

My No. PE.13/86

Office of the Director General
of Health Services,
Inland Revenue Building,
P.O.Box. 513,
Colombo 2, 28 May, 1986.

To: All Officers-in-Charge of
Institutions

Duties of Supervising Public Health Inspectors
attached to M.O.H./D.H.O. Offices

A Supervising Public Health Inspector -

01. Shall be responsible for all activities relating to environmental health and keep himself acquainted with all parts of his area by frequent personal visits. *7
02. Shall ^{*2,3} guide, lead and supervise the Public Health Inspectors in his area to carry out the duties in respect of :
*4
 - (a) Environmental health with special reference to sanitation, latrine construction, food hygiene, housing, licensing of trades, meat inspection and hospital sanitation ;
 - (b) Control of Communicable diseases ^{*6} ;
 - (c) School Health ;
 - (d) Occupational Health including Estate Health ;
 - (e) Specialised Campaigns ;
 - (f) Health Education ; and
 - (g) Any other duties assigned to them.By frequent inspections of Office and field work.
03. Shall submit reports of all supervisions carried out by him to the M.O.H./D.H.O. with his recommendation, and take follow-up action.
04. Shall assist in establishing cordial relations between the community and the P.H.II.
05. Shall assist M.O.H./P.H.II. in co-ordinating activities with Local Authorities and other health related sectors.
06. Shall assist M.O.H. and P.H.II. in his area to carry out Health Surveys and prepare Health Survey/Review reports, and prepare a programme of work based on Surveys/Reviews.
07. Shall prepare an Advance Programme of work taking into consideration all health activities carried out in his area by P.H.II. and other health staff and work according to an approved programme.
08. Shall assist the M.O.H. in maintaining Maps, Charts, Records and Registers relating to Epidemiology and Statistics, Control of Communicable diseases, Environmental Health, School Health and Health Education, and records of any other relevant information required by the Medical Officer of Health/District Health Officer.

(more)

09. Shall attend Staff Conferences.
10. Shall attend local Conferences and any other Official meetings when called upon to do so by his Superior (Supervising) Officer.
11. Shall assist in organising programmes on Health Education and in the training of Health Volunteers.
12. Shall participate in Community Health Projects and activities with the approval of the M.O.H./D.H.O.
13. Shall maintain his Office in a room in the Office of the M.O.H./D.H.O.
14. Shall ensure that all reports and returns are received from P.H.II. on the due dates and prepare consolidated reports as required for transmission to the R/D.H.S.
15. Shall maintain his Diary up-to-date and ensure that P.H.II. of the area also do so.
16. Shall make recommendations regarding leave of P.H.II. in his area and ensure that suitable acting arrangements are made.
17. Shall maintain the following personal particulars in respect of all P.H.II. in his area :
 - a) Name ;
 - b) Official and Private addresses ;
 - c) Date of first appointment ;
 - d) Date of appointment to present station ;
 - e) Date of passing the Efficiency Bar Examinations, and Sinhala/Tamil colloquial tests ;
 - f) Due date for sitting Efficiency Bar Examinations ;
 - g) Incremental date ;
 - h) Special Training.
18. Shall attend to any other duties assigned to him by the M.O.H./D.H.O.

Duty Hours : Shall be from 07.30 a.m. to 04.30 p.m. with a Two hour lunch interval.

Administrative Procedures to be followed in the
M.O.H./D.H.O. Office

01. All papers relating to environmental sanitation shall be submitted by the Clerk to the S.P.H.I. who should attend to them promptly and submit them to the M.O.H./D.H.O. with his recommendations for attention.

(more)

All representations relating to work and discipline made by P.H.II. to the M.O.H./D.H.O. should be made through S.P.H.I.

- 03. All Leave applications of P.H.II. should be attended to by the S.P.H.I. and submitted to the M.O.H./D.H.O. with his recommendations after ensuring that acting arrangements are satisfactory.

Please note that General Circular No. 294 of 04 July, 1963 is hereby cancelled.

So Hall

 Director (E & O.H.)

Sgd. Dr Joe Fernando
 DIRECTOR GENERAL OF HEALTH SERVICES

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DUTIES OF SUPERVISING PUBLIC HEALTH INSPECTORS ATTACHED TO
MOH/DHO OFFICE

1. Duties of SPHII

01. The SPHI shall be responsible for all activities relating to environmental health and keep himself acquainted with all part of his area by frequent personal visits.
02. Shall guide lead and, supervise the Public Health Inspectors in his area to carryout the duties in respect of:
 - (a) Environmental health with special reference to sanitation, latrine construction, food hygiene housing, licensing of trades, meat inspection and hospital sanitation.
 - (b) Control of communicable diseases
 - (c) School Health
 - (d) Occupational Health including estate health
 - (e) Special campaign
 - (f) Health education and
 - (g) Any other duties assigned to them by frequent inspections of office and fieldwork.
03. Shall submit reports of all supervisions carried out by him to the M.O.H./D.H.O. with his recommendation, and take follow up action.
04. Shall assist in establishing cordial relations between the community and the P.H.II
05. Shall assist M.O.H./P.H.II in co-ordinating activities with local authorities and other health related sectors.
06. Shall assist M.O.H. and P.H.II in his area to carryout Health Surveys and prepare Health Survey/Review reports, and prepare a programme of work based on Surveys/Review.
07. Shall prepare an advance programme of work taking into consideration all health activities carried out in his area by P.H.II and other health staff and work according to an approved programme.
08. Shall assist the M.O.H. in maintaining maps and charts, records and registers relating to Epidemiology, Statistics and control of communicable diseases, Environmental health, School Health and Health Education, and records of any other relevant information required by the Medical Officer of Health/District Health Officer.
09. Shall attend Staff Conference.
10. Shall attend local Conferences and any other official meetings when called upon to do so by his Superior (Supervising) Officer.

11. Shall assist in organizing programmes on Health Education, and in the training of Health Volunteers.
12. Shall participate in Community Health Projects and activities with the approval of the M.O.H./D.H.O.
13. Shall maintain his Office in a room in the Office of the M.O.H./D.H.O.
14. Shall ensure that all reports and returns are received from P.H.II on the due dates and prepare consolidated reports as required for transmission to the R.D.H.S.
15. Shall maintain his diary up-to-date and ensure that P.H.II of the area also do so.
16. Shall make recommendations regarding leave of P.H.II in his area and ensure that suitable acting arrangements are made.
17. Shall maintain the following personal particulars in reports of all P.H.II in his area :
 - a. Name
 - b. Official and Private address
 - c. Date of first appointment
 - d. Date of appointment to present station
 - e. Date of passing efficiency bar examinations, and Sinhala/ Tamil colloquial tests
 - f. Due date for sitting Efficiency Bar Examinations.
 - g. Special Training
 - h. Incremental Date.
18. Shall attend to any other duties assigned to him by the M.O.H./D.H.O.
19. Duty Hours: Shall be from 07.30 a.m. to 04.30 p.m. with a two hour lunch interval.

Administrative procedures to be
Followed in the M.O.H./D.H.O. Office

01. All papers relating to environmental sanitation should be submitted by the clerk to the SPHI who shall attend to them promptly and submit them to the M.O.H./D.H.O. with his recommendations for attention.
02. All representations relating to work and discipline made by P.H.II to the M.O.H./D.H.O. should be made through the S.P.H.I.
03. All leave application of P.H.II shall be attended to by the S.P.H.I. and submitted to the M.O.H./D.H.O. with his recommendations after ensuring that acting arrangements are satisfactory.

Please note that General Circular No. 294 of 04th July 1963 is hereby cancelled.

*Sgd.. Dr. Joe Fernando
Director General Health Services

Director (E & O.H.)