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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல  
My No.

D/DS/AT/210/2023

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Your No. :

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திகதி  
Date

22.06.2023

- 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 Grade Dental Surgeons 2023**

Final noted list for annual transfers (including SHO/HO post for specialized units for a period of 2 years and special criteria posts) is published herewith after considering the appeals received by 28<sup>th</sup> February 2023 on provisional noted list. Noted/Eligible Dental Surgeons name list and the list of additional vacancies are also published herewith.

The final noted/eligible list was prepared based on following criteria;

01. Dental Surgeons who were assigned four year posts from Annual Transfers who have not reported to the station on or before 31.03.2019 due to administrative reasons were allowed to be "Considered Not Noted (CNN)" on their request after the request confirmed by DDG (Dental Services).
02. Dental Surgeons who were assigned Special posts from Annual Transfer who have not reported to the station on or before 31.03.2021 due to administrative reasons were allowed to be "Considered Not Noted (CNN)" on their request after the request confirmed by DDG (Dental Services).
03. Dental Surgeons who were Considered Not Noted and holding 4 year posts who requested to become Eligible were allowed to do so.





application which will appear on the official website of the Ministry of Health, and send the printed copy of the same through proper channels.

10. The four years posts and remaining special posts will be allocated purely on grade seniority.

11. **Eligible** officers will be awarded stations **only** based on **their preferences**. **If their preferences** are not available they will be allowed to remain in the same station. However if an eligible officer is assigned a post to which they have applied, they will not be allowed to appeal to remain in their current station.

12. The same station will not be allocated to the Officers who have not spent two years physically away from that station.

13. The recommendation list for four years posts, special criteria posts and remaining special posts will be published on the Ministry of Health website once the allocation is done and also be given an opportunity to appeal against the allocated station in terms of the provisions under the Sub Section 253(V) of Chapter XVIII, Volume I of the Procedural Rules of the Public service commission.

14. After considering the appeals the final annual transfer order list for all the allocated posts will be published on the Ministry website after obtaining the approval of the Health Service Committee of the public service commission.

15. Applicants who are **Noted** for annual transfers 2023 must apply for the annual transfers and must include an adequate number of preferences according to their published merit order number. If he/she is not allocated a station from the preferences to which he/she applied according to the merit order due to an insufficient number of preferences, subjected to an allocation of a remaining station at the **discretion of the transfer board** at the **end of the allocation process without further notification**. Therefore all applicants are **strictly instructed** to include stations up to his/her merit order to avoid being allocated a station at the discretion of the transfer board.

16. All applicants are strictly advised to ensure the accuracy of the information provided in the application and any false information provided to the annual transfer board is an offense. **They will be subjected to disciplinary actions according to the establishment code.**

17. Selection for the post of regional Dental Surgeons, Dental Surgeons position in Family Health Bureau, Health Promotion Bureau, National Cancer Control Programme, Training Research & Surveillance units in IOH, Ministry of Health, SHDO and Dental Therapist Training School will be based on the criteria of the HSC of PSC approved guide line attached. If there are no suitable qualified applicants, the transfer board will recommend or fill the vacancy by most qualified applicants at the

discretion of the transfer board. Further, selection for the posts of SHDO and Dental Therapist Training School will also be based on the same selection criteria with the exception that if more than one suitable candidate has applied to the above mentioned two posts, transfer board will determine the most suitable candidate according to the PSC guidelines.

This Call for application was published with the approval of the Health Service Committee of Public Service Commission (PSC).



S. Janaka Sri Chandraguptha

Secretary

S. Janaka Sri Chandraguptha  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

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

## **1. 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

## **2. Annual transfers**

### **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 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 the 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 transfer irrespective of the date of 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.

**Annexure VI**

**Institute of Forensic medicine & Toxicology DS (Special Criteria Post)**

1. Applicants should be confirmed in the Service.
2. Preferences will be given for the candidates with Post graduated qualification in Forensic Odontology.
3. Experience in Forensic Odontology field is an added qualification.
4. There is applicant with above qualification available position will be allocated considering the merit order.