

Public Administration Circular : 02/2021(IV)

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

06.08.2021

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

Considering the rapid spread of Covid - 19 virus and the requests made by the Health authorities, professionals and other parties, the provisions other than para 03 and 04 of Public Administration Circular 02/2021(III) dated 30.07.2021 are amended as follows and they should be followed with immediate effect when the officers are called for government institutions for duty.

02. Teams should be formed for Officers of all Public Institutions in such a manner that one officer should report for duty at least 03 days a week and enabling such teams to continue providing the service of the institution.

03. Actions should be taken to deduct a certain day from an officer's personal leave only if he/she fails to report for duty when he or she is called for service as teams mentioned above.

04. The above shift system is not applicable to the staff officers who are provided with official transport facilities or pool vehicles and they are required to report for duty at the discretion of the Heads of Institutions.

05. Every public employee is bound to perform his or her duties online even on a date they are not called for duty as per the formal method used to call for duty and must act on the instructions of the Head of the Institution.

06. As per the above instructions, steps should be taken not to call pregnant officers and mothers with children below the age of 01 year, when calling officers for duty to government institutions. Furthermore, it is the responsibility of respective Heads of Institutions / Divisions to ensure welfare of the employee by not calling those who are suspected of having a suspicious symptom and those who give reasonable reasons for not being called to work due to other specific reasons, and using alternative office services and providing opportunities to work close to home, etc.

07. It is sufficient to maintain only a register of arrival and departure of staff officers and other officers reporting for duty under the direct supervision of the Head of the Institution.

08. If the officers in the health sector are to be called for duty deviating from the manner mentioned in 02 above, the Secretary to the Ministry of Health and the Director General of Health Services will advise on the same.

09. Heads of Institutions are responsible for delivering services preventing the infection of Covid-19 virus to the institutional staff and to the service recipients and the Heads of the Institutions/ Divisions should take action in strict compliance with all the health guidelines paying attention to the following including compulsory wearing of face masks.

- (a) All workplaces in the organization, especially public places, such as counters, dining rooms, office canteens, restrooms and shared spaces should be kept clean and hygienic on a daily and weekly basis.
- (b) Information on health and hygienic guidelines to be followed by employees and service recipients should be displayed.
- (c) Facilities should be provided to follow hygienic practices such as taking body temperature and hand washing before entering the office premises where the public regularly visits.
- (d) Health care guidelines should be regularly checked to manage congestion caused by gathering of people, who come to receive services, in limited spaces.
- (e) An officer with specific authority should be appointed to supervise the proper practice of these guidelines.

10. 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.

11. In accordance with the circular provisions effective prior to the issuance of this Circular, instructions will be issued in the future on the application of leave obtained by public officers during the period in which they have been called for service for confirmation in service, promotions and retirement.

12. Public transport services will be properly operated by the relevant authorities in accordance with the health guidelines enabling the officers to report for duty without interruption.

13. The Ministry of Health will give priority to vaccinate all government officials, who have not yet been vaccinated.

14. The provisions of this Circular shall not be an impediment to the duties of institutions already providing emergency and essential services. Heads of institutions should always fulfill the responsibility of implementing their discretion considering the provision of public service as the prime duty.

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