To all the Development officers

Through

all District secretaries/Divisional Secretaries/

Staff Officers in charge of the divisions of the Department of Pensions

Internal transfers of Development Officers - 2021

Internal Transfers of the Development Officers, who are serving at the Head Office and Regional Offices attached to the Department of Pensions, will be implemented with effect from June 2021 and the officers eligible for applying should follow the following process in this regard.

> ➤ Every officer, who has completed a period of 03 years at the present service station should perfect and submit this application.

> ➤ The application, which is prepared in accordance with the specimen attached herewith on the papers of A/4 size, should be submitted strictly by the email admin@pensions.gov.lk on before 19.03.2021 along with the recommendation of the respective Staff Officer.(Sending application by post is not necessary. Applications sent after the closing date will be rejected.)

03. Specimen of the application for internal transfers of Development Officers – 2021 is attached herewith.

Kushani Borelessa   Sgd. by :- A Jagath D dias
Director (Admin)   Director General of Pensions

Application of Internal Transfer for Development Officers - 2021
Department of Pensions

❖ **This application must be completed and sent by all officers who have completed 03 years of service as at 31.01.2021 at the present working station.**

1. Personal information

1.1	Name with initial	
1.2	Name in full	
1.3	National Identity card Number	
1.4	Date of Birth	
1.5	Gender	
1.6	Civil Status	
1.7	If a female officer, whether are you currently pregnant?	
		If "yes" then the relevant reports should be attached to confirm that.

2. Detail of present service station:

2.1	Service station (If you serve under Department of Pension, mentioned the relevant branch)	
2.2	Address of Service station	
2.3	Telephone Number: Fax Number : of Service station	
2.4	District	
2.5	Whether the current working station located in the residing District?	

3. Details of the residence of the officer

3.1	Permanent address	
	(Must be entered the correct address where you reside to consider the request of transfer)	
3.2	Temporary address	
3.3	Distance from Service station	
3.4	Telephone Number - Home - Mobile	
3.5	- District - Divisional Secretariat where your permanent residential address is located.	

4. Family details

4.1	If married, name of the spouse	
4.2	Designation	
4.3	Service station	
4.4	The nature of the designation	

4.5 Detail of Children

	Name of the child	Age	School
01			
02			
03			
04			
05			

4.6 Details of the dependents on the officer

	Name	Relationship	Age	Designation or status
01				
02				
03				
04				

5. Detail of service period.

5.1	Date of first Appointment	
5.2	Date of attachment to the present service station	
5.3	Service period in the present working station as at 31.01.2021.	

5.4 Detail of previous service stations

	Service Stations	From	To	Period of Service
01				
02				
03				
04				
05				

6. List the 03 stations to be expected of transfer as per your preference order.

	Service Stations	District	Distance from the residence (km)
01			
02			
03			

7. Mention the reasons to expect of this transfer.

1..

2..

3..

4..

5..

I hereby declare that, the above particulars are true and correct and accept the orders made by the Director General of Pensions regarding to transfers without any changes.

Date - ....   Signature - ....

Recommendation of Head of the Institution/ Section Head which you have been attached

I state that the officer Mr/Mrs/Miss --- serves in this office and the detail mentioned in this application are correct and I recommend the request for transfer of this officer with replacement / without replacement / with replacement on future basis.

....

Date ....   Signature with Official stamp of District Secretary/ Divisional Secretary / Head of The Division