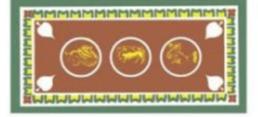




"විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා ජ්‍යෙෂ්ඨ කැපවීම."

ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත  
 பிரதம செயலாளர் அலுவலகம் - மேல் மாகாணம்  
 OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011-2092599  
 பிரதம செயலாளர் } லுக்கீட் / பெக்ஸ் / Fax - 011-2092601  
 Chief Secretary } 0-மேல் / ஈ-மெயில் / Email chiefsecretary@wpc.gov.lk } 011-2093000  
 பொதுத் தொலைபேசி } General Telephone }

මගේ අංකය. } CSWP/ADM/18-38/FI/01-2019 } මගේ අංකය.  
 எனது இல. } } மது இல. }  
 My No. } } Your No. }  
 දිනය. } 2019.04.24 }  
 திகதி. } }

- Secretary to the Governor (W.P.)
- Secretary – Provincial Public Service Commission (W.P.)
- Council Secretary (W.P.)
- Secretaries of all Ministries (W.P.)
- Deputy Chief Secretary (Admin/ Personnel & Training/ Finance/ Engineering/ Planning)
- Commissioner of Provincial Revenue (W.P.)
- Chief Internal Auditor (Department of Internal Audit- W.P.)
- Administrative Officer (Admin.)
- Coordinating Secretary to the Chief Secretary

**Getting Public Administration Circulars No. 21/88(I), 03/2019, 02/2019, 06/2019 and 05/2019 applied for the Western Province.**

I have been informed by the Secretary to the Governor by his letter No. GOS/ADM/02/19/01/2019 dated 2019.04.18 that the assent of the Hon. Governor has been given to get the below mentioned Public Administration Circulars issued by the Secretary of the Ministry of Public Administration and Disaster Management applied for the Western Province. (Copies of the said circulars have been annexed herewith.)

Serial No.	Circular No. and Date	Subject
01	Public Administration Circular No. 21/88(I), 2019-01-29	Payment of Medical Aid Allowance/ Compensation to Public Officers/ Officers in the Provincial Public Service/ Public Corporation Employees who are injured/ permanently disabled while on duty due to terrorist violence and Compensation to dependents of such officers/ employees killed while on duty due to terrorist violence.
02	Public Administration Circular No. 03/2019, 2019-02-20	List of Names of Disciplinary Inquiry Officers under Sub Section 19:5, Chapter XLVIII, Volume II of the Establishments Code
03	Public Administration Circular No. 02/2019, 2019-02-22	Granting Study Leave on No-pay to an Officer Serving under a Period of Obligatory Service Connected to a Period of Leave with Full Pay

විකේතන ප්‍රධාන ලේකම් பிரதம செயலாளர் Deputy Chief Secretary	පාලන திணைக்கம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	මූල්‍ය நிதி Finance	සැලසුම් திட்டமிடல் Planning	ඉංජිනේරු பொறியியல் Engineering	ප්‍රධාන இணைக்க வேலை பிரதமர் உள்ளகக் கணக்காய்வாளர் Chief Internal Auditor
	Tel: 011-2092606 Fax: 011-2092609 dcsadmin@cs.wpc.gov.lk	Tel: 011-2092631 Fax: 011-2092647 dcpt@cs.wpc.gov.lk	Tel: 011-2092640 Fax: 011-2092636 csfinance@wpc.gov.lk	Tel: 011-2092532 Fax: 011-2092533 dsplancs@wpc.gov.lk	Tel: 011-2092501 Fax: 011-2092505 dsengcs@wpc.gov.lk	Tel: 011-2092628

04	Public Administration Circular No. 06/2019, 2019-02-27	Revision of the Sections in Volume I of the Establishments Code in accordance with the Provisions of the Right to Information Act No.12 of 2016
05	Public Administration Circular No. 05/2019, 2019-03-05	Exercise of Political Rights – Revision of Sub Section 2:3:2, Chapter XXXII of the Establishments Code

02. I kindly request you to function according to said circulars and to make all Heads of Departments, Heads of Institutions and Officers functioning under you aware of the circulars.

K. N. Sooriyaarachchi  
Assistant Chief Secretary(Administration)

Signed by: Pradeep Yasarathne  
Chief Secretary  
Western Province

My No: EST-06/03/LEA/3161(2)  
Ministry of Public Administration &  
Disaster Management  
Independence Square  
Colombo 07

22.02.2019

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Granting Study Leave on No-pay to an Officer Serving under a Period of  
Obligatory Service Connected to a Period of Leave with Full Pay**

Your attention is drawn to Section 5, Chapter XV of Establishments Code.

02. The Cabinet of Ministers has decided at its meeting held on 18.09.2018 to revise the said Section with the inclusion of following sub sections.

5:3 An officer who is serving under the obligatory period of service prescribed for the study leave with full pay obtained by him can be granted study leave on no-pay under the Section 15 or 16, Chapter XII of the Establishments Code, for engaging in studies to acquire a qualification above the highest post graduate qualification acquired by the officer already. At such occasions he should enter into the agreement indicated in Appendix 9 in addition to the agreement already entered into by the officer.

5:3:1 The officer shall serve the total period of obligatory service equivalent to the aggregate of the obligatory period of service, which is remaining under the first agreement by the time the officer is granted study leave after reporting for duty on completion of no-pay study leave and the obligatory period of service under the second agreement irrespective of the maximum limit of 10 years prescribed under sub section 4:10.

5:3:2 It is the responsibility of the Head of the respective Department to be satisfied that the officer has a period sufficient to complete the obligatory period of service before reaching the compulsory age of retirement, which he is required to complete by the time he is sent for studies.

5:3:3 In case where an officer has entered into an agreement with the Government regarding a full pay study leave, leave cannot be granted to such officer for foreign employment without completing the obligatory period of service prescribed for the respective officer.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Administration &  
Disaster Management