



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 13/2014

No. 20, Ward Place,
Colombo 07.

September 23, 2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

INCLUSION OF THE REQUIREMENT OF SUCCESSFUL COMPLETION OF INDUCTION TRAINING PROGRAMME IN THE LETTER OF APPOINTMENT OF ADMINISTRATIVE & FINANCIAL OFFICERS

The Commission at its 897th meeting held on 03.07.2014 in accordance with its previous decision of the 868th meeting held on 21.02.2013 to introduce, successful completion of Induction Training Programme conducted by the UGC as a requirement for confirmation of Administrative & Financial officers in their respective posts, decided that the following clause be included as a condition of service in the letter of appointment issued to officers recruited after 01.01.2014 ;

'You should complete an induction training programme conducted by the Human Resource Development Unit (HRDU) of the UGC successfully, within a period of one year from the date of appointment. This is a compulsory requirement for confirmation in the post.'

This is applicable to the officers who are recruited to the following posts including the posts in the Library Services and Legal & Documentation too, after 01.01.2014 ;

Posts in the Junior Level

Assistant Secretary/ Assistant Registrar
Assistant Accountant/Assistant Bursar/ Assistant Internal Auditor
Assistant Registrar/Library Services
Assistant Secretary (Legal & Documentation)/Assistant Registrar
(Legal & Documentation)

Posts in the Middle Level

Senior Assistant Secretary/ Senior Assistant Registrar
Senior Assistant Accountant/Senior Assistant Bursar/ Senior Assistant Internal Auditor
Senior Assistant Secretary (Legal & Documentation)/ Senior Assistant Registrar
(Legal & Documentation)

In the case of Senior Assistant Registrars (Library Services) who are promoted to the post after 01.01.2014 and had no opportunity to join the programme in the Junior Level, if any, are also required to complete the Induction Programme successfully.

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Officers in the Middle Level category who have already completed the said programme while in the Junior Level, will be exempted from this requirement.

Please take action accordingly.



Prof. Kshanika Hirimburegama
Chairperson

Copies :

1. Secretary/ Ministry of Higher Education
2. Chairperson'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. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

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