



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 11/2017

No. 20, Ward Place  
Colombo 07


10<sup>th</sup> July 2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**LEAVE FOR UNIVERSITY STAFF WHO COULD NOT REPORT FOR DUTY DUE TO FLOODS,  
EARTH SLIPS AND OBSTRUCTIONS OF ROADS – MAY 2017**

The University Grants Commission at its 966<sup>th</sup> meeting held on 15.06.2017 decided to adopt the Public Administration Circular No. 11/2017 dated 01.06.2017 on "Leave for Public Officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of Roads – May 2017" in the University System. Heads of the HEIs are authorized to grant above leave as appropriate.

A copy of the Public Administration Circular No. 11/2017 of 01.06.2017 is enclosed herewith for your information and compliance.

  
**Prof. Mohan de Silva**  
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Highways
  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. Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of trade Unions
  17. Auditor –General