

No. 309E/74 CA.

Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo-7. 12th October, 1979.

To: All Secretaries to Ministries,  
and Heads of Departments.

Opinion poll on working hours  
Instructions to Secretaries, Heads of Departments  
and Sectional Heads

An island-wide opinion poll will be held shortly among all public officers, i.e. employees in Government Ministries and Departments to find out the most preferred office hours. This poll will be held through all the national newspapers which will carry a coupon which may be filled by all such employees indicating their choice of office hours. Officers on probation or on contract or holding temporary posts in Government Ministries and Departments are also eligible to send in replies.

Three choices are given viz.

1. 8.00 a.m. - 4.15 p.m. with 45 minutes interval.
2. 8.45 a.m. - 5.00 p.m. with 45 minutes interval.
3. 8.00 a.m. - 3.30 p.m. with 30 minutes interval.

One person can send only one coupon and no more and with one preference only marked on it. The coupon should be sent through the Head of the Institution or Sectional Head or the immediate Supervising Officer, e.g. Overseer, Chief Clerk, Officer-in-Charge, etc.

If an employee hands in a coupon to say his Supervising Officer, such Officer should certify that the Officer is working in his organization by signing in the appropriate place. He should collect all coupons and send them to the Department of Information, Box 1416, Colombo, on or before 6th November, 1979. Each Supervising Officer should therefore set his own final date for acceptance of coupons from employees to enable him to keep to this date.

All coupons should be sent with a report indicating the total number of coupons received and the break-down of this total into the various choices of office times. The newspaper form provides a section for this report. Only one such report need be sent in respect of a batch of coupons.

6. An example:-

If a Head of Institution receives one hundred coupons in which X number of employees indicate preference for office hours 8.00 a.m. - 4.15 p.m. and Y number of employees prefer 8.45 a.m. - 5.00 p.m. and Z number of employees 8.00 a.m. - 3.30 p.m., the section for the use of Head of Department in the form should be filled thus :-

Number of entries received                      Numbers preferring

100

8.00 a.m. to 4.15 p.m.	8.45 a.m. to 5.00 p.m.	8.00 a.m. to 3.30 p.m.
X	Y	Z

7. If any employee has marked more than one preference for office hours, then that coupon should be considered as invalid.

8. While it is preferable that the coupon appearing in the newspapers is used for this poll, where necessary the Head of Institution may roneo or duplicate these coupons and use such coupons for the poll. Please ensure that all the particulars in the newspaper coupon are included in the duplicated or roneoed coupons.

Sgd: D.B.I.P. S. Siriwardhana

Secretary,  
Ministry of Public Administration  
and Home Affairs.