



UNIVERSITY OF JAFFNA, SRI LANKA
ACADEMIC ESTABLISHMENTS

Phone/Fax: 021 2226715 Email: ujestac@gmail.com

(Internal) Establishments Circular No.03/2018

YA/02/S

Academic Establishments,
University of Jaffna.
27.02.2018

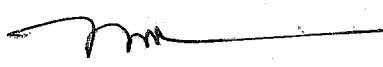
Rector
Deans of Faculties
Librarian
Heads of Departments/Units

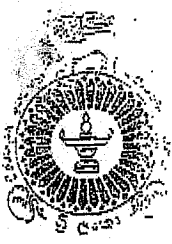
Obtaining approval for Overseas Leave

You are kindly requested to bring the annexed letter No.UGC/CH/7/1 dated 22.02.2018 sent by Chairman/UGC to the notice of the staff attached to your Faculty/Departments/Units. Accordingly, Overseas Leave Application Forms to the Ministry of Higher Education and Highways should be submitted before fifteen (15) working days.

Kindly note that such Overseas Leave Applications Forms of employees of the University should reach the office of the Vice Chancellor before twenty five (25) working days, in order to comply with the request of the Ministry of Higher Education and Highways.

Please bring this to all the staff attached to your Department/Branch/Unit.


Vice Chancellor
VICE CHANCELLOR
University of Jaffna
Jaffna, Sri Lanka



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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

Professor Mohan de Silva
Chairman

20, වෙරළ පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව
20, வாட்டு இடம், கொழும்பு 7, இலங்கை
20, Ward Place, Colombo 07, Sri Lanka

මගේ අංකය } UGC/CH/7/1
My Ref. }

ඔබේ අංකය }
Your Ref. }

දිනය } 22nd February 2018
Date }

VICE CHANCELLOR

22 FEB 2018

Vice Chancellor's Office
UNIVERSITY OF JAFFNA

Vice-Chancellors of all Universities

Dear all,

Obtaining approval for Overseas Leave

Additional Secretary (Development) of the Ministry of Higher Education & Highways by his letter dated 5th February 2018 (copy attached) has requested me to inform all the relevant officials of the University System to submit their Overseas Leave Application Forms to the Ministry of Higher Education & Highways before fifteen (15) working days in order to obtain the approval of the Hon. Prime Minister and HE the President, as per the letter sent by the Secretary to the President on 3rd January 2018 (copy attached).

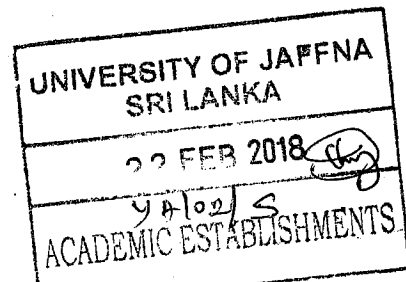
Therefore, please make necessary arrangements to inform all relevant officials of your university to submit the Overseas Leave Application Forms to the Ministry of Higher Education & Highways before fifteen (15) working days.

Your corporation is highly appreciated in this regard.

Thank you.

Yours sincerely,

Professor Mohan de Silva
Chairman



Circulate to
all staff.
H. S. S.

Cc: Additional Secretary (Development), Ministry of Higher Education & Highways – for information
Secretary, University Grants Commission – for information & necessary action

R/Dr/Sec LAC / Dr/Sec LNA

VC
22/02/18