

UNIVERSITY GRANTS COMMISSION

Commission Circular No. 912

No.20, Ward Place, Colombo 07

17th May, 2009

Vice-Chancellors of Universities Rectors of Campuses Directors of Institutes

LEAVE ENTITLEMENT OF FULL TIME SUB-WARDENS

The University Grants Commission at its 775th meeting held on 05.03.2009 having noted that there is no consistency in granting leave to full time Sub-Warden of a hostel decided that a uniform practice should be followed.

Accordingly the Commission decided that full time Sub-Wardens should be granted 45 days of annual leave as applicable to non-academic grades since they are categorized as non academic grades and they have been assigned a separate salary scale by Commission Circular No.879 of 11.08.2006.

Please take action accordingly.

(Prof Gamini Samaranayake)

Chairman.

Copies to:

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

UGC/HR/6/4/02