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இணையத்தளம் )  
website )



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சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) ETR / SA / 10 / 2022

ඔබේ අංකය )  
உமது இல )  
Your No. )

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திகதி )  
Date )

05.05.2023

## සෞඛ්‍ය අමාත්‍යාංශය சுகாதார அமைச்சு Ministry of Health

Provincial Health Secretaries,  
Provincial Directors of Health Services,  
Regional Directors of Health Services,  
Heads of Decentralized Units/ Specialized Campaigns,  
Directors of Hospitals under the line Ministry & Heads of the Institutions  
All Heads of Training Schools

### **Re: Guideline for applying and obtaining the academic transcript.**

With reference to the issuing of transcript according to the circular no 02-78 /2022 dated 16<sup>th</sup> August 2022, following two applications process is introduced with respect to the issuing on academic transcript for Nursing, PSM and Paramedical categories.

### **Application process**

#### *Option 01*

The officer can download the transcript application from the Ministry of Health website and filled the application form and obtain the approval from the head of the institution and handover the certified copies of the following documents to Education, Training & Research Unit.

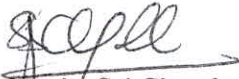
- i) Birth Certificate
- ii) National Identity Card / Passport
- iii) Higher Diploma / Diploma Certificate
- iv) Receipt of deposit

#### *Option 02*

The officer can download the application form from the Ministry of Health website and obtain the approval from the Head of the institution for the filled signed application and then scan and email the soft copy to the Deputy Director General (Education, Training & Research) email (ddgetr@health.gov.lk) along with scanned certified copy of birth certificate, National Identity card/passport, Diploma/ Higher Diploma Certificate and receipt of deposited.

The hard copy should be sent by registered post to the Deputy Director General (Education, Training & Research) ,Ministry of Health, "Suwasiripaya", No 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10.

Once the transcript is ready, officer will be informed and the transcript can be collected from the Education, Training & Research Unit, and Ministry of Health.

  
S. Janaka Sri Chandraguptha  
Secretary  
Copy

**S. Janaka Sri Chandraguptha**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

1. Director General of Health Services
2. Additional Secretary (Medical Services) / PHS / Administration I / II
3. DDG MS I,II / PHS I,II / Planning / Dental Services / Medical Supply Division / E&OH / Admin II/III
4. Director (Establishment- Administration) / Admin II , III / Nursing (Admin) I,II