

My No: EST/06/OFTIM/07/1011
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

06.09.2017

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Pilot Project to Implement the Flexible Working Hours of the Government
Offices in Battaramulla Area**

The Cabinet of Ministers has decided at its meetings held on 16.05.2017 and 01.08.2017 to implement a pilot project on flexible working hours in the Government offices established in Battaramulla area for a period of 03 months from 18.09.2017 to 17.12.2017 with the concurrence of the Heads of the Institutions, as an initiative of planning future measures to solve the heavy traffic congestion in Colombo.

02. Accordingly, the drivers, minor employees and other officers should serve 09 hours, 08 hours and 45 minutes and 07 hours and 45 minutes respectively from 7.30 a.m. to 5.00p.m., subject to the provisions mentioned below.

- i. The time for the arrival and the departure should be between 7.30 a.m. to 9.15 a.m. and 3.15 p.m. to 5.00 p.m.
- ii. All the officers should compulsorily perform duties between 9.15 a.m. to 3.15 p.m. as per above prescribed working hours, in order to serve the public.
- iii. The Heads of Institutions should ensure implementing the flexible working hours with the prior concurrence of the relevant officer and the Head of the Institution in line with the format given in the Annex subject to taking actions to maintain the duties of the institution without any interruption.
- iv. Head of the Institution bear the responsibility to continue the prior concurrence taken on the office hours as in iii above, for at least a period of one month.

v. During the period in which flexible office hours are being implemented, the officers, who have agreed to consider office hours which are not his/her regular working hours, shall not be provided with the relief mentioned in Public Administration Circulars for delaying to report for duty and leaving from duty and to cover the period he/she delayed.

03. As per the above instructions, please advise the Heads of the Institutions to implement flexible working hours in the offices under their Ministries and Departments at Battaramulla area for a period of 03 months.

Sgd./J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management

Form for Exercising Consent for Applying Flexible Working Hours in the Government Offices in Battaramulla area as per Public Administration Circular 22/2017

01. Full name of the officer :-

02. Post :-

03. Name of the Ministry/ Department/ Provincial Council :-

04. Service station :-

05. Mode of travelling to the service station :-

Public transport By personal travelling arrangements Other

06. The flexible working hours for which the officer exercises the consent :-

Froma.m. to p.m.

I hereby agree for applying the above mentioned flexible working hours when reporting for duty and leaving the office continuously for a period of at least one month from

Date:

Signature:

(Relevant Officer)

07. Recommendation of the Head of the Division :-

I hereby recommend/ do not recommend the application of the flexible working hours from..... a.m. to.....p.m. for Mr/Mrs..... from.....

Date:

.....

(Signature and official stamp of the Head of the Division)

08. Approval of the Head of the Institution :-

I hereby approve/ do not approve the flexible working hours for Mr./Mrs. fromin accordance with the above recommendation.

Date:

.....

(Signature and official stamp of the Head of the Institution)