

කාර්යාලය  
அலுவலகம்  
Office: } 011-2186055

මගේ අංකය.  
எனது இல.  
My No. } MWCA/2/5/25/10/2/1



ලේකම්  
செயலாளர்  
Secretary: } 011-2186057

ඔබේ අංකය.  
உமது இல.  
Your No. }

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மகளிர், சிறுவர் அலுவல்கள் மற்றும் உலர்வலய  
அபிவிருத்தி அமைச்சு

ෆැක්ස්  
பெக்ஸ்  
Fax: } 011-2187249

දිනය.  
திகதி.  
Date } 25.06.2019

**Ministry of Women & Child Affairs and  
Dry Zone Development**

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වෙබ් අඩවිය/இணையத்தளம் / Website: [www.childwomenmin.gov.lk](http://www.childwomenmin.gov.lk)

To all District Secretaries / Divisional Secretaries,

**Calling Application for Annual Transfers of the Women Development Officers of the Ministry of Women and Child Affairs and Dry Zone Development – 2020**

In terms of Combined Services Circular No.: 03/2018, the Ministry of Women & Child Affairs and Dry Zone Development calls applications for annual transfers – 2020 from Women Development Officers who are on attachment to District and Divisional Secretariats.

02. Please instruct Women Development Officers to prepare applications according to the Specimen Form appended hereto (Annexe 01) and submit those with your recommendation by registered post to reach me on or before 26 July 2019. Applications received after the closing date will be rejected.

03. It is compulsory for Women Development Officers who have been working in the same station for 5 or more number of years to submit applications.

04. The Ministry would give priority to the officers who have not hitherto received transfers. Grading of stations into such categories as "Highly popular", "Popular" and "Unpopular" will be carried out based on the distance between the place where the permanent residence is/was situated and the station.

**I. Highly Popular Service Stations**

In the case of distance between the place of permanent residence and the Station is/was less than 25 km, that particular Stations would be considered highly popular.

**II. Popular Service Stations**

If the distance from the place of permanent residence to the Station is/was more than 25km and less than 50 km, that particular Station would be considered a preferable station.

**III. Unpopular Service Station**

If the distance from the place of permanent residence to the Station is/was more than 50km, that Station would be considered unpopular.

05. I would be grateful if you could verify the accuracy of the information mentioned in applications according to personal files of respective Officers and submit with your recommendation.

06. I wish to notify you that the Ministry would not grant transfers exceeding the required number of officers under any circumstances since such transfers may adversely affect its smooth functioning.

07. It is highly appreciated if you could inform the Women Development Officers who are on attachment by this Ministry to your District/Divisional Secretariat to submit applications for annual transfers. The Ministry website (<http://www.childwomenmin.gov.lk>) too contains related information.



D. S. Wijesekara  
Additional Secretary (Administration)  
For Secretary