



GMOA

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TU No. 291

THE GOVERNMENT MEDICAL OFFICERS' ASSOCIATION

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GMOA/BU/2011
07.12.2011

Secretaries/ Presidents of all branch Unions.

Dear Sir,

Re: Extra duty scheme for Medical officers

GMOA has taken steps to correct the existing erroneous extra duty circular. New amended circular is annexed herewith for your kind perusal. We expect this small amendment will bring at least some relief to already overburdened government doctors.

Thank you,

Yours faithfully,

Dr. Chandika Epitakaduwa

Secretary

General Circular No: MO- 01-18/2009

My No: D(TCS)/01/2009(T)
Department of Health Services
"Suwasiripaya"
385, Baddegama Wimalawansa Mw
Colombo 10.
01/12/2011

To all Heads of Department Units, Special Campaigns
Heads of Medical Institutions,
Provincial Directors.

Re: Extra Duty Scheme for Grade Medical Officers, Specialists and Administrative grade Medical Officers

The extra duty payment scheme for Medical Officers was introduced by General Circular letter 1539 of 30th September 1980. Since then several amendments have been made and current instructions issued.

The payment of extra duty for specialist medical officers was introduced by circular 0246/2008 dated 15/05/2008 with the concurrence of the treasury and public Administration.

In view of requests received seeking clarification on claiming extra duty, following guide lines are laid down for strict compliance.

1. Payment of extra duty is for active duties performed out side normal hours of duty.
2. It is essential to work for a minimum period of Six hours normal duty all week days and 4 hours normal work on Saturdays in order to claim extra duty.
3. The extra duty payment would be payable to minimum of one (01) hour and maximum of four (04) hours per day. For computation, four units of quarter hour each can be totaled to one hour.
4. A medical officer can claimed for extra duty before or after the normal routing working hours provided they perform their routing work. For computation purpose official working day should be stated as from 12.00 mid night to 12.00 mid night the next day.
5. Medical officers who are summoned to work when of duty, depending on the demand of the institution, are eligible for extra duty payments irrespective of completion of the normal working hours within the stipulated maximum of four hours period.
6. Officers conducting clinics, who have to work beyond 06 hours of work, can claim a maximum of 02 hours of extra duty for the clinic purpose.
7. Extra duty claims have to be approved by the head of the institution or the officer acting on his/her behalf.
8. Claims should be substantiated with the duty roster for the month which has been given prior approval by the head of the institution and the Diaries maintained by the medical officers, since they are proof of performing extra duty.

9. The payment of extra duty work will be made monthly on a claim form filled by the medical officer concerned and certified by the consultant and the Head of Institution. In the case of specialist medical officers certification from the head of the institution is sufficient. In the case of medical administrator the supervising officer has to certify the claim.
10. Medical officers are entitled for extra duty for work done in excess of six hours on public holidays and on Sundays apart from the 1/20 allowance claimed for working on Sundays and public holidays.
11. The rates of payments to each category of medical officer will be in accordance with the current circular. Up dated extra duty claim form should be used to claim extra duty here after. The heads of institutions should be satisfied that the claim made tally with the duty rosters, diaries is in accordance with the circular. Since there is already a limitation of four hours of extra duty per day the Head of Institution are permitted to pay beyond 100% of consolidated salary provided the head of the institution is satisfied that it has been performed due to a service requirement.
12. With the issue of this circular all previous circulars with regard to extra duty payments of medical officers are cancelled.



Dr. Ravindra Ruberu
Secretary of Health

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Secretary of Health

Secretary of Health
"Suvashiripaya"

385, Rev. D. H. Jayasinghe Mawatha, Thero Mahipala,
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