



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 03 /2024

No. 20, Ward Place
Colombo 07

06th February, 2024

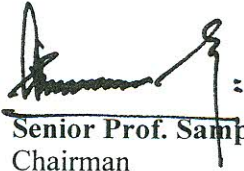
Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON 2024

Your attention is drawn to the Public Administration Circular No. 04/2024 of 02nd February, 2024 regarding the above matter.

Accordingly, you are kindly requested to follow the instructions issued by the above Circular during the period from 12th March 2024 to 11th April 2024.

A copy of the Public Administration Circular No. 04/2024 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-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