

Public Administration Circular No. 28/99

My No : E/III/2//1-6  
Ministry of Public Administration  
and Home affairs,  
Independence Square,  
Colombo 07.

07 December, 1999.

To All Secretaries of Ministries.  
Chief Secretaries of Provincial Councils.  
Heads of Departments.  
Heads of Public Corporation and Statutory Boards.

**Granting of Special Leave during  
the Ramazan Season 1999/2000**

As the forthcoming Ramalan (Ramazan) Season is due to start on 10th December 1999 and end on 8th January 2000 you are requested to make arrangements to enable Muslim officers/employees to take part in prayers and religious activities during this period.

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

3.30 a.m. to 6.00 a.m.  
6.30 a.m. to 7.30 a.m.  
6.30 p.m. to 7.30 p.m.  
8.30 p.m. to 10.30 p.m.

3. Workshifts may be arranged wherever possible to enable those officers/employees to take part in religious activities during these periods. Only in case of unavoidable circumstances special leave may be approved.

4. Please take action to grant festival advance to eligible Muslim officers/employees in Public Service, Public corporations and Statutory Boards, 14 days before the expiry date of Ramalan (Ramazan).

Sgd. Mahinda Bandusena  
Secretary  
Ministry of Public Administration  
and Home Affairs.