

Annexure 01

Application for Transfers - 2023
For the Officers of the Sri Lanka Accountants' Service Grade I, II and III.

1. Personal Information

1.1. Name (As indicated in the letter of appointment) :

1.2. Name with initials, if any change has been made :

1.3. Name in full :

1.4. National Identity Card No. :

1.5. Date of First Appointment :
.....

1.6. Personal Address :
.....

1.7. Telephone No : Residence: Mobile: :.....

2. Present place of work

2.1. Ministry/Provincial Council :

2.2. Department/Provincial Ministry :.....

2.3. Official Address :

2.4. Official Telephone No. :

3. Post

3.1. Present Designation:

3.2. Date of Appointment to the Post

4. Reason for Requesting a Transfer :

5. Previous Workplaces :

| Post | Service Station | Period of Service |
|------|-----------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

6. Service Station to which transfer is sought :

| Post | Service Station |
|-------------|------------------------|
| 1. | |
| 2. | |
| 3. | |

I hereby certify that all the particulars furnished by me are correct. Further, I hereby express my consent to be transferred to any service station requested by me/service station in a close proximity. I agree that I have no right to request for cancellation of transfer order once such order is given on my request.

Date :

.....

Signature

Annexure. 02

Schedule of Application for Transfers in Sri Lanka Accountants' Service, Year 2023

Ministry/ Department/ Provincial Council

Regional Office/ District

| Serial Number | Name of the officer and N.I.C. No. | Date of appointment and medium | Post/ Grade | Personal Address | Date of birth and age as at 31-12-2022 | Marital status and work place of the spouse | Number of children and number of children who are schooling | Reasons for requesting transfer | Service station for which the officer prefers to be transferred | Decision of the Transfer Committee (For office use only) |
|---------------|------------------------------------|--------------------------------|-------------|------------------|--|---|---|---------------------------------|---|--|
| | | | | | | | | | | |

I hereby certify that applications of all the officers are included in this document.

Prepared by:

Name:

Signature:

Date:.....

Checked by:

Name:

Signature:

.....

Signature and official stamp of the Head of the Department

Annexure 03

Please note that it is compulsory to include particulars of all the officers

- 1) **who have served for more than 06 years in one and the same district or service station, or**
- 2) **have served 12 years or more in any service station within the district or**
- 3) **have completed a period of service mentioned in 4. of the Circular (As at 31-12-2022)**
(Separate specimen forms should be used for the categories 1,2 and 3 above)

(Please note that the particulars of the officers who have the highest period of service should be indicated at first)

Ministry/ Department/ Provincial Council:.....

Provincial Ministry/ Provincial Department/ Local Government Institution/ Provincial Secretariat/ Regional Office:.....

| Serial No. | Name of the officer (Mr/Mrs/ Miss) | Date of appointment | National Identity Card No. | Post/ Grade and Medium | Date of birth and age as at 31-12-2022 | Period of service at the present service station as at 31-12-2022 | Marital status and work place of the spouse | Number of children/ age/ schools attending | Present area of residence and address | Stations served and the periods of service from the first appointment | Whether applied for an annual transfer? If not, indicate 03 places where the officer prefers to serve if transferred. |
|------------|------------------------------------|---------------------|----------------------------|------------------------|--|---|---|--|---------------------------------------|---|---|
| | | | | | | | | | | | |

Prepared by: Name:..... Signature:..... Post:.....

Checked by: Name:..... Signature:..... post:.....

Date:.....

.....
Signature and official stamp of the Head of the Department

Annexure 04

Transfers in Sri Lanka Accountants' Service – Application for Appeal 2023

Ministry.....

Department.....

(a) Should be perfected by the officer

01.

i. Full name of the officer (in clear letters) :

Mr./Mrs./Miss.....

ii. Permanent Address.....

iii. Residential Address at present.....

iv. Address of the new place of residence if any change in the residence is due to be made in 2021..

02. Service station to which the officer is transferred.....

03. Post & Grade.....

3.1 Date of entry to the service.....

3.2 Date of entry to the grade.....

04. Date of Birth.....

Age as at 31-12-2022.....

| 05. Service Particulars | Date of Appointment | From/ To Service station |
|-------------------------|---------------------|--------------------------|
| | | |
| | | |
| | | |

06. I request to cancel/ Revise the given transfer

07. Reason for appeal: (state on the reverse of the page)

08. Service station to which the transfer should be Granted/ Revised

Ministry.....

Department.....

Date.....

.....
 Signature of the Officer

(b) Observation of the Head of the Department

i. Above particulars are correct according to the particulars available in the files of the office

ii. Explanation and recommendation given for cancellation/ revision of the transfer.

Date.....

.....
 Signature of the secretary of the Ministry/ Head of the
 Department

(Delete inapplicable words. Appeals which are incomplete shall not be considered by the Appeal Board for further details please use the reverse of the page)

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Accountants' Service - 2023

Particulars of the Appellant

a. Personal Details

| | | | |
|---|-----------------------------|---|----------|
| 01. Name with initials:- | | | |
| 02. Post and Class | | | |
| 03. Date of Birth: DD/MM/YYYY | 04. Age: (As at 31.12.2022) | 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: DD/MM/YYYY | 20. Period of service at the present service station: (As at 31.12.2022) 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 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. | |
| 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): | | | | |
| Number of officers of the transfer circle: | | | | |

24. 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 |
|--|--|---|
| | | |
| | | |
| | | |
| | | |

25. 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:

| | |
|---|--|
| 26. Have applied for the committee for reviewing annual transfers | |
| Have not applied for the committee for reviewing annual transfers | |

27. 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 | |

28. Decision of the committee for reviewing annual transfers.

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

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

1.
2.
3.

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

Annex 1.....

Annex 2.....

Annex 3.....

31. 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. Recommendations of the Transfer Authority

i. Number of officers who are involved in the transfer circle:.....

ii. Recommendation on the appeal:
.....
.....
.....
.....

.....
Date

.....
Signature

Making appeals to the Public Service Commission on the Decisions with regard to Annual Transfers in Sri Lanka Accountants' Service - 2023

Particulars of the successor

I. Name and post of the appellant:

.....

II. Particulars of the successor relevant to the appellant

a. Personal Details

| | | | |
|--|--------------------------------|--|----------|
| 01. Name with initials:- | | | |
| 02. Post and Class | | | |
| 03. Date of Birth: DD/MM/ YYYY | 04. Age: (As at 31.12.2022) | 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: DD /MM/ YYYY | 20. Period of service at the present service station: (As at 31.12.2022) years.....months.....days |

| | | | | | |
|---|-----------------|--|--|-------------------|----|
| 21. Have you worked in a beneficial (preferred) place of work / places? | | | | | |
| 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 revision of the transfer, service stations applied for |
| | | | | 1. |
| | | | | |

Indicate the service station, if transfer orders have been received:
Distance from the place of residence to the service station to which the officers has been transferred (k.m):
Number of officers of the transfer circle:

24. 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 |
| | |
| | |
| | |
| | |

25. Decisions received with regard to the annual transfers requested as per 24 above:
(If a transfer has not been received, indicate the same)

d. Particulars on the request made to the committee for reviewing annual transfers:

| | |
|--|--|
| 26. Have applied for the committee for reviewing annual transfers. | |
| Have not applied for the committee for reviewing annual transfers. | |

| | | | |
|--|--|---|--|
| 27. 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 | |

28. Decision of the committee for reviewing annual transfers.

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

29. Whether an appeal has been/ has not been made to the Public Service Commission:

30. Recommendation of the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government with regard to the possibility to fulfill the request of the appellant:

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.....

.....

Date

.....
Signature