



## UNIVERSITY GRANTS COMMISSION

INTERNAL AUDIT CIRCULAR LETTER: 02/2020

No.20, Ward Place,  
Colombo 07.  
13.07.2020

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### SAFETY LOCKER TO KEEP IMPORTANT DOCUMENTS

The Commission at its 1032<sup>nd</sup> meeting held on 11.06.2020 having considered the recommendation of the Audit Committee of the UGC, granted approval to implement following procedure with regard to the custody and responsibility of important documents.

- i. Dual control, safety lockers should be maintained to keep all important documents. E.g. Title Deeds, Fixed Deposit Certificates, and any other documents which need to be kept for a longer period.
- ii. The safety locker should be under the direct responsibility and the supervision of the Registrar of the Higher Educational Institutions/Institutes and the Registrar can nominate two officers to handle movements of the dual control safety locker.
- iii. A Register should be maintained to record movement of documents and all movements should be done with the approval of one of the officers who are in charge of the safety locker, as given in Annex I.

Please take action accordingly.

Senior Professor Sampath Amaratunge  
Chairman

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