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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1,493/3 - 2007 අප්‍රේල් 16 වැනි සඳුදා - 2007.04.16

No. 1,493/3 - MONDAY, APRIL 16, 2007

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

MINUTES IN REGARD TO MEDICAL PERSONNEL OF THE HEALTH SERVICES

REFERENCE is made to the above minute published in *Gazette* Number 662/11 of 17.05.91 and the amendments made in *Gazette* No. 818/01 of 09.05.94 and *Gazette* No. 1176/15 dated 22.03.2001 and *Gazette* No. 1467/32 dated 20.10.2006.

The following amendments replacing 3.3, 3.2 and Section 9 of the above minutes which are approved by the Public Service Commission formulated under the 17th amendment of the Constitution of the Democratic Socialist Republic of Sri Lanka are published for further information.

The rest of the clauses of the above Medical Service Minute will be intact as before.

By order of the Public Service Commission,

DR. H. A. P. KAHANDALIYANAGE,
Secretary,
Ministry of Healthcare & Nutrition.

Following sections are inserted after section 3.2

- 3.2.1 Deputy Medical Administrative Grade (S L/1/2006 step 12) Vide P. A. Circular 06/2006 and as approved by National Salary and Cadre Commission vide their letter dated 02/03/2007.
- 3.2.2 Senior Medical Administrative Grade Rs. 36,755-17x1,050 = Rs. 53,555 (SL/1/2006 step 20) in terms of P. A. Circular 06/2006.
- 3.2.3 Deputy Director General Grade Rs. 42,390-12x1,310-58,110 (in terms of P. A. Circular 06/2006 step 1) SL/03/2006.

New 9: Medical Administrative grade.

9.1 There are 3 grades in the Medical Administrative Grade namely

- I. Deputy Medical Administrative Grade
- II. Senior Medical Administrative Grade
- III. Deputy Director General Grade

9.2 Scheme of Recruitment

9.2.1 Deputy Medical Administrative Grade

(a) Educational and other qualifications

- (1) Officers with post graduate qualifications listed in appendix I & II of the Medical Service Minute dated 07.05.1991, 09.05.1994 and 22.03.2001 are eligible to apply for Deputy Medical Administrative Grade posts in appendix III and this includes any post created from time to time as per the service requirements.
- (2) A grade II Medical Officers/Dental Surgeons/Specialist Medical Officers in grade II who possess 8 years continuous service in the Department (8 years will be calculated from the date of entry to the Preliminary Grade) should be passed the Efficiency Bar Examination.
- (3) The period of Service to an officer who act, perform duties/cover up duties in the Deputy Medical Administrative Grade should be considered as an additional qualification. However Acting Appointment should be made by the due Appointing Authority.
- (4) Age Limit: Not less than 35 years of age and not more than 55 years (Those who are already in the public service, this age limit will not apply).

(b) Selection Procedure:

- (1) Vacant posts in the Deputy Medical Administrative Grade will be filled by way of annual transfer among officers who are in the said grade. 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.
- (2) Selection to post 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.

Note I: vacancies shall be filled through the annual transfer. 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.

Note II – Since Deputy Medical Administrative grade is a new category until the transfer scheme is activated for the said grade, vacancies shall be filled by way of advertisement as mentioned in 9.2.1 (b) I.

9.2.2 Senior Medical Administrative Grade Posts

(a) Educational and other qualifications

- (1) Should have completed a minimum of 3 years of satisfactory service in the Deputy Medical Administrative Grade.
- (2) 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 Minute dated 17.05.91 as amended by 09.05.94

and 22.03.2001 is eligible to be appointed to a post in the senior administrative grade, subject to a marking scheme approved by the Public Service Commission.

- (3) 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.

Note: 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.

- (4) When the applications are called for the said posts the applicant should have the relevant mandatory post graduate qualifications listed in appendix IV. However these mandatory qualifications are not applicable to officers who are already in the Senior Medical Administrative posts.
- (5) The period of service to an officer who 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.

- (b) *Age Limit:* Should be not less than 35 years and not more than 55 years of age. (This age limit is not applicable for those who are already in the public service).

(c) Selection Procedure :

- (1) The vacancies in the Senior Medical Administrative Grade will be filled by way of Annual Transfer 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 the marking scheme approved by the Public Service Commission.
- (2) Until such time the vacancies are filled by the Annual Transfer, vacancies can be filled by the due appointing authority by appointing an officer who has complied with the basic qualifications of the said post from among the Deputy Administrative Grade or the Senior Medical Administrative Grade.

9.2.3 Deputy Director General Grade posts:

(a) Eligibility Criteria for promotion;

- (1) 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 marking scheme approved by the Public Service Commission. 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.
- (2) The applicant should have either MD/MS in Medical Administration or MD/MS in Community Medicine listed in appendix I and II of the Medical Service minute dated 17.05.91 as amended by 09.05.94 and 22.03.2001 and as required in appendix V hereof.

Note I: In addition to the above qualifications as a special circumstances the qualification of MSC, MD in Community Dentistry shall also be a qualification for the post of DDG/Dental Service as enumerated in appendix V.

Note II : However this 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.

- (3) *Age Limit ;* Should be not less than 35 years and not more than 55 years of age (This age limit will not apply to those who are already in the public service).

- (a) Promotion : There will be no promotion scheme in this grade.
- (b) The post of Director, National Hospital shall be considered as an end station and be treated as Deputy Director General Grade.
- (c) The general guide lines pertaining to the appointment under Section 9.3 of this minute shall also apply where necessary.
- (d) Selection Procedure ; Vacancies will be advertised by way of *Gazette* notification or a news paper advertisement or a Departmental Circular calling applications from eligible candidates and filled through an interview subject to a marking Scheme approved by the Public Service Commission.
- (e) Transfers : All the posts coming under the Deputy Director Grade envisaged in appendix V are end posts and not transferable.

Note : I Since there is no transfer in 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.

II However the acting appointment should be duly approved by the competent appointing authority

9.3 General guidelines pertaining to the appointment of Medical Administrative Grade posts.

1. Vacancies which occur in these posts will be notified through the annual transfer list so that eligible officers may apply.
2. Job description of the post should be included in the notification when advertising a vacant post.
3. Provisions pertaining to the mandatory qualifications mentioned in this minute are applicable to officers recruited after the implementation of this *Gazette* notification and they do not carry any retrospective effect.
4. The proposed marking scheme for promotion from Deputy Medical Administrative Grade to Senior Administrative Grade shall be applicable to new recruits only.
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 advertising the posts falling under the province in the schedule of appendix III and IV and for such posts 2 representatives of the province related to the subject of the post be included in the interview panel.
7. Acting appointment to the provincial service should be approved by the Governor of the Province or Provincial Public Service Commission and appointment to the line Ministry should be approved by the Public Service Commission.
8. The interview panel should be selected from a predetermined pool of panelists consisting of Secretary of the Ministry of Health, Additional Secretary (Medical Service), 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.

9.4 *Transfers :*

9.4.1 I General Guide Lines.- There will be two separate transfer schemes for Deputy Medical Administrative Grade and Senior Medical Administrative Grade.

9.4.1 II The officers in the Deputy Medical Administrative Grade shall be transferred within the posts of equal status identified in appendix III.

9.4.1 III The officers in the Senior Medical Administrative Grade shall be transferred within the equal posts identified in appendix IV.

9.4.1 IV This transfer scheme shall be applicable to both officers who are currently in the service as well as to the new recruits and an officer is eligible to apply for a transfer at the end of three years in the same station.

Note.- All the officers who have completed five years period in the Senior Medical Administrative Grade or Deputy Medical Administrative Grade in one station are compulsorily transferable. However those who have completed three years in the current post can opt for a transfer in the Annual Transfer List on his own accord. In case of a noted applicants if the applicant does not indicate his preferential choices he or she will be placed once all the preferential choices of all other applicants are granted. The period of 3 years or 5 years will be computed from the 01st of January of a particular year irrespective of the date of assumption of duties in the present post.

9.4.1 V However, irrespective of the above facts, the Secretary Health can transfer the Medical Administrators as an internal arrangement on exigencies of services subejct to a maximum of 3 months period.

9.4.1. VI The end station set out in *Gazette* No. 1176/15 datd 22.03.2001 of the minutes regarding Medical Personal of Health Services shall not apply to those Officers possessing MD Medical Administration and/or MD community medicine or any other specialty who have opted for Medical Administration.

9.4.1 VII Annual tranfers will be effected by a transfer board comprising of the Additional Secretary (MS), the Director Medical General of Health Services and DDG/MS. Transfers shall be made on the Medical administrative grade point scheme. The Medical Officer will acquire administrative grade points when he enters the respective grade on the basis of 3 points per year of service in the respective grade. 2 marks will be given for each year of acting in the deputy administrative grade or the Senior Medical Administrative Grade to a maximum of 5 years in both grades. The basis for limiting the points to the administrative grade is similar to the practice followed in the grade Medical Officers transfer scheme.

(*Eg.*- when a Medical Officer is promoted to Grade I from the preliminary grade, the respective medical officer collects points for the Grade II from the date of appointment to that grade. He or she does not carry any credit for the period of stay in the preliminary grade when points are calculated for the purpose of transfers).

9.4.1 VIII Additional one point for each year of service to a maximum of 5 points either in the Deputy Administrative Grade or the Senior Medical Administrative Grade or both combined in the Medical Administrative Grade is recommended for those who work in unpopular stations as identified by the Ministry annually and notified in the advertisement. This will be effective prospectively.

9.4.1 IX Points will be calculated up to 31st December of the previous year *i.e.* the day prior to the 01st of January of the year transfer comes in to effect.

9.4.1 X The provisions of the Establishment Code in respect of transfers shall also apply.

9.4.1 XI Points awarded for no pay leave shall be in accordance with section 6.1.3.7 and 6.1.3.8 of the minute in regard to Medical Personal of the Health Services published in the *Gazette* number 1176/15 of 22nd March, 2001.

In the event of two applicants obtaining equal aggrigate of points, seniority will be determined by the merit list (position) in the appointment of the officer to the priliminary grade.

- 9.4.1 XII When transfers are effected in the Senior Administrative Grade those officers holding post which require Community Medicine as a mandatory qualification shall be transferred within those posts which require Community Medicine as a mandatory qualification. Similarly those officers holding post which require Medical Administration as mandatory qualification shall be transferred within the post which require Medical Administration as mandatory qualification.
- 9.4.1 XIII Those officers holding posts which require either Community Medicine or Medical Administration as a mandatory qualification shall be transferred within those posts that require either Community Medicine or medical administration as mandatory qualification.
- 9.4.1. XIV When Administrative Grade points are calculated for the first time for the officers who are already in the Senior Medical Administrative Grade 0.75 shall be allocated for each quarter of the calendar year. If the date of appointment is in the second quarter 2.25 be given. If it is in the third quarter 1.50 be given. If it is in the fourth quarter, officers shall have 0.75 for the respective calendar year.
- 9.4.1 XV This transfer scheme and the requisite qualification shall be effective with effect from 01.01.2007.

9.5 Interim provision

I. *For appointments, promotions and transfers* – In implementing this scheme, those officers already in the Senior Medical Administrative grade shall remain in the same grade irrespective of the posts currently held by them. Further the mandatory qualifications set out for Senior Medical Administrative Grade posts mentioned in appendix IV and V of this minute shall not apply to those officers who are already in the Senior Medical Administrative Grade. Hence they are free to apply to any post with respect to transfers and promotions until their retirement.

II. With regard to the new posts which come under the Deputy Medical Administrative Grade in annexure III of this Service Minute action should be taken to fill them after obtaining the approval from the Management Service Department and also transfers shall be effected after the fulfillment of requirement in the relevant provisions.

9.6 General Conditions and Condition of Service

General Conditions that are relevant to other posts in the Medical Service minute shall be in force these posts in the same manner.

Deputy Medical Administrative Grade :

Annexure III

<i>Medical Institution (circular 2- 61/2005)</i>	<i>Post</i>	<i>Number of Institutions</i>	<i>Total</i>
Base Hospital (B)	Medical Superintendent	40	40
	Deputy Medical Superintendent	40	40
Base Hospital (A)	Medical Superintendent	20	20
	Deputy Medical Superintendent	20	20
District General Hospital	Medical Superintendent	17	17
	Deputy Medical Superintendent	17	17
Provincial General Hospital	Deputy/ Director	4	4
Teaching Hospital	D/ Director	8	16
NHSL	Nil	1	Nil
LRH	D/ Director	1	1
CSHW	D/ Director	1	1
Karapitiya Women Hospital (Mahamodara)	D/ Director	1	1
MH Angoda	D/ Director	1	1
MH Mulleriyawa	D/ Director	1	1
SBCH (Peredeniya)	D/ Director	1	1
MSD	D/ Director	1	1
MT&S	D/ Director	1	1

<i>Medical Institution (circular 2- 61/2005)</i>	<i>Post</i>	<i>Number of Institutions</i>	<i>Total</i>
CI Maharagama	D/ Director	1	1
Chest Hospital Welisara	D/ Director	1	1
MRI	D/ Director	1	1
NIHS Kalutara	D/ Director	1	1
National Blood Transfusion Service	D/ Director	1	1
Eye Hospital	D/ Director	1	1
Specialized Public Health Institutions			
Maternal & Child Health	D/ Director	1	1
Health Education Bureau	D/ Director	1	1
Anti Malaria Campaign	D/ Director	1	1
NPTCCD	D/ Director	1	1
E& OH	D/ Director	1	1
Nutrition	D/ Director	1	1
Epidemiology Unit	Deputy Epidemiologist	1	1
YEDD	D/ Director	1	1
Cancer Control Program	D/ Director	1	1
NCD Prevention	D/ Director	1	1
Mental Health	D/ Director	1	1
NSACP	D/ Director	1	1
RDHS	D/ RDHS	26	26

Senior Medical Administrative Grade :

Annexure IV

<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>
Base Hospital (B)	Nil	-	40	Nil
Base Hospital (A)	Nil	-	20	Nil
District General	Nil	-	17	Nil
Provincial General Hospital	Director	Msc or MD (Medical Admin)	4	4
Teaching Hospital	Director	Msc or MD (Medical Admin)	8	8
NHSL	Director	-	Nil	Nil
NHSL	D/ Director	Msc or MD (Medical Admin)	1	4
LRH	Director	Msc or MD (Medical Admin)	1	1
CSHW	Director	Msc or MD (Medical Admin)	1	1
DMH	Director	Msc or MD (Medical Admin)	1	1
Mahamodara General Hospital	Director	Msc or MD (Medical Admin)	1	1
MH Angoda	Director	Msc or MD (Medical Admin)	1	1
MH Mulleruyawa	Director	Msc or MD (Medical Admin)	1	1
SBCH (Peradeniya)	Director	Msc or MD (Medical Admin)	1	1
CI Maharagama	Director	Msc or MD (Medical Admin)	1	1
MRI	Director	Msc or MD (Medical Admin)	1	1

Medical Institutions (circular 2- 61/2005)	Post	Mandatory Academic Qualification required	Number of Institutions	Total
NIHS Kalutara	Director	Msc or MD (CM)or (Medical Admin)	1	1
National Blood Transfusion Service	Director	Msc or MD (CM)or (Medical Admin)	1	1
Specialized Public Health Institutions	Post	Mandatory Academic Qualification required	Number of Institutions	Total
Maternal & Child Health	Director	MD (CM)	1	1
Health Education Bureau	Director	MD (CM)	1	1
Epidemiology Unit	Chief Epidemiologist	MD (CM)	1	1
Anti Malaria Campaign	Director	MSc or MD (CM)	1	1
Anti Filaria Campaign	Director	MSc or MD (CM)	1	1
Anti Leprosy Campaing	Director	MSc or MD (CM)	1	1
NPTCCD	Director	MSc or MD (CM)	1	1
National Quarantine Service	Director	MSc or MD (CM)	1	1
E&OH	Director	MSc or MD (CM)	1	1
Nutrition Division	Director	MSc or MD (CM)	1	1
YEDD	Director	MSc or MD (CM)	1	1
E&UH	Director	MSc or MD (CM)	1	1
Cancer Control Program	Director	MSc or MD (CM)	1	1
NCD Prevention	Director	MSc or MD (CM)	1	1
Mental Health	Director	MSc or MD (CM)	1	1
NSACP	Director	MSc or MD (CM)	1	1
Provincial Level Institutions	Provincial Director	MSc or MD (CM) or Medical Admin	9	9
	D/Provincial Director	MSc or MD (CM) or (Medical Admin)	9	9
Regional Level Institutions	Regional Director of Health Services (RDHS)	MSc or MD (CM) or (Medical Admin)	26	26
Head Office	Director (International Health)	MSc or MD (CM) or (Medical Admin)	1	1
	Director Planing)	MSc or MD (CM)or (Medical Admin)	1	1
	Director (Information)	MSc or MD (CM) or (Medical Admin.)	1	1
	Director (Org. Dev.)	MSc or MD (CM) or (Medical Admin.)	1	1
	Director (Policy Analysis)	MSc or MD (CM) or (Medical Admin.)	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>
	Director (Tertiary Care Services)	MSc or MD (Medical Admin.)	1	1
	Director (Medical Services)	MSc or MD (Medical Admin.)	1	1
	Director (Private Health)	MSc or MD (Medical Admin.)	1	1
	Director (Primary Care Services)	MSc or MD (Medical Admin.)	1	1
	Director (MSD)	MSc or MD (Medical Admin.)	1	1
	Director (Laboratory Services)	MSc or MD (Medical Admin.)	1	1
	Director (M & TS)	MSc or MD (Medical Admin.) or (CM)	1	1

Annexure V

Deputy Director General Grade Non Transferable End Posts

<i>Medical Institutions</i>	<i>Post</i>	<i>Mandatory Academic Qualifications required</i>	<i>Number of Institutions</i>	<i>Total</i>
Head Office	DDG (Planning)	MSc or MD (CM) or (Medical Admin)	1	1
	DDG (LS)	MSc or MD (CM) or (Medical Admin)	1	1

<i>Medical Institutions</i>	<i>Post</i>	<i>Mandatory Academic Qualifications required</i>	<i>Number of Institutions</i>	<i>Total</i>
	DDG (ET & R)	MSc or MD (CM)	1	1
	DDG (PHS)/ Disease Control	MSc or MD (CM)	1	1
	DDG (PHS) Community Health	MSc or MD (CM)	1	1
	DDG (MS - I)	MSc or MD (Medical Admin.)	1	1
	DDG (MS - II)	MSc or MD (Medical Admin.)	1	1
	DDG (DS)	MSc or MD (Medical Admin.) or (Com. Den) or (CM)	1	1
End Station				
<i>Medical Institutions</i>	<i>Post</i>	<i>Mandatory Academic Qualifications required</i>	<i>Number of Institutions</i>	<i>Total</i>
National Hospital - Colombo	Director	MS or MD (Medical Admin.)	1	1