



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 17 /2016 (i)

No. 20, Ward Place,  
Colombo 07.

December 8, 2016

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **REVISION OF SALARIES FOR THE STAFF OF UNIVERSITY GRANTS COMMISSION AND ACADEMIC & NON-ACADEMIC STAFF IN THE HIGHER EDUCATIONAL INSTITUTIONS 2016**

Your attention is invited to Commission Circular No.17/2016 of 05.12.2016 on the above matter.

It has been decided that the following methodology should be adopted in computation of contributions for the period from 01.01.2016 to 30.11.2016 to Universities Provident Fund (UPF), Employees Trust Fund (ETF) and Pension Fund **on the amount equivalent to difference of the basic salary as at 31.12.2015 and the corresponding basic salary applicable to the year 2016**, in terms of Commission Circular No. 17/2016 ;

#### **(1) UPF and ETF for the existing employees**

- (a) **UPF** -The total amount due for the period from 01.01.2016 to 30.11.2016 after calculating the employer's contribution of 15% in the case of employees who have not opted for the Pension Fund or 7% in the case of pensionable employees should be credited to the UPF by the UGC/HEI.
- (b) The total amount of the employee's contribution of 10% due for the period from 01.01.2016 to 30.11.2016 should be deducted from the monthly salary of respective employees within the maximum period of six (06) months commencing from the month of December 2016 with the consent of the employee concerned.

OR

Any other acceptable mechanism as decided by the UGC/HEI concerned.

- (c) **ETF** - The total amount due for the period from 01.01.2016 to 30.11.2016 after calculating the 3% of contribution should be credited to the ETF by the UGC/HEI.

#### **(2) UPF and ETF for employees who have retired/resigned/vacated office**

##### **(a) UPF - Employees who have not joined the Pension Scheme**

The total amount due for the period from 01.01.2016 to the date of cessation of employment, after calculating the employer's contribution of 15% (since employee's contribution of 10% cannot be deducted) should be paid by the UGC/HEI to the employees concerned.

(b) **UPF - Employees who have joined the Pension Fund**

The total amount due for the period from 01.01.2016 to the date of cessation of employment, after calculating the employer's contribution of 7% (since employee's contribution of 10% cannot be deducted) should be paid by the UGC/HEI to the employees concerned.

(c) **ETF - The total amount of 3% contribution to the ETF due for the period from 01.01.2016 to the date of cessation of employment of the above employees[category (a) and (b)], should be credited to the ETF by the UGC/HEI.**

**(3) Contribution to Pension Fund**

(a) **For the existing employees**

In the case of employees who are in service at present and contributing to Pension Fund, the total amount due for the period from 01.01.2016 to 30.11.2016 after calculating the employer's contribution of 8% should be credited to the Pension Fund by the UGC/HEI.

(b) **For the employees who have retired (pensionable)**

In the case of pensionable employees who have retired, the total amount due for the period from 01.01.2016 to the date of cessation of employment, after calculating the employer's contribution of 8% should be credited to the Pension Fund by the UGC/HEI and the Monthly Pension of the employees concerned should be adjusted as per the relevant circular.

(c) **For those employees who have retired/ resigned/ vacated office prior to completion of 20 years of service**

In the case of employees who have retired/resigned/vacated office prior to completion of 20 years of service, the total amount due for the period from 01.01.2016 to the date of cessation of employment, after calculating the employer's contribution of 8% to the Pension Fund should be refunded to the employees concerned by the UGC/HEI.

If further clarification is needed in this regard, please contact Senior Assistant Accountant, Finance Department/UGC - Tel. No. 011-2685511.

Please take action accordingly.

  
**Professor Mohan de Silva**  
Chairman

- Copies: 1. Secretary/ Ministry of Higher Education & Highways  
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. Internal Auditor/UGC
14. Govt. Audit Superintendents of Universities
15. Snr. Asst. Int. Auditors of HEIs
16. Secretaries of Trade Unions
17. Auditor -General

File No: UGC/HR/2/9/86(16th Vol)

T/-