



தலைமைச் செயலாளர் செயலகம், கிழக்கு மாகாணம்  
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 Secretariat of the Chief Secretary, Eastern Province

Web Site : www.ep.gov.lk

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கன்னிய ராவீதி, வரோதய நகர்.  
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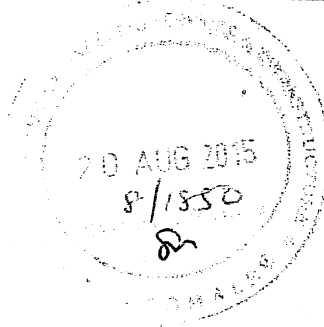
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 எனது இல } EP/09/FR/01/2015/PTC/24  
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 Your No

දිනය  
 திகதி } 19.08.2015  
 Date

Provincial Treasury Circular No: PT/09/2015

Secretaries  
 Deputy Chief Secretaries  
 Heads of Departments  
 Heads of Statutory Authorities,  
 Eastern Province.



**Disposable of damaged / un usable Vehicles in the Government  
 Institutions of EPC**

Your kind attention is drawn to the following directions and the circulars instruction in this regard.

1. Amended budget proposal submitted to the Parliament on 29.01.2015 – Para 8.51
2. National Budget circular No. 02/2015 dated 31.03.2015 – Para 7.
3. Public Finance circular No. 02/2015 dated 10.07.2015

As per above, It has been proposed to do all the damaged / unserviceable / condemned vehicles by public auction as there are number of vehicles distributed to your institutions having not used / repaired / condemned and parked at various office yards.

Therefore, you are instructed to attend the following steps.

- i. A special Board of Survey to be appointed as per FR 756 (4) / PFR 369 to identify the vehicle to be disposed and complete the said survey by 15.09.2015.

The composition to said Board should be as follows.

- |          |   |   |
|----------|---|---|
| Chairman | - | Head of Department / Senior Staff Officer |
| Member   | - | Mechanical Engineer / Technical Officer   |
| Member   | - | A Staff Officer                           |

- ii. For processing the special Board of Survey, the Form 1 (attached) has to be prepared and submitted by the Head Department / Institution , with the un serviceable Form General 47.
- iii. For this purpose, three category of unusable Vehicle to be classified by the committee of special Board of Survey as follows.
  - i. Damaged / accidental Vehicles
  - ii. Not in running condition but beyond repair and uneconomical
  - iii. Un economical and under any special reasons for considering disposal,  
In addition to that, technical report has to be submitted by this committee.
- iv. For the purpose of disposing, the Vehicle over 10 years old from registration will be allowed to be disposed.
- v. The form 1 has to be submitted before 28.08.2015 as enable me to submit to the Department of Public Finance, General Treasury. A nil statement should be submitted if there are no any Vehicles to be considered for disposal.

**Ownership of Vehicles to be disposed – P.F.Cir 02/2015 – para 9**

- The ownership of the Vehicles to be transferred to the name of Chief Secretary, EPC. Heads of Department should take immediate action on this with the help of Motor Traffic Commissioner and Deputy Chief Secretary (Eng. Services),EP.
- If any Vehicles belonging to the Line Ministry, it should be contacted with the authorized officer and take appropriate action to transfer them to EPC or handing over them to the relevant Line Ministry.
- An appropriate action should be taken at this juncture to transfer to EPC, if there are any Vehicles which are on running condition and the ownership is belonging to other agencies. This process should be completed on or before 30.09.2015.

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### **Valuation of upset prices to the disposed Vehicles**

For the purpose of valuation to the disposed vehicles, a committee will be appointed by me with the consultation of DCS- Eng.Services, after obtaining the Form 01 and the unserviceable list Gen 47. When the valuation of upset price to the disposed vehicles completed, auction process thorough open bid basis will be conducted by DCS (Eng.Services) with the assistance of DCS-Finance.

### **Payment to the Committees**

As per P.F.Cir No. 02/2015- para 07, payment will be made to the committee members accordingly. The respective payment would be made by the relevant Head of Department after getting the recommendation by DCS (Eng. Services).

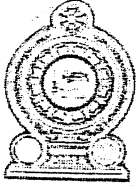
Please note that the implementation process of the disposal of the vehicles has to be completed within three months for this year under supervision of respective Chief Accounting Officer and thereafter it has to be continued to the following years.

The Public Finance Cir No. 353 and its amendments has been canceled. The Public Finance Cir No. 02/2015 would be effected from 15/07/2015.

Any clarification on this circular, please contact to DCS – Finance or DCS – Eng. Services.

**D.M.S. Abayagunawardana,  
Chief Secretary,  
Eastern Province.**

- Cc: 1. Secretary to the Governor, Eastern Province.  
2. Secretary to the Chief Minister, Eastern Province.  
✓ 3. Deputy Chief Secretary, Engineering Services, Eastern Province.  
4. Assistant Auditor General, Eastern Province.  
5. Chief Internal Auditor, Eastern Province.



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நிதி அமைச்சு  
MINISTRY OF FINANCE

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எனது இல. } BD/CBP/4/1/23-2015  
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Your No. }

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திகதி } 31.03.2015  
Date }

**National Budget Circular No: 02/2015**

All Secretaries to the Ministries  
Heads of Departments  
Chief Secretaries of Provinces and  
Heads of Statutory Boards,

**Management of Public Expenditure -Financial Year 2015**

You have already been made aware by the National Budget Circular No 01/2015 of the warrants for authorizing the incurring of expenditure utilizing provisions allocated to each institution for the year 2015 under the Appropriation (Amendment) Act No. 1 of 2015.

02. Having considered the necessity of managing provisions allocated to incur the expenditure for 2015 efficiently and productively, Chief Accounting Officers and Accounting Officers are requested to act in accordance with the following procedure.

**03. Implementation of Budget Proposals**

Your attention is drawn to the budget proposals submitted by the Hon. Minister of Finance with regard to the amended budget 2015 to the Parliament on 29.01.2015. Since implementation of the said budget proposals has been identified as a prioritized activity of the Government, Secretaries to Ministries should draw their personal attention to the implementation of budget proposals expeditiously so as to provide maximum benefits to the public. Currently, financial provisions required for that purpose have been allocated under the Department of National Budget. As such, an Action Plan should be prepared including comprehensive information on a budget proposal, if any, to be implemented by your Ministry/ Department and submitted to the Department of National Budget. Accordingly, action will be taken to release the required budget allocations.

Action should be taken very early to initiate activities relating to the proposals for generating income or proposals which do not require provisions, and implement same while keeping the Treasury informed accordingly. Further, a responsible officer should be nominated by the Chief Accounting Officer /Accounting Officer to provide relevant information so as to review the progress of the budget proposals constantly.

#### **04. Management of Commitments**

All institutions should focus on management of their Commitments. If provisions have not been made in the year 2015 for all commitments related to the development programs to be settled as at 31.12.2014, measures should be taken to settle all the commitments from the provisions allocated for the year 2015 and prioritize the balance provisions. Accordingly, the possibility of implementing the projects which are of less priority, through the Medium Term Budgetary Framework in the ensuing years should be looked into.

#### **05. Additional Provisions**

Since instructions have been received to drastically restrict the allocation of additional provisions in the year 2015, the Chief Accounting Officer /Accounting Officer should maintain a proper control over the expenditure falling under their expenditure heads. Further, requests made for supplementary provisions with regard to purposes other than budget proposals, essential and unexpected expenditure, will not be considered. Hence, action should be taken to manage the expenditure within the provisions allocated and the Treasury will not hold responsibility for commitments made beyond the limit of the provisions.

#### **06. Transfer of Budgetary Provisions under the Virement Procedure**

Action will not be taken to grant approval for transfers under F.R.66 after the accounting year (After 31 December). After the year end, only the transfers under F.R.69 for rectification of accounting error will be considered and submission of such transfers to the Department of National Budget before the stipulated date should be ensured.

#### **07. Use of Vehicles**

Action will not be taken to provide new vehicles to Government Institutions during the year 2015 and the vehicles available at present should be managed efficiently.

Heads of the Departments have not been authorized to transfer the vehicles provided to Government Institutions by the Department of National Budget under the leasing procedure to another Institution without prior approval of that Department. Therefore, it is emphasized that the Department of National Budget should be made aware of all the changes made with regard to the ownership of the said vehicles.

Further, in terms of revenue proposal No. 8.51 relating to the revised budget submitted by the Minister of Finance to the Parliament on 29.01.2015, it has been proposed to sell the damaged/ unserviceable condemned vehicles by public auction. Motor Vehicles, Buses, Trains, Lorries as well as other vehicles are included in this regard. A special Board of Survey appointed as per F.R 756(4) should identify the vehicles to be disposed and complete the said survey by 30.06.2015. The composition of said Board should be as follows.

- Chairman - Senior Staff Officer
- Member - Mechanical Engineer / Technical Officer
- Member - A Staff Officer who holds responsibility for the assets of the Institution

Information in respect of the vehicles to be disposed of as per the Form No. 01 should be forwarded to the Department of Public Finance before 10.04.2015 and further instructions in this regard will be issued in due course.

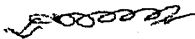
Vehicles over 10 years old from the date of registration will be allowed to be disposed of under this Circular. However, the vehicles recommended by a Committee comprising of persons with technical knowledge as uneconomical vehicles, debris of vehicles and vehicles specifically identified should be disposed of with the approval of the Department of Public Finance.

Taking into consideration the recommendation of the Board of Survey, the final decision in relation to the vehicles to be disposed of, should be taken by the Chief Accounting Officers and Accounting Officers themselves.

#### **08. Expenditure for Publicity and Sponsorship**

It has been observed that state funds have been used by Public Institutions to give publicity and sponsorship for various activities in the recent past. Therefore, all Chief Accounting Officers and Accounting Officers should ensure that such expenditure will not be incurred in future, in order to prevent misappropriation of the public funds.

It is anticipated that Chief Accounting Officers and Accounting Officers will give their personal attention to the instructions given in this Circular.

  
R.H.S. Samaratunge  
Secretary to the Treasury

- Copies: 1. Secretary to the President  
2. Secretary to the Prime Minister  
3. Secretary to the Cabinet  
4. Auditor General

### Identification of Vehicles to be Disposed from the Public Institutions

Ministry:-

Department / Institution:-

Serial No	Vehicle No	Category & Model	*Purchased Price	Date or Year of Purchase	Engine Capacity	Running Distance	Remarks

(\* Indicate information if any)

Prepared by .....

Checked by .....

.....  
Signature of Head of the Department and the Official Frank