



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 12/2010

No. 20, Ward Place
Colombo 7.

29th December 2010

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of Institutes,

PAYMENT OF SPECIAL ADVANCE TO UNIVERSITY EMPLOYEES -2011

Payment of Special Advance not exceeding Rs.2500/- should be made to the university employees for the year 2011 in keeping with the provisions of Public Administration Circular No.22/2010 of 16th December 2010, subject to the conditions stipulated in Public Administration Circular No. 20/2006 of 25th November 2006.

A copy of the Public Administration Circular No. 22/2010 dated 16.12.2010 is enclosed herewith for necessary action.

(Prof. Gamini Samaranayake)

Chairman

Cc: Vice-Chairman/UGC
Members of the UGC
Secretary/UGC
Deans of Faculties
Registrars of Universities
Financial Controller/UGC
Bursars of Universities
Librarians/SAL/AL of the Higher Educational Institutions /Institutes
Deputy Registrars/ Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
Chief Internal Auditor/UGC
Govt. Audit Superintendents of Universities
Snr. Asst. Int. Auditors of HEIs
Secretaries of trade Unions
Auditor -General

UGC/HR/6/05/01

Public Administration Circular : 22/2010

My No :- EST-7/LOANS/04/0207
Ministry of Public Administration
and Home Affairs
Independence Square,
Colombo 07.
16.12.2010.

Secretaries to Ministries,
Chief Secretaries of Provincial Councils and
Heads of Department

Special Advance to Public Officers

Your attention is drawn to the Public Administration Circular No: 20/2006 dated 25.11.2006.

02. It has been decided by the Government, a Special Advance of an amount not exceeding Rs. 2500/= be paid for year 2011, as per the provisions of the said circular subject to the substitution of 2010 for year 2006 in para 3 of the said circular and substitution of 2011 for 2007 in all the places where it is mentioned.
03. The payment of the advance should commence on 01.01.2011 and be completed on 28.02.2011. No payment should be made after 28.02.2011.
04. This circular is issued with the concurrence of the General Treasury.

Sgd. / P.B. Abeykoon
Secretary
Ministry of Public Administration
and Home Affairs