

My No : EST-6/03/LEA/3125
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

31.01.2025

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments
Heads of State Corporations/ Statutory Boards

Granting of Special Leave during the Ramalan (Ramazan) Season 2025

As the forthcoming Ramalan (Ramazan) Season is due to commence on 01 March 2025 and end on 30 March 2025 you are requested to make arrangements to enable Muslim Officers 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 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 in the Public Service, Public Corporations and Statutory Boards 14 days before the expiry date of Ramalan (Ramazan).

Sgd/ S. Alokabandara
Secretary
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