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நிதி அமைச்சு
MINISTRY OF FINANCE

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எனது இல. } BD/CBP/1/3/0-2019-I
My No. }

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உமது இல. }
Your No. }

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திகதி } 17.06.2019
Date }

National Budget Circular No: 04/2019

All Secretaries to Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Chairmen of Corporations and Statutory Boards

Strengthening the Prudence in Public Expenditure-2019

As was mentioned in the Budget Speech 2019, Ministries have already been instructed to identify 15 percent of capital expenditure, allocated for year 2019, as savings and take actions accordingly.

02. In addition, all the Heads of Institutions are required to pay their personal attention towards minimizing waste and economical usage of funds of the expenditure of their agencies considering adverse pressure prevailing on the Government Revenue due to impediments caused to the economic activities through unexpected incidents occurred in April 2019. Controlling of expenditure has become required in respect of purchasing of office requisites, especially through following up in service utilization and putting up proper expenditure controls in obtaining services under agreements and especially in respect of electricity, water, telephone, fuel and purchasing. Actions should be taken to reduce recurrent expenditure by not incurring additional expenditure, deferment of expense which can be deferred and by actualizing additional expenses. Accordingly, I would like to draw your attention regarding the following matters.

- (i) Instructions of relevant Public Administration and other Circulars should be strictly adhered in paying fuel, telephone, travelling payments and any payment, contravening the instructions of the Circulars, should not be made.
- (ii) A proper control should be implemented to reduce electricity cost and actions should be taken to prepare a system to switch off all unnecessary lights and fans always. Responsibility to take actions in this regard with the aim of saving

5 percent of the Electricity Bill should be vested upon a certain officer and such progress should be reviewed monthly.

- (iii) Provisions of the Establishment Code and Circulars on the subject of overtime issued time to time should be strictly adhered in paying overtime allowances in Ministries, Departments and Statutory boards especially in calculating the number of hours. Instructions should be given to all the divisions/units/organizations under your supervision to comply with such instructions.
- (iv) Actions should be taken to fulfil requirements with available stationary while reducing the purchasing of unnecessary stocks under the object code of stationaries and office requisites. Government funds should not be utilized for the printing of Diaries, Colanders etc. for the next year.
- (v) Instructions have already been given in Para 6 of National Budget Circular No: 3/2019 to minimize expenses regarding Foreign Tours/Educational Tours as much as possible. Actions should be taken to suspend Foreign Educational Tours, organized by using Domestic Funds and if official participation on behalf of Sri Lanka is not mandatory, officers should not be allowed to participate in such Seminars/Workshops by using Domestic Funds.

03. Since it is essential to maintain a financial discipline for the fulfilment of development objectives and targets of the country, you are informed to pay your personal attention towards above.

04. Your corporation in this regard is highly appreciated.

Sgd/R.H.S.amaratunga

Secretary to the Treasury

Copy: Auditor General