

Public Administration Circular : 10/2016

My No: EST-6/LEAVE/03/1061  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07.

24.05.2016

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Leave for Public Officers who could not Report for Duty Due to Floods,  
Earth Slips and Obstructions of Roads – May 2016**

It has been decided to grant special leave for the following Public Officers who were unable to report for duty due to floods and earth slips that occurred in various parts of the island in May 2016.

- I. The officers who were unable to report for duty due to the breakdown of public transport services between their residences and places of work, because of afore – mentioned reasons.
- II. The officers who were unable to report for duty due to obstructions of the roads or being affected or displaced by disasters.

02. Request for special leave containing the reason for the inability to report for duty, recommended by the Grama Niladhari of his/ her area and certified by the Divisional Secretary, shall be submitted as per the format attached herewith by the relevant officer to the respective Head of the Institution for the purpose of obtaining special leave.

03. The Head of the Institution shall examine the request of the officer certified by the Divisional Secretary and if he is personally satisfied with its accuracy, it shall be submitted to the Head of the Department for approval for special leave only for the days on which the officer was unable to report for duty due to the above reasons, which were beyond his /her control.

04. Particulars of special leave granted in the above manner shall be included in the leave register maintained at the relevant institution in the proper manner and further this concession shall be applicable only for the officers who were unable to report for duty due to floods and earth slips that occurred in various parts of the Island in May 2016.

Sgd/ J. Dadallage

Secretary

Ministry of Public Administration and Management

**Format for requesting special leave for the public offices who could not report for Duty due to Floods, Earth Slips and Obstructions of Roads According to Public Administration Circular 10/2016 – May 2016**

01. Full name of the officer : .....

02. Post : .....

03. Name of the Ministry/ Department/ Provincial Council : .....

04. Official Address : .....

05. Residential address :

Permanent : .....

Temporary : .....

06. Divisional Secretary's Division : .....

07. Reason for the inability to report for duty : .....

Floods

Earth Slips

Obstructions of Roads

08. Number of family members who have been affected with the officer : .....

09. Last date of reporting for duty before the disaster : .....

10. Date of reporting for duty after the disaster : .....

11. Number of leave applied for : .....

12. Date : .....

Signature of the officer : .....

13. Recommendation of Grama Niladhari :

Mr/Mrs/Miss. ....mentioned above is a resident of my Grama Niladhari Division and I recommend the request for leave, since the particulars related to the disaster submitted by him/ her are true and accurate.

Name: .....

Date: .....

Signature:.....

(Official Stamp)

14. Recommendation of the Divisional Secretary:

I agree/ do not agree with the above recommendation. I recommend/ do not recommend the request for leave.

Date: .....

Signature: .....

(Official Stamp)

15. Recommendation of the Head of the Institution: I recommend/ do not recommend leave.

Date: .....

Signature: .....

(Official Stamp)

16. Recommendation of the Head of the Department: I approve/ do not approve leave.

Name: .....

Post: .....

Signature: .....

(Official Stamp)