



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 18/2017

No. 20, Ward Place  
Colombo 07

08<sup>th</sup> December, 2017

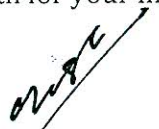
Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**Granting Special Loan Advance to the Public Officers who were affected by Flash Floods, Flood and Landslide occurred in 2017**

The University Grants Commission at its 976<sup>th</sup> meeting held on 23.11.2017 having noted the response of the Department of Management Services decided to adopt Public Administration Circular No. 14/2017 dated 28.06.2017 on "Granting Special Loan Advance to the Public Officers who were affected by Flash Floods, Flood and Landslide occurred in 2017" in the University System.

The Commission further decided that the above loan advance to be paid before 31.12.2017 in the University System subject to the provisions of the said circular, though the validity period of applying for such loan advance had expired on 31.08.2017 as mentioned in the Public Administration Circular. Funds for above purpose should be managed within the existing budgetary provisions.

A copy of the Public Administration Circular No. 14/2017 dated 28.06.2017 is enclosed herewith for your information and compliance.

  
**Prof. Mohan de Silva**  
Chairman

- Copies:
1. Secretary/ Ministry of Higher Education & Highways
  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. Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors of HEIs
  16. Secretaries of trade Unions
  17. Auditor -General

My No: EST-6/04/LON/1042  
Ministry of Public Administration  
and Management  
Independence Square  
Colombo 07

28.06.2017

Secretaries to Ministries  
Chief Secretaries of Provinces  
Heads of Departments

**Granting a Special Loan Advance to the Public Officers who were affected by Flash Flood,  
Flood and Landslides occurred in 2017**

A decision has been taken by the Government to grant a interest free Special Loan Advance to Public Officers who were affected due to Flash Flood, Flood and Landslides occurred as a result of the heavy rain reported in various areas all over the island during May 2017.

02. This Special Loan Advance equivalent to six folds of the basic monthly salary can be granted to the permanent officers subject to the recovery of the total amount by thirty six (36) similar monthly installments and an amount equivalent to three folds of monthly basic salary can be granted to officers serving on temporary or casual basis subject to the recovery of the total amount by eighteen (18) similar monthly installments, commencing from the month falls immediately after the month in which the loan advance was granted.

03. This loan is exempted from the limit of the aggregate of the monthly reduction which can be made from the salary mentioned in Sub Section 3:5 Chapter XXIV of the Establishments Code.

04. In order to obtain this Special Loan Advance the respective officer should submit the request as per the specimen No. 01 attached herewith which should have been certified by the Divisional Secretary along with the recommendation of the Grama Niladhari of the relevant area.

05. The Head of the institution should submit the request for special loan advance for the approval of the Head of the Department only if he is satisfied personally regarding the accuracy of the request certified by the Divisional Secretary.
06. This Special Loan Advance should strictly be granted to the officers who were affected by the Flash Flood, Flood and Landslides occurred in various areas of the island in May 2017 due to heavy rain.
07. The permanent officers of the Public Service are not required to produce guarantors for this Special Loan Advance. However, the officers who are serving on temporary or casual basis should name an officer confirmed in the Public Service as a guarantor as per the specimen No.02 attached herewith in order to obtain this loan advance.
08. This Special Loan Advance should not be paid after 31.08.2017
09. This Circular is issued with the concurrence of the General Treasury.

Sgd/. J. J. Rathnasiri

Secretary

Ministry of Public Administration and Management

**Application for Special Loan Advance as per Public Administration Circular  
14/2017 for Public Officers who were affected by Flash Flood, Flood and Landslides  
occurred in May 2017 as a result of Heavy Rain.**

01. Full name of the officer:.....
02. Post:.....
03. Name of the Ministry/ Department/ Provincial Council :.....
04. Nature of the appointment: Permanent ☐ Temporary ☐ Casual ☐
05. (i) Date of appointment to the Public Service:.....  
(ii) Date of confirmation in Service:.....
06. Address of the service station:.....
07. Personal address :  
Permanent:.....  
.....  
Temporary:.....  
.....
08. Divisional Secretariat Division:.....
09. Nature of the disaster and particulars of the properties which were damaged:  
.....
10. Particulars of the members of the officer's family who were affected

Name	Relationship with the officer

11. Last date reported for duty before the disaster:.....  
12. Date of reported for duty after the disaster:.....

Date:..... Signature of the Officer:.....

**13. Recommendation of the Grama Niladhari:**

Mr./Mrs./Ms. ....mentioned above is a permanent resident of my Grama Niladhari Division and I recommend payment of Special Loan Advance since the particulars submitted by him/her in relation to the disaster are true and correct.

Name :.....

Date :.....

Signature :.....  
(Place the official stamp)

**14. Recommendation of the Divisional Secretary:**

I agree/ do not agree with the above recommendation. The payment of the Special Loan Advance is / is not recommended.

Date:.....

Signature:.....  
(Place the official stamp)

**15. Recommendation of the Head of the Institution:**

Basic monthly salary of the officer:.....

Amount of the special loan advance payable:.....

I agree/ do not agree with the above recommendation. The payment of the Special Loan Advance is / is not recommended.

Date :.....

.....  
Signature and the official stamp of  
the Head of the Institution

**16. Recommendation of the Head of the Department:**

I recommend/ do not recommend payment of the Special Loan Advance of Rs.....to Mr./Mrs./Ms.....

Name :.....

Post :.....

Date :.....

Signature :.....  
(Place the official stamp)

Declaration of the Guarantor (This part is not applicable for permanent officers of the Public Service)

I agree to pay the balance of the loan as at the date on which the recipient neglects the payment of loan, from my salary as agreed by the recipient, if the recipient neglects at any time the payment of the special loan advance.

01. Name of the guarantor :.....
02. Current Post :.....
03. Ministry/Department/Provincial Council  
where the guarantor is serving at present :.....
04. Date of appointment to the pensionable  
Public Service :.....
05. Date of confirmation in the Public Service :.....
06. The period of uninterrupted pensionable  
service under the Government :.....
07. The amount for which the  
guarantee is placed :.....
08. Signature :.....
09. Date :.....

I hereby certify that the particulars furnished by the above guarantor is true and correct.

Date:.....

.....  
Signature and the official stamp of  
the Head of the Institution (Ministry/  
Department/ Provincial Council  
where the guarantor is serving)