



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 11 / 2014

No.20, Ward Place,  
Colombo 07.  
23<sup>rd</sup> October, 2014.

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **PAYMENT TO PERSONAL ASSISTANTS/ BOOK BINDERS IN CHARGE OF RECORD ROOMS/ OFFICE MACHINE OPERATORS/ STENOGRAPHERS**

Your kind attention is invited to the Commission Circular Nos. 687 of 02.09.1996 and 813 of 14.11.2002.

The Commission at its 902<sup>nd</sup> meeting held on 18.09.2014 decided to increase the rates of payment made to the holders of the posts specified below with effect from 01.10.2014;

	<b>Description</b>	<b>Rate Rs.</b>
i.	Personal Assistants to the Vice Chairman/ Secretary of the University Grants Commission and Vice Chancellor/ Deputy Vice-Chancellor/ Registrar of University and Director of Institute.	1000.00 per month
ii.	Stenographers for recording minutes of meetings of the Commission, Council / Board of Management of Higher Educational Institutions/ Institutes.	300.00 per meeting
iii.	Stenographers for recording minutes of meetings of the CVCD / USAB/ Standing Committees of the UGC/ the other Statutory Committees recognized in the Universities Act No. 16 of 1978 and Ad-hoc Committees/ Sub- Committees appointed by the Commission/ Governing Authorities.	200.00 per meeting
iv.	Book Binders appointed to be in-charge of record room in addition to the normal duties assigned to them.	300.00 per month
v.	Minor employees who operate office machines in addition to their normal duties.	350.00 per month

Provisions of the Commission Circular No s. 813 of 14.11.2002 and 687 of 02.09.1996, are hereby rescinded.

Please take action accordingly.



**Prof. Kshanika Hirimburegama**  
Chairperson

- Copies:
1. Secretary/ Ministry of Higher Education
  2. Chairperson'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. Chief Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of trade Unions
  17. Auditor –General

File No: UGC/HR/6/1/3