



UNIVERSITY GRANTS COMMISSION

Pension Circular Letter No. 09

January 31, 2012

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

RECKONING OF THE COST OF LIVING ALLOWANCES FOR THE PURPOSE OF COMPUTATION OF UNIVERSITIES PROVIDENT FUND , EMPLOYEES TRUST FUND AND PAYMENT OF GRATUITY

This has reference to the Commission Circular No: 952 of 18th March 2011 and the Establishment Circular Letter No: 14/2011 of 19-07-2011 on the above subject.

1. Your kind attention is drawn to the paragraph (C) titled “Contribution to Pension Fund” of Establishment Circular Letter No: 14/2011 dated 19-07-2011.
2. Accordingly you are kindly requested to send the details of arrears contributions on reckoning of Cost of Living Allowance (COLA) without interest payable on account of each member categorized as per (a) (b) and (c) of paragraph (C) of Establishment Circular Letter No: 14/2011 dated 19-07-2011 as per formats A,B and C attached.
3. The soft copy of the above data should be sent in Excel format to **pension@ugc.ac.lk** and the duly signed hard copy of the data sheets should be sent to Pensions Unit - UGC on or before 15th February 2012. These data sheets should be duly certified, recommended and audited by the respective officers and approved by the Vice Chancellors of the HEIs.
4. The total arrears contribution on reckoning of COLA of individual members should be computed in 10 installments and forwarded along with the Monthly Contribution data file as per attached format D with effect from March 2012. The above Pension Contribution arrears on reckoning of COLA will be paid to the Pension Fund by the UGC monthly.
5. Accordingly individual members account will be adjusted by the University Grants Commission crediting the entitled Pension Contribution.

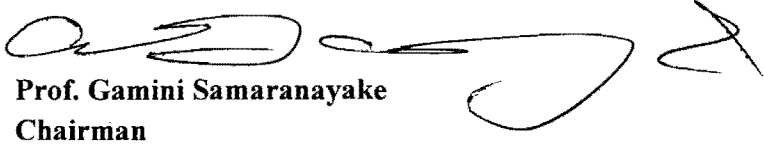
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6. In the case of employees who have retired/ resigned/ vacated office prior to the completion of 20 years of service, the pension contribution arrears on reckoning of COLA will be refunded by the UGC.
7. In respect of employees who have retired, resigned, vacated post or transferred to other HEIs the computation of arrears pension contribution on reckoning of COLA on account of these members should be done by the HEIs which the employee last served / serves.
8. This Pension Circular Letter is available at www.ugc.ac.lk for download.



Prof. Gamini Samaranayake
Chairman

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