UVA WELLASSA UNIVERSITY OF SRI LANKA Application – Reimbursement of Accommodation Cost – Married

Read the instructions **carefully** before filling the form and complete every question. Application cannot be considered until **fulfill** all the information and attachments required in the application.

Section A. Personal Details
1. Name in Full:
(IN CAPITAL LETTERS
2. Name with Initials: (Rev./Prof./Dr./Eng./Mr./Mrs./Ms.)
3. Gender: Male / Female 4. Civil Status: Single / Married
5. Designation:
6. Nature of the Appointment: Permanent / Temporary 7. Emp. No (Refer pay sheet
8. Date of First Appointment:(DD/MM/YYYY
9. Date of Appointment to UWU: (DD/MM/YYYY) (Attach a copy of the Appointment Letter
10. Date of Duty Assumption at UWU: (DD/MM/YYYY) (Attach a copy of the Duty Assumption Letter
11. Duty Reassumed date after a leave period (if applicable):(DD/MM/YYYY
Type of leave:
12. Department/Division/ Unit:
13. Faculty:
14. Contact No: 15. e-mail address:
Section B. Requirement
16. Permanent Address:
(Will be checked with the Personal Fi
17. Write down the distance from your permanent residence (i.e. from you home) to the Uva Wellassa University of Sri Lanka (1 mile = 1.6 k.m.):
18. District of the permanent residence :
Section C. Married Details
19. Attached Certified copy of the Marriage Certificate Yes / No
20. State whether your spouse (if employed at UWU) getting an accommodation allowance from the University: Yes / No

NOTE: only one member of a married couple (if both are employed at UWU) is entitled for the accommodation

allowance.

and relationship(s) to the applicant. Name with initials	Relationship	NIC No. (if applicable)
Section D. Affidavit & Attestation	ı	
22. Affidavit Attached: Yes / No NOTE: The affidavit should be signed by the Rs. 50/- stamp.	housing allowance (Single or	Family) recipients/applicants above on a
23. Details of Attester: Vice Chancellor NOTE: Administrative Officers should sign I sign before the Librarian. Employees who we Non-Academic staff members should sign be	pefore the Vice Chancellor. Emork under Financial Administra	nployees who work under Library should
23.1Detail of Attester: Deans of Facu NOTE: Employees who work under Fa	lties: aculties should sign before the	(i.e. Dean/) respective Deans of the Faculties.
Section E. Accommodation in Ba	dulla	
Details of the accommodating place in B		
24. State whether your spouse stay with y		
25. Name of the owner:26. Present address:		
20.110.00.00.00.00.00.00.00.00.00.00.00.0		
27. Monthly rent / lease of the house		
28. Monthly rent (Rs.)	or lease amount	(Rs.)
29. Date of occupation at the house:		(DD/MM/YYYY)
27. Monthly rent / lease of the house 28. Monthly rent (Rs.) 29. Date of occupation at the house:		
I do hereby certify that the above give knowledge.	n details are true and co	orrect according to the best of r
Signature of the Applicant		Date
Please forward the application to the Convener of the Hous	ing Committee through your proper t	channel with copies of required documents

	ation of HoD, Department of	
Recommende	d/ Not Recommended (Reason if not recommended)	
Head of the D		Date
	ntion of Registrar/Dean, Faculty ofd/ Not Recommended (Reason if not recommended)	
Dogictron/ Dog	on of the Consilter	Date
	an of the Faculty	
Section F. The particular	Human Resources es/ details given in the Section A, B & C are	e true and correct according to the
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Recommendation of the Housing Co	ommittee	
The Housing Committee of Uva Well	assa University of Sri Lanka at its	meeting held on
considered the a	pplication and recommended/ not reco	mmended the allowance
for the family accommodation.		
		(Reason if not recommended)
Name	Position	Signature
	Chairman	
	Member	
Approval of the Vice-Chancellor		
Approved/ Not Approved (Reason if not app	proved)	
Tr		
Vice-Chancellor		Date
		Zuio

INSTRUCTIONS

- 1. Applicant's full name in CAPITAL LETTERS
- 2. Applicant's name with initials with salutation
- 3. Applicant's gender
- 4. Applicant's civil status
- 5. Applicant's full designation including grades
- 6. Applicant's nature of the appointment
- 7. Applicant's employee number available in the salary sheet / could be obtained in the finance division
- 8. Applicant's date of first appointment which could be in UWUSL or any other HEI's
- 9. Applicant's date of first appointment in UWUSL copy of the appointment letter shall be attached
- 10. Applicant's date of duty assumption in UWUSL copy of the duty assumption letter shall be attached