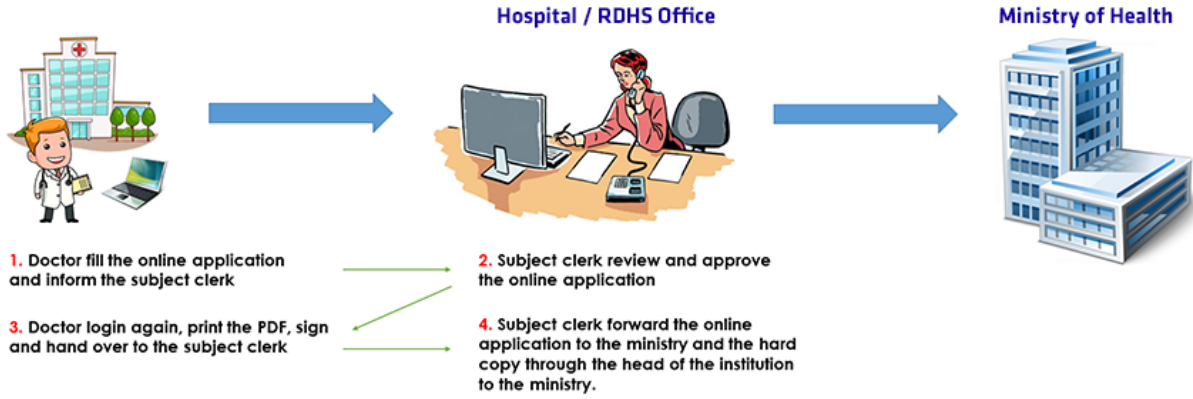




## Grade Promotion of Medical Officers/Dental Surgeons

### Grade Promotion – Online Application Process



#### Step 1:

Please visit <http://hrmis.health.gov.lk> and select 'User Sign In (STAFF)'. Then enter your Username and Password to sign in.



Administrator Sign in

User Sign in (STAFF)

Grade Promotion Application

Annual Transfer Application

AT 2018 - Interim Noted List (New)

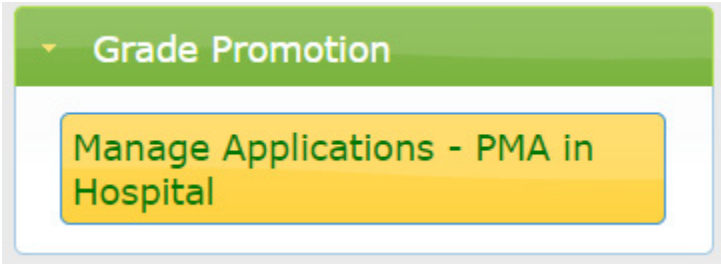
AT 2018 - Correction Form





**Step 2:**

Please select 'Grade Promotion' from the left menu and click 'Manage Applications – PMA in Hospital' from the drop down menu.



**Step 3:**

You will get a list of applications submitted by doctors. Please press <Ctrl> + <F> keys to find the applications by NIC number of name. Once you found the application click 'Edit'

**View Current User List - Total Count (12)**

**REFRESH**

No	NIC	Name	Current Position	Pin	Working Station	Current Grade	Grade as of 01/11/2013	Serial Code	Availability	Edit/View	Delete	Approval	Forward to Ministry
1			Medical Officer	387328	Angoda National Institute of Mental Health -	Preliminary Grade	Preliminary Grade	31E - 47C - CAF	Archive	<b>Edit</b>	Delete	Pending	
2			Medical Officer	833239	Angoda National Institute of Mental Health -	Grade II	Grade II	827 - 662 - 3F6	Archive	View	Delete	Approved [Cancel]	Forward
3			Medical Officer	398963	Angoda National Institute of Mental Health -	Grade II	Grade II	0BA - D3C - 27B	Archive	View	Delete	Approved [Cancel]	Forward

**Step 4:**

Go through the application and do necessary changes if needed. Then click 'Save & Approve'. Now the relevant doctor can download a printable PDF.

*No Pay Details*

Do you need to add nopay Details?     No     Yes

Save »
Save & Approve



**Step 5:**

Once the doctor hands over the filled application with signature, click 'Forward' to send the online application to the EC Branch of Ministry. Also, send the printed application through head of the institution to the EC Branch of Ministry.

2			Medical Officer	833239	Angoda National Institute of Mental Health -	Grade II	Grade II	827 - 662 - 3F6	Archive	View	Delete	Approved [Cancel]	Forward
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