



# UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 06 /2019

No. 20, Ward Place  
Colombo 07

28<sup>th</sup> October 2019

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**Granting Permanent Appointments to Employees, who have been recruited on Temporary, Casual (Daily), Substitute, Contract or Relief Basis**

Ministry of Public Administration, Disaster Management and Livestock Development has issued Public Administration Circular No: 29/2019 dated 18.09.2019 with regard to the above matter.

A copy of the above circular is enclosed herewith for your information and necessary action.

  
**Prof. Mohan de Silva**  
Chairman

Copies:

1. Secretary/ Ministry of City Planning, Water Supply and Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Registrars of Universities
7. Deans of Faculties
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

File No: UGC/HR/6/5/1

Public Administration Circular: 29/2019

My No: EST – 4/03/PMT/0253  
Ministry of Public Administration,  
Disaster Management and  
Livestock Development,  
Independence Square,  
Colombo 07  
18.09.2019

Secretaries of Ministries  
Chief Secretaries of Provinces  
Heads of Department  
Heads of State Corporations and Statutory Boards

**Granting Permanent Appointments to Employees, who have been recruited on  
Temporary, Casual (Daily), Substitute, Contract or Relief Basis**

Your attention is drawn to Public Administration Circular No: 25/2014 dated 12.11.2014 and Public Administration Circular No: 25/2014(i) dated 29.12.2014 issued with regard to the above matter and cancelled by Public Administration Circular No: 25/2014(ii) dated 04.04.2016.

02. It has been decided at the meeting of the Cabinet of Ministers held on 17.09.2019 to bring the Public Administration Circulars No: 25/2014 and 25/2014(i) again into effect so as to be able to confirm the officers, who have satisfied the qualifications as at 01.09.2019 considering it as the date on which the qualifications mentioned in the Public Administration Circulars No: 25/2014 and 25/2014(i) should be satisfied, with effect from the said date subjected to the conditions indicated in i and ii below.

- i. Granting permanent and pensionable appointments to the officers, who are able to fulfill the requirements that should be fulfilled for the pension under the Minutes on Pensions, after granting permanent appointments in the above manner.
- ii. Granting permanent appointments under the Employees' Provident Fund to the officers, who are unable to fulfill the requirements mentioned in i above.

03. The relevant appointing authorities should take action as indicated above.

04. This circular has been issued with the concurrence of the General Treasury.

Sgd/ J.J. Rathnasiri  
Secretary  
Ministry Public Administration,  
Disaster Management and Livestock Development