

දුරකථන ) 0112669192,  
0112675011  
තொலைபேசி ) 0112698507,  
0112694033  
Telephone ) 0112675449,  
0112675280  
ලැක්ෂ් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913

විද්‍යුත් තැපෑල )  
postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )



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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல )  
My No. ) ETR/SA/10/2022

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10.07.2023

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சுகாதார அமைச்சு  
Ministry of Health

Instruction Form

1. The application form for the certificate and transcript and instruction for the transcript application form is available in the Training page of the Ministry of Health website. Below instruction are given to download and fill the application form.
2. To download the application, please go to Ministry of Health website.([www.health.gov.lk](http://www.health.gov.lk)) and click the **Staff Access** and go to the **TRAINING** and then go to the **Circular of Certificate and Educational Transcript (ET&R)** page where you can download the application.
3. Fill the relevant section in the form and put the date and signature of the candidate. Then get the signature from the relevant head of the institution in the filled form. (Please note that the signature, seal and date should be clearly mentioned.)
4. For the Provincial Ministry applicants relevant Regional Director of Health Services and Provincial Director of Health Services should sign and put their seal and the date, in the relevant area provided in the form.
5. The completed application should be scan clearly and send it as a PDF format and email to the [ddgetr@health.gov.lk](mailto:ddgetr@health.gov.lk) to fasten the process.
6. At the same time the completed application should be send to the Deputy Director General (Education, Training & Research) by the registered post.
7. Once the transcript is ready you will be informed by an email to collect the transcript.
8. Once you received the email you can collect the transcript by yourself or assigned person (for the assign person please send the letter mentioning the name, address and National Identity Card Number) with your signature in order to identify the collectee.

Dr. M. A. S. C. Samarakoon  
Deputy Director General (Actg.)  
(Education, Training & Research)

**Dr.M.A.S.C. Samarakoon**  
Deputy Director General  
Education, Training & Research Unit  
Ministry of Health  
"Suwasiripaya"  
Colombo 10.