

Attention MR Wimal Perera SPID 2

(221)

2005

(7)

09 MAY 2005

General Circular No: 01-09/2005

My.No PA/DDG(PHS)IE/44/2004
Ministry of Health
385, Baddegama Wimalawansa Thero
Mawatha
Colombo 10
08th April 2005

09 MAY 2005

Handwritten signatures and initials

Provincial Health Secretaries,
Provincial Directors of Health Services,
Deputy Provincial Directors of Health Services,
Directors of Line Ministry,
Divisional Directors of Health Services,
All Heads of Institutions

Working hours of Staff in DDHS/MOH Offices

The backbone of the preventive health services in Sri Lanka is the health unit system, which originated in 1926 at Kalutara and now covers the whole island. This consists of a clearly demarcated area (MOH area or Health unit area) with a population of approx. 60,000-100,000 under the administrative control of a Medical Officer of Health (Divisional Director of Health Services). Some personnel are located in the MOH/DDHS office while others (eg. PHI, PHM, SDT, staff of diseases control programmes, etc) are located in the field.

The persons located at the DDHS/MOH office are

- a) Technical/Professional
DDHS/MOH, PHNS, SPHM, SPHI,
- b) Support staff
Clerk, KKS, Labourers, Drivers etc

The official working hours of the staff at the DDHS/MOH office has been as follows over many decades and should continue to be the same.

- 1) Drivers and labourers
 - i) Weekdays 7.30 - 4.00 p.m. — 8 1/2 h
 - ii) Saturdays 7.30-1.30 p.m. — 6 h

- 2) All other staff
 - i) Weekdays 8.00 a.m. - 3.30 p.m. (30 mts lunch break) — 7 1/2 h
 - ii) Saturdays - 8.00 a.m.-1.00 p.m. — 5 h

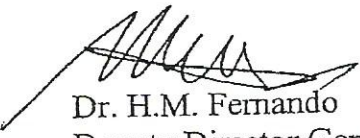
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DPH
SPHM
SPID 3

This is different from the duty hours in hospitals and other offices (eg. DPDHS Offices) as the services provided by the DDHS/MOH make it necessary for the office to

be kept open on Saturdays also when a number of clinics, meetings, issue of stores items to field personnel etc. are conducted at the DDHS/MOH office.

It has been repeatedly highlighted at the Health Development Committee (HDC) and National Health Development Committee (NHDC) meetings conducted at the Ministry of Health with participation of both Line Ministry and Provincial Ministry officials that there is a considerable disruption in provision of services at the health unit level, due to different categories of staff adhering to different working hours based on various circulars issued at different times including General Circular No. 01-16/2002 dated 2004.09.05. As such, all staff located in the DDHS/MOH office (not the field) should continue to work according to the above duty hours without exception during the period they are attached to the DDHS/MOH office.

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D/r


Dr. H.M. Fernando
Deputy Director General
(Public Health Services)

Sgd. Dr. Y.D.N. Jayatillake
Actg. Secretary/Healthcare, Nutrition and
Uva Wellassa Development

- Copies to -
1. Additional Secretaries, Administration/Medical Services
 2. Director General of Health Services
 3. Deputy Directors General of Health Services