



UNIVERSITY GRANTS COMMISSION

17th August 2020

Finance Circular Letter No. 05/2020

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

Remittance of Monthly Provident Fund and Pension Fund Contributions and Loan Recoveries

Your attention is drawn to the Finance Circular Letter No. 01/2017 dated 23rd January, 2017 issued with regard to the remittance of monthly Provident Fund and Pension Fund contributions.

It was observed that most of the Universities/HEIs have credited the monthly remittances to Universities Provident Fund (UPF) and Universities Pension Fund (UPS) without indicating the reference codes as specified in the Finance Circular Letter No. 01/2017. This makes difficult for UPF and UPS to identify the depositors' details when recording remittance in the computer system.

To avoid such difficulties, Universities/HEIs are requested to adhere to the following guidelines when remitting monthly contributions and loan recoveries to the Universities Provident Fund and Universities Pension Fund with effect from August 2020.

1. Remit the monthly contributions and loan recoveries directly to the Bank Accounts of Universities Provident Fund and Universities Pension Fund through slip transfer /direct deposit on or before the 10th day of the following month as given below.

- a) If the University/HEI **operates a Peoples' Bank account**, then deposits should be made to the following Bank Account.

Division	Bank/ Branch	Account No
Universities Provident Fund	Peoples' Bank - Elegance	362-100180000034
Universities Pension Fund	Peoples' Bank - Elegance	362-100150000035

- b) If the University/HEI **operates a Bank of Ceylon account**, then deposits should be made to the following Bank Account.

Division	Bank/ Branch	Account No
Universities Provident Fund	BOC -Torrington	0002323285
Universities Pension Fund	BOC -Torrington	0002323342

2. The Universities/HEIs reference codes should be clearly indicated in the deposit slip /slip transfer letter as given in Annexure I & II. Bank will not accept the remittances made without

the reference codes and remittances made without indicating the reference codes will not be considered as received and will be credited to **“Unidentified Deposit Account”**

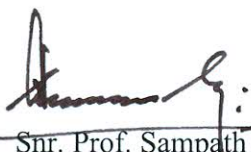
3. To confirm that the funds have been properly remitted, scanned copy of the deposit slip/slip transfer letter together with the detailed covering letter should be e-mailed or faxed as soon as the payment is made.(Provident Fund – upfac@ugc.ac.lk , Pension Fund– pension@ugc.ac.lk)
4. All the contribution recovery lists and relevant CD's in respect of particular month should be sent on or before 20th of the following month.
5. Provident Fund Loan recovery lists should be sent on or before 15th of the following month.

Vice Chancellors/Directors/Rectors of the University/HEIs/Campuses are requested to nominate a Financial Officer with contact details in this regard. (Name, designation, contact numbers, e-mail address)

If you need any clarification in this regard please contact following officers;

Division	Designation	Contact No.	Fax No
Universities Provident Fund	Deputy Accountant	011-2123455 077-7858942	011-2673663
Universities Pension Fund	Senior Assistant Accountant	011-2123418 071-7708477	011-2686932

The Finance Circular Letter No.01/2017 of 23rd January 2017 is hereby rescinded and Provisions of this Circular are effective from 17th August 2020.



Snr. Prof. Sampath Amaratunge
Chairman

- Cc: 01. Secretary/Ministry of Education
02. Vice-Chairman/UGC
03. Secretary/UGC
04. Registrars of Universities
05. Accountant/UGC
06. Bursars of Universities
07. Deputy Registrars/Senior Assistant Registrars/Assistant Registrars of HEIs/Campuses
08. Deputy Bursars/Senior Assistant Bursars/Assistant Bursars of HEIs/Campuses
09. Internal Auditor/UGC
10. Government Audit Superintendents of Universities
11. Auditor General

