



# TREASURY

## Treasury Circular No. 2 of 2018

**FROM : ACCOUNTANT GENERAL**

**TO : SUPERVISING OFFICERS IN CHARGE OF MINISTRIES/DEPARTMENTS**

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**SUBJECT : ALLOCATION OF SERIAL NUMBER TO GF1 – LOCAL PURCHASES**

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Please refer to Financial Instructions No 4 of 2017- Local Purchases (henceforth referred as FI No 4), especially Para 12 regarding allocation of serial numbers to GF1.

2. The range that has been allocated to each Department is 0001 to 9999. To ensure that a number in the range becomes unique to a Goods Form 1, it should be used together with:

TAS ID Code of the Department (Para 3 below refers); and

The Financial Year during which the GF1 is drawn (Para 3 below refers).

Hence the number to be given to a GF1 should be as follows:

**TAS ID/Financial Year/ 4 digit number**

2.1 With the above numbering system, Departments/Regions or Zones have the possibility of issuing up to 9,999 GF1 in any one Financial Year. In case it becomes apparent that in any one FY the range allocated is nearing exhaustion, the Department should apply to the Treasury as required under Paragraph 12 of FI No 4.

3. The TAS ID is already available at the level of each Department and is also provided at Annex 1. In the case of Ministry of Education and Human Resources, Tertiary Education and Scientific Research and Ministry of Health and Quality of Life which are further sub divided into regions/zones where each of the latter has a TAS ID code, same range has been allocated, i.e. the range 0001 to 9999, as set out in Annex 1.

As for the Financial Year to be used, it is going to be the two digits of the first year.

For example:

FY 2017/18 shall be represented as 17.

FY 2018/19 shall be represented as 18.

#### 4. MANAGEMENT OF RANGE ALLOCATED AND GF1 NUMBERS AT THE LEVEL OF DEPARTMENTS

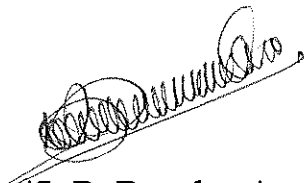
4.1 As per Para 12 of the FI, the range given to Departments/Regions or Zones should be kept in a Register of Controlled Forms (Stock Book).

4.2 Departments should also maintain a Register of **Used GF 1** to record serial numbers used, thereby ensuring that the number to be given to a new GF1 is sequential with no gaps or duplication.

4.3 Where a Region/Zone has Divisions falling under its purview and the latter are responsible to draw GF1, then, the Region/Zone should further allocate the range given to it to the different Divisions and record accordingly the range allocated internally to the different Divisions in the Register of Controlled Forms. The same principle should apply to Departments having Divisions.

4.4 The range allocated to Divisions by the Department/Region or Zone should be communicated to the Finance section of the Department.

5. It would be appreciated if the contents of this circular could be brought to the attention of all officers concerned, particularly those posted in the Procurement and Supply Section and Finance Section of your Ministry/Department.



**(S. D. Ramdeen)**  
**Ag. Accountant-General**

**Treasury**

**Port Louis**

**30 January 2018**

*Copy to: Financial Secretary*

*Director of Audit*

*Director, Procurement and Supply*