



## UNIVERSITY GRANTS COMMISSION

29th March 2016

### Finance Circular Letter No. 01/2016


Vice Chancellors of Universities  
Directors of Institutes  
Rectors of Campuses

### Transport Facilities for the Officers in Commercial Corporations, Statutory Boards and State Owned Companies

This has reference to the Establishment Circular Letter No.13/2015 dated 18<sup>th</sup> September 2015 and letter of Director General, Department of Public Enterprises dated 08/01/2016 on the above subject.

Accordingly, the additional fuel cost incurred by the Vice Chancellors/ Directors of Higher Educational Institutions /Institutes for their official duty should be reimbursed with the approval of the Governing Authority and it should be submitted for the covering approval of the Chairman/ UGC once in three months.

You are kindly requested to forward your request for the covering approval of additional fuel cost incurred by the Vice Chancellors/ Directors of Higher Educational Institutions /Institutes as per attached format herewith.

  
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. Internal Auditor/UGC
  11. Auditor General
  12. Govt. Audit Superintendent/UGC
  13. Govt. Audit Superintendent/Universities

**Approval for Additional Fuel Consumption**  
(As per Establishment Circular Letter No.13/2015)

1. Name : .....
2. Designation : Vice Chancellor / Director
3. University / Institute : .....
4. Vehicle Number : .....
5. Fuel Consumption

Period: From  To   
 Additional Fuel Consumption: Liters  Rs

Month	Distance(Km) Approximately	Fuel Consumption (Liters)	Expenditure (Rs.)
		<b>Total</b>	

Chairman  
University Grants Commission

The Council / Board of Management at its..... meeting held on ..... approved the additional fuel expenditure borne by the Vice Chancellor /Director for the period from .....to.....

.....  
Registrar

Registrar

Covering approval is granted for the Additional Fuel Consumption of Rs. ....for the period from.....to .....

.....  
Accountant/Deputy Accountant /  
Snr.Ass.Accountant

.....  
Chairman /UGC