

Name :-

Service Station: -

Date :-

Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government,

Through,

Through,

Reporting for Duties at the new Service Station

It is kindly informed that I, who have been released from service with effect from(Date of release) as per the order of Annual transfers in Sri Lanka Planning Service of(Year) reported for duty at (Service station) on (Date of reporting for duty)

Yours faithfully

Signature:-

Service:-

Grade:-

National Identity Card No :-

Employee No :-

It is hereby confirmed that the officer reported for duty.

.....

.....

Date

Signature and the Official Stamp
of the Head of the Institution

Copies