



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 06/2016

No. 20, Ward Place
Colombo 07
22nd September, 2016

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Issuing of Motor Vehicle Permits on Concessionary Terms

Your attention is drawn to the Establishments Circular Letter No: 01/2011 dated 06/01/2011 and Sub Paragraph 1.7 of Section 01 of Trade, Tariff and Investment Policy Circular No. 01/2016 dated 14/07/2016.

Determination of the "Senior Level" as referred in paragraph 1.7 as aforementioned, should be as follows.

- a) A Teacher holding the post of Lecturer (confirmed in the post) & above can be taken as "Senior Level", and consider the services rendered as Lecturer (Probationary) & above when reckoning the eight (08) years of service.
- b) The "Senior Level" of the non-academic executive staff can be categorized as per the definition given in paragraph 2(IV) read with sections 3.10 and 3.11 of Annexure II of Public Administration Circular No. 06/2006 of 25/04/2006 as given in the UGC Establishments Circular Letter No. 01/2011 of 06/01/2011.

Please comply with the above instructions.


Prof. Mohan de Silva
Chairman

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1. Secretary/ Ministry of Higher Education & Highways
 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. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors of HEIs
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