



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 10/2016

No. 20, Ward Place
Colombo 07

21st November, 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**LEAVE FOR UNIVERSITY STAFF WHO COULD NOT REPORT FOR DUTY DUE TO FLOODS,
EARTH SLIPS AND OBSTRUCTIONS OF ROADS - MAY 2016**

The University Grants Commission at its 950th meeting held on 06.10.2016 having noted the response of the Department of Management Services decided to adopt Public Administration Circular No. 10/2016 dated 24.05.2016 on "Leave for Public Officers who could not Report for Duty Due to Floods, Earth Slips and Obstructions of Roads - May 2016" in the University System.

A copy of the Public Administration Circular No. 10/2016 of 24.05.2016 is enclosed herewith for your information and compliance.

Prof. Mohan de Silva
Chairman

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

Public Administration Circular : 10/2016

My No: EST-6/LEAVE/03/1061
Ministry of Public Administration
and Management
Independence Square
Colombo 07.

24.05.2016

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

**Leave for Public Officers who could not Report for Duty Due to Floods,
Earth Slips and Obstructions of Roads – May 2016**

It has been decided to grant special leave for the following Public Officers who were unable to report for duty due to floods and earth slips that occurred in various parts of the island in May 2016.

- I. The officers who were unable to report for duty due to the breakdown of public transport services between their residences and places of work, because of afore – mentioned reasons.
 - II. The officers who were unable to report for duty due to obstructions of the roads or being affected or displaced by disasters.
02. Request for special leave containing the reason for the inability to report for duty, recommended by the Grama Niladhari of his/ her area and certified by the Divisional Secretary, shall be submitted as per the format attached herewith by the relevant officer to the respective Head of the Institution for the purpose of obtaining special leave.

03. The Head of the Institution shall examine the request of the officer certified by the Divisional Secretary and if he is personally satisfied with its accuracy, it shall be submitted to the Head of the Department for approval for special leave only for the days on which the officer was unable to report for duty due to the above reasons, which were beyond his /her control.

04. Particulars of special leave granted in the above manner shall be included in the leave register maintained at the relevant institution in the proper manner and further this concession shall be applicable only for the officers who were unable to report for duty due to floods and earth slips that occurred in various parts of the Island in May 2016.

Sgd/ J. Dadallage

Secretary

Ministry of Public Administration and Management

13. Recommendation of Grama Niladhari :

Mr/Mrs/Miss.mentioned
above is a resident of my Grama Niladhari Division and I recommend the request for leave,
since the particulars related to the disaster submitted by him/ her are true and accurate.

Name:

Date:

Signature:.....

(Official Stamp)

14. Recommendation of the Divisional Secretary:

I agree/ do not agree with the above recommendation. I recommend/ do not
recommend the request for leave.

Date:

Signature:

(Official Stamp)

15. Recommendation of the Head of the Institution: I recommend/ do not recommend leave.

Date:

Signature:

(Official Stamp)

16. Recommendation of the Head of the Department: I approve/ do not approve leave.

Name:

Post:

Signature:

(Official Stamp)