

**Application for Annual Transfers -2023**

**National Secretariat for Elders**

**Elders Rights Promotion Officer**

1.

I. Full name of Officer:.....

II. Gender:.....

III. Current residential area of Officer: .....

2. Present office of Officer and period of service thereon: .....

3. Date of birth of Officer :

Age of Officer as at 01 January Years :..... Months : .....Days : .....

4.

I. Date of first appointment of Officer :.....

II. Current post and Grade :.....

III. Date on which the Officer qualified to that Grade :.....

5.

I. Whether Officer is confirmed in the service : Yes / No

IV. If confirmed, date on which Officer was confirmed in the service:.....

6. Service stations / divisions and time periods from the date of appointment ( if served in the Head Office, indicate the Divisions as well

Time period in which Officer served	Period of service (Years : Months)	Workstation

7. Mention if transfers have been received regarding disciplinary grounds

Previous workstation	Served time period	Workstation to where Officer was transferred on disciplinary grounds	Time period for which Officer served

8. Name three workstations, to which you wish to, get the transfer, in the order of priority. Prevent from naming one workstation only.

I. ....

II. ....

9. ....

I. Civil status of Officer :

II. Employer and workstation of spouse (should prove with documents)

Government Sector


Semi Government Sector  
Other


Private Sector

III. If Officer has Children, details in this regard

Name of the Child	Age of the Child	Grade in which the child studies	School of the child

IV. If Officer has old and sick parents, details in this regard (should prove with documents)

Age of mother/ father	If the parent suffers from any sickness, detail it.

10. Mention the reasons for applying for transfer in priority order

1. ....
2. ....
3. ....
4. ....
5. ....

I hereby certify that above details are true and correct to the best of my knowledge and my personal file already has the required documents to prove above details which I have furnished and in addition to that I submit the necessary documents along with this application

Date : .....  
 Signature of Applicant

Recommendation of the Head of the Department :

Director, National Secretariat for Elders,

Officer can be released with / without a suitable **successor** ' Application is recommended / not recommended

Date : .....  
 Signature of the Head of the Department  
 Official Stamp)