

My No: EST-6/03/LEA/1060
Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government
Independence Square
Colombo 07.

15.06.2022

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Providing Opportunity for Public Officers to Stay at Home for One Day and Engage in Cultivation and Agricultural Activities

It has become difficult for the officers in public as well as private sector to use public transport services and satisfy their transport requirements with the help of private transport modes as a result of the issues arisen in the transport sector in the face of limits in the fuel supply. Further various parties have made representations that a crisis may also be arisen within the country in future in the food security. Having taken this situation in to consideration, the Cabinet of Ministers has decided at the cabinet meeting held on 13.06.2022 to close down the government offices on every Friday subject to the following provisions for a period of 03 months, with a view to provide an opportunity to the public officers for planting food crops in their home gardens whilst staying at home.

02. Following provisions should be followed for closing down offices on Fridays.
 - I. Provisions of this circular should not be made applicable for the institutions, which provide essential services such as water, electricity, health, defense, education, transport, ports and airports etc and for the offices, which are decided to remain open by a secretary of the respective Ministry. Such offices should maintain its functions considering this day as a normal working day.
 - II. Provisions of this circular should not be made applicable to the institutions, in which the officers are working on shift basis before the issuance of Public Administration Circular 10/2022 dated 25.05.2022.
 - III. Encouraging the officers to engage in home gardening or cultivating short-term crops during these days on which the offices are closed, and preparing a programme by the responsible institutions to supervise their efforts through Agriculture, Research and Production Assistant Officers or Economic Development Officers engaged in the respective division.

- IV. In case where the officers of relevant offices are already following work from home method, allowing them to follow that method for the performance of duties even on this holiday.
 - V. Restricting, as far as possible, the calling of employees to offices during these days, on which offices are closed, and taking action to reduce the expenses for water, electricity and other connected expenses with the application of this measure.
 - VI. The officers serving in the offices, which are closed on Fridays, should not be engaged in duties either on overtime basis or holiday pay on such Fridays or on Saturdays and Sundays falling immediately after that Friday. Further the officers, who perform their duties under work from home method, should not be engaged in duties on overtime basis or holiday pay on such Fridays or on Saturdays, Sundays or public holidays.
 - VII. It should be communicated with Secretary of the Ministry of Finance for the purpose of applying provisions of this circular to the Public Enterprises and accordingly action should be taken following the instructions issued in this regard.
 - VIII. If a public holiday or a few holidays fall within the 5 working days of the week on a day other than Friday, Friday of that week should be treated as a normal working day and offices should be open.
03. The Judicial Service Commission will provide necessary instructions to institutions in the judiciary regarding the implementation of this Cabinet decision.
04. Provisions of this circular should be effective from 24.06.2022 and accordingly the Public Administration Circular 10/2022 dated 25.05.2022 issued on “Restricting the Calling of Staff in Public Institutions in order to Minimize the Expenses of the Government due to the Dearth of Resources” is hereby cancelled.

Sgd/ M.M.P.K. Mayadunne
Secretary
Ministry of Public Administration, Home Affairs,
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