



## UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 15/2011

No. 20, Ward Place,  
Colombo 07.

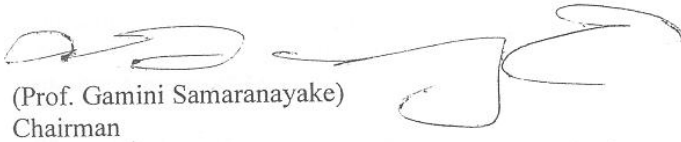
15.08.2011

Vice Chancellors of Universities,  
Rectors of Campuses,  
Directors of Institutes,

### **SPECIAL LEAVE TO PUBLIC OFFICERS WHO COULD NOT REPORT FOR DUTY ON ACCOUNT OF FLOODS, CYCLONES EARTH SLIPS – MAY 2010**

The University Grants Commission at its 830<sup>th</sup> meeting held on 21.07.2011 decided to adopt Public Administration Circular No. 11/2010 dated 30.06.2010 on “Special leave to public officers who could not report for duty on account of floods, cyclones and earth slips in May 2010” in the University System.

A copy of the Public Administration Circular No. 11/2010 of 30.06.2010 is enclosed herewith for your information and compliance.



(Prof. Gamini Samaranayake)  
Chairman

**Cc:**

1. Secretary/ Ministry of Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
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. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

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

Public Administration Circular: - 11/2010

My No: EST-7/LEAVE/03/3120  
Ministry of Public Administration and  
Home Affairs  
Independence Square  
Colombo 07

30 June, 2010.

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

**SPECIAL LEAVE TO PUBLIC OFFICERS WHO COULD NOT REPORT FOR DUTY ON ACCOUNT OF  
FLOODS, CYCLONES AND EARTH SLIPS – MAY 2010**

You are kindly requested to take the following steps with regard to Public Officers who were prevented from reporting for duty due to floods, cyclones and earth slips that occurred in various parts of the Island in May 2010.

02. Applications for special leave for not reporting for duty due to breakdown in public transport services as a result of the above situations, should be considered only if certificates from Grama Niladaris of the relevant areas and from the relevant Depot Managers of the SLCTB are submitted to the effect that the officers concerned were unable to report for duty due to public transport services between their residences and places of work not functioning, thus making it impossible for officers to report for duty.
03. Heads of the Institutions have the power to approve special leave on account of floods only if he is satisfied after personal verification that the particulars given in the above mentioned certificates are genuine.
04. It should be noted that this concession is limited only to floods, cyclones and earth slips which occurred in May 2010, in various parts of the Island.

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