

## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 02 /2023

No. 20, Ward Place  
Colombo 07

26<sup>th</sup> January, 2023

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**Adoption of Public Administration Circular 02/2021(VII) - Measures to be taken with regard to Leave and Allowances of Public Officers after 13<sup>th</sup> of March 2020 in line with the Methodology followed by the Government for Prevention of COVID - 19**

Your attention is drawn to the Public Administration Circular No. 02/2021(VII) dated 29.08.2022 on "Measures to be taken with regard to Leave and Allowances of Public Officers after 13<sup>th</sup> of March 2020 in line with the Methodology followed by the Government for Prevention of COVID - 19".

02. Accordingly, the Commission at its 1092<sup>nd</sup> meeting held on 15.12.2022 decided to adopt the Public Administration Circular No. 02/2021(VII) for implementation in the University system.

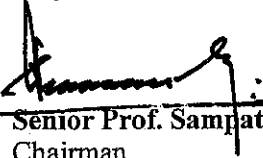
03. However, relevant provisions in the Establishments Code of the University Grants Commission and the Higher Educational Institutions shall be applied in place of the provisions referred to in the Public Administration Circular No. 02/2021(VII), except for provisions given in Paragraphs Nos. 04 and 05 below.

04. The provisions relating to the lapsed leave in the Public Administration Circular No. 367 dated 06.05.1987 as adopted by the Establishments Circular Letter No. 14/1987 dated 31.08.1987 should be applied for utilization of lapsed leave as mentioned in the sub section 3.1.5 of the said Public Administration Circular No. 02/2021(VII).

05. When determining the maternity leave under the provisions given in 3.2.3 and 3.2.4 of Public Administration Circular No. 02/2021(VII), the provisions of Commission Circular No. 10/2013 dated 02.09.2013 shall be applied.

06. Further, the Commission also decided to inform the Universities/Higher Educational Institutes to retain the details received from the staff with regard to Section No. 05 of the Public Administration Circular No. 02/2021(VII), in order to be submitted to the higher authorities in case such details are required by them.

07. A copy of the Public Administration Circular No. 02/2021(VII) dated 29.08.2022 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
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