Public Administration Circular: 11/2017

My No: EST-6/LEAVE/03/1061

Ministry of Public Administration and Management

Independence Square

Colombo 07.

01.06.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

<u>Leave for Public Officers who could not Report for Duty Due to Floods,</u> <u>Earth Slips and Obstructions of Roads – May 2017</u>

It has been decided to grant special leave for the following Public Officers who were unable to report for duty due to floods and earth slips that occurred in various parts of the island in May 2017.

- I. The officers who were unable to report for duty due to the breakdown of public transport services between their residences and places of work, because of afore mentioned reasons.
- II. The officers who were unable to report for duty due to obstructions of the roads or being affected or displaced by disasters.
- 02. Request for special leave containing the reason for the inability to report for duty, recommended by the Grama Niladhari of his/ her area and certified by the Divisional Secretary, shall be submitted as per the format attached herewith by the relevant officer to the respective Head of the Institution for the purpose of obtaining special leave.

- 03. The Head of the Institution shall examine the request of the officer certified by the Divisional Secretary and if he is personally satisfied with its accuracy, it shall be submitted to the Head of the Department for approval for special leave only for the days on which the officer was unable to report for duty due to the above reasons, which were beyond his /her control.
- 04. Particulars of special leave granted in the above manner shall be included in the leave register maintained at the relevant institution in the proper manner and further this concession shall be applicable only for the officers who were unable to report for duty due to floods and earth slips that occurred in various parts of the Island in May 2017.

Sgd./ J.J. Rathnasiri

Secretary

Public Administration and Management

Ministry of Public Administration and Management

Annex

Format for requesting special leave for the public offices who could not report for Duty due to Floods, Earth Slips and Obstructions of Roads According to Public Administration Circular 11/2017 – May 2017

01.	Full name of the officer :		
02.	Post :		
03.	Name of the Ministry/ Department/ Provincial Council :		
04.	Official Address :		
05.	Residential address :		
	Permanent :		
	Temporary:		
06			
06.	Divisional Secretary's Division :		
07.	Reason for the inability to report for duty :		
	Floods		
08.	Number of family members who have been affected with the officer :		
09.	Last date of reporting for duty before the disaster :		
05.	Last date of reporting for daty before the disaster		
10.	Date of reporting for duty after the disaster :		
11.	Number of leave applied for :		
12.	Date : Signature of the officer :		

13.	Recommendation of Grama Niladhari :	
M	Ir/Mrs/Miss.	mentioned
ał	oove is a resident of my Grama Niladhari Divis	ion and I recommend the request for
le	ave, since the particulars related to the disaster	submitted by him/ her are true and
ac	ccurate.	
N	fame:	
D	Pate:	Signature:
		(Official Stamp)
14.	Recommendation of the Divisional Secretary:	
	I agree/ do not agree with the above recommendate	tion. I recommend/ do not
	recommend the request for leave.	
	7.0	Signature:
	Date:	(Official Stamp)
15.	Recommendation of the Head of the Institution	on: I recommend/ do not recommend
le	eave.	
	Date:	Signature:
		(Official Stamp)
16.	Recommendation of the Head of the Department:	I approve/ do not approve leave.
10.	Recommendation of the freed of the population.	Z approvis
	Name:	
	Post:	
	Date:	Signature:
	<i></i>	(Official Stamp)