MOH Portal

User Manual- Second Form of External Transfer Request

1- External Transfer Form 2

Name			Civil Register			
Job			Rank & No.			
Beginning of service			Qualification			
Current Employer			Specialization	General		
				Minor specialization		
Transfer Destination			Ministry Pledges	Scholarship	Internal Scholarship	Other
Scholarship Period			Beginning time:	From		
				TO		

A- Employers Decision	Approval ⬭			Disapproval ⬭	
	For not needing his services ⬤	For not needing his specialization ⬤		For needing his services ⬤	For needing his specialization ⬤

Personnel's Affairs Director in the region of ………… Health Affairs Director General in the region of ……….

Name………………………………………….   Stamp   Name………………………………………….
Signature …………………………………………   Signature ………………………………………….

Did you get scholarship ever?	Yes ⬤			No. ⬤
Scholarship country or the transfer destination		Start of the period	From	
			To	
Do you have scholarship or transfer transaction under processing	Yes ⬤			No. ⬤

Director General of Training & Scholarship
Name:…………………………………………… Stamp   Signature……………………………………

Approval ⬤	For not needing his services ⬤	For not needing his specialization ⬤
Disapproval ⬤	For needing his services ⬤	For needing his specialization ⬤

Director/Director General of the Department
Name:…………………………………………… Stamp   Signature……………………………………

All fields must be filled accurately

Fig. 2 External Transfer Form 2

Name	This field is used to write the name of the employee seeking external transfer
Civil Register	This field is used to write the civil register of the employee seeking External Transfer
JOB	This field is used to write title of the job of the employee seeking External Transfer
Rank and No.	This field is used to write rank no. and serial number of the employee seeking External Transfer
Service start	This field is used to write the date of starting service of the employee seeking External Transfer
Qualifications	This field is used to write the scientific qualification the employee seeking External Transfer
Current Employer	This field is used to write the name of the current employer of the employee seeking External Transfer
Specialization	This field is used to write the name of the minor specialization of the employee seeking External Transfer
Transfer Destination	This field is used to write the name of the transfer destination of the employee seeking External Transfer
Ministry Pledges	This field is used to write Ministry Pledges for the 1- Scholarship 2- Internal scholarship 3- Other
Duration of the Scholarship and Internal Scholarship	This filed is used to write specific period of the scholarship for the employee seeking External or Internal Transfer
Period Start	This field is used to write the date of starting specific period of the employee seeking External or Internal Transfer
Decision of the employer	This field is used to write the decision of the employer of the employee seeking External Transfer
Name of Personnel's Affairs Director	This field is used to write the name of the Personnel's Affairs.
Signature	This field is used for the signature of the Director
Did you ever get internal or external scholarship?	This field is used to select Yes or No
Scholarship Country	This field is used to wrote the name of the director of the current Employer of the employee seeking Transfer.
Do you have scholarship or transfer transaction under processing	This field is used to select Yes or No
Director General of Training and Scholarship	This field is used to write the name of the Director General of Training and Scholarship
Stamp	This field is used to put the stamp of the Training and Scholarship department

FIG. 2: FIELDS OF EXTERNAL TRANSFER FORM