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கல்வி அமைச்சு
Ministry of Education

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எனது இல.
My Ref.

} ED/05/68/12/දේ.கி.14/2022 II }
உமது இல. }
Your Ref. }

දිනය } 19.10.2022
திகதி }
Date }

All Additional Secretaries
Commissioner General of Examinations
Commissioner General of Educational Publications
Chief Commissioner (Teacher Education)
Provincial Directors of Education
Zonal Directors of Education
Presidents of National Colleges of Education
Principals (Teachers' Colleges)
Principals (National Schools)
Managers of Teacher Centres

Granting leave with no pay to the Public Officers to be spent within the country so as not to harm the Seniority and Pension

In order to consider the approval of leave with no pay to the officers in non-academic staff belonged to the All Island Services, Combined Services and Non-combined Services; who are attached to the Ministry of Education, to be spent within the country as per the Public Administration Circular No.14/2022 (II), the relevant leave application should be presented for the approval of the Secretary to the Ministry of Education through the Additional Secretary relevant to the service as per the Form 01 attached herewith.

02. Subsequent to the receipt of the approval of the Secretary to the Ministry of Education, the relevant application should again be sent to the personal file, and letter approving the leave with no pay to the relevant officer to be spent within the country should be issued to the relevant officer with the signature of the staff officer in charge of the personal file. Further, in the course of obtaining approvals for this leave, it is kindly informed that the relevant parties should proceed as per the provisions of the Pension Circular No.06/2022 dated 20.09.2022 issued by the Director General of Pensions.

03. Also, I further inform that the officers who have already applied for the leave with no pay to be spent within the country should also apply again as per the relevant format.

Yours Faithfully

P.L. Pathmakumara
Additional Secretary (Administration)

Sgd/ M.N. Ranasinghe
Secretary
Ministry of Education

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