



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 04/2020

No. 20, Ward Place
Colombo 07

30th 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