



# UNIVERSITY GRANTS COMMISSION

**ESTABLISHMENTS CIRCULAR LETTER NO: 04/2020**

No. 20, Ward Place  
Colombo 07

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

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR LETTER NO 01/2020(L) –  
RESUMING AND MAINTAINING THE FUNCTIONS OF GOVERNMENT  
INSTITUTIONS DURING COVID-19**

Your attention is drawn to the Circular Letter of even no. UGC/S/PA/111 dated 19.04.2020 issued on “Resuming to work and Guidelines to be adhered by Government Offices during the opening of districts for the resumption of normal day to day activities”.

Further to the above, the Secretary, Ministry of Public Administration has issued the Public Administration Circular Letter No. 01/2020(L) dated 29/04/2020 giving essential instructions to be followed when calling Officers and General Public to Government Institutions.

You are kindly requested to adhere to the instructions issued by the above circular in your respective Higher Educational Institution. A copy of the Public Administration Circular Letter No. 01/2020(L) is enclosed herewith for your information and compliance.

Sgd:

**Senior Prof. Sampath Amaratunge**  
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education, Technology and Innovation
  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