



## UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO. 01/2013

No. 20, Ward Place,  
Colombo 07.

11.01.2013

Vice Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

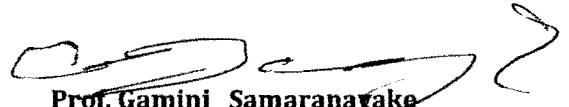
### **ASSIGNMENT OF VEHICLES FOR THE POST OF REGISTRAR OF UNIVERSITIES**

In terms of Public Administration Circular No.22/99 of 08.10.1999 and Public Enterprises Circular No. PED 39 of 09.10.2006, the Director General, Department of Trade, Tariff and Investment Policy by his letter of 24.12.2012 granted approval to assign official vehicles for the Registrars of Universities considering the seniority and the responsibilities entrusted to the Post.

Accordingly, the Registrars of Universities are entitled to a limit of 140 liters of fuel (petrol/diesel) per month with regard to payment of fuel allowance for their assigned vehicle as per PA Circular No.13/2008(IV) of 09.02.2011.

Further, the Driver assigned to the above vehicle is entitled to a maximum of 100 hours of over time and maximum of 06 days of combined allowance per month in terms of PA Circular No. 11/2006 of 14.07.2006.

Please take action accordingly.

  
**Prof. Gamini Samaranyake**  
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 Campuses/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

UGC/HR/6/1/23