

**FORM OF AGREEMENT TO BE SIGNED BY OFFICERS WHO ARE
GRANTED LEAVE ON NO PAY FOR PAID ASSIGNMENTS ABROAD
/ TO TAKE UP EMPLOYMENT ABROAD
(XII - 16 : 5)**

(This form should not be amended without the approval of the director of the establishments.)

This Agreement is made this day of Two Thousand and
and between (1)
..... (herein after referred to as officer) of the one part and (2)
.....
The Democratic Socialist Republic of Sri Lanka (herein after referred to as (3)
..... and shall include his successes
for the time being holding the office of (3)
..... Sri Lanka for an on behalf of the Government of
the Democratic Socialist Republic of Sri Lanka (herein after referred to as the
Government) of the other part.

1. Full Name of Officer and
Designation

2. Full Name of Head of
Department and Designation

3. Designation of Head of
Department

Whereas the said officer has applied for (4) Months leave on No
pay in the first instance to proceed to (5)
to enable him to take up an assignment / employment (6)

4. Period of leave on No Pay

Country where the assignment
/ Employment to be undertaken.

And whereas the Government has agreed to grant the said officer (4)
Months leave No pay for the purpose aforesaid commencing on the
day of 20 . Now this agreement witnesseth and it is
hereby agreed as follows:

6. Nature of assignment /
Employment

1. The government agrees to grant the said officer (4) Months
leave on No pay commencing on the day of 20
for the purpose of enabling the said officer to proceed to (5) and
there to take up an Assignment / Employment (6)

Period of obligatory Service
(Calculated in terms of subsection
16:15 of chapter XII)

2. The said officer

(I) That he will diligently and without deviation to the duties of the assignment
/ Employment for which purpose the said leave on no pay has been granted.

(II) That he will not change his assignment / employment during the said
on or completion the said assignment / employment nor use any unexpired
period of such leave No pay for any other purposes without the period sanction
of the said Divisional Secretary, Kalmunai.

(III) That he will on completion the said assignment / Employment which
ever is earlier, forthwith return to Sri Lanka and resume his duties under
Government in a suitable capacity, on the suitability of which the decision of the
Government shall be final and binding on the said officer and that he will save
the Government for a term of not less than.

(7) from the date of resumption by him of his duties as
aforesaid.

(IV) That if a should fail to return to Sri Lanka on the expiration of the leave on No pay granted to him or if having return to Sri Lanka should fail to resume duties under Government as aforesaid or if after resumption of duties under Government he should fail to serve the Government for a period of atleast (7) months from the Date of resumption by him of his duties as aforesaid or, if after resuming the duties aforesaid he should resign his appointment under Government before the expire of the said period of (7) months.

If he should be dismissed or removed from office before the expiry of the said period (7) months on the ground of inefficiency or any other course other than retrenchment or if he should fail to comply with any of the other terms of the agreement, than the said officer will pay to the Government the some of Rupees (8)

.....
lawful money of Sri Lanka.

8. Monitoring partly calculated in terms of subsection 5:2 of chapter XV

3) It is further agree between the parties that the Government may in its absolute discretion upon application made by the officer from time to time extent the period of leave No pay. *. Provided that where the period of leave on No pay is so extended the minimum period of compulsory service after resumption of duties and the amount payable by the said officer in the even of default in terms hereof shall be proportionately increased to such further period and to such enlarged amount as the Government may determine. *.

4) It is agreed that where the period of leave on No pay is so extended and the minimum period of compulsory service and the amount payable by the *said officer in default it is so increased this agreement shall be read and countered as though the aggregate the period of leave on No pay and the aggregate period of compulsory service and the aggregate amounts payable by the said officer where inserted in the appropriate clauses of this agreement in place of the period and amounts now appearing therein *

5) That nothing herein contained shall be deemed to bind the Government to employ the said officer for said period (7) months on his to Sri Lanka after the completion or a determination of his leave on No pay.

6) It is agreed that a certificate or on behalf of (3) shall be prima facie evidence of any of the matters referred to in clauses 2, 3 & 4 above without further or other proof of the contents or the signature thereon.

7) (3) shall mean the officer holding the post of or acting in the office of Divisional Secretary, Kalmunai or who for the time being is performing the functions now exercised by (3)

*

Note: 1 When an officers period of leave on No pay is extended beyond the original period stipulated in the agreement, the period of obligatory service and the monitory penalty should be proportionality increased.

2. The officer should be notified of the increased period of obligatory service and of the increased monitory penalty at the time the extension leave is granted and his consent there to obtained in writing and filed of record along with the agreement.

in witness whereof the said parties have signed these presences at
..... this day of Two Thousand and five.

Signed by the said (2)
for and on behalf of the Government of the Democratic Socialist Republic of Sri Lanka in the presence of
.....

.....
Signature

Designation : (3)

Witness : 1. Signature :
Name :
Address :

2. Signature :
Name :
Address :

Signed by the said (1) in the presence of
.....

.....
Signature

Witness : 1. Signature :
Name :
Address :

2. Signature :
Name :
Address :