



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 992

No. 20, Ward Place,  
Colombo 07.

23.08.2012

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **REIMBURSEMENT OF COURSE FEE PAID ON COMMISSION CIRCULAR NO. 830 OF 09.09.2003**

Your reference is invited to the provisions in Commission Circular Nos. 830 of 09.09.2003 and 904 of 07.01.2009 for the payment of course fee levied by the Higher Educational Institution concerned and the agreement to be undertaken.

The Commission at its 853<sup>rd</sup> meeting held on 12.07.2012 having considered the fact that obtaining a Diploma in English from a recognized Higher Educational Institution is one of the requirements for completion of the Efficiency Bar as per the Schemes of Recruitment of the following posts, decided that officers on probation be allowed to follow a Diploma course in English conducted by a recognized Higher Educational Institution with prior approval of the Governing Authority and to reimburse the course fee ;

- Assistant Secretary/Assistant Registrar
- Assistant Accountant/Assistant Bursar/ Assistant Internal Auditor
- Assistant Registrar(Library Services)
- Assistant Secretary/ Assistant Registrar (Legal & Documentation)
- Personal Secretary to Chairman, UGC / Vice-Chancellor of a University

Accordingly, the Higher Educational Institutions/Institutes in the university system are instructed to reimburse the course fee after confirmation of the officers of the above posts, on submission of the certificate having successfully completed the course of study, provided, prior approval of the Governing Authority has been granted to follow the course of study.

The provisions in Commission Circular No. 830 and 904 will continue to apply subject to the above amendment.

This circular will come into effect from September 03, 2012.

Please take action accordingly.

  
**Prof. Gamini Samaranayake**  
Chairman

Contd. 02/....

Copies :

1. Secretary/ Ministry of Higher Education
2. Chairman's Office/UGC
3. Vice-Chairman/UGC
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. Chief Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor-General

UGC/HR/6/2/10