

DOCUMENT CHECKLIST

Appointment of persons qualified to practice medicine in Sri Lanka as the Preliminary Grade Medical Officers of the Department of Health Services in terms of section 5.2 of the Minute in regard to Medical Personnel of the Health Service

Note.				
1. Please note that the submission of the documents marked with * are mandatory along with the recommendation of the Secretary to the Ministry of Health 2. Please return this document checklist duly filled when forwarding the recommendation to appoint Preliminary Grade Medical Officers				
Document no.	Time of submission	Description	Requirements	Conformity (Please mark with √)
01	At least one month before the completion of the internship	List of names of the medical graduates currently undergoing internship	Name as given in the merit list of the batch issued by the University Grants Commission	<input type="checkbox"/>
			Permanent address	<input type="checkbox"/>
			National Identity Card No.	<input type="checkbox"/>
02*	At the time of making the recommendation	List of names of the post-intern medical graduates (Note: This should not be the same list of names prepared to engage medical graduates as intern medical officers as all inter medical officers do not complete the internship on due date due to various reasons.)	Name as given in the merit list of the batch issued by the University Grants Commission	<input type="checkbox"/>
			Indicate those who have not applied	<input type="checkbox"/>
			Indicate those who have not completed the internship on the due date	<input type="checkbox"/>
			Indicate those who have not continuously worked as Relief Medical Officers after completion of the internship	<input type="checkbox"/>
03*	At the time of making the recommendation	Merit list of the batch issued by the University Grants Commission	Certified copy	<input type="checkbox"/>

04*	At the time of making the recommendation	Merit list of the ERPM issued by the Sri Lanka Medical Council	Certified copy	<input type="checkbox"/>
05*	At the time of making the recommendation	Approval of the Department of Management Service to recruit a <i>specified number</i> of the Preliminary Grade Medical Officers for the current year	Certified copy	<input type="checkbox"/>
06	At the time of making the recommendation	Concurrence of the Hon Governors of the Provinces to fill the vacancies in the Provincial Public Service	Central Province	<input type="checkbox"/>
			Eastern Province	<input type="checkbox"/>
			Northern Province	<input type="checkbox"/>
			North Central Province	<input type="checkbox"/>
			North Western Province	<input type="checkbox"/>
			Sabaragamuwa Province	<input type="checkbox"/>
			Southern Province	<input type="checkbox"/>
			Uva Province	<input type="checkbox"/>
			Western Province	<input type="checkbox"/>
07	At the time of making the recommendation	Draft formal letter of appointment to be issued to the appointees		<input type="checkbox"/>

08*	At the time of making the recommendation	Documents in regard of the persons qualified to practice medicine in Sri Lanka who have completed the internship before the current batch	Certified copy of the request of the person	<input type="checkbox"/>
			Certified copy of the certificate of full registration issued by the Sri Lanka Medical Council	<input type="checkbox"/>
			Certified copy of the National Identity Card	<input type="checkbox"/>

Checked by

Signature

Name of the officer.....

Designation

Date