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Website )



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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதாரம் அமைச்சு  
Ministry of Health

මගේ අංකය ) TCS/T/21/Ear.Lev./ADMIN/2023  
எனது இல )  
My No. )  
ඔබේ අංකය )  
உமது இல )  
Your No. )  
දිනය )  
திகதி ) 2022.08.  
Date )

Deputy Director General / NHSL, NH, Kandy,  
All Provincial Directors of Health Services,  
All Regional Directors of Health Services,  
All Directors of Teaching Hospitals, Provincial General Hospitals, District General Hospitals,  
All Head of Decentralized Units of Health Services and Specialized Campaigns,  
All Medical Superintendents of Base Hospitals,  
All Specialist Medical Officers.

**GRANT OF EARNED LEAVE FOR ADMINISTRATIVE GRADE MEDICAL OFFICERS**

**TO BE SPENT ABROAD – 2023.**

Applications are called from the Administrative Grade Medical Officers who are eligible and willing to avail themselves of earned leave during the year 2023. This application should be made as per the specimen form appended in this circular and should be sent to the following address on or before 10<sup>th</sup> September 2022 through the proper channels. **Director (Tertiary Care Services) Ministry of Health, “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 proper channels along with the application and should be forwarded from current working station.

02). All particulars of overseas leave taken (e.g.: Vacation, Full pay, Fellowship, act.) in the last three years should be entered in the application form and all specialist medical officers should not be taken the earned leave within the last five years.

03). Officers selected should leave the island on or before 30 June 2023, 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, would award earned leave to the next officer in the list. If the officer fails to leave before on or 30 June 2023 he/she shall forfeit the earned leave granted and shall not be considered for the next 02 years.

05).Please note that officers over 58 years of age will be also considered for earned leave.

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

  
**Dr. Lal Panapitiya**

**Deputy Director General (Medical Services) I**

**Dr. Lal Panapitiya**  
MBBS, MSc, MD (Med Admin)  
Consultant in Medical Administration  
Deputy Director General (Medical Services) I  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

**SPECIMENS FORM OF APPLICATION FOR**

**EARNED LEAVE ABROAD – 2023**

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 Details
- Permanent address :
  - Email address :
  - Mobile no :
  - Land 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)