



UNIVERSITY GRANTS COMMISSION

01st November 2019

Finance Circular Letter No: 06/2019

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

PROVIDENT FUND/PENSION FUND CONTRIBUTION LISTS & LOAN RECOVERIES FOR THE YEAR 2019

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. **2019 Contributions lists & Loan Recoveries**
 - (i) All Contribution lists for Provident Fund/Pension Fund, Loan Recovery lists and relevant data diskettes/CDs up to end of November 2019 should be **handed over to the University Grants Commission or reached the University Grants Commission on or before 15th December, 2019.**
 - (ii) All Contribution lists for Provident Fund/Pension Fund, Loan Recovery lists and relevant data diskettes/CDs up to end of December 2019 should be **handed over to the University Grants Commission or reached the University Grants Commission on or before 15th January, 2020.**
- B. **Release of Provident Fund Loans and Refunds in 2019**

All requests for Provident Fund Loans for the month of January, 2020 Provident Fund Refund papers and applications for Universities Pension payments for 2020 should be sent to the University Grants Commission only after submission of 2019 contribution and loan recovery lists as stated in A above.
- C. Any request for loans and refunds in 2020, 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/CDs for December, 2019.
- A. All the changes that have taken place in Designations and Departments of the employees of your Institution/Institute up to 31st December, 2019 should be taken into consideration when preparing the data diskettes/CDs for December 2019. University Grants Commission Secretariat will update the computer records with such data only on annual basis, based on the data diskette/CD provided by you for December 2019. 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 2019, so that they could incorporate such information in the data diskette/CD for December, 2019.
 - 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/CDs. 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


Professor Mohan de Silva
Chairman

- cc: 01. Vice-Chairman/UGC
02. Secretary/UGC
03. Registrars of Universities
04. Accountant/UGC
05. Bursars of Universities
06. Deputy Accountant/UGC
07. Senior Assistant & Assistant Registrars of Institutes/ Campuses
08. Senior Assistant & Assistant Bursars of Institutes/ Campuses
09. Senior Assistant & Assistant Internal Auditors of Universities
10. Senior Assistant Secretary/Personnel/UGC
11. Senior Assistant Accountant/Pension/UGC
12. Internal Auditor/UGC
13. Auditor General
14. Government Audit Superintendent/UGC