



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 20/2016

No. 20, Ward Place
Colombo 07

30th December 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAYMENT OF INCREMENTS IN RECOGNITION OF EDUCATIONAL / PROFESSIONAL QUALIFICATIONS TO THE NON-ACADEMIC NON-ADMINISTRATIVE STAFF.

Your kind attention is invited to the Commission Circular No. 490 dated 30/09/1991 and subsequent Commission Circulars and letter No. UGC/HR/2/3/114 dated 10/09/2005 issued from time to time in respect of granting increments for the staff in the Non-Academic Non-Administrative grades in recognition of the educational / professional qualifications.

2. The University Grants Commission at its 951st & 953rd meetings held on 20/10/2016 and 17/11/2016 respectively decided to revise the method of payment in respect of the above, as follows;

- i. To grant four (04) increments to the employees in the Non-Academic Non-Administrative grades in recognition of any degree/professional qualification comparable to a degree offered by a recognized university in Sri Lanka and a foreign degree offered by recognized university as given in Commonwealth Universities Year Book or International Handbook of Universities.
- ii. To grant two (02) increments to the employees in the Non-Academic Non-Administrative grades in recognition of a diploma course which should be at Sri Lanka Qualification Framework (SLQF) Level 3 or 4 (Diploma or Higher Diploma) offered by a recognized institution.

3. However, the above increments are paid provided that they have not been recruited / promoted on the basis of such qualification in terms of the relevant approved Schemes of Recruitment.

4. The Commission further decided that,

- i. An employee is entitled to receive increments on this basis either for one degree / professional qualification equivalent to a degree or one diploma/professional qualification equivalent to a diploma course.
- ii. The employees who have been receiving more than 3 increments as at 01st May 2016 as per the provisions of letter No. UGC/HR/2/3/114 dated 10/09/2005 issued in this connection are allowed to continue the receipt of such number of increments, on personal to the holder basis.
- iii. The employees who have been receiving 03 increments in recognition of a degree as at the effective date of this circular, i.e. 01st May 2016 should be granted 04 increments from that date.

- iv. If any employee who has been in receipt of 02 increments in recognition of a diploma obtains a degree, he/she should be granted a total of 04 increments by giving additional 02 increments, with effect from the date of receipt of such degree.

5. Provisions of this Circular is effective from 01st May 2016 and following Commission Circulars / Letters issued in relevant to the above are revoked with the implementation of this circular, subject to above 4(ii).

- i. Commission Circular No. 490 of 30th September 1991 as amended by Commission Circular No. 520 of 19th June 1992 and 760 of 25th April 2000.
- ii. Commission Circular No. 540 of 08th September 1992
- iii. Commission Circular No. 597 of 08th February 1994
- iv. Commission Circular No. 705 of 25th March, 1997 as amended by Commission Circular No. 730 of 06th May 1998
- v. Commission Circular No. 714 of 25th August 1997
- vi. Commission Circular No. 756 of 01st December 1999
- vii. Commission Circular No. 761 of 26th April 2000
- viii. The Letter No. UGC/HR/2/3/114 of 10th September 2005
- ix. Commission Circular No. 891 of 3rd July 2007
- x. Commission Circular No. 925 of 07th July 2010
- xi. Commission Circular No. 949 of 18th March 2011
- xii. Commission Circular No. 05/2016 of 12th May 2016

Please take action accordingly.


Prof. 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. Snr. Asst. Int. Auditors of HEIs
 16. Secretaries of trade Unions
 17. Auditor –General