

Public Administration Circular : 02/2021(IX)

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Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07

07.05.2024

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Taking Further Action on Public Officers Who Were Abroad During the Period of COVID – 19 Pandemic and Unable to Report for Duty Due to the Existed Situation

It has been decided at the meeting of the Cabinet of Ministers held on 25.03.2024 to take action as per the following provisions with regard to leave of public officers, who were abroad during the period of COVID - 19 pandemic and unable to report for duty due to the existed situation.

- (i) Approving leave as leave with full pay to be spent out of Sri Lanka, which are fallen beyond the period of approved leave to the officers, who have obtained leave under section 14, 22 and 23, Chapter XII of the Establishments Code and due to come back during year 2020 and reported for duty on or before 31.12.2020.
- (ii) Approving leave as no-pay leave to be spent out of Sri Lanka, which are fallen beyond the period of approved leave to the officers, who have obtained leave under section 16 and 36, Chapter XII of the Establishments Code and due to come back during year 2020 and reported for duty on or before 31.12.2020.
- (iii) When taking action on officers, who have reported for duty on their return to the Island after 31.12.2020 and on or before 31.12.2021 but due to come back in year 2020 and 2021, granting approval to such officers for leave obtained beyond the period of approval as no-pay leave, if they have submitted adequate documentary evidences to the effect that such officer has made reasonable effort to return to the Island.

Proper approval for leave should be obtained on submission of documents to the Authority for approving leave to prove that the airport has been closed and airline schedules have also been cancelled. For this purpose, such documents should have been obtained either with the intervention of the officer on leave or the service station where the officer serves.

- (iv) To consider the said period of the officers, who were due to return in year 2020 and 2021 and got the approval for leave as proposed in Serial No. (ii) and (iii) above and returned to the Island and reported for duty on or before 31.12.2021, as a period of service that does not cause any adverse effect to the salary increments, unrestricted promotions, seniority and pension.
- (v) To approve no-pay leave to be spent out of Sri Lanka to the officers, who were due to return to the Island in 2020 and 2021, but reported for duty within or after year 2022 and further to treat such period of no-pay leave as not applicable to the salary increments, unrestricted promotions, seniority and pension.
- (vi) Granting approval for the leave, which has been obtained beyond the period of leave to be spent out of Sri Lanka under section 14 and 16, Chapter XII of the Establishments Code by the officers mentioned under Serial No. (i), (ii), (iii) and (v), so as not to cause any adverse effect to the compulsory period of service of such officers.
- (vii) Issuing notices of vacation of post to all the officers to whom notices of vacation of post have so far not been served due to not reporting for duty without formal approval of leave.

02. All the Heads of the Institutions should take action in accordance with the above provisions.

Sgd/ Pradeep Yasarathne
Secretary
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