



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 13/ 2014

No. 20, Ward Place,  
Colombo 07.

November 21, 2014

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### PAYMENT OF THE BALANCE OF INTERIM ALLOWANCE PAID TO NON-ACADEMIC NON-ADMINISTRATIVE STAFF

Your kind attention is drawn to Commission Circular No. 850 of 22.10.2004 on payment of an allowance as per the agreement signed between the Cabinet Sub-Committee and the Inter University Trade Unions Joint Committee on 23.09.2004 and Commission Circulars No. 857 of 01.03.2005 and No. 888 of 11.05.2007 on payment of an Interim Allowance to the above staff category.

2. The Cabinet of Ministers at its meeting held on 30.09.2014 having considered the recommendation made by the Cabinet Sub Committee appointed to study the above matter granted approval to pay the balance amount of the Interim Allowance payable to such staff members .

3. Accordingly, Higher Educational Institutions are advised to pay the balance amount of the Interim Allowance to the relevant employees those who were paid this allowance in 2007 as per Commission Circular No. 888 based on the amounts mentioned in Commission Circular No. 857. Therefore, such employees who have already retired/resigned/deceased will also be eligible to receive this payment. The due amount payable to each employee category, according to the then salary codes (in 2004), are given in Column (4) of the attached schedule **(ANNEX)**.

4. This payment should not be taken into account for calculation of contributions to Universities' Provident Fund, Pension Fund, ETF and other payments of overtime, loans and Gratuity etc.

5. The required funds for this purpose will be released by the UGC. Therefore, Higher Educational Institutions are requested to make this payment to the employees concerned accordingly.

6. Please take action accordingly.

**Prof. Kshanika Hirimburegama**  
Chairperson

Copies :

1. Secretary/ Ministry of Higher Education
2. Chairperson's Office/UGC
3. Vice-Chairman/UGC

Contd/...

4. Members of the UGC
5. Secretary/UGC
6. Deans of Faculties
7. Registrars of Universities
8. Accountant/UGC
9. Bursars of Universities
10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
13. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Deputy Int. Auditors/ Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/2/9/86

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**Payment of Arrears of Salary to the Non-Academic Non-Administrative  
Staff for the year 2004**

1	2	3	4		
Se No	Salary Code of the Employees concerned	Total amount as per Comm. Cir. No.857(Rs.)	Amount payable to each employee		
			Due Period	Rate of payment	Amount (Rs.)
1	A-04(a)	23,400	From January 2004 to December 2004	50%	11,700
2	A-04(c)	19,200		50%	9,600
3	A-04(d)	19,200		50%	9,600
4	A-05	28,200		50%	14,100
5	A-05(a)	28,200		50%	14,100
6	A-06	24,360		50%	12,180
7	A-06(a)	24,420		50%	12,210
8	A-07	24,420		50%	12,210
9	A-08	23,880		50%	11,940
10	A-09	18,900		50%	9,450
11	A-10	22,080		50%	11,040
12	A-11	20,820		50%	10,410
13	A-12	19,800	From January 2004 to August 2004	47.88%	9,480
14	A-13	19,320		33.33%	6,440
15	A-14	14,040		33.33%	4,680
16	A-15	20,760		33.33%	6,920