University of Kelaniya, Sri Lanka

Procedure Manual

ACADEMIC ESTABLISHMENT DIVISION

Academic Establishment Division

The Academic Establishments Division of the University has main function of dealing with human resources for academic teaching purposes while organizing and coordinating human resource management procedures in accordance with the Universities Act, University Establishment Code, University Grants Commission Circulars and other administrative policies, rules and regulations of the University while maintaining approximately thousand personal files of Academic Staff, Administrative Staff, Academic Support Staff, and Temporary Academic Staff within the division.
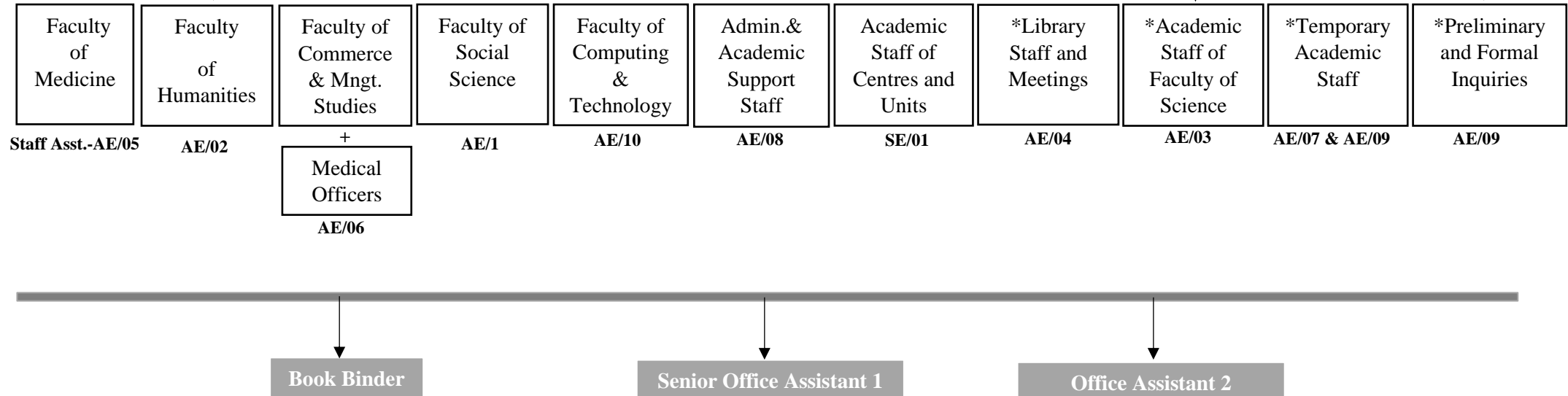
Accordingly, the Division's main activities are focused on the following.

- *Organizing and coordinating recruitment process of members of the teaching staff, administrative staff, academic support staff of the University.*

- *Organizing and coordinating other HR management procedures such as promotions, granting leave, and maintaining personal records of all Academic and Administrative Staff members of the University, in accordance with the Universities Act, University Establishment Code, University Grants Commission Circulars and other administrative policies of the University.*

- *Completion of various tasks related to the process of annual salary increments of Academic, Academic Support and Administrative staff.*

- *Process of granting and extension of various types of leave and travel grants to the members of the Academic staff for which they are entitled to.*

- *Making arrangements to advertise vacancies calling for applications for the academic, administrative and academic support cadre positions vacant in the Departments/ Divisions in different Faculties, time to time.*

- *Updating Information on approved cadre and making requests to the UGC for additional cadre positions required time to time for Departmental, Divisional and Faculty needs.*

- *Maintaining personal files of Academic staff members, Administrative staff, Academic Support staff and all recruited temporary academic staff members.*

ORGANIZATIONAL STRUCTURE OF THE ACADEMIC ESTABLISHMENT DIVISION

Head of Division - Deputy Registrar /Senior Assistant Registrar

Functioning establishment activities related to;

Faculty of Medicine	Faculty of Humanities	Faculty of Commerce & Mngt. Studies	Faculty of Social Science	Faculty of Computing & Technology	Admin.& Academic Support Staff	Academic Staff of Centres and Units	*Library Staff and Meetings	*Academic Staff of Faculty of Science	*Temporary Academic Staff	*Preliminary and Formal Inquiries
Staff Asst.-AE/05	AE/02	+	AE/1	AE/10	AE/08	SE/01	AE/04	AE/03	AE/07 & AE/09	AE/09

Medical Officers

AE/06

Book Binder

Senior Office Assistant 1

Office Assistant 2

Procedure to be followed in each (major) of the tasks coming within its purview of the AE Division:

1. Recruitment procedure to the posts of Senior Lecturer Grade I/II and Lecturer (Unconfirmed) (Medical/Dental & Non-medical / Dental), Senior Assistant Librarian Gr.II/I

2. Recruitment to the posts of Lecturer (Probationary) (Medical/Dental & Non-medical / Dental) and Assistant Librarian

3. Recruitment to the Post of Chair Professor

4. Recruitment to the Post of Registrar, Bursar and Librarian

5. Recruitment to the Posts of Academic Support Staff

6. Recruitment to the Posts of Temporary Academic Staff

7. Recruitment of Medical Staff

8. Appointment of Directors to Centres & Units

9. Confirmation & Placement of Academic Staff

10. Appointment and Confirmation of Administrative and Academic Support Staff

11. Promotion of Academic Staff- Lecturer / Senior Lecturer Gr. II/I

12. Promotion to the Post of Professor/ Associate Professor

13. Granting and Extension of Study Leave to Academic/ Administrative, and Academic Support Staff

14. Granting Sabbatical Leave

15. Foreign Travel Grants

16. Recovery of Bond Violations

17. Annual Increments of Academic Staff/ Administrative, and Academic Support Staff

18. Vacation of Post

19. Release of Provident Fund

20. Release of Pension of Academic/Administrative, and Academic Support Staff

21. Release of Pension of Bond Violators

22. Retirement of Academic Staff/ Administrative, and Academic Support Staff

23. Preparation of Council Memos / Finance Committee Memo

1. RECRUITMENT TO THE POSTS OF SENIOR LECTURER GRADE I/II, LECTURER (UNCONFIRMED) [MEDICAL/ DENTAL & NON-MEDICAL / NON-DENTAL] AND SENIOR ASSISTANT LIBRARIAN GR. I/II

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the request from the relevant Department to advertise posts	1-2 months	Deputy Registrar/Senior Assistant Registrar & Assist. Registrar & & Subject Clerk	**UGC Circulars** **Commission Circulars:** 1. 721 of 21.11.1997 2. 8/2005 of 11.08.2005 3. 17/2005 of 3.11.2005 4. 11/2008 of 11.9.2018 & **'Guideline for recruitment of Academic Staff by open Advertisement – Senior Lecturer and Lecturer Grades'** approved by Council at 492nd meeting held on 13.07.2021
Preparing advertisement			
Sending the advertisement for HoD's recommendation and VC's approval			
Publishing the Advertisement (through media and University Website)			
Receiving Applications			
Preparing a Preliminary Schedule of each candidate including details of the Basic Degree, Specialization area(s), Class obtained, Postgraduate qualifications, work experience in the relevant field etc.			
Communicating with Referees named by each applicant and obtain confidential reports from them.			
Sending the Preliminary Schedule of applicants to HoD through Dean of the Faculty for their recommendations to call applicants for interviews	3 weeks	HoD /Dean of the Faculty	
Preparing an information verification schedule of shortlisted candidates to be referred to during the interview	1-2 months	Deputy Registrar/Senior Assistant Registrar & Assist. Registrar & & Subject Clerk	
Communicating via letters and emails to the shortlisted applicant to call for interviews			
Holding the Interview			
Preparing separate (individual) Memos for each applicant recommended by the Selection Committee to obtain Council Approval for appointments .			

Issuing appointment letters with the signature of VC
to the selected candidates and
Forwarding copies to
HoD, Dean of the Faculty, Bursar, Registrar, Librarian, SAR/Examination, SAR/ Academic and Personal File

2. RECRUITMENT TO THE POSTS OF LECTURER (PROBATIONARY) [MEDICAL / DENTAL & NON-MEDICAL/DENTAL] AND ASSISTANT LIBRARIAN

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the request from the relevant Department to advertise posts	1-2 months	DR/SAR & AR & Subject Clerk	**UGC** **Commission Circulars:** 1. 721 of 21.11.1997 2. 8/2005 of 11.08.2005 3. 17/2005 of 3.11.2005 4. .11/2008 of 11.9.2018 & **'Guideline for recruitment of Academic Staff by open Advertisement – Senior Lecturer and Lecturer Grades'** approved by Council at 492nd meeting held on 13.07.2021
Preparing advertisement			
Sending the advertisement for HoD's recommendation and the VC's approval			
Publishing the Advertisement			
Receiving Applications			
Preparing a Preliminary Schedule of each candidate including details of the Basic Degree, Specialization area(s), Class obtained, Postgraduate qualifications, work experience in the			
Sending the Preliminary Schedule of applicants to HoD through Dean of the Faculty for their recommendations to call applicants for interviews	3 weeks	HoD /Dean of the Faculty	
Preparing an information verification schedule of shortlisted candidates to be referred to during the interview	1-2 months	DR/SAR & AR & Subject Clerk	
Communicating via letters and emails to the shortlisted applicant to call for interviews			
Holding the Interview			
Preparing Separate Memos to obtain Council Approval for appointments recommended by Selection Committee			
Issuing appointment letters with the signature of VC to the selected candidates and Forwarding copies to HoD, Dean of the Faculty, Bursar, Registrar, Librarian, SAR/Examination, SAR/ Academic and Personal File			

3. RECRUITMENT TO THE POSTS OF CHAIR PROFESSOR

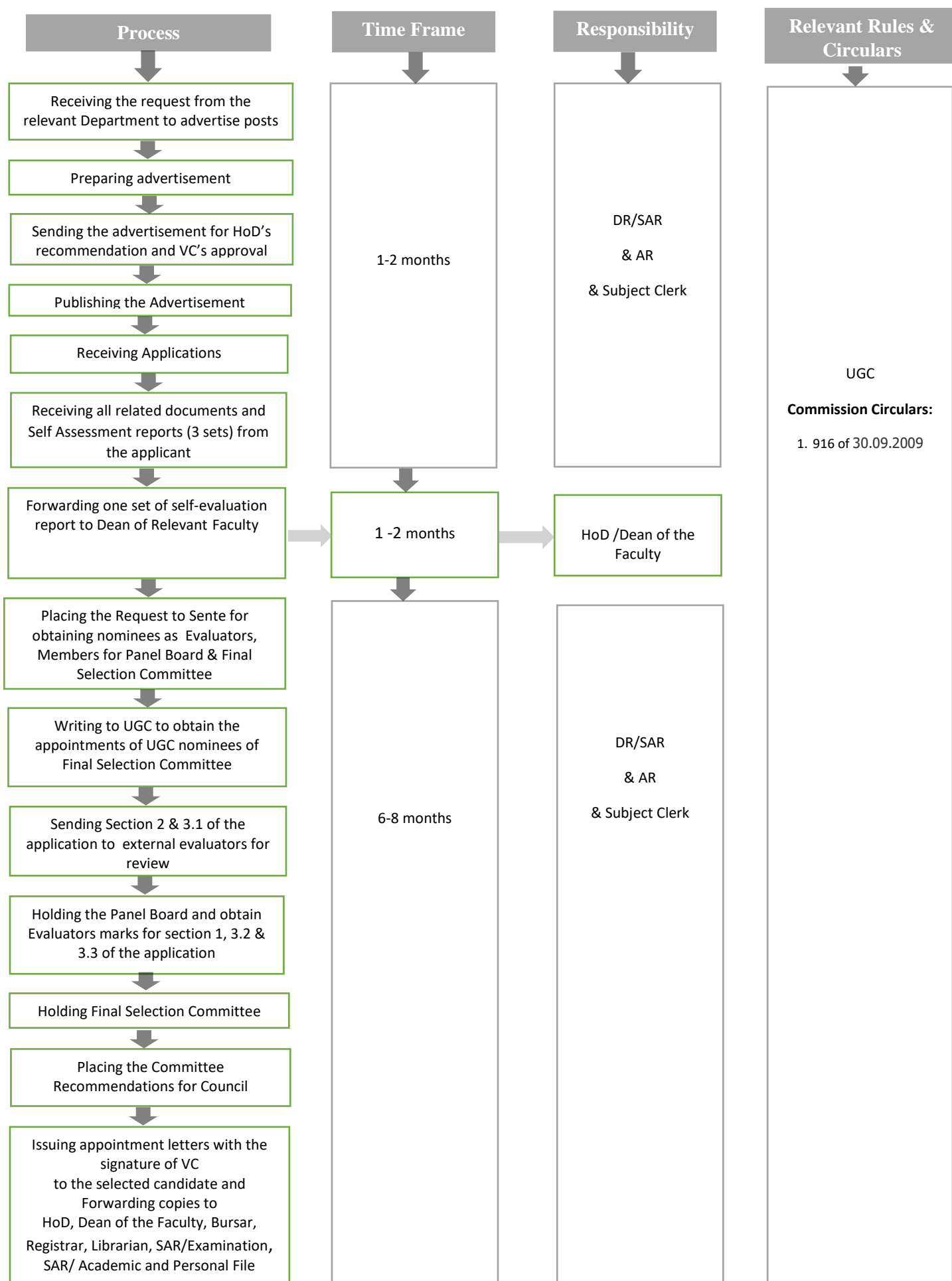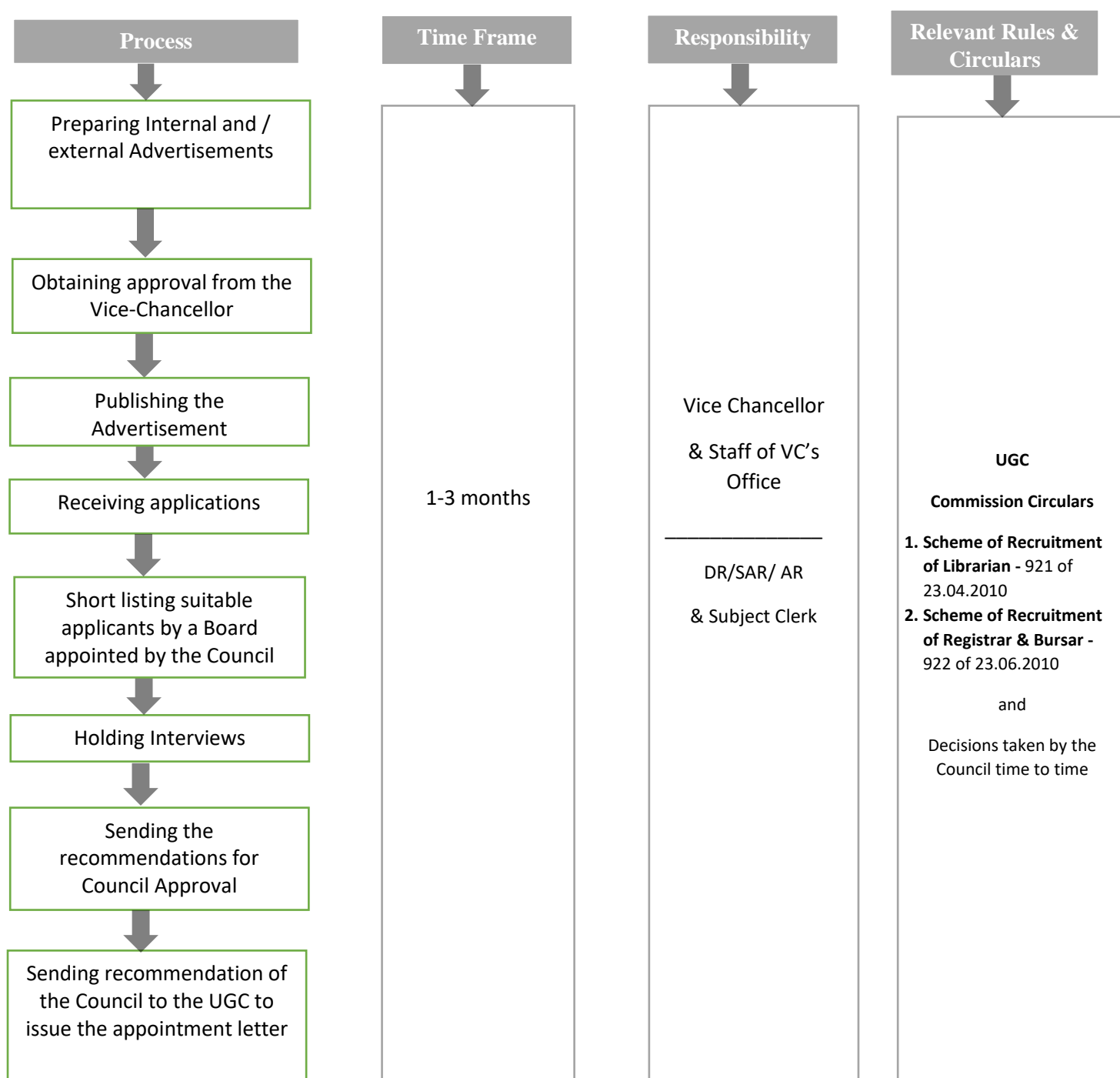| Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the request from the relevant Department to advertise posts			
Preparing advertisement			
Sending the advertisement for HoD's recommendation and VC's approval	1-2 months	DR/SAR & AR & Subject Clerk	
Publishing the Advertisement			
Receiving Applications			UGC
Receiving all related documents and Self Assessment reports (3 sets) from the applicant			**Commission Circulars:**
Forwarding one set of self-evaluation report to Dean of Relevant Faculty	1 -2 months	HoD /Dean of the Faculty	1. 916 of 30.09.2009
Placing the Request to Sente for obtaining nominees as Evaluators, Members for Panel Board & Final Selection Committee			
Writing to UGC to obtain the appointments of UGC nominees of Final Selection Committee		DR/SAR & AR & Subject Clerk	
Sending Section 2 & 3.1 of the application to external evaluators for review	6-8 months		
Holding the Panel Board and obtain Evaluators marks for section 1, 3.2 & 3.3 of the application			
Holding Final Selection Committee			
Placing the Committee Recommendations for Council			
Issuing appointment letters with the signature of VC to the selected candidate and Forwarding copies to HoD, Dean of the Faculty, Bursar, Registrar, Librarian, SAR/Examination, SAR/ Academic and Personal File			

4. RECRUITMENT OF REGISTRAR, BURSAR AND LIBRARIAN

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Preparing Internal and / external Advertisements	1-3 months	Vice Chancellor & Staff of VC's Office _____ DR/SAR/ AR & Subject Clerk	**UGC** **Commission Circulars** 1. **Scheme of Recruitment of Librarian -** 921 of 23.04.2010 2. **Scheme of Recruitment of Registrar & Bursar -** 922 of 23.06.2010 and Decisions taken by the Council time to time
Obtaining approval from the Vice-Chancellor			
Publishing the Advertisement			
Receiving applications			
Short listing suitable applicants by a Board appointed by the Council			
Holding Interviews			
Sending the recommendations for Council Approval			
Sending recommendation of the Council to the UGC to issue the appointment letter			

5. RECRUITMENT OF ACADEMIC SUPPORT STAFF

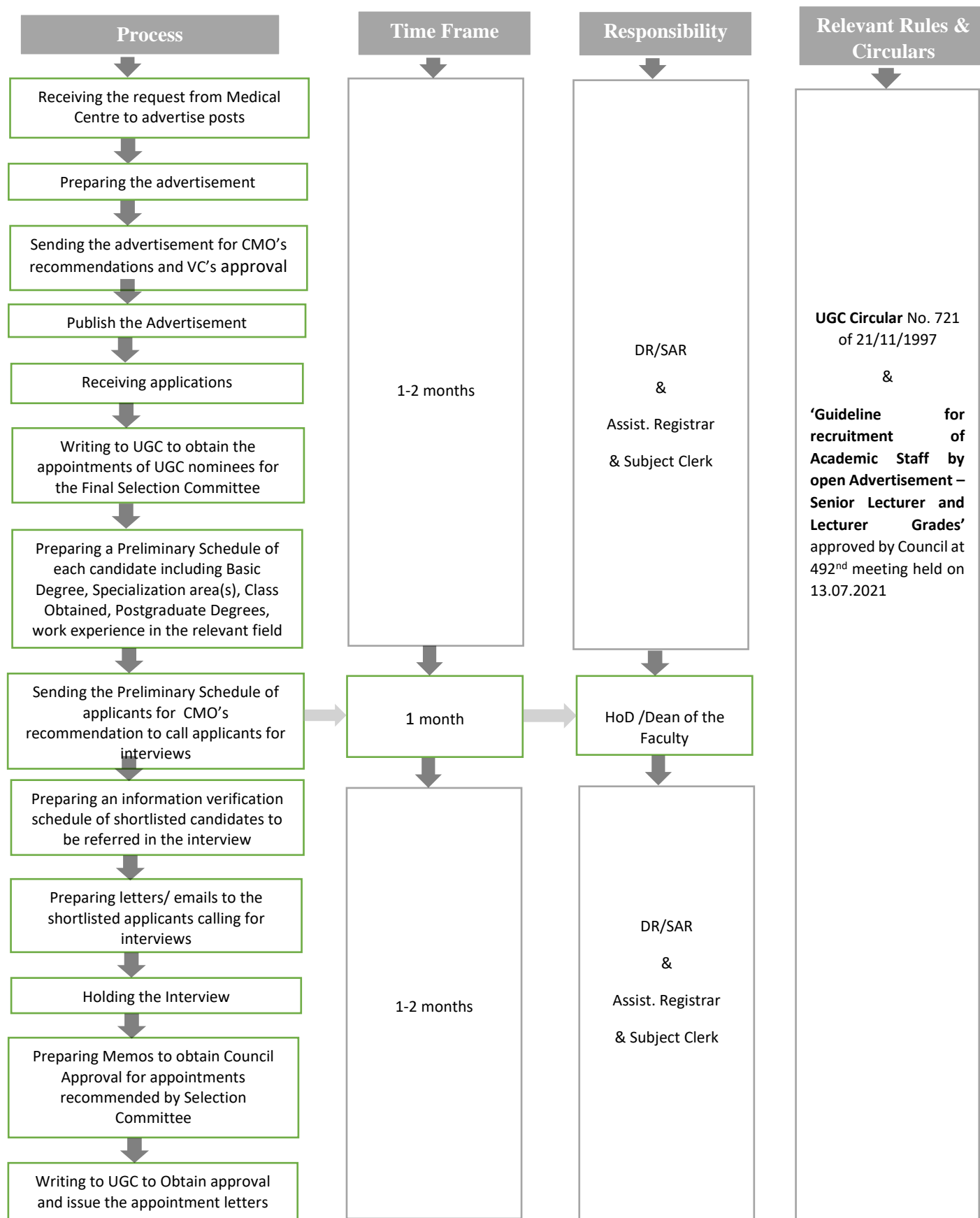| Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the request from the relevant Dean/Division Head to fill the vacancy	2-3 months	DR/SAR & AR & Subject Clerk	UGC **Commission Circulars** 1. 725 of 29.01.1998 2. 3/2017 of 31.1.2017 3. 18/2018 of 12.12.2018 4. 02/2021 of 22.2.2021 and Decisions taken by the Council time to time
Checking with the Cadre availability			
Sending the drafted advertisement for the recommendations of the Dean/Division Head and the approval of the VC			
Publishing the Advertisement			
Receiving applications			
Sending applications to the respective Faculty / Division to shortlist candidates			
Calling shorlisted candidates for interviews/ Exams		Head and Staff of the Department/ Dean	
Placing the Selection Committee Recommendations for Council Approval		DR/SAR & AR & Subject Clerk	
Issuing appointment letters with the signature of VC to the selected candidates and Forwarding copies to HoD, Dean of the Faculty, Bursar, Registrar, Librarian, Division Heads and Personal File			

6. RECRUITMENT OF TEMPORARY STAFF

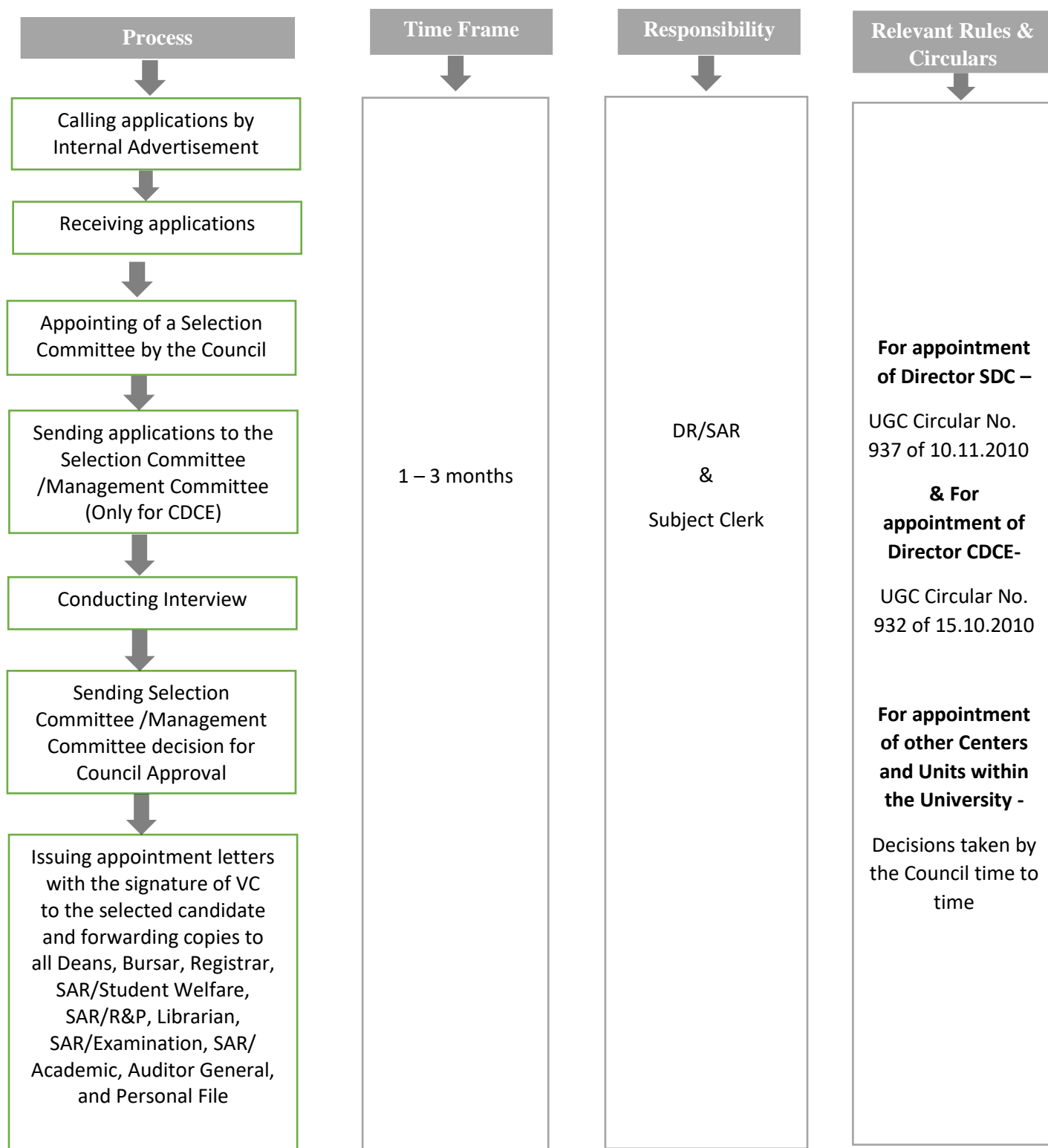**The whole Process of recruitment, extension and resignation has been computerized and now available in the internal system: https://recruit.kln.ac.lk/actempstaff/**

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the request from the relevant HOD/ Dean to fill the vacancy for the upcoming academic year	1 month	DR/SAR & AR & Subject Clerk	University Establishment Code Issued by UGC in 1984 & Recruitment Procedure for Temporary Academic Staff approved by Council meeting No. 385/12 of 08/11/2011
Sending the drafted advertisement for the recommendations of the HoD/ Dean and the approval of the VC			
Publishing the advertisement			
Receiving applications through online portal [https://recruit.kln.ac.lk/actempstaff/appli.php]			
Sending the applications to relevant Heads of Departments to shortlist the candidates			
Holding interviews by a committee appointed by the HoD/Dean of the Faculty	1-4 week	HoD / Dean and Assistant Registrar of the Faculty	
Receiving the list of Selected candidates			
Issuing appointment letters with the signature of VC to the selected candidates and Forwarding copies to HoD, Dean of the Faculty, Bursar, Registrar, Librarian and Personal File	1 week	DR/SAR & Assistant Registrar & Subject Clerk	
Receiving duty assumption letters from Appointees			

Sending duty assumption letters
to Salaries Division for
Preparation of salaries

7. RECRUITMENT TO THE POSTS OF MEDICAL STAFF
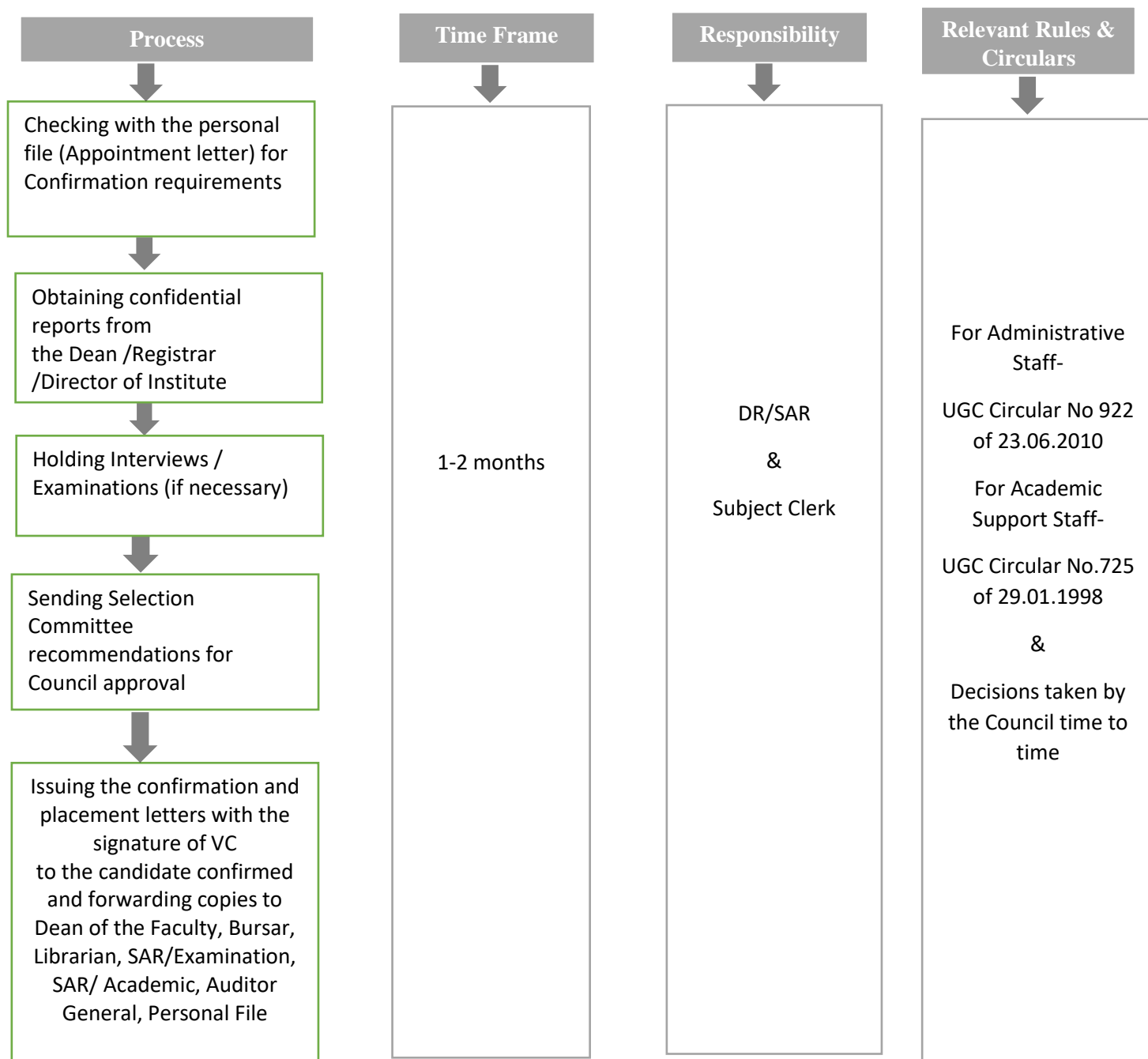
Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the request from Medical Centre to advertise posts			
Preparing the advertisement			
Sending the advertisement for CMO's recommendations and VC's approval			
Publish the Advertisement	1-2 months	DR/SAR & Assist. Registrar & Subject Clerk	**UGC Circular** No. 721 of 21/11/1997 & **'Guideline for recruitment of Academic Staff by open Advertisement – Senior Lecturer and Lecturer Grades'** approved by Council at 492nd meeting held on 13.07.2021
Receiving applications			
Writing to UGC to obtain the appointments of UGC nominees for the Final Selection Committee			
Preparing a Preliminary Schedule of each candidate including Basic Degree, Specialization area(s), Class Obtained, Postgraduate Degrees, work experience in the relevant field			
Sending the Preliminary Schedule of applicants for CMO's recommendation to call applicants for interviews	1 month	HoD /Dean of the Faculty	
Preparing an information verification schedule of shortlisted candidates to be referred in the interview			
Preparing letters/ emails to the shortlisted applicants calling for interviews			
Holding the Interview	1-2 months	DR/SAR & Assist. Registrar & Subject Clerk	
Preparing Memos to obtain Council Approval for appointments recommended by Selection Committee			
Writing to UGC to Obtain approval and issue the appointment letters			

8. APPOINTMENT OF DIRECTORS TO CENTRES & UNITS

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Calling applications by Internal Advertisement			
Receiving applications			
Appointing of a Selection Committee by the Council			
Sending applications to the Selection Committee /Management Committee (Only for CDCE)	1 – 3 months	DR/SAR & Subject Clerk	**For appointment of Director SDC –** UGC Circular No. 937 of 10.11.2010 **& For appointment of Director CDCE-** UGC Circular No. 932 of 15.10.2010 **For appointment of other Centers and Units within the University -** Decisions taken by the Council time to time
Conducting Interview			
Sending Selection Committee /Management Committee decision for Council Approval			
Issuing appointment letters with the signature of VC to the selected candidate and forwarding copies to all Deans, Bursar, Registrar, SAR/Student Welfare, SAR/R&P, Librarian, SAR/Examination, SAR/ Academic, Auditor General, and Personal File			

9. CONFIRMATION & PLACEMENT OF ACADEMIC STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Checking the personal file (Appointment letter) for confirmation requirements	1-2 months	DR/SAR AR & Subject Clerk	UGC Circular No. 721 of 21.11.1997 & Decisions taken by the Council time to time
Obtaining relevant postgraduate degree certificates and certificate of Staff Development course Completion			
Preparing a memo to the Council			
Issuing the confirmation and placement letters with the signature of VC to the candidate confirmed and forwarding copies to HoD, Dean of the Faculty, Bursar, Librarian, SAR/Examination, SAR/ Academic, Auditor General, Personal File			

10. CONFIRMATION OF APPOINTMENT OF ADMINISTRATIVE AND ACADEMIC SUPPORT STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Checking with the personal file (Appointment letter) for Confirmation requirements	1-2 months	DR/SAR & Subject Clerk	For Administrative Staff- UGC Circular No 922 of 23.06.2010 For Academic Support Staff- UGC Circular No.725 of 29.01.1998 & Decisions taken by the Council time to time
Obtaining confidential reports from the Dean /Registrar /Director of Institute			
Holding Interviews / Examinations (if necessary)			
Sending Selection Committee recommendations for Council approval			
Issuing the confirmation and placement letters with the signature of VC to the candidate confirmed and forwarding copies to Dean of the Faculty, Bursar, Librarian, SAR/Examination, SAR/ Academic, Auditor General, Personal File			

11. PROMOTION OF ACADEMIC STAFF- LECTURER / SENIOR LECTURER GR. II/I

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving request from the applicant through proper channel, (Including a Self-Assessment report only for Gr. I)	Total Process takes For Gr II: 2-3 months For Gr I: 3-4 months	DR/SAR AR & Subject Clerk	UGC Circulars No. 721 of 21.11.1997, Commission Circular No. 14/2018 of 11.12.2018 Commission Circular No. 16/2018 of 11.12.2018 & Decisions taken by the Council time to time
Checking with the relevant circular for requirements of promotion and verify submitted academic certificates from relevant Universities			
*Getting nominees for relevant Selection Committee from the Senate & Council			
*Holding Panel Board for Evaluation of qualifications			
Holding Interview			
Placing the Committee Recommendations for Council Approval			
Issuing the promotion letter with the signature of VC to the candidate promoted and forwarding copies to Dean of the Faculty, Bursar, Librarian, SAR/Examination, SAR/ Academic, Auditor General, Personal File			

* *The process steps applicable only for the promotions of Lecturer Gr.II and Gr.I*

12. PROMOTION TO THE POST OF ASSOCIATE PROFESSOR/ PROFESSOR

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving all related documents and Self - Assessment reports (3 sets) from the applicant	Total Process takes 6-8 months	DR/SAR AR & Subject Clerk	UGC Circular No 916 of 30.9.2009 & Decisions taken by the Council time to time
Placing the Request to Sente for appointing nominees as Evaluators, Members for Panel Board & Final Selection Committee			
Forwarding an 'Announcement Letter' to all Deans of Faculties and 1 set of self-evaluation report to Dean of the Relevant Faculty			
Writing to UGC to obtain the UGC nominees of Final Selection Committee			
Holding the Panel Board and obtain Evaluators marks			
Holding Final Selection Committee			
Placing the Committee Recommendations for Council Approval			
Issuing the promotion letter with the signature of VC to the candidate promoted and forwarding copies to Dean of the Faculty, Bursar, Librarian, SAR/Examination, SAR/ Academic, Auditor General, Personal File			

13. GRANT AND EXTENTION OF STUDY LEAVE TO ACADEMIC / ADMINISTRATIVE AND ACADEMIC SUPPORT STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving request from the Staff member			
Checking the requirements to grant/extent the Study leave			**Study Leave for Teachers** -UGC Circulars No. 18/2016 of 15.12.2016
Preparing memo to the Leave & Awards Committee			
Holding Leave and Award Committee	First approval process takes 2 months	DR/SAR AR & Subject Clerk	**Study Leave for Executive Staff, Academic Support staff, Medical Officers and Dental Surgeons** UGC Circulars No. 11/2013(i) of 14.11.2019
Sending recommendations of leave and Award committee to Senate and the Council for approvals			
Preparing Bond and Agreement for Study Leave/ Extensions (if necessary)			& Recommendations of Leave and Award Committee
Signing of Bond and Agreement			& Decisions taken by the Council time to time
Receiving progress reports every six months and receive requests for extension of Study Leave			
Sending it to the Study Leave Committee for approval			

14. GRANTING SABBATICAL LEAVE

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving request from the (eligible)Academic, and Administrative staff member with supporting documents	1.5 months	DR/SAR AR & Subject Clerk	Division II- Chapter X of University Establishment Code published by UGC in 1984 UGC Circulars No. 408 of 25.10.1989 Recommendations Of Leave and Award Committee & Decisions taken by the Council time to time
Preparing and sending memos to Leave & Award Committee			
Holding Leave and Award Committee			
Preparing minutes with the recommendations and place to the next Leave and Award Committee Meeting for confirmation of minutes.			
Sending the minutes to Senate and Council Approvals			
Issuing the leave grant/extension letter with the signature of VC to the candidate requested leave and forwarding copies to Dean of the Faculty, Bursar, Librarian, SAR/Examination, SAR/ Academic, Auditor General, Personal File			

15. FOREIGN TRAVEL GRANT

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving travel grant request with leave forms from the applicant	2-3 weeks	Dr/SAR AR & Subject Clerk	UGC Circular No. 02/2017 of 23.1.2017 & Decisions taken by the Council time to time
*Getting approval of the Ministry for granting leave and utilizing funds			
Calling quotation for air tickets from registered Suppliers			
Preparing memos to submit to Finance Committee and Council with travel itinerary and payment details			
Obtaining approval from the Finance Committee, Council, and the Ministry			
Proceeding the Visa and air ticket reservations and sending vouchers to payment division			

16. RECOVERY OF BOND VIOLATIONS

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving Notification of Resignation / Vacation of Post	4-5 months	Dr/SAR AR & Subject Clerk	UGC Circular No. 907 of 09.03.2009 for computation of monetary value of Bonds
Informing the Council by -Sending a letter of Consequences -Sending other documents (UPF/Pension/EPF forms)			Internal Audit Circular 02/2018 of 17.12.2018 & 01/2022 of 19.1.2022
Calculating the total bond value and other dues, after collecting information from relevant Departments/Divisions			&
Obtaining recommendations from Internal Audit Division			Decisions taken by the Council time to time
Informing the Principal Debtor regarding the process of recovery of Bond			
Obtaining approval from the Council for the repayment plan			
Recovering money on installment basis			

In case of violating the payment of installments:	Time Frame
Informing the Principal Debtor, with copies to the Sureties, the amount to be recovered and request that immediate action has to be taken to settle the same.	4 months < *
Taking every possible action to trace where abouts of the principal debtor, if not available at the given addresses If no response, 2 consecutive monthly reminders and final warning should be sent to the Principal Debtor, with copies to the Sureties.	*The time depends on the responses received from the related External Parties.
Informing the Principal debtor that action will be taken against him/her according to Section 7.8 of Chapter V of the University E-Code (In case of V.O.P.) with copy to sureties, If no response is received.	
Sending separate letters to the Sureties	
If no response received, informing the Authorities mentioned in section 7.8 of Chapter V of the University E-code with the Council approval of his/her failure to settle financial obligation to the University and Write to the relevant embassy in Sri Lanka	
Requesting AG's Department to send 'Letter of Demand' to principal Debtor & Sureties. If no response communicated with the AG's dept, file action in the District Court against the bond violator.	

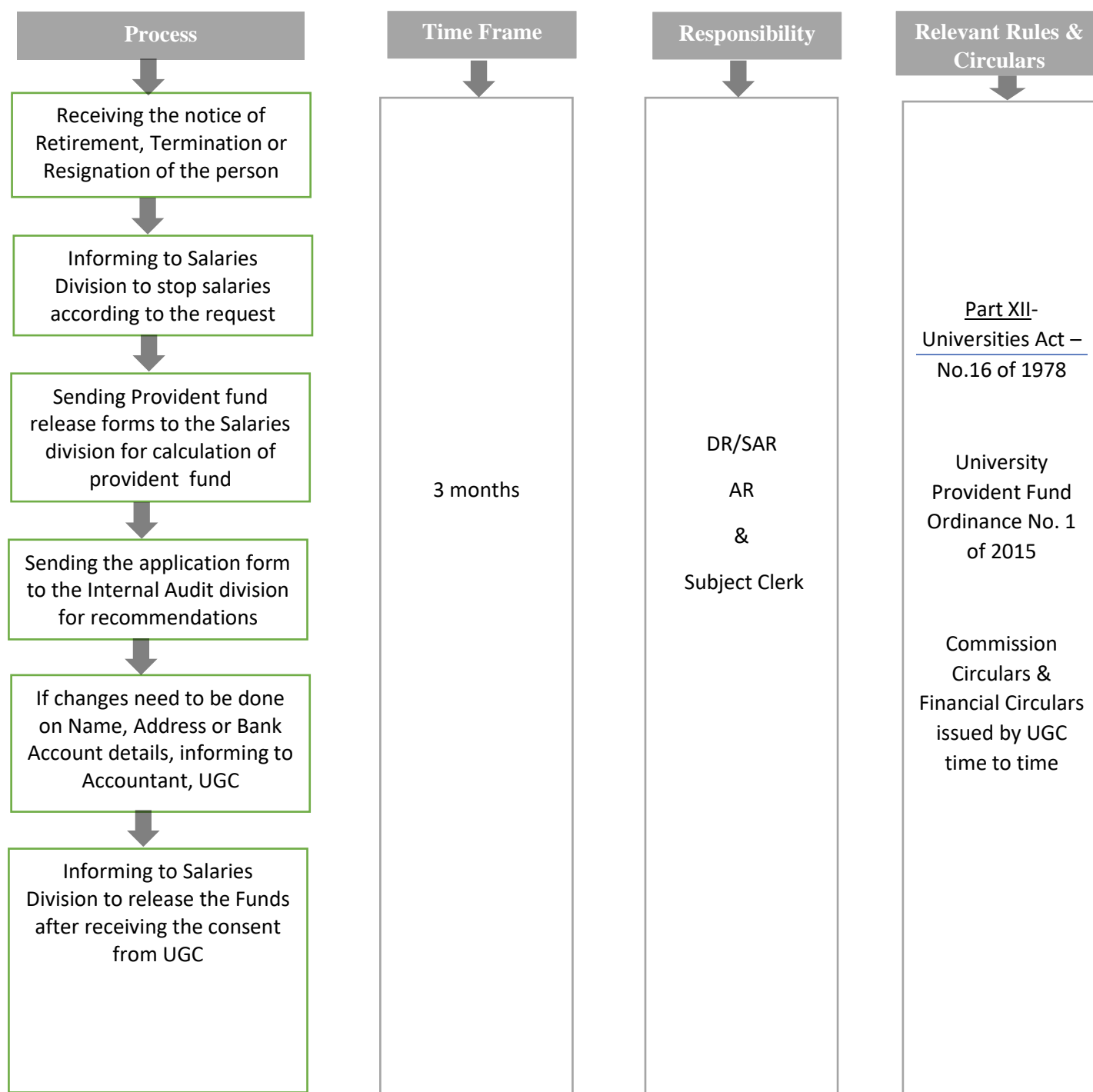## 17. ANNUAL INCREMENTS OF ACADEMIC STAFF/ ADMINISTRATIVE, AND ACADEMIC SUPPORT STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Preparing Increment form and sending to HOD/Dean/ Division Head	1-2 months	HoD /Dean of the Faculty Deputy Registrar/ Assist. Registrar & Subject Clerk	UGC Circulars And Finance Circulars Issued by UGC time to time
Getting the recommendation of HOD/ Dean and approval of the VC for the payment of increment			
Sending increment details to salaries and loans Division for necessary actions			

18. VACATION OF POST

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Informing to the staff member the date on which he/she should report to duty	Total Process takes 6-8 months depending on the response of Bond Violator	Deputy Registrar & Subject Clerk	Section 4 - Chapter V of University Establishment Code published by UGC in 1984 & Decisions taken by the Council time to time
Informing the Council, If he/she does not report to duty within deadline			
Conveying the notice of Vacation of post to the staff			
Collecting declaration forms from relevant Department/Divisions on dues			
Sending the Violator's personal file to the Internal Audit division to calculate the final amount of the bond			
Informing the due amounts and obligations to the bond violator			
Obtaining the approval from the Council on proposed method of payment provided by the bond violator			
In the first instant, recovering the dues from UPF balance of the bond violator & then as Installments			
If the dues are not received on time, informing the Legal & Documentation Division for further actions			

19. RELEASE OF PROVIDENT FUND OF ACADEMIC/ADMINISTRATIVE AND ACADEMIC SUPPORT STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the notice of Retirement, Termination or Resignation of the person	3 months	DR/SAR AR & Subject Clerk	Part XII-Universities Act – No.16 of 1978 University Provident Fund Ordinance No. 1 of 2015 Commission Circulars & Financial Circulars issued by UGC time to time
Informing to Salaries Division to stop salaries according to the request			
Sending Provident fund release forms to the Salaries division for calculation of provident fund			
Sending the application form to the Internal Audit division for recommendations			
If changes need to be done on Name, Address or Bank Account details, informing to Accountant, UGC			
Informing to Salaries Division to release the Funds after receiving the consent from UGC			

20. RELEASE OF PENSION FUND OF ACADEMIC/ADMINISTRATIVE AND ACADEMIC SUPPORT STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the notice of Retirement, Termination or Resignation of the person			
Informing to Salaries Division to stop salaries according to the request			
Sending Pension fund release forms to the person	3 months	DR/SAR AR & Subject Clerk	Pension Circular No. 1 of 30.06.1999 And Related Pension Circulars letters issued by UGC time to time *(Please refer the UGC web site)*
Sending Pension fund release forms to the Salaries division for calculations			
Sending forms along with the personal file to Internal Audit Division to certify release of fund and send to the Pension Department			

21. RELEASE OF PENSION FUND OF BOND VIOLATORS

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Receiving the notice of Retirement, Termination or Resignation of the person			
Informing to Salaries Division to stop salaries according to the request			
Obtaining the written consent from the Bond violator to set the pension fund against the bond	3 months	Deputy Registrar/SAR & Subject Clerk	Pension Circular No. 1 of 30.06.1999 And Related Pension Circulars letters issued by UGC time to time *(Please refer the UGC web site)*
Sending Pension fund release forms to the person			
Sending Pension fund release forms to the Salaries division for calculations			
Sending the fund request form, consent form and personal file to the Internal Audit branch to certify the setting of Pension fund against the payment of bond			

22. RETIREMENT OF ACADEMIC STAFF/ADMINISTRATIVE AND ACADEMIC SUPPORT STAFF

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Informing to the person the date he/she should be retirement (before the birthday or end of the academic year) **only for the academic staff**	1-2 months	DR/SAR/ AR & Subject Clerk	Section 5- Chapter V of University Establishment Code published by UGC in 1984
Informing to Salaries Division to stop salaries according to the retirement date			Establishment Circular letter No. 13/2013(i) of 6.10.2006
Sending personnel file to the Internal Audit branch to check the personal file for clearances, three months before to the retirement date			Establishment Circular letter No. 12/2015 of 8.9.2015
Sending thanking letter to relevant person			Commission Circular No. 11/2021 of 21.12.2021
Sending gratuity voucher to Internal Audit Division for pre-audit and checking for dues			Gratuity Act of 1983
Sending gratuity voucher to Salaries Division			
Releasing UPF, Pension Fund, ETF Fund and gratuity fund acordingly			

23. a. PREPARATION OF COUNCIL MEMOS

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Preparing Council memos related to promotions, appointments, retirement, releasements, vacation of post and resignation, leave and establishment related matters of Academic staff, Administrative and Academic Support staf	1-3 weeks Before to the Council	DR/SAR AR & Subject Clerk	Section 44-45 , Part VII of University Act. No.16 of 1978
Sending draft memo to the Vice-Chancellor for approval			
Sending the memos to Registrar for his/her signature and to place in the Council			

23.b. PREPARATION OF FINANCE COMMITTEE MEMOS

Process	Time Frame	Responsibility	Relevant Rules & Circulars
Preparing Finance Committee memos related to the matters on financial assistance to Academic staff, Administrative staff & Academic supports staff	1-3 weeks Before to the Finance Committee	DR/SAR AR & Subject Clerk	Internal Audit Circular Letter No. 01/2021 of 6.10.2021
Sending memos to the Bursar with the signature of Deputy Registrar of the Division to place in the Finance Committee			