



UNIVERSITY GRANTS COMMISSION

Commission Circular No: 998

No.20, Ward Place,
Colombo 07.
03.01.2013

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAYMENT OF SPECIAL ADVANCE TO UNIVERSITY EMPLOYEES - 2013

Payment of Special Advance not exceeding Rs. 2500/- should be made to the University employees for the year 2013 in keeping with the provisions of Public Administration Circular No. 17/2012 of 20th December 2012, subject to the conditions stipulated in Public Administration Circular No. 20/2006 of 25th November 2006.

A copy of the Public Administration Circular No. 17/2012 of 20.12.2012 is enclosed herewith for necessary action.

(Prof. Gamini Samaranyake)
Chairman

- 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/6/5/1

Public Administration Circular: 17/2012

My No: - EST-7/LOANS/04/0207
Ministry of Public Administration
and Home Affairs
Independence Square,
Colombo 07.

20th December 2012.

Secretaries to Ministries,
Chief Secretaries of Provincial Councils, and
Heads of Department

Special Advance to Public Officers

Your attention is drawn to the Public Administration Circular No: 20/2006 dated 25.11.2006.

02. It has been decided by the Government to pay a Special Advance of an amount not exceeding Rs.2500/= for the year 2013, as per the provisions of the said circular subject to the substitution of 2012 for 2006 in para 3 of the said circular and substitution of 2013 for 2007 in all the places where it is mentioned.

03. The payment of the advance should commence on 01.01.2013 and be completed on 28.02.2013. No payment should be made after 28.02.2013.

04. This Circular is issued with the concurrence of the General Treasury.

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