

## **User Guideline - Online Application for Annual Transfers of Grade Medical Officers 2013**

Medical Services Unit at the Ministry of Health has developed an Online Application for Annual Transfers of Grade Medical Officers 2013. Only the Grade Medical officers who are noted/ eligible for annual transfers 2013, should apply through this online application.

The online application is available in the following URL given below.

<http://www.healthhrmis.com>

### **Step 01: User Login Page**

The applicant should enter his / her NIC No. and SLMC Reg. No. to log into the system and will be given a **System Generated Unique Reference Number**.

### **Step 02: Your Reference No.**

You will be asked to enter this reference number in certain instances during the process of annual transfer 2013. You are strongly advised to keep this reference number with you until the annual list for 2013 is published.

Next the following link should be followed. [“Go to Online Annual Transfer Application 2013”](#)

### **Step 03: On Line Annual Transfer Application 2013**

The application should be filled according to the examples given under the each cage and should always try to fill the application using BLOCK CAPITAL letters.

To fill “Your Preferences” list (on your right), simply drag a vacancy from the “Vacancy List” (on your left) and drop it with the help of your laptop touch pad or the mouse. You are free to move the vacancies up and down to prepare the list you preferred.

Button 01 – **Save & Continue Later >>**: This will save your work done so far and you will be able to amend your application details later. (You will be asked to enter the Reference No. to log in to your saved work.)

Button 02 – **Finish & Submit >>**: This will enable you to submit your application permanently. Hereafter you will be allowed only to review but not to amend your application.

Your completed application will be displayed in PDF file format and you are allowed to save it in your hard drive or in a pen drive.

It is mandatory to send a printed copy of the submitted application through proper channel to the ministry of health on or **before 06.02.2013**.

If any query please contact us through the contact information given in “Contact Us” page. **HOTLINE: 011 5248111 during working hours on weekdays.**