



UNIVERSITY GRANTS COMMISSION

ESTABLISHMENTS CIRCULAR LETTER NO: 09/2019

No.20, Ward Place,
Colombo 07
25.11.2019

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

QUARTERS TO VICE-CHANCELLORS AND OTHER ELIGIBLE OFFICERS IN THE UNIVERSITY SYSTEM

The University Grants Commission at its 1013th meeting held on 11th July, 2019 having considered the relevant provisions available in the Establishments Code of the Government and the Establishments Code of the UGC and the HEIs, approved to adopt following procedure in the University System regarding the housing facilities to the Vice-Chancellors and other eligible officers of Universities.

Accordingly, Vice-Chancellors and other eligible officers of Universities can be provided accommodation facilities by using any of the following options.

1. University-owned house
2. Renting out a house
3. Use the officer's own/rented house

Criteria for each category are as follows;

1. University Owned House:

- i. The fee for the occupation of the quarters shall be recovered from the salary of the Vice-Chancellor or other eligible officers. Accordingly, it shall be recovered, 10% of the basic salary.
- ii. Water, Electricity and Gas should be borne by the occupant.
- iii. Communication facilities shall be incurred within the provisions provided by in terms of UGC Commission Circular No 06/2015 dated 25th June 2015.
- iv. The house should be furnished by the University and the inventory register should be maintained by the General Administration division of the University and subject to the annual Board of Survey.
- v. A security guard and caretaker shall be provided by the University as the property should be protected by the University.
- vi. Internal/external maintenance and gardening should be done by the University.
- vii. Any loss or damage occurs during the period of accommodation shall be borne by the occupant.
- viii. If officer opts to forego the housing facilities, only third (3) option can be considered and no any kind of reimbursements other than the terms of the third (3) option.

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2. University Rented House:

- i. The fee for the occupation of the quarters shall be recovered from the salary of the Vice-Chancellor or other eligible officers. Accordingly, it shall be recovered an amount equal to, 10% of the rental value.
- ii. Water, Electricity and Gas shall be borne by the occupant.
- iii. Communication facilities shall be incurred within the provisions provided by in terms of UGC Commission Circular No 06/2015 dated 25th June 2015.
- iv. The occupant should furnish himself/herself all household items.
- v. Security guard, caretaker, cleaning and gardening shall be provided by the University as the property should be protected by the University.
- vi. Internal and external maintenance shall be done according to the rent agreement between the University and the house owner.
- vii. Any loss or damage occurs during the period of accommodation shall be borne by the occupant.
- viii. If officer opts to forego the housing facilities, no any kind of reimbursements.

3. Use of Officer's Own/Rented House:

- i. An allowance of an amount equal to 10% of the Vice Chancellor's or other eligible officer's basic salary shall be paid to him if he is using his own/rented house.
- ii. Water, Electricity and Gas should be borne by the occupant.
- iii. Communication facilities shall be incurred within the provisions provided by in terms of UGC Commission Circular No 06/2015 dated 25th June 2015.
- iv. Security guard and caretaker shall be provided by the University for the official period.

Conditions


- i. Second (2) option could be selected if the University does not have its own house or if the distance between the Officer's residential address and the University is more than 20 k.ms.
- ii. The officer is free to select third (3) option even though the University has its own house
- iii. The officer should make a request with his/her option selected.

Eligible Officer

The entitlement of furnished quarters or housing allowance in lieu of quarters should be clearly mentioned in the Letter of Appointment issued by the employer.

Please take action accordingly.

The provisions of this circular will be effective from 01.12. 2019.


(Prof. Mohan de Silva)
Chairman

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