



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 04/2014 No. 20, Ward Place
Colombo 07
21st March, 2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**PAYMENT OF SITTING ALLOWANCE TO CHAIRMAN AND MEMBERS OF THE
BOARDS OF STUDY/ FACULTY BOARDS OF HIGHER EDUCATIONAL
INSTITUTIONS/ STANDING COMMITTEES OF UNIVERSITY GRANTS
COMMISSION AND AD-HOC COMMITTEES**

Your attention is drawn to the letter dated 30.08.2006 sent by the Chairman/ University Grants Commission on the above payment.

1. The Commission has decided to increase the rate of payment to Rs. 1000/-per meeting to the Chairman and Members of the Boards of Study/ Faculty Boards of Higher Educational Institutions and Standing Committees of the UGC and other Ad-hoc Committees. It was also decided that members who take part at meetings through video conference facility are also entitled for sitting allowance paid to other members who attend such meetings.
2. Further, only the appointed members are eligible to receive this payment as paid at present.

Please take action accordingly.

Prof. Kshanika Hirimburegama
Chairperson

- Copies:
1. Secretary/ Ministry of Higher Education
 2. Chairman'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 of HEIs
 16. Secretaries of trade Unions
 17. Auditor -General

File No: UGC/HR/6/2/9