

General Circular Letter No : 02-139/2015
My No : D/DS/AT/93/2015
Department of Health Services,
"Suwasiripaya"
Colombo 10
20.10.2015

All Secretaries of Provincial Ministries of Health,
Provincial Directors of Health Services,
Regional Directors of Health Services,
Directors of Teaching, /Provincial General Hospitals,
Medical Superintendents District General Hospitals/ Base Hospitals
Heads of Institutions, /Decentralized Units,
All Regional Dental Surgeons,/Dental Surgeons concerned.

Annual Transfers of Dental Surgeons-2016

Noted List for Annual Transfers,

List of Eligible Officers request for Annual Transfers,

List of Vacancies for Special Posts

1. The list of Dental Surgeons noted for annual transfers 2016 is published as given below (according to provisional seniority list).

2. A web based application has been developed for annual transfers 2016 (Stage 1).

All Dental surgeons are kindly requested to apply only through web based application on the official web site of Ministry of Health www.health.gov.lk) and send the printed copy of the same application through proper channel before 04th November 2015.

3. **Noted list:** Dental Surgeons who are completing 04 years of service or more at present station by 31.12.2015 and those who are completing 02 years or more in a special post by 31.12.2015 based on the effective date of the transfer orders respectively are noted for transfer. The stations marked against these officers are considered as vacant stations

Those officers with transfer orders but not reported to due stations without valid reasons endorsed by respective authorities will be considered as noted for transfers. As such those officers are strictly advised to forward applications for transfers. The officers who could not report in due time with valid reasons, can submit an appeal endorsed by respective authorities to remain in the same station on or before 30th October 2015. Those who fail to submit applications/appeals will be transferred out at the discretion of the transfer board. Those appeals received up to 15th October 2015 were considered and the remark entered as CNN(Considered as not Noted) .

4. **Eligible List:** All officers who have completed 02 years or more in their present station and those who have completed one year in first appointment by 31.12.2015 are eligible to apply for annual transfers 2016.

Eligible officers who wish to apply for annual transfer 2016 are advised to inform in writing to the office of the Deputy Director General (Dental Services) before 30th October 2015. Those who have already informed are included in the eligible list.

5. Transfers will be carried out according to grade seniority of Noted and eligible officers. If there is any claim against the seniority position, Dental Surgeons are advised to bring such claims to the notice of the undersigned with documentary proof along with the transfer application duly endorsed by Heads of Institutions/Head of Decentralized Unit.

6. Transfer Time Schedule

- **Transfers will be assigned in two stages**
Stage 1 - Selection for SHO & HO Posts and specialized units.
Stage 11 – Selection for all posts.
- **Closing date for Stage 1(Criteria Based) is 4th November 2015**
- **The officers who have been allocated stations in Stage 1 will not be considered for Stage 11 of Annual Transfers.**

7. All Heads of Institutions and Dental Surgeons are kindly requested to inform Deputy Director General (Dental Services) any omissions/additions/corrections in the noted list before 30th October 2015 over the phone **011 2692846 or Fax: 011 2693180 & 0112692846**

8. SHO/HO posts in specialized units of Dental Services

The Dental Surgeons selected should have to serve directly under the supervision of the Consultant of respective units. They are bound to do on call duties. The period of SHO & HO post is (02) years.

- **Selection criteria for HO posts** – should be an eligible officer and not have exceeded ten (10) years in the Government Dental Service. Priority will be given for the officers who apply for the first time.
- **Selection criteria for SHO Posts** – should have completed HO/SHO post for two year period in the relevant field within eight (08) years.
- **Post of Dental Surgeon in Specialized Units** The Dental Surgeons selected should have to serve directly under the supervision of the Consultant in Community Dentistry of respective institution/Unit. 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. For the officers with same seniority, preference will be given in the order of M.Sc. Community Dentistry, experience of RDS or in a Dental Public Health Unit/ADC/CDC etc.

9. The officers selected for special posts will not be considered for any other posts or transfers during the period of the special post including PGIM training except for MD program. If an applicant appointed to a post and declines to accept it, he/she will not be considered for a special post for another two (02) years. Withdrawal of an application will only be permitted before the closing date of applications.

10. The officers already on transfer orders will not be eligible to apply for transfers except for new posts.

Dr. J.M. W. Jayasundara Bandara
Deputy Director General (Dental Services)