



தலைமைச் செயலாளர் செயலகம், கிழக்கு மாகாணம்  
ප්‍රධාන ලේකම් කාර්යාලය, නැගෙනහිර පළාත  
Secretariat of the Chief Secretary, Eastern Province

Web Site : www.ep.gov.lk

කන්‍යා පාර, වරෝහනගර,  
ත්‍රිකුණාමලය.

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මගේ අංකය  
எனது இல  
My No } EP/09/AP/04/2016/CIRU/78

ඔබේ අංකය  
உமது இல  
Your No }

දිනය  
திகதி  
Date } 26/12/2016

**Eastern Provincial Treasury Circular No:-PT/14/2016**

All Secretaries,  
Deputy Chief Secretaries,  
Head of Departments,  
Eastern Province.

**Department for the payment under the budgetary provision provided in the Annual Collection of information for the determination of annual imprest limit to each Financial Statement- 2017**

Your institutions will be issued the "Imprest Authority" at the beginning of the year 2017 by the provincial treasury as per the provision under PFR 62 indicating the aggregate amount of money approved to be distributed during the year 2017.

Therefore, you are hereby informed to submit an estimate as per the PFR 62 utilizing the budgetary provision provided under the expenditure head of your department in the annual financial statement for 2017 using the formats EP/A&P/IMP/1, EP/A&P/IMP/2, EP/A&P/IMP/3 attached to this circular to be reached to Provincial Treasury on or before 31.12.2016.

Following instructions should be followed to calculate all the revenue /receipts derived from the sources.

1. All the Revenue collection by cash should be indicated under the 7<sup>th</sup> column of the 1<sup>st</sup> row of the format No. EP/A&P//IMP/1(Any revenue or receipts should be credited to the relevant revenue code and in any circumstances revenue or receipts should not credited to the deposit account from 2017)
2. All the Revenue /Receipts through the cross entries should be calculated correctly and indicated under the 2<sup>nd</sup> column of the 1<sup>st</sup> row in the format EP/A&P/IMP/1.
3. The following adjustment should be made for work out the imprest limit under the personal emoluments and should be indicated under the recurrent expenditure.
  - Amount equivalent to 6.5% from the total provision of salaries & wages for W&OP recoveries.
  - Amount equivalent to the minimum credit limit prescribed under public officers' Advance Account in the annual financial statement.
  - Annual Total of the monthly interest to be charged on Advances paid to public officers.



4. Amount included under the other Advance Accounts should be calculated as follows and indicated under 1<sup>st</sup> column of the 5<sup>th</sup> row.

Debit Limit of other Advance Accounts	xxxx
Less: - Amount Collected from cross Entry	(xxxx)
Minimum credit Limit	(xxxx)
Amount Receivable from the Treasury	xxxxx

5. If there are collections under the general deposit accounts containing the collection from third parties on or before the year 2016 details of monthly cash requirement for possible payments in 2017 against such deposit should be given 1<sup>st</sup> column 3<sup>rd</sup> row.
6. Telephone allowances , fuel allowances, Housing allowances, other allowances and government contribution for interest on property loans should be estimated monthly in format EP/A&P/IMP/3
7. Imprest Requirement of your institution for 2017 will have to submitted through the format EP/A&P/IMP/2 indicating the monthly & Quarterly Totals based on the Annual Imprest Limit calculated in the format EP/A&P/IMP/1.

Every Institution will have to submit the relevant reports as per the procedures laid down bellow, with their request for monthly imprest based on the Annual Imprest limit approval as per PFR 62 from the month of January 2017 onwards.

1. The duly filled imprest application as per the format EP/A&P/IMP/4 (with part A, B, C, D) for every month.
2. Provincial Treasury considers Annual Imprest Limit as well as sub imprest limits authorized for personal emoluments, recurrent & capital, public officers' advance account on releasing your monthly imprest. Therefore monthly imprest request should be complied with such limit.
3. The Imprest account of your institution should be reconciled on monthly should be submitted in format EP/A&P/IMP/5
4. Salary payment and cadre report and salary summary report which are generated by GPS for the current month should be e-mailed to [epacctpay@yahoo.com](mailto:epacctpay@yahoo.com) to be reached on or before the 30<sup>th</sup> of every month.(Name of the Ministry/Departments, Name of the related month and Expenditure head No. should be indicated in the topic of the e-mail

All formats mentioned in above can be down loaded through [www.ep.gov.lk](http://www.ep.gov.lk) The Annual financial statement also downloaded at [www.ep.gov.lk](http://www.ep.gov.lk)

*W. Meenadchisundram*  
N.Meenadchisundram  
Deputy Chief Secretary-Finance  
For Chief Secretary, EP

Cc :

1. Secretary to Hon. Governor, Eastern Province, Trincomalee
2. Auditor General, Auditor General Department, Trincomalee.
3. Chief Internal Auditor, Provincial Audit Department, Eastern Province