



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT  
**FISCAL MANAGEMENT EFFICIENCY PROJECT**

**PROJECT OFFICE**

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All Secretaries of Ministries,  
Heads of Departments and  
District Secretaries.

**Use of System (ITMIS) Generated Purchase Orders for Procurement of Goods and Services.**

This is in reference to State Accounts Circular No: 02/2025, dated July 17, 2025, regarding the above matter.

Accordingly, with effect from 01.09.2025, all Purchase Orders (POs) issued outside of ITMIS either manually or through any other system, should be entered in ITMIS within fifteen (15) days of such issuance enabling General Treasury to capture the commitment data through the ITMIS system. Similarly, Expense Vouchers (EVs) must also be entered in ITMIS within fifteen (15) days of receiving the corresponding invoice against the above recorded POs in the same manner.

Three training programs (02 Sinhala Medium and 01 Tamil Medium) have been arranged via Zoom platform to train relevant officials of all spending heads in recording POs in ITMIS as follows;

**Program 1:** 27<sup>th</sup> August 2025 from 9.30am to 12.00 noon (Sinhala Medium)

(Sector 1 to 13 including new users)

**Program 2:** 27<sup>th</sup> August 2025 from 1.30pm to 4.00pm (Sinhala Medium)

(Sector 15 to 24 including new users)

**Program 3:** 28<sup>th</sup> August 2025 from 9.30am to 12.00 noon (Tamil Medium)

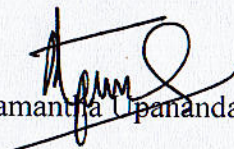
(Sector 14 and 25 including new users)

The Zoom link and other relevant information for each training program will be shared with Chief Financial Officers/Chief Accountants and Accountants soon. Further, this information will also be distributed through relevant sectoral Whatsapp groups already established. This is to ensure all relevant officials receive the information required to participate in the training.

Further the recordings of each program will be made available for your ease of reference.



Your cooperation in recording POs and corresponding EVs in ITMIS from 01.09.2025 for better commitment control in the Government as instructed by the above circular is highly appreciated.

  
W.A. Samant

Director General of State Accounts Department and Project Director (Fiscal Management Efficiency Project)