



# UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 994

No. 20, Ward Place  
Colombo 07

26.09.2012

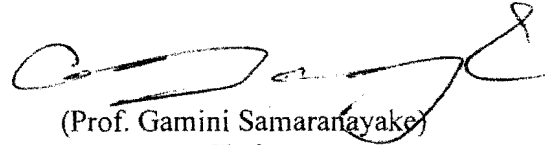
Vice Chancellors of Universities,  
Rectors of Campuses,  
Directors of Institutes,

## MUTUAL TRANSFER OF EMPLOYEES ON PROBATION

Your attention is invited to the Commission Circular No. 121 dated 11.03.1981 on Transfers Under Section 78 of the Act and Section 1:2 of the Chapter "IV" of the Establishment code of the UGC.

The University Grants Commission at its 857<sup>th</sup> meeting held on 07.09.2012 decided to entertain applications for mutual transfers from those who are on probation, with the consent of the two institutions concerned, for consideration by the Transfer Board.

Please take action accordingly.

  
(Prof. Gamini Samaranyake)  
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 Campuses/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

File No. UGC/HR/5/2/1

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Website } <http://www.ugc.lk>