



## UNIVERSITY GRANTS COMMISSION

**ESTABLISHMENTS CIRCULAR LETTER NO: 03/2020**

No. 20, Ward Place  
Colombo 07

30<sup>th</sup> April, 2020

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **ADOPTION OF PUBLIC ADMINISTRATION CIRCULAR NO 09/2020 – GRANTING OF SPECIAL LEAVE DURING THE RAMALAN (RAMAZAN) SEASON 2020**

Your attention is drawn to the Public Administration Circular No. 09/2020 of 29.04.2020 on the above.

You are kindly requested to follow the instructions issued by the above circular during the period from 25<sup>th</sup> April 2020 to 24<sup>th</sup> May 2020.

A copy of the Public Administration Circular No. 09/2020 is enclosed herewith for your information and compliance.

Sgd:

**Senior Prof. Sampath Amaratunge**  
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education, Technology and Innovation
  2. Office of the Chairman /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