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SUWASIRIPAYA

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## සෞඛ්‍ය අමාත්‍යාංශය சுகாதார அமைச்சு Ministry of Health

### General Circular No:- 02-24/99 (I)

Deputy Director General, National Hospital of Sri Lanka  
Director, National Hospital, Kandy  
All the Directors of Teaching Hospitals and District General Hospitals  
All the Heads of Specialized Hospitals and Units  
All the Medical Superintendents of Base Hospitals  
All the other relevant Heads of Institutions

### Duty and Responsibilities of Special Grade Radiographers

This is in accordance with the General Circular No. 02-24/99 dated March 03, 1999 of the Director General of Health Services regarding the above subject.

02. As per the provisions of duty circulars and letters of instruction issued separately for the Professions Supplementary to Medicine service, ensure that the following duties assigned to the officers appointed to the Special Grade Radiographers are carried out properly.

03. Accordingly, Special Grade Radiographers should carry the following responsibilities of the staff under him or her.

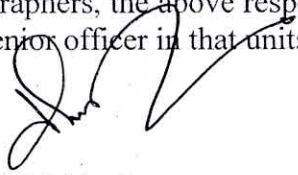
- Monitor and track attendance records of subordinates and support staff
- Recommend salary increments
- Recommend transfers
- Recommend leave
- Deploy duty rosters for on-call duty, extra duty and public holiday & Weekend duties
- Check and recommend vouchers of the staff under him or her

04. Other than that, they must,

- Estimating and requesting supplies and consumables required to maintain the Radiography services
- Taking responsibility for the custody of supplies in the units under them and affiliated units.
- Providing support for audits
- Organizing training programs on the instructions of the Head of Institution
- Being a member of Technical Evaluation Committees in purchasing necessary inputs and supplies as per the instructions of the Head of Institution

- f. Ensuring that the quality of radiological test reports and other related reports are maintained and that these reports are issued without delay to provide efficient information to the public.

05. In the event that no appointment has been made to the position of Special Grade Radiographers, the above responsibilities should be covered by the acting, covering work, or the most senior officer in that units.

  
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 Health Secretaries
- ii. All Provincial Directors of Health Services
- iii. All Regional Directors of Health Services