



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 08/2014

No. 20, Ward Place
Colombo 07
24th June, 2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON 2014

Your attention is drawn to the Public Administration Circular No. 15/2014 of 09.06.2014.

You are kindly requested to follow the instructions issued by the above Circular during the period from 28th June 2014 to 29th July 2014.

A copy of the Public Administration Circular No. 15/2014 is enclosed herewith for your information and compliance.

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/6/5/1

Public Administration Circular:- 15/2014

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

09.06.2014.

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments
Heads of Public Corporations and Statutory Boards

Granting of Special Leave during the Ramalan (Ramazan) Season 2014

As the forthcoming Ramalan (Ramazan) Season is due to commence on 28th June 2014 and end on 29th July 2014 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