

ES4-5728/2023/DHS

Directorate of Health Services
Thiruvananthapuram, Dated : 12/05/2023

CIRCULAR

Sub : HSD-DHS- Administrative cadre – Inviting Option from the Medical Officers 2023- reg

Ref : 1. G.O (P) No. 69/2010/H&FED Dated : 17.02.2010

2. G.O. (P) No. 52/2022/H&FWD Dated : 27.09.2022

3. ES4 - 31090/2020/DHS Dated : 24.11.2020

Inviting option to Administrative Cadre (Junior Administrative Medical officer) 2023 from the medical officers working under General Cadre.

Medical Officers who wish to opt Administrative cadre shall have the qualification prescribed as clause 8 of Kerala Health Service (Medical Officers) Special Rule 2022 in the Government Order cited above, Qualification and criteria are given below.

1. Degree in Modern Medicine (MBBS) or equivalent qualification.
2. Master Degree/Diploma in community Medicine or Master of Public Health or Masters of Business Administration or Master of Hospital Administration or Degree in Hospital Administration or Degree / Diploma in Public Health Qualification (Qualification as per II is applicable for those entered in service from 01.01.2018)
3. Minimum 2 Years service as Assistant Surgeon.

Medical Officers who wish to opt Administrative cadres shall submit option in the prescribed proforma enclosed here with through concerned District Medical Officers of Health. **Those who have already submitted option in the Previous years shall submit new option and those who have already included in the seniority list (Sl no12 to 20) of JAMO in the Previous year shall also submit new option .**

All Medical Officers submitting option shall enclose the copy of certificates proving qualification and copy of order of declaration of probation.

All District Medical Officers of Health shall collect the option forms submitted by the Medical Officers and informed the same as to reach this office on or before 25.05.2023



Dr. Reena K J

Director of Health Services

To,

1. All the District Medical Officer of Health (through Email / website of DHS)
2. The Superintendent/ Medical Officers of all Government Hospital (through concerned DMO)
3. File / Stock file

OPTION FORM

1.	Name of cadre opted	Administrative cadre
2.	Name of Doctor (in Block letters)	
3.	Present Designation and cadre	
4.	Date of Birth	
5.	Gender(Male/ Female)	
6.	PSC Advice No & Date	
7.	Appointment Order No. & Date (along with copy)	
8.	Date of entry in Health Services Department	
9.	Whether availed extension of joining time, if so	
	a Period	
	b Date of Joining duty (Attach copy of order & RTC)	
10.	Order No. & Date of Probation declaration (along with copy)	
11.	Details of LWA if any	
	a Period of LWA	
	b Sanction Order No. & Date	
	c Purpose	

d	Date of rejoining after LWA	
12	Present station with address	
13	Permanent residential address with pin code	
14	Date from which working in the present station	

II. Details of qualifying examination passed.

Sl No.	Course	Name & Year of acquiring Degree/Diploma	Medical council/Dental Council Reg.No.
1	MBBS/BDS		
2	P.G Diploma		
3	P.G Dergee/DNB		

III. Address for communication (Residential address with district)

IV. Contact Number

Mobile	Land Phone (with STD code)
--------	----------------------------

DECLARATION

I(Name & Designation) hereby declare that I have read the provisions in the Kerala Health Services (Medical offices) special Rule 2010, 2022 published vide G.O (P) No. 69/2010/H&FWD Dated 17.02.2010& G.O (P)No. 52/2022/H&FWD Dated : 27.02.2022 and agree to abide by them.

Signature of the applicant with date.

Signature of Head of Institution.

**Counter signature of
District Medical Officer of Health**

Instructions

1. *The medical officers shall read the Kerala Health Services (Medical Officers) Special Rule 2010, 2022 before filling the option form*
2. *Self attested copies of certificates of Degree/Diploma, TCMC registration, order of declaration of probation, Order of regularization of service shall be enclosed*
3. *The Head of Institution and DMO (H) concerned shall countersign the option form only after verifying the certificates of the applicant.*
4. *Options submitted without the signature of Head of Institution and countersignature of DMO (H) will summarily be rejected.*