



**UNIVERSITY GRANTS COMMISSION**

Establishments Circular Letter No. 04/2012

No. 20, Ward Place,  
Colombo 07.

27.01.2012

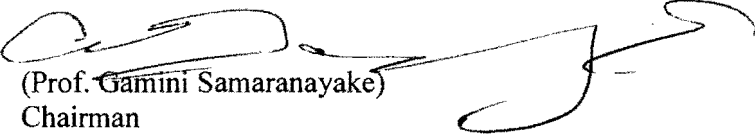
Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**PROVIDING RELIEF TO PUBLIC OFFICERS WHO FACE DIFFICULTIES DUE TO RENOVATION OF RAILWAY LINE FROM GALLE TO INDURUWA**

The University Grants Commission at its 841<sup>st</sup> meeting held on 05.01.2012 decided to adopt Public Administration Circular No. 17/2011(I) dated 13<sup>th</sup> October 2011 on "Providing relief to Public Officers who face difficulties due to renovation of railway line from Galle to Induruwa" in the University System.

A copy of the Public Administration Circular No. 17/2011(I) of 13<sup>th</sup> October 2011 is enclosed herewith for your information and compliance.

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: -17 /2011 (I)

My No: EST-7/LEAVE/03/3510  
Ministry of Public Administration  
and Home Affairs  
Independence Square  
Colombo 07.  
13<sup>th</sup> October, 2011.

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

**Providing relief to Public Officers who face difficulties due to renovation of railway line from Galle to Induruwa**

Your attention is hereby drawn to the Public Administration Circular No 17/2011 dated 15.09.2011 on the above subject.

02. The Head of the Department shall determine to provide the concession of 15 minutes granted by sub para I and II of para 01 of the above Circular, as a concession of 30 minutes which can be given at one and the same time at the officers' arrival or departure, so as not to cause any inconvenience to the routine duties of the office.

03. Further this concession granted by the above circular shall not be extended to the Public Officers who report for duties travelling from railway stations between Kalutara South and Colombo Fort.

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

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