

My No: EST-7/LEAVE/03/3143
Ministry of Public Administration
and Home Affairs
Independence Square
Colombo 07

07.10.2014

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Revision of Section 14, Chapter XII of the Establishments Code

Your attention is drawn to Section 14, Chapter XII of the Establishments Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 03.07.2014 to grant leave with full pay (Local) to the public officers, who follow post graduate degree courses in consistent with Service Minutes or Schemes of Recruitment in order to get grade promotions, for appearing for the examinations.

03. Accordingly Chapter XII of the Establishments Code is revised with the inclusion of following Sub Sections as 14:7 and 14:7:1 in Section 14.

14:7 At such instances where it is required to complete a Post Graduate or higher degree in terms of the Service Minute or Schemes of Recruitment relevant to a certain post, study leave with full pay can be granted to officers, who follow relevant courses conducted locally without obtaining study leave for said degree courses, only for the purpose of preparing for examinations of the course subjected to a maximum period of 10 days continuously or with breaks on their consent.

14.7.1 Granting of such study leave to an officer shall be limited to one occasion if it is not mentioned in any different manner in the service minute/ Schemes of recruitment. Further, study leave with full pay shall not be granted again under above Section due to reasons such as failure of officer to pass the examination or inability to appear for the examination.

04. Public Administration Circular No: 312 dated 18.11.1985 is hereby canceled.

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