



# UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 10/2013

No. 20, Ward Place  
Colombo 07

17.06.2013

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

## Obtaining approval for appointment of Trainees

Your kind attention is drawn to para 02 of Establishments Circular Letter No. 03/2007 of 29<sup>th</sup> March 2007 and Public Administration Circular No. 12/2000 dated 19<sup>th</sup> July 2000 which was adopted in the University system.

The Commission at its 873<sup>rd</sup> meeting held on 09.05.2013 having considered the request of the CVCD, decided to delegate the authority of attachment of Trainees of public training institutes for their practical training to Councils of Universities and Boards of Management of Institutes.

The provisions of this Circular letter will come in to effect from 24/06/2013.

Please take action accordingly.

(Prof. Kshanika Hirimburegama)  
Chairperson

Cc:

1. Secretary/ Ministry of Higher Education
2. Chairperson'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/5/1/1

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