

To All High Court Judges,  
Civil Appellate High Court Judges,  
District Judges, Magistrates,  
Registrar of the Supreme Court and Registrar of the Court of Appeal.

Annual Transfers – 2022

Scheduled Public Officers/Development Officers, Programme Assistants, Accounts Assistants (Judicial)

Applications are called for Annual Transfers – 2022 from Scheduled Public Officers and Development Officers including Programme Assistants and Accounts Assistants serving in Courts who have completed a period of four (04) years or more as at 31.12.2021 in the present stations and Applications should be prepared as shown in form “A” in the official website of the Judicial Service Commission and forwarded to the Secretary, Judicial Service Commission Secretariat, Colombo -12 **on or before 06.08.2021.**

02. All applications should be forwarded under one covering letter to the JSC Secretariat. Please mention “Human Resource Management Branch-Annual Transfers - 2022” on the upper left corner of the envelope.
03. Officers who will not forward transfer applications having completed four years or more will be transferred to Courts where vacancies exist depending on exigencies of service and appeals against such transfers will not be considered.
04. Officers should mention 03 stations in their order of preference (No.12 in the application) and Courts in the same Complex should not be named separately. Also a Court in the same Complex where the officer is currently serving should not be named. **(A Court Complex is considered as a single station for the purpose of transfers.)**
- | Ex: <u>Preferences of an officer serving in</u> | <u>Preferences of an officer serving in</u>   |
|---|---|
| <u>District Court, Matara:</u>                  | <u>District/Magistrate’s Court Teldeniya:</u> |
| 1. District/ Magistrate’s Court, Tangalle       | 1. A Court in Kandy Court Complex             |
| 2. High Court, Galle                            | 2. District/Magistrate’s Court, Gampola       |
| 3. Magistrate’s Court, Deiyandara               | 3. District/Magistrate’s Court, Matale        |
05. When officers fail to adhere to these instructions, the JSC will allocate stations on exigencies of services, notwithstanding the officers’ preferences.
06. Officers who have been temporarily attached to other Courts should submit their application forms through the Head of the Department of their permanent station.
07. No officer should request a station where his or her spouse is working.

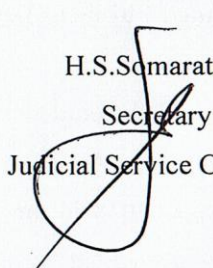
08. Procedure of Transfer

The JSC will accommodate each officer's first preference as far as possible although there may be instances where the JSC would have to consider second or third preferences or a suitable nearby station in order to accommodate all requests fairly.

09. Late applications will not be accepted.

10. The Officers whose annual transfers have been made effect to on 19.02.2018, 27.04.2018 and 01.06.2018 may also apply for annual transfers – 2022.

11. You are further informed to send a list of names of the officers who have completed a period of four (04) years or more as at 31.12.2021 in the present station along with the transfer applications.



H.S.Somarathne  
Secretary  
Judicial Service Commission

**H. Sanjeewa Somaratne**  
Secretary  
Judicial Service Commission,  
Colombo 12

Judicial Service Commission Secretariat,

Colombo 12.

08<sup>th</sup> July 2021

**Form "A"**

**Specimen Annual Transfer Application Form - 2022**

**Scheduled Public Officers /Development Officers, Programme Assistants, Accounts Assistants (Judicial)**

Service -
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1. Name in full: Mr/Mrs/Miss
  
2. Name with initials:
  
3. Date of Birth:                      Age as at 31.12.2021    Years:              Months:              Days:
  
4. Gender: Male/Female
  
5. Marital Status:
  
6. Designation:                              Medium:                              Grade:  
(In case of an Interpreter, a Stenographer or a Typist, the medium should be stated)
  
7. Permanent Station:
  
8. Permanent Address:  
  
Nearest Town:
9. Temporary Address:
  
10. The names, ages and schools (if applicable) of your children, if any

Serial No	Name	Age	School	Remarks

11. Previous stations with periods from the date of first appointment in the Scheduled Public Service (In sequence.)

Serial No.	Station	Service Period		
		From	To	Total period (Years and months)

12. State three (03) stations in order of preference and in case of having previously served at any of the said stations, with the period of service in such stations. **(It is mandatory to name 03 stations – refer No.04 in the letter)**

Serial No	Requested Station	Service period (if any)		Distance from Residence	Time taken to reach station from the shortest road from residence
		From	To		
1.					
2.					
3.					

13. Are there any legal proceedings relating to you or a member of your family pending at the station of your choice? If so, state its Case No., nature and whether you or the person in question is a party or a witness in such proceedings and the name of the Court where the matter is pending.

14. If spouse is employed at a Court,

Name of spouse:

Designation:

Present station:

Whether spouse is applying for annual transfers this year?

15. Occupation of spouse and work place: (If not employed in Courts)

16. State briefly of any other matters you wish to state with regard to your transfer requests, if any in the application itself. (Do not attach appeals)

i. Travelling difficulties:

ii. Health:

iii. Education:

iv. Financial difficulties:

v. Other:

I certify that the particulars furnished above are true and accurate. I have the full knowledge that I would be dealt accordingly if any fact stated in this application is found to be false.

.....

Date

.....

Signature of the officer

**Certificate of the Chief Registrar**

I certify that I have verified personally the details contained herein with the personal file of the officer.

Further, I submit that following matters should be drawn to the consideration of the JSC (Officers' merits/demerits/abilities that suits the service/special disabilities/ whether any disciplinary action pending).

- 1.
- 2.

.....

Date

.....

Signature of Chief Registrar and the official Stamp

**Certificate of Head of the Department**

I wish to draw the following facts to the consideration of JSC along with other facts stated by the Chief Registrar. The above officer's request is recommended/ not recommended, with/ without a replacement.

.....

Date

.....

Signature of the Head of the Department and Official  
Stamp