



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 04/2021

No. 20, Ward Place
Colombo 07

06th March 2021

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR NO 02/2021 – ENSURING PUBLIC SERVICE WITHOUT INTERRUPTION

Your attention is drawn to the Public Administration Circular No. 02/2021 dated 05.03.2021 issued on “Ensuring Public Service without Interruption” giving instructions to call all the officers of the Public Sector for the service with effect from 08.03.2021 to ensure the delivery of all other public services without any interruption concurrently to the programs implemented by the Government to avoid the spread of Covid-19.

You are kindly requested to adhere to the instructions issued by the above circular in your Higher Educational Institution. A copy of the Public Administration Circular No. 02/2021 is enclosed herewith for your information and compliance, please.

A handwritten signature in black ink, appearing to read 'Sampath Amaratunge'.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Education
 2. Office of the Chairman/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