

දුරකථන  
தொலைபேசி  
Telephone

0112669192, 0112675011  
0112698507, 0112694033  
0112675449, 0112675280

ෆැක්ස්  
பெக்ஸ்  
Fax

0112693866  
0112693869  
0112692913

විද්‍යුත් තැපෑල  
மின்னஞ்சல் முகவரி  
e-mail

postmaster@health.gov.lk

වෙබ් අඩවිය  
இணையத்தளம்  
Website

www.health.gov.lk



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சுவசிரிபாய  
SUWASIRIPAYA

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Date

07.07.2020

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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health & Indigenous Medicine Services

All Secretaries of Provincial Ministries of Health  
All Provincial / Regional Directors of Health Services  
All Directors of Teaching and General Hospitals  
All Medical Superintendents of Base Hospitals  
All Heads of Decentralized Units, Specialized Campaigns & Institutions  
All Regional Dental Surgeons / Dental Surgeons Concerned

**Annual Transfers of Dental Surgeons 2021**  
**Provisional Noted List for Annual Transfers**

Above transfers will be done as per the the transfer scheme approved by Health Service Committee of the Public Service Commission with effect from 01 Nov.2017 (Annexure 01)

01. The draft list of Dental Surgeons Noted for Annual Transfers 2021 is attached (Annexure 02)  
There can be some Dental Surgeons who applied for a transfer in 2020 Annual Transfer list also included in the above list and those officers who will be given transfer order from Annual Transfers 2020 will be removed once the 2020 Annual Transfer is finalized.

02. **Noted list:**

The criteria for Dental Surgeons to be noted for the Annual Transfers 2021 are as follows:

- A. Dental Surgeons who were assigned posts from Annual Transfers and completing 04 years or more at the present station by 31.12.2020, based on the effective date of the transfer order.
- B. Dental Surgeons who were assigned special posts from Annual Transfers and completing 02 years or more at the present station by 31.12.2020, based on the effective date of the transfer order.
- C. Newly appointed Dental Surgeons who completed 04 years or more at the present station by 31.12.2020, based on the effective date of the appointment.
- D. Newly appointed Dental Surgeons who were assigned Special Posts and completing 02 years or more at the station by 31.12.2020, based on the effective date of appointment.

E. Dental Surgeons who are currently temporarily attached after foreign leave, after PGIM studies and after Secondment Posts or for any other reasons (those who are not attached to any permanent station)

F. Dental Surgeons who were reinstated in 2017.

Dental Surgeons who have not reported to a previous transfer order will be excluded except those who received 1 year posts.

Any Dental Surgeons allocated 1 year post in 2020 annual transfers will be included in the final noted list once the final transfer orders of Annual Transfers 2020 is published.

### 03. Criteria to include in the Eligible list for Transfers.

All officers who have completed 02 years or more in their present station by 31.12.2020 based on the effective date of the transfer order are eligible to apply for annual transfers 2020. Dental Surgeons who wishes to be transferred out, being eligible for transfers, having completed 2 years in a station to make such requests to include their names in the list makes him/her eligible.

A web based consent form has been developed to request to include in the Eligible List and to submit any other claims or concerns. All Dental Surgeons are kindly informed to submit their requests or claims only through web based consent form in the official web site of Ministry of Health, Nutrition & Indigenous Medicine ([health.gov.lk](http://health.gov.lk) – staff access>admin>transfers click the link in application form tab) and to send the printed copy of the same, duly endorsed by the Head of the institutions / Heads of Decentralized Units with documentary proof (Grade letter, confirmation letter, reporting letter) on or before 22.07.2020. You are kindly requested to email the same (with the endorsement of the Head of the institution) to Director, Dental Services office via [directorofdentalservices@gmail.com](mailto:directorofdentalservices@gmail.com) to expedite the transfer process.

**Please note –**

**Those who do not submit their requests to become eligible on or before 22.07.2020 will not be considered for transfers either at the initial stage or at the appeal stage level.**

**Claims or concerns which are not submitted on or before 22.07.2020, will not be considered later at any stages.**

**All heads of institution are required to verify grade dates, nopay and probation details of applicants before forwarding the applications.**

04. Further to the above, all Heads of Institutions and Dental Surgeons are kindly requested to inform Director (Dental Services) any observations/omissions/additions/corrections in the noted list on or before 22.07.2020

  
Dr. S.H. Munasinghe  
Secretary

**Dr. S. H. Munasinghe**  
Secretary  
Ministry of Health & Indigenous Medical Services  
"Suwasiripaya",  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10, Sri Lanka.

# **Scheme of Transfers-Grade Dental Surgeons**

These guide lines are based on the clauses 192-224 in chapter XVIII of the extra ordinary gazette notification No.1589/30 dated 2009/02/20 and subsequent regulations imposed by the public service commission.

Effective date; From 01 Nov. 2017

## **01. Post Intern appointments/ new appointments**

These appointments will be effected by the appointing authority as per the regulations in the medical service minute and regulations laid down by the public service commission

## **02. Annual transfers**

### **02.1. General conditions**

2.1.1. All grade dental surgeons will be transferred out of their stations once they have completed 4 years or 2 years of service respectively in an ordinary or special post in their stations. However any Dental Surgeon completing 2 years in a station will be eligible for applying for a transfer.

2.1.2. All heads of institutions should provide lists of existing vacancies in approved cadre for respective institutions. These lists should be forwarded through the respective heads of decentralized units.

2.1.3. All vacant posts of Grade Dental Surgeons; special posts and ordinary stations will be advertised in the annual transfer notification list. Criteria based posts depending on the necessity will be advertised before annual transfer notification or with list. If any post falls vacant during the course of the year due to retirement, death, long leave abroad or resignation the heads of institution/ Decentralized unit will make arrangements for cover up duties until the vacancy is advertised in the next immediate annual transfer list.

2.1.4. All annual transfers are done based on the grade seniority and choices of respective Dental Surgeons.

2.1.5. A dental Surgeon noted for transfer after completion of 4 years or 2 years in a particular station in case of an ordinary station or a special post respectively will not be eligible to apply for a similar position in the same station for a minimum period of 2 years.

2.1.6. It is the responsibility of every Dental Surgeon who completes 4 years or 2 years respectively in an ordinary station or in a special post respectively to apply for annual transfers.

2.1.7. Those who fail to do so will be transferred out to a vacant station close to his declared residential address at the discretion of the transfer board considering the grade seniority.

2.1.8. In case of relief officers station shall be the RDHS office or the particular Zone.

### **02.2- Annual transfer list**

2.2.1. All dental surgeons completing 4 years or 2 years in their stations as stated in 2.1.1 by December 31<sup>st</sup> of that particular year will be noted for transfers in the annual transfer noted list.

2.2.2. It is the responsibility of each head of institution to submit a list of Dental Surgeons attached to his institution stating the period of service in the institution irrespective of whether they have been noted or not for transfers to the Director General of Health Service before June 15<sup>th</sup> of that year.

2.2.3 It is mandatory and obligatory on the part of respective Dental Surgeon to ensure that their names are noted for transfer in the particular year by informing the Department of Health service when his/ her name does not appear in the noted list despite the fact that he or she has completed the obligatory period in the respective station/post. Those who do not comply with this will be transferred out as stated in 2.1.7.

2.2.4. The list of Dental Surgeons noted for Annual transfers will be published annually by 30<sup>th</sup> June of that year with a request to any Dental Surgeon who wishes to be transferred out being eligible for transfers having completed 2 years in a station to make such requests to include their names in the list.

2.2.5. Such officers who request for transfers being an eligible officers should invariably move out if a station is allocated in the final transfer list.

2.2.6. Final transfer orders will be published before 30<sup>th</sup> Nov. in each year.

### **02.3 Guide Lines for Annual Transfers**

2.3.1. Noted list, list of vacancies and the application form are published in the official web site of the Ministry of Health; [www.health.gov.lk](http://www.health.gov.lk) only and it is the responsibility of all officers to log onto relevant pages in due course.

2.3.2. Completed application has to be submitted on line, then get it printed for signatures and send to the given address through official channels.

2.3.3. Dental surgeons applying for annual transfers should submit their applications with sufficient "preferences" to avoid the status of "not enough preferences" which leads the transfer board to use its discretion to decide on the station. ( they are advised to mark atleast 20 numbers of preferences more than their seniority serial number)

2.3.4. The same station will not be allocated even when the new cadres are created to officers who have not spent 2 years away from that station.

2.3.5. If both spouses are noted for transfer, the transfer board may consider them for closer station with available vacancies based on the seniority position of the spouse with the lower rank if requested to do so.

2.3.6 Effective date of transfers would be 01<sup>st</sup> January of the effective year of transfers. If a transfer is deferred on request still the effective date will remain unchanged. It is the duty of the Head of the Institution to release officers on transfer orders on time. Any difficulty in releasing ,the Head of the Institution should inform the DGHS within a period of one month of the receipt of such transfer orders.

2.3.7. Four years of service in a station is counted from 01<sup>st</sup> January of the effective year of annual transfers irrespective of the date assumption of duties at that station.

2.3.8. An officer who is already on transfer order is not considered as eligible for transfers except for new stations.

### **03. Special posts**

03.1. A special post is a post where the officer selected has to work directly under the supervision of a consultant. Special posts are also advertised with annual transfer vacancies.

03.2. There are two types of special posts i.e. House officers (HO) and Senior House Officer (SHO)

03.3. The period of such posts will be only 02 years.

03.4. Dental Surgeons who have served for a minimum of two years but not more than 10 years will be eligible for HO posts.

03.5. Those who have served as HO in a given specialty will be eligible to apply for a SHO post in the same specialty within 8 years of completion of HO post.

03.6. Generally a special post (HO and SHO) is allocated only for one term in the carrier. However if there are no other eligible applicants an officer may be considered for second term.

03.7. Annual transfer selections will be done in two stages. Selections for special posts during stage 1 and selections for other station during stage 2.

03.8. If a special post was not filled during stage 1 those vacancies will be advertised for stage 2. Where only grade seniority is considered.

03.9. Once recommendations are made for special posts officers have to confirm the acceptance or withdraw before a date specified in such recommendation lists. If an officer so confirmed refuses or fail to accept the post will not be considered for special posts for a period of 2 years.

### **04. Appeals**

#### **04.1. Annual transfer appeals**

4.1.1. Only officers who have applied for annual transfers are eligible to appeal against annual transfer recommendations.

4.1.2. This appeal should be forwarded in a specified form (as per annexure 14 of PSC guide lines) through proper channels to the DGHS.

4.1.3. Appeals will be considered by an appeal board before 15<sup>th</sup> October each year.

4.1.4. If an appeal is rejected the officer should report to the station on the stipulated date as given in the annual transfer list.

#### **04.2. Special Appeals**

4.2.1. The Department of Health, under very special circumstances may consider appeals for transfers during the course of the year.

4.2.2. Unless a very urgent personnel problem has arisen during the course of the year, A dental Surgeon should not appeal for a transfer as all officers who complete 2 years of service in a station become eligible for a transfer.

4.2.3. When an appeal is made, the officer should mention the RDHS area in which He/She wants to be stationed. He/ She should specify the list of institutions in the order of preference. Station will be decided by the appeal board based on the seniority of the officer and the approved cadre.

4.2.4 If the personnel problem is of temporary nature an attachment would be granted on the appeal for a period of not exceeding three months.

4.2.5. When an appeal is made by a spouse of a consultant to be attached to a station in close proximity to that of the respective consultant, the request may be considered provided there is a vacancy.

## **05. Mutual Transfers**

05.1 Mutual transfers will not be entertained in annual transfers. However such requests will be entertained according to the PSC guide lines (223) Officers are eligible for mutual transfers only after completion of 2 years service in a station.

## **06. Criteria Based stations**

06.1. Regional Dental Surgeon, Senior Hospital Dental Surgeon-Dental Institute, Dental Surgeons posts in Family Health Bureau, Health Promotion Bureau, National Cancer Control Programme, Training and Research/ Surveillance units in the Institute of Oral Health, Dental Surgeons in Dental Therapists Training School and Dental Surgeon, Ministry of Health are considered as Criteria Based stations.

06.2 Eligibility. Criteria for those posts are described in

Annexure I –Regional Dental Surgeon

Annexure II –Senior Hospital Dental Surgeon

Annexure III –Dental Surgeon post in FHB, HPB, NCCP, Training unit and Research & Surveillance unit in IOH

Annexure IV –Dental Surgeons in DTTS

Annexure V –Dental Surgeon/Ministry of Health

## **07. Post Graduate trainees**

09. 1. If a Dental Surgeon is selected for a post graduate course in the PGIM they will be released if they have completed at least one year of service.

09.2. Officers so released to courses of one year or less will become noted for transfers in the following year.

09.3. Post Graduate trainees following MD courses who becomes unsuccessful at the first attempt or do not complete the MD during stipulated period or not sat the first eligible examination will be allowed to stay in the stations of their choice only until 3 consecutive examinations are held. However such allocations should not interfere with the training of trainees attached to those units during that period.

09.4. Those who complete the local training as Senior Registrars would be appointed to cover up the duties of consultants as decided by the DGHS until such time they are ready to leave for overseas training.

## **Annexure I**

### **Regional Dental Surgeon**

Applicants should be confirmed in service with 10 years' service experience to be eligible to apply for RDS posts. Preferences will be given to those who possess post graduate qualifications as per 7.2 of Medical Service Minute. If there are no applicants with eligibility criteria the station will be allocated on temporary grounds for one year.

## **Annexure II**

### **Senior Hospital Dental Surgeon - Dental Institute**

Term of office is 4 years.

Dental Surgeons in grade 1 with more than 10 years service are eligible.

Selection is done based on the seniority.

Priority will be given to officers who had not held the post before.



### **Annexure III**

#### **Dental Surgeon post in FHB, HPB, NCCP, Training & Research/Surveillance units in IOH**

Applicant should have computer literacy in office work. Officers selected will have to engage in proposal writing, programme coordination and visit out station for conducting programmes.

Should submit a declaration to the effect that applicant has fair computer literacy including word processing, spread sheet & power point presentation software.

## **Annexure IV**

### **Dental Surgeons in DTTS**

Applicant should be confirmed in the service and below 50 years.

Should be prepared to carry out duties as a teacher (Teaching, Supervision & Evaluation), field activities, health promotion, prevention and outreach activities.

Ability to communicate in Sinhala and Tamil will be added advantage

Should submit declaration to the effect that applicant has fair computer literacy including word processing, spread sheet & power point presentation soft ware.

Should be prepared to work with students & staff in social and extracurricular activities.

## **Annexure V**

### **Dental Surgeon/Ministry of Health**

Applicant should possess a fair knowledge in Dental Public Health with competencies in proposal writing, programme planning & implementation & ability to visit outstations will be considered.

Should have the ability to evaluate and facilitate the activities of National Dental Public health programmes.

Should submit a declaration to the effect that applicant has fair computer literacy including word processing, spread sheet & power point presentation software.

Should be prepared to carryout Dental Public Health programmes, island wide.