



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 08/2015 No. 20, Ward Place
Colombo 07
10th June, 2015


Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON 2015

Your attention is drawn to the Public Administration Circular No. 12/2015 of 01.06.2015.

You are kindly requested to follow the instructions issued by the above Circular during the period from 18th June 2015 to 17th July 2015.

A copy of the Public Administration Circular No. 12/2015 is enclosed herewith for your information and compliance.


Prof. Mohan de Silva
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Research
 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

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