



UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No: 05/2011

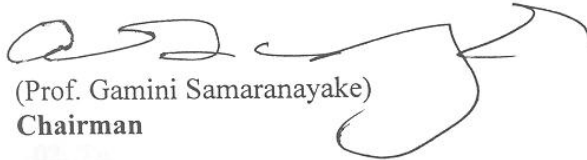
No.20, Ward Place,
Colombo 07.
18th March, 2011.

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAYMENT OF A SPECIAL ADVANCE TO PUBLIC OFFICERS WHO WERE AFFECTED BY FLOODS AND EARTH SLIPS OCCURRED IN JANUARY 2011

The University Grants Commission at its 822nd meeting held on 24/02/2011 decided to adopt Public Administration Circular No.03/2011 dated 21/01/2011 on "Payment of a special advance to public officers who were affected by floods and earth slips occurred in January 2011" for implementation in the University System.

A copy of the Public Administration Circular No.03/2011 is enclosed herewith for your information and compliance.



(Prof. Gamini Samaranayake)
Chairman

- Copies:
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

File No: UGC/HR/10/1/1

Public Administration Circular No: 03/2011

My No: EST-7/LOANS/04/1042
Ministry of Public Administration
& Home Affairs
Independence Square
Colombo 07

21. January, 2011.

Secretaries to Ministries
Chief Secretaries of Provincial Councils
Heads of Departments

Pavment of a Special Advance to Public Officers who were affected by Floods and Earth slips occurred in January 2011

A decision has been taken to pay an interest free special advance to public officers who are residing in Ampara, Batticalo, Trincomalee, Polonnaruwa, Anuradhapura and Kandy districts and affected by floods and earth slips occurred in January 2011.

02. The amount of this special loan should be equivalent to three months consolidated salary, excluding allowances, of the officer and should be recovered in ten equal monthly installments.

03. This loan is exempted from the total monthly deduction limits of deductibles from the salary mentioned in Section 03 Chapter XXIV of the Establishment Code.

04. If the officers who are entitled under this circular, have obtained a special advance as per Public Administration Circular 10/2010 dated 20.08.2010, action should be taken separately to recover such amount.