

CIRCULAR NO: ൧/൧൧ 94/18

My No. /1/94  
Ministry of Education  
and Higher Education.  
"Isurupaya", Battaramulla.

01st November, 1994.

To :

All Staff officers  
Heads of ranches and  
Heads of Affiliated  
Institutions of the  
Ministry of Education  
and Higher Education.

**Closing of Accounts for the Financial Year - 1994**

All payments for supplies and services during 1994 have to be finalized by 24.00 hours on 30.12.1994. Your attention is hereby drawn to F.R. 217(1) and (2) in this regard.

02. The Treasury has stressed the need to finalize all payments relevant to the Financial Year 1994 and to close the cash books and the relevant ledgers by 24.00 hours on 30.12.1994. The Auditor General also has drawn special attention to this. According to the New Cash Management System introduced by Treasury Circular No. BK/4/93 of 20th July 1993, to obtain the amount of cash required for the day under recurrent expenditure a cheque drawn on "DST Payment Facility Account" should be forwarded for the total of claques issued through the cash book to the Bank. As such it is imperative that all payments under recurrent expenditure for the year are finalized by 30th December.

03. Hence you should forward all vouchers for payments and applications for travelling for 1994 of your Branch / Institution for payment to the Accountant, (Payments) before the dates indicated below:

- i. Vouchers for recurrent expenditure - on or before 20.12.1994
- ii. Vouchers for Capital Expenditure - on or before 23.12.1994
- iii. Vouchers for reimbursement of fuel advances - on or before 26.12.1994
- iv. Attendance registers of daily paid employees and trainees (up to 28.12.1994) on or before 29.12.1994 (can be paid in January)

04. Action should be taken to forward by the specified date, vouchers in regard to settlement of imprests and advances obtained by you or by any officer on your approval. Your attention is drawn to section 27:7 of Chapter XIV of the Establishment Code and F.R. 371 (4) in this regard. Please reschedule any inservice seminars or workshops already planned for the latter part of December, in order that vouchers for payment could be submitted on or before the dates indicated in para 03.

05. You are hereby required to give priority attention to the above instructions. Also please note that payments that have to be made in 1994 will not be carried forward to 1995 and, that you will be held personally responsible for delays. (F. R. 217 (1))

06. Please return the portion appended duly perfected to the Accountant / Payments in acknowledgement of this circular.

(D.K. Palihawadana)  
Chief Accountant  
for Secretary / Education and  
Higher Education

My No : .....

Branch : .....

November, 1994

**Accountant (Payments)**

and that I have noted the instructions therein.

Signature

Name : .....

Designation : .....