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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

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எனது இலக்கம் } UGC/F4/Monitoring/2017
My Number }

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அஞ்சல் பெட்டி } 1406
Post Office Box }

ඔබේ අංකය }
உமது இலக்கம் }
Your Number }

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.
20, வாட்டு இடம், கொழும்பு 07, இலங்கை.
20, Ward Place, Colombo 07, Sri Lanka.

27th December 2016

Vice Chancellors of Universities
Directors of Institutes
Rectors of Campuses

Monitoring of Financial & Physical Performance of Activities Financed by the National Budget - 2017

This refers to the para no. 8 of finance circular 09/2016 dated 10th December 2016.

- 2) A Financial Officer should be nominated by the university/HEIs as the focal point to coordinate and monitor the progress of the Budget 2017
 - Name and Post of the Officer
 - Mobile Number & Email Address
- 3) **Annual Action Plan – 2017** Universities/HEIs are requested to submit the Annual Action Plan as per forms 1, 2A, 2B, 3 and 4 with target expenditure on or before 5th January 2017.
- 4) **Progress Review reports** should be submitted by the university/HEI to the UGC in Excel form to; budget@ugc.ac.lk with a copy to parakrama@ugc.ac.lk.
 - a) Form 1 – On or before 05th January 2017 and update with additional allocations given by the UGC or internal transfers
 - b) Form 2A, 2B, 3 and 4 – 1st two weeks reports of the reporting month should be submitted on or before 20th of the respective month and 2nd two weeks report (full month report) on or before 4th day the next month.
 - c) Form 5 & 6 – Quarterly reports on or before 7th day of the month of April, July, October 2017 & January 2018.
- 5) All the progress reports should be submitted only by nominated emails.
- 6) The specimen forms can be downloaded from UGC website; www.ugc.ac.lk and you may contact Mr. M. P. Bandara, Senior Assistant Accountant on Tel: 011-2694299 or 071-9900014 for further clarifications.

Your coordination in this regard would be very much appreciated.

Thank you

Prof/Mohan de Silva
Chairman

Cc: Secretary/UGC
Registrars/Bursars of Universities/HEIs

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பெக்ஸ் }

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வெப் தளம் }