



මගේ අංකය
எனது இல. }
My No. }

Pen/Admin18/Leave/Gen(Dist Sec/Div Sec)

ඔබේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி }
Date }

24.11.2022

To all officers serving at District / Divisional Secretariats attached to Department of Pensions
Through all District/ Divisional Secretaries

Maintaining leave of the officers, who serve at District / Divisional Secretariats attached to Department of Pensions, with necessary updating

Instructions, which have been issued previously pertaining to the submission of leave particulars of the officers serving at District / Divisional Secretariats attached to Department of Pensions, to the Department of Pensions, are hereby cancelled and further those officers are required to send their leave particulars from 2022 to the Department of Pensions following the instructions mentioned below. .

02. Leave particulars for the period from 01.01.2022 up to 31.10.2022 including the leave obtained by the officer should be prepared as per the form Pen/Leave/01 indicated in the annex by the officers in charge of the subject of leave and they should be certified by relevant District Secretary/ Divisional Secretary of any other authorised officer and then the scanned copy of the same should be sent to the email address relevant to the province to which your office belongs, out of the following e mail addresses before 25.11.2022. When sending leave particulars by e mail, relevant District/ divisional Secretariat and the name of the respective officer should be indicted as the 'subject'.

03. Leave particulars for every month from November 2022 onwards including the leave obtained by the officer should be prepared as per the form Pen/Leave/02 indicated in the annex by the officers in charge of the subject of leave and they should be certified by relevant District Secretary/ Divisional Secretary of any other authorised officer and then the scanned copy of the same should be sent to the email address relevant to the province to which your office belongs, out of the following e mail addresses before the 10th of the month following the relevant month. When sending leave particulars by e mail, relevant District/ divisional Secretariat and the month should be indicted as the 'subject'.

04. Accordingly the responsibility to send leave particulars are entrusted to the officer attached to District/ Divisional Secretariat by the Department of Pensions and therefore relevant leave particulars should be sent before the due date..

05. Informing the particulars of leave obtained by you to the Head Office is your responsibility and note that action may be taken against the officers, who do not follow the instructions mentioned above..

Central Province	dopleave.central@gmail.com
Western Province	dopleave.western@gmail.com
Southern Province	dopleave.south@gmail.com
Sabaragamuwa Province	dopleave.sabaragamuwa@gmail.com
Uva Province	dopleave.uva@gmail.com
Eastern Province	dopleave.eastern@gmail.com
Northern Province	dopleave.northern@gmail.com
North Western Province	dopleave.northwestern@gmail.com
North Central Province	dopleave.northcentral@gmail.com

A Jagath D Dias

Director General of Pensions

Leave Report (2022.01.01 – 2022.10.31)

01. District / Divisional Secretariat –

02. Name of the Officer –

03. Designation –

	Month	Casual	Vacation	Lapsd Vac.	Half pay	Nopay	Duty Leave**
01	January						
02	February						
03	March						
04	April						
05	May						
06	June						
07	July						
08	August						
09	September						
10	October						

(**Please Mention the Dates)

Prepared By - (Leave Subject Officer)

(Signature & Stamp)

District/Divisional Secretariat

Leave Report

01. District / Divisional Secretariat –

02. Month & Year –

	Name of the Officers	Designation	Casual	Vacation	Lapsd Vac.	Half pay	No pay	Duty Leave**

(**Please Mention the Dates)

Prepared By - (Leave Subject Officer)

(Signature & Stamp)

District/Divisional Secretariat