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SUWASIRIPAYA

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சுகாதாரம் அமைச்சு
Ministry of Health

මගේ අංකය) TCS/T/21/Admin Grade/2023

எனது இல)

My No.)

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உமது இல)

Your No.)

දිනය)

திகதி) 2023.09.

Date)

Deputy Director General / NHSL, NH, Kandy,
All Provincial Directors of Health Services,
All Regional Directors of Health Services,
All Directors of Teaching Hospitals, Provincial General Hospitals, District General Hospitals,
All Head of Decentralized Units of Health Services and Specialized Campaigns,
All Medical Superintendents of Base Hospitals,
All Specialist Medical Officers.

GRANT OF EARNED LEAVE FOR ADMINISTRATIVE GRADE MEDICAL

OFFICERS TO BE SPENT ABROAD – 2024

Applications are called from the Administrative Grade Medical Officers who are eligible and willing to avail themselves of earned leave during the year **2024**. The application should be made as per the specimen form appended to this circular letter and should be sent on or before **20 October 2023** to reach to the address **Director (Tertiary Care Services), Ministry of Health, "Suwasiripaya" No.385, Rev Baddegama Wimalawansa Thero Mawatha, Colombo 10** through the proper channels. It should also be noted that duly perfected application should be sent through the proper channels with the recommendation of the head of the institution and should be forwarded from current working station.

02). All particulars of overseas leave taken (e.g.: Vacation, Full pay, Fellowship, etc.) **in the last three years (2023, 2022 & 2021)** should be entered in the application form. Specialist Medical officers who have not taken the earned leave within the last immediate five years are only eligible to apply for this privilege.

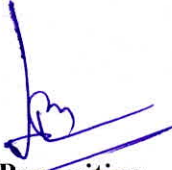
03). All specialist Medical officers and heads of the institutions are informed to follow the chapter XII of the establishment code and especially pay attention to the section 17 of chapter XII before completion of the application form.

04). Officers selected should leave the island **before 30th June 2024**, as this leave has to be utilized within the year. Please note that selected officer should apply for the leave though the

proper channel using Foreign Leaves Application (G-126) for the approval from line ministry before departure.

05).The officer selected for earned leave should inform the Ministry of Health whether he/she would accept the leave within 03 months of publishing the list of selected officers. In the event of failure of an officer to inform, the acceptance within the stipulated time in written, Ministry of Health would award earned leave to the next officer in the list. If the officer fails to leave before **30 June 2024** he/she shall forfeit the earned leave granted and shall not be considered for the next 02 years.

05).Please brings the contents of this letter to the notice of all officers concerned in your institution.



Dr. Lal Panapitiya
Deputy Director General (Medical Services) I

SPECIMENS FORM OF APPLICATION FOR
EARNED LEAVE ABROAD – 2024

1) Personal Details of the Officer,

a	Surname		
b	Full Name		
c	Specialty		
d	Designation		
e	Date of Birth		
f	ID Number		
g	Passport number		
h	Grade Details	Date of Preliminary Grade	
		Date of Grade II	
		Date of Grade I	
		Date of Specialist Grade	
i	Present Place of Work & Date of Assign		
J	Permanent Address		
k	Mobile Number		
l	WhatsApp Number		
m	Land Number		

2) Details of Leave Particulars.

a	If leave was taken earlier what is the date of return to Sri Lanka		
b	Details of foreign leave taken by the officer for last three years	Year	Number of Dates
		2021	
		2022	
		2023	
c	Details of remain vacation leave for last three years	Year	Remain Vacation Leave

d	Details of earn leave taken by the officer during period of service	
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3) **Details of current earn leave request**

a	Purpose of requesting leave	
b	Probable period of leave now applied	From: _____ to: _____
c	To be spent locally/ out of the country	
d	Address when on leave	
	Contact Number	

4) **Details of cover up arrangement**

5) **Any Special Claims**

6) Hereby I confirmed, the above details furnished by me are true and correct.

Date:.....

.....
(Signature of Applicant)

7) **Observation and Recommendation of the head of the institution. (please re check the details by the subject officer who maintain the skeletal file)**

I checked the details of the skeletal file and available details of the officer and I confirmed that the above details are true and correct. Officer is eligible to apply for earn leave 2024 and I recommend and forward his/her application.

Date:.....

.....
(Signature of the Head of Institution)

8) **Recommendation of the Head of the Decentralized Unit.**

I recommended and forwarded his/her earned leave application.

Date:.....

.....
(Signature of the Head of the Decentralized Unit)