

INSTRUCTION FOR REIMBURSEMENT OF SUBSCRIPTION FEE TO SCIENTIFIC AND PROFESSIONAL INSTITUTIONS/SOCIETIES

- 01) Your attention is drawn to UGC Cir. No. 951 dated 18.03.2011. Use this link. (http://www.ugc.ac.lk/attachments/858_Comm.%20Circular%20951.pdf)
- 02) An academic & administrative staff member who requested to reimburse the subscription/ membership fees up to two (02) local and one (01) foreign recognized societies/scientific societies & professional Institution should submit the application through HOD, Dean and DVC Academic.

APPLICATION FORM

1. **Name of the Applicant** :
2. **Designation** :
3. **Nature of Appointment** : **Permanent** **Military Academic**
4. **Department/Faculty** :
5. **Name of the Institute** :
 Local **Foreign**
6. **Year for subscription fee requested** :
7. **State the relevance of the institute** :
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8. **Amount of subscription fee requested** :
9. **Have you received a financial support for subscription fee before? Yes/No**
If yes, Year
Name of the institute
10. **Have you submitted an original payment receipt of the Subscription/ Membership fee and other related documents? Yes/No**

Date

Signature of the applicant

-For Office use only-

11. To: **Dean of the Faculty of**

Recommendation of the HOD

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Signature of the Head of the Department of Date:

12. To: **DVC (Academic)**

Recommendation of the Dean

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Signature of the Dean of the Faculty of Date:

13. To: **SAR/Establishment**

Recommended/ Not recommended.

Signature of DVC (Academic) Date:

14. To: **Registrar**

Upon the recommendation of the HOD, Dean and DVC (Academic), eligible/ not eligible for reimbursement of subscription fee amount of as per the UGC Cir. No.

Signature of SAR/ Establishment Date:

15. To: **Vice Chancellor**

Recommended/ Not recommended and request approval please.

Signature of the Registrar Date:

16. **Approval of the Vice Chancellor**

Approved/ Not approved the reimbursement of subscription fee.

Signature of the Vice Chancellor Date: