



**ESTABLISHMENTS CODE OF
THE UNIVERSITY GRANTS COMMISSION
AND
THE HIGHER EDUCATIONAL INSTITUTIONS / INSTITUTES**

Issued by the University Grants Commission

2023

FOREWORD

One of the objects of the University Grants Commission (UGC), as stated in Section 3(4) of the Universities Act No. 16 of 1978 as amended, is "the regulation of the administration of Higher Educational Institutions". In order to regulate the administration of Higher Educational Institutions/ Institutes and in the pursuance of the objects, powers, duties and functions of the UGC, it may from time-to-time issue administrative directions by way of Circulars, Circular Letters, Administrative and Financial Codes etc. for the guidance and compliance of the staff of the University System.

'The Establishments Code of the University Grants Commission and the Higher Educational Institutions/ Institutes' is such a publication which codifies administrative directions and rules issued by the UGC from time to time in terms of Section 137 of the Universities Act.

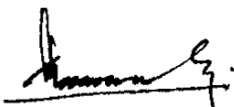
The intention behind the issue of this Establishments Code is to make it possible for individual institutions in the university system to make decisions on establishment matters without reference to the UGC except where the rules specifically require it. Any question, doubt or difficulty arising from the interpretation of these rules may be referred to the Secretary of the UGC, for clarification. However, this does not mean that he should be called upon to make decisions on behalf of Vice-Chancellors or Registrars or other university officials who have been entrusted with the responsibility to make such decisions.

The UGC observed that there are nearly two thousand Commission Circulars, Establishments Circular letters, Finance Circulars and other Circulars issued by the General Treasury and the Ministry of Public Administration, which have been adopted by the UGC since publishing the Establishments Code currently in use, in 1984. As such, a decision was taken by the UGC to revise the Establishments Code hitherto used by making necessary alterations taking into consideration the validity, accuracy and practicality of its provisions in the present context.

The preparation of the revised Establishments Code was entrusted to a panel of consultants, led by the former Secretary of the UGC, Mr. Tissa Nandasena. Mr. K.G. Britto, former Registrar of University of Sri Jayewardenepura and Mr. T.L.R. Silva, former Deputy Registrar of University of Colombo, who have a vast knowledge and experience in establishment matters in the university system were the other consultants served in the panel. The challenging task entrusted to the panel of consultants was successfully completed in the year 2022.

The Establishments Code is only a guide to the regulation of the administration of Higher Educational Institutions/Institutes. The contents thereof must necessarily be changed or refined from time to time as situations and conditions undergo change. In a dynamic system such as is prevalent in Higher Educational Institutions/Institutes, it may not be possible to foresee every eventuality or problem. This should always be kept in mind when following the procedures laid down in the Establishments Code. I am convinced that revisions made to the Establishments Code up to January 2022 will help improve the administrative procedures that are followed in our Higher Educational Institutions/Institutes.

I wish to express my profound gratitude to the panel of consultants, members of the Commission, Vice Chairman, Secretary of the UGC and all officers in the UGC Secretariat who were associated with the panel of consultants in the preparation of the revised Establishments Code for our Higher Educational Institutions/Institutes.



Senior Prof. Sampath Amaratunge
Chairman

TABLE OF CONTENTS

Chapter No.	Title	Page No.
I	An Overview of the University System And Administrative Structure	1-26
II	Common Seal, Coat of Arms, Ceremonial and Academic Dress or Insignia or Both	27-31
III	Recruitment Procedures and Appointments	32-124
IV	Transfers	125-135
V	Release, Reversion and Termination of Appointments	136-166
VI	Salaries	167-213
VII	Allowances and Fees	214-238
VIII	Overtime and Holiday Pay	239-254
IX	General Rules of Administration	255-281
X	Leave to University Staff	282-370
XI	Facilities for Study to Teachers and Other Employees of the University System	371-382
XII	Special Concessions and Conditions regarding Persons Suffering from Certain Types of Illnesses	383-387
XIII	Railway Warrants and Concessionary Season Tickets	388-406
XIV	Uniforms and Protective Clothing	407-411
XV	Concessions to Members of Trade Unions	412-417
XVI	Political Rights and Exercise of the Right of Association	418-429
XVII	Rights of the Commission/Higher Educational Institutions/Institutes over its Employees	430-437
XVIII	General Conduct and Discipline	438-446
XIX	Disciplinary Procedure	447-514
XX	Property for the use of the Commission and Higher	515-522

Chapter No.	Title	Page No.
	Educational Institutions/Institutes	
XXI	Custody of Property	523-529
XXII	Losses of Property	530-536
XXIII	Verification of Stores and Fixed Assets	537-554
XXIV	Motor Vehicles	555-575
XXV	Legal Advice and Legal Action	576-580
	Appendices	581-740