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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

අංක 2193/7 - 2020 සැප්තැම්බර් මස 14 වැනි සඳුදා - 2020.09.14

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(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

1st AMENDMENT

SERVICE MINUTE OF THE PUBLIC HEALTH MANAGEMENT ASSISTANTS SERVICE

The public Service Commission has ordered as follows to amend the Service Minute of the Public Health Management Assistants Service published in the *Gazette Extraordinary* No. 2053/18 dated 09th of January 2018 of the Democratic Socialist Republic of Sri Lanka.

Dr. S. H. MUNASINGHE,
Secretary,
Ministry of Health.

Ministry of Health,
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
11th of September 2020

1. Amendment of the column indicating the *nature of the Efficiency Bar: Written/Professional/Certificate Course/ Other as "Certificate Course of 120 hours (Annex 06)"* as against the column indicating *3rd Efficiency Bar Examination* in Table 8.1 of Section 8.
2. The Annex 06 is as follows.



Name of the Course: Efficiency Bar Certificate Course of 120 hours for officers in Grade I of the Public Health Management Assistants Service.

<i>Subject of the Course</i>	<i>Duration</i>
(1) Establishments Procedure and Procedural Rules	35 hours
(2) Public Finance Management	35 hours
(3) Current Trends	25 hours
(4) Health Institutions and Hospital Administration	25 hours

01. Particulars of the Course: (The Course should be completed within five years of the promotion to Grade I.)

The Course will be conducted in the media of Sinhala, Tamil and English languages. Officers should follow the Course in the medium of language they sat for the examination to join in the relevant service or one of the official languages. Those officers who joined in the service without a competitive examination should follow the Course in the language medium of their education or one of the official languages.

2. Conducting Authority: An Institution approved by the Secretary of the Ministry of Health.
3. Frequency at which the Course is conducted : Twice a year.
4. Syllabus of the Course.

<i>Subject of the Course</i>	<i>Syllabus</i>
(1) Establishments Procedure and Procedural Rules	Imparting of knowledge on matters containing a part to test the knowledge in office systems operating in Government offices and proficiency in experience gained in the office activities so as to cover up the subject areas such as fundamentals of office systems, their importance, written communication, documentation and compiling formats and a part on matters contained in Volume I of the Procedural Rules of the Public Service Commission and Volumes I and II of the Establishments Code.
(2) Public Finance Management	Imparting of knowledge and understanding of the subjects in Offices of Government Departments and Ministries such as financial control, custody of public finance, revenue and payments, budget estimates and supply works and services. (Basic knowledge on board of survey of goods and stock verification, store keeping, financial regulations, auditing and basic banking practice.)
(3) Current Trends	Examination of current awareness on local and international events and imparting of knowledge on new trends related to office management, new trends on delivery of services in the public service and good governance.
(4) Administration of Health Institutions and Hospitals	Imparting of knowledge and understanding on the objectives of the Departments of Health and Ayurveda, structure of the health services in the line Ministry and Provincial Councils, basic components of the health

<i>Subjects of the Course</i>	<i>Syllabus</i>
	sector and institutions associated thereto, structural development of the curative health, service, operation of a hospital, ordering and receiving of raw food materials, quality checks of the cooked food, supply of medicinal, surgical and Medical equipment and other supplies, management of medical statistics, role of communication and public relations in medical institutions, hospital charges and yield of the garden crops and special units, decentralized special units and decentralized special businesses in hospitals.

Candidates may refer the *Gazette Notifications* published by the Secretary of Ministry of Health from time to time for full details on the syllabus and method of applications.

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