



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO : 06/2010

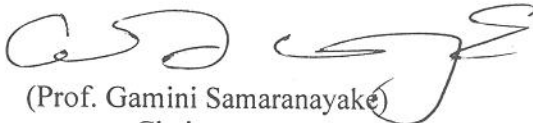
No. 20, Ward Place,
Colombo 07.

17th August 2010

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON
2010 (P.A. CIRCULAR 13/2010 of 04/08/2010)**

I enclose herewith a copy of Public Administration Circular No. 13/2010 dated 04th August 2010 on the above subject, issued by the Secretary, Ministry of Public Administration and Home Affairs for your information and compliance.


(Prof. Gamini Samaranayake)
Chairman

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

File No. UGC/HR/6/5/1

Public Administration Circular:- 13/2010

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

04th August, 2010.

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

**Granting of Special Leave during the
Ramalan (Ramazan) Season 2010**

As the forthcoming Ramalan (Ramazan) Season is due to commence on 12th August 2010 and end on 10th September 2010 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./ D. Dissanayaka
Secretary
Ministry of Public Administration
and Home Affairs