

Public Administration Circular No. 27/92

Ministry of Public Administration
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

07th October 1992,

Secretaries to Ministries,
Chief Secretaries of Provincial Councils,
Government Agents
Heads of Departments and
Secretaries to Governors.

Sick Leave - Chapter XII - Establishments Code

Public Administration Circular No.321 of 17.02.1986
and No. 10/88 of 30.03.1988 are hereby cancelled.

02. Delete section 06 of chapter XII and substitute the
following therefore:

“ 6 Sick Leave”

6.1 when leave is requested on ground of illness or when an officer cannot attend office on account of illness for more than two days, the officer must have him self extended by the Government Medical Officer or a Registered Medical Practitioner. Where the officer is examined by a Government Medical Officer, such Medical Officer will forwarded a Certificate on form Medical 170 or Ayurveda 44, or where the officer is examined by a Private Medical Practitioner registered under the Ayurveda Act or under the Medical Ordinance, such Private Practitioner will forwarded a certificate on a form specially prepared by him, to the Head of the Department or Sub-office in which the officer works.

6:1:1 Sick leave on full - pay, half - pay or no-pay for any period may be granted on a Medical Certificate mentioned in the preceding sub-section.

6:1:2 Instruction regarding Medical Certificates are issued by the Department of Health Service.

6:2 A short period of leave up to six days at a time on account of illness may, if the officer so desires it, be counted against Casual leave.

The head of the Department may decide in any particular case, to debit any short period of absence against an officer's vacation leave.

6:3 A Head of the Department or the leave granting authority is empowered, where he deems it necessary in regard to an officer's leave, to call for the submission of an Medical Certificate from a Government Medical Officer, where under normal circumstance such a Medical Certificate is not necessary."

Sgd: M.N.Junaid
Secretary,
Ministry of Public Administration
Provincial Councils & Home affairs