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பல்கலைக்கழக மாயங்கள் ஆலையம்
UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 02/2019

No.20, Ward Place,
Colombo 7.
29th January 2019

Vice-Chancellors of Universities,
Directors of Institutes,
Rectors of Campuses.

PAYMENT OF MAHAPOLA SCHOLARSHIP

The University Grants Commission (UGC) at its 1001st meeting held on 10/01/2019 decided to implement following procedure for the payment of Mahapola Scholarship with effect from 01/01/2019.

2. As agreed by the Mahapola Trust Fund (MTF) monthly installment of Mahapola Scholarship is directly credited to the bank accounts of the scholarship recipients as per the recommendation given by the universities/HEIs.

The list of students who have been qualified for the receipt of Mahapola Scholarship in each month should be sent to the MTF with the recommendation of the Universities/HEIs.

The guideline for the payment of Mahapola Scholarship will be circulated by the MTF to the Universities/HEIs.


3. The funds required for the payment of treasury contribution of the Mahapola Scholarship shall be directly sent to the MTF by the University Grants Commission as recommended by the Universities/HEIs, prior to the date of payment.

The specimen format for the recommendation of funds required for the payment of Mahapola treasury contribution is given in annex I.

4. Universities/HEIs are requested to send the “**MONTHLY PAYMENT RECOMMENDATION**” as per the format given in Annex I to the University Grants Commission.
5. The monthly payment of Mahapola Scholarship should be credited to the students’ bank accounts by the MTF by 15th of each month. Accordingly Universities/HEIs are requested to strictly adhere with the timeline given below.

	Activity	Timeline
01	The recommended list of students who qualified for payment of Mahapola Scholarship should be sent to the MTF by Universities/HEIs.	20 th day of the previous Month i.e.: Paying Month : April Previous Month : March
02	The Payment schedule should be sent to Universities/HEIs by the MTF.	30 th day of Previous Month
03	Monthly Payment Recommendation Should be sent to UGC by the Universities/HEIs.	05 th day of paying month eg :- April
04	Funds transfers from UGC to MTF	One day prior to the date of payment
05	Monthly Scholarship is credited to the students bank accounts by the MTF	15 th day of Paying Month

If further clarifications are required in this regard please contact, Senior Assistant Accountant/UGC on 011-2123485.


Prof. Mohan De Silva
Chairman

- Cc.
1. Secretary/Ministry of City Planning, Water Supply & Higher Education
 2. Deputy Secretary to the Treasury
 3. Chairman/UGC
 4. Vice-Chairman/UGC
 5. Secretary/UGC
 6. Director / Mahapola Trust Fund
 7. Deans of faculties
 8. Registrars of Universities
 9. Accountant /UGC
 10. Bursars of Universities
 11. Librarian/SAL/AL of the Higher Educational Institutions/Institutes
 12. DR/SAR/AR of HEIs/Campuses
 13. DB/SAB/AB of HEIs/Campuses
 14. Internal Auditor/UGC
 15. Auditor General

File No. UGC/F9/Burs/2018

MONTHLY PAYMENT RECOMMENDATION - MAHAPOLA SCHOLARSHIP

UNIVERSITY / HEIs :

MONTH :

Academic Year			
Name of the Faculty	Installment Value	No. of Installment	No. of Students	Value	No. of Installment	No. of Students	Value	No. of Installment	No. of Students	Value

This is to certify that the Treasury contribution of Mahapola Scholarship for the month of is Rs.and it is recommended to transfer funds to the Mahapola Trust Fund.

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Officer In charge
Student Welfare

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Bursar

.....
Vice Chancellor/Director/Rector

Date

Form No. UGC/MS/2019