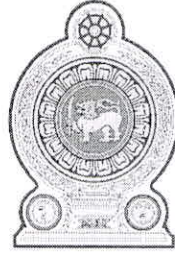


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இணையத்தளம்)
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சுவசிரிபாய
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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு
Ministry of Health & Mass Media

General Circular Letter: 02-22/2025

Provincial Health Secretaries,
All DDGs' of Ministry of Health,
DDG NHSL,
Provincial Directors of Health Services,
Regional Directors of Health Services,
Heads of Decentralized Units / Specialized Campaigns,
All Directors of Hospitals under the line Ministry & Provincial Ministry,
All Medical Superintendents,
All Heads of the Institutions,
All Heads of Training Schools.

Issue of Certificates & Educational Transcripts for basic Training Programmes

The circular issued on 26th August 2024 under reference General Circular letter number bearing 02-104 / 2024 is hereby rescinded and replaced with the following substitution. This circular will be effective from the date of signing of this circular.

- Ministry of Health conducts basic training programmes to train health manpower mainly for state health sector, and in addition, it also caters to the private health sector in Sri Lanka to a lesser extent. It has been observed that some of the Health Ministry trained personal request their educational transcripts for their higher education or employment purpose in Sri Lanka and abroad.
- The application should be submitted through proper channels and prepared pre specimen form appended, and duly certified by the Head of Institution, in case of line Ministry Institutions, and in case of Provincial applicants, application should be forwarded with the recommendation of the Regional Director of Health Services, and also by the Provincial Director of Health Services, and to be sent to the Deputy Director General (Education Training & Research), "Suwasiripaya" No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10 with the relevant fees, which are specified in the below table.

Type of Transcript / Certificate	Local Applicants	Overseas Applicants
Certificate of Transcript	Rs.5000.00	US \$ 50
Certificate of Transcript with correction/s		
Diploma / Higher Diploma Certificate with correction/s	Rs.5000.00	US \$ 100
Duplicate of Diploma / Higher Diploma Certificate		
Diploma / Higher Diploma Certificate (original)	Free	US \$ 50
Conversion of Proficiency Certificate to Diploma		

3. This circular will be effective from the date of the circular, and the funds collected should be remitted to the Consolidated Fund.
4. Eligibility Criteria for Diploma / Higher Diploma Certificate
 - I. Officers shall be trained at the relevant schools coming under purview of the Ministry of Health, and should completed the training programme.
 - II. Officer should submit the documentary proof for the intended purpose.
5. Eligibility Criteria for Transcript
 - I. Officers shall be trained at the relevant schools coming under purview of the Ministry of Health.
 - II. The Officer should complete the obligatory service period of bond from the point of entry in to the state service as per the agreement.
 - a. Officer who had completed the bonded period (obligatory service period) from the point of entry in to the state services as per the agreement is eligible to get the transcript.
 - b. Officers who have not completed the relevant bond period has to submit an Affidavit signed by the Officer. A specimen of the Affidavit is attached herewith.
6. Fees should be paid as specified in this circular at exchange rate of the date of payment. Please adhere to the instructions given in the table given under the item number 2.
7. Please attach below mentioned documents with the application (For Diploma / Higher Diploma).
 - a) A True copy of the Birth certificate.
 - b) A True copy of the National Identity Card / True copy of the Passport biometric page.
 - c) Original Higher Diploma / Diploma Certificate* (If you have)
 - d) If the original certificate is lost, documentary evidence (Affidavit or police report), should be produced along with the application to prove the original is lost.
8. Please attach below mentioned documents with the application (For Transcript).
 - a) True copy of the Diploma / Higher Diploma Certificate (If the officer has obtained the Higher Diploma, he / she should produce only the Higher Diploma Certificate).
 - b) A True copy of the National Identity Card / True copy of the Passport biometric page.
 - c) A service certificate confirming the completion of the bonded period.
 - d) A true copy of the letter of appointment.
 - e) Payment slip for the application as per the instruction given in the table.
 - f) An original affidavit should be submitted to the relevant Institution and true copy of the affidavit to the ET&R Unit if the officer falls within the bonded period.
 - g) A letter confirmed by Head of the Institution that the original affidavit has handed over to the personal file.

(Payments can be made to the Shroff of the Ministry of Health or be deposited to the Account Number 7040244 Bank of Ceylon, Taprobane Branch, account holders' name should be written as the Secretary of Health.)


Dr. Anil Jasinghe
Secretary

Dr. Anil Jasinghe
Secretary
Ministry of Health & Mass Media
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10

Section – A

- ☐
- Duplicate of Diploma/Higher Diploma Certificate

Section – B

- Signature of the applicant**

Section – C

Instructions for the Applicant:

A) **Attachments:** Certified copies of the following documents to be attached with the application

- i Birth certificate
- ii. Original Higher Diploma / Diploma Certificate* (If you have)
- iii National Identity Card / Passport
- iv. Copy of receipt of deposit (to the Shroff of the Ministry of Health / Bank)
- v. A true copy of the appointment letter
- vi. A service certificate confirming the completion of bond period

* If you are applying for Diploma / Higher Diploma certificate the item number v. and vi. is not applicable.

* If the original certificate is lost, documentary evidence (Affidavit or police report), should be produced along with the application to prove the original is lost)

B) Payment:

Applicant should make the payments of the relevant amount, as per the **Circular letter No: 02-22/2025 Dated** Issued by the Secretary of Health, by crediting it to the account of the Secretary of Health, Account No 7040244, Bank of Ceylon, Taprobane branch or to the Shroff, Ministry of Health and produce the bank receipt / receipt to the Education, Training & Research Unit of the Ministry of Health with the application.

Certification of the Head of Institution / Administration Branch, Ministry of Health: -

I certify that the particulars in Paragraph 05 and above of Mr. / Mrs. / Miss
(Designation) are correct, and he / she is currently / completed training / not given appointment / in the service / not in the service / on no-pay leave / on paid leave / vacation of post.

.....
Date

.....
Head of Institution (Signature & Rubber stamp)

Certification of the Regional Director of Health Service (Provincial Applicants): -

I certify that the particulars in Paragraph 05 and above of Mr. / Mrs. / Miss
(Designation) are correct, and he / she is currently in the service / not in the service / on no-pay leave / on paid leave / vacation of post.

.....
Date

.....
RDHS (Signature & Rubber stamp)

.....
Date

.....
PDHS (Signature & Rubber stamp)

Certification of the Principal

Details in No 06 of Section B are correct / corrected and confirmed to issue certificate / transcript. (This section is not applicable for Nursing Officers)

.....
Principal (Signature & Rubber stamp)

Section – D for ET&R Unit

Details of Payment receipt: Number:

Date:

Subject officer at the ETR Unit:

Name

.....
Signature

Recommendation and Approval for issuing of transcript / certificate:

Recommended / Not recommended

Approved / Not Approved

.....
Director (Training / Nursing Education)
(Signature, Date & Rubber stamp)

.....
DDG (ET&R)
(Signature, Date & Rubber stamp)

Collection of the Certificate (Local Applicant):

Note: As the Ministry of Health will not take the responsibility of posting the transcript/certificate, the hard copy has to be collected or nominate someone to collect it by sending a letter with the name and the NIC or Passport number of the nominee. Please note that for the nursing officers this Diploma Certificate will be sent to the respective nursing school.

Collected the transcript/ Diploma certificate, corrected/duplicated.
(Note: cut across the words not applicable).

.....
Name, NIC, Date and Signature of the Collector

Affidavit

I (Applicant) Name (address)
..... bearing National Identity Card number of
..... respectively declare
and affirm as follows: - (in case of Christians swear)

1. I am the declarant above named
2. I am attached to the of the line Ministry of Health / Provincial Ministry of Health..... as with effect from
3. During the training period in respect of the course, an agreement and bond were signed and obligated to the effect that I (Name) shall work for the Ministry of Health for a period of (E.g. 10 years / 05 years etc.), as obligatory service period to the Ministry of Health.
4. I (Name) am now obtaining the transcript for the purpose of pursuing Higher Studies / Employment or other (Please specify) reconfirming that I will honour the bond dated and agreement dated and the conditions of the letter of appointment and the rules and regulations on training of the Ministry of Health.
5. I am aware and reiterate that I will be litigated along with my guarantors jointly and severely by the Department if I do not comply with the said condition of the letter of appointment, dated and the said conditions of the bond and agreement.
6. I further declare that in case, if I fail to pay the said amount mentioned in the bond and agreement, I will be held liable for the bonded amount and interest individually as well.

Read over)
affirmed)
and declared / Sworn)
at Sri Lanka)
(E.g: Colombo))
On this day of)
(month) 20..... year)

.....
(Applicant)

.....
Commissioner of oaths / Justice of Peace
(Seal)