



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 06 / 2017

No. 20, Ward Place,
Colombo 07.

March 29, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

CADRE REVIEW OF PUBLIC INSTITUTIONS - 2017

The Commission at its 960th meeting held on 02.03.2017 decided to implement the Management Services Circular No. 01/2017 dated 11.01.2017 on cadre review of Public Institutions -2017, in the university system.

A copy of the Management Services Circular No. 01/2017 dated 11.01.2017 is enclosed –Annex.

Higher Educational Institutions are requested to follow the instructions of the Management Services Circular No. 01/2017 in order to identify optimum cadre need of the institution, before submitting requests for new cadres.

Please take action accordingly.

Professor Mohan de Silva
Chairman

Copies :

1. Secretary/ Ministry of Higher Education & Highways
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 Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/3/1

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MINISTRY OF FINANCE

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Management Services Circular No:01/2017

All Secretaries of Ministries/ Chief Secretaries of Provincial Councils/
Chairmen of Commissions/Heads of Departments/ District Secretaries /
Chairmen of Public Corporations and Statutory Boards/
Vice Chancellors of Universities/ Heads of Higher Educational Institutes

Cadre Review of Public Institutions - 2017

With a view to enhancing the quality of public service delivery efficiently and effectively and ensuring an excellent public service, it has been decided to conduct a cadre review of the government Institutions in terms of the Budget Proposals 2017.

02. As per the database of the Department of Management Services, the total approved cadre for the entire public sector including the Public Enterprises currently is 1,496,392 as at 30.06.2016. At present, the approval for the creation of cadre positions in the public sector is granted based on the provisions stipulated under Financial Regulation 71.

03. Despite the financial allocations made for the public institutions, it is observed that the majority of the institutions have not been able to achieve the expected targets within the relevant financial year. As a result there is a discontent about public service delivery among people at present. The public employee ratio has increased to 1 officer (public) to 15 citizens. Although decrease of the cadre requirement was expected in line with the introduction of new methods and procedures of modern technology, an increasing trend has been shown in requesting new cadre positions. A dearth of public servants is apparent in rural and remote areas due to the fact that

employees have not been deployed properly by public institutions. This has resulted in delays and shortages of delivering services to the public at rural level. Cadre information for the year 2016 depicts that the staff at primary level is higher in number compared to the number of senior and tertiary staff and the classification of employees indicates that action has not been taken by each institute to ascertain service requirements in designing the organizing structure. Further, during the preparation of budget estimates for 2016/2017, public institutions were directed to assess the exact cadre requirement focusing on the essential posts, however, it is noted that attention has not been paid on the said matter.

04. It is not effective to determine the service requirements of different institutions considering common criteria but the necessary cadre should be determined based on the objectives and functions of the institution. Therefore, the aim of this circular is to conduct a cadre review again, pertaining to the currently approved cadre, taking into consideration the nature of services provided by the institutions.

05. As the first step of implementation of this process, all the Heads of Institutions should make certain whether their institutions deliver the services are discharged in compliance with the duties authorized to the said institutes and identify the minimum cadre required to maintain the function of the institution to the optimum, having properly assessed the process that required to achieving the goals, objectives, mission and vision set out accordingly.

06. At the time of preparation of the Annual Action Plan, every Institute should assess its work separately as the duties to fulfill the objectives of the action plan and based on the said assessment, the institution should determine the minimum cadre required to achieve the relevant targets. Accordingly, work should be planned so as to obtain the maximum utilization and performance of the cadre.

07. Further, it is appropriate to fulfill the service requirements in the most effective manner, by recruiting multi-skilled employees for the primary level positions. In this context, action should be taken to suppress the posts which are not necessary further and subsequently if there are excess employees, the information in that respect should be reported to the Director General of the Department of Management Services enabling to attach the excess employees to other institutions.

