

My No: EST -7/OFTIM/07/3020

Ministry of Public Administration and Home Affairs
Independence Square
Colombo – 7

26 .11.2013

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Duty Hours of Drivers of Motor Vehicles

Your attention is drawn to Public Administration Circular No. 04/2003 dated 03.04.2003 issued on the above matter.

02. It has been decided at the meeting of the Cabinet Ministers held on 03.10.2013 to cancel the provisions of the said circular and issue a new circular including the following provisions.

- I. Drivers on motor vehicles on duty in a five-day week should work for nine hours a day inclusive of the lunch interval.
- II. Those on duty in a six- day week should work for seven and half hours a day inclusive of the lunch interval.
- III. Drivers who have to work on Saturdays can be allowed to cover 45 hours a week by working six and half hours on Saturdays.
- IV. On occasions when specific duties have not been assigned and on occasions when special duties have not been assigned, only the drivers attached to the drivers pool could be allowed to leave the office at 4.15 P. M if they have reported for duty at the office on or before 8.00 A. M., on the discretion of the Head of the Department.
- V. However the number of hours after the completion of the time period mentioned in sub - paragraphs I, II, III above, should be made applicable for payment of overtime.

03. This circular is issued with the concurrence of the General Treasury.

Sgd/ P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs