

Appeals on Annual Transfers

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Planning Service – Year 2024

Particulars of the successor

I. Name and post of the appellant:

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II. Particulars of the successor relevant to the appellant

a. Personal Details

01. Name with initials: -			
02. Post and Class			
03. Date of Birth: DD/MM/ YYYY	04. Age: (As at 31.12.2023)	05. National Identity Card No:	06. Sex:
07. Permanent Address:	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: DD /MM/ YYYY		20. Period of service at the present service station: (As at 31.12.2023) Years.....Months.....Days	
21. Previous service stations in the public service:	Service Station		Period of service
			From To
	1		
	2		
	3		
4			

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

22	Have applied for annual transfers	Have not applied for annual transfers	If applied for transfers, service stations applied for	
			1	
			2	
			3	

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)

Number of officers of the transfer circle:

23. Whether the officer has applied for annual transfers in the previous years?

If the officer has applied for transfer, years and service stations to which transfers have been applied?

	Year in which the officer has applied for transfer	Service station to which the officer has applied for transfer

24. Decision received with regard to the annual transfer requested as per 23 above:

d. Particular on the request made to the committee for reviewing annual transfer:

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

26. Request made to the committee for reviewing annual transfers : -		
Cancellation of the transfer		Service Station to which the transfer should be revised / a new transfer should be granted
		1
Revising the transfer		2
Obtaining a new transfer		3

27. Decision of the committee for reviewing annual transfers

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

28. Whether an appeal has been/ has not been made to the Public Service Commission:

29. Recommendation of the transfer authority with regard to the possibility of implementing the transfer cycle without causing any prejudice to this officer, if the appellant's request is fulfilled:

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Date

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Signature