

Public Administration Circular : 18/2022

My No : EST-6/03/LEA/4000
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

09.09.2022

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of the Sections of Chapter XII, Volume I of Establishment Code

Your attention is drawn to Sections 1, 6, 8, 10 and 21 of Chapter XII in the Establishment Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 16.04.2022 to add a new Sub Section to Section 1 of the above para as 1:11 and to revise Sub Sections 6:1:2, 8:2, 8:2:1, 10:1:4, 10:1:6 and 21:1 as follows.

- 1:11 When granting approval for leave to an officer, who does not report for duty on the first working day of the calendar year, approval should not be granted to cover such first working day either from the casual or vacation leave of the new year. Further leave can strictly be approved to such officer from the unavailed vacation leave of the preceding years or, if the provisions in section 10, Chapter XII of the Establishments Code are satisfied, from lapsed leave.
- 6:1:2 Instructions regarding the medical certificates are issued by the Department of Health Services and when leave to be spent within the Island is approved on a medical certificate for a period covered by a medical certificate, the period of such leave should be calculated excluding Saturdays, Sundays and public holidays (Not specified to serve on the nature of duties) falling within the said period of leave.
- 8:2 He may be allowed the accumulated vacation leave of two years, that is unused leave of the year in which he takes the leave and of the preceding year. He will thus be entitled to a maximum of 48 days leave in a year or in case of an officer, who is required to serve 07 days of the week, he will be entitled to a maximum of 56 days leave.

- 8:2:1 A staff officer may be allowed the accumulated leave of three years, that is the year in which he takes the leave and of the two preceding years, if the leave is to be spent out of the Island. He will, thus be entitled to a maximum of 72 days leave or in case of a staff officer, who is required to serve 07 days of the week, he will be entitled to a maximum of 84 days accumulated vacation leave.
- 10:1:4 The total of lapsed leave granted to an officer during two consecutive years should not exceed his normal quota of leave for two years, viz, 48 days and in case of an officer, who is required to serve 07 days of the week, such leave should not exceed 56 days.
- 10:1:6 In such circumstances, the total of lapsed leave granted to an officer during two consecutive years should not exceed his normal quota of leave for four years, viz,96 days and in case of an officer, who is required to serve 07 days of the week, such leave should not exceed 112 days.
- 21:1 When an officer has exhausted his normal vacation leave and requires further leave either on grounds of his illness or an illness of a child or spouse, for which special attention and care should be made on the recommendation of a Medical Consultant, leave on half pay may be allowed subject to the following rules.

Sgd/ M.M.P.K. Mayadunne

Secretary

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Telephone : 0112-699399

Fax : 0112-692158

Email : pubad.estad6@gmail.com