University of Vavuniya

Financial Circular: 10/26

Financial Administration,
University of Vavuniya
30.10.2026

To: Registrar
Dean/ Faculty
Head/Department
Deputy Registrar/Snr Asst. Registrar/ Asst. Registrar
Librarian/ Snr. Asst. Librarian
Works Engineer/ Medical Officer
Directors of Centers and Units

Subject: Inclusion of NIC Numbers in Monthly Attendance Sheets for Casual Staff

In order to ensure the accurate processing of CEFT payments to casual staff (daily paid), the National Identity Card (NIC) number is used as a key identification detail. Therefore, all departments are kindly requested to include the NIC numbers of casual staff in their monthly attendance sheets. This will help us process payments accurately and avoid any errors or discrepancies.

A sample format is attached for your reference. Accordingly, please submit the monthly attendance sheets of casual staff using the attached format.

Your cooperation in this regard is highly appreciated.

Vice Chancellor / University of Vavuniya

Senior Prof.A. Atputharajah
Vice - Chancellor
University of Vavuniya
Sri Lanka.

University of Vavuniya.
Attendance Sheet

Name :-
NIC :-
Designation :-
Department :-
Month , year :-

Date	Arrival	Departure
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
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21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Prepared By :- **Checked By :-**

I am personally satisfied the attendance according to general rules and regulations and recommended ..... days payment.

Certified by :- **Approved by :-**