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திறைசேரி செயற்பாடுகள் திணைக்களம்  
Department of Treasury Operations

ක.ම.ප.1559, මහා හාණ්ඩාගාරය, මුදල් අමාත්‍යාංශය, කොළඹ 01, ශ්‍රී ලංකාව  
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මගේ අංකය  
எனது இல  
My No.

TO/CFM/01/05/04

ඔබේ අංකය  
உமது இல  
Your Number

දිනය  
திகதி  
Date

2021.11.25

**Treasury Operations Guidelines No: 04/2020**

To: All Secretaries of Ministries, Head of Departments and  
District Secretaries

**Collection of information for the determination of annual imprest limit to each  
Ministry/ Department for the payments under the budgetary provisions provided in the  
Appropriation Act for the Financial Year - 2022**

01. As instructions given in the Treasury Operations Guideline No: 04 dated 14.10.2020, an estimate as per the F.R. 367 (a) based on the budgetary provision provided under the expenditure head of your Institution in the budget estimates of 2022 should be submitted for the purpose of determination Annual Imprest Limit for the year 2022 by using the formats TOD/IMP/1, TOD/IMP/2, TOD/IMP/3 and TOD/IMP/09 to the Department of Treasury Operations on or before 17.12.2021.

02. Since, the Minister of Finance through his budget speech for 2022 has proposed to issue Quarterly Warrants from 2022 onward instead of currently exercising Annual Warrants which is given for the entire financial year for the expenses to be incurred by the state institutions, it is informed to ensure the accuracy of the details which are provided by the form TOD/IMP/02. Furthermore, you are requested to submit such details considering the instructions issued by Department of National Budget / Department of National Planning.

03. Other provisions and instructions stated in the Treasury Operations Guideline No 04 will be remained the same.

H.C.D.L. Silva  
Director General