



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 13/2015

No. 20, Ward Place
Colombo 07
18th September, 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 Establishments Circular Letter No: 09/2015 dated 25.06.2015 issued adopting the provisions of the PED Circular No. 01/2015 dated 25.05.2015 on the above subject.

2. The University Grants Commission at its 924th meeting held on 03.09.2015 decided to **replace** the Establishments Circular Letter No. 09/2015 of 25.06.2015 with the provisions given below.

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. Nature of the duties and the job responsibilities of the Officers have been taken into consideration for this purpose.
- 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, UGC - By the Secretary to the line Ministry
 - * Vice-Chairman, UGC - By the Chairman, UGC
 - * Vice-Chancellors - By the Chairman, UGC
 - * Other Officers - By the Governing Authority(such requests should be sent along with the recommendation of 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

Category No.	Categories of Officers as per PED Circular 01/2015	Comparable Officer in the University System	Monthly Fuel Limit as per new circular (Liters)	Approved Monthly Fuel Allowance
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 Librarian Accountant/ UGC Bursar/ University Internal Auditor/ UGC	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.	Director/Educational Technology, OUSL Director/ RES, OUSL Director/ Operations, OUSL Director/Information Technology (U-EX 3) –UPDN/KLN/ JAFF/OUSL /RUSL	120	

5. Higher Educational Institutions should manage this facility within the existing fleet of vehicles and requests for cadre provisions for drivers or to purchase vehicles to implement the provisions of this circular should not be made to the General Treasury or to the UGC during the year 2015.
6. All rules and regulations and procedures introduced for proper control and maintenance of vehicles should be followed.
7. Action should be taken to adjust any over/under payment of monthly fuel allowance of those officers who became eligible for assigned vehicle facility with the implementation of the Establishments Circular Letter No. 09/2015, from their monthly fuel allowance for the month of October 2015.
8. Provisions of this Circular for the new categories of officers as mentioned therein are effective from **01.07.2015**.
9. Commission Circular Nos. 366 of 05.05.1988, 532 of 20.07.1992, Finance Circular Letter No. 3/2009 of 25.03.2009 and Establishments Circular Letter No. 09/2015 of 25.06.2015 issued under above subject are hereby rescinded.

Please take action accordingly.


Prof. Mohan de Silva
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Research
 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

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