



" විශිෂ්ට භාජ්‍ය සේවාවක් සඳහා ජප්‍ය කරුවෙහි "

ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත

பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்

OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



ISO/IEC: 17021
QMS-001-01

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

ප්‍රධාන ලේකම්
பிரதான செயலாளர்
Chief Secretary

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මගේ අංකය
எனது இலக்கம்
My No.

CSWP/ADM/18-38/FI/02-2023

ඔබේ අංකය
உமது இலக்கம்
Your No.

දිනය
திகதி
Date

2023.04.12

ආණ්ඩුකාර ලේකම්(බ.ප.),
ලේකම්,පළාත් රාජ්‍ය සේවා කොමිෂන් සභාව (බ.ප.),
සභා ලේකම් (බ.ප.),
ලේකම්,(පළාත් පාලන/අධ්‍යාපන/කෘෂිකර්ම/ප්‍රවාහන/සෞඛ්‍ය) අමාත්‍යාංශය(බ.ප.),
නියෝජ්‍ය ප්‍රධාන ලේකම් (පාලන/පිරිස් හා පුහුණු/මූල්‍ය/සැලසුම්/ඉංජිනේරු),
පළාත් ආදායම් කොමසාරිස්(බ.ප.),
ප්‍රධාන නීති නිලධාරී,නීති ඒකකය (බ.ප.),
අධ්‍යක්ෂ,අභ්‍යන්තර විගණන ඒකකය (බ.ප.),
ප්‍රධාන ලේකම්ගේ සම්බන්ධීකරණ ලේකම්/පරිපාලන නිලධාරී,

මධ්‍යම රජයේ විවිධ අමාත්‍යාංශ වෙතින් ලැබෙන වක්‍රලේඛ (මූල්‍ය වක්‍රලේඛ හැර) බස්නාහිර පළාතට අදාළ කර ගැනීමේ කමිටු තීරණ සඳහා අනුමැතිය ලබා ගැනීම.

උක්ත කරුණට අදාළව පහත සඳහන් වක්‍රලේඛ බස්නාහිර පළාතට අදාළ කර ගැනීම සඳහා ගරු ආණ්ඩුකාරතුමා විසින් අනුමැතිය ලබා දී ඇති බව ආණ්ඩුකාර ලේකම්ගේ අංක GOS/ADM/6/2/19 හා 2023.04.12 දිනැති ලිපිය මගින් මා වෙත දන්වා ඇත.

අනු අංකය	දිනය හා වක්‍රලේඛ අංකය	විස්තරය
01.	2022.09.13 සෞඛ්‍ය අමාත්‍යාංශ පොදු වක්‍රලේඛ 01-28/2022	ජ්‍යෙෂ්ඨත්වයට හා විශ්‍රාම වැටුපට හානියක් නොවන පරිදි වෛද්‍ය පරිපාලකවරුන්, වෛද්‍ය උපදේශකවරුන්, වෛද්‍ය නිලධාරීන් හා දන්ත වෛද්‍යවරුන් සඳහා දේශීය විදේශීය වැටුප් රහිත නිවාඩු ලබා දීම.
02.	2023.03.23 රා.ප.වක්‍රලේඛ 03/2023	ශ්‍රී ලංකා පරිපාලන සේවයේ විශේෂ ශ්‍රේණියේ නිලධරයන්ගේ වාර්ෂික ස්ථාන මාරු පටිපාටිය - 2023
03.	2023.04.06 රා.ප.වක්‍රලේඛ 06/2023	2023 පළාත් පාලන ඡන්ද විමසීමට නාම යෝජනා භාර දුන් දේශපාලන අයිතිවාසිකම් හිමි රාජ්‍ය නිලධරයන් වෙත වැටුප් ගෙවීම.

02. මෙම වක්‍රලේඛවල පිටපතක් ඔබගේ විද්‍යුත් තැපෑල ලිපිනයට යොමු කර ඇති අතර, එකී වක්‍රලේඛ පරිදි කටයුතු කරන ලෙස ඔබ යටතේ සිටින සියළුම දෙපාර්තමේන්තු ප්‍රධානීන්, ආයතන ප්‍රධානීන් හා නිලධාරීන් දැනුවත් කරන ලෙසත් කාරුණිකව ඉල්ලා සිටිමි.

එස්.එම්.එච්.කුසුම්සිරි,
පරිපාලන නිලධාරී (පාලන),
ප්‍රධාන ලේකම් වෙනුවට,
බස්නාහිර පළාත.

නියෝජ්‍ය ප්‍රධාන ලේකම් பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	මූල්‍ය நிதி Finance	සැලසුම් திட்டமிடல் Planning	ඉංජිනේරු இயற்பியல் Engineering	අභ්‍යන්තර විගණක பிரதான உள்ளகக் கணக்காய்வாளர் Chief Internal Auditor
Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dcsplan@cs.wpc.gov.lk	Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	



Circular Number: 01 - 28/2022

My Number: MH/Addsec (MS)/05/2022

Ministry of Health, "Suwasiripaya"

Colombo-10.

Date: 13 .09.2022

Deputy Director General National Hospital.

All Provincial Directors of Health Services.

All Directors of Teaching Hospitals,

All Regional Directors of Health Services.

All Heads of Specialized Campaigns.

All Heads of Provincial Hospitals, District General Hospitals & Base Hospitals

Granting leave with no-pay to be spent in or out of the Island to Medical Administrators, Medical Consultants, Medical Officers and Dental Surgeons without causing any prejudice to the seniority and pension

This is referred to the Circulars number 14/2022 dated 22.06.2022 and 14/2022 (1) dated 06.09.2022 issued by the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government in relation to the above subject,

In order to increase the contribution of the employees working in the health sector to the country's gross national product, increase the foreign exchange remittances as well as to make a high contribution to the country's economy by optimally utilizing the human resources in the country all grade of Medical Administrators, Medical Consultants, Medical Officers and Dental Surgeons are allowed to work in a foreign country during their service period according to above circular.

This circular make arrangements to grant no pay leave for all grade of Medical Administrators, Medical Consultants, Medical Officers and Dental Surgeons in parallel with the provision of said Public administration circulars. The Secretary of the Health Ministry has the sole authority to approve this special leave. This process has 3 steps.

- A Selection Committee chaired by Director General of Health Services (DGHS), including Director - Medical Service, Director - Tertiary Care Services, Director - Dental Services and Director - Planning, Director-Administration (MS I or II) (This committee will select the eligible applicants as per the stipulated criteria)
- A Standing Committee chaired by Additional Secretary (Medical Services) including Deputy Director General (Medical Services) I, Deputy Director General - Planning and Deputy Director General-Dental Services. (This committee will do the recommendation to the Secretary of Health)
- Finally, the approval will be granted by the Secretary, Ministry of Health.

All grades of Medical Administrators, Medical Consultants, Medical Officers and Dental Surgeons are informed to proceed as follows pertaining with the Public Administration Circular Nos. 14/2022 and 14/2022 (1).

(A). General Conditions

1. All grades of Medical Administrators, Medical Consultants, Medical Officers and Dental Surgeons are eligible to apply this special no pay leave to be spent out of Sri Lanka subjected to a total maximum period of five (05) years, during entire period of services without affecting their seniority and pension.
2. This special-no pay leave will be granted on following conditions:
 - a) The period of leave with no-pay obtained by the officers according to this circular shall be considered a period of service for the purpose of calculating their seniority and pension until further notice.
 - b) During the period of this special leave, the officer shall contribute to the Widows' /Widowers' and Orphans' Pension Fund to the Director General of Pensions in foreign currency.
 - c) Officers who are already on foreign leave (**Except the PGIM trainees who are performing their overseas training**) may apply to extend his/her leave up to five years under the provisions of this circular if the current leave period and previous no pay leave period is not exceeding the five-year period. However, the total period of leave with extension will be limited to five years. For this purpose, the

officer should submit a written request to the Secretary of the Ministry of Health through the relevant Heads of Institutions.

- d) The officer is eligible to earn his/her promotions during the period of leave if all other qualifications and requirements prescribed in medical service minute are fulfilled, except to the mandatory service period required for grade promotion.
- e) The Heads of Departments/ Institutions should maintain a record consisting particulars of the officers who obtained this special leave and should submit a report monthly to Ministry of Health.
- f) An officer, who has undergone or subjected to disciplinary action for a stipulated time period is not eligible to obtain this special leave until his/her disciplinary action is over.
- g) Provincial health authorities **do not have any authority to approve no pay leave as per PA circular 14/2022 for all grades or release any Medical Administrator, Medical Consultant, Medical officer or Dental Surgeon** but duly filled leave application with relevant details should be forwarded to line Ministry with the recommendation of relevant authorities.
- h) Every officer who goes abroad as per the provisions of this circular is required to formally remit A minimum of **USD 500 or equivalent amount of money in foreign currency monthly** according to 4(o) of Public Administration circular 14/2022 through the Sri Lankan banking system to a Non-Resident Foreign Currency Account (NRFC) opened in his or her own name before leave the country. (before departure) A concessionary period of two months from the date of departure shall be given to the remittance and remittances must be made from the third month onwards.

(B). Eligibility to apply:

3. Any Medical Administrator, Medical Consultant, Medical officer or Dental Surgeon working in the Ministry of Health with active registration in Sri Lanka Medical Council (SLMC) is eligible to apply with the following requirements.

- a) Should be **confirmed** in the service, irrespective of the service period.

- b) Should **not** have any on-going formal inquiries. Disciplinary actions or audit inquiries.
- c) Should **not be** experiencing any conviction or facing any **criminal** case at any court in Sri Lanka.
- d) Should express the **commitment to obligate** the rules and regulations of this Special leave as well as general conditions of the E-Code.

(C). Application Process:

4. The Number of officers could be released in each year will be decided by the Ministry of Health before the implementation of the annual transfers of each category on the basis of.
 - Specialty.
 - Service requirements,
 - Number of available officers in that specialty,
 - Number of vacancies.
 - Number of trainees who are expected to join in the service.
5. Officer cannot leave the country without satisfactory cover up arrangement. Cover-up arrangements shall be made prior to the release of the officer and replacement will be arrange by Ministry of Health with communication of transfer board. Priority should be given for replacements by the transfer board.
6. Cover-up will be arranged only for one year period. The post will be advertised from next immediate annual or any other list if the officer on leave is beyond one year for normal posts. The End post will be advertised from next immediate list if specialist grade or administrative grade officer is on leave for more than two years.
7. The postgraduate trainees who are subject to a period of obligatory service due to obtaining full pay study leave and who are currently on foreign training are not entitle to apply for this special no pay leave scheme. However such officer can apply for no pay leave on completion of half or more period of obligatory service and paying rest of the bond. The final decision on this regard will be made by the Secretary of Ministry of Health considering specialty, service requirement and any other factors with the

recommendation of standing committee mentioned under this circular. (Post Graduate overseas trainees are not entitled to apply this special leave)

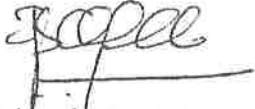
8. All eligible officers can apply for this leave and all application should be forwarded through the Heads of Institutions. A job offer letter from a foreign employer is **not** a mandatory requirement to apply this special leave. However, priority will be given for the officers who are submitting such a job offer letter along with the application which will be verified by the selection committee of the Ministry of Health.
 9. The selection criteria will be as follows.
 - a) For Medical Officers and Dental Surgeons other than the Administrative grade officers and Consultant grade officers, a point system based on seniority shall be applied.
 - b) For Administrative grade officers and Consultant grade officers, the point system which is used for annual transfer shall be applied.
 10. If any applicant is not satisfied with the decision of the committee, he/she can make an appeal to the Secretary of Ministry of Health.
 11. All applicants should obtain a legal clearance from the Attorney General Department for ongoing Medico-legal works, on approval of no pay leave by the secretary of Ministry of Health.
 12. All other administrative/non-administrative clearances/requirements and obligations to obtain no-pay/overseas leave should be fulfilled to obtain this leave.
 13. Officers who are involved in Medico-legal works, should duly hand over their documents through the Head of Institution to a relevant officer prior to leaving the country. The institution should make internal arrangements to continue the medico-legal services smoothly.
- (D). Terms and Conditions to obtain this special leave:**
14. The leave maximum period is 05 years.

15. Any Officer, who obtained any bank loan should act according to the 4 (1) of circular 14/2022 (1), dated 06/09/2022 for the approval for this special foreign no pay leave.
16. An agreement has to be signed by the officer and the Ministry of Health before leaving Sri Lanka.
17. While an officer is on this leave period, he/she is also eligible for any tax exemption or any other benefits provided by the Sri Lanka. All grade of Medical Administrators, Medical Consultants, Medical officers and Dental surgeons who are on no pay leave under this scheme are entitled/eligible for tax exemption or any other benefits provided by the Government of Sri Lanka depending on their position.
18. If the spouse is also an officer who is entitled to apply under this scheme, he/she may obtain a normal no-pay leave unless he/she is also granted this special leave for the same period (Please note priority will be not given in such circumstances and selection will be done based on point system only).
19. Officers who failed to comply with above conditions or provisions of the Ministry of Public Administration circular 14/2022 and its amendments, will be deprived the privileges granted by this special leave and leave of such officers will be converted as the relevant sections of the Establishment Code. The bond has to pay in USD. Amount in USD will be calculated to the value at the time of departure.

Legal actions will be taken against such officers and vacation of post will be issued.
20. Officer has to submit the permanent residential address confirmed by Gramaseva Niladhari (GN), the land telephone number, email address and address on foreign residence etc. Special attention is drawn to section 23.8 and 23.9 of the chapter XII of the Establishment Code.
21. This circular grants special no-pay leave to be spent in or out of the Island to Medical Administrators, Medical Consultants, Medical Officers and Dental Surgeons without causing any prejudice to the seniority and pension is prepared based on the provisions of the Circulars number 14/2022 dated 22.06.2022 and 14/2022 (1) dated 06.09.2022 issued by the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. Therefore, for any clarifications, the original two circulars will be referred.

(E). Monitoring:

The monitoring will be done by the office of the Additional Secretary (Medical Services) of the Ministry of Health and relevant officers will be assigned for this purpose. All RDHS/ PDHS/Institutions should maintain a register including details mentioned in annexure I.


S. Janaka Sri Chandraguptha
Secretary
Ministry of Health

S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
"Suwasiripaya",
385, Rev. Baddegama Wimalawa:isa Thero Mawatha,
Colombo 10, Sri Lanka.

Copies:

1. Auditor General.
2. Additional Secretaries of Ministry of Health,
- ✓ 3. All Provincial Secretaries of Health Service.
4. Director General of Health Services,
5. Chief Financial Officer- Ministry of Health,
6. All Deputy Director Generals of Health Services,