

UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 16/2022

No. 20, Ward Place
Colombo 07

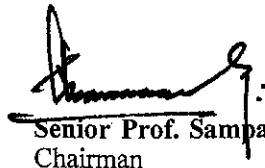
13.12.2022

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

THREE MONTHS LEAVE FOR VICE CHANCELLORS WHO COMPLETE A FULL TERM OF OFFICE

Your attention is invited to the General Circular Letter No. C/99/04 of 28.10.1999, Establishments Circular Letter No. 06/2022 of 01.08.2022, on above matter.

2. The University Grants Commission, at its 1087th meeting held on 06.10.2022 decided to amend the provisions of above Circulars and accordingly, Universities and Higher Educational Institutes may, on request, grant three months special leave on full-pay to Vice-Chancellors who complete a full-term of office (i.e. three years) as Vice-Chancellor and revert to their substantive post in the University System. Further, this leave facility along with the provisions of paragraphs 3 & 4 below, is applicable to Chairman of the University Grants Commission who completes three or more years of service in the post and reverts to the substantive post in the University System.
3. However, if a staff member could not avail of the special leave fully or a part thereof after reverting to his/her substantive post on completion of a full term of office of the Vice-Chancellor due to an appointment made by the President or the Cabinet of Ministers on the grounds of national interest, such a staff member may be allowed to avail special leave fully/remaining part at a later stage prior to his/her retirement from the University service.
4. Further, if an eligible staff member has served at least 2/3 of the full term of the office of the Vice-Chancellor, such staff member may be allowed to avail of the special leave on pro-rata basis, provided that the reason for not serving the full term of the office of the Vice-Chancellor is due to an appointment made by the President or Cabinet of Ministers on the grounds of national interest.
5. The provisions of General Circular Letter No. C/99/04 of 28.10.1999 and Establishments Circular Letter No. 06/2022 of 01.08.2022 are revoked with the implementation of this Circular.
6. The provisions of this circular are effective from 06.10.2022.
7. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

- Copies:
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/6/4/2