

General Circular Letter No : 02 – 109/2014  
My No : D/DS/AT/64/2014  
Department of Health Services,  
“Suwasiripaya”  
Colombo 10  
12.08.014

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-2015**  
**Noted List for Annual Transfers, Eligible List for Annual Transfers, Vacancies of Regional Dental Surgeon Posts and SHO&HO Posts.**

1. The list of Dental Surgeons noted for annual transfers 2015 is published as given below (according to provisional seniority list). **(You can download the list from the official web site of Ministry of Health - [www.health.gov.lk](http://www.health.gov.lk))**
2. A web based application has been developed for annual transfers 2014. Hence all Dental surgeons are kindly requested to apply only through web based application appeared on [www.health.gov.lk](http://www.health.gov.lk)) and send the printed copy of the same application through proper channel before due dates.
3. **Noted list:** Dental Surgeons who are completing 04 years of service or more at present station by 31.12.2014 and those who are completing 02 years or more in a special post by 31.12.2014 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
4. **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 15<sup>th</sup> August 2014. Those who fail to submit applications/appeals will be transferred out at the discretion of the transfer board.**
5. **Eligible List:** All officers who have completed 02 years or more in their present station by 31.12.2014 will be eligible to apply for transfers and they will also be considered along with those who are noted in the order of grade seniority. The Dental Surgeons who could not get the release from the stations due to non availability of replacement can appeal with duly filled application endorsed by the relevant authorities.

6. **Potentially vacant stations** - stations which the officers completing 02 years by 31.12.2014 are potentially vacant if those officers apply for transfers.

7. Those who do not apply for transfers responding to this list will not be considered at the appeal stage (finalization of transfers) following the list of recommendations for annual transfers. Therefore all noted and eligible Dental Surgeons who intend moving out of their present stations are strongly advised to make applications for transfers to a station appearing in noted list and new vacancy list or to any other station which may become vacant if an eligible officer completing 02 years apply for transfers.

8. Transfers will be carried out according to grade seniority. 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.

9. As places in the order of seniority may change when the eligible officers are placed in position, all officers are requested to indicate preferences for enough stations than their positions. All Dental Surgeons in the Noted List will be allocated a station in the first round (in recommendation list) instead of NEP (not enough preferences) to the closest possible station from the applicant's residence, when enough preferences are not indicated. Hence all noted officers are advised to indicate enough preferences using both noted & eligible lists and the vacancy list.

#### 10. **Transfer Time Schedule**

- **Transfers will be assigned in two stages**  
Stage 1 - Selection for RDS, SHO & HO Posts and Post of Dental Surgeon in NCCP, FHB, Research Unit of IOH, Training Unit of IOH (Criteria Based)  
Stage 11 – Selection for all posts. (Unfilled Criteria Based Posts on temporary basis)
- **Closing date for Stage 1(Criteria Based) is 25<sup>th</sup> August 2014 and for Annual Transfers of Dental Surgeons Stage 11 is 15<sup>th</sup> September 2014.**
- **The officers who have been allocated stations in Stage 1 will not be considered for the other stations in Stage 11 of Annual Transfers.**

11. 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 15<sup>th</sup> August 2014 over the phone **011 2692846 or Fax: 011 2693180**

12. Please note that relief / mobile post is strenuous and the officer has to spend most of his/her time away from the base station and has to act for HO/SHO when ever called upon to do so. And also this officer has to carry out mobile dental programs.

#### 13. **Criteria based Posts**

- **Post of Senior Hospital Dental Officer DI Colombo** – Pl refer circular letter no 02-100/2014 dated 2014.06.15
- **Post of R D S** The Dental Surgeons selected to the RDS post has to work in supervisory capacity related to technical and managerial issues in the field of Dentistry in the region. Further the officers have to hold the posts for a minimum period of 02 years to be eligible

for a transfer. However officer will be noted after completing 04 years in the posts. All applicants for RDS posts should be confirmed in services and possess a Post Graduate Qualification to be eligible to apply for this post and for the officers with same seniority preference will be given in the order of M.Sc. Community Dentistry, Diploma in Hospital Dental Practice or any other relevant Qualifications as per para 7.2 of medical minute and the experience of full term of 4 years as an RDS. If applicants do not process post graduate Qualification. He/She must have minimum of 10 years of experience in the services. However if there are no applicants with above qualifications. Any other officer not confirmed in services may be transferred temporarily for one year on renewal basis. Selection to the above post would be based on post graduate qualifications in preferential order.

- **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 HO post is (02) years where as SHO OMF, Orthodontics and Restorative Dentistry posts for four years and eligible for transfers after two years. **Selection criteria for HO posts** – should have completed a period of two (02) years 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.( Except for those who were appointed as HO OMF in their first appointment) **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 Campaigns & Research Unit IOH Maharagama** 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 and frequent visits to outstations may be required. 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.
- **Post of Dental Surgeon/Quality Unit IOH Maharagama** The Dental Surgeons selected should have to serve directly under the supervision of the Deputy Director. Applicant should have computer literacy in office work. For the officers with same seniority, preference will be given in the order of M.Sc. Community Dentistry, experience of RDS.

14. **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 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.**

15. **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)