



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 01/2020

No. 20, Ward Place
Colombo 07
03rd January, 2020

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR NO 25/2019 – SPECIAL
ADVANCE FOR PUBLIC OFFICERS – YEAR 2020**

Your attention is drawn to the Public Administration Circular No. 25/2019 of 30/12/2019 on “Special Advance for Public Officers – Year 2020”

You are kindly requested to follow the instructions issued by the above circular to pay a Special Advance of an amount not exceeding Rs. 4,000/- for the year 2020. The payment of this advance should not be made after 29/02/2020.

A copy of the Public Administration Circular No. 25/2019 is enclosed herewith for your information and compliance.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education, Technology and Innovation
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Registrars of Universities
 7. Deans of Faculties
 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