



රාජ්‍ය පරිපාලන, පළාත් සභා සහ පළාත් පාලන අමාත්‍යාංශය
பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Provincial Councils and Local Government

නිදහස් වතුරගුය, කොළඹ 07, ශ්‍රී ලංකාව சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka

දුරකථන
தொலைபேசி
Telephone } 011-2696211-13
011-2166000

ෆැක්ස්
தொலைநகல்
Fax } 011-2695279

ඊ-මේල්
மின்னஞ்சல்
E-mail } info@pubad.gov.lk

වෙබ් අඩවිය
இணையத்தளம்
Telephone } www.pubad.gov.lk

මගේ අංකය
எனது இல
My No

CS/SLAS/ANN.TRA/2025

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

2024.12.23

அமைச்சுக்களின் செயலாளர்கள்
மாகாண பிரதம செயலாளர்கள்
ஆணைக்குழு செயலாளர்கள்
மாவட்ட செயலாளர்கள்/ அரசாங்க அதிபர்கள்
திணைக்களத் தலைவர்கள்

இலங்கை நிர்வாகச் சேவையின் தரம் I,II மற்றும் III இன் உத்தியோகத்தர்களின்

வருடாந்த இடமாற்றம் தொடர்பான மேன்முறையீடு - 2025

இலங்கை நிர்வாகச் சேவையின் 2025 ஆம் வருடத்திற்காக செய்யும் வருடாந்த இடமாற்றத்துடன் இணையப் பெற்றது.

02. அவ் இடமாற்றங்கள் தொடர்பில் சமர்ப்பிக்கப்பட்டுள்ள மேன்முறையீடுகள் தொடர்பில் மேன்முறையீட்டு சபையின் தீர்மானங்கள் இத்துடன் முன்வைக்கப்பட்டுள்ளன.

03. இவ் தீர்மானங்கள் 2025.02.03 தினத்திலிருந்து அல்லது அட்டவணை 1லில் குறிப்பிடப்பட்டுள்ள தினங்களிலிருந்து செயற்படும்.

04. அதன்படி, பதில் ஆளொருவர் சேவைக்கு அறிக்கையிடும் வரையிலும் வராத, இடமாற்றங்களின் கீழ் அனைத்து உத்தியோகத்தர்களும் உரிய தினத்தில் சேவை இடங்களில் கடமையை பொறுப்பேற்றுக் கொள்ளும் வகையில் தற்போதைய சேவை நிலையத்திலிருந்து விடுதலை செய்வதற்கு கருமமாற்றவென தயவுடன் தெரிவிக்கின்றேன்.

05. வருடாந்த இடமாற்றக் கட்டளையின் மீது இடமாற்றம் பெற்றுள்ள உத்தியோகத்தர்கள் மற்றும் அவ் திணைக்களத்தின் பிரதானிகளால் அரசாங்க சேவை ஆணைக்குழுவின் நடபடிமுறை விதிகள் பிரிவு 257இன் படி செயலாற்ற வேண்டும் என உங்களின் அவதானத்தை செலுத்துகின்றேன்.

06. வருடாந்த இடமாற்ற மேன்முறையீட்டு சபையின் தீர்மானங்கள் தொடர்பில் அரசாங்க சேவை ஆணைக்குழுவிடம் மேன்முறைதொன்றினை சமர்ப்பிப்பதற்கு உரிய உத்தியோகத்தர் கருதுவாராயின், இத்துடன் இணைக்கப்பட்டுள்ள (V மாதிரிப்படிவம்) படி தயார் செய்யப்பட்ட மேன்முறையீட்டு விண்ணப்பப்பத்திரத்தை 2025.01.06 ஆம் தினத்திற்கு முன்னர் என்னிடம் அனுப்புமாறு தெரியப்படுத்துவதோடு, அதற்கு பின்னர் கிடைக்கும் மேன்முறையீடுகள் கவனத்திலெடுக்கப்படமாட்டாதென தயவுடன் தெரியப்படுத்துகின்றேன்.

07. தமது விண்ணப்பப்படிவத்தின் மென்பிரதியை மேன்முறையீட்டிற்கு சமர்ப்பிக்கும் சந்தர்ப்பத்திலேயே pubad.dslas@gmail.com எனும் மின்னஞ்சல் முகவரிக்கு கட்டாயம் சமர்ப்பிக்கவென உரிய உத்தியோகத்தர்களுக்கு ஆலோசனை என வழங்கவென மேலும் அறியத் தருகின்றேன்.

ஓப்பம்./ எஸ்.ஆலோகபண்டார
செயலாளர்
பொது நிர்வாக ,மாகாண சபைகள்
மற்றும் உள்ளூராட்சி அமைச்சு

தொலைபேசி: 0112-698605 / தொலைநகல் : 0112 - 683651
மின்னஞ்சல் முகவரி : pubad.dslas@gmail.com

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
---------	------	--------------------	------------------------	-------	-----------------------

Transfer Batch 001

4388	Ms. S. Manchuladevi	Divisional Secretariat, Island North - Kytes	Divisional Secretariat, Wadamarachchi South West / Karaveddy	I	No Change and Will be Effective on 03.02.2025
4379	Mr. E. Thayarupan	Divisional Secretariat, Wadamarachchi South West / Karaveddy	Divisional Secretariat - Valikamam East - Kopay	I	No Change and Will be Effective on 03.02.2025
4369	Mr. S. Sivasri	Divisional Secretariat - Valikamam East - Kopay	Divisional Secretariat - Meritimepattu	I	No Change and Will be Effective on 03.02.2025
4851	Ms. U. Manivannan	Divisional Secretariat - Meritimepattu	Divisional Secretariat, Island North - Kytes	I	No Change and Will be Effective on 03.02.2025

Transfer Batch 002

4475	Ms. R.A.N. Kumari	Ministry of Agriculture, Lands, Livestock, Irrigation, Fisheries and Aquatic Resources - Land Division	Department of Motor Traffic	I	No Change and Will be Effective on 04.12.2025
4463	Ms. Y.K.S. Jeewamala	Department of Motor Traffic	Ministry of Agriculture, Lands, Livestock, Irrigation, Fisheries and Aquatic Resources - Land Division	I	No Change and Will be Effective on 04.12.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 003					
5314	Mr. E.H.G. Prasanga	Department of Immigration & Emigration	Rural Development Training and Research Institute	I	No Change and Will be Effective on 03.02.2025
5281	Ms. T.S. Karasnagoda	Rural Development Training and Research Institute	Ministry of Justice, Public Administration, Home Affairs, Provincial Councils and Local Government and Labour - Public Administration Division	I	No Change and Will be Effective on 03.02.2025
4872	Ms. I.U.P. Gunawardana	Ministry of Justice, Public Administration, Home Affairs, Provincial Councils and Local Government and Labour - Public Administration Division	Ministry of Agriculture, Lands, Livestock, Irrigation, Fisheries and Aquatic Resources - Agriculture Division	I	No Change and Will be Effective on 03.02.2025
5245	Ms. B.G. Anusha	Ministry of Agriculture, Lands, Livestock, Irrigation, Fisheries and Aquatic Resources - Agriculture Division	Western Provincial Council	I	Cancelled
Transfer Batch 004					
4800	Mr. B.S.G. Ruwansiri	Divisional Secretariat - Palmadulla	Sabaragamuwa Provincial Council	I	Will be Effective on 03.02.2025
5387	Ms. S.R. Gamage	Divisional Secretariat - Ambagamuwa Korale	Divisional Secretariat - Palmadulla	II	Will be Effective on 03.02.2025
Transfer Batch 005					
4732	Mr. K.P. Pemadasa	Divisional Secretariat - Kesbewa	Department of Immigration and Emmigration	I	No Change Will be Effective on 02.03.2025
4221	Mr. P.G.S. Abeykoon	Department of Immigration and Emmigration	Ministry of Urban Development Construction and Housing	I	Amended and Will be Effective on 02.03.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 006					
4494	Ms. P.S. Dissanayake	Divisional Secretariat - Thimbirigasyaya	Department of Motor Traffic	I	No Change and Will be Effective on 03.02.2025
Transfer Batch 007					
5497	Ms. H.A.N. Piyasumana	Department of Immigration & Emigration	Divisional Secretariat - Thimbirigasyaya	I	No Change and Will be Effective on 03.02.2025
Transfer Batch 008					
4382	Mr. S.H. Musammil	Divisional Secretariat, Koralai Pattu Central, Valachchanai	Divisional Secretariat, Eravur Town	I	Ammended and Will be Effective on 03.02.2025
4374	Mr. U. Uthayasrither	Divisional Secretariat, Koralai Pattu Central, Kattankudy	Divisional Secretariat, MS & EP - Kalawanchikudy	I	No Change and Will be Effective on 03.02.2025
4557	Ms. S. Vilvaratnam	Divisional Secretariat, MS & EP - Kalawanchikudy	Divisional Secretariat, Manmunai North - Batticaloa	I	Ammended and Will be Effective on 03.02.2025
Transfer Batch 009					
5028	Ms. S.A.L. Rangani	Western Provincial Council	Department of Immigration & Emigration	I	No Change Will be Effective on 12.08.2025
4551	Mr. H.O.D. Rohana	Department of Immigration & Emigration	Western Provincial Council	I	No Change Will be Effective on 12.08.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 010					
5255	Ms. S.M.G.K. Samarakoon	Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure	Department of Immigration & Emigration	I	No Change and Will be Effective on 03.02.2025
4716	Mr. M.A.I.K. Manthirathna	Department of Immigration & Emigration	Ministry of Environment, Wildlife, Forest Resources, Water Supply, Plantation and Community Infrastructure	I	No Change and Will be Effective on 03.02.2025
Transfer Batch 011					
4852	Ms. L.A. Jayasinghe	Department of Land Commissioner General	Department of Registration of Persons	I	No Change and Will be Effective on 01.07.2025
4991	Ms. G.D. Nadeeka	Department of Registration of Persons	Department of Land Commissioner General	I	No Change and Will be Effective on 01.07.2025
Transfer Batch 012					
4336	Mr. T.M.L.D. Tennakoon	Sri Lanka Railways	Ministry of Health	I	No Change and Will be Effective on 03.02.2025
Transfer Batch 013					
4824	Ms. S. Vanajaa	Northern Provincial Council	Divisional Secretariat - Punakari	I	Cancelled
4749	Mr. T. Akilan	Divisional Secretariat - Punakari	Northern Provincial Council	I	No Change and Will be Effective on 03.02.2025
Transfer Batch 014					
5386	Ms. B.M.C.H. Kumarihami	Department of Agrarian Development	Department of Samurdhi Development (Matale)	I	No Change and Will be Effective on 03.02.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 015					
4202	Mr. S.P. Gunawardana	Divisional Secretariat - Aththanagalla	Divisional Secretariat - Gampaha	I	No Change and Will be Effective on 03.02.2025
4504	Mrs. K.A.S.L. Gunatilake	Divisional Secretariat - Gampaha	Department of Excise	I	Amended and Will be Effective on 03.02.2025
4973	Ms. A.A.D.C.N. Amarasinghe	Divisional Secretariat - Kelaniya	Divisional Secretariat - Aththanagalla	I	No Change and Will be Effective on 03.02.2025
Transfer Batch 016					
5803	Mr. H.P.D. Hewage	Ministry of Defence	Department of Motor Traffic	II	No Change and Will be Effective on 24.05.2025
6205	Ms. R.L.A.A. Eranga	Coast Conservation and Coastal Resource Management Department	Ministry of Defence	III	No Change and Will be Effective on 24.05.2025
5777	Mr. M.M.M.J. Manchanayake	Department of Motor Traffic	Coast Conservation and Coastal Resource Management Department	II	No Change and Will be Effective on 24.05.2025
Transfer Batch 017					
6150	Mr. S. Pathmasri	Department of Land Title Settlement (Jaffna)	Divisional Secretariat, Karachchi,	III	No Change and Will be Effective on 03.02.2025
6249	Ms. Mathuge Saji	Divisional Secretariat, Karachchi,	Department of Land Title Settlement (Jaffna)	III	No Change and Will be Effective on 03.02.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 018					
5928	Mrs. J.V.R. Culas	Ministry of Health	Department of Pensions	II	No Change and Will be Effective on 03.02.2025
6248	Ms. W.C.L. Alwis	Department of Pensions	Ministry of Health	III	No Change and Will be Effective on 03.02.2025
Transfer Batch 019					
6116	Mrs. S. Rathika	Divisional Secretariat, Valikamam East - Kopay	Northern Provincial Council	II	No Change and Will be Effective on 03.02.2025
6213	Ms. S. Abarana	Northern Provincial Council	Divisional Secretariat, Valikamam East - Kopay	III	No Change and Will be Effective on 03.02.2025
Transfer Batch 020					
6172	Ms. B. Niroshini	Department of Labour	Department of Motor Traffic	III	No Change and Will be Effective on 03.02.2025
5953	Mr. P.V.C.C. Panawala	Department of Motor Traffic	Department of Labour	II	No Change and Will be Effective on 03.02.2025
Transfer Batch 021					
6216	Ms. A.A.H. Maduwanthi	Department of Labour	Department of Registration of Persons	III	No Change and Will be Effective on 01.07.2025
5853	Ms. N.P.J. Dinushika	Department of Registration of Persons	Department of Labour	II	No Change and Will be Effective on 01.07.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 022					
5814	Mr. S. Partheepan	Eastern Provincial Council	Divisional Secretariat Manmunai South west - Paddipalai	II	No Change and Will be Effective on 01.07.2025
6323	Ms. P. Menaga	Divisional Secretariat Manmunai South west - Paddipalai	Eastern Provincial Council	III	No Change and Will be Effective on 01.07.2025
Transfer Batch 023					
5959	Mr. H.M.B.C. Kumara	Divisional Secretariat, Sooriyawewa	Provincial Office of Land Title Settlement , Beliaththa	II	No Change and Will be Effective on 03.02.2025
6521	Ms. G.T.M. Jayawardene	Provincial Office of Land Title Settlement , Beliaththa	Divisional Secretariat, Sooriyawewa	III	No Change and Will be Effective on 03.02.2025
Transfer Batch 024					
6567	Ms. K.H.S.U. Yasanayaka	Land Title Settlement Department (Homagama)	Department of Immigration & Emigration	III	No Change and Will be Effective on 03.02.2025
5781	Ms. W.K.N. Nayomi	Department of Immigration & Emigration	Land Title Settlement Department (Homagama)	II	No Change and Will be Effective on 03.02.2025
Transfer Batch 025					
6258	Ms. M.S. Fathima Hanassa	Department of Land Use Policy Planning	Department of Immigration & Emigration	III	No Change and Will be Effective on 03.02.2025
5761	Ms. I.D.N. Sajeewani	Department of Immigration & Emigration	Department of Land Use Policy Planning	II	No Change and Will be Effective on 03.02.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 026					
5795	Ms. W.A.S. Jayawardana	Department of Registration of Persons	Minister of Agriculture, Lands, Livestock, Irrigation, Fisheries and Aquatic Resources - Land Division	II	No Change and Will be Effective on 01.07.2025
6078	Mrs. A.S.K. Hemachandra	Minister of Agriculture, Lands, Livestock, Irrigation, Fisheries and Aquatic Resources - Land Division	Department of Registration of Persons	II	No Change and Will be Effective on 01.07.2025
Transfer Batch 027					
5934	Ms. T.M.I. Lakmali	Department of Labour Colombo	Department of Motor Traffic	II	No Change and Will be Effective on 01.04.2025
5655	MS. Y.A.M.M. Yapa	Department of Motor Traffic	Department of Labour Colombo	II	No Change and Will be Effective on 01.04.2025
Transfer Batch 028					
6119	Ms. W.A.D.S.C. Wickramaarachchi	Department of Labour Colombo	Department of Motor Traffic	II	No Change and Will be Effective on 03.02.2025
5656	Ms. B.A.M.A. Balasooriya	Department of Motor Traffic	Department of Labour Colombo	II	No Change and Will be Effective on 03.02.2025
Transfer Batch 029					
6168	Ms. J.H. Kuruppu	Southern Provincial Council	Ministry of Woman, Child and Youth Affairs and Sports	III	No Change and Will be Effective on 03.02.2025
6479	Ms. G.L.R.S. Karunathilake	Ministry of Woman, Child and Youth Affairs and Sports	Southern Provincial Council	III	No Change and Will be Effective on 03.02.2025

**SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS**

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 030					
6366	Mrs. M.M.P. Hettiarachchi	Divisional Secretariat Ingiriya	Department of Immigration & Emigration	III	No Change and Will be Effective on 03.02.2025
5710	MS. D.L.M.B. Jayarathne	Department of Immigration & Emigration	Department of Pensions	II	No Change and Will be Effective on 03.02.2025
Transfer Batch 031					
6466	Ms. J.M.D. Indrachapa	Land Commissioner General's Department	Department of Immigration & Emigration	III	No Change and Will be Effective on 02.03.2025
5688	Ms. J.M.M.W. Jayasighe	Department of Immigration & Emigration	Land Commissioner General's Department	II	No Change and Will be Effective on 02.03.2025
Transfer Batch 032					
5683	Ms. M.D.M. Kumudini	Public Service Commission	Ministry of Education, Science and Technology - Education Division	II	No Change and Will be Effective on 03.02.2025
6127	Mrs. K.H.S.D. Padmasiri	Ministry of Education, Science and Technology - Education Division	Department of Immigration & Emigration	II	No Change and Will be Effective on 03.02.2025
6135	Ms. W.H.A.S. Nadeeshani	Department of Immigration & Emigration	Public Service Commission	II	No Change and Will be Effective on 03.02.2025

**SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS**

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 033					
5991	Mrs. T.V. Thanasingam	Department of Motor Traffic	Department of Pension	II	No Change and Will be Effective on 03.03.2025
6413	Mr. W.A.P.B. Wickramasinghe	Department of Pension	Department of Motor Traffic	III	No Change and Will be Effective on 03.03.2025
Transfer Batch 034					
5826	Mr. N.A.P.S.S. Wickramasinghe	Divisional Secretariat Nikaweratiya	Department of Motor Traffic	II	No Change and Will be Effective on 14.03.2025
Transfer Batch 035					
6319	Ms. W.A.A.A.M. Weerasuriya	Ministry of Justice Public Administration Home Affairs Provincial Council and Labour - Labour Division	Divisional Secretariat Dompe	III	No Change and Will be Effective on 14.03.2025
6335	Mr. R. Sivaharan	Department of Motor Traffic	Ministry of Justice, Public Administration, Home Affairs, Provincial Councils, Local Government and Labour - Home Affairs Divisions	III	No Change and Will be Effective on 14.03.2025
Transfer Batch 036					
5790	Mr.M.C.P.S.Kumara	Ministry of Justice Public Administration Home Affairs Provincial Council and Labour - Labour Division	Department of Motor Traffic	II	No Change and Will be Effective on 12.09.2025
5983	Mr. S.A.N.R.K. Jayasinghe	Department of Motor Traffic	Ministry of Justice Public Administration Home Affairs Provincial Council and Labour - Labour Division	II	No Change and Will be Effective on 12.09.2025

SRI LANKA ADMINISTRATIVE SERVICE
ANNUAL TRANSFER ORDERS - 2025 (GRADE I & GRADE II/III)
APPEAL BOARD DECISIONS

File No	Name	Current Work Place	Transferred Work Place	Grade	Appeal Board Decision
Transfer Batch 037					
6290	Ms. R.M.K.C. Wijerathna	Divisional Secretariat, Nochchiyagama	North Central Provincial Council	III	No Change and Will be Effective on 03.02.2025
Transfer Batch 038					
5737	Mr. D.M.R.C. Dasanayake	Eastern Provincial Council	Department of Agrarian Development (Matale)	II	No Change and Will be Effective on 03.02.2025
Transfer Batch 039					
6039	Ms. P.H.R.M.M. Abhayawardhana	Department of Immigration & Emigration	Ministry of Rural and Urban Development, Housing and Construction	II	No Change and Will be Effective on 03.02.2025
6623	Ms. C.R. Gunasekara	Ministry of Rural and Urban Development, Housing and Construction	Department of Immigration & Emigration	III	No Change and Will be Effective on 03.02.2025
Transfer Batch 040					
5312	Mr. R.G. Kannangara	Department of Immigration & Emigration	Sri Lanka Air Force - Headquarters	I	Will be Effective on 03.02.2025

Appeals on Annual Transfers

Making appeals to the Public Service Commission on the Decisions with regard to
Annual Transfers 2025 - 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 31.12.2024)	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 31.12.2024) Years.....Months.....Days
21. Have you served at a 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 (km)					

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 of 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 of 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