



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 03/2020

No. 20, Ward Place
Colombo 07

June 01, 2020

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PROMOTIONS TO THE POSTS OF SENIOR ASSISTANT REGISTRAR (LIBRARY SERVICES), DEPUTY REGISTRAR (LIBRARY SERVICES) AND SENIOR ASSISTANT SECRETARY/SENIOR ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION), DEPUTY SECRETARY/DEPUTY REGISTRAR (LEGAL & DOCUMENTATION)

Your attention is invited to Establishments Circular Letter No. 06/2012 of 30.03.2012 issued on promotions to the posts of Senior Assistant Registrar (Library Services), Deputy Registrar (Library Services) and Senior Assistant Secretary/Senior Assistant Registrar (Legal & Documentation), Deputy Secretary/Deputy Registrar (Legal & Documentation) could be done on personal to the holder basis, upgrading the existing cadre posts as case may be.

2. The Commission noted that the Department of Management Services (DMS) has conducted a zero-based, comprehensive cadre review for cadres in all Higher Educational Institutions/ Institutes (HEIs), and issued the majority of cadre reports relevant to each HEI with effect from 01.02.2017, instructing that no changes should be made in the salary codes/designations mentioned therein, and if such revision is required approval of the DMS should be obtained.

3. In compliance with the instructions given by the DMS, the UGC at its 1028th meeting held on 12.03.2020 decided to rescind the Establishments Circular Letter No. 06/2012 of 30.03.2012 with effect from 01.02.2017 as the provisions of the Circular is null and void with the issuance of restructured cadre reports.

4. The Commission further decided to aware of all HEIs to make individual requests to create/upgrade cadre positions from the DMS in advance, for compatible with the promotional aspects of the employees who had secured their promotions under the Establishments Circular Letter No. 06/2012.

5. Please take action accordingly.

Senior Prof. Sampath Amaratunge
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education, Technology and Innovations
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Registrars of Universities

Contd. /....

7. Deans of Faculties
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. 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/2/3/76