



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 06/2012

No.20, Ward Place,
Colombo 07
30.03.2012

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

UPGRADING THE POST OF ASSISTANT REGISTRAR (LIBRARY SERVICES) AND ASSISTANT SECRETARY/ ASSISTANT REGISTRAR (LEGAL & DOCUMENTATION)

Your reference is invited to the provisions in letter No. UGC/HR/2/3/76, UGC/HR/2/3/85 of 27.10.2011 on promotions to the post of Deputy Registrar (Library Services) and Deputy Secretary/ Deputy Registrar (Legal & Documentation) by upgrading the existing cadre.

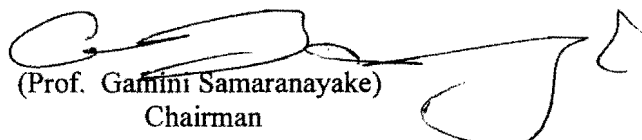
2. The University Grants Commission at its 843rd meeting held on 09.02.2012 decided that promotions to the posts of Senior Assistant Registrar (Library Services) and Senior Assistant Registrar (Legal & Documentation) should also be done on personal to the holder basis, upgrading the existing cadre posts of Assistant Registrar (Library Services) and Assistant Secretary/Assistant Registrar (Legal & Documentation) as the case may be, in order to provide them promotional prospects.

3. Therefore, the Higher Educational Institutions/ Institutes are informed that, the promotions to the posts of Senior Assistant Registrar (Library Services), Deputy Registrar (Library Services), Senior Assistant Secretary /Senior Assistant Registrar (Legal & Documentation) and Deputy Secretary/Deputy Registrar (Legal & Documentation) will be made on personal to the holder basis, upgrading the existing cadre posts as the case may be.

4. When these promotions are made, the UGC would take action to indicate the new post with a special note to that effect in the approved cadre. Any vacancy arising as a result of retirement/ resignation/ termination of an employee so promoted, should be considered as a vacancy at the recruitment level ie. U-EX 1.

5. The provisions in letter No. UGC/HR/2/3/76 , UGC/HR/2/3/85 of 27.10.2011 will be replaced by the provisions in this circular.

6. 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
 9. Bursars of Universities
 10. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campus /Institutes
 12. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 - 17 Auditor -General