

Annual Transfer Application of the Development Coordinator Officers serving in District/Divisional Secretariats attached to the Home Affairs Division under the Ministry of Public Administration, Provincial Councils and Local Government

A. Personal Information

01. Name in full:-			
02. Name with initials:-			
03. Name with initials:- (in English)			
04. Date of Birth:- YYYY/MM/DD	05. Age:-As at 31.12.2026 Yr.....Mo.....Ds.....	06. National Identity Card Number	07. Gender: Male/Female
08. Permanent Address	09. Temporary Address:-	10. Telephone No:- Office:- Personal:-	
11. Civil Status:-	12. Name of the Spouse:-	13. Occupation and service station of the spouse	
14. Number of children:-	15. Childrens' age:	16. School attending to:	

B. Service information

17. Appointment letter No:-		18. Whether confirmed in service?	
19. Present service station:-		20. District of the service station:-	
21. Date of reporting to present service station:- YYYY/MM/DD		22. Service period at the present service station:- (As at 31.12.2026) Yr..... Mo.....Ds.....	
23. Previous service stations	Service station	Service Period	
		From	To

C. Information on the Transfer Request

24	Service Station	District of the service station
1		
2		
3		

25. In addition to the service stations mentioned above, if a transfer is granted to a nearby service station, do you consent to it? Yes / No.

26. Reasons for applying transfers: - (If the officer or any dependents are suffering from a medical condition, please indicate it here, subject to confirmation by medical certificates.)

I hereby declare that all the information furnished above is true and accurate.

.....

Date

.....

Signature

D. Recommendation of the Head of Department:-

Transfer request of the above mentioned officer is recommended with/without a replacement/on the basis of providing a suitable replacement at a later occasion

.....

Date

.....

Signature

Official Stamp

