



UNIVERSITY GRANTS COMMISSION

15th October 2018

Finance Circular Letter No: 03/2018

Vice Chancellors of Universities,
Directors of Institutes,
Rectors of Campuses,

PROVIDENT FUND / PENSION FUND CONTRIBUTION LISTS & LOAN RECOVERIES FOR THE YEAR 2018

You are kindly requested to submit the contribution and loan recovery lists as stipulated below to enable the University Grants Commission to issue the Provident Fund Statements on time. Prolonged delays in submitting contribution lists and loan recoveries may cause unnecessary delays which would adversely affect the contributors in getting their loans and retirement benefits. Hence all Higher Educational Institutions are requested to follow the following procedure.

2. A. **2018 Contributions lists & Loan Recoveries**

- (i) All Contribution lists for Provident Fund/Pension Fund, Loan Recovery lists and relevant data diskettes up to end of November 2018 should be **handed over to the University Grants Commission or reached the University Grants Commission on or before 15th of December 2018.**
- (ii) All Contribution lists for Provident Fund/Pension Fund, Loan Recovery lists and relevant diskettes up to end of December 2018 should be **handed over to the University Grants Commission or reached the University Grants Commission on or before 15th of January 2019.**

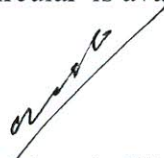
B. **Release of Provident Fund Loans and Refunds in 2018**

All requests for Provident Fund Loans for the month of January 2019, Provident Fund Refund papers and applications for Universities Pension payments for 2019 should be sent to the University Grants Commission only after submission of 2018 contribution and loan recovery lists as stated in A above.

- C. Any requests for loans and refunds in 2019, submitted in contravention of above guidelines would be rejected and returned.

3. The Bursar or other relevant Financial Officers should pay special attention to the following when preparing the Provident Fund data diskettes for December, 2018.
- A. All the changes that have taken place in Designations and Departments of the employees of your Institution/Institute up to 31st December 2018 should be taken into consideration when preparing the data diskettes for December 2018. University Grants Commission Secretariat will update the computer records with such data only on annual basis, based on the data diskette provided by you for December 2018. Hence any requests from individuals for changes in Departments / Designations etc. will not be entertained during the year.
- B. The Officers in charge of Personal Files should also inform the Bursar any changes in Designations and Departments during the year 2018, so that they could incorporate such information in the data diskette for December 2018.
- C. Please check the accuracy of the NIC numbers and indicate the NIC numbers of every employee in the contribution / Loan recovery list requested under 2A(ii) above.
- D. If there is any difference in individual names according to your records and the year-end Provident Fund information released by the University Grants Commission, correction of such should not be done in the same diskettes. Immediate action should be taken to correct the names according to the instructions given in Finance Circular Letter No: 13/2000 Para (1).

The Circular' is available on the UGC website www.ugc.ac.lk.


Prof. Mohan de Silva
Chairman

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