

# UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 14/2012

No. 20, Ward Place

Colombo 07

24<sup>th</sup> July 2012

Vice Chancellors of Universities

Rectors of Campuses


Directors of Institutes

## GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON 2012

Your attention is drawn to the Public Administration Circular – 14/2012 dated 12<sup>th</sup> July 2012.

2. I enclose herewith a copy of 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. Gamini Samaranayake)  
Chairman

- 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

My No. EST-7/LEAVE/03/3125

Ministry of Public Administration  
and Home Affairs,  
Independence Square,  
Colombo 07.

12<sup>th</sup> July, 2012.

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 2012**

As the forthcoming Ramalan (Ramazan) Season is due to commence on 20<sup>th</sup> July 2012 and end on 19<sup>th</sup> August 2012 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