



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 940

No.20, Ward Place,
Colombo 07

29th December, 2010

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

EXTENSION OF SERVICE BEYOND 55 YEARS OF AGE

Your attention is invited to Commission Circular No. 753 of 15.11.1999 on extension of service beyond 55 years of age.

2. According to the Universities (Amendment) Act. No. 57 of 2009, first paragraph of Section 75 of the principal enactment is amended by the substitution for all the words from "The holder of any post" to "retired from service:" in the following manner:-

"The holder of any post other than that of teacher, shall continue in office beyond the optional age of retirement of such officer, i.e. fifty-five years and remain in service upto the age of fifty-seven years, and shall thereafter be deemed to have voluntarily retired from service:"

3. The other provisions in section 75 of the principal enactment will continue to be operative with this amendment.

4. Accordingly all Higher Educational Institutions/ Institutes are requested to comply with the conditions given below with regard to extension of service of the university staff other than teachers;

4.1 The optional age of retirement is 55 years.

4.2 An employee could remain in service upto the age of 57 years without obtaining extension of service annually subject to the provision in Sub-Section 4.2.1. below;

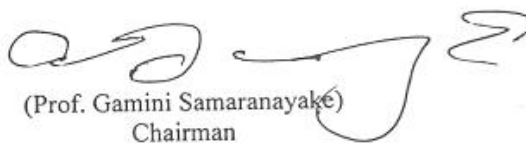
4.2.1 An employee who has reached the age of 55 years may at his /her discretion retire from service after giving a minimum of three months' notice to the governing Authority.

4.3 The Governing Authority could also decide to extend the period of service of an employee beyond the age of 57 years upto 60, in accordance with the provisions in the Universities Act considering the necessity of his/her services, subject to following conditions:

4.3.1 An employee who intends to remain in service beyond the age of 57 years should forward his application for extension of service annually to the Chief Executive Officer of the UGC or Principal Executive Officer of Higher Educational Institutions/ Institutes as the case may be through the Head of the Department/ Division. The format of the application including the method of channeling of application is annexed (Annex I).

Contd..2/

- 4.3.2 The application for the first extension should be made six months before the date on which he/she reaches 57 years of age. The application for extension of service thereafter should be made three months before the date on which the period of extension commences. The Governing Authority shall consider such applications and decide on granting the extension of service.
- 4.3.3 Once the extension of service is granted the employee should be informed of the same in writing.
- 4.4 The requests for extension of service beyond 57 years of age made by employees may be denied on disciplinary grounds and/or if he/she is being confirmed physically and mentally unfit to continue in service. Decision of the governing authority, explaining the reasons for such denial should be referred to the Commission for approval.
- 4.5 If no application has been made by the employee concerned for extension of services as spelt out above he/she should be deemed to have retired as specified in section 75 of the Act. No. 16 of 1978 as amended.
5. The provisions in this Circular will come into force with immediate effect and Commission Circular No.753 of 15th October 1999 and Establishments Circular Letter No.16/2001 of 20th November 2001 will be rescinded with the implementation of this Circular.
6. Please bring these contents to the notice of the employees concerned and take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

- Cc:
1. Chairman's Office/UGC
 2. Vice-Chairman/UGC
 3. Members of the UGC
 4. Secretary/UGC
 5. Deans of Faculties
 6. Registrars of Universities
 7. Financial Controller/UGC
 8. Bursars of Universities
 9. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
 10. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campus /Institutes
 11. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
 12. Chief Internal Auditor/UGC
 13. Govt. Audit Superintendents of Universities
 14. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
 15. Secretaries of Trade Unions
 16. Auditor – General

File No: UGC/HR/6/3/13

APPLICATION FOR EXTENSION OF SERVICE BEYOND 57 YEARS OF AGE
UNDER THE SECTION 75 OF THE UNIVERSITIES ACT NO.16 OF 1978

METHOD OF CHANNELING OF APPLICATIONS

Applications for extension of service of employees (other than teachers defined in the Universities Act) should submit to the Secretary of the UGC/ Registrar of University/ Rector of Campus/ Director of Institute as applicable.

Secretary, UGC/ Registrar, University/ Rector, Campus/Director, Institute as applicable is required to furnish essential information available in the personal file to the Head of the Academic Department/ Department/ Division.

Head of the Academic Department/ Department/ Division is required to fill the Part "B" of the application and forward it to the Secretary, UGC/ Registrar, University/ Rector, Campus/ Director, Institute as applicable through the Dean of the Faculty concerned (if applicable).

Secretary, UGC/ Registrar, University as applicable is required to place the above request for the extension of service before Commission/ Council together with his recommendation and the approval of the Chairman, UGC/ Vice-Chancellor, University.

Rector, Campus/ Director, Institute as applicable is required to place the above request for extension of service before the Campus Board/ Board of Management together with his recommendation and to send the decision of the Campus Board/ Board of Management to the Vice-Chancellor of the University concerned for approval of the Council. The decision of the Council should be conveyed to the Rector, Campus/Director, Institute in order to inform the employee.

Secretary, UGC/ Registrar, University/ Rector, Campus/ Director, Institute as applicable will inform the decision to the employee concerned.

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PART "A"

APPLICATION FOR EXTENSION OF SERVICE BEYOND 57 YEARS OF AGE
UNDER SECTION 75 OF THE UNIVERSITIES ACT NO.16 OF 1978

01. Name of Applicant :

02. Post :

03. Place of Work :

04. Date of Birth :

05. Next Birthday :

06. Age at that time :

Year	Month	Date

07. Date of First Appointment
to the University Service :

08. (I) Period of the bond if you are bound to
serve under the bond, if any :

(II) The date on which the bond expires :

09. Whether any disciplinary action is instituted against you,
if not, whether any disciplinary action is pending :

10. I hereby apply for an extension of my service by one year beyond my age of years. In the event of an extension of service being granted, I hereby undertake to notify the *Chief Executive Officer of the UGC/ University/ Campus/ Institute as the case may be through the Head of the Academic Department/ Department/ Division of my final retirement from service at least before 03 months of such retirement or before availing of myself of leave preparatory to retirement whichever is earlier.

.....
Signature of the Applicant

Date :

* Delete whatever not applicable

PART "B"

(For the use of the Head of the Academic Department/ Department/ Division)

Head of the Academic Department/ Department/ Division,

Please let me have your observations in this request for extension of service together with the following particulars;

.....
Secretary, UGC/ Registrar, University/ Rector,
Campus/ Director, Institute

Note : It will be presumed that the Head of the Academic Department/ Department/ Division will consult the Dean concerned if applicable before completing this part.

1. Observations on the work, attendance and conduct of the applicant:
(Indicate the steps taken by you if the work, attendance and conduct of the employee has been unsatisfactory)

2. (I) Whether he/ she possesses special skills and training:

(II) Whether he/ she is engaged in any work which has not completed and whether there will be any inconvenience by getting the work done by his successor?

3. If the extension is not recommended, place give reasons;

.....
Head of the Academic Department/ Department/ Division

Date :

PART "C"

REPORT OF THE SECRETARY, UGC/ REGISTRAR, UNIVERSITY/ RECTOR,
CAMPUS/ DIRECTOR, INSTITUTE

The particulars given from no.01 to 09 in Part "A" of the application have been checked and found correct and considered the recommendation of the report given in Part "B".

Extension of service is recommended/ not recommended.

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Secretary, UGC/ Registrar, University/ Rector,
Campus/ Director, Institute

.....
Chairman, UGC/ Vice-Chancellor, University

Date :

* Delete whatever not applicable.