

Public Administration Circular Letter:-01/2016

My No: EST-7/ OFTIM/07/1011  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07

11.02.2016

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

### **Duty Hours and Leave of Public Officers**

Your attention is drawn to the Public Administration Circulars 03/92 dated 25.01.1992 and 06/94 dated 21.01.1994.

02. As per provisions of the Public Administration Circular 06/94, the delays which cannot be covered, shall be calculated monthly. Accordingly, two occasions where each officer is unable to cover up for delayed time arrival within a month shall not be deducted from officer's leave, and a half day (1/2) leave shall be set off against each occasion that exceeds two such occasions.

03. All the decisions and instructions set out in this regard are hereby cancelled.

Sgd./ J. Dadallage

Secretary

Ministry of Public Administration and Management