

Public Administration Circular : 09/2017

My No : EST-6/LEAVE/03/3125

Ministry of Public Administration
and Management
Independence Square
Colombo 07.

25.05.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments
Heads of Public Corporations and Statutory Boards

Granting of Special Leave during the Ramalan (Ramazan) Season 2017

As the forthcoming Ramalan (Ramazan) Season is due to commence on 27 May 2017 and end on 26 June 2017 you are requested to make arrangements to enable Muslim Officers 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 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 in the Public Service, Public Corporations and Statutory Boards 14 days before the expiry date of Ramalan (Ramazan).

Sgd./ J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management