



## UNIVERSITY GRANTS COMMISSION

**Finance Circular Letter No : 03 /2012**

**26<sup>th</sup> March, 2012.**

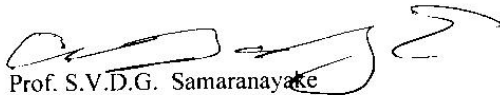
Vice Chancellors of Universities,  
Directors of Institutes,  
Rectors of Campuses.

### **MANAGEMENT OF FUEL / ELECTRICITY EXPENDITURE**

The University Grants Commission has adopted the Budget Circular No. 156 dated 16<sup>th</sup> February, 2012 issued by the Department of National Budget, Ministry of Finance and Planning on the above subject. Copy of the circular is enclosed herewith.

**Universities and Higher Educational Institutions are advised to strictly comply with the circular instructions.**

The circular is available on the UGC website [www.ugc.ac.lk](http://www.ugc.ac.lk)

  
Prof. S.V.D.G. Samaranayake  
Chairman.

- Cc. 1. Secretary/MOHE  
2. Vice-Chairman/UGC  
3. Secretary/UGC  
4. Additional Secretary/ HR, ICD  
5. Chief Internal Auditor  
6. Accountant/UGC  
7. Registrars of Universities  
8. Bursars of Universities  
9. Snr.Asst./Asst. Registrars of Institutes/Campuses  
10.Snr.Asst./Asst. Bursars of Institutes/Campuses  
11.Engineer/IDD/UGC  
12.Snr.Asst. Accountant/UGC  
13.Snr.Secretary/Supplies & Administration/UGC  
14.Auditor General  
15.Govt. Audit Superintendent/UGC  
16.Govt. Audit Superintendent/Universities



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நிதி, திட்டமிடல் அமைச்சு  
MINISTRY OF FINANCE AND PLANNING

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Website }

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My No. } Budget Circular No.156

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திகதி }  
Date } 16/02.2012

All Secretaries of the Ministries  
Chief Secretaries of Provincial Councils  
All Heads of Departments  
District Secretaries  
Chairmen of Statutory Boards and Corporations

Management of Fuel / Electricity Expenditure

It has become a national responsibility of all the Government Institutions to give priority and extend fullest co-operation to consume fuel and electricity economically in view of the revision of oil prices and electricity tariff in the local market, while managing their expenditure. The expected main objectives in increasing these prices are to reduce the foreign exchange that is being spent annually to import oil for generating energy while giving more attention on measures of alternative energy which can be found locally, and to utilize more efficient technology in consumption and production sectors in the long run.

2. As the Ministries, Departments and other Government Institutions are utilizing a major share of these commodities, it is the responsibility of such agencies to set an example to others by adopting energy conserving measures for controlling and minimizing related expenditure. Such action will not only help in the reduction of total government expenditure but also be an exemplary model to the other sectors. Your attention is, therefore, drawn to the need to applying productive measures to control fuel and electricity related expenditure.
3. Accordingly, all the secretaries are responsible to ensure that the expenditure on fuel and electricity of institutions within their purview, are managed within the provisions of the estimate 2012, and also based on the expenditure incurred for these items in January 2012 as a benchmark, without exceeding such limits. No additional allocation or fund transfers under financial regulations for these items will be approved by the Treasury in 2012.

4. For this purpose, all government institutions will have to ensure the curtailment of unnecessary expenditure, minimizing the usage of the number of pool vehicles that are being used for daily office management, fieldwork, seminars, workshops etc.
5. Further, it is essential to ensure that the expenditure on fuel, electricity and air-conditioners are being properly managed and desired outcome are achieved through personally monitoring this expenditure by Chief Accounting Officers and the Chief Accountants.
6. Therefore, you are requested to consider adopting the following measures as far as possible.
  - To limit the maximum monthly expenditure of fuel and electricity from March 2012 limiting the maximum expenditure at the level incurred in January 2012 as a responsibility of all heads of the institutions.
  - To utilize the electricity economically by applying measures such as, switching off the Air-conditioners until 10.00 a.m. and after 3.00 p.m. as proposed by the CEB.
  - As far as possible to arrange group transport instead of using individual vehicles.
  - To implement the existing fuel limits strictly.
  - In addition to the controlling of expenditure on fuel and electricity, it is necessary to curtail the unnecessary wasteful costs related to purchasing of daily news papers, telephone bills, printing of expensive invitation cards for different occasions, diaries and greeting cards, etc.
  - To implement any other special actions for utilizing fuel and electricity optimally, depending on the nature of specific activities of each institution, drawing the attention of all the staff of the institutions.

06. The cooperation and the example set by the public sector in utilizing fuel and electricity optimally with special expenditure management methods is very much appreciated.

Sgd;  
P.B. Jayasundera  
Secretary to the Treasury

- Copy:
1. Secretary to the President
  2. Secretary to the Prime Minister
  3. Secretary to the Cabinet
  4. Auditor General