

Auditor General's Department  
306/72,  
Polduwa Road,  
Battaramulla.

To all the officers of the Auditor General's Department.

**Duty Hours, Arrival, Leave and Departure**

The following matters will be effective in a manner not to contradict to the Public Administration Circulars issued in due course.

1. **Duty Hours**

1.1 **Officers**

The duty hours shall be from 8.30 a.m. to 4.15 p.m. inclusive of lunch break of half an hour.

1.2 **Karyala Karya Sahayaka and other Minor Staff (Except drivers)**

The duty hours shall be from 8.00 a.m. to 4.45 p.m. inclusive of lunch break of half an hour.

1.3 **Drivers**

Service of 9 hours inclusive of the lunch break should be completed per day if duty of 5 days week is performed. If the duty is performed for a 6 days week, service of 7 ½ per day inclusive of lunch break should be completed. In the discharge of duties on Saturday, the performance of 6 ½ service is deemed as the completion of the 45 hours relevant to the week. If the driver had reported for the service before 8.00 a.m, he can be permitted to leave the office at 4.15 p.m. only in the instances where specific duty or special duty has not been assigned.

2. Late Arrivals

In connection with the delays in reporting for the service, action should be taken as follows with the relevant alterations according to the various times of arrival based on the prescribed time at 8.30 a.m.

- 2.1 In case of delay in reporting for the service between 8.30 a.m to 9.00 a.m., permission will be granted cover that delay under the supervision of the respective supervising officer. (Only up to 4.45 p.m.)
- 2.2 In case of delay in reporting for the service between 8.30 a.m to 9.00 a.m, that delay will not be set off against the leave of the officer concerned up to such two delays not covered in every month and each case not covered exceeding two delays will be offset against the leave of the officer concerned at half (1/2) a day leave.
- 2.3 The delay in reporting for the service between 9.00 a.m to 12.00 noon should be deemed as a half a day leave. Subsequent to discharging an active service of 3 ½ hours, half (1/2) a day leave could be availed of.
- 2.4 All the delays with the reasons thereon should be recorded in an attendance register and it should be produced to the supervising officer and obtained recommendations that day itself.
- 2.5 On the frequent and habitual delays, the supervising officer should warn the respective officer verbally and in writing and in case of non-compliance therewith, it should be informed to the Establishment Branch through the officer in charge of the Division to initiate disciplinary action.
- 2.6 In case delays occur due to unavoidable grounds, the Head of the Department may grant a grace period of 15 minutes therefor.

3. Attendance Register

- 3.1 Every office reporting for the service should, on arrival and departure, place his fingerprint and in each instance to failure to do so, the attendance register should be signed by entering the times of arrival and departure to confirm the arrival and departure.
- 3.2 The departure should be signed in the attendance register only in leaving after the duty or on leave and in case of leaving out of the office for duties, departure should not be signed. The leaving out of the office should be recorded in the Register of Movement and it should be certified by the supervising officer.
- 3.3 Attendance register should be closed within the prescribed time and the records on the officers on leave should be made.

4. Reporting to the Head Office

Where the fingerprint machine is not used for the establishment of reporting to the Head Office, the attendance registers maintained in the Head office should be signed by entering times of arrival and departure.

5. Attendance Register Sheets and Leave Applications

The Superintendent of Audit or the Group Officer should send the approved leave applications together with the originals of the Daily Attendance Register to his Divisional Head without delay. All the Divisional Heads and the Superintendents of Audit should draw their attention on the attendance records, leave, movements, and reporting to and departure from the Head Office and ensure that the each case is tallied.

6. Register of Movements

A register in accordance with the following specimen should be maintained for recording the movements of the officers from the office for duties.

<u>Date</u>	<u>Name of the Officer</u>	<u>The Place to be</u>		<u>Time of Departure</u>	<u>Signature of the Officer</u>	<u>Approval of the Supervising Officer</u>	<u>Time of Arrival</u>
		<u>Reported</u>	<u>Reason</u>				

\* The purpose of the leaving should be stated.

7. Register of Late Arrivals and Short Leave

An officer is entitled to two short leave of 1 ½ hours per month and the short leave separately in respect of each officer and the approval of the supervising officer should be entered in the short leave register. The delays in arrival of each officer may be separately recorded in that register.

8. Leave

8.1 Casual and Vacation Leave

The casual leave to be spent in Sri Lanka and the vacation leave relating to the current year and the previous year availed of by the officers in each Branch should be approved by the Superintendent of Audit and the leave availed of by the Superintendent of Audit should be approved by the Divisional Head.

8.2 Leave other than the Casual Leave and Vacation Leave

Approval for the vacation leave relating to the other years except for the vacation leave of the previous year, Leave to be spent out of the Island, Leave preparatory to retirement, Full-pay study leave, No- pay study leave, Earned leave, Maternity leave, Half –pay leave, No-pay leave etc. should be obtained from the Establishment Branch with the recommendation of the Divisional Head.

8.3 Lieu Leave

A record on the Lieu Leave inclusive of the days of performing duties should be maintained in the Leave Register and the prior approval of the Divisional Head should be obtained to perform duties on Public Holiday and weekly-off-days to avail of Lieu Leave.

8.4 Leave Register

A Leave Register should be maintained to record the leave of all the officers of the Branch. Separate pages should be used in respect of each officer and all leave should be recorded and those should be approved by the Supervising Officer. In case of transfer out an officer from a Branch to another Branch or out of the Department, the leave particulars in the Leave Register signed by the Supervising Officer should be furnished to the Branch to which the officer transferred out with a copy to the officer concerned.

8.5 Leave Records on Half Pay and No-Pay Leave

The monthly records on Half Pay Leave and No Pay Leave relating to each month should be submitted to the Establishments Branch through the Superintendent of Audit and the Divisional Head.

8.6 Annual Leave Records

An annual record on leave granted to each officer should be furnished to the Establishments Branch by the Superintendent of Audit through the Divisional Head in a manner enable the Establishments Branch to maintain a main leave record.

8.7 Medical Certificates

In obtaining a Medical Certificate by an officer, particulars such as the name, post and the Branch attached should be clearly furnished to the Medical Officer and action should be taken to ensure that the said Medical Certificates are directly submitted to the Establishments Branch.



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Auditor General