

Public Administration Circular: 04/2023

My No: EST-6/03/LEA/3125

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

02.03.2023

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments  
Heads of State Corporations / Statutory Boards

### **Granting of Special Leave during the Ramalan (Ramazan) Season 2023**

As the forthcoming Ramalan (Ramazan) Season is due to commence on 23 March 2023 and end on 21 April 2023 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/ Neel Bandara Hapuhinne  
Secretary  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

Telephone : 0112-699399  
Fax : 0112-692158  
Email address : [ade-vi@pubad.gov.lk](mailto:ade-vi@pubad.gov.lk)