**Form No 05**

Name with initials :.................................

Address ..................................................................................................................... ............................................................................................................................................

Date ..........................................................................................................................

Secretary of the Public Service Commission

through …………………………….(Secretary of the Ministry)

through …………………………………(Head of Department/ Institution)

Appeal for Appointment/ Promotion/ Transfer

1. Particulars of the Appeal

1.1 Full Name :................................................................................................................

1.2 Service ……………… Class……………………… Grade

1.3 Post:.......................................................................................................

1.4 Service Station :....................................................................................................

1.5 Department/ Institution :.............................................................................................

1.6 Ministry :.....................................................................................................

02. Particulars of the decision/ order on which the appeal is made

2.1 Decision/ Order in brief

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2.2 By whom the decision/ order was made?

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2.3 Date on which the decision/ order was communicated to the officer:.........................................

2.4 Certified copies of the letters on decision/ order are attached as following

Annex (1) .............................................................................................................

Annex (2) .....................................................................................................................

2.5 Other relevant Matters:

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03. Reasons for appealing against the decision/ order

3.1 ....................................................................................................................................................................................................................................................................... .......................................................................................................................................................................................................................................................................

3.2 ........................................................................................................................................................................................................................................................................ ........................................................................................................................................................................................................................................................................

3.3 .................................................................................................................................................................................................................................................................... .......................................................................................................................................................................................................................................................................

3.4 ................................................................................................................................................................................................................................................................... ...................................................................................................................................................................................................................................................................

3.5 ..................................................................................................................................................................................................................................................................... ....................................................................................................................................................................................................................................................................

3.6 Certified copies of the written evidence to prove the above reasons are attached as follows

Annex (1) .....................................................................................................................

Annex (2) ..............................................................................................................

Annex (3) .....................................................................................................................

04. Reliefs requested

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Signature : ...................................................................................

Name : ....................................................................... ...........

Post : ...................................................................................

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

Copies:

1. Secretary, Public Services Commission (The advance copy is forwarded herewith for necessary action)