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எனது இலக்கம்
My Number } **UGC/F 08**

තැ:පෙ:
அஞ்சல் பெட்டி } 1406
P.O. Box

ඔබේ අංකය
உமது இலக்கம்
Your Number }

20, වෝඩ් පෙදෙස, කොළඹ 07, ශ්‍රී ලංකාව
20, வாட்டு இடம், கொழும்பு 7, இலங்கை
20, Ward Place, Colombo 07, Sri Lanka.

11th April, 2016

Vice-Chancellors of Universities   **URGENT**

Directors of Institutes

Rectors of Campuses

Monitoring of Financial & Physical Performance of Activities Financed by the National Budget – 2016

This refers to the decision taken at the meeting chaired by the Chairman/UGC held on 11th April 2016 at the UGC on the above matter.

2) A Financial Officer should be nominated by the university/HEIs as the focal point to coordinate and monitor the progress of the Budget 2016.
- Name & Post of the Officer
- Mobile Number & Email Address

3) Progress Review Reports should be submitted by the university/HEIs to the UGC in Excel form to; budget@ugc.ac.lk with a copy to parakrama@ugc.ac.lk .
   a) Form 1 – On or before 05th January 2016 and update with additional allocations given by the UGC or internal transfer .
   b) Form 2A, 2B, 3 and 4 – 1st two weeks reports of the reporting month should be submitted on or before 20th of the respective month and 2nd two weeks report (full month report) on or before 4th day the next month.
   c) Form 5& 6 – Quarterly report on or before 7th day of the month of April, July, October & January 2017.

4) All the reports from January to March 2016 should be submitted to UGC on or before 20th of April 2016.

5) The Spaceman Forms can be downloaded from UGC website; www.ugc.ac.lk and you may contact Mr. M.P. Bandara/SAA on Tel: 011-2694299 or 0719900014 for further clarifications.

Your coordination in the regard would be very much appreciated.

Thank you

Prof. Mohan de Silva.
Chairman

Cc, Secretary/UGC

Registras/ Bursars of the universities