

Chief Secretary
All Secretaries to the Ministries, and
All Head of the Departments
Of the Eastern Provincial Council.

GOVERNOR'S MEMORANDUM - 2011/03

ADMINISTRATIVE ARRANGEMENTS FOR THE SUPERVISION, MANAGEMENT AND CONTROL OF HEAVY MACHINERIES AND EQUIPMENTS OF THE EASTERN PROVINCE

Establishment of a Board of Management

I , Don Saratha Mohan Wijewickrama , Governor of the Eastern Province do hereby constitute and establish a Board of Management (hereinafter called and referred to as the Board) empowering the Board for the supervision , management and control of Heavy Machineries and Equipments (hereinafter referred to as Machineries) of the Eastern Province presently available with the Provincial Road Development Department and Irrigation of the Eastern Province.

Purpose for the Establishment of the Board

Eastern Provincial Departments of the Road Development and Irrigation have so long operated and managed a several million rupees worth of machineries and equipments procured out of the Provincial Fund of the Eastern Province.

However the end result of the above management was not stable enough as expected, as to the reasons that the Machineries and Equipments were not been properly secured , well maintained and maximum utilized.

Therefore establishing an upper forum, the Board, has now become inevitable.

Objective of the Board

A team capable enough and committed to supervise, manage and control efficiently and effectively the functions and duties associated with the management and operation of the Machineries and Equipments presently belong to the Road Development Department and Irrigation Department of the Eastern Province, ensuing maximum utility of those machineries for the sustainable support to the development of the Province.

Composition of the Board

The Board is comprised with the following officers of the Provincial Council of the Eastern Province; namely;

- a. Chief Secretary as a Chairman
- b. Secretary, M/Road Development as one of the members
- c. Deputy Chief Secretary – Finance as one of the members
- d. Deputy Chief Secretary - Engineering Services as one of the members

Establishment of Machineries Fund

There shall be established a Machineries Fund (hereinafter referred to as the Fund) with advance from the Provincial Fund of the Eastern Province and maintained by the Provincial Director of the Road Development Department of the Eastern Province and be managed, supervised and guided by the Board.

Duties and Responsibilities of the Board

- a. Issue instructions and guidance time to time, which deems necessary, to the Fund for its financial management, control and disbursement.
- b. Inventories all Machineries belong to the Road Development Department and Irrigation Department and ascertain the current operational state.
- c. Issue necessary instruction to the Provincial Directors of the respective departments for the repair necessary to Machinery considering the cost effective other than the repair required due to routine maintenance, which are lying non operational for long period or to dispose of the machineries

which are beyond economical repairs, adherence and conformity to the Financial Regulation.

- d. Formulate and publish guidance and instructions with regard to the policy on hiring the machineries on contract or daily wage basis and charges remittable from the user being the hire in order to meet costs on repairs, maintenance and depreciation thereon reasonably, sufficiently and adequately.
- e. Aid and advice the Board of Ministers in regard with any addition of Machineries or Equipments required to be to the existing set of Machineries and follow- up action for the allocation of necessary funds each year in consultation with Financial Commission.
- f. Issue necessary Instruction to Provincial Director and Chief Engineer to the Road Development Department and Provincial Director, Chief Engineer and Irrigation Engineers of the Irrigation Department with regards to deployment, hiring maintaining and repairing of all machineries belonged to the respective offices.
- g. Any decision or guidance or instruction of the Board shall be in line with the existing national policies, financial regulation and administrative regulations.
- h. The Fund shall submit the financial statement to the Board with the intimation to the Governor. The Board shall submit the same to the Board of Ministers with its comments and observations.
- i. The books of accounts of the Fund shall be audited by the Provincial audit and the Auditors of the Auditor General Department. The Auditor General shall submit the audited balance sheet to the Board of Ministers with a copy to the Governor annually.
- j. The Governor reserves with him the power to amend the clauses set out hereof or introduce any new clause, if he deems necessary or on the advice of the Board.

Rear Admiral Mohan Wijewickrama, RSP, VSP, USP

Governor, Eastern Province

Copy to: Board of Ministers of Provincial Council, Eastern Province