

My No: MA/MS/B/04/2017

Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"

385, Baddegama Wimalawansa Thero Mawatha
Colombo 10.

01.01.2018

Provincial Secretaries of Health Services,
Provincial/ Regional Directors of Health Services,
Directors & Medical Superintendents of Hospitals,
Directors of Programmes & Decentralized Units,
District Medical Officers of Divisional Hospitals,
Heads of Institutions concerned
All Relevant Medical Officers

**PLEASE READ ALL
INSTRUCTIONS**

Annual Transfer of Grade Medical Officers - 2018

The final noted list for Grade Medical Officers Annual Transfers 2018 is published herewith, **under the approval of Health Services Committee of Public Service Commission by the letter No. HSC/APP/TRA/MS/I4/09/2017, dated 04th January 2018. The vacancies are filled within the carder approval of Management Services Department, as per the instructions of Health Services Committee of Public Service Commission.** The amended list has been prepared considering requests received from relevant authorities on or before the stipulated deadline for change/correction/withdrawal.

The process of the Annual Transfer 2018 will be implementing through web based application. Web based application has been developed and will be implemented for Annual Transfers 2018. Hence, All Medical Officers are kindly requested to apply only through web based application appearing on www.health.gov.lk and send the printed copy of the same application through the heads of the Institutions in proper channel. It should be handed over to the respective Heads of Institution on or before 19-01-2018.

Please be advised;

I. Heads of the institutions are requested to forward such printed copy of the applications to reach this office on or before **22-01-2018** to the following address. Heads of the institutions are kindly requested to deliver by hand if possible in order to adapt to the Ministry of Public Administration guidelines. Please note that the Ministry of Health will not hold any responsibility with regard to the applications reaching this office after 22-01-2018.

Director (Medical Services)

Ministry of Health Nutrition & Indigenous Medicine

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.

Tel. 011 2 667 510

2. Medical Officers who are noted for transfers and failing to submit their transfer applications in time are liable to be transferred out to a station at the discretion of the Transfer Board.
3. All applicants should mention a sufficient number of preferences according to their seniority position in the list. Any applicant who fail to mention sufficient numbers of preferences are liable to be given a station at the discretion of the transfer board. Any manual alterations of the printed form will not be entertained. Therefore fill the list carefully.
4. All relevant documents required (grade promotion letter to current grade, duty assumption letter to the present permanent station, NIC copy [if age more than 57 years]) should be submitted with the Annual Transfer application 2018.
5. Clarifications and assistance on web based application can be sought from Medical Service Information Unit on 011-2685035.
6. Any medical officer with a pending transfer order will not be eligible to apply for the Annual Transfers 2018.
7. Grade Medical Officers who are more than 57 years of age by 31.12.2017 and wish to stay in the same station are requested to appeal through the online application. The Transfer Board reserves the right to change the post while preserving the station when granting the extension.
8. Grade Medical Officers who request concession on medical grounds are requested to accompany an original government medical certificate from a relevant consultant obtained within the last 6 months.
9. Grade Medical Officers who apply for extension / concession on medical grounds or age grounds are strongly advised to submit an adequate preference list as extension of the current appointment is at the discretion of the transfer board.

Submission of false information and/or any attempt of manipulation in relation to the process of annual transfers will be punished through initiation of disciplinary actions.

You are informed **not to submit the applications individually**. Collect all the recommended applications, list out all details in the format attached herewith and send with a detailed covering letter on or before the deadline.

Note: You are kindly requested to inform the Consultants in your institutions by an internal circular to prepare their units by training other Medical Officers in order to release the noted Medical Officers for the Annual transfers 2018. This is not a proper merit list. The proper merit order will be arranged after receiving all transfer application, before commencing the Annual Transfer Board 2018.


Janaka Sugathadasa

Secretary - Ministry of Health, Nutrition & Indigenous Medicine

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Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.

Director (Medical Services)
Ministry of Health, Nutrition & Indigenous Medicine

Annual Transfers of Grade Medical Officers 2018

The details of applications submitted by the eligible grade medical officers attached to my institute is herewith forwarded with my recommendations.

Name of the Medical Officer	NIC Number	Institution Unit/ Post	Applied or Not	Reasons if Not Applied

Number of Medical Officers eligible to apply as per the noted list -.....

Number of Medical Officers applied -.....

Number of Medical Officers not applied -.....

I certify that the above particulars are true and correct.

.....
Head of the Institution
(Signature, Name & Official Stamp)


Prasanna Athapattu
Director (Medical Services)
Ministry of Health, Nutrition &
Indigenous Medicine,
"Suwasiripaya"
Colombo 10.

