

**Agreement**

**Granting leave with no-pay to be spent out of Sri Lanka/ within the country without causing any prejudice to the seniority or pension**

This Agreement is made on.....of..... in year.....between the Secretary.....(Name) of .....(Name of the Ministry) of the Democratic Socialist Republic of Sri Lanka herein sometimes referred to as “first party” and the person hereinafter referred to as Secretary of .....(Name of the Ministry) of the one part and the following person/ officer herein referred to as “second party”.

Whereas leave with no pay to be spent out of Sri Lanka/ within the country is hereby approved by the aforementioned first party for .....(full name of the officer) residing at .....(permanent address of the officer), who holds the post of .....at the .....(Ministry/Department) referred to as second party without causing any prejudice to the seniority and pension of the public officers subjected to the following conditions and obligations.

The said conditions and obligations are as follows;

- 01) The officer should make sure to follow the proper procedure when obtaining leave with no-pay to be spent out of Sri Lanka/ within the country.
- 02) The leave to be spent out of Sri Lanka/within the country obtained by the officer shall be from (.....) to (.....) and the maximum period of such leave shall be (01/05)\* years. (If the no pay leave is in accordance with para 03 of Public Administration Circular 14/2022, the period shall be limited for a maximum period of 01 year and if it is in accordance with para 05 of the said Circular, the maximum period shall be 05 years)  
\*delete the word inappropriate
- 03) The said period of leave to be spent out of Sri Lanka obtained by the officer is from (.....) to (.....) and the said period of leave should be limited to a maximum of (05/01) years.
- 04) The officer should make sure to follow the provisions of Public Administration Circular No: .....dated ....., which includes the above mentioned provisions, as required when getting the leave to be spent out of Sri Lanka/ within the country approved.
- 05) Failure to fulfill the provisions of the above circular shall result in loss of entitlement to seniority and pension of the officer.

Breach of the above - mentioned conditions and obligations shall be an offence and the officer shall be subjected to any disciplinary and legal action taken by the relevant authorities.

In witness whereof .....(Name) Secretary of the Ministry of ....., the said first party and .....(full name of the officer), the second party have signed on this..... day of .....

- 1) First party ..... ( Signature)  
..... (N.I.C. Number)  
..... (Official Stamp)
- 2) Second party ..... ( Signature)  
..... (N.I.C. Number)

Witnesses

- 1) .....(Signature)  
.....(Name) .....(N.I.C. Number)  
.....(Address)
- 2) .....(Signature)  
.....(Name) .....(N.I.C. Number)  
.....(Address)