



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 19/2013 No. 20, Ward Place
Colombo 07
31st December, 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR NO. 35/2013

Your attention is drawn to the Public Administration Circular No. 35/2013 of 23.12.2013 on "Let us be committed to work together for a social and economic development while consolidating national unity for the future generation"

You are kindly requested to follow the programme laid down in the above circular on 01.01.2014 in your office premises.

A copy of the Public Administration Circular No. 35/2013 is enclosed herewith for your information and compliance.

Prof. Kshanika Hirimburegama
Chairperson

- Copies:
1. Secretary/ Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 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. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor -General

File No: UGC/HR/10/1/1

Public Administration Circular: 35/2013

My No: EST-1 /MISCL/06/0032(1)
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07.

23.12.2013

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments and
Heads of State Corporations/Statutory Boards

**Let Us Be Committed to Work Together for a Social and Economic Development
while Consolidating National Unity for the Future Generation**

Your kind attention is drawn to the Public Administration Circular No 19/2012 on 19.12.2012 on "Let us fulfill the Expectations of the General Public, Ensuring the delivery of an Excellent Public Service Delivery".

02. A special programme has been planned for Wednesday, the 1st January, being the first working day of year 2014, with the participation of all government servants, emphasizing the necessity of inculcating an attitudinal change in all public servants for committing to work together for a social and economic development while consolidating national unity for the future generation.

03. The main official ceremony will be held at 9.00 am on 01.01.2014 at the Presidential Secretariat under the auspices of the Secretary to H.E. the President. Action should be taken to hold the programme at all government institutions and offices representing national, provincial, district and divisional level, concurrently to the main ceremony. Accordingly, below mentioned programme should be followed in this regard.

- I. Hoisting the National Flag by the Head of the Institution or Office, in the presence of the members of all the staff (at the instances where the gathering of whole staff is restricted due to limited space, any alternative arrangement may be made to ensure the participation of every officer of the institution)
- II. Singing the National Anthem after hoisting the National Flag
- III. Observing two minutes silence to commemorate the war heroes and others who sacrificed their lives on behalf of the motherland.
- IV. Reading aloud the Oath of Public Servants attached herewith in any language convenient for the members of the staff.

- V. Delivering a brief speech by the head of the institution, on the necessity of ensuring the prompt, honest and unwavering contribution of all members of the staff, to work together for a social and economic development while consolidating national unity for the future generation as the concluding event of the programme.
04. You are kindly requested to initiate action to make this programme a success.

Sgd/P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

Copies- Hon. Governors of all Provinces.

රාජ්‍ය සේවයේ ප්‍රතිඥාව / දිවුරුම

වර්ෂ දෙදහස් දහහතරක් වූ ජනවාරි මස පළමු වැනි දිනය වන අද දින,
ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජය
ලක්වැසි ජනතා අපේක්ෂාවන් යථාර්ථයක් බවට පත් කරන
නව වසරක සමාරම්භය සනිටුහන් කරයි.

අදින් ඇරඹෙන නව වසරේ

එකම රටක්, එකම දැයක් තුළ එක කොඩියක සෙවනේ

එක්සත්ව හා එක්සිත්ව විකසිත වන මාතෘ භූමිය

සංවර්ධනය කිරීමේ දැවැන්ත අභියෝගය ජයගැනීම සඳහාත්

මතු පරපුර උදෙසා ජාතික සමභීය තහවුරු කරමින්

සමාජ ආර්ථික සංවර්ධනය ඇති කිරීම සඳහාත්

මහජන මුදලින් වැටුප් ලබන රාජ්‍ය සේවකයෙක් වන මම,

රාජ්‍ය ප්‍රතිපත්ති හා අරමුණු ක්‍රියාත්මක කිරීමෙහිලා

මා වෙත පැවරෙන්නා වූ කාර්යභාරය

කාර්යක්ෂමව,

සඵලදායීව,

තිර අදිටනින් යුතුව,

උපරිම කැපවීමෙන්,

අවංක භාවයෙන්,

මහජනතාවට පක්ෂපාතීව,

සපුරා ඉටු කරන බවට ප්‍රතිඥා / දිවුරුම් දෙමි.

அரசாங்க சேவையின் சத்தியம்/உறுதி மொழி

இரண்டாயிரத்து பதினான்காம் ஆண்டு, சனவரி மாதம், முதலாம் திகதியாகிய இன்றைய தினம்

இலங்கைச் சனநாயக சோசலிசக் குடியரசானது நாட்டு மக்களின் எதிர்பார்ப்பினை உண்மையாக்கும் புதியதோர் ஆண்டின் ஆரம்பத்தினை அடையாளப்படுத்துகின்றது.

இன்று ஆரம்பமாகும் புத்தாண்டினுள் எதிர்கால சந்ததிக்காக தேசிய ஒற்றுமையினை உறுதிப்படுத்தி சமுதாய மற்றும் பொருளாதார அபிவிருத்தியினை ஏற்படுத்தும் பொருட்டு ஒற்றுமையுடனும் சமாதானத்துடனும் ஒரே கொடியின் கீழ் ஒரே நாடாக, ஒரே தேசமாக மலர்ச்சியடைகின்ற தாய் நாட்டை அபிவிருத்தி செய்யும் சவாலிற்கு முகங்கொடுக்கும் நோக்குடன்

வினைத்திறமையாகவும்,
பயன் மிக்கதாகவும்,
உச்ச அளவிலான அர்ப்பணிப்புடனும்,
நேர்மையோடும்,
திடசங்கற்பத்துடனும்,
மக்களுக்குச் சார்பாகவும்,

அரசு கொள்கைகள் மற்றும் நோக்கம் என்பவற்றை நடைமுறைப்படுத்தும் பொருட்டு என்னிடம் அளிக்கப்படுகின்ற கடமைப் பொறுப்புக்களை சகல வழிகளிலும் நிறைவேற்றுவேன் என்று பொதுமக்களின் பணத்தில் சம்பளம் பெறும் அரசாங்க ஊழியரான நான் இத்தால் உறுதிப்படுத்துகின்றேன்/சத்தியம் செய்கின்றேன்.

Oath / Affirmation of the Public Service

Today, the first of January of year 2014,

marks the commencement of a new year of which the Democratic Socialist Republic of Sri Lanka makes the expectations of people of the country a reality

I, an employee paid by the public do hereby swear/ affirm to perform each and every way

the role entrusted to me in the implementation of public policies and goals,

efficiently,

productively,

with firm determination

and utmost dedication,

honestly,

and with loyalty to the public,

with a view to meet the challenge of developing the motherland which flourishes as one country, one nation, under one flag with unity and harmony and to establish social and economic development ensuring the unity for the future generations, within this New Year commencing today.