

**Application for the Annual Transfers of
Early Childhood Development Officers**

01. Personal Information

- 1.1 Name in full :-
 1.2 National Identity Card Number :-
 1.3 Permanent Address :-
 1.4 D/S division in which Presently residing :-
 1.5 D/S division in which Permanently residing :- (If not 1: 4, please mention)

02. Family Details

- 2.1 Marital status :-
 2.2 Name of the Spouse :-
 Name of the work place of spouse :-
 Address :-
 2.3 Occupation :-
 2.4 Name of the work place to which spouse has applied for transfer:-
 2.5 Distance between current workplaces of the applicant and spouse:-

03. Information on children

- 3.1 Number of children :-
 3.2 Number of schooling children :-

Name	Age	School	Grade

04. Information on Current Service Station

- 4.1 Present Service Station :-
 4.2 District :-
 4.3 Date of reporting for duty at the present Service Station:-
 4.4 Period of service at the current service station:-
 4.5 Distance between present residence and present service station:-

05. Whether the officer bears an office in a trade union

- 5.1 Name of the Trade Union :-
 5.2 Present Post :-
 5.3 Date of appointment to the post :-

06. Particulars of the prior service (forward via an attachment)

- Date of Appointment:-
 (Details of the places of work from the Date of Appointment to current place of work)

Divisional Secretariat	District	Duration		Address of the Residences	Distance between the said address and place of work	Reasons for the transfer	
		From	to				

07. Places willing to be transferred (Mention in order of priority)

Serial number	Place of work	District to which the Place of work is belonged	Distance from the residence
01			
02			
03			

I do hereby declare that the above mentioned information are true and accurate.

Date :-
Signature of the Applicant

I do hereby certify that the above mentioned particulars are accurate in accordance with personal file, and the application is recommended for further action.

Date :-
Signature and official stamp of the
District / Divisional Secretary