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மகளிர் மற்றும் சிறுவர் அலுவல்கள் அமைச்சு

Ministry of Women and Child Affairs

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My No } 12

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திகதி } 27  
Date } .01.2025

District/Divisional Secretaries,

**Calling Applications for Annual Internal Transfers of Counselling Assistants – 2025**

In accordance with the annual internal transfer procedure for Counselling Assistants, the Ministry of Women and Child Affairs invites applications from **Counselling Assistants** who are on attachment to District and Divisional Secretariats for **2025** annual internal transfers.

02. Please instruct Officers to prepare applications according to the Specimen Form appended hereto (Annexure 01) and submit with your recommendation by registered post to reach me on or before **07 February 2025**.

**03. Common Criteria for Determining Eligibility of Officers for Transfers**

- I. Officers who complete two-year continuous service in the same workplace are eligible to apply for annual internal transfers.
- II. Officers who have a continuous service period of less than two years in the same workplace are not eligible to apply for annual internal transfers.
- III. It is compulsory for officers who complete a continuous service period of five or more number of years in the same workplace to apply for annual transfers.
- IV. All the officers who have a continuous service period of five or more number of years in the same workplace are subject to compulsory transfers irrespective of whether they have applied for transfers or not.
- V. District Coordinating Officers who have a continuous service period of five or more number of years in the same workplace are also subject to compulsory transfers.
- VI. It is compulsory for all officers who complete a continuous service period of five years on or, before 31.12.2024 in the same workplace to apply for annual transfers-2025 and their requests for mutual or other transfers will not be considered.
- VII. The high priority will be given for officers who seek and have never received transfers.

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சேயலாளர்  
Secretary

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} [secretary@childwomenmin.gov.lk](mailto:secretary@childwomenmin.gov.lk)

05 වන මහල, II අදියර, සෙත්සිරිපාය, බත්තරමුල්ල.  
05 ஆம் மாடி, கட்டம் II, செத்திரிபாய், பத்தரமுல்லை.  
05<sup>th</sup> Floor, Stage II, Sethsiripaya, Battaramulla

- VIII. The priority order of workplaces requested by the officer will be considered as far as possible, but transfers may be made to workplaces not specified in the Application Form.
- IX. For the convenience of the officers, the list of names of the Divisional Secretariats where the vacancies are existed, is attached herewith as Annexure 02.
- X. After issuing the Annual Transfer Notice -2025 for Officers, requests for mutual and other transfers will not be considered during the period from 24.01.2025 to 02.05.2025.
- XI. Only one officer will be attached to an office, and the officers temporarily attached when transferring Counselling Assistants in 2022 and 2024 and all officers who are serving in a office where there are more than one officer should be attached to another workplace. Officers who find it difficult to transfer may apply for transfer to another ministry.
- XII. Appeals received after submitting Appeal Board decisions to the Director-General of Combined Services will not be considered.
04. I would be grateful if you could verify the accuracy of the information mentioned in the application and submit with your recommendation.
05. It is highly appreciated if you could instruct the Counselling Assistants who are on attachment to your District/Divisional Secretariat to submit applications for annual transfers. The Ministry website (<http://www.childwomenmin.gov.lk>) too contains related information.



**K.D.R.Olga**

**Secretary**

**Ministry of Women and Child Affairs**