

CA Branch

General Circular letter :

No:- 02 - 115 / 2004

My No: ID/35/04
Management, Development & Planning Unit
Ministry of Health Care, Nutrition & Uva
Wellness Development
Colombo 10

02 .09.2004



To all: Directors of National Hospital / Teaching Hospitals/General Hospitals

GTC – Seminar for Senior Officers in Psychiatric Team - Care

Applications are invited from eligible psychiatrists & Senior Sisters or Matrons who are working in psychiatric units attached to the department of health services for the above training course, which will be held in Japan from 16.01.2005 to 24.02.2005.

Eligibility

1. Be confirmed in service
2. Should be physically and mentally fit
(Pregnancy is regarded as a disqualification)
3. Should have minimum of 05 years service involved in the field of mental health care
4. Have a sufficient command of spoken and written English.
5. Should be less than 50 years of age on the closing date of applications.
6. Preference will be given to those officers who have not been sent on fellowships training or workshops earlier

Candidates will have to present themselves for an interview at an appointed date and time, which will be notified later. No traveling or other expenses will be paid in this connection and no duty leave will be granted for this purpose.

It is important to note that nomination of candidates will be made only when the Agency requests to do so.

The proposed training will not entitle the selected candidates for any extra emoluments or promotion.

The candidates who are awarded of the fellowship will be bonded as stipulated in Chapter xv of the Establishment Code.

Application should be sent through the proper channel under registered cover, to reach this office not later than **20.09.2004** however a copy of the application may be sent directly to the under mentioned address before closing date.

Dr.H.S.B.Tennakoon
Deputy Director of Health Services (Planning)
Management, Development & Planning Unit
Ministry of Healthcare, Nutrition & Uva Wellassa Development.
"Suwasiripaya"
Deans Road, Colombo 10.

Applications, which do not conform to the requirements of this circular, will be rejected.

Please bring the contents of this circular to the notice of all eligible officers in your Institution and specialized campaigns in your province/district.



Dr.H.S.B.Tennakoon
Deputy Director of Health Services
(Planning)

Application for

1. Name :
2. Designation :
3. Institution :
4. Date of Appointment to Grade II B
Grade II A
Grade I
Special Grade
5. Date of confirmation in government service :
6. Present Grade and date of appointment to present Grade :
7. Date of Birth :
8. Appointments held during last 5 years :

9. Official Trips abroad during the last 4 years and current year

Year	Short Title	Place of Visit	Period
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10. Training received abroad if any:

Year	Type of Training	Place of Training	Period
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11. Special Claims if any:

I certify that the particulars furnished by me overleaf are correct.

Date:

.....
Signature of the applicant

Recommendation of the Head of the Institution.

Date:.....

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Signature and designation of
the Head of the Institution

Recommendation of the Head of Decentralized Unit

Date:.....

.....
Signature and Designation of
the Head of Decentralized Unit