



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 964

No. 20, Ward Place,
Colombo 07.

01.09.2011

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

ISSUING OF BRIEFCASES TO THE HOLDERS OF THE POSTS CARRYING THE SALARY CODE U-EX 1(IV) AND ABOVE

Your attention is drawn to Letter No. UGC/HR/06/01/02 dated 07th January 2008 on issuing of briefcases to Chief Technical Officers.

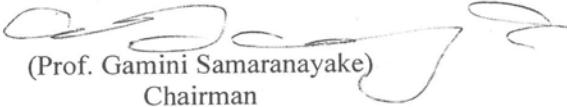
2. The Commission at its 829th meeting held on 07.07.2011, decided to provide a briefcase, the cost of which should not exceed Rs. 5000/- within the approved budget, to the holders of all posts carrying the salary code of U-EX 1(IV) and above, once in five years.

3. It was also decided that 20% of the total cost of the briefcase should be borne by the employee concerned, instead of returning the briefcase after the expiry of the five year period.

4. The employees who have been issued briefcases at present, as per the provisions given in the Letter No. UGC/HR/06/01/02 of 07th January 2008 will not be entitled to receive briefcases in terms of this Circular until they complete 05 years from the date of receipt of the briefcase.

5. The Letter No. UGC/HR/06/01/02 of 07th January 2008 is hereby rescinded.

6. Please take action accordingly.


(Prof. Gamini Samaranyake)
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
- UGC/HR/10/2/3