



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 02/2015

No. 20, Ward Place
Colombo 07
05th February, 2015

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

PAYMENTS FOR CONDUCTING DISCIPLINARY INQUIRIES

Your attention is drawn to the Establishments Circular Letter No. 06/2006 of 06.03.2006.

The Department of Management Services by their letter of DMS/0008/OUSL dated 30.09.2014 has informed to apply the rates specified below when making payments for conducting disciplinary inquiries by Higher Educational Institutions with effect from 30.09.2014.

Description	Payment per hour of Inquiry	Re-imburement of expenses for clerical / typist assistance and postage	Preparing the final report and Summarized Evidence Report
01. Inquiry officer (a) Inquiry against an Officer in the Middle Level Executive or above	Rs. 375/-	Rs. 1875/-	Rs. 3750/-
(b) Inquiry against an Officer below the Middle Level Executive	Rs. 300/-	Rs. 1500/-	Rs. 3750/-
02. Prosecuting Officer	Rs. 200/-	-	Rs. 1250/-
03. Payment to Typist/ Stenographer attending the inquiry – per hour of inquiry	Rs. 125/-	-	-

In addition to the payments stipulated above Public Officers currently in service based on his/her post and retired Disciplinary Inquiry Officers based on the post held by him/her at the time of retirement are entitled for travelling allowances and combined allowances. Public Officers who have served in Public Corporations and Statutory Boards are entitled for

travelling allowances and combined allowances based on the post held by him/her at the time of retirement as per the provisions laid down by Department of Management Services Circular No. 34.

The other provisions of the Establishments Circular Letter No. 06/2006 will remain unchanged.

Please take action accordingly.



Prof. Kshanika Hirimburegama
Chairperson

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 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 of HEIs
 16. Secretaries of Trade Unions
 17. Auditor-General

File No: UGC/HR/6/2/47