



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO:19/2017

No. 20, Ward Place
Colombo 07

15th December, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Adoption of Public Administration Circular 31/2017- Commencement Of Work Year - 2018

Your attention is drawn to the Public Administration Circular No. 31/2017 of 05.12.2017.

You are kindly requested to follow the programme laid down in the above Circular on 02.01.2018 in your office premises.

A copy of the Public Administration Circular No. 31/2017 is enclosed herewith for your information and compliance.


Prof. Mohan de Silva
Chairman

- Copies:
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. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor –General