

Annexure 01

Application of Annual Internal Transfers -2025
Women Development Field Assistants

A). Personal Information

01. Name in Full :-			
02. Name with Initials :-			
03. Date of Birth :-	04. Age :- As at 31.12.2024	05. NIC No:-	06. Sex :-
07. Permanent Address and the Divisional Secretariat Division :-		08. Temporary Address :-	09. Telephone No :- Office :- Personal :-
10. Marital status :-	11. Name of Spouse :-	12. Occupation & workplace of Spouse:-	
13. Number of children :-	14. Children's ages:-	15. Schools attending to:-	

B). Service Information

16. Current workplace :-	17. District of current workplace :-
18. Date reported for duty at the current workplace :-	19. Period of service at the current workplace :-
20. Distance between current residence and current workplace :-	

21. Information of previous workplaces *	Workplace		Designation	Period of service		Distance from then residence
				From	To	
	1					
	2					
	3					
	4					
5						

* Attach an extra sheet of paper , if necessary.

C). Information on Transfer Requests (Mention in order of priority)

Serial Number	Requesting Divisional Secretariat Division	District to which the workplace belongs to	Distance from residence(km) (One-way only)
01			
02			
03			

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

Date :-

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Signature of Applicant

I do recommend the application and forward for further action.

Date :-

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Signature & Official Stamp of
District Secretary/Divisional Secretary