



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 01 /2024

No. 20, Ward Place
Colombo 07

10th January, 2024

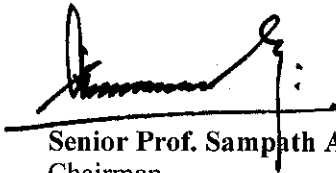
Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Adoption of Public Administration Circular No. 22/2023 – Special Advance for Public Officers – Year 2024

Your attention is drawn to the Public Administration Circular No. 22/2023 of 07.12.2023 on “Special Advance for Public Officers – Year 2024”

Accordingly, 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 2024. The payment of this advance should not be made after 29.02.2024.

A copy of the Public Administration Circular No. 22/2023 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

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