



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 07 /2023

No. 20, Ward Place
Colombo 07

16th May, 2023

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Adoption of Public Administration Circular 02/2021(VIII) – Maintaining the Public Service under Normalcy

Your attention is drawn to the Public Administration Circular No. 02/2021(VIII) dated 12.05.2023 on “Maintaining the Public Service under Normalcy” and Establishments Circular Letters No. 18/2021 of 31.12.2021 and 14/2021 of 01.10.2021 adopting the Public Administration Circulars No. 02/2021(VI) of 30.12.2021 and 02/2021(V) of 01.10.2021 on the same.

02. You are kindly requested to adhere to the instructions issued by the Public Administration Circular No. 02/2021(VIII) of 12.05.2023 in your respective University/Higher Educational Institute.

03. A copy of the Public Administration Circular No. 02/2021(VIII) dated 12.05.2023 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