



**Finance Circular No. / 1384**  
**Dated \_\_ February 2004 (\_\_ Hoot, 1383)**

**Subject: Submitting M16 Payment Requests to the Treasury**

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**Purpose**

The purpose of this circular is to advise line ministries and implementing agencies of donor financed projects about the procedures of submitting M16 payment requests to the Treasury.

**Background**

Despite repeated warnings of the Treasury line ministries and implementing agencies of donor financed projects continue handing M16 payment requests to contractors for submission to the Treasury.

**Responsibility for Submitting Payment Requests**

Ministries, other budgetary units and implementing agencies of donor financed projects shall submit their payment requests to the Treasury only through duly authorized bonded trusty. It is the responsibility of the ministry or budgetary unit not to pass M16 payment requests to contractors.

**Penalties for violation**

The officials of the Treasury have the right to refuse accepting and registering M16 payment requests from other individuals then duly appointed bonded trustees or in case of contractors interfering in the process of review of the payment request.

The Treasury shall cancel the authority of bonded trustees of a line ministry handing M16 payment requests to contractors or contractors to ministry interfering into the process of reviewing payment request.

Sincerely yours,

Wahidullah Shahrani  
Deputy Minister of Finance