



## UNIVERSITY GRANTS COMMISSION

**ESTABLISHMENTS CIRCULAR LETTER NO.04/ 2016**

No. 20, Ward Place,  
Colombo 07.

August 10, 2016

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **CADRE AND REMUNERATION MANAGEMENT OF PROJECTS**

The University Grants Commission at its 942<sup>th</sup> meeting held on 09.06.2016 decided to adopt the Management Services Circular No. 01/2016 of 24<sup>th</sup> March 2016 on the above subject.

This Circular provides broad procedural and implementation guidelines with regard to the cadre management and remuneration management of a project. A copy of the Management Services Circular No. 01/2016 of 24<sup>th</sup> March 2016 is enclosed herewith for your information and compliance.

This circular is effective from 01<sup>st</sup> March 2016.

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

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