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21 OCT 2022
ET/M

THE MINISTRY OF HEALTH.
THE SCHEME OF PROMOTION FOR THE POST OF DISPENSER OF PARA
MEDICAL SERVICE GROUP (MT-4)

MINISTRY OF HEALTH & INDIGENOUS MEDICINE
28 NOV 2022
NORTHERN PROVINCE

1. CONNECTED INSTITUTIONS:

- 1.1. Department: Health Department: -Ref. No: NP/04/01/DIS/
- 1.2. Ministry: Ministry of Health, Northern Province
- 1.3. Ref. No: NP/04/01/SM/PD/MT-4/8
- 1.4. Approval of Posts by Director General of Management Services
Reference No: _____ Date: _____
- 1.5. Recommendation of National Salaries and Cadre Commission
Reference No: _____ Date: _____
- 1.6. Recommendation of the Provincial Public Service Commission
Reference No: _____ Date: _____

2. APPOINTING AUTHORITY:

- 2.1. Secretary, Ministry of Health, Northern Province, who is delegated by Governor.
- 2.2. Effective date: 11.10.2016

3. DETAILS REGARDING THE SERVICE GROUP:

- 3.1. Service Group:- Para Medical Service, Segment 03
- 3.2. Grades:- III, II, I

The duties specially shown by appointing authority for performing service by assisting to complete patient care services which is included in the duties regarding care taking and handing of drugs, by performing technical scientific duties, bearing scientific theory relevant to the posts for Para medical service which performs health protection professional duties should be performed by the officers belongs to this service group.

3.3. Assignment of duties

Assignment of duties will not be done Grade wise and any duty, among the duties assigned to this service group, could be assigned to officer of any Grade, on the basis of seniority and merit, on necessity of service by head of the department.

4. NATURE OF THE POST/ POSTS :- This post is permanent and pensionable

Note:- It shall be subject to the policy decision of the government, that may be taken in future regarding pension scheme

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5. SALARIES :

- 5.1. Salary code relevant to the service group:- MT-4-2016
5.2. Salary Scale :- Rs. 31,190-10x445-11x660-10x730-10x750-57,700
5.3. Initial Salary step relevant to the Grade system.

Grade	Initial Salary step	Initial Salary Amount
III	Step 01	Rs. 31,190
II	Step 12	Rs. 36,300
I	Step 23	Rs. 43,630

6. POST RELEVANT TO THE SERVICE GROUP

6.1. Approved designations, approved number of posts and the duties assigned to same are shown through annexure – 01

6.2. Number of combined officers.

➤ Approved Cadre of Dispensers -189

- All Grade of III, II, and I will be treated as they belong to combined number of officers, for the task of promotion from Grade to Grade.

7. METHOD OF RECRUITMENT:

Recruitment will be made by the Ministry of Health Colombo

8. EFFICIENCY BAR:

8.1.

Name of the efficiency bar	Should pass the efficiency bar Before how many number of years	Nature of efficiency bar Written test professional test/certificate course others
1 st efficiency bar	Before & pending three (03) years on recruitment to Grade III	Written test
2 nd efficiency bar	Before & pending three (03) years on promotion to Grade II	Written oral and practical test
3 rd efficiency bar	Before & pending five (05) years on promotion to Grade I	Written test

(Syllabuses relevant to each efficiency bar examination are mentioned in annexure 02- I, 02 -II and 02-III)

8.2. Time frame of the efficiency bar examination - Shall be conducted twice a year

1.1. Authority conducting the examination

1st efficiency bar
2nd efficiency bar
3rd efficiency bar } Secretary, Ministry of Health, Colombo

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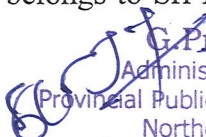
8.3. Efficiency bar examination - Syllabus

Subjects of efficiency bar examination corresponding under each scheme of promotion	
Earlier syllabus	This syllabus
<p>1st efficiency bar examination and first departmental examination</p> <ul style="list-style-type: none"> • 1st efficiency bar examination • Establishment Code and Public Service Commission procedural rules • Financial regulations • First departmental examination <ul style="list-style-type: none"> • Subject related • Practical <p>2nd efficiency bar examination and second departmental examination</p> <ul style="list-style-type: none"> * II efficiency bar examination <ul style="list-style-type: none"> * Establishment code * Financial regulations * Second departmental examination <ul style="list-style-type: none"> * Subject related * Practical * 3rd efficiency bar examination <p>Three months training course regarding management</p>	<p>(1) 1st efficiency bar examination</p> <ul style="list-style-type: none"> • Establishment Code and Procedural rules • Financial regulations <p>2nd efficiency bar examination</p> <ul style="list-style-type: none"> * Establishment code and Procedural rules <ul style="list-style-type: none"> * Financial regulations * Subject related <p>(Written, oral & practical)</p> <p>(3) 3rd efficiency bar examination</p> <ul style="list-style-type: none"> • Subject related (structured essay)

(a) The officers who had passed the subjects of establishment code and financial regulations in the first efficiency bar under the earlier syllabus for supervisory management non - Technical/Technical Services group belongs to Sri Lanka Technological Service of ministry in - charge of subject of health, relevant to the post of dispenser prevailed earlier will be exempted from first efficiency bar according to this syllabus similarly, if had passed only one subject, it will be considered that subject according to this syllabus and after passing the balance subject under this syllabus, it will be considered as having completed the first efficiency bar examination.

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(c) The officers who should pass the second efficiency bar examination under the provisions mentioned in the scheme of recruitment for supervisory management Non- Technical /Technical Service group belongs to Sri Lanka Technological Service in the ministry in - charge of subject of health, relevant to


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the post of dispenser. Prevailed before the effective date of this scheme of promotion, should complete the second II efficiency bar, by passing the subjects of second efficiency bar examination conducted under this syllabus, the subjects of same corresponds to each subject of the second efficiency bar examination, according to the syllabus prevailed corresponding subjects are shown in the above mentioned table (a). If passed the corresponding subjects in the second efficiency bar examination, according to the earlier syllabus, only such subjects will be exempted from the requirement of passing same under this syllabus. Similarly, the officers who had passed second efficiency bar examination. According to the syllabus prevailed earlier, will be exempted from second efficiency bar examination, which should be passed according to this syllabus.

(d) The officers who had completed satisfactory service period of 05 years in Grade I as at the effective date of this scheme of promotion will be exempted from the requirement of passing the third efficiency bar examination. Similarly according to the scheme of promotion for supervisory management non-Technical/Technical Service group belongs to Sri Lanka Technological Service, relevant to the post of dispenser, prevailed earlier and according to the Sri Lanka Technological Service minutes published in the gazette No1930/12 dated 01.09.2015, the officers who had completed the three months training course regarding management as third efficiency bar examination, will be exempted from the third efficiency bar examination, which should be passed according to this syllabus.

(e) However, though the efficiency bar examination which should be passed as relevant is changed, there is no change in the period relevant to the efficiency bar examination which should have been passed.

09. LANGUAGE PROFICIENCY

9.1.

Language	Proficiency to be obtained
01. Official Language	Officers who joined the service not in an official language, should obtain proficiency of an official language during the period of probation
02. Other Official Language	The proficiency in relevant level should be obtained according to public administration circular 01/2014 and the circulars incidental to same

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10. GRADE PROMOTION

10.1. Promotion from Grade III to Grade II

10.1.1. According to general work performance

10.1.1.1. Qualifications to be fulfilled

- i. Having confirmed in appointment
- ii. Having completed minimum (10) years active and satisfactory service in Grade III of the service group and having earned ten (10) salary increments.
- iii. Having shown work performance on satisfactory level or higher than that within ten (10) years prior to date of promotion, in accordance with approved work performance evaluation procedure.
- iv. Having obtained other official language proficiency in the relevant level.
- v. Having passed the relevant efficiency bar examination on due date.

10.1.1.2. Method of promotion

When the officers who completes the qualifications, makes request to the appointing authority for promotion to grade II, according to prescribed format, after checking the qualifications promotion will be effected by appointing authority as effective from the date of qualification.

10.2. Promotion from Grade II to Grade I

10.2.1. According to general work performance:

10.2.1.1. Qualifications to be fulfilled

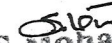
- i. Having completed minimum ten (10) years active and satisfactory service in Grade II of this service group and having earned ten (10) salary increments.
- ii. Having shown work performance on satisfactory level or higher than that within ten (10) years prior to date of promotion, in accordance with approved work performance evaluation procedure.
- iii. Having passed the relevant efficiency bar examination on due date.

10.2.1.2. Method of promotion

When the officers who completes the qualifications, makes request to the appointing authority for promotion to grade I, according to prescribed format, after checking the qualifications promotion will be effected by appointing authority as effective from the date of qualification.

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11. APPOINTMENT TO POSTS: Not applicable.

12. CONDITIONS OUTSIDE TO THE GENERAL CONDITIONS SHOWN IN PUBLIC SERVICE COMMISSION PROCEDURAL RULES: Not applicable

13. DEFINITION OUTSIDE TO THE DEFINITIONS SHOWN IN PUBLIC SERVICE COMMISSION PROCEDURAL RULES: Active service period means the period to which the no pay leave period is not included but also includes the no pay leave period which had been specially mentioned by the cabinet as policy as it should be treated as active service period and the period on which an officers was drawing the salary relevant to his post.

14. ABSORPTION INTO GRADE SYSTEM:

The absorption into the Para Medical Service of the officers in the post of dispenser, who are in service as at the date this scheme of promotion was approved and who draw salary in the salary scale MT - 04 - 2016 according to public administration circular No 03/2016, will be effected as below under the provisions in section 4 of chapter VII of the establishment code.

There should not be any change in the date of increment or on seniority of the officer due to the reason of absorption and in the salary conversion; placement on next higher salary step should not be effected according to section 4:4 of Chapter VII of the as the salary step the officer was drawing last corresponds to the new salary step.

14.1. Grade III

The officers who were in Grade III of Sri Lanka Technological service on 11.10.2016 and those had completed active and satisfactory service period below 6 years as at the effective date of this scheme of promotion will be absorbed into Grade III of Para Medical Service.

14.2. Grade II

a. The officers who were in Grade III of Sri Lanka Technological Service on 11.10.2016 and those who had completed active and satisfactory service period of 6 years as at the effective date of this scheme of promotion and those who had completed the qualifications mentioned in serial number I ,V and VI c 10.1.1.1,

b. The officers, who were in Grade II in Sri Lanka Technological Service on 11.10.2016, will be absorbed into Grade II of Para Medical Service.

Note: The active and satisfactory service period more than of 06 years on total service period of officers who are absorbed into Grade II, will be considered as active and satisfactory service period for the task of promotion from Grade to Grade.(An officer who is absorbed into Grade II, will be considered hypothetically as he was recruited to a post in Para Medical service from the date he is recruited to the post of dispenser and the salary will be prepared and accordingly if he gets more salary other than the salary the officer is entitled to as at the date of absorption, the present salary will be paid to the officer at least the relevant salary becomes equal)

14.3. Grade I

- a. The officers who were in Grade I on Sri Lanka Technological Service on 11.10.2016,
 - b. The officers who were in Grade II of Sri Lanka Technological Service on 11.10.2016 and with a service period of not less than 9 years in Grade II as at the effective date of this scheme of promotion,
 - c. The officers who had completed 15 years active and satisfactory service period and had completed the qualification mentioned in serial number IV in 10.2.1.1,
- will be absorbed into Grade I.

Note: The service period not less than 09 years in Grade II and the active and satisfactory service period of more than 15 years, the officers had completed as at the effective date of the scheme of promotion will be considered as active service in Grade I for the task of promotion from Grade to Grade (An officer, who is absorbed into Grade I, will be considered hypothetically as he was recruited to a post in Para Medical Service from the date he is recruited to the post of dispenser and the salary will be prepared and accordingly if he gets more salary other than the salary the officer is entitled to as at the date of absorption the present salary will be paid to the officer at least the relevant salary becomes equal)

15. PROVISIONS OF ESTABLISHMENT CODE AND THE CONDITIONS SHOWN IN PROCEDURAL RELIES PUBLISHED BY EXTRA ORDINARY GAZETTE NO 1837/30 OF 03.07.2013 OF PUBLIC SERVICE COMMISSION, ARE APPLICABLE REGARDING EVERY APPOINTMENT.

16. IF THERE IS ANY MATTER FOR WHICH PROVISION IS NOT PROVIDED IN THIS SCHEME OF PROMOTION WILL BE DECIDED BY PUBLIC SERVICE COMMISSION.

17. INTERIM PROVISIONS:

Interim period is effective up to 31.12.2020 promotions in Grade II and Grade I will be provided as below within this interim period.

17.1. Promotion to Grade II

The officers who had completed 06 years active and satisfactory service period in Grade III and had completed the qualifications mentioned in serial numbers i,v and vi in 10.1.1.1 will eligible promoted to Grade II from the date of completion of the qualifications.

17.2. Promotion to Grade I

The officers who are with active and satisfactory service period of not less than 09 years in Grade II and who had completed the qualifications mentioned in serial numbers iv in 10.2.1.1 will eligible promoted to Grade I from the date of completion of the qualifications.

17.3. If the Provincial Public Service Commission satisfies that adverse effects are caused in the provisions included here to an officer in service as at the effective date of this scheme of promotion, who has not reached the optional retirement age and to award appropriate privilege to Exercise.

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The option of retirement under section 7 of the pension minutes, permission will be granted to retire if an officer make request subject to utilize the option within one year from the approval of this scheme of promotion.

Prepared by: *v. signa*

Checked by: *[Signature]*

(Staff Officer)

C. Prashath
Administrative Officer
Ministry of Health, Indigenous
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Recommended and forwarded.

[Signature]
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Dr.D.H.Liyanage
Provincial Director of Health Services,
Northern Province

Dr. Dilip H Liyanage
Provincial Director of Health Services
Northern Province

Date: *21/10/22*

Reference No:

Scheme of promotion for the post of Dispensers of Para Medical Service group (MT-4) of Health Line Ministry, is recommended.

S.M.
.....
S.Mohanathan
Secretary,
Ministry of Health, Northern Province
Date: *20/10/2022*

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Secretary
Ministry of Health, Indigenous
Medicine and Probation & Child Care Services
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Reference No: *NP/01/02/03/Health.Ser.Min-27*

Scheme of promotion for the post of Dispensers of Para Medical Service group (MT-4) of Health Line Ministry, is recommended.

[Signature]
.....
S.M.Saman Bandullasena
Chief Secretary, Chief Secretariat,
Northern Province.
Date:

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Chief Secretary
Northern Province

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Reference No: NP/07/MN/He/19/I.....

Scheme of promotion for the posts of Dispensers of Para Medical Service group (MT-4) of Health Line Ministry, is recommended.

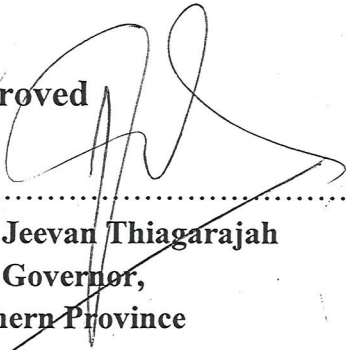


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Secretary,
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Secretary
Provincial Public Service Commission
Northern Province

Date:4/11/22.....

Approved

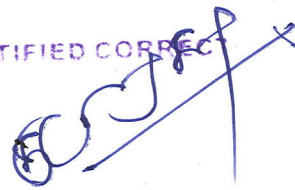


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Hon. Jeevan Thiagarajah
Hon. Governor,
Northern Province

Date: ..15/11/2022.....

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Governor
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ANNEXURE -01

01. Post/ Posts relevant to service group.

02. Approved designations, approved number of posts and the duties assigned to same.

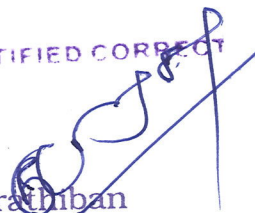
Approved Designation	Approved number of posts	Approved Grade	Duties
Dispenser	189	Grade III and Grade II	<p>(a)</p> <ul style="list-style-type: none"> • Issuing all type of drugs included in the drugs lists prescribed by Medical Officer and providing appropriate instructions regarding drugs to patients. • Preparing necessary internal mixtures and external application types according to the relevant standard and issuing to the patients. • Issuing the drugs liquid and drops etc for eye, ear and nose according to drugs list, according to the standard. • Preparing concentrated disinfectant in accordance with the correct standard and issuing same to hospital wards, dressing room, surgical room etc and to other sections. • Issuing drugs, surgical items, dressing items and equipment to wards, surgical room, and other sections. • Efficiency as necessary the storage and handling activity of dangerous drugs mentioned in 3rd schedule of cosmetics and drugs law. • Maintaining daily, the register of obtaining drugs, surgical and dressing items and issuing, bearing the responsibility directly regarding those stocks. • Bearing direct responsibility regarding storage of drugs stock, maintaining appropriately the stores status and supervising same daily. • Assisting the Head of Institutions for the preparation of annual drugs, surgical and dressing estimates of the institution. • If appointed as a member for the institutional drugs review committee, participating and supplying relevant statistical data there and maintaining same appropriately. • Providing assistance directly to the relevant

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			<p>board for drugs handling activity and handling lapsed drugs, minimum drugs, supplying the report regarding the drugs which are closer to expire, to the relevant sections correctly.</p> <ul style="list-style-type: none">• Maintaining appropriately the general and surgical listed register of drugs series and providing.• Co-operation in the stock items survey activities to the relevant boards.• Providing knowledge to patients regarding matters such as use of drugs, side effects on drugs etc.
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ANNEXURE – 02

Annexure 02 – I

Ministry:- Ministry of Health, Colombo

Service group:- Para Medical Service

01. Name of Examination:- Efficiency bar examination of Grade III Para Medical service
02. Details regarding the examination

Question paper	Time	Total marks	Pass marks
Establishment code and Procedural Rules	3 hours	100	40%
Financial Regulations	3 hours	100	40%

03. Authority conducting the examination:- By an institution approved by Secretary of Ministry of Health, Colombo
04. The period in which the examination is conducted:- Twice a year
05. Syllabus for the examination

Name of Question paper	Syllabus
Establishment code and Procedural rules	This question paper will be prepared on the undermentioned chapters of the Establishment Code and on the procedural rules of the Public Service Commission. IV, XII, XIII, XIV, XIX, XLVII, XLVIII
Financial regulations	This question paper will be prepared on the undermentioned Financial Regulations. I st chapter:- Expenditure and revenue estimate, Consolidated Fund, Annual estimate, Annual estimate variation (Financial Regulations from 1 to 68) II nd chapter:- Financial Management and accountability, Chief Accounting Officer, Accounts official revenue, Accounting officers, providing authority for payment Approving, Certifying, Assignment of duty. (Financial Regulations from 124 to 147)

Annexure 02 – II

Ministry:- Ministry of Health, Colombo

Service group:- Para Medical Service

01. Name of Examination:- Efficiency bar examination of Grade II Para Medical Service
02. Details regarding the examination

(a) Efficiency bar examination

Question paper	Time	Total marks	Pass marks
Establishment code and Procedural Rules	2hours	100	40%
Financial Regulations	2 hours	100	40%

(b) Subject related Examination

Question paper	Time	Total marks	Pass marks
Subject related written	3 hours	100	40%
Subject related oral	15 minutes	100	40%
Subject related practical	According to the examination	100	40%

03. Authority conducting the examination:- By an institution approved by the Secretary Ministry of Health, Colombo

04. Period in which the examination is conducted:- Twice a year

05. Syllabus for Examination

Name of question paper	Syllabus
Establishment Code	Question paper will be prepared on the undermentioned chapters of the establishment code. XV, XVI, XXIII, XXIV, XXV, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII

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Financial Regulations	<p>Question paper will be prepared on the undermentioned chapters of Financial Regulations.</p> <p>i. VIth Chapter :- Custody of government funds, Imprest and bank account, Government fund security, Board of Survey, overdraft, Bank account.(Financial Regulations from 315 to 396)</p> <p>ii. XIIIth chapter:- Supply work and service:- Supply / purchase process, stores survey, storage process, contracts, exclusion from tender procedure(Financial Regulations from 708 to 775)</p>
Subject related examination-written test	<p>Relevant to diploma training course syllabus and corresponding to duty services</p> <p>I. Theory and technical knowledge relevant to pharmacology</p> <p>II. Knowledge regarding theory and technical method relevant to drugs dispense/mixture</p> <p>III. Theory and legal knowledge relevant to drugs management (ordering drugs, storage, stores control, code mining of drugs etc)</p>
Subject related examination - oral test	<p>An oral test regarding problems which may arise in engaging in service and relevant to syllabus relevant to subject related question paper.</p>
Subject related examination - practical test	<p>A practical examination joined with abilities and activities relevant to subject field. The syllabus applicable to subject related written test is applicable to this also.</p>

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