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இலா காவல்துறை

அரசு நிதித் திணைக்களம்

DEPARTMENT OF PUBLIC FINANCE
General Treasury

මහලේකම් කාර්යාලය (1වෙනි මහල)
செயலகம் (1ம் மாடி)
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எனது இல }
My No. }

ඔබේ අංකය }
Your No. }

දිනය } 2009.12. 09
திகதி }
Date }

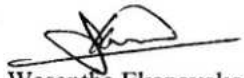
Public Finance Circular No: 441

To all Secretaries of Ministries/Heads of Departments
and District Secretaries

ANNUAL BOARD OF SURVEY - 2009

In Terms of F.R 128 (1) (E) Accounting Officers are responsible to ensure that adequate and proper arrangements are made for the safe custody and preservation of money, stores, equipment and other assets belonging to the government, or is in its custody, and that those are verified from time to time; and when they are disposed of, such disposal is according to prescribed Regulations and instructions in terms of F.R. 128(1) He is also responsible to render correctly and promptly the information, statements and returns as called for by the Treasury.

02. In terms of FR.507 and FR.756, all Ministries and Departments should appoint Boards of survey by 15th of December in order to carry out a annual survey of stores.
03. Having considered Financial Regulations referred to under (01) and (02) above, you are informed to hold and finalize the Board of survey in terms of FR.128, within the following time frame.
 - 3.1 Appointment of Board of Survey by 15th of December 2009
 - 3.2 To finalize physical verification of Stores by 15th January 2010
 - 3.3 To Obtain the report of Board of Survey before 29th January 2010
 - 3.4 Reconciliation and reporting of discrepancies and excesses before 17th February 2010
 - 3.5 Finalization of destruction of destructible items , repairing of serviceable items and auctioning of items to be disposed before 26th of February 2010
 - 3.6 Submission of Report of Board of Survey to the Auditor General and also to the Director General of Public Finance and other relevant institutions in terms of Public Finance Circular No.422
04. Having Finalized the annual survey of stores for the year 2009 in accordance with the above time frame, arrangements should be made to submit the information relating to purchase and disposal of items within the year 2009, before 31-03-2010 as per annexure in Public Finance Circular 422.
05. I also wish to state that in terms of FR 128 it is your responsibility to finalize the annual survey of stores 2010 along with the Boards of Surveys of year 2008 or in the years prior to that within the same framework if lapsed any in your Ministry / Department.
06. Download facility of Public Finance Circular No 422 dated 30.07.2006 is available in this Department Website (www.treasury.gov.lk/FPPFM/pfd).


Wasantha Ekanayake
Director General

Copy to: Auditor General