



# UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 03/2014

No. 20, Ward Place  
Colombo 07

18<sup>th</sup> March 2014

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

## GRANTING OF RAILWAY WARRANTS

Your attention is drawn to the Public Administration Circular No 26/2013 dated 21.11.2013.

2. University Grants Commission at its 888<sup>th</sup> meeting held on 23.01.2014 decided to adopt Public Administration Circular No. 26/2013 dated 21.11.2013 on "Revision of Sub - Sections 2:5, 2:6, 2:7 of Chapter XVI of the Establishments Code" for implementation in the University System ( A copy of the Public Administration Circular is enclosed herewith).

3. The other provisions issued in this regard are remained unchanged.

Please take action accordingly.

**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/6/3/10

Public Administration Circular No: 26/2013

My No: EST -7/WARNT/07/1010  
Ministry of Public Administration and  
Home Affairs  
Independence Square  
Colombo 07

21.11.2013

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Revision of Sub - Sections 2:5, 2:6 and 2:7 of Chapter XVI of the Establishments Code**

Your attention is drawn to Section 02 of Chapter XVI of the Establishments Code.

02. It has been decided at the meeting of the cabinet ministers held on 03.10.2013 to revise the Sub - Section 2:5, 2:6 and 2:7 of the above chapter in the following manner.

2:5 Each warrant should specify the date of travel; the interval between the date of issue and the date of travel should not exceed 30 days subject to the exception in Sub - Section 2:7.

2:6 A warrant may, however, be utilized within a period of 14 days before or after the "date of travel" specified in the warrant.

2:7 Where accommodation can be reserved in advance (i.e., in a sleeping car, observation saloon, air conditioned coach, etc.) a warrant issued for the returned trip of a journey may specify a date of travel which is not later than the 45<sup>th</sup> day from the date of issue, to enable the holder to reserve accommodation for the return trip at the time he reserves accommodation for the outward trip.

Sgd/ P.B. Abeykoon

Secretary

Ministry of Public Administration and Home Affairs