

UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 19/2022

No. 20, Ward Place
Colombo 07

16.11.2022

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAID LEAVE FOR EMPLOYEES TO SIT EXAMINATIONS

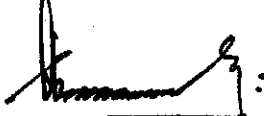
Your attention is invited to the Commission Circular No. 489 dated 30.09.1991, Establishments Circular Letter Nos. 18/1992, 13/1998 and 04/2002 dated 21.05.1992, 22.07.1998 and 31.01.2002 respectively on the above subject.

02. The University Grants Commission at its 1087th meeting held on 06.10.2022 has granted approval to increase the number of occasions of which an employee can take paid leave to sit examinations or appear for viva voce examinations up to ten (10) occasions during his/her career as per the Establishments Circular Letter No. 04/2002 dated 31.01.2002 on submission of documentary proof, while keeping the maximum total period allowed under this provision as two months (60 days) excluding holidays and weekends unchanged.

03 Such leave will be granted for professional advancement in areas directly relevant to any employee's field of activity in the University System. Leave will be approved by the Commission/Council/Board of Management on the recommendation of the Secretary/Registrar/Dean/Head of Department/Sectional Head, subject to the exigencies of service.

04 Provisions of this Circular are effective from 06.10.2022.

05 Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

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 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