



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 07 / 2021

No. 20, Ward Place
Colombo 07

28th April 2021

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR 02/2021(I) – ENSURING PUBLIC SERVICE WITHOUT INTERRUPTION

Your attention is drawn to the Public Administration Circular No. 02/2021(I) of 27.04.2021 on “Ensuring public service without interruption”.

You are kindly requested to adhere to the instructions issued by the said circular in your respective University/Higher Educational Institute. A copy of the Public Administration Circular No. 02/2021(I) is enclosed herewith for your information and compliance.

Accordingly, you are informed to decide on engaging staff in duty of your University/Higher Educational Institute as per the instructions given in the above said circular.

Further, all Heads of Institutes are advised to take measures to ensure that the online academic activities and research activities of your University/Higher Educational Institute are continued as scheduled for providing uninterrupted university education for the students.

Senior Prof. Sampath Amaratunge
Chairman

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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