



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 968

No. 20, Ward Place,
Colombo 07.

04.10.2011.

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**GRADE TO GRADE PROMOTIONS OF CLERKS/STORE KEEPERS/SHROFFS/
LIBRARY ASSISTANTS AND TECHNICAL OFFICERS IN THE UNIVERSITY
SYSTEM**

Your attention is drawn to Section 71 2(iii) of Part X of the Universities Act No. 16 of 1978 as amended, the Appointments (Promotions) Ordinance No. 6 of 1979 dated 21.11.1979, Paragraph ii(d) of Section 1.2.2 of Chapter III of the Establishments Code of the UGC & Higher Educational Institutions and Paragraph 7 of Commission Circular No. 652 of 14th November 1995.

2. The University Grants Commission at its meetings held on 07.04.2010 and 04.11.2010, decided to delegate the authority of making Grade to Grade promotions of Clerks, Store Keepers, Shroffs, Library Assistants and Technical Officers [U-MN 1(II) and U-MT 1(II) upto U-MN- 4(I)] and to issue letters of promotions to such employees in the university system, to the Council of the respective university. Accordingly, Appointments (Promotions) Ordinance No. 6 of 1979 has been rescinded by the Gazette Extraordinary No. 1715/32 of 22.07.2011.


3. Therefore, Higher Educational Institutions/Institutes are informed to consider the promotions of above categories and to issue letters of promotions to such employees, as per the provisions given in Commission Circular No. 652 as amended by Commission Circular No. 662.

4. However, the University Grants Commission will continue to invite applications and conduct written examination for promotion to Grade II of the clerical, shroff and store-keeper services in future too as done at present.

5. With the implementation of this Circular, Paragraph 7 of Commission Circular No. 652 dated 14th November 1995 and Paragraph ii (d) of Section 1.2.2 of Chapter III of the Establishments Code of the UGC & Higher Educational Institutions, are repealed.

6. The provisions of this Circular are effective from 01.07.2011.

7. Please take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

1. Secretary/ Ministry of higher Education
2. Chairman's Office /UGC
3. Vice-Chairman/UGC
4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
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. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

File No. UGC/HR/5/5/1