



UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No : 02/2006

23rd February , 2006.

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

REQUEST FOR LOANS FROM PROVIDENT FUND

University Grants Commission is in the process of modifying its existing computer Programmes for Universities Provident Fund. Accordingly , you are required to send your monthly requests through a computer diskette /disk, for which data should be prepared with EXCEL. If you encounter any difficulties in using EXCEL , the data should be sent in TEXT FORMAT.

The necessary computer data should be prepared according to the following file structure.

File structure

<u>Field Name</u>	<u>Field Type</u>	(Maximum) <u>Characters allowed</u>
PF-NUMBER	-	08
ID - NUMBER	-	10
NAME	-	50
MONTH	M/Y (01/2006)	07
LAST LOAN DATE	M/Y (01/2002)	07
LOAN APPROVED	-	
EXISTING LOAN BALANCE	-	
BALANCE PAYABLE	-	
UNIVERSITY CODE	-	02

It is mandatory to send a Diskette/Disk prepared according to the instructions given in Finance Circular Number 4/2005 which should be received at the University Grants Commission office on or before 15th of the relevant month.

Whenever funds are requested from UGC for Provident Fund Loans, the following requirements should have been fulfilled.

- (i) A Diskette/Disk with relevant data should have been sent to University Grants Commission **before 15th of the relevant month.**
- (ii) A hard copy of the Diskette/Disk should have been sent to UGC by 15th of the relevant month.
- (iii) A letter from the Bursar/Snr. Asst. Bursar requesting funds from UPF for Loans for the respective Institution.

It is compulsory to follow this course of action commencing from May 2006.



Tissa Nandasena
Secretary.

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