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Vice Chancellor's Message

The Rajarata University of Sri Lanka is to successor to the former Affiliated University College at Central, North-Western and North Central Provinces which were amalgamated to form RUSL in 1996 has grown in different aspects such as Social Sciences and Humanities, Management Studies, Agricultural Sciences, Applied Sciences, Medicine & Allied Sciences and lated developed Technology as well.

The operation of the university is guided by the directives defined in the universities Act No. 16 of 1978 in certain clauses have been amended over the past decades. The Administration procedures are guided by the Establishment code of the UGC and 1981 and Establishment code of the government of Sri Lanka (GOSL), ordinance passed by the parliament, UGC circulars and the circulars issued from time to time by the Department of Public Administration and Public Enterprises which are adapted by the UGC and by-laws pasted by the Council of RUSL. The financial management procedures are governed by the treasury directives which are adapted by the UGC.

The management guide for university employees is designed and developed with the intension of providing simplified information about the history of the university, organizational arrangement authorities and powers vested with Vice Chancellor, the council the Senate, Faculty Board and Council sub-committees, administration and financial management procedures related to the university administration and deligation of responsibilities across the administrative and service divisions to the employees, moreover this guide also provide information on the duties and responsibilities assigned to each administrative and service .

The management guide for the university has been developed through a participatory process. The contributions made by Prof. Aruni Weerasinghe, Prof. Sanath Hettiarachchi/ Director, Quality Assurance, Mr. A.M.G.B. Abeysinghe/Registrar, Mr. Sampath Godakumbura/Deputy Bursar, Mr. Wijitha Dissanayake/Asst. Registrar- Administration and Mr. Arun Shankar/Asst. Registrar – Capital Works are acknowledged the invaluable service rended by Mrs. Dhilrukshi Godahena/Senior Staff Assistant of the Examination Division in typesetting and final editing and proof reading of the document greatly appreciated.

Prof. Ranjith Wijayawardhana
Vice Chancellor

Vision

To be a centre of excellence in
higher education, research

Mission

To produce high quality innovative intellectuals with creativity
and discipline, develop competencies and dedication of staff,
create a conducive environment for teaching, learning,
research and dissemination of knowledge and to
promote co-existence with mutual
respect and ethical behavior.



- Pun Kalasa : Ceremonial pot filled with water, symbolizing prosperity
- Rice Pods : Symbolizing agrarian civilization
- Book : Ola Leaf Book of old writings
- Colours of the Crest : Maroon and Gold

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Chapter 1

Recent developments of Tertiary education and establishment of the Rajarata University of Sri Lanka

1.1 DEVELOPMENTS IN TERTIARY EDUCATION IN THE LATTER PART OF THE 19TH CENTURY

University education had taken a long time to be introduced to Ceylon. Although European-style university education had an early start in India with the establishment of three universities in 1857, the colonial administration in Ceylon was in no hurry to confer the same benefits on its people. By the end of the nineteenth century there was a well-developed secondary school system in the island, but only a few who had the means were able to go abroad, to Britain or India, to pursue university education.

It was in the field of medical education that the first step in tertiary education was taken with the establishment of the Ceylon Medical College in 1870. The initial plans of the Medical College were modest. It was to be an “elementary school” for medical assistants. However, it expanded rapidly and was sufficiently well developed by 1888 for its Licentiate in Medicine and Surgery (LMS) to be recognized by the General Medical Council of Great Britain. Thus, it became a medical school for fully-qualified medical practitioners.

In 1874, a Council of Legal Education (later Law College) was formed to train lawyers. In another development, a Technical College was established in Colombo in 1893 to train sub-professional engineering personnel. Due to the lack of a clear government policy on technical education, this college languished for many years without development.

1.2 ESTABLISHMENT OF THE CEYLON UNIVERSITY COLLEGE

Although there had been a proposal for a University of Ceylon as far back as 1884, very little progress had been made on this proposal until the end of the 19th century. A significant development came in the early years of the 20th century, with the formation of the Ceylon University Association in 1906 by a group of public-spirited citizens under the leadership of Sir Ponnambalam Arunachalam (1853-1924). The initiative, influence and the sustained interest of this association led to the founding of the Ceylon University College on 1st January 1921 as a government institution at “Regina Walawwa”, Thurstan Road (now Cumaratunga Munidasa Mawata), Colombo, which was renamed “College House”. The Ceylon University College was granted recognition by the University of London to prepare students for Arts and Science external degrees.

Robert Marrs was the first principal of the Ceylon University College and he was assisted by a College Council. The staff consisted of five professors, three lecturers and four visiting lecturers and the total student enrolment was 155. The establishment of the University College was considered a preliminary step in the ultimate creation of a fully-fledged university. During its brief existence, the University College produced 580 graduates of the University of London.

According to an estimate prepared by the University of London in 1938. Ceylon had provided the largest quota of external students outside the United Kingdom.

1.3 ESTABLISHMENT OF THE UNIVERSITY OF CEYLON

The Ceylon University Ordinance No.20 of 1942, enacted by the State Council, conferred on the university a two-tier pattern of academic self-government with a division of powers between the Senate and the Council. The other laws required for university administration were provided by;

- (a) The Statutes made by the Chancellor on the recommendation of the Court.
- (b) The Acts made by the Council, and
- (c) The Regulations made by such authorities as the Council, the Senate and the Board of Residence and Discipline.

The university would be unitary, residential and autonomous, with its seat in Peradeniya, but until the buildings were ready it was to remain in Colombo.

The proclamation establishing the university was issued on 09th June 1942 and Dr. Jennings undertook the enormous task of establishing the university by amalgamating the Ceylon University College and the Medical College into a single unit. A unitary, residential and autonomous university was created on 1st July 1942.

The university established in 1996 has changed its identity several times as indicated below due to changes of its location and subsequent legislation:

Affiliated University College	1996 -
Rajarata University of Sri Lanka	1997 to present

Laboratories, computer centres, administrative buildings, libraries, halls and hostels of residence for students (13 halls of residence accommodating approximately 5500 male and female students (in the year 2011), staff residences for academic, clerical and other grades of university employees and 01 university farms. Other infrastructure facilities include 01 play

grounds (for cricket, hockey, and rugby). gymnasium, swimming pool, open-air theatre, University Health Centre, 01 Teaching Hospitals catering to the needs of the Faculties of Medicine and 01 Guest House at Mihintale.

1.4 ESTABLISHMENT OF RAJARATA UNIVERSITY OF SRI LANKA

The Rajarata University of Sri Lanka was established on 7th November 1995 under the provisions of the Universities Act. No. 16 of 1978 and was ceremonially inaugurated by Her Excellency the President on 31st January 1996. It was established for the purpose of providing, promoting and developing higher education in the fields of Social Sciences and Humanities, Management Studies, Agricultural Sciences and Applied Sciences, later developed Medical Education as well.

The University is the successor to the former Affiliated University Colleges at the Central, North-Western and North Central Provinces which were amalgamated to form the Rajarata University on the recommendations made by a committee appointed by the Hon. Minister of Education and Higher Education in 1995.

The University has its main Campus located in the beautiful surroundings of Mihintale, overlooking the Mihintale rock. This site is historically important as the centre at which Buddhist Civilization was introduced. It is 10 Km away from the ancient capital of Anuradhapura, the centre of the world renowned hydraulic civilization. The University has five Faculties of which the Faculties of Social Sciences and Humanities, Management Studies and Applied Sciences are located at Mihintale. While other two Faculty of Agriculture and Faculty of Medicine and Allied Sciences are located in Puliyankulama and Saliyapura respectively.

Chapter 2

LEGAL FRAMEWORK OF THE SRI LANKAN UNIVERSITY SYSTEM

An Act to establish a University Grants Commission and a University Services Appeal Board to provide for the establishment, maintenance and administration of universities with in campuses and faculties and other higher educational institutions; and for matters connected therewith or incidental thereto was enacted in 1978 (Universities Act of No. 16 of 1978). Some sections of the Universities Act No.16 of 1978, have been amended on six occasions [*Universities (Amendment) Act, No.7 of 1985, Universities (Amendment) Act. No.7 of 1988, Universities (Amendment) Act, No.7 of 1988, Universities (Amendment) Act, No. 7 of 1988, Universities (Amendment) Act, No. 7 of 1989, Universities (Amendment) Act, No. 7 of 1995*]. The Relevant sections are extracted herewith.

2.1 LEGAL FRAMEWORK OF THE ESTABLISHMENT OF A UNIVERSITY

2.1.1 MINISTER OF HIGHER EDUCATION AND HIS POWERS AND AUTHORITIES

At the apex of the university organization is the Minister in-charge of Higher Education, who represents the central government. The minister is responsible for the general direction of university education and the administration of the Universities Act. The powers and responsibilities of the minister are defined in the Universities Act (**Part III, Sections 19 & 20**).

PART III, Section 19

The Minister shall be responsible for the general direction of university education and the administration of this Act.

PART III, Section 20

- 1 (a) The Minister may from time to time issue to the Commission such general written directions as he may deem necessary in pursuance of national policy in matters such as finance, university places and medium of instruction, to enable him to discharge effectively, his responsibility for university education and the administration of this Act. Every such-direction-shell as soon as possible be tabled in Parliament.

- (b) The Commission shall comply with such directions and the governing authority of every Higher Educational Institution shall afford such

facilities, and furnish such Information, to the Commission or any member or officer thereof as may be necessary to enable the Commission to comply with such directions.

- 2 (a) For the purpose of enabling him to discharge effectively his responsibility for university education and the administration of this Act, the Minister may from time to time, order all or any of the activities, or the administration, of any Higher Educational Institution to be investigated and reported upon by the Commission.
 - (b) The Commission shall comply with such order and the Governing authority of any Higher Educational Institution to which that order relates shall afford such facilities and furnish such information, to the Commission or any member or officer thereof as may be necessary to enable the Commission to comply with any such order.
 - (c) Upon the receipt of a report by the Commission in compliance With an order made under paragraph (a), the Minister may direct the Commission to take such remedial action as he may consider necessary with reference to any of the activities or the administration of the Higher Educational institution concerned.
- 3 Where the ministry is satisfied that the situation prevailing in a Higher education Institution is likely to endanger national security or is detrimental or prejudicial to national policy, or is likely to dislocate the functioning of such Institution, he may direct the Commission to take all such steps as he may deem necessary to bring such situation under control.
 - 4 Where the minister is satisfied that, due to any strike or lockout or any other cause, the work or administration of any Higher Educational Institution has been seriously dislocated and that the Authorities of such Higher Educational Institution have failed to restore normal conditions, the Minister may take all such measures as may be necessary to ensure the restoration of normal conditions in such Higher Educational Institution. Pending the restoration of normal conditions, the Minister may, by Order published in the Gazette, make all such provisions as he may deem necessary in respect of all or any of the following matters relating to such Higher Educational Institution.

- (a) the closure of such Higher Educational Institution;
 - (b) the appointment of any person by name or by office, to be a competent authority for the purpose of exercising, performing or discharging, in lieu of any officer, Authority or other body of such Higher Educational Institution, any power, duty or function under this Act or any appropriate Instrument, and
 - (c) any other matter connected with or relating to any of the matters aforesaid.
- 5 Any Order made by the Minister under subsection (4) shall come into force on such date as may be specified therein. Any sum-Order shall, as soon as possible thereafter, be tabled in Parliament and shall, unless earlier rescinded, remain in force for a period not exceeding three months thereafter.

Under the provisions of the Universities Act the minister has three sets of powers in regard to university organization: i) to issue general written directives to the University Grants Commission (UGC) in pursuance of national policy in matters such as finance, university places and media of instruction. (ii) to direct the UGC to order all or an) of the activities or the administration of any university to be investigated and reported upon and also to take Such remedial action as the minister may consider necessary, and (iii) emergency powers of intervention in the event of complete breakdown of law and order in any university.

2.1.2 UNIVERSITY GRANTS COMMISSION - POWERS AND AUTHORITIES

The Act provides for the creation of the UGC in order to mediate between the central government and the universities, The UGC consists of a chairman, a vice-chairman and five other members all of whom are appointed by the President of the Democratic Socialist Republic of Sri Lanka. The main functions of the UGC under the Act are; a) allocation of funds to higher educational institutions, b) coordination of teaching and research programs in higher educational institutions. and c) ensuring the acceptance of the obligation of conforming to nationally formulated policies in matters such as university admissions and the languages of instruction in the higher educational institutions. The powers, duties and functions of the UGC arc detailed in Parts I & 11 of the Act.

PART I: ESTABLISHMENT OF THE UNIVERSITY GRANTS COMMISSION

1. The Objectives of the Commission shall be -
 - (1) the planning and co-ordination of university education so as to conform to national policy;

- (2) the apportionment to Higher Educational Institutions, of the funds voted by Parliament in respect of university education, and the control of expenditure by each such Higher Educational Institution;
 - (3) the maintenance of academic standards in Higher Educational Institutions;
 - (4) the regulation of the administration of Higher Educational Institution;
 - (5) the regulation of the admission of students to each Higher Educational Institution; and
 - (6) the exercise, performance and discharge of such powers, duties and functions as are conferred, or imposed on, or assigned to, the Commission by or under this Act.
2. (1) The Commission shall consist of a Chairman, a Vice-Chairman and five other members; all of whom shall be appointed by the President.
 - (2) The commission may, from time to time, appoint such Standing Committees and *ad hoc* Committees consisting of such number of members and with such powers, duties and functions as may be determined by the Commission, so however that the Chairman of each such Committee shall be a member of the Commission.
 3. (1) Every member of the Commission, including the Chairman and the Vice-Chairman, shall, unless he vacates office earlier, hold office for a term of five years reckoned from the date of his appointment, and shall, unless removed from office, be eligible for reappointment: Provided, however, that if any member vacates his office prior to the expiry of his term, his successor shall, unless such successor vacates his office earlier, hold office for the unexpired portion of the term of office of his predecessor.
 - (2) A member of the Commission may resign his office by writing under his hand addressed to the President, but shall continue in office until such time as his resignation has been accepted.
 - (3) If the Chairman, Vice-Chairman, or other member of the Commission, is, by reason of illness or other infirmity or absence from Sri Lanka or other cause, temporarily unable to perform the duties of his office, the President may appoint another member to act for such Chairman or Vice-Chairman, or a fit person to act in the place of such other member, as the case may be.
 - (4) The Chairman, Vice-Chairman and other members of the Commission shall be paid such remuneration and allowances as the Minister shall, in consultation with the Minister in charge of the subject of Finance, determine.

PART II: POWERS, DUTIES AND FUNCTIONS OF THE UNIVERSITY GRANTS COMMISSION

15 The Commission shall have and exercise all or any of the following powers

- (i) to inquire into or investigate, from time to time, the financial needs of each Higher Educational Institution;
- (ii) to prepare, from time to time, in consultation with the governing authority of each Higher Educational Institution, triennial budgets for its maintenance and development, or for any other general or special purpose;
- (iii) to make recommendations, from time to time, to the Minister as to the nature and amount of grants, out of public funds, which it is desirable or necessary to make to each Higher Educational Institution;
- (iv) to determine, from time to time, within the overall wage and salary policies of the Government, the quantum of remuneration that should be paid to different grades of the staff of the Higher Educational Institution and the nature and extent of the other benefits that the staff should receive;
- (v) to determine, in consultation with the governing authority of each Higher Educational Institution; the courses which shall be provided therein, and the degrees, diplomas, and other academic distinctions which shall be awarded;
- (vi) to determine, from time to time, in consultation with the governing authority of each Higher Educational Institution, the total number of students which shall be admitted annually to each Higher Educational Institution and the apportionment of that number to the different courses of study therein;
- (vii) to select students for admission to each Higher Educational Institution, in consultation with an Admissions Committee whose composition, powers, duties and functions shall be prescribed by Ordinance;
- (viii) to determine in consultation with the governing authority of each University, the external examinations which it shall conduct for enabling those who are not students of the university or of any recognized institution, to obtain degrees, diplomas, and other academic distinctions of the University;

- (ix) to formulate schemes of recruitment and procedures for appointment of the staff of the Higher Educational Institutions, and to determine from time to time, the various grades of staff and the numbers comprising each of such grades;
 - (x) to determine from time to time-
 - i. the structure and composition of each Higher Educational Institution established or deemed to be established under this Act or any appropriate instrument;
 - ii. the Faculty or Faculties, and the Departments of Study thereof, to be assigned to each such Higher Educational Institution; and
 - iii. the subjects or disciplines of study to be provided or taught in each such Higher Educational Institution;
 - (xi) to transfer or re-allocate the holder of any post other than that of teacher, students, equipment and other facilities of any Higher Educational Institution as may be necessary in consequence of any determination made under the provisions of paragraph (x);
 - (xii) to investigate or to cause investigation into such matters pertaining to the discipline of the students, or to the academic, financial or general administration, of any Higher Educational Institution, and to take remedial measures; and
 - (xiii) to do all such other acts or things as may be necessary for effectively exercising any of the powers specified by this act and for the attainment of the objects set out in section 3.
16. The Commission shall, before the expiry of a period of six months after the closure of each financial year of the Commission, transmit a report giving a full account of its activities during that year to the Minister who shall cause copies thereof to be tabled In Parliament. The Commission shall cause copies of that report to be made available for sale to the public at such price as may be determined by the Commission.
17. The Commission may by notice require the governing authority of any Higher Educational Institution to furnish to the Commission within such period as shall be specified ill the notice, all such returns or information relating to all such matters as may be necessary to enable the Commission to effectively exercise, perform and discharge any of its powers, duties and

functions under this Act, and It shall be the duty of that governing authority to comply with the requirements or such notice.

18. (1) The Commission may make Ordinances In respect of all such matters as it may deem necessary to enable it to effectively exercise, perform and discharge its powers, duties and functions under this Act.
- (2) Without prejudice to the generality of the powers conferred by subsection (1), the Commission may make Ordinances in respect of all or any of the following matters:-
- (a) all matters to be prescribed by Ordinance, In respect of which Ordinances are authorized or required to be made by the Commission by any other provision of this Act;
 - (b) the terms and conditions of service of the staff of the Commission and of the Higher Educational Institutions;
 - (c) the schemes of recruitment, and the procedures for appointment, to the staff of the Commission and of the Higher Educational Institutions;
 - (d) the establishment and maintenance of standards of instruction in Higher Educational Institutions for the grant of degrees, diplomas, and other academic distinctions;
 - (e) the co-ordination of facilities in and around Higher Educational Institutions;
 - (f) the nature and scope of extension services which may be provided and organized by Higher Educational Institutions
 - (g) the recognition of foreign degrees and diplomas and other academic distinctions; and
 - (h) any other matter connected with, or incidental to, any of the matters aforesaid.
- (3) Every Ordinance made by the Commission under this Act shall be published 10the Gazette and shall come into operation on the date specified therein.

2.1.3 UNIVERSITY SERVICES APPEALS BOARD - ROLE AND FUNCTIONS

Another significant feature in the organizational structure is the University Service Appeals Board (USAB). (Part xi of the Act). It is a quasi-judicial body independent of the UGC and the universities, and consists of three members - chairman, vice-chairman and another member-all of whom are appointed by the Minister. The

USAB serves as a final board of appeal against decisions of the UGC and the University Councils in all disciplinary matters and in the redress of grievances with regard to appointments, promotions and related matters,

2.1.4 COMMITTEE OF VICE CHANCELLORS AND DIRECTORS - ROLE AND FUNCTIONS

The Act also provides for the establishment of a Committee of Vice-Chancellors and Directors (CVCD). The aims of the CVCD are: (i) to provide opportunities for universities to discuss matters of common interest and for advising the UGC on such matters, (ii) to study the problems and needs of universities and their relations with other educational institutions, UGC, the government and the community. (iii) to offer advice to universities on matters of general concern to such Institutions, (iv) to act as a liaison body to coordinate matters of common interest of universities with the UGC (v) to collect and disseminate information about universities and (vi) to do all such other acts and things, whether incidental to the aims aforesaid or not, as may be requisite in order to further the objects of the CVCD. All Vice-Chancellors of Universities are members of the CVCD. The Chairman of the CVCD is elected by the committee from among its members to hold office for a period of one year.

To facilitate the work of the CVCD it may appoint committees comprising Vice-Chancellors and other members of the universities to report on or to oversee activities in areas such as academic affairs, student affairs, manpower resources, planning, statistics, research, industry relations, medical matters, overseas aid and international relations. Besides, the CVCD sponsors inter-university meetings and seminars.

The CVCD advises the UGC all matters of common interest and the UGC seeks the advice of the CVCD on matters affecting the universities. Joint meetings of the CVCD and the UGC, presided over by the Chairman/ UGC, are held regularly.

2.2 UNIVERSITY ADMINISTRATION - OFFICERS AND AUTHORITIES

In regard to university administration, each university has a Chancellor, officers and authorities that make plans, decisions and monitor the implementation of such decisions in the overall management of the University. The Chancellor is the ceremonial head of the University and is appointed by the President of the Republic for a period of five years.

2.2.1 OFFICERS OF THE RAJARATA UNIVERSITY OF SRI LANKA

The Universities Act of No. 16 of 1978 has defined the Officers of the University (Part VI. Section 33)

The Officers of a University shall be the following:-

- a) the Vice-Chancellor;
- b) the Dean of each Faculty;
- c) the Registrar;
- d) the Librarian;
- e) the Bursar; and
- f) the holder of any other post declared by Ordinance to be a post, the holder of which is an Officer for the purpose of this section.

The Chancellor is nominated by the President of the Republic shall be the Head of the University as stated in Section 32 of the Act. He holds office for a period of five years reckoned from the date of his nomination and shall preside at any convocation of the University.

The Vice-Chancellor is appointed according to the provision provided in the Section 34 of Part VI of the Act. The powers vested and the functions are detailed in the Act in the following manner.

PART IV - Section 34

- (1)
 - a. The Vice-Chancellor of a University shall, subject to the provisions of paragraph (b), be appointed for a term of three years by the President, upon the recommendation of the Commission, from a panel of three names recommended by the Council of that University.
 - b. No person shall be appointed as Vice-Chancellor of the same University for more than two consecutive terms.
 - c. The Vice-Chancellor of a University may be removed from office by the President, after consultation with the commission.
- (2) The Vice-Chancellor shall be a full-time officer of the University, and shall be the principal executive officer and principal academic officer thereof. He shall be ex-officio member and Chairman of both the Council and the Senate. The Vice-Chancellor shall be entitled to convene, be present and speak at,

any meeting of any other Authority of the University or other body, but shall not be entitled to vote at any such meeting unless he is a member of such other Authority or other body.

- (3) It shall be the duty of the Vice-Chancellor, in accordance with such directions as may from time to time be lawfully issued to him in that behalf by the Council, to ensure that the provisions of this Act and of any appropriate Instrument are duly observed, and he shall have and may exercise all such powers as he may deem necessary for the purpose.
- (4) Subject to the provisions of this Act, it shall be the duty of the Vice-Chancellor to give effect, or to ensure that effect is given, to the decisions of the Council and the Senate.
- (5) The Vice-Chancellor shall be the Accounting Officer of the University.
- (6) The Vice-Chancellor shall be responsible
 - a. for the execution of policies and measures approved by the Council in relation to the University and, subject to such policies, the direction, supervision and Control of the University, including its administration; and
 - b. for the maintenance of discipline within a University.
- (7) The Vice-Chancellor shall unless he vacates office earlier or is removed from office under subsection (1) (c) of this section, hold office for a term of three years, or until he has completed his sixty fifth year, whichever event occurs earlier.
- (8) If the Vice-Chancellor by reason of leave, illness, absence from Sri Lanka or other cause is temporarily unable to perform the duties of his office, the Deputy Vice-Chancellor, if any, shall perform such duties, Where there is no Deputy Vice-Chancellor the Commission shall, within seven days of the occurrence of such inability, make such arrangements as it may think fit for carrying on the duties of the office.
- (9) If any vacancy occurs in the office of Vice-Chancellor
 - a. the Deputy Vice-Chancellor, if any, shall perform the duties of the office of Vice-Chancellor, or
 - b. where there is no Deputy Vice-Chancellor, the Commission shall, within seven days of the occurrence of such vacancy, make such arrangements as it may think fit for carrying on the duties of the office, until a permanent appointment is made under the preceding provisions of this section.

- (10) A Vice-Chancellor who, resigns or is removed from office under subsection (1) or in any other way ceases to hold office as Vice-Chancellor, unless re-appointed, may, if he was a member of the staff of a Higher Educational Institution on the day prior to the date of his appointment as Vice-Chancellor, revert to his substantive post in the staff of such Institution provided he has not completed his Sixty-fifth year.

Notwithstanding anything in the principal enactment the Vice-Chancellor of every University established or deemed to be established under the principal enactment shall, on the date of coming into operation of this section, cease to hold office as such Vice-Chancellor:

Provided, however, any Vice-Chancellor who 50 ceases to hold office, shall be eligible for re-appointment.

The responsibility of the Vice -Chancellor for the maintenance of discipline within the University has been further defined and expanded by the University By-laws. *(See Chart 1.3 given in the Appendix and Student Discipline and Welfare System: A Guide for the Deans, Director/Welfare, Wardens, Proctors and Student Counselors for more details).*

The Deputy Vice - Chancellor shall be a full-time officer of the University. The Deputy Vice Chancellor is appointed according to the provision provided in the Section 35 of Part VI of the Act. The powers vested and the functions are detailed in the Act in the following manner.

PART VI. Section 35

The Council of a University may, at its discretion and with the prior approval of the Commission, appoint a Deputy Vice-Chancellor. The procedure for the appointment of a Deputy Vice-Chancellor and his powers, duties and functions Shall be prescribed by Ordinance.

The Deputy Vice-Chancellor shall at all times act on the directions and instructions of the Vice-Chancellor. He shall assist the Vice Chancellor in the exercise, performance and discharge of the powers, duties and functions conferred or imposed on or assigned to the Vice- Chancellor by the Act or by any appropriate instrument.

The Dean of a Faculty shall be a full-time officer of the University. The Dean is appointed according to the provision provided in the Section 49 of Part VII of the Act. The powers vested and the functions are detailed in the Act in the following manner.

PART VII. Section 49

- (1) There shall be a Deans of each Faculty who shall be a full-time officer of the University and the academic and administrative Head of the Faculty, the Dean shall be elected by the Faculty Board from among the Heads of the Departments of Study comprising such Faculty, and shall, when so elected, cease to be the Head of the Department of Study concerned,
- (2) The Dean shall, subject to the provisions of any appropriate Instrument, hold office for a period of three years reckoned from the date of his election and shall, unless removed *from office*, be eligible for re-election.
- (3) Where owing to leave of absence, illness or other cause, the Dean of a Faculty is temporarily unable to perform the duties of his office for a period not exceeding three months, the Vice- Chancellor shall appoint another Head-of a Department of that Faculty to act in the post of Dean, for such period. Where however a Dean of a Faculty retires or resigns, or is for any other reason unable to perform the duties of his office for a period exceeding three months, the post of Dean of that Faculty shall be deemed to be vacant, and a new Dean shall be elected in accordance with subsection (1).

The Registrar of a University is a full time officer. The procedure of appointing the Registrar and authorities and responsibilities vested with the Registrar are defined in the Section 37 of Part VI of the Act in the following manner.

PART VI, Section 37

- (1) The Registrar of a University shall be appointed by the Council upon the recommendation of a Selection Committee, the composition of which shall be prescribed by Ordinance. He shall be a full-time officer of that University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate Instrument.
- (2) The Registrar shall be responsible for the custody of the records and the property of the University.
- (3) The Registrar shall be the ex officio secretary of the Council and the Senate.

- (4) The Registrar shall be the Assistant Accounting Officer of the University.
- (5) The Registrar shall, subject to the direction and control of the Vice Chancellor, be responsible for the general administration of the University and the disciplinary control of its non-academic staff.

The Bursar of a University is a full time officer. The procedure of appointing the Bursar and authorities and responsibilities vested with the Bursar are defined in the Section 38 of Part VI the Act in the following manner.

PART VI, Section 38

- (1) The Bursar of a University shall be appointed by the Council upon the recommendation of a Selection Committee, the composition of which shall be prescribed by Ordinance. He shall be a full-time officer of that University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate Instrument.
- (2) The Bursar shall, subject to the direction and control of the Registrar, be responsible for the administration of the finances of the University, and maintain its accounts in such form and manner as may be prescribed by Rules. He shall have the custody of the funds of the University.

The Librarian of a University is a full time officer. The procedure of appointing the Librarian and authorities and responsibilities vested with the Librarian are defined in the Section 39 of the Part VI of the Act in the following manner

PART VI, Section 39

- (1) The Librarian of a University shall be appointed by the Council upon the recommendation of a Selection Committee, the composition of which shall be prescribed by Ordinance. He shall be a full-time officer of that University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate Instrument
- (2) The Librarian shall, subject to the direction and control of the Vice-Chancellor, be responsible for the administration of the library or libraries of the University.

2.2.2 AUTHORITIES OF THE UNIVERSITY

The Universities Act of No. 16 of 1978 has defined the authorities of the university. The Authorities of the Rajarata University of Sri Lanka are: (i) Council (ii) Senate and (iii) Faculty Boards. Under the provisions of the Act, the Court which was established to serve as a forum for public review of the University administration and which elected the Vice-Chancellor was abolished in 1985.

The Council and the Senate form the conventional two-tier pattern of University organization. The Council is the chief executive body and the governing authority of the University. The Senate is the academic authority and makes recommendations to the Council regarding teaching, research, examinations and related matters of the University. Next in rank are the Faculty Boards. The Rajarata University of Sri Lanka has five Faculty Boards, one for each faculty. Each Faculty Board regulates matters pertaining to the teaching, research and examinations in the respective faculty, subject to the control of the Senate.

The Council of the Rajarata University of Sri Lanka is made up the Vice-Chancellor (ex-officio chairman), the Deans, two elected representatives of the Senate and eleven laymen of distinction nominated by the UGC. The Section 44 of the Part VII of the Act defines the compositions, powers and responsibilities of the Council.

PART VII, Section 44

- (1) The Council of a University (hereinafter referred to as “the Council”), shall be the executive body and governing authority of the University and shall consist of the following persons:-
 - (i) the Vice-Chancellor;
 - (ii) Deputy Vice-Chancellor, If any;
 - (iii) Rector, if any;
 - (iv) the Dean of the Faculty of Graduate Studies, if any;
 - (v) the Dean of each Faculty;
 - (vi) two members elected by the Senate from among its members; and
 - (vii) such number of members as is equal to the total number of members under paragraph (i), (ii), (iii), (iv), (v) and (vi) above, Increased by one, All such members shall be appointed by the Commission from among persons who have rendered distinguished service in educational, professional, commercial,

industrial, scientific or administrative spheres,

- (2) The Chairman of the Council shall be the Vice-Chancellor who shall preside at all meetings of the Council, If the Chairman is unable to preside at a meeting, the members shall elect any member present to preside at such meeting.
- (3) Subject to the provisions of subsection (4) any appointed or elected member of the Council shall, unless he vacates office earlier, hold office for a term of three years reckoned from the date of his appointment or election, as the case may be, and shall, unless removed from office, be eligible for re-appointment or re-election:

Provided, however, that if any appointed or elected member vacates his office prior to the expiry of his term, his successor shall, unless he vacates his office earlier, hold office for the unexpired portion of the term of office of his predecessor.

- (4) Any appointed or elected member of the Council may resign his office by writing under his hand addressed to the Chairman of the Commission or to the Vice-Chancellor of the University, as the case may be.

Notwithstanding anything in the principal enactment, the appointed and elected members of the Council or every University established or deemed to be established under the principal enactment shall, upon the date of coming into operation of this section, cease to hold office as such members:

Provided, however, any appointed or elected member who so ceases to hold office, shall be eligible for re-appointment or re-election, as the case may be,

- (5) An appointed member of the Council who, for whatever reason, absents himself from three consecutive meetings of the Council, shall be deemed to have vacated his office as a member of the Council and the Commission shall appoint fit person to fill the resulting vacancy.
- (6) A member of the Council shall not be entitled to any remuneration, but a member appointed under subsection (1) (vii) may be paid such allowances as the Minister shall, in consultation with the Minister in charge of the subject of Finance, determine.
- (7) The quorum for a meeting of the Council shall be one-third of its total membership.
- (8) The Council shall meet whenever necessary 50 however that it meets on not less than ten occasions in each year.

- (9) The Chairman of the Council shall, whenever he thinks necessary or within one week upon the receipt by him of a written requisition from not less than one-third the total membership of the Council, convene a Special Meeting of the Council.

PARI VII, Section 45

- (1) Subject to the provisions of this Act, the Council shall exercise the powers and perform and discharge the duties and functions conferred or imposed on, or assigned to, the University.
- (2) Without prejudice to the generality of the powers conferred upon it by subsection (1), the Council shall exercise, perform and discharge the following powers, duties and functions:-
- i) to hold, control and administer the property and funds of the University;
 - ii) to select a coat of arms for the University, and to determine the form, to provide for the custody and to direct the use, of the common seal of the University;
 - iii) to regulate and to determine all matters concerning the University in accordance with the provisions of this Act and of any appropriate Instrument;
 - iv) to administer any funds placed at the disposal of the University for specific purposes;
 - v) to receive and accept with the concurrence of the Commission, bequests, donations and grants of property to the University;
 - vi) to consider, and if necessary amend, and adopt the annual report and the annual accounts of the University and to submit such report and such accounts to the commission;
 - vii) to prepare the financial estimates of the University and to submit such estimates to the Commission;
 - viii) to make By-laws for any matter in respect of which By-laws are authorized to be made;
 - ix) to make such Regulations as are not provided to be made by any other Authority of the University;
 - x) to provide the buildings, premises, furniture, equipment and other material needed for carrying on the work of the University;
 - xi) to appoint persons to, and to suspend, dismiss or otherwise punish

persons in the employment of, the University:

Provided that, except in the case of Officers and teachers, these powers may be delegated to the Vice-Chancellor:

- xii) to appoint examiners, whether from the staff of the University or from elsewhere, after consideration of the recommendations of the Senate, and to determine any fees which may be paid to such examiners;
- xiii) to appoint a Board of Welfare, which shall also include representatives of the students, for the promotion of the general well-being of the students of the University. The composition, powers, duties and functions of such Board shall be prescribed by Ordinance;
- xiv) to enter into, carry out or cancel contracts on behalf of the University, and to invest any moneys belonging to the University including any unapplied income, in any security in which, under the provisions of section 20 of the Trusts Ordinance or of any other written law, it is lawful to invest trust moneys; or, with the approval of the Commission, to invest any such moneys in the purchase of immovable property in Sri Lanka or vary such investments, or to place on fixed deposit in any bank approved by the Commission, any portion of such moneys not required for immediate expenditure;
- xv) to determine, after consultation With the Senate, the academic dress or insignia or both, of the Chancellor, the Officers, the graduate, and the students of the University;
- xvi) to advise the Commission on -
 - a) the institution, abolition or suspension of Professorships, Associate Professorships, lectureships and any other academic post, in consultation with the Senate;
 - b) the institution, abolition or suspension of any non-academic post; and
 - c) the qualifications of teachers, officers and ether employees of the University;and
- xvii) to exercise all other powers of the University the exercise of which is not otherwise provided for in this Act or any appropriate Instrument:
Provided that no resolution shall be passed by the Council in relation to any academic matter unless the Senate has first been given an opportunity of recording and transmitting to the Council its opinion thereon. In this

section, "academic matter" means any matter which is subject to the control and general direction of/the Senate.

The Senate of a University is the academic authority of the University and Section 46. Part VII, of the Act defines the compositions, powers and responsibilities of the Senate.

PARI VII, Section 46

- (1) A University shall have a Senate which shall be the academic authority of the University.
- (2) The Senate of the University shall consist of the following persons:
 - (a) the Vice-Chancellor;
 - (b) the Deputy Vice-Chancellor, if any;
 - (c) the Rector of each Campus, if any;
 - (d) the Director of each Institute or Centre for Higher Learning, If any, affiliated to the University;
 - (e) the Dean of the Faculty of Graduate Studies, if any;
 - (f) the Dean of each Faculty;
 - (g) the Head of each Department of Study;
 - (h) every permanent Professor of the University;
 - (i) the Librarian; and
 - (j) two teachers, other than those referred to in the preceding paragraphs of this subsection elected by the permanent teachers of each Faculty, from among their number.
- (3) Each elected member shall hold office for a period of three years reckoned from the date of his election:

Provided, however, where an elected member retires or resigns, or otherwise vacates office by reason of absenting himself from three consecutive meetings of the Senate, another member shall be elected in his place in accordance with the provisions of paragraph (j) of subsection (2), and such other member shall, unless he vacates office earlier, hold office for the unexpired portion or the term) of office of his predecessor.
- (4) The quorum for a meeting of the Senate shall be one-fourth of its total membership.
- (5) The Senate shall have control and general direction of instruction,

education, research and examinations in the University.

- (6) Subject to the provisions of this Act and without prejudice to the generality of the powers conferred upon it by subsection (5), the Senate shall exercise, perform and discharge the following powers, duties and Functions:-
- i) to draft, after consideration of reports from the Faculty Board or the Faculty Boards concerned, Regulations relating to courses of study and examinations, and to submit such drafts to the Council for approval;
 - ii) to recommend to the Council, after consideration of reports from the Faculty Board or Faculty Boards concerned, the names of persons suitable for appointment as examiners;
 - iii) to recommend to the Council the institution, abolition or suspension of Professorships, Associate-Professorships, Senior lectureships, lectureships, and other academic posts in the University;
 - iv) to recommend to the Council after consideration of reports from the Faculty Board or the Faculty Boards concerned -
 - (a) schemes for the re-organization of existing Faculties and Departments of Study and the organization of new Faculties and Departments of Study; and
 - (b) the assignment of subjects of study to the respective Faculties
 - v) to recommend to the Council the mode and conditions of competition for fellowships, scholarships, exhibitions, bursaries, medals and other prizes;
 - vi) to award fellowships, scholarships, exhibitions, bursaries, medals and other prizes on such conditions as may be approved by the council;
 - vii) to appoint such number of Standing Committees, or *ad hoc* Committees or Boards of the Senate as it may deem fit, and in particular, but without prejudice to the generality of the preceding provisions of this subsection -
 - a) a Library Committee;
 - b) an Admissions Committee;
 - c) a Research Committee; a Curriculum and Evaluation Committee; and
 - d) a Probationary Study Leave Committee
 - e) and to specify their terms of reference; to consider their reports and to

either approve such reports, whether with or without modification, or to reject such reports; and

- viii) to recommend to the Council requirements for the admission of students to courses of study.

The Faculty Board is the governing body of all academic affairs of all Faculty. Each Faculty of a University shall consist of the Departments of Study assigned to that Faculty under the provisions of the University Act. The Section 47 of Part VII of the Act defines the composition, functions and responsibilities of a Faculty Board.

PART VII, Section 47

- (1) Each Faculty of a University shall consist of the Departments of Study assigned to that Faculty under the provisions of this Act.
- (1A) Each Faculty of a University shall have a Faculty Board which shall consist of the following persons:-
- (a) the Dean of that Faculty;
 - (b) all permanent Professors, Associate Professors, Senior Lecturers and Lecturers of the Departments of Study comprising the Faculty;
 - (c) two members elected by the permanent Assistant Lecturers of the Faculty from among their number;
 - (d) two members of the permanent staff imparting instructions In the Faculty, excluding those referred-to in paragraphs (b) and (c), elected from among their number;
 - (e) two students elected by the students of the Faculty from among their number; and
 - (f) three persons not being members of the staff of the University elected by the Faculty Board from among persons of eminence in the areas of study relevant to the Faculty.
- (2) A member elected under paragraph (e) of subsection (1) shall hold office as a member for a period of one year, and any other elected member for a period of three years, reckoned from his date of election, and shall be eligible for re-election.
- (3) Subject to the provisions of this Act, a Faculty Board shall exercise. perform and discharge the following powers, duties and functions-
- i) to consider and report on any matter referred to it by the Senate;
 - ii) subject to control of the Senate, to regulate matters connected with

teaching, examinations and research in the Departments of study in the Faculty;

- iii) to present recommendations and reports to the Senate on all matters connected with the courses of study and examinations in the Faculty.
 - iv) to appoint committees, which may include persons other than members of the Faculty, for the purpose of considering and reporting on any special subject or subjects; and
 - v) to recommend to the Senate persons suitable for appointment as examiners
- (4) (i) The Dean shall preside at all meetings of the Faculty Board;
- (ii) The members elected under paragraph (e) of subsection (1A) shall be excluded from the proceedings of any meeting of the Faculty Board relating to the election of the Dean under section 49 of this Act, and to examinations and connected matters and any such meeting shall, notwithstanding such exclusion, be deemed to have been duly held.

CHAPTER 3

ADMINISTRATIVE STRUCTURE OF THE RAJARATA UNIVERSITY OF SRI LANKA

The administrative organizational structure with the Vice Chancellor at the apex is depicted in Chart 3.1. The main strata or the organizational structure of Rajarata University of Sri Lanka are:

- i) Central Administration with the Vice Chancellor as the Chief Executive Officer along with the Registrar and the Bursar functioning, overseeing the general administration and financial management, respectively. The central administration consists of administrative divisions, service divisions & units and other auxiliary divisions/units performing specific functions. In addition there are several Centers/Units that have been established with Council approval to perform specific functions related to administration, academic teaching and training, research and development, service functions and outreach activities.
- ii) Faculty administrations headed by the Deans with Heads of Departments and assistant/senior Assistant Registrars and Assistant/Senior Assistant Bursars overseeing the general administration and financial management, respectively. Besides the Departments of Study. Faculties may also have various units and centers established with the approval of the Council to perform various special tasks related to academic administration, research and development and service functions and outreach activities.
- iii) Library administration headed by the Librarian along with the assistant/senior assistant librarians manning the main and branch libraries

In the University organization there are numerous coordinating units, committees and boards appointed by the respective authorities to assist them to discharge their duties.

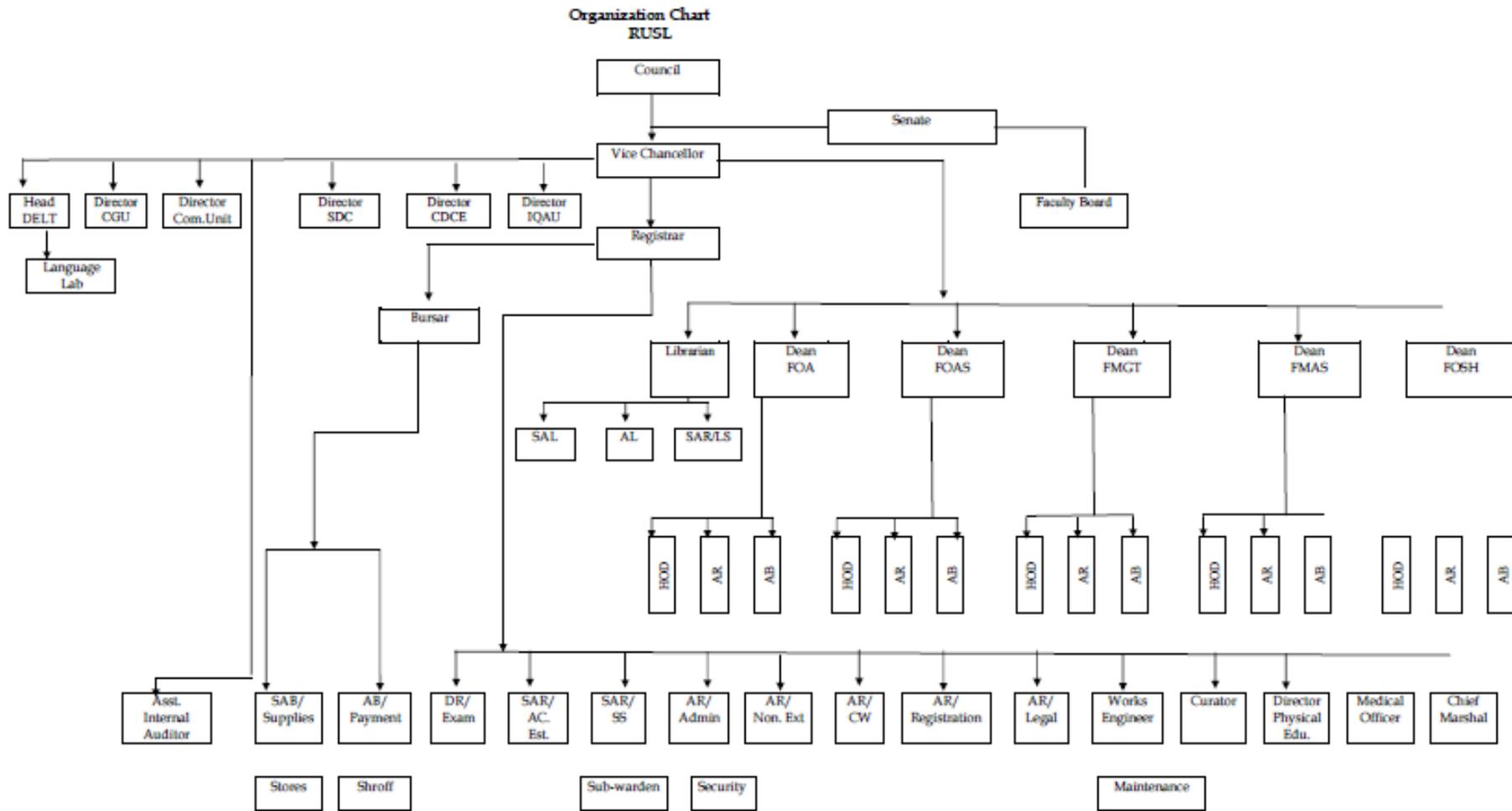
- i) The Vice-Chancellor appoints a committee of Deans, called the Vice Chancellor's Advisory Committee to advise him in the overall management of the University.
- ii) The Council appoints the following standing committees: i) Board of Discipline, ii) Finance Committee. iii) Procurement Committee, iv) Lands. Buildings & Maintenance Committee, v) Staff Residence Committee, and vi) Audit & Management Committee.

- iii) The Senate appoints the following committees: i) Academic Development & Planning Committee, ii) Examination Disciplinary Committee. iii) Research & Publication Committee, and iv) Library Committee.

- iv) The respective Faculty Board appoints the following committees i) Curriculum Development Committee, ii) Research & Publication Committee.

In addition, the administration, with the approval of the Council has defined several functional systems, namely, a) Student Discipline System and b) Student and Staff Welfare System. These two systems are placed under the direct purview of the Vice Chancellor and operated through the services provided by administrative and service divisions and supported by the security division, marshals, proctors and student counselors. In addition, as and when required, with approval of the Council and the Senate, the administration appoints *ad hoc* committees and boards to attend to special matters of the University.

In addition, the Rajarata University of Sri Lanka has established several centers and units that offer complementary and supplementary training programmes at various levels and specialized services to the public. Some of these units come directly under the purview of the Vice Chancellor (Centre for Distance & Continuing Education Unit (CDCE), Computer Center, Department of English Language Teaching (DELT): this will become a division of the new centre) Staff Development Center (SDC), Career Guidance Unit (CGU).



3.1

CHAPTER 4
ORGANIZATIONAL STRUCTURE AND DUTIES AND FUNCTIONS OF OFFICERS OF
THE UNIVERSITY, DIVISIONS, UNITS AND CENTRES

4.1 General

As described in detail in Chapter 2, the Officers of the University are i) Vice- Chancellor, ii) Dean of each Faculty, iii) Registrar, iv) Librarian, and v) Bursar, The Vice-Chancellor is the chief executive officer and is in-charge of all academic, administrative and financial matters. The Registrar is in- charge of non-academic staff and is the custodian of all movable and immovable assets of the University. The Bursar is in-charge of all financial matters and the Librarian is responsible for administration of the library system.

Administrative, Service and Financial Management and Accounting, Auditing and other allied functions are performed and/or achieved through coordinated efforts of the Administrative, General Services, and Support Services, Finance and Auditing Divisions and other entities. These divisions are brought under several functional systems, and further refined by defining the duties and responsibilities.

A) Central Administration:

The administrative functions of the University are achieved through 08 administrative divisions [*i.e., i) Examination & Academic Division ii) Academic Establishment Division, iii) Non-academic Establishment Division, iv) General Administration Division, v) Student Services Division, vi) Capital Works Division vii) Student Registration Division viii) Legal and Documentation Division*] and Financial and Internal Audit Divisions. Eight administrative divisions, along with Internal Audit Division formed the **General Administrative System (GAS)** in order to optimize functional efficiency through more coordinated and coherent manner. The diagrammatic depiction of the general administrative system is given in **Chart 1.1**.

B) General Services System (GSS):

The management of service functions is achieved through 9 service divisions/units that form the General Services System [i.e. *i) Security Division, ii) University Health Centre, iii) Maintenance Division, iv) Physical Education Division, v) Landscape Division, vi) Marshals Division, vii) Administration, viii) Statistics and Information Unit and ix) Computer Center*]. These divisions/units along with few other units/entities are combined to form the General Service System in order to optimize functional efficiency in a more coordinated and coherent manner. The diagrammatic depiction of the general services system is given in **Chart 1.2**.

C) Auxiliary Services System (ASS):

In addition there are several divisions, centres and units that perform specific support services/functions and hence combined to form the Auxiliary Services System [i.e. *i) Career Guidance and Student Counseling Unit & ii) Staff Development Centre, iii) English Language Teaching Unit*].

D) Student Discipline & Welfare Systems

In, order to streamline and focus activities related to student discipline and welfare, two functional systems called Student Discipline System and Welfare System are formed by creating a network of divisions/ units/ centers.

Student Discipline System

- a) Legal & Documentation Division
- b) Proctor & Deputy Proctor Unit
- c) Marshals Division
- d) Security Division

Welfare System

- a) Student Welfare Unit
- b) Senior Student Counselor Unit
- c) Student Counseling Unit

The Student Discipline and Welfare systems are depicted in **Chart 1.3**.

E) Financial and Accounting Services

The Financial Administration Division is one of the key divisions of the University, and handles all the funds received from the General Treasury, other outside sources and funds generated by the University itself. The Bursar who is one of the key officers as per

Universities Act is the head of the department, and is accountable for all funds received and spent by the University and is responsible for maintaining all relevant accounts for all transactions that occur in the University. The organization structure and the functions of the departments are highlighted in the **Chart 1.4**.

Major functions: Some of the functions (recurrent payments. minor capital payments. research grants. etc.) of the department were decentralized to the faculty level in the year 2013 while others (i.e. payment of salaries, loans, procurements, major capital works. ere) are performed centrally. At present. the Finance department functions with 11 sub-divisions/units, namely i) salaries and wages. ii) supplies and stores, iii) accounts and revenue, iv) payments. v) funds and centers. vi) student affairs and (vii to xiv) faculty units (5 units).

All the accounting: functions of the University arc currently performed *via* accounting software on net work platform. In addition to that plan to be setup computerized human resources data management system. It is also expected to introduce computerized data management systems for stores management, fixed assets and other funds including accounts relating to centers.

4.2 Office of the Vice-Chancellor

The Vice-Chancellor shall be a full-time officer of the University, and shall be the principal executive officer and principal academic officer thereof. He shall be an *ex officio* member and Chairman of both the Council and the Senate. The Vice-Chancellor shall be entitled to convene, he present and speak at. any meeting of any other Authority of the University or other body, but shall not be entitled to vote at any such meeting unless he is a member of such other Authority or other body.

The Vice-Chancellor shall he the Accounting Officer of the University. The Vice-Chancellor shall be responsible -for the execution of policies and measures approved by the Council in relation to the University and. subject to such policies, the direction, supervision and control of the University, including its administration; and for the maintenance of discipline within the University.

The Vice-Chancellor is appointed by the Head of State. His Excellency the President from among the 3 nominations submitted by the Council. Once he or she is appointed, the term of the office is limited to 3 years with provision to be reappointed for another 3 year term. As defined by the Universities Act, he is

overall in-charge of all matters of the University. He is advised by the Vice-Chancellor's Advisory Committee consisting of the Deans and the Deputy Vice-Chancellor and Registrar who are ex- office members. The Senate functions as the academic syndicate and the Council functions as the governing body of the University.

The Vice-Chancellor is also responsible for planning and monitoring of the Corporate Plan of the Rajarata University of Sri Lanka,

4.2.1 Computer Services Unit

The University has introduced electronic data storing and management system for all administrative, service and auxiliary service division and units. A central unit to handle all electronic data management packages and also provide back-up support services for all compute facilities in all divisions and units has been established within the Financial Division and this unit is directly placed under the Vice-Chancellor (**refer chart 1.1**) This unit will also become the main hub for the Higher Education Information System (HEMIS).

4.3 Office of the Deans of a Faculty

A Faculty of the University consists of academic departments and has the administrative support systems for a) academic, b) general administration, c) financial administration and d) other support services. Each Faculty is headed by a Dean who functions as a full-time officer of the University, and is the head of academic and general administration. Each department is headed by a Head who is responsible for the academic and general administration of the department concerned. Besides the Departments of Study, Faculties may also have various units and centers established with the approval of the Council to perform various special tasks related to academic, administration, research and development and service functions and outreach activities.

Each Faculty has a Faculty Board which is the academic syndicate and the governing body of the Faculty. The Faculty Board elects a Dean and the Dean in turn recommends names of academic members for the Heads of Departments posts to the Vice-Chancellor for his consideration for submission to the Council for approval. The academic administration with respect to syllabi and courses and course contents, academic calendar with respect to commencement and closure of academic sessions, examinations, examines etc., are governed by the Faculty Board. In addition, the Faculty

Board appoints the following committees i) Curriculum Development Committee, ii) Research & Publication Committee iii) Scholarship Committee to carry out various tasks relating to undergraduate and postgraduate academic programmes and research and development work.

The Dean is advised by his advisory committee consisting of all heads of departments. This committee is responsible for taking decisions with regard to budget estimates for submission to the Vice-Chancellor, distribution of approved funds and taking decisions and advising the Dean on any matter pertaining to faculty administration. The relevant decisions are reported at the Faculty Board for ratification and information of members of the Faculty Board.

4.4 Office of the Registrar

The Registrar is a full-time officer of the University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate instrument.

The Register under the direction of the Vice-Chancellor handles all matters pertaining to general administration. The administrative services are provided through 8 administrative divisions [(i.e. i) *Academic Establishment Division*, ii) *Non-academic Establishment Division*, iii) *General Services Division*. iv) *Student Services and Registration*, v) *Capital Works Division*. and vi) *Legal and Documentation Division*], 9 service divisions [i.e. i) *Security Division*, ii) *University Medical Centre*, iii) *Maintenance Division*, iv) *Physical Education Division* v) *Landscape Division*, vi) *Marshal Division*, vii) *Statistical Information divisions/units* [i.e., i) *Career Guidance and Student Counseling Unit* and ii) *Staff Development Centre* and iii) *English Language Teaching Unit*]

The Registrar functions as the Secretary to the Council, Senate and all the Council and Senate sub-committees.

4.5 Office of the Bursar

The Bursar is a full-time officer of the University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate Instrument.

The Bursar under the Direction of the Vice-Chancellor handles all mailers relating to financial administration. He is assisted by several Deputy Bursars, Senior Assistant/Assistant Bursars. Under the decentralized financial

administrative system, each faculty is assisted by a Senior Assistant/Assistant Bursar. He functions as the Secretary to the Finance Committee and the University Procurement Committee.

4.6 Office of the Librarian

The Librarian is a full-time officer of the University and shall exercise, perform and discharge such powers, duties and functions as may be conferred or imposed on or assigned to him by this Act or by any appropriate Instrument. The Librarian is responsible for the development and management of the University library system. The RUSL library system consists of a) Main Library, and b) five (05) branch libraries, and the functions of the library system are guided by the Senate Library Committee and Faculty Library Committees (refer Chart 1.1 & Chart 1.5)

4.7 University Administrative Structure

4.7.1 General Administrative System (GAS)

The overall responsibility of the general administrative system is to assist the Vice-Chancellor, Deans of Faculties and Directors of Centers to conduct the academic training programmes approved by the Council, the governing body of the University and carry out research and development work and outreach activities of the Rajarata University of Lanka. The organizational chart of the system, depicting the linkages among the administrative and other divisions, centres and units along with broader functions of the respective divisions, centers and units is given in the **Table 1.1**. The detailed organization arrangement within a given division along with the responsibilities assigned to the officers and support staff is in **Annexure 1 to 8**.

Table 1.1 List of Key Management Personal with their Designations.

Division	Major Duties/ Functions	Remarks on detail descriptions
1. Deputy Registrar Examinations & Academic Division	<ul style="list-style-type: none"> i) Handling all Senate proceedings including follow-up work ii) Maintaining record of postgraduate student registration, graduation & reporting to the Senate & Council iii) Handling matters related to the convocation in liaison with Academic & Council Division iv) Handling all matters relating to scholarships, medals & 	Annexure 1

2. Senior Asst. Registrar Academic Establishment Division	<ul style="list-style-type: none"> i) Handling all matters regarding recruitment, leave, promotions, extensions & disciplinary matters of the academic staff. ii) Handling all matters regarding bond violations in liaison with SAR/ Legal & Documentation iii) Handling all matters regarding temporary/ contractual academic staff & visiting lectures 	Annexure 2
3. Asst. Registrar Non-academic Establishment Division	<ul style="list-style-type: none"> i) Handling all matters regarding recruitment, leave, promotion, extension, & disciplinary matters of the non-academic staff. ii) Handling all matters regarding the temporary/ contractual non-academic staff iii) Handling all mater relating to unions & uniform matters 	Annexure 3
4. Asst. Registrar Administration Division	<ul style="list-style-type: none"> i) Handling all matters regarding utility services-water, electricity & telephone supply ii) Handling all matters regarding lands, building & other fixed assets, revenue & taxed iii) Handling all matters regarding vehicles iv) Handling all matters regarding contractual services, security and janitorial services, photocopying services & contact labour for Landscape & Maintenance Division 	Annexure 4
5. Senior Asst. Registrar Student Services Division	<ul style="list-style-type: none"> i) Handling all matters regarding student unions/ societies/ associations, including elections ii) Handling all matters regarding hall allocations for students iii) Handling all matters regarding the Arts Council iv) Handling all matters regarding appointment of student counselors, proctors, wardens, academic sub-wardens v) Handling all student disciplinary matters & examination offences, including proceedings of the Board of Discipline 	Annexure 5

	vi) Handling all matters relating to Mahapola & Bursaries including season tickets in liaison with the Finance Division	
6. Asst. Registrar Capital Works Division	i) Handling all matters relating to capital projects ii) Handling all matters relating to rehabilitation projects iii) Handling all matters relating to contract 1 labour for rehabilitation work	Annexure 6
7. Asst. Registrar Student Registration Branch	i) Handling all matters regarding students admission including proceedings of admission committee	Annexure 7
8. Asst. Registrar Legal and Documentation Division	i) Handling all matters regarding legal matters, USAB cases, human/fundamental rights cases, labour tribunal cases, etc. ii) Handling all matters relating to bond recoveries in liaison with Academic & Non-Academic Establishments Divisions iii) Handling all matters relating to disciplinary inquires relating to academic and non-academic staff	Annexure 8
9. Asst. Internal Auditor Internal Audit Division	i) Providing guidance to all administrative & Financial division on financial regulations & guidelines in procurement of goods, works & services ii) Handling all matters relating to Audit queries	Annexure 9

4.7.2 General Services System (GSS)

The overall responsibility of the University General Services System (UGSS) is to assist the Vice-Chancellor, Deans of Faculties and Directors of Centers to maintain i) utility services such as water, electricity, telephone and LAN system, ii) health care service. iii) maintenance and rehabilitation work including design and supervision of new construction work, landscaping work, sanitary and cleaning services, sports and recreational facilities, security services, etc., that are required to operate at optimal efficiency in order to conduct the academic training programmes approved by the Council, the governing body of the University and carry out research and development work and outreach activities of the Rajarata

University of Sri Lanka. The organizational chart of the system, depicting the linkages among the service and other divisions, centres and units along with the broader functions of the respective divisions, centers and units is given in **Table 1.2**, The detailed organizational arrangement within a given division along with the responsibilities assigned to the officers and support staff is in **Annexure 10 to 18**.

Table 1.2 Major Functions of the Divisions and Units involved in General Services

Division	Major Duties/ Functions	Remarks on detail descriptions
1. Security Division	i) Handling all security matters including protection of movable & immovable assets ii) Provision of security to the main building, faculties, libraries, grounds & gymnasium, health center, maintenance division, hostels. iii) Providing assistance to Marshals to maintain discipline of the students and in dealing with student unrest and handle instances where breaches of discipline are noted or detected, diffuse tension, and settle minor disputes and if required report to VC, Registrar iv) Assist the administration in conducting disciplinary inquiries	Annexure 10
2. University Health Centre	i) Provision of curative health care services to undergraduate staff & their families ii) Provision of preventive health care-health education, vaccinations, supervision of canteens & guest houses iii) Management of garbage & sewerage disposal (in liaison with the general service Division) iv) Management of janitorial service including the supervision of contractual services	Annexure 11
3. Maintenance Division	i) Repair & maintenance works	Annexure 12

	<p>of all buildings, grounds, roads & other faculties</p> <p>ii) Repair & maintenance of electricity supply buildings, grounds, roads etc.</p> <p>iii) Repair & maintenance of utility service - water, sewerage system</p> <p>iv) Design, plan & BOQ preparation of minor rehabilitation work & supervision of major rehabilitation work & new capital projects</p>	
4. Physical Education Division	<p>i) Maintaining & managing all sports faculties, Gymnasium, grounds, swimming pool etc.</p> <p>ii) Provision of guidance including coaching of sport team and promoting participating in inter-University, national & international games & competitions</p> <p>iii) Conducting training programmes/ coaching camps for new-comers and also for senior students in all sports</p>	Annexure 13
5. Landscape Division	<p>i) Managing all landscaping works including management of the all fauna & flora of the University lands. Establishment & maintenance of</p> <ul style="list-style-type: none"> - Landscape architecture - Flower beds - Flower & shade trees - Foot paths - in liaison with maintenance division - Pavements - in liaison with maintenance division <p>ii) Protecting all land including notice's and fencing.</p>	Annexure 14
6. Marshal's Division	<p>i) Under the direction of the VC and D/Proctor, maintain the discipline of students by keeping vigilance on activities and behaviour of students at faculties, centers. gymnasium and play grounds, hostel, etc.</p> <p>ii) Assist Deans, proctor and Deputy Proctors and Wardens in maintaining student discipline and provide all</p>	Annexure 15

	<p>logistic support including secretarial assistance in conducting disciplinary inquiries</p> <p>iii) Assist the University Security Division in providing security to staff and students</p>	
7. Administration	<p>i) Management of Guest Houses in liaison with General Services Division</p> <p>ii) Providing all logistic support in liaison with Maintenance Division, General Service Division & other divisions to University functions</p> <p>iii) Maintenance work & inventory of the Lodge in liaison with Maintenance & General Services Division</p> <p>iv) Maintaining all notice boards & removal or all old & unwanted posters, cutouts & other material in liaison with the Security & Maintenance Division</p> <p>v) Handling all matters relating to visitors of the University.</p> <p>vi) Monitoring news items & responding to them in consultation with VC, DVC & Registrar</p> <p>vii) Handling of inward & outward bound faxes distribute within the units</p>	Annexure 16
8. Statistics and Information Unit	<p>i) Handle all matters regarding University publications; Annual Report, University Calendar, Statistical Handbook, University Newsletter & Prospectus</p> <p>ii) Collect & compile all important documents UGC & other Public Administration Circulars</p> <p>iii) Providing information to other institutes</p> <p>iv) Collecting information of the University & publish on the Web Site.</p>	Annexure 17
9. Computer Centre	<p>Internet & Communication Services Unit (ICSU) is the unit that provides all communication services to the University community. The services include</p>	Annexure 18

	<ul style="list-style-type: none"> i) Operation and maintenance of the campus network ii) Internet Service (LAN and dialup connections) iii) Electronic Mail Service iv) Web Development and Hosting v) Video Conferencing Facilities vi) Design of new LANs for Departments/Units vii) Virus Related Notifications and Advice viii) Network Related Advice 	
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4.7.3 Auxiliary Services System

There are several other divisions/centers/units that have been formed to perform very specialized functions in order to assist the Vice-Chancellor, Deans of Faculties and Directors of Centers to conduct the academic, research and outreach activities of the Rajarata University of Sri Lanka. These may also form integral components of GAS, GSS and SD&WS. The broader functions of the respective divisions, centers and units are given in the **Table 1.3**. The detailed organization arrangement within a given division along with the responsibilities assigned to the officers and support staff is in **Annexure 19 to 20**.

Table 1.3 Major Functions of the Auxiliary Services Divisions and Units

Centre/Unit	Major Duties/ Functions	Remarks on detail descriptions
1. Career Guidance & Student Counseling Unit	<ul style="list-style-type: none"> i) Provision of counseling and career guidance services to students ii) Provision of career related information to students iii) Assisting D/ Academic Affairs and Faculty career guidance units to operate industrial placement scheme. iv) Conducting academic guidance programmes to develop "soft" or "employability" skills of students 	Annexure 19
2. Staff Development Centre	Design and conduct or facilitate staff development training programmes for academic staff and non-academic staff (all executive, technical and clerical categories)	Annexure 20

3. Department of English Language Teaching	i) Conduct English Intensive and Ongoing courses for all undergraduates ii) Conduct elective English Courses conduct mid and semester examinations iii) Conduct English courses for academic and non academic staff when a request is made	
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4.7.4 Student Discipline and Welfare System

The subjects of Student Discipline, Welfare of Students and Staff come under the purview of the Vice-Chancellor. In this organizational arrangement, Student Discipline & Welfare are divided into two functional systems, namely, Student Discipline System and Welfare System. The organizational arrangement, responsibilities of the Vice-Chancellor, Deputy Vice-Chancellor, Registrar, SAR/Legal & Documentation, SAR/Student Services & AR/Registration, Proctor & Deputy Proctor, Senior Student Counselors, Student Counseling Unit, Security & Marshals are depicted in **Chart 1.3**.

A) Student Discipline System

This System is placed under the immediate supervision of the Vice-Chancellor. The Student Discipline System consists of the following components: i) Proctor & Deputy Proctors Unit, ii) Marshals Unit iii) Security Service Unit and iv) Assistant Registrar/ Legal & Documentation.

The broader functions of the Student Discipline System (SDS) and the units that come under the SDS are given below:

- Handle all matters relating to Students discipline
- Coordinate and supervise the activities of Proctors
- Coordinate and supervise the activities of the Marshals
- Handle all matters relating to the Board of Discipline

The overall responsibility of the SDS is to maintain discipline of students. This encompasses all activities required to achieve the following objectives and outcomes:

- I. Students' compliance with By-laws pertaining to the students' conduct, behaviour and discipline.
- II. Promotion of good conduct and behavioral patterns of the students and preventive measures to maintain it.
- III. Quick, rational and appropriate response to effect urgent action to contain any disturbances that may erupt among the student community.
- IV. Unbiased and speedy inquiry procedures to ascertain the alleged misconduct, hence the breach of By-laws and impose punishment on those who violate By-laws,

Table 1.4 Duties and functions of Divisions and units involved in the Student Disciplinary System

Division	Major Duties/ Functions
<p>1. Proctor & Deputy Proctors Unit (DPPU)</p>	<ul style="list-style-type: none"> i) Design and implement all possible preventive measures in liaison with Chief Marshal and Senior Student Counselors to minimize 'ragging' and any form of student misconduct. ii) In instances where student indiscipline of unrest is noted or reported, take immediate actions to contain the situation, identify wrong-doers, diffuse the unrest and disperse the students. iii) If investigation and/or preliminary inquiry procedure with the assistance of marshals and deputy proctors. iv) If it is an offence that has to be dealt with at the Faculty or Student Hostel or Proctors level, in liaison with the appropriate authority conduct/expedite investigations and impose/ assist imposition of appropriate punishments in accordance with By-laws on the wrong-doers or culprits. v) If the offence or misconduct committed by a student or students warrants formal inquiries, then submit the report of the preliminary inquiry through the to the Vice-Chancellor for initiating formal inquiry. vi) Assist the Vice-Chancellor, Registrar, SAR/ Student Services and AR/Legal and Documentation to conduct formal inquiries. vii) Assist the Board of Discipline in its proceedings. viii) Assist the Police in conducting Police inquiries, Assist VC & DVC in handling appeals submitted by students on whom the punishments were imposed.
<p>2. Marshals Unit (MU) The Marshals Unit when fully functional should consist of chief Marshal and three marshals. The MU comes under the direct supervision of the Vice-Chancellor and the Proctor.</p>	<p>Refer to the Table 1.2</p>

<p>3. Security Unit (SU) The Security Unit when fully functional should consist of a Security Officer, 02 Security inspectors. The SU administratively comes under the direct supervision of the Registrar. However, the security staff should comply with all directions that will be issued by the Vice-Chancellor in all matters relating to student discipline besides ensuring to student discipline besides ensuring the security of the immovable and movable properties including the security of staff and students.</p>	<p>Refer to the Table 1.2</p>
<p>4. Legal & Documentation Division This Legal and Documentation Division (LDD) is headed by a Assistant Registrar with professional legal qualification.</p>	<p>i) Handling all legal matters relating to a) Court cases, b) USAB cases and c) Human Rights cases ii) Handling all matters relating to bond recoveries</p>

B) Student Welfare System

The Student & Staff Welfare System comes under the immediate supervision of the SAR/ Student Services. The Student & System consists of i) Student Accommodation & Cafeteria Unit, ii) Senior Student Counselors Unit, iii) Student Counseling Unit are depicted in **Table 1.5**.

The SSWS which comes under the purview of the Registrar. This system is operated through close cooperation of a network of units, namely, a) Student Accommodation and Cafeteria Unit, b) Senior Student Counselors Unit, c) Professional student Counseling Unit. The broader functions of the system are as follows.

- i) Handling all matters relating to welfare
- ii) Improving the quality of student and staff accommodation
- iii) Improving the quality of the Cafeteria service

The overall responsibility of the SSWS is to optimize student and staff welfare and promote social harmony. This encompasses all possible activities listed below:

- i) Advertising and entertaining applications for hostel accommodation, hall allocation and assisting the wardens and sub-wardens in hall management.
- ii) Optimizing the utilization of hostel accommodation and other facilities and ensuring high standards of student accommodation and cafeteria services.
- iii) Coordinating student counseling services through the Faculty level student counselors and through the professional counseling unit.

Table 1.5. Duties and functions of Divisions and units involved in the Student and staff Welfare System

Division	Manor Duties/ Functions
<p>1. Student Accommodation Unit</p> <p>This Unit is one of the three units that come under the purview of SAR/SS&R, namely a) Student Registration and Certification Unit, b) Student Support Services Unit and c) Student Accommodation Unit</p>	<ol style="list-style-type: none"> i) Handling all matters relating to Students accommodation - advertising, allocations, receipts of hall fees hall administration, etc. ii) Handling all matters relating to the Student Cafeteria Service-calling tenders, supervision of cafeteria functions in liaison with the Chief Medical Officer and Public Health Inspectors. iii) Handling all matters relating to hall and cafeteria maintenance, repairs and rehabilitation and refurbishment work in liaison with the Hall Maintenance.
<p>2. Senior Student Counselors Service Unit</p> <p>This unit comes directly under the chairmanship of the Vice Chancellor. It consists of 2-8 students/ counselor per faculty appointed on the basis of student numbers. The total number of Senior Student Counselors is approximately 20.</p>	<ol style="list-style-type: none"> i) Coordination and guidance for optimizing Senior Student Counseling Service operated at Faculty level ii) Coordinate the student support system to help student in need-students in need of assistance to resolve learning, financial, and psychological problems. iii) Design, Implement in coordination with faculties measures to minimize

	<p>and prevent 'ragging and any other misconduct leading to disruption of academic activities of the University that would bring disrepute to the University.</p> <p>iv) Guide and assist the students to acquire knowledge and skills in 'non-core' disciplines/ specialties/ areas-sports, language and communication skills, computer application skills, and other marketable skills, such as management interpersonal skills, leadership skills, etc.</p>
<p>3. Student Counseling Unit (SCU). This SCU is headed by a professional Student Counselor(s) and works under the supervision of the Vice-Chancellor. The unit works in close liaison with the Senior Student Counselors Unit.</p>	<p>i) Provision of professional counseling service for student referred by the Senior Students Counselors</p> <p>ii) Assist the Senior Student Counselors to promote student counseling work at faculty levels</p>
<p>4. Student and Welfare Unit (SSWU) The SAR/ Student Services is headed by the and assisted by all 08 permanent sub-wardens. Its functions are mostly directed towards optimizing the quality of services provided and performance of several service divisions.</p>	<p>i) Handling all matters relating to staff and student welfare</p> <p>ii) Improving the quality of student and staff accommodation</p> <p>iii) Improving quality of the Cafeteria service</p> <p>iv) Improving quality of sports facilities and programs</p> <p>v) Improving the quality of preventive health care programme. Promoting student and staff-social and cultural activities.</p>

4.8 University Financial Management System

Table 1.6 Functions and duties of the sections of the Financial Administration Department are as follows;

Post	Functional area	Responsibilities	Functions and Duties
Bursar	Financial Administration	Overall financial management of the University and Management of University Funds	<ol style="list-style-type: none"> 1 Financial management of the University 2 Provide FMI 3 Hold custodian and accountability of the University funds 4 Other responsibility laid down in the Universities Act. 5 Overall supervision of the finance department
D.B. - I	Salary Management	Salaries, Loans, UPF and Gratuity	<ol style="list-style-type: none"> 1 Management of Salaries, Loans and Terminal benefits 2 Provide FMI 3 Maintain proper record system 4 Attending meetings etc 5 In charge of FC & UPC
A.B. - I	Accounts and system management	Financial Accounts and software system administration	<ol style="list-style-type: none"> 1 Maintain University accounts 2 Provide FMI 3 Maintain proper recording system 4 Control the Software system 5 Maintain and upgrade the system 6 Supervision of Faculty Funds & Accounts
SAB - I	Supplies & stores management	Foreign and Local supplies, stores	<ol style="list-style-type: none"> 1 Management of all supplies and stores of the University 2 Provide FMI 3 Maintain proper recording system 4 Monitoring, forecasting and planning the supply process
AB - I	Treasury & Financial Information management	Audit Queries, Treasury management (revenue, FD, Government grants)	<ol style="list-style-type: none"> 1 Fund management of the University 2 Management of FD 3 Attending for Audit matters 4 Maintain proper recording system

AB - I	Payments and Budget management	General payments (recurrent and capital), Air tickets, Budgetary control	<ol style="list-style-type: none"> 1 Preparation and maintaining the University budget 2 Making payments 3 Controlling the University Budget 4 Provide FMI 5 Maintain proper recording system
AB - I	Projects management	Research, Projects, Funds and Centers	<ol style="list-style-type: none"> 1 Financial management of the Projects carried out by the University 2 Provided FMI 3 Maintain proper recording system
AB - I	Student affairs	Student affairs, scholarships and IRQUE	<ol style="list-style-type: none"> 1 Management of student revenue and scholarships funds 3 Maintain proper recording system Provide FMI
SAB - I	External	General financial and accounting functions of the external examination branch	<ol style="list-style-type: none"> 1 Maintain proper recording system 2 Provide FMI 3 Making payments of the Ex. Branch 4 Maintained the Ex. Branch budget 5 Fund management of the Ex. Branch
AB/SAB's	Faculties	General financial and accounting functions of the faculties	<ol style="list-style-type: none"> 1 Maintain proper recording system 2 Provide FMI 3 Making payments of the faculty 4 Maintained the faculty budget 5 Fund management of the faculty

4.9 University Library System

The Rajarata University of Sri Lanka Library has developed and expanded rapidly, transforming itself into a Library System comprising a Main Library and 4 Branch Libraries in the faculties of Agriculture. Medicine & Allied Sciences, Applied Sciences and Professorial Unit. At present, the library system possesses a total collection of over 500,000 items and

continues to be developed the developing University Library in Sri Lanka.

The Library holdings dating back to a few decades have been enriched from time to time by donations, requests owned by great scholars of our land and purchases of valuable collections.

4.10 Major Functions/ Duties of Centres and Units (coming under the purview of the Central Administration)

Centre/ Unit		Major Duties/ Functions Remarks on detail descriptions
1	Computer Center	<ul style="list-style-type: none"> i) To provide computing and Internet facilities for the University Community ii) To provide computer laboratory and seminar room facilities for teaching in the University iii) To provide ICT training to undergraduates, staff and outsiders iv) To provide services such as web administration and hosting for faculties on request, technical evaluation on computer related equipment v) To provide support for the development and hosting of e-learning material to the academic community of the University vi) To conduct selection tests for computer related recruitments and promotions
2.	Center for Distance and Continuing Education (CDCE)	<ul style="list-style-type: none"> i) Review the existing degree programmes and introduce curricular reforms and design and offer new external degree, diploma and certificate level programmes in disciplines and subjects as determined by the market needs ii) Develop learning resources (both in print and on- line forms) and make available to external candidates, for degree, diploma and certificate level programmes iii) Conduct training programmes both on-line and conventional modes (through facilities at the Centre and regional centres) for degree, diploma and certificate level programmes iv) Conduct examinations and process and release results in a speedy manner.

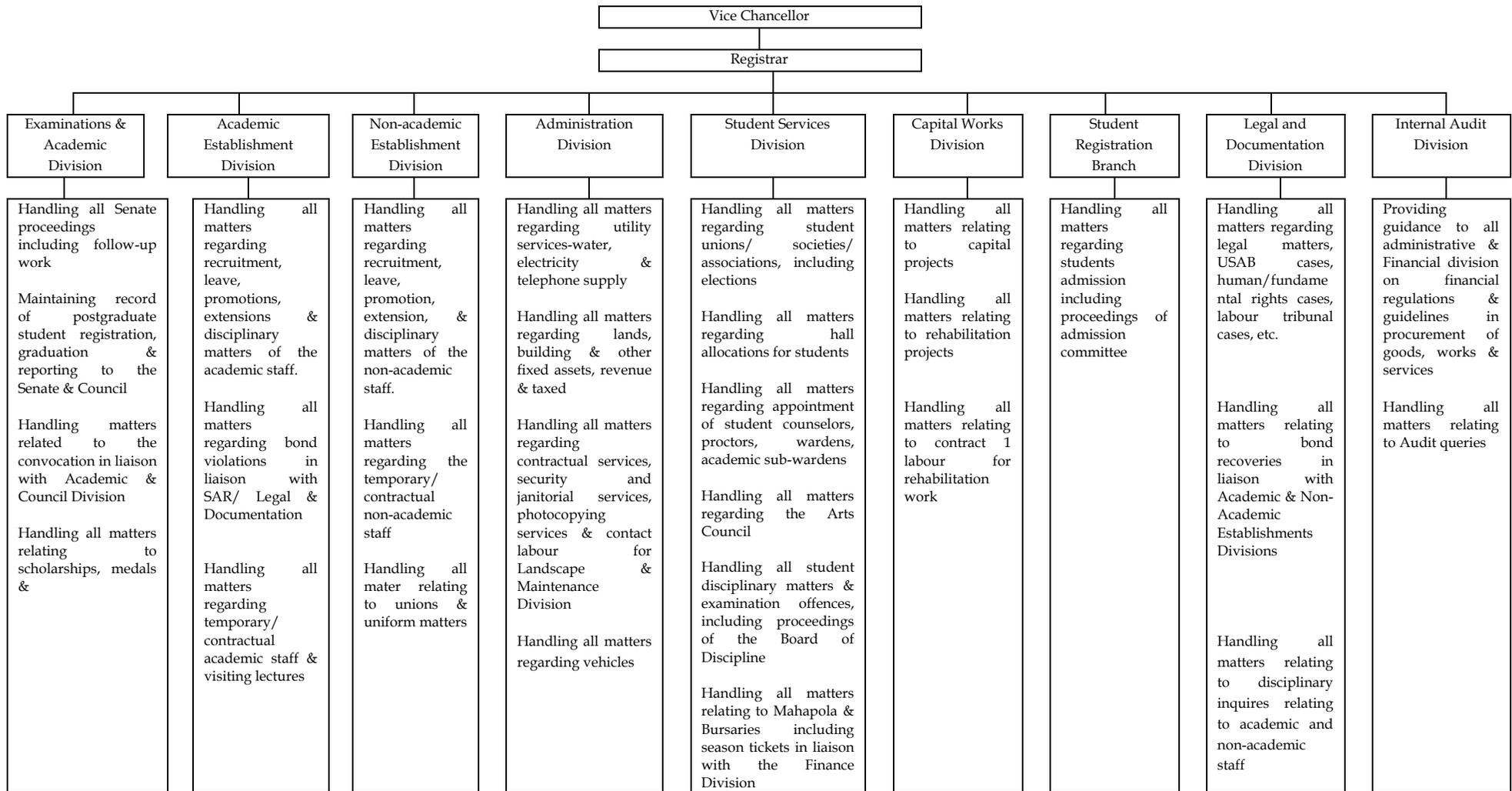


Chart 1.1 General Administrative System

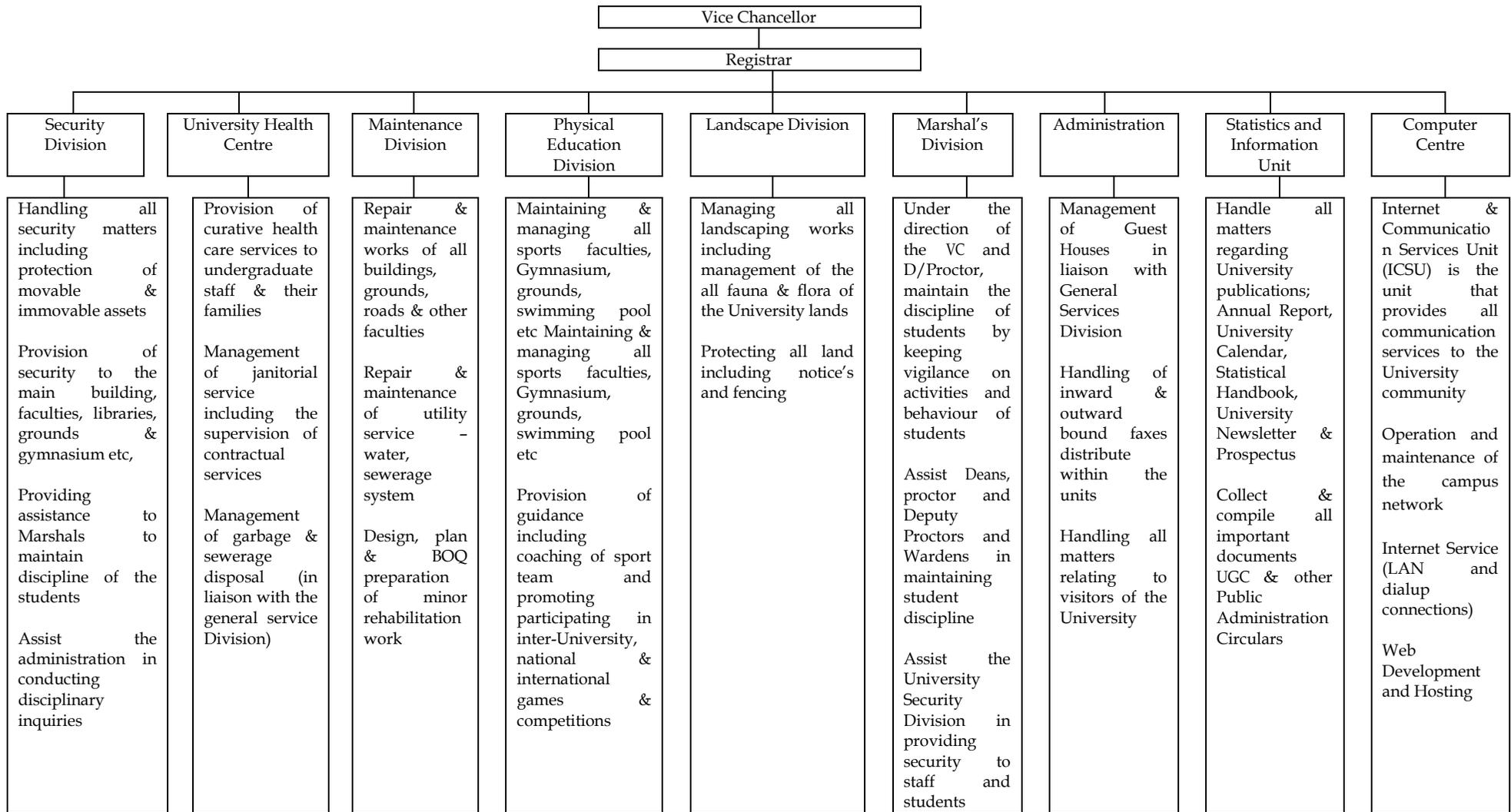


Chart 1.2 General Services System

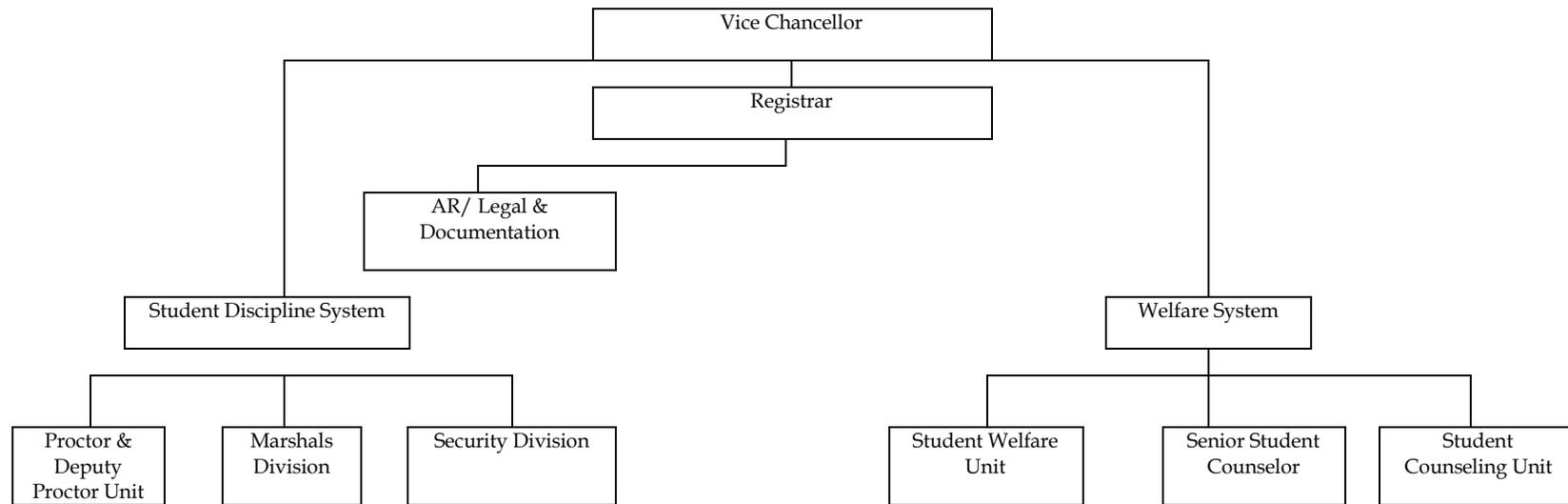


Chart 1.3 Student Discipline and Welfare Systems

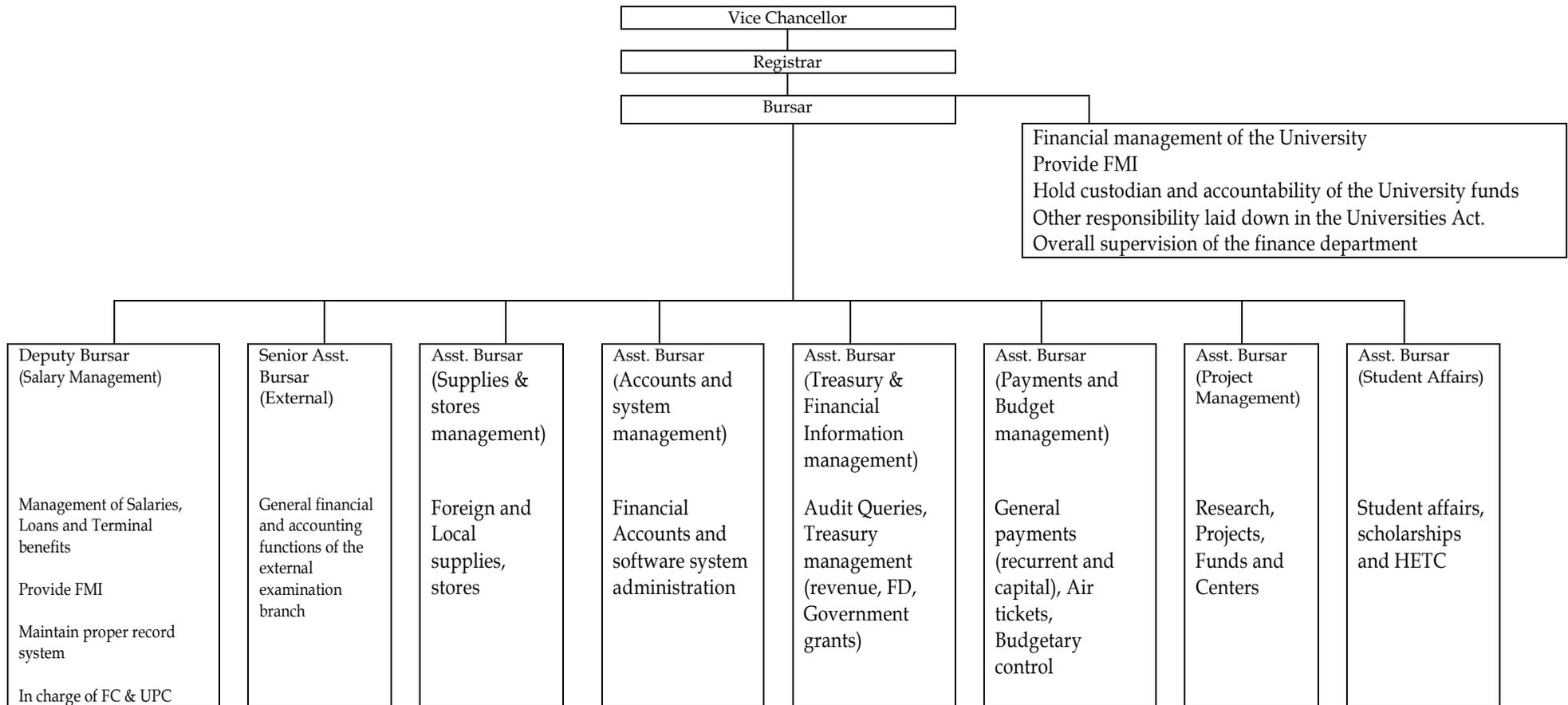


Chart 1.4 Financial Administration

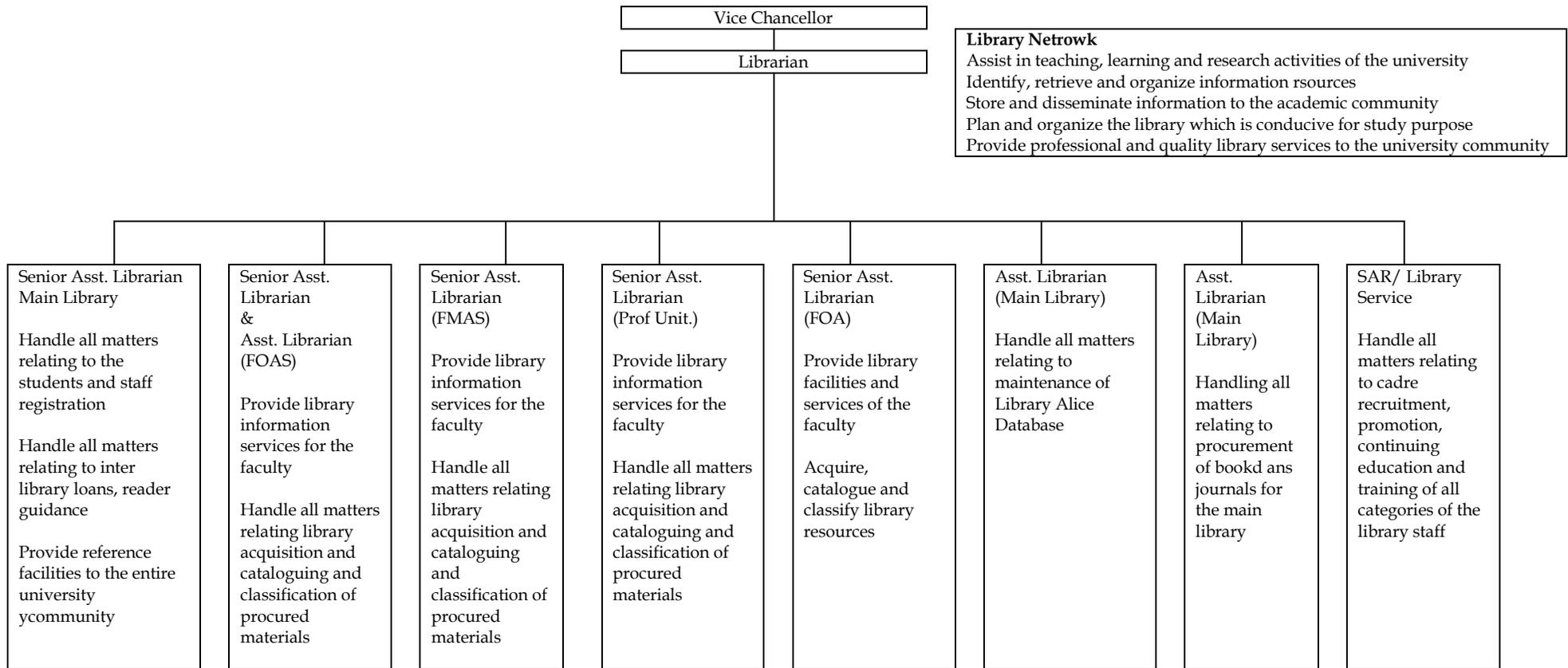
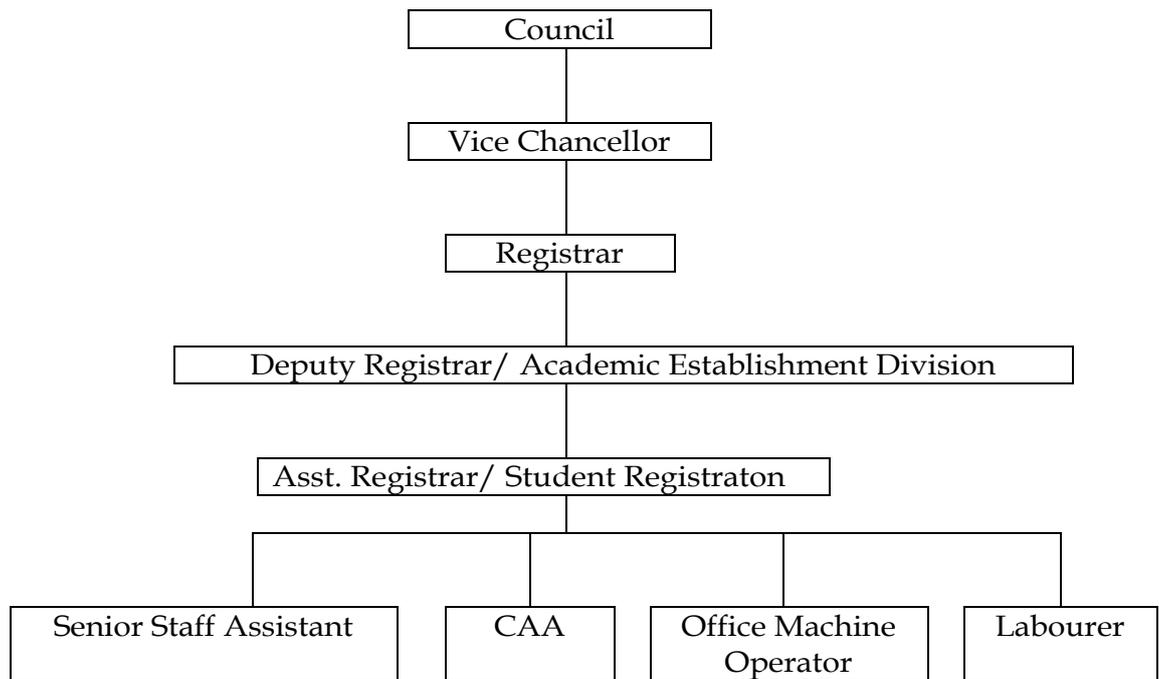
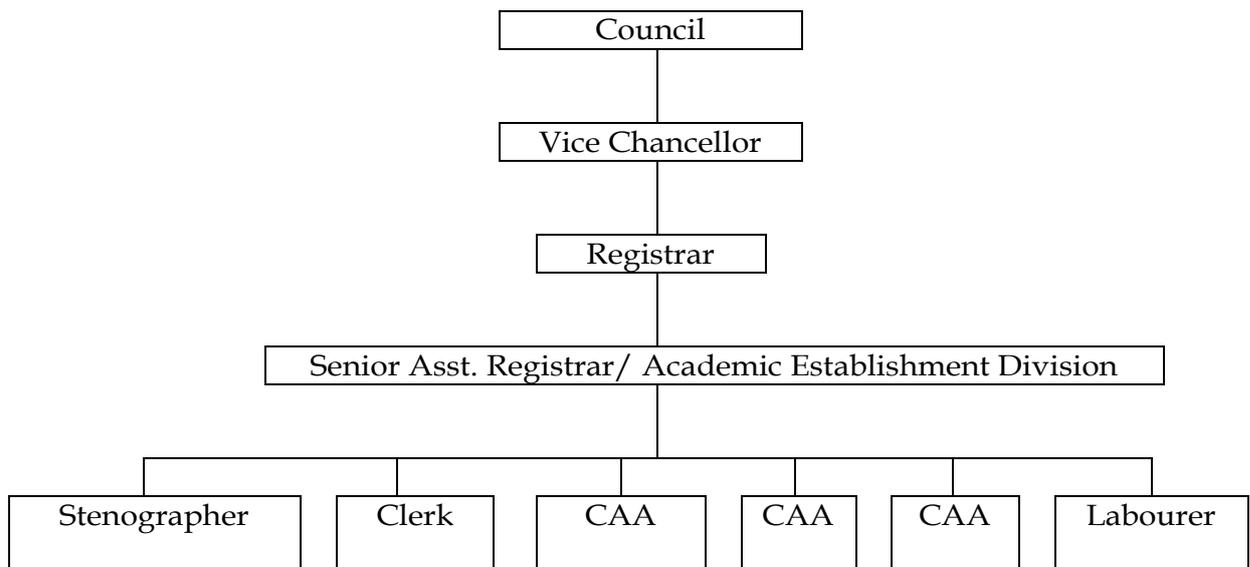


Chart 1.5 Library Network

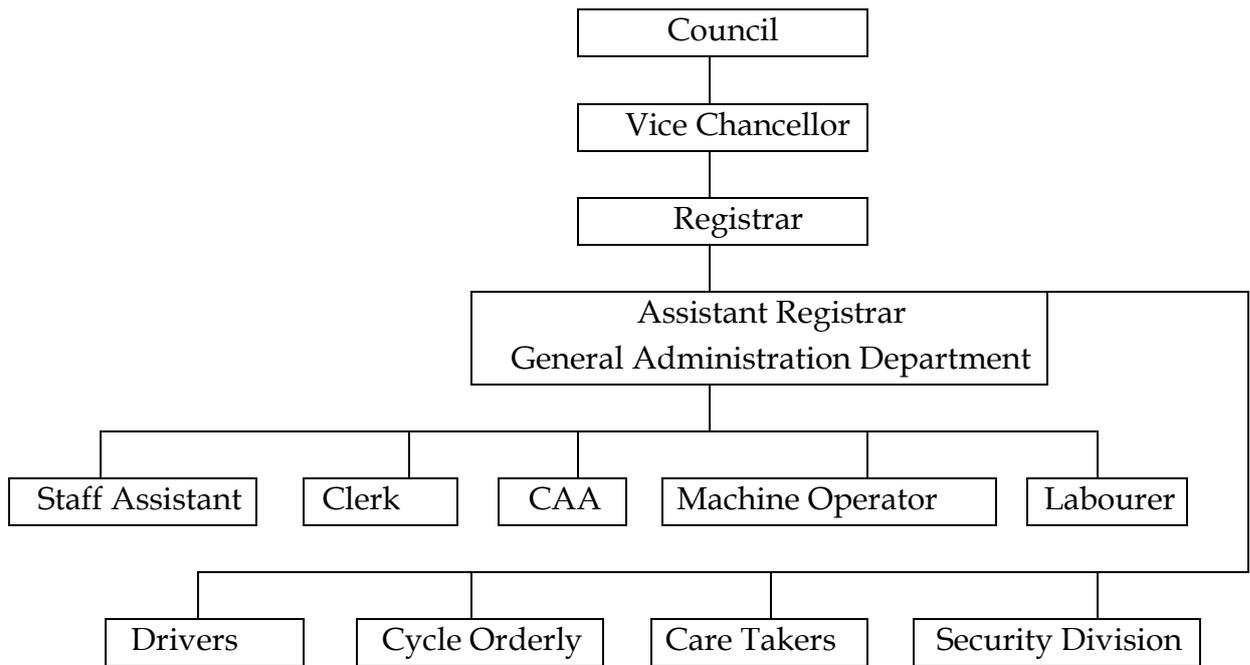
Annexure I & 7 - Organizational Chart of Examination & Academic Division and Student Registration Division



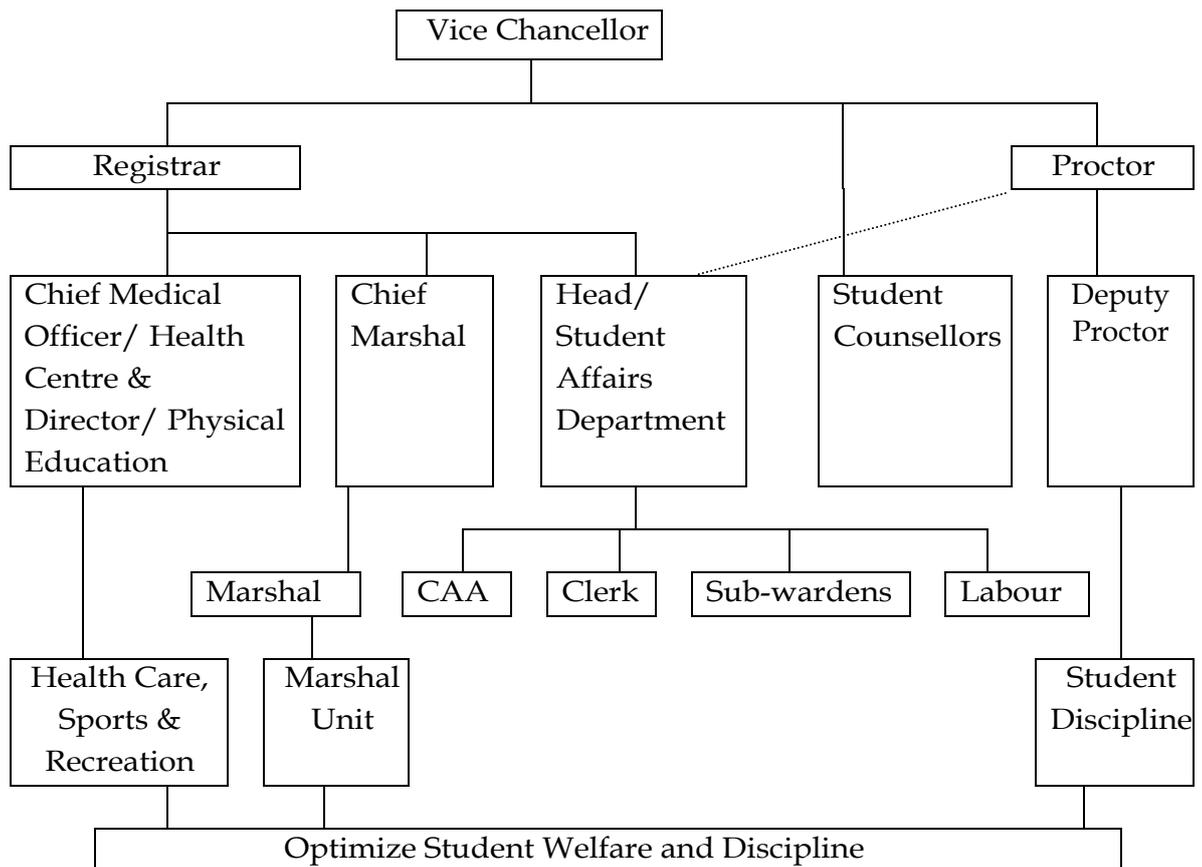
Annexure 2 & 3 - Organizational Chart of Academic and Non Academic Establishment Division



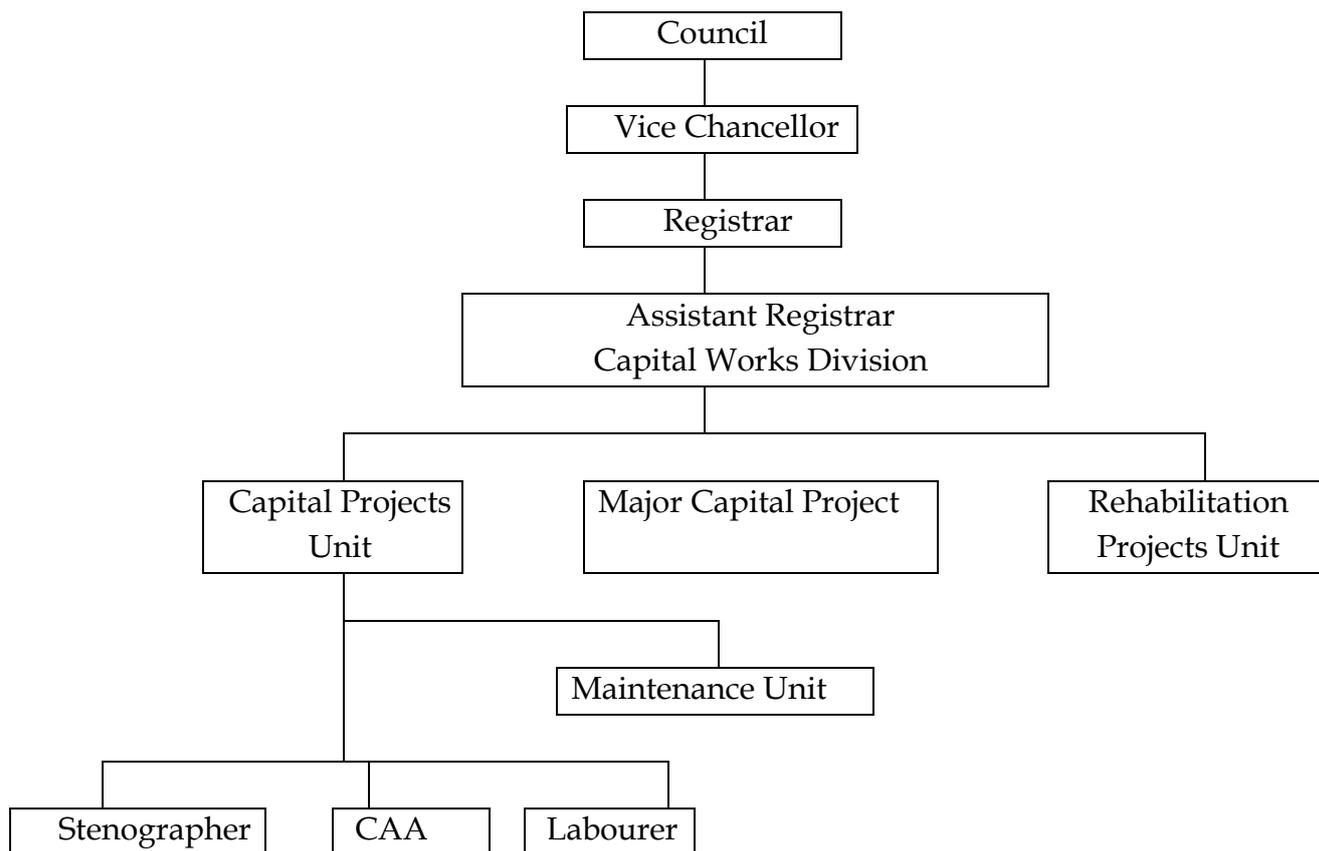
Annexure 4 & 16- Organizational Chart of General Administration Department



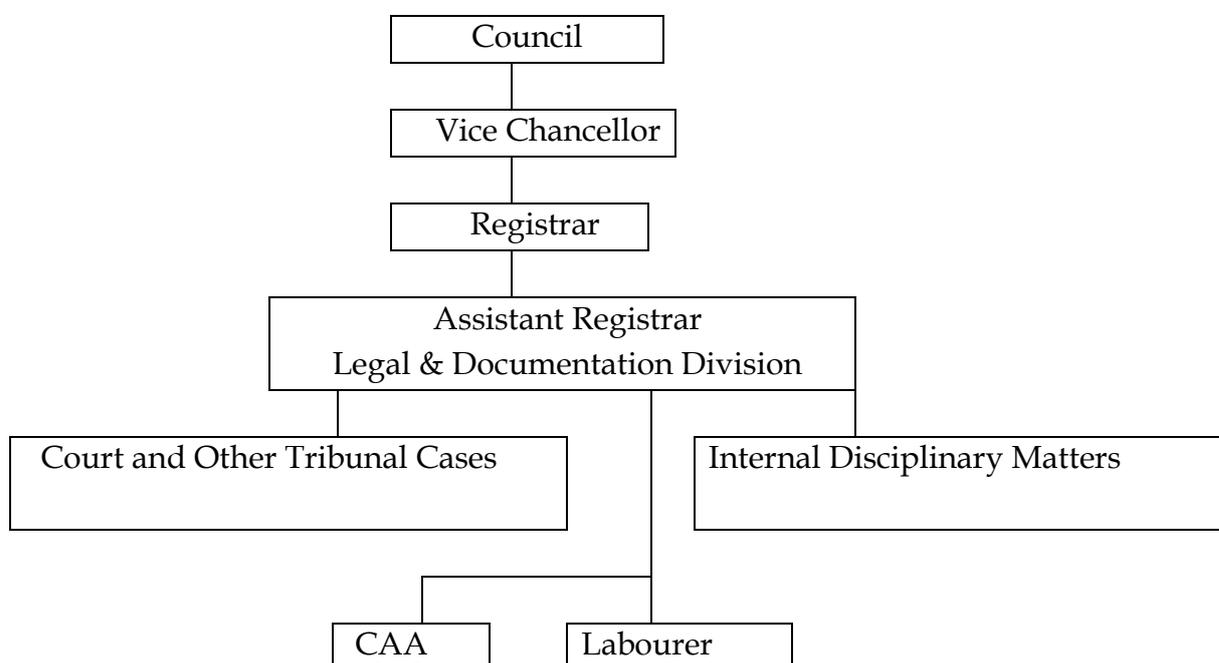
Annexure 5 - Organizational Chart of Student Services Division



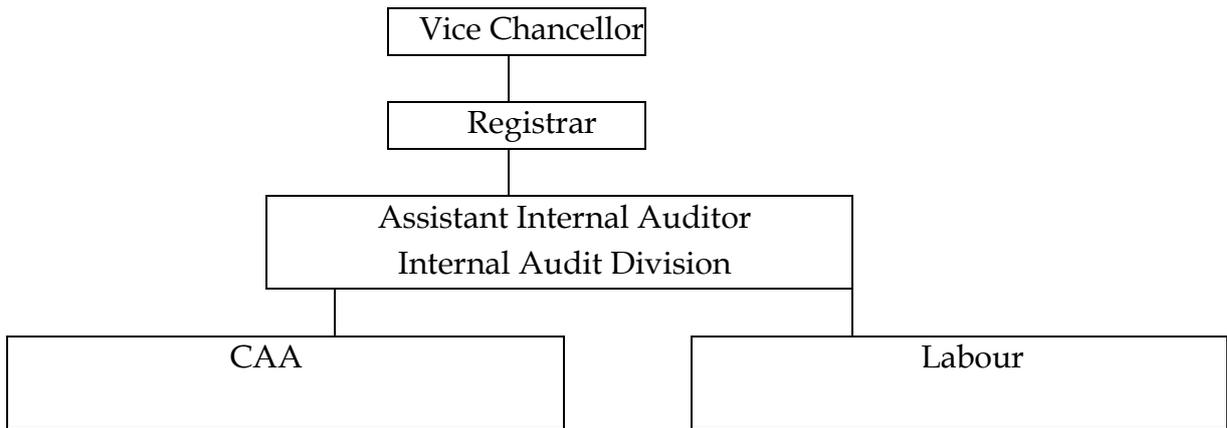
Annexure 6 - Organizational Chart of Capital Works Division



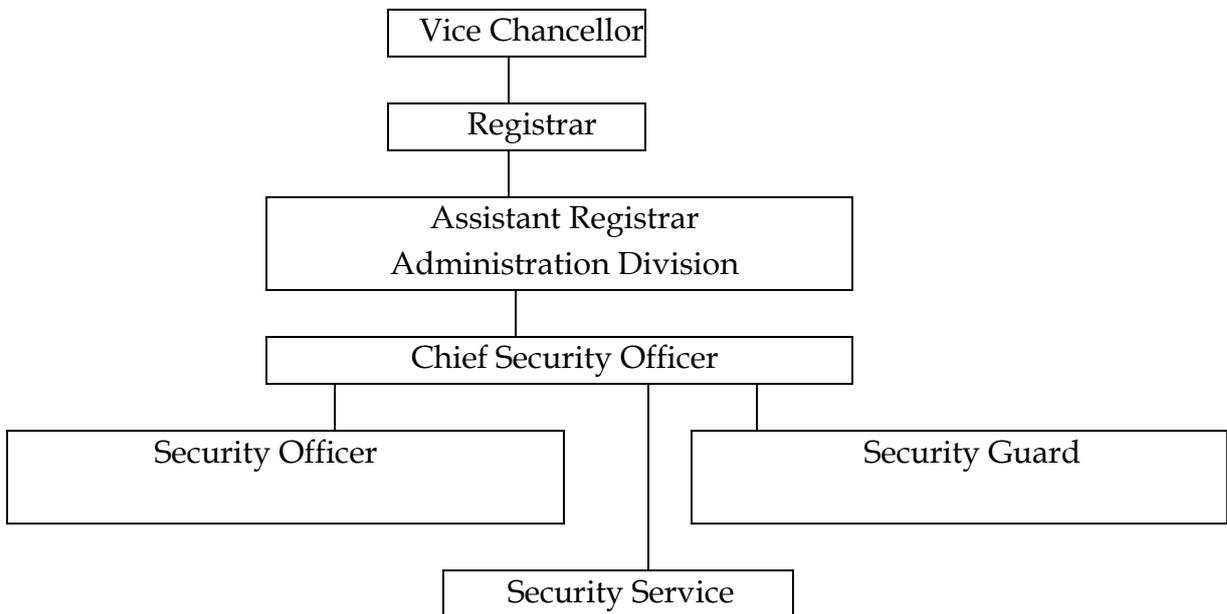
Annexure 8 - Organizational Chart of Legal & Documentation Division



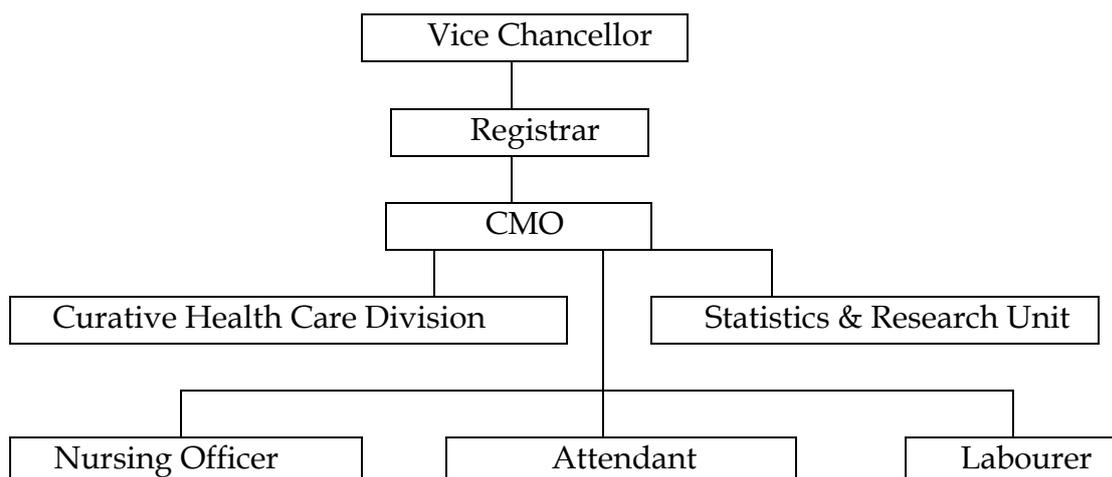
Annexure 9 - Organizational Chart of Internal Audit Division



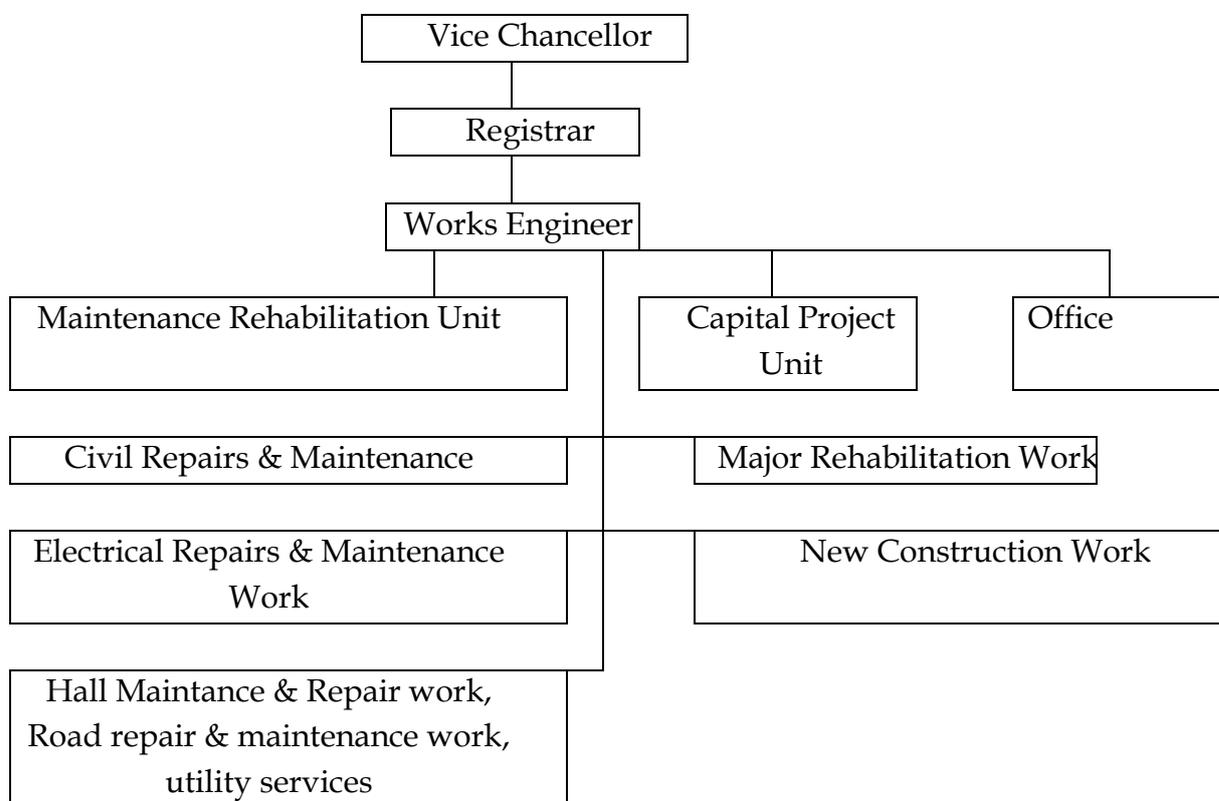
Annexure 10 - Organizational Chart of Security Division



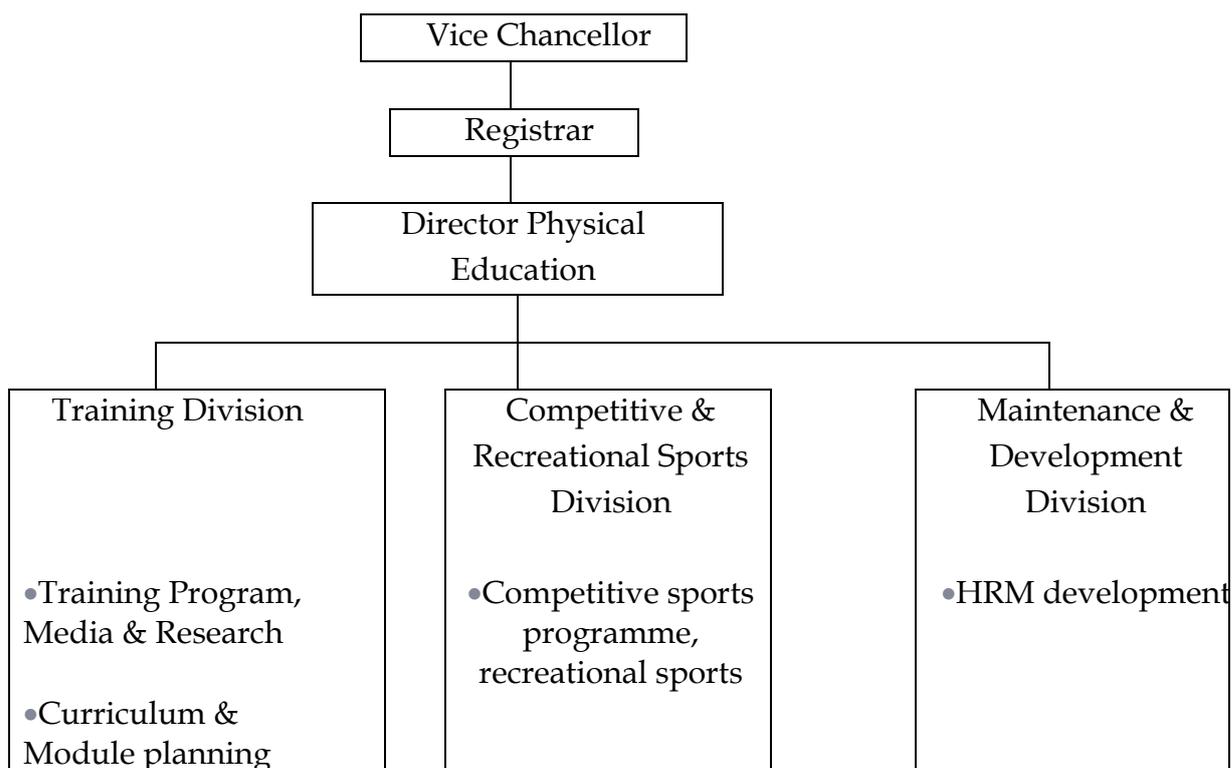
Annexure 11 - Organizational Chart of University Health Center



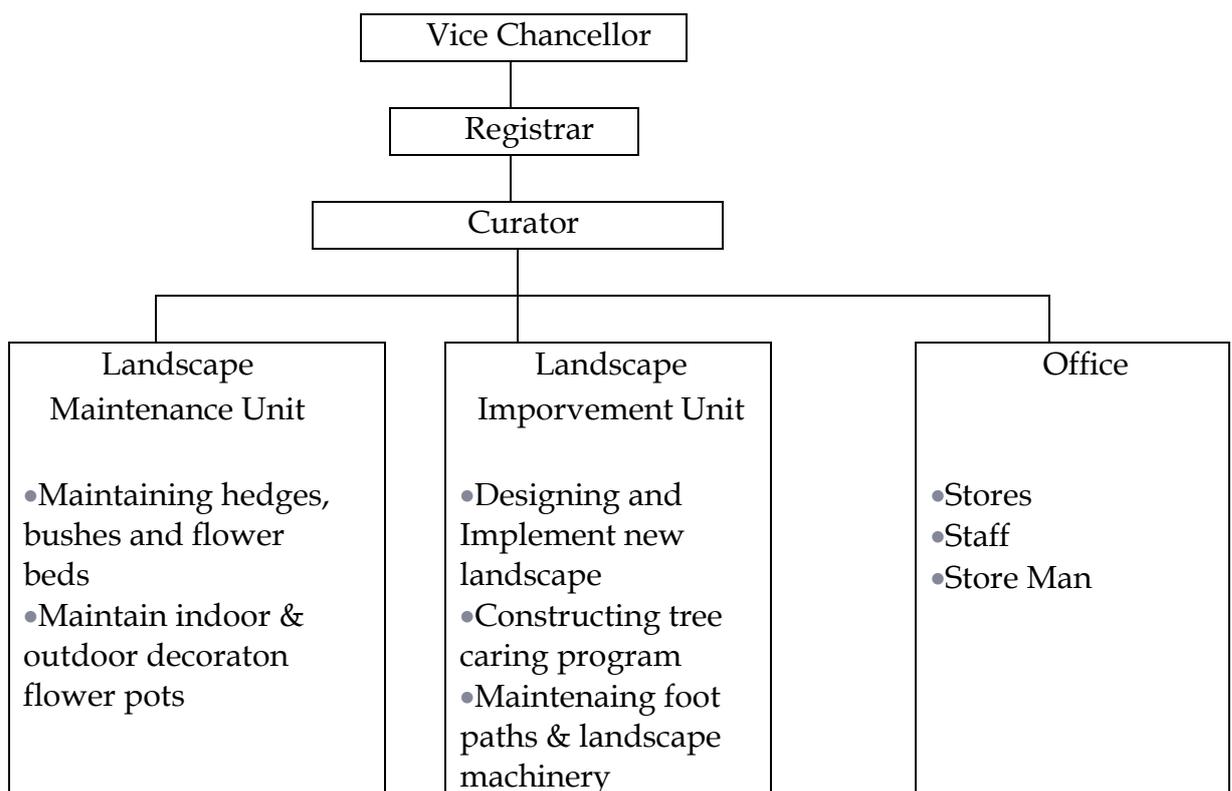
Annexure 12 - Organizational Chart of Maintenance Division



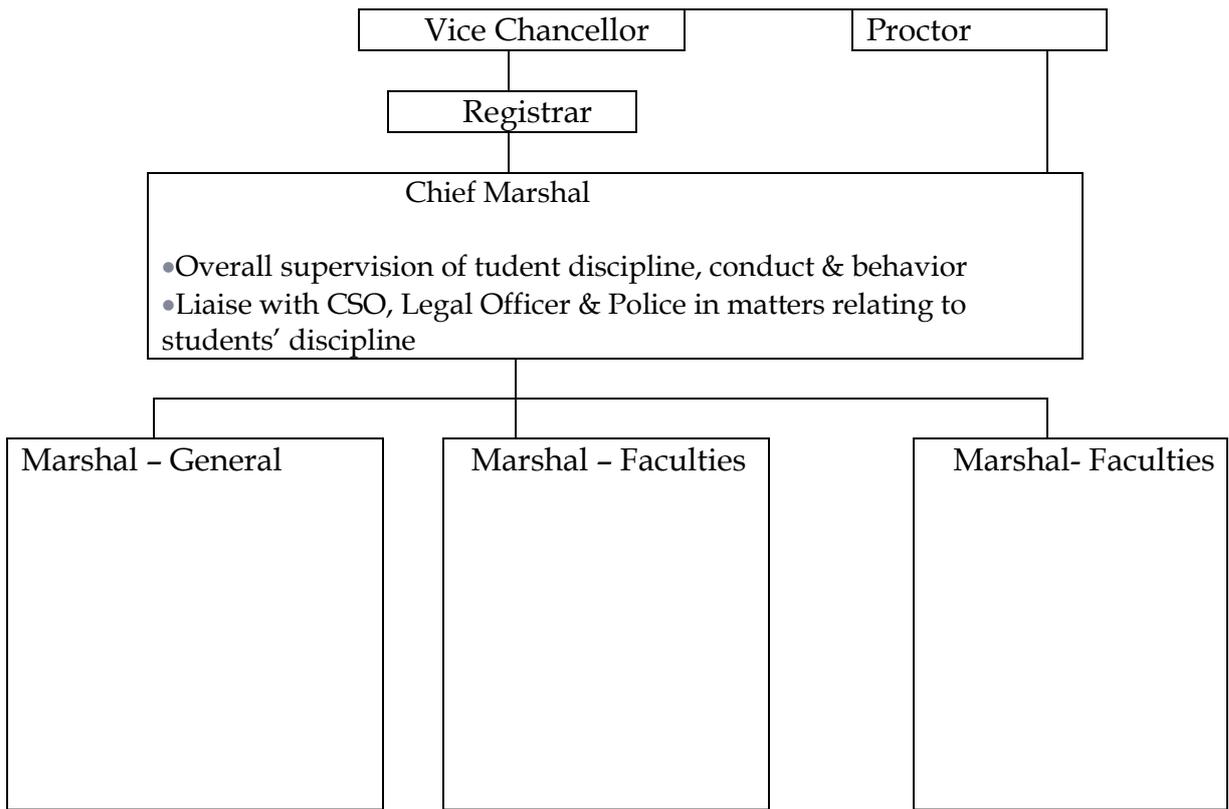
Annexure 13 - Organizational Chart of Physical Education Division



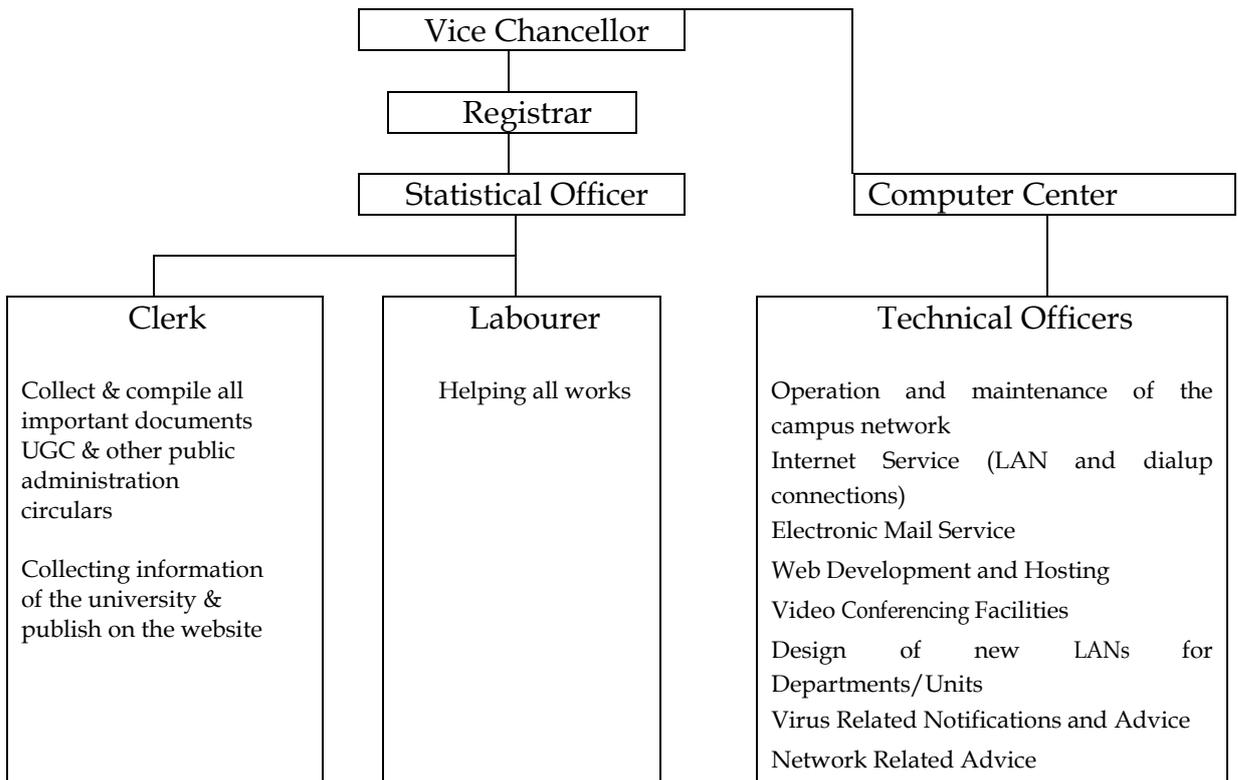
Annexure 14 - Organizational Chart of Landscape Division



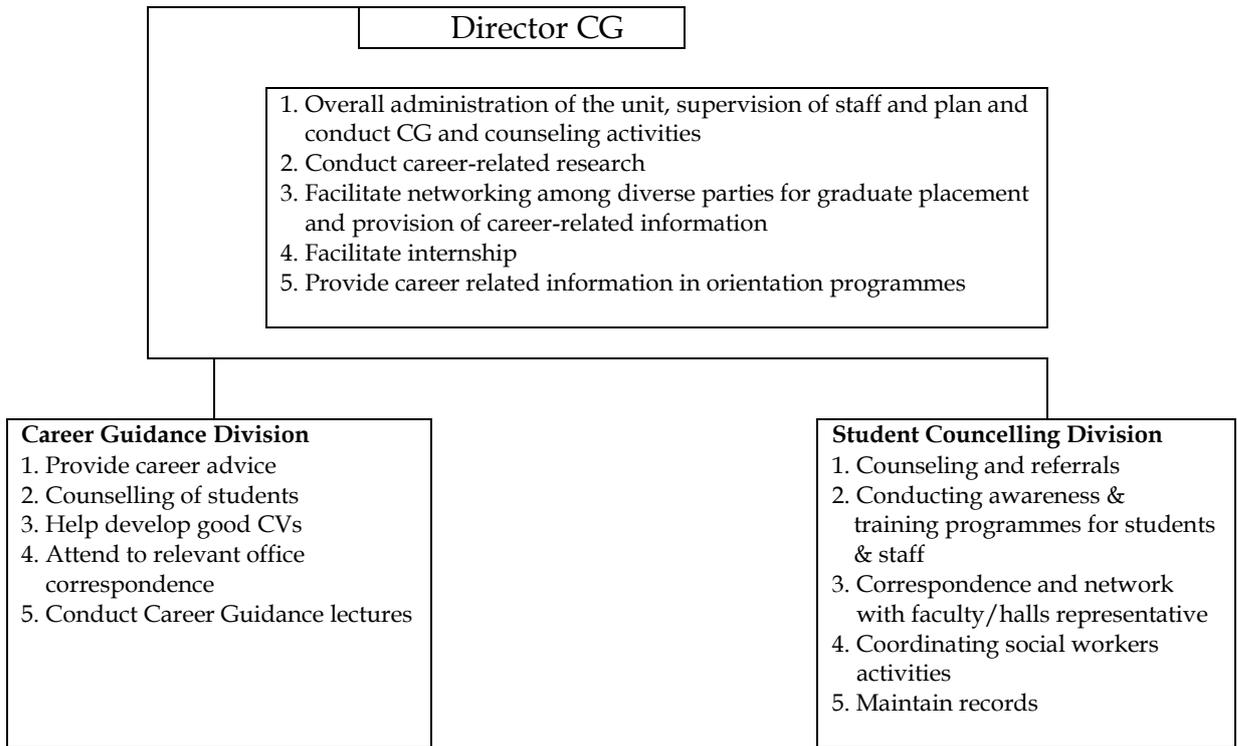
Annexure 15 - Organizational Chart of Marshals' Division



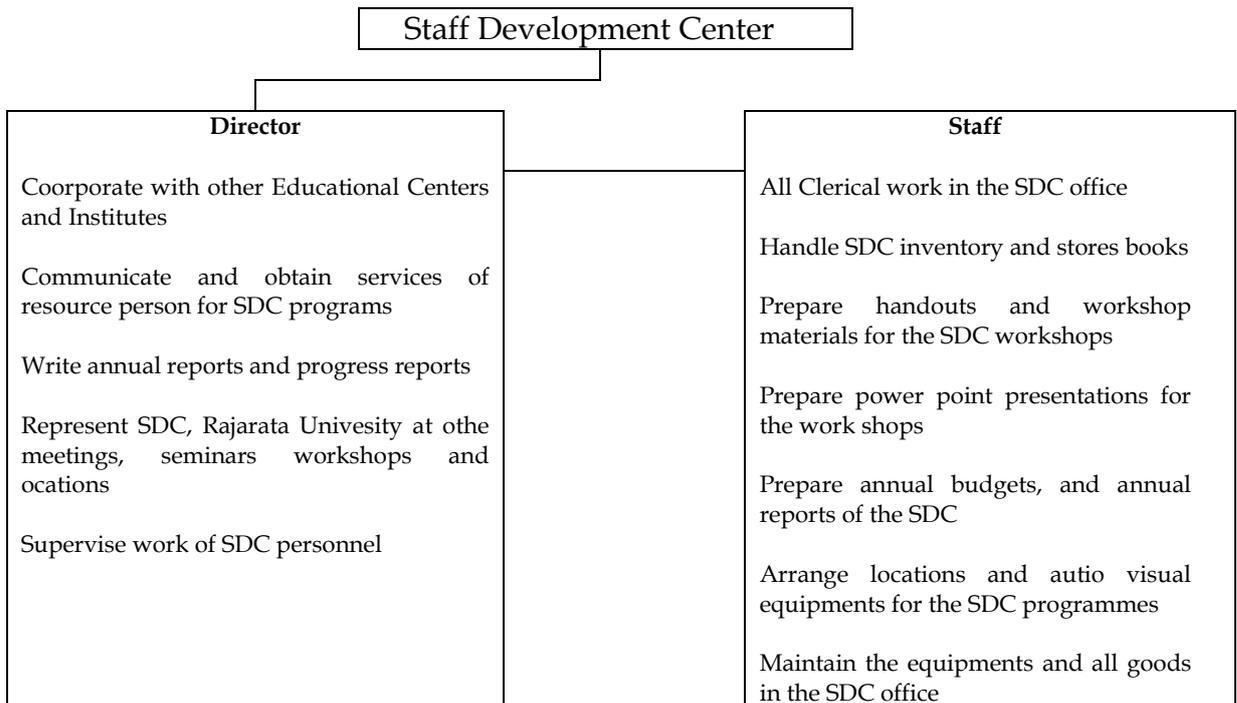
Annexure 17 & 18 - Organizational Chart of Statistics and Information Unit and Computer Centre



Annexure 19 – Organizational Chart of Career Guidance & Student Counseling Unit



Annexure 20 – Organizational Chart of Staff Development Centre



Chapter 5

General Rules of Administrative and Leave

The Universities have established under the Act No.16 of 1978, which has been amended on six occasions [*Universities (Amendment) Act, No.7 of 1985, Universities (Amendment) ACT, No, 7 of 1988, Universities (Amendment) Act, No. 7 of 1988, Universities (Amendment) Act, No. 7 of 1988. Universities (Amendment) Act, No.7 of 1989, Universities (Amendment) Act. No.7 of 1995*], The Universities Act has enacted the establishment of the University Grants Commission [Section 3 (iv) of the Universities Act] and one of the main function of the University Grants Commission is the “regulation of the administration of Higher Educational Institutions”. During the initial years, until 1984, the Commission has sought to do this through a number of Circulars embodying the decisions of the UGC taken from time to time. This was extended to a single publication titled, **“Establishment Code of the University Grants Commission and Higher Educational Institutions”** and this document has been prepared on the lines of the Establishments Code of the Government of Sri Lanka issued by the Department of Public Administration. The Establishment Code is only a guide to the regulation of the administration of Higher Educational Institutions. The contents thereof must necessarily be changed or refined from time to time as situations and conditions undergo change. **However, it must be emphasized here that when the Establishment Code of the University Grants Commission and Higher Educational Institutions is silent on any matter, the procedure or guidelines spelt out in the establishments Code of Government of Sri Lanka issued by the Department of Public Administration shall prevail.**

While the employees are directed to read these two important documents in order to become aware of the administrative procedures, this Chapter attempts to list and give only the pertinent information and reference as regard to some of the important administrative matters. The number(s) of the relevant chapter(s)/ section(s) of the University Establishment Code (UEC) is indicated therein. This chapter briefly covers the following,

- 5.1 Appointments
- 5.2 General rules of administration
 - 5.2.1 Working days
 - 5.2.2 Hours for work
 - 5.2.3 Attendance
 - 5.2.4 Custody of property and preservation of records
 - 5.2.5 Circulars
 - 5.2.6 Custody of property
 - 5.2.7 Loss of property

- 5.3 Leave
- 5.4 General conduct and discipline
- 5.5 General disciplinary procedures

5.1 Appointments

5.1.1 Contract of appointment and job description

Recruitment procedures are well defined in the Establishment Code of the University Grants Commission and Higher Educational Institutions as well as by the Circulars and circular letters issued by the UGC from time to time. Therefore, the readers are referred to the relevant sections of the Establishment Code and Circulars which are available with the officers.

When every person is appointed to a post (except where Laborers are engaged in service on casual daily-paid, day-to-day basis) a letter of appointment is issued, giving the terms and conditions of his/her appointment.

Once the letter of appointment is issued by the University, the person appointed to a post should declare acceptance of appointment on the terms and conditions set out therein on a copy of the letter of appointment, which will constitute a contract of employment.

The terms and conditions of the letter of appointment may be changed, modified or altered by the employer without prejudice to the acquired rights of the person appointed to a post, in order to bring such terms in conformity with any measures relating to conditions of employment which the Government or the Ministry of Higher Education or the Commission may decide to apply to those holding appointments in the Commission/Higher Educational Institutions.

5.1.2 Recruitment procedure and appointment

- | | | |
|---------|---|---------------------------|
| 5.1.2.1 | Recruitment by appointing authority & reporting of vacancies & Vacancies in Institute | UEC Chap III Sec. 18.01 |
| 5.1.2.2 | Method of recruitment | UEC Chap III Sec. 18.02 |
| 5.1.2.3 | Post filled by the advertisement | UEC Chap III Sec. 18.03 |
| 5.1.2.4 | Promotion | UEC Chap III Sec. 18.04 |
| 5.1.2.5 | Promotion of the teachers & other academic staff | UEC Chap III Sec. 18.04.2 |

5.1.2.6	Promotion of Non-academic staff	UEC Chap III Sec. 18.04.03
5.1.2.7	Person disqualified from appointment to commission/ Higher Education Institutions	UEC Chap III Sec. 18.12
5.1.2.8	Letter of Appointment	UEC Chap III Sec. 18.14
5.1.2.9	Appointment of officers of the Public Service/ Local Government Service to the Commission/ Higher Educational Institutions	UEC Chap III Sec. 18.16
5.1.2.10	Procedure on appointment	UEC Chap III Sec. 19
5.1.2.11	Re-employment and re instatement	UEC Chap III Sec. 20
5.1.2.12	Probation and confirmation in appointment	UEC Chap III Sec. 21
5.1.2.13	Other general condition governing appointment	UEC Chap III Sec. 22
5.1.2.14	Appointment of Visiting Lecturers	UEC Chap III Sec. 26
5.1.2.15	Seniority	UEC Chap III Sec. 27
5.1.2.16	Efficiency Bars	UEC Chap III Sec. 28
5.1.2.17	Examination for Recruitment, Confirmation, Promotions and Efficiency Bars	UEC Chap III Sec. 29
5.2	General Rules of Administration	UEC XX
5.2.1	Working days	UEC XX - I.I
5.2.1.1	The usual working days of the Commission and the Higher Educational Institutions are from Monday to Friday both days inclusive (ie. five days of the week), other than University holidays under Section 9 of Chapter IX.	
5.2.1.2	Higher Educational Institution Offices, Laboratories, are not to be closed on any working day except with the permission of the Principal Executive Officer of the Institution.	

5.2.2 Hours of Works**UEC XX - 2**

5.2.2.1 The general office hours during which all persons employed in the Commission and Higher Educational Institutions other than teachers, and persons employed on roster work, must attend office on any working day, are from 8.00 am to 4.15 pm. These hours include a period of 45 minutes as lunch interval. Provided however, that the Commission or the governing body of an Institution may alter these times to suit the requirements of the institution concerned, while ensuring that office employees work for 7 ½ hours a day and other employees 8 hours a day exclusive of the lunch interval

5.2.2.2 Working hours of different grades of employees other than teachers, and persons employed on shift work in Higher Educational Institutions shall be fixed by the Council of each University.

5.2.2.3 When employees of the Commission are transferred to a Higher Educational Institution and *vice versa* or when employees of Higher Educational Institutions are transferred between such Institutions, the transferred employees shall abide by the hours of work of the place to which they are transferred.

5.2.2.4 All offices of the Commission or any Higher Educational Institution which employ Shroffs should remain open for cash transactions from 8.30 am to 3.00 pm.

5.2.2.5 In terms of the Shop and Office Employees Act which is applicable to the Commission and Higher Educational Institutions, female employees cannot be permitted to work in office after 6.00 p.m.

5.2.3 Attendance**UEC XX - 3****5.2.3.1 Time of arrival & departure****UEX XX - 03.01**

A person leaving, the institution during the course of the day on leave or on duty should, at the time of his departure, sign 'out' and mark his time of departure. If he returns to the institution during the course of the same day either on expiry of his leave or on completion of his duty, he should 'in and mark his time of arrival. He should sign 'out' and mark his time of departure when he finally leaves the institution for the day.

- 5.2.3.2 Sign on and out UEC XX - 03.02**
There is no objection to maintaining more than one Attendance Register in any institution in respect of persons of different times of arrival and departure or of different grades or different work places in the same Institution.
- 5.2.3.3 Closing of attendance register UEC XX - 03.05**
At the end of the grace period of 15 minutes allowed for arrival, the attendance register should be closed by an Officer of the administrative staff or of a similar status who is empowered to do so, by drawing a red line at the end of the last signature. The register should be kept in his custody for about 1 ½ hours for persons who arrive late, to sign and mark their times in his presence.
- 5.2.3.4 Absentees for the day UEC XX - 03.06**
At the end of the 1 ½ hours the register should be posted up with names of those who have not signed upto the time. Where persons have obtained prior leave of absence for the day, this fact should be noted against their names. In respect of the others, explanations for their unauthorized absence should be called for and disciplinary measures taken where appropriate. Late attendance up to the grace period of 15 minutes from the stipulated time of arrival will not be penalized unless such late attendance is habitual.
- 5.2.3.5 Late attendance counted against leave UEC XX - 03.07**
Late attendance up to the grace period of 15 minutes from stipulated time of arrival will not be penalized unless such late attendance is habitual.
- Late attendance of a further 15 minutes after the permitted grace period on three occasions will count as ½ day's leave, and will be set off against the person's annual leave entitlement.
- Late attendance from the expiry of the first ½ hour to 12 noon on one occasion will count as ½ day's leave and will be set off against the person's annual leave entitlement
- 5.2.3.6 Trade union official/ members UEC XX - 03.10**
Members and officials of Trade Unions who are granted duty leave to attend Trade Union meetings or to attend to Trade

Union work should furnish in writing particulars of their absence from their usual place of work to their immediate supervisors. These particulars should be filed of record by the superior officer for production when necessary.

5.2.4 Custody and preservation of records UEC XX - 11

- 5.2.4.1 The Registrar of a University shall be responsible for the custody of the records of the University** UEC XX - 11.1
- 5.2.4.2 Delegation of responsibilities for custody of records** UEC XX - 11.2
- 5.2.4.3 Preservation of records** UEC XX - 11.3
It shall be the responsibility of the officer referred to in the foregoing sub-section to ensure the safety records against losses and from damage or destruction, by whatsoever reason caused.
- 5.2.4.4 Removal of records** UEC XX - 11.4
No person shall remove permanently or temporarily any records from any premises of any Higher Educational Institution without the written permission of the Registrar of the University to which such records belong
- 5.2.4.5 Destruction of records** UEC XX - 11.5
No person shall damage or destroy any records of any Higher Educational Institution.
- 5.2.4.6 Penalty** UEC XX - 11.6
Any person employed in a Higher Educational Institution who contravenes sub-para UEC 20.11.4 and UEC 20.11.5 shall be liable to disciplinary action for misconduct.
- 5.2.4.7 Periodical destruction of valueless documents** UEC XX - 12
- (a) Preparation of list UEC XX - 12.01
- (b) Method of destruction UEC XX - 12.03

5.2.5 Circulars UEC XX - 5

Circulars issued by the Commission or by Vice-Chancellors of Universities to Higher Educational institutions are sufficient notice to all concerned

persons of all information and instruction.

As soon as a circular or a circular letter is received from the Commission, the Higher Educational Institution should take the following courses of action.

- a) **Entry in Register of Circulars from the Commission**
- b) **General File of Circulars from the Commission**

5.2.5.1	Sufficient notice of information, instructions etc.	UEC XX - 5.01
5.2.5.2	Commission Circulars	UEC XX - 5.02
5.2.5.3	Circular and Instruction by Vice-Chancellor	UEC XX - 5.03
5.2.5.4	Internal Circulars	UEC XX - 5.04
5.2.6	Custody of property	UEC XX IV
5.2.6.1	Responsibility for custody of property	UEC XX IV.01
5.2.6.2	Immovable property	UEC XX IV.02
5.2.6.3	Personal custody of stores	UEC XX IV.03
5.2.7	Loss of property	UEC XX V
5.2.7.1	General	UEC XX V.01
5.2.7.2	Action in regard to loss or damage to property	UEC XX V.02
5.3	Leave Entitlements	UEC X
5.3.1	Short Leave	UEC XX.4
5.3.2	General Aspects	UEC X.1
5.3.3	Leave of absence from station	UEC X.2
5.3.4	Approval of leave	UEX X.24
5.3.4.1	Sick Leave	UEC X.3
5.3.4.2	Maternity Leave	UEC X.5
5.3.4.3	Lieu Leave	UEC X.6
5.3.4.4	Accident leave & special leave for illness contracted while on duty	UEC X.7
5.3.4.5	Compulsory leave on special ground	UEC X.14
5.3.4.6	Duty leave for trade union work	UEC X.18

- (i) Leave once granted may be withheld, curtailed or recalled if it is necessary to do so in the interest of the University (*This clearly implies that leave is a privilege and not a right of an employee*)

- (ii) Application/Request for leave to be spent in the island should be submitted to the Vice Chancellor/Dean/Head of Department as appropriate, well in time to ensure that satisfactory -- acting arrangements are made with regard to attending to the duties of the employee. The Head of Dept., Dean of the Faculty should satisfy himself/herself that suitable arrangements have been made for the performance of the applicants work/duties during the period of the leave applied for.
- (iii) Overseas Leave - Applications for overseas leave should be made in the prescribed form and should be forwarded to the Vice Chancellor through the formal channel to the Academic Establishment Department to be sent to the appropriate authority for approval. No member or staff shall leave the country without obtaining permission of the Ministry of Higher Education and His Excellency the President. An application for leave out of the island should, when possible, be made not less than one month before the date from which the leave is to commence. (*Specimen of the Leave application is given in Appendix- 02*)
- (iv) In calculating Casual Leave, Public Holidays, Saturdays and Sundays should be excluded. Any type of Leave when it is to be spent outside the island includes Saturdays, Sundays and Public Holidays falling within the period of leave.
- (v) When availing of leave on no pay basis for longer periods (such as sabbatical/study leave), arrangements have to be made to the satisfaction of the University to pay monthly loan installments and other dues during the period of no pay leave as applicable.
- (vi) An officer who is authorized or nominated to grant leave may not grant his own leave, but shall submit his application for leave to his immediate supervisor for consideration.
- (vii) **Leave on Resignation from Appointment.**
A person who has tendered his resignation from his appointment will not be entitled to any annual leave or casual leave immediately prior to termination of his appointment.

5.3.5 Authority for Granting Leave for Teachers

Categories of Leave and the Granting Authority

Authority	Categories of Leave
(i) Leave & Awards Committee (L&AC) subject to the approval of the Council. (Depending on the urgency the Vice-Chancellor may grant leave pending approval of the L&AC)	Study Leave, Sabbatical Leave, Special Leave, to attend seminars, Leave to serve the Govt. of Sri Lanka, Leave without pay under special circumstance.
(ii) Vice Chancellor	Casual, Medical Leave & Leave during vacations of Deans and Maternity Leave of teachers.
(iii) Deans of the appropriate Faculty	Casual, Medical Leave & Leave during vacations (except overseas leave)
(iv) Head of a Department of Study concerned	Casual, Medical and Leave during vacations of teachers/ Academic support staff serving in the Department (except overseas leave).

5.3.6 Study Leave to Teachers

5.3.6.1 Procedure for applying Study Leave

The teacher who is eligible for study leave is required to submit the application for leave in the appropriate specimen leave application given in Annex 01, 02 or 04, to the Vice Chancellor through the Head of Department and Dean of the Faculty, or/the Director of the Institute, with the recommendations of Head of Dept. and the Dean of the Faculty. Recommended request should reach the Vice Chancellor well in time enabling him to submit the same to the Leave and Awards Committee for a decision. However, considering the urgency, the Vice Chancellor may grant study leave pending covering approval of the Council.

5.3.6.2 General Conditions applied To Study Leave (*All Categories*)

- (i) All members of staff proceeding on study leave are expected to submit a certificate from the Librarian and their Head of Department that all library books, other items and academic materials such as answer scripts/question papers/tutorials in

their charge have been returned to the University before they are given permission to leave.

(ii) **Bond & Agreement**

- (a) Every teacher and every Junior Assistant Librarian who avails himself of study leave shall enter into an agreement to serve the University, for such period as is appropriate to his period of such leave on resumption of duties. In addition, he shall bind himself together with two acceptable sureties in a bond undertaking to refund to the University all expenses incurred in connection with such leave in the event or his failure to abide by the terms of the agreement. (UEC 10. 33a)
- (b) Every agreement and bond should be signed before the study leave is availed of Failure to do so before availing of the leave may render the leave allowed to be withdrawn or curtailed and the teacher on probation recalled and be surcharged the expenditure incurred (UEC 10.33b).
- (c) In all instances study leave will initially be granted for a period of one year. Any requests for extension of leave have to be made well in advance of the date of expiry of leave (at least three months before) and should be accompanied by the recommendation of the supervisor.
- (d) **Resignation while on study leave**
A teacher who tenders his/her resignation while on study leave should be considered as having violated his/her agreement and bond.
- (e) A person, who does not return to the island and resume duties of his office at the expiry of his study leave, should be deemed to have vacated his post. Further if a person is under a bond he should be required to settle all salaries and allowances paid plus the cost of passage, registration, tuition and examination fees, subsistence and living allowances and any other payments made by the University or a scholarship awarding agency to him or on his behalf (UEC 5.7:2 & 5.7:6)

(iii) **Progress Reports**

Teachers on study leave are required to submit half yearly reports of progress in their studies from their supervisors. No extension of study leave will be considered unless their progress reports are satisfactory and are received regularly (UEC 10.27.7)

(iv) **Warm Clothing allowance**

Teachers proceeding abroad on study leave for postgraduate studies are entitled to a Warm Clothing Allowance of the rupee equivalent of 75£ in accordance with UGC Circular No. 242 of 20/10/1983, provided they are not receiving any such allowance from the award (if any).

5.3.6.3 Probationary Study Leave to Teachers

(a) **General Conditions Applicable to Probationary Study Leave**

(i) **Maximum Period to Obtain Postgraduate Qualifications**

In terms of para 5 (1) of the Universities (Amendment) Act. No. I of 1995, all Probationary Lecturers and Assistant Librarians are required to obtain the appropriate postgraduate qualification for confirmation and promotion as specified in UGC Circular No.721 of 21/11/1997 within the probationary period which may be extended by the Governing Authority up to a maximum of eight(08) years. However, the normal period of probation applicable to teachers is three(03) years.

(ii) **Requirement to Obtain Postgraduate Qualification Within 8 Year.**

No study leave abroad will be granted to a Teacher/Assistant Librarian on probation who will be in no position to obtain the requisite postgraduate qualifications within the maximum period of probation of eight years permitted under the Act. His/her service will be terminated if he/she fails to obtain postgraduate qualifications within the specified period of eight years. However he/she may be considered to a temporary post subject to the governing regulations and the requirement of the Department.

(iii) Confirmation and Promotion in Appointment While on leave abroad

A Lecturer (Probationary) Asst. Librarian on probation who is abroad on study leave and who had obtained a Masters Degree as specified in regulations, shall be confirmed in his appointment as such; but he should not be promoted to the Grade of Lecturer/Senior Lecturer or Senior Assistant Librarian except on resumption of duties after obtaining the required qualifications and after satisfying the stipulated period of service as Lecturer (Probationary or Assistant Librarian). (UEC 1 0.30a)

(iv) Induction Training for Senior Lecturers/ Lecturers on Probation

All Senior Lecturers and Lecturers on Probation who are appointed after 01.12.1997 are required to undergo an induction training (Staff Development) programme including teaching/learning methodologies and English language and

(v) Additional Study Leave to Probationary Lecturers

Probationary Lecturers who go to non-English speaking countries for their postgraduate studies where it is compulsory to obtain proficiency in the language of that country may obtain an additional period of six months of study leave on full pay.

(vi) Leave to Obtain the Ph.D.

A teacher whose initial scholarship agreement requires him to return immediately on obtaining the Master's Degree could be allowed to proceed abroad again for a Ph.D. degree without serving the University for a specified period provided he does not opt for promotion to the next higher grade on the Master's Degree. The promotion will be granted only after the date on which he resumes duties with Ph.D. Degree.

(vii) Probationary Study Leave Entitlement:

For a Master's Degree	2 years (24 months)
For a Ph.D. Degree	3 years and 3 months (39 months)
For both Master's and Ph.D. Degree	3 years and 9 months (45 months)

- Note:-
- i. Any extension of study leave beyond this period will be without pay.
 - ii. Format of the formal leave application is given in Appendix – 03

5.3.7 5.3.7.1 Study Leave to Senior Lecturers

- (i) A teacher who has been granted study leave abroad to read for a Master's degree and has been confirmed and promoted to the next higher grade can be granted leave for a Ph.D. degree after having served four years after his return.

Entitlement Balance of the entitlement of 3 years and 9 months on full pay and thereafter no-pay leave.

- (ii) A teacher who has obtained a Master's degree locally can be granted study leave abroad for a Ph.D. Degree.

Entitlement If no leave was taken earlier to obtain the Master's Degree, 3 years study leave on full pay and thereafter on no-pay.

If leave has been taken to obtain the Master's degree, then the balance out of the 3 year study leave period.

(iii) Entitlement for Additional Study Leave

Senior Lecturers who go to non-English speaking countries for their postgraduate studies where it is compulsory to obtain proficiency in the language of that country may obtain an additional period of six months of study leave on full pay.

Sources & References:

- (i) Provision of Universities Act (1978) as amended (1985), 1995
- (ii) Commission Circular No. 88 of 10-07.1980
- (iii) Commission Circular No. 445 of 31.07.1990
- (iv) Commission Circular No. 455 of 18.10.1990

5.3.8 (a) General Conditions Applicable to Sabbatical Leave

- (i) All members of staff proceeding on sabbatical leave are expected to submit a certificate from the Librarian and their Head of Department that all library books other items and academic materials such as answer scripts/question papers/tutorials in their charge, have been returned to the University before they are given permission to leave.
- (ii) A Teacher or Staff Officer who is on sabbatical leave shall resume duties before the 64th Birthday or 54th Birthday respectively, and such leave shall terminate on the respective dates.
- (iii) The period of service in the University from 1st January 1990 to 31st calculating sabbatical leave entitlement of those who have contributed to clearing of the backlog of students during the year 1990. (*U.G.C. circular No. 464 dated 03.08.1991*)
- (iv) Each period of leave without pay spent abroad in excess of the leave granted for any purpose shall be deducted from the sabbatical leave entitlement.
- (v) When leave without pay has been granted to a teacher or Staff Officer to accept an appointment or assignment under the Government of Sri Lanka the period of such leave shall be reckoned as service for determining Sabbatical Leave.
- (vi) Extension of Sabbatical Leave will not be granted.
- (vii) Sabbatical will not be normally granted in advance of the date on which the applicant would become eligible for such leave.
- (viii) Sabbatical Leave cannot be availed of, for more than two years at any given time and should not exceed a total of 5 years during the whole career of any eligible teacher.
- (ix) A teacher or officer eligible for sabbatical leave may be allowed to accumulate periods of Sabbatical Leave under/or periods of Service reckoned for Sabbatical Leave entitlement.
- (x) A Teacher may split the Sabbatical Leave and avail himself of such leave in two installments (*eg. An employee entitled to one year sabbatical leave may avail himself of 5 months or longer period at a particular time and carry the unused Sabbatical*

Leave to be utilized at a subsequent occasion). However he is entitled for passage only once as specified in Para 3.2.1. No teacher or officer shall be on sabbatical Leave for more than two years continuously.

- (xi) All applications for Sabbatical Leave must carry;
- (i) a statement of institutional affiliation, local or abroad (with letters of invitation/award) where relevant, and the work programme the staff member intends to carry out during his/her leave period.
 - (ii) a declaration to the effect that the staff member is receiving or not receiving passage form the awarding authority.

(xii) **Entitlement - Categories of Teachers and Officers**

The following categories of Academic & Administrative Staff are entitled to Sabbatical Leave.

Academic Staff

1. Senior Professor
2. Professor/ Librarian
3. Associate Professor/ Deputy Librarian
4. Senior Lecturer Grade I/ Senior Assistant Librarian Grade I
5. Senior Lecturer Grade II/ Senior Assistant Librarian Grade II

Administrative Staff

Registrar/ Deputy Registrar/ Senior Assistant Registrar
Bursar/ Deputy Bursar/ Senior Assistant Bursar/ Senior Assistant Internal Auditor

Others

University Medical Officer/ Director Physical Education/ Curator (Higher Grade)

Entitlement of Sabbatical Leave

Service	Entitlement
3 ½ year of service	4 months on full pay or 8 months on no-pay
5 ½ years of service	8 months on full pay or 16 months on no-pay
7 years of service	1 year on full pay or 2 years on no-pay

(b) Air Passage

- (i) A Teacher who has been granted sabbatical leave to be spent abroad shall be eligible to receive air passage in respect of such leave on the following basis, provided that he shall not have received passage from any other source for the same purpose.
 - (a) One-half of full passage for leave granted after 3 years and 6 months of service.
 - (b) Three-quarters of the full passage for leave granted after 5 years and 6 months.
 - (c) Full passage for leave granted after 7 years of service.
- (ii) The Spouse of such Teacher or Staff Officer proceeding abroad on sabbatical leave who accompanies him or subsequently joins him shall also be paid passage determined on the basis specified in the preceding sub-section, provided that such spouse shall not have received passage from any other source for the same purpose.
- (iii) Subject to the preceding sub-sections, passage shall be paid from Colombo to the Port of destination and return, and the passage so paid shall be equivalent to the cost of the cheapest ticket for travel by air subject to prevailing Government/ U.G.C. regulations.
- (iv) The University shall purchase the air tickets for an employee and where applicable, of the employee's spouse, when the passage is payable by the Institution.

5.3.9 Special Leave**5.3.9.1 Condition**

- (i) In exceptional circumstances. University/Institute with the prior approval of the Council can grant special leave to any teacher, who has an outstanding record of publications and research in order to accept a prestigious fellowship or other award in a recognized foreign university or research institution. Such leave shall not be set off against the sabbatical leave entitlement. (*U.G.C. Circular No.430 of 03.03.1990*)

5.3.9.2 Entitlement

- (i) No teacher shall normally be eligible for special leave unless he had served the University/Institute concerned for a period of at least two years since resuming duties after his period of study leave or last period of sabbatical leave.
- (ii) Special leave shall be given without pay and shall not extend beyond a period of one year.

5.3.9.3 Special Leave on full pay to Vice-Chancellors according to U.G.C. General Circular Letter No.C/99/04 of 28/10/1999

Vice-Chancellors who complete full-term of office (three years) as Vice-Chancellor and revert to the substantive post in the University system are entitled to three months special leave on full-pay.

Sources & References:

Commission Circular No.430 of 3/3/1990.

Chapter X Division II Sec-37 of the U.G.C. Est. Code

5.3.10 Leave to attend Seminars, conferences, Workshops and Training Programmes.**5.3.10.1 Conditions**

Local Leave shall be granted by the Council, but leave for periods not exceeding two weeks at a time may be granted by the Vice-Chancellor, subject to the covering approval of the Council.

Teachers may be granted overseas leave with pay during term time to attend Seminars, Conferences, Workshops and Training Programmes for periods specified below, provided that such attendance will be of benefit to the university/Institute concerned but neither involves expenditure, nor adversely affects such Teacher's services to the Institution.

5.3.10.2 Entitlement

- (a) up to **30 days** in an academic year to attend conferences, workshops, seminars and similar meetings, irrespective of the number of visits made for such purposes and

- (b) up to 30 days in an academic year to participate in Training Programmes, irrespective of the number of visits

Maximum of 45 days for (a) and (b) during term time in the academic year concerned.

Source & Reference:

Commission Circular No.710 of 01.07.1997 (Amended the provisions of circular No.74 of 28.04.1980).

Note:

- (a) *Formal application to obtain permission to go out of Sri Lanka is annexed as Appendix 04)*
- (b) *Formal application to obtain leave for this purpose is annexed as Appendix 04)*

5.3.11 Leave to serve the Government of Sri Lanka

5.3.11.1 Condition

- (i) The Council may grant leave without pay to a teacher to accept an appointment or an assignment under the Government of Sri Lanka for a period not exceeding two years, provided that a written request for the services of such teacher has been made on behalf of the Government. Such period of leave shall be reckoned as service for the purpose of payment of increments and for determining the sabbatical leave entitlement of the teacher.

Source & Reference

Para 39 Division II Chapter X of the UEC.

5.3.12 Leave During Vacations For Teachers **UEC X - II- 40**

5.3.13 Casual Leave

5.3.13.1 Conditions and Entitlement

- (i) Any teacher shall be eligible to receive 21 days of Casual leave in an academic year, to be spent within the island of which, not more than six days could be utilized at a stretch at a time. Casual leave cannot be accumulated. Leave exceeding six days may be granted by the Vice Chancellor or Director of the Institute.

Source & Reference:

Para 41 of Chapter X of the UEC.

5.3.14 Medical Leave for Teachers

5.3.14.1 Conditions and Entitlement

- (i) Leave shall be granted by the Principal Executive Officer upon the recommendation of the Head of the Department and the Dean of the Faculty.
- (ii) 14 days of medical leave can be obtained in any academic year
- (iii) Medical Leave in excess of 14 days should be granted by the Council and such Medical Leave shall be set off against the unutilized casual leave of the same academic year.
- (iv) If such leave is inadequate medical leave of any two previous consecutive academic year may be accumulated and utilized.
- (v) Any medical leave beyond that which could be set off against the unutilized medical leave of previous shall be without pay, Council shall determine the maximum period of such leave.
- (vi) Any medical leave in excess of three consecutive days shall be supported by a medical certificate of a registered medical practitioner.

Source & Reference:

Para 42 of Chapter X of the UEC.

5.3.15 Maternity Leave

5.3.15.1 Conditions and Entitlement

- (i) A Female employee (Casual/Probation/ Permanent) will be eligible for maternity leave under this section.
- (ii) A Female employee will be entitled to 84 working days full pay leave for the 1st and 2nd live births and six weeks full pay leave for the subsequent live births. The employee will not be allowed to resume duties before the expiry of 4 weeks after the birth of the child. A. medical certificate or a birth certificate of the child should be produced to obtain leave under this section.

- (iii) In calculating maternity leave, Public Holidays, Saturdays and Sundays falling within such leave should not be included. 12 weeks should be counted as 84 working days and 6 weeks as 42 working days.
- (iv) In case of still birth, 4 weeks special leave with pay should be granted after the still birth on the production of death certificate of the child or medical certificate.
- (v) When approving leave for an abortion/ miscarriage the period of leave should be covered from the vacation leave the employee is entitled to.
- (vi) Nursing Intervals
After the expiry of maternity leave (84 days or 42 days) approved under this section a female employee should be allowed to report for work one hour late or leave office one hour before the normal time of departure for breast feeding the child upto a period of six months. This period of nursing should not exceed one year from the date of birth of the child.
- (vii) At the end of the fifth month of pregnancy a female employee is allowed to report for work half an hour late and to leave the place of work half an hour before the normal time of departure or to avail of this concession in full as one hour either in the morning or evening.
- (viii) **No pay Maternity (Special) Leave**
According to Commission Circular No. 719:
 - (a) Where a Government obstetrician and Gynecologist certifies that the child was in an abnormal condition at the time of birth, and in circumstances where the normal maternity leave obtained in respect of such child is exhausted and a Government Paediatrician certifies that the child is still in that abnormal condition, and therefore mother's special personal care and attention is still essential for the child.

- (b) In circumstances where a Government Obstetrician & Gynecologist certifies that on account of complications arising out of child birth, the mother needs further rest. (Please see UGC Circular No. 759 dated 05.04.2000).

Except in circumstances mentioned in (b) above, this leave will be approved only if the child is living. In the event of the death of the child such leave will be treated as cancelled.

The employee will be required to sign an agreement in respect of this leave, the terms and conditions of which are specified in UGC Circular No.759 of 5/4/2000.

Sources & References

- i. University Estb. Code Chapter X Division I Section 5
- ii. U.G.C. Circular 719 of 17/10/97
- iii. U.G.C. Circular 759 of 5/4/2000

5.3.16 Leave Without Pay

UEC X.20

5.3.16.1 Conditions and Entitlement

- (i) Vice Chancellor/Director of the Institute, in terms of para 20 of chapter X of the University Establishment Code. may allow to persons employed in the University/ Institute, other than to casual daily paid employees, leave on no- pay to be spent in the island for such periods as he may think fit, but not exceeding three months, on grounds of illness medically certified, or for very urgent personal reasons.
- (ii) Such leave may also be spent out of the island in exceptional circumstances with the approval of the Council.
- (iii) The no-pay leave under this para is not intended to be used for study/training or for a holiday for which purposes leave should be obtained under the appropriate provisions.
- (iv) No pay leave on grounds of illness will be allowed only after the available full pay leave entitlement has been exhausted.
- (v) Saturday, Sunday and holidays falling within a period of

leave on no pay should also be reckoned as on no pay.

- (vi) All leave without pay should be reported monthly to the Auditor General in Form General 96.

Sources and References

Para 20 Chapter X of the University Establishments Code

Summary of Leave Entitlement

Category of Leave	Entitlement Subject to Conditions	Reference
i. Study Leave	(a) For a Masters Degree – 2 years For a Ph.D. Degree – 3 years & 3 months For both Masters & Ph.D. – 3 years & 9 months (b) Balance of the entitlement of the 3 years and 9 months on Full pay and thereafter No. Pay or If no leave is taken to obtain Masters Degree 3 years study leave on full pay and thereafter No Pay.	U.G.C. Circular No.88 dated 10/7/80 No.445 dated 31/7/90 No.445 dated 18/10/90 No.814 dated 14/11/102
ii. Sabbatical leave for Senior Lecturer and above	3 ½ yrs. Service – 4 months full pay or 8 months no pay 5 ½ Yrs. Service – 8 months full pay or 16 months no pay 7 Yrs. Service – 1 year full pay or 2 years no pay	U.G.C. Circular No . 408 of 5/10/89
iii. Special Leave to accept a prestigious fellowship	Maximum one year (No. Pay)	Para 37 Chapter X Uni. Est. Code
iv. a)Leave to attend seminars conferences Etc. b)Training Programmes	i.Up to 30 days for each a & b in an academic years subject to a maximum 45 days . During term time in the academic year	U.G.C. Circular No. 710 of 1/7/97
v. Leave to serve the Government of Sri Lanka	Not exceeding 2 years on no pay	Para 39 Chapter X Uni. Est. Code
vi. Leave Dring Vacations for Teachers	Maximum period 3 months, during vacations of the University subject to approval.	Para 40 Chapter X Uni. Est. Code

vii	Casual Leave	21 days in an academic year	Para 41 of the same P.17
viii	Medical Leave	14 days in an academic year	Para 42 of the same P.17-18
ix	Maternity Leave	a)84 working days full pay for the 1 st and 2 nd live births and 42 working days for the subsequent live births. b) No pay maternity (special) leave for 6 months under special circumstances.	No. 719 of 17/10/97 No.759 of 5/4/2000
x	Leave without pay, on grounds of illness/very urgent personal reasons	Not exceeding 3 months on no pay	Para 20 Chapter X Uni. Est. Code

5.4 General Conduct & Discipline

Chapter XXI

Every person employed in the Commission or a Higher Educational Institution is expected to give his undivided loyalty to the Commission or Institution concerned

Persons employed in the Commission or a Higher Educational Institution are required to discharge any duties to which it may be considered desirable to employ them, with diligence and efficiency.

All persons employed in the Commission or a Higher Educational Institution are required to familiarize themselves with the provisions of the Universities Act No. 16 of 1978, the Order, Statutes, Ordinances, Regulations etc. made there under, the provisions of this Code and other Instructions issued from time to time by the Commission of the Higher Educational Institution.

A person employed in the Commission or a Higher Educational institution should at all times act in a manner befitting the Commission or the Higher Educational Institution and the office he holds.

- | | | |
|-------|--|-----|
| 5.4.1 | Use of Labour Property & Funds of the Commission & Higher Education Institutions
XXI.02 | UEC |
| 5.4.2 | Collection of Subscription
XXI.03 | UEC |
| 5.4.3 | Pecuniary Embracement
XXI.04 | UEC |
| 5.4.4 | Furnishing of official information to the Public
XXI.05 | UEC |

5.5 Disciplinary Procedure

Chapter XXII

The disciplinary authorities of the University Grants Commission and of Higher Educational Institutions are –

- (a) The University Grants Commission, or its Chairman where so delegated by the Commission by resolution, in respect of the staff of the Commission - Section 8 (2) (a) and 7(3) of the Act.
- (b) The Council of a University in respect of the staff of the University- provided that, except in the case of officers and teachers disciplinary powers may be delegated to the Vice-Chancellor – Section 45(2) (xii) of the Act.
- (c) The Board of Management of a University College in respect of its staff - provided that except in the case of officers and teachers disciplinary powers may be delegated to the Director - Section 63(3) of the Act.
- (d) The Vice-Chancellor of the Universities in respect of staff provided by them to Institutes and Campuses.
- (e) The University Services Appeals Board in respect of staff provided to them by the Universities or the Commission -- section 84(2) of the Act.

“Disciplinary control” shall mean the power to dismiss or otherwise punish persons employed in the Commission, Higher Educational Institutions and the University Services Appeals Board in respect of “offences calling for disciplinary action” :-

5.5.1	Offences calling for disciplinary action	UEC XXII.02
	5.5.1.1 Categories of offences	
	(i) Inefficiency	
	(ii) Incompetence	
	(iii) Negligence	
	(iv) Lack of integrity	
	(v) Improper conduct	
	(vi) Indiscipline	
5.5.2	Reporting of offences	UEC XXII.03
5.5.3	Punishment	UEC XXII.04
	5.5.3.1 Minor punishment	UEC XXII.04.01.01
	5.5.3.2 Major punishment	UEC XXII.04.01.02
5.5.4	Delegation of exercise of disciplinary power	UEC XXII.05
5.5.5	Persons to conduct disciplinary inquiries & preliminary disciplinary investigation	UEC XXII.06

5.5.6	Procedure for formal disciplinary inquiry	UEC XXII.08
5.5.7	Conduct of disciplinary inquiry	UEC XXII.11
5.5.8	Order of the disciplinary Authority	UEC XXII.12
5.5.9	Revision of variation of disciplinary orders	UEC XXII.13
5.5.10	Appeal against disciplinary orders	UEC XXII.14
5.5.11	Criminal offences, bribery charges and matters sub-judice	UEC XXII.15
5.5.12	Conviction in court of imposition of penalties by statutory authorities	UEC XXII.16
5.5.13	Interdiction & compulsory leave <i>(This section should be read with Para 8 of salary on interdiction of Chapter VI of UEC)</i>	UEC XXII.18
5.5.14	Retirement for general inefficiency	UEC XXII.19
5.5.15	Retirement resignation and permission to leave the island when Disciplinary proceedings are pending or contemplated	UEC XXII.20
5.5.16	Vacation of post	UEC XXII.21

CHAPTER 06

STANDING AND OTHER AD-HOC COMMITTEES OF THE UNIVERSITY

6.1 Introduction

University Administration has established Sub - Committees which are either Standing Committees or Ad-hoc Committees for the purpose of advising, coordinating and assisting the Council, Senate and Faculty Boards as per the directives issued by the Treasury/ University Grants Commission (UGC) and powers vested by the Universities Act No 16 of 1978, as amended subsequently.

a) Council Appointed Committees

The Council has appointed following standing Committees in terms of the powers vested by the Sections 28, 29, 44 and 45 of the Universities Act No 16 of 1978, as amended subsequently.

- (i) Finance Committee
- (ii) Lands and Building Monitoring Committee
- (iii) Sports Advisory Board
- (iv) Board of Discipline
- (v) Board of Residence
- (vi) Quality Monitoring and Enhancement Committee
- (vii) Board of Welfare
- (viii) Committee on Gender and Gender-based Violence

The Tender Board which was a Council Standing Committee is replaced by the "Procurement Committee", appointed interms of Procurement Guidelines issued by the Treasury.

In addition to the above Standing Committees, Council has also established following Ad-hoc Committees to coordinate or assist the Council in carrying out certain tasks.

- (i) Corporate Plan Committee
- (ii) Leave and Awards Committee

In addition to the above Ad-hoc Committees, Ad-hoc committee called "Vice Chancellor's Advisory Committee" comprising all the Deans formed with the consent of Council to advice the Vice Chancellor in the overall management of the University.

The following Statutory Committees have been appointed in keeping with the directives of the University Grants Commission (UGC), adopting the Treasury/Public Enterprise Circulars or Guidelines:

- (i) Senior Management Committee
- (ii) Audit Committee
- (iii) Procurement Committee (Major and Regional/Minor)

b) Senate Appointed Committees

The Senate with the powers vested on them by Sections 28, 29 and 46 of the Universities Act of 978 as amended subsequently, has appointed the following

Standing Committees and Ad-hoc Committees:

- (i) Curriculum Development Committee
- (ii) University Research and Publication Committee
- (iii) Library Committee
- (iv) Examination Offences Committee
- (v) Honorary Degree Committee
- (vi) Convocation Committee

6.2 Terms of Reference of Standing and other Ad-hoc Committees

6.2.1 Council Appointed Standing Committees

- a) Finance Committee of the Rajarata University of Sri Lanka

The Finance Committee of the Rajarata University of Sri Lanka has been constituted in terms of Section 29(t) and 45 (2) (xviii) of the Universities Act No. 16 of 1978 as amended subsequently, by the Council of the University.

Objective

The objective of the Finance Committee is to assist the Council of the University in its oversight responsibility of the financial management and ensure that funds whether internally generated or received by way of government grants, subsidies and loans allocated from the consolidated fund are efficiently utilized, while taking appropriate action to set tone for quality financial reporting, efficient financial managerial functions and sound financial risk management practices and ethics.

Membership

The Finance Committee shall consist of the following members:

Ex-officio members:

Vice Chancellor (Chair)

Deans of Faculties

Registrar

Two members appointed by the Council from among the UGC appointed members, preferably at least one member with financial background

Bursar of the University shall convene all the meetings of the Committee and shall function as the Secretary to the Committee

Duties and Responsibilities of the Committee

Duties and responsibilities of the Finance Committee shall be:

- Review and recommend institutional financial estimates and budgets
- Review and recommend any other budgets/ estimates
- Study the program budgets and recommend to the Council
- Study and recommend to the Council the monthly financial statements submitted by the Bursar

- Recommend new proposals for improvement of the quality of financial management of the University
- Review and monitor the physical and financial progress of capital projects
- Make recommendations with regard to signatories in respect of all banking operations to the Council for approval
- Review and make recommendations regarding delegation of authority levels
- Make recommendations to Council as appropriate with regard to significant assets acquisition and disposal
- Recommend the losses and write-offs to the Council
- Recommend to the Council regarding any policy changes in financial system of the University
- Make recommendations to the Council regarding the recovery of bond values, loans and advances
- Look into any other matter which is not covered by any financial regulation but needs attention of the Finance Committee

Authority of the Committee

The Council authorizes the Committee to perform activities within its terms of reference as the Committee deems relevant and necessary and to seek any information it requires from any employee or any Department/ Division/ Administrative Unit of the University or summon any employee or any outside party for clarifications/ verifications.

Meetings of the Committee

The Committee shall meet at least ten (10) times in each financial year to attend to routine matters and at least once in six months during a financial year in full plenary session to review the activities of the Committee and overall financial management procedures. Additional special meetings may be convened as deemed necessary or if there are any special matters to discuss.

Every meeting shall be presided over by the Vice Chancellor or of the University. The Secretary shall keep record of proceedings of the meetings in writing and such minutes shall be circulated to all members of the Committee within one week from the date of which the meeting was held.

The quorum for meetings of the Committee shall be six including at least one (1) Council appointed member.

Ethical Practices, Confidentiality and Independence

Members of the Committee are expected to:

- Exercise objectivity and with probity in discharging their duties and responsibilities

- Refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and independently
 - Act in a proper and prudent manner in the use of information acquired in the course of their duties and responsibilities; and
 - Exercise sound judgment guided by highest personal standards of honesty and integrity in all matters relating to membership of the Committee
- b) Lands and Buildings Monitoring Committee of the Rajarata University, Sri Lanka

The Lands and Buildings Monitoring Committee of the University is a sub-committee constituted to assist the Council in exercising its powers in terms of Section 28 and 29 (k) of the Universities Act No. 16 of 1978, as amended subsequently.

Objective

The objective of the Lands and Buildings Monitoring Committee of the University is to assist the Council in its responsibility for formulation and oversight of policy pertaining to the development of lands and buildings of the University with a view to provide a conducive environment for teaching and learning process required by the University.

Membership

The composition of the Committee shall be:

- Vice Chancellor of the University (Chair)
- Registrar of the University
- Bursar of the University
- Deans/Representatives of the Faculties
- Works Engineer
- Head of the Capital works Division, who shall convene the meetings and function as the Secretary to the Committee
- Council Member

Duties and Responsibilities of the Committee

The following shall be the main duties and responsibilities of the Committee:

- Oversee the development of the approved Master Plan and recommend changes to the Council as it deems appropriate having considered the proposed changes. A comprehensive and formal review of the Master Plan shall be undertaken by the Committee once in every five (5) years
- Consider all proposed changes with regard to use of land and selection of suitable sites for construction of facilities
- Consider any matter it deems appropriate and financially prudent to preserve the integrity of the physical infrastructure within the agreed parameters of the Master Plan

- Scrutinize project proposals for any new building projects and make suitable recommendations to the Council having ensured that such proposals are included in the corporate plan and the location is identified in the Master Plan
- Make recommendations to the Council with regard to the time frame (year of implementation and completion) of new capital projects depending on the availability of funds, provided that action plan is in order according to the needs
- Ensure the procurement process with regard to capital projects has been duly followed
- Monitor the physical progress of capital projects and report the constraints to the Council
- Monitor the financial progress of capital projects in consultation with the Finance Committee and report the constraints to the Council

Meetings of the Committee

The Committee shall meet regularly at least once a month or as and when necessary, as decided by the Committee. The Chairperson of the Committee (Vice Chancellor) shall preside at all meetings of the Committee.

Two third of the total membership constitutes the quorum for the committee meetings.

All decisions/ recommendations made at the Committee meetings shall be placed before the Council for formal approval prior to implementation.

c) The Sports Advisory Committee of the Rajarata University of Sri Lanka

The Sports advisory Board of the Rajarata University of Sri Lanka has been constituted by the Council of the University in terms of the provisions of the Universities Act No. 16 of 1978, as amended subsequently.

Objective

Advising the Council of the University with regard to sports activities of the University is the primary objective of the Sports Advisory Board. The Board shall achieve this objective by suggesting measures for the improvement and upliftment of sports activities in the University and to promote and encourage students of the University to take part in sports activities.

Membership

The composition of the Board shall be:

- a. Vice Chancellor of the University(Chair)
- b. Two senior members of the academic staff from each Faculty who are interested in sports activities appointed by the Vice Chancellor

- c. Director or Head of Physical Education Unit
- d. Proctor of the University
- e. All permanent Instructors/ Instructresses of Physical Education
- f. The President and Secretary of the Sports Council

Term of office of members under (b) will be two years and the term of office of those appointed under (g) will be one year.

The Director or the Head of Physical Education Unit of the University shall function as the Secretary of the Board.

Duties and Responsibilities of the Board

- Advise the Sports Council regarding plans for sports activities of the University
- Appointment of Games Captains and Vice Captains
- Consider and decide on award of colours in respect of each sport and special awards before the end of the academic year
- Regulate and monitor funds utilization
- Recommend appointment of visiting Instructors and coaches
- Recommend disciplinary action in matters relating to sports activities of the University as and when necessary
- Ensure proper utilization of sports equipment and playground
- Approve competitions and matches with outside teams
- Carry out any other function to achieve the objectives of the Board

Meetings of the Committee

The Board shall meet at least once a month and one week's notice shall be given for such meetings.

The quorum for the meetings shall be one third of the total membership.

Emergency or special meetings of the Board shall be held on a written request made by two third of the total membership of the Sports Council or one third of the Sports Advisory Board.

The Chairperson shall preside at all meetings of the Board. In the absence of the Chairperson another member of the academic staff shall be elected as chairperson pro-tem.

The Director of Physical Education shall convene all meetings and the Secretary shall keep the minutes of the meetings. The minutes of each meeting shall be circulated to the members prior to the next meeting and confirmed minutes shall be submitted to the Council of the University for ratification and information.

- d) Staff Residence Committee
- Objective
The objective of the Staff Residence Committee is to consider and make recommendations to the Senate/Council of the University with regard to granting accommodation facilities to staff of the University.
- Composition of the Board
- Dean of the Faculty nominated by the Vice Chancellor
 - University Academic and Non-Academic Union members
- e) Board of Discipline
- Objective
As per the By-Laws of the Board of Discipline the objective of having this Board is to regulate and determine all matters concerning the maintenance of students discipline within the University.
- Composition
- The Dean of each Faculty
 - Two members of the Council nominated by the Council from among its appointed members
 - Two Wardens appointed by the Vice Chancellor
 - Proctor of the University
 - Two Senior Student Counselors nominated by the Vice Chancellor
 - Head of Legal Division or Head of Student Affairs Department shall function as the Secretary to the Board
- f) Internal Quality Assurance Unit
- Objective
Guiding the Quality Monitoring and Enhancement System comprising IQAU and IQACs to internalize and institutionalize national guidelines prescribed by the UGC and the Ministry of Higher Education (i.e Sri Lanka Qualification Framework and Guidelines for Curricular development, teaching, training and assessment, teaching English as a second language, training on ICT and soft skills, ethnic harmony and social cohesion, etc..) and quality dimensions (best practices and standards) prescribed by the National Quality Assurance System (i.e UGC QAAC) is the objective of the Committee.
- Composition
- Deans of Faculties
 - Director Internal Quality Assurance Unit
 - Coordinators of Internal Quality Assurance Cells of the Faculties
 - Registrar or Nominee
 - Librarian or Nominee
 - Director Staff Development Centre
 - Deputy Registrar EX/AC (Convener)

6.2.2 Council Appointed Ad-hoc Committees

a) Leave and Awards Committee of the Rajarata University of Sri Lanka

The Leave and Awards Committee is one of the ad-hoc committees of the Senate, which is established in terms of Section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently.

Objective

The objective of the Leave and Awards Committee is to consider and make recommendations to the Senate/ Council of the University with regard to granting leave to teachers and officers for their studies, attending seminars, conferences and training programs, sabbatical leave and special leave, and to address other issues pertaining to leave of staff of the University.

Membership

The composition of the Leave and Awards Committee of the University shall be:

- Vice Chancellor of the University (Chair)
- Deans of Faculties
- Registrar
- SAR/ AC (Convener)

The following may be invited for the meetings whenever necessary as decided by the Committee;

- Librarian
- Heads of relevant Departments of Study
- Heads of other relevant Centers/ Units

Head of the Establishments Department or his nominee shall convene the meetings of the Committee and shall function as the Secretary to the Committee.

Duties and Responsibilities of the Committee:

The Committee shall consider and make recommendations to the Senate/ Council with regard to:

- Study leave for staff of the University (with pay/ no pay)
- Sabbatical leave for academic staff and administrative staff
- Leave to attend conferences, seminars, workshops and training programs for university staff
- Overseas leave for university staff
- Vacation leave for academic staff
- Special medical and accident leave for university staff
- Special leave under special circumstances
- Address any other issues with regard to granting leave to staff of the University

Meetings of the Committee

The Committee shall meet once in a month or whenever necessary as it may decide. A majority of the total membership shall constitute the quorum for the meetings of the Committee.

The Vice Chancellor, if present, presides at the meetings of the Committee and if the Vice Chancellor is not present, the committee shall not hold.

Head of the Establishments Department or his nominee shall keep the records of the proceedings of the committee meetings in writing and circulate among members within one week from the date of which the meeting was held. Decisions taken at the committee meetings shall be placed before the Senate/ Council for approval.

6.2.3 Statutory Committees

a) Audit Committee

The Audit Committee of the Rajarata University of Sri Lanka has been constituted in terms of Public Enterprises Circular No. PED/31 of 01.10.2010 adopted by the University Grants Commission and Para 7:4:1 and 7:4:2 of the Public Enterprises Guidelines for Good Governance.

Objective

The primary objective of the Audit Committee is to assist the Council of the University in its oversight responsibility for overall management and to ensure that accountability, integrity and ethical behavior are well maintained in all its operational functions and effectiveness of the internal control systems in order to improve the governance process.

Membership

The composition of the Audit Committee shall be three non-executive (UGC appointed) members of the Council, chaired preferably by a Treasury Representative or person possessing financial management skills.

In addition the Registrar of the University shall be a member. The officer in charge of the Internal Audit Division of the University shall be the convener of the Committee and function as the Secretary to the Committee.

The Bursar and a representative from the Auditor General's Department should be invited as observers at the Committee meetings.

Members of the Committee shall be appointed by the Council of the University.

Duties and Responsibilities of the Committee

The following shall be the principal duties and responsibilities of the Committee:

- a. Overseeing the internal audit process
 - Determine the scope and responsibilities of the Internal Audit Division of the University
 - Review and recommend the annual audit plan and the work program
 - Review internal audit queries, paragraphs, report findings, recommendations and responses for remedial action
 - Satisfy itself as to internal audit independence, cooperation received from the management and interaction with external audit
- b. Overseeing the external audit process
 - Review external audit queries, paragraphs, report findings, recommendations and responses for remedial action
 - Liaise with external auditors and follow up on Auditor General's / external auditor's management letters
 - Resolve disagreements between management and the external auditors regarding financial reporting
 - Discuss with the external auditors, the scope and purpose of the upcoming audit and the procedures to be followed
- c. Integrity of financial reporting
 - Review and recommend the annual financial statements of the University
 - Review the audit report received by the University and recommend suitable action, where appropriate to the Council
 - Review and evaluate internal control systems for all activities of the University
 - Review performance at regular intervals for cost effectiveness and to eliminate wasteful expenditure etc.
 - Ascertain whether rules, regulations and circulars are complied with
 - Review financial statements to ensure compliance with Accounting Standards
 - Review implementation of recommendations / directives of the Committee on Public Enterprises (COPE)
 - Prepare reports on the findings of the Committee for inclusion in the annual report
 - Inquire the management, internal auditor and the external auditor about significant financial risks or exposures to the University and assess the steps the management has taken to mitigate such risks and exposures

d. Others

- Establish procedures for the receipt, retention and treatment of complaints received by the University regarding confidential/ anonymous submissions made by parties of concern regarding questionable accounting and audit matters including procedures
- Monitor the university policies and related procedures which have conflict of interest
- Submit its observations on the above matters to the Council of the University with recommendations for necessary action

Authority of the Committee

The Committee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities and personnel of the University.

Meetings of the Committee

The Committee shall meet on a regular basis, at least once in every three months in each financial year.

A majority of the members of the Committee will constitute a quorum for the transaction of business.

The Chairman shall preside at all meetings of the Committee and a member elected from among the members present shall chair the meetings in the absence of the Chairman.

The Committee shall maintain written minutes of its meetings, which will be filed of record by the Secretary to the Committee and distribute among members within two weeks from the date of which the meeting was held.

The Committee may request any officer, employee, outside counsel or independent auditor to attend a meeting of the Committee. At least annually, the Committee shall meet separately with the external auditor, the internal auditor and the management.

b. Procurement Committee (Major /Minor)

Objective

The objective of the Procurement Committee is to assist the Council of the University in its oversight responsibility of the procurement of goods & services, and works while adhering to procurement guidelines.

Minor Procurement Committee chaired by the Dean of a Faculty or Registrar of the University as the case may be, is responsible for dealing with any procurement of works with an estimated value up to Rs. 20 million, if the procurement method is National Competitive Bidding (NCB) or up to Rs. 2 million, if the procurement method is shopping within the region. For goods and services the upper limit is Rs. 10 million if the procurement method is NCB or Rs. 1.0 million if the procurement method is shopping within the region, and for consultancies the limit is Rs. 0.5 million. Any procurement exceeding these limits up to defined maximum of Rs. 100 million for goods and services and works is dealt by the Major Procurement Committee, chaired by the Vice Chancellor.

a) Major Procurement Committee

Committee appointed by the Ministry of Higher Education (MOH) consists of the Vice Chancellor in the chair, Registrar and another member representing the subject Ministry (i.e. MoHE). Convener and Secretary of the Major Procurement Committee for goods and services is the Head of Supplies while for works, it is the Head of Capital Works.

b) Minor Procurement Committee

Minor Procurement Committee consists of Registrar or Dean of a Faculty (whether it is in the main University or Campus) as the Chair, and Head of a Department or a Senior Academic Member nominated by the VC and DB/SAB/AB of Supplies Division of the University or Faculty as other members. The Assistant Registrar of the Faculty functions as the Secretary in the Faculty Procurement Committee while Head of Supplies is the Secretary with regard to Minor Procurement Committee at the level of the University.

6.2.4 Standing Committees of the Senate

a) Curriculum Development Committee of the Rajarata University of Sri Lanka

The Curriculum Development Committee is a standing committee of the Senate, constituted under Section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently. Members and Chairman are appointed by the Senate of the University.

Objective

The Curriculum Development Committee (CDC) is established to guide the Faculties and Departments in regular updating of the Curricula of study programmes and courses including modernization of teaching, training and learning, assessments and examinations and also in guiding students in academic pursuits and enhancing the learning support services. In addition, the CDC is required to review the curricula of all study programmes submitted and recommend amendments /revisions if required before recommending to the Senate of the University, for approval. Further it is expected to work closely with Standing Committee on Quality Monitoring and Enhancement, IQAU and IQACs in internalizing quality dimensions (best practices and standards) of study programmes.

Membership

Membership of the Committee includes:

- Vice Chancellor of the University (Chair)
- All Deans of Faculties of the University
- Director IQAU
- Two Senior Academic Staff Members with expertise in academic planning and development nominated by the Senate from among its members
- One representative from each Faculty nominated by the Dean, preferably the Chairperson of the Curriculum Development Committee

Nominated members are appointed for a period of two years and could be suspended from committee activities if they miss three meetings or more during the year or in case of a resignation, termination or breaching of confidentiality. In such cases the Senate/the Dean of the respective Faculty shall nominate a replacement, as the case may be.

Head of the Academic Affairs Department of the University shall convene all meetings of the Committee and shall function as the Secretary to the Committee.

Duties and Responsibilities of the Committee

Duties and responsibilities of the Committee shall be:

- Review existing curricula of all study programs and departmental course requirements periodically
- Review and recommend any proposed changes to existing curricula

- Study and make recommendations to Senate with regard to curricula of new courses
- Ensure that all curricula, where applicable, are in line with Sri Lanka Qualifications Framework requirements or other accreditation boards
- Prepare and revise role descriptions and activity expectations
- Monitor the overall assessment process of courses and learning outcomes
- Monitor and report back on overall university grades every semester

Authority of the Committee

The Committee is empowered to:

- Develop and implement curriculum policy, design and content, and recommend to the Senate for approval and dissemination
- Oversee curricula development policy implementation and manage evaluation and revision of curricula content
- Appoint sub committees and delegate authority to such sub committees to carry out specific tasks as determined by the Committee
- Provide content material for accreditation reports as evidence to support the Senate compliance with required accreditation standards

Meetings of the Committee

The Committee shall meet on a regular basis at least once in three months.

A majority of the members of the Committee shall constitute the quorum for meetings of the Committee.

The Secretary shall keep record of proceedings of the meetings in writing and such minutes shall be circulated to all members of the Committee within one week from the date of which the meeting was held. Decisions taken and recommendations made at such meetings shall be placed before the next immediate meeting of the Senate for formal approval.

- b) Research and Publication Committee of the Rajarata University of Sri Lanka

Research and Publication Committee of the University is established as a Senate Standing Committee in terms of Section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently.

Objective

Main purpose of the Committee is to promote and foster research and scholarships among the academia of the University. It is also expected to deliberate and set the standards for research and scholarships, propose and explore ways and means of promoting research and innovation culture within the University.

Membership

The members of the Committee shall be:

- The Chairman nominated by the Senate
- Deans of all Faculties of the University
- One representative from each Faculty preferably the Chairperson of the Faculty Research Committee
- The Head of the Academic and Examination Department shall convene the meetings and functions as the Secretary to the Committee.

Duties and Responsibilities of the Committee

- Develop research agenda for the University
- Develop mechanisms to formulate, review, implement and monitor research activities according to the agenda of the University
- Oversee and ensure implementation of the research agenda
- Call applications for research and publication grants, assess and prioritize them and recommend for funding
- Monitor the University research and research publication activities
- Develop a mechanism for review of ethical considerations and compliance with ethical guidelines in all research activities and implementation
- Form a subcommittee viz. University Ethics Committee with representation from each Faculty responsible to the Research and Publication Committee for ethical considerations
- Facilitate partnerships between other HEIs, state and non-state organizations and reputed foreign universities for applied problem oriented and commissioned research
- Develop links with international agencies to secure support for collaborative research
- Provide necessary guidance and advice to academic staff for carrying out research and disseminating research findings
- Arrange programmes for capacity building of research in liaison with staff development center

Meetings of the Committee

Meetings of the Committee shall be held once in two months.

Quorum for the meetings shall be the majority of the total membership. The Secretary shall keep the records of proceedings in writing and circulate them to the members within two weeks from the date of which the meeting was held.

c) Library Committee

The Library Committee is a Standing Committee of the Senate, which has been established in terms of Section 46 (6) of the Universities Act No. 16 of 1978, as amended subsequently.

Objective

The main objective of the Library Committee is to ensure that continuous free flow of information required by users are provided through the library services of the University in an efficient manner and an environment that promotes learning and research activities are created and managed by maintaining and improving the physical environment and use of the library to the satisfaction of the user.

Membership

Composition of the Library Committee shall be;

- Vice Chancellor (Chair)
- Librarian
- Deans of Faculties
- Registrar
- Bursar

The Assistant Registrar (Library Services) shall be the Convener and Secretary of the Library Committee.

Duties and responsibilities of the Committee

- Make recommendations to the Senate regarding development of infrastructure and other service facilities
- Provide general directives with regard to library functions
- Review and recommend policies on library use and procedures
- Monitor and evaluate periodically, the trends and cutting-edge developments in library and information services
- Make recommendations with regard to human resource development in the library service

- Facilitate library development plans and make recommendations on budgetary allocation

Meetings of the Committee

The Committee shall meet twice a month and whenever necessary as it may decide. Quorum for the meeting shall be 2/3 of its total membership.

The Vice Chancellor presides at all meetings of the Library Committee.

The Secretary shall keep the records of proceedings of Committee Meetings in writing and circulate the minutes among members within one week from the date of which the meeting was held.

6.2.5 Ad-hoc Committees of the Senate

a) Examinations Offence Committee of the Rajarata University, Sri Lanka

Examination Offence Committee of the University is a sub-committee constituted by the Senate under section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently and in terms of Chapter X of the Procedure for Conducting University Examinations.

Objective

The objective of the Committee is to investigate and recommend to the Senate the punishments to be given to students who violate examination rules and regulations such as; copying, using unauthorized electronic devices, misbehavior, aiding and abetting, cheating, misconduct and impersonation.

Membership

The Committee shall consist of five members represented by the each faculty, appointed by the Senate and the Asst. Registrar who is the convener of the Committee. The convener shall function as the Secretary to the Committee, as well. The term of office of the members shall be two years. The Chairman shall be elected from among the members.

Duties and Responsibilities of the Committee

Duties and responsibilities of the Committee shall be:

- Consider reports received from any examiner, Examination Supervisor, Head of a Department, Dean of a Faculty, any official or any student of the University who detects an examination offence

- Conduct inquiries and record evidences, in case it is decided to inquire into a reported examination offence
- Determine and recommend to the senate the punishment/s to be imposed in such offence, if found guilty, in terms of by-laws.

Authority of the Committee

The Committee is authorized to summon any officer/s, student/s or any official of the University and peruse and hold any document, answer script or question paper etc., with regard to a reported examination offence.

Meetings of the Committee

Examination Offence Committee shall meet when any examination offence is reported or whenever necessary, as decided by the Committee.

The quorum of such meetings shall be the majority of the total membership.

Minutes of each meeting shall be kept in writing by the Secretary to the Committee and all decisions and recommendations made shall be placed before the Senate.

b) Honorary Degree Committee of the Rajarata University, Sri Lanka

Honorary Degree Committee of the University is an ad-hoc Committee of the Senate constituted in terms of section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently and the UGC Circular No. 908 of 11.03.2009.

Objective

The primary objective of the honorary degrees Committee is to recommend to the Senate selected individuals who have an exceptional record of distinctions and achievements for conferring degrees *honoriscausa* at the general convocation each year. Honorees may include world renowned scholars and artists, celebrated and visionary public figures, prominent professional and community leaders, and philanthropists.

Membership

- A Member of the Council (Chair)
- One Senate nominee from each Faculty.

Registrar or the Head of the Academic Affairs Department of the University shall convene the meetings of the Committee and function as the Secretary to the Committee.

Duties and responsibilities of the Committee

The duties and responsibilities of the Committee shall include:

- Accept nominations on behalf of the Senate for award of Honorary degrees from relevant Faculties or from the Senate
- Make recommendations to the Senate with regard to individuals for honorary awards
- Advise the Senate on the range and titles of honorary awards
- Review the criteria for honorary awards once in every five years
- Prepare and review the guidelines on the procedure to be adopted for nominating individuals for honorary awards as prescribed in by-laws
- Undertake such other related matters as senate may from time to time determine

Meetings of the Committee

The Committee shall meet whenever necessary at least three months before the convocation and the Chair shall preside at such meetings. At least three members of the Committee should be present at the meeting to have a quorum.

c) Convocation Committee

The Convocation Committee of the Rajarata University of Sri Lanka is an ad-hoc committee constituted by the Senate in terms of Section 46 (6) (vii) of the Universities Act No. 16 of 1978, as amended subsequently.

Objective

The main purpose of the Convocation Committee is to make all necessary arrangements to hold the General Convocation of the University on a day/s determined by the University and to attend to all matters associated therewith.

Membership of the Committee

The Committee is consisted of the following;

- All Deans
- Registrar or his nominee
- Bursar or his nominee

- Asst. Registrar/ Examination as the Convener and Secretary to the Committee

The Chairperson shall be appointed by the Senate from among the Faculty Representatives.

Duties and Responsibilities of the Committee

- Discuss and make all arrangements for holding the convocation
- Recommend a date, venue, agenda, invitees and seating arrangements for the ceremony
- Recommend a person for convocation address
- Categorize graduands for convocation sessions
- Organize convocation procession
- Make arrangements for media coverage and photography
- Plan and organize refreshments/ tea/ lunch/ dinner for graduates and invitees
- Design and print invitations and programs
- Organize volunteers to assist the convocation ceremony
- Annual post-convocation evaluation of activities

Duties and responsibilities of the committee shall be in accordance with by-laws developed and approved by the University.

Meetings of the Committee

The Committee shall meet whenever necessary as determined by the Chair of the Committee. Majority of the membership constitute the quorum for the committee meetings.

CHAPTER 07 HUMAN RESOURCE MANAGEMENT PROCEDURES

7.1 Cadre

- (a) Creation of a new post or an increase in the existing cadre of a post should be approved by the University Grants Commission/ line Ministry and the Department of Management Services of the Treasury on the recommendation of the Council
- (b) An appointment or promotion can only be made to a post in the approved cadre
- (c) Effective control should be exercised over cadre management with systems and procedures geared to meet the changing needs. Numbers need to be right-sized and restructured
- (d) Proper job evaluation and cadre studies should be done prior to any increase in the cadre or creation of new posts

7.2 Recruitment Procedures

1. General

- (a) The members of the staff of the university system are broadly referred to as the Academics and the Non-Academics. More formally, in the Universities Act No. 16 of 1978 as subsequently amended, they are classified into the following three categories;
 - Officers - those categorized as such in the Act and the holder of any other post declared as an Officer under the provisions of the Act, and Ordinances (Sec. 33)
 - Teachers - all members of the teaching staff as defined in the Act (Sec. 147)
 - Others - all employees other than those included in (i) and (ii) above (administrative, technical, clerical and allied grades, minor employees etc.)
- (b) All appointments and promotions should be made in accordance with the approved Schemes of Recruitment
- (c) In formulating Schemes of Recruitment and Promotion, the following aspects should be incorporated and the schemes should be approved by the Council and the Commission;
 - Job descriptions
 - Requisite professional and academic qualifications
 - Experience required
 - Age limit
 - Mode of recruitment (External advertisement/internal notice and written/trade test/interview)

- (d) Promotions should be based on capability and seniority of the officer
- (e) Vacant posts should not be filled with acting arrangements for indefinite periods. As a rule, an officer should hold only one permanent post
- (f) Acting appointments should initially be for a period of three months and under exceptional circumstances it should be extended to a period not exceeding six months with the approval of the Commission
- (g) University should have a succession plan with an understudy designated to take over in the event of such post falling vacant, particularly at management levels

2. Appointments

As defined in the Establishments Code (Para 1.3 of Chapter III), appointment is defined as a conferment of any paid office in the service of the university whether subject to or not subject to confirmation, as a first appointment; subsequent appointment or promotion or any change of status (i.e. the grant of temporary or permanent status to a casual employee or permanent status to a temporary employee) in respect of a person who is already in the service.

All appointments must be in accordance with the approved Scheme of Recruitment (SOR) and Procedure for appointment.

3. Promotions

Promotion must be earned by satisfactory work and conduct, and by the fulfilment of the conditions stipulated in the Scheme of Recruitment (SOR) such as an Efficiency Bar (EB) or qualifying examinations, obtaining the prescribed academic, professional or technical qualifications, contribution to research etc. or reaching a prescribed point of a salary scale or prescribed period of service.

4. Appointing Authorities

Appointing authorities mentioned in the Universities Act No. 16 of 1978 as subsequently amended are:

- (a) The President of the Democratic Socialist Republic of Sri Lanka
 - Chairman, Vice Chairman and members of the Commission (Section 4 of the Act)
 - Chancellors (nomination) of universities (Section 32 of the Act)
 - Vice Chancellors of universities (Section 34(1)(a) of the Act)

- (b) Minister in charge of subject of Higher Education
- Chairman, Vice Chairman and a member of the University Services Appeals Board (Section 81 of the Act)
 - Competent Authority (Section 20 (4)(b) of the Act)
 - Specified Authority under Section 70 (B) of the Act
- (c) The University Grants Commission
- Secretary and other staff of the Commission (Section 8 of the Act)
 - Posts of officers of HEIs except where other provisions have been made in the Act in respect of such posts, e.g. all executive grade appointments except for the Post of Registrar and Bursar. However first Registrar and Bursar are appointed by the Commission (Section 71(2) & 143 of the Act)
 - Posts other than that of Teacher of which the salary code or minimum salary point shall be as determined by the Commission, provided that respective HEI forward the recommendation for appointment, i.e. Medical Officer, Works Engineer, etc.(Section 71(2) of the Act)
 - Directors of Centres for Higher Learning except where other provisions have been made in the respective Ordinances under which such Institutes are established (Respective Ordinances)
 - Members to Governing Authorities: Councils of Universities (Section 44 of the Act); Boards of Management and Boards of Studies of Institutes as specified in the respective Ordinances.
- (d) The Governing Authority (The Council) of the University (Section 35,37,38,39, 71.1 of the Act)
- Vice Chancellor with prior approval of the Commission
 - Officers of the University such as Registrar and Bursar (except for the first Registrar and Bursar), Librarian including Deputy Librarian, etc.
 - Teachers as defined in the Act
 - Heads of Departments of Study
 - All other appointments to the staff of the University other than the posts mentioned under the Commission
 - Staff of the Institute and Campus attached to the University other than staff specified elsewhere

The Governing Authority may delegate this power to the Vice Chancellor except in the case of Officers and Teachers (Section 45(2) (xii) of the Act). However, formal approval of the Council should be obtained subsequently for such appointments

- (e) The Vice-Chancellor, as per Section 36 of the Act, is the appointing authority for the appointment of the Rector of the Campus

5. Prerequisites for an Appointment or Promotion

An appointing authority should satisfy before making an appointment or a promotion, that the following conditions are fulfilled;

- (a) Approved post
- (b) Financial provision
- (c) Actual vacancy
- (d) Need for the post to be continuous to exist, and not superfluous
- (e) Approved Scheme of Recruitment (SOR)
- (f) Authority to make the Appointment
- (g) DMS approval for applicable post

6. The effective date of appointment

The effective date of an appointment or promotion will be the date specified in the letter of appointment, or the date on which the person first assumes duties of his new post, whichever is the latter. (Para 8 of Chapter III of E Code)

7. Ante-dating of appointments

The appointing authority shall not ante-date an appointment on the grounds that the person had been functioning in the post from a date prior to the date of his appointment or on any other grounds without the express authority of the Commission (E-Code Chapter III, Para 9).

If there are any grounds for ante-dating an appointment, an application to do so should be made to the appointing authority setting out the reasons. The following conditions should be satisfied (E-Code Chapter III, Section 10);

- (a) Vacancy exist in the post from the date to which the appointment is proposed to be anti-dated.
- (b) The person was fully qualified for appointment to the post in terms of the scheme of recruitment on the date on which it is proposed to ante-date the appointment.
- (c) The person should have been performing all the duties of the post continuously from such earlier date on an acting appointment made by the appropriate appointing authority and on a letter of appointment duly issued to that effect.
- (d) The selection for substantive appointment should have been made in terms of the method of recruitment laid down in the scheme of recruitment.

8. Effective date of passing examination
The effective date of passing an examination for the purpose of Confirmation, Promotion or an Efficiency Bar, etc. will be the last date of that examination, at which the person completes the examination.(Para 14 of Chapter III of E Code)
9. All appointments subject to transfer
- (a) All appointments to posts other than that of teachers/officers are made subject to the condition that appointees are liable to be transferred within Higher Educational Institutions/Institutes and/or between Higher Educational Institutions/ Institutes and the Commission. Letters of appointment should stipulate this as a condition of appointment.
- (b) Transfers shall be made by the Commission on the recommendation of the Transfer Board
- (c) Procedure to be followed for transfers:
- No application for a transfer will be entertained from employees on probation
 - Application for a transfer should be made to the Commission on the prescribed form through the line of superior officers with their recommendations and comments. Final recommendation with regard to the University is made by the Vice Chancellor or the Registrar.
 - When an application is allowed the Secretary, UGC will issue a transfer order to the applicant through the Vice Chancellor.
 - Transfer Board does not deal with a) internal transfers within the University, b) transfers on disciplinary grounds, c) transfers necessitated by the exigencies of service and d) mutual transfers.
10. Letter of Appointment on Promotion
A promotion is an appointment and a letter of appointment should be issued. Where however, the promotion is from one class or grade to another in the same service, it would be sufficient if an intimation of promotion is issued, indicating the date of promotion, the class or grade to which promotion is made and also any Efficiency Bars or any other special conditions which may have to be satisfied in the new class or grade.

Every appointment made under delegated authority should be reported by the Vice-Chancellor to the Governing Authority (Council) at its meeting immediately following such appointment.

11. Personal File

- As soon as a person assumes duties of his office on appointment to a post a personal file should be opened in respect of that person
- Documents to be filed are specified in Para 30.2 of Chapter III of the Establishment Code
- Personal Files should be strictly confidential and only persons authorised should have access to such files. No information what so ever from a personal file should be divulged to any one or issued to anybody without permission of the Registrar
- Personal file of a subject clerk having custody of such files should be placed in the custody of his immediate supervising officer

12. Oath of Allegiance

- Every person appointed to a post whether on a permanent, temporary or casual basis should take the oath of allegiance to the Democratic Socialist Republic of Sri Lanka, whether taken the oath on an earlier appointment or not, on the prescribed form, before an officer authorised by the Principal Executive Officer.
- All staff officers so appointed to a post on a permanent basis should declare his assets as at the date of his appointment on the form prescribed as per declaration of assets and Liabilities Act No.1 of 1975 as amended by Act No. 74 of 1988.

13. Filling of Vacancies

It is the responsibility of the appointing authority to take action to fill the vacancies and except in the case of grade/class promotions, all appointments should be made by internal (only for the non-academic grades) and external advertisements.

Internal Advertisement (only for the non-academic grades):

Where the posts are to be advertised internally in the first instance, they should be advertised in the Commission and in all Higher Educational Institutions and Institutes. Commission should be kept informed of all advertisements indicating how the vacancies occurred. Designations of posts could be changed only with the approval of the Commission.

External Advertisement:

- (a) Open advertisement should be made in case of academic and administrative appointments
- (b) In case of appointments other than the above, (In terms of a decision of the Cabinet of Ministers conveyed to Higher Educational Institutions by Commission Circular No. 698 of 1st January 1997 as subsequently amended by Commission Circular No. 876 of 06.06.2006), all external

recruitments to certain nonacademic grades of posts specified therein, are required to be made from a list of candidates compiled by the Ministry of Higher Education in accordance with the qualifications laid down in the approved scheme of recruitment. According to the procedure given in the circular, Higher Educational Institutions are required to inform the Ministry, through the UGC, particulars of the vacancies and to select suitable candidates, on the basis of a written test and an interview from a list provided by the Ministry.

14. Period of Validity of an Advertisement

- In terms of the Commission Circular No. 846 of 14 July, 2004 the period of validity of advertisements for posts other than Professorships be one year reckoned from the closing date of applications up to the date of finalization of selections by the appropriate Selection Committee for submission to the Council.
- In the case of Professorships an advertisement shall be valid for a period of one and half years reckoned from the closing date.
- No additional documents in support of any application are to be entertained after the closing date of applications and under no circumstances shall the validity of an advertisement be extended beyond the period specified above.

15. Salary on appointment

- On appointment, an appointee is normally placed on the initial of the relevant salary scale unless the advertisement for the post and the scheme of recruitment allow a placement at a point higher than the initial salary of the scale.
- Prior permission of Commission should have been obtained to include such a provision in the advertisement.
- A recommendation for placement at a salary point needs the approval of the Commission prior to its communication to the appointee.
- In the case of an appointment of a government or corporation employee, if his present salary is higher than the initial of the salary scale of the new post, he will be placed at the next higher step and allowed to retain the original date of increment, and if not, he will be placed on the initial of the new salary scale.
- In the appointment of a medical graduate who is not in the public service, his salary will be reckoned on the same basis as if he had been in the public service.
- Where an employee of HEI is appointed in the same capacity to RUSL his salary step and date of increment will remain the same.

16. Probation and Confirmation in Appointment

- As stated in Para 21.2 of Chapter III of the Establishments Code, appointment on probation implies that, a person appointed to a post may before confirmation, count on being admitted to the permanent establishment, if he carries out the obligations imposed by his appointment and proves by conduct and service, his suitability for retention in the permanent service of the university.
- Every appointment to a post of teacher shall, in the first instance, be for a probationary period of three years, which period may be extended by the Governing Authority by one year at a time for a further period not exceeding five years.
- Provided that where the appointment is to a post of Teacher, and the appointee has been previously confirmed in a post of teacher in another HEI or in another Department of the HEI to which he is attached, such appointment shall in the first instance be for a probationary period of one year; or
- Teacher, and the appointee has been previously confirmed in any post equivalent to the post of teacher in another HEI to which the appointee is attached, such appointment shall in the first instance be for a probationary period of one year.
- Every appointment to a post, other than that of teacher, shall in the first instance, be for a probation period of three years.

17. A confirmed employee other than that of teacher promoted to another post other than that of teacher serves only a probationary period of one year.

Appointment of Public Officers and Local Government Officers

A Public Officer or a Local Government Officer may be appointed to the staff of the University on a temporary basis or permanently or on contract at the request of the Commission or the University with the consent of that officer, the Secretary of the Ministry in which he serves and the Secretary, Ministry of Public Administration. The usual terms and conditions applicable to such appointments will apply in the case of those appointed to the RUSL as well.

18. Some pre-requisites in making appointments / Promotions

- The letter of appointment / promotion should be issued only after its approval by the Council or the Vice-Chancellor where such power has been delegated to him.
- Certificate of Birth, and Certificates in support of educational, professional qualifications should be submitted before assuming duties and the appointee should report to the Principal Executive Officer through the Head of the Department.
- The effective date of appointment is the date specified in the letter of appointment or the date of assuming duties whichever is later.

- Antedating of any appointment needs the prior approval of the Commission.
- All appointments are subject to a medical report of fitness. No salary should be paid till such report is produced on the prescribed form provided for this purpose.
- Where required, an appointee should enter into an agreement with the University, prior to assuming duties.
- An appointee's services are terminable on 3 months or one month's notice given by either party in accordance with terms and conditions of appointment.
- All appointments / promotions are subject to review by the University Services Appeal Board (USAB) and this fact should be communicated in the letter of appointment / promotion.
- Every appointee may be suspended pending inquiry by the University on for inefficiency, misconduct, dereliction of duty etc., and dismissed, compulsorily retired or otherwise punished after enquiry on a resolution adopted by the University. Every such person may appeal against such punishment to the University Services Appeal Board.
- All appointees other than teachers and Officers appointed by the University are transferable within the University and to other Higher Educational Institutions/ Institutes or the UGC.

7.3 Retirement of University Employees

- A teacher continues in service until he has completed his sixty-fifth year or if he completes his sixty-fifth year during an academic year until the last day of that academic year and shall thereafter be deemed to have retired from service.
- In terms of the Establishments Circular Letter No. 07/2005, the official academic year for the purpose of retirement of teachers should start on 01st October in every year and end on 30th September of the next year.
- Accordingly, the date of retirement of a teacher shall be his 65th birthday or immediately following 30th September provided when the actual academic year goes beyond 30th September the last date of actual academic year should be taken in place of 30th September.
- The teacher concerned shall choose whether to retire on his 65th birthday or at the end of the academic year and to have retired from the service before 66th birthday establishment circular letter 12/2005.
- Every employee other than a teacher shall continue in office beyond the optional age of retirement of such officer i.e. fifty five years and remain in service up to the age of sixty years and shall thereafter be deemed to have voluntarily retired from the service.

- But on a written request made by such employee his services may be extended annually by the Governing Authority until he completes his sixtieth year subject to his physical fitness.

7.4 Procedure for Promotion of Teachers

1. From Lecturer (Probationary) to Lecturer (Transitional)

Eligibility: A Lecturer Probationary who possesses a Master Degree in the relevant field obtained after full time course of study of at least two academic years or equivalent part time course of study with a research component by way of thesis / dissertation or a Doctoral Degree.

OR

Master degree in the relevant field of a minimum duration of 20 months with a substantial research component or Master degree with at least 60 credit units with not less than 15 credit units of research by way of thesis/dissertation in the relevant field/discipline or a Doctoral Degree

OR

Such professional qualifications and experience as may be approved by the UGC upon the recommendation of the University.

AND

Has completed 03 years but less than 05 years of the satisfactory service.

How to apply: Request should be submitted through the normal channel to the Vice-Chancellor with relevant certificates as per Commission Circular No. 721 of 21.11.1997 and 01/2013 of 28.01.2013.

2. From Lecturer (Probationary) to Senior Lecturer Grade II

Eligibility: A Lecturer who possesses a Master's Degree in the relevant field obtained after full time course of study of at least two academic year or equivalent part time course of study with a research component by way of thesis/ dissertation or a Doctoral Degree

OR

Master degree in the relevant field of a minimum duration of 20 months with a substantial research component or Master degree with at least 60 credit units with not less than 15 credit units of research by way of thesis/dissertation in the relevant field/discipline or a Doctoral Degree

OR

Such Professional qualifications and experience as may be approved by the UGC upon the recommendation of the University

AND

At least five (05) year experience as Lecturer (Probationary) and Lecturer/Asst. Librarian (including the time devoted to acquire the Postgraduate qualifications.)

How to apply: Request must be submitted through the normal channel to the Vice-Chancellor with relevant certificates as per Commission Circular No. 721 of 21.11.1997 and 01/2013 of 28.01.2013.

3. From Senior Lecturer Grade II to Senior Lecturer Grade I

Eligibility: A Senior Lecturer Grade II / Senior Assistant Librarian Grade II who has completed one year on the maximum of the salary scale or has served 06 years in that grade may be considered for promotions.

How to apply: An applicant must submit a request with self-assessment setting out the contribution he/she has made since he/she became a Senior Lecturer Grade II in the fields of Teaching, Research, Dissemination of knowledge and other University activities to the Vice-Chancellor through normal channel as per Commission Circular No. 721.

4. From Senior Lecturer Grade II to Associate Professor / Professor

Eligibility: (a) Senior Lecturer (Grade II) may be considered for promotion to the grade of Associate Professor if he/she has obtained at least the required minimum mark as specified in the marking scheme of scheme of Commission Circular No. 916 of 30.09.2009 and Establishment Circular Letter 04/2010 of 19.03.2010.

(b) A Senior Lecturer / Associate Professor may be considered for promotion to the grade of Professor if he/she obtained at least the required minimum marks as specified in the marking scheme of Commission Circular No. 916 of 30.09.2009 and Establishment Circular Letter 04/2010 of 19.03.2010.

Method of Application:

An application for a merit promotion or recruitment should be accompanied by

- (a) The Curriculum-Vitae of the applicant
- (b) A Self-assessment specifying the contribution to;
 - Teaching and Academic Development
 - Research and creative work
 - Dissemination of Knowledge and to University and National Development
- (c) Three copies of the publications, research papers and other relevant documents by the candidate. Other relevant documents and materials may also be submitted in three copies in a form that can be evaluated.
- (d) Titles of three (03) in the case of Associate Professor and five (05) in the case of Professor, outstanding research papers publications by the candidate. These documents shall be sent to the Vice Chancellor by each candidate with a covering letter applying for the position/promotion.

5. From Professor to Senior Professor

Eligibility: A Professor who has completed eight (08) years of service as a Professor may apply, provided however, that a person who has been appointed as a Professor by advertisement / promotion letter and placed on a particular step of the salary scale based on his/her qualifications and relevant experience may have the number of years corresponding to that salary step considered as part of the 08 years of service required for the Post of Senior Lecturer.

OR

A Professor who has obtained a higher doctoral degree (D.Sc. or D.Litt. or LL.D or an equivalent degree) from a recognized University may apply.

How to apply: The applicant should submit a suitable covering letter, a completed application form if the application is response to an advertisement/promotion, his/her Curriculum-Vitae with a self-assessment of his/her contribution to the following fields after he/ she became a Professor as per Commission Circular No. 838 & 897;

- (a) teaching and academic development
- (b) research and creative works, and
- (c) dissemination of knowledge and to University and national development

7.5 Recruitment of Visiting Staff

Introduction:

- Provision exists to engage personnel in services as Visiting Lecturers using funds allocated for such purpose under the recurrent vote
- Such appointments are short term appointments
- Appointees should essentially possess the qualifications laid down in the Scheme of Recruitment applicable to the post to which the appointment is made
- Availability of funds is a prerequisite for such appointments. Heads of Departments are required to verify in advance the availability of funds from the respective Offices of Deans

Procedure

- Requests for Visiting Staff appointments should be addressed to the Dean of the Faculty with the CV of the person recommended by Head of the Department and the subject/s areas to be assigned and the duration of the appointment.
- Engagement of such personnel should be done only on receipt of the approval from the Vice-Chancellor and on receipt of the letter of appointment
- During the tenure of the assignment, monthly attendance records of visiting staff should be maintained at the Department and be certified and forwarded to the Accounts Division by the Head of the Department for payment purposes
- Any payment which is not claimed for a particular month by a Visiting Staff member will be subjected to a surcharge of 10% if claimed In a subsequent month
- The Head of the Department as the certifying officer, will be responsible for any overpayment of salary as a result of not communicating the termination / cessation of the service of a Visiting Staff
- The Head of the Department is responsible to implement a mechanism to collect claim forms of all Visiting Staff members of the Department by the end of the month and forward them to the Bursar through the Dean with the certification for processing payments.

CHAPTER 08

STANDARD OPERATIONAL PROCEDURE FOR FINANCIAL MANAGEMENT

8.1 Financial Management, Accountability and Policies

8.1.1 The Purpose of the Financial Management

The University Fund, whether internally generated or received by way of Government grants, subsidies and loans, allocated from the Consolidated Fund through the Government Budget to meet Recurrent and Capital expenditure are public funds. The management has a responsibility for the efficient utilization of these monies in the best interest of the public. Fund Management is dependent on how effectively revenue is generated and expenditure is controlled.

Financial management of the University is governed by the financial regulations, conveyed through circulars and circular letters and also by the directives that may from time to time issued by the Treasury, Ministry of Higher Education, UGC and the Governing Council of University

8.1.2 Objective of Financial Management

The main objective of the financial management of the RUSL is the efficient utilization of the University Fund in the best interests of the community.

8.1.3 Accountability of Financial Matters

Accountability, for financial control purposes, is the delegation of authority to qualified persons to authorize, approve, certify and payment for goods, works and services, and the holding of those persons responsible for the validity, correctness, and appropriateness of their actions. Each Department / Division / Unit has the responsibility and is accountable for managing the resources it administers on behalf of the University.

- a) Chief Accounting Officer
Secretary to the Ministry of subject of University Education is the Chief Accounting Officer of the University.
- b) Accounting Officer
The Vice-Chancellor is the Accounting Officer of the University.
- c) Asst. Accounting Officer
The Registrar is the Asst. Accounting Officer of the University.
- d) Custodian of Fund
The Bursar is the custodian of the University Fund.
- e) Administration of the University Fund
It is the prime duty of the Bursar to administer the Fund of the University subject to the provisions in the Universities Act and subject to the direction and control of the Registrar.

8.1.4 Financial Year

The financial year of the University shall be from 01st January to 31st December of the calendar year.

8.1.5 The University Fund

The University depends almost entirely on funds received from the Government by way of grants for their existence. Almost 98% of the funds come from this source. Very small amount is also received by way of fees, income from endowments and other sources making up the balance 2%.

All such monies are required to be paid into a fund called the University Fund. The University Fund consists of:

- a) fees to be paid to the University in accordance with the provisions of any appropriate Instrument;
- b) income from endowments;
- c) moneys provided by Parliament and disbursed by the Commission as grants; and
- d) all other moneys belonging to the University from whatsoever source derived.

Particulars of each sum of money paid into the University Fund shall within one month of such payment be submitted by the Vice-Chancellor to the Commission for its information.

8.1.6 Annual Statement of Accounts and Statistics

As per Section 106 (1) of the Universities Act University shall prepare an annual statement of accounts and statistics relating to its activities in such form and manner and containing such particulars as the Commission may specify from time to time.

Further, Section 106 (2) emphasize that the books of accounts of the University shall be kept in the office of the University.

8.1.7 Audit of Accounts

As per Section 107 (1) (a) of the Universities Act University shall have its accounts audited each year by the Auditor General and, for the purpose of assisting him in the audit of such accounts, the Auditor General may employ the services of any qualified auditor or auditors who shall act under his direction and control.

The accounts of the University for each Financial Year shall, within two months after the closure of that financial year, be submitted by its principal executive officer, to the Auditor-General for audit.

8.1.8 Accounting Policies of the University

The Financial Statements of the Rajarata University of Sri Lanka (RUSL) are prepared in terms of Section 106 (1) and 107(b) of the Universities Act No.16 of 1978 as amended by subsequent legislation, in pursuance to the Finance Act No.38 of 1971 and in conformity with the Sri Lanka Public Sector Accounting Standards (SLPSAS) issued by the Institute of Chartered Accountants of Sri Lanka.

Furthermore, the presentation of Financial Statements have been made in accordance with the Public Enterprise Circular No.19 and Sri Lanka Public Sector Accounting Standards (SLPSAS).

a) Basis of Accounting

The Financial Statements of the RUSL are prepared under the historical cost convention in accordance with generally accepted Accounting Principles and Accounting Standards laid down by the Institute of Chartered Accountants of Sri Lanka. No adjustment has been made for inflationary factors affecting the accounts.

b) Property Plant & Equipment

Property, Plant and Equipment are stated at cost and depreciation is provided in terms of the UGC Circular No. 649 of 5th October 1995 and SLPSAS 07. Depreciation is recognized in the Statement of Financial Performance by using straight line basis on the cost of the Property, Plant and Equipment. Land is not depreciated. The rates of depreciation for Property Plant & Equipment are decided in accordance with UGC circular instructions.

Property Plant & Equipment	Rate of Depreciation per annum (%)
Building & Structure	05
Furniture & Fittings	10
Housing Projects	10
Cloaks	10
Plant and Machinery	10
Office Equipment	20
Housing Projects Equipment	20
Laboratory, Teaching & Office Equipment	20
Motor Vehicles	20
Library Books & Periodicals	20
Telephone	20

Further, according to the Accounting Policies of the University, a Non-Current Asset is not depreciated for the year of purchase, but is fully depreciated for the year of disposal.

c) Current Assets

Assets, classified as current assets in the Statement of Financial Position, are cash and bank balance and those which are expected to be realized in cash during the normal operating cycle or within one year from the reporting date, whichever is shorter.

- **Inventories**

Inventories are valued at cost based on First in First out (FIFO) basis and the value of stock held by the Academic/Administrative Departments is excluded from the expenditure. The stock balance appearing in Accounts is physically verified.

- **Trade & Other Receivables**

Trade & Receivables are stated at their estimated realizable amount.

- **Cash & Cash Equivalents**

Cash & Cash Equivalents comprise cash balance and call deposits.

d) Current & Non-Current Liabilities

Liabilities, classified as current liabilities in the Statement of Financial Position, are those which fall due for payment on demand or within one year from the reporting date.

Non-current liabilities are the balances that fall due for payment later than one year from the reporting date.

e) Provisions

Provision is recognized if, as a result of a past event, the university has the legal or contractual obligation that can be estimated reliably, and if an outflow of economic benefit will be required to settle the obligation.

f) Trade & Other Payables

Trade & other payables are stated at their cost.

8.1.9 Financial Statements prepared by Rajarata University of Sri Lanka

a) Purpose of the Financial Statements

Financial statements are a structured representation of the Financial Position and Financial Performance of the University. The objective of the general purpose financial statements is to provide information

about the financial position, financial performance and cash flows of the University that is useful to a wide range of users in making and evaluating decisions about the allocation of resources.

b) Responsibility for Financial Statements

The Vice Chancellor of the RUSL is responsible for the preparation and presentation of Financial Statements as the Accounting Officer of the University.

c) Components of Financial Statements

As per the SLPSAS 01, Financial Statements comprise following statements.

- i. Statements of Financial position
- ii. Statements of Financial performance
- iii. Statements of changes in Net Assets/Equity
- iv. Cash Flow Statements
- v. When the entity makes publicly available its approved budget, a comparison of budget and actual amounts either as a separate additional financial statement or as a budget column in the financial statements and
- vi. Notes, comprising a summary of significant accounting policies and other explanatory notes

8.2 Central And Faculty Financial Management

In terms of the policy decision taken to decentralize the financial administration of the University, the Faculties have been delegated the authority to effect certain transactions. Matters which are directly handled by the Central Financial Administration and Faculty Financial Administration are described in this section.

8.2.1 Central Financial Administration

a) Financial Transactions related to Central Financial Administration

The following transactions shall be directly handled by the Central Financial Administration which comes under the direct supervision of the Bursar.

- Payment of Staff salaries and wages
- Payment of Loans and loan recoveries
- Payment of Traveling and subsistence other than Faculty members
- Payment of air-fare, incidental allowances and warm-clothes allowance (foreign travel)
- Payment of Over-time, Holiday Payment

- Handling of foreign supplies - after receiving the Regional Procurement Committee (RPC) and / or University Procurement Committee (UPC) recommendations, placing indents, clearing, making payments, settling advances, etc.
- Conducting University Procurement Committee (UPC) Meetings for procurement of goods and services and for construction and major rehabilitation projects
- Payment of building construction projects
- Payment of capital construction Rehabilitation Projects
- Financial management of Centers, Units that come under the purview of the Bursar including payments for consultancy assignments
- All payments in respect of departments, units which are not attached to the Faculties
- Release of Provident Fund and Gratuity of retired employees
- All revenue matters including receipts from undergraduate and postgraduate students and scholars – registration fees, library fees and fines, etc.
- Payments for goods and services relating to General Convocation, Annual Research Sessions, etc.
- Purchase of uniform materials for the employees
- Long service award payments
- Payments for Disciplinary Inquiry and Selection Committees (other than faculty level)
- Obtaining money from the Treasury
- Preparation of Final Accounts
- Stock Control of Stores operated under Stores Advance Accounts
- Handling all matters related to Finance Committee, University Procurement Committee, Fellowships, Scholarships, Bursaries and Mahapola payments, etc.
- Preparing Management response to the Auditor General's Report on Annual Financial Statement.

b) General Payment Procedure

1. Receipt of Invoice/bill by the subject clerk in the relevant Department/Division/Unit
2. Check with the relevant file maintained at the Department
3. Prepare the voucher in the prescribed format and enter in the registers
4. Get the recommendation of the Head of Departments/Assistant Registrar (AR) for the voucher and the Invoice
5. Get the approval of the Registrar
6. Send the voucher to the Payment Division

7. Check the voucher by subject clerk (Computer Application Assistant)
8. Certify the voucher by the Assistant Bursar (AB)-other payments and send the voucher to the Accounts & Budget Division
9. Enter into the vote ledgers
10. Certify of the voucher by the Senior Assistant Bursar (SAB) & Bursar
11. Enter into the cash book and draw the cheque
12. Get the Signatures for the cheque from the AB/ SAB/ Bursar and other authorized person.
13. Issue the cheque to the service provider by registered post after entering in the cheque issuing register

8.2.2 Faculty Financial Administration

a) Financial transactions delegated to Faculty Financial Administration

The following financial transactions shall be delegated to the Faculty Financial Administration which comes under the direct supervision of the Dean of the Faculty.

- i. Payment of Visiting Lecturers fee
- ii. Payment of Traveling and subsistence (local traveling only)
- iii. Procurement of goods & services
 - Inviting Bids / quotations
 - Opening quotations/bids (participating in the Bid Opening Committee)
 - Scheduling the Bids
 - Handling all matters related to Technical Evaluation Committees which shall be appointed by VC and conducting the meetings
 - Conducting Regional Procurement Committee (RPC) Meetings for procurement of goods and services.
 - Obtaining Vice-Chancellors' approval for the RPC recommendations / decisions
 - Receiving goods or services
 - Checking quality of goods
 - Issuing goods / services to the user departments and obtaining inventory certificates
 - Sending relevant information to the Supplies Division to update the Fixed Assets Register
 - Preparing payment vouchers
 - Maintaining appropriation Expenditure Controls Registers
 - Obtaining the Approval on the vouchers
 - Certifying the vouchers

- Forward the certified vouchers to the Asst. Bursar / Accounts & Budget Division for payment.
- Keeping procurement documents in safe custody
- iv. Making miscellaneous payments in respect of the followings;
 - Glassware items, mechanical and electrical goods
 - Other supplies
- v. Payments for maintenance charges of the following
 - Lab. Equipment
 - Furniture and other serviceable items
- vi. Payment for the following contractual services (Recurrent nature)
 - Transport
 - Postal charges
 - Hiring charges
 - Printing and advertisement charges
- vii. Payment for the following other Recurrent expenditures
 - Membership fees
 - Workshops and seminars
 - Academic research
 - Staff development
- viii. Payment for the following miscellaneous items
 - Advances and settlements
 - Supplies Course fees
 - Scholarships
 - Faculty Boards
 - Faculty level Selection Committees
 - Petty cash imprests and Reimbursements
 - Miscellaneous advances (on indents) and settlements
 - Research advances and settlements
- ix. Payment of Examination Claims and Related Expenses
- x. Faculty Financial Activities
 - Collecting attendance of casual/daily paid/trainee staff and forwarding them as one bundle to the Deputy Bursar/Salaries & Wages on or before 10th of each month.
 - Collection of all revenues and deposit it to the collection bank a/c
 - Preparation of monthly cash forecasts of the Faculty and handing over of same to the Senior Asst. Bursar/ Accounts & Budget on or before 20th of each month.
 - Submission of expenditure statements to Senior Asst. Bursar / Accounts & Budget on or before 5th of each month.

- xi. Preparation and submission of schedules which should be attached to the Final Accounts, such as unsettled advances, unsettled petty cash imprests, accrued expenses, repayments, Bid bonds etc.
- xii. Replying the audit queries in respect to the financial administration of the Faculties.
- xiii. Keeping a copy of vouchers in safe custody and bundling them separately according to the bank account number (Recurrent & Capital).
- xiv. Maintaining Petty cash impress to make other incidental payments to the Faculties / Departments.
- xv. Maintaining expenditure control registers and balancing them regularly and informing the Dean on the availability of funds under each object title. Expenditure should be met within the allocated amount only.
- xvi. Any other activities which may be assigned to Faculty Accounts Unit in future.

b) Payment Procedure at the Faculty Level

1. Receipt of Invoice/bill by the subject clerk in the relevant Faculty
2. Check with the relevant file maintained at the Faculty
3. Prepare the voucher in the prescribed format and enter in the registers in the Faculty
4. Get the recommendation from AR of the Faculty for the voucher and the Invoice
5. Get the approval of the Dean of the Faculty
6. Check the voucher by subject clerk in the Faculty
7. Certify the voucher by the AB who is in the Faculty and send the voucher to the Accounts & Budget Division
8. Enter into the vote ledgers
9. Certify of the voucher by the SAB & Bursar
10. Enter into the cash book and draw the cheque
11. Get the Signatures for the cheque from the AB/ SAB/ Bursar and other authorized person.
12. Issue the cheque to the service provider by registered post after entering in the cheque issuing register

8.3 General Financial Operations

Major financial operations handled by the Finance Department of the University comprise accounting services, financial reporting, payroll, student & staff financial services, and procurement of goods and services.

8.3.1 Annual Budget Estimates

Annual Budget Estimates and financial appropriations shall be prepared by the Bursar in line with the Corporate Plan and based on the estimates submitted by Heads of Departments, both academic and non-academic, in consultation with them, at a series of meetings convened for the purpose by the Vice-Chancellor. These estimates are then submitted to the Council with the recommendation of the Finance Committee for its approval and transmission to the Commission. All the Faculties are expected to submit the Budget Estimate on or before 31st of July in every year. The annual budget falls into two broad compartments;

Standard format for Budget Estimates - Annexure 1 to 13

a) Capital Expenditure

It is met entirely out of the government grant and includes items such as construction of buildings, purchase of furniture, laboratory and teaching equipment classified under this category. The capital expenditure is further categorized into the following three groups;

- i. Rehabilitation of Fixed Assets and Improvements thereon (Head 101),
- ii. Procurement of Equipment, viz, teaching apparatus, laboratory equipment, furniture and library books etc. (Head 102),
- iii. Specific funds for Construction of buildings on the approval of the Ministry and the Cabinet. (Head 103)

Moneys allocated under heads 101 and 102 above are expected to be utilized within the year. However, any unspent balance may be carried forward and left in the Treasury deposit account until such time as it is used. But the UGC may, at its discretion, retrieve such balances for use in other Universities. Unspent monies in headings 101 and 102 are a result of administrative and procedural delays and liquidity problems in the Treasury. The vote under heading 103 is normally expected to be phased out up to 18 month period depending on the progress of the projects.

b) Recurrent expenditure

It comprises payment of salaries and wages, purchase of consumables, chemicals and other items required for the needs during the year.

8.3.2 Expenditure not included in the Budget

Expenditure not itemized and provided in the Annual Budget could be incurred only with the prior approval of the Council.

8.3.3 Income Tax and VAT

University is liable to pay PAYE tax and Stamp duty as per the government tax regulations. The above tax and duty should be borne by the respective employees and not by the University.

8.3.4 Process to be followed in obtaining annual Financial Provisions

- The RUSL shall prepare the Budget Estimate (BE) based on the Corporate Plan, Strategic Plan, Action Plan and Procurement Plan
- It will be submitted to the UGC before the stipulated time frame
- UGC will submit it to the Ministry of Higher Education
- Copy of BE will be forwarded to the Department of National Budget of General Treasury for evaluation by the University
- All budget estimates are placed before the Parliament.
- Once the Final Budget is passed by the Parliament allocation for recurrent and Capital expenditure for each University is notified to the UGC by the Treasury.
- UGC will inform the University the amount of Financial
- Once the Financial Provision is notified to the RUSL, RUSL will prepare the detailed Budget and submit to the UGC and the Dept. of National Budget.

8.3.5 Programme Budget

Based on the approved recurrent expenditure an annual estimate of income and expenditure referred to as the Programme Budget is prepared by the Bursar and is presented to the Council through Finance Committee for its approval.

Besides the government grant which forms the main source, other minor sources of income such as fees (registration, examinations, tuition, etc.) interest from investments, loans, advances etc. rents from properties, sale of produce and other miscellaneous items make up the income. Estimated expenditure is grouped by way of Programmes and Projects under each one of them, indicating expenditure involved in each case.

Programme 01	-	General Administration
Programme 02	-	Academic
Programme 03	-	Library services
Programme 04	-	Welfare Services
Programme 05	-	Maintenance of Lands, Buildings and Facilities
Programme 07	-	Extension Services
Programme 08	-	Hostel Services

8.3.10 Income from External Examinations and Fee-Levying Courses

Funds raised through external examinations and fee-levying courses are maintained in separate bank accounts and utilized under normal University financial procedures. The external examinations and fee-levying courses are conducted on a self-financing basis on fees levied from candidates for the services rendered to them. The income derived is required to be added on to the University Fund.

8.3.11 Imprest

The term imprest is used in this Guide to indicate the sum of money released by the Treasury to make authorized payment during the Financial Year.

a) Obtaining monthly imprest

It is the duty of the Bursar to obtain imprest from the Treasury monthly.

b) Petty Cash imprest

Petty cash is an important fund that is used only for expenditure of an incidental nature. An imprest fund is a fund established for a fixed amount that is replenished in the exact amount expended from it. These funds are available to purchase minor items when it would be otherwise impractical to purchase items through the usual procurement methods.

i. Policy

- Petty cash imprest limit is Rs.5,000.00 for Laboratory based Departments
- Petty cash imprest limit is Rs.2,000.00 for other Departments / Divisions / Units / Sections and Centers.
- Relevant Department is responsible for the proper safeguarding of petty cash money
- The petty cash custodian/ handler under the supervision of the Staff Officer is personally responsible for the cash issued to him/her. Therefore, access to the Fund must be limited to the custodian
- The disbursement from Petty Cash Funds must be properly documented
- Petty cash Fund must be kept separately from all other funds
- The limit of single expenditure out of petty cash should not exceed Rs.500/=.

ii. Restrictions on use

The following expenses should not be incurred from the petty cash:

- Purchase of items that are available in the Main Stores
- Expenses in connection with refreshment and entertainment
- Postage and communication
- Transport and Traveling expenses

- Major repairs to office vehicles and equipment etc.
- Inventory items.

iii. Maintaining the Fund

- a. If any Department or Division wants to obtain a petty cash imprest, prior approval should be obtained from the Registrar by Head of the relevant Department or Division.
- b. Cash should be kept in a locked drawer or cabinet with a key in the custodian's possession
- c. The individual receiving the payment must sign the Temporary Petty Cash Receipt Form to acknowledge the receipt of cash
- d. A Petty Cash voucher must be used to document the disbursement of cash
- e. The form must be supported by original receipts
- f. The receipts plus cash in hand, should tally with the amount of the Fund at all times
- g. The Fund is subject to audit at any time without prior notice
- h. It is the primary duty and responsibility of the person who handles the Fund, to ensure that the funds are utilized only for specific purpose/s and should not be utilized for any other purpose other than the purpose/s stipulated in his/her request and also advances granted should be settled within the stipulated time period as indicated above

iv. Replenishment of Petty Cash

- It is the primary duty and responsibility of the petty cash custodian to get replenished exact amount expended from the imprest well in advance
- A request to replenish the balance should be forwarded along with the analysis of expenditure.
- The On approval bills will not be accepted for replenishment.
- All supportive documents such as GRNs, Invoices, delivery notes etc. should be certified and attached to the vouchers

c) Imprest to the Shroff

In order to make payment in cash, an imprest not exceeding Rs. 5,000/= may be granted to shroff.

8.3.12 Guidelines for Releasing & Settling Advances / Sub Imprest

a) Purpose

Giving a payment to an officer to purchase goods or services on temporary basis expecting it will be settled immediately after the work is completed or services obtained or within the specified period of time.

b) Releasing of Cash Advance / Sub Imprest

Applicable Rules, Laws & Regulations would be as per Financial Regulation: 371. The following requirement is needed to release the Advance / Sub Imprest

- A Request for advances shall be submitted in the prescribed format
- The relevant officer shall provide an estimate with the request

c) Types of payments of advances / Sub Imprest

- By Cash -
Only to Deans, Heads of Departments, Divisions or Units.
- By Bank Draft -
For foreign indents (only for ordering books & periodicals on a request made by the Librarian)
- By Cheque -
Cheque will be drawn in favour of the supplier as mentioned in the indent and hand over to the Head of the Department who had requested the advance payment.

d) Types of Advances

- **Mobilization Advances:**
Specially for building construction contracts etc.
- **Regular Advances**
 - Salary Advances
 - Festival Advances
 - Miscellaneous Advances
 - Supply Advances (Purchase Advance)

e) To whom Advances are paid

When advance payment is made and the cheque is drawn in favour of a contractor or a supplier, the advance will be paid on behalf of the Head of Department / Division or Unit and responsibility for the settlement of these advances lies with the Head of the Department.

i. To External parties

- **Contractors**
Mobilization Advance (payable only after obtaining performance bonds)
- **Suppliers**
Indent Advances (on the request of the Head of the Department/ Division or Unit. Cheque should be handed over to the Head of Department/ Division or Unit and he /she should hand over to the supplier)
- **Service providers**
On indent (as above)

ii. To Internal Parties

To a permanent staff member of the University who is a Head of the Departments/ Divisions or Units - for miscellaneous purposes

f) Who can Request an Advance

Generally following officers can request an advance

- Registrar
- Heads of Departments /Divisions/ Units
- Grantees of Research Grants
- Coordinators of Projects

g) Settlement of Advances

- i. Settlement should be made within 14 days or immediately after the purpose is fulfilled.
- ii. Any balance shall be returned to the Shroff immediately after the completion of the intended task
- iii. Goods Received note (GRN) shall be obtained for each stores item purchased out of the advance and the original copy should be annexed to the settlement voucher
- iv. Second advance cannot be granted for the same purpose for which an advance was given earlier but not settled as at the time of the request made for the second advance
- v. All bills should be certified by the Head of the Department
- vi. On approval bills will not be accepted for settlement
- vii. If the total expenses are within the amount of advance taken, the balance money with relevant bills or if the expenses are over the initial advance taken, a letter requesting to reimburse the over expenditure with certified bills shall be provided. In the request letter, it shall be clearly stated the reasons for exceeding the limit of advance
- viii. All the settlements shall be supported by relevant supportive documents i.e. bills, invoices, indents etc.
- ix. Bills and Invoices shall be certified by the relevant officer making his/her authentication on the face the bills and invoices
- x. The certified Good Receiving Notes and stock book entries for all stores items should be attached to the settlement voucher
- xi. Every settlement and or reimbursement of expenditure shall be furnished to the Finance Department
- xii. The Payment Division shall issue an Acknowledgement of settlement in prescribed format to the recipient of the advances.

All sub imprest with Dean/Head of Departments and shroff should be closed before the closure of Financial Transaction on the day before the last working day of the Financial Year and the balance, if any, should be deposited and the accounts along with connected documents should be forwarded to the Bursar. The imprest may be renewed on 01st January or any other subsequent date.

8.3.13 Payment of Overtime

a) Approval

Prior approval should be obtained by employees from the Vice-Chancellor / Registrar / Dean / Head of the department as appropriate on the recommendation of the Heads of Departments/Divisions / Units (or allowing the employees to do over-time work.) in the prescribed form.

Standard form for over-time prior approval – **Annexure 14**

Standard form for over-time payment voucher – **Annexure 15**

b) Limits for approval

The limits of approving authorities are as follows;

- i. Head of the Academic Dept. / Asst. Registrar of the Faculties / divisions – up to 20 hours per month for the respective Faculty.
- ii. Bursar up to 40 hours per month for the Finance Branch staff
- iii. Librarian – up to 40 hours per month for the Library Staff.
- iv. Dean & Head of the Dept. – up to 40 hours per month for the respective Faculties / Departments.
- v. Registrar up to 56 hours per month for all the staff.
- vi. Vice-Chancellor – above 56 hours per month and up to a limit of 100 hours
- vii. Council through Finance Committee – above 100 hours up to 160 hours.

c) Period to Count

- The employee should have performed a full turn of duty for the day
- No payment should be made for less than half an hour's work for a day

d) Rate of Payment

- The hourly rate of payment of overtime should be 1 ½ times the consolidated salary per hour of the employee concerned. An employee's normal salary per hour will be determined by dividing the employee's monthly consolidated salary by 240 and a daily paid employees normal salary per hour will be 1/8 of his daily consolidated wage
- Stand-by-rate per hour: half the normal rate

e) **Categories not eligible for over-time**

Teachers, Officers in Executive Grades, Field Officers, Officers whose duties are of a supervisory nature, part time employees, and any employee under acting appointment are not eligible to claim for overtime payments.

For more details refer Chapter 09 of the University Establishment Code.

8.3.14 Loan and Staff Advances

a) **Approval**

All loans should be approved by the Vice-Chancellor as per the Finance and Supplies Circular No. 69 of 17.08.1976. Loans from the University Provident Fund should be recommended /approved by the Vice-Chancellor or Registrar as per Commission Circular No. 362 dated 04th April 1988.

b) **Staff Advances**

I. Festival Advance - Rs.10,000.00

- Only for Festivals like Pongal, Deepavali, Ramzan, Sinhala & Tamil New Year, Christmas etc.

Standard Application form for Festival Advance - Annexure 16

- Will be released two weeks before the festival.
- Once a year

II. Special Advance - Rs.4,000.00

- Will be released before March 28th.

} Non Executive grade
Employee
Rs.1,000,000.00 and

Standard Application form for Special Advance - Annexure 17

III. Other Advances -

- Will be released depending on the officerssituation
 - Date and time will be notified by the Government
- } Executive grade
and Academics
Rs.2,000,000.00

c) **Types of Loan provided to University Staff**

Loans may be granted only for specific purposes as follows;

- To relieve financial distress (Distress Loan) - 10 month salary or Maximum of Rs.250,000.00
- To purchase a Computer (Computer Loan) -Rs.30,000.00

- | | |
|---|---|
| • To purchase a Push Bicycle
(Cycle Loan) | -Rs.6,000.00 |
| • To meet incidental expenses
(Staff Loan) | -Rs.10,200.00 |
| • To meet any financial requirement
(UPF Loan) | -Maximum 65% of UPF
balance |
| • For acquisition of property
(Property Loan) | -Non-Executive grade
employee
Rs. 1,000,000.00 and
Executive grade officers
and Academics
Rs. 2,000,000.00 |

d) General Conditions for Loans

- Full amount of loan must be applied for the specific purpose
- When a loan is granted specific purpose, necessary documents must be furnished in proof after or before the loan is granted
- Limit on Total Monthly Deductions made on an officer's pay sheet should not exceed 40% of his monthly salary
- Recovery should commence from the next month in which the loan granted
- Interest should be charged on all loans per centum and recovered in 10 months in a year except UPF loan
- An agreement should be entered into on the forms prescribed
- A Surety Bond when required should be executed on the form prescribed along with the value of stamp
- No Officer should be accepted as a surety if the principal debtor is in a position of authority over him
- An Officer applying for no-pay leave for employment abroad should settle the loan before he is granted leave
- If an Officer is not confirmed in his post, loan could be granted subject to certification of the Head that his work & conduct are satisfactory

e) Distress Loan

i. Applicable Circulars

- *Commission Circular No. 734*
- *Commission Circular No. 606*
- *Finance Circular No. 2/2009*
- *Finance Circular No. 1/2007*

ii. Eligibility

All Permanent employees of the University who have completed nine months (09) of the service are eligible to obtain the Distress Loan.

iii. Amount of Loan

Employees are eligible to obtain an amount equivalent to 10 months basic salary or Rs. 250,000.00 whichever is less. Employees will be permitted to renew the loan after the repayment of 18 installments. Interest rate for the loan is 4.2% per annum.

iv. Guarantee

Guaranty amount for loans of the applicant and for the guaranty signed for other employees by the applicant should not exceed 75% of the Provident Fund. Further, Deductions from the salary including the loan installment for the requested loan amount and interest should not exceed 60% of the gross salary.

v. Loan Applying and Payment Procedure

- Loan form should be duly filled by the Employee and get certified by the Head of the Department and Establishments Division

Standard Application form for Distress Loan - Annexure 18

- Submit the loan application form to the Finance Department along with a copy of the UPF statement, creditor's letter/ estimate etc.
- Scrutinizing the loan form by the loan clerk
- Check the loan form by checking clerk and forward for certification
- Obtain the certification from Deputy Bursar - Personal Emoluments
- Obtain the Recommendation of the Bursar
- Obtain the Approval of the Vice Chancellor of the University
- Once approved, Preparation of the voucher by the loan clerk
- Certification of the voucher by Deputy Bursar
- Recommendation for the voucher from the Registrar of the RUSL
- Enter in the Votes Ledgers and the certification of the Senior Assistant Bursar - Accounts & Budget Division for payment
- Enter in the Cash Book and write the cheque
- Sign the cheque by the Assistant Bursar, Senior Assistant Bursar, Bursar, Senior Assistant Registrar, Deputy Registrar as appropriate

- Issue the cheque by the Shroff
- Filing the voucher by the Shroff after entering in the appropriate register and making necessary endorsements/entries

f) Computer Loan

i. Applicable Circulars

- *Commission Circular No. 783*
- *Commission Circular No. 485*

ii. Eligibility

All permanent employees of the University are eligible to obtain the loan.

iii. Amount of Loan

Employees are eligible to obtain maximum amount of Rs.30,000/- to purchase a computer.

iv. The conditions governing the payment of Computer Loan scheme;

- The amount of the loan shall be the all-inclusive purchase price of any computer of the applicant's choice or Rs 30,000/- whichever is lower
- The loan is recoverable in 60 equal monthly installments.
- Interest on the loan shall be 4.2% p.a.
- The computer must be purchased outright and not on hire purchase basis. No part of the loan should be utilized for any other purpose other than for the purchase of a computer. Documentary evidence should be submitted in support of the purchase. If documents are not submitted within a month, the loan should be recovered in double installments
- A fresh loan should be granted only after the first loan is settled in full or after five years from the first loan, whichever occurs later
- Defaulters are entitled for another loan only after a period of 5 years from the date of the first loan. This concession should be given only once
- Defaulters for the second time will forfeit their rights to computer loans
- Security for the loan, agreements to be signed, deduction limits from salary etc. will be the same as for those applicable to other loans from the university

v. Loan Applying and Payment Procedure

- Loan form should be duly filled by the Employee and get certified by the Head of the Department and Establishments Division

Standard Application form for Computer Loan- Annexure 19

- Submit the loan application form to the Finance Department along with a Quotation, a copy of the UPF statement, creditor's letter/ estimate etc.
- Scrutinizing the loan form by the loan clerk
- Check the loan form by checking clerk and forward for certification
- Obtain the certification from Deputy Bursar - Personal Emoluments
- Obtain the Recommendation of the Bursar
- Obtain the Approval of the Vice Chancellor of the University
- Once approved, Preparation of the voucher by the loan clerk
- Certification of the voucher by Deputy Bursar
- Recommendation for the voucher from the Registrar/RUSL
- Enter in the Votes Ledgers and the certification of the Senior Assistant Bursar - Accounts & Budget Division for payment
- Enter in the Cash Book and write the cheque
- Sign the cheque by the Assistant Bursar, Senior Assistant Bursar, Bursar, Senior Assistant Registrar, Deputy Registrar as appropriate
- Issue the cheque by the Shroff
- Filing the voucher by the Shroff after entering in the appropriate register and making necessary endorsements/entries

g) Cycle Loan**i. Applicable Circulars**

Establishment Circular Letter No. 13/2006

ii. Eligibility

All permanent employees of the University are eligible to obtain a maximum amount of Rs.6,000/- to purchase a Push Cycle.

iii. The conditions governing the payment of Push Cycle Loan scheme;

- The loan is recoverable in 60 equal monthly installments.
- Interest on the loan shall be 4.2% p.a.
- A fresh loan should be granted only after the first loan is settled in full or after five years from the first loan, whichever occurs later

- Defaulters are entitled for another loan only after a period of 5 years from the date of the first loan. This concession should be given only once
- Security for the loan, agreements to be signed, deduction limits from salary etc. will be the same as for those applicable to other loans from the university

iv. Loan Applying and Payment Procedure

- Loan form should be duly filled by the Employee and get certified by the Head of the Department and Establishments Division

Standard Application form for Push Cycle Loan - Annexure 19

- Submit the loan application form to the Finance Department along with a Quotation, a copy of the UPF statement, creditor's letter/ estimate etc.
- Scrutinizing the loan form by the loan clerk
- Check the loan form by checking clerk and forward for certification
- Obtain the certification from Deputy Bursar - Personal Emoluments
- Obtain the Recommendation of the Bursar
- Obtain the Approval of the Vice Chancellor of the University
- Once approved, Preparation of the voucher by the loan clerk
- Certification of the voucher by Deputy Bursar
- Recommendation for the voucher from the Registrar of the RUSL
- Enter in the Votes Ledgers and the certification of the Senior Assistant Bursar - Accounts & Budget Division for payment
- Enter in the Cash Book and write the cheque
- Sign the cheque by the Assistant Bursar/ Senior Assistant Bursar/ Bursar/ Senior Assistant Registrar/ Deputy Registrar as appropriate
- Issue the cheque by the Shroff
- Filing the voucher by the Shroff after entering in the appropriate register and making necessary endorsements/entries

h) Staff Loan

i. Applicable Circulars

Commission Circular No. 664

ii. Eligibility

Permanent employees of the University who have completed nine months (09) of the service are eligible to obtain the Staff Loan.

iii. Amount of Loan

Employees are eligible to obtain a maximum amount Rs.10,200.00 as Staff Loan

iv. The conditions governing the payment of Staff Loan scheme;

- The loan is recoverable in 60 equal monthly installments.
- Interest on the loan shall be 4.2% p.a.
- Those employees who settle the staff loan in advance are eligible to obtain another loan after a period of three years from the date of obtaining the previous loan
- Guaranty amount for loans of the applicant and for the guaranty signed for other employees by the applicant should not exceed 75% of the Provident Fund.
- Deductions from the salary including the Distress loan installment and interest should not exceed 60% of the gross salary

v. Loan Applying and Payment Procedure

- Loan form should be duly filled by the Employee and get certified by the Head of the Department and Establishment Division

Standard Application form for Staff Loan - Annexure 18

- Submit the loan application form to the Finance Department along with a copy of the UPF statement, creditor's letter/ estimate etc.
- Scrutinizing the loan form by the loan clerk
- Check the loan form by checking clerk and forward for certification
- Obtain the certification from Deputy Bursar - Personal Emoluments
- Obtain the Recommendation of the Bursar
- Obtain the Approval of the Vice Chancellor of the University
- Once approved, Preparation of the voucher by the loan clerk
- Certification of the voucher by Deputy Bursar
- Recommendation for the voucher from the Registrar of the RUSL
- Enter in the Votes Ledgers and the certification of the Senior Assistant Bursar - Accounts & Budget Division for payment
- Enter in the Cash Book and write the cheque

- Sign the cheque by the Assistant Bursar, Senior Assistant Bursar, Bursar, Senior Assistant Registrar, Deputy Registrar as appropriate
- Issue the cheque by the Shroff
- Filing the voucher by the Shroff after entering in the appropriate register and making necessary endorsements/entries

i) Provident Fund Loan**i. Applicable Circular**

Finance Circular letter no. 06/2007

ii. Eligibility

- Only permanent employees who have been confirmed in their posts will become eligible for this loan. Employees on probation with continuous service but who have been previously confirmed in another post in the University service are also eligible
- The Provident Fund loan can be renewed only after a lapse of 12 months from the date of the last loan

iii. Amount of Loan

The amount of Provident Fund loan is an amount equivalent to 48 months' salary or an amount not exceeding 65% of the Provident Fund balance lying to the credit of the contributor, whichever is less.

iv. The conditions governing the payment of Provident Fund Loan scheme;

- Monthly deductions (including other recoveries) should not exceed 60% of the gross salary
- Those employees who are unable to obtain the maximum Provident Fund loan within the 60% deduction limit due to other loan commitments, are also given the option to settle the other loans such as Distress loan, Computer loans etc. out of the requested Provident Fund loan
- This loan is recoverable in 120 installments
- If the applicant refuses to accept the loan after funds are released by the University Grants Commission, he/she will forfeit the right to get another loan for the next 12 months
- The PF Loan can be renewed only after a lapse of 12 months from the date of the last loan obtained by the applicant
- Loan form should be submitted to the Accounts Branch before 10th of each month to send the loan requests to the UGC on or before 15th of the same month. Loan amount will be released by the UGC in 1st week of the following month

v. Loan Applying and Payment Procedure

- Loan form should be duly filled by the Employee and get certified by the Establishments Division

Standard Application form for Provident Fund Loan – Annexure 20

- Submit the loan application form to the Finance Department along with a copy of the UPF statement, creditor's letter/ estimate etc.
- Scrutinizing the loan form by the loan clerk
- Check the loan form by checking clerk and forward for certification
- Obtain the certification from Deputy Bursar - Personal Emoluments
- Obtain the Recommendation of the Bursar
- Obtain the Approval of the Registrar of University
- Prepare a loan request form and send the request along with a covering letter signed by the Bursar to UGC before 10th of every month through e-mail.
- Receive the money from the UGC
- Preparation of the voucher by the loan clerk
- Certification of the voucher by Deputy Bursar
- Recommendation for the voucher from the Registrar of the RUSL
- Enter in the Votes Ledgers and obtain the certification of the Senior Assistant Bursar - Accounts & Budget Division for payment
- Enter in the Cash Book and write the cheque
- Sign the cheque by the Assistant Bursar, Senior Assistant Bursar, Bursar, Senior Assistant Registrar, Deputy Registrar as appropriate
- Issue the cheque by the Shroff
- Filing the voucher by the Shroff after entering in the appropriate register and making necessary endorsements/entries

j) Property Loan

i. Applicable Circular

Finance Circular letter no. 04/2012 dated 25th April 2012

ii. Eligibility

- a) Should be a permanent employee of the University
- b) Should be confirmed in the post with a minimum of 05 years' service.
- c) Where both the employee and the spouse are employees of a Higher Educational Institute. Each of them will separately be eligible for a loan either for enhancement of same property or a separate property.
- d) Where the spouse is a government employee and accordingly if he/ she is eligible for a property loan under the public service property loan scheme, the employee of a University will be separately eligible under his/her scheme either for an enhancement of same property or a separate property.

- e) A loan under this scheme shall be granted only once during the period of service.

iii. Amount of Loan

- a) The maximum amount of the loan that an employee is entitled under this scheme would be as follows.
- Non- Staff Grade employee - Rs.1,000,000.00
 - Non-Academic Staff Grade Officer and Academic staff - Rs.2,000,000.00
- b) In the event that any employee wishes to obtain any additional loan beyond the limit set in above, without any liability on the part of the government, an agreement may be entered into with the bank, subject to the general conditions laid down by the bank.

iv. The conditions governing the payment of Property Loan scheme;

- a) In recommending the amount of the loan to be granted to an employee when the interest is payable by the government, the following factors shall be taken into consideration by the University.
- i. In the case of any lapses resulting from negligence in recommending the amount of the loan, and in the case of any losses caused to the government in such instances, steps shall be taken to proceed with action against the employee who recommended the loan and any loss caused to the government shall be recovered from such employee.
 - ii. The amount of this loan shall be exempted from the maximum amount of 40% deduction from the monthly salary of the employee.
- b) The maximum amount of the loan should be recommended to the bank taking into consideration the obligatory deductions as well as any other deductions from the salary of the employee subject to section 10 (a) (ii).

v. Documents that are needed with regard to the payments:

- Certification for the salary particulars by Bursar / Senior Assistant Bursar/ Assistant Bursar of the applicant and the guarantor
- Application form
- Copy of the last year Provident Fund Statement of the applicant and the guarantor
- Documentary Evidence (Estimate / Creditor's Letter/ Invoice / Bills etc.)
- Signatures of the applicant and other witnesses should be taken

vi. Period of recovery

The total amount of the loan shall to be recovered within a maximum period of 15 years or where the employee is in the non-academic staff, on completion of 60 years of age and in the case of the academic staff, on completion of 65 years of age, whichever occurs first.

vii. Interest

- a) Following annual interest rates will be levied from the employee in respect of a loan obtained under this scheme.
 - I. Up to Rs.1.0 million - 7.00%
 - II. Above Rs. 1.0 million and up to Rs. 2.0 million - 9.00%
- b) The government will bear part of the interest rate up to a maximum of 5.5% for the loans as specified in 5(a) (i) and 5.00% for the loans specified in 5(b) (ii) above of relevant circular, until the total amount of the loan is recovered in full.
- c) Interest will be calculated on the basis of the diminishing balance of the loan.

viii. Purpose of the Loan

- a) Purchase of a suitable building site to construct a house
- b) Construction of house in a land owned by the applicant
- c) Purchase of a flat or a land with a house
- d) Effecting improvement and making additions to a house already constructed
- e) Completion of the work of a partially constructed house

ix. Security

For this purpose, the property in respect of which the loan is applied for, shall be mortgaged to the bank.

x. Loan issuing bank

Any branch or the Head office of the following banks will provide the loan facilities under this scheme;

- Bank of Ceylon (BOC)
- People's Bank (PB)
- National Savings Bank (NSB)

xi. Recovery and remittance of the loan installments

The University shall remit monthly to the relevant bank, the installment of the loan as recommended by the bank together with the interest deducted from the officer's salary as well as the interest to be borne by the government.

The amount of the interest borne by the government on behalf of the employee should be brought to account as a government expense.

xii. Fees for processing of loan application

Any cost associated with the submission of the documents required for obtaining a loan from a recommended bank, such as folios from the Land Registry, the Report on Title, fees for the Survey Plan, fees for the registration of the Power of Attorney, the title insurance in the case of any shortcoming in the title, lawyers' fees etc. shall be borne personally by the applicant.

8.3.15 Travelling Claim (Local traveling)

a) Eligibility

A University teacher / Officer / employee who is required to travel in execution of his / her duties will be eligible to claim his / her travelling expenses.

b) Combine allowance

An officer travelling on duty will be paid an allowance to cover the combined cost of his subsistence and lodging. The full combined allowance is payable at the rates for each complete period of 24 hours and on proportionate basis as laid down below for any part there of :

For a period not less than 12 hours – Full combined allowance
For a period not less than 06 hours – Half combined allowance

When an officer spends more than 24 hours he could be paid an additional 25% of the combined allowance up to maximum period of three weeks. The rate of combined allowance payable will be based on Staff grade.

Employee Grade Combined allowance for each complete period of 24 hours Rs.

Primary Grade	350/-
Secondary Grade	400/-
Staff Grade	500/-

c) Submission of Claims

A Travelling Claim should be submitted in prescribed travelling claim voucher for payment within 30 days of completion of the journey. A claim which has not been presented within the 30 days, deduction will be subject to as follows:

Prescribed travelling claim voucher - Annexure 21

Period of Lapse	Rate of deduction
Not more than 01 month	3% of the total claim
Not more than 02 months	10% of the total claim
Not more than 03 months	12% of the total claim
more than 03 months	15% of the total claim

No claim which had lapsed for more than 3 months may be paid without the personal authority of the Vice-Chancellor.

d) Claims at end of financial Year

A claim on account of traveling in the last month of the financial year must, where possible, be presented in time for payment before the end of the financial year.

e) Mileage Payment

The under mentioned rates could be paid as per the PA Circular 9/2010 dated on 07.06.2010

Type of Vehicle	Rate per Km
Petrol Motor Vehicle	- Rs.12.00
Diesel Motor Vehicle	- Rs.8.00
Motor Cycle	- Rs.2.00

f) Railway Warrant

The class of accommodation will be determined as follows:

Staff Grade	Class eligibility
Primary Grade	Class 2
Secondary Grade	Class 1
Staff Grade	Class 1

8.3.16 Losses and Write Offs**a) Responsibility of Loss**

An Officer shall be held personally responsible for any loss sustained by the University by his negligence shall make good such loss.

b) Action to be taken when losses occur

Action indicated in the Financial Regulations under FR 103 (1), 104(1) should be taken.

c) Order of Write Off

Vice-Chancellor up to Rs. 25,000/= with approval of the Finance Committee / Council and above Rs. 25,000/= University Grants Commission on recommendation of the Finance Committee and the Council.

d) Record of Losses

The Registrar should maintain a record all losses as specified in FR 110 and should report to the Auditor. If loss is above Rs. 50,000.00 a copy should be sent to the Treasury (Department of Public Finance).

8.4 Delegation of Financial Authority & Functions**8.4.1 Financial Authority**

The Council of the RUSL in terms of sub Section 45 (2) of the Universities Act No: 16 of 1978 delegates Financial Authority to following officers as per the **Schedule I** and subject to the limits set against their designation:

- | | |
|--------------------|--------------|
| 1. Vice Chancellor | 4. Registrar |
| 2. Librarian | 5. Bursar |
| 3. Deans | |

The five officers in Line (I) and their subordinates in Line (II) have been delegated authority by the Council as indicated in **Schedule I**. The Financial limit laid down in the delegation will not allow the officers concerned to authorize or approve the expenditure haphazardly. The limits of Financial Authority are subject to the operation of this manual.

8.4.2 Financial Functions

The following stages may be distinguished;

- (i) Authorization
- (ii) Approval
- (iii) Certification
- (iv) Payment

8.4.3 Authorization

As officer who is empowered to commission supplies, works or services shall be the Authorizing officer.

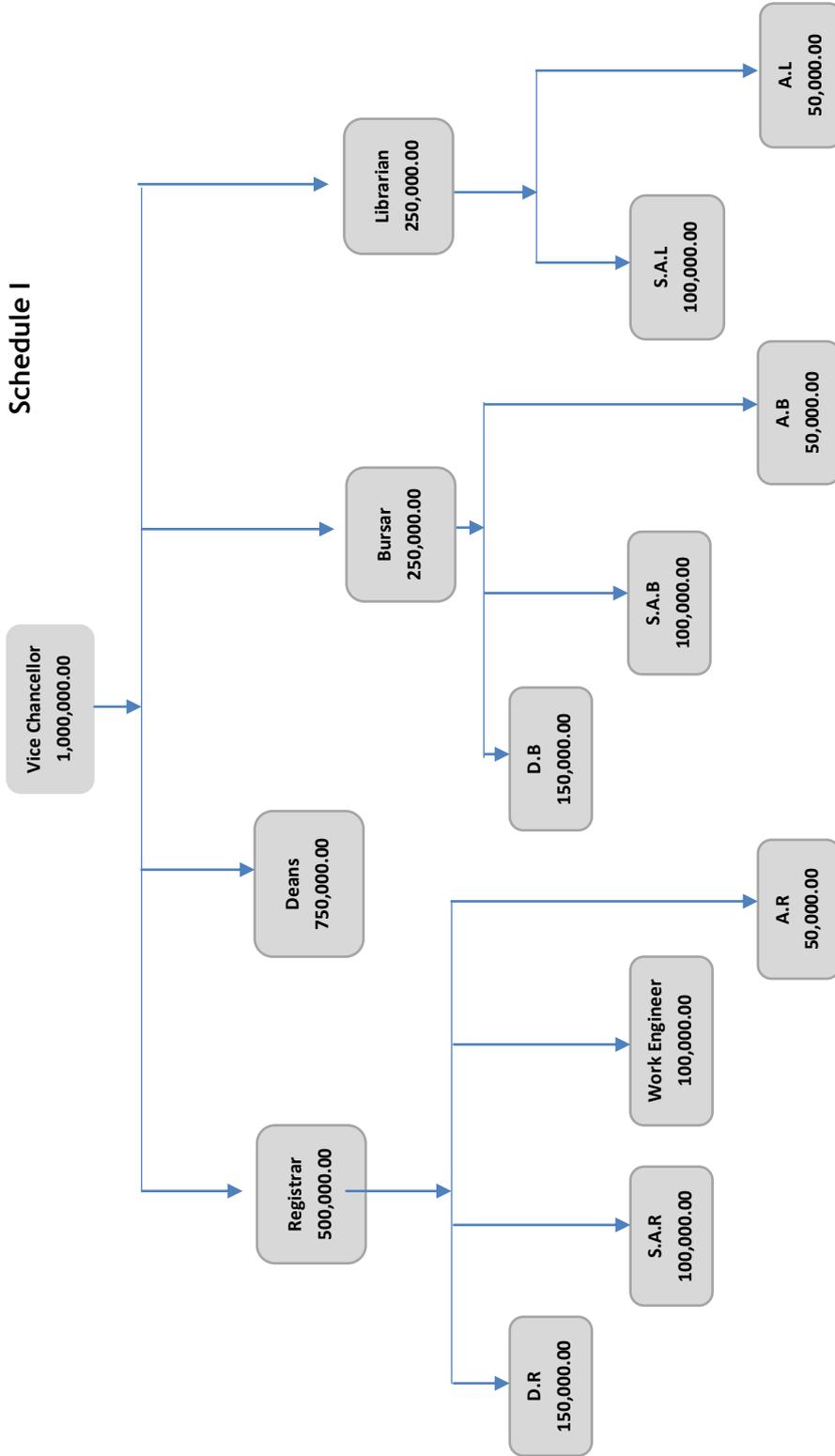
a) Authorizing officers and their limits

The officers who have been delegated authority by the Council shall be the Authorized Officer to commission supplies, works or services up to the limit indicated against them subject to the normal procedure. The decision to make such an authorization is in his discretion and he must accept full responsibility with regard to it.

b) Incurring Expenditure on Laboratory Equipment

The Vice-Chancellor is authorized to approve purchase up to Rs. 1,000,000.00

Schedule I



- DR - Deputy Registrar SAR - Senior Assistant Registrar AR - Assistant Registrar
- DB - Deputy Bursar SAB - Senior Assistant Bursar AB - Assistant Bursar
- SAL - Senior Assistant Librarian AL - Assistant Librarian

c) Incurring Expenditure on Capital Projects

Commissioned by authorized officers on Capital Projects, will be recommended by the Land and Building Management Committee (LBMC). Due to urgency, the authorized officers can commission the project subject to obtaining the ratification of the Land and Building Management Committee (LBMC) at the earliest occasion.

d) Responsibilities of Authorizing Officer

The Authorizing Officer will be responsible in the following respects:

01. that work, supply or services is covered by appropriate authority and falls within the scope of the allocation or budgetary provision and/or properly chargeable to the accounts involved
02. that exercises due judgment; that he does not exceed the specified limit of the authority and that every step in the procedure set down in this code and in relevant circulars has been duly taken
03. that there is financial provision in the approved estimate and will not exceed the allocation of the institution
04. that the work, supplies or services being authorized is really necessary for the function of the institution
05. that his records are compared and reconciled at least once in a month with those of the certifying officer, so that he may know the precise amount available for further commitments
06. that in any case involving reasonable doubts as to the availability of funds or as to the economy or financial propriety of transactions generally, he seeks the advice of the Bursar
07. that in case of appointments the Authorizing Officer should satisfy himself that:
 - i. there is a vacant post in the approved cadre and the appointment is necessary
 - ii. there is adequate Financial Provision
 - iii. the salary scale and the step in the scale on which appointment is made are correct

8.4.4 Approval

An Officer who is empowered to approve services, work or supplies on completion and to admit claims is referred to as Approving Officer.

a) Approving officers and their limits

Rs 5,000,000/=	and above by the Vice-Chancellor with prior approval of the Council
Up to Rs. 5,000,000/=	Vice-Chancellor
Up to Rs. 1,000,000/=	Registrar
Up to Rs. 750,000/=	Deans
Up to Rs. 250,000/=	Librarian and Bursar
Up to Rs. 150,000/=	Deputy Registrar & Deputy Bursar
Up to Rs. 100,000/=	SAR, SAB & Works Engineer and SAL
Up to Rs. 50,000/=	Asst. Registrar, Asst. Bursar & Asst. Librarian

b) Responsibilities of Approving Officer

Before approving the Officer concerned should ensure the following requirements have been complied with.

01. that the purchase of goods, work or services has been duly authorized by the appropriate Authorizing Officer and/or out of an agreement
02. that the supplies rendered or the work or services have been performed in terms of such authorization and/or relevant agreement
03. that the rates and total sum approved for payment are in accordance with authorized scales or in terms of agreement/contract and where there is no authorization or standard rates or agreement that the rates are fair and reasonable
04. that in case of supplies they have been executed, examined for quality and correctly taken in-charge or otherwise accounted for in terms of regulation and instructions issued thereon
05. that the contractor or supplier has rendered bills and claim as required and they tally with orders for supply work/services in all respect
06. that in case of bills for payment of electricity, gas, water, telephone, email and other similar services supplied they are checked with registers kept to show the monthly meter reading and other relevant particulars

c) The limitation stated above do not apply to the following payments

- i. Personal Emoluments
- ii. Contribution of UPF, Pension and ETF.
- iii. Transfers between the University Bank Accounts.
- iv. Bursary and Mahapola Payment
- v. Utilities such as electricity, water, telecommunication & contractual services

8.4.5 Certification of Voucher

All vouchers must be certified by the Certifying Officer. Bursar/Senior Asst. Bursar/Asst. Bursar is empowered to certify the vouchers for payments. These officers are referred as Certifying Officers. In the absence of the above officers Registrar is empowered to certify the vouchers.

a) Preparation of Voucher

All payments should be supported by vouchers prepared accurately and completely in the prescribed form. The voucher should be prepared by the Certifying Officer. If the voucher is prepared other than by the certifying officer it has to be certified by the Certifying Officer. The appropriate authority should be quoted in all payment vouchers.

b) Special Certifications

When a voucher is certified for payment for any of the services prescribed in Column 1 of the schedule below, the instructions given in Column 2 thereof should be complied with in the manner applicable in each case

SCHEDULE

Column 1	Column 2
A. Contracts	
(i) Supplies made or work done under agreement or contract	A certificate should be appended to the effect that the supplies have been made or the work has been done, satisfactorily and in terms of the contract or agreement, and that the payments recommended are in accordance therewith.
(ii) On account payments	A certificate should be appended to the effect that the amount paid is fully covered by the supplies made, or the work performed, and that the payment is in order and in terms of the contract or agreement, if any.
(iii) Retention money	A certificate should be appended to the effect that the works completed are in good order and condition; that the time limit, if any, after the completion of the work, or supplies made has elapsed; and the terms and conditions of the contract have otherwise been fully satisfied.

B. Payments for stores supplies	A certificate that the articles have been received and that they have been brought on charge in appropriate inventory, stock book, etc., should be appended
C. Claims in reimbursement. Where public officers present claims in reimbursement of expenditure incurred by them on official business.	Actual receipts for expenditure incurred must be produced and attached to the voucher as under-receipts. In respect of small items of expenditure, when such receipts cannot be produced, the officer concerned must certify on honor that the charges have been incurred

c) Responsibilities of Certifying Officer

The Certifying Officer will be responsible in the following respect and he should ensure;

01. that the expenditure is authorized by the appropriate authority in Line I and Line II
02. that the expenditure is approved by the appropriate authority
03. that the financial provision is available in the approved budget to accommodate the expenditure and the payment will not cause an excess in the amount provided in the budget
04. that it has been charged to the correct vote and posted in the appropriation (Vote) Ledger
05. that the payee shown on the face of the voucher is the person entitled for payment and that the amount provided for payment is correct
06. that he attests on the face of the voucher that he has satisfied himself either from personal knowledge or from certificates, statements or orders of officers empowered to give them and the provision in this code have been complied with
07. that an indication of the fact that he has certified the voucher for payment involved, is made on the relevant records, file or another relevant documents in order to prevent another voucher for the same payment being certified subsequently
08. that necessary documents are attached to the voucher
09. that all relevant deductions that were notified to him or authorized or required to be recovered have been made
10. that the voucher is accurate and complete in every aspects

8.4.6 Payments

Bursar is empowered to pass the certified voucher for payment for any amount. In the absence of the Bursar, Deputy Bursar, Senior Asst. Bursar, Asst. Bursar, Registrar or Vice-Chancellor is empowered to pass the voucher for payments. When the voucher is certified by the Bursar it should be passed for payment by Registrar or Vice-Chancellor.

a) Payment of Vouchers

An Officer who is empowered to make payment on vouchers passed for payments shall be the Paying Officer. The first signatory to the cheque shall be deemed to be the Paying Officer. Any payment made on uncertified voucher will amount to an unauthorized payment and will be surcharged against the Officer responsible.

Standard payment voucher - Annexure 22

b) Responsibilities of the Officer for Passing of Vouchers for Payments

The officer who is empowered to pass vouchers for payments should ensure:

- (i) that every voucher has been certified by the officer who has the authority to do so
- (ii) that the voucher shows no evidence of having been tampered with since it left the Certifying Officers hands
- (iii) that any facts within his special knowledge are duly taken into account before the voucher is passed for payment

c) Responsibility of Paying Officer

Paying Officer should check and satisfy that the following requirements have been complied with before making the payments:

- (i) every voucher has been passed for payment by the Officer empowered to do so
- (ii) the vouchers show no evidence of having tampered with since it left the Certifying Officer/Officer Passing for payments hands
- (iii) identity of the payee is established. Payment should be made only to the person in the voucher or to his legal representative
- (iv) proper receipt (stamped where necessary) is obtained for every payment is made

- (v) net amount shown on the voucher is duly paid and endorsement to that effect is made on the voucher and their supporting documents by means of a "PAID" stamp and initialed and dated
 - (vi) every payment is promptly noted in the prescribed records and duly brought to the account
 - (vii) that in case of a payment by cheque, money order etc. The name and other particulars appearing in the cheque or on the money order agree with those shown on the face of the voucher
 - (viii) where cash is entrusted to his care, he should take due precaution against theft or loss and see that the balance in hand agrees with the balance appearing in cash book at the close of each day's business.
 - (ix) in the case of cheque payment
 - a. the bank balance is adequate to meet all payments
 - b. The number of the cheque is noted on the voucher
 - c. The balance is reconciled periodically with the Bank Statements
- d) Delegation of Financial Authority for each stage of financial transaction is summarized in Schedule II annexed hereto.**

DELEGATION OF FINANCIAL AUTHORITY - RUSL

01 RECURRENT EXPENDITURE

Schedule II

Serial No	Description		Authorization for the Activities/ Transactions	Payments				
				Recommendation	Approval	Certification	Payment	Recording
01	Personal Emoluments	Salaries -Permanent Staff -Contractual Staff -Temporary Staff	Appointing Authority (UGC/ Council)	Head/ Establishment Respective Head of Academic Department	Registrar	Bursar/ DB personal Emolument	DB Payment	Salaries Division Establishment Division
		Increments	Vice- Chancellor/ Registrar	Respective Head of the Department	Academic & Administrative Staff - Vice-Chancellor Non Academic Staff - Registrar	Bursar DB personal Emolument	Head of Accounts	Salaries Division/ Establishment Division
		Overtime up to 20 hrs. Upto 40hrs	Respective Dean/ Respective Head of the Department/ Division/ Unit Dean/Bursar/ Librarian	Registrar Respective Dean/ Respective Head of the Department/ Division/ Unit	DR/SAR/AR SAR/AR of the Faculty/CDCE	Bursar DB personal Emolument	DB personal Emolument	Payment Division / Faculty CDCE -
		Overtime up to 56 hrs. Upto 100 hrs.	Vice- Chancellor					
		Overtime above 100 & up to 160 hrs.	Council					
		Holiday payments	<ul style="list-style-type: none"> • Admin Staff } Vice - Chancellor } • Other non - academic } Registrar Staff } 	Dean Registrar Librarian Head of the Department*	Dean Registrar Librarian	Bursar DB personal Emolument	DB Payment	Payment Division / Faculty CDCE Non Academic Establishments Division*

DELEGATION OF FINANCIAL AUTHORITY - RUSL

Scheduled II

Serial No.	Description		Authorization for the Activities/ Transactions	Payments				
				Recommendation	Approval	Certification	Payment	Recording
02	Travelling & Subsistence	Local	Vice-chancellor Dean Librarian Registrar/Bursar	Respective Head of the Department/ Division*	Dean Registrar DR/SAR SAR/AR of the Faculty/ CDCE	AB Payments AB of the Faculty/ CDCE	DB Payments AB of the CEDEC	Payment Division/ Faculty/ CDCE
		Foreign	Council	DR/SAR of Establishment	Vice-chancellor Registrar	AB Payment	DB Payments	Payment Division Relevant Establishment Division*
03	Supplies	Stationary	Registrar/ Respective Dean*	Registrar Bursar SAR/AR of the Faculty/ CDCE	Vice-Chancellor, Deans/Registrar Bursar SAR/AR of the Faculty/ CDCE	AB Store & Supplies AB/of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Fuel	Registrar/ Dean SAR/AR - GSD SAR/AR of the Faculty/ CDCE	SAR/AR- GSDSAR/AR of the Faculty/ CDCE	Registrar Dean AR - CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Mechanical & Electrical Goods	Registrar Dean	Respective Head of the Department/ Division*	Vice-Chancellor Registrar Dean AR - CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Chemical & Glassware	Dean	Respective Head of the Department/ Division	Vice-Chancellor Registrar Dean	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE

DELEGATION OF FINANCIAL AUTHORITY

Scheduled II

Serial No.	Description	Authorization for the Activities/ Transactions	Payments					
			Recommendation	Approval	Certification	Payment	Recording	
	Medical Supplies	Dean Registrar	Head of the Department/ Division UMO	Vice- Chancellor Registrar Dean	AB Payment AB of the Faculty	DB Payments	Payment Division	
	Other Supplies	Dean Registrar Librarian	Respective Head of the Department/ Division*	Vice- Chancellor Dean Registrar /DR/SAR SAR/AR of the Faculty/ CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE	
04	Contractual Services	Transport	Vice - Chancellor/Deans/Registrar	SAR- GSD SAR/AR of the Faculty	Dean Registrar AR of CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Telecommunication	Vice - Chancellor/Registrar*	SAR- GSD AR of the Faculty/ CDCE *	Dean Registrar AR of CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Postal Charges	Dean Registrar	SAR- GSD AR of the Faculty/ CDCE *	Dean Registrar AR of CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Electricity/ Water	Registrar	DR/SAR/AR- GSD	SAR/AR Administration	AB Payment	DB Payments	Payment Division
		Security Charges	Vice - Chancellor/Registrar*	CSO SAR/AR- Administration	Registrar	AB Payment	DB Payments	Payment Division
		Cleaning Services	Vice - Chancellor/Registrar*	SAR/AR- Administration Work's Engineer	Registrar	AB Payment	DB Payments	Payment Division

Scheduled II

Serial No.	Description	Authorization for the Activities/ Transactions	Payments					
			Recommendation	Approval	Certification	Payment	Recording	
	Rents and Hire charges	Council Vice-chancellor	SAR/AR, - Administration SAR/AR of the Faculty/ CDCE	Registrar AR CDCE	AB Payment AB of the CDCE	DB Payments AB of the CDCE	Payment Division CDCE	
	Rates & Taxes	Registrar	SAR/AR, - Administration SAR/AR of the Faculty/ CDCE	Registrar AR CDCE	AB Payment AB of the CDCE	DB Payments AB of the CDCE	Payment Division CDCE	
	Advertising	Registrar	DR /SAR/AR SAR/AR of the Faculty/ CDCE	Dean Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE	
	Printing	Dean Registrar	DR /SAR/AR SAR/AR of the Faculty/ CDCE	Dean Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE	
	Other Services	Dean Registrar	DR /SAR/AR SAR/AR of the Faculty/ CDCE	Dean Registrar DR/SAR/AR	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE	
05	Other Recurrent	Travel Grants	Council Vice- Chancellor	Dean DR/SAR- Establishment	Dean Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Council & Committee meeting expenses	Dean Registrar	Bursar DR/SAR/AR SAR/AR of the Faculty / CDCE	Dean Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Workshops & Seminars	Council Vice- Chancellor Registrar	Director SDC/CGU DR/SAR/AR SAR/AR Faculty/ CDCE	Dean Registrar DR/SAR SAR/ AR Faculty/ CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE

Scheduled II

Serial No.	Description	Authorization for the Activities/ Transactions	Payments				
			Recommendation	Approval	Certification	Payment	Recording
	Entertainment Expenditure (Refreshment etc.)	Dean Registrar	DR/SAR/AR AR of the Faculty/ CDCE	Registrar DR /SAR/AR AR of the Faculty/- CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
	Bank Charges	Bursar Respective DB/SAB/AB	Bursar/DB AB of the y CDCE	Registrar AR - CDCE	AB Payment AB of the CDCE	DB Payments AB of the CDCE	Payment Division CDCE
	Convocation	Vice- Chancellor Registrar*	Chairman Convocation Committee	Vice- Chancellor Registrar	AB Payment AB of the CDCE	DB Payments AB of the CDCE	Payment Division CDCE
	Examination Fee	UGC/ Council	Respective Head of the Department/ Division SAR/AR of the Faculty/ CDCE	Dean Registrar AR - CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
	Visiting Lecture Fee	Vice- Chancellor	Respective Head of the Department/ Division	Dean Registrar AR - CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
	University Sports Activities	Vice- Chancellor Registrar	Director - Physical Education	Vice- Chancellor Registrar*	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
	Post Graduate Research & Scholarships	Higher Degree Committee/ Research Committee*	Chairman of Higher Degree Committee/ Research and Publication Committee	Vice- Chancellor / Deans Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE

Scheduled II

Serial No.	Description		Authorization for the Activities/ Transactions	Payments				
				Recommendation	Approval	Certification	Payment	Recording
		Student welfare/ Employee welfare	Vice-Chancellor Registrar Dean	AR Student Service SAR- Establishment	Vice- Chancellor Deans Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Staff Development	Council Vice -Chancellor Register	Dean Registrar	Vice- Chancellor Deans Registrar	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Other Recurrent Expenditure (As per Annual Budget)	Vice-Chancellor Dean Registrar	Respective Head of the Department/ Division	Dean Registrar DR/SAR/AR SAR/AR of the Faculty/ CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
06	Maintenance Expenditure	Plant Machinery & Equipment	Vice-Chancellor Dean Registrar	Respective Head of the Department/ Division	Dean Registrar DR/SAR/AR SAR/AR of the Faculty/ CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Vehicles	Vice-Chancellor Dean Registrar	SAR-GSD	Dean Registrar DR/SAR/AR SAR/AR of the Faculty/ CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE
		Furniture & Other	Vice-Chancellor Dean Registrar	SAR-GSD Work's Engineer	Dean Registrar DR/SAR/AR SAR/AR of the Faculty/ CDCE	AB Payment AB of the Faculty/ CDCE	DB Payments AB of the CDCE	Payment Division CDCE

DELEGATION OF FINANCIAL AUTHORITY -RUSL

02. CAPITAL EXPENDITURE

Serial No.	Description		Authorization for the Activities/ Transactions	Payments				
				Recommendation	Approval	Certification	Payment	Recording
01	Construction Work		Council	Registrar DR - CW With Immediate Client	Council Vice- Chancellor	AB Payment	DB --Payments	Payments Division/ Capital Works Division
02	Rehabilitation and Improvements	Building & Structure	Council Vice- Chancellor*	Registrar DR - CW With Immediate Client	Council Vice- Chancellor	AB Payment	DB --Payments	Payments Division/ Capital Works Division
		Machinery & Equipment Vehicle Other Assets	Vice- Chancellor Dean Registrar	Respective Head of the Department/ Division	Vice- Chancellor Dean Registrar DR/SAR SARAR of the Faculty/ CDCE *	AB Payment	DB --Payments	Payments Division
		Plant & Machinery	Council Vice- Chancellor Dean Respective	Respective Head of the Department/ Division	Vice- Chancellor Deans SAR/ AR of the Faculty / CDCE	AB- Supply AB/of the Faculty/ CDCE *	DB Payments AB of the CDCE	Payment Division CDCE
03	Acquisition of Fixed Assets	Laboratory & Teaching Equipment	Council Vice- Chancellor Dean Respective	Respective Head of the Department/ Division	Vice- Chancellor/ Registrar/ Respective Deans	AB- Supply AB/of the Faculty/ CDCE *	DB Payments AB of the CDCE	Payment Division CDCE

Scheduled II

DELEGATION OF FINANCIAL AUTHORITY -RUSL

Serial No.	Description	Authorization for the Activities/ Transactions	Payments				
			Recommendation	Approval	Certification	Payment	Recording
	Vehicles	Treasury Council	Registrar	Vice- Chancellor	AB Payment	DB-Payment	Payments Division
	Office Equipment	Vice- Chancellor /Registrar/ Respective Dean*	Respective Head of the Department/ Division	Vice- Chancellor/ Registrar/ Respective Deans	AB- Supply AB/of the Faculty/ CDCE *	DB Payments AB of the CDCE	Payment Division CDCE
	Furniture & Fittings	Vice- Chancellor /Registrar/ Respective Dean	Respective Head of the Department/ Division	Vice- Chancellor Deans Registrar	AB- Supply AB/of the Faculty/ CDCE *	DB Payments AB of the CDCE	Payment Division CDCE
	Books & Periodicals	Vice- Chancellor / Librarian / Respective Dean	Librarian Snr. Asst. Librarian AR- Library Service	Vice- Chancellor/ Registrar/ Respective Deans	Bursar/ DB/SAB/AB AB / CDCE	DB/SAB/AB AB - CDCE	Payment Division
	Sports Goods	Vice- Chancellor /Registrar*	Director - Physical Education	Vice- Chancellor/ Registrar	AB- Supply AB/of the Faculty/ CDCE *	DB Payments AB of the CDCE	Payment Division CDCE
	Other Fixed Assets	Vice- Chancellor /Registrar/ Respective Dean*	Respective Head of the Department/ Division	Vice- Chancellor Deans Registrar SAR/ AR of the Faculty/ CDCE	AB- Supply AB/of the Faculty/ CDCE *	DB Payments AB of the CDCE	Payment Division CDCE

DELEGATION OF FINANCIAL AUTHORITY - RUSL

OTHER ACTIVITIES

Serial No.	Description	Authorization for the Activities/Transactions	Payments				
			Recommendation	Approval	Certification	payment	Recording
01	Investments	Council)	Bursar AB-Accounts*	Vice - Chancellor	DB- Payment	DB- Payment	Payment Division
02	Advances	Vice - Chancellor Registrar& Respective Dean Up toRs. 20,000.00	Respective Head of the department/ Division	Vice - Chancellor Dean Registrar	AB Payment AB of the Faculty/ CDCE	DB- Payment AB of the/ CDCE	Payment Division CDCE
03	Petty Cash Imp rest	Head of the Department/Division/ Unit* Up to Rs. 1500/= Registrar/Respective Dean* Up to Rs 5000/=	Respective Head of the Department/Division*	Registrar DR/SAR/AR SAR/AR of the Faculty/- CDCE	AB Payment AB of the Faculty/ CDCE	DB- Payment AB of the/ CDCE	Payment Division CDCE

DELEGATION OF FINANCIAL AUTHORITY -RUSL

Serial No.	Description	Authorization to deal with losses	Order of write off/*Waiver		Recording
			Recommendation	Approval	
01	Losses write off/waiver*	<ul style="list-style-type: none"> Secretary to the Ministry (CAO) Not exceeding Rs. 500000/= Vice-Chancellor Any other losses not exceeding Rs 25000/= in value in 	<p>The authority to deal with losses under this regulation includes the power to surcharge officers, to authorize recovery from security, insurance etc, To grant the final order of write-off under F.R 109(1) and to grant waivers under F. R 109 (2)</p> <p>(Order of write - Off is made only after all the preliminaries have been completed, including the determination of the recoveries to be made from all sources.)</p>		<ul style="list-style-type: none"> Finance Branch

DELEGATION OF FINANCIAL AUTHORITY- RUSL

Serial No.	Description		Authorization for signing the agreements and MoUs	Recording
01	Signing of Agreements/ Contracts*	• Lease Agreements	Vice-Chancellor & Registrar	General Administration & Office of the Registrar
		• Contractions Consultancy Agreements		Capital works Division & Officers of the Vice - Chancellor
		• Contractions Agreements		Capital works Division & Officers of the Vice - Chancellor
		• Agreements for Academic Programmes	Vice-Chancellor/Respective Dean****	Dean's office & Officers of the Vice - Chancellor
		• Service Agreements	Respective Dean/ Registrar/ Respective Head of Department	Relevant Department
02	MoUs (Memorandum of Understanding)	• Service Contract	Vice-Chancellor & Registrar	Dean's office, Office of Registrar , and Officers of the Vice - Chancellor
		• Consultancy		
		• Construction		
		• Academic programmes - with financial obligations - without financial obligations	Vice-Chancellor	

Scheduled II

DELEGATION OF FINANCIAL AUTHORITY -RUSL

Serial No.	Income	Assessment	Collection	Acceptance	Recording
01	Fees charge from students		DB Payment	DB Payment	Student Service Branch Accounts and Budget Unit
02	Income on CEDE C Operations	Board of Management/Finance committee	AB- CDCE	AB- CDCE	CDCE
03	Interest Income	Finance committee	DB Payment	DB Payment	Accounts and Budget Unit
04	Sale of Publication	Finance committee	DB Payment	DB Payment	Accounts and Budget Unit
05	Sale of Old Stock	Board of valuation appointed by the Vice - chancellor	DB Payment	DB Payment	Accounts and Budget Unit
06	Sale of Agriculture and Animal Products/Logs. etc.	Faculty Board /Finance committee	DB Payment	DB Payment	Accounts and Budget Unit
07	Rent from Properties	Finance committee	DB Payment	DB Payment	Accounts and Budget Unit
10	Library Fees	Library Committee	DB Payment	DB Payment	Accounts and Budget Unit
11	Hostel fees	Finance committee	DB Payment	DB Payment	Accounts and Budget Unit
12	Other Income	Finance committee	DB Payment	DB Payment	Accounts and Budget Unit

8.5 Bank Operations

8.5.1. Signing Cheques

Where the payment is made by cheque the cheque must be signed by two Officers who have been duly authorized by the Council. The first signatory should be a Financial Officer and the second signatory should be either from the Administrative Officers or from an Academic staff who is involved in administration. The first signatory shall sign on the left of the space or on the first line provided for signing cheques. The second signatory shall sign either on the second line or to the right of first signatory. The counterfoil and cash book shall be initialed in the same way. The principal responsibility for the accuracy of the cheque shall be that of the Paying Officer. i.e first signatory.

8.5.2. Authorized Officer I – First Signatory

The Bursar and Deputy Bursar / Senior Asst Bursar/ Asst. Bursar shall be the first signatory.

8.5.3. Authorized Officer - II - Second Signatory

The second signatory shall be

- a. the Vice-Chancellor
- b. the Deputy Vice-Chancellor
- c. the Rector
- d. the Registrar
- e. the Deans
- f. the Deputy Registrar
- g. the Senior Assistant Registrar and
- h. the Assistant Registrar within the limit authorized

8.5.4. Responsibility of the First Signatory

- a. The principal responsibility for the accuracy of the cheque shall be the first signatory
- b. The first signatory shall sign on the left of the space or on the first line provided for signing the cheque
- c. The counterfoil shall be signed in the same way
- d. The first signatory shall deemed to be the Paying Officer and hence he is responsible for all functions enumerated under paying officer above

8.5.5. Responsibility of the Second Signatory

The second signatory, before signing, is requested to satisfy himself that the following requirements have been complied with:

- a. the first signatory has the authority to sign
- b. the cheque shows no evidence of having been tampered with since it left the first signatory's hand
- c. the name, amount and the particulars appearing on the cheque agree with those shown on the voucher
- d. The voucher has been certified and passed for payment by an officer authorized to do so
- e. The net amount shown in the face of the voucher is duly paid and noted on the voucher by means of a "PAID" stamp and initialed
- f. He also must initial on the voucher to indicate that payment has been made

8.5.6. Cashing of Private Cheque

Cashing of private cheques from University money is strictly prohibited.

8.5.7. Custody of Cheque Books and Receipts

Cheque Books and Receipt Books should be placed in safe custody by the Bursar.

8.5.8. Register of Counterfoil Books

The Bursar or an Officer authorized by the Bursar should maintain a register to record the receipts and disposals of counterfoil books.

8.5.9. Books and Registers to be maintained

The following Books and Registers should be maintained by the Finance Department to ensure the accountability and transparency.

- | | |
|---|---|
| a. Daily Memorandum of Receipts | k. Deposit Register |
| b. Daily Memorandum of Payments | l. Unpaid Salary Register |
| c. Shroff Imprest Register | m. Personal Emoluments Register/IPR Card |
| d. Shroff Daily Cash Balance Register | n. Stores Advance Accounts Register |
| e. Imprest Ledger | o. Stores Ledger |
| f. Register of Cheques, Money Order etc. | p. Indent Register : Local and Foreign |
| g. Register of Counterfoil Books | q. Procurement Committee Minutes Register |
| h. Departmental Appropriation(Vote)Ledger | r. PRN Processing Register |
| i. Salary Advance Register | s. Supplies Advance Register |
| j. Loan/Advance Register | |

8.5.10. Bank Reconciliation

The Bank Reconciliation Statement should be prepared as at the end of each month before the 15th of the following month by an Officer who has no connection with maintenance of Cash Book. The statement should be countersigned by the Bursar.

Direct Debits and Credits should be identified and action should be taken to account the same without delay. Immediate action should be taken with regard to unrealized deposits.

8.5.11. Bank Overdraft

The Paying Officer should always ensure that the bank balance is adequate to meet payment by cheque. Official bank account cannot be overdrawn.

8.6 Financial Management of Research Grants

1. Types of Research Grants

The University has been administering three types of Research Grants, as mentioned below, which are categorized according to their funding arrangements.

1. University Research Grants
2. Outside Research Grants
3. Foreign Funded Research Grants

Type of Grant	Funding Arrangement	Grantee	Rules and Regulations
University Research Grants	Funds are given by University using its Treasury Fund	University Academic Staff Members	Financial Regulations and the Guideline issued by University Council following approval on the decisions made by the Finance Committee with the Recommendations of the University Research Publication Committee.
Outside Research Grants	Funds are given by the Local Research Agencies	University Academic Staff members and other outside collaborative members	Financial Regulations / Funding Agency approved and recommended regulations and the Guidelines issued by University Council following approval on the decisions made by the Finance Committee with the Recommendations of the University Research Publication Committee.
Foreign Funded Research Grants	Funded by the Foreign Agencies		

2. Administrative procedure for Research Grants:

The administrative procedures which include the recommendation of the Finance Committee and the approval of the Council for;

- a) Rates to be paid for contractual professional/research assistants and support categories
- b) Administrative charges levied by the University
- c) Charges levied by the Centre or Unit as their commission (if the project is implemented through a Center or Unit) and
- d) Method of disbursement of administrative charges and the net balance/revenue, are given below;

- i. Grantee shall obtain approval of the Council through Finance Committee for disbursement of the grant including rates of payment for contractual staff, internal staff and pledge for the administrative charges of the University and approval for levying a commission to the Centre or Unit if the grant is administered through a Centre or Unit.
- ii. Upon granting the approval for the Budget by the Council, a separate ledger account will be opened by the Bursar for the grant
- iii. All income received by the Research Grants should be deposited in this account and official receipt for all such receipts should be issued by the Assistant Bursars attached to the Faculties indicating the respective Ledger Account number
- iv. A separate vote ledger should be maintained for research grants and a separate page for each Research grant should be opened. Separate Ledger Accounts are given for separate Research Projects. To open a new Ledger Account for a research project the approval of the Council through Finance Committee should be obtained and thereafter a ledger account number will be issued by the Senior Assistant Bursar/Accounts & Budget
- v. The cash book of these research grants and bank accounts should be reconciled at the end of each month and, an income and expenditure summary for each research grant should be forwarded to the Snr. Asst Bursar/Accounts & Budget. Within two weeks from the last date of a particular month. (E.g. Statement for the month of June should be submitted before 14th of July).
- vi. Assistant Bursars of each Faculty are required to reconcile all research grants with the general ledger accounts at the end of every month and take appropriate action to maintain such accounts conforming to the balance in the vote's ledger.
- vii. Approval of the University Research Publication Committee should be obtained for each and every research grant maintained by the Faculties
- viii. Financial Statements for University Research Grants and other research grants should be prepared, certified and sent periodically to the University Research Publication Committee and other relevant funding agencies according to their requirements
- ix. Assistant Bursars of Faculties are requested to represent the Bursar at the University Research Publication Committee
- x. At the end of the financial year the Assistant Bursars of the Faculties should prepare income and expenditure statements which should cover all income and expenditure of research grants (each and every research grant) administered by the Faculty and the balance of such accounts should be tallied with the general ledger maintained at the Accounts& Budget Division
- xi. All payments to personnel (Research Assistants, Research Scholars, Technical Assistants) including over-time should be paid directly by the Faculty accounts section, conforming to the stipulated regulations
- xii. Before making any payments from research grants, the Assistant Bursar should ensure that the validity period of the grant has not expired, budgetary allocations and sufficient funds are available and other statutory requirements of the research grants are fulfilled.

8.7 Release of Terminal Benefits to an Employee

The refund of terminal benefits such as Gratuity, University Provident Fund, Employee Trust Fund and Pension Fund should be made on cessation of employment and the University in which the contributor last served should initiate action for the release of such terminal benefits as soon as a decision is made to terminate employment. Any delay in this process, for whatever reasons, causes a great deal of hardship to the ex-employee.

When an employee terminates his services in the University service, he will be entitled to the following as lump sums subject to rules and regulations governing those terminal benefits;

- a) The balance in the UPF
- b) Gratuity payment
- c) Employees' Trust Fund balance (ETF); and
- d) Monthly Pension for life

8.7.1. Payment of Gratuity:

- **Eligibility:**

Every employee will on termination of his/her services (whether by the employer or employee or on retirement or by the death of the employee, or by operation of law, or otherwise) be eligible to receive a Gratuity provided that he/she has rendered a period of service of not less than five (5) completed years to the University.
- **Payment:**

A Gratuity shall be paid to an eligible employee by the University when the termination of his / her services occurred. It should be paid within a period of thirty (30) days of the termination of his / her services as follows;

 - a) half a month's salary for each year of completed service computed at the rate of salary last drawn by the employee, in the case of a monthly salaried employee;
 - b) **"Completed Service"** means uninterrupted service and includes service which is interrupted by approved leave on any grounds.
 - c) **"Salary"** means (it should include);
 - i. Consolidated salary
 - ii. Cost of Living Allowance
- Any employee to whom a gratuity is payable and whose services had been terminated for reason of fraud, misappropriation of funds of the University, willful damage to property of the University, or causing the loss of goods, articles or property of the University shall forfeit such gratuity to the extent of the damage or loss caused by such employee.

8.7.2. University Provident Fund (UPF)

The University Provident Fund (UPF) was established under the Universities Act No.16 of 1978 at the University Grants Commission.

- **Eligibility:**

Every member of the University become members of this Fund.

- **Contribution:**

Each member makes a monthly contribution of 10% of his salary (deducted from the pay sheet) and the employing institution 15% to the Fund. The RUSL is required to transfer at regular monthly intervals the individual's contribution deducted from his salary and the Institution's contribution in respect of each employee to the general provident fund account maintained by the Secretary of the Commission who also maintains a separate account for each individual contributor. These contributions will accumulate at compound interest at a rate fixed by the Minister in consultation with the Minister of Finance until the contributor ceases to be in employment due to retirement or prior to that for whatever reason. Thereafter his account would be closed.

- **Payment out of Provident Fund and approved Deductions**

After the closure of the account on ceasing to be in employment, the full amount lying to the credit of the contributor together with the accumulated interest is payable to him / her by the Secretary of the Commission within three months of the closure, less the following approved deductions which shall be a first charge upon the amount lying to his credit in the account.

- a) The quantum of any loss or damage sustained by the Commission or a Higher Educational Institution during the period of his employment due to dishonesty or negligence,
- b) Payments due on any loan taken by him from the Commission or any Higher Educational Institution or the Government,
- c) The dues under any bond, agreement or other instrument executed by him in which he has agreed that such dues shall be a charge on his provident fund.

If the payment is delayed beyond three months, for no fault of the contributor, the fund will continue to accumulate interest on the same rate until the last day of the month preceding that in which the full amount is paid to him.

- **Payment after death of Contributor**

A contributor may nominate a person to whom moneys lying to his credit, subject to approved deductions, should be paid upon his death. In the event of the death of the nominee during the lifetime of the

contributor, if a subsequent nomination is not made the first nomination shall be deemed to have been revoked. In the absence of a valid nomination moneys lying in his account shall be paid to the person or persons lawfully entitled to such amount.

8.7.3. Employees Trust Fund

The Amending Act of 1985 exempted the University from the provisions of the Employees Trust Fund Act No. 46 of 1980, (Section 97 A). However, the Employees Trust Fund (Special provision) Act No. 19 of 1993 makes the provisions of this Act applicable to employees of the University as well.

All university employees are members of the Employees Trust Fund and the University is required to remit 3% of the gross earnings of the employee to the fund, monthly. It is a non- contributory benefit to the member which can be claimed at cessation of employment.

8.7.4. University Pension Fund

A Pension scheme for the permanent employees of the University system has been established with effect from 1st September 1999 by utilizing a part of the contribution of the Provident Fund.

- **Eligibility:**
All permanent employees who joined the University system with effect from 1st September 1999 are members of the Pension Fund. Others who joined earlier may opt to become a member of the Pension Fund.
- **Contribution:**
Each member makes a monthly contribution of 8% of his salary (deducted from the pay sheet) and the employing institution 15% to the Fund.
- **Payments:**
Employees who have served 20 years or more and serve till the age of retirement will be paid a pension for life based on retirement age and service period as follows;

Age of Retirement	% of Last Drawn Salary for each year of service
55	1.0%
60	1.2%
65	1.4%

- **Payment after death of Contributor:**
50% of the pension will be paid to the spouse and 50% will be equally divided and paid to the children until they reach 18 years of age.

Chapter 9

Standard Operational Procedure for Procurement and Stores Management

9.1 Procurement of Goods and Services

9.1.1 Introduction

The Procurement Guidelines 2006, which have been approved by the Cabinet of Ministers and issued by the Ministry of Finance, are applicable for the Procurement of Goods, Works and Services in any Government Organization.

The responsibility of a Procurement Action shall be with the Chief Accounting Officer (CAO - Secretary to the ministry). Limits of authority and thresholds to make recommendation/ determination of contract award shall be decided by the Government from time to time and shall be announced by circulars issued under these Guidelines by the Ministry of Finance and Planning. The CAO may delegate the authority to Accounting Officer (Vice Chancellor) or others (Registrar, Dean/s).

The University shall follow the procedures described in this Procurement Guidelines in all procurement activities.

9.1.2 Objectives of the Procurement Process in an Organization (PGR - 1.2.1)

- a. Maximizing economy, efficiency and effectiveness (value for money)
- b. Adhering to prescribed standards, specifications, local laws rules and regulations
- c. Fair, equal and maximum opportunity for interested parties to participate in procurement process
- d. Expeditious execution of Works and delivery of Goods and Services
- e. Compliance with local laws
- f. Ensuring transparency and consistency
- g. Retaining confidentiality of information

9.1.3 Responsibilities of the Procurement Committee (PC) and the Technical Evaluation Committee (TEC) (PGR - 2.4)

a. Primary Responsibility of Procurement

The appropriate Procurement Committee and appropriate TEC shall carry out the relevant aspects of the procurement process. There may be different TECs for each procurement activity in accordance with the authority and threshold limits applicable to such individual procurement.

b. Commitment of PC/TEC members

All members of Procurement Committees and TECs serving in their respective committees shall give priority to the work in the Committees over their routine work. The members of the TECs are jointly and severally responsible for all the activities described in the Procurement Guidelines 2006. In addition each member is responsible for the special tasks that will be assigned to such member by the TEC Chairman. These tasks may be related to the main subject matter of procurement or ancillary matters such as procurement procedures, finance, etc. The TEC Chairman shall be responsible for at least one such task. More than one member may be assigned the responsibility for subject matter of the procurement. Each member shall sign to confirm the individual responsibility to the task assigned in addition to signing the joint responsibility of the TEC. Any TEC member may submit a dissenting report on any issue.

9.1.4 Procurement Planning & Packaging (PGR - 4.1 & 4.4)

Procurement planning is much more than just choosing which procurement methods be used for various goods, works and services, contracts and when to schedule activities. These are important parts of planning but are closer to the end of the process than the beginning. Before reaching this stage, a number of more fundamental decisions should have been made. The starting question is: What are the most effective procurement arrangements for achieving project objectives, in compliance with the Procurement Guidelines 2006.

The following paragraphs deal with these subjects in the general order in which they need to be addressed in procurement planning. Procurement planning is not a linear process but rather an iterative procedure that should explore various options. Quite different levels of planning detail will be appropriate for different situations.

Whatever the situation or the effort and detail that goes into the procurement planning, the results must be reviewed and updated throughout the life of the project. Estimates of time requirements, assumptions about institutional capacity, changing priorities and other factors will require plan adjustments. The need for changes does not invalidate the plan; it simply emphasizes that planning is a dynamic process rather than a static picture.

a) Advance Procurement Action

Efficient planning of the entire Procurement process is vital to ensure timely completion of the task and to obtain the best market value for it. Procurement Action should not be commenced without a firm commitment of funds.

b) Master Procurement Plan (MPP)

- i. The MPP shall be prepared by the university.
- ii. Procurement activities, envisaged at least for a period of three years, shall be listed in the MPP.
- iii. Procurement activities for the immediately succeeding year shall be prepared in detail.
- iv. MPP shall assess the relative advantages of;
 - * Centralized versus decentralized procurement;
 - * Packaging/slicing of contracts; and
 - * Size of the packages for Works, etc.
- v. MPP shall be regularly updated at intervals not exceeding six months.

c) Procurement Time Schedule (PTS)

- i. PTS is a schedule which describes the steps of each individual Procurement Action, in chronological order from the point of commencement until its completion.
- ii. PTS shall be prepared in two stages as described below.

Stage 1

- * Stage I of PTS shall include all activities from the commencement up to the preparation of draft bidding documents which shall be prepared without delay. Preparation and regular updates of Stage 1 lies with the university (Supplies Division).

Stage 2

- * Stage 2 of PTS shall include all activities after the preparation of the bidding document.
- * Responsibility of preparing draft of Stage 2 of PTS also rest with the university (Supplies Division).

1. It is an obligation of the respective PC to consider the PTS and approve it at the first meeting. The University (Supplies Division) shall forward the draft PTS for the procurement concerned, together with any connected downstream procurement to the Pc. Once the PTS is agreed upon, the Chairpersons of the PC and TEC shall monitor the progress in consultation with the Supplies Division. Where a major delay occurs, it is the responsibility of the Chairperson of the PC to explain the cause/s for the delay, effect remedial measures.

9.1.5 Types of Procurement Committees (PGR - 2.14.1)

There are Six (06) main Procurement Committees. The total cost estimate (TCE) of each procurement shall be considered in deciding the Procurement Committee (Authority).

- | | | |
|--|---|---------------------|
| a. Standing Cabinet Appointed Procurement committee} (SCAPC) | } | More than Rs. 200Mn |
| b. Cabinet Appointed Procurement Committee (CAPC) | | |
| c. Ministry Procurement Committee(MPC) | | Up to Rs.200Mn. |
| d. Department Procurement Committee (DPC) | } | Up to Rs.100Mn. |
| e. Project Procurement Committee (PPC) | | |
| f. Regional Procurement Committee (RPC) | | Up to Rs.10Mn. |

9.1.6 Choice of Procurement methods (PGR - 3) (Methods of Procurement to be followed)

The Guidelines describe various procurement methods that can be used by the university. The key to the selection of method is to understand what situations are suitable for each of them. Depending on the nature and size of the project and its procurement elements, the university may use any of the methods set out in the Procurement Guidelines, to procure goods, works and services. The choice of procurement method depends on:

- * The nature of the goods and services to be procured
- * The value of the procurement
- * The local availability and cost of goods and services

- * Critical dates for delivery
- * Transparency of procedures proposed

Commonly used methods of procurement are as follows;

- * National Competitive Bidding (NCB)
- * Limited National Competitive Bidding (LNCB)
- * National Shopping
- * Direct Contracting

- a. **National Competitive Bidding (NCB) (PGR - 3.2)**
NCB is the competitive bidding procedure that shall be applicable for most projects when the Goods or Works are available within Sri Lanka.

When NCB is used:

- i. The invitation to bid should be advertised at least in one widely circulated national newspaper and in relevant websites where possible
- ii. Any supplier, service provider or contractor who desires to obtain the bidding document should be allowed to purchase same, provided the Bidder is prepared to pay any specified fees
- iii. The contractors/suppliers/service providers should be allowed to purchase the Bidding document up to a day prior to the Bid closing date
- iv. In the case of contract for Goods/Works/Services, to be eligible for contract award, the bidders shall have a valid and appropriate registration at the time of submitting the bid.

NCB contract may need 6 months of lead time for works contracts.

- b) **Limited / Restricted National Competitive Bidding/ (LNCB) (PGR - 3.3)**

Limited/Restricted bidding procedures are followed when the invitation to bid is directly addressed to a pre-selected list of national suppliers or contractors. Bids should be solicited from a list of potential suppliers broad enough to ensure competitive prices, including all known suppliers if their number is small.

The procedure is chosen when:

- i. Only a few known sources are available (e.g. in procurement of a small number of vehicles or machine tools)
- ii. Advertising would be a waste or for small value procurements in which the cost of advertising is disproportionately high
- iii. LNB may be suitable for exceptional reasons such as emergency actions related to a major natural disaster, which may justify the waiving of advertising of competitive bids.

The procedure to be followed under NCB shall apply in the above too except the requirement for advertising.

c. Shopping Method (PGR - 3.4)

- i. Shopping is an appropriate procurement method for procuring frequently used:
 - * Readily available off the shelf goods of small value
 - * Small value commodities for which specifications are standard
 - * Small value Works or Services
 - * Telephone or verbal quotations are not acceptable
- ii. These procurements are confined to limits and authority specified under this Guideline.
- iii. The University may:
 - * publish a notice for inviting applications for registration of suppliers
 - * after evaluating the past experience and other qualifications such as capacity of the applicant by a committee consisting of not less than three members appointed by the Vice Chancellor, prepare a list comprising names of suppliers who are able to supply particular categories of Goods and Services such as stationery, electrical items, motor vehicle repairs, periodicals and publications etc. The registered list of suppliers should be updated periodically at least once a year.
 - * remove any supplier or contractor who has not responded twice for an invitation submit a quotation or performed unsatisfactorily under any contract previously awarded.

- iv. The selection is based on comparison of price quotations obtained from several invited Bidders appearing in the register.
- v. When the appropriate authority is satisfied, that a sufficient number of reputed vendors are not registered with the university, quotations may be invited from suppliers listed in Yellow Pages and Rainbow Pages.
- vi. Requests for quotations shall be addressed to suppliers who are in the Register of Suppliers and shall indicate;
 - * The description and quantity of the goods .
 - * Time and place of delivery, and
 - * Warranties, etc

The comparison of quotations shall follow NCB principles wherever applicable. The terms of the accepted offer shall be incorporated in a purchase order.

Level of Authority	Nature of the work/Goods or services	Minimum quotations to be invited	Limits of Authority Rs.Mn.
MPC	Works	Five sealed quotations	Up to 20
	Goods & Services	Five sealed quotations	Up to 12
	Goods & Services	Three sealed quotations	Up to 8
DPC/PPC	Works	Five sealed quotations	Up to 10
	Goods & Services	Five sealed quotations	Up to 10
	Goods & Services	Three sealed quotations	Up to 5
RP	Works	Five sealed quotations	Up to 2
	Goods & Services	Five sealed quotations	Up to 1
HD/	Works	Three sealed quotations	Up to 1
	Goods & Services	Three sealed quotations	Up to 0.5

d. Direct Contracting and Repeat Orders (PGR - 3.5 & 3.6)

- i. Direct contracting is a means of Procurement of Goods or Services or Works from a single supplier source.
- ii. It entails no competition and shall be used only under exceptional circumstances.
- iii. This method is appropriate under the following circumstances:
 - * When the prices or rates are fixed pursuant to legislation by regulatory bodies

- * Standardization of equipment, to be compatible with existing equipment, may justify additional purchases of the same type of Goods (Repeat Order)

For such purchases;

- a. The number of such items in the new procurement shall generally be less than 50% of the existing number
 - b. The price shall be reasonable where no benefit can be gained from competition
 - c. The advantages of another make or source of equipment shall have been considered
 - d. Where extension of an existing contract is necessary as works are already underway and were procured through competitive procurement procedures described in the Guideline
- * The required equipment is proprietary and obtainable only from one source (such as proprietary software, text books, spare parts, defense items) and no alternative equipment or products with equivalent performance characteristics are available
 - * The process design requires the purchase of critical components or materials from a particular supplier as a condition of a performance guarantee.
- iv. When direct contracting is used under any of the reasons above, the value of the procurement shall be subjected to the upper limits given in this Guideline.
 - v. Under no other circumstances direct contract shall be awarded to any supplier or contractor without the approval of the Cabinet of Ministers. When repeat order procurement is done following Guideline 3.6, the CAO should satisfy

personally with the justification given. When Repeat Orders procurement method is used it should be under the authority level of the Procurement Committee who was involved in the original procurement. Where appropriate, university should inquire into the prices paid by other recent purchasers of goods or examine recent contracts of a similar nature to determine the fairness of the quoted price for direct or repeat order procurement. Any differences in the quantities ordered or delivery requirements should be considered when comparing prices.

The contractor or suppliers hired by direct contracting must be qualified to perform the works or supply of goods on time, meeting specifications and fulfilling the special requirements of the sole source contract. They should also be required to meet any performance security and warranty conditions that would normally apply in a competitive bidding situation.

e. **Direct Purchase of smaller value repair works, goods and services (PGR 3.5 and 3.6)**

Level of Authority	Requirements to be fulfilled	Limits of Authority Rs.
CAO HOD PD	Works Satisfying the requirements given in PGR 3.5 or 3.6	Up to Rs. 500,000.00
	Works <ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure • CAO/HOD/PD must ensure the economy of procurement • This authority should be used under the personnel supervision of CAO/HOD/PD & should not be delegated to any person. 	Up to Rs. 200,000.00
	Goods & Services other than consultancy services Satisfying the requirements given in PGR 3.5 or 3.6	Up to Rs. 200,000.00

CAO HOD PD	<p>Goods & services other than consultancy services directly from open market</p> <ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure • CAO/HOD/PD must ensure the economy of procurement • This authority should be used under the personnel supervision of CAO/HOD/PD 	Up to Rs. 100,000.00
HOD PD	<p>Repairs to motor vehicles and other equipment</p> <ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure • CAO/HOD/PD must ensure the economy of procurement • This authority should be used under the personnel supervision of HOD/PO & should not be delegated any person. • For repairs exceeding Rs.200,000.00 CAO's personnel approval should be obtained. 	Up to Rs. 200,000.00
Regional Heads/ Officer in- charge of Units.	<p>Goods or services including equipment of smaller value not exceeding Rs.15,000.00 per event per day</p> <p>Total of such purchases during a calendar month should not exceed Rs. 60,000.00</p>	Up to Rs. 15,000.00
Who delegated authority HOD	Repair motor vehicles not exceeding Rs.50,000.00 per month.	Up to Rs. 50,000.00

f. Repeat Orders

Orders placed with the original supplier over a short period of time for the supply of the same Goods shall be considered as repeat orders.

Repeat orders for the Procurement of Goods may be authorized only in exceptional circumstances up to a limit of fifty percent (50 %) of the original contract value, provided that not more than a six month period has lapsed from the date of award of the original contract and the university certifies that,

- * The necessity for additional requirement was not foreseen and identified at the time the original invitation to Bid was issued
- * It is not economical to follow the bidding procedure again
- * Price of the Goods have not dropped since the original order
- * Appropriate PC has no objection to such repeat order

Prior to the placement of repeat orders, the PC shall use its best endeavors to negotiate with the supplier to obtain more favorable terms and conditions. However, if the PC is of the view that the prices of particular items display a downward trend, repeat orders should not be authorized.

9.1.7 Bid Evaluation Criteria (PGR - 5.3.19)

Other than the price of the bid and whether the bid is responsive, there may be other factors, depending on the case, that are relevant for the evaluation. The PC/TEC shall identify such factors and include in the bidding documents. The evaluation should be done only using such criteria and methodology disclosed. No advantage should be given to any bid proposing the requirements than specified. Some of the factors that may be considered when evaluating bids for procurement of goods, works and services are:

- * Arithmetical errors
- * Omissions
- * Efficiency of the equipment
- * Capacity
- * Spare parts
- * After sale services
- * Operating costs
- * Life cycle costing
- * Discounts offered
- * Experience and qualifications of the lowest evaluated and substantially responsive bidder
- * Delivery schedule or time for completion

a. Detailed Bid Evaluation: Principles and Methodologies (PGR - 7.9.2)

It is emphasized that PC/TEC should only use the evaluation criteria disclosed in the bidding document. Most frequently the following factors are considered when evaluating a bid. The University may use other appropriate factors for a particular procurement and disclose such factors together with the evaluation methodology in the bidding document:

- * Exclude VAT, contingencies and provisional sum amount
- * Correction of arithmetical errors
- * Application of applicable discount

- * Adjustment to bid prices for omissions
- * Adjustments for acceptable departures
- * Adjustments for inland transportation
- * Operational costs and life cycle costing
- * Reassess ranking order
- * After sales services
- * Adjustments for delivery period
- * Clarifications during evaluation

i. Exclude VAT, contingencies and provisional sum amounts

Before commencing evaluation of bids under other steps the VAT and the amounts stated as provisional sum and contingencies should be excluded from the bid prices.

ii. Correction of arithmetical errors

Bids should be checked carefully for arithmetical errors in the bid to ensure the stated quantities and prices are consistent. The quantities should be same as that stated in the bidding documents. The total bid price should be the total of all line items. The line item total should be the product of quantity and unit rate quoted or, when a lump sum is quoted the lump sum amount. If there is a discrepancy, a correction has to be done and the corrected price as described below is considered as the bid price. After the correction of arithmetical errors the PC/TEC should notify in writing, each bidder of the detailed changes. A bidder shall agree for such arithmetical corrections made to his bid. If the bidder refuses to accept, its bid shall be rejected and action be taken against the bid security submitted, if any.

The correction of arithmetical errors should be done as follows:

- * Where there is a discrepancy between the amounts in figures and in words, the amount in words will prevail
- * Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the PC/TEC that there is an obviously gross miss placement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected; and

- * If the bid price changes by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the bidder and shall be considered as binding upon the bidder.

If a bid price of any bid is adjusted as above, the TEC shall give a detailed report explaining where and how such adjustments were made rather than merely saying the bid price was adjusted due to arithmetical error by an amount equal to XXX.

iii. Application of applicable discount

If conditional discounts are offered which will create more than one bid price within the bid validity period, such discounts should be ignored for the purpose of evaluation.

These discounts should be considered in the manner the bidder has offered them:

If discounts are offered to limited items it should be applicable to such items.

If the discount offered is to the total bid price as a percentage it should be applicable to all the items at the percentage discount offered, excluding for contingencies and provisional sum items

If the discount offered is to the total bid price as a lump sum, such lump sum amount should be considered for evaluation and before the award of contract such lump sum amount shall be uniformly distributed to all the items, excluding for contingencies and provisional sums.

iv. Adjustment to bid prices for omissions

In many cases, bidders will present their bids without quoting to certain items, accidentally or deliberately. Regardless of the reason such omissions should be quantified in money terms whenever possible, to permit direct comparison with other bids, provided such omissions were considered as minor

deviations during the preliminary examination of bids.

v. Adjustments for acceptable departures

In many cases, bidders will present their bids that deviate from bidding document requirements, accidentally or deliberately. Regardless of the reason such deviations should be quantified in money terms whenever possible, to permit fair comparison with other bids, provided such deviations were considered as minor deviations during the preliminary examination of bids.

vi. Operational costs and life cycle costing

Life cycle cost is the assessment of the initial acquisition cost plus the follow-on ownership cost to determine the total cost during the life of a plant or equipment. In the procurement of equipment in which the follow-on cost of operation and maintenance are substantial, a minor difference in the initial purchase price between two competing bids can easily be overcome by the difference in follow-on cost. In such cases, it is most appropriate for the university to evaluate bids on the basis of life cycle cost.

The following elements (but not limited) would generally comprise a typical lifecycle assessment

- Initial purchase price
- Adjustments for extras, options, delivery, variations, deviations
- Estimated operational costs (fuel, labour etc.)
- Estimated cost of spare parts and other consumables
- Efficiency and productivity
- Depreciation cost.

The follow-on cost such as fuel, spare parts, maintenance cost and depreciation costs should be discounted to net present value.

vii. After sales services

Where after sales services is to be used as an evaluation factor, the criteria for its evaluation should be included in the bidding documents. Since a monetary value for after sales services is impracticable, non-monetary criteria must be devised to measure the services proposed by different

bidders. Provided that the criteria for the evaluation of the after sales services offered by different bidders are set forth in the bidding documents, all bids complying with the minimum standards established should be considered on equal basis, unless the bidding documents provide otherwise, including the bids submitted by bidders offering to establish new facilities providing to the level of service specified. If required the quality of service offered can be evaluated by using a point system in which different factors are rated. Such factors could be; proximity of service facilities to the location where equipment will be installed, number and level of expertise of available staff, level of spare parts stock, duration of service etc. If such detailed evaluation is to be undertaken, the factors to be evaluate and the minimum requirements should be specified in the bidding documents.

viii. Clarifications during evaluation

The University may request bidders for clarifications of his bid if there is any doubt about the intent of the bidder. Modifications of the substances of the bid by a bidder are, however, not allowed. Any change in price, delivery terms, conditions of contract or change of specifications proposed by the bidder is considered as substantive modifications. The PE should not change any of the commercial terms or technical specifications as a result of clarifications.

ix. Rejection of all bids

Bidding documents usually carry provision for the rejection of all bids received. However, rejection of all bids shall be done only under exceptional circumstances and can be justified when there is:

- Lack of effective competition; or
- No substantially responsive bid received
- Inadequate competition
- All bid prices were unreasonably high and substantially above the University's budget provision
- Bidding documents found to be defective
- The requirements of the PE has changed

However, lack of competition shall not be determined solely on the basis of the number of bids received. Even the evaluation has resulted a single substantially responsive bid; it should be examined for reasonableness of prices. Before rejecting all the bids the PE shall review the causes justifying the rejection and consider making revisions to the conditions of contract, design and specifications, scope of the contract or a combination of these before inviting new bids.

If the rejection of all bids is due to lack of competition, wider advertising shall be considered. If the rejection is due to most or all of the bids being non responsive, new bids may be invited.

All bids shall not be rejected and new bids invited on the same bidding and contract documents solely for the purpose of obtaining lower prices. If the lowest evaluated responsive bid exceeds the estimates by a substantial margin, the University shall investigate causes for the excessive cost and consider requesting new bids. Alternatively, the University may negotiate with the lowest evaluated bidder to try to obtain a satisfactory contract through a reduction in the scope and/or a reallocation of risk and responsibility which can be reflected in a reduction of the contract price. However, substantial reduction in the scope or modification to the contract documents may require re-bidding.

x. Adjustments for delivery periods

In many cases, bidders will present their bids where the delivery periods deviate from bidding document requirements, accidentally or deliberately regardless of the reason such deviations should be quantified in money terms whenever possible, to permit fair comparison with other bids, provided such deviations were considered as minor deviations during the preliminary examination of bids.

The adjustments to the bid prices should be done in the manner described in the bidding documents. Generally no advantage is given to a bid offering early delivery than that is specified in the bidding document. Any bid offering a delivery beyond a finally acceptable cutoff date specified in

the bidding documents should be rejected as non-responsive bid.

b. Bid Evaluation Report (PGR -7.11.1)

After the completion of the evaluation process, the University should prepare a bid evaluation report setting out process of evaluation. Standard forms available should be used for this purpose. The report covers among the other things:

- Key dates and steps in bidding process (copy of the invitation to bid as advertised attached)
- Bid opening information (copy of the bid opening minutes should be attached)
- For all bidders: Table showing the bidders compliance with major commercial conditions (e.g. completeness, bid security. Bid validity, delivery or completion period. Payment terms)
- For all bidders: Table showing bidder's compliance with key provisions of the technical specifications (e.g. capacity, operating characteristics, etc.)
- For all substantial responsive bids: Table showing arithmetical errors, discounts and currency conversion
- For all substantial responsive bids: Table showing additions and adjustments (indicating methods used in computing the adjustments)
- For all substantial responsive bids: Table showing currency conversion
- For all substantial responsive bids: Table showing domestic preference
- For all substantial responsive bids: Table showing various steps from bid price announced to evaluate bid price)
- Record of clarifications made from all bidders
- For lowest evaluated bidder: Post qualification verification
- Names of bidder's rejected and reasons for rejection
- The proposed contract award recommendation

In addition the evaluation report should include narrative section in which any information not suitable for presentation in the form of tables, together with any supplementary information necessary for a complete understanding of all the factors considered during bid evaluation.

9.2 Stores Management

9.2.1 Objective

To maintain a system of control over receipt, custody, issue and security of stocks

9.2.2 Functions

Store keeping functions include:

- Maintaining the stores in a tidy manner
- Accepting goods and raising Goods Received Notes (GRN)
- Correct positioning of stocks
- Checking that stock ledger card quantities agree with physical quantities all the time
- Issuing goods out on proper authority on receipt of approved Store Requisition Note (SRN)
- Advising on obsolete, damaged and slow-moving stocks, and
- Raising requests for stock replenishment for common user items

9.2.3 Classification of Stores

All stores to be procured shall be classified into two categories viz. Non-Consumable Stores (NCS) and Consumable Stores (CS).

a) Non Consumable Stores (NCS):

Stores satisfying anyone of the following conditions shall be classified as non-consumable stores:

- Stores which are invented to be used over prolonged period before becoming unusable, or obsolete
- Stores having a significant disposal value
- Stores which are sub-systems or parts of an equipment, which can be potentially repaired and reused, and
- Stores which are either fabricated, or assembled items, and which if bought as a single item would have been classified as Non- Consumable Stores

All non-consumable stores have to be entered in the Fixed Assets Register of the University and the NCS stock register of the appropriate Department.

b) Consumable Store (CS):

Stores satisfying anyone of the following conditions shall be classified as CS:

- Stores which exhaust with lapse of time
- Stores which are rendered unusable due to normal wear and tear
- Stores which do not have significant disposal value, and
- Spares of equipment which do not fall in the NCS category

The CS shall be entered in the CS Stock Register of the relevant Department. For projects, the CS shall be entered in the CS Stock Register of the project.

9.2.4 Procedure for receipt of goods

- Receive the goods with the invoice
- Check with the indent
- If the goods tally with the indent, receive the goods subject to the certification of the TEC
- Send the invoice to procurement clerk to get the certification of the TEC and to check whether any delay charges to be applied
- Receive the invoice with the necessary certifications
- Raise the Good Receive Note (GRN)
- Get the certification of the Assistant Bursar in charge of stores
- Issue the Goods Receive Note (GRN) by the Store Keeper in triplicate
- Enter in the Stock Ledger

9.2.5 Procedure for Issuing goods

- Make a request through a Store Requisition Note (SRN) and get the recommendation of the Head of Department and certification of the Bursar
- Fill the issuing part of the SRN by the Store Keeper
- Get the signature of the receiver of the goods
- Issue the goods

9.2.6 Payment Procedure for supplies through tender procedure

- Receipt of Invoice/bill by the subject clerk
- Get the Technical Evaluation Committee (TEC) certification for

- the supplied goods/equipment
- Deduct delay charges, if any
 - Get the GRN from the Stores
 - Enter in the relevant Inventory Book
 - Prepare the voucher and attach the report of the (TEC), report of the Procurement Committee, Indent, Certification of the TEC for the goods, Good Receipt Note, a copy of the relevant Inventory Page, any other important document for payment purposes
 - Enter in the relevant books, filling of procurement file and other related documents, keep the guarantee forms, and attend to sign service agreements, inform the store keeper to purchase consumables/accessories, if necessary
 - Check the voucher by subject clerk
 - Get the authorization of the Head of Department/ Division/Unit for the voucher and the Invoice
 - Get the approval of the Vice Chancellor/Registrar, Bursar as appropriate
 - Certify the voucher by the AB (Stores & Supplies) and send the voucher to the Accounts & Budget Division
 - Enter in the vote ledgers
 - Enter in the cash book and draw the cheque
 - Get the 1st Signatures for the cheque from the AB/ SAB/ DB/ Bursar
 - Get the 2nd Signatures for the cheque from the AR/ SAR/ DR/ Registrar/ Vice Chancellor
 - Issue the cheque to the service provider by registered post after entering in the cheque issuing register.



Budget Estimates - 2017
Head No: 214 - UNIVERSITY GRANTS COMMISSION
SUMMARY : INCOME & EXPENDITURE ESTIMATES
Rajarata University of Sri Lanka - Mihintale

Rs. '000

Object Code	Category / Object Title	Format No	Budget 2016	Actual up to 30.06.2016	Estimate 2017	Projection	
						2018	2019
	1. INCOME						
	1.1 Internal Revenue	II	-	-	-	-	-
	1.2 Other Grants	II	-	-	-	-	-
	1.3 Government Grants						
	Recurrent Grants	II	-	-	-	-	-
	Capital Grants	II	-	-	-	-	-
	TOTAL INCOME		-	-	-	-	-
	2. EXPENDITURE						
1503	RECURRENT EXPENDITURE	III	-	-	-	-	-
	Personal Emoluments			-	-	-	-
	Travelling Expenses			-	-	-	-
	Supplies			-	-	-	-
	Maintenance Expenditure			-	-	-	-
	Contractual Services			-	-	-	-
	Other			-	-	-	-
	Financial Assistance to Students (<i>Not applicable for the Universities & HEIs</i>)			-	-	-	-
2201	CAPITAL EXPENDITURE		-	-	-	-	-
	Rehabilitation and Improvement of Capital Assets	IV					
	Acquisition of Fixed Assets	V					
	Construction Projects - Continuation	VI					
	Construction Projects - New	VII					
	Human Capital and Other Development Projects	VIII					
	Strengthening Research	IX					
	Universities Township Project	X					
	Projects Operated Utilizing Other Grants	XI					
	TOTAL EXPENDITURE		-	-	-	-	-

Annexure 2

INCOME ESTIMATES

Rs. '000

	Category / Object Title	Budget 2016	Actual up to 30.06.2016	Estimate 2017	Projection	
					2018	2019
1.1	INTERNAL REVENUE					
	Registration fees (Undergraduate/Postgraduate)					
	Tuition fees (Undergraduate/Postgraduate)					
	Examination Fees (Undergraduate/Postgraduate)					
	Income form Extension Programmes (inclusive of Postgraduate Courses)					
	Interest from Investments					
	Interest from Loans & Advances					
	Rent from properties					
	Library subscriptions					
	Sale of old Stores					
	Sale of produce					
	Reimbursements					
	Miscellaneous Receipts					
	Sale of Publications					
	Library Fines					
	Services rendered to outsiders					
	Proceeds from Ancillary Activities					
	Medical Fees					
	Hostel Fees					
	Other					
	TOTAL INTERNAL REVENUE	-	-	-	-	-
1.2	OTHER GRANTS					
	(Please Specify)					
					
					
	TOTAL OTHER GRANTS	-	-	-	-	-
1.3	GOVERNMENT GRANTS					
	Recurrent Grants					
	Personal Emoluments					
	Other Recurrent					
	TOTAL RECURRENT GRANTS	-	-	-	-	-
	Capital Grants					
	Rehabilitation and Improvement of Capital Assets					
	Acquisition of Fixed Assets					
	Construction Projects - Continuation					
	Construction Projects - New					
	Human Capital and Other Development Projects					
	Strengthening Research					
	University Township Project					
	TOTAL CAPITAL GRANTS	-	-	-	-	-
	TOTAL INCOME	-	-	-	-	-

Annexure 3

RECURRENT EXPENDITURE ESTIMATES

Rs. '000

Category / Object Title	Budget 2016	Actual up to 30.06.2016	Estimate 2017	Projection	
				2018	2019
Personal Emoluments					
Salaries and Wages					
UPF Contribution					
Pension - 8%					
ETF Contribution - 3%					
Acting Pay					
Overtime					
Holiday Payments					
Academic Allowance					
Equalization Allowance					
Cost of Living Allowance					
Research Allowance					
20% Special Salary Allowance					
20% Additional Monthly Allowance					
Interim Allowance (Rs. 10,000/-)					
20% Monthly Compensatory Allowance					
Entertainment Allowance					
Other Allowances					
Visiting Lecture Fees					
Gratuity Payments					
Sub Total	-	-	-	-	-
Travelling Expenses					
Domestic					
Foreign					
Sub Total	-	-	-	-	-
Supplies					
Stationery and Office Requisites					
Fuel & Lubricants					
Uniforms					
Mechanical & Electrical goods					
Chemicals & Glassware					
Medical Supplies					
Other					
Sub Total	-	-	-	-	-
Maintenance Expenditure					
Vehicles					
Plant, Machinery and Equipment					
Buildings and Structures					
Furniture					
Other					
Sub Total	-	-	-	-	-

RECURRENT EXPENDITURE ESTIMATES

Annexure 3

Rs. '000

Category / Object Title	Budget 2016	Actual up to 30.06.2016	Estimate 2017	Projection	
				2018	2019
Contractual Services					
Transport					
Postal and Communication					
Electricity & Water					
Rates and Local Taxes					
Rental & Hire Charges					
Security Services					
Cleaning Services					
Printing Advertising etc.,					
Other					
Sub Total	-	-	-	-	-
Other Recurrent Expenditure					
Travel grants to University Teachers					
Special Services - Council & Committees					
-Do- Professional & Other Fees					
Workshops, Seminars					
Academic Research & Publications					
Staff Development (Training for Teachers, Administrators & Other Employees)					
Postgraduate Research & Scholarships					
Course Materials for Students & Learning Quality Improvement					
Industry Internships, Practical & Career Guidance					
Students' Development Initiatives & Community Relations					
University Sports Activities					
Student Welfare, Student Councils & Social Harmony					
Employee Welfare & Medical Assistance					
Corporate Planning, Governance & Outreach					
Grants to other Organizations					
Interest subsidy on property loan					
Holiday Warrants Season Tickets					
Entertainment Expenses					
Bank Charges					
Awards & Indemnities					
Contributions & Membership Fees					
Examination expenses					
Expenditure on Extension Projects					
Expenditure on Postgraduate Courses					
Other					
Sub Total	-	-	-	-	-
Financial Assistance to Students					
Bursary Payments (Not applicable for the Universities & HEIs)					
Mahapola Payments (Not applicable for the Universities & HEIs)					
Sub Total	-	-	-	-	-
TOTAL RECURRENT EXPENDITURE	-	-	-	-	-

Annexure 4

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs : Rajarata University of Sri Lanka - Mihintale

Objective :Capital Expenditure Estimates

Programme : Rehabilitation and Improvement of Capital Assets

Rs'000

Project Name	Budget 2016	Actual up to 30.06.2016	Estimates			Project KPI
			2017	2018	2019	
1. Building & Structure						
i. Building as attached						
ii. Water Project						
Sub total						
2 Plant, Machinery & equipment						
i. Equipment						
ii.						
.....						
Sub total						
3 Vehicles						
i.						
ii.						
.....						
Sub total						
4 Furniture & Office Equipment						
i.						
ii.						
.....						
Sub total						
5 Other Capital Assets						
i. Roads						
ii.						
.....						
Sub total						
Total						

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION
University / HEIs : Rajarata University of Sri Lanka - Mihintale

Objective : Capital Expenditure Estimates

Programme : Acquisition of Fixed Assets

Rs'000

Project Name	Budget 2016	Actuals up to 30.06.2016	Estimates			Project KPI
			2017	2018	2019	
1. Plant, Machinery & equipment						
i. Equipment						
ii. Lab						
iii. Building						
Sub total						
2 Vehicles						
i.						
ii.						
.....						
Sub total						
3 Books & Periodicals						
i. Books						
ii.						
.....						
Sub total						
4 Furniture & Office Equipment						
i. Furniture						
ii.						
.....						
Sub total						
5 Sports Goods						
i. Goods						
ii.						
.....						
Sub total						
6 Other Capital Assets						
i.						
ii.						
.....						
Sub total						
Total						

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs : Rajarata University of Sri Lanka - Mihintale

Objective : Capital Expenditure Estimates

Programme: Construction Projects - Continuation

Rs'000

Project Name	TCE	Cumulative Expenditure up to 30.06.2016	Budget 2016	Estimates			Project KPI
				2017	2018	2019	
1. Clinical Building Stage I,II,III- Teaching Hospital, Anuradhapura							
2. Building of Faculty of Management Studies							
3. Construction Hostel 250 Students- Puliyankulama							
4. Building of Faculty of Social Social Sciences & Humanities							
5. Building of Faculty of Agriculture							
6. Deyata Kirula Projects - 2012							
7. Laboratory & Lec.-Hall - Faculty of App.Sciences							
8. Swimming Pool							
9.							
10. Staff Accommodation							
11. CDCE Building							
12. Pre Clinical Building							
13. Building for Technology							
14. Acquisition of 9 acre Land at Puliyankulama for Faculty of Agriculture-							
Land value							
Interest							
Total							

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs : Rajarata University of Sri Lanka - Mihintale

Objective : Capital Expenditure Estimates

Programme: Construction Projects - New

Rs'000

Project Name	TCE	Estimates				Project KPI
		2016	2017	2018	2019	
1. Acquisition of Land						
2. Construction of Model Hotel						
3. Construction of Sewerage System for Faculty of Medicine & Allied Sciences & Faculty of Agriculture						
4. Construction of Over Head Tank & Water Distribution System at Faculty of Agriculture						
5. Construction of proposed Laboratory & Lecture Hall Complex for Faculty of Agriculture						
6. Actuation of land for upland Research						
7. Construction & Completion of Department of Technological Studies (Phase III) Faculty of Applied Sciences						
8. Construction of Administrative Building for Faculty of Engineering						
9. Construction of laboratory & Work Shop Building for Faculty of Engineering						
10. Laboratory Equipment for Faculty of Engineering						
11. Construction of Sewerage System for Hostel Complex at Mihintale						
12. Construction of Sewerage System for Faculty of Agriculture						
13. Construction of Staff Quarters Complex (for Deans & Academic staff at Rambewa & Mihintale						
14. Construction of Road Network at Mihintale Premises						
15. Construction of Staff Quarters Complex for Administration & Non Academic staff at Mihintale						
16. Construction of Quarters Complex for Staff of Faculty of Agriculture & Faculty of Medicine & Allied Sciences						
17. Construction of Health Centre New Building Including wards						
18. Construction of Building for bhikku accommodation						
19. Construction of Shopping Complex						
20. Construction of Sewerage Plant at Sarvodaya Land						
21. Establishing Rajarata Research Institute						
Total						

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs : Rajarata University of Sri Lanka - Mihintale

Objective : Capital Expenditure Estimates

Programme: Human Capital and Other Development Projects

Rs'000

	Project Name	Estimates					Project KPI
		2016	Actual	2017	2018	2019	
1.	Diversification of existing degree program in Social Sciences and Humanities to create national and regionally relevant degree programs * Workshops for curricular revision with the participation of International and National Experts * Establishment of IT Departments/ strengthening existing Departments						
2.	Increase Access at least by 10% in the Academic year 2017/2018 * Increase Access in Faculties of Science and Management in universities through new or existing degree program based on market needs * Increase Access in Faculties of Medicine and Engineering in universities.						
3.	Quality Assurance and Accreditation * Strengthen the existing Quality Assurance Unit of UGC * Proposal for Establishment of independent quality Assurance and Accreditation Institute						
4.	Career Guidance of the undergraduates						
5.	Development of Technology & Vocational Training (BSc degree in technology Stream)						
6.	Establishment of Sinhala and Tamil Language Training Centre in Universities - to provide training on Tamil and Sinhala Language for the University Undergraduates						
	Total		-	-	-	-	

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs : Rajarata University of Sri Lanka - Mihintale

Objective : Capital Expenditure Estimates

Programme: Strengthening Research

Rs'000

Project Name	Estimates				Project KPI
	2016	2017	2018	2019	
1. Nationality relevant research					
a) Chronic Kidney Diseases					
b) Dengue					
2. Scientific, Engineering and Information Technology related innovative research					
3. Research into Demographic, Socio - Cultural and Economic issues					
4. Research relevant to industrial and Technological development and University industry linkage leading to innovative technological solutions					
5. Organization of International Conferences, symposia and research and publications.					
Total	-		-	-	

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs :

Objective :

Programme: Universities Township Project - Ongoing

Rs'000

Project Name	TCE	Cumulative Expenditure up to 30.06.2016	Budget 2016	Actuals January - June 2016	Estimates			Project KPI
					2017	2018	2019	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
.....								
.....								
Total	-	-			-	-	-	

Only for the approved Township Projects

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs :

Objective :

Programme: Projects Operated Utilizing Other Grants

Rs'000

Project Name	Estimates				Project KPI
	2016	2017	2018	2019	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
.....					
.....					
Total	-		-	-	

Note: One KPI should be develop for each project

Head No: 214 - UNIVERSITY GRANTS COMMISSION

University / HEIs :

Overall Key Performance Indicators

University/ Faculty Level Indicator	Current Year (2016)	2017	2018	2019	2020	2021
<u>University Level</u>						
Number of Publications in National/International peer reviewed journals						
Number of PhD/MPhil/MD/Masters holders for the year						
Number of Patent registered during the year						
Total expenditure in relation to the graduate output (Cost per graduate output)						
Number of National/International Rewards / Recognition/Accreditation						
Student Intake						

<u>Faculty Level</u>						
Faculty of						
Number of Publications in National/International peer reviewed journals						
Number of PhD/MPhil/MD/Masters holders for the year						
Number of Patent registered during the year						
Total expenditure in relation to the graduate output (Cost per graduate output)						
Number of National/International Rewards / Recognition/Accreditation						
Student Intake						
Faculty of						
Number of Publications in National/International peer reviewed journals						
Number of PhD/MPhil/MD/Masters holders for the year						
Number of Patent registered during the year						
Total expenditure in relation to the graduate output (Cost per graduate output)						
Number of National/International Rewards / Recognition/Accreditation						
Student Intake						
<i>(Please include all the Faculties of HEI)</i>						



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය

Annexure 14

අතිකාල වැඩ වෙනුවෙන් පූර්ව අනුමැතිය ලබා ගැනීම සඳහා අයදුම් පත්‍රය

පීඨය :
 අංශය :

1 අතිකාල මත කරවා ගත යුතු කාර්යයන් හා එහි අවශ්‍යතාවය:

1.
2.
3.
4.

2 මෙම වැඩ කොටස් හිඟ හිටීමට හේතු සහ වෙනත් ආකාරයකින් කරවාගත නොහැකි වීමට හේතු (දෛනිකව වැඩ අතපසු කිරීමෙන් අතිකාල වැඩ පටන්ගන්නේදැයි අංශ ප්‍රධානීන් වග බලාගත යුතුය)

.....

3 ඒ සඳහා යෙදවීමට බලාපොරොත්තු වන සේවකයින්ගේ නම හා එක් එක් අයෙකුට නිර්දේශ කරනු ලබන අතිකාල පැය ගණන

නම	පැය ගණන	නම	පැය ගණන
01	06
02	07
03	08
04	09
05	10

4 මේ සඳහා ප්‍රමාණවත් මුදල් ප්‍රතිපාදන තිබේද?

5 අතිකාල මත කරන වැඩ සටහන් හා වැඩ කරන ලේඛණයක් පවත්වා ගන්නවාද?.....

6 ඉහත සේවාවන් සාමාන්‍ය රාජකාරී වේලාවන් තුළ ඉටු කරවාගත නොහැකි බවත්, අතිකාල පදනම මත කරවා ගත යුතු බවටත් නිර්දේශ කරමි.

දිනය : අංශ ප්‍රධාන/ අංශාධිපති/ පුස්තකාලයාධිකාරී

“අ” කොටස
 ලේඛකාධිකාරී/ පීඨාධිපති/ පුස්තකාලයාධිකාරී නිර්දේශය/ අනුමැතිය

ඉහත සේවක සේවිකාවන් දෙනාට පැය ක් නිර්දේශ කරමි/ අනුමත කරමි.

දිනය : අංශ ප්‍රධාන/ අංශාධිපති/ පුස්තකාලයාධිකාරී

“ආ” කොටස

ඉහත සේවක සේවිකාවන් දෙනාට පැය ක් අනුමත කරමි.

දිනය : උපකුලපති

සටහන:

- i. පැය 20 උපරිමය දක්වා වන අතිකාල අංශ ප්‍රධාන/ අංශාධිපති නිර්දේශය මත ලේඛකාධිකාරී/ පීඨාධිපති අනුමත කරනු ඇත.
- ii. පැය 20-40 දක්වා අතිකාල ලේඛකාධිකාරී/ පීඨාධිපති නිර්දේශය සහිතව උපකුලපති අනුමත කරනු ඇත.
- iii. පැය 40 ඉක්මවන සියලුම අතිකාල මුදල් කමිටුව වෙත යොමු කිරීම සඳහා මූල්‍යාධිකාරී වෙත යොමු කළ යුතුය.
- iv. අදාල පූර්ව අනුමැති අයදුම්පත් සෑම මසකම 10 දිනට පෙර ඉදිරිපත් කළ යුතුය.



ශ්‍රී ලංකා රජයේ විශ්වවිද්‍යාලය

Annexure 15

අතිකාල දීමනා වටුවරය මෙවලම් කේතර උතුරු OVERTIME VOUCHER

පොදු 35 අ
 பொது 35 அ
 General 35 a
 (A4* S., T. & E.) 1/76
 (Internet Version)

අ. බලය දීම/அ. அனுமதியளித்தல் A. Authorisation

- 1. (අ) ඉල්ලුම්කරුගේ නම
 (அ) கோருபவரின் பெயர்
 (a) Name of Claimant
- (ආ) පදවි නාමය
 (ஆ) பதவிப் பெயர்
 (b) Designation
- 2. සේවා ස්ථානයේ නම
 இடம்
 Place of Work
- 3. ගෙවීම් ඛණ්ඩ
 சம்பளக் கூறு
 Pay Unit
- 4. මාසික වටුවර රු.
 மாதச் சம்பளம்
 Salary per month Rs.
- 5. පැයකට අතිකාල ගාස්තු රු.
 மணித்தியால மெலதிக நேர வீதம் ரூ.
 Overtime Rate per hour Rs.
- 6. කළ යුතු අතිකාල වැඩ පිළිබඳ විස්තර/ செய்யவேண்டிய මෙවලම්කේතර වේලාවන් විස්තර / Details of overtime work to be performed -
 සටහන - අතිකාල අනුමත කිරීමේ දී ආයතන සංග්‍රහයේ x වෙනි පරිච්ඡේදයේ 3 වන කොටස බැලිය යුතුය. දෙන නිලධාරීගේ අවධානය යොමු කෙරේ.

(අ/அ/ a) කාල සීමාව காலம் Period		(ආ/ஆ/ b) අනුමත අතිකාල පැය ගණන மெலதிக நேரம் அனுமதிக்கப்பட்ட மணித்தியாலங்கள் No. of hours overtime allowed	(ඇ/இ/ c) සමීපුරණ කළ යුතු වැඩ සහ ඒකක පිළිබඳ විස්තර மெலதிக நேர வேலையின் போது முற்றுப்பெற வேண்டிய வேலையினது விபரமும் அலகுகளும் Description and units of work to be completed	(ඈ/ஈ/ d) අතිකාල සඳහා බලය දෙන නිලධාරියාගේ අත්සන සහ පදවිය නාමය மெலதிக நேர வேலை அனுமதிக்கும் உத்தியோகத்தாரின் கையொப்பமும் பதவிப்பெயரும் Signature and Designation of Officer authorising overtime
සිට முதல் From	දක්වා வரை To			

ආ. අනුමැතිය /ஆ. அங்கீகாரம் B. Approval

7. අවසන් කර ඇති අතිකාල වැඩ පිළිබඳ විස්තර/ மேலதிக நேர வேலை விபரங்கள்/ Details of overtime work done -

දිනය திகதி Date	(ආ/ஆ/ b) වේලාව/மணி Time		(ඇ/இ/ c) පැය ගණන மணித்தியால எண்ணிக்கை No. of hours	(ඈ/ஈ/ d) වැඩ විස්තරය வேலையின் விபரம் Description of Work	(ඉ/உ/ e) අවසන් කර ඇති වැඩ ඒකක ගණන முடிக்கப்பட்ட வேலை அலகுகளின் எண்ணிக்கை No. of Units of work completed	(ஊ/஋/ f) අනුමත කරන නිලධාරියාගේ අත්සන அனுமதிக்கும் உத்தியோ கத்தரின் கையொப்பம் Signature of approving officer
	සිට முதல் From	දක්වා வரை To				
						නියමිත ලෙස හා සාධාරණ ලෙස අතිකාල ඉපැයූ බවට මම පෞද්ගලිකව සහිමට පත්වෙමි. මෙවලම් කේතරයේ තීරණයට මාගේ මුහුණදීමට පෙරාතුවම මාගේ මනස තීරණය කළාය.
						I am personally satisfied that the overtime has been actually and fairly earned.

එකතුව/ மொத்தம் / Total

- 8. ඉල්ලා ඇති මුදල වටහයෙන් සහ ඉලක්කමෙන්
 கோரும் தொகை எழுத்துக்களிலும் எண்களிலும் }
 Amount claimed in words and figures
 - 9. ඉල්ලුම්කරුගේ අත්සන
 கோருபவரின் கையொப்பம் }
 Signature of Claimant
- දිනය }
 திகதி }
 Date }

ඇ ගෙවීම/இ. கொடுப்பனவு /C. Payment

10. දෙපාර්තමේන්තුව
 திணைக்களம் }
 Department

12. ගෙවීමට බලය: ලිපිගොනු අංකය
 கொடுப்பனவுக்கான அதிகாரம் : கோவை இல. }
 Authority for Payment : File No.

13. වැය වර්ගීකරණය/செலவினப் பகுப்பு /Expenditure Classification -

11. වවුචර් අංකය
 உறுதிச்சீட்டு இல }
 Voucher No.

12. (a) පත් ඉරු අංකය
 பக்க இல }
 Folio No.

සේවා ස්වභාවය சேவையின் தன்மை Nature of Service	ශීර්ෂක தலைப்பு Head	වැය සටහන நகழ்ச்சி திட்டம் Programme	ව්‍යාපෘතිය கருத்திட்டம் Project	වැය විෂය සංකේත செலவுவிய குறியீடு Object Code	වැය විෂය නාමය செலவுவிய விபரம் Object Title	එකතුව தொகை Total	
						රුපියල් ரூபா Rs.	සෙන්ට් சதம் cts.
මුළු ග/பற்றுத் தொகை/TOTAL DEBITS ..							

14. අඩු කිරීම් කිරීමක් ඇදහාත් වට බලය/ஏதாவது கழிவிருந்தால்
 அதற்கான அதிகாரம்/Authority for deductions, if any -

						බැර විස්තරය/வரவு விபரம் /Credit Particulars	

15. ගෙවිය යුතු ඉදිරි මුදල/கொடுப்பனவு செய்ய வேண்டிய தேரிய தொகை/ Net amount Payable

16. පරීක්ෂක කරන නිලධාරියාගේ අත්සන
 செவ்வை பார்க்கும் உத்தியோகத்தாரின் கையொப்பம் }
 Signature of Checking Officer

දිනය
 திகதி }
 Date

17. මාගේ පුද්ගලික දැනුමේ හැටියට/ අදාළ ගොනුවල පසු පිටි කිරීමෙන් සහතික කරමි, ඉහත සේවා/ වැඩ සඳහා නිසි පරිදි බලය ලැබී ඉඩකර ඇති බවද, ඒ සඳහා රුපියල්..... හා සෙන්ට්..... ගෙවීම රෙගුලාසි/ கிවිසුම්වලට අනුකූල බවත් සාධාරණ බවත් සහතික කරමි.
 மேற்காணும் சேவைகள்/ வேலைகள் முறையாக அதிகாரம் பெற்று நிறைவேற்றப் பெற்றன என்றும் ரூபா.....
 சதம் கொடுப்பனவு வழங்கு விதிக்கக்கூடியவையுள்ளது. ஒப்பந்தத்துக்கமையவுள்ளது. நியாயமானதும் நீதியானதும் என்றும்
 எனது சொந்த அறிவிலிருந்தும் சம்பந்தப்பட்ட கோப்புகளிலுள்ள மறுபக்கத்திலுள்ள சான்றிதழ்களிலிருந்தும் நான் உறுதிப்படுத்துகின்றேன்.

I certify from personal knowledge/ from the certificates in the relevant files/ overleaf that the above services/ works were duly authorized and performed and that the payment of Rupees..... and cents is in accordance with regulations/ contract/ fair and reasonable.

දිනය
 திகதி }
 Date

විද්‍යම සහතික කරන නිලධාරියාගේ අත්සන හා නමකර.
 செவ்வைத்ததை உறுதிப்படுத்தும் உத்தியோகத்தாரின் கையொப்பமும் பதவியும்
 Signature and title of the officer certifying Expenditure

18. ගෙවීමට අනුමත කරන ලදී/கொடுப்பனவு செய்வதற்கு ஏற்றுக்கொள்ளப்பட்டது /Passed for Payment

දිනය/திகதி/ Date :

අත්සන හා නමකර/கையொப்பமும் பதவிப்பெயரும்
 Signature and Designation.

19. ගෙවන ලද වැටුප් අංකය
 கொடுத்த காசோலை இல. }
 Paid by cheque No.

20. පිල්ලර කාසි ගෙවීමේ නම සරළයේ අත්සන
 சில்லரைப் பணத்திலிருந்து கொடுக்குமிடத்து சிறாப்பாரின் ஒப்பம் }
 Signature of Shroff if paid from Petty Cash

දිනය/திகதி/ Date

21. ඉහත සඳහන් කරණය වෙනුවෙන් 20 ක් වූ මස වැනි දින
 රුපියල් හා සෙන්ට් ක් ලදී.

மேற்படி கொடுப்பனவுக் கணக்குத் தொகை ரூபா..... சதம் ரூ 20..... ஆம் ஆண்டு மாதம்
 நாள் பெற்றுக்கொண்டேன்.

Received this..... day of..... 20..... in payment of the above account the sum of Rupees..... and cents.....

සාක්ෂි/சாட்சி/ Witnesses

1.
 2.

සටහන - අතිකාල වැඩ ආරම්භ කිරීමට පෙර "අ" කොටස සම්පූර්ණ කළ යුතුයි. දිනපතාම "ආ" කොටසේ 7 සම්පූර්ණ කළ යුතු අතර අනුමත කරන නිලධාරියාගේ අත්සන දිනපතාම ලබාගත යුතුය.

குறிப்பு - மேலதிகநேர வேலை தொடங்கு முன்னர் "அ" பகுதி நிரப்பப்படல் வேண்டும். "ஆ" 7 பகுதி தினமும் நிரப்பப்பட்டு அங்கீகாரம் வழங்கும் உத்தியோகத்தாரின் கையொப்பம் பெறப்பட வேண்டும்.

Note - Section A should be completed before overtime work commences. Section. B-7 should be entered daily and the signature of the approving officer obtained daily.



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
මිහින්තලේ
උත්සව පූර්ව අත්තිකාරම් සඳහා ඉල්ලුම් පත්‍රය

Annexure 16

- 01. මූලකරු සමග නම :
- 02. වැටුප් අංකය :
- 03. සේවයට පත්වූ දිනය :
- 04. සේවය කරන අංශය :
- 05. සේවයෙහි ස්වභාවය :
- 06. ඉල්ලුම් කරන මුදල :

ඉහත සඳහන් විස්තර නිවැරදි බව සහතික කරමි.

දිනය :
 ඉල්ලුම්කරුගේ අත්සන

මෙහි පහත කොටස් සම්පූර්ණ කළයුත්තේ අනියම්/ තාවකාලික/ කොන්ත්‍රාත් සේවකයන් පමණි.

සහකාර මූලාධිකාරී

මෙම ඉල්ලුම්පත්‍රය ඉදිරිපත් කර ඇති අනියම්/ තාවකාලික/ කොන්ත්‍රාත් මහතා/ මහත්මිය දැනට මාස තුනකට නොඅඩු කාලයක් සේවයෙහි යෙදී සිටි නිසාත් මින් ඉදිරියට මාස දහයක් සේවයේ යෙදවීමට බලාපොරොත්තු වන නිසාත් ඉල්ලුම් කර ඇති රු..... අත්තිකාරම් මුදල අනුමත කරමි.

දිනය :
 අංශ ප්‍රධාන

ඇපකරුගේ ප්‍රකාශය

- 01. සම්පූර්ණ නම :
- 02. පදිංචි ලිපිනය :
- 03. තනතුර :
- 04. දැනට ලබන මාසික වැටුප :
- දීමනා :
- 05. පත්වීමේ ස්වභාවය (ස්ථිර/තාවකාලික) :

ඉහත දැක්වෙන පරිදි උත්සව අත්තිකාරම් සඳහා රු.10,000/-ක් අයදුම් කර ඇති මයා/ මිය ගෙන් එම මුදල විශ්වවිද්‍යාලයට අයකර ගැනීමට අපොහොසත් වුවහොත් එම මුදල මාගේ වැටුපෙන් අඩුකර ගැනීමට මෙයින් බලය පවරමි.

දිනය :
 ඇපකරුගේ අත්සන



Annexure 17

ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
මිහින්තලේ
විශේෂ අත්තිකාරම් සඳහා ඉල්ලුම් පත්‍රය

- 01. මූලකරු සමග නම :
- 02. වැටුප් අංකය :
- 03. සේවයට පත්වූ දිනය :
- 04. සේවය කරන අංශය :
- 05. සේවයෙහි ස්වභාවය :
- 06. ඉල්ලුම් කරන මුදල :

ඉහත සඳහන් විස්තර නිවැරදි බව සහතික කරමි.

දිනය :
ඉල්ලුම්කරුගේ අත්සන

මෙහි පහත කොටස් සම්පූර්ණ කළයුත්තේ අනියම්/ තාවකාලික/ කොන්ත්‍රාත් සේවකයන් පමණි.

සහකාර මූලධාරී

මෙම ඉල්ලුම්පත්‍රය ඉදිරිපත් කර ඇති අනියම්/ තාවකාලික/ කොන්ත්‍රාත්
 මහතා/ මහත්මිය දැනට මාස තුනකට නොඅඩු
 කාලයක් සේවයෙහි යෙදී සිටි නිසාත් මින් ඉදිරියට මාස දහයක් සේවයේ යෙදවීමට බලාපොරොත්තු වන නිසාත්
 ඉල්ලුම් කර ඇති රු..... අත්තිකාරම් මුදල අනුමත කරමි.

දිනය :
අංශ ප්‍රධාන

ඇපකරුගේ ප්‍රකාශය

- 01. සම්පූර්ණ නම :
- 02. පදිංචි ලිපිනය :
- 03. තනතුර :
- 04. දැනට ලබන මාසික වැටුප :
- දීමනා :
- 05. පත්වීමේ ස්වභාවය (ස්ථිර/තාවකාලික) :

ඉහත දැක්වෙන පරිදි උත්සව අත්තිකාරම් සඳහා රු.4,000/-ක් අයදුම් කර ඇති
 මයා/ මිය ගෙන් එම මුදල විශ්වවිද්‍යාලයට
 අයකර ගැනීමට අපොහොසත් වුවහොත් එම මුදල මාගේ වැටුපෙන් අඩුකර ගැනීමට මෙයින් බලය පවරමි.

දිනය :
ඇපකරුගේ අත්සන



Annexure 18

ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
මිහින්තලේ

ආකෘතිපත/ අංක/ මු/ ණය 1

..... වාර්ෂික...../ආපදා ණය ඉල්ලුම් පත්‍රය

- වැදගත්: i) සියළුම හිස්තැන් පුරවන්න. තොරතුරු සම්පූර්ණ කිරීම වස් අවශ්‍ය තැන්වල “නොමැත” හෝ “කිසිවක් නොමැත” යනුවෙන් ලියන්න.
 ii) මෙහි සඳහන් කරන සියළුම විස්තර අයදුම්පත ඉදිරිපත් කරන දිනයෙහිදී පවතින පරිදි විය යුතුය.
 iii) ඉල්ලා ඇති සියළුම විස්තර මෙම අයදුම්පත සමග ඉදිරිපත් කළහොත් ඉල්ලීම ගැන අප්‍රමාදව ක්‍රියා කළ හැකිය.

- ඒ) 01. සම්පූර්ණ නම :.....
 02. පදිංචි ලිපිනය :.....
 03. තනතුර :.....
 04. සේවය කරන අංශය :.....
 05. දැනට ලබන : මාසික ඒකාබද්ධ වැටුප.....
 දීමනා :.....
 06. උපන් දිනය : වයස: අවු:.....
 07. මුල් පත්වීමේ දිනය :.....
 08. පත්වීමේ ස්වභාවය : ස්ථිර/ තාවකාලික :.....
 09. විශ්‍රාම වැටුප් සහිත සේවය වෙනොත් :.....
 10. විවාහක/ අවිවාහක භාවය :.....
 11. ස්ථාන මාරුවක් ලබා මෙම විශ්වවිද්‍යාලයේ සේවය :.....
 කරන්නේ නම් කලින් සේවය කළ විශ්වවිද්‍යාලය/ මණ්ඩපය :.....
 12. ස්ථාන මාරුවීම් ලැබූ දිනය :.....

- බී) 1. කලත්‍රයාගේ
 i. නම :.....
 ii. සේවා ස්ථානය :.....
 iii. තනතුර :.....
 iv. මාසික වැටුප : මාසික වැටුප
 දීමනා :.....

- සී) 1. ණය ලබාගැනීමට බලාපොරොත්තු වන කාරණය :.....
 2. ඉල්ලුම් කරණ ණය මුදල : රු.....

- ඩී) ඉල්ලුම තහවුරු කිරීමේ ලියකියවිලි
 1. :..... 2. :.....
 2. යෝජිත ඇපකරු
 i. නම :.....
 ii. තනතුර :.....
 iii. මණ්ඩපය/ කාර්යාලය :.....

ඊ) ආපසු ගෙවීමට ඇති ණය

	ණයෙහි ස්වභාවය	ලබාගත් දිනය	මුදල	අංකය
i.	ආපදා ණය
ii.	ආපදා ණය
iii.	වාහන ණය
iv.	අර්ථසාධක ණය

එඟ්) i. අයදුම්කරු ඇප කරුවකු වශයෙන් ඇති වගකීම : නොගෙවූ ඉතිරි මාසික වාරිකය
 ණයකරු මුල් මුදල
 නම අංශය තනතුර

ඉහත සඳහන් ප්‍රකාශය සෑම අතින්ම සත්‍ය වගන්, නිවැරදි වගන්, සම්පූර්ණ වගන්, අංක 40 හා 1974.11.15 දින දරණ සැපයීම් හා මුදල් වක්‍රලේඛයෙහි විධිවිධාන අනුව මා වෙත දෙනු ලබන ණය මුදල සඳහා රජරට විශ්වවිද්‍යාලය විසින් එම ප්‍රකාශනය විශ්වාස කරන වග දන්නා වගත් මෙයින් ප්‍රකාශ කර සිටිමි.

දිනය :.....
 ඉල්ලුම්කරුගේ අත්සන

ඒ) **කාර්යාලයීය ප්‍රයෝජනය සඳහා පමණි**
සහතිකය (ආයතන අංශයෙන් නිකුත් කිරීම සඳහා)

උයදුම්පතෙහි 'ඒ' කොටසෙහි සඳහන් තොරතුරු ආයතන අංශයෙහි පවත්වාගෙන යනු ලබන ලිපි ලේඛණ අනුව නිවැරදි වගට සහතික කරමි.

දිනය :.....
 ලේඛකාධිකාරී/ සහකාර ලේඛකාධිකාරී



Annexure 19

ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
මිහින්තලේ
පරිගණක / වාහන (මෝටර් රථ/ මෝටර් බයිසිකල්/ පාපැදි) ණය ඉල්ලුම් පත්‍රය

01. අයදුම්කරුගේ නම :
02. පදිංචි ලිපිනය :
03. තනතුර :
04. පත්වීම් දිනය :
05. උපන් දිනය : වයස: අවු:.....
06. අ) ස්ථීරද/ තාවකාලිකද/ ද්විතීයනය කරන ලද ද යන වග :
- ආ) ස්ථීර නම් තනතුර තහවුරු කරන ලදද යන වග :
07. දැනට ලබන මාසික වැටුප :
08. සේවය කරන දෙපාර්තමේන්තුව :
09. ණය ලබා ගැනීමට අවශ්‍ය කාරණය (පරිගණක/මෝටර් රථ/ මෝටර් බයිසිකල්/ පාපැදි) :
10. විවාහක/ අවිවාහක භාවය :
11. ණය මුදල ඉල්ලුම් කරන්නේ මෝටර් රථයක් සඳහා නම් තමන්ට අයත් වෙනත් මෝටර් රථයක් නැද්ද යන වග :
12. ඉල්ලුම් කරන ණය මුදල :
13. පරිගණක/ වාහන ණය කලින් ලබාගෙන ඇත්නම් : (පරිගණක/මෝටර් රථ/ මෝටර් බයිසිකල්/ පාපැදි)
 - අ) අන්තිම වරට ලබාගත් ණය මුදල :
 - ආ) අන්තිම වරට ණය ලබාගත් දිනය :
 - භ) එම ණය මුදල ගෙවා අවසන් වූ දිනය :
14. වෙනත් සේවකයින්ට ණය මුදල් ලබා ගැනීම සඳහා ඔබ ඇපකරුවෙකු වශයෙන් අත්සන් කර තිබේද? එසේ නම් ඒ පිළිබඳ විස්තර

	ඇප වූ දිනය
අ) සේවකයාගේ නම :
ආ) :
15. ඉදිරිපත් කරන ඇපකරුගේ විස්තර (ප්‍රකාශන පත්‍රයද මේ සමග ඉදිරිපත් කළ යුතුයි)

	තනතුර	දෙපාර්තමේන්තුව
01. :
02. :

(1) සිට (15) දක්වා දැක්වෙන ඉහත සඳහන් විස්තර සත්‍ය හා නිවැරදි බව මෙයින් ප්‍රකාශ කරමි.

දිනය : ඉල්ලුම්කරුගේ අත්සන

දෙපාර්තමේන්තු ප්‍රධානකැනගේ නිර්දේශය:

(සැ.යු.- ඉල්ලා ඇති වර්ගයේ ණයක් අයදුම්කරුගේ රාජකාරි නිසි ලෙස හා කාර්යක්ෂමව ඉටුකිරීමට අත්‍යවශ්‍ය බව නිර්දේශ කරන්නේද? නැද්ද? යන්න පැහැදිලිව සටහන් කරන්න)

දිනය : දෙපාර්තමේන්තු ප්‍රධාන/ අංශ ප්‍රධාන

ආයතන අංශයෙන් නිකුත් කිරීම සඳහා:

අදාල ලියකියවිලි සමග පරීක්ෂා කර බැලීම් අයදුම් පත්‍රයෙහි අංක 01 සිට 10 දක්වා ඇති ඡේදයන් හි දැක්වෙන තොරතුරු නිවැරදිය.

දිනය : ආයතන ලිපිකරු

නිවැරදි බවට සහතික කරමි:

දිනය : ලේඛකාධිකාරී/ ජ්‍යෙෂ්ඨ සහකාර ලේඛකාධිකාරී

Annexure 20

ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
මිහින්තලේ
විශ්වවිද්‍යාල අර්ථසාධක අරමුදලින් ණය මුදල් ගැනීම සඳහා වූ අයදුම්පත

01. සම්පූර්ණ නම :
02. ස්ථීර ලිපිනය :
03. උපන් දිනය හා වයස : වයස: අවු:.....
04. සේවය කරනු ලබන විශ්වවිද්‍යාලය/
උසස් අධ්‍යාපන ආයතනය :
- අංශය :
05. දැනට දරන තනතුර :
06. පත්වීමේ ස්වභාවය :
07. සේවයට පත්වූ දිනය :
08. විශ්වවිද්‍යාල අර්ථසාධක අරමුදලේ
සාමාජික අංකය :
09. පසුගිය වර්ෂයේ දෙසැම්බර් 31 වැනි දිනට අර්ථසාධක අරමුදලේ ශේෂය :
- (ශේෂ ප්‍රකාශ ඇමිණිය යුතුය)
10. දැනට ලබන වැටුප :
11. ඉල්ලුම් කරන ණය මුදල :
12. ණය මුදල ඉල්ලුම් කිරීමට හේතුව :
13. අර්ථසාධක අරමුදල ඇපයට තබා ඇති වෙනත් ණය

i. සේවක ණය	:
ii. ආපදා ණය	:
iii. වාහන ණය	:
14. විශ්වවිද්‍යාලයේ අනෙක් සේවකයින් වෙනුවෙන් ඇප බැඳීම්

i. ඇපයේ ස්වභාවය	:
ii. මුදල	:
15. ජාතික හැඳුනුම්පත් අංකය :
16. මීට පෙර අර්ථසාධක අරමුදලින් ණය ලබාගත් දිනය :
17. දුරකථන අංකය :
18. ඉල්ලුම්කරුගේ ප්‍රකාශය:-

විශ්වවිද්‍යාල අර්ථසාධක අරමුදලින් ණය දීම සම්බන්ධයෙන් නිකුත් කර ඇති විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාවේ වක්‍රලේඛ අංක 362/382/385 යන 397 කියවා, එහි ණය දීම පාලනය වන නීතිරීති හොඳින් තේරුම් ගනිමි.

තවද, මාගේ අර්ථසාධක අරමුදලෙහි බැරට ඇති ශේෂය ඇප වශයෙන් තබාගෙන මෙම ණය මුදල නිකුත් කරනු ලබන බව දනිමි.

මොනායම් හේතුවක් නිසා හෝ විශ්වවිද්‍යාල සේවය අවසන් කිරීමට සිදුවූ අවස්ථාවේදී, මාගෙන් අයවීමට ඉතුරුවී ඇති ණය මුදල, මාගේ අර්ථසාධක අරමුදල නිදහස් කිරීමේදී අයකර ගැනීමට, විශ්වවිද්‍යාලයේ ලේඛකාධිකාරීට හා විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාවේ ලේකම්ට මෙයින් බලය පවරමි.

එසේම රැකියාව කරන අවස්ථාවේදී මා මියගියහොත් හෝ රැකියාවෙන් අස්වූ පසු අර්ථසාධක අරමුදල් ගෙවීමට පෙර මා මියගියහොත්, මාගෙන් අයවිය යුතු ණය මුදල මාගේ උරුමකරයන්ට, ගෙවිය යුතු අර්ථසාධක අරමුදලින් අඩුකර ගැනීමට විශ්වවිද්‍යාලයේ ලේඛකාධිකාරීට සහ විශ්වවිද්‍යාල ප්‍රතිපාදන කොමිෂන් සභාවේ ලේකම්ට මෙයින් බලය පවරමි.

දිනය :..... අයදුම්කරුගේ අත්සන

සාක්ෂි :.....

සාක්ෂිකරුගේ නම :.....

අත්සන :.....

දිනය :.....

කාර්යාල ප්‍රයෝජනය සඳහා පමණි.

අයදුම්පතෙහි 1 සිට 8 දක්වා සඳහන් තොරතුරු ආයතන අංශයේ පවත්වාගෙන යනු ලබන පෞද්ගලික ලිපිගොනුව අනුව නිවැරදි බවට සහතික කරමි.

දිනය :..... ලේඛකාධිකාරී/ ජ්‍යෙෂ්ඨ සහකාර ලේඛකාධිකාරී



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය

Annexure 21

(නිකුත් කළ දින සිට දින 30ක් ඇතුළත ගෙවිය යුතුය.)

ගමන් වියදම් ඉල්ලීම

ලෙජර් අංකය									
------------	--	--	--	--	--	--	--	--	--

මුදල් වර්ෂය :

වෙක්පත් අංකය									
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වැය ශීර්ෂය :

වාර්ෂික ඒකාබද්ධ වැටුප රු. :

නිලධාරියාගේ නම :

අනුමත වෙනත් දීමනාව හෝ පරිවර්තිත ගමන් වියදම රු. :

පදවිය :

සංයුක්ත දීමනාව රු. :

අධ්‍යයන :

මෝටර් රථය/බයිසිකලය රු. :

අංශය/ අංශය :

(පැ./කි.මී. 1ට)

විශ්වවිද්‍යාලයේ සේවය පිණිස සඳහා ට යාම වෙනුවෙනි
(අනුමත රාජකාරිය)

- (අ) ප්‍රවාහන දීමනාව *
- (ආ) සංයුක්ත දීමනාව *
- (ඇ) කා.කා.ස./ සේවක හා රියදුරු බටා ඉල්ලන මුදල
- අඩුකළා
ලබාගත් අත්තිකාරම්
අයවීමට ඇති ඉතිරි මුදල

රු.	ශත

රුපියල් (අකුරෙන් ලියන්න) ශත කින් සමන්විත වන ඉහත සඳහන් ඉල්ලීමට ඇතුළත් වන්නේ රජයේ සේවය පිණිස මා ගිය ගමන් බිමන් පිළිබඳව නිරවද්‍ය සටහනක් බවත්, එම ගමන් වියදම දැරීම අවශ්‍ය හා ඇත්ත වශයෙන්ම දරන ලද බවත්, අය කර තිබෙන මිල ගණන සාධාරණ හා යුක්තියක් වන අතර ම නීති රීති වලට අනුකූල බව බවත්, මා කළ රාජකාරියේ ස්වභාවය අනුව ඒ ගමන ගියේ ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයට හැකි තරම් අඩුවෙන් වියදම් බව අයුරින් කිට්ටුම මාර්ගයෙන් බවත්, සහතික කරමි.

පරීක්ෂා කරන ලදී. වේලාවන් නිවැරදිය. ඉල්ලීම කරන නිලධාරියාගේ අත්සන
 දිනය:.....
 පරීක්ෂා කරන ලද නිලධාරියාගේ අත්සන ගෙවීම් අනුමත කරමි.
 දිනය:.....
 බලය ලත් නිලධාරියාගේ අත්සන දිනය:.....

- මුදල් ගෙවන කාර්යාලයේ ප්‍රයෝජනය සඳහා -

හරිවැරදි බලන ලදී. නිවැරදිය. ගෙවීම් සහතික කරමි.
 හරිවැරදි බලන ලද නිලධාරියාගේ අත්සන මූල්‍යාධිකාරී අත්සන
 දිනය:..... දිනය:.....
 මුදල/ වෙක්පත් අංකය:.....
 දිනය:.....
 මම ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලයෙන් රුපියල් ශත ක්
 භාර ගතිමි අත්සන:.....
දිනය:.....



Annexure 22

ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
Rajarata University of Sri Lanka

ගෙවීම් වවුචරය/ Payment Voucher

මූල්‍ය වර්ෂය Financial Year } උප ශීර්ෂය Sub-Head } විෂය Item }	වවුචර අංකය Voucher No } චෙක් අංකය Cheque No } දිනය Date }
---	--

Payable to: ට ගෙවිය යුතුය.

දිනය Date	ඉටුකළ සේවය කරන හෝ ලද වැඩයේ හෝ සැපයූ බවුවල හෝ විස්තරය සහ අවශ්‍ය නම් අනුමත කරන නිලධාරියාගේ සහතිකය Description of service rendered, work executed or goods, supplied and authorizing officer's certificate where necessary	වැලේ පිටුව V.L.Folio	වැය Votes	මුදල Amount	
				රු. Rs.	ශත Cts
	ගෙවීමට ඇති බලය සහ ගොනු සම්බන්ධය Authority for payment and reference to file				
මුළු ගණන අකුරින් Total in the words					

අදාළ ලියකියවිලි නිවැරදියි.
වවුචරය සකස් කරන ලද්දේ
සහතික කරමි.

විධි වූ අවසරය, ආදායකයා සහ වැය ශීර්ෂය නිවැරදි
බවත්, සේවය ලබාගෙන ඇති බවත්

අත්සන:
දිනය :

.....
සේවය ලබාගත් අංශ ප්‍රධාන/ නිලධාරියා

නිවැරදි ගාස්තු ප්‍රමාණය, වැය ශීර්ෂය, විධි වූ
අවසරය හා ගණන් බැලීම ආදිය පරික්ෂා කළා,
කරමි.

ඉහත සඳහන් සැපයීම්/ සේවයන්/ වැඩ විධි වූ පරිදි අරමුණ ඇතිව
කරන ලද බවත්, එසේම රෙගුලාසි වලට අනුකූල බවත් සහතික

අත්සන:

.....
සහකාර මූල්‍යාධිකාරී

දිනය :

දිනය :

මෙම ගෙවීමට අදාළ භාණ්ඩ / ද්‍රව්‍ය ලැබුණ
බවත්, තොග පොතේ/බඩු වට්ටෝරු පොතේ
..... පිටුවෙහි ඇතුළත් කර ඇති බවත්
සහතික කරමි.

අත්සන

තනතුර

දිනය

ඉහත සඳහන් ගණනය වෙනුවෙන් රුපියල්.....
..... මස දින භාර ගනිමි.
Received this..... day of
.....20..... in payment of the above
account, the sum of Rupees

.....
ලබන්නාගේ අත්සන

මුදල රු. 25000/- ක්
හෝ ඊට වැඩිනම් රු.
25/- ක මුද්දරයක්
අවශ්‍යය. Rs 25/- Stamp
required on amounts of
Rs 25000/= or over

අදාළ නොවන වචන කපා හරින්න.
නිකුත් කළ දින පටන් දවස 30 ඇතුළතදී ගෙවිය යුතුයි/ Payable within 30 days of issue



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය

නොමිලයේ දෙන නිවාඩු දුම්පිරිය බලපත්‍ර ඉල්ලුම් කිරීමයි
APPLICATION FOR FREE RAILWAY HOLIDAY WARRANTS

21 වැනි පොදු ආකෘති පත්‍රය
General 21
(A4⁺ S., & E) 11/58
(Internet Version)

දෙපාර්තමේන්තුවේ වෙනම යි
කාර්යාලය : දිනය : 30 වැනි දින
To The Department :
Office : Date :

- ඉල්ලුම්කරු/කාරියේ නම } Name of Applicant
- තනතුර } පන්තිය } ශ්‍රේණිය }
Appointment } Class } Grade }
- දැන් ලබන වාර්ෂික වැටුප : රු. } Present Annual Salary Rs. }
4 මුලින්ම පත්වූ දිනය } Date of First Appointment }
- තනතුර ස්ථිර ද, අතිරේක ද, නාවකාලික ද? } Is the Appointment Fixed, Extra or Temporary ?
- ඉල්ලුම්කරු/ කාරි විවාහකද, අවිවාහකද, වැන්දඹු අයෙක් ද, නීත්‍යානුකූලව වෙන් වූ අයෙක් ද?, දික්කසාද වූ අයෙක් ද? } Is the Applicant Married/ Single/ Widower/ Widow/ Legally separated/ Divorced ?
- ස්වාමීපුරුෂයා/ භාග්‍යීව රජයේ සේවයේ නියුක්ත ද? } Is the Spouse in the Public Service ?
ඵසේ නම් පහත අයා ඇති කරුණු දක්වන්න.
If so, Please state -
ස්වාමීපුරුෂයා/ භාග්‍යීව සේවය කරන දෙපාර්තමේන්තුව } Department in which spouse is employed
මහු/ ඇය දරන තනතුර } Post held by Spouse
මහු/ ඇය දරන තනතුර නාවකාලික ද, ස්ථිර ද? } Is the Post Temporary or Permanent ?
මහුගේ/ ඇයගේ තනතුරට අයත් වැටුප් ක්‍රමය } Salary scale attached to post
Present Annual Salary
- ඉල්ලුම්කරු/ කාරි භාග්‍යීවගෙන්/ ස්වාමීපුරුෂයාගෙන් නීත්‍යානුකූලව වෙන් වූ අයෙක් නම් නැතහොත්, දික්කසාද වූ අයෙක් නම්, අධිකරණය මගින් ළමයින්ගේ භාරකාරත්වය පවරන ලද්දේ කාට ද යන වග } If legally separated or divorced, the spouse to whom the custody of the children has been granted by Court
- ඉවමනා බලපත්‍රය පිළිබඳ විස්තර - } Particulars of Warrant required -

ඉල්ලුම්කරු/ කාරි } Applicant විවාහක නම්, භාග්‍යීව/ ස්වාමීපුරුෂයා } If married, Wife/ Husband අවිවාහක/ වැන්දඹු, අයෙක් නම් - } If Single/ Widow/ Widower - මවගේ නම† } Mother's Name† සොහොයුරියගේ නම† } Sister's Name† ළමයින්† } Children†	පන්තිය } Class	යාමට හෝ රිමට හෝ පමණක් දෙන සාමාන්‍ය බලපත්‍රයක් ද, යාම රිම දෙක ම සඳහා දෙන බලපත්‍රයක්ද, සති අන්ත බල පත්‍රයක් ද, නැතහොත් විනෝද ගමන් සඳහා දෙන බලපත්‍රයක් ද යන බව § Ord. Single, Ord. Return, Week End, or Excursion §	සම්පූර්ණ හෝ අර්ධ } Full or Half	නම } Name		
				ස්ත්‍රී පුරුෂ } Sex	වයස } Age	
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						

* අධ්‍යාපන දෙපාර්තමේන්තුවේ ඉදිරිපත්/ වරියක් සිය නිල නාමය ද, නමින් සේවය කරන පාසැල් නම ද දැක්විය යුතුය.
† මව හෝ/ සොහොයුරිය හෝ සඳහා බලපත්‍ර ඉල්ලිය යුත්තේ ම/ මවුහු ඉල්ලුම්කරු/ කාරිය විසින් තවත්කු කරනු ලබන්නියක්/ නිසා නම් පමණකි.
‡ විවාහක ළමයින් ද වයස අවුරුදු 18 ක් හෝ ඊට වැඩි පිරිමි ළමයින් ද අවුරුදු 3 ට අඩු වයස් ඇති ළමයින් ද ඇතුළත් නොකළ යුතුය.
§ සති අන්ත ප්‍රවේශ පත්‍ර හෝ විනෝද ගමන් සඳහා දෙන ප්‍රවේශ පත්‍ර හෝ කාරණයකට යුද්ධ වේ නම් යාමට හෝ රිමට හෝ පමණක් දෙන සාමාන්‍ය ප්‍රවේශ පත්‍ර නැතහොත්, යාම, රිම දෙකම සඳහා දෙන ප්‍රවේශ පත්‍ර ඉල්ලුම් නොකළ යුතුය.
* Teachers in the Education Department should give both their official designation and the name of their school.
† Warrants in favour of mother and/or Sister to be applied only If dependent on applicant.
‡ Married children, male children of 18 years and upwards, and children under 3 years should not be included.
§ Ordinary Single or Ordinary Return tickets must not be applied for when Week End or Excursion tickets serve the purpose.

From Station දුම්රියපොළේ සිට
 To Station දුම්රියපොළ දක්වා
 යන දිනය } ආපසු එන දිනය }
 Date of Outward Journey } Date of return Journey }

10. දැනට වළංඳු මුදල් රෙගුලාසි අනුව මෙම ඉල්ලුම් පතෙහි සඳහන් වන අය බල පත්‍රයට හිමිකම් ඇති අය බවත්, මගේ මව/ සොහොයුරිය/ යන දෙනෙකු/ මව්පියන් නඩත්තු කරනු ලබන බවත් අවංකව ප්‍රකාශ කරමි.
 I declare on honour that the persons named in this application are entitled to the warrant in accordance with the Financial Regulations in force and that my Mother and/ or Sister/ is/ are dependent on me.

ලිපිනය }
 Address }
 ඉල්ලුම්කරුගේ අත්සන/Signature of Applicant
 දිනය/Date :

මෙම කොටස ඉල්ලුම්කරු/ කාර්ය විසින් පිරවීම පිණිස නොවේ
NOT TO BE FILLED IN BY THE APPLICANT

11. පරීක්ෂක ලිපිකරු විසින් සඳහන් කළ යුතු කරුණු (1488 - 1500 වන මුදල් රෙගුලාසි බලන්න) -
 Remarks of Checking Clerk (vide Financial Regulations 1488 - 1500) -

	නිලධාරියා/ නිලධාරිනි Officer	භාග්‍යවතී Wife	මව Mother	සොහොයුරිය Sister	ලමයි Children						
					1	2	3	4	5	6	
දැනටමත් ලබාගෙන ඇති බලපත්‍ර සහල් ගණන * No. of Warrant sets already taken *											
ඉතිරි ඇති බලපත්‍ර සහල් ගණන * No. of Warrant sets available *											

නිවාඩු දීමේ ලිපි පිළිබඳ කරුණු -
 Reference to Leave Papers -

පරීක්ෂක ලිපිකරුගේ අත්සන }
 Signature of Checking Clerk

දිනය }
 Date

*යාමට සහ ඊමට යන දෙකට ම දෙන බලපත්‍රය සහලකි: යාමට හෝ ඊමට හෝ පමණක් දෙන බලපත්‍රය අඩි සහලක් ලෙස ගිණිගනිය යුතුය.
 *A Warrant for a double journey is a set and that for a single journey should be counted as half a set

12. දෙපාර්තමේන්තුවේ ප්‍රධානියාගේ හෝ ඔහුගේ සහකාර නිලධාරියාගේ හෝ නියෝගය }
 Order of the Head of the Department or Assistant

අත්සන }
 Signature

දිනය }
 Date

13. නිකුත් කළ බලපත්‍ර අංකය }
 Number of Warrants issued

14. නිකුත් කළ දිනය }
 Date of Issue



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය – මිහින්තලේ
 විභාග හා අධ්‍යයන අංශය
 මුදල් ගෙවීමේ වවුචරය

සරප්
 රජරට විශ්වවිද්‍යාලය

රිසිට්පත් අංකය :.....
 වෙබ්/මු.ඇ./තැ.ඇ. අංකය :.....

..... හිමි/ මයා/ මිය ගෙන් (ශිෂ්‍ය
 අංක:.....) පහත සඳහන් රුපියල් ශත
හාර ගන්න.

- | | | | |
|----|--------------------------|--|-------|
| 01 | ලියාපදිංචි කිරීමේ ගාස්තු | | |
| 02 | විභාග ගාස්තු | | |
| 03 | අන්තිකාරම් ආපසු ගෙවීම් | | |
| 04 | පොලී | | |
| 05 | තැන්පතු (විස්තර කරන්න) | | |
| 06 | නේවාසිකාගාර ගාස්තු | | |
| 07 | ගෙවල් කුලී | | |
| 08 | ප්‍රකාශන වෙළඳාම් | | |
| 09 | මිශ්‍ර ආදායම් | සහතික පත්‍ර ගාස්තු/ සටහන්
පොත් සඳහා/ ඉඩකඩමිටල
ආදායම්/ විදුලි ගාස්තු/ දඩ මුදල්/
නැතිවූ පොතක අලාභය/ නැතිවූ
පාඨක දඩ මුදල් | |

එකතුව :

.....
 විෂය භාර ලිපිකරු/ නිලධාරී

පොත් තබන්නා

අය ශීර්ෂය :.....
 දිනය :.....

.....
 මූල්‍යාධිකාරී/ සහකාර මූල්‍යාධිකාරී



RAJARATA UNIVERSITY OF SRI LANKA

Bill for Setting, Moderating, Translating Question Papers and Moderating Answer Scripts.

Name of Examiner :

Address :

(for use of External Examiner only) :

Department :

1	2	3	4	5	6	
Name and Year of Examination	Title and Code No. of paper	Medium	Nature of the services rendered - eg:- Setting, Moderating, Correction etc. with duration	No. of Papers/ Scripts	Amount	
					Rs.	Cts.

Recommended for payment

Payment approved

.....
Signature of Head of Department

.....
Signature of Dean

.....
Signature of Claimant

Prepare by:
Checked by:
Votes Ledger Folio No:
Cheque No:
Date of Payment:

Register Folio No:.....
Particulars from No. 01 to 05 correct.
Recommended for payment

.....
Deputy Registrar/ Examinations

I certify from personal knowledge/ from the certificates in the relevant files that the above services/ works were duly authorized and performed and that the payment of Rupees. and Cents is in accordance with regulations/ contract fair and responsible.

.....
Bursar

RECEIPT

Received this day of 20..... in settlement of the above account the sum of Rupees

Witness:

.....
Signature of Claimant



RAJARATA UNIVERSITY OF SRI LANKA

Claim for Supervising, Invigilating, Hall Attending of Internal Examinations

Examination :
 Programme :

Name of Supervisor/ Invigilator/
 Technical Officer/ Hall Attendant :

Address :

(This is necessary in case of External Examiner)

Center	Date	Time		Subject	Amount	Total
		From	To			

.....
 Signature of Claimant

Prepare by:
Checked by:
Votes Ledger Folio No:
Cheque No:
Date of Payment:

Recommended for payment

.....
 Deputy Registrar/ Examinations

I certify from personal knowledge/ from the certificates in the relevant files that the above services/ works were duly authorized and performed and that the payment of Rupees. and Cents is in accordance with regulations/ contract fair and responsible.

.....
 Bursar

RECEIPT

Received this day of 20..... in settlement of the above account the sum of Rupees

Witness:

.....
 Signature of Claimant



Rajarata University of Sri Lanka
Mihintale

Supplies Division

Date:.....

- 01 Order No :
- 02 Name of Supplier :
- 03 Invoice/ Receipt No. & Date :
- 04 Value as per Indent :
- 05 Value as per Invoice :
(Please give any reasons in case of any difference)
- 06 Whether any advance payment was :
obtained on this indent and if so the date
- 07 Date of receipt of goods :
- 08 Stock Book (Consumables Stores :
Register/ Inventory Folio)
- 09 Name, Designation & Signature of :
Recipient

I hereby certify that the goods on the above order have been supplied to any department in good order and have been brought on charge as stated above/ the service have been rendered satisfactorily.

The advance payment of Rs. obtained for this purpose has been fully utilized/ partly utilized and the balance of Rs. has been refunded to the shroff of Rajarata University of Sri Lanka. (Vide receipt No:..... of attached hereto)

Date:.....
Head of Department

Vice Chancellor/Registrar/Bursar /Asst. Bursar

The Head, Department of has certified the payment/ receipt of goods in order/ your approval is sought to make payment/ journalisation please.

.....
Subject Clerk/ Financial Administration

N.B. This certificates should be furnished in respect of all the purchase made and all services rendered, whether on an order or otherwise.
Delete whichever is in – applicable
Store Keeper to submit goods Received Note on all accessions.



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
රාජකාරී ගමන් සඳහා අනුමැතිය ලබාගැනීමේ අයදුම්පත

.....
.....
.....

.....
ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය

රාජකාරී ගමන් සඳහා අනුමැතිය ලබා ගැනීම.

ඉහත නම සඳහන් මා හට පහත සඳහන් රාජකාරී ගමන සඳහා අනුමැතිය ලබාදෙන මෙන් ඉල්ලමි.

.....
.....

.....
අත්සන

ඉහත සඳහන් රාජකාරී ගමන අනුමත කරමි./ නොකරමි.

.....
අංශය/දෙපාර්තමේන්තු ප්‍රධානී අත්සන



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
සති අන්ත/ නිවාඩු දිනවල සේවය කිරීම සඳහා අනුමැතිය ලබා ගැනීම

01	නම	:	02	නම	:
		
	තනතුර	:		තනතුර	:
	අංශය	:		අංශය	:

සේවය කිරීමට බලාපොරොත්තු වන දිනය/ දිනයන් :.....

ඉටු කිරීමට ඇති වැඩ කොටස :
.....
.....
.....
.....
.....

ඉහත වැඩ කොටස ඉටු කිරීම සඳහා ඉහත දින/ දිනයන් අතිකාල සේවයේ යෙදීම නිර්දේශ කරමි/ නොකරමි.

.....
අංශ ප්‍රධාන



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය
සති අන්ත/ නිවාඩු දිනවල යතුරු නිකුත් කිරීම

ආරක්ෂක පරීක්ෂක
ආරක්ෂක අංශය

පහත නම් සඳහන් සේවක මහත්ම/ මහත්මීන් පහත සඳහන් කර ඇති නිවාඩු දිනයෙහි/ දිනවල සේවය කරන බැවින් අදාළ දොර යතුරු ඔවුනගෙන් එක් අයෙකු වෙත නිකුත් කරන මෙන් දන්වමි.

අංශය :

දිනය/ දිනයන් :

නම	තනතුර
01.
02.
03.
04.

.....

ජ්‍යෙෂ්ඨ සහකාර ලේඛකාධිකාරී/ සහකාර ලේඛකාධිකාරී



Rajarata University of Sri Lanka
Mihintale

PRIOR APPROVAL TO WORK PUBLIC HOLIDAYS AND WEEKENDS

- 01. Name of officer
- 02. Designation
- 03. Department/ Faculty
- 04. Nature of work
- 05. Date expected to work during the month

Date:..... Applicant Signature

Recommended/ Not Recommended

Date:..... Dean/ Registrar/ Bursar

Approved/ Not Approved

Date:..... Vice Chancellor

Bursar for Payment

1. Attendance

Date	Arrival	Departure	No. of Hours

Attendance checked and found correct.

Date:..... Signature of Checking Officer

2. I declare and certify that I have worked on five working days continuously proceeding the day on which duties performed.

.....
Officer Signature



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය

නඩත්තු අංශයේ සේවාවන්/ අළුත්වැඩියාවන් ලබාගැනීම සඳහා ඉල්ලා සිටීම.

මාගේ අංකය:.....

නඩත්තු ඉංජිනේරු
රජරට විශ්වවිද්‍යාලය
මිහින්තලේ

01. අංශය :.....

02. කළයුතු කාර්යයන් :.....
.....
.....
.....
.....
.....

දිනය:.....
අංශ ප්‍රධානීන්ගේ අත්සන

යොමු කිරීම

ඉහත සඳහන් කාර්යය ගැන හොඳා බලා අවශ්‍ය උපකරණ/ භාණ්ඩ යොදා එම කාර්යය අවසන් කර මා වෙත වාර්තා කරන්න.

දිනය:.....
නඩත්තු ඉංජිනේරු

ඉහත සඳහන් කාර්යය නිම කිරීම සඳහා පහත දැක්වා ඇති උපකරණ/ භාණ්ඩ සවි කරන ලදී.

- 01.
- 02.
- 03.
- 04.
- 05.

දිනය:.....
සේවය නිමකළ අයගේ අත්සන

පරීක්ෂා කළා:.....
නම :.....

වැඩ ඉංජිනේරු
නඩත්තු ඉංජිනේරු

ඉහත සඳහන් සේවාව/ අළුත්වැඩියාව සතුටුදායක ලෙස නිමකර ඇති බවත් මෙහි දැක්වා ඇති උපකරණ/ භාණ්ඩ නිසිලෙස සවිකරන ලද බවත් දන්වා සිටිමි.

දිනය:.....
අංශ ප්‍රධානීන්ගේ අත්සන

FORM OF AGREEMENT TO BE SIGNED BY TEACHERS/
OFFICERS/ OTHER EMPLOYEES PROCEEDING
ON FULL - PAY STUDY LEAVE

(This form should not be amended without the approval of the University Grants Commission)

AGREEMENT

THIS Agreement is made **AND ENTERED INTO AT** _____ on this
_____ day of _____ Two Thousand and Nine **BY** and **Between** the
University of _____ of _____
(hereinafter sometimes referred to as the University) of the **One part** and
(1) _____
of _____ (hereinafter
referred to as the said Teacher/Trainee) of the **Other part**.

(1) Full name of
Teacher/Officer/
Other Employee

WHEREAS the (2) _____
(hereinafter sometimes referred to as the Awarding Agency) has awarded a Scholarship
tenable for a period of (3) _____ (hereinafter referred to as
the prescribed period) to the said Teacher/Trainee to enable him/her to undergo a course of
study or training to obtain a Ph.D/Master's Degree or to obtain any other postgraduate
qualifications.

(2) Name of the
Awarding Agency

(3) Period of Leave

AND WHEREAS the University has agreed to grant the said Teacher/Trainee
(3) _____ full-pay study leave on the terms and conditions
hereinafter set out to enable him/her to undertake the said course of study or training.

AND WHEREAS the said Teacher has agreed to accept the said Scholarship upon the said
terms and conditions and to proceed to (4) _____
for the purpose aforesaid.

(4) Country where
the study/training is
to be undertaken.

NOW this Agreement witnesseth and it is hereby agreed ***BETWEEN THE PARTIES*** as follows: -

- 01) That the University agrees to grant the said Teacher/Trainee the said leave on full pay commencing on _____ for the purpose of enabling the said Teacher/Trainee to pursue the said course of study or training at (4) _____
- 02) That the said Teacher/Trainee shall proceed to (4) _____ as and when directed to do so by the University and shall there diligently pursue during the prescribed period, the course of study and or training arranged for him/her by the Awarding Agency and/or the University.
- 03) That the said Teacher/Trainee shall on arrival in (4) _____ report himself/herself to the person/persons nominated by/ or to the Administrative Head of the Awarding Agency and shall carry out all instructions which he/she may receive from time to time from such person or persons as directed by the said Awarding Agency and/or the University in regard to his/her work.
- 04) That the said Teacher/Trainee shall, during his/her stay in (4) _____ attend to whatever work the course of his/her said study or training may involve and duly comply without deviation with whatever instructions he/she may receive in regard to his/her work, residence and otherwise from the Awarding Agency.
- 05) That the said Teacher/Trainee shall not, either pursue any course of study or training for the purpose of obtaining or obtain any qualifications and/or training other than those prescribed herein during the prescribed period without the previous written approval of the Vice Chancellor of the University.
- 06) That if at any time during the course of his/her study or training the said Teacher/Trainee shall have worked on or discovered any new process, technique or formula arising directly out of the facilities provided for him/her, he/she shall forthwith disclose such process, technique or formula complete with all details and send it under registered cover to the (5) _____ and shall at all times keep and maintain complete secrecy on the subject until the same is released by the Vice Chancellor.

(5) Designation of Head of the Institution (Vice Chancellor)

- (7) That the said Teacher/Trainee shall not demand, receive or appropriate any fees or payments from the Authorities in charge of his/her study and training for any work done or services rendered by him/her during the period of the said course of study or training. Should any such fees or payments as aforesaid be made to him/her at any time, he/she shall dispose of same as directed by the (5) _____
- (8) That the said Teacher/Trainee shall during his/her stay in (4) _____ send to the (5) _____ periodical reports of his/her study and training certified by the said Administrative Head of the Awarding Agency.
- (9) That the (5) _____ shall be at liberty to rescind this Agreement and recall the said Teacher/Trainee at any time if -
- (A) ***THE SERVICE OF THE SAID TEACHER/TRAINEE IS REQUIRED BY THE UNIVERSITY,***
 - (b) The work and /or conduct of the said Teacher/Trainee is unsatisfactory;
 - (c) illness or ill-health of the said Teacher/Trainee makes him/her unfit or unsuitable to continue with the said course of study or training;
 - (d) the said Teacher/Trainee fails to comply with the terms and conditions herein set forth;
 - (e) the said Teacher/Trainee fails to send to the (5) _____ the periodical reports of his/her studies;
 - (f) the said Teacher/Trainee criticizes or makes offensive or derogatory statements regarding the Government of (4) _____ or of its people or customs. In the event of the Awarding Agency forfeiting the return portion of his/her travel grant for any valid reason the said Teacher/Trainee shall himself /herself meet the cost of his/her return passage to Sri Lanka.

- (10) That the said Teacher/Trainee shall, after completion of the said course of study or training in (4) _____ forthwith return to Sri Lanka unless otherwise directed by the (5) _____ and resume his/her duties under the University in a capacity decided by the University which decision shall be final and binding on the said Teacher/Trainee and shall serve the University if so required for a term of not less than a (6) _____ from the date of resumption of duties by him/her as aforesaid. **(6) Period of Obligatory Service.**
- (11) That the said Teacher/Trainee shall, within three months of resuming duties, submit a comprehensive report to the (5) _____ incorporating what ever knowledge of matters of general or specific interest to the University which he/she has gained in the course of his/her said study or training in (4) _____ for the information of the University.
- (12) Any application made by the said Teacher/Trainee to the (5) _____ for termination or extension of his/her period the said course of study or training on the ground of illness while in (4) _____ shall be supported by a certificate from a Medical Officer approved by the (7) _____ **(7) Representative of the Sri Lanka in Country of Study.**
- (13) In the event of any extension of the period of study leave or training being granted to the Teacher/Trainee for any reason whatsoever the said Teacher/Trainee shall continue his/her study or training during the extended terms on the same terms as herein contained and the provisions of this agreement shall apply in all respects as though the extended period were originally included as part of the period of study leave or training. It is agreed that the Teacher/Trainee shall, in the event of any such extension as aforesaid being granted, serve the University after resumption of duties for such further period of compulsory service he/she may be called upon to serve in addition to the period of (6) _____ years already provided for herein.

(14) (a) That if the Teacher/Trainee resigns his/her Scholarship or abandons his study and or training before the expiration of its tenure for reasons which in the opinion of the(5) _____

are not satisfactory he /she will be deemed to have forfeited his/her right to all benefits under this Agreement and shall become liable to reimburse the University the full amount of expenses incurred on him/her by the University and the Awarding Agency in connection with the said Scholarship up to the date of resignation and shall make his/her own arrangements and meet the expenses of his/her return passage to Sri Lanka.

(b) That if the said study or training facilities granted to the said Teacher/Trainee be cancelled by the Awarding Agency on account of his/her work and/or conduct being unsatisfactory, or if the said Teacher/Trainee shall be recalled under **Clause 9(a), (c), (d) or (e)** hereof or if the said Teacher/Trainee shall fail to return to Sri Lanka when directed to do so or if he/she shall fail to resume duties under the University upon completion or sooner determination of his/her said course of study or training or if, after resumption of his/her duties under the University, he /she shall fail to serve the University for a period of at least (6) _____

years from the date of resumption by him/her of his/her duties as aforesaid or if after resuming his/her duties as aforesaid he/she shall resign his/her appointment under the University before the expiry of the said period of

(6) _____ years or if he/she shall be dismissed or removed from office before the expiry of the said period

(6) _____ years on the ground of inefficiency or any other cause or if before the expiry of the said period of

(6) _____ years, he opts to retire before

reaching the age of sixty or sixty five years as the case may be or if he/she fails to comply with any of the other terms of this Agreement, then the said teacher/**TRAINEE** shall refund and repay to the University the full amount of expenses incurred by the University and the Awarding Agency on account of this Scholarship.

Provided, however, if the said Teacher/Trainee so resigns after having served at least one half (1/2) of the period of obligatory service the said Teacher/Trainee shall pay on demand an amount out of the said sum computed by the University on a prorata basis. In the event of the said Teacher/Trainee fails to pay immediately on demand the amount payable under this Agreement then the said Teacher/Trainee shall, in

addition to the said amount, pay to the University the interest on such amount calculated on the prevalent bank rates.

- (15) (a) *In the event of the said Teacher/Trainee is becoming liable to pay to the University any sum of money as stipulated in clause (14)(b) hereof the said Teacher/Trainee hereby expresses his/her agreement in terms of Section 94 (c) of the Universities Act No. 16 of 1978 as amended by SECTION 49 of the Universities (Amendment) Act, No. 7 of 1985, to the University deducting and setting off from the balance lying to the credit of the said Teacher/Trainee in his/her Provident Fund the sum of money due to the University from the said Teacher/Trainee or a part thereof if such balance is insufficient to cover the entirety, in terms of this Agreement prejudice to the rights of the University in keeping with the annexure.*
- (16) Nothing herein contained shall be deemed to imply or be construed to mean that the University shall employ or be bound to employ the said Teacher/Trainee for the said obligatory period of (6) _____ years on his/her return to Sri Lanka after the completion or sooner determination of his/her course of study and or training.
- (17) It is agreed that a document purporting to be a statement of accounts and purporting to be certified by or on behalf of the (5) _____ shall be prima facie evidence of any of the matters referred to the Clauses 9,10,13 and 14 without further or other proof of its execution, contents or signature thereon.
- (18) The Vice Chancellor shall mean the officer holding the post of or acting in the office of the (5) _____ or who for the time being is performing the functions now exercised by the (5) _____.
- (19) "Expenses" shall include the amount of salary and allowances paid to the Teacher/Trainee during the period of course of study or training, the cost of passages, any special allowances paid to the Teacher/Trainee while undergoing the course of study and or training, medical expenses and any amounts paid as fees, advances and allowances to the teacher or trainee on the teacher's/trainee's behalf for the said course of study and or training.

IN WITNESS WHEREOF THE said parties have signed these presents at _____ of this _____ day of Two Thousand and Nine. Signed by the _____ acting herein for and on behalf of the University in the presence of the following witnesses.

.....
Signature

1. Signature : _____
Name : _____
Address : _____

2. Signature : _____
Name : _____
Address : _____

Signed by the said Teacher/Trainee in the presence of the following witnesses:

.....
Signature of Trainee/TEACHER

3. Signature : _____
Name : _____
Address : _____

4. Signature : _____
Name : _____
Address : _____

CERTIFICATE

I certify that this Agreement was signed by the parties and the witnesses before me.

Attorney-at-Law

AGREEMENT
PAYMENT OF FEES AND LEAVE GRANTED
TO FOLLOW SHORT TERM STUDY/TRAINING PROGRAMMES

This AGREEMENT is made on thisday of year Two Thousand andby and between the University Grants Commission/Higher Educational Institution/Institute or any successor entering thereto (hereinafter referred to as the “EMPLOYER”) of the ONE PART and
 (NIC #.....)
 (name)
 serving as aat the
 (position)
 (hereinafter referred to as the
 (name of the institution)
 “EMPLOYEE” which term or expression shall include the said
 of the OTHER PART.
 (name)

WHEREAS the said EMPLOYEE has been selected for a study/training programme in
 conducted by (hereinafter referred to
 as “THE SAID INSTITUTION”) to follow the said study/training programme on
 full time/part time basis for a period ofyears/months from
 (hereinafter referred to as the “PRESCRIBED
 PERIOD”).

AND WHEREAS the EMPLOYER has agreed to release the EMPLOYEE for the
 said study/training programme on full time/part time basis and to grant a sum of
 Rs..... to the EMPLOYEE being the total cost of study/training programme.

AND WHEREAS in case the EMPLOYER has agreed to grant paid leave to the
 EMPLOYEE for the said study/training programme, the value of such leave as
 described in the Schedule to this Agreement shall be a part of the cost of the
 study/training programme mentioned above.

AND WHEREAS it has been mutually agreed between the EMPLOYER and the EMPLOYEE to enter into an AGREEMENT and it is hereby agreed as follows;

1. The said EMPLOYEE shall diligently attend the prescribed study/training programme during the prescribed period and shall submit to the EMPLOYER a certificate of attendance from THE SAID INSTITUTION.
2. The EMPLOYER hereby undertakes to bear the cost of the study/training programme titled above as determined by the EMPLOYER on behalf of the EMPLOYEE who is entering into this Agreement with the EMPLOYER.
3. The said EMPLOYEE hereby undertakes to complete the said course of study/training programme successfully without any deviation within the stipulated time period and to serve the EMPLOYER for a period of fromafter completion of the study/training programme (hereinafter referred to as the BONDED PERIOD).
4. The said EMPLOYEE hereby undertakes to repay the EMPLOYER the total cost of the study/training programme and the value of leave utilized (hereinafter referred to as the BOND VALUE) in the event of his/her failure to complete the study/training programme or failure to comply with the terms and conditions of this Agreement as follows;.
5. (1) (a) The total cost of the study/training programme borne by the EMPLOYER and the full value of the leave utilized will be recovered if the EMPLOYEE serves less than half of the BONDED PERIOD.

(b) 50% of the cost of the study/training programme borne by the EMPLOYER and 50% of the value of leave utilized will be

recovered if the EMPLOYEE serves at least half of the BONDED PERIOD mentioned in paragraph 3 above.

(c) If the EMPLOYEE serves more than half but less than the full term of the BONDED PERIOD, total cost of the study/training programme and the value of the leave utilized will be recovered on a pro-rata basis.

6. The basis of calculating the total cost of the study/training programme and the value of the leave utilized referred to in paragraphs 4 and 5 above is described in the Schedule to this Agreement.

7. In the event the EMPLOYEE is unable to pay back the cost of the study/training programme and the value of leave utilized as referred to in paragraphs 4, 5 (a), (b) and (c) above, the EMPLOYEE hereby gives the consent to recover such amount from the balance lying to the credit of the EMPLOYEE in the Universities Provident Fund.

8. If the Provident Fund is insufficient to recover the full BOND VALUE as stated in paragraph 7 above, the EMPLOYEE hereby agrees to make alternative arrangements to pay the shortfall of the BOND VALUE to the EMPLOYER as mutually agreed upon by the parties.

IN WITNESS WHEREOF the EMPLOYER has caused its Common Seal to be affixed and the said Party of the ONE PART has set the hand hereunto and to one other of the same tenor and date as these presents at on thisday of 20.....

The Common Seal of the EMPLOYER was affixed hereto in the presence of

}
}
}

.....
Signature of the Chairman/Vice Chancellor/Director

.....
Signature of the Secretary/Registrar

Witnesses to the above Signatories

1. Signature
Name[NIC#.....]
Address

2. Signature
Name[NIC#]
Address

Signed by the within-named Party of the OTHER PART in the presence of the following Witnesses:

.....
SIGNATURE OF THE EMPLOYEE

Witnesses to the signature of the EMPLOYEE

1. Signature
Name[NIC#.....]
Address

2. Signature
Name[NIC#.....]
Address



ශ්‍රී ලංකා රජරට විශ්වවිද්‍යාලය

අතීතය/ තාවකාලික හා කොන්ත්‍රාත් පදනම මත සේවය කරණු ලබන සේවකයින්ගේ වැටුප් හා දීමනා ගෙවීම සඳහා වූ පැමිණීමේ වාර්තාව

මෙම අංශයේ අතීතය/ තාවකාලික හා කොන්ත්‍රාත් පදනම මත සේවයේ යොදවා ඇති පහත සඳහන් සේවකයින්ගේ වැටුප් හා දීමනා ගෙවීම සඳහා පැමිණීමේ ලේඛණයට අනුව පැමිණීම නිවැරදි බවට සහතික කරමි.

.....
 පීඨාධිපති/ අංශ ප්‍රධාන/ සහකාර ලේඛකාධිකාරී

අංශය:.....

මාසය :.....

පැමිණීමේ වාර්තාව

වැඩ කළ දින ගණන නිවාඩු දින ගණන

නම හා තනතුර	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	(✓)	(x)	

- සටහන : 1. වැඩ කළ දින (✓) ලකුණ යොදා සටහන් කළ යුතුය.
 2. සේවයට වාර්තා නොකළ දින රතු පාටින් (x) යොදා සටහන් කළ යුතුය.

පැමිණීමේ ලේඛණයට අනුව පැමිණීම නිවැරදි බවට සහතික කරමි.

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 පැමිණීමේ ලේඛණය භාර ලිපිකරු

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 සහකාර ලේඛකාධිකාරී