

UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 01/2023(i)

No. 20, Ward Place Colombo 07

08th March, 2023

Vice Chancellors of Universities Rectors of Campuses Directors of Institutes

<u>Adoption of Public Administration Circular No 31/2022(i) - Special Advance for Public Officers - Year 2023</u>

Your attention is drawn to the Establishments Circular Letter No. 01/2023 of 02.01.2023 on "Adoption of Public Administration Circular No 31/2022 – Special Advance for Public Officers – Year 2023"

The Public Administration Circular No. 31/2022(i) dated 03.03.2023 on "Special Advance for Public Officers – Year 2023" has been issued by the Secretary to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.

You are kindly requested to follow the instructions given in the above Public Administration Circular No. 31/2022(i) in your respective University/Higher Educational Institute.

A copy of the Public Administration Circular No. 31/2022(i) 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