

**Application for transfers  
(For Officers of Special Grade in Sri Lanka Administrative Service)**

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 N.I.C Number : .....

1.5 Date of Birth: .....

1.6 Sex: .....

1.7 Date of First Appointment : .....

1.8 Personal Address : .....  
.....

1.9 Marital Status: .....

i. Name of the Spouse: .....

ii. Occupation: .....

iii. Place of work: .....

iv. Details of the children: Particulars of the children

Number	Names of the children	Age	Schools attending

1.10 Contact Number : 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 Number :

2.5 Date of reporting to duties: .....

2.6 Service Period as at 31.12.2021 : ..... Years ..... Months ..... Days

3. Post

3.1 Present Designation: .....

3.2 Date of appointment to that post : .....

4. Reasons for requesting a transfer: .....  
.....  
.....

5. Previous Service Stations:

<b>Post</b>	<b>Service Station (Including the period of service at popular service stations )</b>	<b>Period of Service</b>

6. Service Station to which the transfer is sought :

<b>Post</b>	<b>Service Station</b>
1	
2	
3	

I hereby certify that the above particulars given by me are correct. Further I hereby state that I am giving my consent to be transferred to any other 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:.....

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Signature