



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 16/2018

No. 20, Ward Place,
Colombo 07.

December 26, 2018

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

TRANSFERS OF EMPLOYEES IN THE UNIVERSITY SYSTEM

Your attention is invited to the Section 78 of the Universities Act No. 16 of 1978 and also Section I of the Chapter IV of the Establishments Code of the University Grants Commission and the Higher Educational Institutions.


The University Grants Commission at its 995th meeting held on 20.09.2018 decided to forward the duly filled transfer applications of employees, seeking inter-university transfers to respective Higher Educational Institutions/Institutes according to the sequence of receiving them to the University Grants Commission.

Further, it was also decided that the transfer applications of those employees whose transfers have been effected by the University Grants Commission and assumed duties in the respective Higher Educational Institutions/Institutes will not be entertained for the same Higher Educational Institutions/Institutes which they previously attached, until they serve at least a period of one year at the Higher Educational Institutions/Institutes of which they have been transferred to.

Furthermore, your attention is invited to the instructions given in the Commission Circular No. 974 of 04.01.2012 that Higher Educational Institutions/Institutes should take steps to give priority to employees who seek inter-university transfers, before taking steps to fill existing vacancies by other ways.

Accordingly, the Establishments Circular Letter No. 02/2018 is rescinded and the provisions of this Circular will be effective from 01.01.2019.

Please take action accordingly.


Prof. Mohan de Silva
Chairman

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2. Chairman/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. Deputy Int. Auditors/ Snr Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
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