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சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය)
எனது இல) TA/G/PSM/පොදු /07/2016
My No.)

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Your No. :)

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திகதி) 2016.06.06
Date)

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சுகாதார, போசணை மற்றும் சுதேசவைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

General Circular No: 01 - 29 / 2016

All Secretaries of Provincial Public Service Commission,
All Provincial Health Secretaries,
Deputy Director General of National Hospital of Sri Lanka,
All Provincial Health Directors of Health Services,
All Regional Directors of Health Services,
Directors of Teaching Hospitals and General Hospitals,
Medical Superintendents,
Relevant Heads of Institutions.

Granting Promotions to Grade I
Service of Professions Supplementary to Medicine and Para Medical Service.

It has been informed by the letter No PSC/EST/3/1/93/2012 dated 12.05.2016 by the Secretary to the Public Service Commission that the Public Service Commission has decided to take actions as follows in terms of the decision taken as a matter of policy at the meeting of Cabinet of Ministers on 04.09.2014, which was informed by the letter No. 12/0358/509/015 dated 19.09.2014 by the Secretary to the Cabinet of Ministers.

- I. To promote the officers, who have completed an active and satisfactory service period of six (09) years in segment II A and a minimum of fifteen (15) years of service from the date of first appointment of the Service of Professions Supplementary to Medicine and Para Medical Service within the period from 01.11.2010 to 31.12.2015 to Grade I without payment of salaries in arrears, overtime allowance and other allowances.

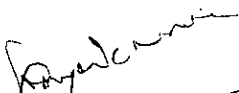
Accordingly, applications are called from officers in the Service of Professions Supplementary to Medicine and Para Medical Service, including the retired officers, who have satisfied the above qualifications during the period from 01.11.2010 to 31.12.2015. It is informed to submit applications in compliance with the forms attached herewith i.e. form 01 is for the officers who are currently in the service and form 2 is for the officers who are retired. It should be clearly mentioned the post held by the officer in the place where it is mentioned as post in the application. Retired officers should be forwarded their application through the Head of Institute where the officer served last.

The Head of Institute should be personally responsible with regard to applications recommended outside the qualifications mentioned in the above Cabinet decision.

You may take actions to forward the dully filled application with your recommendation to reach the Director (Admin) 02, Ministry of Health, Nutrition & Indigenous Medicine, "Suwasiripaya", No.385, Rev.Baddegama Wimalawansa Thero Mawatha, Colombo-10.

When grating promotions as mentioned above, salaries should be calculated from 04.09.2014 which is the date, that the Cabinet approval has granted to the Cabinet Memorandum titled "Grating Promotions to Grade I of the Service of Professions Supplementary to Medicine and Para-Medical Service".

Please bring the provisions of this circular to the notice of all the relevant parties.


Anura Jayawickrama,
Secretary,

Ministry of Health, Nutrition & Indigenous Medicine

Anura Jayawickrama
Secretary
Ministry of Health, Nutrition & Indigenous Medicine
"Uwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.

Application for the Promotions to Grade I from segment II "A" in the Service of Professions Supplementary to Medicine and Para Medical Service according to the Cabinet decision No 409/12/0358/509/015 and dated 04.09.2014. (Form for the officers who qualify from 01.11.2010 to 31.12.2015

Post:

Part I: Should be complete by the relevant officer himself/ herself

- 01. (a). Name of the officer with initials:
- (b). Full Name:
- (c). National Identity card No:
- 02. Place of Work:
- 03. Date of recruitment to the training:
- 04. Date of appointment to the post in segment II "B":
- 05. Date/ Dates on which efficiency bar examinations of segment II "B" has passed:
- 06. (a). Date of promotion to segment II "A":
- (b). Date/ Dates on which efficiency bar examination of segment II "A" has been passed:
- (c). Have all the salary increments been earned by the date completing nine (09) years in segment II "A"
- (d). Give reasons, if all salary increments have not been earned by the due date:
- 07. Particulars of no-pay leave obtained during the service period in segment II 'A'
- (a). If maternity leave on, no-pay have been obtained, relevant period
- (b). If other leave on, no-pay have been obtained, relevant period and reasons.
- 08. (a). Have any disciplinary investigation of disciplinary punishment imposed on during the nine (09) years immediately prior to the date of promotion:
- (b). Particulars of that, if any:

I hereby declare that the information state above from 01-08 are correct according to my knowledge and belief.

Date:

.....
Signature of the Officer

Part 2: Recommendation of the immediate Supervising officer

The officer Who is serving under my supervision, is recommended for the promotion to Grade I of if required qualifications have been fulfilled.

Date:

Signature and official stamp of the officer in Special Grade/ Head of the section.

Part 3: Should be completed by the officer in charge of the subject according to the personal file of the officer concerned

09. (a). Whether the officer has obtained no-pay leave during the service period in segment II "A".

.....

(b). If no-pay leave has been obtained, state the time period and the reason?

.....

10. (a). Date of promotion to segment II "A".

(b). Date on which active period of nine (09) years in segment II "A" is completed:

(c). Have all salary increment been earned by the date of promotion during nine (09) years in segment AII "A".

(d). If not give reasons:

11. (a). Are there any disciplinary inquiry or actions have reported against the officer during five (05) years immediately prior to the date of promotion:

.....

(b). If any:

(i). Date of offence:

(ii) If charge sheet has been issued, it's number and the date (Attach copy):

(iii) If a disciplinary order has been issued, its number and the date (Attach a copy):

12. Other facts:

I hereby certify that all the particulars furnished from 1-12 in the application are correct according to the personal file of the officer.

Date:

Signature of the officer in charge of the subject

Part 4: Recommendation of the Administrative Officer

I hereby certify that all the particulars furnished from 1-12 in the application of the officer are correct.

Date:

.....
Signature and the official stamp of the
Administrative officer.

Part 5: Recommendation of the Head of the Institute.

I certify that, all the above mentioned information by Mr/ Mrs/ Mis are true, and has completed 09 (nine) years active and satisfactory service in the post of on and Efficiency Bar examination of segment II "A" has completed on Promoting him/ her to Grade I in the post of on is hereby recommended.

Date:

.....
Signature and official stamp of the Head of Institute.

Form 02 (for retired officers)

Application for the Promotions to Grade I from segment II "A" in the Service of Professions Supplementary to Medicine and Para Medical Service according to the Cabinet decision No 403/12/0358/509/015 and dated 04.09.2014. (Form for the officers who qualify from 01.11.2010 to 31.12.2015)

Post:

Part I: Should be complete by the relevant officer himself/ herself

01. (a). Name of the officer with initials:
- (b). Full Name:
- (c). National Identity card No:
02. Place of Work:
03. Date of recruitment to the training:
04. Date of appointment to the post in segment II "B":
05. Date/ Dates on which efficiency bar examinations of segment II "B" has passed:
06. (a). Date of promotion to segment II "A":
- (b). Date/ Dates on which efficiency bar examination of segment II "A" has been passed:
- (c). Have all the salary increments been earned by the date completing nine (09) years in segment II "A"
- (d). Give reasons, if all salary increments have not been earned by the due date:
07. Particulars of no-pay leave obtained during the service period in segment II 'A'
 - (a). If maternity leave on, no-pay have been obtained, relevant period
 - (b). If other leave on, no-pay have been obtained, relevant period and reasons.
08. (a). Have any disciplinary investigation of disciplinary punishment imposed on during the nine (09) years immediately prior to the date of promotion:
- (b). Particulars of that, if any:

09. Date of Retirement:

(a) Mode of retirement (underline the relevant answer)

- Reaching the age of compulsory retirement
- Reaching the age of optional retirement
- According to a scheme of voluntary retirement
- On disciplinary reason
- Other (Mention the reason)

I hereby declare that the information sate above from 01-09 are correct according to my knowledge and belief.

Date:

.....

Signature of the Officer

Part 2: Should be completed by the officer in charge of the subject according to the personal file of the officer concerned

10. (a). Whether the officer has obtained no-pay leave during the service period in segment II "A".

.....

(b). If no-pay leave has been obtained, state the time period and the reason?

.....
.....

11. (a). Date of promotion to segment II "A".

(b). Date on which active period of nine (09) years in segment II "A" is completed:

.....

(c). Have all salary increment been earned by the date of promotion during nine (09) years in scgment All "A".

.....

(d). If not give reasons:

12. (a). Are there any disciplinary inquiry of actions have reported against the officer during five (05) years immediately prior to the date of promotion:

.....

(b). If any:

(i). Date of offence:

(ii) If charge sheet has been issued, it's number and the date (Attach copy):

.....

(iii) If a disciplinary order has been issued, its number and the date (Attach a copy):

.....

13. Date on which the officer retired?

.....

(b) Mode of retirement

.....
.....

14. Other facts:
.....
.....

I hereby certify that all the particulars furnished from 1-12 in the application are correct according to the personal file of the officer.

Date:

.....
Signature of the officer in charge in the subject

Part 3: Recommendation of the Administrative Officer

I hereby certify that all the particulars furnished from 1-14 in the application of the officer are correct.

Date:

.....
Signature and the official stamp of the
Administrative officer.

Part 4: Recommendation of the Head of the Institute.

I certify that, all the above mentioned information by Mr/ Mrs/ Mis are true, and has completed 09 (nine) years active and satisfactory service in the post of on and Efficiency Bar examination of segment II "A" has completed on Promoting him/ her to Grade I in the post of on is hereby recommended.

Date:

.....
Signature and official stamp of the Head of Institute.