

INSTRUCTIONS 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 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 Section Head/Dean.

APPLICATION FORM FOR ADMINISTRATIVE STAFF

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. Corresponding e-mail address with the Institution requesting subscription fee:
..... (A copy of the screen-shot of personal profile (contact information) in the web site of said Institution should be attached as a proof)
7. Year for subscription fee requested :
8. State the relevance of the institute:
.....
9. Amount of subscription fee requested :
10. Have you received a financial support for subscription fee before? **Yes/No**
If yes, Year Amount
Name of the institute
11. 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-

12. To: Establishment Division

Recommendation of the Head of the Section/Dean

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Signature of the Head of the Section/Dean Date & Official Seal:

13. To: Registrar

Upon the recommendation of the Section Head/Dean and the applicant is eligible/not eligible for reimbursement of subscription fee amount of as per the UGC Cir. No. 951.

Signature of SAR/Establishment Date:

14. To: Vice Chancellor

Recommended/ Not recommended and request approval please.

Signature of the Registrar Date:

15. Approval of the Vice Chancellor

Approved/ Not approved the reimbursement of subscription fee.

Signature of the Vice Chancellor Date: