

Public Administration Circular : 15/2024

My No : EST-6/03/LEA/3237(1)
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

06.09.2024

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Taking action with regard to the officers who are
staying abroad beyond the approved period of leave
without obtaining proper approval**

Public Officers travel abroad under the provisions provided in the Establishments Code or Public Administration Circular 14/2022 dated 22.06.2022 and the provisions of the circulars issued consequently. There is a remarkable trend at present for certain officers who go abroad in this manner to report back for duty on their return to the island exceeding the approved period of leave without reporting for duty in due course at the end of the period of foreign leave approved. Having considered the facts reported to this Ministry, I hereby observe that non-performance of the responsibilities by the respective Heads of Institutions in the proper manner has also caused such situation.

02. Therefore, your attention is hereby drawn to the following provisions, which are at present in effect for taking action with regard to an officer, who absents himself from reporting for duty without obtaining proper foreign leave approval.

- i. Chapter XV of the Procedural Rules of the Public Services Commission
- ii. Section 7, Chapter V of the Volume I of the Establishments Code
- iii. Section 37, Chapter XLVIII of the Volume II of the Establishments Code

03. The lack of prompt action against officers, who abstain from reporting for duty without obtaining a proper approval, has caused various administrative issues in the relevant institutions and such situation directly affects the delivery of an efficient and productive public service to the general public. Therefore, prompt action should be taken as per the provisions in paragraph 02 above to avoid such issues paying attention to the above provisions and the below mentioned situations.

- D) If a request is made to extend the period of foreign leave approved for a specific period, such request should be made giving an adequate time for granting approval to the request and the approval for the extension should be obtained before the expiry of the first period of leave.

- II) Even though notices on the vacation of post have not been issued by the relevant authorities to officers, who do not report for duty on due date at the end of the approved period of leave without obtaining proper approval for an extension of foreign leave, they should be considered as having vacated their posts. The notice on vacation of post should be issued promptly and such officers should not be allowed to report back for duty.
- III) If any issue is observed in granting approval for an officer, who makes a request for the extension of the period of leave whilst staying abroad, and if it is observed that such issue cannot be settled before the expiry of the first period of leave, the officer should be informed to report back for duty with immediate effect.
- IV) The officer should report for duty with immediate effect, if the approval has not been granted for the extension of leave before the expiry of the first period of foreign leave even where a request has been made for the extension of leave and action should be taken as per the provisions in II above against the officers, who do not report for duty accordingly.
04. Further, at such occasions where a certain authority neglects the responsibility for taking action as per the provisions of Chapter XV of the Procedural Rules of the Public Service Commission, against officers who stay abroad beyond the properly approved period of foreign leave, disciplinary action should be taken against the said authority as per the provisions in section 1:2, Chapter XLVIII of the Establishments Code.
05. This Circular is issued with the approval of the Public Services Commission.

Sgd/ Pradeep Yasarathna
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Telephone : 011-2699399
Fax : 011-2692158
Email address : ade-vi@pubad.gov.lk