



பிரதம செயலாளர் செயலகம், வட மாகாண சபை
 ප්‍රධාන ලේකම් කාර්යාලය- උතුරු පළාත් සභාව
 Chief Secretary's Secretariat, Northern Provincial Council



கன்னியா வீதி, வரோதயநகர், திருக்கோணமலை
 කන්නියා පාර, වරොතයනකර්, ත්‍රිකුණාමලය.

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My No:-NP/09/FRM/2009

Date:-06.08.2009

Provincial Treasury Circular No:-PT/15/2009


Secretaries,
 Deputy Chief Secretaries,
 Heads of Departments,
 Northern Province.

FINANCIAL MANAGEMENT

Your attention is drawn to chapter 3 of the Provincial Financial Rules.

In terms of Provincial Financial Rules 104, Delegation of Authority for payments should be obtained from Chief Accounting Officer before making any payment in respect of a Financial Year. As far as possible Authorization, Approval, Certification and Payment should be made by separate staff officers. It has been identified some Departments have not delegated the financial functions even though there are staff officers in their Departments. It is against the Financial Rules.

1. Further the payment vouchers written in the name of Heads of Departments/Secretaries should not be authorized by themselves. For examples:- Travelling claims, Holiday pay and Other allowances are some of them. In these circumstances the vouchers of Secretaries should be approved by Chief Secretary and the vouchers of Heads of Departments should be approved by Secretaries. Hence it is revealed that vouchers of Heads of Departments and Secretaries should not be approved by themselves or by their subordinate staff.
2. In case, officers travelling on duty by official vehicles to outstations, over time and travelling claim to drivers could be paid maximum only up to following day. If the officer happens to stay for his private purpose even after that no payment will be made. For an example: - If an officer attends duty on Friday, he should return as early as possible that is on Saturday.
3. In terms of Provincial Treasury Circular No: PT/17/2007, no over time will be paid exceeding the limits fixed by that circular. In special circumstances approval should be obtained from Hon. Governor/ Chief Secretary.
4. Before making any payment, Heads of Departments should ensure that sufficient allocation and imprest are available in respect of the particular payment.


 A.Sivaswamy
 Chief Secretary

Copy to:-

1. Secretary to the Hon. Governor, NP
2. Deputy Chief Secretary – Provincial Public Administration NP
3. Assistant Auditor General - NP.
4. Director, Provincial Audit, NP.

for information please

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