

**Appeals on Annual Transfers**  
**Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers.....- 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 31.12.2017)	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 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: YYYY/MM/DD		20. Period of service at the present service station: (As at 31.12.2017) .....years.....months.....days		
21. Have you served at 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	
			From	To
	1			
	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.
Indicate the service stations, if transfer orders have been received			

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. Particulars on the 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
Revision of the transfer		
Obtaining a new transfer		
		1. 2. 3.

27. Decision of the committee for reviewing annual transfers.

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

- 1.
- 2.
- 3.

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

Annex (01).....  
 Annex (02).....  
 Annex (03).....

30. Reliefs sought

1. ....
2. ....
3. ....

I hereby declare that all the above particulars are true and accurate.

.....  
 Date

.....  
 Signature

d. Recommendation 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 2018. I do not recommend the appeal made to the Public Service Commission with regard to the Annual Transfers 2018 due to the reasons below.

- i. ....
- ii. ....
- iii. ....

.....  
Date Signature

e. Recommendation of the Transfer Authority

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

.....  
.....  
.....

.....  
Date Signature