

My No: EST-6/LEAVE/03/3125  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07.

12.05.2018

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments  
Heads of Public Corporations and Statutory Boards

**Granting of Special Leave during the Ramalan (Ramazan) Season 2018**

As the forthcoming Ramalan (Ramazan) Season is due to commence on 17 May 2018 and end on 16 June 2018 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 Administration and Management