



## UNIVERSITY GRANTS COMMISSION

Establishments Circular Letter No. 04/2011

20, Ward Place

Colombo 07

March 16, 2011

Vice Chancellors of Universities

Rectors of Campuses

Directors of Institutes

### **REVISION OF CADRE OF UNIVERSITIES/INSTITUTES/UGC** **TRANSFER OF THE CADRE**

As you are aware, the proposal for revision of cadre for the combined year 2009/10 was recommended and submitted to the Department of Management Services for approval. Yet, the approval for new cadre has not been given by the Department of Management Services (DMS) due to logistic reasons such as non filling of a large number of vacant positions in the 2008 approved cadre and some of academic positions remain unfilled for a longer period.

The Commission having reviewed the data collected relating to the approved cadre and the present staff in place, noted that there are a large number of vacant positions (both academic and non-academic) in academic Departments and in the other Divisions/Units of a University without such posts being filled. Therefore, the Commission decided to authorize the Vice Chancellors of Universities, Rectors of Campuses and Directors of Institutes to re-allocate the vacant academic and non-academic cadre positions among other Departments within a Faculty in consultation with the respective Dean of the Faculty in order to facilitate the functions of Higher Educational Institutions/Institutes. This decision is applicable for re-allocating the existing non-academic cadre positions and vacancies in the other Divisions/Units within a University/Campus/Institute too on the basis of the service requirements.

The Commission further decided to allow the Vice Chancellors to re-allocate new cadre which will be provided in future to the Universities on the basis of the above rule. Hence, the UGC will not, in future, allocate new cadre approved by the DMS on a departmental level and such posts will be directly provided to the Faculty concerned and other Divisions so that allocation of such posts could, thereafter, be done by the Universities/Institutes themselves.

You are kindly requested to take action accordingly and fill those posts with approval of the DMS, where necessary.

Please also report about all the changes at the end of each year with the approval of the Governing authority to the UGC for inclusion of such changes in the annual cadre book of the University/Institute concerned.



(Prof. Gamini Samaranayake)

Chairman

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6. Registrars of Universities
7. Financial Controller/UGC
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12. Chief Internal Auditor/UGC
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