



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 975

No.20, Ward Place,
Colombo 07
13.01.2012

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

REVISION OF SALARIES OF UNIVERSITY STAFF AS PER BUDGET PROPOSALS - 2012 BASED ON THE MANAGEMENT SERVICES CIRCULAR NO. 30(1)

Your reference is invited to Commission Circular No. 879 of 11th August 2006 as amended by Establishments Circular Letter No. 12/2006 of 16th October 2006 on re-structuring of salaries of University Staff – 2006.

2. The Deputy Secretary of the General Treasury of Ministry of Finance and Planning by his letter No. DMS/E1/54/7/313/1 of 30th December 2011 has revised the salaries of University Staff with effect from 01st January 2012. Revised salary scales based on the above are attached hereto as **Annex I**. The revised salaries for Academic Staff will be effective in two stages from 01st July 2012 and 01st October 2012 as specified in the conversion tables. (**Annex – II**).

3. The Universities/ Institutes are hereby informed to convert the salaries of university employees into the revised salary scales on step by step basis using the conversion tables mentioned above. The existing U-EX I (IV) salary code has been re-named as U-EX I in the above tables.

4. The new salary code denoted by U-PL 3 has been introduced for the employees who are holding the posts coming under the skilled grades. The salary codes related to promotional grades for such posts are U-PL 3(II), U-PL 3(I) and U-PL 3(Sp.). Recruitment level of these posts is U-PL 3(III). Therefore, the existing employees who are holding the posts categorized under the Skilled Grades for this purpose should be absorbed into the U-PL 3 salary code with effect from 01.01.2012 and their salaries should be revised based on corresponding conversion tables given below as the case may be.

| <u>Existing Salary Scale</u> | <u>Revised Salary Scale</u> |
|------------------------------|-----------------------------|
| U-PL 2(III) | U-PL 3(III) |
| U-PL 2(II) | U-PL 3(II) |
| U-PL 2(I) | U-PL 3(I) |
| U-PL 2(Sp.) | U-PL 3(Sp.) |

5. The salaries of employees in Semi Skilled grades should be revised within the U-PL 2 salary scale as applicable. The posts relating to Skilled and Semi Skilled grades have been listed in the **Annex III**.

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6. The Higher Educational Institutions/ Institutes are requested to comply with the following conditions with the implementation of revised salaries in the University System.

- (i) The full value of the increment on the revised salary scales should be granted to those who earned their increments on or after 01.01.2012.
- (ii) The Cost of Living Allowance presently paid to the employees in the University System should be made in addition to the revised salaries.
- (iii) The payment of gratuity, contributions to Universities Provident Fund, Employees Trust Fund, Pension Fund should be calculated on the revised basic salaries including allowances as applicable. The loan limits should be based on the revised basic salaries.
- (iv) The calculation of Research Allowance of 25% of the basic salary, Academic Allowance payable to the Teachers in the University System as defined in the Universities Act. No. 16 of 1978 as amended should be made in accordance with the revised basic salaries.
- (v) The payment of overtime and holiday payment should be calculated based on revised basic salaries.
- (vi) The calculation of equalization allowance to be paid to medically/dentally qualified teachers and University Medical Officers in the University System should be based on the revised salaries.
- (vii) The allowance of 10% of the basic salary and 5% of the basic salary paid to Sub Warden (Full time) on personal to holder basis should be calculated as done at present until further notice.

7. In the case of employees who are drawing salaries on stagnation, the relevant salary point should be determined based on the revised salary scales.

8. Railway Warrants and holiday travel

The class of accommodation will be determined as follows; (based on 2012 revised salaries)

- 1st class – An officer drawing a salary over Rs. 176040/- per annum.
- 2nd class – All others.


9. The salaries of daily paid and trainee staff have been specified in **Annex IV**.

10. The Higher Educational Institutions /Institutes are further requested to refrain from recruiting staff to the posts mentioned in **Annex V** attached to this circular until further notice since the action is being taken to revise such schemes of recruitment as instructed by the Department of Management Services.

11. Further, the all new recruitments should be made to the initial step of the relevant salary scale.

12. Any excess payment made to any person as a result of misinterpretation of these instructions miscalculations or erroneous documents, such person is liable to refund the excess amount so paid and should take action to recover such amount from the person concerned. It is the responsibility of the Financial /Administrative officers concerned to take action in order to avoid such errors.

13. Please take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

- Cc:
1. Secretary/Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
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