



දුරකථන ) 0112669192, 0112675011  
தொலைபேசி ) 0112698507, 0112694033  
Telephone ) 0112675449, 0112675280

ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913

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

වෙබ් අඩවිය ) www.health.gov.lk  
இணையத்தளம் )  
website )



සුවසිරිපාය

சுவசிரிபாய

SUWASIRIPAYA

සෞඛ්‍ය අමාත්‍යාංශය  
சுகாதார அமைச்சு  
Ministry of Health

මගේ අංකය )  
எனது இல ) MA/MS/B/01/2021  
My No. )

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 30 -07-2021  
Date )

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 Transfers of Grade Medical Officers - 2022**

The Ministry of Health is in the process of formulating the noted list to be used for Annual Transfers of Grade Medical Officers 2022 from the Medical Officers who are serving in the Ministry of Health.

Following Medical Officers are to be noted for the 2022 Annual Transfers;

- Medical Officers who were released from 2017 or before annual transfer orders.**
- Medical officers who reported for duty from 2018 Annual Transfers, Special Appeal, North & East and Special List transfer orders before 31<sup>st</sup> December 2018.**
- 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 in 2018.**
- Medical officers who reported for duty as per the post intern assignments in 2018.**

**Medical Officers should serve a minimum active period of two (02) years from the date of reporting for the duty in the current station, if they got the transfer order on or after 2018 Annual Transfer list to be eligible for the noted list as per the instructions given by the Health Services Committee of Public Service Commission letter No. HSC/TRA/MO/14/14/2019, dated 14<sup>th</sup> January 2020.**

Please note that Medical Officers who have completed 2 or more years in a permanent work station, but yet to complete 4 years, are also eligible to apply for 2022 annual transfers. Relevant applications for "Requested to be Noted" can be filled and downloaded from [www.hrmis.health.gov.lk](http://www.hrmis.health.gov.lk) and should be submitted to the Heads of the Institution. Heads of the Institutions have to include those names to the noted list through the above link.

The noted list for the Annual Transfers of Grade Medical Officers 2022, 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**  
**E-mail- hrmisonline@gmail.com**

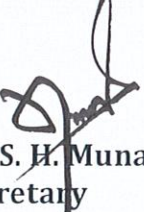
All Heads of the Institutions are requested to submit the details of the medical officers who should be noted (**including request to be noted**) to the Annual Transfers of Grade Medical Officers 2022, through the link [www.hrmis.health.gov.lk](http://www.hrmis.health.gov.lk), **on or before 09<sup>th</sup> August 2021**. Medical officers who want to request to be noted are instructed to download "Requested to be noted" form using the link [www.hrmis.health.gov.lk](http://www.hrmis.health.gov.lk).

Requests of withdrawal of the applications for "Requested to be noted" will only be accepted by a letter **through the head of the institution on or before 11<sup>th</sup> August 2021**. Please note that given transfer orders until 2021 Annual Transfer List, will not be cancelled despite you are completed four or more years in your current station.

Anyone, whose name is not appearing in the noted list, will not be permitted to apply for Annual Transfers 2022. Nevertheless, those who have completed four years in current station without a pending 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 2022.

As per the Public Service Commission procedural rules, all Heads of Institutions should inform the details of all eligible 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. S. H. Munasinghe**  
**Secretary**

**Dr. S. H. Munasinghe**  
**Secretary**  
**Ministry of Health**  
**"Suwasiripaya"**  
**385, Rev. Baddegama Wimalawansa Thero Mawatha,**  
**Colombo 10, Sri Lanka.**

Copies

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

**NOTE: MEDICAL OFFICERS WHO ARE ON PENDING TRANSFER ORDERS (ANNUAL/SPECIAL APPEAL/ N&E) ARE NOT ELIGIBLE TO APPLY FOR THE ANNUAL TRANSFERS 2022**

Requested to be noted for Annual Transfer of Grade Medical Officers – 2022

Personal Details:

- a) Name of Applicant with Initials : \_\_\_\_\_  
b) Full Name : \_\_\_\_\_  
c) Contact No : \_\_\_\_\_  
d) NIC No : \_\_\_\_\_  
e) SLMC No : \_\_\_\_\_  
f) Permanent Address : \_\_\_\_\_  
g) E-mail Address : \_\_\_\_\_

Present Work Station Details:

- a) Work Station : \_\_\_\_\_  
b) RDHS Area : \_\_\_\_\_  
c) Present Post : \_\_\_\_\_  
d) Appointment Type ( Permanent or Temporary ) : \_\_\_\_\_  
e) If Permanent, Duty Reported Date to that Station : \_\_\_\_\_  
(Attached duty reporting letter of the current permanent station)  
f) Present Grade: \_\_\_\_\_ Grade Date: \_\_\_\_\_  
g) Actual service period in present station Years: \_\_\_\_\_ Months: \_\_\_\_\_ Days: \_\_\_\_\_

I hereby certify that the above particulars are correct and confirm to be noted for the Annual Transfer of Grade Medical Officers 2022.

Signature of Applicant

Date:

**Observation and Recommendation of the Head of Institution**

I certify the particulars furnished by the applicant, are correct. (State any incorrect information, if furnished by the applicant)

Signature and Stamp of Head of Institution

Date:

**NOTE: MEDICAL OFFICERS WHO ARE ON PENDING TRANSFER ORDERS  
(ANNUAL/SPECIAL APPEAL/ N&E) ARE NOT ELIGIBLE TO APPLY FOR THE  
ANNUAL TRANSFERS 2022**

Annual Transfer of Grade Medical Officers – 2022  
Details of Medical Officers (Request to be noted)

Name of the Region/ Institute: .....

	Name	Institute	Post	Duty Reported Date	Transfer Order
I					
2					
3					
4					
5					
6					
7					
8					
9					
10					

\* Don't send the request forms individually.

Signature and Official Stamp of  
 Head of Institution/ Region

Date - .....