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Ministry of Public Administration &  
Disaster Management  
Independence Square  
Colombo 07

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Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Granting Study Leave on No-pay to an Officer Serving under a Period of  
Obligatory Service Connected to a Period of Leave with Full Pay**

Your attention is drawn to Section 5, Chapter XV of Establishments Code.

02. The Cabinet of Ministers has decided at its meeting held on 18.09.2018 to revise the said Section with the inclusion of following sub sections.

5:3 An officer who is serving under the obligatory period of service prescribed for the study leave with full pay obtained by him can be granted study leave on no-pay under the Section 15 or 16, Chapter XII of the Establishments Code, for engaging in studies to acquire a qualification above the highest post graduate qualification acquired by the officer already. At such occasions he should enter into the agreement indicated in Appendix 9 in addition to the agreement already entered into by the officer.

5:3:1 The officer shall serve the total period of obligatory service equivalent to the aggregate of the obligatory period of service, which is remaining under the first agreement by the time the officer is granted study leave after reporting for duty on completion of no-pay study leave and the obligatory period of service under the second agreement irrespective of the maximum limit of 10 years prescribed under sub section 4:10.

5:3:2 It is the responsibility of the Head of the respective Department to be satisfied that the officer has a period sufficient to complete the obligatory period of service before reaching the compulsory age of retirement, which he is required to complete by the time he is sent for studies.

5:3:3 In case where an officer has entered into an agreement with the Government regarding a full pay study leave, leave cannot be granted to such officer for foreign employment without completing the obligatory period of service prescribed for the respective officer.

Sgd/ J.J. Rathnasiri  
Secretary  
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