

MINISTER  
OF ADMINISTRATIVE AND BUREAUCRATIC REFORM  
OF THE REPUBLIC OF INDONESIA

April 20, 2020

- The honorable
1. The Ministers of the Indonesia Onward Cabinet;
  2. Cabinet Secretaries;
  3. Commander of the Indonesian National Army;
  4. Chief of the Indonesian National Police;
  5. Attorney General of the Republic of Indonesia;
  6. Head of the Indonesian State Intelligence Agency;
  7. Heads of Non-Ministry Government Agencies;
  8. Chairmen of Government Agency Secretariats;
  9. Chairmen of Non-Structural Agency Secretariats;
  10. Heads of Public Broadcasting Companies;
  11. Governors;
  12. Regents; and
  13. Mayors

**CIRCULAR LETTER OF THE  
MINISTER OF ADMINISTRATIVE AND  
BUREAUCRATIC REFORM**

**NUMBER: 51 OF 2020**

**REGARDING**

**STIPULATION OF WORK HOURS IN THE MONTH OF RAMADHAN 1441 HIJRAH FOR  
STATE CIVIL APPARATUS WITHIN GOVERNMENT AGENCIES**

For the purpose of carrying out official service duties in the month of Ramadhan 1441 Hijrah, carried out both at the office and at home/residence (work from home) as stipulated in the Minister of Administrative and Bureaucratic Reform Circular Letter Number 19 of 2020 regarding Adjustments to the Work System of State Civil Apparatus for Preventing the Spread of COVID-19 within the Environment of Government Agencies as amended several times, lastly by the Minister

of Administrative and Bureaucratic Reform Circular Letter Number 50 of 2020, it is necessary to adjust the working hours of the State Civil Apparatus as follows:

1. For Government Agencies implementing 5 (six) business days
  - a. Monday through Thursday 08.00 - 15.00  
Break 12.00 - 12.30
  - b. Friday 08.00 - 15.30  
Break 11.30 - 12.30
2. For Government Agencies implementing 6 (six) business days
  - a. Monday through Thursday and Saturday 08.00 - 14.00  
Break 12.00 - 12.30
  - b. Friday 08.00 - 14.30  
Break 11.30 - 12.30
3. Total effective working hours for Central and Regional Government Agencies implementing 5 (five) or 6 (six) business days during the Month of Ramadhan 1441 Hijrah, a minimum of 32.50 hours per week.
4. Every Head of Government Agencies shall determine the decision to implement working hours in Ramadhan 1441 Hijrah and they shall submit the said decision to the Minister of Administrative and Bureaucratic Reform.
5. The implementation of service duties of State Civil Apparatus during the period of Public Health Emergency of the Corona Virus Disease 2019 (COVID-19) shall take into account the Minister of Administrative and Bureaucratic Reform Circular Letter Number 38 of 2020 regarding Protocol on the Implementation of Service Duties at Home/Residence (Work From Home) for State Civil Apparatus for Preventing the Spread of COVID-19 within the Environment of Government Agencies.

Thus, this Circular Letter is to be carried out accordingly. Thank you for your attention and cooperation.

**Minister of Administrative  
and Bureaucratic Reform,**

(signed and stamped)

**Tjahjo Kumolo**

Copy to:

1. President of the Republic of Indonesia;
2. Vice President of the Republic of Indonesia.