



මගේ අංකය. }
எனது இல. } MWCA/2/5/16/
My No } 20/9/2/12

අංකය. }
உமது }
இல. } }

දිනය. }
திகதி. } 02.02.2024
Date } }

කාන්තා, ළමා කටයුතු හා සමාජ සවිලඳුනුවීම් අමාත්‍යාංශය
மகளிர், சிறுவர் அலுவல்கள் மற்றும் சமூகவலுப்படுத்துகை அமைச்சு
Ministry of Women, Child Affairs and Social Empowerment

All District Secretaries/ Divisional Secretaries

Annual Internal Transfer Orders - 2024 - Counselling Assistants

This has reference to my letter No. MWCA/2/5/16/20/9/2/12 dated 15.12.2023 on the above subject.

02. Accordingly, transfer orders pertaining to your District Secretariat/ Divisional Secretariat are attached herewith and the said transfer orders will be effective from 19.02.2024 Therefore, you are kindly informed to release all the officers who are subjected to transfers enabling them to assume duties at new service stations on the relevant date without waiting for the replacements.

03. Furthermore, you are kindly informed to submit the details of officers reported for duty at new service stations and officers released as per annual transfer orders -2024 by using the attached formats A.I.T. 01 and A.I.T. 02, within 02 weeks from the effective date of transfers.


Yamuna Perera
Secretary

	කාන්තා , ළමා කටයුතු	සමාජ සවිලඳුනුවීම්
ලේකම් / செயலாளர்/Secretary:-	011-2186057	011-2883525
கාර්යாலய/அலுவலகம்/office	011-2186055	011-2887349-51
ඇන්ස්/பெக்ஸ்/Fax	011-2187249	011- 2187007
ඊමේල්/மின் தபால்/Email:	secretary@childwomenmin.gov.lk	wcasesecretary@slt.net.lk
වෙබ් අඩවිය/இணையத்தளம்/Website:	www.childwomenmin.gov.lk	www.stateminsamurdhi.gov.lk
	05 වන මහල, II අදියර ,සෙත්සිරිපාය, බත්තරමුල්ල. 05 ஆம்மாடி, கட்டம் II, செத்சிறிபாய, பத்தரமுல்லை. 05 th Floor, Stage II, Sethsiripaya, Battaramulla	01 වන මහල, II අදියර ,සෙත්සිරිපාය, බත්තරමුල්ල. 01 ஆம்மாடி, கட்டம் II, செத்சிறிபாய, பத்தரமுல்லை. 01 st Floor, Stage II, Sethsiripaya, Battaramulla

නිහඩ නොවන්න - දරුවන් ධකන්න குரல் கொடுங்கள் - பிள்ளைகளைக் காப்பாற்றுங்கள் **Raise your voice to protect children**

Name -
Service Station -
Date -

Secretary

Ministry of Women, Child Affairs and Social Empowerment,
5th Floor,

Sethsiripaya (Stage II)

Battaramulla.

Reporting for Duties in the New Service Station

Counselling Assistants

It is kindly informed that I report for duties at (Service Station) on (Date of Reporting to Duties) after releasing from service on (Date of Releasing from Service) as per Annual Internal Transfer Orders of 2024.

Your faithfully

Signature -
Service -
Grade -
NIC No -
Employee No. - CS/DOS/.....

.....

My No. -

Date -

I certify that the officer has reported for duties.

.....

Signature and seal of Head of Department

My No. -

Date -

Mr/Ms

Counselling Assistant

Releasing from Service on Receipt of Annual Transfer

Counselling Assistants

I kindly inform you that you have been released from the service of this office since as you will be able to report for duties at (New Service Station) as per Annual Internal Transfer Orders of 2024.

.....

District / Divisional Secretary

(Official Seal)

Copy –

- 01. Additional Secretary (Administration) - FNA
Ministry of Women, Child Affairs and Social Empowerment