



UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No. 01/2022

17th February 2022

Vice- Chancellors of Universities
Directors of Institutes
Rectors of Campuses

Provision of Communication Facilities for the Officers in Commercial Corporations, Statutory Boards and Government Owned Companies.

The University Grants Commission at its 1072nd meeting held on 15th February 2022 decided to adopt the Public Enterprises Circular No. 02/2022 dated 18th January to implement in university system with effect from 01.01.2022.

2. The official telephone bills including voice and fax of the eligible officers shall be paid by the Higher Educational Institutions (HEIs) directly within the maximum limit per month mentioned in III (a) of the following table. In addition, monthly communication allowance allocated for residential telephone, private mobile phone and internet as mentioned in III (b) of the following table shall be paid as a communication allowance with the monthly salary.

I No	II Officer Category	III Maximum limit per month (including rentals & taxes) (Rs.)		Comparable Categories in the University System
		(a) Official Telephone and Fax	(b) Residential Telephone, Private Mobile phone and Internet	
1	Chairmen/ Competent Authority	3,750.00	6,000.00	Chairman, UGC Vice-Chairman, UGC Vice-Chancellors

2	Chief Executive Officer/ Managing Director/ Executive Director/ Director General/ General Manager or similar positioned officers	3,250.00	4,250.00	Secretary, UGC Deputy Vice-Chancellor Rector of Campus Director of Institute
3	Chief Financial Officer/ Chief Operating Officer/ Chief Internal Auditor and any other officers in similar status	3,000.00	3,750.00	Registrar Additional Secretary, UGC Chief Accountant, UGC Chief Internal Auditor, UGC Dean of Faculty Director/Educational Tech, OUSL Librarian Accountant, UGC Bursar Internal Auditor, UGC Director/Regional Education Services OUSL Director/Operations, OUSL Director/Information Tech. (U- EX Grade)
4	Other Executive officers approved by the Board of Directors.	1,750.00*	2,000.00	Head of the Department of Study The officers bearing the salary codes U-EX 2, U-EX 1 and Other Officers, who are provided an assigned official telephone , as approved by the Governing Authority of the HEI concerned.

* HEIs should not provide any new official telephone connections for this category, unless there is a real necessity and approval of the Governing Authority

Note: This categorization will apply at the time of payment of Communication allowance only.

3. Any savings in the expense limit given for official telephone / fax under III (a) of the above table for a particular month can be carried forward to the succeeding months within the same financial year. Such savings are not allowed to be carried forward to the next financial year.

4. The cost of purchasing equipment and accessories required for obtaining residential telephones, private mobile phones or residential internet facilities should be personally borne by the officers. The expenses for such equipment should not be paid or reimbursed by the respective HEIs.

5. If an officer is on leave with pay or no pay for a period of more than one month, monthly allowance for residential telephone, private mobile phone and internet should not be paid for that period.

6. If an officer has been appointed on acting basis or for cover up duties of another position other than the permanent position, the official telephone and fax expenses can be paid by the HEI within the limit specified for such additional position as per III (a) of the above table. However, such officer can be paid monthly communication allowance as per III (b) of the above table only for permanent position.

7. UGC Finance Circular Letter No.02/2021 of 21.12.2021 and Commission Circulars No. 06/2015 of 25.06.2015 and 06/2015 (ii) of 01.06.2017 are hereby rescinded.

The Finance Circular Letter No.01/2022 is available on the UGC website www.ugc.ac.lk.



Sr. Prof. Sampath Amaratunge
Chairman

- Cc:
1. Secretary/Ministry of Education
 2. Vice Chairman/UGC
 3. Secretary/UGC
 4. Registrars of Universities
 5. Accountant/UGC
 6. Bursars of Universities
 7. Snr. Asst./Asst. Registrars of Institutes/ Campuses
 8. Snr. Asst./Asst. Bursars of Institutes/ Campuses
 9. Snr. Asst. Secretary/ Personnel/UGC
 10. Chief Internal Auditor/ UGC
 11. Auditor General
 12. Gov. Audit Superintendent/UGC
 13. Gov. Audit Superintendent/Universities & HEIs

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