



# UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 08 / 2017

No. 20, Ward Place  
Colombo 07


06<sup>th</sup> March, 2017

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

## LEAVE ENTITLEMENT OF FULL TIME SUB WARDENS IN THE UNIVERSITY SYSTEM

Your kind attention is invited to Commission Circular No: 04/2013 dated 19.03.2013 issued on the above matter.

2. The University Grants Commission at its 957<sup>th</sup> meeting held on 19.01.2017 decided to increase the number of days of leave entitlement of Sub-Wardens specified in above circular, from 90 days to 120 days per annum, subject to the condition that leave avail by them on Saturdays and Sundays and Public Holidays should also be covered within this 120 days leave entitlement.
3. However, the Officer approving leave to Sub-Wardens should ensure that student hostels/halls of residence are functioned smoothly without any disruption during the period of such leave.
4. The above Provisions are effective from 01.03.2017 and the Commission Circular No.04/2013 dated 19.03.2013 is hereby revoked.
5. Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

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  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
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  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

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