



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 07/2016

No. 20, Ward Place
Colombo 07

22nd September, 2016

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Payment of Holiday Pay for Administrative Officers for working on Public Holidays and Weekends

Your attention is invited to Commission Circular Nos. 707 & 575 of 01.04.1997 and 21.06.1993 respectively.

The Department of Management Services has granted approval to adopt the provisions in the Public Administration Circular No. 21/2013 of 09.10.2013 on "Payment of Holiday Pay for working on Public Holidays and Weekends" for Administrative Officers in the university system.

Accordingly, Paragraph 2(a) of Commission Circular No. 707 is amended as follows ;

- a) The Officer should work not less than eight (08) hours per day.
- b) Services of an Officer could be obtained for a maximum of two (02) days per calendar month with the prior approval of the relevant Head of the Department and payments should be made accordingly.
- c) Services of an Officer for more than two (02) days per calendar month, if necessary, could be obtained with the prior personal approval of the Secretary of the relevant line Ministry and payments should be made accordingly.

The expenditure involved should be managed within the limit of provisions allocated to the relevant Higher Educational Institution/Institute by the Annual Budget Estimates for the payment of overtime and holiday pay.

These provisions are effective from 01.09.2016. The other provisions of Commission Circular Nos. 707 and 575 will remain unchanged subject to the above amendments.


Prof. Mohan de Silva
Chairman

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 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC

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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

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