

Public Administration Circular:- 13/2010

My No. EST-7/LEAVE/03/3125
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07.

04th August, 2010.

Secretaries to Ministries,
Chief Secretaries to Provincial Councils,
Heads of Departments, and
Heads of Public Corporations and Statutory Boards.

Granting of Special Leave during the Ramalan (Ramazan) Season 2010

As the forthcoming Ramalan (Ramazan) Season is due to commence on 12th August 2010 and end on 10th September 2010 you are requested to make arrangements to enable Muslim officers/employees to take part in prayers and religious activities during this period.

02. The times during which such prayers and religious activities will take place daily are as follows:

- * 03.30 a.m. to 06.00 a.m.
- * 03.15 p.m. to 04.15 p.m.
- * 06.00 p.m. to 07.00 p.m.
- * 07.30 p.m. to 10.30 p.m.

03. Work shifts may be arranged wherever possible to enable those officers/employees to take part in religious activities during these periods. Only in case of unavoidable circumstances, special leave may be approved.

04. Please take action to grant the Festival Advance to eligible Muslim officers/employees in the Public Service, Public Corporations and Statutory Boards 14 days before the expiry date of Ramalan (Ramazan).

Sgd./ D. Dissanayaka
Secretary
Ministry of Public Administration
and Home Affairs