**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

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

2.2 By whom the decision/ order was made?

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

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

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:

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

 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

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

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

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

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

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

Copies:

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