



රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය  
பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு  
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

ආයතන අංශය  
தாபனப் பிரிவு  
Establishments Division

නිදහස් වතුරළය, කොළඹ 07. சுதந்திர சதுக்கம், கொழும்பு 07. Independence Square, Colombo 07.

දුරකථන

ෆැක්ස්

ඊ-මේල්

වෙබ් අඩවිය

தொலைபேசி : 011-2696211-13

பெக்ஸ் : 011-2692158

ஈ-மெயில் : dge@pubad.gov.lk

இணையதளம் : www.pubad.gov.lk

Telephone

Fax

E-mail

Website

මගේ අංකය

எனது இல :  
My No

EST-6/03/LEA/3162(1)

ඔබේ අංකය

உமது இல :  
Your No

දිනය

திகதி :  
Date

10.08.2022

Secretaries to Ministries

Chief Secretaries of Provinces

**Calling Information on Officers Going Abroad as per Public Administration**  
**Circular No. 14/2022 dated 22.06.2022**

Your attention is drawn to the Public Administration Circular 14/2022 dated 22.06.2022, issued on “Granting leave with no pay to be spent in or out of the Island to Public Officers without causing any prejudice to the seniority and pension”.

02. In order to follow up on the circular, I kindly inform you to submit the information related to the date 31.07.2022 to this ministry according to the following formats.

- (a) Information on the officers who have gone abroad under the provisions of this circular (Format - 01)
- (b) Information on the officers who have applied for leave to be spent out of Sri Lanka under the provisions of this circular (Format - 02)

03. I further inform you to submit to this Ministry the information related to each month complying with the above formats at the end of each month from August 2022 onwards, and a copy of the monthly report, sent to the appointing authority as per section 04 “1” of the above mentioned circular, every time it is sent to the appointing authority.

Sgd/ M.M.P.K. Mayadunne

Secretary

Ministry of Public Administration, Home Affairs,

Provincial Councils and Local Government

Format 01 - Information on the officers who have gone abroad as at ..... under the provisions of this circular

Ministry:.....

<b>Serial number</b>	<b>Name of the officer</b>	<b>Post</b>	<b>Institution where the officer has served</b>	<b>Period, the officer is abroad</b>

Format 02 - Information on the officers who have applied for leave to be spent out of Sri Lanka as at ..... under the provisions of this circular

Ministry :.....

<b>Serial number</b>	<b>Name of the officer</b>	<b>Post</b>	<b>Institution where the officer serves</b>	<b>Period, the officer has requested to be abroad</b>