



**UNIVERSITY OF JAFFNA, SRI LANKA**  
**ACADEMIC ESTABLISHMENTS**

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YA/02/S

(Internal) Establishments Circular No.11/2018

19.07.2018

Rector  
Deans of Faculties  
Librarian  
Heads of Departments/Units

**Confirmation at the end of the Period of Probation**

Your attention is drawn to the UGC Establishment Circular Letter No. 09/1989 of 24.07.1989 and the Public Administration Circular No. 24/89 of 31.03.1989.

The purpose for appointment on probation is to test a teacher's/ officer's suitability for permanent retention in the institution.

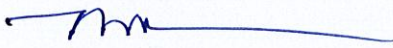
The attention of all head of the departments/ Units concerned is invited to the following procedure to be followed in the case of a teacher/ officer appointed on probation;

1. If the teacher/ officer shows any tendencies which render doubtful his suitability for permanent retention, he/she should be given every assistance to overcome his/her failings. Admonition should be administered in writing for any fault which the teacher/officer persists in, and an acknowledgement obtained.
2. The head of the departments/ Units should have a report made on every teacher/ officer appointed on probation, at the end of his/ her first year of probation and then again after the second year and so on.
3. A final report should be prepared six months before the expiry of the period of probation. In case of Extension of Probationary period also, the report should be submitted six months before the expiry of the period of probation.

**Note**

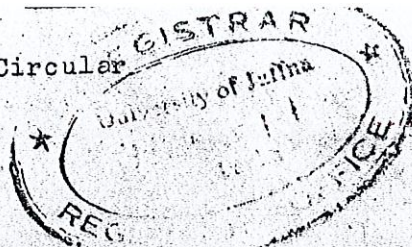
As per the instruction given by (Internal) Establishment Circular 7/2018, action should be taken in accordance with the provision in the section 3 above.

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

  
Vice Chancellor

Cc: Bursar, University of Jaffna





24th July, 1989.

Vice-Chancellors of Universities,  
Directors of Institutes.

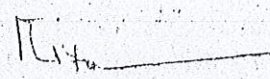
ADOPTION OF GOVERNMENT CIRCULARS

The University Grants Commission at its 265th meeting held on 28th June, 1989, decided to adopt the following Government Circulars :-

- (i) Public Administration Circular No. 40/88 on Remuneration on re-employment in the public service
- (ii) Public Administration Circular No. 7/89 on Amendments to the Establishments Code Special Leave - Chapter XII
- (iii) Public Administration Circular No. 13/89 on Payment of increment to a public officer retiring on reaching 60 years of age
- (iv) Public Administration Circular No. 14/89 on Salary Advance to Public Officers who suffer property damage and/or loss of movables as a result of the disturbances that occur in the country - Establishments Code & Chapter XXIV
- (v) Public Administration Circular No. 24/89 on Confirmation at the end of the Period of Probation
- (vi) Public Administration Circular No. 17/89 on Expeditious Disposal of Disciplinary Inquiries
- (vii) PE Circular No. 49 on Emoluments of Chairmen of Public Corporations and competent authorities of Govt. Owned Business undertakings.



Copies of the above mentioned Government Circulars are annexed for your information and compliance.

  
( Mahinda de Fonseka )  
Deputy Secretary  
/ Secretary

Cc:

1. Members of the UGC
2. Registrars of Universities
3. Accountant/UGC
4. Bursars of Universities
5. Senior Asst. Registrars/Asst. Registrars of Institutes
6. Assistant Bursars of Institutes
7. Chief Internal Auditor
8. Government Audit Superintendent of Universities
9. Auditor-General

DP/



March 31, 1989.

To: All Secretaries to Ministries and  
and Heads of Departments.

Confirmation at the end of the Period of  
Probation

It has been found that the procedure to be followed in the case of an officer appointed on probation, as prescribed in Chapter II of the Establishments Code is very often not observed.

02. The purpose for appointment on probation is to test an officer's suitability for permanent retention in the public service.

03. The attention of all officers concerned is invited to the following procedure to be followed in the case of an officer appointed on probation.

- 3:1 If the officer shows any tendencies which render doubtful his suitability for permanent retention, he should be given every assistance to overcome his failings. Admonition should be administered in writing for any fault which the officer persists in, and an acknowledgement obtained.
- 3:2 The Head of a Department should have a report made on every officer appointed on probation, at the end of his first year of probation, and then again after the second year.
- 3:3 A final report should be prepared six months before the expiry of the period of probation.
- 3:4 At the end of the period of probation, the Appointing Authority should after considering the said report, ensure that the officer on probation is confirmed, or his period of probation extended or the probationary appointment terminated.
- 3:5 The decision in each case referred to at 3:4 above, should be communicated to the officer concerned.
- 3:6 If by the end of the period of probation, an inquiry into an irregularity committed by an officer remains incomplete, consideration of his confirmation should not be held up until the completion of the inquiry but the period of probation should be extended or the probationary appointment terminated.



3:7 Whenever verification of an officer's educational or other qualification is necessary before confirming him in his appointment, such action should be completed as soon as possible after his appointment, without keeping it pending till the officer completes his period of probation.

3:8 In the case of an officer appointed on probation who wilfully delays presenting himself for the Medical Examination etc. action should be taken in accordance with the relevant provisions in the Establishments Code. Attention is drawn to the provisions in Chapter II, 10 of the Establishments Code.

04. Since, with the decentralization of staff under the Provincial Councils, personal files of officers have to be brought upto date and transferred to the respective Provincial Councils very early, it is very necessary that reports in respect of officers in all services in the following stages of their probation appointment, be furnished to the Director of Combined Services or the respective Appointing Author before April 30th 1989 :-

- i. Officers referred to 3:1 above, who have been warned for unsatisfactory service during the period of probation.
- ii. Officers against whom disciplinary inquiries are pending during their probationary period.
- iii. Officers who have completed their probationary period but have not been confirmed in their appointments.
- iv. Officers whose probationary period has been extended on account of unsatisfactory service.
- v. Officers who have not fulfilled the requirements for confirmation for reasons within their control, Vide 3:8 above.

05. It is imperative that all pending disciplinary matters against officers referred to above should be finalised within a period of three months from today.

06. All officers concerned should take particular care not to transfer any personal files of officers without finalising all establishments work connected with their confirmation in their appointment.

Sgd: Cyril Gamage  
Secretary,

Ministry of Public Administration  
Provincial Councils & Home Affairs

M.N. Junaid  
Secretary State for  
Public Administration &  
Additional Secretary,  
My/Public Administration,  
provincial Councils and  
Home Affairs.