



UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No. 06/2020

02nd September 2020

Vice-Chancellors of Universities
Directors of Institutes
Rectors of Campuses

Vote on Account - September to December 2020 **Head No.214 -University Grants Commission**

A Vote on Account has been approved by the Parliament on 28th August 2020 for uninterrupted continuation of General Services of the government until the Appropriation Bill for the year 2020 is approved by the Parliament.

Accordingly, the Secretary to the Treasury issued the Budget Circular No. 04/2020 dated 31st August 2020 and informed on allocation of funds under the Head No. 214 - University Grants Commission.

The approved Recurrent & Capital allocation for the period from September to December 2020 is given in Annexure I.

As per the section 04 of the National Budget Circular 04/2020, provisions have not been allocated under the "Supplementary Support Services and Contingent Liabilities Project" in these estimates. Hence, universities/HEIs shall make necessary arrangements to manage the expenditure requirement within the already allocated provisions.

Priority should be given to settle the outstanding bills of the committed works, goods and services prior to commencement of new procurement activities.

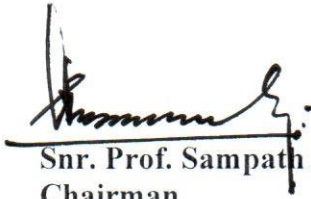
Further, you are kindly requested to adhere with the instructions given in the National Budget Circular No.04/2019, 05/2019 and 07/2019 issued by the Ministry of Finance.

General Guidelines

- a) The specimen formats for the preparation of Vote on Account (September - December 2020) are given in Formats I & II of this circular.
- b) In terms of section 8 (2) (b) of the Finance Act. No. 38 of 1971 the approval of the Hon Minister in charge of the subject of finance and the concurrence of the Line Minister should be obtained before incurring capital expenditure in excess of Rs.500,000/-. Therefore Universities/HEIs are requested to submit their capital

expenditure program with the Budget to the UGC in order to obtain approval of the Hon. Minister of Finance in this regard.

- c) Please e-mail the **soft copy of the Budget prepared as per Format I & II to budget@ugc.ac.lk** on or before 03rd September 2020.
- d) You are requested to submit hard copy of the budget on or before 07th September 2020 with a copy to the Director General, Department of National Budget, General Treasury.
- e) Do not change the standard formats by the Universities/HEIs for whatever reason.
- f) This Circular together with all annexes is available for download at **www.ugc.ac.lk / Finance Circular Letters**.
- g) If further clarifications are required in this regard please contact Accountant /UGC on 011-2685021/071-4433309 or Senior Assistant Accountant/Budget & Finance on 011-2123490/077-5103884.
- h) This Circular is issued in terms of provision of Budget Circular No: 04/2020 dated 31st August 2020.



Snr. Prof. Sampath Amaratunge
Chairman

- Cc:
1. Secretary/Ministry of Education
 2. Director General/National Budget Department
 3. Vice-Chairperson/UGC
 4. Secretary / UGC
 5. Registrars of Universities/SAR/AR of Institutes/Campuses
 6. Accountant/UGC
 7. Bursars of Universities/SAB/AB of Institutes/Campuses
 8. Internal Auditor/UGC
 9. Snr. Asst. Accountant/UGC
 10. Engineer/IDD/UGC
 11. Auditor General
 12. Govt. Audit Superintendent/UGC
 13. Govt. Audit Superintendents/Universities