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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය ) MH/TA/G/PSM/09/

எனது இல ) 2021  
My No. )

ඔබේ අංකය )  
உமது இல )  
Your No. )

දිනය ) 2023.12. 05  
திகதி )  
Date )

## සෞඛ්‍ය අමාත්‍යාංශය சுகாதார அமைச்சு Ministry of Health

### General Circular No :- 02-176/2023

Deputy Director General, National Hospital of Sri Lanka,  
Director, National Hospital, Kandy,  
All Directors of Teaching Hospitals and General Hospitals,  
All Medical Superintendents of Base Hospitals,  
All Heads of Institutions,

### Revision of Periods considering for Grade Promotions of Service of Professions Supplementary to Medicine

01. Approval has been granted by the letter no. PSC/EST/7/1/13/1/2012 dated 11.10.2023 of the Secretary of the Public Service Commission to revise the periods considering for grade promotions of the Service of Professions Supplementary to Medicine as follows as per the Scheme of Recruitment No. PSC/EST/7/1/13/1/2012 of Secretary of the Public Service Commission issued on 02.01.2018 for the Service Category of Service of Professions Supplementary to Medicine of the Ministry of Health and the General Circular No. 02-79/2022 bearing Health Secretary's letter No. MH/TA/G/PSM/09/2021 dated 31.08.2022. Accordingly, following provisions will be applicable in making future grade promotions.

#### 01.1 Promotion from Grade II to Grade I as per the Section 10.2.1.2 of the Scheme of Recruitment

01.1.1 Following provisions will be applicable to officers who have satisfied qualifications for promotion to Grade II on 05.07.2021 or before the said date, but have not been promoted to Grade II before the said date as per the provisions set out in the old Scheme of Recruitment.

01.1.2 Active and satisfactory service period from the date of satisfying the qualifications for promotion to Grade II as per the provisions set out in old Scheme of Recruitment to 05.07.2021 will be considered as an active and satisfactory service period in Grade II when promoting to Grade I.

**01.2 Promotion from Grade I to Supra Grade as per the Section 10.3.1.2 of the Scheme of Recruitment**

01.2.1 Officers who have completed an active and satisfactory service period of 22 years after promoting to Grade I before 05.07.2021, will be promoted to Supra grade from the date of completing an active and satisfactory service period of 07 years in Grade I considering the below mentioned qualifications set out in the Scheme of Recruitment.

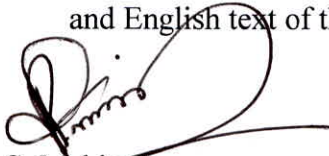
- i. Should have proven a performance at the satisfactory level or above the satisfactory level during the period considered for promotion as per the approved performance appraisal scheme.
- ii. Should not have been subject to a disciplinary punishment in terms of the provisions set out in the Public Service Commission Circular No. 01/2020.
- iii. Should have passed the Efficiency Bar Examination of Grade I.

01.2.2 When promoting officers who have completed a service period of 07 years in Grade II before 05.07.2021, to Supra Grade, they will be promoted from the date of completing an active and satisfactory service period of 22 years in the Service of Professions Supplementary to Medicine with an active and satisfactory service period of 07 years in Grade I considering the qualifications mentioned under 01.2.1 above.

01.2.3 Where the combined service period of officers who have been promoted to Supra Grade on 05.07.2021 or before the said date, exceeds 22 years, the active and satisfactory service period more than 07 years in Grade I will be considered as a service period of the said officers in Supra Grade subject to maximum of 03 years. However, as per the said provisions, the date of promotion to Supra Grade will not be changed.

02. Accordingly, in terms of the provisions set out for promotions from Grade II to Grade I and from Grade I to Supra Grade, you are kindly informed to prepare the applications of the eligible officers in compliance with the Annexure 01 and forward them with the recommendation of the Head of the Institution.

03. In case of any matter not covered by this notification, the decision of the Secretary of Health will be final. And, in the event of any inconsistency between Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.



Dr. P.G. Mahipala,  
Secretary.

**Dr. P. G. Mahipala**  
Secretary

Ministry of Health  
"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10, Sri Lanka.

Copies,

- i. All Provincial Public Service Commission Secretaries - for information & necessary action
- ii. All Provincial Health Secretaries - for information & necessary action
- iii. All Provincial Directors of Health Services - for information & necessary action
- iv. All Regional Directors of Health Services - for information & necessary action



**Application for Promotion to Supra Grade from Grade I on completion of 22 years  
in the Service of Professions Supplementary to Medicine (From 05.07.2021)**

**Part 01:- (To be filled by the officer concerned Himself/Herself)**

- I. a) Name with Initials :- .....
- b) Name in Full :- .....
- c) National Identity Card No. :- .....
- d) Date of Birth :- .....
- e) Official Address :- .....
- f) Mobile No :- .....
- II. Present Service Station :- .....
- III. Date of First Appointment :- .....
- IV. Date of Confirmation in the Appointment :- .....
- V. Date of Promotion to Grade II and Letter No :- .....
- VI. a) Date of Promotion to Grade I and Letter No :- .....
- b) Date of completion of active and satisfactory service period of at least 07 years in Grade I :- .....
- c) Date of completion of combined active and satisfactory service period of 22 years from the date of First Appointment :- .....
- d) Date/Dates of passing the 3rd Efficiency Bar Examination for officers in Grade I (Attach a certified copy of the result sheet) :- .....

I certify that to the best of my knowledge and belief above particulars furnished from I to VI are true and correct.

.....  
Date

.....  
Signature of the Officer

**Part 02 :- (To be filled by the Officer-In Charge of the subject according to the personal file of the officer concerned)**

- I. a) Whether the officer has obtained no-pay leave (except maternity leave) during the active and satisfactory service period of 07 in Grade I or not :-  
.....
- b) If officer has obtained other no-pay leave, relevant periods and reasons :-  
.....

- II. a) Whether the all salary increments have been earned on the due date during the period of 07 years immediately prior to the date of promotion to Supra Grade in the Service of Professions Supplementary to Medicine or not :- .....
- b) If not, give Reasons :- .....
- III. Whether the officer has been absorbed to the approved new Scheme of Recruitment as per the P.A. 06/2006 (Attach a certified copy) or not :- .....
- IV. If the officer has acquired the official language proficiency, mention the date (Attach a certified copy) :- .....
- V. Whether or not the officer has been absorbed to the Central Government, if the officer has reported to the Central Government due to transfers or taking over of Hospitals from Provincial Public Service to the Central Government (Attach a certified copy) :- .....
- VI. a) Whether the officer has obtained no-pay foreign leave as per the Public Administration Circular No. 14/2022 or not :- .....
- b) If so, mention Relevant Periods:  
 Years :- .....  
 Months :- .....  
 Dates :- .....
- c) Whether the officer has remitted foreign currency as agreed during the period of obtained Foreign Leave or not :- .....
- d) Whether the officer has remitted the contributions to the Widows/Widowers and Orphans Pension Fund as agreed during the Period of obtained Foreign Leave or not :- .....
- VII. Whether the officer has obtained leave with no pay to be spent within the country as per the Public Administration Circular No. 14/2022 or not :-
- b) If so, mention relevant periods:  
 Years :- .....  
 Months :- .....  
 Dates :- .....
- c) Whether the officer has/ has not remitted the contributions to the Widows/Widowers and Orphans Pension Fund during the Period of leave within the country as per the agreement :- .....
- VIII. a) Whether the officer has subjected to any disciplinary inquiry or disciplinary punishment during the period of 07 years immediately prior to the date of Promotion or not :- .....
- b) If any,  
 i) Date of the offence was Committed :- .....
- ii) No. and Date of the Charge Sheet, if issued any (Attach a certified copy) :- .....

iii) No. and Date of the Disciplinary Order, if issued any (Attach a certified copy) :-  
.....

IX. a) Whether the Notice of Vacation of Post has been issued during the service period of the Officer or not :- .....

b) If a Notice of Vacation of Post has been issued as so, whether a Letter of Reinstatement has been issued or not :- .....

c) Accordingly, date of assumption of duty :- .....

X. a) Whether the officer has been reinstated after Resignation of the Officer or not :-  
.....

b) Accordingly, Date of assumption of Duty :- .....

XI. Updated History Sheet (Attach a certified copy) :- .....

XII. a) Level of performance during the period of 07 years immediately prior to the Date of Promotion as per the Approved Performance Appraisal Scheme (Very Good/Good/Satisfactory/Unsatisfactory): .....

Year 1 .....

Year 2 .....

Year 3 .....

Year 4 .....

Year 5 .....

Year 6 .....

Year 7 .....

b) Other matters -  
.....  
.....  
.....

I certify that the particulars furnished above and the particulars furnished Part 01 & 02 in the application are correct according to the personal file of the officer concerned.

..... Date	..... Name of the Officer-In Charge of the subject	..... Signature of the Officer-In Charge of the Subject
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**Part 03 :- (Recommendation of the immediate Supervisory Officer)**

The above officer is serving under my supervision and I recommend that he/she is eligible to promote to Supra Grade from ..... as he/she performs duties actively and satisfactory.

..... Date	..... Signature and Official Stamp of the immediate Supervisory Officer
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**Part 04 :- (Recommendation of the Administrative Officer)**

I certify that all the particulars furnished Part 01 & 02 in the application of the officer concerned are correct.

.....  
Date

.....  
Signature and Official Stamp of the of the  
Administrative Officer

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**Part 05 :- (Recommendation of the Head of Institution)**

I certify that all information furnished above of Mr/Mrs/Ms .....  
who is holding the post of ..... is correct, has completed the  
active and satisfactory service period of 22 years as at ..... and He/She  
has/has not passed the Efficiency Bar Examination of Grade I on .....  
and I recommend that He/She is eligible to promote to Supra Grade from .....

.....  
Date

.....  
Signature and Official Stamp of the  
Head of Institution