



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 01/2021

No. 20, Ward Place  
Colombo 07  
04<sup>th</sup> January, 2021

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### Adoption of Public Administration Circular No 23/2020 – Special Advance to Public Officers – Year 2021

Your attention is drawn to the Public Administration Circular No. 23/2020 of 30/12/2020 on “Special Advance to Public Officers – Year 2021”

You are kindly requested to follow the instructions issued by the above circular to pay a Special Advance of an amount not exceeding Rs. 4,000/- for the year 2021. The payment of this advance should not be made after 28/02/2021.

A copy of the Public Administration Circular No. 23/2020 is enclosed herewith for your information and compliance.

Senior Prof. Sampath Amaratunge  
Chairman

- Copies:
1. Secretary/ Ministry of Education
  2. Chairman's Office/UGC
  3. Vice-Chairperson/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Registrars of Universities
  7. Deans of Faculties
  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