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பல்கலைக்கழக மாநியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

මගේ අංකය }
எனது இலக்கம் } UGC/F4/Monitoring/2018
My Number }
ඔබේ අංකය }
உமது இலக்கம் }
Your Number }

තැපැල් පෙට්ටිය }
அஞ்சல் பெட்டி } 1406
Post Office Box }

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

23rd February 2018

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Monitoring the Utilization of Budgetary Provisions - 2018

This has reference to our letter UGC/F4/Monitoring/2017 dated 19th January 2017 on Monitoring the Utilization of Budgetary Provisions and Letter sent by Ministry of Higher Education and Highways HE/IDD/2017/1 dated 12th December 2017 on Management of Government Grants.

You are kindly requested to submit information on given formats on or before the due dates given below to Accountant, UGC via budget@ugc.ac.lk.

Format No	Report Name	Due date
1 - A	Action Plan for Capital Projects – Works	15 th January 2018
1 - B	Financial Plan of Capital Projects – Works	15 th January 2018
2 - A	Reporting Quarterly Physical Progress of Works	05 th day of the following month of each quarter
2 - B	Reporting Monthly Financial Progress of Works	05 th day of the following month
3	Procurement of Goods & Services	15 th January 2018
3 - A	Action Plan for Goods & Services in Year	15 th January 2018
3 - B	Reporting Monthly Financial Progress of Goods & Services	05 th of the following month
4	Monthly Financial Plan for Recurrent Expenditure	15 th January 2018
5	Monthly Commitment Reporting	05 th of the following month
6	Expected Annual Performance	15 th January 2018

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வெப் தளம் } <http://www.ugc.ac.lk>
Web Site }

If you have not submitted the reports 1-A, 1-B, 3, 3-A & 6 as per given timeline kindly requested to submit the same on or before 8th March 2018.

The above formats are available to download from University Grants Commission website – Budget & Finance/Treasury progress reports.

If any clarifications required in this regard, please contact Ms. Sagarika Beliketimulla, Snr. Asst. Accountant on Tel: 011-2123409.

Please note that monthly cash forecasts will not be recommended by the National Budget Department without receiving above information on time.

Thank you



Prof. Mohan de Silva
Chairman

Cc: Secretary/MOHE
Director General/National Budget Department
Vice Chairman/UGC
Secretary/UGC
Registrars/Bursars of Universities/HEIs