

05 .01.2014

Provincial Health Secretaries,  
Provincial Directors of Health Services,  
Regional Director of Health Services,  
Directors of Ministry of Health,  
Directors and Medical Superintendents of Hospitals,  
Heads of Decentralized Units and Special Campaigns,

**Duty Hours of Specialist Grade, Administrative Grade and Grade Medical Officers attached to office-based health institutions (PDHS and RDHS offices/Public Health Institutions/ Special Campaigns and other health institutions.)**

Considering the issues encountered in the payment of extra-duty allowances and 1/20<sup>th</sup> allowance for the Medical Officers attached to below mentioned institutions under the circulars issued on the same subject. the following matters are further clarified to streamline the payment process.

- a) Duty hours of Specialist Grade, Administrative Grade and Grade Medical Officers working in both office-based curative and non-curative health institutions categorised in the following table are defined as follows;

Category of Institution	Working Day	Duty hours
1. Medical Officers of Health (MOH) Offices, Special Campaigns.	Monday to Friday	8.00 am – 12.00 noon 2.00 pm – 4.00 pm
	Saturday	8.00 am – 12.00 noon
2. Ministry of Health (Head Office), Offices of PDHS/ RDHS/Special Campaigns , Other Decentralized Units and all other office-based non-curative health institutions	Monday to Friday	8.30 am – 12.00 noon 1.00 pm – 4.15 pm

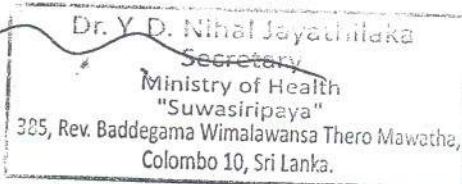
- b) Extra-duty payments should be paid for working outside the duty hours specified in the above table.
- c) 1/20<sup>th</sup> allowance for Specialist Grade, Administrative Grade and Grade Medical Officers should be paid for working on weekends (Sundays for category 1 institutions, Saturdays and

Sundays for category 2 institutions as specified in the above table) and for working on public holidays for both categories. It should be paid on completion of 6 hours of duty.

d) This should be considered to be effective from 01.02.2013.

The circulars 'Health Ministry/CA/135' dated 23.12.2010 and 26.06.2013.06.26 issued under my signature are cancelled herewith.

Dr. Y.D. Nihal Jayathilaka  
The Secretary  
Ministry of Health



CC:

1. All Additional Secretaries - Medical Services, Public Health and Administration
2. Director General of Health Services
3. All Deputy Director Generals
4. Chief Accountant