

Public Administration Circular : 12/2021

My No: EST-3/POLIC/04/0036
Ministry of Public Services,
Provincial Councils and Local Government
Independence Square
Colombo 07.

25.06.2021

Secretaries to Ministries
Secretaries to State Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of the duty leave granted to the officers entitled to Political Rights, who have been elected to office at Local Government Elections and appointed as Mayor/ Chairman, Deputy Mayor/ Vice Chairman, Member of Urban Councils/Municipal Councils / Pradeshiya Sabhas

Your attention is hereby drawn to Public Administration Circular 13/2007 dated 22.05.2007 issued revising sub section 2:3:4, Chapter XXXII of the Establishments Code and Public Administration Circular 32/91(III) dated 10.01.2008.

02. A decision has been taken at the meeting of the Cabinet of Ministers held on 03.05.2021 to revise the leave of five days with full pay to six days, which is given to a Member/ Vice Chairman of a Local Government Institution as per the sub section 2:3:4, Chapter XXXII of the Establishments Code revised by the Public Administration Circular 13/2007 and further to revise the leave of seven days with full pay to eight days, which is given to a Chairman of a Local Government Institution as per the provision of Public Administration Circular 32/91(III).

03. Accordingly, Establishments Code is hereby revised in the following manner revising sub section 2:3:4, Chapter XXXII of the Establishments Code and with the inclusion of a new section as 2:3:5 immediately after the above sub section.

"2:3:4 A public officer entitled to political rights and elected as a Deputy Mayor / Vice - Chairman, Member of a Municipal Council/ Urban Council or Pradeshiya Sabha, shall be granted, subject to the exigencies of service, 06 days of leave with pay per month, for attending the meetings of the Local Government Body and performing the duties connected to such meetings, whilst being in the post he had already been holding in the Public Service"

"2:3:5 The officers entitled to Political Rights, who have been appointed to the post of Mayor/ Chairman of a Local Government Institution, shall be granted 08 days of leave with pay per month to perform the functions of such Local Government Institution whilst serving in the substantive post

or

In case where an officer, who does not exercise option to obtain above mentioned leave, is appointed to the post of Mayor/ Chairman of a Local Government Institution or appointed to act in such post, the whole period during which, the officers, who have exercised their option to obtain no pay leave, are due to hold such post shall be informed with immediate effect to the Head of the relevant Department by the Secretary of the Local Authority specifying the date of commencement and closing of such period. The officer concerned too shall inform separately his/her Head of the Department the same. On receipt of such a notice, Head of the Department shall keep the officer on no pay leave during the relevant full period."

04. These provisions shall be effective from 03.05.2021.

Sgd/ J.J. Rathnasiri
Secretary
Ministry of Public Services,
Provincial Councils and Local Government