

Instructions for the Applicant:

A) **Attachments:** Certified copies of the following documents to be attached with the application

- i. Birth certificate
- ii. National Identity Card / Passport
- iii. Original Higher Diploma / Diploma Certificate* (If you have)
- iv. Copy of receipt of deposit (to Shroff Ministry of Health / Bank)

*- If the original certificate is lost, documentary evidence (Affidavit or police report), should be produced along with the application to prove the original is lost)

B) Payment:

Applicant should make the payments of the relevant amount, as per the **Circular letter No: 02-78/2022 Dated 16th August 2022** issued by the Secretary of Health, by crediting it to the account of the Secretary of Health, Account No 7040244, Bank of Ceylon, Taprobane branch or Shroff, Ministry of Health and produce the bank receipt / receipt from Ministry of Health with the application, to the ET&R Unit.

Certification of the Head of Institution: -

I certify the particulars in Paragraph 05 and above of Mr/Mrs/Miss (Designation)are correct, and I have paid Rs., receipt number....., paid to Ministry of Health Shroff / Bank of Ceylon account number 7040244, bank,branch.

.....
Date

.....
Head of Institution (Signature & Rubber stamp)

Certification of the Regional Director of Health Service (Provincial Applicants): -

I certify the particulars in Paragraph 05 and above of Mr/Mrs/Miss (Designation) are correct, and I have paid Rs., receipt number....., paid to Ministry of Health Shroff / Bank of Ceylon account number 7040244, bank,branch.

.....
Date

.....
RDHS (Signature & Rubber stamp)

.....
Date

.....
PDHS (Signature & Rubber stamp)

For Principal

Details in No 06 of Section B are correct / corrected and confirmed to issue certificate / transcript. The transcript is prepared and submitted to the ETR Unit. (This section is not applicable for Nursing Officers)

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Principal (Signature & Rubber stamp)

For ET&R Unit

Details of Payment receipt: Number:

Date:

Subject officer at the ETR Unit:

Name

Signature

Recommendation and Approval for issuing of transcript / certificate:

Recommended / Not recommended

Approved / Not Approved

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Director (Training / Nursing Education)

(Signature, Date & Rubber stamp)

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DDG (ET&R)

(Signature, Date & Rubber stamp)

Collection of the Certificate (Local Applicant):

Note: As the Ministry of Health will not take the responsibility of posting the transcript/certificate, the hard copy has to be collected or nominate someone to collect it by sending a letter with the name and the NIC or Passport number of the nominee. Please note that for the nursing officers this Diploma Certificate will be send to respective nursing school.

Collected the transcript/ diploma certificate, corrected/duplicated.

(Note: cut across the words not applicable)

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Name, NIC, Date and Signature of the Collector