

Public Administration Circular No : 04/2013

My No: EST-7/LEAVE/03/3186

Ministry of Public Administration & Home Affairs

Independence Square

Colombo 07

14 February 2013

Secretaries to Ministries

Chief Secretaries of Provincial Councils

Heads of Departments

**Granting leave for Graduate Trainees**

It has been decided at the Cabinet meeting held on 19.12.2012 to grant leave in the following manner to Graduate Trainees who have been recruited as per Cabinet Decision dated 14.12.2011 for tasks such as collection of data and information, identification of projects and programmes on a priority basis.

- I. To grant casual leave for two days (02) per month for trainees who have completed a training period of nine months (09).
  - II. To grant maternity leave with full pay for eighty four days (84) to female trainees, who have completed a training period of nine months (09).
02. You are requested to take action accordingly and to inform all institutions under you in this regard.

Sgd. P.B. Abeykoon  
Secretary,  
Ministry of Public Administration and Home Affairs.