

දුරකථන ) 011 2669192 , 011 2675011  
தொலைபேசி ) 011 2698507 , 011 2694033  
Telephone ) 011 2675449 , 011 2675280  
லக்ஷ் ) 011 2693866  
பெக்ஸ் ) 011 2693869  
Fax ) 011 2692913  
பிடிப்பின் கவர்ப்பு ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )  
වෙබ් අඩවිය ) www.health.gov.lk  
இணையத்தளம் )  
website )



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல ) MA/MS/M/8/2019  
My No. )  
මගේ අංකය )  
உமது இல )  
Your No. : )  
දිනය )  
திகதி ) 11.04.2019  
Date )

සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය  
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

Circular Letter No:- 02-66/2019

Deputy Director General NHSL  
All Provincial Directors of Health Services  
All Regional Directors of Health Services  
All Directors/ Medical Superintendents  
All Relevant Medical Officers

**Transfer Procedure of Grade Medical Officers**

Please pay your attention to the General Circular 01-22/2001 dated 2001-09.30 of transfer scheme for Grade Medical Officers and General circular 01-04/2009 dated 2009.01.19 of temporary attachment of Medical Officers.

All head of the institutions and Grade Medical Officers are here by informed that no objection letters and recommendations are needed **only from the Head of the institution** when applying for any transfer or temporary attachment.

  
Dr Anil Jasinghe  
Director General of Health Services  
Dr. Anil Jasinghe  
Director General of Health Services  
Ministry of Health, Nutrition & Indigenous Medicine,  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

දුරකථන ) 0112669192 , 0112675011  
தொலைபேசி ) 0112698507 , 0112694033  
Telephone ) 0112675449, 0112675280

ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913

විද්‍යුත් තැපෑල ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
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වෙබ් අඩවිය ) www.health.gov.lk  
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**සුවසිරිපාය**  
**சுவசிரிபாய**  
**SUWASIRIPAYA**

මගේ අංකය )  
எனது இல ) MA/M S/M/8/2019  
My No )

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உமது இல )  
Your No. : )

දිනය )  
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Date : )

**සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය**  
**சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு**  
**Ministry of Health, Nutrition & Indigenous Medicine**

**චක්‍රලේඛ අංක 02-66/2019**

නියෝජ්‍ය අධ්‍යක්ෂ ජනරාල්-ජාතික රෝහල-කොළඹ,  
පළාත් සෞඛ්‍ය සේවා අධ්‍යක්ෂවරු,  
ප්‍රාදේශීය සෞඛ්‍ය සේවා අධ්‍යක්ෂවරු,  
සියළුම අධ්‍යක්ෂවරු/වෛද්‍ය අධිකාරීන්,  
අදාල වෛද්‍ය නිලධාරීන්,

ශ්‍රේණිගත වෛද්‍ය නිලධාරීන්ගේ ස්ථාන මාරු පටිපාටිය

ශ්‍රේණිගත වෛද්‍ය නිලධාරීන්ගේ ස්ථාන මාරු සඳහා අදාල, අංක 01/22/2001 දරණ 30/09/2001 දිනැති චක්‍රලේඛය හා නාවකාලික අනුයුක්ත කිරීමට අදාල අංක 01-04/2009 දරණ 2009/01/19 දිනැති චක්‍රලේඛ කෙරෙහි ඔබගේ අවධානය මෙයින් යොමු කරවමි.

ඕනෑම ස්ථාන මාරු හා නාවකාලික අනුයුක්ත කිරීම් සඳහා අයදුම් කිරීමේදී ඒ සඳහා විරෝධතා නොමැති බවට දන්වන ලිපි හා නිර්දේශය ලබා ගත යුතු වන්නේ ආයතන ප්‍රධානීන්ගෙන් පමණක් බවට සියළුම ආයතන ප්‍රධානීන්ට හා ශ්‍රේණිගත වෛද්‍ය නිලධාරීන්ට මින් දැනුම් දෙමි.

අධ්‍යක්ෂ ජනරාල්  
සෞඛ්‍ය, පෝෂණ හා දේශීය වෛද්‍ය අමාත්‍යාංශය

**විශේෂඥ වෛද්‍ය අතිරේ ජාසිංහ**  
සෞඛ්‍ය සේවා අධ්‍යක්ෂ ජනරාල්  
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"සුවසිරිපාය"  
385, පූජ්‍ය බද්දේගම විමලවංශ හිමි මාවත,  
කොළඹ 10.



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මගේ අංකය )  
எனது இல ) MA/MS/M/08/2019  
My No. )

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உமது இல )  
Your No. : )

දිනය )  
திகதி ) 11.04.2019  
Date )

සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය  
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

சுற்றறிக்கை கடித இல: 02-66/2019

பிரதிப் பணிப்பாளர் நாயகம், தேசிய வைத்தியசாலை.  
மாகாண சுகாதார சேவைகள் பணிப்பாளர்கள்,  
பிராந்திய சுகாதார சேவைகள் பணிப்பாளர்கள்,  
பணிப்பாளர்கள் / மருத்துவ அத்தியட்சகர்கள்,  
சம்பந்தப்பட்ட மருத்துவ அலுவலர்கள்,

தர மருத்துவ அலுவலர்களின் இடமாற்ற நடைமுறை.

தர மருத்துவ அலுவலர்களுக்கான இடமாற்ற திட்டம் தொடர்பான 2001.09.30 ஆம் திகதிய 01-22/2001 எனும் இலக்கமுடைய பொது சுற்றறிக்கை மற்றும் மருத்துவ அலுவலர்களை தற்காலிக இணைத்தல் தொடர்பான 2009-01-19 ஆம் திகதிய 01-04/2009 எனும் இலக்கமுடைய பொதுச் சுற்றறிக்கை என்பவற்றுக்கு உங்கள் கவனம் ஈர்க்கப்படுகின்றது.

ஏதேனும் இடமாற்றம் அல்லது தற்காலிக இணைப்புக்காக விண்ணப்பிக்கும் போது நிறுவனத் தலைவரிடமிருந்து மாத்திரம் சம்மதக் கடிதமும் (No objection Letter) மற்றும் பரிந்துரைகளும் வேண்டப்படும் என நிறுவனத் தலைவர்களுக்கும் மற்றும் தர மருத்துவ அலுவலர்களுக்கும் அறிவிக்கப்படுகின்றது.

டாக்டர் அனில் ஜாசிங்க,  
சுகாதார சேவைகள் பணிப்பாளர் நாயகம்.

Dr. Anil Jasinghe  
Director General of Health Services  
Ministry of Health, Nutrition & Indigenous Medicine,  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

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Circular No: 01 - 04 / 2009

My No: MA/MS/G/01/2009  
Ministry of Healthcare & Nutrition,  
"Suvashiripaya",  
385, Baddegama Wimalawansa Mv,  
Colombo -10  
19.01.2009

To: Provincial Directors of Health Services,  
Regional Directors of Health Services,  
Directors of Teaching Hospitals,  
Medical Superintendents of Provincial Hospitals,  
District Medical Officers of District Hospitals,  
Heads of Specialized Campaigns &  
All Heads of Institutions concerned.

**Temporary Attachments of Medical Officers**

1.1 A Medical Officer could be given a temporary attachment from his/her present station to a another station for a period of three months at a time on medical reasons or as a measure of redress to an acute problem situation.

1.2 For such a temporary attachment it is essential that the Medical Officer concerned should submit a written request to the Ministry of Health through relevant institution/Decentralized Unit justifying the attachment. All relevant documents in support of the given justification should also be attached.

Further to the above, the following requirements should be fulfilled for the Ministry of Health to consider the relevant request.

1.3.1 In the case of Line Ministry Institutions the Head of the Institution to which the officer is permanently attached should agree to pay the salary of the Officer concerned during the period of temporary attachment and that should be stated in writing.

1.3.2 In the case of Medical Officers coming under the Provincial administration, relevant PDHS or RDHS to which the officer is permanently attached should



agree to pay the salary during the period of temporary attachment and that should be stated in writing.

- 1.3.3 All requests for temporary attachments should be submitted through the Heads of Institutions/Heads of Decentralized Units with recommendations from relevant officials. Requests without recommendations from relevant Heads of Institutions/Heads of Decentralized Units will not be considered.
- 1.3.4 Please note that attachments will be done solely on the service need and not according to the choice of the Officer requesting the attachment..



*Secretary*  
*Ministry of Healthcare and Nutrition*

**SECRETARY**  
Ministry of Healthcare & Nutrition  
"Suwasiripaya"  
385, Ven. Baddegama ~~Wimalawansa~~ Thero Mawatha,  
Colombo 10.

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General Circular No. 01-22/2001

My No: TCS/A/29/2001  
Department of Health Services,  
385, "Suwasiripaya",  
Baddegama Wimalawansa Mawatha,  
Colombo 10.  
30<sup>th</sup> September 2001.

To: All Provincial /Deputy Provincial Directors of Health,  
All Directors of Teaching Hospitals,  
All Heads of Specialized Campaigns,  
Medical Superintendents of Provincial Hospitals,  
& District Medical Officers of Base Hospitals.

## TRANSFER SCHEME FOR GRADE MEDICAL OFFICERS

Herein after transfers and appointments of all Grade Medical Officers will be effected as per the following transfer scheme which has been prepared taking into consideration the combined services circular No. 03/97 dated 04.06.97. Please bring the contents of this circular to the notice of all Grade Medical Officers in your Divisions/Institutions.

This circular shall replace all the previous circulars issued in relation to the transfers and appointments of Grade Medical Officers.

### 01. Post Intern Appointments

- 1.1 All vacancies for Post Intern Appointments will be published by the Department of Health and appointments will be given strictly according to the merit order list issued by the University Grants Commission. However those whose internship has been extended for reasons other than for approved Medical and Maternity leave, will be placed at the bottom of the merit order list when appointments are given to them.
- 1.2 All post interns, except those mentioned in section 1.3, will have to serve for a minimum period of one year in their post intern appointments, before being eligible for any other appointments or transfers, other than for special posts.
- 1.3 Post Intern Officers who are appointed to the following posts will have to serve a minimum period of 2 years in their respective posts before being eligible for any other appointments or transfers, other than for special posts.
  - (a) Posts of HO Anaesthesia (cum ICU) whose training places will be advertised along with the post intern list.
  - (b) Posts of DDHS/MOH/AMOH.



- 1.4 If any Post Intern Medical Officer is selected for Postgraduate training by the PGIM, he/she will be released from his/her Post Intern appointment without considering sections 1.2 and 1.3.
- 1.5 When a husband and wife, who are in the same post intern list, requests to be appointed to the same station, the merit position of the spouse, who is lower in the merit order list will be the criterion deciding the station.
- 1.6 Post Intern Medical Officers who receive their first appointments will be issued their letters of release directly by the Director General of Health Services to enable them to take up their appointments.

## 02. Annual Transfers

- 2.1.1 All grade Medical Officers will be transferred out of their stations once they have completed 4 years of service in the stations.
- 2.1.2 All Heads of Institutions should provide lists of existing vacancies in the approved cadre for their respective Institutions. These lists should be forwarded through the respective Heads of the Decentralized units.
- 2.1.3 All posts of Grade Medical Officers except special posts will be advertised in the annual transfer list. If any post falls vacant during the course of the year, the Head of the Institution should appoint the most suitable Medical Officer to cover-up the duties, and that post will be advertised in the next annual transfer list.
- 2.1.4 All transfers of Grade Medical Officers will be done according to their Grade seniority.
- 2.1.5 Once a Medical Officer has served for 4 years in a particular station he/she will not be eligible to apply for the same station for 2 years, except in the case of appointments to special posts.
- 2.1.6 It is the responsibility of every medical officer to apply for annual transfers once he/she completes the period of service 4 years or 2 years as the case may be, at the station. Those who fail to do so will be transferred to a vacant station at the discretion of the transfer board.

## 2.2 Annual Transfer List

- 2.2.1 All Medical Officers who will be completing 4 years or more of service in a particular station by December 31 of that particular year will be noted for transfer in the annual transfer list in that particular year.

- 2.2.2 All grade Medical Officers who will be completing 2 years or more in a special post will be noted for transfer in the annual transfer list in that particular year.
- 2.2.3 It is the responsibility of the Head of the Institution to submit to the Director General of Health Services before 15<sup>th</sup> July of the year, a list of all Medical Officers attached to his institution, stating the period of service in the institutions irrespective of whether they are noted for transfers or not.
- 2.2.4 It is obligatory on the part of respective Medical Officers to ensure that their names are noted for transfer in the particular year. It is also the responsibility of every Medical Officer to inform the Department of Health if his/her name does not appear in the annual transfer list if he/she is completing his/her obligatory period of service in the respective station / post.
- 2.2.5 The annual transfer list i.e. the list of Medical Officers who are noted for transfers and the list of vacancies will be published annually, by 15<sup>th</sup> August of that year.
- 2.2.6 In addition to the Medical Officers who are noted for transfers, any other Medical Officer who completes or will be completing by 31<sup>st</sup> of December of that year, 2 years of service in a station is eligible to apply for a transfer in the annual transfer list.
- 2.2.7 Annual transfers and appeals will be finalized before 31<sup>st</sup> October of the each year.

### 2.3 Scheme of Annual Transfers

- 2.3.1 The Medical Officers who apply for annual transfers should forward their applications with an adequate number of preferences stated in the application forms. If the number of preferences given are inadequate the transfer board may at its discretion decide the station to which he/she should be transferred.
- 2.3.2 A transfer will not be given to the same station even if it is to a different post in that station.
- 2.3.3 Any Medical Officer, who has not applied for a transfer after completion of 4 years of service at a particular station, will be transferred to another station at the discretion of the transfer board.
- 2.3.4 If both husband and wife are noted for transfer, the transfer board may consider giving them the same station or a closer station based on the lower seniority of the spouse.



- 2.4 Effective date of transfers will be from 01<sup>st</sup> January of the effective year transfer. If any transfer is deferred, the effective date of transfer should still be considered as 01<sup>st</sup> of January of that year.
- 2.5 Four years of service in a station will be counted from 01<sup>st</sup> of January of the effective year of annual transfers, irrespective of the dates of assumptions of duties at this station.
- 2.6 An officer who is already on transfer orders will not be eligible to apply for another post except for special post appointments.
- 2.7 Medical Officers transferred through the annual list will not be eligible to apply for any other posts before completion of 2 years, except for a special post or for a seconded post.

### 03. Special Posts

- 3.1 A special post is a post where the Medical Officer selected will serve directly under the supervision of a Consultant. The Department of Health will advertise the special posts available within the Department for grade Medical Officers.
- 3.2 The period of a special post will be restricted to 2 years.
- 3.3 Medical Officers who have served the Department of Health for a minimum of one year but not more than 10 years are eligible to apply for special posts.
- 3.4 A Medical Officer will be allowed to hold only one special post during his/her career in the Department.
- 3.5 A seconded post under any other Ministry will be considered as a special post.
- 3.6 It is the responsibility of the Medical Officer who completes or will be completing soon the 2 years of service in a special post in the Department to inform the respective Head of Institution to include his/her name in the noted list.
- 3.7 If a special post is not filled after advertising once, it will be advertised in the post intern list but will not be considered as a special post defined in 3.1 above.
- 3.8 Withdrawal of an application made to a special post should be done before the closing date of application for that post. If a Medical Officer who is selected for a special post refuses or fails to accept the appointment, he/she will not be considered for appointments of any special post in the future.

## 04. Seconded Posts

- 4.1 All seconded posts to other Ministries, Universities and Sri Jayawardenapura General Hospital will be advertised by way of a circular by the Department of Health and such posts are considered as seconded post on public policy.
- 4.2 The selection board for these posts will be constituted by a representative from the relevant Ministry or University, a representative from the Department of Health and a representative from the recognized Trade Union.
- 4.3 Same rules which are applicable to special posts will be applicable in respect of seconded posts as well.
- 4.4 All Medical Officers on completion of two years in the seconded posts should be released to their original stations, they served prior to the secondment and be noted for transfers in the next annual list. Those who do not revert back to their original post after completing two years in the seconded posts will be considered as having vacated their posts.
- 4.5 It is the responsibility of the Medical Officer, who completes his/her period of service in the seconded post, to inform the Head of the Institution he/she served prior to the release under secondment, to include his/her name in the annual transfer list.

## 05. Post Graduate Trainees

- 5.1.1 Postgraduate trainees will be released without replacement to commence their training.
- 5.1.2 On completion of their training post graduate trainees who were selected for MSC, Diplomas and in-service training will be given temporary attachments until the next annual transfer list is advertised.
- 5.1.3 Post Graduate trainees following MD and MS courses who have been unsuccessful at the first attempt or who have not sat the first eligible examination will be allowed to stay in the stations of their choice only until 03 other consecutive examinations are held. The allocations to the stations and units will be done by the DGHS on the recommendations of the appeal board where necessary and in such a manner that there will not be any interference to the training programme of those trainees who are appointed by the PGIM to the respective units.
- 5.1.4 Those Post Graduate Trainees who complete their local SR training will be posted to cover-up duties of a specialist in stations determined by the Department of Health, until such time they are ready to leave for their overseas training.



## 06. Appeals

### 6.1 Annual Transfer Appeals

- 6.1.1 Only Medical Officers who have applied for annual transfers are eligible to appeal against an annual transfer.
- 6.1.2 This appeal should be forwarded in a specified form through proper channels to the DGHS.
- 6.1.3 These appeals will be considered by an Appeal Board before 15<sup>th</sup> October each year.
- 6.1.4 If an appeal is rejected, the officer should report to the station on the stipulated date as given in the annual transfer list.

### 6.2 Special Appeals

- 6.2.1 The Department of Health, under very special circumstances, may entertain appeals for transfers during the course of the year. However this appeal will be considered by the appeal board only in March and July of that year.
- 6.2.2 Unless a very urgent personal problem has arisen during the course of the year, a Medical Officer should not apply for a transfer through an appeal, as all Medical Officers who complete 2 years of service in a station are eligible to obtain a transfer through the annual transfer list.
- 6.2.3 When an appeal is made, the officer should mention the DPDHS area in which he/she wants to be stationed. He/She should specify the list of Institutions in the order of preference. The post will be decided by the appeal board depending on the seniority of the officer and the cadre requirements of the Institutions.
- 6.2.4 If the personal problem is of a temporary nature, the transfer granted on the appeal will also be a temporary nature, not exceeding three months.
- 6.2.5 When an appeal is made by a spouse of a Consultant to be appointed to a station in close proximity to that of the respective consultant, the request may be considered, provided there is a vacant cadre position in that station.
- 6.2.6 From the special appeal board, the Medical Officers are appointed only as MOO, RHOO, RMOO and AMOHH.

07. Mutuals

7.1 Mutual transfers will not be entertained.

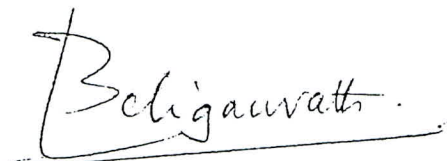
08. North and East Area

8.1 Medical Officers serving in the North and East may be considered for transfer to other areas once they complete one year of service in the North and East areas based on the availability of vacant stations. However the Department of Health will not guarantee such concessions all the time.

09. Intern Appointments

9.1 Intern appointments are strictly given according to the merit order published by UGC and in the case of foreign qualified graduates the merit order will be determined by the date of registration with the Department of Health after passing the Act - 16 examinations.

9.2 Applicants should fulfill all the eligible criteria stipulated for the posts advertised by the DGHS, by the closing date for such applications.



**Dr. A.M.L. Beligaswatte**  
**Director General of Health Services.**