

My No: MA/MS/B/01/2016  
Ministry of Health  
"Suwasiripaya"  
385, Rev.Baddegama Wimalawansa Mw,  
Colombo 10  
17.05.2015

Provincial Secretaries of Health Services,  
Provincial Directors of Health Services  
Regional Directors of Health Services,  
Directors of Teaching Hospitals/Provincial General Hospitals  
Medical Superintendents of District General Hospitals/Base Hospitals,  
District Medical Officers of Divisional Hospitals,  
Heads of Specialized Campaigns & Decentralized Units,  
All Heads of Institutions concerned,

### **Collecting Information for Annual Transfer of Grade Medical Officers – 2017**

The Ministry of Health is in the process of formulating the noted list to be used for Annual Transfers – 2017 of Grade Medical Officers serving in the Department of Health Services.

1. Medical Officers **to be noted** for the 2017 Annual Transfer.

- a. Medical Officers who were **released from 2013 annual transfer order**.
- b. Medical officers who have been **duty reported** from Post Intern, Special Appeal, North & East and Special List transfer orders **in 2013**.
- c. Medical Officers who are currently **temporary attached** after Foreign Leave, after PGIM studies, and after Second mend Post **during last one year period**.
- d. Medical Officers who were **reinstated on 2013**.

2. Please note that Medical Officers who **have completed 2 or more** years in Permanent work station, but not yet completed 4 years also **eligible to apply for 2017 annual** transfer. Relevant **Applications for Requested to be Noted** are available at Ministry of Health – Medical Services Branch and can be download from <http://www.health.gov.lk/> under the transfers section and to submit the same through the proper channel to the below address on or before **2016-06-30** in order to be entered in the noted list. (Hard copy of same attached herewith)

Director (Medical Services),  
Ministry of Health,  
"Suwasiripaya",  
385, Baddegama Wimalawansa Mw,  
Colombo -10.  
TP – **011 2 667 510**, Fax – 011 2 667 506

Request **Withdrawal** is only accepted by sending a letter via proper channel on or before **2016-06-30**.

Also please note that given transfer orders from 2017 Annual Transfer List, will **not be cancelled** depending on that you are not yet completed 4 years **as you have requested to be noted**.

3. You are kindly requested to submit the **details** of **All** the Grade Medical Officers in your respective institutions **according to the salary pay sheet**.

Please use the web form at the <http://hrmis.health.gov.lk/> and submit the printed summary sheet through relevant official channel on completion of all submissions to reach the below address on or before **2016-06-30**.

4. Anyone whose name is not appeared in the noted list will not be permitted to apply for Annual Transfers 2017.

Your active contribution in this regard is greatly appreciated.

**Anura Jayawickrama**  
**Secretary,**  
Ministry of Health, Nutrition & Indigenous Medicine

Cc: DGHS  
Members of Transfer Board