



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 03/2025

No. 20, Ward Place
Colombo 07

23rd June, 2025

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Adoption of Public Administration Circular - List of Names of Disciplinary Inquiry Officers under Sub-Section 19:5, Chapter XLVIII, Volume II of the Government Establishments Code

The University Grants Commission at its 1146th meeting held on 09.05.2025 decided to adopt the Public Administration Circular No. 03/2019 (VI) dated 17.01.2025 on “List of Names of Disciplinary Inquiry Officers under Sub Section 19:5, Chapter XLVIII, Volume II of the Establishments Code” for implementation in the University System.

However, the Commission further decided that Universities and Higher Educational Institutions may select officers deemed suitable for the University System from among those listed in the circular.

Copy of the above Public Administration Circular is enclosed herewith for your information and compliance.

Please take action accordingly.

Senior Prof. Kapila Seneviratne
Chairman

- Copies:
1. Secretary/ Ministry of Education, Higher Education and 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