

Office of the Bursar

South Eastern University of Sri Lanka

Internal Financial Circular No: 01/2017

02.01.2017

All Deans of Faculties

Librarian

All Heads of Departments

Non Academic Staff

PAYMENTS FOR OVERTIME VOUCHERS

This has reference to the 28th Audit and Management Committee's decision based Acting Assistant Internal Auditor's letter number SEU/IA/AR/34 and 22.12.2016 dated on the above matter and the provision stipulated in the Financial Regulation section 217(2).

Following conditions shall be executed 2017 onward regarding overtime payments.

- a. Duly completed overtime vouchers of the previous month should be submitted to the finance division on or before 10th of the existing month.
- b. In case of failed to submit previous month overtime voucher in the current month, it should be submitted to the finance division before end of the subsequent month.
- c. Exception as above "b" will not be applicable when the payment is related to previous financing year. However, subject to the provision stipulated in FR 218(1), 218(2) if the overtime is related to the month of December, then it should be submitted to the finance division within the month of January of current year.
- d. All the overtime payments will be added to the monthly salary. If an employee concerned failed to submit the voucher on or before 10th of each month, that voucher will be considered in the next month subject to the above a,b & c conditions.
- e. As the finance division has sufficiently informed regarding the conditions to be fulfilled to become a duly completed voucher, incompleting vouchers will be returned back for the necessary corrections. Submitted date of incompleting voucher will not be considered as a proper submission and the date of receipt of the duly completed voucher to the finance division will be considered as the date of voucher received.
- f. You may refer the Annex I for more clarifications.
- g. Please take action accordingly.

Acting Bursar

Cc : Vice Chancellor

Registrar

Assistant Internal Auditor

Office of the Bursar

South Eastern University of Sri Lanka

OVERTIME VOUCHER SUBMISSION SCHEDULE

Annex I

(Eg : If the current year is 2017)

Month	If submitted on time		If submitted after the date as (A) but before the 10th of subsequent month*	If submitted after the 10th of subsequent month but before end of the month*	After the end of the subsequent month*
	A	B	C	D	E
	Date to be submitted on or before *	Overtime will be paid with the salary of the month of			
Oct-2016	10/11/2016	Nov-2016	Dec-2016	Jan-2017**	No Payment
Nov-2016	10/12/2016	Dec-2016	Jan-2017**	No Payment	No Payment
Dec-2016	10/01/2017	Jan-2017	Feb-2017**	No Payment	No Payment
Jan-2017	10/02/2017	Feb-2017	Mar-2017	Apr-2017	No Payment
Feb-2017	10/03/2017	Mar-2017	Apr`-2017	May-2017	No Payment
Mar-2017	10/04/2017	Apr-2017	May-2017	Jun-2017	No Payment
Apr-2017	10/05/2017	May-2017	Jun-2017	Jul-2017	No Payment
May-2017	10/06/2017	Jun-2017	Jul-2017	Aug-2017	No Payment
Jun-2017	10/07/2017	Jul-2017	Aug-2017	Sep-2017	No Payment
Jul-2017	10/08/2017	Aug-2017	Sep-2017	Oct-2017	No Payment
Aug-2017	10/09/2017	Sep-2017	Oct-2017	Nov-2017	No Payment
Sep-2017	10/010/2017	Oct-2017	Nov-2017	Dec-2017	No Payment
Oct-2017	10/11/2017	Nov-2017	Dec-2017	Jan-2018**	No Payment
Nov-2017	10/12/2017	Dec-2017	Jan-2018**	No Payment	No Payment
Dec-2017	10/01/2018	Jan-2018	Feb-2018**	No Payment	No Payment

*The date submitted (duly completed voucher) to the finance division

** If the payment is approved by the council, it will be paid