



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 07/2020

No. 20, Ward Place  
Colombo 07

30<sup>th</sup> December, 2020

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### Adoption of Public Administration Circular 24/2020- Commencement of Work, Year - 2021

Your attention is drawn to the Public Administration Circular No. 24/2020 of 23.12.2020.

You are kindly requested to follow the programme laid down in the above Circular on 01.01.2021 in your office premises.

A copy of the Public Administration Circular No. 24/2020 is enclosed herewith for your information and compliance.

Senior Prof. Sampath Amaratunge  
Chairman

- Copies:
1. Secretary/ Ministry of Education
  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Registrars of Universities
  7. Deans of Faculties
  8. Accountant/UGC
  9. Bursars of Universities
  10. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
  11. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
  12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
  13. Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of trade Unions
  17. Auditor -General

Public Administration Circular : 24/2020

My No: EST-1/MISCL/06/0032(1)  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

23.12.2020

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

### **Commencement of Work, Year – 2021**

A programme of action consisting of 10 key policies aimed at achieving a fourfold outcome: a productive citizenry, a happy family, a disciplined society and a prosperous nation has been implemented in accordance with the policy statement “Vistas of prosperity and splendor”. Accordingly it is hereby emphasized the requirement of making a change in attitudes of all public servants even during the year 2021 to ensure a committed service delivery for the betterment of present and future generations while keeping in mind that the achievement of macro-economic targets as the sole objective. Therefore, instructions are hereby issued to implement a special programme with the participation of every public servant on Friday, 01<sup>st</sup> January 2021, the first working day of the year.

02. The main official ceremony will be held at 9.00 a.m. on the said date at the premises of Presidential Secretariat under the auspices of the Secretary to H.E. the President. Action should be taken to hold this programme at all government institutions and offices representing National, Provincial, District and Divisional level, concurrently to the main ceremony in accordance with the health guidelines given to prevent the spread of COVID 19. Accordingly, below mentioned programme should be followed in this regard.

- I. Hoisting the National Flag by the Head of the Institution or Office, in the presence of the members of all the staff (at the instances where the gathering of whole staff is restricted due to limited space, any alternative arrangement may be made to ensure the participation of every officer of the institution.)
- II. Singing the National Anthem after hoisting the National Flag
- III. Observing two minutes silence to commemorate the war heroes and others who sacrificed their lives on behalf of the motherland.
- IV. Reading aloud the Oath of Public Servants (attached herewith) in any language convenient for the members of the staff.
- V. Delivering a brief speech by a resource person from the health sector, which emphasizes the responsibility of each individual and the society as a whole to prevent the spread of Covid - 19, which is the major health issue faced by the country at present.
- VI. Delivering a brief speech by the Head of the Institution, on the theme based on the necessity of ensuring the prompt, honest and unwavering contribution of all members of the staff to create a productive citizenry, a happy family and a disciplined society.

03. You are kindly requested to take the initiative to make this programme a success.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Services,  
Provincial Councils and Local Government

Copies - Hon. Governors of all provinces

## Oath/ Affirmation of the Public Service

Today, the first working day of year Two Thousand and Twenty-One,  
marks the commencement of a new year of which the Democratic Socialist Republic of  
Sri Lanka makes the expectations of people of the country a reality

I, an employee paid by the public being a part of a pure government which guides the  
human resource equipped with modern technology, do hereby swear/ affirm to perform  
each and every way

the role entrusted to me in the implementation of public policies and goals,

efficiently,

productively,

with firm determination,

and utmost dedication,

honesty,

and with loyalty to the public,

with a view to meet the challenges of developing the motherland which flourishes as one  
country,

one nation, one country under one flag

with unity and harmony

to create a disciplined, law abiding and healthy society under the vision of Vistas of  
prosperity and splendor,

and to create a people-centric economy through development of physical resources  
focused on sustainable environment management

through an accelerated development which ensures benefits to every citizen and also to  
create a well secured future for the Sri Lankans and future generation.

