



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 13/2019

No. 20, Ward Place  
Colombo 07

30<sup>th</sup> December, 2019

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### Adoption of Public Administration Circular Nos. 38/2019 and 04/2019

Your attention is drawn to the Public Administration Circular Nos. 38/2019 and 04/2019 dated 23.12.2019 and 27.12.2019 respectively.

You are kindly requested to follow the programmes laid down in the above Circulars on 01.01.2020 in your office premises.

The copies of the related Circulars are enclosed herewith for your information and compliance.

**Dr. Priyantha Premakumara**  
Secretary

- Copies:
1. Secretary/ Ministry of Higher Education, Technology and Innovation
  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Registrars of Universities
  7. Deans of Faculties
  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. Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of trade Unions
  17. Auditor -General