

1622

General Circular Letter No: 02-37/2009



My No: ID/39 /09
Management Development &
Planning Unit
Department of Health Services
Colombo-10
29.05.2009

To: All Chief Secretaries
Provincial Directors of Health Services
Directors of Teaching Hospitals
Medical Superintendents of /District General Hospitals,
Base Hospitals

Gtc: " Hospital Management"- Course No : J-09-00841
From 07th September to 4th November 2009 in Japan

Applications are invited from eligible Medical Administrators who are attached to the Hospitals, for the above training course which will be held **in Japan from 07th September-14th November 2009.**

Eligibility

1. Be confirmed in service
2. Be physically and mentally fit to participate in the programme in Japan
2. Be between 30 and 40 years of age
4. Be proficient in English (spoken & written),
5. Be currently engaged in Hospital Management and financing, and have at least 5 Years of work experience in the fields, concerned,
6. Not be serving in the military.

Short listed candidates will have to present themselves for an interview on an appointed date and time, which will be notified later.

No traveling or other expenses will be paid in this connection with the interview and no duty leave will be granted for this purpose.

The Proposed training will not entitle the selected candidates to enhanced emoluments or promotions to higher grades

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

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

Preference will be given to officers who have not gone abroad on fellowship earlier.

Applications should be sent through the proper channel under Registered post to reach this office not later than **10. 06.2009** However, a copy of the application may also be sent direct to the under mentioned address:

Dr.S. Samarage
Deputy Director General of Health Services (Planning)
Department of Health Services
"Suwasiripaya"
385, Baddegama Wimalawansa Mawatha
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 area/institution.


Dr.S.M.Samarage
Deputy Director General (Planning)

Sgd./Dr.U.A.Mendis
Director General of Health Services

**Application for GTC : " Hospital Management
From 07th September to 14th November 2009 in Japan**

1. Name (Mr./Mrs./Miss) :
2. Designation :
3. Institution & Address :
4. Telephone No :
5. 1.Date of Birth :
11. Age :
(Should be less than 40 years old)
6. Date of first appointment in service :
7. date of Confirmation in Service :
8. Present Grade & Date of Appointment to present grade :
9. Post graduate qualification :
10. No of years experience working in Hospital Management & Financing :
11. Details of Official trips abroad during the last five (5) years :

| Year | short title | place of visit | period | type of official trip Workshop/seminar/training |
|------|-------------|----------------|--------|--|
| | | | | |

12. Present post :
13. Whether permanent appointment /acting in present post:
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14. Special claims if any:

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

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Signature of Applicant

Recommendation of the Head of the Institution

Application is recommended/Not Recommended

I certify that the particulars furnished from 1-14 overleaf are correct.

Date.....

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Signature & Designation of
The Head of the Institution

Recommendation of the Deputy /Provincial Director
(Where applicable)

Date

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Signature & Designation
Of the Head of the Institution