



## UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 17/2011

No. 20, Ward Place,  
Colombo 07.

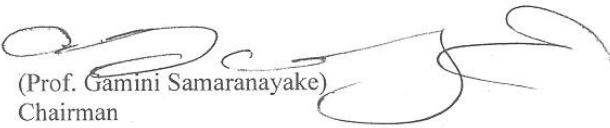
13.10.2011

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **ATTACHMENT OF TRAINEES TO PUBLIC INSTITUTIONS FOR PRACTICAL TRAINING**

Your attention is drawn to Establishments Circular Letter No. 14/2006 dated 30<sup>th</sup> November 2006.

2. The University Grants Commission at its 834<sup>th</sup> meeting held on 22.09.2011 decided to adopt the Public Administration Circular No. 12/2000(III) of 22<sup>nd</sup> July 2011 on the above subject.
3. Accordingly, daily allowance payable to Trainees has been increased from Rs. 150/- to Rs. 300/-.
4. A copy of the Public Administration Circular No. 12/2000(III) of 22<sup>nd</sup> July 2011 is enclosed herewith for your information and compliance.
5. Please take action accordingly.

  
(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 12/2000(III)

My No: EST/8/ALLOW/04/2060-1  
Ministry of Public Administration and  
Home Affairs  
Independence Square  
Colombo 07  
22 July 2011

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

**Attachment of Trainees to Public Institutions for Practical Training**

Your attention is hereby drawn to the Public Administration Circular No 12/2000 (I) dated 03.08.2006 which was issued revising para 5 of the Public Administration Circular 12/2000 dated 19.07.2000

02. Para 5 which was revised by the aforementioned circular shall be revised again as mentioned below.

“05. A daily allowance of Rs.300/- for a trainee may be paid only if necessary provisions are available and no other allowance or remuneration should be paid.”

03. Further, all the other practical trainings should be limited to a period of six months, except the practical training in technical category mentioned in para 06 of Public Administration Circular 12/2000. This revision shall come in to effect from 1<sup>st</sup> June 2011

04. This circular is issued with the concurrence of the General Treasury.

Sgd/ P.B Abeykoon  
Secretary,  
Ministry of Public Administration and  
Home Affairs