

Establishments Division,
Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 7. 2nd January, 1980.

To: All Secretaries to Ministries
and Heads of Departments.

Duty Hours

With effect from Wednesday 16th January 1980 (inclusive) the hours of work in Ministries and Government Departments which presently work from 8 a.m. to 4.15 p.m. or from 8.45 a.m. to 5 p.m. will be from 8.00 a.m. to 3.30 p.m. with a 30 (thirty) minute interval for lunch. There will be no short leave.

2. Though these are the general office hours, a Secretary, a Head of Department, a Divisional or a Unit Head will not be restricted to employing his subordinates only within these hours when there is a necessity for their services outside these hours (vide Establishments Code Chapter XXXIX Section 1:2).

3. All Government offices must remain open for cash transactions till 2.00 p.m. on all working days.

4. It is essential that a Secretary, Head of Department and Divisional or a Unit Head should ensure that every public officer working under him -

(a) is punctual in attendance,

(b) is present in his place of work during the whole period (except during a period of authorised absence, and except during the relevant lunch interval of thirty minutes.)

(c) remains on duty until closing time, and (d) takes a lunch interval of only 30 (thirty) minutes.

5. The rules regarding late attendance on the basis of an employee expected to attend office at 8 a.m., and to be applied *mutatis mutandis* in respect of varied hours at which attendance is required, are as follows -

- (i) late attendance at any time between 8 a.m. and 8.50 a.m. for every three working days should be treated as a half-day's leave;
- (ii) late attendance at any time between 8.30 a.m. and 12 noon should be treated as a half-day's leave;
- (iii) regular late attendance should be noted in the personal file of the officer in addition to any disciplinary action that is taken;
- (iv) occasionally however there may be late attendance for unavoidable reasons and in such cases a grace period of 15 minutes may be allowed.

6. Every public officer reporting for duty should sign and record both the time of arrival as well as the time of departure in the attendance register.

P.T.O.

7. For an officer to obtain "a half day's leave" he should work a minimum of 3½ (three and a half) hours continuously either in the morning session alone or in the afternoon session alone or in both the morning and afternoon sessions put together, exclusive of the lunch interval.

8. The hours of duty (inclusive of the lunch interval) of Minor Employees i.e. Karyala Karya Sahayakas, Cycle Orderlies, Office Labourers etc. will be from 7.30 a.m. to 4.00 p.m. Such Minor Employees may be permitted to leave at 3.30 p.m. if there is no work for them thereafter. These duty hours i.e. 7.30 a.m. to 4.00 p.m. will, however, apply for purposes of calculating overtime for Minor Employees.

D.B.I.P.S. Siriwardhana

Secretary,

Ministry of Public Administration
and Home Affairs.