



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 01/2025

No. 20, Ward Place
Colombo 07

21st February, 2025

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Granting of Special Leave during the Ramalan (Ramazan) Season 2025

Your attention is drawn to the Public Administration Circular No. 05/2025 of 31st January, 2025 regarding the above matter.

Accordingly, you are kindly requested to follow the instructions issued by the above Circular during the period from 01st March 2025 to 30th March 2025.

A copy of the Public Administration Circular No. 05/2025 is enclosed herewith for your information and compliance.

Senior Prof. Kapila Seneviratne
Chairman

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1. Secretary/ Ministry of Education, Higher Education & Vocational Education
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Registrars of Universities
 6. Deans of Faculties
 7. Accountant/UGC
 8. Bursars of Universities
 9. Librarians/SAL/AL of the Higher Educational Institutions /Institutes
 10. Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
 11. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
 12. Internal Auditor/UGC
 13. Chairman's Office/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor -General

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