



UNIVERSITY GRANTS COMMISSION

Commission Circular No. 958

20, Ward Place
Colombo 07
12th July 2011

Vice Chancellors of Universities
Directors of Institutes
Rectors of Campuses

FINANCIAL ASSISTANCE FOR POSTGRADUATE STUDIES ABOARD FOR LECTURERS PROBATIONARY AND SENIOR LECTURERS - DIRECT RECRUIT

Your reference is requested to Commission Circular No. 113th of 06.02.1981 under which financial assistance by way of travel grants is provided to Probationary Lecturers and Senior Lecturer. In order to streamline the existing procedure, the Commission has decided to issue circular instructions to be followed in future for granting air passage for outward and inward journeys for Probationary Lecturers/Senior Lecturers.

Travel Grants by way of Air Passage

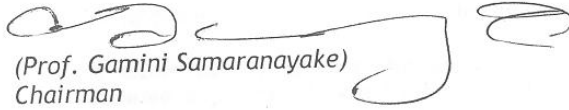
- (i) Probationary Lecturers who are in receipt of a scholarship/other award for the purpose of obtaining a postgraduate degree with or by research, may be given air passage to proceed abroad if documentary evidence is submitted to the effect that the scholarship/other award (e.g. Teaching Assistantship) does not make provisions for air passage.
- (ii) Probationary Lecturers who are in receipt of funds from NCAS and UGC Research Grants (URF) are also entitled to receive air passage provided that such grants do not make provisions for same.
- (iii) Senior Lecturers, who are promoted from the grade of Probationary Lecturers, are not entitled to air passage if they have obtained such financial assistance earlier and had they been paid course fees to follow postgraduate degrees locally by the Higher Educational Institutions/Institutes concerned.
- (iv) Senior Lecturers who are direct-recruited by open advertisement and who have secured a scholarship/other award, are entitled to receive air passage if such scholarships/other awards do not make provisions for air passage.
- (v) Government funds could be used for payment of air passage only to probationary lecturers as per provisions of paragraph 1(a) of Establishments Circular Letter No.11/2009 of 15.12.2009. Funds required for payment of air passage to Senior Lecturers who are direct recruited, should be met from earned funds from the Institutions/Institutes.
- (vi) In order to obtain air passage, a Probationary Lecturer/Senior Lecturer concerned shall submit a request with documentary evidence as specified in the annexed schedule to this circular to the Vice Chancellor/Director of the Higher Educational Institution/Institute to which he/she is attached.

(vii) It is expected that Higher Educational Institutions/Institutes shall examine the documents and make the recommendations to the UGC with relevant documents.

Higher Educational Institutions/Institutes are requested to follow the guidelines given in the annexed schedule to this circular and bring the contents of which to the notice of all concerned.

The provisions of Commission Circular No. 113 of 06.02.1981 will cease to be operative with effect from the date on which this circular will come into force.

This circular will be effective from 15th July 2011.


(Prof. Gamini Samaranayake)
Chairman

Copies to :

1. Chairman's Office/UGC
2. Vice Chairman/UGC
3. Members of the UGC
4. Secretary/UGC
5. Deans of Faculties
6. Registrars of Universities
7. Financial Controller/UGC
8. Bursars of Universities
9. Librarians /SAL/AL of the HEII
10. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/Institutes
11. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
12. Chief Internal Auditor/UGC
13. Govt. Audit Superintendents of Universities
14. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEII
15. Secretaries of Trade Unions
16. Auditor-General

File No. UGC/HR/4/7/38

SCHEDULE

The following particulars and documents are required in support of travel grants requested by way of air passage by Probationary Lecturers/Senior Lecturers who will proceed abroad for postgraduate studies.

1. An application for postgraduate training abroad (use the attached new application form)
2. A copy of the scholarship/award given to Probationary Lecturer/Senior Lecturer concerned.
3. A letter from the Awarding Agency that the scholarship/other award does not cover the expenses for air passage, if specific instructions relating to travel arrangements are not mentioned in the scholarship/award letter.
4. A letter certifying that the Lecturer/Senior Lecturer concerned does not receive any other award from the Higher Educational Institution/Institute or the other sources or the donor agency/agencies to cover the expenses of air passage should be sent by the University.
5. If the scholarship/award is for a programme on self finance, the applicant concerned should submit documentary evidence as to how he/she finds funds for the programme.
6. Higher Educational Institution/Institute should certify that the Institute has not given any financial assistance from its funds to the Probationary Lecturer/Senior Lecturer concerned to follow postgraduate courses locally. If funds have been given by the Higher Educational Institution/Institute such Lecturers will not be entitled to receive financial assistance as travel grants.
7. Any other relevant documents.

Note

1. *Higher Educational Institution/Institute should certify that the foreign university or the other Institution in which the Probationary Lecturer/Senior Lecturer concerned is registered to follow the course of study, is a recognized Higher Educational Institution.*
2. *The recognition of foreign University or other Institution should be determined as per the information provided in the International Handbook of Universities/Commonwealth Universities Year Book which are the authenticated documents at present and any other document/criteria which may be decided by the UGC from time to time.*
3. *Travel grants by way of air passage should be provided strictly as per the provisions of Public Finance Circular No.431 of 24.04.2008 which was adopted by Finance Circular No.06/2008 of 02.07.2008.*
4. *Any request for reimbursement of the cost of air ticket from Probationary Lecturer/Senior Lecturer who makes such request after the outward/inward journey should not be entertained.*

12th July 2011


(Prof. Gamini Samaranyake)
CHAIRMAN/UGC

NOMINATION FOR POSTGRADUATE STUDIES/POST MD/MS TRAINING ABROAD

1. Name of Higher Educational Institution:
2. Name and designation of Probationer:
3. Department of Study:
4. Date of Appointment : (i) as Lecturer Probationary:
(ii) as Senior Lecturer (if direct recruited):
(iii) as Senior Lecturer (promoted):
5. Date of Birth:
- 6.(a) Has the probationer obtained any postgraduate qualifications locally:

(b) If so, specify qualifications obtained:

(c) Whether the University/Institute has paid the course fee:

(d) If so, specify the amount paid:
7. Foreign postgraduate qualification/s sought:
8. Field of study:
9. Name of the Foreign Institutions:
10. Whether a placement has been obtained in the above Institutions:
11. Whether teaching assistantship or other employment has been offered, and if so, particulars including employments:
12. Probable date of commencement of course of study and its duration:
13. Any other particulars:
I nominate the above named Probationary Lecturer/Snr.Lecturer for postgraduate training abroad.

Date:

Vice-Chancellor/Director