

General Circular Letter No: 02-137/2014

My No: ECE/DS/EL/2014/VI

Ministry of Health,

"Suwasiripaya",

No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

29.1.9.2014

All Provincial Secretaries of Health Services,
All Provincial Directors of Health Services,
All Deputy Provincial Directors of Health Services,
All Heads of Decentralized Units and
Specialized Campaigns of the Ministry of Health,
Directors of Teaching Hospitals,
All Medical Superintendents of Provincial Hospitals,
All D.M.O. of Base Hospitals,
Heads of all Institutions

Granting of Earned Leave to be spent abroad for Dental Specialists- 2015

Applications are invited from Specialists in Dental Services, who are eligible and are desirous of availing themselves of Earned Leave in the year 2015. Applications should be made on the form amended to this circular and they should be sent to reach the Director General of Health Services, Ministry of Health, "Suwasiripaya", 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 15/10/2014 through the proper channels. It should be noted that Form General 126 along with the application form annexed to this circular duly perfected by the applicant should be forwarded with the recommendation of the Heads of Institution through proper channels. A direct copy should be sent to Deputy Director General (Dental Services) Ministry of Health, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 15.10.2014.

All particulars of overseas leave taken eg. Vacation, Half Pay, Full Pay, No Pay, Fellowships etc., should be entered in the application form.

Granting Earned Leave would be subjected to the provision in chapter XII - 17 of Establishment Code.

The officer selected should inform me whether he/she is accepting the earned leave or not within three weeks of the receipt of the letter of award of Earned Leave. Non receipt of acceptance /non acceptance will lead to offering the opportunity to next most suitable officer of the list.

If an officer selected does not avail of his/her Earned Leave during the stipulated period, he/she will not be entitled to Earned Leave for the next two years.

The officers selected should leave the island before 30.06.2015. If the officer selected fail to inform within three weeks of his/her acceptance or non acceptance of the leave awarded or fails to leave before 30.06.2015 he/she will not be considered for earned leave of the next two years.

Please bring the contents of the circular letter to the notice of all eligible officers concerned.



Dr. P.G. Maheepala
Director General of Health Services

Copy to- Hon. Secretary, GDSA

SPECIMAN FORM OF APPLICATION FOR EARNED LEAVE ABROAD - 2015

- 01. Name of officer:-
- 02. Date of Birth :-
- 03. Designation :-
- 04. Present place of work:-
- 05. Date of first appointment:-
- 06. Date of appointment to present grade:-.....
- 07. Speciality if any and date of appointment:-
- 08. Details of leave out of the island availed of with dates, period and the purposes:-

- 09. a) Period of leave now applied for with probable dates of commencement:-
b) Purpose of which the leave is to be availed of:-

- 10. Any special claims:-

Date:-.....

.....
(Signature of applicant)

Recommendation of the Head of Institution

Date:-.....

.....

(Signature of the Head of the

Institution)

Recommendation of the Head of Decentralized Unit

Date:-.....

.....
(Signature of the Head of Decentralized

Unit)