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பல்கலைக்கழக மாநியங்கள் ஆணைக்குழு  
UNIVERSITY GRANTS COMMISSION

මගේ අංකය  
எனது இலக்கம் } UGC/F7/CF/2020  
My Number

තැපැල් පෙට්ටිය  
அஞ்சல் பெட்டி } 1406  
Post Office Box

ඔබේ අංකය  
உமது இலக்கம் }  
இலங்கை.

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව.  
20, வாட்டு இடம், கொழும்பு 07,  
20, Ward Place, Colombo 07, Sri Lanka

24<sup>th</sup> January 2020

Bursars of universities  
Deputy/Senior.Asst/Asst.Bursars of Campuses/ HEIs

**Submission of Cash forecast and Bills in Hand effective from February 2020**

University Grants Commission is planning to introduce online submission of Cash Forecast of the Universities and HEIs to the UGC. Accordingly, the **Unique Expenditure Code** system has been introduced with effect from **February 2020**.

You are requested to submit the Cash Forecast as per the attached format and requested to adhere with guidelines given below.

1. Personnel Emoluments, Other Recurrent expenditure and Capital expenditure should be recorded under the expenditure codes given in the specimen format. Serial Number order can be continued as given in the format for the expenditure categories of construction, Human Capital Development and Budget proposals etc.
2. Reimbursement of Mahapola and Bursary expenditure should not be taken in to the Cash Forecast. However, Bursary Payments should be recorded in Table IV of the Format.
3. Receipts from the UGC and expenditure related to Budget Proposals should be recorded as follows.  
Note No. 10 – Expenditure of the Budget Proposals  
Note No. 16 – Receipts from the UGC for Budget Proposals
4. Details of the Bills in hand should be reported in Table II of the format.
5. The Cash Forecast should be submitted to the UGC via email [cf@ugc.ac.lk](mailto:cf@ugc.ac.lk) on or before 10<sup>th</sup> of each month and Cash Forecasts deviate from the standard format will not be accepted.

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வெப் தளம் }  
Web Site }

The formats are available on [www.ugc.ac.lk/budget & finance](http://www.ugc.ac.lk/budget%20&%20finance). If any clarification required in this regard please contact Accountant/Snr.Ass.Accountant on 011-2685021/ 011-2123490

Thank you



R.A.U. Ranaweera  
Accountant

Sgd. Dr.Priyantha Premakumara  
Secretary

Cc: Chairman - UGC  
Registrars of universities  
Deputy/Senior.Asst/Asst.Registrars of Campuses/ HEIs