

My No : EST-6/03/LEA/1061(1)  
Ministry of Public Administration,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

31.01.2025

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Leave for Public Officers who could not Report for Duty Due to Floods,  
Earth Slips and Obstructions of Roads  
November 2024**

It has been decided to grant special leave for the following Public Officers in the Divisional Secretary's Divisions mentioned in Annex I, who were unable to report for duty due to floods and earth slips that occurred in various parts of the island in November 2024.

- I. The officers who were unable to report for duty due to the breakdown of public transport services between their residences and places of work, because of afore – mentioned reasons.
- II. The officers who were unable to report for duty due to obstructions of the roads or being affected or displaced by disasters.

02. Request for special leave containing the reason for the inability to report for duty, recommended by the Grama Niladhari of his/ her area and certified by the Divisional Secretary, shall be submitted as per the format given in Annex II by the relevant officer to the respective Head of the Institution for the purpose of obtaining special leave.

03. The Head of the Institution shall examine the request of the officer certified by the Divisional Secretary and if he is personally satisfied with its accuracy, it shall be submitted to the Head of the Department for approval for special leave only for the days on which the officer was unable to report for duty due to the above reasons, which were beyond his /her control.

04. Particulars of special leave granted in the above manner shall be included in the leave register maintained at the relevant institution in the proper manner, and further, this concession shall be applicable only to the officers in the Divisional Secretary's Divisions mentioned in Annex I, who were unable to report for duty due to floods and earth slips that occurred in November 2024.

Sgd/ S. Alokabandara  
Secretary  
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District	Divisional Secretariat
Ampara	Addalachchenai
	Ninthavur
	Pothuvil
	Sainthamarathu
	Samanthurai
	Thirukkovil
	Uhana
	Kalmunai North Sub Division
	Navithanveli
	Lahugala
	Akkaraipattu
	Alayadiwembu
	Ampara
	Damana
	Dehiattakandiya
	Irakkamam
	Kalmunai
Karativu	
Anuradhapura	Horowpothana
	Kahatagasdigiliya
Badulla	Mahiyanganaya
Batticaloa	Manmunai North
	Manmunaipattu
	Manmunai South & Eruvil pattu
	Manmunai South West
	Manmunai West
	Porativu Pattu
	Koralai Pattu West
	Koralai Pattu South
	Eravur Pattu
	Eravur Town
	Kattankudy
	Koralai Pattu
	Koralai Pattu Central
	Koralai Pattu North
Colombo	Kolonnawa
Gampaha	Negambo
	Wattala
	Katana
	Biyagama

District	Divisional Secretariat
Jaffna	Valikamam South (Uduvil)
	Valikamam South-West (Sandilipay)
	Valikamam West (Chankanai)
	Point Pedro
	Valikamam North (Tellipallai)
	Vadamaradchy East (Maruthankerny)
	Delft
	Island South (Velanai)
	Jaffna
	Karainagar
	Karaveddy (Vadamaradchi South-West)
	Kayts (Island North)
	Kopay (Valikamam East)
	Nallur
Thenmaradchy (Chavakachcheri)	
Kilinochchi	Poonakary
	Pachchilaipalli
	Karachchi
	Kandavalai
Kurunegala	Pannala
	Rasnayakapura
	Wariyapola
	Bingiriya
Mannar	Nanaddan
	Musalai
	Manthai West
	Mannar Town
	Madhu
Matara	Thihagoda
Mullaitivu	Oddusudan
	Welioya
	Maritimepattu
	Manthai East
	Puthukudiyiruppu
	Tunukkai
Plonnaruwa	Dimbulagala
	Lankapura
	Thamankaduwa

District	Divisional Secretariat
Puttalam	Mundalama
	Nattandiya
	Pallama
	Puttalam
	Vanathavilluwa
	Wennappuwa
	Mahawewa
	Arachchikattuwa
	Chilaw
	Kalpitiya
	Madampe
	Trincomalee
Verugal	
Trincomalee Town & Gravets	
Thambalagamuwa	
Seruwila	
Kinniya	
Muthur	
Vavuniya	Vavuniya
	Vavuniya North
	Vengalacheddikulam

**Format for requesting special leave for the public officers who could not report for Duty due to Floods, Earth Slips and Obstructions of Roads According to Public Administration Circular 04/2025 - November 2024**

01. Full name of the officer : .....

02. Post : .....

03. Name of the Ministry/ Department/ Provincial Council : .....

.....

04. Official Address : .....

.....

05. Residential address :

Permanent : .....

.....

Temporary : .....

.....

06. Divisional Secretary's Division : .....

07. Reason for the inability to report for duty :

Floods

Earth Slips

Obstructions of Roads

08. Number of family members who have been affected with the officer : .....

09. Last date of reporting for duty before the disaster : .....

10. Date of reporting for duty after the disaster : .....

11. Number of leave applied for : .....

12. Date : .....

Signature of the officer : .....

13. Recommendation of Grama Niladhari :

Mr/Mrs/Miss.....  
mentioned above is a resident of my Grama Niladhari Division and I recommend  
the request for leave, since the particulars related to the disaster submitted by him/  
her are true and accurate.

Name : .....

Date : .....

Signature : .....

(Official Stamp)

14. Recommendation of the Divisional Secretary:

I agree/ do not agree with the above recommendation. I recommend/ do not  
recommend the request for leave.

Date : .....

Signature : .....

(Official Stamp)

15. Recommendation of the Head of the Institution: I recommend/ do not recommend  
leave.

Date : .....

Signature : .....

(Official Stamp)

16. Recommendation of the Head of the Department: I approve/ do not approve leave.

Name : .....

Post : .....

Date : .....

Signature : .....

(Official Stamp)