



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 11/2022

No. 20, Ward Place
Colombo 07

23rd June 2022

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Granting No-pay Leave for employees to serve in a Post in the Ministry of Foreign Affairs and in Sri Lanka Missions abroad or to join with the Spouse of a Government/ Semi-Government Employee who has been posted to a Sri Lanka Mission abroad for duty

The Commission at its 1076th meeting held on 07.04.2022 considering the procedures being followed by the Higher Educational Institutions/Institutes and the provisions of the Section 36.1 of Chapter XII of the Establishments Code of the Government of the Democratic Socialist Republic of Sri Lanka, has decided to introduce provisions for granting no-pay leave for employees ;

- (a) who have been selected to serve in a post in the Ministry of Foreign Affairs and in Sri Lanka Missions abroad;

OR

- (b) who wish to join with the spouse of a Government/Semi-Government employee who has been posted to a Sri Lanka Mission abroad for duty.

2. Accordingly, procedures appended below should be followed when the said no-pay leave is granted to eligible employees:

- (i) Request for no-pay leave from employees under category 1 (a) above shall be considered only if the application for a post in the Ministry of Foreign Affairs and in Sri Lanka Missions abroad has been forwarded through the UGC/ Higher Educational Institution/ Institute, as the case may be.
- (ii) Relevant employee should make a request for no-pay leave to the Chairman, UGC/ Vice-Chancellor of University/ Director of Institute/ Rector of Campus as the case may be, together with an official communication received from the Secretary/ Ministry of Foreign Affairs to support his/her request.

- (iii) Eligible employees may be granted no-pay leave initially for a period of three (03) years by the Commission/Governing Authority, as the case may be, based on the recommendation of the Head of Department/ Division and Dean of the Faculty concerned.
- (iv) The employee who is granted no-pay leave shall settle all loans/dues or submit a settlement plan before his/her release.
- (v) The period of no-pay leave may be extended, if required, up to a maximum period of five (05) years by the Commission/Governing Authority as the case may be, provided that the period of appointment in Sri Lanka Mission abroad of the employee/ spouse concerned has been extended by the Ministry of Foreign Affairs. Such request for extension of no-pay leave should be sent to the Chairman,UGC/ Vice-Chancellor of University / Director of Institute/Rector of Campus, as the case may be, through the Secretary, Ministry of Foreign Affairs, prior to expiration of approved leave.
- (vi) After the expiry of no-pay leave, the employee concerned has to submit a letter of release from the Secretary/Ministry of Foreign Affairs on resumption of duties.
- (vii) The employee concerned who has been granted no-pay leave, on resumption of duties after availing approved leave, shall serve at least two (02) years in the UGC/ HEIs concerned prior to applying no-pay leave again under the provisions of this circular or Commission Circular No. 406 dated 29.09.1989.
- (viii) An employee who has been granted no-pay leave for the above purposes may be placed on the salary point he/ she would have reached had he/ she not gone abroad, with effect from the date of resumption of duties in the UGC/ Higher Educational Institution/Institute concerned. However, he/ she shall not be paid back wages for the period of no-pay leave.
- (ix) The period of no-pay leave granted for the above purposes shall not be considered for grade to grade promotions of such employees and also for any other appointment in the University System which requires service experience.

3. The provisions of this Circular will come into effect from 01.07.2022 without prejudice to any action taken so far. However, provisions of para. 2 (v), (vi), (vii), (viii) and (ix) above shall be applicable to the employees who have already been granted no-pay leave and are in service in Sri Lanka Missions abroad as at the effective date of this circular.
4. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

Copies:

1. Secretary/ Ministry of Education
2. Chairman/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/ Senior Assistant Librarians / Assistant Librarians of the Higher Educational Institutions /Institutes
11. Deputy Registrars/Senior Assistant Registrars/ Assistant Registrars of Campuses/Institutes
12. Deputy Bursars/ Senior Assistant Bursars/ Assistant Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Government Audit Superintendents of Universities
15. Senior Assistant Internal Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor – General

File No. UGC/HR/3