



UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No. 02/2023

26th January 2023

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Transport Facilities for the Officers in Commercial Corporation, Statutory Boards and State-Owned Companies

Your attention is drawn to the Establishment Circular Letter No.13/2015 dated 18th September 2015 and Finance Circular Letter No.03/2022 dated 23rd February 2022 on the above matter.


The Commission at its 1093rd meeting held on 13th January 2023 considered the Director General's Public Enterprises Letter dated 19th April 2022 on Transport Facilities for the Officers in Commercial Corporation, Statutory Boards and State-Owned Companies, decided to grant the concurrence to reimburse the additional fuel cost born by the Head of the Higher Educational Institutions with the approval of the Governing Board.

Accordingly, you are required to obtain the approval for the reimbursement of additional fuel cost as follows.

- a) Additional fuel cost on official visit to Ministry of Education/UGC/Universities can be approved by the Governing Board.
- b) The details of each visit with the letter of invitation must be submitted to the Governing Board within one month of date of the official travel.
- c) In terms of the Public Administration Circular dated 04/2022 dated 08th March 2022 additional fuel has been suspended. Hence, additional fuel other than above (a) should not be approved by the Governing Board and requested to reimburse the fuel cost/obtain approval from respective organization.

The authority level for approving additional fuel cost for the other officers as given in section 4 of the Establishment Circular Letter No.13/2015 dated 18th September 2015 remain unchanged.

This circular is effective from 26th January 2023.



Senior Professor Sampath Amaratunge
Chairman

- Cc:
1. Secretary/Ministry of Education
 2. Vice-Chairman/UGC
 3. Secretary/UGC
 4. Registrars of Universities/SAR/AR/ of Institutes/Campuses
 5. Accountant/UGC
 6. Bursars of Universities/SAB/AB/ of Institutes/Campuses
 7. Internal Auditor/UGC
 8. Engineer/IDD/UGC
 9. Auditor General