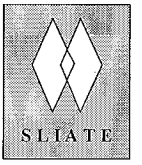




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 MINISTRY OF CITY PLANNING, WATER SUPPLY AND HIGHER EDUCATION
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 இலங்கை உயர் தொழில்நுட்பவியல் கல்வி நிறுவனம்
 Sri Lanka Institute of Advanced Technological Education



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320, "ஜனவது பியச"
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 கொழும்பு 10.

320, "Janawathu Piyasa"
 T. B. Jayah Mawatha
 Colombo 10.

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 Date }

SLIATE Internal Circular [ADM] – 09/2019

All Directors/ Academic Coordinators
 Advanced Technological Institutes/ Advanced Technological Institute Sections

Delegation of Administrative Authority.

The 185th Governing Council meeting held on 31/07/2019 has been decided to delegate the Administrative authority as per annexure OI attached to this circular.

Accordingly, I hereby revoked all previous circulars which have been issued earlier on this matter.

This circular will be effective from 01.08.2019

Prof. K. T. M. U. Hemapala
 Director General
 SLIATE

Delegating Administrative Powers

1. Leave

According to the guidance of chapter XII-Leave, General I and chapter XII clauses of Establishment Code, Directors are delegated authority for granting following leave.

1.1 Approvals

<u>Clause</u>	<u>Leave</u>
4	Leave for part of a day
5	Casual Leave
6	Sick Leave
7	Lieu Leave
8	Vacation Leave
35	Short Leave

The details of the above leave should be sent to the head office by monthly summery and annual leave reports.

1.2 Recommendations

The following leave should be recommended and forwarded to the Director General for approval.

<u>Clause</u>	<u>Leave</u>
9	Accident Leave and Special Sick Leave
10	Lapsed Leave
11	Leave Preparation to retirement
12	Special Leave
13	Duty Leave
14	Full Pay Study Leave
15	No-Pay Study Leave in the Island
16	No-Pay leave for study and/or employment abroad
17	Earned Leave
18	Maternity Leave (with pay/with half pay/no pay)
19	Leave to attend Government Examinations
20	Compulsory Leave
21	Half-pay Leave
22	No-pay Leave
23	Leave to be spent out the of the Island
24	Leave to a Subordinate Officer
26	Leave to a Minor Employee
36	No-pay leave for a spouse of an officer posted abroad

2. Approval for visiting lecturers

Paper advertisement to recruit visiting lectures for each semester is published by the Deputy Director General (AAP & R) under the supervision of Director General. Directors are assigned following authorities.

2.1 Selection of visiting Lecturers

Qualified candidates should be selected from the applications received to the institute through interview according to the guidelines issued by the Head Office.

2.2 Provide approval to selected visiting lecturers by interview on the recommendation of the Academic Board of ATI.

2.3 Deciding the visiting payment rate

Visiting payment should be decided as per the DMS circular No. DMS/E/54/7/342/1 on 20.03.2013. The payment schedule should be forwarded to the Deputy Director General (AAP & R) for monitoring.

3. Time Tables

The time tables recommended by the Academic Board of the ATI and approved by the Director should be submitted to Deputy Director General (AAP & R) for monitoring.

4. Examination activities.

4.1 Appoint the examination staff members including supervisor, permanent invigilator, hall attendant and labourer as per the guidelines issued by the Head Office.

4.2 Approval for payment vouchers of the above staff.

5. Working on weekends and public holidays

Directors should recommend and forward for the approval of Director General as per the Chapter VIII, clauses 9, 10 of Establishment Code.

6. Student programs conducted within the Institute

Approval can be granted by the Directors of ATIs for the above programs such as blood donations, pirith ceremony and etc.

7. Quarters owned by the Institutes

Allocation, selection and rent charging for quarters should be according to the guidelines of Section XIX of the Establishment Code.

8. Overtime, Holidays and holiday pay and allowances.

- 8.1 Director can approve overtime payments up to a maximum number of 20 hours according to financial power delegation of SLIATE and the guidance of Establishment Code chapter VIII, Clauses 1,2,3,4,5,6,7.
- 8.2 Directors should plan monthly and annual overtime payment within the limitation of recurrent expenditure which was approved by the SLIATE.
- 8.3 Overtime hours if not according to 8.1 and exceeding 20 hours have to be forwarded to Director General if the Director is personally satisfied about the service of the employee.

9. Issuing the certificate of service

Service certificates can be issued by the Director according to the rules of Establishment Code chapter VI. 7. A copy should be forwarded to Deputy Director General (Admin and Finance).

10. Termination of Employment

The situations such as Resignation, Retirement and Vacation of the post should be forwarded to the Head Office with recommendation of the Director according to the terms of Establishment Code, chapter V.

11. Increments

Granting of increments shall be according to the Establishment Code, chapter VII 10 and approval and recommendation are granted as follows.

Employee Category	Recommendation	Approval
Primary	Director	DDG (Admin & Finance)
Secondary	Director	DDG (Admin & Finance)
Tertiary	Director	DDG (Admin & Finance)
Senior – MM	Director	DDG (Admin & Finance)
AR	DDG (Academic & Research)	DDG (Admin & Finance)
HM	DDG (Admin & Finance)	Director General

If any increment is not recommended please indicate the provisions mentioned by the chapter VII 10:2 I, II, III, IV, V of the Establishment Code with the recommendation.

12. Students transfers

- 12.1 Student transfers from full time to part time can be approved by the Director and those transfers should be informed to DDG (AAP & R), Director (Exam) and MIS division.

- 12.2 Student transfers among Institutes should be recommended by the Academic Board of the Institute and forwarded to the ASM for approval.