



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 04/2025

No. 20, Ward Place
Colombo 07

09th October, 2025

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Attachment of Trainees to Public Corporations, Statutory Boards and Fully Government Owned Companies for Practical Training

Your attention is drawn to the Establishments Circular Letter No. 08/2012 dated 23.04.2012 on “Attachment of Trainees to Public Institutions for Practical Training”.

The Ministry of Finance, Planning and Economic Development has issued Management Services Circular No. 11/2025 dated 01.10.2025 on “Attachment of Trainees to Public Corporations, Statutory Boards and Fully Government Owned Companies for Practical Training”.

Accordingly, the allowance paid on daily basis to a trainee is hereby revised as Rs. 1000/- with effect from 01.10.2025.

You are kindly requested to adhere to the instructions given in the Management Services Circular No. 11/2025 and a copy of the above-mentioned Circular is enclosed herewith for your information and compliance.

Senior Prof. Kapila Seneviratne
Chairman

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1. Secretary/ Ministry of Education, Higher Education & Vocational Education
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Registrars of Universities
 6. Deans of Faculties
 7. Accountant/UGC
 8. Bursars of Universities
 9. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 10. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 11. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 12. Internal Auditor/UGC
 13. Chairman's Office/UGC
 14. Govt. Audit Superintendents of Universities
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