

Public Administration Circular Letter :- 05/2015

My No: EST-7/ OFTIM/07/1011
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

23.10.2015

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Office Hours of the Public Officers

Your attention is drawn to Para 09 of the Public Administration Circular 162 dated 01.04.1980.

02. In accordance with the provisions therein, the office hours of the Officers belonging to the Primary Grade is 8.00 a.m. to 4.45 p.m. including the 30 minutes lunch break as per the categorization of Public Administration Circular 06/2006 dated 25.04.2006. However, if no duties are to be performed after 4.15 p.m. the Head of the Department shall have the power to allow such Officers to leave the office and the time from 8.00 a.m. to 4.45 p.m. shall be applied to calculate overtime.

03. Further, no office time has been allocated to any service based on Grades and the provisions in the Public Administration Circular 09/2006 dated 30.05.2006 is further effective with regard to the office hours of the Public Officers.

Sgd/ J. Dadallage

Secretary

Ministry of Public Administration and Management