



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 09/2015 No. 20, Ward Place  
Colombo 07  
25<sup>th</sup> June, 2015

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **TRANSPORT FACILITIES FOR THE OFFICERS IN COMMERCIAL CORPORATIONS, STATUTORY BOARDS AND STATE OWNED COMPANIES**

Your kind attention is invited to Commission Circular Nos. 366 of 05.05.1988, 532 of 20.07.1992, Establishments Circular Letter Nos. 07/2000 of 25.03.2000, 02/2006 of 13.02.2006, 06/2011 of 18.03.2011, 01/2013 of 11.01.2013 and Finance Circular Letter Nos.09/2006 of 30.08.2006 and 03/2009 of 25.03.2009 issued on the above.

2. The Commission at its 919<sup>th</sup> meeting held on 23.06.2015 decided to adopt the Public Enterprise Circular No. PED 01/2015 of 25.05.2015 to implement in the university system.
3. The entitlement to use assigned vehicles, monthly fuel limits for officers entitled to assigned vehicles, payment of monthly transport allowances instead of providing assigned vehicles in the university system are hereby revised with effect from 01.06.2015.
4. Entitlement of Assigned Vehicles and Fuel Allocation Limits;
  - The officers to whom an official vehicle may be assigned in the university system and the related fuel allowances are shown in the Table given below.
  - In the event where the monthly fuel limit is not sufficient to carry out the official duties assigned to an officer under special circumstances, the additional fuel cost borne by the officer may be reimbursed based on the actual additional usage of fuel with the approval obtained as follows;
    - \* Chairman or Competent Authority – approved by Secretary to the line Ministry with the recommendation of the Governing Authority
    - \* Other Officers – approved by the Governing Authority
  - An officer who is entitled to an official vehicle has the option either to use the official vehicle or to avail a monthly transport allowance of Rs. 30,000/- and monthly fuel allowance applicable to the post. However, such officers shall not be provided with a driver or a driver's allowance.
  - The transport allowance and the fuel allowance would be added to the monthly salary.
  - The officers who are entitled to official assigned vehicles or a transport allowance are not permitted to use any other official vehicle including those in the vehicle pool.

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- In the event a group of officers attending special official duties beyond 40 kilometers away from the duty station, transport facilities may be arranged for the group to travel together.
- If an officer holds more than one post, he is entitled to draw only the fuel allowance prescribed for his substantive post. However, with the approval of the Governing Authority, additional fuel can be obtained for official travelling related to the additional post, subject to the maximum limit prescribed for such post/ posts.
- The payment of overtime and other combined allowance to drivers for private travelling of officers who are entitled to assigned vehicles, should be borne by the relevant officers.
- An officer who is on overseas or local no pay leave over one month is not entitled to get transport allowance, use official vehicle or to obtain the service of driver unless special approval is obtained from the Governing Authority. However, an eligible officer can be allowed to use these facilities for a further period exceeding one month in instances where the officer is on no pay leave due to reasons beyond his control such as illnesses that prevail for longer period.


**Table**

<b>Cate gory No.</b>	<b>Categories of Officers as per PED Circular 01/2015</b>	<b>Comparable Officer in the University System</b>	<b>Monthly Fuel Limit as per new circular (Liters)</b>	<b>Approved Monthly Fuel Allowance</b>
01	Chairman / Competent Authority	Chairman/ UGC Vice-Chairman/ UGC Vice-Chancellor/University	170	Approved monthly fuel limit (Liters)  ×  Fuel price at the first date of the month
02	Managing Director/ Executive Director / Chief Executive Officer / Director General	Secretary/ UGC Deputy Vice-Chancellor/Uni. Director/Institute Rector/Campus	150	
03	Chief Operations Officer/ Chief Financial Officer	Registrar/ University Additional Secretary/ UGC Dean/Faculty Chief Accountant/ UGC Chief Internal Auditor/ UGC Director/Educational Technology, OUSL	140	
04	Any other officer who holds a post approved by MSD and has been placed equal or above HM 1-1 category as per the Management Services Circular No. MSD 30 or 2006.	Librarian Accountant/ UGC Bursar/ University Internal Auditor/ UGC Director/ RES, OUSL Director/ Operations, OUSL Director/ Information Tech. (U-EX Grade)	120	



5. All rules and regulations and procedures introduced for proper control and maintenance of vehicles should be followed.
6. Action should be taken to set off any over payment of monthly fuel allowance for the month of June 2015 to those officers who were already eligible for assigned vehicle facility, from their monthly fuel allowance for the month of July 2015.
7. Provisions of this Circular for the new categories of officers as mentioned therein are effective from 01.07.2015.
8. Commission Circular Nos. 366 of 05.05.1988, 532 of 20.07.1992 and Finance Circular Letter No. 3/2009 of 25.03.2009 issued under above subject are hereby rescinded.

Please take action accordingly.

  
**Prof. Mohan de Silva**  
Chairman

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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
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  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
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  17. Auditor –General

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