

My No: E/III/2/6-7

Ministry of Public Administration,
Home Affairs, Plantation Industries
And Parliamentary Affairs,
Independence Square
Colombo 07.

03 January, 1997.

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. 02/96 of 18th January, 1996.

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 1997.

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

3.30 a.m. to 6.00 a.m.
6.30 a.m. to 7.30 a.m.
6.30 p.m. to 7.30 p.m.
8.30 p.m. to 10.30 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 Bards, 14 days before the expiry date of 1997 Ramalan (Ramazan) Festival.

Sgd. R.S. Jayaratne
Secretary
Ministry of Public Administration,
Home Affairs, Plantation Industries
and Parliamentary Affairs