



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 13 / 2019

No. 20, Ward Place,
Colombo 07.

November 22, 2019

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**ABSORPTION OF HOLDERS OF THE POST OF DATA ENTRY OPERATOR TO THE POST OF
MANAGEMENT ASSISTANT ON PERSONAL TO THE HOLDER BASIS**

Your attention is invited to the Schemes of Recruitment of the post of Data Entry Operator and absorption of clerical & allied grade posts to the post of Management Assistant in the recent past.

2. The Commission at its 1019th meeting held on 10.10.2019 made the following decisions with regard to the post of Data Entry Operators in the University System.

(a) To absorb the present holders of the post of Data Entry Operator to the post of Management Assistant with effect from the date on which the Department of Management Services (DMS) approved new cadre reports for the HEIs i.e. 01.02.2017 on personal to the holder basis. However, all HEIs should take steps to absorb such employees to the post of Management Assistant only after considering their due promotions.

(b) Future promotional paths of the above employees should be treated as per the existing Scheme of Recruitment applicable to the Post of Management Assistant.

3. The Commission further approved the absorption procedure for existing employees of the post of Data Entry Operator to the corresponding salary step to the post of Management Assistant on personal to the holder basis as given in **Annex I**.

4. These changes shall not involve any deviation from the requirements of the Schemes of Recruitment, nature of duties or salaries of the above mentioned posts.

5. Please take necessary action accordingly.


Prof. Mohan de Silva
Chairman

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2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC

5. Secretary/ UGC
6. Registrars of Universities
7. Deans of Faculties
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Procedure for Absorption of Existing Employees

The present holders of the post of Data Entry Operator should be absorbed into the salary step of the relevant salary scale of the post of Management Assistant on personal to the holder basis, only for this purpose, without considering their qualifications with effect from the date on which the post of Data Entry Operator was approved as personal to the holder basis by the Department of Management Service, i.e. from 01.02.2017. Further, this designation change will have no any impact for a monetary advance.

Accordingly, the absorption process will take effect as follows;

Present Grade	Relevant existing Salary Step of the Salary Code	Proposed Grade	To be absorbed to Corresponding Salary Step of the Salary Code
Data Entry Operator Grade II Seg. "B"	U-MN 1(III)	Management Assistant - Grade III	U-MN 1(III)
Data Entry Operator Grade II Seg. "A"	U-MN 1(II)	Management Assistant - Grade II	U-MN 1(II)
Data Entry Operator Grade I	U-MN 1(I)	Management Assistant - Grade I	U-MN 1(I)
Staff Assistant/ Data Entry Operating	U-MN 4(II)	Staff Management Assistant	U-MN 4(II)
Senior Staff Assistant/ Data Entry Operating	U-MN 4(1)	Senior Staff Management Assistant	U-MN 4(1)

With the absorption of respective employees to the post of Management Assistant, the number of years of service spent in the post of Data Entry Operator should be taken into account when and where necessary for reckoning of number of years of service required to be completed for promotion or any other relevant requirement of the University System as the case may be.

The relevant HEIs should make necessary updates in the approved Cadre Reports accordingly.

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