

..... Specimen for making Representations against the Annual Transfers of officers in Special Grade of Sri Lanka Administrative Service

Ministry:.....

Identification Number of the Transfer List :

(a) Should be perfected by the Officer

1. I. Name of the officer in full (in Clear Letters) :
Mr/Mrs./Miss
- II. Permanent Address :
- III. Residential Address :
- IV. 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 SP Grade :

4. Date of Birth :

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.
7. Reasons for Appeal : (State on the reverse of the page)
8. 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)