

UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No : 08 /2011

03rd October, 2011.

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

PROVIDENT FUND / PENSION FUND CONTRIBUTION LISTS & LOAN RECOVERIES FOR THE YEAR 2011

You are kindly requested to instruct the relevant officers 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. **2011 Contribution lists & Loan Recoveries**

- ❖ All Contribution lists for Provident Fund/Pension Fund, Loan recovery lists, and relevant Data diskettes up to end of November 2011 should be **handed over to the University Grants Commission or reached the University Grants Commission Office on or before 15th of December 2011.**
- ❖ All Contribution lists for Provident Fund/Pension Fund, Loan recovery lists and relevant Diskettes up to end of December 2011 should be **handed over to the University Grants Commission or reached the University Grants Commission Office on or before 15th January 2012.**

B. **Release of Provident Fund Loans & Refunds in 2012**

All requests for Provident Fund Loans for the month of January 2012, Provident Fund Refund papers, and applications for Universities Pension payments for 2012 should be sent to the University Grants Commission only after submission of 2011 contribution and loan recovery lists as stated in A above.

- C. Any requests for Loans and refunds in 2012, submitted in contravention of above guidelines would be rejected and returned.
3. Bursar and the other relevant Accounting Officers should pay special attention to the following when preparing the Provident Fund data Diskettes for December 2011 ;
- A. All the changes that have taken place in Designations, and Departments of the employees of your Institution/Institute up to 31st December 2011 should be taken into consideration when preparing the Data Diskettes for December 2011. University Grants Commission Secretariat will update the computer records with such data only on annual basis, based on the Data Diskette provided by you for December 2011. 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 also should inform the Bursar's Department any changes in Designations and Departments during the year 2011 , so that they could incorporate such information in the data Diskette for December 2011.
- C. 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. Immediate action should be taken to correct the names according to the instructions given in Finance Circular letter No.13/2000 para (1).


Tissa Nandasena
Secretary

- Cc. 1. Chairman/UGC
2. Vice-Chairman/UGC
3. Secretary/UGC
4. Chief Internal Auditor /UGC
5. Accountant/UGC
6. Registrars of Universities
7. Bursars of Universities
8. Snr.Asst./Asst. Registrars of Institutes/Campuses
9. Snr.Asst./Asst. Bursars of Institutes/Campuses
10. Deputy Accountant/UGC
11. Snr.Asst./Asst. Internal Auditors of Universities
12. Snr.Asst. Secretary/ Personnel
13. Snr.Asst. Accountant/Pension
14. Auditor General