



UNIVERSITY GRANTS COMMISSION

INTERNAL AUDIT CIRCULAR LETTER : 01/2018

No.20, Ward Place,
Colombo 07
13.11.2018

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes


CONFIRMATION OF EMPLOYEES LIST FOR PAYMENT OF SALARIES

The Commission at its 995th meeting held on 20.09.2018 having considered the recommendations made by the Audit Committee of the UGC based on the observations of the COPE, regarding obtaining confirmation of the lists of employees before paying salaries, approved to implement the following recommendations in the University System.

- i. Bursar/Finance Departments of the HEIs should circulate to all Heads of Department/Division lists of employees of the respective Departments/Divisions on the 1st working day of the month.
- ii. The Head of Department /Division must confirm the list of employees who are available for the month on or before the 10th of the same month to the Bursar/Finance Division.
- iii. The Head of Department/Division is responsible for confirmation of the list of employees for salary payment in her/his Department /Division.
- iv. Any changes should be informed for necessary action without delay.
- v. The Bursar should inform any discrepancy or any overpayment to the respective Governing Authority immediately for remedial or necessary action.
- vi. Acknowledgement for salary payment must be obtained by the Finance Department.

The format applicable for the above process is attached.

Please take action accordingly.


(Prof. Mohan de Silva)
Chairman

- Copies
1. Secretary/Ministry of Education & Higher Education
 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. Internal Auditor/UGC
 9. Accountant/UGC
 10. Bursars of Universities
 11. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
 12. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campus /Institutes
 13. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
 14. Deputy Internal Auditors / Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
 15. Auditor –General
 16. Govt. Audit Superintendents of Universities
 17. Secretaries of Trade Unions

File No. UGC/CIA/F/IA Cir./1

**Confirmation of List of Employees for Payment of Salaries
of the Academic / Non Academic Staff**

University/Institute :.....

Faculty/ Dept./Division :.....

Month & the year :.....

Serial No.	Emp. No.	Name	Designation

Note

If there any changes of the academic/nonacademic staff members during the month must be mentioned under remarks.

Remarks

.....

I hereby certify that each academic/ nonacademic employee of the above mentioned list has been to the best of my knowledge, belief actually and bona-fide employed in my Faculty/Department/Division and confirm their attendances.

.....
 Head of Dept./ Head of Division

.....
 Date

Bursar,

University/ Institute of

I recommended/ not recommended to pay salary.

.....
 Dean

.....
 Date