

My number : EST-6/03/LEA/3162(4)  
Ministry of Public Administration,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

05.12.2025

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Granting No-Pay Leave to be Spent in or out of Sri Lanka to Public Officers Without Causing any Prejudice to the Seniority and Pension**

Your attention is drawn to Public Administration Circular 14/2022 dated 22.06.2022, Public Administration Circular 14/2022(I) dated 06.09.2022, Public Administration Circular 14/2022(II) dated 15.09.2022, Public Administration Circular 14/2022(III) dated 13.07.2023 and Public Administration Circular 14/2022(IV) dated 07.06.2024 issued on the above matter.

02. It has been decided at the meeting of the Cabinet of Ministers held on 24.11.2025 to discontinue granting approval for leave to be spent in/ out of Sri Lanka under the provisions of the above circulars with immediate effect, subject to the following provisions.

- 2.1 To grant the opportunity for the officers who have already obtained leave to be spent in/out of Sri Lanka under the provisions of Public Administration Circular 14/2022 dated 22.06.2022 and consequent circulars to avail the said leave strictly applicable to the period of leave, which has already been approved.
- 2.2 To grant the opportunity for the officers who have already obtained approval for leave to be spent in/out of Sri Lanka and are expecting to spend the leave to avail the said leave applicable to the period which has already been approved as per the provisions of the above circulars.
- 2.3 To take action in the following manner, only in relation to obtaining leave to be spent out of Sri Lanka.
  - 2.3.1 To grant approval for leave and extend the period of leave for new applications for leave/ extension of the period of leave that have fulfilled all the requirements and have already been submitted to the Ministerial

Committee indicated in Section “m” of Public Administration Circular 14/2022 dated 22.06.2022.

- 2.3.2 To reject new applications for leave/ extension of the period of leave, which have not fulfilled all the requirements and have been submitted with defects in the required documents, without reconsideration.
- 2.4 To conclude the activities related to granting approval for applications for leave under 2.3 above before 31.12.2025.
- 2.5 Not to grant approval for applications for leave submitted for leave to be spent in Sri Lanka.
- 2.6 To discontinue accepting new applications for leave or extension of the period of leave with immediate effect and not to grant approval for leave for public officers after 01.01.2026 as per the provisions of Public Administration Circular 14/2022 dated 22.06.2022 and consequent circulars.

Sgd/ S. Alokabandara

Secretary

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