



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 21 / 2017

No. 20, Ward Place,
Colombo 07.

December 21, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

INSTRUCTIONS TO BE FOLLOWED ON PAR WITH THE CADRE REVIEW REPORTS -2017

The Commission at its 975th meeting held on 09.11.2017, by considering the Cadre Review Reports -2017 decided to issue the following instructions to the Higher Educational Institutions/ Institutes in order to be proceeded with the requirements of the Schemes of Recruitment applicable to the posts in the clerical & allied and primary level grades occupied by the existing employees ;

1. To apply existing Schemes of Recruitment/(Promotion) for the existing employees in the posts of Clerk, Computer Applications Assistant, Typist and Stenographer until the said employees are absorbed to the post of Management Assistant and the grade to grade promotions in the post of Management Assistant are finalized. Similarly, the same provisions shall apply to the posts such as Book-Keeper, Store-Keeper and Shroff until the existing employees holding such posts are absorbed to the posts of Management Assistant (Book-Keeping), Management Assistant (Store-Keeping) and Management Assistant (Shroff) respectively, and the grade to grade promotions in the posts of Management Assistants (Book-Keeping)/(Store-Keeping)/(Shroff) are finalized.
2. To apply existing Schemes of Recruitment/(Promotion) for the existing employees in the post of Labourer until the said employees are absorbed to the post of Works Aide and the grade to grade promotions in the post of Works Aide are finalized.
3. Not to amend the qualifications given in the existing Schemes of Recruitment without proper approval of the UGC.
4. Not to consider the column namely, "Grade/Class" in the Cadre Review Reports-2017 until instructions are issued regarding the same in due course by the UGC.

5. To apply new designations and salary codes introduced by the Cadre Review Reports -2017 only for the employees recruited after issuing the Cadre Review Reports -2017 until the absorption is taken place.

Please take action accordingly.



Professor PSM Gunaratne
Vice- Chairman

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6. Deans of Faculties
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