

Public Administration Circular: 02/2021

My No: EST-6/03/LEA/3381  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo07.

05.03.2021

Secretaries to Ministries  
Secretaries to State Ministries  
Chief Secretaries of Provinces  
Heads of Departments  
District Secretaries/Government Agents  
Divisional Secretaries  
Heads of State Corporations, Statutory Boards

### **Ensuring public service without interruption**

Your attention is drawn to Public Administration Circular 20/2020 dated 28.10.2020 issued on the above matter with My No EST-1/MISCL/06/0032.

02. Action should be taken to call all the officers of Public Sector for the Service to be effective from 08.03.2021 in order to ensure the delivery of all other Public Services also without any interruption concurrently to the programmes implemented by the Government to avoid the spread of COVID -19.

03. Accordingly all other health instructions to be followed for the safety and health of Public Officers and general public except the instructions on calling of the staff for the service, which are indicated in the Circular No [PS/GPA/වකුලේව/20/2020](#) dated 18.04.2020, [PS/GPA/වකුලේව/21/2020](#) dated 14.05.2020 and [PS/GPA/වකුලේව/33/2020](#) dated 29.10.2020, issued by the Secretary to H.E. the President with the inclusion of instructions to be followed by the Heads of Institutions in order to control the spread of COVID -19, should be followed without any change.

04. It is hereby emphasised that the responsibility in the delivery of services avoiding the spread of COVID-19 among the staff of the institution as well as the recipients whilst ensuring that the health instructions in the circulars in 03 above are properly followed, is entrusted to the Heads of Institutions.

05. General provisions, which are in effect, should be applied on leave from 08.03.2021.

06. Instructions will be issued in due course, which are required to make the leave obtained by Public Officers during the period, in which they were called for the service adhering to the instructions of the circulars issued from time to time up to 08.03.2021 for bringing to normal phase the public institutions, which stop temporarily the service delivery as per health instructions after the service on 13.03.2020, applicable to the matters such as confirmation in service, promotions and retirement etc.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Services,  
Provincial Councils and Local Government