

Public Administration Circular : 14/2022(III)

My Number : EST-6/03/LEA/3162(4)  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

13.07.2023

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Granting Leave with No Pay to be Spent in or out of the Island to Public Officers without Causing any Prejudice to the Seniority and Pension**

Your attention is drawn to the Public Administration Circular 14/2022 dated 22.06.2022, Public Administration Circular 14/2022(I) dated 06.09.2022 and Public Administration Circular 14/2022(II) dated 15.09.2022 issued on the above matter.

02. It has been decided at the meeting of the Cabinet of Ministers held on 10.07.2023 not to apply the period of leave with no pay to be spent in or out of the Island, which is approved for the officers from 11.07.2023 as per the provisions of the above circulars, with regard to the seniority of the said officers.

03. Accordingly, Section 'i' paragraph 4 of Public Administration Circular 14/2022 dated 22.06.2022 and Section 4.10 of Public Administration Circular 14/2022(II) dated 15.09.2022 shall be suspended with immediate effect so as not to cause any prejudice to the officers, who have obtained the approval for leave with no pay to be spent in or out of the Island up to 10.07.2023. The seniority of an officer, who reports for duty at the end of the period of leave with no pay to be spent in or out of the Island obtained from 11.07.2023 as per the provisions of the above circulars, will be same as the seniority of the officer before obtaining no pay leave to be spent in or out of the Island as per the above circulars.

04. The measures required for the implementation of the instructions stipulated in this circular within the Provincial Public Service shall be introduced by the Chief Secretaries of Provinces on the instructions and approval of the Hon. Governors.

05. The instructions on the application of these provisions with regard to the officers of Public Enterprises, which function on public funds, shall be issued by the Ministry of Finance.

06. The officers, who obtain no pay leave to be spent out of the Island under these provisions, should enter into the agreement indicated as Annexure 01 with the authority for approving leave.

Sgd/ K.D.N. Ranjith Asoka  
Secretary  
Ministry of Public Administration, Home Affairs,  
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**Agreement**

**Granting leave with no pay to be spent out of Sri Lanka without causing any prejudice to the pension**

This Agreement is made on.....of..... in year.....between the Secretary.....(Name) of .....(Name of the Ministry) of the Democratic Socialist Republic of Sri Lanka herein sometimes referred to as “first party” and the person hereinafter referred to as Secretary of .....(Name of the Ministry) of the one part and the following person/ officer herein referred to as “second party”.

Whereas leave with no pay to be spent out of Sri Lanka is hereby approved by the afore-mentioned first party for .....(full name of the officer) residing at .....(permanent address of the officer), who holds the post of .....at the .....(Ministry/Department) referred to as second party without causing any prejudice to the pension of the public officers subjected to the following conditions and obligations.

The said conditions and obligations are as follows;

- 01) The officer should make sure to follow the proper procedure when obtaining leave with no pay to be spent out of Sri Lanka.
- 02) The leave to be spent out of Sri Lanka obtained by the officer shall be from (.....) to (.....) and the maximum period of such leave shall be (01/05)\* years. (If the no pay leave is in accordance with para 03 of Public Administration Circular 14/2022, the period shall be limited for a maximum period of 01 year and if it is in accordance with para 05 of the said Circular, the maximum period shall be 05 years)  
\*delete the word inappropriate
- 03) The said period of leave to be spent out of Sri Lanka obtained by the officer is from (.....) to (.....) and the said period of leave should be limited to a maximum of (05/01) years.
- 04) The officer should make sure to follow the provisions of Public Administration Circular No: .....dated ....., which includes the above mentioned provisions, as required when getting the leave to be spent out of Sri Lanka approved.
- 05) Failure to fulfill the provisions of the above circular shall result in loss of entitlement to pension of the officer.

Breach of the above - mentioned conditions and obligations shall be an offence and the officer shall be subjected to any disciplinary and legal action taken by the relevant authorities.

In witness whereof .....(Name) Secretary of the Ministry of ....., the said first party and .....(full name of the officer), the second party have signed on this..... day of .....

1) First party ..... (Signature)  
..... (N.I.C. Number)  
..... (Official Stamp)

2) Second party ..... (Signature)  
..... (N.I.C. Number)

**Witnesses**

1) .....(Signature)  
.....(Name) .....(N.I.C. Number)  
.....(Address)

2) .....(Signature)  
.....(Name) .....(N.I.C. Number)  
.....(Address)