

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

15.12.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Special Leave for Public Officers who could not Report for Duty Due to
Floods, Earth Slips and Obstructions of Roads**
November 2025

It has been decided to grant special leave for the following Public Officers who were unable to report for duty due to the effects of “Ditwah” cyclonic storm, which impacted all administrative districts of the island in November 2025, resulting in floods, earth slips and so forth caused by strong winds and excessive rainfall.

- 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 I 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 duly included in the leave register maintained at the relevant institution. This concession shall be granted to the officers who were unable to report for duty due to the effects of “Ditwah” cyclonic storm, which impacted various administrative districts in the island in November 2025, resulting in excessive rainfall, floods, earth slips and strong winds, and shall be applicable only for the months of November and December 2025.

Sgd/ S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

Telephone : 011-2699399
Fax : 011-2692158
Email address : ade-vi@pubad.gov.lk

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 32/2025 - November 2025

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	<input type="checkbox"/>	Earth Slips	<input type="checkbox"/>
Obstructions of Roads	<input type="checkbox"/>	Damages to the Residence	<input type="checkbox"/>
08. Number of family members who have been affected with the officer :
09. Last date of reporting for duty before the disaster :
10. Date of reporting for duty after the disaster :
11. Number of leave applied for :
12. Date : Signature of the officer :

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)