

**Transfers in the Sri Lanka Administrative Service- Making representations against annual transfers**

Ministry:.....

Department:.....

Identification Number in the Transfer List : .....  
(Only the officers who have not received transfers)

**(a) Should be perfected by the Officer**

1. I. Name of the officer in full (in Clear Letters) : Mr/Mrs./Miss .....

II. National Identity Card No .....

III. Permanent Address : .....

IV. Residential Address : .....

V. Address of the new place of residence if any change in the residence is due to be made in 2023: .....

2. Service Station to which the officer is transferred : .....

3. Post and Grade : .....

3.1 Date of entry to the service : .....

3.2 Date of entry to the Grade : .....

4. Date of Birth : .....

Age as at 31.12.2022.....

5.

Service Particulars	Date of Appointment	From / To Service Station

6. Number in the Annual Transfer List : .....

7. I request to Cancel / Revise the given Transfer.

8. Reasons for Appeal : (State on the reverse of the page)

9. Service Station to which the transfer should be Granted/ Revised :

Ministry : .....

Department : .....

Date : .....

.....  
Signature of the officer

**(b) Observation of the head of the Department:**

I. Above particulars are correct according to the particulars available in the files of the office

II. Explanation and recommendation given for cancellation/ revision of the transfer

Date:.....

.....  
Signature of the  
Secretary of the Ministry / Head of the Department

(Delete words inapplicable. Appeals which are incomplete shall not be considered by the Appeal Board. For further details please use the reverse of the page)