



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 04/2024

No. 20, Ward Place,
Colombo 07.

January 17, 2024

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

REVISION OF COST OF LIVING ALLOWANCE AS PER THE BUDGET PROPOSALS - 2024

Your reference is invited to Commission Circular No. 02/2014 of 08.01.2014 on the Revision of Cost of Living Allowance as per the Budget Proposals - 2014.

02. Payment of Revised Cost of Living Allowance

As per the instructions given by the Secretary to the Treasury of the Ministry of Finance, Economic Stabilization and National Policies by the Management Services Circular No. 01/2024 of 12.01.2024 on Budget Proposals - 2024 (**Annex I**), the Monthly Cost of Living Allowance currently paid to the employees in the university system should be made as follows with effect from 01.01.2024;

- (i) When paying the monthly cost of living allowance from January to March 2024, adding Rs.5,000/-, which is 50% of the cost of living allowance of Rs.10,000/- increased as per budget proposals for 2024, to the cost of living allowance of Rs.7,800/- paid per month at present and paying Rs.12,800/-.
- (ii) When paying the monthly cost of living allowance from April 2024, adding the remaining 50% of Rs.10,000/- to be paid as per budget proposals for 2024, i.e., Rs.5,000/-, to the cost of living allowance of Rs.12,800/- and paying Rs.17,800/-.
- (iii) Completing the payment of arrears of the cost of living allowance from January to March 2025 by paying Rs.5,000/- per month, which were accumulated from January to March 2024.
- (iv) Further, if there are any unpaid arrears of the total cost of living allowance increased as per budget proposals for 2024, the employees in the university system who retire/ leave the service in the formal manner/ demise on or after 01.01.2024 should be entitled to, up to the date of their retirement/ leaving the service in the formal manner/ death, paying such arrears along with their last monthly salary.

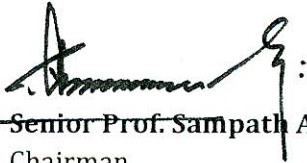
03. Allowance to the employees who serve on Casual Basis/ Daily Wages

In addition to the daily Cost of Living Allowance of Rs.260/- paid at present to the employees on casual basis/ daily wages under the provisions of Paragraph 04 of Management Services Circular No. 01/2014 dated 06.01.2014 (as mentioned under Paragraph 3 of Commission Circular No. 02/2014), paying them the amount of the cost of living allowance under (i), (ii), (iii) and (iv) of 02 above which is increased monthly for employees in the university system under (i), (ii) and (iii) of 2 above, by calculating it on the basis of 1/30th per day based on the number of days that they work in each month so as not to exceed the amount due per month as (i), (ii) and (iii) of 2 above.

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04. Erroneous Calculations - In case of an excess payment made to any person extraneous to this circular, the Accountant/Bursar/Deputy Bursar/Senior Assistant Bursar/Assistant Bursar of the UGC/Higher Educational Institution/Institute concerned, as the case may be, is personally responsible for such payment and the employee concerned is liable to refund the excess amount so paid. Relevant authorities should take disciplinary action against the responsible officer/s who makes/make erroneous salary revisions or payments.

05. Please take action accordingly.



Senior Prof. Sampath Amaratunge
Chairman

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