

Public Administration Circular: 06/2021

My No: EST-6/03/LEA/3125
Ministry of Public Services,
Provincial Councils and Local Government
Independence Square
Colombo 07.

09.04.2021

Secretaries to Ministries
Secretaries to State Ministries
Chief Secretaries of Provinces
Heads of Departments
Heads of State Corporations/ Statutory Boards

Granting of Special Leave during the Ramalan (Ramazan) Season 2021

As the forthcoming Ramalan (Ramazan) Season is due to commence on 13 April 2021 and end on 14 May 2021 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 Services,
Provincial Councils and Local Government