



University Grants Commission

Pension Circular Letter No. 10

No. 20, Ward Place
Colombo 07

June 5, 2014

Vice-Chancellors of Universities,
Rectors of Campuses,
Directors of institutes,

UNIVERSITIES PENSION FUND - APPLICATION FORMS

Your attention is invited to Pension Circular Letter No. 8 of 12th June 2009.
The following amended application forms are enclosed to be used with immediate effect.

1. UGC/F/PEN/AP/1 – Application for Monthly Pension Payments
(English & Sinhala)
2. UGC/F/PEN/AP/2 – Application for Refund of Contribution
(English & Sinhala)
3. UGC/F/PEN/AP/3 – Application for Claims of Deceased Employee (*while in service*) (English & Sinhala)

When a member of the Universities Pension Fund ceased from employment, the correct application form should be duly completed and forwarded to the Pension Unit of the University Grants Commission, with relevant certificates as indicated in the application form through the Secretary/Registrar of the HEIs.

This Circular Letter and the application forms are available for downloading at http://www.ugc.ac.lk/policy/pension_circular_letters

Prof. Kshanika Hirimburegama
Chairperson

Copies to :

1. Vice Chairman/UGC
2. Secretary/UGC
3. Registrars of Universities
4. Accountant/UGC
5. Bursars of Universities
6. Librarians
7. Deputy Registrars/Snr. Asst. Registrars/Asst. Registrars of Campuses/ Institutes
8. Deputy Bursars/Snr. Asst. Bursars/Asst. Bursars of Campuses/ Institutes
9. Chief Internal Auditor/UGC
10. Secretaries of trade Unions
11. Auditor-General