

PE2/0007(II)
Dept. of Public Enterprises.
Ministry of Finance.
Secretariat Building,
Colombo 01.

22nd Oct., 1993.

All Secretaries, Heads of Departments,
District Secretaries,
and Divisional Secretaries.

Advances to Public Officers -Settlement of dues from Officers Transferred

The Committee on Public Accounts has pointed out that in many instances, dues from officers who have come on transfer to Ministries and Departments are not settled promptly. The Committee has further observed that the response from the relevant Ministries or Departments to requests made for settlement has been extremely poor.

Although circular instructions issued from time to time by the Ministry of Public Administration, Provincial Councils and Home Affairs and the Financial Regulations, specially Regulation 485(4) provide for the settlement of outstanding loan balances by the Ministry of Department concerned, there is evidence of disregard of these circular instructions and provision in the Financial Regulations.

The Secretaries and Heads of Departments, should therefore take immediate steps to settle such outstanding loan balances due from officers who have come on transfer, to the Ministries or Departments concerned.

It has been further decided that, in future, the Accountant or the officer in charge of payment of salaries should take over the advance and loan balances due from officers who come on transfer and issue a cheque in settlement of such advance and loan balances to the Ministry or Department concerned before the officer's first salary payment is made. However, if such advance and loan balances are not settled within at least 3 months, the Accountant or the officer in charge of payments should be held responsible and disciplinary action taken against him. If his negligence has caused any loss to the Government, such loss should be recovered from him.

Please bring the contents of this circular to the notice of all those concerned for compliance.

Deputy Secretary to the Treasury

cc :
Auditor-General.