



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 14 / 2015

No. 20, Ward Place
Colombo 07
24 November 2015

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

ISSUE OF BRIEFCASES TO THE HOLDERS OF THE POSTS CARRYING THE SALARY CODE OF U-EX I(II) AND ABOVE.

Your kind attention is drawn to the Commission Circular No. 964 of 01.09.2011.

2. The University Grants Commission decided that the holders of all posts carrying the salary code of U-EX 1(II) and above, are eligible to purchase a briefcase by their own, and the cost not exceeding Rs. 5000/- per briefcase be reimbursed on submission of the receipt, once in five years.
3. It was also decided that there is no need to return the briefcase after the expiry of the five years period.
4. The employees who have been issued briefcases at present, as per the provisions given in the Commission Circular No. 964 of 01.09.2011 will not be entitled to receive briefcases in terms of this Circular until they complete 05 years from the date of receipt of the briefcase.
5. The Commission Circular No. 964 of 01.09.2011 is hereby rescinded.
6. Provision of this circular are effective from 01.12.2015

Please take action accordingly.


Prof. Mohan de Silva
Chairman

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 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/6/1/2