



ESTABLISHMENTS CIRCULAR LETTER NO: 06/2009

No.20, Ward Place,  
Colombo.07  
24 August 2009

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**GRANTING OF SPECIAL LEAVE DURING  
THE RAMALAN (RAMAZAN) SEASON 2009 (PA CIRCULAR NO. 14/2009)**

I send herewith a copy of Public Administration Circular No. 14/2009 dated 14<sup>th</sup> August 2009 on the above subject, issued by the Secretary, Ministry of Public Administration and Home Affairs for your information and compliance.

(Prof. Gamini Samaranayake)  
Chairman

- Cc:
1. Chairman's Office/UGC
  2. Vice-Chairman/UGC
  3. Members of the UGC
  4. Secretary/UGC
  4. Deans of Faculties
  5. Registrars of Universities
  6. Financial Controller/UGC
  7. Bursars of Universities
  8. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
  9. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/ Institutes
  10. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
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  12. Govt. Audit Superintendents of Universities
  13. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
  14. Secretaries of Trade Unions
  15. Auditor –General

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