



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 08/2023

No. 20, Ward Place  
Colombo 07

03<sup>rd</sup> October, 2023

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **REVISED ESTABLISHMENTS CODE OF THE UNIVERSITY GRANTS COMMISSION AND THE HIGHER EDUCATIONAL INSTITUTIONS/INSTITUTES**

With a view to regulating the administration of Higher Educational Institutions/ Institutes and in the pursuance of the objects, powers, duties and functions of the Commission, the Commission may from time to time issue administrative directions by way of circulars, circular letters, administrative and financial codes etc. for the guidance and compliance of the staff of the University Grants Commission Secretariat and of Higher Educational Institutions/ Institutes.

The document referred to as the “Establishments Code of the University Grants Commission and the Higher Educational Institutions/Institutes” which contains administrative directions and rules made by the Commission as mentioned above, is issued in terms of Section 137 of the Universities Act.

The UGC having observed that there are nearly two thousand Commission Circulars, Establishments Circular Letters and Finance Circular Letters since publishing the Establishments Code currently in use, in 1984, decided to revise the Establishments Code hitherto used by making necessary alterations. Accordingly, the Establishments Code and Appendices therein were amended by incorporating the relevant circulars issued up to January 2022 and addressing almost all lapses as much as possible.

This revised Establishments Code shall apply to the Commission and the Higher Educational Institutions/Institutes with effect from 07.09.2023 and the existing Establishments Code is repealed and replaced accordingly by the revised Establishments Code without prejudice to any action already taken based on the provisions of that and the subsequent circular amendments.

All members of the staff in the university system are required to make themselves thoroughly conversant with the provisions of the revised Establishments Code, which is available on the UGC website at [ugc.ac.lk](http://ugc.ac.lk).

**Senior Prof. Sampath Amaratunge**  
Chairman

Copies: 1. Secretary/Ministry of Education  
2. Chairman's Office/UGC

Contd./

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/10/12