



## UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No 5/2011

24<sup>th</sup> May, 2011

Vice – Chancellors of Universities,  
Directors of Institutes,  
Rectors of Campuses,

### **Provision of Communication Facilities for the public officers and Government Institutions and Settlement of Bills.**

Having considered the new trends in the field of Communication Technology and use those facilities to provide the public service delivery in an efficient and effective manner, Ministry of Finance and Planning has issued the Public Finance Circular No. 446 dated 1<sup>st</sup> September 2010 indicating the Maximum Monthly Expenditure Limits for the Telephone and Internet Facilities.

02. Accordingly, Telephone and Internet facilities can be provided to the officers in the University system within the following Maximum Monthly Expenditure Limits in order to perform their responsibilities utilizing new Communication Technology.

	Category of Officers	UGC (LKR)	Universities (LKR)	HEIs / Campus (LKR)
I.	Chairman – University Grants Commission, Vice Chancellor of the University.	20,000/-	20,000/-	N/A
II.	Vice-Chairman / Secretary – UGC / Director of the Institute / Rector of the Campus / Deputy Vice-Chancellor	15,000/-	15,000/-	15,000/-
III.	Senior Executive Officers referred in Commission Cir. No. 922 who are <b>eligible</b> for an official residential phone	12,500/-	12,500/-	N/A

IV.	Dean / Librarian and Other similar grades	N/A	8,000/-	8,000/-
V.	Middle Level / Junior Level Executive Officers referred in Commission Cir. No. 922 who are <b>eligible</b> for an official residential phone	6,000/-	6,000/-	6,000/-
VI.	Middle Level / Junior Level Executive Officers referred in Commission Cir. No. 922 who are <b>not eligible</b> for an official residential phone	4,000/-	4,000/-	4,000/-

### 03. General Instructions

- i. The Officers who should be provided with telephone facilities, but who are not categorized under the above I to VI may be provided the same with the approval of the Council/Governing Board of the University/Higher Educational Institute (HEI) based on their nature of the duties.
- ii. Monthly Bill of a Mobile phone can be reimbursed only if the officer is entitled for an official residential phone facility.
- iii. Additional funds will not be provided for implementation of proposed telephone ceilings. Therefore Universities/HEIs are requested to work out their ceilings subject to limits given in this circular.
- iv. The categorization of officers as per Para 2 of this circular is done only for the purpose of providing the telephone facility.

### 04. Telephone Facilities

- i. When the number of officers who should be given telephone facilities is large in number, instead of giving them separate telephones, direct and internal telephone and fax facilities should be provided using a telephone network. The telephone network should be so arranged that charged for telephone calls taken by officers could be identified separately. In this way, it will be possible to make payments through one bill and obtain discounts by settling bills on wholesale basis. While considering the needs and scope of the institution, one or several common telephones could be provided.
- ii. The provision of International Direct Dialing telephone facilities is restricted only to the Head of the University/Higher Educational Institute. However the officers, who require frequent international telephone facilities depending on the nature of their duties, could be provided with such facilities with the approval of the Secretary to the Ministry of Higher Education.

- iii. In addition to the direct line facilities given to an officer, if official and private calls have been obtained through the Telephone Operator, the charges for such calls should be included in the expenditure limit allowed to the officer as indicated in para 2 in this circular.
- iv. Official Residential telephones should be provided only for those officers who are categorized under V or above in para 2 in this circular.
- v. If an officer has been provided an official bungalow with telephone facility he should not be provided official residential telephone facility for his private residence. However, if the official residential telephone has been provided to his private residence prior to the provision of an official bungalow with official telephone, monthly bills of his residential telephone could be settled within the limits stipulated in para 2 in this circular.
- vi. When the necessity arises to supply a residential telephone to an officer, in the event that, if he/she or his/her spouse already possesses a private residential telephone, monthly bills of that telephone can be paid by the government, instead of providing a new telephone connection.
- vii. If an officer is away from his place of work on no-pay leave for over a month, the officer should bear the bills of the residential telephone for that period.
- viii. When an officer who has been provided with a residential telephone for his private Residence retires, he can, at his discretion, get that telephone transferred in his name and the transfer charges have to be borne by him.

05. **Mobile Phone Facilities**

- i. Monthly bills of a private mobile phone which has been confirmed to have been registered in the officer's name can be paid by government within the limits provided.
- ii. The number of mobile phones of officers which settled by the government, should be included in the internal telephone directory of the institution and keeping such telephones active is the responsibility of relevant officers.

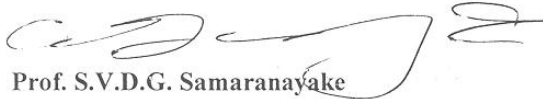
06. **Internet Facilities**

Cost of purchasing equipment to obtain internet facilities for Residential Telephone or Mobile Phone should be personally borne by the officer.

07. **Settlement of Bills**

After settling the bills of communication facilities of the officer during the calendar month, if there are any savings, they can be used to settle telephone bills which had exceeded limits during the financial year. But such savings will not be allowed to be carried forward to any future financial year. Further, excess expenditure on communication of the officers should not be allowed to carry forward expecting recover them from anticipated savings in the future.

- This circular is effective from 01<sup>st</sup> April, 2011.
- Previously issued circulars in this regard are hereby rescinded.

  
Prof. S.V.D.G. Samaranayake  
Chairman

- 1 Chairman/UGC
- 2 Vice-Chairman/UGC
- 3 Secretary/UGC
- 4 Accountant/HOF/UGC
- 5 Chief Internal Auditor/UGC
- 6 Registrars of Universities
- 7 Bursars of Universities
- 8 SAR/AR of Institutes/Campuses
- 9 SAB/AB Institutes/Campuses
- 10 Engineer/IDD/UGC
- 11 Snr. Asst. Accountant /UGC
- 12 Snr. Asst. Secretary/Supplies & Administration/UGC
- 13 Auditor General
- 14 Govt. Audit Superintendent/UGC
- 15 Govt. Audit Superintendent/Universities