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மகளிர் மற்றும் சிறுவர் அலுவல்கள் அமைச்சு

Ministry of Women and Child Affairs

මගේ අංකය.
எனது.இல.
My No

MWCA/02/05/
04/04/2/5-2025

ඔබේ අංකය.
உமது.இல
Your No.

දිනය.
Date

2026.09. 16

District Secretaries /Divisional Secretaries,

Ministry of Women and Child Affairs

Calling Applications for Annual Internal Transfers of Early Childhood Development

Assistant – 2027

In accordance with the annual transfer procedure for Women Development Officers, Counselling Assistants and Early Childhood Development Assistants of the Ministry of Women and Child Affairs , applications are invited from Early Childhood Development Assistant who are on attachment to District and Divisional Secretariats for annual internal transfers-2027.

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 **29 September 2026**.

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. Officers serving in District Secretariats who have a continuous service period of five or more number of years in the same workplace are also required to apply for transfers.
- VI. It is compulsory for all officers who complete a continuous service period of five years on or before 31.12.2026 in the same workplace to apply for annual transfers- 2027.
- VII. The high priority will be given for officers who seek and have never received transfers.

ලේකම්
சேயலாளர்
Secretary

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கார්යාල
அலுவலகம்
office

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Fax

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05 වන මහල, II අදියර, සෙත්සිරිපාය, බත්තරමුල්ල.
05 ஆம் மாடி, கட்டம் II, செத்சிறிபாய், பத்தரமுல்லை.
05th 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 -2027 for Officers, requests for mutual and other transfers will not be considered during the period from 08.09.2026 to 01.01.2027.
- XI. Only one officer will be attached to an office, and the officers temporarily attached when transferring Early Childhood Development Assistants in 2022,2024 and 2025 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. You are kindly requested to inform the Early Childhood Development Assistants attached to your District/Divisional Secretariat under this Ministry regarding the calling of applications for annual transfers, and to ensure the accuracy of the information provided in the applications submitted by the relevant officers. Thereafter, please forward the applications together with your recommendation. The relevant information has been published on the official website of the Ministry of Women and Child Affairs: www.childwomenmin.gov.lk.

Sgd/ Tharangani Wickremasinghe
Secretary

Annexure 01

Application of Annual Internal Transfers -2027
Early Childhood Development Assistant

A). Personal Information

01. Name in Full :-			
02. Name with Initials :-			
03. Date of Birth :-	04. Age :- As at 31.12.2026	05. NIC No:-	06. Sex :-
07. Permanent Address and the Divisional Secretary's Division :-		08. Temporary Address :-	09. Telephone No :- Office :- Personal :-
10. Marital status :-	11. Name of Spouse :-	12. Occupation & workplace of Spouse:-	
13. Number of children :-	14. Children's ages:-	15. Schools attending to:-	

B). Service Information

16. Current workplace :-		17. District of current workplace :-				
18. Date reported for duty at the current workplace :-		19. Period of service at the current workplace :-				
20. Distance between current residence and current workplace :-						
21. Information of previous workplaces *	Workplace		Designation	Period of service		Distance from then residence
				From	To	
	1					
	2					
	3					
	4					
5						

* Attach an extra sheet of paper , if necessary.

C). Information on Transfer Requests (Mention in order of priority)

Serial Number	Requesting Divisional Secretary's Division	District to which the workplace belongs to	Distance from residence(km) (One-way only)
01			
02			
03			

I do declare that all the above information is true and accurate.

Date :-

.....
Signature of Applicant

I do recommend the application and forward for further action.

Date :-

.....
Signature & Official Stamp of
District Secretary/Divisional Secretary

List of Vacancies - Early Childhood Development Assistant

Serial No.	District / Divisional Secretariat	Early Childhood Development Assistant
1	Puttalam District	Kalpitiya
2	Monaragala	Katharagama
3	Rathnapura	Kalthota
4	Bataloa	Manmunai West
5	Trincomalee	Kanthale Padavi Sri Pura Gomarankadawala
6	Kilinochchi	Poonakary
7	Mannra	Madhu
8	Mullativu	Manthei East Maritimepattu Thunukkai Welioya
9	Vavuniya	Vavuniya District Secretteriat
10	Polonnaruwa	Thamankaduwa Madirigiriya Dimbulagala Hingurakgoda
11	Nuwara Eliya	Mathurata Norwood