



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 973

No.20, Ward Place,  
Colombo 07  
04.01.2012

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### **REVISION OF ALLOWANCES GOVERNMENT, CORPORATIONS STATUTORY BOARDS AND PROJECT STAFF AS PER THE BUDGET PROPOSALS -2012**

Your attention is invited to Commission Circular No. 943 of 17.01.2011 on revision of salaries and allowances of the employees in the Public Corporations, Statutory Bodies, Fully owned Government Companies and Project Staff on budget proposals -2011.

2. The University Grants Commission at its 841<sup>st</sup> meeting held on 05<sup>th</sup> January 2012 having considered the provisions in Management Services Circular No. 46 of 12.12.2011 to revise the five percent (5%) special allowance as fifteen percent (15%) on budget proposals – 2012, granted approval to implement such provisions to the University staff as well as described below. A copy of the Management Services Circular No. 46 is annexed herewith.

#### Special Allowance

The special allowance being paid as five percent (5%) of the basic salary (exclusive of allowances) mentioned in Commission Circular No. 943 should be revised and paid to the University staff as mentioned below;

- (a) The employees who serve in the posts entitled to salary scales of which the initial monthly salary is less than Rs. 24725/- shall be paid an amount equivalent to fifteen percent (15%) of the basic salary (excluding other allowances) with effect from 01.01.2012 .
- (b) The employees who serve in the posts entitled to salary scales of which the initial monthly salary is Rs.24725/- or above shall be paid an amount equivalent to ten percent (10%) of the basic salary (excluding other allowances) with effect from 01.01.2012. Said amount should be paid having calculated as fifteen percent (15%) with effect from 01.07.2012.

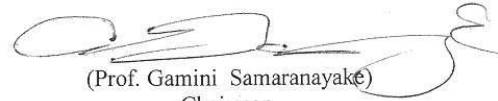
#### Daily wages

The amount equivalent to five percent (5%) on the daily wage being paid (other than the cost of living allowance) to the employees serving on casual/ daily basis should be revised as fifteen percent (15%) and paid with effect from 01.01.2012.

3. The special allowance payable accordingly should be taken into account for the purpose of calculating the payment of equalization allowance to Medically and Dentally qualified teachers, attached to any faculty and Medical Officers and Dental Surgeons attached to Health Centers in the University System.

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4. The cost of living allowance of Rs.5850/- p.m. paid at present to the employees in the University System and the cost of living allowance of Rs.195/- per day to the employees serving on casual/ daily basis will continue to be applied .
5. In case of excess payment made to any person as a result of misinterpretation of these instructions, miscalculations or erroneous documents, such person is liable to refund the excess amount so paid and should take action to recover such amount from the persons concerned.
6. The Commission Circular No.943 of 17.01.2011 will be rescinded with the implementation of this circular.
7. Please take action accordingly.

  
(Prof. Gamini Samaranayake)  
Chairman

- Cc:
1. Secretary/Ministry of Higher Education
  2. Chairman's Office/UGC
  3. Vice-Chairman/UGC
  4. Members of the UGC
  5. Secretary/UGC
  6. Deans of Faculties
  7. Registrars of Universities
  8. Accountant/UGC
  9. Bursars of Universities
  10. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
  11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campus /Institutes
  12. Deputy Bursars/Snr. Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
  13. Chief Internal Auditor/UGC
  14. Govt. Audit Superintendents of Universities
  15. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
  16. Secretaries of Trade Unions
  17. Auditor –General

File No. UGC/HR/2/9/86 (Vol 12)

Management Services Circular No. 46

My No. DMS/A/08/21  
Department of Management Services  
General Treasury  
Colombo 01.  
12.12.2011

Secretaries of Ministries,  
Chief Secretaries of Provincial Councils,  
Chairmen of Government Corporations,  
Statutory Boards and Fully owned Government Companies

**Revision of Allowances of Government Corporations, Statutory Boards and Project Staffs  
As per the Budget Proposals 2012**

Payment of allowances declared by Budget Proposals 2012 shall be implemented as follows.

02. These payments should be made to the employees in Government Corporations, Statutory Boards and project staffs covered by Management Services Circular No. 33 other than the institutions where salaries and allowances are determined by collective agreements or where the employees are monthly paid a variable Cost of Living Allowance based on Colombo Consumer Price Index or where salaries are determined by collective agreements or such an understanding. Any other institutions should not pay this allowance without the prior approval of the Treasury.

**03. Special Allowance**

The Special Allowance being paid as five percent (5%) of basic salary exclusive of allowances under the Para 2.1 of Management Circular No. 43 dated 10.01.2011 should be revised and paid as follows.

a) The employees who serve in posts entitled to salary scales of which the initial monthly salary is less than Rs. 24,725/- in all the Government Corporations, Statutory Boards and Fully Owned Government Companies, and employees not coming under the categories of A,B and C under the Para 4.2.1 of Management Services Circular No. 33 dated 05.04.2007 in respect of recruitment and management of project staffs shall be paid a special allowance calculated as fifteen percent (15%) of basic salary excluding other allowances with effect from 01.01.2012.

b) All employees who serve in posts entitled to salary scales of which the initial monthly salary is Rs. 24,725/- or above in Government Corporations, Statutory Boards, Fully Owned Government Companies and staffs belonging to the categories of A,B and C under the Para 4.2.1 of Management Circular No. 33 dated 05.04.2007 in respect of recruitment, remuneration and management of project staffs shall be paid a special allowance calculated as ten percent

(10%) of basic salary excluding other allowances with effect from 01.01.2012. Said allowance should be paid having calculated as fifteen percent (15%) with effect from 01.07.2012.

#### 04. Daily Wages

The five percent (5%) allowance being paid on the daily wage (other than the Cost of Living Allowance) to the employees serving on casual/daily basis should be revised as fifteen percent (15%) and paid with effect from 01.01.2012.

#### 05. Erroneous Calculations

In case of an excess payment made to any person as a result of misinterpretation of these instructions, miscalculations or erroneous documents, such person is liable to refund the excess amount so paid and the institutions should immediately take measures to recover such amount from the persons concerned. It is the responsibility of Finance Managers / Accountants to take action in order to avoid such errors.

Sgd/P.B. Jayasundara  
Secretary to the Treasury and  
Ministry of Finance and Planning

- Copies -
1. Secretary to the President
  2. Secretary to the Prime Minister
  3. Secretary, Minister of Public Administration and Home Affairs
  4. Secretary, National Salaries and Cadre Commission
  5. Auditor General