



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 16 /2021

No. 20, Ward Place
Colombo 07

22nd December, 2021

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Adoption of Public Administration Circular 25/2021- Commencement of Work, Year - 2022

Your attention is drawn to the Public Administration Circular No. 25/2021 dated 20.12.2021 on "Commencement of Work, Year – 2022".

You are kindly requested to follow the programme laid down in the above Circular on 03.01.2022 in your office premises.

A copy of the Public Administration Circular No. 25/2021 is enclosed herewith for your information and compliance.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Education
 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

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