**Form 1**

**Application for transfers**

**(For Officers of Special Grade in 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 :

2.5Date of reporting to duties: ....................................................................................................................

2.6 Service Period as at 31.12.2021 : ………Years ………..Months ………. Days

3. Post

3.1 Present Designation: .................................................................................................................................

3.2 Date of appointment to that post : .............................................................................................................

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

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

5. Previous Service Stations:

|  |  |  |
| --- | --- | --- |
| **Post** | **Service Station (Including the period of service at popular service stations )** | **Period of Service** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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:............................ ............................................

Signature