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விஞ்ஞான மற்றும் தொழிநுட்ப அமைச்சு
Ministry of Science and Technology

මගේ යොමුව
எனது இல.
My Ref.

MOST/ADM(VIDATHA)/13/
ANNU.TR./FC/26

ඔබේ යොමුව
உமது இல.
Your Ref.

දිනය
திகதி
Date

2025.08.06

Through - All District Secretaries
Through - All Divisional Secretaries

Officers serving in Vidatha Resource Centers / District Vidatha Units under the following designations

1. Science and technology officers / Development officers / Technology and Human Resource Promotion Assistants
2. Information and Communication Technology Assistants / Computer Data Entry Operators
3. Field Coordinators
4. Karyala Karya Sahayaka (Office Employee Assistants)
5. Office Watchers

Execution of Annual Internal Transfers for Officers in Vidatha carder for the Year 2026

The approval of the Secretary to the Ministry has been given to execute annual internal transfer orders for officers in all designations except District Vidatha Officers serving in Vidatha Units /District Vidatha Units under this Ministry with effect from 01.01.2026.

02. Accordingly, the expected time frame for this transfer process is as follows.

S/N	Activity	Proposed Deadline
01	Announcing the Calling of annual transfer applications	06.08.2025
02	Last date for accepting annual transfer applications	25.08.2025
03	Handing over annual transfer applications to transfer board	Before 01.09.2025
04	Handing over annual transfer orders to the Secretary to the ministry	Before 23.09.2025
05	Issuance of annual transfer orders	30.09.2025
06	Last date for accepting transfer appeals	15.10.2025
07	Completion of appeals review	Before 07.11.2025
08	Handing over final transfer orders to the Secretary to the ministry	Before 10.11.2025
09	Announcing of final Transfer orders	Before 15.11.2025
10	The date on which the transfer orders to be executed	01.01.2026

03. The transfer boards and appeal review boards will be assigned separately for above designations as per the internal transfer procedure.

04. The transfer orders and decisions of the review board pertaining to the execution of annual transfers will be published separately for above designations on the official website of Ministry of Science and Technology only. (<https://most.gov.lk/>)





3 වන මහල, "සෙත්සිරිපාය" 1 වන අදියරය, බත්තරමුල්ල.
3வது தளம், "செத்திரிபாய்" கட்டம், பத்தரமுல்லை.
3rd floor, "Sethsiripaya" Stage I, Battaramulla.

කාර්යාලය
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🌐 www.mostr.gov.lk

04. No separate letters will be issued to officers in order to execute this annual transfer process. It is the responsibility of officers who are given transfer orders to download the transfer order list from the web site and present it to the relevant District Secretaries/ Divisional Secretaries so as to report for duty in new workstations on the date announced.

05. The web links and QR codes to download the documents pertaining to this transfer process are shown in the table below.

Document	Web link	QR Code
Transfer Procedure	https://most.gov.lk/web/images/2025/transfer_procedure_-_publish.pdf	
Transfer Application('A' format) to be completed only by officers who are requesting a transfer	https://most.gov.lk/web/images/2025/Application_A.pdf	
Transfer Application ('B' Format) for officers who have been worked in the current workstation for or more than 05 years)	https://most.gov.lk/web/images/2025/Application_B.pdf	
Application for Submission of Appeals to the Review Committee on Annual Transfer – 2026	https://most.gov.lk/web/images/2025/Appeal_Application.pdf	

06. The transfer process for the designations of Science and Technology Officer/Development Officer/Technology and Human Resources Promotion Assistant and Information and Communication Technology Assistant/Computer Data Entry Operator may deviate from the above-mentioned schedule as officers belong to the Combined Services apply for annual transfers related to those services, and if so, it will be announced in due course.

07. For further clarification on this transfer process, Director (Vidatha) can be contacted through 070-4720836. Moreover, for the letter communication purpose the official email of Vidatha unit (vidathaoffice@gmail.com) can also be used.

08. So, it is announced hereby to send transfer applications so as to reach on or before 25.08.2025 to the ministry.

09. This is the English translation of the original letter. In the event of any discrepancy between the original Sinhala letter and this English translation, the Sinhala version shall prevail.



A. Lakkathas
Additional Secretary
For Secretary

Copies

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|----------------------------------|------------------------|
| 1. All District Secretaries | - F.Y.I. & F.N.A. Pls. |
| 2. All Divisional Secretaries | - F.Y.I. & F.N.A. Pls. |
| 3. All District Vidatha Officers | - F.Y.I. & F.N.A. Pls. |