



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 11/2013 No. 20, Ward Place
Colombo 07

08th July 2013

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON - 2013

Your attention is drawn to the Public Administration Circular – 12/2013 dated 27th June 2013.

2. I enclose herewith a copy of the above mentioned Circular issued by the Secretary/ Ministry of Public Administration and Home Affairs for your information and compliance.

3. Please take action accordingly.

Prof. Kshanika Hirimburegama
Chairperson

- Copies:
1. Secretary/ Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor –General

File No: UGC/HR/10/1/1

Public Administration Circular : 12/2013

My No : EST-7/LEAVE/03/3125
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07

27.06.2013.

Secretaries to 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 2013

As the forthcoming Ramalan (Ramazan) Season is due to commence on 09th July 2013 and end on 08th August 2013 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:

- * 03.30 a.m. to 06.00 a.m.
- * 03.15 p.m. to 04.15 p.m.
- * 06.00 p.m. to 07.00 p.m.
- * 07.30 p.m. to 10.30 p.m.

03. Work shifts 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 the Festival Advance to eligible Muslim officers/employees in the Public Service, Public Corporations and Statutory Boards 14 days before the expiry date of Ramalan (Ramazan).

Sgd. P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs