

Ministry of Public Administration
Independence Square,
Colombo 7.
9th September, 1985.

To: All Secretaries to Ministries.

Approval of leave for a public officer
of the Combined Services proceeding on
duty abroad

It is not necessary to obtain my approval for leave in respect of a public officer of a Combined Service, before approval for him to proceed abroad is sought from the Hon. Prime Minister through the Secretary to the Prime Minister.

2. However, after leave has been approved, the Head of Department should forward for my records, particulars of the officer and the visit.

3. Every application for the Hon. Prime Minister's permission should adhere to the provisions in section 10:5 of Chapter XV of the Establishments Code: i.e. it should be forwarded through proper channels to reach the Secretary to the Prime Minister at least ten (10) days before the office departure.

4. This is being issued with the concurrence of the Secretary to the Prime Minister.

Sgd: D.B.I.P.S. Siriwardhana
Secretary,
Ministry of Public Administration.