



මගේ අංකය. } MWCA/2/5/4/4/2/
எனது இல. } 5-2024
My No

මගේ
අංකය. }
உமது }
இல. }

දිනය. }
திகதி } 2024.01.29
Date }

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

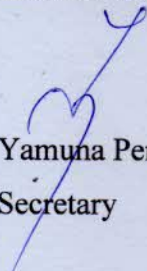
All District Secretaries/ Divisional Secretaries

Annual Internal Transfer Orders -2024- Early Childhood Development Assistants

This has reference to my letter No. MWCA/2/5/4/4/2/5-2024 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 01.02.2024. 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 සවිබලගැන්වීම්

ලේකම් / செயலாளர்/Secretary:-

011-2186057

011-2883525

කාර්යාලය/அலுவலகம்/Office

011-2186055

011-2887349-51

ෆැක්ස්/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.

01 වන මහල, II අදියර, සෙත්සිරිපාය, බත්තරමුල්ල

05 ஆம் மாடி, கட்டம் II, செத்சிறிபாய், பத்தரமுல்லை.

01 ஆம் மாடி, கட்டம் II, செத்சிறிபாய், பத்தரமுல்லை.

05th Floor, Stage II, Sethsiripaya, Battaramulla

01st Floor, Stage II, Sethsiripaya, Battaramulla.

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

Early Childhood Development 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

Early Childhood Development Assistant

Releasing from Service on Receipt of Annual Transfer

Early Childhood Development 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