

Director General of Health Services,  
Office of the Director General of Health Services,  
Colombo 10.

**Promotion to Medical Officer Grade 1**

- 01. Name of the Officer :.....
- 02. 1.National Identify Card No :.....  
11.Registration No.of Sri Lanka Medical Council :.....
- 03. Date of First appointment :.....
- 04. Present Grade and date of appointment to that grade:-.....  
( Please attach a certified copy of the appointment letter )
- 05. Current Service Station / Division :.....
- 06. Qualification Required to be satisfied  
1.Date of appointment to Grade 11 :.....  
11.Date of appointment in the Service :.....  
111.Date on Which the Efficiency Bar Examination Was Passed :-.....  
1V.Whether the proficiency in official in official Language has been obtain :-.....  
a. Date on which the proficiency in official language was completed :-.....  
b. Date on which the proficiency in other official language was completed :-.....  
V.Post graduate qualifications and Date of completed :-.....  
VI.Whether there are any disciplinary actions against You? If any give particulars :-.....  
VII.Whether you have been subject to disciplinary punishments? If so, give particulars :-.....  
.....
- 07. I.Whether he/she has obtained no pay leave and half pay leave?  
II.Period ,if Obtain :-.....  Yes  No

I hereby certify that the above particulars are correct. I, Who is serving as a Medical Officer in Grade.II,  
Kindly request you to promote me to Grade I in Medical Service all qualification have been fulfilled for the promotion to Grade I With effect From ..... in terms of the section 10:1:2 of Medical Service Minute No:1883/17 dated 11.10.2014

.....  
Date Applicant

( Recommendation of the Head of Institute )

- 01. Particulars furnished by the officer form 01 to 07 are correct
- 02. I. Date on Which an active service period of 06/12 years was completed in Grade II  
II. Date on Which salary increments 06/12 were earned:-  
III. Whether a satisfactory period of service has been completed during the preceding 05 years?  
Yes / No

Above particulars from 01 to 07 are correct according to the personal file No..... of  
Dr.(Mr./Mrs./Miss)..... Accordingly, I recommend the officer to promote to Grade I in Medical Officers' Service with effect from .....

.....  
Date Head of Institute