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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MEDICAL SERVICE MINUTE OF SRI LANKAN HEALTH SERVICE

THIS Medical Service Minute of Sri Lanka Medical Services is applied for the Medical Service Minute in regard to the Medical Personnel of Health Services in Sri Lanka published under the special gazette notification of Socialist Republic of Sri Lanka number 662/11 on 17/05/1991 and all its amendments by several periodical extra ordinary gazettes without any effect to any action taken or supposed to be taken according to above mentioned Medical Service Minute and its amendments.

By order of Public Service Commission,

T. M. L. C. SENARATHNE,
Secretary,
Public Service Commission.

10th October 2014

Medical Service Minute of Sri Lankan Health Service

01. Date of Implementation

This Medical Service Minute shall have effect from the date of 01.11.2013

02. Details of Appointing Authority

The appointing authority for Director General of Health Services is the Cabinet. For all other posts / categories of Medical Officers, the appointing authority is the Public Service Commission.

03. Category / Categories of Service

3.1 Categories

- (a) service category belonging SL3-2006 salary code
- (b) service category belonging SL1 -2006 salary code
- (c) service category belonging SL2 -2006 salary code



3.2 Grades

Service category belonging SL3-2006 salary code

Deputy Director General Grade
Specialist Medical Officer Grade

Service category belonging to SL1 -2006 salary code

Senior Medical Administrative Grade
Deputy Medical Administrative Grade

Service category belonging to SL2 -2006 salary code

Medical Officers

- Preliminary Grade
- Grade II
- Grade I

Dental Officers

- Grade II
- Grade I

04. General Definition of the Assignment

Officers who belong to the Medical Service of Sri Lanka Health Service which is an all island service and governed by this Service Minute should engage themselves in the service under the Ministry of Health; General Administration (Ministry of Health ,Decentralized Units) ,patient care services (Curative Services) and Public Health Services (Preventive Services) These officers are responsible for patient care management and provision of health care services. These services cover the entire range of curative (diagnostic and therapeutic), preventive, promotive and rehabilitative aspects of health care with specialized services when required, in view of assuring physical, mental and social wellbeing of the people. Further, they are responsible for education, training, and supervision in relation to health care, research and judicial aspects including formulation of policies and plans as well as general administration of all these service areas mentioned above.

05. Salaries

Service Category	Salary Code	Salary Scale	Grade	Initial salary Step	Initial salary Point (Rs)
service category belonging to SL3-2006 salary code	SL 3	42390 – 12 x 1310 -58110/-	Deputy Director General Grade	01	42,390.00
			Specialist Medical Officer Grade / Specialist Officer Grade	01	42,390.00
service category belonging to SL1 - 2006 salary code	SL 1	22935-10x645-8x790-17x1050-53555/-	Senior Medical Administrative Grade	20	36,755.00
			Deputy Medical Administrative Grade	12	30,175.00
service category belonging to SL2 - 2006 salary code	SL 2	25515– 4 x 645 – 08x650 — 16 x 1050 – 50095/-	Medical Officers - Preliminary Grade	02	26,160.00
			Medical Officers - Grade II	05	28,095.00
			Medical Officers - Grade I	14	34,345.00
		25515– 4 x 645 –08x650 — 16 x 1050 – 50095/-	Dental Officer-Grade II	1	25,515.00
			Dental Officer-Grade I	14	34,345.00

06. Post / Posts belonging to the service category

6.1 Approved Grades, posts, designations and number

<i>Designations, Approved Grade</i>	<i>Designation of posts</i>	<i>Number of Designated post</i>
Deputy Director General Grade	Additional Secretary (Medical Services)	1
	Additional Secretary (public Health Services)	1
	Director General of Health Services	1
	DDGHSs	8
	D/NHSL	1
Senior Medical Administrative Grade	Senior Assistant Secretary (Medical Services)	112
	Directors (Ministry / Hospital / Programme)	
	Provincial Directors of Health Services	
	Regional Directors of Health Services	
	Deputy Directors- NHSL	
	Deputy Provincial Directors	
Deputy Medical Administrative Grade	Deputy Directors (Ministry/ Hospital / Programme)	174
	Deputy Regional Directors	
	Medical Superintendents/ Deputy Medical Superintendents	
Specialist Medical Officer Grade	Specialist Medical Officers	1699
	Specialist Dental Officers	88
Preliminary Medical Officer Grade	Medical Officers (Ministry/ Hospital / Programme)	15052
Medical Officer-GradeII		
Medical Officer Grade I		
Dental Officer Grade II	Dental Medical Officers(Ministry/ Hospital / Programme)	1371
Dental Officer- Grade I		

6.2 Status of the Posts:Permanent and Pensionable

07. Method of Recruitment:

7.1 Percentage of recruitment

100% is recruited under open stream.

7.2 Open recruitment:

- a) Medical Officers
- b) Dental Officers

7.2 (a) Open recruitment: Medical Officers

(a) 1. Recruitment Grade: Preliminary Grade

(a) 2. Educational and professional Qualification and experience for recruitment

All medical officers with valid full registration of Sri Lanka Medical Council for practicing as a Medical Officer are eligible for recruitment. :- Obtaining a Medical degree awarded by the faculty of Medicine of a state or foreign university approved and recognized by Sri Lanka Medical Council with successful completion of one year period of compulsory internship at a hospital recognized by the Sri Lanka Medical Council.

Note 1

Sri Lankan citizens who have obtained Foreign Medical Degrees after the date 01.11.1988 should have passed the special examination for Sri Lankan citizens in terms of section 29.1(b) II(cc) and 29.2(b)(III) of the Medical Ordinance and should have successfully completed the compulsory internship for a period of one year at a local hospital recognized by the Sri Lanka Medical Council.

(a) 3 Physical fitness: Physical conditions suitable to perform the patient care services

(a) 4 Age - between 25- 45 years

(a) 5 Method of calling for application and selection:

Applications will be called from eligible officers with the above qualifications by a Departmental circular and public notice published in the Ministry of Health web site and the Government gazette. First priority will be given to the state university graduates and then considered the foreign graduates qualified with the special examination under section 29.1 (b) (ii) (cc) and 29.2 (b) (iii) of the Medical Ordinance. Selection will be done according to the merit order of state university graduates provided by University Grant Commission and according to the merit order provided by the Sri Lanka Medical Council for foreign graduates. Selected graduates will be recruited by the Public Service Commission and appointed as preliminary grade medical officers

7.2 (b) Open recruitment : Dental Officers

(b) 1. Recruitment Grade: Grade II

(b) 2. Educational and Professional Qualification for recruitment

Dental Officers with valid full registration of Sri Lanka Medical Council for practicing as a dental Officer are eligible for recruitment(obtaining) a Dental degree awarded by the Dental Faculty of a state or foreign university approved and recognized by the Sri Lanka Medical Council.

Note 2

Those who have obtained Dental Degrees from a foreign university after the date 01.11.1988 should have passed the special examination for Sri Lankan citizens in terms of section 29.1(b) II (cc) and 29.1(b) (III) of the Medical ordinance.

(b) 3. Experience: Not relevant

(b) 4. Physical fitness :- Physical conditions suitable to perform the patient care services

(b) 5. Age - between 25- 45 years

(b) 6. Method of calling for applications and selection:

Applications will be called from eligible officers with valid registration of Sri Lanka Medical Council by a Departmental circular and public notice published in the Ministry of Health web site and the Government gazette. First priority will be given to the state university graduates and then considered the foreign graduates qualified with a special examination under section 29.1 (b) (ii) (cc) and 29.2 (b) (iii) of the Medical Ordinance. Selection will be done according to the merit order of state university graduates provided by University Grant Commission and according to the merit order provided by the Sri Lanka Medical Council for foreign graduates. Selected graduates will be recruited by the Public Service Commission and appointed as Grade II Dental Officers

Note 3- Educational Qualification with the foreign Medical/ Dental degree is recognized subject to the following condition

- If the degree had not been previously approved, it should be referred to the Foreign Degree Committee.
- Those graduates who have followed their course of study in a language other than English should follow a familiarization course of four months.(Should complete one month of training in all major specialties for the Medical Graduates)

Intern Medical Officers

Commencement of internship appointment for candidates with foreign qualification should coincide with the commencement of appointment of the interns from the faculties of medicine in Sri Lanka.

8. Scheme of Efficiency Bar Examination for Medical Officers and Dental Officers

8.1 Efficiency Bar Examination

<i>Efficiency Bar Examination</i>	<i>Nature of Efficiency Bar Examination</i>	<i>Subjects</i>	<i>Candidates are advised to pay special attention to</i>
Efficiency Bar Examination	A. Written examination	A. Written papers will be on 1.Establishments Code -2 hours paper 2.Account - Two hours paper 3.Hospital and Dispensary Administration -one and half hours	General Regulation of Department of Health Services Rules and Regulations of Public Service Commission Establishments Code Regulation for Store Management and Accounting in the Department of Health Services Financial Section of Manual of Management published by the Department of Health Services Financial Regulations applicable to day today administrative duties Hospital and public Health Administration
	B. Oral Examination	B. Oral Examination for Proficiency in Sinhala/Tamil	Relevant chapters as published in the Ministry examination notice

8.2 Prescribed period for passing the Efficiency Bar Examination

All Medical Officers recruited to Preliminary Grade should pass the Efficiency Bar Examination prior to promotion to grade II in the service and all Dental Officers recruited to Grade II should pass the Efficiency Bar Examination within a period of three years from the date of appointment.

8.3 Conducting Authority of the Efficiency Bar Examination:

The Secretary of Health or other Institute or Examination Board approved by Secretary of Health under the administrative powers delegated by Public Service Commission

Note 04 -General Guidelines for the Efficiency Bar Examination

- o Notice of the examination will be published in the Government Gazette a month before the exact date of the examination.
- o Any officer in the Preliminary Grade irrespective of the length of his / her service may make his application to sit the E -bar examination.
- o Officers must take up all the subjects at the first sitting of the examination. If officers pass one or more of the subjects and fail in the others, he or she will be required to pass failed subject or subjects at a subsequent examination.
- o Increments of medical officers who have not passed Departmental Examination within 2 years will be stopped and his promotion to Grade II will be deferred by the period taken in excess of 2 years to pass the examination.
- o Promotion to grade II or appointment to specialist grade / administrative grade will not be allowed until the officer pass the said Departmental Examination.
- o Medical Officers, who had not previously passed the Departmental Examination if appointed to a post in Specialist Grade or Administrative Grade, will be required to pass the Departmental Examination within 2 years from their date of appointment. Failure to do so within the stipulated period would result in loss of seniority by the time taken in excess of two years to pass the Departmental Examination, in addition to deferment of their second increment.
- o The examination will be a written examination with an oral examination for proficiency in Sinhala/Tamil. The purpose of this oral examination will be to find out whether the officers can converse fluently in either language on subjects which will arise in the course of their normal duties.
- o The examinations will be held twice a year in the months of March and September.

9. Proficiency in official languages:

<i>Language Proficiency</i>	<i>Proficiency to be obtained</i>
Official language	Officers who have been recruited in non official language should obtain the prescribed official language proficiency within the probation period. An ordinary pass for mother tongue at G.C.E.(O/L)examination is sufficient in this regard .
Other official language	Prescribed level of language proficiency should be obtained as per the public administration circular 07/2007 and circulars incidental thereto

10. Grade promotions:

10.1 Scheme of grade promotions of Medical Officers

10.1.1. Qualifications for promotion from Preliminary Grade to Grade II

- I. Should have completed 2 years of active and satisfactory service period in Preliminary Grade
- II. Should have passed the Efficiency Bar Examination on the prescribed date.

10.1.2 Promotion from Grade II to Grade I

10.1.2.1 Promotion of the Medical Officers having Postgraduate degrees / Diplomas

Qualifications to be fulfilled

- I. Should have been confirmed in the service
- II. Should have completed an active service period of six (06) years on grade II in the service category and earned six (06) increments within the prescribed period.
- III. Should have completed a satisfactory service within the last five (05) years.
- IV. Should have successfully completed the post graduate qualifications mentioned in Appendix I and II in the service Minute.
- V. Should have passed the Efficiency Bar Examination on the due date.
- VI. Should have obtained proficiency in official languages within the prescribed period.

10.1.2.2 Promotion of the Medical Officers not having Postgraduate Degrees / Diplomas

Qualifications to be fulfilled

- I. Should have confirmed in the service
- II. Should have completed an active service period of twelve (12) years on grade II on the service category and earned twelve (12) increments within the prescribed period.
- III. Should have completed a satisfactory service within the last five (05) years.
- IV. Should have passed the Efficiency Bar Examination on the due date.
- V. Should have obtained proficiency in official languages within the prescribed period.

10.2 Scheme of grade promotions of Dental Officers - Promotion from Grade II to Grade I

10.2.1 Promotion of the Dental Officers having Postgraduate degrees / Diplomas

Qualifications to be fulfilled

- I. Should have confirmed in the service
- II. Should have completed an active service period of nine (09) years on grade II in the service category and earned nine (09) increments within the prescribed period.
- III. Should have completed a satisfactory service within the last five (05) years.
- IV. Should have successfully completed the post graduate qualifications mentioned in Appendix I and II in the service Minute.
- V. Should have passed the Efficiency Bar Examination on the due date.
- VI. Should have obtained proficiency in official languages within the prescribed period.

10.2.2 Promotion for the Dental Officers not having Postgraduate Degrees / Diplomas

Qualifications to be fulfilled

- I. Should have been confirmed in the service
- II. Should have completed an active service period of fifteen (15) years on grade II in the service category and earned fifteen (15) increments within the prescribed period.
- III. Should have completed a satisfactory service within the last five (05) years.
- IV. Should have passed the Efficiency Bar Examination on the due date.
- V. Should have obtained proficiency in official languages within the prescribed period.

10.3 Method of promotion

Following a request made to the Appointing Authority according to the prescribed form by the officer who has fulfilled qualifications, Appointing Authority will effect the promotion to the relevant grade from the date of qualification after inspection of the qualifications.

11. Appointment to posts on promotions

11.1 Appointment to Medical Administrative Grade

11.1.1 General guidelines pertaining to the appointment in Medical Administrative Grade posts.

1. Appointments to Medical Administrative Grade are made according to the scheme of recruitment approved by the Public Service Commission.
2. Vacancies which occur in these posts will be notified through the annual transfer list so that eligible officers may apply.
3. Job description of the post should be included in the notification when advertising a vacant post.
4. Provisions pertaining to the mandatory qualifications mentioned in this Service Minute are applicable to officers recruited after the implementation of the Gazette notification No 1493/3 on 16.04.2007 and they do not carry any retrospective effect.
5. No officers selected to the post in the Medical Administrative Grade shall be permitted to engage in private practice.
6. The concurrence of Provincial Authority or the Governor is necessary before creating new posts falling under the province in the schedule of appendix III and IV and for such posts 2 representatives of the respective province related to the subject of the post be included in the interview panel.
7. The interview panel should be selected from a predetermined pool of panelists consisting of Secretary of the Ministry of Health, Additional Secretary (Medical Service / Public Health Services), Additional Secretary (Administration), Director General of Health Services, Deputy Director Generals, Senior SLAS officers from the Ministry of Public Administration, Senior Officers nominated by the relevant Provincial Authorities. The approval of the Public Service Commission should be obtained for each panel.

8. Interim provision

- I. In implementing this scheme for appointments, promotions and transfers, those officers already (at the time of the gazette no 1493/3 dated 16.04.2007 takes effect) in the Senior Medical Administrative grade shall remain in the same grade irrespective of the posts currently held by them. Further the mandatory qualification set out for Senior Medical Administrative posts mentioned in appendix IV and V of this minute shall not apply to those officers who are already (at the time of the gazette no 1493/3 dated 16.04.2007 takes) in the Senior Medical Administrative Grade. Hence they are free to apply to any post with respect to appointments, transfers and promotion until their retirement.
- II. Approval of the Department of Management Services should be obtained for the new posts mentioned in appendix III,IV and V and thereafter action should be taken to fill those post .Transfers should be effected after satisfaction of the requirements of the relevant provisions.

11.1.2 Qualifications and Selection Procedure of appointment to Medical Administrative Grade

Post/ Grade	(a) Educational and other qualifications
<p>11.1.2 .1 Deputy Medical Administrative Grade</p>	<p>a) Officers with post graduate qualifications listed in appendix I & II of the Medical Service Minute are eligible to apply for Deputy Medical Administrative Grade posts mentioned in appendix III and this includes any post created from time to time as per the service requirements.</p> <p>b) A Medical Officer/Dental Surgeon/Specialist Medical Officer with grade II promotion (passed the Efficiency Bar Examination) who possess 8 years continuous service in the Department (8 years will be calculated from the date of entry to the Preliminary Grade)</p> <p>c) The period of Service to which an officer act, perform duties/cover up duties in the Deputy Medical Administrative Grade should be considered as an additional qualification. However the said appointments should be made by the due Appointing Authority.</p> <p>d) Age Limit: Since all the officers are already in the public service, maximum age limit will not apply.</p>
Post/ Grade	(b) Selection Procedure
<p>Deputy Medical Administrative Grade</p>	<p>I. Vacant posts in the Deputy Medical Administrative Grade will be filled by way of annual transfer among officers who are in the said grade.</p> <p>II. In case, if a post could not be filled by way of annual transfer, it will be advertised and filled through an interview based on a marking scheme approved by the Public Service Commission among officer who comply with the due qualifications.</p> <p>III. Selection to posts in Deputy Medical Administrative Grade shall be made subject to a structured interview and based on a marking scheme approved by the Public Service Commission. In awarding points, Seniority in Grade 11, Grade 1 may be considered as criteria.</p>

	<p>Note 5: Until such time the vacancies are filled by a way of annual transfers, the appointing authority can make appointments on acting basis from among the officers who possess the required basic qualifications and who are already in the Deputy Medical Administrative Grade.</p> <p>Note 6 – Since Deputy Medical Administrative grade is a new category until the transfer scheme of the said grade takes effect, vacancies shall be filled by way of advertisement as mentioned in 11.1.2 .1. (i) and (II)</p>
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Post / Grade	(a) Educational and other qualifications
<p>11.1.2.2 Senior Medical Administrative Grade</p>	<p>I. A Medical Officer or Dental Surgeon who possess a MSc/MD (Medical Admin.) or MSc/MD (Com. Med.) listed in the appendix 1 & 11 of the Medical Service is eligible to be appointed to a post in the Senior Administrative Grade, subject to a structured interview based on a marking scheme approved by the Public Service Commission.</p> <p>II. Should have completed a minimum of 3 years of satisfactory service in the Deputy Medical Administrative Grade.</p> <p>III. The equal posts coming under the Senior Medical Administrative Grade are envisaged in appendix IV and it includes any posts created from time to time as per the service requirements.</p> <p>Note 7: Mandatory qualifications for each post falling under the senior medical administrative grade shall be the qualifications mentioned in appendix IV and these posts shall be considered as equal posts.</p> <p>IV. When the applications are called for the said posts the applicants should have the relevant mandatory post graduate qualifications listed in appendix IV. However these mandatory qualifications are not applicable to officers who are already (at the time of the gazette no 1493/3 dated 16.04.2007 takes effect) in the Senior Medical Administrative posts.</p> <p>V. The period of service to which an officer act perform duties/cover up duties in the Senior Medical Administrative Grade, should be considered as an additional qualification. However the said appointments be approved by the due appointing authority.</p> <p>VI. Age Limit: Since all the officers are already in the public service, age limit will not apply</p>
Post / Grade	(b) Selection Procedure
<p>Senior Medical Administrative Grade</p>	<p>I. Vacancies in the Senior Medical Administrative Grade will be filled by way of Annual transfers among officers who hold the Senior Medical Administrative Grade posts. In case if a post could not be filled by the Annual Transfer, it will be advertised and filled through an interview based on the marking scheme approved by the Public Service Commission.</p>

	<p>II. Until such time the vacancies are filled by the Annual Transfer, vacancies can be filled by the due appointing authority by appointing on acting basis, an officer who has complied with the required basic qualifications of the said post from among the Deputy Administrative Grade or the Senior Medical Administrative Grade officers.</p>
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Post / Grade	(a) Educational and other qualifications
<p>11.1.2.3 Deputy Director General Grade</p>	<p>I. Medical Officers and Dental Surgeons in the Senior Medical Administrative Grade are eligible to be appointed as Deputy Director General Grade officers for posts mentioned in appendix V subject to a structured interview based on a marking scheme approved by the Public Service Commission.</p> <p>II. The posts coming under the Deputy Director General Grade are envisaged in appendix V and it includes any posts created from time to time as per service requirements.</p> <p>III. Applicants should have either MD/MSc in Medical Administration or MD/MSc in Community Medicine listed in appendix I and II of the Medical Service minute as required in appendix V herein.</p> <p><i>Note 8:</i> In addition to the above qualifications as a special circumstance qualification of MSc, MD in Community Dentistry shall also be a qualification for the post of DDG/Dental Service as enumerated in appendix V.</p> <p><i>Note 9 :</i> However these mandatory qualifications will not be applicable to those officers who are currently holding posts in the Senior Medical Administrative Grade or Deputy Director General posts. They can hold their present posts and they can be appointed to any other posts falling under appendix V, irrespective of the mandatory qualification.</p> <p>IV. Age Limit : Since all the officers are already in the public service, age limit will not apply.</p> <p>V. There will be no promotion scheme for this grade.</p> <p>VI. The general guidelines pertaining to the appointment under Section 11.1.1 of this minute shall also apply where necessary.</p> <p>VII. The post of Director / National Hospital shall be considered as an end station and be treated as Deputy Director General Grade.</p>

Post / Grade	(b) Selection Procedure
Deputy Director General Grade	<p>I. Vacancies will be advertised by way of Gazette notification or a newspaper advertisement or a Departmental Circular calling applications from eligible candidates and filled through an structured interview subject to a marking Scheme approved by the Public Service Commission.</p> <p><i>Note 10</i> : Since there are no transfers for this Grade, a vacant post can be filled by the appointing authority on an acting basis among the officers from the Senior Medical Administrative Grade or Deputy Director General Grade with requisite qualifications.</p> <p><i>Note 11</i> : However the acting appointments should be duly approved by the competent appointing authority</p>

11.2 Appointments in Specialist Medical Officer Grade

11.2.1 Qualifications and Selection Procedure in Specialist Medical Officer Grade

Post / Grade	(a) Educational and other qualifications
Specialist Medical Officer Grade	<p>I. Medical Officers with qualifications listed d in Appendix I of the Medical Services Minute as per Government Gazette Notification No. 14840 of 07th February , 1969 and appointed to specialist posts before 01/01/1980 will continue to be recognized as Specialist Medical Officers</p> <p>II. Medical Officers possessing qualifications listed in Appendix I of the Medical Services Minute as per Gazette Notification No. 14840 of 07th February, 1969 and appointed to the Department on or after 01.01.1980. and fulfilled the requirements of the Post-Graduate Institute of Medicine of the University of Colombo and have obtained Board certification are eligible to be appointed as Specialist Medical Officers.</p> <p>III. Medical Officers with qualifications listed in Appendix I of the Medical Services Minute as per Gazette Notification No. 14840 of 07th February, 1969 and appointed to Specialist posts before 01.01. 1980 or returned after 01.01. 1980 within the stipulated period, who went on departmentally approved no-pay leave or scholarships, will continue to be recognized as Specialist Medical Officers.</p> <p>IV. Medical Officers in Grade II who have obtained Board Certification of the Post-Graduate Institute of Medicine, University of Colombo based on successful completion of the appropriate Post-Graduate training programme and possessing Post-Graduate qualifications aslisted in Appendix I, are eligible to be appointed as Specialist Medical Officers.</p> <p>V. Specialist Medical Officers appointed after 01.01.1980 in terms of above mentioned sub-Section (11) will not be considered to be appointed to for a Teaching Hospital until they complete four years of service from the date of Board Certification.</p>

	<p>VI. Specialized Medical Officers appointed in terms of above mentioned subsection (11) and (1V) will be paid Specialists salary from the date of promotion to specialist grade.</p> <p>VII. Above mentioned subsection from I –VI are relevant to the specialist Dental Medical officers also.</p>
Post / Grade	(a) Selection Procedure
Specialist Medical Officer Grade	<p>Application for specialist posts:</p> <p>Applications for specialist posts will be called and accepted only from those officers who possess Board Certification as Specialist Consultants and nor from those who claim eligibility with pending Board Certification by Post-Graduate Institute of Medicine.</p>

12. General conditions applicable to service

All Medical Officers and Dental Medical officers recruited by the Public Service Commission are appointed subject to a probation period of 03 years.

12.1 Eligibility for Confirmation -

- Should have successfully completed the probation period.
- Should have successfully completed the Efficiency Bar Examination

12.2 Training and Development

- I. Compulsory Internship period for basic medical training
- II. In service training for Continuous Medical Education
- III. Professional development through Post Graduate Institute of Medicine
- IV. Special Postgraduate Degree Examinations for speciality

Post Graduate Examinations

- (a) The Registration / course fee of the Post Graduate course selected through routine procedure of the Post Graduate Institute of Medicine of University of Colombo shall be paid by the Department of Health and examination fee as well as will be paid by the Department of Health that the officer successfully passes the Post-Graduate Examination at the first attempt.
- (b) Medical Officers and Dental Medical Officers with local or foreign basic(Initial) medical qualifications should have a minimum of one year active service period before following a Post –Graduate training programme.
- (c) Even, Medical Officers and Dental Medical Officers with foreign Post – Graduate qualifications should have a minimum of one year active service period before following a Post –Graduate training programme in the relevant specialty.

12.3. Transfers

Transfers of all Medical Officers and Dental Medical Officers will be effected according to the transfer procedure approved by the Public Service Commission.

12.4 Leave**12.4.1 Study leave**

- Officers who have qualified from the Post- graduate Institute of Medicine with the Degree of Doctor of Medicine / Master of Surgery / Doctor of Dental Surgery and in other relevant fields , have to undergo one year training abroad for board certification
- These officers will be given 2 years full pay leave abroad, one year of which may be a fellowship through the Post- Graduate institute of Medicine.

13. Definitions

Active Service Period - The period during which the officer really engaged in work drawing the due salary. Except maternity leave period approved by the government, all other no pay leave is not considered for the active service period.

14. Absorption in to Grades

Relevant only for the officers in the service on the effective date of this service minutes .All officers drawing salaries on the salary scales prescribed by the public administration circular No 06/2006 and the circulars incidental there to on the above date will be absorbed subject to the provisions of Section 04 in chapter VII of the Establishments Code.

Period of service is calculated based on the appointment date to the relevant post or grade. However, the increment date of the relevant officer should not change due to the absorption and the increment date prior to the absorption should be same without any change after the absorption also. On salary conversion, if the last salary step of an officer corresponds to the new salary step he/she should not be placed on the next higher salary step as per Section 4.4 in chapter VII of the Establishments Code.

- I. Officers in Deputy Director General Grade will be absorbed into Deputy Director General Grade.
- II. Officers in Specialist Medical Officer /Specialist Dental Officer Grade will be absorbed into the specialist Medical Officers /Specialist Dental Officer Grade.
- III. Officers in Senior Medical Administrative Grade will be absorbed into senior Medical Administrative Grade.
- IV. Officers in Deputy Medical Administrative Grade will be absorbed into Deputy Medical Administrative Grade.
- V. Medical Officers in Grade I will be absorbed into Medical Officer Grade I
- VI. Medical Officers in Grade II will be absorbed into Medical Officer Grade II
- VII. Medical Officers in Preliminary Grade will be absorbed into Medical Officer Preliminary Grade
- VIII. Dental Officers in Grade I will be absorbed into Dental Officer Grade I
- IX. Dental Officers in Grade II will be absorbed into Dental Officer Grade II

15. Regulations

All Medical Officers in the Health Services are subject to Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other orders or regulations that may be made by the Government from time to time. All recruitments, appointments, promotions and transfers will be governed by the general conditions in regulations of the Establishments Code and Public Service Commission.

APPENDIX – I

A Schedule showing the departmental requirement of specialist and the recognized specialist qualifications for medical officers and Dental Surgeons

	<i>Specialty</i>	<i>Recognized Qualification</i>
1	General Anaesthesiology	MD in Anaesthesiology
2	Cardiothoracic Anaesthesiology	MD in Anaesthesiology with special training on cardiothoracic anaesthesia
3	Neuro Anesthesiology	MD Anaesthesiology with special training on Neuro anaesthesia
4	Obstetric Anaesthesiology	MD Anaesthesiology with special training on Obstetric anaesthesia
5	Paediatric Anaesthesiology	MD Anaesthesiology with special training on Paedatric anaesthesia
6	Intensive Care Anaesthesiology	MD Anaesthesiology with special training on Intensive Care anaesthesia
7	Pain Management Anaesthesiology	MD Anaesthesiology with special training on Pain Management
8	Community Medicine	MD in Community Medicine
9	Community Dentistry	MD in Community Dentistry
10	Clinical Oncology	MD in Clinical Oncology
11	General Dental Surgery	MD in Dental Surgery
12	Oral and Maxillofacial Surgery	MD in Oral and Maxillofacial Surgery
13	Orthodontics	MD in Orthodontics
14	Restorative Dentistry	MD in Restorative Dentistry
15	Oral Pathology	MD in Oral Pathology
16	Dermatology	MD in Dermatology
17	Family Medicine	MD in Family Medicine by thesis or examination
18	Forensic Medicine	MD in Forensic Medicine
19	General Medicine	MD in General Medicine
20	Cardiology	MD in Cardiology
21	Cardiac electrophysiology	MD in Cardiac Electrophysiology
22	Endocrinology	MD in Endocrinology
23	Gastroenterology	MD in Gastroenterology
24	Nephrology	MD in Nephrology
25	Neurology	MD in Neurology
26	Neuro Physiology	MD in Neuro Physiology
27	Respiratory Medicine	MD in Respiratory Medicine
28	Rheumatology & Rehabilitation	MD in Rheumatology and Rehabilitation
29	Medical Administration	MD Medical Administration
30	Microbiology	MD in Medical Microbiology
31	Parasitology	MD in Parasitology
32	Virology	MD in Virology
33	Mycology	MD in Micology
34	Emergency Medicine	MD in Emergency Medicine

	<i>Specialty</i>	<i>Recognized Qualification</i>
35	Medical Education	MD in Medical Education
36	Clinical Pharmacology & Therapeutic	MD in Clinical Pharmacology & Therapeutic
37	Obstetric and Gynecology	MD in Obstetric and Gynecology
38	Gynaecological Oncology	MD Gynaecological Oncology
39	Sub fertility	MD in Obstetric and Gynecology with special interest in Sub fertility
40	General Ophthalmology	MD in Ophthalmology
41	Vitrio – Retinal Surgery	MD in Ophthalmology with Vitrio Retinal Surgery
42	Paediatric Ophthalmology	MD in Paediatric Ophthalmology
43	Cornea & External Eye Diseases	MD in Ophthalmology with Cornea & External Eye Diseases
44	Orbit & Oculoplasty	MD in Ophthalmology with Orbit & Oculoplasty
45	ENT surgery/ Otorhinolaryngology	MD in Otorhinolaryngology
46	General Paediatric	MD in Paediatric
47	Paediatric Neonatology	MD in Paediatric Neonatology
48	Paediatric Cardiology	MD in Paediatric Cardiology
49	Paediatric Nephrology	MD in Paediatric Nephrology
50	Paediatric Neurology	MD in Paediatric Neurology
51	Paediatric Intensive Care	MD in Paediatric Intensive Care
52	Paediatric Endocrinology	MD in Paediatric Endocrinology
53	Paediatric Pulmonology	MD in Paediatric Pulmonology
54	Pathology	MD in Histopathology
55	Chemical Pathology	MD in Chemical Pathology
56	Haematology	MD in Haematology
57	Transfusion Medicine	MD in Transfusion Medicine
58	General Psychiatry	MD in Psychiatry
59	Forensic Psychiatry	MD in Forensic Psychiatry
60	Adolescent and Child Psychiatry	MD in Adolescent and Child Psychiatry
61	General Radiology	MD in Radiology
62	Interventional Radiology	MD in Interventional Radiology
63	General Surgery	MD in General Surgery
64	Orthopaedic Surgery	MD in Orthopaedic Surgery
65	General Surgery with special interest in	MD Surgery with special interest in Upper Gastrointestinal Surgery Hepato-Pancreato-Biliary Surgery Lower Gastrointestinal Surgery Vascular Surgery Breast Surgery Endocrine Surgery Trauma Surgery

	<i>Specialty</i>	<i>Recognized Qualification</i>
66	Surgical Oncology	MD in Surgical Oncology
67	Cardiothoracic Surgery	MD in Cardiothoracic Surgery
68	Gastroenterological Surgery	MD in Gastroenterological Surgery
69	Paediatric Surgery	MD Paediatric Surgery
70	Plastic Surgery	MD Plastic c Surgery
71	Genito Urinary Surgery	MD in Genito-Urinary Surgery
72	Urological Surgery	MD in Urological Surgery
73	Vascular and Transplant Surgery	MD in Vacular and Transplant Surgery
74	Nero Surgery	MD in Neuro Surgery
75	Thoracic Surgery	MD in Thoracic Surgery
76	Venereology	MD in Venereology

APPENDIX II

List of qualification recognize for promotion of Medical officers and Dental Surgeons from Grade II to Grade I

	<i>Description</i>	<i>Diploma</i>
1	Anesthesiology	Certificate of competence in Anesthesiology
2	Anesthesiology	Diploma in Critical Care Medicine
3	Basic Medical sciences	Diploma in anatomy
4	Basic Medical sciences	Diploma in Physiology
5	Public Health (Community Medicine)	M.Sc. Community Medicine
6	Community Dentistry	Msc in Community Dentistry
7	Dental Surgery	Diploma in Hospital Dental Practice
8	Dental Surgery	Diploma in Hospital Dental Practice (DE)
9	Human Nutrition	MSc Human Nutrition
10	Family Medicine	Diploma in Family Medicine
11	Family Medicine	Diploma in Family Medicine (DE)
12	Forensic Medicine	Diploma in Legal Medicine
13	Chest Diseases	D.T.C.D. (Diploma in Tuberculosis and Chest diseases)
14	Medical administration	M.Sc in Medical administration
15	Microbiology	Diploma in Medical Microbiology/Diploma in clinical microbiology
16	Medical Education	Certificate in Medical Education / Diploma in Medical Education
17	Molecular medicine	Diploma in Molecular Medicine/ MSc in Molecular Medicine
18	Elderly Medicine	Diploma in Elderly Medicine
19	Health Sector Disaster Management	Diploma in Health Sector Disaster Management
20	Biomedical Informatics	M.Sc in Biomedical Informatics
21	Medical Toxicology	MSc in Medical Toxicology

	<i>Description</i>	<i>Diploma</i>
22	Reproductive Health	Diploma in Reproductive Health
23	Pediatrics	D. C. H. (Diploma in Child Health)
24	Basic Laboratory Sciences	Certificate in Basic Laboratory Sciences
25	Pathology	Diploma in Histopathology
26	Chemical Pathology	Diploma in Chemical Pathology
27	Heamatology	Diploma in Heamatology
28	Transfusion medicine	Diploma in transfusion medicine
29	Psychiatry	Diploma in Psychiatry
30	Sport Medicine	Diploma in sport Medicine
31	Venereology	Diploma in Venereology
32	Successful completion of part I or Part II examination of the MD and MS degrees mentioned in appendix I	Successful completion of part I or Part II examination of the MD and MS degrees mentioned in appendix I

Above details are Included based on the list of Training programmes held at postgraduate Institution of Medicine, Colombo

APPENDIX III

Deputy Medical Administration Grade Medical Institution (circular 2- 61/2005)

	<i>Type of the Hospital</i>	<i>Name of the Post</i>	<i>Number of institution</i>	<i>Number of post</i>
1	Base Hospital Type-B	Medical Superintendent	40	37
2		D/Medical Superintendent		02
3	Base Hospital Type-A	Medical Superintendent	22	22
4		D/Medical Superintendent		01
5	District General Hospital	D/Director	20	06
6		Medical Superintendent		14
7		D/Medical Superintendent		03
8	Provincial General Hospital	Deputy Director	02	04
9	Teaching Hospital	Deputy Director	10	18
	Special Hospitals			
10	Lady Rejway Hospital for Children	Deputy Director	1	1
11	Castle Street Hospital for Women	Deputy Director	1	1
12	De Zoysa Maternity Hospital	Deputy Director	1	1
13	National Institute of Mental Health Angoda	Deputy Director	1	1
14	Sirimavo Bandaranayake Hospital for Children	Deputy Director	1	1

	<i>Type of the Hospital</i>	<i>Name of the Post</i>	<i>Number of institution</i>	<i>Number of post</i>
15	National Cancer Institute Maharagama	Deputy Director	1	1
16	National Institute of Health Sciences - Kalutara	Deputy Director	1	2
17	Rehabilitation Hospital Ragama	Deputy Director	1	1
18	Base Hospital Mulleriywa	Deputy Director	1	1
19	Eye Hospital	Deputy Director	1	1
20	National Institute for Nephrolog, Dialysis and Transplant - Maligawatta	Deputy Director	1	1
21	BH Beruwala	Medical Superintendent	1	1
22	Oral Health Unit - Maharagama	Medical Superintendent	1	1
23	Chest Hospital Welisara	Medical Superintendent	1	1
24	National Hospital Sri Lanka (NHSL)	Deputy Director	1	3
25	Offices of Regional Director of Health Services	Deputy Regional Director of Health Services	26	26
	Deputy Director in Post Ministry office – Colombo			
26	Tertiary Care Services	Deputy Director	1	1
27	Medical Services	Deputy Director	1	1
28	Medical Supply Division	Deputy Director	1	1
29	Medical Technology & supplies	Deputy Director	1	1
30	Health care Quality and Safety	Deputy Director	1	1
31	Port Health Services	Deputy Director	1	1
32	Training Services	Deputy Director	1	1
33	Medical Research Institute	Deputy Director	1	1
	Special Programmes			
34	Family Health Bureau	Deputy Director	1	1
35	Health Education Bureau	Deputy Director	1	1
36	Epidemiology Unit	Deputy Director	1	1
37	Anti- Malaria Campaign	Deputy Director	1	1
38	Ant- Filarasis Campaign		1	1
39	National Programme of Tuberculosis Control & Chest Diseases	Deputy Director	1	1
40	Environmental & Occupational Health	Deputy Director	1	1
41	Nutrition Coordination Unit:	Deputy Director	1	1
42	Nutrition Unit	Deputy Director	1	1
43	National Cancer Control Programme	Deputy Director	1	1
44	Mental Health	Deputy Director	1	1
45	National STD and AIDS Control Programme	Deputy Director	1	1
46	National Blood Transfusion Services	Deputy Director	1	1
47	Non Communicable Diseases Unit	Deputy Director	1	1
48	Youth, Elderly and Disable Patients Unit	Deputy Director	1	1
			Total	174

This list was prepared based on updated approved cadre available at Planning Unit of the Ministry of Health

APPENDIX – IV

Senior Medical Administrative Grade :

	<i>Medical Institutions (circular 2- 61/2005)</i>	<i>Post</i>	<i>Mandatory Academic Qualification required</i>	<i>Number of Institutions</i>	<i>Total</i>
1	Base Hospital (B)	Nil	-	40	Nil
2	Base Hospital (A)	Nil	-	20	Nil
3	District General	Director	Msc or MD (Medical Admin)	18	6
4	Provincial General Hospital	Director	Msc or MD (Medical Admin)	2	2
5	Teaching Hospital	Director	Msc or MD (Medical Admin)	10	10
6	NHSL	Director	-	Nil	Nil
7	NHSL	D/ Director	Msc or MD (Medical Admin)	1	2
8	LRH	Director	Msc or MD (Medical Admin)	1	1
9	CSHW	Director	Msc or MD (Medical Admin)	1	1
10	DMH	Director	Msc or MD (Medical Admin)	1	1
11	Mahamodara Hospital	Director	Msc or MD (Medical Admin)	1	1
12	NI MH Angoda	Director	Msc or MD (Medical Admin)	1	1
13	BH Mulleriyawa	Director	Msc or MD (Medical Admin)	1	1
14	SBCH (Peradeniya)	Director	Msc or MD (Medical Admin)	1	1
15	NCI Maharagama	Director	Msc or MD (Medical Admin)	1	1
16	MRI	Director	Msc or MD (Medical Admin)	1	1
17	NIHS Kaluthara	Director	Msc or MD CM or (Medical Admin)	1	1
18	National Blood Transfusion Services	Director	Msc or MD CM or (Medical Admin)	1	1
19	Eye Hospital	Director	Msc or MD (Medical Admin)	1	1
20	Dental Institute Colombo	Director	Msc or MD (Medical Admin)	1	1

Special Public Health Institutions

21	Maternal & Child Health FHB	Director	MD (CM)	1	1
22	Health Education Bureau	Director	MD (CM)	1	1
23	Epidemiology Unit	Chief Epidemiologist	MD (CM)	1	1
24	Anti Malaria Campaign	Director	MSc or MD (CM)	1	1
25	Anti Filariasis Campaign	Director	MSc or MD (CM)	1	1
26	Anti Leprosy Campaign	Director	MSc or MD (CM)	1	1
27	NPTCCD	Director	MSc or MD (CM)	1	1
28	National Quarantine Service	Director	MSc or MD (CM)	1	1
29	E&OH	Director	MSc or MD (CM)	1	1
30	Nutrition Division	Director	MSc or MD (CM)	1	1
31	Nutrition Coordination Unit	Director	MSc or MD (CM)	1	1
32	YEDD	Director	MSc or MD (CM)	1	1
33	E&UH	Director	MSc or MD (CM)	1	1
34	Cancer Control Program	Director	MSc or MD (CM)	1	1

	<i>Medical Institutions (circular 2- 61/2005)</i>	<i>Post</i>	<i>Mandatory Academic Qualification required</i>	<i>Number of Institutions</i>	<i>Total</i>
35	NCD Prevention	Director	MSc or MD (CM)	1	1
36	Mental Health	Director	MSc or MD (CM)	1	1
37	NSACP	Director	MSc or MD (CM)	1	1
38	National Dengue Control Programme	Director	MSc or MD CM or Medical Administration	1	1
39	Health Care Quality and Safety	Director	MSc or MD Medical Administration	1	1
40	Provincial Level Institutions	Provincial Director	MSc or MD CM or Medical Administration	9	9
41		D/Provincial Director	MSc or MD CM or Medical Administration	9	9
42	District Level Institutions	District Director	MSc or MD CM or Medical Administration	26	26

Special Institutions in Head Office

	<i>Medical Institutions</i>	<i>Post</i>	<i>Mandatory Academic Qualification required</i>	<i>Number of Institutions</i>	<i>Total</i>
43	International Health	Director	MSc or MD CM or Medical Administration	1	1
44	Planning Unit	Director	MSc or MD CM or Medical Administration	1	1
45	Information Unit	Director	MSc or MD CM or Medical Administration	1	1
46	Organization & Development	Director	MSc or MD CM or Medical Administration	1	1
47	Policy Analysis & Development	Director	MSc or MD CM or Medical Administration	1	1
48	Tertiary Care Services	Director	MSc or MD Medical Administration	1	1
49	Medical Services	Director	MSc or Medical Administration	1	1
50	Private Health Services	Director	MSc or MD Medical Administration	1	1
51	Primary Care Services	Director	MSc or MD Medical Administration	1	1
52	Medical Supply Division	Director	MSc or MD Medical Administration	1	1
53	Laboratory Services	Director	MSc or MD Medical Administration	1	1
54	Medical Technology & Supply	Director	MSc or MD CM or Medical Administration	1	1
55	Training Unit	Director	MSc or MD Medical Administration	1	1
56	Research Unit	Director	MSc or MD Medical Administration		1
57	Dental Services	Director	MSc or MD Medical Administration	1	1

Total 112

The above shedule was prepared based on approved Cadre given by the Planning Unit

APPENDIX – V

Deputy Director General Grade (Non Transferable End Post)

	<i>Medical Institutions</i>	<i>Post</i>	<i>Mandatory academic Qualifications Required</i>	<i>Number of Institutions</i>	<i>Total</i>
1	Head Office	Director General of Health Services	MSc or MD CM or Medical Administration	1	1
2		Additional Secretary (Medical Services)	MSc or MD CM or Medical Administration	1	1
3		Additional Secretary (Public Health Services)	MSc or MD CM or Medical Administration	1	1
4		DDG Planning	MSc or MD CM or Medical Administration	1	1
5		DDG (LS)	MSc or MD CM or Medical Administration	1	1
6		DDG (ET & R)	MSc or MD CM or Medical Administration	1	1
7		DDG (PHS) Disease Control	MSc or MD CM	1	1
8		DDG (PHS) Community Health	MSc or MD CM	1	1
9		DDG MS I	MSc or MD Medical Administration	1	1
		DDG MS II	MSc or MD Medical Administration	1	1
		DDG Dental Services	MSc or MD CM or Medical Administration or Community Dentistry	1	1
	NHSL	Director	MSc or MD Medical Administration	1	1

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