



# UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO:09/2017

No. 20, Ward Place  
Colombo 07

26<sup>th</sup> May, 2017

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

## GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON - 2017

Your attention is drawn to the Public Administration Circular No. 09/2017 of 25.05.2017.

You are kindly requested to follow the instructions issued by the above Circular during the period from 27<sup>th</sup> May 2017 to 26<sup>th</sup> June 2017.

A copy of the Public Administration Circular No. 09/2017 is enclosed herewith for your information and compliance.

Prof. P.S.M. Gunaratne  
**Vice Chairman**  
for Chairman

- Copies:
1. Secretary/ Ministry of Higher Education
  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
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