

**Transfers in Sri Lanka Education Administrative Service 2022/2023 - Application for Appeal**

Ministry: .....

Department: .....

Provincial Council: .....

Identification Number of the Transfer List.....

**(A) Should be filled by the Officer**

01. Full Name of the officer (in Clear Letters): Mr/Mrs./Miss.....

.....

1.1. Name with Initials: .....

1.2. National Identity Card No:.....

1.3. Permanent Address:.....

.....

1.4. Residential Address: .....

1.5. Address of the new place of residence if the residence is due to be changed in 2023: .....

.....

02. Service Station to which the officer is transferred: .....

03. Post and Grade: .....

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

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

04. Date of Birth (Age as at 31.12.2022): Year..... Month.....Days.....

05. Details of Service	Date of Appointment	Service Station	From / To
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06. No of the Annual Transfer List: .....

07. Request to Cancel / Revise the given Transfer: .....

08. Reasons for Appeal: (Certified documents should be presented to substantiate the relevant reasons)

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09. Service Station to which the transfer should be granted/ revised:

Ministry:

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Department:

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School:

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Date .....

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Signature of the Officer

**(B) Observations of the Head of Department:**

1. Above details are correct according to the particulars available in the personal file/ files of the office.

11. Explanation and recommendation for cancellation/ revision of the transfer:

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Date .....

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Signature and Official Stamp of the Secretary of  
the Ministry /Head of the Department / Institute

(Delete inapplicable words. The incomplete appeals shall not be considered by the Appeal Board. Please use the reverse of the page to indicate further details)