



# UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No: 14 /2017

No. 20, Ward Place  
Colombo 07

27<sup>th</sup> September 2017

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

## **SABBATICAL LEAVE TO TEACHERS AND OFFICERS**

Your attention is invited to Commission Circular No: 806 dated 22.07.2002, on "Incentives to staff of the Higher Educational Institutions".

The Commission at its 966<sup>th</sup> and 971<sup>st</sup> meetings held on 15.06.2017 and 07.09.2017 respectively has decided that the Teachers/Officers in the university system, who spend their sabbatical leave locally be permitted to undertake academic/administrative assignments, **only** in Higher Educational Institutions/Institutes which are **not governed by the same Council** of the Higher Educational Institutions/Institutes to which the particular Teacher/Officer is presently attached.

The other provisions of Commission Circular No: 806 remain unchanged.

The above provision is effective from 01<sup>st</sup> November 2017.

Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

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1. Secretary/ Ministry of Higher Education&Highways
  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. Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of trade Unions
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