



## UNIVERSITY GRANTS COMMISSION

1<sup>st</sup> April, 2017

### **Pension Circular Letter No. 13**

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **NOMINATION FOR THE UNIVERSITIES PENSION FUND**

Your attention is drawn to the Commission Circular No.747 dated 10<sup>th</sup> June 1999 issued with regard to the Pension Scheme for the employees of the University System.

Accordingly, in the event of the death of an employee without completing 20 years of service or in the event of death of a bachelor /spinster the amount and interest lying to his credit will be paid to his next-of kin and Civil Procedure Code of Sri Lanka is followed at present to refund the contribution and interest to the legal heirs of death members.

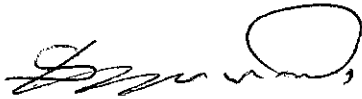
The University Grants Commission considered the difficulties faced by the legal heirs of the death members when refund the balance of the Pension Fund, and decided to obtain nominations to the Pension Fund in terms of Section 93(2A) of the Universities Act No. 16 of 1978 as practiced by the Universities Provident Fund.

Therefore, every contributor who is in service as at 1<sup>st</sup> April 2017 is requested to nominate a person / persons to whom the balance of the fund lying to the credit of the contributor's account in the Pension Fund shall be paid upon the death of such contributor as per the following guidelines.

1. A nomination should be obtained from every member who are in service as at 1<sup>st</sup> April 2017 and should be kept in the personal file, after careful examination and certification.
2. In respect of new recruits, who are eligible for Pension Fund, it is mandatory to obtain the Nomination Form at the time of they accept their appointment letters, and file of record in their personal files.
3. The nomination for the Pension Fund shall applicable only when releasing the balance of the fund to legal heirs in the event of death of an employee without completing 20 years of service or in the event of death of a bachelor / spinster.
4. In the case of death of a contributor, the original copy of the Nomination Form which has been kept in the personnel file should be forwarded to the University Grants Commission with a certificate from the Registrar, along with the Pension Fund refund papers.

5. If there is no valid nomination in force or if the nominee or nominees are dead at the time of the death of the contributor, payment shall be made to the legal heirs of the deceased contributor.
6. Registrar of a University/ HEI's should ensure that the said nomination from every employee has been obtained.
7. All Heads of Departments should be exercised due care of certifying the signature of the employees to ensure that the nominations are being correctly done.
8. Guidelines are provided with the Nomination Form in order to assist the contributors to fill the Forms accurately.
9. The Nomination Forms can be downloaded from [www.ugc.ac.lk/policy/Pension Circular Letters/ Pension Circular Letter No. 13](http://www.ugc.ac.lk/policy/Pension%20Circular%20Letters/Pension%20Circular%20Letter%20No.%2013).

Provisions of this Circular is effective from **1<sup>st</sup> April 2017**.



Prof. PSM. Gunaratne  
Vice Chairman

- Cc:
01. Secretary/Ministry of Higher Education & Highways
  02. Chairman's Office/UGC
  03. Vice-Chairman/UGC
  04. Members of the UGC
  05. Secretary/UGC
  06. Deans of Faculties
  07. Registrars of Universities
  08. Accountant/UGC
  09. Bursars of Universities
  10. Librarians /SAL/AL of the Higher Educational Institutions/Institutes
  11. Senior Assistant Registrars/Assistant Registrars of HEIs/Campuses
  12. Senior Assistant Bursars/Assistant Bursars of HEIs/Campuses
  13. Internal Auditor/UGC
  14. Government Audit Superintendents of Universities
  15. Senior Assistant Internal Auditors/Assistant Internal Auditors of HEIs
  16. Secretaries of Trade Unions
  17. Auditor General