

Office of the Vice-Chancellor

University of Peradeniya

To : Deputy Vice-Chancellor
Deans of Faculties
Registrar (Acting)
Librarian
Bursar
Heads of Central Administration
Director/Physical Education
Acting Chief Medical Officer
Works Engineer
Chief Security Officer
Curator

Through : Acting Registrar

From : Vice-Chancellor

Date : 12.12.2022

STAFF EXCELLENCE AWARD 2022- NON-EXECUTIVE NON-ACADEMIC STAFF

I am pleased in informing you that the university Administration, valuing the regular appraisal of employees has decided to initiate an annual "Staff Excellence Award" for the Non-Academic Staff of the University.

Accordingly, the Non- Academic staff of the University who have performed well in 2022 will be appreciated on 02.01.2023 and the selection of staff will be made for different categories of staff (Technical Officers, Management Assistants, and Primary Grades).

In the first instance, we are planning to call applications from interested employees of the above categories. The shorted-listed applications will be evaluated by an independent panel with a pre-defined grading system. The top 1% will get a cash award and all in the top 5% will get a certificate of appreciation.

The sample application is attached herewith and also can be downloaded from the University web <https://www.pdn.ac.lk/>. Please note that the duly filled applications (hard copy) with all supporting evidence should be submitted to the Deputy Registrar/ Non-Academic Establishments on or before 20.12.2022 through respective Head of the Department. (*the soft version of the applications can be forwarded to nacest@gs.pdn.ac.lk until the hard copy is channelled through the Head of the Department*). Late submissions and applications without supporting documents will not be entertained for the evaluation.

You are kindly requested to make aware/ inform/encourage all relevant Non-Academic employees of your Faculty/Department/Division to apply for the same.



VICE-CHANCELLOR

Vice - Chancellor
University of Peradeniya
Peradeniya - Sri Lanka