



UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No: 3/2006

23rd February 2006.

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

MONTHLY REMITTANCES OF PROVIDENT FUND CONTRIBUTIONS & LOAN RECOVERIES

According to circular guidelines issued earlier, the monthly Provident Fund contributions and Loan recoveries had to be sent through computer data diskettes. However, the following procedure should be followed in future when Provident Fund contributions and loan recoveries are remitted to the University Grants Commission.

Monthly Provident Fund Contributions

- (1) The Provident Fund contribution list and the relevant cheque reconciliation should be prepared separately for every month and entered in to a single Diskette or a Disk, and submitted to University Grants Commission monthly.
 - (A)
 - i **EXCEL** may be used to enter the relevant monthly data to the Diskette / Disk. However if difficulties are encountered the data may be sent in **TEXT FORMAT**.
 - ii Monthly contribution data should be prepared according to the following file structure.

File Structure

<u>Field Name</u>	<u>Field Type</u>	<u>No of Characters</u> <u>(Maximum)</u>
1. Name		50
2. U.P.F. Number		08
3. N.I.C. Number		10
4. Designation		50
5. Department		50
6. Department Code		04
7. Month	M (01)	02
8. Employee - Contribution		
9. Employer - Contribution		
10. Total (8 + 9)		
11. University Code		02

(B) Cheque reconciliation statement should be prepared as shown below;

Contribution Month	Provident Fund Contribution Cheques			Date of Remittance to the Commission
	Cheque Number	Date	Amount	
* T O T A L				

* This total should always tally with the total amount given in the contribution list.

A Diskette/Disk with data as shown above, under A & B should be submitted to University Grants Commission office on or before 30th of the following month along with a hard copy.

MONTHLY PROVIDENT FUND LOAN RECOVERIES

(2) Provident Fund loan recovery list and cheque reconciliations should be prepared separately for every month and entered in to a single Diskette or a Disk and submitted to University Grants Commission monthly as per the guidelines given under **C and D** below.

- (c) i **EXCEL** may be used to enter the relevant monthly data to the Diskette/Disk . However if difficulties are encountered the data may be sent in **TEXT FORMAT**.
- ii Monthly Provident Fund Loan recovery data should be prepared according to the following file structure.

File Structure

<u>Field Name</u>	<u>Field Type</u>	<u>No of Characters</u> <u>(Maximum)</u>
1. Empno		08
2. Empname		50
3. NIC NO.		10
4. Month	M (01)	02
5. Amount		
6. UNI Code		02
7. Total		

(D) Cheque reconciliation statement should be prepared as shown below;

Recovery Month	Loan recovery Cheques			Date of Remittance to the Commission
	Cheque Number	Date	Amount	
* T O T A L				

- * This total should always tally with the total amount given in the loan recovery list.

A Diskette/Disk with data as shown above, under **C & D** should be submitted to University Grants Commission office on or before 15th of the following month along with a hard copy.

It is compulsory to follow the above procedure commencing from May 2006.

If any further clarification is needed the Deputy Accountant of the University Grants Commission may be contacted through **Telephone Number 2686930**.



Tissa Nandasena
Secretary.

- Cc:
1. Chairman/UGC
 8. Vice-Chairman/UGC
 9. Secretary/UGC
 10. 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. Chief Internal Auditor/UGC
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 19. Deputy Accountant/UGC
 20. Snr.Asst./Asst. Internal Auditors of Universities
 21. Snr.Asst. Secretary/ Personnel
 14. Asst. Accountant/Pension
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