

My No. E/III/2/12-5
Ministry of Public Administration,
Home Affairs & Administrative Reforms,
Independence Square,
Colombo 07.
20th February, 2001.

**Secretaries of Ministries,
Chief Secretaries of Provincial Councils,
and Heads of Departments.**

Office Hours of Public Officers

Your kind attention is drawn to sub-section 1:1 of Chapter XXVIII of the Establishments Code as amended by Public Administration Circular No. 17/96. Accordingly office hours of all public officers except minor employees are from 9.00 a.m to 4.45 p.m. The office hours of karyala karya sahayakas, cycle orderlies, office labourers and employees in parallel services and grades in the Minor Employees' Service are from 8.30 a.m to 5.15 p.m.

02. The time allotted for lunch is 30 minutes. It is emphasised that all public officers should be in their work places attending to their duties except when they are out on official duty.

03. All Public Officers are bound to attend to the needs of the clients who visit the public offices without delay. Therefore every public officer, before leaving office on duty or on private leave, should nominate an officer to cover up his duties and obtain the approval of the immediate supervising officer.

04. Instances have been revealed where the incoming telephone calls are not answered while the staff officers are away from their place of work. Heads of Institutions should pay due attention to this matter, and take steps to rectify this situation.

M.N. Juniad
Secretary
Ministry of Public Administration Home,
Affairs & Administrative Reforms