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முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்  
DEPARTMENT OF MANAGEMENT AUDIT

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මහලේකම් කාර්යාලය, කොළඹ 01

நிதி அமைச்சு  
செயலகம், கொழும்பு 01

Ministry of Finance  
The Secretariat, Colombo 01

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எனது இல } DMA/SP/2015/1  
My No }

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உமது இல }  
Your No }

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திகதி } 2016.01.01  
Date }

Management Audit Circular No : 01/2016

To all Secretaries to Ministries

Chief Secretaries to Provincial Councils

Heads of Departments

District Secretaries

Heads of Government Corporations, Statutory Board and all other Government Institutions

Maintaining a Database for vehicles owned by Government Ministries, Departments, Corporations, Boards, all other Government Institutions and Projects.

01. As per the 2016 Budget proposals the Government has emphasized the need of keeping a computerized database for all Government Assets.
02. As a first step the Department of Management Audit has prepared a database in 2015 regarding the fleet of vehicles in Government organizations, but that information has to be updated as per the new scope of subjects and Institutions assigned to each line Ministries.
03. For that purpose all government Institutions come under a line Ministry are requested to submit the information regarding their fleet of vehicles as at 31.12.2015 to respective line Ministries according to the Format No 01 and all line Ministries are requested to collect them from all the Departments and Institutions purview under their Ministry and send them along with the information of Ministry according to the format on or before 31.01.2016 to be received by the Department of Management Audit.
04. For this Purpose The Department of Management Audit can provide you with the softcopy of information reported to us regarding the vehicles fleet of your Ministry and other Departments, Corporations, Boards and Projects that come under your Ministry which already maintained by this Department for your convenience; at your request with an official e-mail addresses.
05. Accordingly, the respective Government Institutions can use this softcopy and amend or update that with the current situation and e-mail to the Department of Management Audit using [dma.treasury@gmail.com](mailto:dma.treasury@gmail.com).

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Director General }

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website } [www.treasury.gov.lk](http://www.treasury.gov.lk)

06. Furthermore any of the following changes that occurred after 31.12.2015 in the fleet of vehicles should send to the Department of Management Audit quarterly, before 15<sup>th</sup> of the following month, using the attached format.

I. New vehicles add to the fleet during the quarter. (Under leasing or any other method)

(Format No 02)

II. Any other changes in the vehicle fleet including Disposal or Transfer within the quarter.

(Format No 03)

07. It must be noted that a blank report should be send even if there is no any change during the quarter. And also should follow the given instructions when completing the formats.

If you have any further clarifications in this regard following officers can be contacted.

- |    |                         |                |             |
|----|-------------------------|----------------|-------------|
| 1. | Mr. A. N. Hapugla.      | Director       | 011-2484841 |
| 2. | Mrs. Harshani Fernando. | Asst. Director | 011-2484545 |

S. A. Chandrika Kulathilake

Director General

Department of Management Audit

Copies to :

1. Secretary to the President.
2. Secretary to the Prime Minister.
3. Secretary to the Cabinet Ministers.
4. Auditor General.

## Vehicle Details as at 31.12.2015

Ministry :

Department/ Corporation/ Board/ Institution/ Project :

Nm	Type of Vehicle*	Model of the Vehicle**	Registration Number	Year of Manufacture	Date of Purchase or acquired	Institute to which the vehicle has been registered***	Basis (Own/ Rent/ Lease)	Assigned/ Pool	Assigned Person ( If Assigned )
1									
2									
3									
4									
5									
6									
7									
8									

I certify the above details are true & correct according to the vehicle inventory and vehicle are physically available.

Signature : .....

Certify by :

Name & Designation of Authorized Officer of the  
Department/ Corporation/ Statutory Board/ Institution/  
Project

Date : .....

Signature: .....

(Authorized Officer/ Internal Auditor of Ministry)

Date : .....

### Instructions to fill the form

- 1 Separate sheet should be filled by each institution.
- 2 Fill the format in " English" - use font type -" Times New Roman" - font size-12
- 3 Send this format along with soft copy or email to '[dma.treasury@gmail.com](mailto:dma.treasury@gmail.com)'
- 4 \* State the Type of Vehicle eg: Car/ Van/ Double Cab/ Bus etc...
- \*\* State the Model of the Vehicle eg: Toyota Hilux/ Nissan Navara
- \*\*\* This field should be filled with the name appeared in certificate of Registration.

## Adding new vehicles during the quarter

Ministry :

Year :

Quarter :

Department/ Corporation/ Board/ Institution/ Project :

Nm	Type of Vehicle*	Model of the Vehicle**	Registration Number	Year of Manufacture	Date of acquired	Institute to which the vehicle has been registered***	Basis (Own/ Rent/ Lease)	Assigned/ Pool	Assigned Person ( If Assigned )
1									
2									
3									
4									
5									
6									
7									
8									

I certify the above details are true & correct according to the vehicle inventory and vehicle are physically available.

Signature : .....

Certify by :

Name & Designation of Authorized Officer of the  
Department/ Corporation/ Statutory Board/ Institution/  
Project

Signature: .....

(Authorized Officer/ Internal Auditor of Ministry)

Date : .....

Date : .....

### Instructions to fill the form

- 1 Separate sheet should be filled by each institution.
- 2 Fill the format in " English" - use font type -" Times New Roman" - font size-12
- 3 Send this format along with soft copy or email to '[dma.treasury@gmail.com](mailto:dma.treasury@gmail.com)'
- 4 \* State the Type of Vehicle eg: Car/ Van/ Double Cab/ Bus etc...
- \*\* State the Model of the Vehicle eg: Toyota Hilux/ Nissan Navara
- \*\*\* This field should be filled with the name appeared in certificate of Registration.



**Disposal/ Transfer or any other change during the quarter**

Year :

Quarter :

Ministry :

Department/ Corporation/ Board/ Institution/ Project :

Nm	Type of Vehicle*	Model of the Vehicle**	Registration Number	Year of Manufacture	Institute to which the vehicle has been registered***	Date of change	Nature of change****	Remarks
1								
2								
3								
4								
5								
6								
7								
8								

I certify the above details are true & correct according to the vehicle inventory and inventory updated accordingly.

Signature : .....

Certify by

Name & Designation of Authorized Officer of the  
Department/ Corporation/ Statutory Board/ Institution/  
Project

Signature: .....  
(Authorized Officer/ Internal Auditor of Ministry)

Date : .....

Date : .....

**Instructions to fill the form**

- 1 Separate sheet should be filled by each institution.
- 2 Fill the format in " English" - use font type -" Times New Roman" - font size-12
- 3 Send this format along with soft copy or email to '[dma.treasury@gmail.com](mailto:dma.treasury@gmail.com)'
- 4 \* State the Type of Vehicle eg: Car/ Van/ Double Cab/ Bus etc...
- \*\* State the Model of the Vehicle eg: Toyota Hilux/ Nissan Navara
- \*\*\* This field should be filled with the name appeared in certificate of Registration.
- \*\*\*\* Disposal - D, Transfer - T, Other - O