



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 10/2023

No. 20, Ward Place  
Colombo 07

30 November, 2023

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### DETERMINING THE SALARY APPLICABLE WHEN APPOINTING AN EX-SERVICEMAN TO THE UNIVERSITY SYSTEM

Your attention is invited to the Public Administration Circular No. 13/2021 dated 06.07.2021 on "Determining the salary that should be made applicable when appointing an Ex-serviceman" (**Annex I**).

2. The Commission at its 1112<sup>th</sup> meeting held on 19.10.2023 having considered the instructions received from the Department of Management Services on the applicability of the provisions of the above Circular to the posts in the university system, decided that the provisions of Public Administration Circular No. 13/2021 dated 06.07.2021 can be applied when determining the salary of an officer who is recruited under the concessions granted to Ex-serviceman to the University System.

3. Accordingly, salary of an officer recruited to the post in the University System as a concession granted to an Ex-serviceman, should be adjusted in line with the provisions in Section 9 of Chapter VII of the Government Establishments Code on the basis of the salary the officer has earned whilst serving in the armed forces.

4. The date of issuance of the Public Administration Circular No. 13/2021 i.e. 06.07.2021 or the date of appointment of Ex-serviceman to the post in the University System, whichever comes later, should be considered as the date of applicability of these provisions.

5. Please take action accordingly.

**Senior Prof. Sampath Amaratunge**  
Chairman

- Copies:
1. Secretary/ Ministry of Education
  2. Chairman's Office/ UGC
  3. Vice-Chairman/ UGC
  4. Members of the UGC
  5. Secretary/ UGC
  6. Registrars of Universities
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  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of Trade Unions
  17. Auditor-General

Public Administration Circular : 13/2021

My No: EST 5/4/24(XXXIII)  
Ministry of Public Services,  
Provincial Councils and Local Government  
Independence Square  
Colombo 07.

06.07.2021

Secretaries to Ministries  
Secretaries to State Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Determining the Salary that should be made Applicable,  
when appointing an Ex-serviceman**

Your kind attention is hereby drawn to section 8, Chapter VII, Volume I of the Establishments Code.

02. Even though, it is mentioned under the concessions granted to an Ex-serviceman under sub section 17:1 (d), Chapter II of the Establishments Code, that the provisions in Chapter VII of the Establishments Code should be made applicable in determining the salary of the said officer, when employing such officer in Public Service or Public Corporation, no specific provisions are stipulated in the said Chapter or any other Chapter of the Establishments Code on the manner in which salaries of such officers should be prepared. Therefore, it has been decided at the meeting of the Cabinet of Ministers held on 12.10.2020 to revise section 8, Chapter VII of the Establishments Code with regard to the salary step on which an Ex-serviceman should be placed, when granting an appointment in Public Service and include a new sub section as 8:9 in the following manner

**“8. Salary on Re-employment, Alternative employment, Release and on Recruitment as an Ex-serviceman**

**8:9 Salary of an officer recruited to the Public Service or to a State Corporation as a concession granted to an Ex-serviceman, should be adjusted in line with the provisions in Section 9 of this Chapter on the basis of the salary the officer has earned whilst serving in the armed forces.”**

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry of Public Services,  
Provincial Councils and Local Government