



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 02/2014

No. 20, Ward Place,
Colombo 07.

08.01.2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

REVISION OF COST OF LIVING ALLOWANCE AS PER THE BUDGET PROPOSALS - 2014

Your reference is invited to Commission Circular No.999 of 04.01.2013 on the revision of allowances of Government Corporations, Statutory Boards and Project Staff as per the budget proposals - 2013.

2. Payment of Revised Cost of Living Allowance

As per the instructions given by the Secretary to the Treasury of the Ministry of Finance and Planning by the Management Services Circular No. 01/2014 of 06.01.2014 on budget proposals -2014 (**Annex I**), the Monthly Cost of Living Allowance currently paid to the employees in the university system should be Rs. 7,800 /- with effect from 01.01.2014.

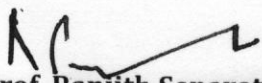
3. Allowance to the employees who serve on Daily Wages

The Cost of Living Allowance payable to the employees serving on casual/daily basis should be revised as Rs. 260/-per day and paid with effect from 01.01.2014.

4. Erroneous Calculations - In case of an excess payment made to any person extraneous to this circular, the Accountant/ Bursar/Deputy Bursar/Senior Assistant Bursar/Assistant Bursar of the UGC/Higher Educational Institution concerned, as the case may be, is personally responsible for such payment and the employee concerned is liable to refund the excess amount so paid. Relevant authorities should take disciplinary action against the responsible officer/s who makes/make erroneous salary revisions or payments.

5. The provisions of Commission Circular No. 999 will continue to apply subject to the above amendments.

6. Please take action accordingly.


Prof. Ranjith Senarathne

Vice-Chairman

Copies :

- 08.01.2014
1. Secretary/ Ministry of Higher Education
 2. Chairperson's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/SAL/AL of the Higher Educational Institutions/ Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campuses/Institutes
 12. Deputy Bursars/ Snr. Asst. Bursars/Asst. Bursars of Campuses/Institutes
 13. Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors/Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General

Management Services Circular No. 01/2014

My No. DMS/Cir/2014/COLA
Department of Management Services
General Treasury
Colombo 01
06.01.2014

Secretaries of Ministries
Chief Secretaries of Provincial Councils
Chairmen of Government Corporations
Statutory Boards and Fully Owned Government Companies

Revision of the Cost of Living Allowance of Government Corporations, Statutory Boards and Project Staffs as per the Budget Proposals 2014

01. Payment of the Cost of Living Allowance declared by Budget Proposals 2014 should be made as follows.
02. Accordingly, employees of all Government Corporations, Statutory Boards, Fully Owned Government Companies and the projects covered by the Management Services Circular No.33, **other than** institutions coming under the following categories (i, ii and iii) are entitled to this allowance.
 - i. The institutions which determine salaries upon Collective Agreements or such an understanding.
 - ii. The institutions which pay a monthly variable Cost of Living Allowance based on Colombo Consumer Price Index.
 - iii. The institutions which do not determine the staffs and relevant salaries as per the Management Services Circular No.30

03. Cost of Living Allowance

Monthly Cost of Living Allowance currently paid to the employees who are eligible and entitled to the said allowance under the para 02 of the above, shall be Rs.7,800/- with effect from 01.01.2014.

04. Allowances to the Employees who serve on Daily Wages

Daily wages paid to the employees serving on casual/ daily basis under the para 5.1 of Management Services Circular No.48 dated 10.12.2012 should be revised as Rs.260/-and paid with effect from 01.01.2014.

05. Erroneous Calculations

In case of an excess payment made to any person extraneous to this Circular, Financial Manager/ Accountant of the respective institution is personally responsible for overpayment and such person is liable to refund the excess amount so paid. Relevant authorities should take disciplinary actions against the officers who are responsible for making erroneous salary revisions or payments.

Sgd/ P.B. Jayasundera
Secretary to the Treasury

Copies :

1. Secretary to the President
2. Secretary to the Prime Minister
3. Secretary, Ministry of Public Administration and Home Affairs
4. Auditor General
5. Secretary, National Pay Commission
6. Director General, Department of National Budget
7. Director General, Department of Public Enterprises