



UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 01/2012

No. 20, Ward Place,
Colombo 07.

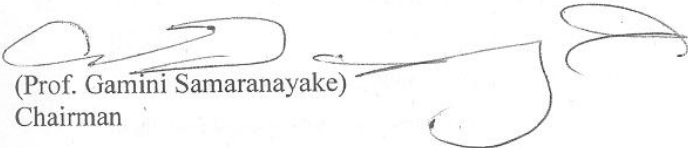
04.01.2012

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

PAYMENT OF SPECIAL ADVANCE TO UNIVERSITY EMPLOYEES – 2012

Payment of Special Advance not exceeding Rs. 2500/- should be made to the university employees for the year 2012 in keeping with the provisions of Public Administration Circular No. 27/2011 of 12th December 2011, subject to the conditions stipulated in Public Administration Circular No. 20/2006 of 25th November 2006.

A copy of the Public Administration Circular No. 27/2011 of 12th December 2011 is enclosed herewith for necessary action.


(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/10/1/1

Public Administration Circular: 27/2011

My No: - EST-7/LOANS/04/0207
Ministry of Public Administration
and Home Affairs
Independence Square,
Colombo 07.

12th December 2011.

Secretaries to Ministries,
Chief Secretaries of Provincial Councils, and
Heads of Department

Special Advance to Public Officers

Your attention is drawn to the Public Administration Circular No: 20/2006 dated 25.11.2006.

02. It has been decided by the Government to pay a Special Advance of an amount not exceeding Rs.2500/= for the year 2012, as per the provisions of the said circular subject to the substitution of 2011 for 2006 in para 3 of the said circular and substitution of 2012 for 2007 in all the places where it is mentioned.
03. The payment of the advance should commence on 01.01.2012 and be completed on 29.02.2012. No payment should be made after 29.02.2012.
04. This Circular is issued with the concurrence of the General Treasury.

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