

Appeals on Annual Transfers**Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Planning Service - 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 station 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:		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	Service Station	Popular service	Period of service

the public service:		station/ Not a popular service station	From	To
	1			
	2			
	3			
	4			
	5			
	6			

c. Particulars on requests 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 station, if transfer orders have been received:				
Distance to the service station from the place of residence of the officer (k.m):				

24. Number of officers of the transfer circle

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

26. 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

27. Decisions received with regard to the annual transfers requested as per 26 above:
(If a transfer 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 reviewing committee:			
Cancellation of the transfer		If applied for revision of the transfer, the service stations requested for	
Revision of the transfer		1	
Obtaining a new transfer		2	
		3	

29. Decision of the committee for reviewing annual transfers.

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

30. Reasons for making an appeal to the Public Service Commission against the decision of the committee for reviewing annual transfers.

1.
2.
3.

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

Annex 1.....

Annex 2.....

Annex 3.....

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 2022 / I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2022 due to the reasons below.

- i.
- ii.
- iii.

.....
Date

.....
Signature

g. Recommendations of the Transfer Authority

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

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.....

.....
Date

.....
Signature