



பிரதி பிரதம செயலாளர் செயலகம் - நிதி, கிழக்குமாகாணம்  
 නියෝජ්‍ය ප්‍රධාන ලේකම් කාර්යාලය - මුදල් නැගෙනහිර පළාත  
 Deputy Chief Secretary's Secretariat - Finance, Eastern Province



கன்னியா வீதி வரோதயநகர்,  
 திருகோணமலை, இலங்கை.

කන්නියා පාර වරෝදයනගර  
 ත්‍රිකුණාමලය ශ්‍රී ලංකාව

Kanniya Road, Varothayanagar,  
 Trincomalee, Sri Lanka

எனது இல  
 මගේ අංකය  
 My No.

} EP/09/BD/01/2014/PTC

உமது இல  
 මගේ අංකය  
 Your No. }

திகதி  
 දිනය  
 Date } 19.11.2014

**Provincial Treasury Circular No. :- PT/06/2014**

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

**FR Transfer Applications**

In this regard Supplementary Allocations were given already for incurring & additional expenditure in the financial year 2014. However supplementary allocations were not providing where there are sufficient savings. Therefore every Ministry/ Department has to be taken approval for the virement transfer before 30<sup>th</sup> of November 2014.

For virement transfer the following matters to be considered:-

01. All the application should be prepared as per annexed specimen form and both side of the paper has to be used. (Legal Size)
02. Covering letters are not necessary since the distribution list is given in the left hand corner of original application form.
03. If the transfers are less than three, the front page can be used for more transfers the other side also can be used.
04. The detail explanation has to be given for the savings as well as for excess.
05. The signatures of Head of the Department and Ministry's Secretary should be in the front page of the application. Chief Accountant / Accountant have to sign the other side of the form and should be rubber stamped.
06. All cages should be filled. Incomplete forms will be returned.
07. The transfers not allowed for the amount received through the Supplementary.
08. Transfers can be made to Personal emoluments from other votes. But vice versa is not allowed.
09. Only one application can be submitted for the Department Head. However Capital transfers can be submitted in a separate form.


பிரதிபிரதமசெயலாளர் - நிதி  
 නියෝජ්‍ය ප්‍රධාන ලේකම් මුදල්  
 Deputy Chief Secretary - Finance } 026-2222880

அலுவலகம்  
 කාර්යාලය  
 Office } 026-3262628

தொலைநகல்  
 තැනප්  
 Fax } 026-2222206

மின்னஞ்சல்  
 ජ-මෙල්  
 E-mail } dcsf@sltnet.lk  
 finance@ep.gov.lk

10. All excess and savings have to be rounded up to the nearest rupees (Eg. Rs. 10.01 as Rs.10.00)
11. If a saving is found after making a transfer to a vote that can't be transferred again to another vote.
12. The statement of Expenditure also has to be annexed with the FR transfer Applications which should reach Provincial Treasury, EP on or before 30<sup>th</sup> November 2014. (With 04 copies and send us your soft copies through our email:- [epcbudget@yahoo.com](mailto:epcbudget@yahoo.com) ).
13. The specimen application form available in the EPC website.

  
S.Kumarakuru,

**Deputy Chief Secretary – Finance.**  
**Eastern Province.**

Copy:-

01. Secretary to the Hon Governor, Eastern Province.
02. Secretary to the Hon. Chief Minister, EP.
03. Assistant Audit General, Office of the Assistant Audit General, Trincomalee.
04. Chief Internal Auditor, EP.