



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 03/2015

No. 20, Ward Place
Colombo 07
26th March, 2015

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR NO. 07/2015 - PAYMENT OF FESTIVAL ADVANCE

This has reference to Establishments Circular Letter No. 03/2009 of 11.03.2009 on the above subject.

In terms of Public Administration Circular No.07/2015 of 26.03.2015 the Festival Advance of Rs.5000/= has been increased up to Rs.10,000/= with effect from 18.03.2015.

Accordingly, the payment of Festival Advance to the University staff will be revised from Rs.5000/= to Rs. 10,000/= and the recovery of the said advance should be made in eight (08) monthly instalments.

Please take action accordingly.


Prof. Mohan de Silva
Chairman

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 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
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 5. Secretary/UGC
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 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. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor -General

File No: UGC/HR/6/5/1