

**Policy for Transfer Employees belonging to the Non-Academic Staff of the Bhiksu University of Sri Lanka**

The non-academic staffs of the Bhiksu University of Sri Lanka are not entertained to transfer with non-academic staff of any other universities. However, said non-academic staffs of the University are transferred within departments/divisions/units of the University.

**1. The University Transfer Board**

The composition of the University Transfer Board shall be as follows;

- Deans of the faculties
- Registrar
- Bursar
- Director of the Internal Quality Assurance
- Assistant Registrar/ Senior Assistant Registrar of the Establishment Division.

One of the Deans shall be the chairperson and the secretary shall be Assistant Registrar/ Senior Assistant Registrar of the Establishment Division.

All the internal transfers shall be made according to the recommendations of the University Transfer Board and the approval of the Vice Chancellor (Mahopadhyaya)

**2. Transfer Policy for Executive Officers**

- Executive officers are internally transferred with effect from 01st of January in every year.
- The applications are called during the period from 1st to 31st of October in every year from the Executive Officers who have already completed 5 years of service in a particular division.
- Transfers are considered based on the previously worked divisions and as much as possible transfers to the divisions those who had not been worked for last 10 years period.
- As much as possible, the opportunity has been given to work in the same division for a period of 5 consecutive years. However, depending on service requirements of the university, transfers shall be made even before completing 5 years in the same division.

(The application for transfers for Executive Officers is attached under Annexure No.01)

**3. Transfer Policy for Management Assistants and Works Aide**

- Management Assistants and Works Aides are internally transferred with effect from 01st of May in every year.
- The applications are called during the period from 01st to 31st of March in every year from the Management Assistants and Works Aids who have already completed 5 years of service in a particular division/department/unit.

- The applicants are allowed to indicate 03 divisions according to their order of preferences.
- Transfers are considered based on the previously worked divisions and as much as possible transfers to the divisions those who had not been worked for last 10 years period.
- Every effort shall be taken to retain the newly appointed Management Assistants and Works Aids in a same division until the completion of their probationary period.

(The application for transfers for Management assistants and works aid is attached under Annexure No.02)

#### **4. Conditions Apply**

1. The Management Assistants and Works Aids are not transferred at the time of transferring Executive Officers.
2. However, transfer procedure shall be varied subjected to the disciplinary actions or service requirements of the university.
3. If the Management Assistant or the Works Aid served more than 5 years in the same division/department/unit and failed to submit transfer application on or before the deadline of the application, shall be subjected to transfer any division/department/unit without considering his/her preference.

#### **5. The following categories of employees are not be transferred due to the non-availability of alternative divisions/Departments/Units at present.**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| ✓ Assistant Bursar                   | ✓ Senior Assistant Bursar             |
| ✓ Works Engineer                     | ✓ Assistant Internal Auditor          |
| ✓ Technical Officer                  | ✓ Works Superintendent                |
| ✓ Management Assistant (Shroff)      | ✓ Supervisor (Civil)                  |
| ✓ Audit Assistant                    | ✓ Management Assistant (Store Keeper) |
| ✓ Library Information Assistant      | ✓ Electrician                         |
| ✓ Management Assistant (Book Keeper) | ✓ Plumber                             |
| ✓ Library Attendant                  | ✓ Drivers                             |
| ✓ Caretaker cum cook                 |                                       |

**Internal Transfer Request Form for Executive Officers  
Bhiksu University of Sri Lanka, Anuradhapura**

(Complete the following information and send it to the Registrar on or before .....)

1. Name - .....
2. Designation- .....
3. Date of First Appointment- .....
4. Divisions are served from the date of first appointment

Divisions served	From	To	Total Period

5. Divisions are served as covering the duties.

Divisions of covering the duties	From	To	Total Period

I certify that the above information is true and correct.

Date:- .....

Signature:- .....

Above details are correct according to the records of the Establishment Division

.....

Date.....

Management Assistant

Forwarded to the university transfer board

.....

Date.....

Assistant Registrar

**Internal Transfer Request Form for Management Assistants and Works Aide  
Bhiksu University of Sri Lanka, Anuradhapura**

(Complete the following information and send it to the Registrar on or before  
.....)

**1) Information about employee**

01	Name	
02	Designation	
03	Grade	
04	Date of Birth	
05	Date of First Appointment and Designation	
06	Total Service period at the University	
07	The division in which you are currently working	
08	Service period in the division in which you are currently working	

**2) Information related to previous Divisions**

S.N	Division	From	To	Total Period

**3) Division that you prefer to transfer (Put serial number as per the order of preference)**

S.N	Division	Order of preference
01		
02		
03		

*Note-Preference shall be considered on the service requirements of the university.*

I certify that the above information is true and correct.

Date:- .....

Signature:- .....

