

Public Administration Circular No. 5/94

My No: 111/163/8/28/L/L/11
Ministry of Public Administration,
Independence Square,

20th January, 1994.

All Secretaries,
Heads of Departments and
Heads of Corporations and Statutory Boards.

**Granting of Special Leave during the
Ramazan Season**

Your reference is requested to the Public Administration Circular No. 05/93 of 25th February 1993.

02. You are requested to make arrangements to enable Muslim Public Officers/Employees to take part in prayers and religious activities during the month of Ramalan (Ramazan) in 1994.

03. The times during which such prayers and religious activities will take place daily are as follows:-

3.00 a.m.	to	5.30 a.m.
6.00 a.m.	to	7.00 a.m.
6.00 p.m.	to	7.00 p.m.
8.00 p.m.	to	10.00 p.m.

04. Workshifts may be arranged wherever possible to avoid granting of special leave for these periods. However in case of unavoidable circumstances a special leave may be approved.

05. Further, please take action to grant festival advance to eligible Muslim Officers/Employees in Public Service, Corporations and Statutory Boards, 14 days before the expiry date of 1994 Ramalan (Ramazan) Festival.

Sgd: Y.B. Pussedeniya
Secretary
Ministry of Public Administration