

My No: EST-6/03/LEA/3381  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

29.08.2022

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments  
District Secretaries/ Government Agents  
Divisional Secretaries  
Heads of State Corporations, Statutory Boards

**Measures to be taken with regard to Leave and Allowances of Public Officers  
after 13<sup>th</sup> of March 2020 in line with the Methodology followed by the  
Government for Prevention of COVID - 19**

The government has taken various measures to prevent the spread of COVID - 19 in the country, which has become a global pandemic. Accordingly, reporting for duty by the Public Officers has been limited to essential services as much as possible and the other Public Officers have been working from home as per the instructions given by the government from time to time.

02. The government had instructed from time to time to call only the staff, which was identified as required to continue the services of the public institutions, for duty and not to call the pregnant mothers, lactating mothers and officers suffering from special diseases for duty during the relevant period. A summary of the provisions issued in this regard is indicated in “Annex 01”.

03. You are hereby informed to take action in the following manner in relation to the inquiries received for clarifications on leave, salary and other allowances of public officers during the above period.

**3.1 Taking action in relation to ordinary leave in the following manner**

3.1.1 If an officer has taken casual or vacation leave up to 13<sup>th</sup> March 2020, such leave shall be deducted from the annual leave entitlement of the relevant officer for year 2020.

3.1.2 The leave of any officer shall not be deducted in relation to the period when the country was completely locked down and that period shall be considered as a period of working from home.

- 3.1.3 If a Head of an Institution calls an officer for duty on roster system in addition to ordering him/ her to work from home, the days he/ she does not report for duty in case where he/ she was called for duty on roster system without the approval of the Head of the Institution shall be deducted from his personal leave.
- 3.1.4 In case where the place of residence of a certain officer or the area, in which the service station is located, had been isolated or under police curfew the day or days the he/she had not reported for duty shall not be deducted from the leave of the officer, even if he/she had to report for duty as per the roster system.
- 3.1.5 In case where an officer has taken leave exceeding the maximum of vacation/sick and casual leave entitled for the year, after calculating the leave in accordance with Section 3.1.1 to 3.1.4 above, such leave shall be treated as no-pay leave. However, an officer shall be allowed to take lapse leave under the provisions of Section 10, Chapter XII of the Establishments Code and half pay leave due to an illness under the provisions of Section 21 of the said Chapter.
- 3.1.6 If any Public Officer has been directed to quarantine under the Quarantine Regulations and such direction for quarantine has been made not as a punishment for violating the Government Quarantine Regulations, the period of quarantine for such officer shall be treated as a period of special leave with pay as per the provisions of sub-section 12:9, Chapter XII of the Establishments Code.
- 3.1.7 In the event that a Public Officer has been directed to quarantine as a punishment for violating Government Quarantine Regulations, action shall be taken considering the period as no-pay leave or as a period of leave taken from the leave entitled to the officer.
- 3.1.8 In case where the Head of the Institution has made a decision to close the institution for a certain number of days during this period due to the risk of Covid-19, that period shall not be deducted from the personal leave of the officers of the relevant institution.
- 3.1.9 Officers, who have obtained special leave for illnesses mentioned under Chapter XXIII of the Establishments Code, shall be given leave with full pay for this period also.

## **3.2 Taking action in relation to maternity leave in the following manner**

- 3.2.1 Maternity leave shall be granted as usual to female officers whose period of maternity leave has started during the period of quarantine curfew.

- 3.2.2 In determining the period of maternity leave with full pay, the dates 16, 17, 18, 19 of March 2020 declared as special holidays by the government, shall also be considered as public holidays in addition to the public holidays when calculating the period of maternity leave with full pay.
- 3.2.3 In case where a female officer, who has exhausted her maternity leave with full pay and maternity leave with half pay, was to commence during the curfew/quarantine periods, has informed the respective Head of Institution in an acceptable manner that she is not obtaining maternity leave with half pay, action shall be taken with regard to the said officer as per the provisions of 3.1 above. If not so notified, action shall be taken considering that they have taken maternity leave with half pay.
- 3.2.4 In case where a female officer whose maternity leave with half pay was ended, has informed the respective Head of Institution in an acceptable manner that she is not obtaining maternity leave with no-pay, action shall be taken with regard to the said officer as per the provisions of 3.1 above. If not so notified, action shall be taken considering that they have taken maternity leave with no-pay.

### **3.3 Taking action in relation to overtime allowances, holiday pay and incentive allowances in the following manner**

- 3.3.1 The officers of institutions that have been open for programmes for prevention of COVID - 19 or other essential services during this period may be paid overtime as per the provisions that were applied before the outbreak of the Covid-19 pandemic. Only the time in excess of substantive duty hours shall be applicable for payment of overtime allowance.
- 3.3.2 Action shall be taken to pay incentive allowances on proportionate basis applying other criteria except the days of attendance to the officers serving in the offices, which were open regularly during this period for programmes for prevention of COVID – 19 or other essential services. Incentive allowances shall not be paid in case where other relevant criteria are not fulfilled.
- 3.3.3 When paying overtime allowances to the officers of the institutions, which called officers for duty on roster system during this period as per instructions of the circulars, overtime payments may be made only for the hours remaining after deduction of the total number of hours served during the days, on which officers reported for duty, hours relevant to the substantive duties for the days on work from home, the total number of hours to be covered as per the hours relevant to substantive duties for the days, on which the officers were not called to office but allowed to perform duties staying at home.

### **3.4 Taking action in relation to marking the arrival and departure in the following manner**

3.4.1 Officers, who should have reported for duty to provide essential services during this period and officers who reported for duty according to the roster system shall be considered as full days of work on the days they reported for duty, regardless of the time of arrival and departure. However, in case of an officer working overtime, only the time in excess of the substantive duty hours shall be applied for the payment of the overtime allowances to which he is entitled.

3.4.2 It is not required to have used a fingerprint machine to record the arrival and departure and it is sufficient to have maintained a register to record the arrival and departure.

3.4.3 Further, the particulars in relation to the officers, who have reported for duty and worked from home within the above period, shall have been recorded clearly.

04. Even though, the leave registers have been maintained by the Heads of the Institutions within this period, they also shall be revised as mentioned above.

05. It is informed to submit the information mentioned in the format in “Annex 02” to this ministry to provide the instructions with regard to leave to be spent out of Sri Lanka granted within this period.

06. The above provision shall be applicable strictly for the period from 14.03.2020 to 03.01.2022.

07. Instructions of the Director General of Establishments shall be obtained on the matters related to salaries, leave or allowances that fall under this period of a certain officer and which are not covered by this circular. The Director General of Establishments shall provide instructions concerning such issues after inquiring the relevant authorities.

Sgd/ M.M.P.K. Mayadunne

Secretary

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

**Procedures followed when calling officers to government institutions during the COVID-19 pandemic period**

Serial number	Circular number and date of issue	The manner in which the officers were called for duty and granting leave to officers	The period during which the provisions were in force
01	Circular No.PS/CSA/Circular/14/2020 dated 19.03.2020 issued by the Secretary to the President.	21.03.2020 and 22.03.2020 are usual government holidays and discharge duties in the public service remotely during the period from 20.03.2020 to 27.03.2020 without considering this period as public holidays.	From 20.03.2020 to 27.03.2020
02	Circular No.PS/CSA/Circular/17/2020 dated 26.03.2020 issued by the Secretary to the President.	From 30.03.2020 to 03.04.2020, all public officers deliver services under Work From Home arrangements.	From 30.03.2020 to 03.04.2020
03	Circular No. PS/GPA/ Circular /20/2020 dated 18.04.2020 issued by the Secretary to the President.	Government offices in vulnerable districts operate with only 20% of employees reporting to work. Offices in other districts operate with only 50% of employees reporting to work.	From 18.04.2020

04	Public Administration Circular Letter 01/2020 dated 29.04.2020	Avoid the calling of officers who are pregnant and breastfeeding for duty till the end of May.  If the officers who are pregnant and breastfeeding are called for duty, make arrangements for them to report at the service stations situated close to the residence.	From 29.04.2020
05	Circular No.PS/GPA/Circular/21/2020 dated 14.05.2020 issued by the Secretary to the President.	Restrict the number of employees called for duty.	From 14.05.2020
06	Public Administration Circular 20/2020 dated 28.10.2020	Inform that officers should be called for duty and office functions should be maintained adhering to the instructions issued by the Secretary to the President by circulars No. PS/GPA/Circular/20/2020 dated 18.04.2020 and No. PS/GPA/Circular/21/2020 dated 14.05.2020.  Government offices in vulnerable districts operate with only 20% of employees reporting to work. Offices in other districts operate with only 50% of employees reporting to work.	From 28.10.2020 to 07.03.2021
07	Public Administration Circular 02/2021 dated 05.03.2021	It is required to call all the officers in the public sector for duty on regular basis from 08.03.2021.	From 08.03.2021 to 26.04.2021

08	<p>Public Administration Circular 02/2021(I)  dated 27.04.2021</p>	<p>Allow the officers serving in all public institutions to abstain from reporting for duties for 02 working days per week up to maximum of 08 days per calendar month without deducting such days from their leave from 27.04.2021. If it is required to call officers for duty for more than 03 days per week, the respective Head of Institution can take a decision for calling officers for duty accordingly.</p> <p>Every officer should be prepared to perform the tasks relevant to his/her duties online even on the days, on which the officer is not called for duty under duty roaster.</p> <p>Take action under general procedure regarding the leave of the officers, who are not included in the duty roaster.</p>	<p>From 27.04.2021 to 09.05.2021</p>
09	<p>Public Administration Circular 02/2021(II)  dated 10.05.2021</p>	<p>The Secretaries of Ministries / Heads of Departments / Heads of Institutions concerned are given the authority to decide to call the minimum staff required to carry out the functions of the government without interruption, for service.</p> <p>For this purpose, a shift or other formal roaster should be followed. When such duty roaster is prepared, action should be taken to deduct the date, on which the officer does not report for duty, from his/ her personal leave, only if the date of absence falls within the duty roaster.</p>	<p>From 10.05.2021 to 01.08.2021</p>

		<p>Every officer should be prepared to perform the tasks relevant to his/her duties online even on the days, on which the officer is not called for duty under duty roaster.</p> <p>Pregnant female officers should not be called for duty.</p>	
10	<p>Public Administration Circular 02/2021(III) dated 30.07.2021</p>	<p>All public employees are required to report for duty on regular basis from 02.08.2021.</p>	<p>From 02.08.2021 to 06.08.2021</p>
11	<p>Public Administration Circular 02/2021(IV) dated 06.08.2021</p>	<p>Form teams for officers of all public institutions in such a manner that one officer should report for duty at least 03 days a week, enabling such teams to continue providing the service of the institution. Take action to deduct a certain day from an officer's personal leave only if he/she fails to report for duty when he or she is called for service as teams mentioned above.</p> <p>The above shift system is not applicable to the staff officers who are provided with official transport facilities or pool vehicles and they are required to report for duty at the discretion of the Heads of Institutions.</p> <p>Every public employee is bound to perform his or her duties online.</p> <p>Take action to not call pregnant officers and mothers with children below the age of 01 for duty.</p> <p>Vest the respective Heads of Institutions with the</p>	<p>From 06.08.2021 to 01.10.2021</p>



		<p>responsibility of not calling those who give reasonable reasons for not being called to work for specific reasons and deciding on using alternative office services, providing opportunities to work close to home, etc.</p> <p>It is sufficient to maintain only a register of arrival and departure.</p>	
12	<p>Public Administration Circular 02/2021(V) dated 01.10.2021</p>	<p>Action should be taken by the respective head of institution to call employees, who are vital for maintaining the essential services provided by government offices without disruption, for duty. Staff officers who are entitled to official vehicles/ receiving transport allowances or provided with transport facilities by pool vehicles are required to report for duty as usual.</p> <p>Take action not to call pregnant officers, breastfeeding mothers and officers with particular illnesses for duty except in urgent situations.</p> <p>All the public officers are bound to perform their duties online.</p> <p>It is sufficient to maintain only a register of arrival and departure of officers reporting for duty.</p>	<p>From 02.10.2021 to 02.01.2022</p>
13	<p>Public Administration Circular 02/2021(VI) dated 30.12.2021</p>	<p>Call all public officers for duty on regular basis.</p> <p>It is sufficient to maintain only a register of arrival and departure of officers.</p>	<p>From 03.01.2022</p>

**Collection of information regarding government officers, who failed to report back for duty due to their stay abroad during the COVID-19 pandemic**

01. Name of the Officer : .....
02. Post of the Officer : .....
03. Service to which the officer belongs (If the officer belongs to a service):.....
04. Service station: .....
05. Country of visit and the reason: .....
06. Period for which leave has been approved : .....
07. Provisions of Establishments Code according which leave to be spent out of Sri Lanka has been obtained :.....  
(Clearly indicate the relevant section)
08. Indicate whether the period of leave to be spent out of Sri Lanka has been approved with full pay or no-pay:.....
09. Date of commencement of the period of leave to be spent out of Sri Lanka:.....
10. The date on which the period of leave to be spent out of Sri Lanka should have ended and reported for duty:.....
11. Indicate whether the officer has already reported for duty: .....
12. Date of reporting back for duty: .....
13. Whether the officer has informed the authority for approving leave on not reporting for duty (With copies of relevant letters):.....
14. If the answer to 13 above is “Yes”, the reasons indicated for not reporting back for duty by the officer (With the relevant periods):.....
15. Details of any action taken by the Head of Institution with regard to the leave of the officer:.....

I hereby certify that the above particulars are accurate.

**Signature and official stamp of the Head of the Department**