



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 06/2015

No. 20, Ward Place  
Colombo 07

25<sup>th</sup> June, 2015

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **PROVISION OF COMMUNICATION FACILITIES FOR THE OFFICERS IN COMMERCIAL CORPORATIONS, STATUTORY BOARDS AND STATE OWNED COMPANIES**

Your attention is drawn to the Finance Circular No. 05/2011 of 24.05.2011 on the above subject.

2. The Commission at its 919<sup>th</sup> meeting held on 23.06.2015 decided to adopt the Public Enterprise Circular No. PED 02/2015 of 25.05.2015 to implement in the university system.

3. Accordingly, existing expenditure limits of communication facilities for the officers in the university system implemented by the above Finance Circular No. 05/2011 have been amended with effect from 01.06.2015.

4. All communication bills (official and residential telephone, fax, private mobile phone and internet) of eligible officers are paid up to the maximum limit per month as specified in the following table.

	Category	Maximum Limit per month (including rentals and taxes) Rs.	Comparable Categories in the University System
01	Chairman/Competent Authority	13,000.00	Chairman, UGC Vice-Chairman, UGC Vice-Chancellor
02	Chief Executive Officer/Managing Director/Executive Director/Working Director	10,000.00	Secretary, UGC Deputy Vice-Chancellor Rector of Campus Director of Institute

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03	Chief Finance Officer/Chief Operations Officer/Internal Auditor and any other Officers in similar status	9,000.00	Registrar Additional Secretary, UGC Chief Accountant, UGC Chief Internal Auditor, UGC Dean of Faculty Director/Educational Tech., OUSL Librarian Accountant, UGC Bursar Internal Auditor, UGC Director/Regional Educational Services OUSL Director/Operations, OUSL Director/Information Tech. (U-EX Grade)
04	Other Staff Officers approved by the Board	5,000.00	Middle Level/Junior Level Executive Officers referred in Comm. Cir. No. 922 and other Officers who are provided an <b>assigned official telephone</b> .  Head of the Department of Study

#### 5. Provision of an Assigned Official Telephone

An Assigned Official Telephone means a direct line telephone assigned to an officer in his official capacity at his office of the Higher Educational Institution/ Higher Educational Institutes (HEIs). An Assigned Official Telephone may be provided to an Officer based on the nature of duties subject to the approval of the Governing Authority in the relevant HEIs.

6. Any officer who should be provided with telephone facilities, but who are not categorized under the above 01 to 04 may be provided the same with the approval of the Governing Authority based on the nature of the duties

7. Any savings of a particular month can be carried forward to the succeeding months within the same financial year. Such saving are not allowed to carry forward to next financial year.

8. The cost for purchasing equipment and accessories required for obtaining residential telephone, private mobile phones or internet facilities should be personally borne by the officers. The expenses for such equipment should not be reimbursed by the respective HEI.

9. If an officer is on leave with pay or no pay for a period of more than one month, reimbursement for residential and mobile telephones/ internet facility should not be made for that period. However, if an officer who has taken leave with pay for a period of more than one month but had actively engaged in matters relating to his duties, the Governing Authority may decide the reimbursement of communication bills on residential, mobile telephone and internet facilities, depending on the circumstances.

10. The provisions of this Circular are effective from 01.06.2015 and the provisions of the Finance Circular Letter No. 05/2011 of 24.05.2011 is hereby rescinded.

Please take action accordingly.



**Prof. Mohan de Silva**  
Chairman

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  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
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  13. Chief Internal Auditor/UGC
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