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அலுவலகம்
Office: } 011-2186055



මගේ අංකය.
எனது இல.
My No. } MWCA/2/5/4/4/2/5

ලේකම්
செயலாளர்
Secretary: } 011-2186057

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දිනක.
உமது இல.
Your No. }

மகளிர், சிறுவர் அலுவல்கள் மற்றும் உலர்வலய
அபிவிருத்தி அமைச்சு

ලැකස්
பெக்ஸ்
Fax: } 011-2187249

Ministry of Women & Child Affairs and
Dry Zone Development

විමේලිමිණි තපාල / Email: secvcdwa@gmail.com
වෙබ් අඩවිය / ,izaj;jsk; / Website: www.childwomenmin.gov.lk

දිනය.
திகதி.
Date } 30.07.2019

To All District/ Divisional Secretaries

Ministry of Women & Child Affairs and Dry Zone Development
Annual Transfers of Early Childhood Development Assistant – 2020

I approve the transfers of the officers whose names appear on the list attached hereto to be effective from 01.01.2020.

02. Officers who are not satisfied with the above transfer order may submit their appeal on the Format attached hereto on or before 31.08.2019.

03. Please inform the officers concerned to submit their appeal before the prescribed date using the correct Format.

D.S. Wijesekara

Additional Secretary (Admin)

Sgd: Dharshana Senanayaka
Secretary

Ministry of Women & Child Affairs and Dry Zone Development
Annual Transfers of Early Childhood Development Assistants - 2020

Application of Appeal

Divisional Secretariat :-

To be filled by the Officer.

01. I. Name in Full (Write in bold letters) :-

II. Address of Residence :-

02. Date of Recruitment :-

Prior Service Stations	Date of Transfer	Duration (From/ to)
I
II.....

03. Divisional Secretariat to which 2020 annual transfer has been granted :-

04. Reasons for forwarding an Appeal:-

I.....

II.....

III.....

(Please attach certified copies of written proofs to prove above reasons)

05. Divisional Secretariat to which a transfer is required as per the Appeal :-

Date :-

Signature of the Officer

06. Observations of the Head of Department/ Divisional Secretary :-

I. Above particulars are accurate as per the Personal File.

Specific matters (if any, please mention below)

II. The above Letter of Appeal is/is not recommended.

Date :-.....

Signature of Head of Department

(Incomplete applications will not be considered by the Board of Appeal)