

## CHAPTER IX

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## CHAPTER IX

### GENERAL RULES OF ADMINISTRATION

#### 1. Working days

- 1.1 The usual working days of the Commission and the Higher Educational Institutions/ Institutes are from Monday to Friday inclusive of both days (i.e. five days of the week), other than Public Holidays and University Holidays specified in sub-paragraph 1.2 below. Five days a week
- 1.2 Holidays:  
Holidays for the Commission/ Higher Educational Institutions/ Institutes are as follows;
- 1.2.1 The statutory public holidays under the Holidays Act No. 29 of 1971 viz.;
- Sundays
  - Full moon poya days
  - Other public holidays declared under the Holidays Act
- 1.2.2 Saturdays (arising from the operation of the five day week); and
- 1.2.3 Additional holidays declared by the Commission/ Higher Educational Institutions (additional holidays to be declared by Higher Educational Institutions would be subject to restrictions imposed by the Commission i.e. 2 days in a year).
- 1.3 Saturdays and Sundays are regarded as “Week-end off days” Week-end off days
- 1.4 The full moon poya days, other public holidays declared under the Holidays Act and the additional holidays declared by the Commission/ Governing Authority of a Higher Educational Institution are regarded as “holidays”. Holidays

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| <p>1.5 Holidays (and not Saturdays and Sundays which are “week-end off days”) will be applicable to all grades of persons employed in the Commission/ Higher Educational Institutions/ Institutes including casual and daily paid employees, other than those employed as relief or substitutes for a few days and part time employees.</p>  | <p>Applicability of Holidays</p>                    |
| <p>1.6 Offices and other facilities such as laboratories/ libraries of the Commission/ Higher Educational Institutions/ Institutes shall not be closed on any working day without permission of the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be.</p>   | <p>Not to close offices and other facilities</p>    |
| <p><b>2. Hours of Work</b></p>   |   |
| <p>2.1 The general office hours during which all persons employed in the Commission and Higher Educational Institutions/ Institutes other than teachers, persons employed on shift work and those who are required to attend to duties based on the institutional requirements must attend office on any working day are from 8.30 a.m. to 4.15 p.m. These hours include a period of 30 minutes as lunch interval.</p> <p>Provided however, that the Commission or the Governing Authority of a Higher Educational Institution/Institute may alter these times to suit the requirements of the institution concerned, while ensuring that office employees work for 7½ hours a day and other employees excluding drivers, 8 hours a day exclusive of the lunch interval. The working hours of drivers shall be 8½ hours a day exclusive of lunch interval.</p> | <p>General hours of work</p>                        |
| <p>2.2 Working hours of different grades of employees other than persons employed on shift work who are employed in the Commission shall be fixed by the Commission, provided that such hours include the general</p>  | <p>Hours of work of employees of the Commission</p> |

- hours of work referred to in sub-paragraph 2.1 above.
- 2.3 Working hours of different grades of employees other than teachers and persons employed on shift work who are employed in Higher Educational Institutions shall be fixed by the Council of each University, provided that such hours include the general hours of work referred to in sub-paragraph 2.1 above. The working hours so fixed by the Council of a University shall be binding on the employees of Campuses, University Colleges and Institutes attached/affiliated to such University. Governing Authority of a Centre for Higher Learning not affiliated to a University shall decide the working hours of its staff.
- Hours of work of employees of Higher Educational Institutions/ Institutes
- 2.4 When employees of the Commission are transferred to a Higher Educational Institution/ Institute and vice-versa or when employees of Higher Educational Institutions/Institutes are transferred among such institutions, the transferred employees shall abide by the hours of work of the place to which they are transferred.
- Hours of work of transferred employees
- 2.5 All offices of the Commission or any Higher Educational Institution/Institute which employ shroffs should remain open for cash transactions from 8.30 a.m. to 3.00 p.m.
- Cash transactions
- 2.6 Although the working hours may be stipulated, the Commission or Higher Educational Institutions/ Institutes shall not be restricted to employing its employees only within these hours when there is a necessity for their services outside these hours.
- Work outside these hours
- 2.7 Generally, female employees should not be permitted to work in offices after 6 p.m., unless it is absolutely necessary in terms of provisions stipulated in the Shop and Office Employees Act.
- Female employees

### 3. Attendance

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| 3.1 A Finger Scanning Machine/ any other electronic device when such arrangement is not in place an Attendance Register must be kept in a central location/ locations of the Commission Secretariat/ Higher Educational Institution/ Institute in which shall be marked the times of arrival and departure of every person employed in the institution concerned.   | Time of arrival and departure  |
| 3.2 Upon arrival for the day's work the person shall mark his time of arrival. Similarly when he leaves the office at the end of the day, he should mark the time of his departure.   | Signing/ Marking attendance/ departure                                       |
| 3.3 A person leaving his institution during the course of the day on leave or on duty should, at the time of his departure, mark his time of departure. If he returns to the institution during the course of the same day either on expiry of his leave or on completion of his duty, he shall mark his time of arrival and mark his time of departure only when he finally leaves the institution for the day.  | Leave during the course of the day   |
| 3.4 There is no objection to maintaining more than one Finger Scanning Machine/ any other electronic device or Attendance Register in any institution in respect of persons of different times of arrival and departure or of different grades or different work places in the same institution.  | More than one Attendance Register/ Finger Scanning Machine/electronic device |
| 3.5 A grace period of 15 minutes may be allowed for late arrival. When a Register is maintained it should be closed by an officer of the administrative staff or of similar status, who is empowered to do so, by drawing a red line at the end of the last signature and placing his signature and time. The Register should be kept in his custody for about 1½ hours for persons who arrive later to sign and mark their times of arrival in his presence. | Closing of Attendance when Attendance Register is maintained                 |

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| 3.6   | At the end of the 1 ½ hours, the Register should be posted up with the names of those who have been granted leave. In respect of the employees who have not been granted leave, explanations for their unauthorised absence should be called for and disciplinary measures taken where appropriate. When a Finger Scanning Machine/ any other electronic device is in operation a similar procedure should be followed.  | Absentees for the<br>day   |
| 3.7   | Late attendance up to the grace period of 15 minutes from the stipulated time of arrival shall not be penalised unless such late attendance is habitual.   | Late attendance<br>within grace period<br>not counted against<br>leave |
| 3.7.1 | Late attendance of a further 15 minutes after the permitted grace period on two occasions per month shall count as ½ day's leave and shall be set off against the person's annual leave entitlement.   | Late attendance<br>after grace period                                  |
| 3.7.2 | Late attendance from the expiry of the first ½ hour to 12 noon on one occasion shall count as ½ day's leave and shall be set off against the person's annual leave entitlement.  | Late attendance<br>from the first half<br>hour to 12 noon              |
| 3.8   | Where a person who is normally punctual in attendance is late to office due to unavoidable or special circumstances, such late attendance may be excused by the Secretary of the Commission/ Registrar of a University/ Secretary of a University College or by the most senior officer of the administrative staff of an Institute present on the day, at his discretion and where a person's late attendance is so excused, it shall not be counted against his leave. | Exceptional<br>circumstances   |
| 3.9   | A person who has marked his time of arrival should not leave his work place till the end of his working day unless he has obtained leave of absence for part of the day or leaves his work place on official duty or for any other legitimate activity for which duty leave is granted.  | Presence in work<br>place till end of the<br>day                       |

- 3.10 Members and officials of Trade Unions who are granted duty leave to attend Trade Union meetings or to attend to Trade Union work should furnish in writing the particulars of their absence from their usual place of work to their immediate superiors. These particulars should be filed of record by the superior officer for production when necessary.
- Trade Union officials/members

#### 4. Short Leave

- 4.1 All employees of the Commission/ Higher Educational Institutions/ Institutes other than teachers may be allowed the concession of obtaining short leave not exceeding one and half hours on each occasion, subject to the number of occasions being restricted to two per month. A record of short leave allowed to each employee should be maintained by the officer of the Administrative Staff who sanctions such leave(Refer sub-paragraph 1.14.1 of Chapter X).
- 1 ½ hours twice a month
- 4.2 Short leave granted to an employee is not counted against the annual leave entitlement of the employee.
- not counted against leave entitlement

#### 5. Circulars

- 5.1 Circulars issued by way of a hard copy or a soft copy by the Commission to the Higher Educational Institutions/ Institutes or by a Vice-Chancellor of a University to institutions attached/affiliated to it, are sufficient notice to all concerned persons of all information, instructions etc. contained in such circulars. Non issuance of specific instructions in respect of any matter will not be accepted as an excuse for inattention or non-compliance.
- Sufficient notice of information, instructions etc.
- 5.2 As soon as a Circular or a Circular Letter is received either in the form of a hard copy or a soft copy from the Commission, the Higher Educational Institution/ Institute should take the following action;
- Commission Circulars

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| (a) The number, date and subject of the circular should be entered in chronological order in a "Register of Circulars from the Commission" which should be maintained in every Higher Educational Institution/Institute.   | Entry in Register of Circulars from the Commission |
| (b) One copy should be filed of record in a general file of Circulars from the Commission, which should be maintained in every Higher Educational Institution/ Institute.  | General file of circulars from the Commission      |
| (c) One copy of the Circular/Circular Letter should be filed in the relevant subject file and action be taken on the Circular/Circular Letter. All circulars issued by the Commission should be placed before the Governing Authority of the Higher Educational Institution/ Institute and other authorities as applicable for information.                            | Subject file                                       |
| (d) Copies of relevant Circulars should be placed in all the General Notice Boards in the Higher Educational Institution/ Institute, for the information of all concerned. The Head of the institution/ authorised officer shall decide on the Circulars to be displayed.  | Notice Board                                       |
| (e) Copies of Circulars and Circular Letters relevant to Trade Unions should be issued to the Secretaries of all registered Trade Unions in the Higher Educational Institution/Institute.  | Copies to Trade Unions                             |
| (f) Copies of Circulars and Circular Letters should be sent to Heads of Departments/ Divisions/ Centres/ Units etc. in the Higher Educational Institution/ Institute for circulation among persons employed in such Departments/Divisions/ Centres/ Units etc. to whom such Circulars are applicable. Acknowledgement should be obtained from the Heads of Department/ | Circulation to persons concerned                   |



Divisions/ Centres/ Units etc. and filed of record in the relevant subject file.

- 5.2.1 Upon receipt of a copy of a Circular/ Circular Letter in accordance with sub-paragraph 5.2(f) above, it is the responsibility of the Head of Department/ Division/ Centre/ Unit/ etc. to ensure that the Circular is seen by all persons in his Department/ Division/ Centre/ Unit etc. to whom the Circular is applicable. Signatures of such persons should be obtained on the Circular or on a circulation memo in proof of their having seen the Circular and filed of record for reference at a future date. Such files should be preserved and should not be destroyed.

Responsibility of Heads of Departments etc.

- 5.3 Circulars and instructions issued by Vice-Chancellors of Universities to Campuses, University Colleges and Institutes attached/affiliated to Universities should be treated by such institutions in the same way as Circulars and Circular Letters from the Commission and action taken as per sub-paragraph 5.2 above.

Circulars and instructions by Vice-Chancellors

- 5.4 Circulars issued by any Higher Educational Institution/ Institute for internal circulation should similarly be entered in a Register of Internal Circulars and copies should be filed in a General File for Internal Circulars and in the relevant subject files. These Circulars too should be brought to the notice of all concerned as stipulated in sub-paragraph 5.2.1 above.

Internal circulars

## 6. Central Internal Audit Organization

- 6.1 A Central Internal Audit Unit functions under the Commission with a small staff in the Commission Secretariat and other staff deployed in the several Higher Educational Institutions/ Institutes.

Central Internal Audit

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| 6.2 | The Central Internal Audit Unit set up at the Commission Secretariat will be in the charge of a Chief Internal Auditor who will function directly under the control, supervision and guidance of the Chairman.   | Chief Internal Auditor |
| 6.3 | The duties and functions of the Central Internal Audit Unit shall be;  | Duties and functions   |
|     | <ul style="list-style-type: none"> <li>(a) to carry out special investigations into the management of Higher Educational Institutions and Institutes as may be directed by the Commission or the Chairman;</li> <li>(b) to carry out regular inspections of the internal audit programmes of the Higher Educational Institutions and Institutes as may be directed and to report whether such programmes are effective in operation;</li> <li>(c) to inspect and report whether the system of internal control operating in the Commission, Higher Educational Institutions and Institutes are adequate in design and effective in operation;</li> <li>(d) to examine the accounts of the Commission/ Higher Educational Institutions and Institutes at irregular intervals and to report whether the books, records and other accounting documents have been maintained properly;</li> <li>(e) to attend the Audit Committee and the Bond Recovery Review Committee of Higher Educational Institutions/Institutes as an observer and nominee of the Commission;</li> <li>(f) to function in close liaison with the Auditor General and his staff and to participate in conference and discussions pertaining to accounts or arising from the audit thereof by the Auditor General; and</li> </ul> |                        |

- (g) to furnish information conducive to the promotion of financial and management objectives referred to in Section 3 (2) and 3 (4) of the Act.

6.4 In order to discharge effectively the duties, functions and responsibilities specified in subparagraph 6.3 above, the Central Internal Audit Unit;

Enabling provisions

- (a) shall have, with the concurrence of the respective Principal Executive Officers of Higher Educational Institutions/ institutes meetings with their internal audit staff;
- (b) shall call from each Higher Educational Institution/Institute reports at irregular intervals and where necessary, information, including the minutes of the governing authorities and their Finance Committees and explanations; and
- (c) shall have access to books of accounts, accounting records and other documents.

**7. Official correspondence**

7.1 The following rules should be observed in all official correspondence;

Rules of Correspondence

- (a) Each letter should, as far as possible relate to a single subject
- (b) The number and date of the letter must be placed on the top right hand corner of the letter
- (c) The subject with which the letter deals should be briefly stated as the heading of the letter.
- (d) In correspondence with members of the public, the form of address should be;

*Dear Sir/Madam,*

.....

.....

*Yours faithfully,*

*Signature*

*Designation of Sender*

- (e) In correspondence with officials of the Commission/ Higher Educational Institutions/ Institutes or with Government or Local Government Officials, the form of address may be;

*Designation of the person to whom the letter is addressed. (e.g. Registrar, University of Peradeniya)*

.....

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*Signature*

*Designation of Sender*

- (f) If the letter relates to a matter which has formed the subject of pervious correspondence with the same party, the reference number and date of that correspondence or the last correspondence on the subject should be quoted.
- (g) Paragraphs of letters and reports where necessary and annexes should be numbered (e.g. Annex 1, Annex 2, Annex 3 etc.)
- (h) Original papers should not be sent as annexes, if a copy should serve the purpose.
- (i) Annexes should be securely fastened to letters.
- (j) If several letters on different subjects are forwarded under one cover, they should not be fastened together.
- (k) Protocol official positions should be maintained at all times when addressing and copying the letter.

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| 7.2   | Rubber stamping of signatures on official correspondence is not permitted, except on copies of letters addressed to one party being sent to another party for information etc.  | Rubber stamping of signatures         |
| 7.3   | The signatory to an official letter will be held responsible for the contents of the letter. Where an officer signs a letter on behalf of another officer under a delegation of authority, the officer who delegates his power will also be held responsible for the contents of such letter.     | Responsibility of contents of letters |
| 7.4   | Confidential correspondence and documents should bear the word "confidential" on the top left hand corner. Such correspondence and documents should be enclosed in two covers one inside the other. The inner cover should be marked "confidential", but the outer cover should not be so marked. | Confidential correspondence           |
|       | Covers marked confidential should be opened personally by the officer to whom the outer cover is addressed or by an officer of the administrative staff who is specially authorised by him to do so.  |                                       |
| 7.4.1 | Care must be exercised to ensure that confidential correspondence does not pass about the office or between one office and another in such a manner that its contents would become known to persons other than the officer for whom they are intended.  | Care of confidential correspondence   |
| 7.5   | All packages and covers containing important documents such as question papers, answer scripts, personal files, confidential reports, deeds of property etc., which are sent by post should be under registered cover.  | Registered mail                       |
| 7.6   | Where a reply is awaited to a letter, a period of about 07 to 14 days or a shorter period in urgent letters may be given for the receipt of a   | Calendaring of letters                |

reply. The officer handling the subject file should enter this date in the bottom left hand corner of the office copy and calendar the letter in his call-up diary or the Register maintained for this purpose by entering the reference number of the letter under the appropriate date.

7.6.1 Officers should not sign any letter to which a reply is expected unless the calendared date appears in the office copy of the letter.

7.6.2 Officers handling the subject files should examine their call up diaries or the Register maintained for that purpose daily and invite attention or take such action as may be necessary if replies had not been received in respect of letters calendared for that day.

7.7 Replies to letters should be sent within one week of the receipt of such letters, where this is not possible, an interim reply should be sent explaining why it is not possible to send a reply immediately and indicating the time by which a reply may be expected.

Replies to be prompt

7.8 In all official correspondence, official documents etc., the names of persons on whom national honours have been conferred should always be prefixed with the relevant national honour in respect of all titular honours.

Persons conferred with National Honours

## 8. Copying of official correspondence or documents

8.1 No person employed in the Commission or a Higher Educational Institution/ Institute may take for his own purpose, copies of official correspondence or documents, whether such correspondence or documents relate to himself or otherwise.

Copies for their own purposes

8.2 Letters received in the Commission or any Higher Educational Institution/ Institute or any section thereof should not be copied and

Information to be embodied in separate letters

reissued to any outside party or Trade Union or person employed in the university system. If the contents of such letter are intended for communication, they should be embodied in a separate letter addressed to the appropriate party.

- 8.3 A certified copy of a letter or a reply to a letter should not be issued to any person other than to the author of the letter except on an order of a Court of Law.
- Certified copies of letters etc.

## 9. Channelling of Communications

### 9.1 Communication between the Commission and Higher Educational Institutions/Institutes:

- (a) The Chairman of the Commission will correspond with the Principal Executive Officer of Higher Educational Institution/ Institute on any matter coming within the purview of the Commission.
- Chairman of the Commission
- (b) The Secretary of the Commission or an Additional Secretary may;
- Secretary/  
Additional Secretary  
of the Commission
- (i) Communicate decisions made by the Commission to Principal Executive Officers of Higher Educational Institutions/ Institutes concerned. These should be copied to the Registrar/ Secretary/ Bursar/ Treasurer of Higher Educational Institutions and to officers performing similar functions in Campuses and Institutes/Centres for Higher Learning as appropriate for information.
- (ii) Correspond with Registrars/ Secretaries/ Bursars/ Treasurers and with officers performing similar functions in Campuses and Institutes/Centres for Higher Learning on routine matters coming within the purview of the Commission.

## 9.2 Communication between Higher Educational Institutions/Institutes and the Commission.

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| <p>(a) The Principal Executive Officers of Higher Educational Institutions/ Institutes may correspond with the Chairman and the Secretary of the Commission on any matter coming within the purview of the Commission. No such letter should be written on behalf of the Principal Executive Officer by any other officer.</p>  | <p>Principal Executive Officer</p> |
| <p>(b) The Registrars/ Secretaries of Higher Educational Institutions and officers performing similar functions in Institutes/Centres for Higher Learning may correspond with the Secretary of the Commission on any matter coming within the purview of the Commission. An officer subordinate to the Registrar, Secretary may in exceptional circumstances address correspondence on his behalf to the Secretary of the Commission.</p> | <p>Registrars/<br/>Secretaries</p> |
| <p>(c) An office bearer of a Trade Union of employees of a Higher Educational Institution/ Institute may in his capacity as such, write to the Chairman or the Secretary of the Commission on any matter coming within the purview of the Commission. Correspondence from Trade Unions which relate to the powers, functions and duties of individual institution will be referred to the institutions concerned for disposal.</p>        | <p>Trade Unions</p>                |

## 9.3 Communications to be channelled:

Except as provided for in sub-paragraphs 9.1 and 9.2 above, all other communications should be channelled as follows;

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| <p>(a) A teacher, officer or other employee of a Higher Educational Institution/Institute should not correspond direct with the</p> | <p>Teachers, Officers<br/>and other<br/>employees</p> |
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Chairman or the Secretary of the Commission on any matter, but should write to the Chairman or the Secretary of the Commission through the proper channels of superior officers (e.g. Head of the Department of Study, Dean of the Faculty, Librarian, Head of the Division/ Centre/ Unit, Registrar, Rector of the Campus/ Principal Executive Officer of the Higher Educational Institution/Institute, as the case may be). No notice shall be taken of correspondence which do not conform to this requirement.

- (b) The Commission will have no direct dealings with individual teachers, officers and other employees of Higher Educational Institutions/ Institutes in their capacity as such, except in matters such as appointments under Section 71(2) of the Act, transfers under Section 78 and appeals against audit surcharges under Section 107 (6)(c) of the Act. Even in these matters, the procedure under sub-paragraph 9.3 (a) above should as far as possible be followed.
- (c) Application for normal transfers i.e. other than on grounds of exigencies of the service and discipline should be made to the Commission in writing and channelled through the proper channels of superior officers. In the case of officers in executive grades, they should be finally routed through the Principal Executive Officer, while in the case of other employees, they should finally be routed through the Registrar/ Secretary. Superior Officers through whom the applications are sent and the Principal Executive Officer/ Registrar as the case may be are entitled to make their comments and recommendations which will be treated as confidential.
- No direct dealings

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| <p>(d) The same procedure outlined in subparagraph 9.3(c) above shall apply to the staff of Institutes. Their applications should be sent with the comments and recommendations of their superior officers in the Institute to the Principal Executive Officer/ Registrar of the University, if such Institute is attached to a University, who shall forward their applications to the Commission with his recommendations.</p>  | <p>Staff of the Institutes</p>   |
| <p>(e) In no circumstances whatsoever should an application for a transfer or any other representation be given to an employee who is seeking a transfer or making a representation, to be posted by him or personally handed over by him to the Commission Secretariat.</p>  | <p>Not to be sent per applicant</p>  |
| <p>9.4 Channelling of applications for employment</p>   |  |
| <p>(a) Applications from members of the staff of the Commission or Higher Educational Institutions/Institutes, in response to advertisements or otherwise for employment in Government Departments, Statutory Boards, Public Corporations etc., or in another Higher Educational Institution/ Institute, should be routed through the normal channels of superior officers. The Chairman of the Commission in respect of the staff of the Commission or the Principal Executive Officer in the case of the staff of Higher Educational Institutions/ Institutes, shall make his comments thereon before the applications are forwarded to the Government Department/ Statutory Body/ Public Corporation/ Higher Educational Institution/ Institute concerned.</p> | <p>From staff of the Commission or Higher Educational Institutions/ Institutes</p> |
| <p>(b) Applications for employment made to the Commission or a Higher Educational Institution/ Institute by employees of</p>  | <p>For employment in the Commission/ Higher Educational</p>                        |

Government Departments/ Statutory Bodies etc., in response to advertisements or otherwise should be accepted only if they are sent through the Head of such institution in which the applicant is serving. A note of this requirement should be made in the advertisement calling for applications for any post in the Commission or Higher Educational Institution/ Institute.

Institution/ Institute

#### 9.5 Miscellaneous

(a) An officer who functions as the Secretary of any Authority or Body of a Higher Educational Institution/ Institute may correspond with members of such Authority or Body in regard to meetings and records of meetings. He shall not, in his capacity as Secretary, correspond with the Authority or Body or with its members in regard to implementation of or follow up action on the decisions taken and recommendations made at such meetings.

Communications by Secretaries of Authorities etc.

(b) Where a communication is channelled through several parties, a sufficient number of signed copies of such communication should be sent out so that each party through whom it is channelled may retain a copy and the final recipient may have the number of copies required for his purpose

Adequate number of copies of letters etc.

### 10. Interviews with officers of the Commission

10.1 The Chairman and the Secretary of the Commission will grant no interviews to a teacher, officer in executive grade or other employee in his capacity as such unless such teacher, officer in executive grade or other employee has been requested by the Chairman or Secretary to be present for an interview or

Written permission

has obtained written permission of the Principal Executive Officer in the case of teachers and officers in executive grades or the Registrar/ Secretary or an officer performing similar functions in an Institute in the case of other employees, to interview the Chairman or the Secretary as the case may be.

- 10.2 Such written permission should not be given as a matter of course and the officer granting such permission should satisfy himself that an interview is necessary. Not as a matter of course

**11. Representations and Appeals from persons employed in the Commission or Higher Educational Institutions/ Institutes**

- 11.1 Any person employed in the Commission or in a Higher Educational Institution/ Institute may address a representation or appeal to a duly constituted authority on matters directly affecting his personal interests. His superior officers are bound to forward all such representations or appeals if the person addressed to is the proper authority to deal with the matter, subject to sub-paragraph 11.2 below. Superiors bound to forward
- 11.2 Such representations or appeals will not be forwarded if they are couched in impolite, improper or insulting language. Not to forward  
 In the case of appeals, they shall not be forwarded if they are time-barred or if they are made against decisions which are declared to be final by the Act or any Ordinance or Regulation made thereunder. Appeals regarding disciplinary matters shall not be forwarded if they do not conform to the disciplinary rules of this Code.
- 11.3 When representations or appeals are received, they should be acknowledged at once and the writers informed whether or not they shall be forwarded to the proper destination. If it cannot be forwarded the reasons thereof should be given. Acknowledgements

11.4 If any appeal had been made to the same authority earlier and rejected, a second appeal may be forwarded subject to the provisions of sub-paragraph 11.2 above, if the authority receiving the appeal is satisfied on the face of the appeal that there are new material facts which might affect the decision and sufficient reasons have been given why they were not disclosed in the earlier appeal.

Second appeal

11.5 Subject to the rules of this section, all representations and appeals should be forwarded promptly to the appropriate authority having regard to the urgency of each case and should not be withheld beyond one month in any case.

Forward appeals promptly

## 12. Reporting

12.1 A reporting officer is required to state his own opinions and recommendations when forwarding communications from his subordinates or others to his superiors or to the appropriate authority to whom they are addressed.

Recommendations of reporting officers

12.2 The recommendations of reporting officers should be treated as confidential and should not be disclosed to the parties concerned.

Recommendations treated as confidential

12.3 Such reports should indicate as briefly as possible what the material requests or allegations made in the representation are, what redress is asked for and what the actual official position is in regard to the matter as ascertained by the reporting officer.

Manner of reporting

The reporting officer should make such observations or remarks as he thinks necessary or relevant to the issues and he must conclude with suggestions as to the course of action to be taken or answer which should be given to the writer.

### 13. Addresses of employees

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| <p>13.1 Every employee should furnish to the Commission or Higher Educational Institution/ Institute in which he is working with an address at which any communication to him, whether he is on leave or otherwise, will reach him. Any change in such address should be promptly notified. Any plea that a communication has not reached him because he was on leave or had left the station or because of any unreported change of address will not be accepted.</p>   | <p>Addresses where communications will reach</p>  |
| <p>13.1.1 The Commission/ Higher Educational Institution/ Institute should maintain a register of such addresses in respect of persons working therein.</p>  | <p>Register of addresses</p>                      |
| <p>13.2 Any employee of the Commission or a Higher Educational Institution/ Institute who goes abroad on leave for study or training should;</p> <p>(a) before his departure from Sri Lanka, appoint a local power of attorney for the duration of his stay abroad and lodge such instrument with Secretary of the Commission/ Registrar of the University/ Secretary of the University College or the most senior officer in the administrative staff of the Institute/Centre for Higher Learning where he is working.</p> <p>(b) Immediately on arrival in the country to which he is proceeding, furnish with an address in that country at which any communication to him will reach him as stipulated in sub-paragraph 13.1 above Any subsequent change of address also should be communicated immediately.</p> | <p>During periods of study or training abroad</p> |
| <p>13.3 A person from overseas, employed in the Commission or any Higher Educational Institution/ Institute, should on taking up</p>   | <p>Next of kin of the person from overseas</p>    |

appointment, furnish the Commission or Higher Educational Institution/Institute with the name and address of a next of kin or relative in his country who may be contacted in regard to the person in an emergency such as serious illness etc. In such an eventuality, arrangements should be made to transmit the information directly or through the Ministry of External Affairs and the appropriate Sri Lanka mission abroad.

#### 14. **Meetings of Authorities of Higher Educational Institutions /Institutes**

It is desirable to hold meetings of the Council, Board of Management, Senate, Academic Syndicate, Faculty Boards and other authorities of each Higher Educational Institution/Institute according to a schedule of dates fixed in advance enabling the appointed members of such authorities to attend such meetings without any inconvenience. It may be difficult to decide on exact dates, but arrangements could be made for a given authority to meet on a fixed day of each month i.e. First Tuesday, second Wednesday and third Friday and so on.

Meetings on convenient dates to all concerned

#### 15. **Custody and preservation of records**

15.1 The Secretary of the Commission/Registrar of a University/Secretary of a University College and the most Senior Officer in the administrative staff of the Centre for Higher Learning as the case may be shall be responsible for the custody of the records of their respective institutions.

Custodian of Records

15.1.1 "Records" for the purpose of this paragraph shall mean officially authenticated statements of acts and proceedings in the affairs of the Commission/ Higher Educational Institution/ Institute, which are preserved or intended to be preserved in the public interest and shall include;

Definition of Records

- (a) documents of historical interest including those relating to the history, institutional memory, constitution and administration of the institution concerned;
- (b) official minutes of the proceedings of meetings of the Authorities of the institution concerned;
- (c) documents relating to lands belonging to the institution and claims thereto, and the value of such lands and buildings belonging to the property;
- (d) records of moveable property of the institution such as a Register of Assets (Fixed Assets Register);
- (e) documents relating to appointments and promotions of all employees of the institution;
- (f) financial and accounting records, and documents required by the Auditor General to be preserved;
- (g) records of marks earned by candidates at examinations conducted by the Higher Educational Institution/ Institute and the results of such examinations; and
- (h) documents required by Law (including the National Archives Law No. 48 of 1973 as amended by Act No. 30 of 1981 and by regulations made thereunder) to be preserved.

15.2 While the Registrar is mainly responsible for the custody of the records of the University and of other Higher Educational Institutions/ Institutes attached/affiliated to the University, he may delegate this responsibility to the most senior officer of the administrative staff

Delegation of responsibility for custody of records



attached to a Campus/ an Institute, in so far as records of such institutions are concerned. The Registrar shall annually inspect such records and satisfy himself of their proper storage and safety.

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| 15.3 | It shall be the responsibility of the officer referred to in sub-paragraph 15.2 above to ensure the safety of records against losses and from damage or destruction, by whatsoever reason caused.                                | Preservation of records |
| 15.4 | No person shall remove permanently or temporarily any records from any premises of any Higher Educational Institution/ Institute without the written permission of the Registrar of the University to which such records belong. | Removal of records      |
| 15.5 | No person shall damage or destroy any records of the Commission/ any Higher Educational Institution/ Institute.  | Destruction of records  |
| 15.6 | Any person employed in the Commission/ Higher Educational Institution/ Institute who contravenes sub-paragraphs 15.4 and 15.5 above shall be liable to disciplinary action for misconduct.                                       | Penalty                 |
| 15.7 | The foregoing provisions of this paragraph shall <i>mutatis mutandis</i> apply to the Commission/ a University College/ Centre for Higher Learning.  | Other than universities |

## 16. Periodical destruction of valueless documents

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| 16.1 | A person, nominated by the respective Head of the Department of Study / Division / Centre/ Unit should be detailed periodically (at least once in five years) to prepare a list of documents which have become valueless to the institution concerned and may be destroyed, in accordance with the National Archives Law No. 48 of 1973 as amended by Act No 30 of 1981 and by regulations made thereunder. The | Preparation of list of valueless documents |
|------|---|--|

list should be scrutinized by the appropriate officers referred to in sub-paragraphs 15.1 and 15.2 above or in their absence by the most senior officer of the administrative staff in the institution concerned and certified by him. The custodian of the records referred to in sub-paragraph 15.1 above should place his signature in the body of the list indicating his agreement in regard to the destruction of the documents listed.

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| 16.2 | The custodian may consult the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution as the case may be and the Government Archivist, the Secretary of the Line Ministry, the Auditor General, Department of National Archives or any other authority he may deem necessary before he grants approval for destruction. | Consultation with relevant officials |
| 16.3 | Documents approved for destruction should be destroyed only on the orders and on the responsibility of the custodian in the presence of a senior officer in the non-academic, non-administrative staff. Such officer should certify on the body of the approved list that they were destroyed in his presence.  | Method of destruction                |
| 16.4 | A descriptive record authenticated by the custodian giving the following information in respect of all documents so destroyed should be kept in a suitable register, which should be preserved as a permanent record;   | Register of documents destroyed      |
|      | (a) Number and date of origin of documents of file  |                                      |
|      | (b) Subject   |                                      |
|      | (c) Period covered  |                                      |
|      | (d) Short precis if document or file does not deal with routine matters   |                                      |
|      | (e) Reference to the custodian's authority for destruction.   |                                      |

16.5 No person shall destroy any documents belonging to the Commission/ a Higher Educational Institution/ Institute otherwise than as prescribed above. Any person employed in the Commission/ a Higher Educational Institution/ Institute who contravenes this paragraph shall be liable to disciplinary action for misconduct.

Penalty for  
unauthorised  
destruction