



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 08/2015(i)

No. 20, Ward Place,
Colombo 07.

May 3, 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

GRANTING BENEFIT OF REDUCING THE REQUIRED SERVICE PERIOD TO THE SUB-WARDENS PROMOTED TO SPECIAL GRADE AND GRADE I

Your attention is invited to Commission Circular No. 08/2015 of 05.08.2015 on Scheme of Recruitment for the post of Sub-Warden Grade II, I and Special Grade.

2. The University Grants Commission at its 935th meeting held on 26.02.2016 having considered the representations made by the Inter University Sub-Wardens' Union, decided to grant the benefit of reducing the required service period made by Commission Circular No. 08/2015, to the Sub-Wardens in the Special Grade and Grade I as follows ;

2.1 For the Sub-Warden (Special Grade)

- (a) to adjust the salary step from the date of promotion, of the Sub-Wardens (Special Grade) who had already promoted under the old scheme existed prior to issuing of Commission Circular No. 08/2015, by granting four (04) increments for the period of service they spent more than 16 years in Grade II and I, without arrears being paid for the period from the date of promotion up to 31.12.2014.
- (b) to adjust the salary step from the date of promotion, of the Sub-Wardens (Special Grade) who have promoted as per Commission Circular No. 08/2015, after having spent more than 16 years but less than 20 years in Grade II & Grade I as at 01.01.2015, by granting one(01) increment for each year of service spent in excess of 16 years of service, without arrears being paid for the period from the date of promotion up to 31.12.2014.

2.2 For the Sub-Warden (Grade I)

- (a) to adjust the salary step from the date of promotion, of the Sub-Wardens Grade I who had already promoted under the old scheme existed prior to issuing of Commission Circular No. 08/2015, by granting one (01) increment for the year of service spent in excess of 6 years in Grade II, without arrears being paid for the period from the date of promotion up to 31.12.2014.

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(b) to consider the Sub-Wardens promoted to Grade I under the old scheme, for their next promotion to the Special Grade on completion of 09 years of service in Grade I, since they have spent 01 year in excess of required period in the Grade II

3. Higher Educational Institutions/Institutes are required to manage the related expenses within the funds already allocated for the year 2016.
4. Please take action accordingly.



Professor PSM Gunaratne
Vice-Chairman
for Chairman

Copies :

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3. Vice-Chairman/UGC
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7. Registrars of Universities
8. Accountant/UGC
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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
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15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
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