



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 06/2024

No. 20, Ward Place  
Colombo 07

November 26, 2024

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **RETIREMENT AGE OF THE EMPLOYEES OTHER THAN TEACHERS IN THE UNIVERSITY SYSTEM**

Your reference is invited to the Commission Circular No. 13/2022 of 16.09.2022 on the above and paragraph no. 5 of Chapter V of the Establishments Code of the UGC and Higher Educational Institutions/Institutes - 2023 which was issued via Establishments Circular Letter No. 08/2023 of 03.10.2023 to be effective from 07.09.2023.

2. The Commission at its 1134<sup>th</sup> meeting held on 07.11.2024, noted that provisions given in Commission Circular No. 13/2022 of 16.09.2022 for reducing the age of compulsory retirement of employees other than teachers in the university system up to 60 years has not been incorporated to the revised Establishments Code, so as decided to include the same.

3. Accordingly, the Commission decided to amend the sub-paragraph no. 5.2.1 and 5.3.1 of paragraph no. 5 of Chapter V of the Establishments Code of the UGC and Higher Educational Institutions/Institutes - 2023, as follows;

5.2.1 Accordingly, the optional age of retirement of the holder of any post other than that of a teacher shall be 55 years at present. However, if any person intends to serve beyond this limit, he may continue to serve up to compulsory age of retirement i.e. 60 years of age, without applying for an extension of service until he completes his sixtieth year and shall thereafter be deemed to have retired from the service.

Optional and  
compulsory age of  
retirement

5.3.1 Provided, that during the age of 55 - 60 years, the person at his discretion may retire from the service after giving 03 months prior notice to the Commission/the Governing Authority as the case may be.

Contd./.....

4. Please take action accordingly.



**Senior Prof. Kapila Seneviratne**  
Chairman

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File No. UGC/HR/2/E-Code