

Ministry of Public Administration,
Provincial Councils & Home Affairs,
Independence Square,
Colombo 07.

11th March, 1992

Secretaries to Ministries,
Secretaries to Governors of Provinces,
Chief Secretaries of Provinces,
Heads of Departments,
Government Agents,
Chairman of Corporations and
Statutory Boards.

Provision of Services Supplies during the Ramazan Season.

Your reference is requested to the Public Administration Circular No.9/91 of 8th March 1991.

02. You are requested to make arrangements to enable Muslim Public officers/Employees to take part in prayers and religious activities during the month of Ramalan (Ramazan) in 1992.

03. The times during which such prayers and religious activities will take place daily are as follows :

3.00 a.m. to 5.30 a.m.
2.00 a.m. to 7.00 a.m.
6.00 a.m. to 7.00 p.m.
8.00 a.m. to 10.00 p.m.

04. Workshifts may be arranged wherever possible to avoid granting special leaves for these periods. However in case of unavoidable circumstances a special leave may be approved.

05. Further please take action to grant festival advance to eligible Muslim officers/employees in Public Service, Public Corporations and Statutory Boards 14 days the expiry before the expiry date of 1992 Ramalan (Ramazan) Festival.

Sgd: M.N.Junaid
Secretary,
Ministry of Public Administration,
Provincial Councils & Home Affairs