



UNIVERSITY GRANTS COMMISSION

Finance Circular Letter No. 05/2015


9th September, 2015

Vice-Chancellors of Universities,
Directors of Institutes,
Rectors of Campuses.

Amendment of F.R 371 under Financial Regulations 1992

The University Grants Commission adopted the Public Finance Circular No. 03/2015 dated 14th July, 2015 issued by the Ministry of Finance on the above subject. Copies of the Circular is enclosed herewith for compliance by all Universities and Higher Educational Institutions with effect from 1st September, 2015.

This letter is available on the UGC website www.ugc.ac.lk


Prof. Mohan De Silva
Chairman

- Cc.
1. Secretary/MOHE
 2. Vice-Chairman/UGC
 3. Secretary/UGC
 4. Accountant/UGC
 5. Registrars of Universities
 6. Bursars of Universities
 7. Snr. Asst./Asst. Registrars of Institutes/Campuses
 8. Snr. Asst./Asst. Bursars of Institutes/Campuses
 9. Snr. Asst. Secretary/Personnel/UGC
 10. Chief Internal Auditor/UGC
 11. Auditor General
 12. Govt. Audit Superintendent/UGC
 13. Govt. Audit Superintendent/Universities



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நிதி அமைச்சு
MINISTRY OF FINANCE

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செயலகம், கொழும்பு 01.
இலங்கை

The Secretariat, Colombo 01.
Sri Lanka

කාර්යාලය } (94)-11-2484500
அலுவலகம் } (94)-11-2484600
Office } (94)-11-2484700

ෆැක්ස් }
பெக்ஸ் } (94)-11-2449823
Fax }

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වෙබ් සයිට් } www.treasury.gov.lk
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Date }

Public Finance Circular No.: 03/2015

All Secretaries to Ministries,
Heads of Departments,
District Secretaries,
Heads of Public Corporations and Statutory Boards,
Chairmen of Government owned Companies,

Amendment of F.R. 371 under Financial Regulations 1992

The Attention of the General Treasury has been drawn to revise the Sub-Imprest limits indicated in F.R.371 in compliance with timely requirement. Accordingly, F.R.371 under Financial Regulations 1992 is amended as follows.

F.R.371(1) - Subject to the provisions below, an Accounting Officer may issue a part of his own Imprest to any officer among his subordinates. Such re-issue is referred to in these Regulations as a "Sub-Imprest". However no part of an Imprest granted by the General Treasury to an officer other than an Accounting officer should be re-issued to another, without the expressed authority of the Treasury (Department of Treasury Operations).

F.R.371(2) - A Sub-Imprest may be granted by an Accounting Officer only for the following purposes.

(a) Petty Cash Sub-Imprest - This is issued to meet daily petty expenses. An Accounting officer, may at his discretion authorize a Petty Cash Sub-Imprest up to a maximum of Rs.25,000/- to any officer working under the direct supervision of a Staff Officer. A payment from a Petty Cash Sub-Imprest should not exceed Rs.5,000/- in each case.

(b) An Ad-hoc Sub-Imprest - An Accounting officer may authorize an Ad-hoc Sub-Imprest up to a maximum of Rs.100,000/- only to a Staff Officer for any specific purpose. An Accounting Officer should grant this Imprest on the nearest immediate date before the specific purpose. Similarly such Ad-hoc Sub-Imprest should be settled by the Staff Officer who obtained it immediately after the completion of the purpose it is granted.

When it is required to exceed the financial limits shown in (a) and (b) above, the prior approval of the General Treasury (Department of Treasury Operations) should be obtained by the Accounting Officer with the recommendation of the Chief Accounting Officer by sending a request including adequate information justifying such requirement.

(c) Continuous Sub-Imprest - Continuous Sub-Imprest is granted to a sub-office to meet all its payments and such Imprests should be paid in to an official bank account of sub office. The procedure for granting a Continuous Sub-Imprest should be approved by the Director General of Treasury Operations and an Accounting Officer should apply for this through the Chief Accounting Officer.

F.R.371(3) - Bank Pre-paid cards could be used for the payments through Sub-Imprest under F.R.371 (2) above.

F.R.371(4) - No Sub-Imprest should be obtained for purposes for which it would have been improper even for the Accounting Officer himself to have used it. An Accounting officer however, at his discretion can further limit the scope of the use of a Sub-Imprest.

F.R.371(5) - A Paying Officer will account for his Sub-Imprest in the manner and in the terms and conditions laid down by the Accounting Officer at the time of its issue. The balance of a Sub-Imprest should be surrendered to the Accounting Officer at any time prescribed by him; such surrender in any case, should not be delayed later than the 31st of December of the Financial Year in which the Sub-Imprest is issued. Such Sub-Imprests should be settled to the Accounts Division within 10 days after completion the relevant purpose.

F.R.371(6) - The rule that money granted on an Imprest for a particular financial year should not be utilized to make payments of another financial year also applies to cash granted on Sub-Imprest.

02. The Public Finance Circular No. 428 dated 28.05.2008 issued in this regard is hereby revoked and the amended provisions by this circular should be effective from 15.07.2015.

Sgd. by: R.H.S.Samarathunga
Secretary to the Treasury

Copies- 01. Secretary to the President
02. Secretary to the Prime Minister
03. Secretary to the Cabinet of the Ministers
04. Auditor General