



මගේ අංකය
எனது இல. }
My No. }

Pension Instructions

Letter No.01/2023 (Amendment)

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி } 09.2023
Date }

To All District Secretaries
Divisional Secretaries

Forwarding requests for local and foreign no-pay leave of the officers of Department of Pensions as per the Public Administration Circular No.14/2022

Your attention is hereby drawn to Pension Instruction Letter No.01/2023 dated 03.01.2023 on the above subject.

02. It is informed, that submitting an English medium translation along with the Tamil medium applications for local and foreign no-pay leave in terms of Public Administration Circular 14/2022 and its amendments, would be a supportive measure for a smooth conduct of duties in that regard.

03. Further it is notified, that the officers requesting for the approval for no-pay leave should submit the applications in the specimen agreement as per Public Administration Circular 14/2022 (III) instead of submitting the agreement mentioned in the check list under (02) (III) of the above instruction letter.

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 - NPL1									
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
Official Seal:

Date

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 (III) – 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 ofat 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)