



UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No: 06/2011

No.20, Ward Place,
Colombo 07.
18th March, 2011.

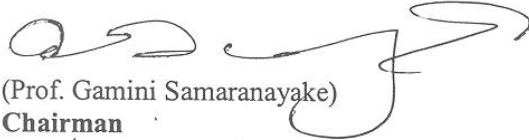
Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

TRAVEL ON DUTY WITHIN THE ISLAND CHAPTER XIV – GOVERNMENT ESTABLISHMENTS CODE

Your kind attention is drawn to Establishments Circular letter No.6/1992 of 14/02/1992 which was issued on adoption of Public Administration Circular No.62/91 of 30/12/1991.

The University Grants Commission at its 822nd meeting held on 24/02/2011 decided to adopt Public Administration Circular No.09/2010 dated 07/06/2010 issued on “Travel on duty within the island - Chapter XIV of the Government Establishments code” in the University System with effect from 24/02/2011.

A copy of the Public Administration Circular No.09/2010 is sent herewith for your information. Please take action accordingly.



(Prof. Gamini Samaranyake)
Chairman

- Copies:
1. Chairman's Office/UGC
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Deans of Faculties
 6. Registrars of Universities
 7. Financial Controller/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. Chief Internal Auditor/UGC
 13. Govt. Audit Superintendents of Universities
 14. Snr. Asst. Int. Auditors of HEIs
 15. Secretaries of trade Unions
 16. Auditor -General

File No: UGC/HR/10/1/1

Public Administration Circular :- 9/2010

My No. EST-7/TRAVL/06/5010
Ministry of Public Administration and
Home Affairs
Independence Square
Colombo 07

07 June, 2010.

Secretaries to Ministries,
Chief Secretaries of Provincial Councils and
Heads of Departments.

Travel on duty within the Island
Chapter XIV - Establishments Code

Your attention is drawn to the Public Administration Circular 45/91 dated 04.10.1991 issued on the above subject. Mileage paid to officers who travel on duty, given in the paragraph 03 of the above Circular will be revised as given below.

Category of vehicles used for travel on duty	Rate per kilometer Rs. Cts.
Petrol Motor Vehicle	12.00
Diesel Motor Vehicle	08.00
Motor Cycle	02.00

02. The relevant sections of the Chapter XIV of the Establishments Code should be revised as given above and the revised rates will be effective from 01.06.2010.

03. This Circular is issued with the concurrence of the General Treasury.

Sgd. D. Dissanayake
Secretary
Ministry of Public Administration and
Home Affairs