



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 01/2022

No. 20, Ward Place
Colombo 07

01st April, 2022

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON 2022

Your attention is drawn to the Public Administration Circular No. 05/2022 of 28.03.2022.

You are kindly requested to follow the instructions issued by the above Circular during the period from 03rd April 2022 to 02nd May 2022.

A copy of the Public Administration Circular No. 05/2022 is enclosed herewith for your information and compliance.

Senior Prof. Sampath Amaratunge
Chairman

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1. Secretary/ Ministry of Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/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

File No: UGC/HR/6/5/1