

**Obtaining Leave with No Pay to be spent within the country as per the Public Administration Circular No. 14/2022(II)**

For Office Use  
Serial No.

**1.0 This section should be filled by the Applicant**

- 1.1 Full Name of the Applicant - .....
- 1.2 National Identity Card Number - .....
- 1.3 Date of Birth - .....
- 1.4 Age as at the start date of leave -..... Years
- 1.5 Branch to which the applicant belongs - .....
- 1.6 Position and Grade - .....
- 1.7 Branch presently serving in - .....
- 1.8 Telephone Number (Personal) - Mobile :.....Fixed:.....
- 1.9 Permanent Address - .....
- 1.10 Address during the leave period - .....
- 1.11 Period local leave is applied for - .....
- 1.12 Reason to apply for this leave as per the provisions 4.1 of the Circular -  
.....

**1.13 Details about the officer/ Officers who agree to cover the duties during the leave period**

Name of the Officer/s	Post	Signature for consent
1.		
2.		
3.		

(The officers mentioned in 1.13 above should not be the officers who intend to obtain leave as per the Circulars 14/2022, 14/2022(I) or 14/2022 (II) )

**1.14 Particulars about the loan obtained**

Type of Loan	Amount taken	Present balance	Arrangements made for the payment

I hereby state that the above particulars are correct, and I have fully understood all the provisions of the Circular 14/2022 (II) and agree to accomplish the relevant activities accordingly.

Date: .....

.....  
Applicant's Signature

**2.0 Recommendation from the Staff Officer of the Branch wherein the applicant is serving.**

2.1 As an arrangement can be made to continue the duties of the branch formally and efficiently during the period of leave with no pay to be spent within the country taken by Mr./Mrs/Miss. ...., I recommend that granting the above leave for the officers is appropriate.

2.2 If the leave is not recommended, state the reason -

.....  
 .....

Date - ..... .....

Signature and Official Stamp of the Immediate Supervising Officer  
 (Principal/President of National College of Education/Principal of  
 Teachers' College / Manager of Teacher Center)

2.3 Above recommendation is further recommended / not recommended.

Date - ..... .....

Signature and Official Stamp of the Staff Officer in charge of the Section  
 (Chief Commissioner (Teacher Education) /Zonal Director of Education)

**3.0 Particulars of Loans / Advances**

3.1 Salary Number -

Type of Loan	Balance as at .....	Measures to recover the loan
Property Loan		
Distress Loan		
Festival Advances		
Special Advances		
Others		
.....		
.....		

Date - ..... .....

Signature and Official Stamp of the Accountant

**4.0 Particulars of Disciplinary Inquiries**

4.1 A disciplinary action against the officer is in progress / not in progress / due to be initiated / not applicable. (\*Please cut off the inapplicable words)

4.2 If in progress or to be started, give details.

.....

Date - .....

.....

Signature and Official Stamp of the Staff Officer

**5.0 This section should be completed with reference to the personal file of the officer**

5.1 Service to which the officer belong - .....

5.2 Post and Grade - .....

5.3 Date of First Appointment - .....

5.4 Period of Service as at the start date of leave - ..... Years

5.5 Salary Scale - .....

5.6 Salary Step - .....

5.7 Has the probation period been completed? - Yes / No

5.8 Has the appointment been confirmed? - Yes / No

5.9 If the officer has already taken leave as per the Section 14, 15, 16 in the Chapter XII of the Establishments Code and the Public Administration Circular No. 14/2022, 14/2022(I), give details.

.....

5.10 If the officer has taken leave as per 5.9 above, details of compulsory service to be completed as per 4.4 of the said Circular

.....

5.11 If the officer has been released on secondment basis as per 4.7 of the said circular, the said period .....

5.12 Period of leave that can be approved as per the above Circular for the officer to be spent within the country.....

I certify that the above information is correct as per the personal file of the officer

Date - .....

.....

Signature of the Officer in charge of the subject

I certify that the above particulars are correct as per the personal file of the officer and recommend the leave; with no pay to be spent within the country, for the officer from ..... to ..... and present to the leave committee.

Date - ..... ..

Signature and Official Stamp of the Staff Officer  
in charge of the personal file of the officer

**6.0 Recommendation of the Committee**

6.1 The leave; with no pay to be spent within the country, from ..... to ..... is recommended / not recommended. (\*Please cut off the inapplicable words)

6.2 If not recommended, give reasons - .....  
.....

Date - ..... ..

Chairperson of the Committee

**7.0 Secretary to the Ministry of Education**

Leave with no pay to be spent within the country is recommended / not recommended.

.....  
Secretary  
Ministry of Education