

SPECIAL NOTE

Participation of the Officers on Leave to the Capacity Building Programmes

There have been concerns raised by officials on leave for various reasons regarding their participation in the Capacity Building Programs. In response, the Sri Lanka Institute of Development Administration (SLIDA) sought instructions from the Ministry of Public Administration, Home Affairs, Provincial Councils, and Local Government. Subsequently, the Secretary of the Ministry appointed a committee to investigate these concerns and provide their recommendations. The committee's recommendations were submitted to the Secretary of the said Ministry and to the Governing Council of SLIDA. On July 4, 2024, the Governing Council approved the recommendations, which are presented below. Consequently, the following measures will be implemented with immediate effect for all Capacity Building Programs conducted by SLIDA.

No	Fact	Decision
1	1.1 Officers who have obtained domestic or foreign leave without pay under Public Administration Circular No. 14/2022	It is appropriate to provide an opportunity to participate in capacity development programs based on the recommendation/consent of the Head of Department in which the officer served when the leave was approved. However, no change will be made to the courses' delivery mode in such cases.
2	2.1. Female Officers who have taken maternity leave under provisions No. 18 of Chapter XII of the Establishment Code	Not allowed during the period of 84 days with pay leave. With the recommendation/consent of the Head of the Department, officers are granted the opportunity to participate in capacity-building programs during the leave period obtained after 84 days of paid leave.
3	3.1. Officers on leave on local or foreign scholarships I. During the stay abroad II. When visiting Sri Lanka for a short vacation	<p>It is appropriate to provide opportunities to participate in capacity-building programs. However, in such cases, the module's delivery mode will not be changed.</p> <p>It is appropriate to provide an opportunity to participate in capacity development programs on the recommendation/consent of the Head of the Department in which the officer served when the leave was approved.</p>
4	4.1. Officers on medical leave	Not providing an opportunity to participate in capacity-building programs during medical prescriptions.


Nalaka Kaluwewe
Director General
Sri Lanka Institute of Development Administration
August 13, 2024