

## **UNIVERSITY GRANTS COMMISSION**

ESTABLISHMENTS CIRCULAR LETTER NO. 06/2020

No. 20, Ward Place, Colombo 07

August 24, 2020

Vice-Chancellors of Universities Rectors of Campuses Directors of Institutes

## SALARY PLACEMENT OF EMPLOYEES WHEN APPOINTING FROM ONE POST TO ANOTHER WITHIN THE UNIVERSITY SYSTEM

Your attention is invited to the instructions given in the UGC Letter No. UGC/HR/2/9/86 dated 01.02.2011, to apply the provisions of the Section 9 of Chapter VII of Government Establishments Code with respect to the placement of employees on an appropriate salary point on fresh appointments under the internal recruitments.

2. The Commission at its 1027<sup>th</sup> meeting has decided that the provisions given in Section 9 of Chapter VII of Government Establishments Code shall be followed when deciding the salary placement of the employees who have been **appointed** from one post to another within the university system.

3. Please take action accordingly.

Senior Prof. Sampath Amaratunge

Chairman

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- 2. Chairman's Office/UGC
- 3. Vice-Chairperson/UGC
- 4. Members of the UGC
- 5. Secretary/UGC
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- 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/2/9/86(15th Cal.)