



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 11 /2013

No. 20, Ward Place
Colombo 07
10th October 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**STUDY LEAVE FOR OBTAINING POSTGRADUATE DEGREE / PROFESSIONAL
QUALIFICATION TO EXECUTIVE STAFF / ACADEMIC SUPPORT STAFF /
MEDICAL OFFICERS & DENTAL SURGEONS**

Your attention is invited to the following Commission Circulars issued regarding the above matter.

Paragraph 3(iii) of Commission Circular No. 440 of 02.05.1990
Commission Circular No.601 of 21.03.1994
Commission Circular No.809 of 08.11.2002
Commission Circular No.931 of 27.09.2010
Commission Circular No.936 of 25.10.2010

The Commission at its 872nd meeting having considered the fact that career development of the holders of posts in administrative and other staff grades should also be enhanced, decided to grant up to two years of full-pay study leave once in their career to the following categories of staff (as categorized in the Commission Circular No.905) to obtain a **Postgraduate Degree/Professional Qualification** which should be **directly relevant to the area of work** handled by the employee concerned;

- Administrative
- Financial/Auditing
- Legal & Documentation
- Library Services
- Engineering Services

and

- Academic Support Grades
- Medical Officers and Dental Surgeons

Furthermore, the holders in the "Other Staff Grade" posts indicated in the Commission Circular No. 905, where the postgraduate degree/ professional qualification is a requirement for their promotion/s are also eligible for two years of full pay study leave.

The holders of the posts in the Financial/ Auditing category can also be allowed to complete the practical training/ articleship requirement of the Institute of Chartered Accountants of Sri Lanka (ICASL) or of other such recognized professional bodies, after being eligible for Intermediate Level/ Final Level examination or its equivalent up to the Membership. Study leave will not be granted to gain work experience required to be eligible to sit for any examination and/or gain membership of any professional body.