



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO 09/2021

No. 20, Ward Place
Colombo 07

11th May 2021

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

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

Your attention is drawn to the Public Administration Circular No. 02/2021(I) dated 27.04.2021 on “Ensuring Public Service without Interruption” adopted by the Establishments Circular Letter No. 07/2021 of 28.04.2021.

Public Administration Circular No. 02/2021(II) dated 10.05.2021 on the same has been issued informing that the provisions therein should be followed when calling officers for service with effect from 10.05.2021 instead of the provisions in the Public Administration Circular 02/2021(I) dated 27.04.2021 issued suspending the Public Administration Circular 02/2021 dated 05.03.2021.

You are kindly requested to adhere to the instructions issued by the Public Administration Circular No. 02/2021(II) in your respective University/Higher Educational Institute and a copy of the same 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

File No: UGC/HR/6/5/1