

STAFF ATTENDANCE & SCHEDULES

1. STAFF ATTENDANCE

1.1. GENERAL RULES

- 1.1.1. MOH staff shall attend to all assigned official duties, as per established schedules.
- 1.1.2. MOH staff shall adhere to the duty hours with utmost punctuality towards arrival and departure timings (regular morning office hours or shift duties, as the case may be).
- 1.1.3. The staff shall Leaves their workstation only on proper handing over of responsibilities to their incoming colleagues (wherever applicable).
- 1.1.4. Any staff repeatedly found reporting late (up to 2 times in a month) for duty shall be warned verbally, with documentation of the same.
- 1.1.5. Any staff reporting late for duty in excess of 2 times in a month shall be warned in writing.
- 1.1.6. One day leave from the accumulated annual leaves shall be deducted for the staff reporting late in excess of 4 times in a month.
- 1.1.7. Any staffs violating the reporting and departure timings frequently or habitually, despite above measures, shall be liable for further disciplinary action.
- 1.1.8. MOH staff shall Leaves their workstations and duty premises only after prior information and approval of the concerned supervisors, and fulfilling necessary documentation for the same.
- 1.1.9. Supervisors shall ensure vigilant monitoring of the staff attendance and presence at their respective workstations, and respond to any deviations at the earliest.
- 1.1.10. Supervisors shall devise standard operating procedures for effective reporting of the latecomers, early departures, and absenteeism.

1.2. DISCIPLINARY CODES relevant to Staff Attendance.

- 1.2.1. Arriving late for duty
- 1.2.2. Leaving workstation without prior notification and approval of the supervisor, and fulfilling documentary pre-requisites.
- 1.2.3. Leaving earlier than the stipulated duty hours.

1.3. CATEGORIZATION of Offenses relevant to staff attendance

- 1.3.1. Minor - refer to 1.1.4
- 1.3.2. Intermediate - refer to 1.1.5

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- 1.3.3. Major - refer to 1.1.6 ; 1.1.7

1.4. PERMISSIBLE DISCIPLINARY ACTIONS

- 1.4.1. Minor Offenses - Verbal counseling / Advice.
- 1.4.2. Intermediate - written Advice / warning
- 1.4.3. Major - Leaves deduction, salary deduction

2. DUTY SCHEDULES

2.1. GENERAL RULES

- 2.1.1. Rules and regulations established by The Ministry of Civil Services shall govern the Duty schedules for the MOH staff.
- 2.1.2. MOH shall follow the 4 weeks cyclical pattern as per permissible duty hours and Off's.
- 2.1.3. MOH staff shall be expected to work minimum 140 Hours in 4 weeks cycle, with 8 permissible off duty days. This rule shall however not be applicable for the Interns and Trainee residents.
- 2.1.4. Duty hours shall be calculated for the duties performed with physical presence at the work-stations i.e. shift duties, morning office hours, and non-trainee resident duties shall be calculated as duty hours.
- 2.1.5. On-call duties from residence shall not be entertained while calculating the duty hours.
- 2.1.6. Supervisors / management shall maintain proper record of the duty hours, overtime and day offs as per rules and regulations specified hereafter.
- 2.1.7. The overtime day offs shall be non-transferable, among staff.
- 2.1.8. The departmental heads shall be responsible for arranging the duty rosters in accordance with the guidelines provided in this document, and with due considerations to the views and suggestions offered by the departmental staff.
- 2.1.9. The departmental heads shall ensure equitable opportunities to all staff while preparing the duty rosters (regarding night shifts, Eid holidays, clubbed weekends etc.)
- 2.1.10. Duty Rosters shall be made on a prescribed format, including full strength of the department, staff on Leaves, specific duty assignments area wise, and vacant posts etc.
- 2.1.11. Approved duty rosters shall be binding on the MOH staff.

STAFF ATTENDANCE & SCHEDULES

- 2.1.12. The staff, during the shift change timings shall ensure proper and continued care of the patients.
- 2.1.13. Approved duty rosters shall be duly endorsed by the supervisors and circulated in advance, ensuring prior information to the concerned staff and all relevant venues.
- 2.1.14. Staff, on their own, shall not be authorized to alter/amend the approved duty rosters.
- 2.1.15. Mutual exchange of duties in the approved duty rosters shall be permissible in extra-ordinary situations. Such mutual duty exchanges shall come into effect only with prior information to, and approval of the respective Supervisors / management.
- 2.1.16. On approval of duty exchanges, the supervisors shall ensure timely circulation of the amended duty rosters to all areas concerned.

2.2. DISCIPLINARY CODES relevant to Duty Rosters / time schedules.

- 2.2.1. Refusal to follow the duty roster and time schedules approved and implemented by the Supervisors / management.
- 2.2.2. Absence from allocated duty without prior approval of the Supervisors / management.
- 2.2.3. Absence from duty on plea of illness or any other medical grounds, without prior notification, and an authenticated medical certificate.
- 2.2.4. Any change in duty roster or exchange of duties without notification, approval, and endorsement of the Supervisors / management.

2.3. CATEGORIZATION of Offenses relevant to Duty schedules.

- 2.3.1. Minor - refer to 2.2.1; 2,2.2; 2.2.3; 2.2.4 (isolated events)
- 2.3.2. Intermediate - refer to 2.2.1; 2,2.2; 2.2.3; 2.2.4 (repeated frequently)
- 2.3.3. Major - refer to 2.2.1; 2,2.2; 2.2.3; 2.2.4 (habitually)

2.4. PERMISSIBLE DISCIPLINARY ACTIONS

- 2.4.1. Minor Offenses - Verbal counseling / Advice.
- 2.4.2. Intermediate - Written Advice / warning.
- 2.4.3. Major - Leaves deduction, salary deduction.

DISCIPLINARY CASE MANAGEMENT PROCEDURE

1. DISCIPLINARY CASE MANAGEMENT

1.1. GENERAL RULES

- 1.1.1. These Rules shall apply to all staff of the Ministry of Health (MOH) and form part of their terms and conditions of employment.
- 1.1.2. They set out standards for conduct and behavior, which may amount to misconduct, resulting in disciplinary action.
- 1.1.3. The Rules are intended to promote a productive, harmonious and safe working environment in all institutions operating under the MOH.
- 1.1.4. Disciplinary cases shall be handled at various levels in the organizational hierarchy of the MOH
 - 1.1.4.1. Department level (where applicable)
 - 1.1.4.2. Institution level
 - 1.1.4.3. Regional / Board Level
 - 1.1.4.4. MOH-HQ level
- 1.1.5. Level of handling of a disciplinary case shall be ascertained by the nature and severity of the misconduct and/or frequency of / repetitive disciplinary breaches.
- 1.1.6. Disciplinary actions shall be restricted according to the organizational level and the nature of the disciplinary breaches, as specified below.
- 1.1.7. The nature and severity of the misconduct shall determine the desirable disciplinary action, as highlighted under the heading of "Disciplinary Actions" above.
- 1.1.8. Warnings and other penalties issued by the head of the institution, DG of the Region, and competent authorities at MOH-HQ shall be endorsed in the personal file of the individual concerned.
- 1.1.9. The individual (s) reprimanded for disciplinary action shall retain the right to exercise Grievance Procedure, in accordance with the policies and procedures stated above.
- 1.1.10. MOH employees shall, however, remain alert to the possibility of further disciplinary action on established misuse or abuse of the grievance procedure.
- 1.1.11. Staff witnessing and not reporting an act of misconduct shall be considered as violating the disciplinary code for the MOH, and may be liable for disciplinary action accordingly.
- 1.1.12. Following Disciplinary Rules and actions are permissible for the staff contracted by MOH.

DISCIPLINARY CASE MANAGEMENT PROCEDURE

- 1.1.12.1. Verbal Advice
- 1.1.12.2. Written Advice
- 1.1.12.3. Verbal warning
- 1.1.12.4. Written warning
- 1.1.12.5. Deduction of salary not more than 15 days in year, not exceeding 3 days at a time.
- 1.1.12.6. Deduction of salary not more than 30 days in year, not exceeding 10 days at a time.
- 1.1.12.7. Deduction of salary not more than 3 months in year
- 1.1.12.8. Deprivation of that years' annual increment
- 1.1.12.9. Salary reduction by amount equivalent to one annual increment
- 1.1.12.10. Demotions
 - 1.1.12.10.1. Demotion to one grade and/or position lower than present with salary secured for present grade.
 - 1.1.12.10.2. Demotion to one grade and/or position lower than the present one, with salary reduction as per last salary drawn in the lowered grade.
- 1.1.12.11. Forced retirement
- 1.1.12.12. Termination

1.2. COMPETENT AUTHORITIES:

- 1.2.1. Heads of Departments - 1.1.12.1, 3
- 1.2.2. Head of Institution - 1.1.12.1, 2, 3, & 4
- 1.2.3. Regional Directorate / HMB- 1.1.12.1, 2, 3, 4, 5
- 1.2.4. Staff Committee, MOH-HQ- 1.1.12.1, 2, 3, 4, 5, & 6;
and recommend for 1.1.12.7, 8, 9, 10, 11, & 12 to MOCS.
- 1.2.5. Ministry of Civil Services - 1.1.12.7, 8, 9, 10, 11, & 12

1.3. COMPLIANCE:

- 1.3.1. All MOH employees are expected to
 - 1.3.1.1. Comply with the terms and conditions of their contract.

DISCIPLINARY CASE MANAGEMENT PROCEDURE

- 1.3.1.2. Fulfill the duties of their post as reasonably required by their supervisor or head of department.
- 1.3.1.3. Observe relevant MOH policies, rules, regulations, and codes of professional practice.
- 1.3.1.4. Comply with health and safety requirements.

1.4. MISCONDUCT

- 1.4.1. Violation of any provisions of the policies, procedures, rules and regulations of MOH.
- 1.4.2. Unauthorized access, entry, alteration, tampering, and falsification, of medical, personnel, or payroll records.
- 1.4.3. Exhibition of verbal threats or physical violence.
- 1.4.4. Conduct unbecoming - includes arrest, offensive conduct or language toward the patients, public, visitors and MOH employees.
- 1.4.5. Insubordination - Refusal to carry out a legitimate work assignment, failure to obey any lawful and reasonable direction made and given by a supervisor, intentional slow-downs, defiant or insolent behavior.
- 1.4.6. Antagonistic behavior toward superiors or fellow employees.
- 1.4.7. Criticizing orders, policies, procedures, rules, and regulations of MOH.
- 1.4.8. Unauthorized absence or poor timekeeping.
- 1.4.9. Absences without leave.
- 1.4.10. Incompetence, negligence or inefficiency to such an extent that performance falls below reasonable minimum standards.
- 1.4.11. Behaviors, which negatively influence the work of others.
- 1.4.12. Intoxication or under the influence of intoxicants or narcotics while working or while representing MOH in an official capacity.
- 1.4.13. Carelessness or negligence with property of MOH. Misuse or unauthorized use of MOH premises, equipment, or material.
- 1.4.14. Accepting fee, gift or things in value in the course of his/her work.
- 1.4.15. Intentional concealment of facts or providing misleading information implicating fraud, deceit, and deception.
- 1.4.16. Sexual or racial harassment.

DISCIPLINARY CASE MANAGEMENT PROCEDURE

- 1.4.17. Failure to respect the rights of the patients, public, visitors and employees of MOH.
- 1.4.18. Failure to respect the confidentiality code of MOH.
- 1.4.19. Conduct, which constitutes a criminal offence, whether committed on MOH premises or elsewhere, shall be taken as gross misconduct, which in view of the seriousness gives good grounds for immediate dismissal. Examples of gross misconduct are
 - 1.4.19.1. Physical / Sexual Assault.
 - 1.4.19.2. Theft.
 - 1.4.19.3. Fraud.
 - 1.4.19.4. Falsifying time sheets or other records.
 - 1.4.19.5. Serious breaches of regulations relating to health and safety.

(This is not an exhaustive list and there may be other situations that would constitute grounds for disciplinary action or dismissal)

- 1.5. SUSPENSION:** HE the Undersecretary for Admin & Finance is authorized to take the following actions.
 - 1.5.1. If deemed necessary, the staff under inquiry may be suspended from his/her duties for a period not exceeding three (03) months, with full salary.
 - 1.5.2. The ministry of Civil services however may extend the suspension period beyond three months, and the committee may approve reduction of salary to half of original during this extension period.
 - 1.5.3. The reduced salary of the staff during the suspension period may be reimbursed provided the staff is acquitted, or the case dismissed, or the committee decides to offer warning or deduction from salary not exceeding more than 5 days.

1.6. STANDARD PROCEDURE

- 1.6.1. DEPARTMENT LEVEL**
 - 1.6.1.1. On reporting of the case, or direct observation of misconduct, the immediate supervisor may inquire into the case verbally or in writing. Even if the case is inquired verbally, the supervisor must document all proceedings and decisions.
 - 1.6.1.2. The findings of the inquiry shall be notified to the next in the chain of command i.e. supervisor shall

DISCIPLINARY CASE MANAGEMENT PROCEDURE

notify the HOD, and HOD shall notify the head of the institution and so on and so forth (wherever applicable).

- 1.6.1.3. In interdepartmental issues the HOD of the concerned department may seek assistance of the respective HOD's of the other departments concerned.
- 1.6.1.4. The HOD, on assessing the misconduct not significant enough for onward transmission to the head of the institution, may serve the employee with a verbal advice or warning with documentation of the events and decision.
- 1.6.1.5. For cases where action higher than verbal advice or warning might be warranted, the HOD shall forward the case to the head of the institution for further action.
- 1.6.1.6. On confirmation of the gross misconduct, or repeated minor / moderate misconduct despite warnings served earlier, the supervisor shall forward the case to Head of the institution (Hospital Directors / Medical Superintendent / MOIC with recommendations for further action.

1.6.2. **INSTITUTION LEVEL**

- 1.6.2.1. Head of the institution, on his/her discretion, may conduct an inquiry by self or forward the case to the disciplinary committee/council of the institution for its recommendations.
- 1.6.2.2. The head of the institution may undertake any of the actions stated in article 7.2 above.
- 1.6.2.3. On confirmation of gross misconduct the head of institution, in consultation with the chairman of the HMB / DG of the region, shall forward the matter to higher authorities (Staff Committee, through DGAA) at the MOH-HQ.

1.6.3. **MOH-HQ LEVEL**

- 1.6.3.1. On receiving the case from any region, Directorate General of Administration Affairs shall conduct further inquiry into the matter.
- 1.6.3.2. DGAA shall forward the case to the Staff Committee along with all relevant documents and recommendations.
- 1.6.3.3. On confirmation of misconduct MOH-HQ can impose any of the above penalties (Ref. article 7.2 above) on the merit of individual case.

DIRECTORATE GENERAL OF HEALTH AFFAIRS
INSERVICE PROMOTIONS
RUELS & REGULATIONS

1. GENERAL RULES

- 1.1. The In-service Promotions (ISP) shall be governed by the rules and regulations described hereafter.
- 1.2. Promotions, Re-designations, and Re-appointments shall lie under the domain of ISP's.
- 1.3. These rules shall apply for all Expatriate doctors working in the MOH in various clinical specialties.
- 1.4. Expatriate Doctors working in non-clinical fields (e.g. administration) shall not come under the domain of these rules and regulations.
- 1.5. Administrative processing of the Applications fulfilling the I.S. promotion criteria shall be undertaken irrespective of the vacancies.
- 1.6. Applications of only those candidates fulfilling all the mandatory criteria shall be forwarded to, and processed at Dept. of Hospital Affairs, DGHA.
- 1.7. Qualifications and experience criteria deployed for external recruitment shall be equally applicable for In-service promotions.
- 1.8. All applicants shall be subjected to written examination, conducted by the Dept of Hospital Affairs, DGHA.
- 1.9. All successful candidates shall be endorsed in the separate databank (ISP pipeline).
- 1.10. However, the actual promotion and placement shall be dependent upon countrywide available or emerging vacancies.
- 1.11. Promotion offer on emergence of vacancy shall be made by Dept. of Hospital Affairs, DGHA in order of merit of the doctors. Merit criteria are described below.
- 1.12. Orders for promotion shall be issued on assumption of charge by the doctors in their new posts.

DIRECTORATE GENERAL OF HEALTH AFFAIRS
INSERVICE PROMOTIONS
RUELS & REGULATIONS

- 1.13. Cases where the promotion could not be effected due to non-availability of vacancies shall remain valid irrespective of the time period lapsed.
- 1.14. Applicants approved for IS promotion shall give an undertaking that they will accept the transfer to place of suitable vacancy anywhere in Sultanate of Oman, wherever applicable.
- 1.15. The Regional and Hospital authorities shall be obligated for accepting the promotion linked transfers and undertake this as a commitment while recommending / forwarding the promotion applications.
- 1.16. Transfers linked with ISP shall be unconditional. MOH however shall endeavor to arrange suitable replacements for the vacated posts, and assist in transfers of the spouses.
- 1.17. DGHA shall develop a system whereby the emerging and / or created vacancies in the MO (Specialty) cadre shall be filled by the MO (GP) pool doctors having adequate experience and desired qualifications in the respective specialty. Such doctors shall be eligible to apply for ISP only after completion of all pre-requisite criteria stated in this policy document

2. APPLICATION FORMS

- 2.1. Applications for In-service promotions / re-designations / re-appointments shall be entertained round the year, irrespective of vacancy situation.
- 2.2. For administrative convenience, the applications received 30 days or less prior to the up-coming exams may be posted for the next years' examination.
- 2.3. Applicants shall apply on "In-Service Application Forms" specifically designed for this purpose.
- 2.4. DGHA shall ensure availability of Application forms in all health care facilities of MOH.

DIRECTORATE GENERAL OF HEALTH AFFAIRS
INSERVICE PROMOTIONS
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- 2.5. Application Forms shall have sections for dedicated use by the following.
- 2.5a. Section I - By the Applicant
 - 2.5b. Section II - By the HOD, Hospital Director /
MOIC, &
DG / Chairman HMB
 - 2.5c. Section III - By DGHA / Written Examinations
 - 2.5d. Section IV - By Personnel Department

3. APPLICATION PRE-REQUISITES

- 3.1. Doctors can apply for ISP only after having completed two (02) years of service in the Ministry of Health.
- 3.2. The applicants must have the mandatory minimum academic qualifications and service experience, as described in the short-listing criteria.
- 3.3. For doctors joining MOH services a MO GP and later transferred to Specialties as MO Specialty should have minimum of 01 year experience in the relevant specialty, with aggregate 02 years service in MOH Oman and other established eligibility criteria .
- 3.4. Applications shall be forwarded to the DGHA through proper channels i.e.
 - 3.4a. HOD
 - 3.4b. Head of Institution
 - 3.4c. Head of Region (chairman HMB).

4. SHORT-LISTING CRITERIA

- 4.1. DGHA shall enlist the short-listing criteria for different cadres of doctors working in the MOH.

DIRECTORATE GENERAL OF HEALTH AFFAIRS
INSERVICE PROMOTIONS
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- 4.2. The short-listing criteria developed by DGHA shall be used across the board in ISP, as well as in the External recruitment process.
- 4.3. Short-listing criteria shall be widely distributed to the recommending and forwarding authorities in order to filter the applications from the place of origin.
- 4.4. Short-listing criteria shall focus on the
 - 4.4a. Basic Qualifications
 - 4.4b. Post-graduate qualifications.
 - 4.4c. Service experience in the respective clinical specialty.

5. DEPARTMENT OF HOSPITAL AFFAIRS, DGHA

- 5.1. DGHA shall select a coordinator for the ISP who shall ensure that
 - 5.1a. The applications have been received on proper forms and through proper channels.
 - 5.1b. The applicants fulfill the mandatory pre-requisites for applying for ISP and the criteria (experience and qualifications) for the post applied for.
 - 5.1c. Organize and conduct the written examinations twice in a year i.e. every March and September.
 - 5.1d. Compile the results and prepare the merit lists for each clinical specialty.
 - 5.1e. Forward applications of successful candidates to Personnel department.
 - 5.1f. Liaise with personnel department keeping track of approval from MOCS and Staff Committee.
 - 5.1g. Maintain Pipeline data-bank for the successful and approved cases specialty-wise.

DIRECTORATE GENERAL OF HEALTH AFFAIRS
INSERVICE PROMOTIONS
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6. WRITTEN EXAMINATIONS

- 6.1. Coordinator In-service promotions shall arrange for the written examinations for all short-listed applicants.
- 6.2. Written examinations shall be conducted once in a year for each specialty.
- 6.3. MOH may conduct these exams for all the specialties at the same time or divide the specialties with different examination dates as per administrative and logistic convenience.
- 6.4. Written examinations shall consist of objective multiple choice questions.

7. MERIT LISTS:

- 7.1. Merit list shall be prepared by the DHA on the basis of marks secured in the written examinations.
- 7.2. Offer for promotion, as per emerging vacancies, shall be forwarded by DHA to highest on the merit.
- 7.3. In situations where the merit for the written examination is same for competing candidates, the additional criteria of service period in Oman shall be deployed i.e. the candidate with longer service period in Oman shall be given preference.
- 7.4. In situation where merit for the written examinations and the service period is similar, additional criteria of the aggregate service period shall be considered i.e. the candidate with longer aggregate service period (in and outside Oman) shall be given preference.
- 7.5. successful candidates still in pipeline due to non-availability of vacancies shall retain their merit status, and the candidates added through the subsequent written exams shall be placed lower down in the merit.

8.

**DIRECTORATE GENERAL OF HEALTH AFFAIRS
INSERVICE PROMOTIONS
RUELS & REGULATIONS**

9. PERSONNEL DEPARTMENT

9.1. The Personnel Department shall ensure that

9.1a. Successful candidates received from DHA are presented to Staff Committee for acquiring their necessary approval.

9.1b. Cases cleared by the Staff Committee are forwarded to the Ministry of Civil Services (MOCS) for acquiring necessary approval.

9.1c. Candidates cleared by MOCS are endorsed in the pipeline data-bank of ISP.

9.2. DHA and Personnel Department shall coordinate Placement and transfers of the eligible candidates as per available and/or emerging vacancies.

Appendix:

-Short-listing Criteria.

-In-service Promotion Application Form

**APPLICATION FORM
INSERVICE PROMOTION**
(Including Re-Designations / Re-appointments)

SECTION 1
FOR APPLICANT'S USE ONLY

NAME		AGE		SEX	
STAFF NUMBER		NATIONALITY			
DATE OF JOINING MOH, OMAN		No. OF YRS		MONTHS	
PRESENT PLACE OF WORK <i>(Specialty / Dept./Institution/ Region)</i>	Spec./Dept.		Institution		
	Region				
PRESENT GRADE/ DESIGNATION / POST					
CONTACT NUMBERS	Office		Res / GSM		

QUALIFICATIONS	<i>(Please include the Title of the Degree / Diploma and name of the institution)</i>	
	BASIC	YEAR
	POST-BASIC (Post Graduation Degree/Diploma etc)	YEAR
1		
2		
3		

	POST	Total AREA	Starting from present		
			FROM	TO	YRS / MNS
1					
2					
3					
4					
5					

	TITLE	Total No. DURATION OF COURSE	State details for three below	
			CONDUCTED BY	YEAR
1				
2				
3				
4				

	TITLE	Total No. PUBLISHED IN	YEAR
2			
3			

POST APPLIED FOR

DECLARATION:

- I hereby declare that all information furnished in this form is correct and true to best of my information & knowledge.
- I shall abide by all the rules and regulations of MOH, and comply with all decisions concerning the in-service promotions.
- I understand that refusal to accept the possible transfer linked with the In-service promotion may affect my place in the merit list, with possible delay in my promotion.
- I hereby enclose copies of the certificates and testimonials for my qualifications and work experience

DATE

SIGN / STAMP

SECTION 2

FOR INSTITUTIONAL / REGIONAL SUPERVISORS ONLY

HEAD OF DEPARTMENT

I hereby affirm that the applicant has the potentials and can be entrusted with higher responsibilities
I rate my recommendations as

NOT RECOMMENDED

RECOMMENDED

HIGHLY RECOMMENDED

REMARKS

I undertake that once promoted the doctor will be released immediately to assume responsibilities in his new post.

DATE

SIGN / STAMP

HEAD OF INSTITUTION

I hereby affirm that the applicant has the potentials and can be entrusted with higher responsibilities
I rate my recommendations as

NOT RECOMMENDED

RECOMMENDED

HIGHLY RECOMMENDED

REMARKS

I undertake that once promoted the doctor will be released immediately to assume responsibilities in his new post.

DATE

SIGN / STAMP

DIRECTOR GENERAL OF HEALTH SERVICES / CHAIRMAN HOSPITAL MANAGEMENT BOARD

I hereby affirm that the applicant has the potentials and can be entrusted with higher responsibilities
I rate my recommendations as

NOT RECOMMENDED

RECOMMENDED

HIGHLY RECOMMENDED

REMARKS

I undertake that once promoted the doctor will be released immediately to assume responsibilities in his new post.

DATE

SIGN / STAMP

SECTION 3
(FOR USE IN DGHA & DHA)

CRITERIA CHECKLIST

- | | | | | |
|----------------------------|-----|--------------------------|----|--------------------------|
| 1- PG QUALIFICATIONS | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 2- PG SERVICE EXPERIENCE | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 3- 2 YEARS SERVICE IN OMAN | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| 4- REC. OF SUPERVISORS | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

APPLICATION

ACCEPTED

REJECTED

POST SHORT-LISTED FOR

DATE FOR WRITTEN EXAMINATIONS

MONTH

YEAR

RESULT FOR WRITTEN EXAMINATIONS

MARKS

%

DECLARED

PASS

FAIL

Certified That Dr..... Has passed in the written examinations. His/Her application is hereby forwarded to Director, Dept. of Personnel Affairs for aquisition of necessary approvals from the Staff Committee and the MOCS.

REMARKS

DATE

Director of Hospital Affairs

REMARKS

DATE

Director General Health Affairs

SECTION 4

(FOR USE IN PERSONNEL DEPARTMENT)

CURRENT

BASIC SALARY

GRADE

ON PROMOTION

BASIC SALARY

GRADE

APPLICANT'S CASE FORWARDED TO STAFF COMMITTEE

YES

NO

DATE OF FORWARDING THE CASE TO STAFF COMMITTEE

Remarks

DATE

Director Department of Personnel Affairs

