

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

Web Site : www.ep.gov.lk

කන්තියා පාර, වරෝතයනගර,  
ත්‍රිකුණාමලය.

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මගේ අංකය  
எனது இல  
My No } EP/09/AP/04/2014/Cir

ඔබේ අංකය  
உமது இல  
Your No }

දිනය  
திகதி  
Date } 25/02/2015

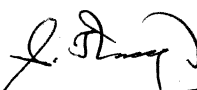
Provincial Treasury Circular No:-PT/04/2015

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

**Limit of Imprest - 2015**

According to Provincial Financial Regulations 62, it is necessary to compute the total amount of money that will be required by way of imprest for expenditure by Ministry / Department for the next financial year 2015.

Please submit your imprest limit for the year 2015 before 11<sup>th</sup> March, 2015.

  
S. Kumarakuru,  
Deputy Chief Secretary - Finance,  
For Chief Secretary,  
Eastern Province.

Copy to:-

- 1) Secretary to the Hon. Governor, Eastern Province.
- 2) Secretary to the Hon. Chief Minister, Eastern Province.
- 3) Assistant Auditor General, Auditor General Department.
- 4) Chief Auditor, Provincial Internal Audit Dept, Eastern Province.

Limit of Imprest - 2015  
Provincial Financial Regulation - 62

Ministry/Department:-

**A. Recurrent Expenditure**

(i) Source of Fund

Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	.....

+Add

(ii) Expected Allocation from other Departments

Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	.....

Total (i+ii)

(- Less)

(i) Anticipated release of Allocation to other Departments

Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	.....

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(ii) Expected Receipts

.....

(iii) Expected cross entry Receipts (X=Entry)

..... (.....)

**Net Provision (Recurrent Expenditure Limit) (Total of A)**

\*\*\*\*\*

**B. Expenditure of Capital**

(i) Source of Fund

Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	.....

+Add

(ii) Expected Allocation from other Departments

Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	.....

Total (i+ii)

(- Less)

(iv) Anticipated release of Allocation to other Departments

Head.....	Programme.....	Project.....	
Head.....	Programme.....	Project.....	(.....)

**Net Provision (Expenditure of Capital Limit) (Total of B)**

.....

**Total Net Imprest Limit (A +B)**

+ Add

**C. Provincial Advance to Public officer account (Debit Limit)**

.....

**D. General Deposit Balance (31.12.2014)**

.....

**Total Imprest Limit of Departments (A+B+C+D)**

\*\*\*\*\*

**Application for Annual Imprest Limits for the year - 2015**

(Rs.000)

Ministry / Department :  
Expenditure Head :

Group	Description Budgetary Provision	Total Provision	Cross Entry	Allo.to Other Dept.	Other Revenue.	Total Deduction	Allo. From other Dept.	Imprest Limit.	Imprest Req.From the Treasury
		1	2	3	4	5(2+3+4)	6	7(1-(5+6))	8
1	<b>Programme Services (Recurrent Expenditure)</b>								
	<b>Programme</b>	<b>Salaries(1001-1003) Other</b>							
	1	xx	xx	xx	xx	xx	xx	xx	xx
	2	xx	xx	xx	xx	xx	xx	xx	xx
	3	xx	xx	xx	xx	xx	xx	xx	xx
	<b>Sup Total</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>
2	<b>Programme Services (Capital Expenditure)</b>								
	<b>Programme</b>								
	1	xx	xx	xx	xx	xx	xx	xx	xx
	2	xx	xx	xx	xx	xx	xx	xx	xx
	3	xx	xx	xx	xx	xx	xx	xx	xx
	<b>Sup Total</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>
3	<b>Deposit Accounts</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>
4	<b>Public Officers Advance Account (Debit Limit)</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>
	<b>Sub Total (3 +4)</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>	<b>xxx</b>
	<b>Grant Total</b>	<b>xxxx</b>	<b>xxxx</b>	<b>xxxx</b>	<b>xxxx</b>	<b>xxxx</b>	<b>xxxx</b>	<b>xxxx</b>	<b>xxxx</b>

Certified as Correct  
Signature of Chief Accountant/Accountant  
Date: .....

Breakdown of Cross Entries under Recurrent Expenditure should be shown as follows  
Deduction of W&OP Contribution xxxxx  
Public officer Ad Account Credit Limit xxxxx  
Other Deduction (Intrest,Rent,ect) xxxxx