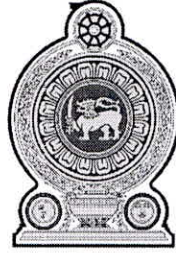


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Ministry of Health & Mass Media

Circular Letter No: - 02-26/2025

To: All Provincial Secretaries,
Deputy Director General, NHSL, NH Kandy,
All Provincial Directors of Health Services,
All Regional Directors of Health Services,
All Directors of Teaching Hospitals, Special Hospitals, Provincial General Hospitals, District
General Hospitals,
All Head of Decentralized Units of Health Services and Specialized Campaigns,
All Medical Superintendents of Base Hospitals,
All Specialist Medical Officers.

Annual Transfers of Specialist Medical Officers – 2025

The Annual Transfers of Specialist Medical Officers 2025 apply only to applicants who are in Specialist grade and active service in the Ministry of Health, Sri Lanka. The list of posts available for Specialist Medical Officers under different specialties is attached.

1. Categories of vacancies

a) Definite Vacancies

The posts indicated with an "A" are those where Specialist Medical Officers have completed a tenure of 04 years in the current posts from the effective date of the transfer order by 31.12.2024. These marked posts should be regarded as listed **Definitely Vacant posts** available for 2025.

b) Potentially Vacant Posts

The posts designated with a "B" are those occupied by Specialist Medical Officers who are due to complete 02 years or more in the current position from the effective date of the transfer order by 31.12.2024. These posts should be regarded as **Potentially Vacant posts**, but their vacancy will only occur if the current Specialist Medical Officers occupying these posts are selected for different positions. Hence, all eligible applicants are strongly instructed to include these potentially vacant stations in their preference order if they wish to apply.

c) New Vacant Posts

All newly advertised stations in the annual transfer list for 2025 should be regarded as fresh vacant posts - **New Vacant Post**.

- Specialist Medical Officers **completed a minimum of 1 year** in transferable posts and those who obtain new board certification by 31.12.2024 can apply for these vacancies.
- **Specialist Medical Officers currently occupying End Posts must fulfil a compulsory service period of 4 years from the published date of the End Post transfer order to become eligible to apply for any new vacant posts.**
- Specialist Medical Officers are **ineligible to apply for a new vacant post in the same station** where they are currently employed.

d) End Posts

All End Posts are included in the list to ensure comprehensiveness. However, it is important to note that **these End Posts are not open for annual transfers**. Vacancies for End Stations were advertised separately through a distinct announcement. Therefore, **applications for End Posts should not be submitted in reference to this specific advertisement of annual transfers**.

(2) Eligibility Criteria

Specialist Medical Officers falling into the following categories, formally appointed to the Specialist Grade by the Public Service Commission or by the Health Services Committee of the Public Service Commission **before the closing date of the application**, are eligible to apply.

- a. All Specialist Medical Officers who have completed a minimum of 04 years in transferable posts from the effective date (1st of January of the year of transfer order) of the transfer order by 31.12.2024.
- b. Specialist Medical Officers who have completed 02 years or more in transferable posts from the effective date (1st of January of the year of transfer order) of the transfer order by 31.12.2024.
- c. Specialist Medical Officers who have completed a **Minimum of one year of service in the same station from the effective date (1st of January of the year of transfer order) of the transfer order by 31.12.2024** are eligible to apply **only for the New Vacant Posts** mentioned in the previous paragraph (c) (**New Posts**).
- d. Specialist Medical Officers, currently occupying End Posts, and have completed a 4-year tenure in the **duly** appointed station from the **effective date (the published date of the End Post transfer order)**.

- e. **Newly board-certified Specialists Medical Officers** by the Postgraduate Institute of Medicine (PGIM) on or before 31.12.2024 the date of the letter issued by the PGIM awaiting grade promotion to Specialist Grade by the Health Service Committee (HSC) of the Public Service Commission (PSC), **must apply** for the Annual Transfer 2025. However, they may be formally appointed to the Specialist Grade by the Health Service Committee of the Public Service Commission at the time of approving the final Annual Transfer list 2025 by PSC-HSC, to be considered for placement. Therefore, **applicants in this category must provide the Board Certification letter certified by the PGIM, issued on or before 31/12/2024, along with the application.** Additionally, the letter issued by the Director PGIM confirming backdated board certification may be available on or before the closing date. **This requirement applies only to Newly Board-Certified specialist Medical Officers.**
- f. **All Board-Certified Specialist Medical Officers** who have returned to the Ministry of Health **following long-term foreign leave, any other type of long term leave, or reinstatement** before the application closing date, **must apply for the Annual Transfer 2025.**

(3) Compulsory Application for Annual Transfers

Specialists listed under the group “A” (2:a), newly Board-Certified Specialist Medical Officers on or before 31/ 12/2024 (2:e), and under (2: f), must apply for Annual Transfers, even if their names are not included in the initial list. **Failure to submit their applications or applications without an adequate number of preferences** will result in their placement to **remaining vacant stations** as determined by the Transfer Board after the placement of duly applied candidates.

(4) Notification Dissemination

Institution Heads are requested to inform all Specialist Medical Officers, particularly those in the group “A”, as mentioned in paragraph 03, and submit their transfer applications as per section 7 of this letter.

(5) Application Withdrawal

Withdrawal requests for transfer applications applicable **only to categories (2:b), (2:c), and (2:d) must be made within one week after the application closing date.** No subsequent withdrawals will be entertained. **Changes in preference lists during the withdrawal period will not be considered.** If an applicant is selected for a post, they will be required to accept that position. Withdrawal requests should be sent through the HRMIS Specialist Module Withdrawal portal.

(6) Retirement Requests

- a) Specialist Medical Officers who have completed 61 years of age by 31.12.2024 and have completed four years or more of service in the current station (category 2:a) have the option to request to complete their tenure in the same station. Accordingly, **these officers must apply to the annual transfer 2025, stating the current station as their first priority.**

- b) Additionally, any Specialist Medical Officer **with an intention to retire before 31st December 2026** can also apply to remain in their current station similarly. However, these officers **should submit an affidavit of a government lawyer** (through the HRMIS system) confirming their decision to retire on or before 31st December 2026. **Once submitted, the affidavit cannot be withdrawn after the application withdrawal period, Only if a related policy decision has not been taken by Government.** The original affidavit should be sent to the Director of Tertiary care services on or before the application withdrawal closing date while keeping a copy of the skeletal file at the station serve.
- c) **The privilege of remaining in the same station until retirement is granted only once to a Specialist Medical Officer. This opportunity will not be extended again, regardless of any future amendments to the defined retirement age.**
- d) **This provision does not apply to Specialist Medical Officers who have previously availed themselves of this benefit.**

7) Application Requirements

The HRMIS-Specialist Module will be open for applications from **..12../ 03 /2025 until ..25../ 03 /2025 (closing date).**

- All applicants must ensure that their profile in the HRMIS Specialist Module is accurately updated before submitting their application. This includes correct **details of grade promotion dates, no-pay leave** periods, and current workstation (only one current workstation should be mentioned).
- Seniority marks for all applicants are visible in the system.

The following documents must be scanned and uploaded in the correct fields within the HRMIS Specialist Module:

1. Birth Certificate (Both sides)
 2. National Identity Card (Both sides)
 3. Preliminary Grade Promotion Letter
 4. Grade Two Promotion Letter
 5. Grade One Promotion Letter (If applicable)
 6. PGIM Board Certification Letter/Certificate
 7. PSC Specialist Grade Promotion Letter (If issued)
 8. Ministry of Health Specialist Grade Promotion Letter (If issued)
 9. SLMC Specialist Registration Certificate
- Failure to upload accurate and complete documents may lead to delays in processing or disqualification from the transfer process. Ensure that all uploaded documents are clear, legible, and in the correct format.
 - It is the **sole responsibility of the applicant to provide accurate information.** If discrepancies are identified during verification, disciplinary action may be taken as per the decision of the Transfer Board.

Eligible Specialist Medical Officers must apply for annual transfers only from their assigned station as per the previous transfer order.

The online system (HRMIS-Specialist Module) offers the following features:

- All vacancies are categorized under Definite Vacancies, Potential Vacancies, and New Vacancies for each specialty.
- Currently occupying Specialist Medical Officers for each vacancy are indicated.
- Applicants **can save** their preferences and revise them before final submission.
- The system records the date and time of each submission.
- A PDF copy of each submission is automatically generated. Applicants **must save a copy of the final submission for future reference.**
- Final submissions must be certified by the Head of the Institution within three days of the application closing date through the same system.

Applications for the Annual Transfer List 2025 will be accepted only within the specified period, from the opening date until 12:00 midnight on the closing date. Late submissions will not be considered.

8) Reporting Issues

Any grievances or observations regarding:

- Vacancies – Before publishing the final list of vacancies.
- Seniority Marks – Before publishing the final seniority marks.
- Any other related matters – Before the final allocation of vacancies.

must be reported through the HRMIS Specialist Module within the specified timeline.

The confidentiality of both the submitted information and the identity of the reporting individual will be strictly maintained.

9) Transfer Process and Appeal

Transfers for 2025 (effective from 01/01/2025) will follow the guidelines stated in the Medical Service Minute published by Gazette notification No. 1883/17 dated 11/10/2014 and subsequent amendments. Marks will be calculated up to 31/12/2024 for the annual transfers of the year 2025 according to the guideline started in gazette notification 1176/15 dated 22/03/2001 till the scheme of Transfers of Specialist Grade Medical Officers is approved by the public Service Commission.

A review or appeal period of 14 days from the date of publication of the Final List will be provided only for candidates who applied for the Annual Transfer List 2025.

- Only discrepancies or other valid grievances will be considered for appeals.
- Applications for remaining vacancies will not be entertained during the Annual Transfers

10) Submission of Withdrawal, Observations, Appeals, Retirement Requests, and Affidavits

- All withdrawals, observations, appeals, retirement requests, and affidavits must be submitted through the HRMIS Specialist Module.
- The system provides designated sections for each type of request, ensuring a streamlined and transparent process. Applicants are advised to use the appropriate fields within the system for their respective submissions.

This circular is published with the consent of the **Health Service Committee of the Public Service Commission.**


Dr. Anil Jasinghe
Secretary of Health & Mass Media

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Ministry of Health & Mass Media

To: All Specialist Medical Officers,

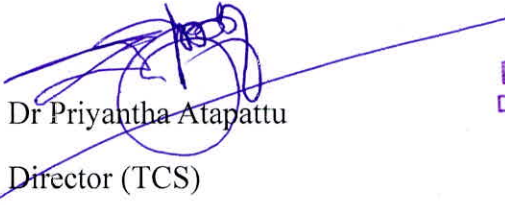
Approval of Newly Vacant Posts in Annual Transfers 2025

Please read this notice with the section 1.C of the Circular Letter No. 02 – 26/2025 dated 10.03.2025

Please be informed that all New Vacant Posts published in the Annual Transfers 2025 are subject to approval by the Health Services Committee of Public Service Commission (PSC).

If the PSC removes or disapproves of any of the newly advertised posts, the decision of the PSC will be the final, and no further changes will be made.

Your cooperation and understanding in this matter are greatly appreciated.


Dr Priyantha Athapattu
Director (TCS)

Dr. Priyantha Athapattu
Director (Tertiary Care Services)
Ministry of Health
Colombo 10