



## UNIVERSITY GRANTS COMMISSISON

COMMISSION CIRCULAR NO. 936

No. 20, Ward Place,  
Colombo 07.

25.10.2010.

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **STUDY LEAVE FOR OBTAINING POSTGRADUATE DEGREES/ PROFESSIONAL QUALIFICATIONS TO ADMINISTRATIVE AND FINANCIAL OFFICERS**

Your attention is invited to Commission Circular No. 809 of 08.11.2002 granting two (02) years full pay study leave to Administrative and Financial Officers in the University System for obtaining postgraduate/professional qualifications.

02. The University Grants Commission having considered the fact that the Associate Membership of Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent qualifications offered by other recognized professional bodies, is required for future promotions of financial officers, decided that two (02) years full pay study leave should also be granted to Financial Officers in order to complete the practical training/articleship requirement of the Institute of Chartered Accountants of Sri Lanka (ICASL) or its equivalent qualifications offered by other recognized professional bodies after being eligible for Intermediate Level/Final Level Examinations upto the Membership.

03. As per the above, section (c) of paragraph 03 of Commission Circular No. 809 is amended as follows ;

“(c) The postgraduate degrees/professional qualifications should be directly relevant to the area of work handled by the employee concerned.

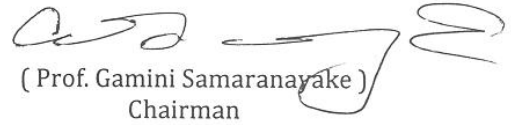
Accordingly, the Administrative Officers can be allowed to follow a Master's Degree in Business Administration/Management or such other postgraduate degree/professional course as may be approved by the UGC.

The Financial Officers can also be allowed to follow courses to gain professional qualifications from Intermediate and/or Final Level examinations of the Institute of Chartered Accountants of Sri Lanka (ICASL) upto the Membership of the ICASL or its equivalent qualification leading to the Membership offered by other recognized professional bodies or to complete the practical training/articleship requirement of the ICASL or by other such professional bodies as above, after being eligible for Intermediate Level/Final Level examination or its equivalent upto the Membership or such other postgraduate degree/professional courses as may be approved by the UGC.

Such study leave will not be granted to gain work experience required to be eligible to sit for any examination and/or to gain membership of any professional body.”

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04. The provisions of this Circular will be effective from 01<sup>st</sup> November 2010.
05. The other provisions of Commission Circular No.809 will remain unchanged.
06. The provisions laid down in Commission Circular No. 920 of 05.02.2010 issued on Agreements and Bonds to be signed by Teachers/Officers/Other employees in the University System who are on study leave locally and abroad should also be applicable in granting study leave to Administrative/Financial Officers.
07. Please take action accordingly.

  
( Prof. Gamini Samaranyake )  
Chairman

c.c.

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2. Vice-Chairman /UGC
3. Members of the UGC
4. Secretary/ UGC
5. Deans of Faculties
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7. Financial Controller/ UGC
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9. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
10. Deputy Registrars/ Snr. Asst. Registrars/ asst. Registrars of Campuses/ Institutes
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