

Annex VIII

My No :-

Ministry/ Department/ Provincial Council :-

Date :-

Mr/Mrs/Miss

Post:-

Through

Through

Releasing from Service on Annual Transfers

It is kindly informed that the above-mentioned officer is hereby released from
(Date of release) enabling him/ her to report for duty at (New service station) on the
annual transfer order of Sri Lanka Planning Service in year (Year)

.....

Signature and the Official Stamp

Of the Head of the Institution

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