



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 09/2022 (i)

No. 20, Ward Place
Colombo 07

22nd May, 2023

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING LEAVE WITH NO PAY TO BE SPENT IN OUT OF THE ISLAND TO OFFICERS IN STATE OWNED ENTERPRISES WITHOUT CAUSING ANY PREJUDICE TO THE SENIORITY

Your attention is drawn to the Public Enterprises Circular No. PED 05/2022 (i) dated 17.05.2023 on "Granting leave with no pay to be spent in out of the island to officers in state owned enterprises without causing any prejudice to the seniority", which brings amendments to the Public Enterprises Circular No. PED 05/2022 of 22.08.2022 as adopted by the Establishments Circular Letter No. 09/2022 of 25.08.2022.

You are kindly requested to adhere to the instructions issued by the said Circular and a copy of the Public Enterprises Circular No. PED 05/2022 (i) dated 17.05.2023 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