



## UNIVERSITY GRANTS COMMISSION

**Establishments Circular Letter No. 18/2011**

No. 20, Ward Place,  
Colombo 07.

21.10.2011

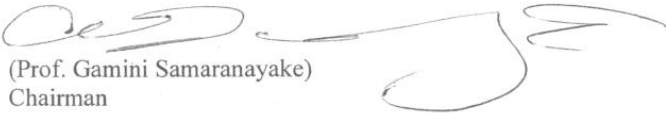
Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**PROVIDING RELIEF TO PUBLIC OFFICERS WHO FACE DIFFICULTIES DUE TO RENOVATION OF RAILWAY LINE FROM GALLE TO INDURUWA**

The University Grants Commission decided to adopt Public Administration Circular No. 17/2011 dated 15<sup>th</sup> September 2011 on "Providing relief to Public Officers who face difficulties due to renovation of railway line from Galle to Induruwa " in the University System.

A copy of the Public Administration Circular No. 17/2011 of 15<sup>th</sup> September 2011 is enclosed herewith for your information and compliance.

Please take action accordingly.

  
(Prof. Gamini Samaranayake)  
Chairman

**Cc:**

1. Secretary/ Ministry of Higher Education
  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Deans of Faculties
  7. Registrars of Universities
  8. Accountant/UGC
  9. Bursars of Universities
  10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
  11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
  12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
  13. Chief Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
  16. Secretaries of Trade Unions
  17. Auditor-General
- File No: UGC/HR/10/1/1

Public Administration Circular : - 17 /2011

My No: EST-7/LEAVE/03/3510  
Ministry of Public Administration  
and Home Affairs  
Independence Square  
Colombo 07  
15 September, 2011

Secretaries to Ministries  
Chief Secretaries of Provincial Councils and  
Heads of Departments

**Providing relief to Public Officers who face difficulties  
due to renovation of railway line from Galle to Induruwa**

It has become impossible for officers who travel by train on the coastal line to report for duty on time due to renovation of the railway track from Galle to Induruwa. Therefore, it has been decided to grant the following relief to Public Officers who travelling by train from Matara to Colombo on the coastal line from 01.09.2011 up to the conclusion of renovation.

- I. To accept a delay of 15 minutes for them to report for duty in the morning
  - II. To allow such officers to leave the office 15 minutes prior to the schedule time of departure
02. The above relief shall strictly be granted to the officers who travel by train on concessionary season tickets.
  03. This Circular is issued with the concurrence of the General Treasury.

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