

Public Administration Circular:21/2013

My No: EST-8/OVERT/04/0106
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07

07.10.2013

Secretaries to Ministries
Chief Secretaries of Provincial Councils
Heads of the Departments

**Payment of Holiday Pay for Certain Grades for working on
Public Holidays and Weekends**

Your attention is invited to Section 10, Chapter VIII of the Establishments Code.

02. It has been decided at the meeting of the Cabinet of Ministers held on 05.09.2013 to revise the conditions stipulated in Sub Section 10:1 thereof as follows:

- (a) The officer should work not less than eight (08) hours per day.
- (b) Services of an officer could be obtained for a maximum of two (02) days per calendar month with the prior approval of the relevant Head of the Department and payments should be made accordingly.
- (c) Services of an officer for more than two (02) days per calendar month, if necessary, could be obtained with the prior personal approval of the Secretary of the relevant Ministry and payments should be made accordingly.

03. The expenditure involved should be managed within the limit of provisions allocated to the relevant Ministry/Department by the Annual Budget Estimates for the payment of overtime and holiday pay.

04. These provisions shall be effective from 05.09.2013.

05. This Circular is issued with the concurrence of the General Treasury.

Sgd/ P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs