

**Public Administration Circular:16/2000**

My No: E/III/2/1-6  
Ministry of Public Administration,  
Home Affairs & Administrative Reforms  
Independence Square,  
Colombo 07.  
10th November, 2000.

Secretaries of Ministries,  
Chief Secretaries of Provincial Councils,  
Heads of Departments,  
Heads of Public Corporations and Statutory Boards.

**Granting of Special Leave during  
the Ramalan (Ramazan) Season 2000**

As the forthcoming Ramalan (Ramazan) Season is due to start on 27<sup>th</sup> November, 2000 and end on 28<sup>th</sup> December, 2000 you are requested to make arrangements to enable Muslim officers/employees 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:-

- ◆ 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

03. 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.

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