III.AR NO: ග/ගෙවීම 93/22

My No./ 1/04 Ministry of Education, Higher Education and Cultural Affairs. "Isurupaya", Battaramulla.

2nd November, 1993.

All Staff Officers,
Heads of Branches and
Heads of affiliated
Institutions of the
Ministry of Education, Higher,
Education and Cultural Affairs.

Closing of Accounts for the Financial Year - 1993.

All payments for supplies and services during 1993 have to be finalized by 24.00 hours on 31.12.1993.

What attention is hereby drawn to F R. 217 (1) and (2) in this regard.

- The Treasury has stressed the need to finalize all payments relevant to the financial year 1993 and to close the cash books and the relevant Ledgers by 24.00 hours on 31.12.1993. 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 Intellity Account" should be forwarded for the total of cheques issued through the cash book to Bank. As such it is imperative that all payments under recurrent expenditure for the year are finalized by 31st December.
- Hence you should forward all vouchers for payments and applications for travelling for 1993 of your Branch/Institution for payments to the Accountant, (payments) before the dates indicated below.
 - Vouchers for recurrent expenditure on or before 17. 12. 1993.
 - Vouchers for Capital Expenditure on or before 20. 12. 1993.
 - Vouchers for reimbursement of fuel advances on or before 27. 12. 1993.
 - Vouchers for Overtime in the month of December on or before 29. 12. 1993. (can be paid in January)
 - v. Attendance registers of daily paid employees and trainees (up to 27.12.1993) on or before 28.12.1993. (can be paid in January)
- 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 workshop 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.

You are heraby required to give priority of attention to the above instructions. Also please that payments that have to be made in 1993 will not be carried forward to 1994 and that be held personally responsible to the relevant officers for delays regarding such commitment (F. R. 217 (1))

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

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(D.K. Palihawadana Chief Accountant For Secretary/Education, Higher Education and Cultural Affairs.

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	TO SHIRLE SHOW THE SHOW AND A VENT OF THE
	My No:
	Branch:
	November, 1993.
Accountant (payments)	
This is to inform you that I am in receipt and that. I have noted the instructions therein.	of Circular No
	Signature

in the contract of the contrac

Name: