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சுவசிரிபாய
SUWASIRIPAYA

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Circular No - 01 - 44 /2024

Deputy Director General, National Hospital of Sri Lanka

Director, National Hospital, Kandy / Galle ,

All Directors of Teaching Hospitals, General Hospitals, Base Hospitals and Heads of Health Institutions under the Central Government.

Annual Transfers of Nursing Officers - 2024

Applications for Annual Transfers 2024 are called from Nursing Officers in Grade III, II, I and Supra Grade of all hospitals and health institutions under the Line Ministry who expect transfers. **Nursing Officers in Grade I, Supra Grade and Special Grade (Hospital Service, Education and Public Health) are not eligible to apply for these transfers.**

02. Nursing Officers who have satisfied following qualifications are eligible to apply for this.

- I. Nursing Officers who are serving in hospitals in Northern and Eastern Provinces which are under the Central Government and complete a minimum service period of 02 years at the present service station as at 31.12.2024
- II. Nursing Officers who are serving in Apeksha Hospital, Maharagama, National Institute of Mental Health, National Institute of Infectious Diseases, National Hospital for Respiratory Diseases, Welisara and complete a minimum service period of 02 years as at 31.12.2024
- III. Nursing Officers who are serving in all hospitals and health institution under the Central Government which are not listed under above I and II and complete a minimum service period of 04 years at the present service station as at 31.12.2024
- IV. Nursing Officers who have been attached to the Army Hospital, Sri Jayewardenepura General Hospital, Wijaya Kumaranatunga Memorial Hospital, Seeduwa and General Sir John Kotelawala Defence University Hospital by the Director (Admin) V of Health Ministry and complete a

minimum service period of 02 years at the hospitals concerned as at 31.12.2024. (Nursing Officers who complete a service period of 02 years at the above service stations as at 31.12.2024 shall compulsorily submit applications for transfers. **If not, action will be taken to attach them compulsorily to any hospital determined by the Health Secretary.**)

- V. Transfer orders of the Nursing Officers who have not yet assumed duties at the new service station on the receipt of a transfer order 2022 and a successor and received the approval to postpone the effective date of the transfer order and the transfer orders not effected as the officers concerned were on maternity leave, shall remain further valid. Such officers do not need apply for transfers again. It is emphasized that the applications of the officer who apply as such will be rejected without any notice. All other annual transfer orders are hereby cancelled.
- VI. Nursing Officers who applied for transfers 2022 while serving in Northern / Eastern Province and did not receive the hospital he/she requested in granting transfers 2022 and gave consent to be transferred to a hospital under the Central Government on exigency of service, may submit their applications for transfers 2024. Reckoning both the service period in Northern / Eastern Province and the service period at the present service station.

03. Applications should be filled and submitted online as indicated on the official website of the Ministry of Health <http://www.health.gov.lk/>.

Instructions for Applicants

- I. Applicants should register with the Information System launched for the Nursing Officers on the official website of Ministry of Health http://previousmoh.health.gov.lk/NOIMS_2024/index.php or scan this QR code. For that, applicants should use their National Identity Card Number. Applicants should keep the user name and the password they get at the registration with them.
- II. Applicants should strictly ensure that they submit only one application. Applications of those who submit several applications will be rejected without any notice.
- III. Closing date for online applications is **20.11.2024** and no application will be accepted later than the above date.
- IV. The officers may edit the particulars furnished in the application up to **22.11.2024**, if necessary. The applicant should submit the printed copy of the application edited for the last time, to the officer in charge of the subject of personal files.



- V. The applicant should fill all the particulars required in the application and submit the application online. Then the softcopy (PDF) should be printed using a computer printer and the hard copy printed as such should be submitted to the officer in charge of the subject of personal files placing thereon the date and signature of the applicant with the certification of the chief Nursing Officer in Special Grade of the hospital where the applicant is serving.
- VI. The subject clerk concerned should certify that the particulars furnished in the application by the applicant are correct according to his / her personal file and forward it for the recommendation of the Head of Institution through the Hospital Secretary / Administrative Officer.
- VII. Applications recommended by the Head of Institution placing his / her official frank should be listed in compliance with the schedule given in Annexure 02 and delivered by hand along with a covering letter to the following address.

Director (Admin) I
Ministry of Health
Suwasiripaya
Colombo 10

- VIII. If you require further clarifications please call on 011-2693753 or 011-2674967

04. Closing date for online applications is 20.11.2024. The Head of Institution shall be held responsible for taking action to forward the applications recommended by the Head of Institution to reach the Director (Admin) I Branch of this Ministry before 29.11.2024, which is the closing date for applications. Applications received after the closing date of applications, will be rejected without any notice.

05. Matters to be considered in submission of applications.

- I. **Even if the applications are submitted online, a printed copy thereof should compulsorily be submitted with the recommendation of the Head of Institution. If you fail to do so your application will be rejected without any notice.**
- II. Every applicant should ensure that they furnish accurate and complete information and the Head of Institution should ensure that accurate and complete information is furnished in respect of each officer.
- III. Arrangements should be made to bring the contents of this Circular to the notice of all relevant Officers of your Institution including those who are on maternity leave, special leave and received temporary transfer. Where any false information is provided or eligible officers are deprived of their opportunity to apply and thereby causes any inconvenience, the respective Head of Institution will be held responsible but not the Ministry of Health.
- IV. No section in the circular implies that all who submit transfer applications in terms of this circular are granted transfers and it should not be construed so.

- V. List of vacancies existing at hospitals at the time of considering transfer applications is given in Annexure 01 and applications for hospitals where there are no vacancies will not be entertained.
- VI. Officers who are eligible and who have requested to release them permanently to the hospitals and health institutions under the Provincial Councils and, will be issued transfer orders subject to obtaining the consent of the respective Provincial Council if vacancies exist. It is emphasized that, even after the receipt of the consent of the province, no officer should be released until the Head of Institute is informed to release them to the province concerned.

06. Time table for transfers

No	Function	Date
01	Setting up of Annual Transfer Committees	October 01
02	Publishing the circular for calling applications on the website	November 09
03	Filling and submitting application online	November 22
04	Submitting printed copies of applications submitted online to the Ministry of Health with the recommendation of the respective Head of Institute	November 29
05	Preparation and finalization of lists of annual transfer applications	December 16
06	Summoning annual transfer committees and obtaining recommendations	December 18
07	Publishing recommendations on the website of the Ministry and calling appeals	December 23
08	Completing the applications for appeals and submitting the same online	December 31
09.	Submitting the printed copies of applications submitted online to the Ministry of Health with the recommendation of the Head of Institution	January 10
10	Finalization of transfer lists, after considering the appeals	January 20
11	Summoning the Board of Appeal and obtaining recommendations	January 24
12	Publishing the annual transfer list	January 31
13	Issuance of final transfer orders for annual transfers	Parallel to grant of appointments to 2019 Nursing Batch

07. A seniority list will be prepared including all transfer applications received based on the date the officer reported to the present service station. Where there are officers whose date of assumption of duties is same, the seniority will be determined based on the Island merit obtained at the final year examination of Student Nurses' Training. The said list is forwarded to a Transfer Board and transfer orders are issued on the recommendation of the said Transfer Board to the officers who have satisfied qualifications given in the paragraph 02 as at 31.12.2024. Such transfer orders will be published on the website of the Ministry www.health.gov.lk and appeals will be called. The final list containing the transfer orders which is prepared considering the recommendations of the Appeal Board will be published again on the website of the Ministry www.health.gov.lk. You may kindly inform the officers not to visit the Ministry to make inquiries in respect of transfers.

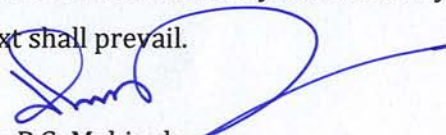
08. You may inform the officers that all the transfers other than temporary transfers and transfers on medical grounds will be suspended during the period of annual transfer procedure 2024.

09. Successors for the Nursing Officers who received transfer orders for the year 2024 are to be provided from the Student Nurses' Batch - 2019 and the Heads of Institutions will be informed in writing of the officers who are issued transfer orders with the details of successors.

10. Main objective of the Nursing Service is to maintain patient care services up to date. Therefore, it is emphasized that no officer will be released without a replacement as the patient care services are affected even though the officer is on transfer order.

11. Recommendations of the Transfer Board or annual transfer orders will not be informed personally.

12. Other matters related to transfers which are not provided with herein will finally be decided by the Secretary of Health in terms of the Procedural Rules of Public Service Commission and Establishments Code. In the event of any inconsistency between the texts in Sinhala, Tamil and English language, Sinhala text shall prevail.


Dr. P.G. Mahipala
Secretary
Ministry of Health

Dr. P. G. Mahipala
Secretary
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Colombo 10, Sri Lanka.

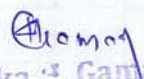
01. Director General of Health Services - F.I
02. Nurses' Trade Unions - F.I

Cadre Details - III,II,I & Supra Nursing Officers

Anex-01

NO	Institution	Approved Cadre	Available Staff	Vacancies
1	Teaching Hospital Jaffna	732	641	91
2	General Hospital - Ampara	500	458	42
3	Ashroff Memorial Hospital - Kalmunai	211	210	1
4	Base Hospital - Kalmunai (North)	215	209	6
5	Base Hospital Akkaraipattu	154	148	6
6	Teaching Hospital - Batticaloa	675	611	64
7	Base Hospital Pothuvil	48	48	0
8	Base Hospital Kanthale	138	138	0
9	District General Hospital Trincomalee	300	250	50
10	National Hospital -Galle	1821	1735	86
11	German - Srilanka Friendship Hospital For women Karapitiya - Galle	310	297	13
12	District General Hospital - Matara	1354	1066	288
13	District General Hospital - Hambanthota	600	537	63
14	Teaching Hospital - Anuradhapura	1319	1132	187
15	Teaching Hospital Polonnaruwa	600	569	31
16	National Nephrology Specialized Hospital - Polonnaruwa	100	84	16
17	Teaching Hospital - Kurunegala	1459	1388	71
18	Teaching Hospital - Kuliyaipitiya	317	310	7
19	District General Hospital - Chilaw	320	294	26
20	National Institute of Infectious Diseases	194	179	15
21	Lady Ridgeway Hospital for Children (Teaching)	900	870	30
22	National Institute of Mental Health	497	421	76
23	Castle Street Hospital for Women (Teaching)	389	332	57
24	National Eye Hospital Sri Lanka	234	199	35
25	The National Hospital of Sri Lanka	2928	2647	281
26	Colombo East Base Hospital - Mulleriyawa	200	164	36
27	Medical Research Institute - Borella	1	1	0
28	Family Health Bureau	6	6	0
29	National Dental Hospital (Teaching) Sri Lanka	108	81	27
30	De Soysa Hospital For Women (Teaching)	335	295	40
31	National Blood Transfusion Service	643	609	34
32	National Cancer Control Programme	5	2	3
33	Colombo South Teaching Hospital - Kalubowila	1100	917	183
34	Divisional Hospital (Type-A) - Kandana	52	47	5

NO	Institution	Approved Cadre	Available Staff	Vacancies
35	Institute of Oral Health - Maharagama	20	18	2
36	Leprosy Hospital - Hendala	8	7	1
37	Anti Filariasis Campaign	1	1	0
38	Apeksha Hospital - Maharagama	630	620	10
39	National STD/AIDS Control Programme	14	10	4
40	National Programme for Tuberculosis Control & Chest Diseases	22	20	2
41	The National Institute for Nephrology Dialysis & Transplantation - Maligawatta	110	108	2
42	Colombo North Teaching Hospital - Ragama	1045	965	80
43	Rheumatology & Rehabilitation Hospital, Ragama	98	92	6
44	National Hospital for Respiratory Diseases - Welisara, Ragama	220	203	17
45	District General Hospital - Negombo	375	320	55
46	Teaching Hospital - Kalutara	761	661	100
47	Government Hospital - Aluthgama	30	29	1
48	Base Hospital - Beruwala	35	29	6
49	Government Hospital - Darga Town	30	30	0
50	Teaching Hospital - Rathnapura	884	835	49
51	District General Hospital - Embilipitiya	325	315	10
52	General Hospital (Teaching) - Kegalle	590	568	22
53	National Hospital - Kandy	2100	1956	144
54	Teaching Hospital - Peradeniya	682	643	39
55	Sirimavo Bandaranayake Specialized Children's Hospital (Teaching) - Peradeniya	250	220	30
56	Base Hospital (Teaching) - Gampola	245	229	16
57	District General Hospital - Nawalapitiya	300	264	36
58	District General Hospital - NuwaraEliya	395	362	33
59	District General Hospital - Matale	300	298	2
60	Teaching Hospital - Badulla	900	793	107
61	District General Hospital - Monaragala	350	328	22


Chamika J. Gamage
 Deputy Director General (Administration)
 Ministry of Health
 "Suwasiripaya"
 Colombo 10.

