



## UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. I 1/2010

20, Ward Place

Colombo 07

November 29, 2010

Vice Chancellors of Universities

Rectors of Campuses

Directors of Institutes

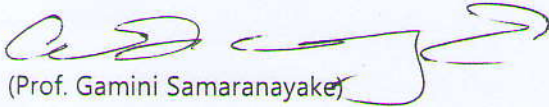
### **DATABASE ON EMPLOYEES AS PER PAYROLL**

The Ministry of Higher Education and the General Treasury always request from the University Grants Commission particulars relating to employees both academic and non-academic including Temporary/Visiting/Assignment/Casual/Trainees etc., as at the end of every month as per payroll in order to analyze such particulars for provisions of new cadre and various other purposes. The formats to be used for submitting of such particulars are attached herewith.

- For Universities and Campuses : **Format I & II**
- For Institutes : **Format III**

You are, therefore, requested to submit the above particulars as per the above **formats** as relevant to your University/Campus/Institute **first** by email to **hrd@ugc.ac.lk** as well as by post to the Additional Secretary/HR, UGC as per the payroll as at the last date of every month. These particulars should be available to the Commission at least not later the first week of succeeding month. **The provisions of this Circular Letter are effective from October 2010.**

Please ensure that the above particulars are provided to the UGC as per the above instructions on due date.



(Prof. Gamini Samaranayake)

Chairman

Copies to :

1. Chairman's Office/UGC
2. Vice Chairman/UGC
3. Members of the UGC
4. Secretary/UGC
5. Deans of Faculties
6. Registrars of Universities
7. Financial Controller/UGC
8. Bursars of Universities
9. Librarians /SAL/AL of the HEII
10. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
11. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
12. Chief Internal Auditor/UGC
13. Govt. Audit Superintendents of Universities
14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEII
15. Secretaries of Trade Unions
16. Auditor-General
17. File No. UGC/HR/09/05/01

NAME OF THE UNIVERSITY

**PARTICULARS RELATING TO NUMBER OF STAFF EMPLOYED AS PER PAYROLL AS AT .....**

\* FACULTY :

CATEGORY	NO. OF POSTS FILLED PERMANENTLY	NO. OF TEMPORARY STAFF EMPLOYED	NO. OF POSTS FILLED ON CONTRACT BASIS	NO. OF VISITING STAFF EMPLOYED	NO. OF PERSONS EMPLOYED ON ASSIGNMENT BASIS	NO. OF NAITA/TECHNICAL COLLEGE TRAINEES
ACADEMIC U-AC 1 to U-AC 5(I) [B-09 to B-01 (a)]						
ACADEMIC SUPPORT U-AS 1(III) to U-AS 2(Sp) [BS-04 to BS-01(a)]						
ADMINISTRATIVE U-EX 1(IV) to U-EX 2(III)/U-EX 2(II) [A-04 to A-03/A-03(a)]						
CLERICAL AND ALLIED GRADES U-MN 1(III A) to U-MN 4(I) [A-09 to A-04(d)/ A-04(b)/ A-04(a)]						
TECHNICAL GRADES U-MT 1(III) to U-MN 4(I) [A-09 to A-04(d)/ A-04(c)]						
OTHER STAFF U-PL 1(III)/U-PL 2(III) to U-PL 1(Sp II)/U-PL 2(Sp) [A-14 to A-10]						

**NOTE :**

- \* Please use separate sheet for each Faculty.
- Please provide these particulars after payment of salary as at end of every month

Certified by:

Date:

Registrar

Bursar



NAME OF THE UNIVERSITY

**PARTICULARS RELATING TO NUMBER OF STAFF EMPLOYED AS PER PAYROLL AS AT .....**

**\*GENERAL ADMINISTRATION**

CATEGORY	NO. OF POSTS FILLED PERMANENTLY	NO. OF TEMPORARY STAFF EMPLOYED	NO. OF POSTS FILLED ON CONTRACT BASIS	NO. OF VISITING STAFF EMPLOYED	NO. OF PERSONS EMPLOYED ON ASSIGNMENT BASIS	NO. OF NAITA/TECHNICAL COLLEGE TRAINEES
ADMINISTRATIVE U-EX 1(IV) to U-EX 3(I) [A-04 to A-01]						
MEDICAL OFFICER U-MO 1(III) to U-MO 2 [C-03 to C-01]						
ACADEMIC SUPPORT U-AS 1(III) to U-AS 2(Sp) [BS-04 to BS-01(a)]						
CLERICAL AND ALLIED GRADES U-MN 1(III A) to U-MN 4(I) [A-09 to A-04(d)/ A-04(b)/ A-04(a)]						
TECHNICAL GRADES U-MT 1(III) to U-MN 4(I) [A-09 to A-04(d)/ A-04(c)]						
OTHER STAFF U-PL 1(III)/U-PL 2(III) to U-PL 1(Sp II)/U-PL 2(Sp) [A-14 to A-10]						

**NOTE :**

- \* Please include all other staff except the staff in the Faculties.
- Please provide these particulars after payment of salary as at end of every month

Certified by:

Date:

Registrar

Bursar

**NAME OF THE INSTITUTE**  
**PARTICULARS RELATING TO NUMBER OF STAFF EMPLOYED AS PER PAYROLL AS AT .....**

**\*GENERAL ADMINISTRATION**

CATEGORY	NO. OF POSTS FILLED PERMANENTLY	NO. OF TEMPORARY STAFF EMPLOYED	NO. OF POSTS FILLED ON CONTRACT BASIS	NO. OF VISITING STAFF EMPLOYED	NO. OF PERSONS EMPLOYED ON ASSIGNMENT BASIS	NO. OF NAITA/TECHNICAL COLLEGE TRAINEES
ACADEMIC U-AC 1 to U-AC 5(I) [B-09 to B-01 (a)]						
ACADEMIC SUPPORT U-AS 1(III) to U-AS 2(Sp) [BS-04 to BS-01(a)]						
ADMINISTRATIVE U-EX 1(IV) to U-EX 2(III)/U-EX 2(II) [A-04 to A-03/A-03(a)]						
MEDICAL OFFICER U-MO 1(III) to U-MO 2 [C-03 to C-01]						
CLERICAL AND ALLIED GRADES U-MN 1(III A) to U-MN 4(I) [A-09 to A-04(d)/ A-04(b)/ A-04(a)]						
TECHNICAL GRADES U-MT 1(III) to U-MN 4(I) [A-09 to A-04(d)/ A-04(c)]						
OTHER STAFF U-PL 1(III)/U-PL 2(III) to U-PL 1(Sp II)/U-PL 2(Sp) [A-14 to A-10]						

**NOTE :**

- \* Please include all the staff.
- Please provide these particulars after payment of salary as at end of every month

Certified by:

Date:

Senior Assistant Registrar

Senior Assistant Bursar