



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 06/2014 No. 20, Ward Place
Colombo 07
26th March, 2014

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAYMENT FOR ENTERTAINMENT EXPENSES

Your attention is drawn to Commission Circulars No. 07 of 14.03.1979, 18 of 23.04.1979, 31 of 17.08.1979, 172 of 18.05.1982, 265 of 01.08.1984, 278 of 05.11.1984, 284 of 04.12.1984, 350 of 02.07.1987, 364 of 06.04.1988, 491 of 01.10.1991 and 508 of 09.03.1992 issued with regard to the payment of Entertainment Allowance.

The University Grants Commission at its 882nd, 887th & 890th meetings held on 10.10.2013, 06.01.2014 & 05.03.2014 respectively, decided to rename this allowance as "Payment for Entertainment Expenses" and enhance the existing rates with effect from 01.01.2014 as given below.

Post	Revised payment as a Percentage of the Basic Salary per month (Rs.)
Chairman / UGC	20%
Vice - Chairman / UGC	15%
Vice - Chancellor	15%
Secretary / UGC	12%
Rector of Campus	12%
Director of an Institute	12%
Dean of a Faculty	10%
Registrar / Additional Secretary UGC	10%
Head of an Academic Department	8%
Bursar / Equivalent	10%

Further, it was also decided that the officers who are in receipt of this payment should submit a statement of honour regarding the expenditure incurred and that they need not submit receipts/bills of such expenses.

With the implementation of this Circular, Commission Circulars No. 18, 172, 278, 284, 350, 364, 491 and 508 and, the related provisions stated in Commission Circulars No. 07, 31, and 265 will be rescinded.

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/6/1/5