



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 947

No. 20, Ward place,  
Colombo 7.  
28<sup>th</sup> February 2011

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

**ISSUE OF OFFICIAL BAGS TO SENIOR EMPLOYEES IN THE CLERICAL AND ALLIED GRADES**

Your kind attention is invited to the letter No. UGC/HR/6/1/2 dated 10.02.2009 issued on the above subject.

2. The University Grants Commission at its 809<sup>th</sup> meeting held on 05.08.2010 decided to allow employees who are eligible to receive official bags to purchase them once in 05 years and the cost not exceeding Rs. 1500/- per bag be reimbursed on submission of receipt after purchasing an official bag.
3. Provisions of this Circular are effective from 05.08.2010.
4. Please take action accordingly.

  
(Prof. Gamini Samaranayake)  
Chairman

- Cc:
1. Chairman's Office/UGC
  2. 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. Registrars 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 of HEIs
  15. Secretaries of trade Unions
  16. Auditor -General

UGC/HR/6/1/2