



අධ්‍යාපන අමාත්‍යාංශය

கல்வி அமைச்சு

MINISTRY OF EDUCATION

+9411-2 97721/+9411-2691378

+9411-2 74768

info@mohe.gov.lk www.mohe.gov.lk

18, වර්ඩ් පෙරේරා, කොළඹ 07.

18, වොර்ட් பிளேஸ், கொழும்பு 07.

18, Ward Place, Colombo 07.

මගේ අංකය My No.	HE/UD/01/ROL/2019	ඔබේ අංකය உமது இல. Your No.	දිනය திகதி Date	29/08/2020
--------------------	-------------------	----------------------------------	-----------------------	------------

Vice Chancellors of all Universities,

New entries to be included for leave system

The following information is essential to grant leave approval as per the instructions given by the Secretary on 18/02/2020. I would kindly request to attach the following information while submitting the leave for approval via the online system as an attachment.

Leave details of the current year- 20.....

S. No.	Leave type	No. of leave entitled per year	No. of leave already taken	No. of leave already remain	Category requested for current foreign tour (v)
01.	Private leave				
02.	Official leave				
03.	Sabbatical leave				
04.	Study leave with pay				
05.	Study leave without pay				
06.	Special leave				
07.	Seminar/Workshop/ Training/ Conference				
08.	Leave for state service				
09.	Vacation leave				
10.	Medical official leave				
11.	Foreign duty leave				
12.	Other				

I do certify the aforesaid information is correct according to the documents

(Assistant/ Deputy/ Senior Assistant Registrar)

Deshini Dilakarathne
Assistant Director (Development)
for Secretary

Deans of Faculties
DR/Ac. Int

FNA PI.

(Signature)

V-C

31/08/2020

Copy - Director, Information Communication & Technology, Ministry of Education

මහා අමාත්‍යවරයා
கேள்விய அமைச்சர்
Hon. Minister } +94112685268
+94112682612
minister@mohe.gov.lk

ලේකම්
செயலாளர்
Secretary } +94112671355
+94112674770
secretary@mohe.gov.lk