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சுவசிரிபாய
SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

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எனது இல) EC/SA/05/2023
My No.)

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Your No. :)

දිනය)
திகதி) 2024. 02.07
Date)

Provincial Secretaries of Health,
Provincial Directors of Health Services,
Regional Directors of Health Services,
All Heads of Institutions.

**Checklist for Important Establishment Matters of the Medical Officers and
Dental Surgeons**

It has been brought to our notice that some applications regarding the establishment matters of medical officers and dental surgeons were submitted without the necessary accompanying documents, as outlined in the Establishment Code, Procedural Rules of Public Service Commission and relevant circulars (For example: Confirmation, Grade Promotions).

2. Hence, you are instructed to review the applications submitted under your jurisdiction and verify whether all the necessary documents are submitted along with those applications. If applications are found incomplete, please notify the applicants and request them to submit the relevant documents.

3. Checklist for important establishment matters is attached herewith for your reference.

I thank you for your cooperation in this regard.

Dr. P. G. Mahipala
Secretary,
Ministry of Health.

Dr. P. G. Mahipala
Secretary
Ministry of Health
"Suwasiripaya"

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

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

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Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

- Important Note:**
1. When certifying documents, it is necessary to have them certified by a staff officer in the institution and with their official stamp, which includes their name.
 2. Your attention is drawn to relevant regulations, especially the circulars and their amendments over time.
 3. Needed documents may be changed with new circulars and amendment of circulars.
 4. Clearance from the Attorney General Department is required for resignation, permanent/temporary release, trade union release, and no pay leave. The officer should submit the affidavit as mentioned here, visit the Ministry of Health in person, obtain the covering letter, and then visit the Attorney General's department.


S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
1	Promotion to Grade II	1	Application	Duly filled original application with HOI recommendation	1 Medical Service Minute of Sri Lankan Health Service
		2	Duty Assumption Letter as per the Permanent Appointment letter	Certified Copy	2 Procedural Rules of Public Service Commission - Volume I
		3	National Identity Card	Certified Copy	
		4	Medical Report (General 169)	Duly filled and signed original	
		5	Medical Report (Health 169)	Duly filled signed original	
		6	Service Agreement (General 160)	Duly filled original signed by the officer only	
		7	Oath of Affirmation (General 278)	Duly filled and signed original	
		8	Oath of Allegiance under 6th Amendment of the Constitution	Duly filled and signed original	
		9	Declaration of Assets and Liabilities (General 261)	Duly filled and signed original	
		10	Detail of Efficiency Bar Examination Results	Certified Copy	
		11	Certificate of proficiency in official language (An ordinary pass for mother tongue at G.C.E.(O/L) examination or equal qualification approved by Department of Examination)	Certified Copy	

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Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
2	Confirmation in the post	1	Annual review report on officers during the period of probation as per Appendix 08 of new procedural rules of PSC/ Appendix 05 of old procedural rules of PSC	Duly filled and signed original for every year in the probation period, which should be continuous reports.	1 Medical Service Minute of Sri Lankan Health Service
		2	National Identity Card	Certified Copy	2 Procedural Rules of Public Service Commission - Volume I
3	Promotion to Grade I	1	Application for Grade I Promotion	Duly filled original application with HOI recommendation	1 Medical Service Minute of Sri Lankan Health Service
		2	National Identity Card	Certified Copy	2 Procedural Rules of Public Service Commission - Volume I
		3	Updated History Sheet (53A)	Certified Copy	3 PAC 18/2020 and PAC letters 07/2014 and 01/2021
		4	Certificate of post graduate qualification mentioned in Appendix I and II in the Medical Service Minute of Sri Lankan Health Service (Only for who have Postgraduate degree / Diploma and applying for Grade I with 6 years of active and satisfactory service)	Certified Copy	
		5	Letter issued by the HOI to the officer confirming that, the officer has satisfied the obtaining proficiency in the other official language (for those who are appointed on/ after 02/12/2014)	Certified Copy	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted			Relevant Regulations	
4	Appointments in Specialist Medical Officer Grade	1	Board Certification of the Post-Graduate Institute of Medicine, University of Colombo	Certified Copy	1	Medical Service Minute of Sri Lankan Health Service
		2	Certificate of post graduate qualification	Certified Copy	2	Procedural Rules of Public Service Commission - Volume I
		3	SLMC Registration as Specialist Medical Officer	Certified Copy	3	PAC 18/2020 and PAC letters 07/2014 and 01/2021
		4	National Identity Card	Certified Copy		
		5	Letter issued by the HOI to the officer confirming that, the officer has satisfied the obtaining proficiency in the other official language (for those who are appointed on/ after 02/12/2014)	Certified Copy		
5	Incentive Allowance for proficiency in English as Coordinating Language	1	Application	Duly filled original application with HOI recommendation	1	PAC - 18/2020
		2	Certificate of G.C.E A/L	Certified Copy	2	PAC - 29/98
		3	Certificate proving the medium of G.C.E A/L	Certified Copy	3	Health General Circular 01 - 11/2001
		4	Certificate of Bachelors Degree or Post graduate qualification	Certified Copy		
		5	Certificate proving the medium of Bachelors Degree or Post graduate qualification	Certified Copy		
6	Incentive Allowance for proficiency in Second Official Language	1	Application	Duly filled original application with HOI recommendation	1	PAC - 18/2020
		2	Certificate of National Language Qualification (NLQ) obtained as per PAC 18/2020	Certified Copy		<div style="text-align: center;">  U. Tharshini Director (Admin) Medical Services I Ministry of Health Colombo 10 </div>

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons


S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
7	Vehicle Permit	1	Application as per PAC 01/2018	Duly filled original application with HOI recommendation	1 Trade and Investment Policy Circular - 01/2018 and it's amendments
		2	National Identity Card	Certified Copy	
		3	Letter of Confirmation in the post	Certified Copy	
		4	Copy of previous vehicle permit (Not for first permit)	Certified Copy	
8	Retirement Vehicle Permit	1	Application as per PAC 01/2018	Duly filled original application with HOI recommendation	1 Trade and Investment Policy Circular - 01/2018 and it's amendments
		2	National Identity Card	Certified Copy	2 PAC 22/99 and it's amendments
		3	Copy of previous vehicle permit	Certified Copy	
		4	Retirement Approval	Certified Copy	
		5	Promotion letter to Grade I	Certified Copy	
		6	Affidavit submitted by the officer declare that he/she did not take vehicle permit during last five years - if the officer did not take permit during the period of more than 5 years from last permit date to up to now.	Original	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted			Relevant Regulations	
9	Resignation	1	Officer's request	Original	1	Procedural Rules of Public Service Commission - Volume I
		2	Report of HOI as per the Section 201 in Chapter XIV of the Procedural Rules of the PSC	Original		
		3	An acknowledgement from the officer that he has been informed of the terms stated in Section 204 above should be obtained in writing by the Head of the Department or the Head of the Institution	Original		
		4	Certification of payment of one month salary, if the one month notice is not given by the officer	Original		
		5	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.		
		6	Certification of payment of bond amount by the officer if he obliged to any agreement with government for compulsory service period	Certified Copy		
U. Tharshini						

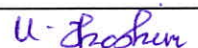
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Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted			Relevant Regulations	
10	Retirement	1	Officer's request/duly filled application	Officer's request/duly filled application with HOI recommendation	1	Procedural Rules of Public Service Commission - Volume I
		2	Details of no dues to the government by the officer	Original		
		3	Certification of payment of bond amount by the officer if he obliged to any agreement with government for compulsory service period	Certified Copy		
		4	No pay / half pay leave detail	Original		
		5	Recommendation of medical board , if the retirement is due to medical reason as per section 2.14 of the Pension Minute	Original		
11	Foreign Leave - Short Term	1	Gen 126 application	Duly filled original application with HOI recommendation	1	Establishment Code
		2	Document to prove the reason of leave	Certified Copy		
		3	Cover up arrangement detail	Original		 U. Tharshini Director (Admin) Medical Services I Ministry of Health Colombo 10

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
12	Foreign Leave - No Pay Leave for higher study/ employment/ accompanying spouse who is a government officer leaving the country for higher studies on scholarships as per section 16, Chapter XII of Establishment code	1	Gen 126 application	Duly filled original application with HOI recommendation	1 Establishment Code
		2	Coverup Arrangement Detail	Original	2 PAC - 09/2014
		3	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.	3 PAC - 28/2022
		4	Details of no dues to the government by the officer	Certified Copy	
		5	Last month salary slip	Certified Copy	
		6	Detail of arrangement for bank loan settlement, if there is a bank loan obtained officially	Certified Copy	
		7	National Identity Card	Certified Copy	
		8	Passport	Certified Copy	


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 Director (Admin) Medical Services I
 Ministry of Health
 Colombo 10

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
		9	Consent letter from the officer agree to work anywhere in the country after returning the country	Original	
		10	If no pay leave is for Job - Job offer letter - with contract period align with requested leave period	Certified Copy	
		11	If no pay leave is for higher studies - Admission letter issued for Higher studies by the relevant foreign university with the detail of course name and period (period should be align with requested leave period	Certified Copy	
		12	If no pay leave is for higher studies - PGIM letter stating the applied course is not available there	Certified Copy	
		13	If no pay leave is for accompanying spouse who is a government officer leaving the country for higher studies on scholarship - Marriage Certificate	Certified Copy	
		14	If no pay leave is for accompanying spouse who is a government officer leaving the country for higher studies on scholarships - Spouse full pay leave approval for higher studies	Certified Copy	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted			Relevant Regulations	
13	Foreign Leave - No Pay Leave as per PAC - 14/2022 and its amendments	1	Gen 126 application	Duly filled original application with HOI recommendation	1	Establishment Code
		2	Coverup Arrangement Detail	Original	2	PAC - 14/2022 and its amendments
		3	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.	3	Health Circular -01 -28/2022
		4	Details of no dues to the government by the officer	Original	4	Department of Pension Circular 06/2022
		5	Last month salary slip	Certified Copy		
		6	Detail of arrangement for bank loan settlement, if there is a bank loan obtained officially	Original or Certified Copy		
		7	National Identity Card	Certified Copy		
		8	Passport	Certified Copy		

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
		9	Consent letter of the officer; (i) Accept the conditions in PAC 14/2022 and its amendments and act accordingly, (ii) Agree to work anywhere in the country after returning the country, (iii) To deposit USD 500 to their own NRFC/PFC account monthly, (iv) To contribute to W&OP monthly	Original	
		10	Job offer letter - with a contract period (If not going to seek job)	Certified Copy	
		11	Detail of registration in Pension Management System for W&OP remittance collection as per the circular of Department Pension no-06/2022	Certified Copy	
		12	Copy of the standing order for W&OP contribution as per the circular of the Department of Pension no-06/2022	Certified Copy	
		13	Officer's NRFC/PFC account detail	Certified Copy	
		14	Grama Niladhari certification for the permanent residence address of the officer	Original	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
14	No Pay Leave to be spent in Sri Lanka, as per PAC - 14/2022 and its amendments	1	Request of the officer	Original with HOI recommendation	1 Establishment Code
		2	Coverup Arrangement Detail	Original	2 PAC - 14/2022 and its amendments
		3	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.	3 Health Circular -01 -28/2022
		4	Details of no dues to the government by the officer	Original	4 Department of Pension Circular 06/2022
		5	Last month salary slip	Certified Copy	
		6	Detail of arrangement for bank loan settlement, if there is a bank loan obtained officially	Original or Certified Copy	
		7	National Identity Card	Certified Copy	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
		8	Job offer letter - with a contract period	Certified Copy	
		9	Consent letter of the officer; (i) Accept the conditions in PAC 14/2022 and its amendments and act accordingly, (ii) Agree to work anywhere in the country at the end of the leave, (iii) To contribute to W&OP monthly	Original	
		10	Detail of registration in Pension Management System for W&OP remittance collection as per the circular of Department Pension no-06/2022	Certified Copy	
		11	Copy of the standing order for W&OP contribution as per the circular of the Department of Pension no-06/2022	Certified Copy	
		12	Grama Niladhari certification for the permanent residence address of the officer	Original	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted			Relevant Regulations	
15	No pay leave to be spent in Sri Lanka or foreign country for subfertility treatment	1	Request of the officer/ Gen 126 (for foreign leave)	Original with HOI recommendation	1	Establishment Code
		2	Recommendations of a Consultant Obstetrician & Gynaecologist	Original or Certified Copy	2	PAC - 07/2017 and 07/2017(1)
16	No pay leave to be spent in Sri Lanka or foreign country to for an illness of a child or the spouse of a public officer	1	Request of the officer(for local leave/ Gen 126 (for foreign leave)	Request/ Duly filled original Gen 126 application with HOI recommendation	1	Establishment Code
		2	Recommendation of a consultant at a government hospital, for treatments due to an illness of an unmarried child or spouse of a public officer	Original or Certified Copy	2	PAC - 11/2013
		3	Letter from the spouse's employer stating that he /she does not take this leave to look after ill child, if the spouse is a government officer	Original or Certified Copy		
		4	Birth Certificate (for child) / Marriage Certificate (for spouse)	Certified Copy		

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
17	Permanent Release/Temporary Release on the officer's request	1	Officer's request in the format of Appendix 12 of PSC rules.	Duly filled original	1 Procedural Rules of Public Service Commission - Volume I
		2	Appointment letter to the post	Certified Copy	
		3	Recommendation of the HOI as per section 173 of PSC rules.	Original	
		4	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.	
		5	For Permanent Release - Certification of payment of bond amount by the officer if he obliged to any agreement with government for compulsory service period	Certified Copy	

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted			Relevant Regulations	
18	Permanent Release/Temporary Release on the needs of the government or public policy	1	Request of the Secretary to the Ministry relevant to the institution to which the officer is proposed to be appointed, in the format of Appendix 13 of PSC rules.	Duly filled original	1	Procedural Rules of Public Service Commission - Volume I
		2	Consent letter from the officer	Original		
		3	Appointment letter to the post	Certified Copy		
		4	Recommendation of the HOI as per section 173 of PSC rules.	Original		
		5	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.		

Checklist for Important Establishment Matters of the Medical Officers and Dental Surgeons

S.No	Service Delivered	Documents need to be Submitted		Relevant Regulations	
19	Release for Trade Union	1	Consent letter from the officer	Original	1 Establishment Code
		2	Application as per PAC - 15/97	Duly filled original with HOI recommendation	2 PAC - 15/97 and PAC - 01/2023
		3	Detail of number of members of the Trade Union	Certified Copy	3 Procedural Rules of Public Service Commission - Volume I
		4	Affidavit submitted by the officer - to get clearance from Department of Attorney General: For that officer have to come to the Ministry of Health in person, get the covering letter from the ministry, with that visit the Department of Attorney General to get clearance for medico legal activities	Original - Mentioning name , NIC no, service detail, detail of medico legal activities (If does not do those activities mention that) If the officer does those activities it should be handed over to the another officer and affidavit from both handing over and taking over officer should be submitted.	
		5	Reports of meetings of trade union containing the resolution for full-time release of the officer	Certified Copy	
20	Contract Appointment	1	EST - 01 Form	Duly filled original	1 PAC - 03/2018
		2	Request letter of the officer	Original	
		3	Medical Certificate	Original	
		4	Birth Certificate	Certified Copy	
		5	National Identity Card	Certified Copy	
		6	Salary Details according to PAC 03/2018	Certified Copy	
		7	Award of Pension	Certified Copy	
		8	Bio Data	Original	