

Transfers in the Sri Lanka Planning Service- Making representations against annual transfers – Year 2024

Ministry :

Identification Number in the Transfer List:

Department :

(a) Should be perfected by the Officer

1. I. Name of the officer in full (in Clear Letters) : Mr/Mrs./Miss

II. Permanent Address :

III. Residential Address :

IV. Address of the new place of residence if any change in the residence is due to be made in 2024:

2. Service Station to which the officer is transferred:

3. Post and Grade :

3.1 Date of entry to the service :

3.2 Date of entry to the Grade :

4. Date of Birth:

Age as at 31.12.2023

5.

Service Particulars	Date of Appointment	From / To Service Station

6. I request to Cancel / Revise the given Transfer.

7. Reasons for Appeal: (State on the reverse of the page)

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