



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 17/2014

No. 20, Ward Place
Colombo 07
30th December, 2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR NO. 29/2014 –PAYMENT OF SPECIAL ADVANCE

Your attention is drawn to the Public Administration Circular No. 29/2014 of 29.12.2014 on “Special Advance to Public Officers”.

You are kindly requested to follow the instructions issued by the above circular to pay a Special Advance of an amount not exceeding Rs. 4000/- for the year 2015. The payment of this advance should commence on 01.01.2015 and be completed on 28.02.2015. No payment should be made after 28.02.2015.

A copy of the Public Administration Circular No. 29/2014 is enclosed herewith for your information and compliance.

Prof. Kshanika Hirimburegama
Chairperson

- Copies:
1. Secretary/ Ministry of Higher Education
 2. Chairperson'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

File No: UGC/HR/6/5/1

Public Administration Circular: 29/2014

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

29.12.2014

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

Special Advance to Public Officers

Your attention is drawn to the Public Administration Circular 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. 4000/- for the year 2015, as per the provisions of the said circular subject to the substitution of year 2014 for year 2006 in para 03 of the said circular and substitution of year 2015 for year 2007 in all places where it is mentioned. Further, the revenue account code 20.02.20.02 (interest and other) mentioned in para 08 of the said circular to which the interest to be recovered should be credited is revised as code 20.02.20.99.

03. The payment of this advance should commence on 01.01.2015 and be completed on 28.02.2015. No payment should be made after 28.02.2015.

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

Sgd/ P.B. Abeykoon

Secretary

Ministry of Public Administration and Home Affairs