</sup> November 2026
2.	Issuance of Annual transfer Notices	Before 30 <sup>th</sup> November 2026
3.	Submission of completed annual transfer applications to the relevant Authority	Before 31 <sup>st</sup> December 2026
4.	Submission of the applications to the Transfer Board by the relevant authority	Before 15 <sup>th</sup> January 2026
5.	Submission of transfer proposals of the Annual Transfer Board to the relevant Authority in writing	Before 31 <sup>st</sup> January 2026
6.	Issuance of notices regarding the proposed transfers and the appointment of the Committee for Reviewing Annual Transfer Proposals	Before 15 <sup>th</sup> February 2026

7.	The closing date of accepting appeals for the Committees for reviewing Annual Transfer proposals	Before 28 <sup>th</sup> February 2026
8.	Submission of the written recommendations of the Committee for Reviewing Annual Transfer Proposals pertaining to the proposed annual transfers to the relevant authority.	Before 15 <sup>th</sup> March 2026
9.	Issuance of the final annual transfer orders	Before 01 <sup>st</sup> April 2026
10.	Enforcement of the annual transfer orders	Before 01 <sup>st</sup> May 2026

## 7. Particulars regarding the submission of appeals against the Annual Transfer Orders

- 7.1 If a certain Public Officer submits an appeal to the Public Service Commission against an order issued by the Committee for Reviewing Annual Transfer Proposals, the appeal should be submitted only as per the Form 03. Further, he /she should make arrangements to submit certified copies of the documents in relation to the matters to be substantiated.
- 7.2 The Head of the relevant Department and the Secretary of the Ministry in charge of the Subject should be responsible to submit the appeal given by an officer to be referred to the Commission with all the related files, documents and reports etc.. and with their observations and recommendations as per the annexure 04 within 15 days after receiving the appeal. However, appeals in relation to the annual transfers stipulated in Chapter XVIII of the Procedural Rules of the Public Service Commission should be submitted to the Public Service Commission along with the relevant files, documents, reports, observations and recommendations before the 15<sup>th</sup> of March 2026.

## 8. Responsibility of the Officers

- 8.1 Officers who are subjected to transfers in a certain year should submit transfer applications. Even if they do not submit transfer applications, such officers are subjected to annual transfers under the provisions of this circular.
- 8.2 All the officers who have received a transfer order are bound to report for duty in the new place of work.
9. Provisions stipulated in Sections I, II, III, IV,V and VI of the Procedural Rules of the Public Service Commission published in the Extra Ordinary Gazette Notification No. 2310/29 dated 14.12.2022 are effective pertaining to the execution of the annual transfers.

Issued on the approval of the Public Service Commission.

**Nalaka Kaluwewe**  
Secretary