



මගේ අංකය } Pension Instructions
எனது இல. } Letter No.01/2023
My No. }

ඔබේ අංකය }
உமது இல. }
Your No. }

දිනය }
திகதி } 03.01.2023
Date }

To All District Secretaries,
Divisional Secretaries,

Forwarding requests of local and foreign no-pay leave of the officers of Department of Pensions as per the Public Administrations Circular No.14/2022, 14/2022(I) and 14/2022(II)

The procedure to be followed to obtain the approval for no-pay leave of the officers of the Department of Pensions in terms of Public Administration Circular No.14/2022, 14/2022(I) and 14/2022(II) is mentioned below and kindly informed to adhere accordingly.

02. The applications and check lists duly filled as following instructions should be submitted to the Administration Division of the Department of Pensions with all supportive documents 06 weeks in advance to the expected date of approval of no-pay leave.

- I. Duly filled Form NPL 01 of the Annexure 01 should be submitted for foreign no-pay leave requests.
- II. Duly filled Form NPL 02 of the Annexure 02 should be submitted for local no-pay leave requests.
- III. Officers requesting for local and foreign no-pay leave should fill check list of Annexure 03 and submit with the documents mentioned therein.

03. When no-pay leave are approved, the relevant officer should handover the duties and return the inventory items issued for the officer before obtaining leave.

04. Please contact following officer for any clarification in this regard.

Name :Mrs.W.M.E.L.Jayawardane
Designation :Chief Management Service Officer (Human Resources)
Contact No. :011 5 921 659 / 011 2 326 930/ 011 2 320 041/ 011 2 431 433
e-mail address :cchr.pensions@gmail.com

Sgd:

A. Jagath D. Dias

Director General of Pensions

Application for approval of No pay Foreign leaves under P.A.C. 14/2022 for officers of the Department of Pensions - NPLI

1.	Full Name				
2.	Foreign Leave Period Requested	From To.....	Country expecting to emigrate		
3.	Permanent Address				
4.	Foreign Address				
5.	National Identity Card Number				
6.	Date of Birth		Age		
7.	Contact Number			Whatsapp / Viber Number	
8.	Designation		Executive	Non Executive	Service Period
9.	E-mail Address				
10.	NRFC/PFC Account Number, Bank & the Branch				
11.	Are you confirmed in service?			Date of Confirmation	
	Is the probation period extended? If so, how long?				
12.	The section under which, leaves are requested as per of P.A.C. 14/2022 [02(A) /02(B) / 03]				
13.	Long term leaves taken as per the provisions of e-code				
	With Pay	No-pay	Local	Foreign	Reason for such leave
					Studies
					Public funded training
					Job
					Other
14.	Are you already under a compulsory service period				
	If so, when is that period end?				
15.	Is there any disciplinary inquiry against you?				
16.	Details of loans and dues to be settled				

I certify that the above information are true and correct

.....
Officer's signature

.....
Date

Recommendation of the Divisional Secretary/ District Secretary/ Head of the branch

I certify that **there are / there are no** reasons to initiate any disciplinary actions against this officer, **there are/ there are no** damages & losses done by this officer. I hereby certify that the duties of this officer **can be/ cannot be** covered by the other officers available and thus I **recommend this leave application / do not recommend the leave application under the following reasons.**

.....
.....

Signature

Date

Official Seal:

For Office use

The application of this officer is checked according to the personal file and the checklist and is forwarded for the approval since all the documents are complete.

.....
Signature & the seal
Staff officer of Administration branch

.....
Date

Recommendation of the Director General of Pensions

The no-pay foreign leave application of
..... (Name) working as a
..... (Designation) at this Department is hereby recommended/ not recommended

.....
A. Jagath D. Dias
Director General of Pensions

.....
Date

Recommendation of the committee

The no pay foreign leave application of Mr./Ms./Mrs.
..... is recommended/ not recommended

It is observed that further details should be called due to the following reasons

.....
.....

.....
Anuradha Wijekoon
Additional Secretary
(Public Service Reforms
& National Languages)

.....
A.A.D.S. Athapaththu
Senior Assistant Secretary
(Pensions)

.....
G.I.D.C. Wijesinghe
Director
(Sri Lanka Scientific Service,
Architectural Service &
Technological Service)

Approval

The No-pay foreign leave application of Mr./Ms./Mrs.
.....is approved/ not approved

.....
Date

.....
P.W. Rajapakshe
Additional Secretary (Public Administration)
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Application for the approval of local no-pay leave under P.A.C.14/2022 for the officers attached to the Department of Pensions – NPL2

1.	Full name			
2.	Requesting local leave period		From to	
3.	Permanent address			
4.	Serving division in D.O.P./ D.S./ Div.Sec.			
5.	National Identity Card No.			
6.	Date of birth		Age	
7.	Contact No.		Whatsapp/Viber No.	
8.	Post		Executive	Nonexecutive
9.	e-mail address			
10.	Private account number, bank and branch			
11.	Whether confirmed in service?		Date confirmed	
	Has the probation period extended? Duration extended.			
12.	Details of long leave obtained as per Administrative Regulations			

Full-pay	No-pay	Local	Foreign	Reason for getting leave
				Academic
				For a training under government expenditure
				For an employment
				Other

13.	Are you an officer currently subjected to a compulsory service period?	
	If yes, the date ending compulsory service period	
14.	Are you employed/employing on secondment basis	
15.	Any pending disciplinary action against you?	
16.	Details of loans to be settled	

I hereby certify that the foregoing details are true and correct.

.....
Signature of the officer

.....
Date

Recommendation of Supervising Officer/ District Secretary/ Divisional Secretary

It is hereby informed that a disciplinary action is/ is not to be initiated against above officer and any losses or damages existing/ not existing. Since the duty of the officer can be covered with the assistance of another officer, the application for local leave of the officer is recommended./ Not recommended on following reasons.

.....
.....

II .Signature
Official Stamp

Date

For office use

Personal file and check list of the above officer were scrutinized. As the all details and documents are completed, it is submitted for approval.

.....
Signature and official stamp
Staff Officer of Administration Branch

.....
Date

Recommendation of Director General of Pensions

The local no-pay leave application of the officer, serving in the post of in the Department of Pensions is recommended/ not recommended.

.....
A.Jagath D.Dias
Director General of Pensions

.....
Date

Recommendation of the Committee

The request for local no-pay leave of the officer..... is recommended/ not recommended.

Further clarification on following reasons is appropriate.

.....
.....

.....
Anuradha Wijekoon
Additional Secretary
(Public Service Reforms and
National Languages)

.....
A.A.D.S.Atapattu
Senior Assistant Secretary
(Pensions)

.....
G.I.D.C. Wijesinghe
Director
(Sri Lanka Scientific service,
Architectural Service and Technical
Service)

Approval

The request for local no-pay leave of the officer is/ is not approved.

.....
Date

.....
P.W.Rajapaksha
Additional Secretary (Public Administration)
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government

Documents required to be submitted by officer

01. Letter of request (mentioning reason to obtain leave as per P.A.C.14/2022 and private contact number)
02. Agreement completed as per P.A.C.14/2022 – three copies with signatures of two witnesses ☐
03. Letter of consent to remit widows and orphans contribution monthly to the Department of Pensions
by a standing order for three years continuously from a NRFC/PFC account if an officer leaving the island
and from a particular account if obtaining local leave. (mention monthly/ quarterly) ☐
04. Letters of consent issued by banks/ financial institutes or standing orders issued by banks/ financial
institutes to recover loan installments/ interests property loan installments/ interests from salary and
salary balances except from Advance B account and the government contribution thereto. ☐
05. Copy of standing order to remit widows and orphans pension contribution through bank account. ☐

The documents in addition to the above required to be submitted for foreign leave

01. Form Gen.126 – two copies ☐
02. A copy of Non Resident Foreign Currency account (NRFC/PFC) ☐
03. Letter of consent of the officer to send due foreign remittances monthly/ quarterly to Sri Lanka from
above account as per P.A.C. 14/2022 ☐
04. Documents to prove visiting abroad or visiting abroad for employment ☐
05. A certified copy of passport ☐

Additional documents to be submitted for local leave

01. If for local employment, letter issued by employing institution to employee the officer during the
period mentioned ☐
02. If for a local training, letter issued by the training institution affirming for offering a productive
training during period mentioned by the officer ☐
03. A copy of account crediting widows and orphans contribution during local leave period ☐

Agreement**Granting leave with no pay to be spent out of Sri Lanka without causing any prejudice to the pension**

This Agreement is made on of in year between the Secretary (Name) of (Name of the Ministry) of the Democratic Socialist Republic of Sri Lanka herein sometimes referred to as "first party" and the person hereinafter referred to as Secretary of (Name of the Ministry) of the one part and the following person/ officer herein referred to as "second party".

Whereas leave with no pay to be spent out of Sri Lanka is hereby approved by the afore-mentioned first party for (full name of the officer) residing at (permanent address of the officer), who holds the post of at the (Ministry/Department) referred to as second party without causing any prejudice to the pension of the public officers subjected to the following conditions and obligations.

The said conditions and obligations are as follows;

- 01) The officer should make sure to follow the proper procedure when obtaining leave with no pay to be spent out of Sri Lanka.
- 02) The leave to be spent out of Sri Lanka obtained by the officer shall be from (.....) to (.....) and the maximum period of such leave shall be (01/05)* years. (If the no pay leave is in accordance with para 03 of Public Administration Circular 14/2022, the period shall be limited for a maximum period of 01 year and if it is in accordance with para 05 of the said Circular, the maximum period shall be 05 years)
*delete the word inappropriate
- 03) The said period of leave to be spent out of Sri Lanka obtained by the officer is from (.....) to (.....) and the said period of leave should be limited to a maximum of (05/01) years.
- 04) The officer should make sure to follow the provisions of Public Administration Circular No: dated, which includes the above mentioned provisions, as required when getting the leave to be spent out of Sri Lanka approved.
- 05) Failure to fulfill the provisions of the above circular shall result in loss of entitlement to pension of the officer.

Breach of the above - mentioned conditions and obligations shall be an offence and the officer shall be subjected to any disciplinary and legal action taken by the relevant authorities.

In witness whereof (Name) Secretary of the Ministry of, the said first party and (full name of the officer), the second party have signed on this day of

1) First party (Signature)
..... (N.I.C. Number)
..... (Official Stamp)

2) Second party (Signature)
..... (N.I.C. Number)

Witnesses

1) (Signature)
..... (Name) (N.I.C. Number)
..... (Address)

2) (Signature)
..... (Name) (N.I.C. Number)
..... (Address)