

Public Administration Circular: 02/2021(II)

My No: EST-6/03/LEA/3381  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

10.05.2021

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**

Following provisions 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.

02. The Secretaries of Ministries / Heads of Departments / Heads of Institutions concerned are given the authority to decide to call the minimum staff required to carry out the functions of the government without interruption, for service.
03. Even when such a minimum number of employees are called for, a shift or other formal roster should be followed.
04. When such duty roster is prepared, action should be taken to deduct the date, on which the officer does not report for duty, from his/ her personal leave, only if the date of absence falls within the duty roster.
05. As per the above instructions, steps should be taken not to call pregnant female officers for service in government institutions.
06. However every officer should be prepared to perform the tasks relevant to his/her duties online even on the days, on which the officer is not called for duty under duty roster.

07. The following guidelines should be followed when calling officers and the public to workplaces in line with the guidelines issued by the health sector to prevent the spread of COVID - 19 virus.

- (a) Encourage the use of pool vehicles, reserved vehicles and personal vehicles of the officers instead of public transport whenever possible.
- (b) Restrict the public to access the workplaces except for essential matters.
- (c) Taking actions at all times possible to meet the requirements of the service recipients through online method.

08. In case where a certain public officer has been directed for quarantine process due to the prevailing situation and further such direction has been made not as a punishment for violation of the rules of the quarantine imposed by the Government, the period of quarantine should be considered as a period of leave with full pay as per the provisions of sub section 12:9, chapter XII of the Establishments Code.

09. The Heads of Institutions should pay attention personally for engaging the officers in their institutions in duty adhering to the health instructions, which have already been issued and purported to be issued in due course by the Government for preventing the spread of COVID - 19.

10. It is also emphasized that this circular intends to maintain essential government services without interruption, maintain government agencies as COVID-19 free zones, prevent government officials from being exposed to COVID-19, prevent their family members from becoming infected, and reduce the spread of COVID-19 virus.

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