



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 999

No. 20, Ward Place,  
Colombo 07.

04.01.2013

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **REVISION OF ALLOWANCES OF GOVERNMENT CORPORATIONS, STATUTORY BOARDS AND PROJECT STAFF AS PER THE BUDGET PROPOSALS - 2013**

Your reference is drawn to Commission Circular No.973 of 04.01.2012 on revision of allowances of Government Corporations, Statutory Boards and Project Staff as per the budget proposals - 2012 and also to the provisions in Establishments Circular Letter No. 13/2012 dated 23.07.2012.

2. The University Grants Commission at its 864<sup>th</sup> meeting held on 20.12.2012 having considered the provisions of Management Services Circular No. 48 of 10.12.2012 (copy is attached herewith) to pay revised Cost of Living Allowance and a special allowance calculated as 5% of basic salary on budget proposals - 2013, granted approval to implement such provisions for the university staff in the following manner ;

#### **(i) Cost of Living Allowance**

Monthly Cost of Living Allowance of Rs. 5850/- being paid at present to the employees in the university system shall be Rs. 6600 /- with effect from 01.01.2013.

#### **(ii) Special Allowance**

A special allowance calculated as 5% of basic salary excluding allowances subject to a minimum of Rs. 750/- and a maximum of Rs. 2500/- should be added to the special allowance being paid as 15% of the basic salary (excluding allowances) mentioned in Commission Circular No. 973 and paid as follows ;

Initial Salary of the Salary Scale (monthly)	Effective Date	Percentage of the increased amount to be paid
Less than Rs. 24725/-	01.05.2013	50%
	01.09.2013	The balance 50%
Rs. 24725/- and more	01.07.2013	50%
	01.10.2013	The balance 50%

Contd. 02/...

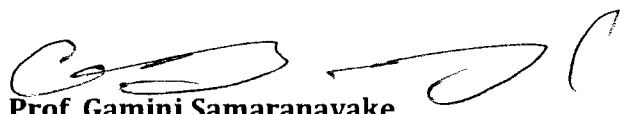
3. Allowances to the employees who serve on Daily Wages

- (i) The Cost of Living Allowance of Rs. 195/- being paid per day to the employees serving on casual/daily basis should be revised as Rs. 220/-per day and paid with effect from 01.01.2013.
- (ii) A special allowance as mentioned in para. 2(ii) above should be paid to the employees serving on casual/daily paid on the basis of 1/30 per day of each month on which employees served, subject to the provisions therein.

4. Erroneous Calculations

In case of an excess payment made to any person extraneous to this circular, the Accountant/ Bursar/Deputy Bursar/Senior Assistant Bursar/Assistant Bursar of the UGC/Higher Educational Institution concerned, as the case may be, is personally responsible for such payment and the employee concerned is liable to refund the excess amount so paid. Relevant authorities should take disciplinary action against the responsible officers who make erroneous salary revisions or payments.

5. Please take action accordingly.

  
**Prof. Gamini Samaranayake**  
Chairman

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

File No. UGC/HR/2/3/9/86 (12<sup>th</sup> Vol)

Management Services Circular No. 48

My No. DMS/Circular/2012  
Department of Management Services  
General Treasury  
Colombo 01.  
10.12.2012

Secretaries of Ministries,  
Chief Secretaries of Provincial Councils,  
Chairmen of Government Corporations,  
Statutory Boards and Fully Owned Government Companies

**Revision of Allowances of Government Corporations, Statutory Boards and Project Staffs as per the Budget Proposals 2013**

01. Payment of allowances declared by Budget Proposals 2013 should be made as follows.
02. Accordingly, employees of all Government Corporations, Statutory Boards, Fully Owned Government Companies and the projects covered by the Management Services Circular No.33, other than institutions coming under the following categories (i. ii. iii), are entitled to these allowances.
  - i. The institutions which determine salaries upon Collective Agreements or such an understanding.
  - ii. The institutions which pay a monthly variable cost of living allowance based on Colombo Consumer Price Index.
  - iii. The institutions which did not determine the staffs and relevant salaries as per the Management Services Circular No.30

**03. Cost of Living Allowance**

In terms of Management Services Circular No.43 dated 10.01.2011 and Management Services Circular No. 33 dated 05.04.2007, monthly cost of living allowance being paid to the employees entitled under the para 02 of the above, shall be Rs.6,600/- with effect from 01.01.2013

#### 04. Special Allowance

A Special allowance calculated as 5% of basic salary excluding allowances subjected to a minimum of Rs.750/- and a maximum of Rs.2,500/-, should be added to the special allowance being paid in terms of para 3 of the Management Services Circular No.46 dated 10.01.2011 and paid as follows.

Initial Salary of the Salary Scale (monthly)	Effective date	Percentage of the increase amount to be paid
Less than Rs.24,725/-	01.05.2013	50%
	01.09.2013	The balance of 50%
Rs.24,725/- and more	01.07.2013	50%
	01.10.2013	The balance of 50%

#### 05. Allowances to the Employees who serve on Daily Wages

5.1 Daily wages paid to the employees serving on casual/ daily basis under the para 4.2 of Management Services Circular No.43 dated 10.01.2011 should be revised as Rs.220/- and paid with effect from 01.01.2013

5.2 A special allowance as mentioned in the para No.04 above should be paid to the said employees on the basis of 1/30 per pay of each month on which employees served, subject to the provisions therein.

#### 06. Erroneous Calculations

In case of an excess payment made to any person extraneous to this Circular, Financial Manager /Accountant of the respective institution is personally responsible for such payment and such person is liable to refund the excess amount so paid. Relevant authorities should take disciplinary actions against the responsible officers who make erroneous salary revisions or payments.

Sigd/P.B. Jayasundera  
Secretary to the Treasury and  
Secretary to the Ministry of Finance and Planning

- Copies -
1. Secretary to the President
  2. Secretary to the Prime Minister
  3. Secretary, Ministry of Public Administration and Home Affairs
  4. Auditor General
  5. Secretary, National Salaries and Cadres Commission