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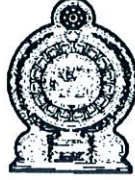
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அமைச்சர் } 2784807
Minister } 2785617

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செயலாளர் } 2784812
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ඔබේ අංකය }
உமது இல. }
Your No. }



අධ්‍යාපන අමාත්‍යාංශය

கல்வி அமைச்சு

Ministry of Education

'இசுரூபாயா', ஸ்ரீ சயவர்தனபுர கோட்டை
வீதி
'இசுரூபாயா' ஸ்ரீ ஜயவர்தனபுர கோட்டை
பத்தாமுல்ல
"Isurupaya", Sri Jayawardhanapura Kotte
Battaramulla.

මගේ අංකය }
எமது இல. } ED/5/86/01/01-1
My No. }

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திகதி } 2013.05.23
Date }

Ministry of Education Circular No: 20/2013

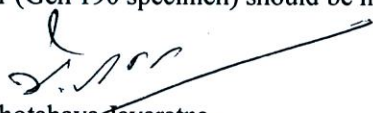
Head of Departments
All Provincial Directors of Education
Director General-National Institute of Education
Principals of colleges of Education
Principals of National Colleges/Schools
All Staff of the ministry of Education

Office Hours of Officers of the Ministry of Education

Following are the office hours of all officers in the combined Services of the ministry of Education with effect from 01.06.2013.

01. The office time(Including the 30 minutes lunch interval) of all staffs apart from minor officers engaged in the government services should be from 8.30 a.m. to 4.15 p.m. as per P.A. circular no: 09/2006 dated 30/05/2006 implemented from 19/06/2006.
02. According to P.A. circular no: 09/2006 dated 30/05/2006 and P.A. circular no: 162 of 01/04/1980, the office time for minor employees including the 30 minutes lunch interval should be 8.00 a.m. to 4.45 p.m.
03. According to the circular no: 162/අ/21 dated 10/01/1980 of the ministry of education, the confessionary time period of ½ hour from 7.30 a.m. to 8.00 p.m. provided for the employees in the class I of minor service in the combined service will be cancelled here with.
04. As per the paragraph 09 of P.A. circular no: 162 the duty period of minor employees is from 8/00 a.m. to 4.45 p.m. (including lunch interval).If there are no duties entrusted to them after 4/45 p.m., they can be allowed to leave office at that time.
05. Following procedure will be implemented with regards to delayed arrivals as per P.A. Circular Nos: 09/2006 and 03/92

01. The public management assistants attend duties within 8.30 a.m. and 9.00 a.m., will be allowed to cover the period of delay after 8.30 a.m. by covering the same period after 4.15 p.m.(only till 4.45 p.m.)
02. For the minor employees attend duties from 8.00 a.m. to 8.15 a.m. the delayed period will allowed to be covered after 4.45(only till 5.00)
06. As per P.A. circular no: 06/94 for such 02 delayed occasions. They will be allowed to leave office without covering the delayed period, but for 03 such occasions ½ day will be deducted.
07. As per P.A circular 09/2006 the office time of public management assistants engaged in service in the national schools will be permitted to cover their delayed period after 7/30 a.m. till 8.30 a.m. and it should be covered after 3.15 p.m.
- (I) As per P.A circular 03/92 relevant to delayed attendance to office, the public management assistants staff engaged in service at national schools will be permitted to cover their delayed period after 7.30 a.m. till 8.30 a.m. and it should be covered after 3.15 p.m. (only till 3.45 a.m.)
- (ii) As per P.A. circular no: 06/94, the orders appeared in 06 above will be implemented as they are for the public management assistant's service staff too engaged in nation schools.
08. Attendance register relevant to maintain formal reports in which in and out of the government officers mentioned above (Gen: 18 Specimen), local leave applications(Gen 125 specimen), short-leave register leave register (Gen 190 specimen) should be maintained formally.


S.M.Ghotabaya Jayaratna,
Secretary
Ministry of Education.