TREASURY CIRCULAR No. 18 OF 1952

PREPARATION OF APPLICATIONS FOR SUPPLEMENTARY PROVISION

The Standing Committee on Finance of the Federal Legislative Council has recently drawn attention to the fact that application for supplementary provision do not always cover their subject comprehensively and that applications have subsequently to be made for additional provision for services which might have been foreseen when the original application was drawn up.

2. Two examples of cases of this nature which have recently come to light are as follows:

(a) A Department asked for authority to create a new post for a senior officer. Subsequently, application was made for clerical assistance for this officer; and still later, a third application was made for the necessary office equipment and furniture without which the new staff could not function.

(b) Some months after being voted funds for a very large constructional project, the Department concerned submitted an urgent request for provision for quarters required to house the staff necessary for the successful operation of the service. It had been thought when the original application was submitted quarters would be available. This was later found not to be the case and it was submitted that the money spent on the major project would be wasted if funds were not provided for quarters.

3. Heads of Departments are requested to ensure that every application for supplementary provision is, as far as possible, exhaustive and that all foreseeable contingencies have been taken into account.

By Command,

A.N.GOODE,
Acting Secretary to the Treasury.

THE TREASURY, KUALA LUMPUR
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