27th October, 2014

Registrar

Deans of Faculties

Librarian

Heads of Departments/Divisions

Dear Sir/Madam,

**Notice on Application for Research Allowance for year 2015**

I shall be thankful to you if you could kindly circulate the notice appended below and the documents attached herewith for attention of the Academic Staff, Administrative Staff and Other Eligible Staff for Research Allowance of your Department/Division.

Thank you,

Deputy Registrar

Academic & Publications

For Registrar

Cc : Vice-Chancellor

Chairman/Research Management Committee

Registrar

Bursar

Senior Assistant Registrar/Establishments

Senior Assistant Registrar-Assistant Registrar/Faculties

**Notice**

**Applications for Research Allowance under DMS Circular No. 45 and Higher**

**Education Circular No. 01/2011 – Year 2015**

The Academic Staff Members, Administrative Staff and Other Eligible Staff who wish to submit applications for Research Allowance for the year 2015 are kindly requested to submit such applications (Form A - Annex I) attached herewith to the Chairman/ Research Management Committee through the Head of the Department/Division, Registrar, Dean of the Faculty/ Librarian, and Senior Assistant Registrar/Academic Establishments.

To commence receiving the Research Allowance for year 2015 together with January salary, please be good enough to send duly completed application to reach the Chairman/Research Management Committee on or before 30th November, 2014.

Soft copies of application form can be obtained from the Deputy Registrar’s (Academic & Publications) Office by sending an email to acpub@mrt.ac.lk or can be downloaded from University website.

Deputy Registrar

Academic & Publications

For Registrar