

Ministry of Public Administration,
Provincial Councils, & Home Affairs,
Independence Square,
Colombo 07.

25th January 1992

To: All Secretaries of Ministries,
Chief Secretaries of Provincial
Councils,
Secretaries to Governors of
Provinces,
Heads of Departments and
Government Agents

Duty Hours and Leave of Public Officers

Your reference is requested to the Public Administration Circular No. 162 dated 01st April 1980. Sections (i) & (iv) of para 06 of the said P.A. Circular is hereby cancelled.

2. Following rules regarding late attendance to office may be applied with immediate effect:

- (i) An officer attending the office at any time between 8.30 a.m. and 9.00 a.m. is allowed to work after 4.15 p.m. to cover up the delayed time. (until 4.45 p.m.)
- (ii) Minor employees attending office between 8.00 a.m. and 8.15 a.m. are allowed to cover up the delayed time after 4.45 p.m. (until 5.00 p.m.)
- (iii) at the end of the 5th month of pregnancy a female public officer is allowed to report for work half an hour late and to leave the place of work half an hour before the normal time of departure. This concession is given until the officer avails herself of Maternity leave only.

03. This Circular is issued with the concurrence of the Treasury.

Sgd: R.Abeyratne
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs.