**Form 1**

**Application for transfers**

**(For Officers in Sri Lanka Administrative Service Class I, II and III)**

1. Personal Information

1.1 Name (As indicated in the letter of appointment) : ...................................................................................

1.2 Name with initials, if any change has been made : ...................................................................................

1.3 Name in full : ............................................................................................................................................

1.4 N.I.C Number : ..........................................................................................................................................

1.5 Date of First Appointment : ......................................................................................................................

1.6 Personal Address : .....................................................................................................................................

....................................................................................................................................................................

1.7 Contact Number : Residence ..................................................... Mobile ..................................................

2. Present Place of work

2.1 Ministry / Provincial Council : ..................................................................................................................

2.2 Department/Provincial Ministry : .............................................................................................................

2.3 Official Address : ......................................................................................................................................

....................................................................................................................................................................

2.4 Official Telephone Number : ....................................................................................................................

3. Post

3.1 Present Designation : .................................................................................................................................

3.2 Date of appointment to that post : .............................................................................................................

4. Reasons for requesting a transfer : .............................................................................................................

......................................................................................................................................................................................................................................................................................................................................

5. Previous Service Stations :

|  |  |  |
| --- | --- | --- |
| **Post** | **Service Station** | **Period of Service** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

6. Period of Service at a Ministry or Department/ Provincial Council/ District or Divisional Secretariat

(Applies only for the officers who were recruited in year 2006 or later)

1. At a Ministry or Department …………… Years …………………. Months …………….. Days
2. At a Provincial Council …………… Years …………………. Months …………….. Days
3. At a District or Divisional Secretariat …………… Years …………………. Months ………Days

7. Have you served in an office mentioned under the provisions of Public Administration Circular 01/2014? (Applies only for the officers who were recruited after 01.07.2007)

Yes/ No

If yes

|  |  |  |
| --- | --- | --- |
| **Post** | **Service Station**  | **Period**  |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

8. Service Station to which the transfer is sought :

|  |  |  |
| --- | --- | --- |
|  | **Post** | **Service Station** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

I hereby certify that the above particulars given by me are correct. Further I hereby state that I am giving my consent to be transferred to any other service station requested by me/ service station in a close proximity. I agree that I have no right to request for cancellation of transfer order once such order is given on my request.

Date:............................ .............................................

Signature