



UNIVERSITY GRANTS COMMISSION

FINANCE CIRCULAR LETTER NO. 2/2015

14th July, 2015

Vice-Chancellors of Universities
Directors of Institutes
Rectors of Campuses

Payment of Mahapola & Bursary

As per the decisions taken at the 1st Progress Review meeting on Mahapola & Bursary held on 11th June, 2015, it was decided to implement the following decisions with effective from 01.08.2015.

- I. Payment of Mahapola & Bursary for the current month should be paid to the students on or before 10th day of every month and request of funds for the current month should be made to the Director, Mahapola Trust Fund on or before 15th of previous month.

eg. Request of fund for the month of July 2015 (current month) should be made on or before 15th June 2015 (previous month).
- II. Universities are advised to refund the unpaid installments of Mahapola Scholarship to the Mahapola Trust Fund on or before 20th day of the relevant month.

eg. Unpaid installments for the month of July 2015 (current month) should be sent on or before 20th July 2015.
- III. Bursar shall be responsible for the collection of monthly cheques from the Mahapola Trust Fund and make available necessary funds for the payment of Mahapola installment on time.
- IV. Universities/HEIs are requested to inform the list of students who are on industrial training to the Mahapola Trust Fund on or before the commencement of the training period. Then Mahapola Trust Fund could be able to release the entitled installments of the said students to the Universities/HEIs without suspending the payment. When the training period is completed signature list signed by the relevant students should be sent to the Mahapola Trust Fund by Student Welfare Division of respective University/HEIs.

දුරකථනය } 2695301
தொலைபேசி } 2695302
Telephone } 2692357

ෆැක්ස් } 2688045
பெக்ஸ் }
Fax }

වෙබ් අඩවිය } <http://www.ugc.ac.lk>
வெப் தளம் }
Web Site }

- V. In case of student transfers within the universities, students should be advised by the University Grants Commission to get their acknowledgement of the official release from the Dean of Faculty or Deputy Registrar/Snr. Asst. Registrar/Asst. Registrar of the Student Welfare division of the current University/HEI (first University/HEI) in order to ensure payment of Mahapola Scholarship by the second University/HEI on time. Accordingly, it should be informed to the Mahapola Trust Fund by the Deputy Registrar/Snr. Asst. Registrar/Asst. Registrar of the Student Welfare division of the second university as per the format given in Annex I.

The letter and related annexure are available on the UGC website www.ugc.ac.lk


Prof. Mohan De Silva
Chairman

- Cc. 1. Secretary/MOHE
2. Vice-Chairman/UGC
3. Secretary/UGC
4. Registrars of Universities
5. Accountant/UGC
6. Bursars of Universities
7. Snr. Asst./Asst. Registrars of Institutes/Campuses
8. Snr. Asst./Asst. Bursars of Institutes/Campuses
9. Snr. Asst. Secretary/Personnel/UGC
10. Chief Internal Auditor/UGC
11. Auditor General
12. Govt. Audit Superintendent/UGC
13. Govt. Audit Superintendent/Universities

