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மகளிர் மற்றும் சிறுவர் அலுவல்கள் அமைச்சு

Ministry of Women and Child Affairs

මගේ අංකය.
எனது.இல.
My No

MWCA/2/5/16

/20/9/2/12

ඔබේ
අංකය.
உமது.இல
Your No.

දිනය.
திகதி
Date

16.09.2026.

District Secretaries /Divisional Secretaries,

Ministry of Women and Child Affairs

Calling Applications for Annual Internal Transfers of Counselling Assistants – 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 Counselling Assistants 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.

ලේකම්
சேயலாளர்
Secretary

011-2186057

කාර්යාලය
அலுவலகம்
office

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பெக்ஸ்
Fax

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மின்தபால்
Email

secretary@childwomenmin.gov.lk

05 වන මහල, II අදියර, සෙත්සිරිපාය, බත්තරමුල්ල.
05 ஆம் மாடி, கட்டம் II, செத்சிறிபாய், பத்தரமுல்லை.
05th Floor, Stage II, Sethsiripaya, Battaramulla

- 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.
- 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 Counselling 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 **Counselling 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.


Tharangani Wickremasinghe
Secretary
Ministry of Women and Child Affairs

Application of Annual Internal Transfers -2027
Counselling Assistants

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

Vacancies in the post of Counselling Assistant in Divisional Secretariats

Annexure 02

Serial No.	District/ Divisional Secretariat	Counselling Assistant
	Jaffna District Secretariat	
1	Delft	Vacant
2	Kandavalai	Vacant
	Total	2
	Mannar District Secretariat	
3	Mannar Town	Vacant
4	Musali	Vacant
5	Manthai West	Vacant
	Total	3
	Mullaitive District Secretariat	
6	Maritimepattu	Vacant
7	Puthukkudiyiruppu	Vacant
8	Thunukkai	Vacant
9	Welioya	Vacant
10	Manthai East	Vacant
	Total	5
	Vavuniya District Secretariat	
11	Vavuniya South	Vacant
	Total	1
	Ampara District Secretariat	
12	Padiyathalawa	Vacant
13	Mahaoya	Vacant
14	Lahugala	Vacant
15	Damana	Vacant
	Total	4
	Trincomalee District Secretariat	
16	Muttur	Vacant
17	Kuchchaveli	Vacant
18	Seruwila	Vacant
19	Thambalagamuwa	Vacant
20	Padavi Sripura	Vacant
21	Gomarankadawala	Vacant
22	Morawewa	Vacant
23	Verugal	Vacant
	Total	8
	Badulla District Secretariat	
24	Haldummulla	Vacant
25	Passara	Vacant
26	Meegahakiula	Vacant
27	Kandaketiya	Vacant
28	Welimada	Vacant
	Total	5
	Monaragala District Secretariat	
29	Monaragala	Vacant
30	Bibila	Vacant
	Total	2

	Puttalam D.S.	
31	Arachchikattuwa	Vacant
32	Mundalama	Vacant
33	Mahakumbukkadawala	Vacant
34	Kalpitiya	Vacant
35	Karuwalagaswewa	Vacant
36	Wanathawilluwa	Vacant
37	Wennappuwa	Vacant
38	Pallama	Vacant
	Total	8
	Kandy D.S.	
39	Minipe	Vacant
40	Ududumbara	Vacant
	Total	2
	Matale D.S.	
41	Laggala pallegama	Vacant
42	Wilgamuwa	Vacant
	Total	2
	Nuwaraeliya D.S.	
43	Thalawakele	Vacant
44	Kothmale	Vacant
45	Nuwaraeliya	Vacant
46	Kothmale (New)	Vacant
47	Nildandahinna	Vacant
48	Maturata	Vacant
49	Norwood	Vacant
	Total	7
	Anuradhapura D.S.	
50	Kebithigollewa	Vacant
51	Thirappane	Vacant
52	Mahawilachchiya	Vacant
53	Padaviya	Vacant
54	Rambewa	Vacant
	Total	5
	Polonnaruwa D.S.	
55	Elahera	Vacant
56	Lankapura	Vacant
57	Welikanda	Vacant
58	Dimbulagala	Vacant
	Total	4
	Kalutara D.S.	
59	Bulathsinhala	Vacant
	Total	1
	Gampaha D.S.	
60	Kelaniya	Vacant
	Total	1