

**Please note that it is compulsory to include particulars of all the officers who have completed the periods of service mentioned in No. 04 (I,II,III and IV) of the Circular (As at 31.12.2022)**

Ministry / Department/ Provincial Council:- .....

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/Regional Office:- .....

Serial No	Name of the officer (Mr. / Mrs. / Miss.)	Date of Appointment	N.I.C . No	Post / Grade and Medium	Date of birth and age as at 31.12.2022	Period of service at the present service station as at 31.12.2022	Civil status and place of work of the spouse	Number of children/ age/ schools attending	Present residential area and the address	Service stations and the periods of service from the first appointment	Whether the officer has applied for an annual transfer? If not, indicate <b>three</b> service stations where the officer is willing to serve if transferred.

Prepared by : Name

Signature:

Checked by : Name

Signature:

Date:

.....  
Signature and official stamp of the Head of the Department

Particulars of an officer who can be contacted for further information:

Name and post: .....

Telephone number: .....

**\*Note**

*Separate forms should be used for the above categories*

*Please note that the names of officers with the longest periods of service should be included first.*