



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 05/2016

No. 20, Ward Place
Colombo 07
12 May 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Payment of increments as incentive to Diploma and Degree holders

Your kind attention is invited to following circulars issued in respect of granting additional increments for the staff in the Non-Academic Non-Administrative grades in recognition of the educational / professional qualifications approved by the UGC.

- i. Commission Circular No. 490 of 30th September 1991 as amended by Commission Circular No. 520 of 19th June 1992 and 760 of 25th April 2000.
- ii. Commission Circular No. 540 of 08th September 1992
- iii. Commission Circular No. 597 of 08th February 1994
- iv. Commission Circular No. 705 of 25th March, 1997 as amended by Commission Circular No. 730 of 06th May 1998
- v. Commission Circular 714 of 25th August 1997
- vi. Commission Circular 756 of 01st December 1999
- vii. Commission Circular 761 of 26th April 2000
- viii. Commission Circular 891 of 3rd July 2007
- ix. Commission Circular 925 of 07th July 2010
- x. Commission Circular 949 of 18th March 2011

The University Grants Commission has decided to revise the payment of increments as incentive paid to Non-Academic Non-Administrative employees by the above circulars as follows.

1. Grant four (04) increments to the employees in the Non-Academic Non-Administrative grades in recognition of any degree/professional qualification comparable to a degree; and

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2. Grant two (02) increments to the employees in the Non-Academic Non-Administrative grades in recognition of any diploma/professional qualification comparable to a diploma,

provided that they have not been recruited/promoted on the basis of such qualification in terms of the relevant approved Schemes of Recruitment.

The Commission further decided that,

- i. An employee is entitled to receive increments on this basis either for one degree/professional qualification equivalent to a degree or one diploma/professional qualification equivalent to a diploma course.
- ii. If an employee who is drawing two increments in recognition of a Diploma Course is obtained a degree, such employee can be granted another two increments.
- iii. Any employee who is granted increments on the above basis will cease to enjoy such benefit if they are appointed/promoted to a post in U-EX 1 (II) or higher salary scale or if they are appointed/promoted to any post on the basis of such degree/professional qualification/diploma.
- iv. The employees who are already in receipt of the said increments in terms of existing circular instructions will continue to receive such increments without any change.
- v. A grace period of two (02) years be granted to implement the above decision.

Provisions of this Circular will be fully effective from 01.06.2018 and all previous circulars issued in this regard will be cancelled on the same with the implementation of this Circular.

Please take action accordingly.


Prof. Mohan de Silva
Chairman

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 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
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 13. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
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