



# UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 07/2018

No. 20, Ward Place  
Colombo 07  
20<sup>th</sup> April, 2018

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

## GRANTING OF LEAVE FOR MAY DAY - 2018

Your attention is drawn to the Gazette Notification (Extraordinary) No. 2066/17 of 10.04.2018.

You are kindly requested to follow the instructions issued by the above notice.

A copy of the Gazette Notification (Extraordinary) No. 2066/17 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

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