

**Application for transfers  
(For Officers in Grade I, II and III of the Sri Lanka Administrative Service)**

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 Birth: .....
- 1.6 Sex: .....
- 1.7 Date of First Appointment: .....
- 1.8 Personal Address: .....
- 1.9 Marital Status: .....
  - i. Name of the Spouse: .....
  - ii. Occupation: .....
  - iii. Place of work: .....
  - iv. Details of the children: Particulars of the children

Number	Names of the children	Age	Schools attending

1.10 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: .....
- 2.5 Date of reporting to duties : .....
- 2.6 Service Period as at 31.12.2022: .....Year .....Month .....Days

3. Post

- 3.1 Present Designation: .....
- 3.2 Date of appointment to that post: .....

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

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5. Previous Service Stations:

Post	Service Station (Including the period of service at popular service stations)		Period of Service
	Institution	District to which the institution belongs	

6. 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:.....

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Signature