



UNIVERSITY OF JAFFNA, SRI LANKA
ACADEMIC ESTABLISHMENTS

Phone/Fax: 021 2226715 Email: ujestac@gmail.com

YA/02/S

(Internal) Establishments Circular No.07/2018

11.05.2018

Rector
Deans of Faculties
Librarian
Heads of Departments/Units

Request for Extension of Probationary Period by Lecturer (Probationary)

As per the section 3 of the 'Letter of Appointment', the Lecturer (probationary) is given 3 years of probationary period and after three years of probationary period they can go for further extension up to maximum of 5 years.

Lecturer (Probationary) have to make the request in the attached specimen form and head of the Department and Dean of the Faculty need to forward it with their recommendation and relevant support documents.

The specimen form is attached.

Please bring this to the notice of the relevant staff in your respective department.

Vice Chancellor

VICE CHANCELLOR
University of Jaffna
Jaffna, Sri Lanka

Vice-Chancellor
University of Jaffna

Through: Dean, Faculty of

Head, Department of

Dear Sir/Madam,

REQUEST FOR EXTENSION OF PROBATIONARY PERIOD

I am,, a Lecturer (Probationary) inat the Department of since I have completedyears of probationary period on and I registered for/ am following a postgraduate degree/ PhD programme at the (annexed the relevant documents).

Therefore, I earnestly request you to extend my probationary period by further period of one year from to enable me to complete my postgraduate degree/ PhD programme.

Yours faithfully

.....
(Name & Signature) Date:

Dean, Faculty of

Mr./Ms./Rev. is a Lecturer (Probationary) inat the Department of I recommend/ do not recommend to extend his/her probationary period by further period of one year with effect from A detailed report is annexed.

.....
Signature & Seal of the Head of the Department Date:

Vice-Chancellor,

I recommend/ *do not recommend to extend the probationary period.

.....
Signature & Seal of the Dean of the Faculty Date:.....

Deputy Registrar, Academic Establishments

I approve/ *do not approve the recommendation made by the Head of the Department and Dean of the Faculty. Please place a memo to the Leave and Award Committee for its recommendation to the University Council.

.....
Signature & Seal of the Vice-Chancellor Date:

* Indicate the reason for not recommending/ approving