



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 02/2018

No. 20, Ward Place,  
Colombo 07.

February 09, 2018

Vice Chancellors of Universities  
Rectors of Campus  
Directors of Institutes

### TRANSFERS OF EMPLOYEES IN THE UNIVERSITY SYSTEM

Your attention is invited to the Section 78 of the Universities Act No. 16 of 1978 and also Section I of the Chapter IV of the Establishments Code of the University Grants Commission and Higher Educational Institutions.

The University Grants Commission at its 977<sup>th</sup> meeting held on 07.12.2017 decided to entertain transfer applications of employees, seeking inter-university transfers once in three months per year.


Accordingly, duly filled transfer applications should reach the University Grants Commission as follows, in order to obtain the consent of the respective Higher Educational Institutions/ Institutes thereafter;

- On or before the last working day of the month of March
- On or before the last working day of the month of June
- On or before the last working day of the month of September
- On or before the last working day of the month of December

Further, your attention is invited to the instruction given in the Commission Circular No. 974 of 04.01.2012 that Higher Educational Institutions/ Institutes should take steps to give priority to employees who seek inter university transfers, before taking steps to fill existing vacancies by other ways.

The above decision is effective from 02.03.2018.

Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

Copies:

1. Secretary/Ministry of Higher Education and 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/ Institute

11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/ Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/ Asst. Bursars of Campuses/Institutes
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14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
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