



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 18 | 2013

No. 20, Ward Place
Colombo 07
30th December, 2013

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAYMENT OF SPECIAL ADVANCE TO UNIVERSITY EMPLOYEES - 2014

Your attention is drawn to the Public Administration Circular No. 34/2013 of 24.12.2013

Payment of Special Advance not exceeding Rs. 2500/= should be made to the university employees for the year 2014, subject to the conditions stipulated in the above Public Administration Circular.

The Payment of the advance should commence on 01.01.2014 and be completed on 28.02.2014.

A copy of the Public Administration Circular No. 34/2013 is enclosed herewith for your information and compliance.

Prof. Kshanika Hirimburegama
Chairperson

- Copies:
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 of HEIs
 16. Secretaries of trade Unions
 17. Auditor -General

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

Public Administration Circular: 34/2013

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

24.12.2013

Secretaries to Ministries
Chief Secretaries of Provinces
Heads of Departments

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 to pay a Special Advance of an amount not exceeding Rs.2500/= for the year 2014, as per the provisions of the said circular subject to the substitution of 2013 for 2006 in para 3 of the said circular and substitution of 2014 for 2007 in all the places where it is mentioned.
03. The payment of the advance should commence on 01.01.2014 and be completed on 28.02.2014. No payment should be made after 28.02.2014.
04. This Circular is issued with the concurrence of the General Treasury.

Sgd./ P.B. Abeykoon
Secretary

Ministry of Public Administration and Home Affairs