

My No : EST-6/03/LEA/1061(1)
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

11.04.2025

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**
October 2024

It has been decided to grant special leave for the following Public Officers in the Divisional Secretary's Divisions mentioned in Annex I, who were unable to report for duty due to floods and earth slips that occurred in various parts of the island in October 2024.

- 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 given in Annex II 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 to the officers in the Divisional Secretary's Divisions mentioned in Annex I, who were unable to report for duty due to floods and earth slips that occurred in October 2024.

Sgd/ S. Alokabandara
Secretary
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District	Divisional Secretariat
Colombo	Colombo
	Homagama
	Kaduwela
	Kolonnawa
	Moratuwa
	Seethawaka
	Sri Jayawardanapura Kotte
Galle	Thimbirigasyaya
	Galle Four Gravets
Gampaha	Attanagalla
	Biyagama
	Divulapitiya
	Dompe
	Gampaha
	Ja-Ela
	Katana
	Kelaniya
	Mahara
	Minuwangoda
	Negambo
	Wattala
Kaluthara	Bandaragama
	Beruwala
	Kaluthara
	Mathugama
	Millaniya
	Panadura
Kegalle	Dehiovita
Kurunegala	Pannala
Mannar	Mannar Town
	Nanaddan
Puttalam	Arachchikattuwa
	Chilaw
	Kalpitiya
	Madampe
	Mahawewa
	Mundalama
	Nattandiya
	Puttalam
	Wennappuwa

Format for requesting special leave for the public officers who could not report for Duty due to Floods, Earth Slips and Obstructions of Roads
According to Public Administration Circular 11/2025 - October 2024

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

11. Number of leave applied for :

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 :

Date :

Signature :

(Official Stamp)