



## Ministry of Civil Service Affairs and Administrative Reforms

21 June 2005

Circular Note No. 2 of 2005  
E/186/1/01

**From:** Senior Chief Executive, Ministry of Civil Service Affairs and  
Administrative Reforms

**To:** Supervising Officers in charge of Ministries/Departments

### *Leave Without Pay*

It has been observed that Ministries/Departments do not keep up to date information on officers on leave without pay. There are instances where officers take the liberty of applying for extension well after the expiry of their leave and Ministries/Departments tend to accept the situation without drawing the attention of the officers concerned. It has also been noted that there are circumstances where the officers have submitted their application for an extension of leave without pay early but the requests are transmitted to this Ministry with considerable delay and even after the expiry of the leave.

2. Supervising Officers are kindly reminded that it is their responsibility to ensure that officers who are posted at their respective Ministry/Department and who are on leave without pay do resume office at the expiry of their leave. If there is any request for extension, it should be submitted to this Ministry at least a month before the expiry of the approved absence.

3. Your attention is therefore invited to the fact that requests for leave without pay from officers whether, for the first time or for an extension, should be transmitted to this Ministry on time for appropriate processing. Furthermore, the record of officers on leave without pay should be regularly updated.

4. It would be appreciated if the contents of this circular could be brought to the attention of all concerned.

  
(K. Ponnusamy)  
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service

