

Public Administration Circular : 28/2022

My No : EST-6/03/LEA/3162(1)
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

17.12.2022

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

No-Pay Leave for the Public Officers to pursue PhD studies without causing any prejudice to the seniority and pension

It has been decided at the meeting of the Cabinet of Ministers held on 12.09.2022 to revise the sub-section 15.1.1, Chapter XII of the Establishments Code as follows and include a new sub-section as 16:16.

15:1:1 However, the public officers can be granted no-pay study leave to be spent in the island for a period of 03 years without causing any prejudice to the seniority and pension to pursue a doctorate after completing a master's degree or an equivalent.

Even if the vacancy relating to a promotion that is not a promotion without cadre restrictions occurs during the period of no-pay leave obtained by the officer or after the officer reports for duty on completion of the no-pay leave, the promotion should be granted following the prescribed procedure to be effective from a date that falls after the relevant officer completes the no-pay leave and reports for duty.

16:16 The provisions mentioned in sub sections 16:8, 16:9, 16:10 and 16:11 above shall not apply to the officers who obtain leave to pursue a doctorate abroad under sub sections 16:1:2 and 16:1:3, Chapter XII of the Establishments Code in respect of the no-pay leave to be spent out of the island thus obtained by them, and the said period of no-pay leave to be spent out of the island should be considered for calculation of their seniority and pension.

Even if the vacancy relating to a promotion that is not a promotion without cadre restrictions occurs during the period of no-pay leave obtained by the officer or after the officer reports for duty on completion of the no-pay leave, the promotion should be granted following the prescribed procedure to be effective from a date that falls after the relevant officer completes the no-pay leave and reports for duty.

02. In the case of officers who are already pursuing a doctorate on no-pay leave to be spent in or out of the island under the provisions of Section 15 or 16, Chapter XII of the Establishments Code, and have not exceeded the approved period of no-pay leave, their period of no-pay leave, after the effective date of the provisions of this circular, should be considered for calculation of their seniority and pension.

03. It is also emphasized that for a public officer who holds a position or belongs to a service of which the approved Recruitment Procedure or Service Minute does not include the provision that he / she should pursue a doctorate, leave for pursuing a doctorate should be approved hereafter only in accordance with the above provisions.

04. The provisions of this circular shall be effective from 12.09.2022.

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