

CHAPTER VII

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CHAPTER VII

ALLOWANCES AND FEES

1. Allowance to the Chairman, Vice-Chairman and Members of the Commission

1.1 The Chairman, Vice-Chairman and other members of the Commission shall be paid such remuneration and allowances as the Minister shall, in consultation with the Minister in charge of the subject of Finance, determine in terms of Section 5(4) of the Act.

Chairman/Vice
Chairman and
Members

2. Allowances to appointed members of Councils of Universities and Governing Authorities of University Colleges/ Institutes/ Centres for Higher Learning

2.1 Members of the Councils/ Governing Authorities of University Colleges/ Institutes/ Centres for Higher Learning shall not be entitled to any remuneration or allowance, but a member appointed by the Commission under Section 44(1) (vii) of the Act to a Council of a University, or a member appointed by the Commission under Section 63(1)(iv) of the Act to a Board of Management of a University College or each member other than those from the same institution serving on the Governing Authority of an Institute/Centre for Higher Learning as defined in Section 24(3) of the Act or in terms of the respective Ordinances may be paid such allowances as the Minister shall, in consultation with the Minister in charge of the subject of Finance, determine. (Section 44(6) and 63(2) of the Act and the provisions made in the respective Ordinance under which such institution is established).

Members of
Governing
Authorities

2.2 In addition, such appointed members shall be paid travelling and subsistence in accordance with existing government regulations.

Travelling and
Subsistence in
addition to
sitting
allowance

3. **Payment of Sitting Allowance/ Fees to members of the Standing Committees / Academic Syndicates/ Boards of Study/ Ad-hoc Committees** Members of Committees

Each appointed member (other than those from the same institution) of an Academic Syndicate/Board of Study/ Standing Committee/Ad-hoc Committee or Departmental Committee of a Higher Educational Institution or an Institute shall be paid such fee/allowance per meeting as determined by the Commission from time to time, in addition to the subsistence and travelling. Such members who take part at meetings via virtual mode are also entitled for sitting allowance paid to other members. These provisions shall also apply to the members of the Standing and other Ad-hoc committees of the Commission.

4. **Fees payable to elected/appointed members of the Campus Board/ Faculty Board**

Each member elected or appointed to a Campus Board/ Faculty Board of a University shall be paid per meeting a sitting allowance as determined by the Commission from time to time in addition to subsistence and travelling expenses. Such members who take part at meetings via virtual mode are also entitled for sitting allowance. Refer Section 48(1A)(f) and 48A(2) of the Act and provisions made in the respective Ordinances under which such Boards are appointed.

Campus/Faculty
Board

5. **Allowances to the Chairman and members of the University Services Appeals Board**

5.1 The Chairman and other members of the University Services Appeals Board shall be paid such remuneration or allowances as the Minister shall in consultation with the Minister in charge of the subject of Finance, determine [Section 82(4) of the Act].

Members of
USAB

6. **Prior approval of the Commission for payment of allowances to employees of Higher Educational Institutions**

6.1 No decision relating to the payment of any allowance to any employee of the Commission/ a Higher Educational Institution/ Institute which has not had the prior approval of the Commission should be made.

Prior approval
of the
Commission

6.2 Where a Higher Educational Institution/Institute has obtained a grant from an external source for a specific project or other specific purpose and where such grant has provided for the payment of an allowance to the staff of the Higher Educational Institution/Institute involved in such project or such other purpose, the prior approval of the Commission will not be required to pay such allowance at such rates agreed upon by the grantor and the Higher Educational Institution/Institute. Exception

7. Housing Facility/ Allowance to the Chairman and Secretary of the Commission/ Vice-Chancellor of a University/ Director of a University College/ Rector of a Campus

7.1 The Chairman and the Secretary of the Commission; Vice-Chancellors of Universities; Directors of University Colleges; and Rectors of Campuses may be provided housing facilities by using one of the following options, during the tenure of the office of such officers; Housing Facility/ Allowance

(a) Houses owned by the Commission, Higher Educational Institution/ Institute Options

(b) Houses rented by the institutions

(c) Officer's own house or house rented by the officer
Officers who wish to avail of this facility should inform in writing, specifying one of the options mentioned above.

7.2 Option (b) above could be selected if the Commission/ Higher Educational Institution do not have its own houses. However, the eligible officer is free to select Option (c) above even if the Commission/ Higher Educational Institution has its own houses. Conditions

7.3 (a) When a house owned by the Commission/ Higher Educational Institution is used, a fee equivalent to 10% of the basic salary of the officer who occupies the house shall be recovered from his salary on a monthly basis.

(b) When a rented house is used, a fee equivalent to 10% of the rent value shall be recovered from the salary of the officer who occupies the house on a monthly basis.

(c) When an eligible officer is using his own house or house rented by him, an allowance equivalent to

10% of his basic salary shall be paid to him on a monthly basis.

- 7.4 Water, electricity and gas should be borne by the occupant in either case.
- 7.5 Expenditure incurred on communication facilities shall be paid along with his salary or reimbursed to those who are entitled for Communication Allowance in accordance with the provisions made by the Commission from time to time in consultation with the General Treasury.
- 7.6 When the Chairman of the Commission/the Vice-Chancellor of the University occupies the house under option (a) above, it should be furnished by the Commission or the University, as the case may be. Separate inventory register should be maintained in such an event by an officer designated by the custodian of property, which should be subject to an annual Board of Survey.
- 7.7 A caretaker shall be provided to houses occupied by the Chairman of the Commission/ the Vice-Chancellor of the University, if they wish to have such facility.
- 7.8 Adequate security shall be provided to all houses/ premises owned by the Commission/ Higher Educational Institution. A security guard may be provided to the house occupied by the Chairman of the Commission/the Vice-Chancellor of the University irrespective of the fact that the house is owned by the Commission/ University.
- 7.9 It is the responsibility of the officer concerned to handover the property in good condition when he vacates the residence at the end of his term of office.
- 7.10 Any loss or damage occurs to the movable or immovable property during the period of occupation shall be borne by the officer who occupies the premises.
- 7.11 Maintenance of the premises under option (a) and (b) above shall carry out by the institution concerned.
- 7.12 If an eligible officer opts to forego the housing facility no any kind of reimbursement other than the allowance indicated in 7.3 (c) above shall be made.

8. Reimbursement of Entertainment Expenses

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| 8.1 | Holders of the posts listed in appendix VII are entitled for reimbursement of entertainment expenses as a percentage of the basic salary related to such posts at the end of each month as determined by the Commission. | Entertainment expenses:
Appendix VII |
| 8.2 | Those who are entitled for this payment should submit a statement of honour regarding the expenditure incurred and that they need not submit receipts/bills of such expenses. | Statement of Honour |

9. Allowance to Dean of a Faculty, Head of Department of Study and any other post if entitled

<p>The Commission in consultation with the Treasury may from time to time determine the special allowance to be paid to a Dean of a Faculty and to a Head of Department of Study. The Commission may also decide from time to time any other post which will be entitled for this special allowance which will be paid for performing the duties in such post.</p>	<p>Dean of a Faculty and to a Head of Department of Study</p>
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10. Communication Facilities for the officers

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| <p>All communication expenses (official and residential telephones, fax, private mobile phones and internet) of eligible officers are paid up to the maximum limit per month as decided by the government from time to time vide Appendix VIII.</p> | <p>Communication Facilities:
Appendix VIII</p> | |
| 10.1 | <p>An assigned official telephone means a direct line telephone assigned to an officer in his official capacity at his office of the Commission/ Higher Educational Institution/Institute. An assigned official telephone may be provided to an officer based on the nature of duties with approval of the Governing Authority.</p> | <p>Assigned official telephone meaning</p> |
| 10.2 | <p>Any officer who should be provided with telephone facilities, but who is not categorized under paragraph 10.1 above may be provided the same with the approval of the Governing Authority based on the nature of the duties.</p> | <p>Others based on the nature of duties</p> |
| 10.3 | <p>Any savings of a particular month may be carried forward to the succeeding months within the same financial year. Such savings are not allowed to carry forward to next financial year.</p> | <p>Within the financial year</p> |

- 10.4 The cost for purchasing equipment and accessories required for obtaining residential telephone, private mobile phones or internet facilities should be personally borne by the officers. The expenses for such equipment should not be reimbursed by the Commission/ Higher Educational Institution/ Institute. Required equipment by the user
- 10.5 If an officer entitled for this facility is on leave with pay or without pay for a period of more than one month, payment for residential and mobile telephones/ internet facility should not be made for that period. However, if an officer who has taken leave with pay for a period of more than one month but had actively engaged in matters relating to his duties, the Governing Authority may decide the payment of communication expenses on residential, mobile telephone and internet facilities, depending on the circumstances. On Leave more than one month
- 11. Allowances payable to teachers/officers on full pay Study Leave**
- 11.1 Any teacher/officer on full pay study leave shall be paid all allowances attached to his salary. Allowances attached to salary
- 12. Payment of Research Allowance**
- 12.1 Persons in the permanent cadre who are defined in the Act as teachers [i.e. Lecturer (Probationary), Lecturer (Unconfirmed), Lecturer, Senior Lecturer Grade II/ Grade I, Associate Professor, Professor and Senior Professor] and those who are holding the posts of Librarian, Deputy Librarian, Senior Assistant Librarian Grade II/ Grade I and Assistant Librarian are eligible to receive a Research Allowance as a percentage of the basic salary payable to them as determined by the Commission in consultation with the General Treasury. Teachers
- 12.2 Teachers who are eligible to receive Research Allowance should submit sufficient evidence in proof of publishing research in a local/international scientific journal or presented at a relevant symposium / conference / technical session pertaining to the year for which Research Allowance is claimed. Entitlement

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| 12.3 | The Research Allowance could also be claimed for any research activities that have already been commenced and are being continued actively during the year for which research allowance is claimed by producing evidence. | On-going research |
| 12.4 | Those who have not commenced research under the methodologies referred to in sub-paragraphs 12.2 and 12.3 above, should submit a research proposal containing the nature of the research, time frame and methodology to the relevant Research Evaluation Committees. | Commencement of research |
| 12.5 | Officers other than teachers, if any, drawing salaries under the salary codes of U-AC 3, U-AC 4, U-AC 5, Medical/Dental Officers who draw salaries under the salary code of U-MO and Executive Officers in the middle level and above categories drawing salaries under the salary codes of U-EX 2, U-EX 2(a) and U-EX 3 are also entitled to the Research Allowance subject to conditions specified in this paragraph as applicable. | Other posts entitled |
| 12.6 | When Research Allowance is requested for work involving multi-authorship, the employee concerned shall submit such request for evaluation and approval of the Research Committee. | For Multi-authorships |
| 12.7 | Research Evaluation and Progress Evaluation Committees shall be established by the Commission in case of officers of the Commission, the Senate in case of teachers/officers of a University and relevant academic body in case of teachers/ officers of the University College / Institute / Center for Higher Learning. All requests for Research Allowance shall be submitted for approval of the Commission or the University Research Committee through the Faculty Research Committee as the case may be. The same procedure shall apply to those who are in other Higher Educational Institutions/ Institutes/ Center for Higher Learning. | Research Committee |
| 12.8 | An interim report of the research including its progress against the action plan of the proposal should be submitted to the Research Committee within a period of six months from the date of commencement of the | Evaluation of the progress |

research. Continuity of granting Research Allowance is subject to the satisfaction of the Research Committee on the progress of the research work.

If the Committee is not satisfied with the progress of the research work, such period can be extended by maximum of six months to report the progress to the Committee and the Committee should determine the commencement date for payment of Allowance according to the progress of research. Based on the nature and the scope of the research, the Research Allowance can be paid up to a maximum period of three years during the active conduct of the research.

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| 12.9 | Teachers/ officers who are on full-pay study leave or on sabbatical leave abroad be paid Research Allowance, subject to fulfilling the conditions specified from time to time. | On full-pay study leave/ sabbatical leave |
| 12.10 | Research Allowance should be included as a part of the bonded amount if any, of such teachers/ officers. | Include in Agreement and Bond |
| 12.11 | Research Allowance should not be paid to teachers/ officers who are on study leave without pay or on sabbatical leave without pay or any other type of leave without pay. | Study leave/ Sabbatical Leave, etc. without pay |
| 12.12 | Research carried out under the provisions of this paragraph shall not impede the duties of the substantive post of the teacher/officer concerned. | Research should not impede the normal duties |
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| 13. | Academic Allowance/ Any other Special Allowance | |
| 13.1 | Persons who are defined in the Act as teachers are eligible to receive an Academic Allowance as a percentage of the basic salary payable to them as determined by the Commission in consultation with the General Treasury. | Academic Allowance |
| 13.2 | Any other special allowance as a percentage of basic salary subject to a ceiling as determined by the Government from time to time be paid to all eligible employees of the Commission/Higher educational Institutions/ Institutes. | Special allowance to eligible employees |

14. Allowances on Foreign Travel and related expenses

14.1 Duty leave should have been duly approved prior to the commencement of such leave to consider entitlement of allowances and related expenses on foreign travel.

Allowances
when Travelling
Abroad on duty
/ Training

14.2 Allowances referred in sub-paragraphs 14.3 and 14.4 are paid on the assumption that it would be spent with good intentions. Hence, recipient of the allowances has the responsibility of the expenditure borne from allowances and refund whatever he is not entitled for.

14.3 (a) When a person goes abroad for the purposes of study, training, discussions and conferences related to enhancement of his qualifications, knowledge and skills, he could be paid the Incidental Allowance to cover the expenses such as travelling, telephone and airport taxes etc. incurred abroad, provided the foreign government/ institution/ donor agency does not contribute for such expenses. This allowance could be paid for a period of 30 days and the amount so paid shall be as per the prevailing General Treasury regulations as decided by the Government from time to time.

Incidental
Allowance

(b) When a person goes abroad representing the Government in a foreign mission or for an official purpose or for duties related to the subject falling within the scope of an institution which cannot be performed within the island, he could be paid the Incidental Allowance to cover the expenses such as travelling, telephone and airport taxes incurred abroad for participating in such duties, provided the foreign government/ institution/ donor agency does not contribute for such expenses. This allowance could be paid for a maximum period of 15 days and the amount so paid shall be as per the prevailing General Treasury regulations as decided by the Government from time to time.

14.4 When a person goes abroad for official purposes including study, training, discussions and conferences related to enhancement of his qualifications, knowledge

Combined
Allowance

and skills or on duty under the scope of the institution which cannot be performed within the island, he could be paid the Combined Allowance to cover the expenses related to accommodation and food which are not borne by the foreign government/ institution/ donor agency, in accordance with prevailing General Treasury regulations as decided by the Government from time to time.

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| 14.4.1 | When the facilities are provided only for accommodation by the foreign government/ institution/ donor agency, 35% of Combined Allowance that prevails according to Treasury regulations shall be paid to such person for food. | 35% of the Combined Allowance |
| 14.4.2 | When the facilities are provided only for food by the foreign government/ institution/ donor agency, 65% of the Combined Allowance that prevails according to Treasury regulations shall be paid to such person for accommodation. | 65% of the Combined Allowance |
| 14.5 | The allowances should be calculated in accordance with the number of full days from the time of departure from island and to the time of arrival. If the balance time is not less than 12 hours it should be treated as a full day. | Payment only for full day |
| 14.6 | Approval of the General Treasury should be obtained in instances where the period of stay overseas for study, training, discussions and conferences exceeds 30 days or the period of stay overseas for an official purpose or for duties related to the subject falling within the scope of the institution which cannot be performed within the island exceeds 15 days. | General Treasury approval |
| 14.7 | The Combined Allowance should not be paid when a person travels abroad on full time scholarships offered by the President's Fund, the Postgraduate Institute of Medicine (for training doctors in special grades)and the Parliament Scholarships Board. However, when incidental allowances are not paid by the foreign government/ institution/ donor agency for such scholarships, an Incidental Allowance at the rate | When not to pay Combined Allowance |

prevailing according to General Treasury regulations shall be paid to such person who travels abroad, for a maximum period of 15 days. No allowances should be paid when a person travel abroad on full time Scholarships/Assistantships awarded by foreign universities/institutes for study to obtain Postgraduate Qualifications.

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| 14.8 | When the due allowances could not be obtained before leaving the country, the same could be obtained on a later date according to the exchange rate prevailed on the date of leaving the island. | When due allowances are obtained later |
| 14.9 | Before leaving for official foreign travel, the following expenses which are incurred within the country by the person travels abroad can be reimbursed ; | Expenses incurred before leaving the country |
| | (a) Visa Fees : Only when visa fees are not paid by foreign government/ institution/ donor agency | Visa Fees |
| | (b) Passport Charges: Expenses for obtaining passport inclusive of only renewals. When a passport is obtained on one day service only the charges for obtaining a passport in normal procedure shall be reimbursed. | Passport Charges |
| | (c) Insurance Charges : An insurance cover not exceeding the prevailing limits according to General Treasury regulations could be obtained through the Chairman of the Commission/ Principal Executive Officer of the Higher Educational Institution/ Institute, as the case may be, when the foreign government/ institution/ donor agency has not provided an insurance cover. | Insurance Charges |
| 14.10 | Any amount that the person is not entitled, out of the allowances obtained should be returned within one month at the prevailing exchange rate on the date of arrival. | |
| 14.11 | Warm Clothing/ Outfit Allowance:
A person proceeding abroad to a temperate climate on duty or for purposes of study or training which includes | Warm Cloth/Outfit Allowance |

a scholarship, fellowship, study tour, observation tour, travel grant, seminar or any award which contains an element of training and/or enhances one's qualifications, knowledge or experience, is entitled for Warm Clothing/Outfit Allowance as the case may be, as determined by the Commission from time to time in consultation with the General Treasury, provided he has not obtained such Allowance from any funding organization.

- 14.11.1 Countries with a temperate climate are ;
- (a) all countries in the Northern Hemisphere North of Latitude 35° N
 - (b) all countries in the Southern Hemisphere South of Latitude 30° S
 - (c) all places situated at an elevation of 5000 ft. or above sea level
- 14.11.2 Not more than one Warm Clothing Allowance/Outfit Allowance should be granted to a person during a period of five (5) years.
- 14.11.3 The recipient of the Warm Clothing/Outfit Allowance should furnish a certificate as early as possible to the effect that the amount of Warm Clothing/Outfit Allowance has been spent on items of warm clothing required for his stay abroad.

15. Allowance to Medically qualified Teachers/ Officers and Teachers with Dental qualifications

- 15.1 When a person qualified in the field of medicine or dentistry is appointed to a Higher Educational Institution/ Institute as a teacher/medical officer, he will be paid an Equalization Allowance to commensurate with the salaries he would have received in the public service.
- 15.2 However, if the total emoluments of any person in the University System are higher than the total emoluments of the corresponding grade in the Ministry of Health, he is not entitled to this allowance.

Equalization
Allowance

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| 15.3 | The allowance payable under this should not be taken into account in calculating contributions to the UPF, ETF and also for computing any other payment. | No UPF, ETF contributions |
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| 16. | Allowance to Student Counsellors | |
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| 16.1 | A Chief Student Counsellor for each Higher Educational Institution or Institute and Student Counsellors on the basis of one Counsellor for every 1000 students or one Counsellor per Faculty, may be appointed from among its teachers and/or officers. Under special circumstances prevailing in an institution, the Principal Executive Officer may appoint additional Student Counsellors on any other basis as he may deem fit. | Appointment |
| 16.2 | An allowance as determined by the Commission is payable to such Chief Student Counsellor and Student Counsellors on a monthly basis. | Allowance |
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| 17. | Allowance to Personal Assistant of the Vice-Chairman and the Secretary of the Commission/ Deputy Vice-Chancellor and Registrar of a University/ Director and Secretary of a University College / Director of an Institute/Centre for Higher Learning | Personal Assistants |
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| 17.1 | Personal Assistants mentioned above shall be paid;
(a) A fixed allowance per month for the confidential nature of the work performed by her/ him as determined by the Commission from time to time;

(b) In addition, overtime payment at usual rates for work performed after office hours and on Saturdays, Sundays and other holidays is payable. | |
| 17.2 | The Governing Authority of each Higher Educational Institution/Institute should decide whether or not it's Director/ Registrar/ Secretary as the case may be should engage the services of a Personal Assistant and where they are permitted to do so, the allowances payable shall be as in paragraph 17.1 above. | Personal Assistants for Director/ Registrar/ Secretary |
| 17.3 | Provisions for allowances to Personal Assistants should be included in the estimates of the institution. | Provision in Estimates |

18. Extra duty payment to Medical Officers seconded for services in Higher Educational Institutions/Institutes

Medical Officers seconded for service to Higher Educational Institutions/ Institutes shall be paid the extra duty payment made to such officers by the Department of Health Services and such payments shall be met from the funds of the Higher Educational Institution/Institute concerned.

Extra duty
payment

19. Allowance to Officers in Executive Grades working on Holidays (Refer paragraph 18 of Chapter VIII)

19.1 Officers in executive grades of the Commission, Higher Educational Institutions and Institutes who are called upon to work on Saturdays, Sundays and other holidays shall be paid at the following rates ;

Executive
Grades who are
called upon to
work on
holidays

(a) 1/20 of the officer's consolidated (basic) monthly salary for a minimum of 8 hours of work.

(b) Services of such Executive Officers could be obtained for a maximum of two (02) days per calendar month with prior approval of the Chairman of the Commission or Principal Executive Officer of a Higher Educational Institution/ Institute, as the case may be and payments should be made accordingly.

(c) Services of such Executive Officers could be obtained if necessary, for more than two (02) days per calendar month with prior personal approval of the Secretary of the relevant line Ministry and payments should be made accordingly.

19.2 No officer in executive grade should be paid for working on a Saturday, Sunday or other holidays unless;

Conditions for
payment

(a) He has obtained prior permission of the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute as the case may be, through the proper channel for engaging in such work.

Prior
permission

- (b) He has been in attendance in office on five consecutive working days immediately preceding the week-end and public holidays on which he proposes to work. For this purpose, any day in respect of which he was granted duty leave or a holiday falling within these five days will be deemed to be a day on which he was in attendance in office. Continuous attendance immediately preceding
- (c) Those officers, who are unable to attend office for five (5) consecutive working days but works on week-ends or other holidays, will be entitled for lieu leave for such working days and not entitled for holiday payment. When an officer is unable to obtain prior personal approval of the Secretary of the line Ministry for working more than two holidays per calendar month, such officer will be entitled only for lieu-leave for additional days of work.
- 19.3 Permission for officers in executive grades to work on Saturdays, Sundays and other holidays should not be given as a matter of course. In each case, the Chairman of the Commission or the Principal Executive Officer of the Higher Educational Institution/ Institute concerned as the case may be, should satisfy himself that working on a Saturday, Sunday or other holiday by the officer concerned is absolutely essential. Permission not to be granted as a matter of course
- 19.4 Under no circumstances covering sanction should be given for having already worked on a Saturday, Sunday or other holiday in respect of which any payment is being or will be claimed under this paragraph. Covering sanction not accepted
- 19.5 It will be the personal responsibility of the officer certifying each claim for payment to satisfy himself with reference to attendance register/ any other electronic device and other documents that the work concerned was performed on the date/s to which the claim relates and within the hours mentioned therein. Responsibility of certifying officers

20. Long Service Award

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| <p>20.1 All employees in the university system who have completed a period of satisfactory meritorious service of 25, 30, 35 and 40 years in the Commission/ Higher Educational Institutions/ Institutes will be rewarded on the basis determined by the Commission from time to time, in recognition of their continuous service to the university system.</p> <p>Governing authorities shall be responsible to establish the genuineness of the continuous period of meritorious service of employees and the payment concerned.</p> | <p>Long Service
Award</p> |
| <p>20.2 Governing authorities are authorised to make their own decision relating to the design, size, model and the nature of the medal/plaque, provided the cost does not exceed the amount as determined by the Commission from time to time.</p> | <p>Medal/plaque</p> |
| <p>20.3 Amount of award will be determined by the Commission from time to time. An employee who has received the payment of reward for 25 years of meritorious service could claim for meritorious service of 30, 35, and 40 years. However, they will be entitled only for the balance payment of the entitlement.</p> | <p>Amount of
Reward</p> |
| <p>20.4 Primary level employees of the Commission/ Higher Educational Institutions/ Institutes whose salary scales are classified under U-PL 1 to U-PL 3, shall also be paid a 'Long Service Allowance' on a monthly basis as determined by the Commission from time to time, if he has completed 20 years of continuous satisfactory service in the university system. When such an employee is moved to another post or a grade carrying a different salary code, the payment of this allowance would cease to operate.</p> <p style="padding-left: 20px;">20.4.1 In computing the required service for this purpose;</p> <p style="padding-left: 40px;">(a) A period of continuous service under Government or in a Public Corporation or a Statutory Board immediately prior to his appointment in the university system may be counted, provided it is approved by the</p> | <p>Long Service
Allowance to
Primary Level
Employees</p> <p>Computation of
long service</p> |

Commission or the Governing Authority of a Higher Educational Institution/ Institute.

- (b) Periods of interdiction pending inquiry resulting in some disciplinary punishment being given should not be included;
- (c) Periods when increments were not earned should not be included; and
- (d) Periods without pay or half pay should not be included.

20.4.2 The Long Service Allowance paid to a primary level employee under sub-paragraph 20.4 should be suspended if his services become unsatisfactory.

Suspension of allowances

20.4.3 When a primary level employee in receipt of Long Service Allowance is placed on interdiction, he should be paid half the allowance if his interdiction is on half pay.

Allowance during interdiction

21. Allowance to part time Office Machine Operator

Where the Commission/ Higher Educational Institution/ Institute calls upon an employee to function as a part time office machine operator in addition to his normal duties, an allowance, which amount per month as determined by the Commission may be paid to him for the period he functions as such.

Part-time office machine operator

22. Payment of a Risk Allowance to the Non-Academic Staff who are vulnerable to formalin exposure in the Faculties of Medicine

A monthly Risk Allowance as approved by the Commission shall be paid to Technical Officers, Laboratory Attendants, Post-Mortem Labourers, Works Aides who are vulnerable to the risk of high formalin exposure and performing duties in the Departments of Anatomy, Pathology and Forensic Medicine in the Faculties of Medicine. This payment should be made for such staff on the recommendation of the Heads of the relevant Departments of Study.

Risk Allowance

23. Allowance to Post-mortem Attendants and Post-mortem Labourers

An allowance in addition to their salaries shall be paid to attendants and labourers engaged in post-mortem work as determined by the Commission from time to time.

Post-mortem
Labourers

24. Cost of Living Allowance

24.1 A Cost of Living Allowance shall be paid to all employees of the Commission/ Higher Educational Institutions/ Institutes as determined by the Government from time to time.

Cost of living
allowance

24.2 Employees who serve on daily wages (casual/ daily basis) are entitled for Cost of Living Allowance at a daily rate as determined by the Government from time to time.
In addition any other special allowance mentioned in sub-paragraph 13.2 above shall be paid on the basis of 1/30 per month in which employees served, subject to the provisions therein.

Casual/daily
basis

25. Allowances not payable

25.1 A teacher or any other employee or who is co-ordinating or engaged in a research project financed by a research grant should not be paid any allowance for work in connection with such project from the funds of the institution.

Work
performed on
research grants

25.2 No full time student of a Higher Educational Institution/Institute should be paid any allowance for work in connection with any research project.

Full time
students

26. Allowances payable to Book Binders in charge of Record Rooms

Book Binders in charge of Record Rooms who work in addition to their normal duties, are payable an allowance on monthly basis in addition to their salaries as determined by the Commission from time to time.

Book Binders in
charge of
Record Rooms

27. Allowances payable to Stenographers

Stenographers for recording minutes of meetings of the Commission, Governing Authorities of Higher Educational Institutions/Institutes, Committee of Vice-Chancellors and Directors (CVCD), University Services Appeals Board, Standing Committees of the Commission, other statutory committees recognized by the Act, ad-hoc committees and sub committees appointed by the Commission/ Governing Authorities are payable an allowance per meeting as determined by the Commission from time to time.

Stenographers

28. Payment of an Allowance to Sub-Wardens (Full Time)

The holders of the post of Sub-Warden (Full Time) are entitled for the payment of an allowance equal to a percentage of the basic salary in addition to the salary and an allowance equal to a percentage of the basic salary in lieu of the housing facilities to them, as determined from time to time by the Commission. On the provision of housing facilities, the allowance paid in lieu of housing facilities would cease to operate.

Sub-Wardens

These allowances are considered as in the nature of an allowance, such as travelling allowance, subsistence etc. and not as an increase of the salary.

29. Fees payable to members of Selection Committees

Each member of a Selection Committee including the ex- officio members appointed in terms of the procedure for appointment by the Commission/ Higher Educational Institution/ Institute shall be made a payment as determined by the Commission from time to time, to select a person/s for appointment/ promotion to a post, irrespective of the fact that such members are in full time employment in the Commission/ Higher Educational Institution/ Institute or not. Members who take part via virtual mode are also entitled for payment.

Selection
Committee
Members

30. Payment of Increments in recognition of educational/ professional qualifications to the non-academic non-administrative staff

30.1 The holders of posts in the non-academic non-administrative grades are entitled to receive four

Four increments
for a degree/

increments in recognition of a degree/postgraduate degree or diploma/professional qualification comparable to a degree offered by a foreign or local university recognized by the Commission.

postgraduate diploma/professional qualification

30.2 The holders of posts in the non-academic non-administrative grades are entitled to receive two increments in recognition of a diploma offered by a recognized institution which is equivalent to level 3 or level 4 (diploma or higher diploma) of the Sri Lanka Qualifications Framework (SLQF).

Two increments for a diploma

30.3 The above increments are paid to employees who have not been recruited or promoted on the basis of such qualification in terms of the relevant Schemes of Recruitment.

Not a qualification as per SOR

30.4 However, an employee is entitled to receive increments in relation to only one qualification as stated in subparagraphs 30.1 or 30.2 above.

For only one qualification

31. Travelling Expenses and Combined Allowances

31.1 A person who is required to travel in execution of his duties shall be paid his travelling expenses and an allowance to cover the combined cost of his subsistence and lodging in accordance with existing government regulations. This payment is in the nature of a re-imbursment and is not considered as a personal emolument.

Travelling Expenses

31.2 The point of commencement of an official journey is the place of work or the residence whichever is close to the destination.

Point of commencement of journey

31.3 (a) Official travelling must be done as fast as circumstances permit, by the shortest possible route and in a manner involving the least expense.

Economy of Travel to be ensured

(b) If circumstances require otherwise the necessity for any detour or delay due to any acceptable reason must be shown on the travelling claim. In such an event the transport officer or any other responsible officer should be duly informed.

Reasons for delays/detours be informed

- (c) Should a person travel by a route or in a manner involving greater expense than is necessary he will be paid only the amount that would have been payable to him, had he travelled in the most economical manner. Payment only for the most economical route
- 31.4 A person travelling on duty shall be paid an allowance to cover the combined cost of his subsistence and lodging at government approved rates for each complete period of 24 hours and on a proportionate basis for periods during which he is absent from his station on official duty provided the total distance travelled exceeds 11 kilometers as follows ; Combined Allowance
- (a) Full Combined Allowance for a period not less than 12 hours
- (b) Half Combined Allowance for a period not less than 6 hours
- (c) No Combined Allowance is payable for a period of less than 6 hours
- (d) If the period away is more than 24 hours, an additional 25% of the Combined Allowance for each period of 24 hours up to a maximum period of three weeks could also be paid. The additional 25% of the Combined Allowance is not payable for any period less than 24 hrs.
- (e) Drivers and Cleaners will not be entitled to receive the additional payment of 25% specified in (d) above.
32. **Fees payable for preparation and evaluation of question papers and Supervision and Invigilation at Examinations conducted by the Commission/ Higher Educational Institutions/ Institutes**
- The fees payable for conducting examinations and related activities for undergraduate (both internal and external) and postgraduate students and written examinations/ trade tests for recruitment and promotion of staff shall be determined from time to time by the Commission vide Appendix IX. Conducting Examinations: Appendix IX

33. Fees payable and travelling to Visiting Staff

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|------|---|--|
| 33.1 | Fees payable to Visiting Staff for Undergraduate/ Postgraduate and pre-university level courses shall be determined by the Commission from time to time. Higher Educational Institutions/ Institutes may obtain services of foreign experts in specialized fields, through video conferencing etc., required on specialized subjects, and they will also be entitled for payment, as determined by the Commission from time to time, vide Appendix IV. | Rates of Fees to Visiting Staff: Appendix IV |
| 33.2 | In addition to the payment of fees for visiting staff travelling and combined allowance shall be paid as determined by the Commission from time to time. | Travelling Allowance |
| 33.3 | Where the total distance to be covered by a visiting staff is over 40 kilometres he should be required to take up at least two hours' work on each visit. | At least two hours work |
| 33.4 | The rates of payment referred to above will apply to each teacher, officer and other employee of the Commission/ Higher Educational Institution/ Institute who would function as a visiting staff member of another Faculty/ Higher Educational Institution/ Institute. | Visiting staff from other Faculties/ Higher Educational Institutions |
| 33.5 | The Governing Authority of the Higher Educational Institution/ Institute may decide the maximum amount to be paid for Visiting Lecturers for Postgraduate Courses, subject to a minimum payment per hour to be determined by the Commission from time to time and inform the Commission accordingly. These payments should be made out of the funds generated through such postgraduate course, having ensured that provisions for such payments are included in the Budget Estimate of the said programme. | Postgraduate courses |

34. Payment to members of Committees of Inquiry into student Indiscipline and Examination Offences

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|--|---------------------------------------|
| A fee as determined by the Commission shall be paid to each member of a panel of not more than three members appointed by the Commission or the Higher Educational Institution/ Institute to a Committee of Inquiry pertaining to examination offences and other acts of student indiscipline. | Inquiries into students' indiscipline |
|--|---------------------------------------|

35. Payment for conducting Disciplinary Inquiries into acts of indiscipline by the employees

Inquiries into staff indiscipline

Payments for conducting disciplinary inquiries into acts of indiscipline by employees in the Commission/ Higher Educational Institutions/ Institutes shall be made to inquiring officers/prosecuting officers and a typist or a stenographer, in terms of provisions made from time to time by the Commission as determined by the Government.

36. Fuel and/ or Transport Allowance to eligible officers

36.1 Fuel and/ or Transport Allowance should be paid to eligible officers of the Commission/Higher Educational Institutions/Institutes as specified in sub-paragraph 1.3 of Chapter XXIV.

Fuel and / or Transport allowance

36.2 Such Transport Allowance and Fuel Allowance would be added to the monthly salary of the officer concerned.

Added to the monthly salary