

My No: TCS/T/12/2017

Ministry of Health, Nutrition & Indigenous Medicine

“Suwasiripaya”

No. 385, Rev Baddegama Wimalawansa Thero Mawatha,

Colombo 10,

24.08.2017

All Provincial Secretaries of Health Services

All Provincial / Deputy Provincial Directors of Health Services

All Directors of Teaching Hospitals

All Heads of Specialized Campaigns

Medical Superintendents of Provincial Hospitals, District General Hospitals & Base Hospitals

All Medical Administrations in the Ministry of Health & Indigenous Medicine

GRANT OF EARNED LEAVE FOR ADMINISTRATIVE GRADE MEDICAL OFFICERS

TO BE SPENT ABROAD - 2018.

Applications are called from the Administrative Grade Medical Officers who are eligible and willing to avail themselves of earned leave during the year 2018. This application should be made as per the specimen form appended to this should be sent to reach to the following address on or before 24th Sept, 2017 through the normal channels. **Director (Tertiary Care Services) Ministry of Health, Nutrition & Indigenous Medicine, “Suwasiripaya”, No.385, Colombo 10.** It should also be noted that form ‘General 126’ (Application for abroad leave) duly perfected by the officer concerned and should be sent through the normal channels along with the application.

02). All particulars of overseas leave taken (e.g: Vacation, Full pay, Fellowship, ect.) should be entered in the application form.

03). Officers selected should leave the island before 30 June 2018, as this leave has to be utilized within the year.

04). 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 period Ministry of Health, Nutrition & Indigenous Medicine would award earned leave to the next officer in the list. If the officer fails to leave before 30 June 2018 he/she shall forfeit the earned leave granted and shall not be considered for the next 02 years.

05). Please note that officers over 55 years of age will also be considered for earned leave.

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

Dr. Lakshmi C Somatunga

Deputy Director General (Medical Services) I

Dr. Lakshmi C. Somatunga
Deputy Director General (MS) 1
Ministry of Health

**SPECIMENS FORM OF APPLICATION FOR
EARNED LEAVE ABROAD – 2018**

- 01. Name in Officer :.....
- 02. Date of Birth :.....
- 03. Designation :.....
- 04. Present place of work :.....
- 05. Date of Appointment to Present Grade :.....
- 06. Specialty if any and date of Appointment to it :.....
- 07. Details of leave out of the Island availed of with
dates, period and the purpose :.....
- 08. a) Period of leave now applied for with probable
dates of commencement :.....
- b) Purpose of which the leave is to be
available of :.....
- 09. Contact No. :.....
- 10. Any Special Claims :.....

Date:.....
.....
(Signature of Applicant)

Recommendation of the Head of Institution.
Date:.....
.....
(Signature of the Head of Institution)

Recommendation of the Head of the Decentralized Unit.
Date:.....
.....
(Signature of the Head of the Decentralized Unit)