

Appeals on Annual Transfers  
Making appeals to the Public Service Commission on the Decisions with regard to  
Annual Transfers 2022- Particulars of the Appellant

## a. Personal Details

01. Name with initials:-			
02. Post and Class			
03. Date of Birth: YYYY/MM/DD	04. Age: (As at 31.12.2021)	05. National Identity Card No:	06. Sex:
07. Permanent Address:  Divisional Secretary's Division:  District:	08. Temporary Address:	09. Telephone No: Office: Personal:	
10. Marital Status:	11. Name of the spouse:	12. Occupation and service stations of the spouse:	
13. Number of children	14. Age of the children:	15. Schools Attending:	

## b. Service particulars:

16. Date of appointment to the post:	
17. Present service station:	18. The town where the service station is located:
19. Date of reporting to the present service station: YYYY/MM/DD	20. Period of service at the present service station: (As at 31.12.2021) .....Years.....Months.....Days
21. Have you served at popular service station/ service stations?	

22. Previous service stations in the public service:	Service Station		Popular service station/ Not a popular service station	Period of service	
	1			From	To
	2				
	3				
	4				
	5				
	6				

c. Particulars on request for transfer (Mark  $\checkmark$  in the relevant cage)

23	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	
			4	
			5	

Indicate the service stations, if transfer orders have been received:

The distance from the place of residence of the officer to the service station to which he/she has been transferred (k.m)

24. Number of officers of the transfer cycle.....

25.	Have applied for the committee for reviewing annual transfers	
	Have not applied for the committee for reviewing annual transfers	

26. Whether the officer requested for annual transfers in the previous years:

The years in which the requests have been made for transfers and the service stations

	Year in which the request has been made for transfers	Service station to which the requests have been made for transfers

27. Decisions received with regard to the requests for annual transfers as per No. 26 above:  
(If a transfer order has not been received, indicate the same)

d. Particulars on the request made to the committee for reviewing annual transfers

28. Request made to the committee for reviewing annual transfers:		
Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for
Revising the transfer		
Obtaining a new transfer		

1.  
2.  
3.

29. Decision of the committee for reviewing annual transfers

e. Particulars on the appeal made to the Public Service Commission:

30. Reasons for making an appeal against the decision of the Committee for reviewing the Transfers:

1. ....
2. ....
3. ....

31. Certified copies of the written evidence to prove the above reasons are attached as following Annexes.

Annex (01) .....

Annex(02) .....

Annex(03) .....

32. Reliefs sought

1. ....
2. ....
3. ....

I hereby declare that all the above particulars are true and accurate.

.....  
Date

.....  
Signature

f. Recommendations of the Head of the Ministry/ Department

I hereby certify that the above particulars submitted by the officer are accurate in accordance with his/ her personal file. I recommend the appeal made to the Public Service Commission with regard to the Annual Transfers ..... I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers ..... due to the reasons below.

- i. ....
- ii. ....
- iii. ....

.....  
Date

.....  
Signature

g. Recommendation of the Transfer Authority

- i. Number of officers who are involved in the transfer cycle.....
- ii. Recommendation on the appeal: .....
- .....

.....  
Date

.....  
Signature