



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 04/2017

No. 20, Ward Place
Colombo 07

08th February, 2017

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

OBTAINING SERVICES ON ASSIGNMENT BASIS FOR URGENT WORK

The University Grants Commission at its 957th meeting held on 19.01.2017 having considered the instructions given by the Department of Management Services, decided to implement the provisions of the Public Finance Circular No. 01/2016 dated 08.01.2016 on "Payments of Fees for Urgent Services to Government" in the University System with effect from 01.02.2017.

A copy of the Public Finance Circular No. 01/2016 dated 08.01.2016 is enclosed herewith for your information and compliance.


Prof. 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



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நிதி அமைச்சு
MINISTRY OF FINANCE

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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01,
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Website }

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My No. }

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திகதி } 08.01.2016
Date }

Public Finance Circular No. 01/2016

To:
All Secretaries to Ministries,
Chief Secretaries of Provincial Councils,
Heads of Departments,
District Secretaries,

Payments of Fees for Urgent Services to Government.

Provisions have been stipulated in the Section 1.2 of the Chapter IX of the Establishment Code in relation to the services rendered by public officers, though they are not applicable to any services that the government would obtain for outside public service.

02. If the Secretary to the Ministry is personally satisfied that there is no qualified person in the Ministry, Government or Semi Government Institutes to fulfill an urgent service required by the Government, the service of an external person or group of persons could be obtained. The service of retired public officers could also be obtained in this regard, except the service of retired public officers who are re-employed in a post of Government service or who works in a Government Institution on a temporary basis.

03. Such payments should be limited for urgent services to be obtained on short term basis not exceeding 60 days and the maximum amount payable for such services provided by external person/group of persons or retired public officers is Rs.60,000/=. Advance payments should not be made for this purpose and payments should be made on personal approval of the Secretary to the Ministry on completion of the respective service.

04. Terms of Reference should be clearly identified and service provider should be informed accordingly before assigning the respective service as stipulated in 02 and 03 above.

05. In case of exceeding the limits mentioned in 03 above, a request should be made to the Department of Public Finance for the Treasury approval explaining the reasons for those alterations with the recommendation of Accounting Officer and Chief Accounting Officer. The approval of the Deputy Secretary to the Treasury/Secretary to the Treasury would be taken on those requests by the Department of Public Finance.

06. The Public Finance Circular no 449 dated 21.02.2011 issued on this subject is hereby cancelled and these circular instructions are effective from 01.01.2016

07. This circular is issued with the concurrence of the Ministry of Public Administration and Management.

Sgd: R.H.S. Samarathunga
Secretary to the Treasury

Copies: 01. Secretary to the President
02. Secretary to the Prime Minister
03. Secretary to the Cabinet
04. Secretary to the Ministry of Public Administration and Management
05. Auditor General