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எனது இல ) MA/MS/B/01/2023  
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Your No. : )

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திகதி ) 04-12-2023  
Date )

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சுகாதார அமைச்சு  
Ministry of Health

Deputy Director General (NHSL/ Kandy NH))  
Provincial / Regional Directors of Health Services,  
Directors of Teaching/Provincial/District General Hospitals  
Medical Superintendents of Base Hospitals,  
Heads of Specialized Campaigns & Decentralized Units,  
All Heads of Institutions concerned,  
All relevant Medical Officers

Collecting Information for Annual Transfer of Grade Medical Officers – 2024

The Ministry of Health is in the process of formulating the noted list to be used for Annual Transfers of Grade Medical Officers 2024 from the Medical Officers who are serving in the Ministry of Health, as per the instructions of the letter issued by the Health Service Committee of the Public Service Commission numbered HSC/TRA/MO/12/12/2023 dated 13<sup>th</sup> November 2023.

In addition to the letter issued by me from the even numbered dated 31<sup>st</sup> March 2023, the criteria regarding “compulsory noted” is revised as follows.

Following Medical Officers are to be compulsory noted for the 2024 Annual Transfer.

- Medical Officers who were duty reported on or before 30<sup>th</sup> June 2023 as per the 2020 or before Annual Transfer lists.
- Medical Officers who were duty reported before 31<sup>st</sup> December 2020 as per Special Appeal, North and East transfers orders.
- Medical Officers who were duty reported before 31<sup>st</sup> December 2020 as per Post Intern Assignments (2018-06-09 and 2018-12-01 batches).
- Medical Officers who are currently temporary attached after Foreign Leave, after PGIM studies and after Secondment Post during last one year period.
- Medical Officers who were reinstated and duty reported in 2020.

Please note that Medical Officers who have completed 02 or more years in a permanent work station, but not yet to completed 4 years are also eligible to apply for 2024 Annual Transfers (duty reported as per the Annual Transfers of 2021 and 2022 who were duty reported on or before this letter issued date, Special Appeal and North and East/ Difficult Station lists.) Relevant applications for “Requested to be Noted” can be downloaded from [www.hrms.health.gov.lk](http://www.hrms.health.gov.lk) and should be submitted to the Head of the Institution. Heads of the Institutions have to include those names to the noted list through the above link.

Also note that the medical officers who are on non implemented transfer (Annual/Special Appeal/North and East and Difficult Station) are not entitled to noted for the 2024 Annual Transfer List.

The noted list for the Annual Transfers of Grade Medical Officers 2024, will be prepared as an on-line sheet and Heads of the Institutions are requested to login [www.hrmis.health.gov.lk](http://www.hrmis.health.gov.lk) for further instructions in this regard. If there are any clarifications regarding the same, please contact through the following numbers or email.

Directorate of Medical Services - 011 266 75 10  
Medical Services Information Unit - 011 268 50 35  
Fax - 011 266 75 06  
E-mail - [hrmisonline@gmail.com](mailto:hrmisonline@gmail.com)

All Heads of the Institutions are requested to submit the details of the medical officers who should be noted (**including request to be noted**) to the Annual Transfers of Grade Medical Officers 2024, through the link [www.hrmis.health.gov.lk](http://www.hrmis.health.gov.lk) on or before 22/12/2023. Medical Officers who want to request to be noted are instructed to download "Requested to be noted" forms using the link [www.hrmis.health.gov.lk](http://www.hrmis.health.gov.lk).

Requests of withdrawals of the applications for "Requested to be noted" will be only accepted by a letter **through the head of the institution on or before 05/01/2024**.

Those who have completed four years in current station with a non implemented transfer order and fail to inform through the Head of the Institution, will be noted by the Ministry of Health and should consider it compulsory to apply for Annual Transfer 2024.

All heads of institutions are requested to instruct Medical Officers who are eligible for Annual Transfer 2024, to check their details (Grade promotion, No Pay leaves, Permanent station and Designation of the transfer order) in the Medical Officer personal profile of the HRMIS, and advice to have the above details corrected if there are any discrepancies by a system query using the given link (<https://www.hrmis.health.gov.lk>) on or before 22/12/2023. It is the responsibility of individual Medical Officer to ensure that data in their profile in HRMIS are accurate and uptodate.

As per the Public Service Commission procedural rules, all Heads of Institutions should inform the details of all eligible Medical Officers and provide correct information as per the schedule to the Directorate of Medical Services, Ministry of Health.

Your active contribution in this regard is greatly appreciated.



Dr. P.G. Mahipala  
Secretary  
Ministry of Health

**Dr. P. G. Mahipala**  
Secretary  
Ministry of Health  
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Copies

01. Secretary, Health Services Committee, Public Service Commission
02. Director General of Health Services
03. Secretary, Government Medical Officers Association