

Ministry of Health, Indigenous Medicine and Women Affairs

Sabaragamuwa Provincial Council

Our services

	Service	Required qualifications/ documents
Administrative services		
01	Recruitments of authorized positions on number of vacancies (Permanent Labor, Sanitary Labor & Contract/ Substitute Labor Grades in Western Health and Ayurvedic institutions)	<ul style="list-style-type: none"> • Basic educational and other qualifications required in accordance to the relevant constitution. • The recruitments are limited to no. of vacancies present.
02	Transfers (Mutual and Inter-provincial)	<ul style="list-style-type: none"> • Application with recommendations of the Head of the institute, Head of the region and Head of the department (03 copies) • Service in specific time period in a Too difficult/ difficult/ preferred station • Replacement regulations
03	Permanent in the service	<ul style="list-style-type: none"> • Satisfactory service time in accordance to the appointment letter • Passing Efficiency Bar examination • Certified copies of Appointment letter, Student reports, Behavioral reports, Vaccine proficiency letters and Letters certifying results. • Authorization format • 1, 2 and 3 annual reports • Application with recommendations of the Head of the institute, Head of the region and Head of the department (to be produced to relevant recruitment officer if the position is in all island service or to be produced to the Public Service Commission)
04	Promoting in grades	<ul style="list-style-type: none"> • Application with recommendations of the Head of the institute, Head of the region and Head of the department • Service permanent letter • Letter of absorbing to provincial service • Letter of passing efficiency Bar • Appointment letter
05	Extension of service	<ul style="list-style-type: none"> • Application with recommendations of the Head of the institute, Head of the region and Head of the department (For extending after 57 years of age this should reach before 06 months of the date of pension, else it should reach before 03 months)
06	Pension off	<ul style="list-style-type: none"> • Application with recommendations of the Head of the institute, Head of the region and Head of the department (<u>This should reach 03 months before the date of pension off</u>)

07	1. Approving leaves for abroad (Personal)	<ul style="list-style-type: none"> • Common 126 application (03 copies) • Copy of the Passport • Letter with covering regulations and recommendations of the Head of the institute, Head of the region and Head of the department
	2. Approving leaves for aboard (Official)	<ul style="list-style-type: none"> • Letter certifying selection for the program/ scholarship and allowances/ payments. • Common 126 application with covering regulations and recommendations of the Head of the institute, Head of the region and Head of the department (04 copies) • Application for getting permission to go abroad in accordance to the 16th appendix of establishment compendium.
08	Paying for language proficiency	<ul style="list-style-type: none"> • Application with recommendations of the Head of the institute, Head of the region and Head of the department • Letter of permanent • Certificates of proficiency in relevant language • Letters certifying the release/ pass from the oral examination.
09	1. Taking disciplinary acts – Basic inquiry	<ul style="list-style-type: none"> • Basic inquiry report and draft charge sheet
	2. Taking disciplinary acts – Formal disciplinary investigation	<ul style="list-style-type: none"> • Formal disciplinary investigation report.

	Service	Required qualifications/ documents
	Development & Finance services	
01	Preparation and approval of development plan	<ul style="list-style-type: none"> • Sending the proposals to ministry in time • Recommendation of the minister's committee • Approval of the Chief Secretary
02	Tender board and calling tenders for activities which value up to 10 million rupees and for supply services which value up to 05 million rupees.	<ul style="list-style-type: none"> • Relevant design and estimate • Tenders /calling for prices • Specification lists (when its for supplies) • Evaluation board reports • Sanction notice
03	Issuing Tender forms	<ul style="list-style-type: none"> • Certificate of registration as a contractor in Sabaragamuwa Provincial Council for relevant tender value. • National Identity Card • Tender Form Fee
04	Receiving Tender forms	<ul style="list-style-type: none"> • Duly completed tender form according to the format given by the ministry. • If it's a supply, information of supplies and costs • Bank bid bond for the relevant tender

05	Issuing sanction notices	<ul style="list-style-type: none"> • The program/ supply should be in the annual plan. • Having sufficient funds. • File with approved estimate.
06	Bill payments for constructions (Part payments)	<ul style="list-style-type: none"> • Approval of Deputy Chief Secretary (Eng. Ser.)/ Authorized officer • Bill of quantities • DE 14 report • Common 35 voucher which stamped for relevant value and signed by the contractor
07	Final payments for constructions	<ul style="list-style-type: none"> • Approval of Deputy Chief Secretary (Eng. Ser.)/ Authorized officer • Bill of quantities • Report of work completion • DE 14 report • Common 35 voucher which stamped for relevant value and signed by the contractor
08	Retention payments for constructions	<ul style="list-style-type: none"> • Approval of Deputy Chief Secretary (Eng. Ser.)/ Authorized officer • DE 14 report • DE 16 report (re-payment of retentions) • Certification of head of the institution where the construction was completed. • Common 35 voucher which stamped for relevant value and signed by the contractor
09	Bill payments for supplies & services	<ul style="list-style-type: none"> • Payment approval of the head of the institution which the supply / service given. • Tender board decision • Information about the supplies • Certification of the receipt of the supply/ service by the head of the institution • Certification of the Tender board/ Evaluation board saying that the supplies / services are according to the approved specification and tender board decisions.

	Service	Required qualifications/ documents
Women Welfare		
01	Funding for self-employments to mother based families	<ul style="list-style-type: none"> • Completed application (with the recommendation of Divisional Secretary) • Maturity certificate if the spouse had passed away, Medical certificate from a Specialist doctor or a DMO if the spouse is ill or a letter from Grama Niladhari if the spouse had abandoned you. • Description and an estimate of self employment which you have planned to do. • Photocopy of the National Identity Card • Letter requesting your need addressed to Secretary Ministry of Health, Indigenous Medicine & Women Affairs, Sabaragamuwa Provincial Council, Ratnapura. • Photo copies of the certificates, if you had received trainings in self employment earlier.
02	Funding for self-employments to women	<ul style="list-style-type: none"> • Completed application (with the recommendation of Divisional Secretary) • Being a woman between 18 -50 years of age. • Photocopy of the National Identity Card • Description and an estimate of self employment which you have planned to do. • Letter requesting your need addressed to Secretary Ministry of Health, Indigenous Medicine & Women Affairs, Sabaragamuwa Provincial Council, Ratnapura. • Photo copies of the certificates, if you had received trainings in self employment earlier.
03	Funding for project under the Women Society incentive program.	<ul style="list-style-type: none"> • Being a registered women society • Project that can be implemented by the relevant women society. • Project approved by the Divisional Secretary.
04	Vocational Training Programs	<ul style="list-style-type: none"> • Educational qualification – Passing Grade 08 • Being a women between 18 -50 years of age • Preference will be given to the women who are already having self-employment.