



07.03.2025

NOTICE

To : All PGIM Trainers, Examiners and Trainees

Please take note of the following instructions regarding the submission of requests and documents to the Postgraduate Institute of Medicine (PGIM).

1. Submission Guidelines

The following requests/documents should be sent to the respective contacts as outlined below:

Academic Branch

Document/Request	Submission Contact
Leave Requests	Please apply through Google form Click Here
Special Requests from Trainees/ Trainers	Director director@pgim.cmb.ac.lk
Unit Accreditation (with all the documents stipulated in GRG 7.4 Process for accreditation of training units/centers)	Director director@pgim.cmb.ac.lk
Complaints	Director director@pgim.cmb.ac.lk
Research Topics, Proposals, and Reports	Relevant Board of Study Email (Please refer to the list of email addresses of the Boards of Study on the 4th page)
Dissertation Approvals from Reviewer	
Case Books	
Log Books	
Local Progress Reports/ SITA Forms	
Dissertation/ Research Project/Portfolio/Audit Reports	

Overseas Training Unit

Document/Request	Submission Contact
Explanation for the gap between training or delay in commencement of Overseas training from the scheduled date	Director director@pgim.cmb.ac.lk
Request to appoint a proxy to get the Certificates with affidavit/POA	Director director@pgim.cmb.ac.lk
Covering approvals for change of PBCA examiners and special examiner appointments (by the BOS)	Director director@pgim.cmb.ac.lk
Special Requests from trainees	Director director@pgim.cmb.ac.lk
Approval for the Dissertations, Protocols etc. (by the evaluator)	arexams2@pgim.cmb.ac.lk
Appointment of Examiners for PBCAs (by the BOS)	Relevant OT email (Please refer to the list of email addresses of the Overseas Training on the 5th page)
Overseas Training Objectives	
Duty reporting letters from overseas placement and Primary employer (MOH)	
Clearance letter for Board Certification	
Dissertation Casebook from trainees	
Dissertation approvals from Reviewers	

Examinations Branch

Document/Request	Submission Contact
Covering approvals for change of examiners and special examiner appointments	Director director@pgim.cmb.ac.lk
BOS correspondence	Director director@pgim.cmb.ac.lk
Complaints	Director director@pgim.cmb.ac.lk
Exam/Exam format changes	Director director@pgim.cmb.ac.lk
Changes of Exam dates	Director director@pgim.cmb.ac.lk
Examiner/ evaluators/assessors and core group Nominations	exam@pgim.cmb.ac.lk sarexms@pgim.cmb.ac.lk arexams@pgim.cmb.ac.lk

Exam Marks/Assessment marks and Comments	sarexams@pgim.cmb.ac.lk arexams@pgim.cmb.ac.lk
Password protected marks sheets	sarexams@pgim.cmb.ac.lk arexams@pgim.cmb.ac.lk
Temporary changes of core group coordinator to hand over the E bank USB drive or Keys	sarexams@pgim.cmb.ac.lk arexams@pgim.cmb.ac.lk
Examiner appointment acceptance forms	Relevant EX Email
Dissertation/thesis/portfolios/case books from Trainees	(Please refer to the list of EX email addresses on the 6th and 7th pages)

2. Overseas/Conference Leave Submissions (Applicable for trainees who are undergoing local training)

Please ensure that requests for overseas or conference leave are submitted **at least five (05) weeks** prior to the intended departure date.

Thank you for your cooperation in adhering to these guidelines.



Professor Senaka Rajapakse
MBS, MB, FRCP, FRCPE, FOSP, FAS, FNAS(SL)
Director
Postgraduate Institute of Medicine
University of Colombo

Professor Senaka Rajapakse
Director/ PGIM

List of the Board of Study Email Addresses – Academic Branch

	Name of the Board of Study	Email Address of the relevant Board of Study
1.	Anesthesiology	bosanaes@pgim.cmb.ac.lk
2.	Basic Medical and Sciences	bosbms@pgim.cmb.ac.lk
3.	Clinical Oncology	bosoncology@pgim.cmb.ac.lk
4.	Community Medicine	boscommed@pgim.cmb.ac.lk
5.	Dental Surgery	bosdentals@pgim.cmb.ac.lk
6.	Dermatology	bosdermat@pgim.cmb.ac.lk
7.	Family Medicine	bosfammed@pgim.cmb.ac.lk
8.	Forensic Medicine	bosforensic@pgim.cmb.ac.lk
9.	Paediatrics	bospaed@pgim.cmb.ac.lk
10.	Pathology	bospathology@pgim.cmb.ac.lk
11.	Psychiatry	bospsy@pgim.cmb.ac.lk
12.	Medical Administration	bosmadmin@pgim.cmb.ac.lk
13.	Medicine	bosmed@pgim.cmb.ac.lk
14.	Microbiology	bosmicro@pgim.cmb.ac.lk
15.	Multidisciplinary Courses	bosmdsc@pgim.cmb.ac.lk
16.	Obstetrics & Gynaecology	bosobsgyn@pgim.cmb.ac.lk
17.	Ophthalmology	bosoph@pgim.cmb.ac.lk
18.	Oral and Maxillofacial Surgery	bosomf@pgim.cmb.ac.lk
19.	Orthopaedic Surgery	bosorthopaedic@pgim.cmb.ac.lk
20.	Otorhinolaryngology	bosoto@pgim.cmb.ac.lk
21.	Radiology	bosradio@pgim.cmb.ac.lk
22.	Sports Medicine	bosspm@pgim.cmb.ac.lk
23.	Surgery	bosurgery@pgim.cmb.ac.lk
24.	Venereology	bosvenereology@pgim.cmb.ac.lk

List of the Board of Study Email Addresses – Overseas Training Unit

	Name of the Board of Study	OT Email Address
1.	Anesthesiology	otanaes@pgim.cmb.ac.lk
2.	Clinical Oncology	otoncology@pgim.cmb.ac.lk
3.	Community Medicine	otcommed@pgim.cmb.ac.lk
4.	Dental Surgery	otdentals@pgim.cmb.ac.lk
5.	Dermatology	otdermat@pgim.cmb.ac.lk
6.	Family Medicine	otfammed@pgim.cmb.ac.lk
7.	Forensic Medicine	otforensic@pgim.cmb.ac.lk
8.	Paediatrics	otpaed@pgim.cmb.ac.lk
9.	Pathology	otpathology@pgim.cmb.ac.lk
10.	Psychiatry	otpsy@pgim.cmb.ac.lk
11.	Medical Administration	otmadmin@pgim.cmb.ac.lk
12.	Medicine	otmed@pgim.cmb.ac.lk
13.	Microbiology	otmicro@pgim.cmb.ac.lk
14.	Multidisciplinary Courses	otmdsc@pgim.cmb.ac.lk
15.	Obstetrics & Gynaecology	otobsgyn@pgim.cmb.ac.lk
16.	Ophthalmology	otoph@pgim.cmb.ac.lk
17.	Oral and Maxillofacial Surgery	otomfsurg@pgim.cmb.ac.lk
18.	Orthopaedic Surgery	otorthsurg@pgim.cmb.ac.lk
19.	Otorhinolaryngology	ototo@pgim.cmb.ac.lk
20.	Radiology	otradio@pgim.cmb.ac.lk
21.	Sports Medicine	otspm@pgim.cmb.ac.lk
22.	Surgery	otsurgery@pgim.cmb.ac.lk
23.	Venereology	otvenereology@pgim.cmb.ac.lk

List of the Board of Study Email Addresses – Examinations Branch

	Name of the Board of Study	EX Email Address
1.	EX/BOS Orthopedic Surgery	exorthsurg@pgim.cmb.ac.lk
2.	EX/BOS Forensic Medicine	exforensic@pgim.cmb.ac.lk
3.	EX/BOS Multi disciplinary Courses	exmdsc@pgim.cmb.ac.lk
4.	EX/BOS Clinical Oncology	exoncology@pgim.cmb.ac.lk
5.	EX/BOS Paediatrics	expaed@pgim.cmb.ac.lk
6.	EX/BOS Psychiatry	expsy@pgim.cmb.ac.lk
7.	EX/BOS Family Medicine	exfammed@pgim.cmb.ac.lk
8.	EX/BOS Anaesthesiology	exanaes@pgim.cmb.ac.lk
9.	EX/BOS Obs & Gyn	exobs gyn@pgim.cmb.ac.lk
10.	EX/BOS Radiology	exradio@pgim.cmb.ac.lk
11.	EX/BOS Sports Medicine	exspm@pgim.cmb.ac.lk
12.	EX/BOS Medicine	exmed@pgim.cmb.ac.lk
13.	EX/BOS Dermatology	exdermat@pgim.cmb.ac.lk
14.	EX/BOS Pathology	expathology@pgim.cmb.ac.lk
15.	EX/BOS Microbiology	exmicro@pgim.cmb.ac.lk
16.	EX/BOS Medical Administration	exmadmin@pgim.cmb.ac.lk
17.	EX/BOS Otorhinolaryngology	exoto@pgim.cmb.ac.lk
18.	EX/BOS Surgery	exsurgery@pgim.cmb.ac.lk
19.	EX/BOS Dental Surgery	exdentals@pgim.cmb.ac.lk
20.	EX/BOS Comm Med/Den	excommmed@pgim.cmb.ac.lk
21.	EX/BOS Venereology	exvenereology@pgim.cmb.ac.lk
22.	EX/BOS Ophthalmology	exoph@pgim.cmb.ac.lk
23.	Exam.Cert. Anaes	excca@pgim.cmb.ac.lk
24.	Exam.Pg DRH	exdrh@pgim.cmb.ac.lk
25.	Exam.Anaes P1A	exana1a@pgim.cmb.ac.lk
26.	Exam.Physiology	exphysiology@pgim.cmb.ac.lk
27.	Exam.Molecular Medicine	exmolmed@pgim.cmb.ac.lk
28.	Exam.MSc CPT	excpt@pgim.cmb.ac.lk
29.	Exam.Med. Education	exmededu@pgim.cmb.ac.lk
30.	Exam.Pg DCH	exdch@pgim.cmb.ac.lk

31.	Exam.Emergency Med.	exemgmed@pgim.cmb.ac.lk
32.	Exam.Anatomy	exanatomy@pgim.cmb.ac.lk
33.	Exam.Palliative Medicine	expalliative@pgim.cmb.ac.lk
34.	Exam.Critical Care	exccm@pgim.cmb.ac.lk
35.	Exam.Disaster Management	exdisasterm@pgim.cmb.ac.lk
36.	Exam.Toxicology	extoxi@pgim.cmb.ac.lk
37.	Exam.Nutrition	exnutrition@pgim.cmb.ac.lk
38.	Exam.Geriatric Medicine	exgerim@pgim.cmb.ac.lk
39.	Exam.DTCD	exdtcd@pgim.cmb.ac.lk
40.	Exam.Military Medicine	exmilitary@pgim.cmb.ac.lk
41.	Exam.Bio medical Info	exbmi@pgim.cmb.ac.lk