

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

30.07.2021

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

Maintaining the Public Service under Normalcy

It has been instructed by the letter of the Secretary to the President No PS/RD-A1/07/06/02 dated 29th July 2021 that priority should be given to normal functioning of the Public Service since the vaccinations of the majority to be vaccinated is nearing completion covering all districts of Sri Lanka and the majority of government officials have also been vaccinated.

02. Accordingly, all public employees are required to report for duty as usual from 02.08.2021 subject to the health guidelines issued by the Ministry of Health to maintain the public service as normal.

03. Further, it has been informed by the letter of the Secretary to the President mentioned in the para one above, that the provisions of the following circulars issued by him calling a limited staff on a rotation basis to facilitate the control of the spread of COVID 19 virus and to carry out duties from home, are effective only up to 31.07.2021.

1	2020.03.19	PS/CSA/Circular/14/2020	Maintaining the state machinery without becoming inactive in the event of an epidemic spreading in the country
2	2020.03.26	PS/CSA/Circular/17/2020	Maintaining the state machinery without becoming inactive in the effort made to control the spread of COVID 19 within the country
3	2020.03.30	PS/CSA/Circular/18/2020	Delivering Government Services via Work from Home Arrangements (WFH) during the Global Corona virus Pandemic
4	2020.03.30	PS/CSA/Circular/19/2020	Providing essential food items at low cost to low income and vulnerable families/ individuals

5	2020.04.18	PS/GPA/Circular/20/2020	Guidelines to be followed by government agencies in opening districts to resume normal daily activities during the period of Covid - 19 virus
6	2020.05.14	PS/GPA/Circular/21/2020	Optimal maintenance of public services through operational decentralization by government agencies located in Colombo and Gampaha districts during the Covid - 19 epidemic
7	2020.10.29	PS/GPA/Circular/33/2020	A program to perform remote duty tasks during the global corona virus epidemic
8	2020.11.16	PS/GPA/Circular/34/2020	Covid - 19 Virus Suppression at the National Level - " Stay Well " Digital Solution
9	2020.11.25	PS/GPA/Circular/35/2020	Home quarantine observation of the mechanism

04. Furthermore the following circulars and circular letter issued by me calling a limited staff on a rotation basis to facilitate the control of the spread of COVID 19 virus and to carry out duties from home are hereby cancelled.

1	2020.04.29	Public Administration Circular Letter 01/2020	Resuming and maintaining the functions of Government Institutions during COVID-19
2	2020.10.28	Public Administration Circular 20/2020	Ensuring public service without interruption
3	2021.03.05	Public Administration Circular 02/2021	Ensuring public service without interruption
4	2021.04.27	Public Administration Circular 02/2021(I)	Ensuring public service without interruption
5	2021.05.10	Public Administration Circular 02/2021(II)	Ensuring public service without interruption

05. However health guidelines prescribed by the Ministry of Health in order to ensure the safety of Public Officers and General Public in the maintenance of public service under normalcy, should be followed further without any change. For this purpose, below mentioned health guidelines should specially be followed.

- a. Maintaining social distance
- b. Wearing face masks
- c. Washing hands

It is hereby emphasized that the responsibility to ensure service delivery is entrusted to the Heads of Institutions whilst adhering to health guidelines and avoiding the situations, which may cause the spread of COVID 19 virus among the staff as well as recipients.

06. From 02.08.2021, general provisions should be applied for the purpose of leave of public officers.

07. In case where a public officer has been directed to quarantine process under regulations applied for quarantine and further that officer has been directed for quarantine not as a punishment for violation of the Government Quarantine Rules and Regulations, the period of quarantine of such officer should be treated as a period of leave with full pay as per the provisions of sub section 12.9, Chapter XII of the Establishments Code.

08. Instructions will be issued in due course for applying the leave obtained by Public Officers during the period, in which they were called for duty as per the Circulars, which were in effect before the issuance of this Circular, for the purpose of confirmation of service, promotions and retirement.

09. Relevant authorities will ensure the operation of common transport facilities properly for the convenience of officers to report for duty without any difficulty.

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