



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO: 01/2015

No. 20, Ward Place
Colombo 07
22nd January, 2015

Vice Chancellors of Universities
Rectors of Campuses
Directors of Institutes

FEEES AND TRAVELLING OF VISITING STAFF

Your kind attention is drawn to the Commission Circular Nos. 837 of 29.12.2003, 07/2013 of 24.04.2013, Establishments Circular Letter Nos. 07/2012 of 16.04.2012, 07/2013 of 14.05.2013, letter Nos. UGC/HR/6/1/13(I) dated 10.02.2014 and UGC/IUA/2/PGS/6 dated 03.06.2009.

2. University Grants Commission at its 888th meeting decided to revise the rates of payments for visiting staff of the university system as given below.

			Revised Rate (Per hour) (Rs.)	
1.	Postgraduate Courses	Lecture] Amount to be decided by the] governing authority*	
		Practical		
2.	Undergraduate Courses	Lecture	1500/-	
		Practical	600/-	
3.	Pre- University Courses	Lecture	900/-	
		Practical	450/-	
4.	Visiting Instructors	English	i. Those recruited on Hourly Rate	750/-
			ii. Those recruited on Contract Basis for the Intensive course in English	18000/- (p.m.) – Not less than 25 hours a week
		Other than English	750/-	

* The Governing Authority of the University/Institution can decide the maximum amount to be paid for Visiting Lecturers of postgraduate programmes subject to a minimum of Rs. 1000/- per hour and inform the UGC accordingly. These payments should be made out of the funds generated through such postgraduate courses.

3. Travelling will be paid in addition to the above rates in terms of the existing Government rates.

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4. Further, the Commission at its 908th meeting held on 18.12.2014 decided to pay not less than US\$ 50 per hour upto a ceiling of US\$ 100 per hour for foreign experts in specialized fields, with a view to obtain their services through Teleconferencing and Skype, if required on specialized subjects.

5. The Higher Educational Institutions/Institutes are advised to satisfy the following conditions as laid down by the Treasury in making visiting appointments;

- a) Under no circumstances Visiting Lecturers be appointed when the facility is available within the Higher Educational Institution/Institute concerned. Appointment should be strictly on a need basis.
- b) All Higher Educational Institutions/Institutes should ensure that the available resources are fully utilized before obtaining the service of Visiting Lecturers to conduct lectures for both undergraduate and postgraduate courses by fixing norms for each and every lecturer of the Higher Educational institution/ Institute.
- c) No requests for additional allocation of funds in this regard will be entertained.

6. Commission Circular Nos. 837 of 29.12.2003 & 07/2013 of 24.04.2013, Establishments Circular Letter Nos. 07/2012 of 16.04.2012 & 07/2013 of 17.05.2013, Letter Nos. UGC/IUA/2/PGS/6 dated 03.06.2009 and UGC/HR/6/1/13(I) dated 10.02.2014 are hereby rescinded.

7. Please take action accordingly.



Prof. Kshanika Hirimburegama
Chairperson

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 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. Chief 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/6/1/13(I)