

Form 04

..... **Transfers in Sri Lanka Administrative Service- Application for Appeal**

Ministry:.....

Department:.....

Identification Number of the Transfer List : (Only the officers who have not received transfers)
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(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 2022 :

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 31.12.2021.....

5.

Service Particulars	Date of Appointment	From / To Service Station

6. No of 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:.....

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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)