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சமுர்த்தி அபிவிருத்தி திணைக்களம்
Department of Samurdhi Development



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நிதி அமைச்சு
சமுர்த்தி, வதிவிடப் பொதுளாதார, துணிநிதிய, சுயதொழில் மற்றும் வியாபார அபிவிருத்தி இராஜாங்க அமைச்சு
Ministry of Finance
State Ministry of Samurdhi, Household Economy, Micro Finance, Self Employment and Business Development

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Date

2021.01.31

Samurdhi Account Circular No: 01 /2021

All District Additional Directors General of Samurdhi / District Secretaries

MAIN All staff officers in the office

All District Samurdhi Directors / Accountants

All Divisional Secretaries / Accountants

training Officers in charge of the Center

Powers of Accounting Advisory and Financial Control - 2021

Head Office for Programs and Projects administered under Head No. 331 for the Department of Samurdhi Development, District Offices, Regional Offices 2021 EXPENDITURE CONTROL OF THE YEAR ATTACHED IS THE DOCUMENT OF TRANSFER OF POWERS UNDER 135. SAMURDHI ACCOUNT CIRCULAR NO: 02/2021 FOR GRANTING FINANCIAL POWERS TO NILLAMBE, SAMANALAWEWA, MATARA AND NILAVELI TRAINING CENTERS HAS ALSO BEEN ISSUED CONCURRENTLY WITH THIS CIRCULAR. MINISTRY OF FINANCE BUDGET CIRCULAR FOR THE YEAR 2021/2020 FOLLOW THE INSTRUCTIONS AND GUIDELINES GIVEN BY AND DO NOT GO BEYOND THAT. DISTRICT AND DIVISIONAL LEVEL ACTIVITIES OF THE SAMURDHI DEVELOPMENT PROGRAM WILL BE CARRIED OUT THIS YEAR AS USUAL UNDER THE SUPERVISION OF DISTRICT SECRETARIES AND DIVISIONAL SECRETARIES.

THE DELEGATION OF THESE POWERS IS PRIMARILY AUTHORIZATION, APPROVAL, CERTIFICATION AND PAYMENT FINANCIAL ACTIONS HAS BEEN PREPARED. DEFINITIONS OF THIS PROCESS AND THEIR RESPONSIBILITIES FOR CLARIFICATION, CONTACT IT IS IMPORTANT TO REFER TO 136, 137, 138 AND 139.

02. THE ASSIGNED TASKS SHOULD BE EXECUTED SUBJECT TO THE FOLLOWING RESTRICTIONS AND INSTRUCTIONS.

- 2.1 ALL POWERS MONETARY REGULATIONS, ESTABLISHMENTS CODE AND MINISTRY OF FINANCE, Ministry of Public Administration and Management, By the Secretaries of the Ministries of the State Ministry in charge of Samurdhi AND TO CIRCULARS AND INSTRUCTIONS ISSUED FROM TIME TO TIME BY THE DIRECTOR GENERAL OF THE DEPARTMENT OF SAMURDHI DEVELOPMENT AND INTERNAL GUIDANCE SHOULD BE IMPLEMENTED ACCORDINGLY.
- 2.2 WHEN POWERS ARE DELEGATED TO SEVERAL OFFICERS ON THE SAME SUBJECT, THE OFFICER DIRECTLY RESPONSIBLE FOR THE SAME SHALL EXERCISE THE POWERS.
- 2.3 AN OFFICER WHO DELEGATES POWERS TO HIS SUBORDINATE OFFICER WITHIN THE LIMITS OF THOSE POWERS SOME POWERS MAY BE DELEGATED TO SUBJECTS. BUT

WITH THAT BY THE OFFICERS WHO DELEGATE THE POWERS TO THE ACCOUNTING OFFICER ASSIGNED IS NOT EXEMPT FROM LIABILITY.

03. OFFICIAL BANK ACCOUNTS

BY THE DIVINEGUMA AMENDMENT ACT NO. 02 OF 2017 IN THE NAME OF THE DEPARTMENT OF SAMURDHI DEVELOPMENT FROM 01.02.2017 START AND MAINTAIN OFFICIAL BANK ACCOUNTS TO BE SENT DIRECTING AND ACTIVATING RESPONSIBLE DETAILS OF THE OFFICERS ARE GIVEN BELOW.

ACCOUNTS TO BE STARTED AND MAINTAINED ACCORDING TO THE INSTITUTIONAL LEVEL OF THE DEPARTMENT

| INSTITUTIONAL LEVEL | THE PURPOSE OF THE INITIATION | ACCOUNT NAME |
|--|--|--|
| MAIN OFFICE | TO SPEND AND COLLECT REVENUE UNDER THE ESTIMATED PROVISIONS | DIRECTOR GENERAL DEPARTMENT OF SAMURDHI DEVELOPMENT |
| | INVESTING FUNDS | SAMURDHI TRUST FUND |
| | IMPLEMENTATION OF SAMURDHI HOUSING PROGRAM | SAMURDHI HOUSING DEVELOPMENT LOTTERY FUND |
| | SAMURDHI SOCIAL SECURITY PROGRAM | SAMURDHI SOCIAL SECURITY FUND |
| | EMPLOYEE LOAN CIRCULATION PROGRAM | EMPLOYEE LOAN ACCOUNT |
| | LIVELIHOOD CYCLE FUNDING PROGRAM | SAMURDHI CIRCULAR FUND |
| DISTRICT LEVEL | TO SPEND AND COLLECT REVENUE UNDER THE ESTIMATED PROVISIONS | ADDITIONAL DIRECTOR GENERAL OF DISTRICT SAMURDHI |
| | SAMURDHI SOCIAL SECURITY PROGRAM | SAMURDHI DISTRICT SOCIAL SECURITY FUND |
| LOCAL LEVEL | TO SPEND AND COLLECT REVENUE UNDER THE ESTIMATED PROVISIONS | DIVISIONAL SECRETARY, NAME OF THE DIVISIONAL SECRETARIAT, DEPARTMENT OF SAMURDHI DEVELOPMENT |
| | SAMURDHI SOCIAL SECURITY PROGRAM | SAMURDHI REGIONAL SOCIAL SECURITY FUND |
| Samurdhi training Centers (Nillambe, Matara, Samana) (H) | CENTER REVENUE COLLECTION AND EXPENDITURE | OFFICER IN CHARGE (Samurdhi training Center Name) |
| Samurdhi training Centers (Nilaveli) | MAINTAINING IT AS A TRAINING CENTER OF THE SAMURDHI DEVELOPMENT DEPARTMENT | OFFICER IN CHARGE (Samurdhi training Center Name) |

04. OFFICERS IN CHARGE OF MANAGING AND ACTIVATING BANK ACCOUNTS TO BE STARTED AND MAINTAINED AT THE CORPORATE LEVEL OF THE DEPARTMENT

| INSTITUTIONAL LEVEL | THE PURPOSE OF THE INITIATION | ACCOUNT NAME | ACCOUNT MANAGEMENT OFFICER | ACCOUNT ACTIVATION OFFICERS |
|----------------------------|---|--|-----------------------------------|--|
| MAIN OFFICE | TO SPEND AND COLLECT REVENUE UNDER THE ESTIMATED PROVISIONS | DIRECTOR GENERAL, DEPARTMENT OF SAMURDHI DEVELOPMENT | SAMURDHI DIRECTOR GENERAL | DIRECTOR GENERAL / ADDITIONAL DIRECTOR GENERAL(CONTROL)/ CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) |
| | INVESTING FUNDS | SAMURDHI TRUST FUND (SAMURDHI TRUST FUND) | SAMURDHI DIRECTOR GENERAL | DIRECTOR GENERAL / CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) / DIRECTOR (INSTITUTIONS AND ADMINISTRATION) |
| | IMPLEMENTATION OF SAMURDHI HOUSING PROGRAM | SAMURDHI HOUSING DEVELOPMENT LOTTERY FUND | SAMURDHI DIRECTOR GENERAL | DIRECTOR GENERAL / CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) /DIRECTOR (INSTITUTIONS AND ADMINISTRATION) |
| | SAMURDHI SOCIAL SECURITY PROGRAM | SAMURDHI SOCIAL SECURITY FUND | SAMURDHI DIRECTOR GENERAL | DIRECTOR GENERAL / ACCOUNTANT (SOCIAL SECURITY) / DIRECTOR (SOCIAL SECURITY) |
| | EMPLOYEE LOAN CIRCULATION PROGRAM | EMPLOYEE LOAN ACCOUNT | SAMURDHI DIRECTOR GENERAL | DIRECTOR GENERAL / CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) / DIRECTOR (INSTITUTIONS AND ADMINISTRATION) |
| | LIVELIHOOD CHCREEFUNDRAISING PROGRAM | LIVELIHOOD CIRCULAR FUND | SAMURDHI DIRECTOR GENERAL | DIRECTOR GENERAL / CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) / DIRECTOR (ECONOMIC EMPOWERMENT AND RURAL DEVELOPMENT) |

| INSTITUTIONAL LEVEL | THE PURPOSE OF THE INITIATION | ACCOUNT NAME | ACCOUNT MANAGEMENT OFFICER | ACCOUNT ACTIVATION OFFICERS |
|---------------------|---|--|--|--|
| DISTRICT LEVEL | TO SPEND AND COLLECT REVENUE UNDER THE ESTIMATED PROVISIONS | ADDITIONAL DIRECTOR GENERAL OF DISTRICT SAMURDHI | DISTRICT SECRETARY (DISTRICT SAMURDHI ADDITIONAL DIRECTOR GENERAL) | DISTRICT ACCOUNTANT OF THE DEPARTMENT OR CHIEF ACCOUNTANT OF THE DISTRICT SECRETARIAT/ ACCOUNTANT DISTRICT SECRETARY / DISTRICT SAMURDHI ADDITIONAL DIRECTOR GENERAL /DISTRICT SAMURDHI DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR SAMURDHI MANAGER (ACCOUNTS) |
| | SAMURDHI SOCIAL SECURITY PROGRAM | SAMURDHI DISTRICT SOCIAL SECURITY FUND | DISTRICT SECRETARY (DISTRICT SAMURDHI ADDITIONAL DIRECTOR GENERAL) | DISTRICT SECRETARY / DISTRICT ADDITIONAL DIRECTOR GENERAL OF SAMURDHI / DISTRICT ACCOUNTANT OF THE DEPARTMENT OR HEAD OF THE DISTRICT SECRETARIAT ACCOUNTANT / ACCOUNTANT / DISTRICT SAMURDHI DIRECTOR / SAMURDHI MANAGER (SOCIAL SECURITY) |

| INSTITUTIONAL LEVEL | THE PURPOSE OF THE INITIATION | ACCOUNT NAME | ACCOUNT MANAGEMENT OFFICER | ACCOUNT ACTIVATION OFFICERS |
|--|--|--|--|---|
| LOCAL LEVEL | TO SPEND AND COLLECT REVENUE UNDER THE ESTIMATED PROVISIONS | DIVISIONAL SECRETARY, NAME OF THE DIVISIONAL SECRETARIAT, DEPARTMENT OF SAMURDHI DEVELOPMENT | DIVISIONAL SECRETARY | DIVISIONAL SECRETARY / REGIONAL SECRETARY IN THE OFFICE ACCOUNTANT ASSISTANT DIVISIONAL SECRETARY / SAMURDHI MANAGER (HEADQUARTERS) |
| | SAMURDHI SOCIAL SECURITY PROGRAM | SAMURDHI REGIONAL SOCIAL SECURITY FUND | DIVISIONAL SECRETARY | DIVISIONAL SECRETARY / REGIONAL SECRETARY IN THE OFFICE ACCOUNTANT / ASSISTANT DIVISIONAL SECRETARY / SAMURDHI MANAGER (HEADQUARTERS) |
| Samurdhi training Centers (Nillambe, Matara, Samanalawewa) | CENTER REVENUE COLLECTION AND EXPENDITURE | OFFICER IN CHARGE (Samurdhi training Center Name) | ASSISTANT DIRECTOR / OFFICER IN CHARGE | ASSISTANT DIRECTOR / OFFICER IN CHARGE SAMURDHI MANAGER |
| Nilaveli Samurdhi Center | HUMAN RESOURCE TRAINING AND DEVELOPMENT OF SAMURDHI DEVELOPMENT DEPARTMENT | OFFICER IN CHARGE (NAME OF SAMURDHI TRAINING CENTER) | DISTRICT ACCOUNTANT | DISTRICT ACCOUNTANT / OFFICER IN CHARGE |

Samurdhi Micro Finance Banking Sector Accounts

IN ADDITION TO THE ABOVE BANK ACCOUNTS, THE SAMURDHI MICROFINANCE DIVISION SHALL MANAGE THE ACCOUNTS OPERATED AT THE HEAD OFFICE, DISTRICT LEVEL, REGIONAL AND BANK ZONAL LEVELS AND BANK LEVELS WITH THE APPROVAL OF THE DIRECTOR GENERAL OF SAMURDHI MICRO FINANCE.

The Official Bank Account of the Head Office shall be established and maintained in accordance with the Integrated Financial Control Policy with the approval of the Treasury Operations Department, and all other Accounts of the Head Office and all Accounts at the Divisional and Divisional Secretariat level shall be authorized by the Director General and the Director General. should take. No bank account should be opened in addition to the bank accounts mentioned above and if such a need arises, it should be dealt with only with the approval of the Director General.

05. THE DELEGATION OF POWERS UNDER FR 135 SHOULD BE DONE AS FOLLOWS.

| WORK | MAIN OFFICE | DISTRICT SECRETARIAT | DIVISIONAL SECRETARIAT | SAMURDHI TRAINING CENTERS |
|-----------------------------------|--|---|--|---|
| AUTHORIZATION FOR EXPENSES | PROCUREMENT COMMITTEE /DIRECTOR GENERAL / ADDITIONAL DIRECTOR GENERAL(CONTROL) / DIRECTOR (ADMINISTRATION) | PROCUREMENT COMMITTEE /DISTRICT SECRETARY (DISTRICT ADDITIONAL DIRECTOR GENERAL OF SAMURDHI) | PROCUREMENT COMMITTEE / DIVISIONAL SECRETARY | DIRECTOR GENERAL / ADDITIONAL DIRECTOR GENERAL(CONTROL) / DIRECTOR (ADMINISTRATION) |
| APPROVAL | DIRECTOR GENERAL / ADDITIONAL DIRECTOR GENERAL(CONTROL) / DIRECTOR (INSTITUTIONS AND ADMINISTRATION) | DISTRICT SECRETARY (ADDITIONAL DIRECTOR GENERAL OF DISTRICT SAMURDHI) / DISTRICT SAMURDHI DIRECTOR | DIVISIONAL SECRETARY / ASSISTANT DIVISIONAL SECRETARY | DIRECTOR GENERAL / ADDITIONAL DIRECTOR GENERAL(CONTROL) / DIRECTOR (CONTROL) |
| CERTIFICATION | CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) | DISTRICT ACCOUNTANT OF THE DEPARTMENT OR CHIEF ACCOUNTANT OF THE DISTRICT SECRETARIAT | ACCOUNTANT OF THE DIVISIONAL SECRETARIAT | CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS) |
| PAYMENT | CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS)/ FINANCE ASSISTANT | DISTRICT ACCOUNTANT OF THE DEPARTMENT OR CHIEF ACCOUNTANT OF THE DISTRICT SECRETARIAT/ DEPUTY DIRECTOR / ASSISTANT DIRECTOR SAMURDHI MANAGER (ACCOUNTS) | ACCOUNTANT / DIVISIONAL SECRETARY / ASSISTANT DIVISIONAL SECRETARY OF THE DIVISIONAL SECRETARIAT / SAMURDHI MANAGER (HEADQUARTERS) | CHIEF ACCOUNTANT / ACCOUNTANT (SALARIES AND PAYMENTS)/ FINANCE ASSISTANT |

06. (i) SAMURDHI TRAINING CENTERS

THE FOLLOWING ARE ACTIVE UNDER THE DEPARTMENT SAMURDHI TRAINING CENTER HEADS ADMINISTERED BY THE OFFICE.

| TRAINING NAME OF THE CENTER | LOCATED IN THE DISTRICT | AUTHORITY IN CHARGE OF THE ADMINISTRATION OF THE CENTER |
|------------------------------------|--------------------------------|--|
| NILLAMBE TRAINING CENTER | MANAGEMENT KANDY | DIRECTOR GENERAL DEPARTMENT OF SAMURDHI DEVELOPMENT |
| SAMANALA Wewa TRAINING CENTER | RATNAPURA | DIRECTOR GENERAL DEPARTMENT OF SAMURDHI DEVELOPMENT |
| MATARA TRAINING CENTER | MATARA | DIRECTOR GENERAL DEPARTMENT OF SAMURDHI DEVELOPMENT |
| NILAVELI TRAINING CENTER | TRINCOMALEE | SOCIAL SECURITY FUND OF THE DEPARTMENT OF SAMURDHI DEVELOPMENT |

ABOVE NILLAMBE, SAMANALA Wewa AND MATARA TRAINING COLLECTION, EXPENDITURE AND ACCOUNTING OF RELEVANT CENTERS TRAINING BY THE OFFICER-IN-CHARGE OF THE CENTER TO BE DONE WHILE THOSE TRANSACTIONS SHOULD BE REPORTED TO THE HEAD OFFICE ON A MONTHLY BASIS. NILLAMBE, SAMANALAWewa, MATARA AND NILAVELI TRAINING CENTERS SHOULD ACT IN ACCORDANCE WITH THE CIRCULAR INSTRUCTIONS ISSUED BY ACCOUNTS CIRCULAR 02/2021.

(ii) CIRCUIT BUNGALOWS

BANDARAWELA AND MO.25 CIRCUIT BUNGALOWS IN RAGALA RESERVATIONS ARE MADE BY THE HEAD OFFICE RESPONSIBILITY FOR ALL FINANCIAL AND ADMINISTRATIVE ACTIVITIES RESTS WITH THE SAMURDHI DIRECTOR OF THE DISTRICT WHERE THE CIRCUIT BUNGALOW IS LOCATED. IN THESE CIRCUIT BUNGALOWS ANNUAL GOODS SURVEY BY THE DISTRICT SAMURDHI OFFICE TO BE DONE.

07. INVESTING SURPLUS FUNDS IN THE FUNDS OWNED BY THE DEPARTMENT

FUNDS OWNED BY THE DEPARTMENT UNDER THE SUPERVISION AND CONTROL OF THE CHIEF ACCOUNTANT MANAGEMENT OPERATION AND CONTROL INSTRUCTIONS ARE ISSUED IN A TIMELY MANNER AND ARE FUNDED IN ACCORDANCE WITH THOSE INSTRUCTIONS OPERATION AND CONTROL MUST BE DONE.

08. PAYMENT OF ALLOWANCES FOR OVERTIME, HOLIDAY PAY, TRAVEL EXPENSES AND ADDITIONAL DUTIES

2021 AS THE ALLOCATIONS MADE TO THE DEPARTMENT FOR THE YEAR ARE LIMITED, OVERTIME AND HOLIDAY PAY IS ALLOCATED TO THE HEAD OFFICE AND DISTRICT OFFICES FOR THE SUBJECT EXPENDITURE SHOULD BE MANAGED SO AS NOT TO EXCEED THE PROVISIONS. TRAVEL BELOW EXPENDITURE MAXIMUM IS THE NUMBER OF MONTHLY EXPENSES THAT CAN BE SPENT ON ESSENTIAL AND URGENT DUTIES FOR EXPENSES AND THE DEPARTMENT TO PAY THAT AMOUNT TO THE OFFICER ON A MONTHLY BASIS BOUND I EMPHASIZE THAT THERE IS NOT. AND THE ESTABLISHMENTS CODE IN THE PAYMENT OF SUCH ALLOWANCES AND STATE ADMINISTRATIVE Circulars, CASH The instructions given in the circulars should be strictly followed. that OVERTIME AND HOLIDAY PAY SHOULD BE PAID ACCORDING TO THE NEED OF THE SERVICE AND IT SHOULD BE NOTED THAT ONLY FOR URGENT DUTIES TO BE PERFORMED. MAXIMUM LIMITS ON TRAVEL EXPENSES AS FOLLOWS.

8.1 TRAVEL EXPENSES

PAYMENT OF TRAVEL EXPENDITURE UNDER BUDGET ESTIMATION PROVISIONS

| POSITION OF OFFICER | MAXIMUM MONTHLY ALLOWANCE IS Rs. |
|---|---|
| DISTRICT SAMURDHI DIRECTOR /DEPUTY DIRECTOR /ASSISTANT DIRECTOR | 6,000 /- |
| SAMURDHI MANAGER / AUDIT OFFICER (IN CHARGE OF DISTRICT AUDIT) | 5,500 /- |
| SAMURDHI MANAGER / SAMURDHI DEVELOPMENT OFFICER (IN CHARGE OF BANKING SUPERVISION) FROM THE BANK FUND | 5,500 /- |
| DISTRICT COORDINATING OFFICERS | 3,500 /- |
| VASAMBHARA SAMURDHI DEVELOPMENT OFFICERS | 1000 /- |
| SAMURDHI DEVELOPMENT OFFICER (ZONAL ASSISTANT) | 2,000 /- |
| SAMURDHI DEVELOPMENT OFFICER (PROJECT ASSISTANT) | 2,000 /- |
| SAMURDHI DEVELOPMENT OFFICER (SOCIAL DEVELOPMENT ASSISTANT) | 2,000 /- |
| DRIVER (HEAD OFFICE)/ DISTRICT OFFICES) | 6,000 /- |

* THE FOLLOWING INSTRUCTIONS SHOULD BE STRICTLY FOLLOWED WHEN PAYING TRAVEL EXPENSES SUBJECT TO THE ABOVE MAXIMUM LIMITS. AS THE GOVERNMENT'S PROVISION FOR PAYMENT OF TRAVEL EXPENSES IS LIMITED WITHIN THE ABOVE LIMITS, THE BANK FUND WILL ISSUE INSTRUCTIONS AND GUIDANCE IN THE FUTURE TO REIMBURSE THE EXPENSES INCURRED FOR BANKING DUTIES.

* COMBINED ALLOWANCES ARE NOT PAID WITHIN MUNICIPAL LIMITS.

* NON-FIELD OFFICE BEARERS WORKING IN THE HEAD OFFICE, DISTRICT SECRETARIATS AND DIVISIONAL SECRETARIATS ARE NOT ENTITLED TO ANY MONTHLY TRAVEL EXPENSES AND WHEN THEY GO TO THE HEAD OFFICE FOR OFFICIAL DUTIES AND TRAINING. ARRANGEMENTS SHOULD BE MADE TO PAY THE TOTAL TRAVEL EXPENSES AND THE COMBINED ALLOWANCE.

(A) TRAVEL EXPENSES WITHIN THE ALLOCATION LIMIT ALLOCATED TO EACH OFFICE ON A QUARTERLY BASIS PAYMENT SHOULD BE MANAGED AND IN CASE OF INADEQUATE PROVISION EXTRA PROVISIONS WILL NEVER BE ISSUED BY THE HEAD OFFICE.

(B) NO OFFICER SHALL BE ENTITLED TO RECEIVE THE MAXIMUM AMOUNT OF THE RECURRING MONTHLY EXPENSES.(DISTRICT DIRECTORS AND REGIONAL DEPUTY DIRECTORS SHOULD SUPERVISE AND CONTROL THAT FUNCTION.)

(C) PAYMENT OF TRAVEL EXPENSES IS MENTIONED IN THE ESTABLISHMENTS CODE AND PUBLIC ADMINISTRATION CIRCULARS MUST COMPLY WITH THE PROVISIONS.

TRAVEL EXPENSES SHOULD BE PAID ONLY FOR EMERGENCIES AND EMERGENCIES FOR SAMURDHI MANAGERS AND SAMURDHI DEVELOPMENT OFFICERS WHO ARE NOT APPLICABLE TO THE ABOVE SPECIAL POSTS AND THE TRAVEL EXPENSES ALLOWANCE FOR ALL THE ABOVE OFFICERS SHOULD BE PAID ACCORDING TO THE ACTUAL NUMBER OF DAYS TRAVELED. FOR OFFICERS WHO DO NOT FALL INTO SUCH SPECIAL CATEGORY, THE NUMBER OF DAYS FOR WHICH TRAVEL EXPENSES CAN BE PAID PER MONTH SHOULD NOT EXCEED 02 DAYS. PRIOR TO APPROVING THE PAYMENT OF TRAVEL EXPENSES, THE REQUIRED PROVISIONS SHOULD BE SATISFIED AND THE PROVISION SET ASIDE FOR THE PAYMENT OF TRAVEL EXPENSES SHOULD NEVER EXCEED THE LIMIT.

| POSITION OF OFFICER | FROM GOVERNMENT | FROM THE B.A. |
|--|-----------------|---------------|
| DISTRICT SECRETARY | 2500 /- | - |
| DIVISIONAL SECRETARY | 1500 /- | - |
| IN THE ABSENCE OF THE DISTRICT ACCOUNTANT OF THE DEPARTMENT ACTING CHIEF ACCOUNTANT WHEN | 2000 /- | - |
| ACCOUNTANT OF THE DIVISIONAL SECRETARIAT | 1000 /- | - |
| SHARP DISTRICT / DIVISIONAL SECRETARIAT | 300 /- | - |

IF A CHIEF ACCOUNTANT IS PERFORMING DUTIES IN THE SAMURDHI DEVELOPMENT DEPARTMENT, IT IS POSSIBLE TO OBTAIN LEAVE PAY FOR 02 DAYS WHEN THOSE DUTIES ARE PERFORMED.

8.2 OVERTIME PAY

2021 ADDITIONAL DUTIES HAVE TO BE PERFORMED ACCORDING TO THE DUTIES ASSIGNED TO EACH OFFICER IN THE YEAR CONSIDER ALSO THE INSTRUCTIONS ON PAYMENT OF OVERTIME ALLOWANCES IN THE ESTABLISHMENTS CODE BY BEING PERSONALLY SATISFIED THAT THERE ARE ENOUGH DUTIES TO WORK OVERTIME THEN OVERTIME SUBJECT TO THE BASIS OF OBTAINING OVERTIME SERVICE AS FOLLOWS PAYMENT APPROVED I WILL. THESE OVERTIME AMOUNTS SHOULD NOT BE CONSIDERED AS A COMPULSORY CLAIM AND THOSE LIMITS NONE BEYOND

OCCASIONALLY THEY SHOULD NOT EMPLOY THEIR OFFICERS IN OVERTIME. THE FOLLOWING LIMITATIONS EVERYONE WHO EXCEEDS MINISTRIES AT A TIME THE APPROVAL OF THE SECRETARY SHOULD BE OBTAINED.

| POSITION OF OFFICER | AMOUNT TO BE PAID FROM THE GOVERNMENT FUND (MONTHLY) HOURS | AMOUNT TO BE PAID FROM THE BANK FUND (MONTHLY) HOURS |
|---|---|---|
| DRIVER - RESERVED VEHICLES | 140 | - |
| DRIVER - POOL VEHICLES | 100 SPECIAL 40 | - |
| CLERK AND PARALLEL SERVICES | 20 | - |
| OFFICE ASSISTANT | 20 | - |
| SAMURDHI DEVELOPMENT OFFICERS (BANKING) | - | 20 |

40 HOURS OF OVERTIME FOR SPECIAL DUTIES CAN BE OBTAINED ONLY AFTER OBTAINING FORMAL APPROVAL FOR THOSE DUTIES. WITHIN THE ABOVE LIMITS, OVERTIME ALLOWANCES AND TRAVEL EXPENSES FOR THE TRANSPORTATION OF BANK STATIONERY TO THE HEAD OFFICE SHOULD BE PAID FROM THE BANKING STATIONARY CIRCULAR FUND AND OVERTIME ALLOWANCES AND TRAVEL EXPENSES FOR THE WORK OF THE MICROFINANCE BANKING DIVISION SHOULD BE PAID FROM THAT FUND. ALL RESPONSIBLE OFFICERS SHOULD MAKE A DETAILED NOTE OF THE SERVICE RENDERED ON THE OVERTIME ALLOWANCE AND TRAVEL EXPENDITURE VOUCHERS AND ACCURATELY RECORD THE SOURCE OF FUNDS IN THE UPPER LEFT CORNER OF THE OVERTIME AND TRAVEL EXPENDITURE VOUCHERS SO THAT THE SOURCE OF PAYMENT CAN BE IDENTIFIED. 2021AS THERE IS NOT ENOUGH PROVISION FOR OVERTIME PAY IN THE YEAR AS WELL, THE RELEVANT EXPENDITURE SHOULD BE CONTROLLED SPARINGLY AND NO ADDITIONAL PROVISIONS SHOULD BE MADE IN ADDITION TO THE ANNUAL ALLOCATION TO THE DISTRICT FOR TRAVEL EXPENSES AND OVERTIME ALLOWANCES. IF ADDITIONAL PROVISIONS ARE REQUIRED, THE CHIEF ACCOUNTANT SHOULD STATE THE MATTER OF PAYMENT. WITH RECOMMENDATION APPROVAL MUST BE OBTAINED FROM THE DIRECTOR GENERAL. WHEN APPROVING OVERTIME, THE APPROVING OFFICERS SHOULD BE MINDFUL OF THE AMOUNT OF ALLOCATION ALLOCATED.

IT IS THE RESPONSIBILITY OF THE STAFF OFFICERS IN CHARGE OF THE RELEVANT DIVISIONS TO ORGANIZE THE MONTHLY OVERTIME WORK IN THE HEAD OFFICE, DISTRICT OFFICES, DIVISIONAL SECRETARIATS IN COMPARISON TO THE ALLOCATIONS MADE TO THIS DEPARTMENT AND APPROVAL SHOULD BE OBTAINED FOR DEPLOYING OVERTIME ONLY FOR ESSENTIAL AND URGENT DUTIES.

AUTHORIZATION OFFICERS FOR OVERTIME ALLOWANCES

| HOURS | MAIN OFFICE | DISTRICT SECRETARIAT | DIVISIONAL SECRETARIAT |
|-----------------|--|-----------------------------|-------------------------------|
| Up to 20 | DIRECTOR (ADMINISTRATION) | DISTRICT SAMURDHI DIRECTOR | DIVISIONAL SECRETARY |
| Up to 40 | ADDITIONAL DIRECTOR GENERAL (ADMINISTRATION) | DISTRICT SECRETARY | DISTRICT SECRETARY |
| Up to 60 | DIRECTOR GENERAL | DIRECTOR GENERAL | DIRECTOR GENERAL |
| IF MORE THAN 60 | SECRETARY TO THE MINISTRY | SECRETARY TO THE MINISTRY | SECRETARY TO THE MINISTRY |

OFFICE ALLOWANCES

| OFFICERS | MONTHLY ALLOWANCE |
|--|-------------------|
| SAMURDHI DEVELOPMENT OFFICERS IN CHARGE OF WASAMBHARA AND ESTATE UNITS | Rs.500.00 |

8.3

FIELD OFFICER ALLOWANCES

SECRETARY OF THE MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT DATED 07.12.2017 CIRCULAR NO. 33/2017 AND THE DIRECTOR GENERAL OF INSTITUTIONS: EST / 7 / ALLOW / 03/2006 (TA) AND THE DIRECTOR (INSTITUTIONS AND ADMINISTRATION) OF THIS DEPARTMENT TO WHICH THE PAYMENTS ARE APPLICABLE AS APPROVED AND DEFINED BY THE LETTER DATED 23.11.2017 ACTION SHOULD BE TAKEN TO PAY THIS ALLOWANCE ONLY FOR THE DESIGNATED TITLES. AWARENESS WILL BE GIVEN AFTER THE HEAD OFFICE MAKES ADDITIONAL PROVISIONS FOR THE PAYMENT OF ARREARS.

8.4 HOLIDAY PAY

FOR ALL STAFF OFFICERS WORKING UNDER THIS DEPARTMENT, OVERTIME FOR OTHER OFFICERS WHO ARE NOT ENTITLED STATE ACCORDING TO ADMINISTRATIVE CIRCULAR NO. 21/2013 YOU ARE ENTITLED TO RECEIVE HOLIDAY PAY SUBJECT TO A MAXIMUM OF 02 DAYS PER MONTH. THIS DAY IN ALL CASES THE APPROVAL OF THE SECRETARY TO THE MINISTRY SHOULD BE OBTAINED THE NUMBER OF DAYS AVAILABLE PER MONTH SHOULD BE LIMITED TO 05)

9. PAYMENT OF GRATUITY

NEW EMPLOYEES ABSORBED INTO THE DEPARTMENT TO OFFICERS WHO REMAIN AS PAYMENT OF GRATUITY AND SURCHARGE FOR OUTGOING OFFICERS PAYMENTS 2021 IN THE YEAR DISTRICT SAMURDHI SHOULD BE DONE WITH THE APPROVAL OF THE ADDITIONAL DIRECTOR GENERAL. SUBMIT THE DISTRICT ADDITIONAL DIRECTOR OF SAMURDHI ALSO PROVIDES THE OPPORTUNITY CONSIDERING THE PRIORITIES RECEIVED BY THE DISTRICT SAMURDHI DIRECTOR WITH THE APPROVAL OF THE GENERAL SHOULD BE DONE. SPECIAL APPROVAL OF THE DIRECTOR GENERAL ONLY IN CASES UNDER POWERS AND APPROVALS OCCUR AND WILL MAKE YOU AWARE OF IT FROM TIME TO TIME.

RESIGNS WITH COMPENSATION AND GRATUITY SURCHARGES TO BE PAID FURTHER TO THE OFFICERS WHO WENT IF SO, THE SURCHARGES WILL ALSO BE ISSUED IN THIS MANNER TO USE AND PAY FOR MYSELF SHOULD BE ACTED UPON BY THE DISTRICT OFFICES A COMPENSATION TO THE RELEVANT OFFICER ON PAYMENT OF THE CHARGE AND GRATUITY AFTER CONFIRMING THAT IT WAS PAID BY HIS DISTRICT OFFICE HIMSELF ONLY THESE SURCHARGES SHOULD BE PAID.

9.1 1402 SUBJECT OF POSTAL AND COMMUNICATION EXPENDITURE

2021 PUBLIC TELEPHONE BILLS MONTHLY MAXIMUM TARIFF LIMIT FOR YEAR HEAD OFFICE, DISTRICT OFFICES AND 2,500.00 FOR REGIONAL OFFICES AND EXPENDITURE EXCEEDING THIS LIMIT NEED TO OFFICERS SUBMIT THE REQUIRED CONFIRMATIONS TO THE DIRECTOR GENERAL IN WRITING APPROVAL MUST BE OBTAINED. DUTIES OF DUTY PERFORMED IN CASES EXCEEDING THIS LIMIT PHONES WITH CONSIDERATION OF RELEVANT FUNDING SOURCE OR LIVELIHOOD ADMINISTRATION COSTS BILLS SETTLED SHOULD WORK TO TAKE. TO

PAY FOR INTERNET FACILITIES NECESSARY PROVISIONS WILL BE RELEASED THROUGH THE INFORMATION TECHNOLOGY DIVISION.

9.2 1003 (OTHER ALLOWANCES) EXPENDITURE SUBJECT

2021 PREPARED THE BUDGET ESTIMATE FOR THE YEAR 2020 SALARY IN JULY OF THE YEAR IN ANY ALLOWANCE OTHER THAN THE ALLOWANCE PAID WITH PROVISIONS UNDER THIS EXPENDITURE SUBJECT FOR PAYMENT NOT RELEASED. THEREFORE, ANY EXPENSES OTHER THAN THOSE EXPENSES SHOULD BE MATCHED WITH SALARIES REPORTS DO NOT TO ADVISE AND MAKE A NEW ADJUSTMENT TO THE SUBJECT OF THIS EXPENSE NEED TO IF SO, CONTACT THE CHIEF ACCOUNTANT OF THE HEAD OFFICE FOR ADVICE TO OBTAIN SHOULD WORK. PROVISIONS DUE TO TRANSACTIONS MADE WITHOUT IT IN CASE OF VIOLATION, IT WILL BE AUTHORIZED, APPROVED, CERTIFIED AND PAID ALL RECEIVED OFFICERS WILL BE HELD ACCOUNTABLE.

9.3 1401 SUBJECT OF TRANSPORT EXPENDITURE

PUBLIC ADMINISTRATION CIRCULARS ON REIMBURSEMENT OF EXPRESSWAY TOLLS UNDER THIS EXPENDITURE AS PRIOR APPROVAL OF THE HEAD OF THE DEPARTMENT IS REQUIRED AS PER NO. 02/2017 HEAD OFFICE OFFICERS OBTAIN THAT APPROVAL FROM THE DIRECTOR GENERAL OR ADDITIONAL DIRECTOR GENERAL DISTRICT OFFICE OFFICERS AND ADDITIONAL DIRECTOR GENERAL OF DISTRICT SAMURDHI OBTAINING THE RELEVANT PRIOR APPROVAL OF THE DIVISIONAL OFFICE OFFICERS FROM THE DIVISIONAL SECRETARY AS WELL ACTION SHOULD BE TAKEN. WHEN ISSUING TRAIN LICENSES HEAD OFFICE 331-1-1-0-1003 AND DISTRICT OFFICES AND DIVISIONAL SECRETARIATS 331-2-2-0-1003 SUBJECT OF EXPENDITURE THE SUBJECT OF EXPENDITURE AND THE RELEVANT EXPENDITURE BY THE DEPARTMENT OF RAILWAYS THROUGH THE ACCOUNT SUMMARIES TO THE TREASURY BY REPORTING ONLY EXPENDITURE ACCOUNTING DONE IS.

10. PURCHASE OF GOODS AND SERVICES

1. FOLLOW THE INSTRUCTIONS IN THE FINANCIAL REGULATIONS AND PROCUREMENT GUIDELINES WHEN PERFORMING WORK SUPPLIES AND SERVICES. FURTHER, THE PROVISIONS MENTIONED IN THE PROCUREMENT GUIDELINES 2006 AND THE AMENDMENTS MADE TO THOSE PROVISIONS PROCUREMENT SHOULD ALSO BE TAKEN INTO CONSIDERATION.
2. PRE THE PROCUREMENT PLAN SHOULD BE PREPARED ON THE BASIS OF THE ANNUAL ACTION PLAN AS PER THE PROCUREMENT GUIDELINES AND THE APPROVAL OF THE DIRECTOR GENERAL SHOULD BE OBTAINED FOR IT. COPIES OF APPROVED PROCUREMENT PLAN DEPUTY SECRETARY TO THE TREASURY, LINEAR SHOULD BE SUBMITTED TO THE SECRETARY AND AUDITOR GENERAL OF THE MINISTRY AND WHEN THE PLANNED PROCUREMENT ACTIVITIES ARE REVISED, THE AMENDMENTS SHOULD BE OBTAINED AS MENTIONED ABOVE..

11. PROCUREMENT COMMITTEES

HEAD OFFICE - DEPARTMENTAL PROCUREMENT COMMITTEE

| | | |
|------------------------------------|---|---|
| DIRECTOR GENERAL | - | CHAIRMAN |
| CHIEF ACCOUNTANT | - | MEMBER |
| LINEAR OF THE MINISTRY | - | MEMBER |
| STAFF OFFICER | - | |
| ACCOUNTANT (SALARIES AND PAYMENTS) | - | SECRETARY OF THE PROCUREMENT COMMITTEE |

DISTRICT LEVEL

I WILL APPOINT THE FOLLOWING DISTRICT PROCUREMENT COMMITTEE TO CARRY OUT THE ACTIVITIES OF THE DEPARTMENT AT THE DISTRICT LEVEL.

| | | |
|---|---|-----------|
| DISTRICT SECRETARY CHAIRMAN | - | |
| CHIEF ACCOUNTANT OF THE DISTRICT SECRETARIAT OR ACCOUNTANT OF THE DISTRICT SAMURDHI OFFICE | - | MEMBER |
| DISTRICT SAMURDHI DIRECTOR | - | MEMBER |
| PROCUREMENT MANAGER | - | SECRETARY |

LOCAL LEVEL

I APPOINT THE FOLLOWING MEMBERS TO THE PROCUREMENT COMMITTEE AT THE DIVISIONAL SECRETARIAT LEVEL.

| | | |
|--|---|------------------|
| DIVISIONAL SECRETARY CHAIRMAN | - | |
| ACCOUNTANT OF THE DIVISIONAL SECRETARIAT WHEN SAMURDHI NAKARU (HEADQUARTERS / BANKING SOCIETIES)- | - | MEMBER MEMBER |

DEPARTMENTAL PROCUREMENT COME ON MEMBERS FOR TU ON THE RECOMMENDATION OF THE DIRECTOR GENERAL LINEAR APPOINTED BY THE SECRETARY OF THE MINISTRY. TECHNICAL COMMITTEES SHALL BE APPOINTED TO ASSIST IN THE PROCUREMENT PROCESS AND SHALL BE APPOINTED BY THE DIRECTOR GENERAL, DISTRICT ADDITIONAL DIRECTOR GENERAL OR DIVISIONAL SECRETARY IN ACCORDANCE WITH SECTIONS 2.7.5 AND 2.7.7 OF THE PROCUREMENT GUIDELINES. SHOULD DO.

MARKET PRICE QUOTES METHODS FOR THAT WHEN SELECTING SUPPLIERS UNDER REGISTERED SUPPLIERS REGISTER, IN THE TELEPHONE DIRECTORY YELLOW PAGES, RAINBOW PAGES, REGISTERED SUPPLIERS IN DISTRICT SECRETARIATS AND DIVISIONAL SECRETARIATS NAMES DOCUMENTS CAN BE USED.

12. AUTHORITY AND LIMITS ON EXPENDITURE

| PURCHASING METHOD | LIMITATIONS |
|--|---|
| <p>PRICE PROCESSING METHOD</p> <p>PRICE PROCESSING METHOD</p> | <p>DIRECTOR GENERAL -WORK - BY INVITING NOT LESS THAN 03 SEALED BIDS RS. UP TO RS. 1,000,000 / -</p> <p>DIRECTOR GENERAL -GOODS & NON-CONSULTING SERVICES - BY CALLING NOT LESS THAN 03 SEALED BIDS RS. UP TO RS. 500,000 / -</p> <p>ADDITIONAL DIRECTOR GENERAL - GOODS & CONSULTING SERVICES - UP TO RS. 250,000 / - BY CALLING NOT LESS THAN 03 SEALED BIDS</p> <p><u>DEPARTMENTAL PROCUREMENT COMMITTEE</u> WORK- BY INVITING NOT LESS THAN 05 SEALED BIDS RS. UP TO 10,000,000 / -</p> <p>GOODS AND NON-CONSULTANCY SERVICES- BY INVITING NOT LESS THAN 05 SEALED BIDS RS. UP TO 10,000,000 / -</p> <p>GOODS AND NON-CONSULTANCY SERVICES - BY INVITING NOT LESS THAN 03 SEALED BIDS RS. UP TO RS. 5,000,000 / -</p> <p><u>DISTRICT SECRETARIAT PROCUREMENT COMMITTEE</u> WORK- BY INVITING NOT LESS THAN 05 SEALED BIDS RS. UP TO RS. 5,000,000 / -</p> <p>* GOODS AND NON-CONSULTANCY SERVICES- BY INVITING NOT LESS THAN 05 SEALED BIDS RS. UP TO RS. 5,000,000 / -</p> <p>GOODS AND NON-CONSULTANCY SERVICES- BY INVITING NOT LESS THAN 03 SEALED BIDS RS. UP TO RS. 1,000,000 / -</p> <p><u>DIVISIONAL SECRETARIAT PROCUREMENT COMMITTEE</u> WORK- BY INVITING NOT LESS THAN 05 SEALED BIDS RS. UP TO RS. 2,000,000 / -</p> <p>GOODS AND NON-CONSULTANCY SERVICES - UP TO RS. 2,000,000 / - BY CALLING NOT LESS THAN 05 SEALED BIDS</p> |
| <p>OPEN AND COMPETITIVE PRICING SYSTEM</p> | <p>DEPARTMENTAL TENDER BOARD - Rs.200 MILLIONTO</p> |
| <p>PURCHASE OF SMALL VALUE GOODS AND SERVICES ON ESSENTIAL AND URGENT NEEDS OUTSIDE THE PROCUREMENT PROCESS</p> | <p>DIRECTOR GENERAL - RS. UP TO 250,000 / - ADDITIONAL DIRECTOR GENERAL - RS. 150,000 / - DISTRICT SECRETARY - RS. UP TO 150,000 / - DISTRICT SAMURDHI DIRECTOR - RS. UP TO RS. 50,000 / - DIVISIONAL SECRETARY - RS. UP TO RS. 50,000 / -</p> |

THE APPROVAL AUTHORITY OF THE PROCUREMENT COMMITTEE DECISIONS AT THE ABOVE LEVELS IS AS FOLLOWS.

DEPARTMENTAL PROCUREMENT COMMITTEE - SECRETARY, Linear Ministry of
 Departmental Minor Procurement Committee- DIRECTOR GENERAL , DEPARTMENT OF
 SAMURDHI DEVELOPMENT
 DISTRICT PROCUREMENT COMMITTEE- DIRECTOR GENERAL , DEPARTMENT OF SAMURDHI
 DEVELOPMENT
 REGIONAL PROCUREMENT COMMITTEE - DISTRICT SECRETARY(ADDITIONAL
 DIRECTOR GENERAL OF DISTRICT SAMADHI)

13. MINOR MONEY SUPREMACY

B.C. AS PER 371 (2) (A) THE AGREEMENT MAY ISSUE MINOR CASH TO THE FOLLOWING OFFICERS. THE COST OF OBTAINING SERVICES USING THIS SMALL AMOUNT OF INTERIM MONEY IS OUTWEIGHED BY THE COST OF A ONE-TIME BILL.

| OFFICER / INSTITUTION THAT CAN BE SPENT AT ONCE | MONEY IS THE ULTIMATE AMOUNT | AMOUNT |
|--|------------------------------|---------------|
| 1. DIRECTOR GENERAL (CODE) | - Rs. 15,000 / - | Rs.5000 / - |
| 2. ADDITIONAL DIRECTOR GENERAL | - Rs. 10,000 / - | Rs 5000 / - |
| 3. ACCOUNTANT (SALARY AND PAYMENTS) | - Rs. 15,000 / - | Rs. 5000 / - |
| 4. DISTRICT SAMURDHI DIRECTOR | - Rs. 10,000 / - | Rs. 2000 / - |
| 5. OFFICER IN CHARGE (SAMURDHI TRAINING CENTERS) | - Rs. 15,000 / - | Rs. 2500 / - |
| 7. OFFICER IN CHARGE (NILAVELI TRAINING CENTER) | - Rs. 15,000 / - | Rs. 2500 / - |
| 8. DISTRICT SAMURDHI DIRECTOR / DIRECTOR / DEPUTY DIRECTOR / ASSISTANT DIRECTOR / STAFF LEVEL HEADS | - Rs. 5,000 / - | Rs. 2,000 / - |

NB I WOULD LIKE TO INFORM YOU THAT AGRIMA WILL ISSUE SMALL AMOUNTS OF MONEY ONLY FOR THE ADMINISTRATION AND ACCOUNTS DIVISIONS OF THE HEAD OFFICE.

14. INSTANTANEOUS INTERIM AGRIMA

ON SPECIAL OCCASIONS 371 ACCORDING TO RS. AN ACTING INTERIM AGREEMENT NOT EXCEEDING RS. 100,000.00 CAN BE RELEASED BY A STAFF GRADE OFFICER WITH THE APPROVAL OF THE DIRECTOR GENERAL. IF MORE THAN RS. 100,000 / - IS REQUIRED FOR THE ACTING INTERIM, IT CAN BE OBTAINED WITH THE APPROVAL OF THE TREASURY OPERATIONS DEPARTMENT OF THE GENERAL TREASURY AND IT SHOULD BE SETTLED AS SOON AS THE WORK IS COMPLETED AFTER OBTAINING THE ACTING INTERIM ACT OFFICERS WHO DO NOT MAKE SUCH SETTLEMENTS WITHIN THE STIPULATED TIME SHOULD NOT BE ISSUED A NEW AGGRIEVED AGAIN.

THE FOLLOWING INSTRUCTIONS SHOULD BE FOLLOWED IN OBTAINING THE ACTING INTERIM AGREEMENT FOR TRAINING PROGRAMS AND OTHER DEVELOPMENT ACTIVITIES AND IN RESOLVING THE ACTING INTERIM AGREEMENT.

- i. AN ESTIMATE OF THE EXPECTED COST TO BE INCURRED FOR THE WORK TO BE PERFORMED MUST BE SUBMITTED, WITH THE APPROVAL OF THE DIRECTOR-GENERAL.
 - ii. THE WORK THAT IS EXPECTED TO GET THE REAL-TIME INTERIM AGREEMENT IS THE ANNUAL ACTIVE SHOULD BE INCLUDED IN THE PLAN.
 - iii. THE EXPECTED COST INCLUDED IN THE ACTION PLAN SHOULD NOT BE EXCEEDED.
 - iv. THE ADVANCE SHOULD BE PAID AS SOON AS THE WORK IS COMPLETED.
 - v. ONLY THE FOLLOWING EXPENSES WILL BE ALLOWED TO BE COVERED AS RESOURCE ALLOWANCES IN THE SETTLEMENT OF THE ACTUAL INTERIM AGREEMENT.
- VI SUBJECT TO A MAXIMUM OF 03 HOURS PER DAY ON THE BASIS OF NON-PAYMENT OF ANY OTHER ALLOWANCE B PAYMENT OF ALLOWANCES TO PRISON RESOURCE PERSONS AS FOLLOWS.

| | | |
|---|---|---------------|
| UNIVERSITY DEANS / PROFESSORS / LECTURERS AND NATIONAL LEVEL AWARDEES PER HOUR | } | - Rs. 1000 /- |
|---|---|---------------|

| | | |
|---|---|--------------|
| IN SRI LANKA ADMINISTRATIVE SERVICE AND PARALLEL SERVICES GRADE I OFFICERS / HEADS OF DEPARTMENTS / UNIVERSITY LECTURERS / POST GRADUATES LECTURERS / LECTURERS / EDUCATION WITH PER HOUR FOR SERVICE OFFICERS | } | - Rs. 900 /- |
|---|---|--------------|

| | | |
|----------------------------|---|------------|
| PER HOUR FOR POSTGRADUATES | - | Rs. 600 /- |
|----------------------------|---|------------|

| | | |
|--|---|------------|
| PER HOUR FOR OTHER QUALIFIED LECTURERS | - | Rs. 500 /- |
|--|---|------------|

- IV.II INTERNAL RESOURCE PERSONS SHOULD BE PAID ALLOWANCES SUBJECT TO THE ABOVE CONDITIONS ONLY FOR THAT PERIOD IF THEY HAVE ACTED AS RESOURCE PERSONS OUTSIDE THEIR REGULAR DUTIES.

- IV.III LABOR WAGES ARE Rs. 200 /-

- VI. HOSPITALITY ACTIVITIES (FOR PARTICIPANTS) MAXIMUM PER PERSON

| | | |
|--|---|------------|
| SHORT EATS MORNING AND EVENING TEA WITH Rs (Rs. 150 / * 2) | - | Rs. 300 /- |
| FOR BREAKFAST | - | Rs. 200 /- |
| FOR LUNCH | - | Rs. 350 /- |
| FOR DINNER | - | Rs. 250 /- |
| POTTERY AND CERAMICS DRINKING WATER FOR A BOTTLE | - | Rs. 40 /- |

- VII. STATIONERY (WITH A FILE AND PEN CONTAINING PRINTED DOCUMENTS RELATED TO THE PROGRAM) COSTS Rs. 50 /-

- VIII. WHEN OBTAINING LECTURE HALL FACILITIES, PRIORITY SHOULD BE GIVEN TO OBTAINING LECTURE HALLS FROM GOVERNMENT INSTITUTIONS AND DEPARTMENTS,

AND IF THE HALLS OF OTHER INSTITUTIONS ARE USED, A FORMAL SELECTION PROCEDURE SHOULD BE FOLLOWED. AS WELL AS NOISE INCLUDING TRAINING EQUIPMENT THE SAME GOES FOR OBTAINING BROADCASTING EQUIPMENT SHOULD DO.

- VIII. RESOURCES PRIORITY SHOULD BE GIVEN TO GOVERNMENT AGENCIES IN PROVIDING ACCOMMODATION FOR SUBSCRIBERS AND IN CASES WHERE THIS IS NOT THE CASE, PRIOR APPROVAL SHOULD BE OBTAINED. (INCLUDING FOOD AND BEVERAGES)
- IX. NO ADVANCE FUEL COSTS FOR VEHICLES USED FOR TRAINING AND DEVELOPMENT PROGRAMS MUST. FUEL ORDERS FOR VEHICLES SHOULD BE OBTAINED WITH THE APPROVAL OF THE DIRECTOR (INSTITUTIONS AND ADMINISTRATION) AND REFUNDED FUEL EXPENDITURE IN CASE OF EMERGENCY. RS CREDIT CAN BE OBTAINED WITH THE PRIOR APPROVAL OF THE RELEVANT STAFF GRADE OFFICER ADDITIONAL DIRECTOR GENERAL (ADMINISTRATION) / OBTAIN FROM THE DIRECTOR (ADMINISTRATION) AND SUBMIT SEPARATE VOUCHERS FOR REIMBURSEMENT OF SUCH EXPENSES. OTHERWISE THOSE EXPENSES WILL NOT BE ALLOWED TO BE REIMBURSED.
- X. ACT IN ACCORDANCE WITH THE ABOVE PROVISIONS IN RESOLVING THE INTERIM INJUNCTION REPLENISHMENT BETWEEN DUTIES RS RESOURCE ALLOWANCE DOCUMENTS, EXPENDITURE REPORTS, BILLS, FUEL BILLS SHOULD BE DULY COMPLETED WITH THE VARIABLE.

15. REPAIR AND MAINTENANCE OF VEHICLES, MACHINERY AND EQUIPMENT

1. FOR THE ABOVE REASONS 785 AND PROCUREMENT GUIDELINES SANGI DRAW YOUR ATTENTION TO THE PROVISIONS OF PUBLIC ADMINISTRATION CIRCULAR 30/2016 ISSUED BY THE SECRETARY TO THE MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT REGARDING THE MAINTENANCE OF PUBLIC VEHICLES AND PUBLIC TRANSPORT.
2. IF THERE ARE GOVERNMENT WORKSHOPS FOR REPAIRING VEHICLES, MACHINERY OR OTHER EQUIPMENT, IT SHOULD BE DONE THERE.
3. IF NOT, REPAIRS SHOULD BE MADE UNDER BID AND URGENT AND URGENT REPAIRS SHOULD BE DONE WITHIN THE FOLLOWING LIMITS. SHOULD WORK IN.

MAIN OFFICE

- | | |
|---|-----------------------|
| A. DIRECTOR GENERAL | -Rs.2Up to 00,000.00 |
| B. ADDITIONAL DIRECTOR GENERAL (ADMINISTRATION) | - Rs. Up to 50,000.00 |
| C. DIRECTOR (ADMINISTRATION) | - Up to Rs. 30,000.00 |

DISTRICT OFFICES

- | | |
|---|-----------------------|
| A. DISTRICT ADDITIONAL DIRECTOR GENERAL OF SAMURDHI | - Rs. Up to 50,000.00 |
| B. DISTRICT SAMURDHI DIRECTOR | - Up to Rs. 20,000.00 |

WHENEVER ANY REPAIR EXCEEDS RS. 200,000 / - ON THE RECOMMENDATION OF A QUALIFIED ENGINEER LINEAR SHOULD BE DONE ONLY WITH THE FULL APPROVAL OF THE SECRETARY TO THE MINISTRY AND FORMALLY CALLED FOR BIDS SUBJECT TO THE APPROVAL OF THE PROCUREMENT BOARD.

16. ISSUING FUEL ORDERS

THE FOLLOWING ARE THE SIGNING AUTHORITIES FOR FUEL ORDERS WHEN VEHICLES RECEIVE FUEL.

MAIN OFFICE

DIRECTOR GENERAL /ADDITIONAL DIRECTOR GENERAL (CONTROL)/ DIRECTOR
(ADMINISTRATION)
ADMINISTRATIVE OFFICER

DISTRICT OFFICES

ADDITIONAL DIRECTOR GENERAL OF DISTRICT SAMURDHI
DISTRICT SAMURDHI DIRECTOR

FUEL CONSUMPTION, FUEL ADVANCE AND TRACK RECORD SHOULD BE MAINTAINED AS FOLLOWS.

AFTER EACH FUEL TEST, A FUEL TEST SHOULD BE PERFORMED AGAIN AFTER A PERIOD OF 12 MONTHS, AFTER A DISTANCE OF 25,000 KM, OR AFTER A MAJOR OVERHAUL OF THE ENGINE. TO DO THIS, THE TANK MUST BE COMPLETELY REFUELED AFTER DRIVING 80 KM IN AND OUT OF THE CITY. DIVIDE THE NUMBER OF KILOMETERS DRIVEN BY THE NUMBER OF LITERS OF FUEL USED TO FILL THE SECOND TANK TO CALCULATE THE AMOUNT OF FUEL BURNED PER KILOMETER.

WHEN A RESERVE VEHICLE IS ALLOWED TO TRAVEL MORE THAN 100 KM (200 KM) ON DUTY, AN ADVANCE PAYMENT MUST BE MADE TO THE OFFICER AUTHORIZED TO USE THE VEHICLE AND REFUELED.

A NOTE REGARDING VEHICLES SHOULD BE MAINTAINED AS PER FORM 01 OF PUBLIC ADMINISTRATION CIRCULAR NO. 30/2016. THIS MODEL SHOWS THE AMOUNT OF FUEL USED SINCE THE FUEL TEST AND THE AMOUNT USED LAST MONTH. DIRECTOR TO CHECK IF THERE IS ANY SERIOUS ADVERSE CHANGE DUE TO TECHNICAL FAULT OR CORRUPTION (INSTITUTIONS AND ADMINISTRATIONS) SHOULD HAVE THE VEHICLE INSPECTED IMMEDIATELY.

17. AUTHORIZATION FOR HOLIDAY PAY

MAIN OFFICE

DIRECTOR GENERAL
ADDITIONAL DIRECTOR GENERAL
DIRECTOR (ADMINISTRATION)

AUTHORIZING OFFICER

- ALL STAFF OFFICERS
- ALL OTHER OFFICERS
- OTHER ALL[©] OFFICERS

DISTRICT OFFICES

AUTHORIZING OFFICER

ADDITIONAL DIRECTOR GENERAL OF DISTRICT SAMURDHI
OFFICERS DISTRICT SAMURDHI DIRECTOR
OFFICERS

ALL STAFF
ALL OTHER

REGIONAL OFFICES

AUTHORIZING OFFICER

PROF.LOCAL SECRETARY

ALL OFFICERS

18. ASSETS ACQUISITION

1. ALL ASSETS RELATED ACTIVITIES ARE HANDLED BY THE ASSET MANAGEMENT UNIT.

1.1 ACQUISITION OF LANDS TO THE DEPARTMENT

ACQUISITION OF LANDS TO THE DEPARTMENT SHOULD BE DONE ONLY IN THE FOLLOWING MANNER.

ACQUISITION OF GOVERNMENT LANDS

IF A SAMURDHI COMMUNITY BASED BANK HAS BEEN ESTABLISHED ON A GOVERNMENT LAND, THE LAND SHOULD BE TAKEN OVER BY THE SAMURDHI DEPARTMENT. A REQUEST MADE BY THE DIRECTOR GENERAL (HEAD OF THE INSTITUTION) TO THE RELEVANT DIVISIONAL SECRETARY A REQUEST IS MADE SHOULD DO. THEREAFTER THE RELEVANT LAND IS HANDED OVER TO THE DEPARTMENT WITH THE APPROVAL OF THE DIVISIONAL SECRETARY, LAND COMMISSIONER GENERAL. AN ASSIGNMENT CERTIFICATE WILL BE ISSUED TO THE DEPARTMENT FOR THIS PURPOSE.

ACQUISITION OF PRIVATE LANDS

ACQUISITION OF MORE ACCURATE AND TRANSPARENT SYSTEMATIC LAND ACQUISITION BY THE DEPARTMENT OF PRIVATE LANDS. THE MONEY OF THE DEPARTMENT IS NOT SPENT HERE AND THE APPROVAL OF THE DIRECTOR GENERAL OF BUDGET SHOULD BE OBTAINED TO ALLOCATE THE NECESSARY FUNDS FOR THE ACQUISITION OF THE LAND ON THE COLLECTIVE ALLOCATION OF THE MINISTRY OF LANDS. PRIOR TO THAT THE GROSS VALUATION VALUE OF THE LAND SHOULD BE OBTAINED FROM THE VALUATION DEPARTMENT.

ALONG WITH THE VALUATION REPORT, THE ACQUISITION PROPOSAL, APPLICATION FORM, LAND DESCRIPTION REPORT, IF THERE IS A SURVEY PLAN FOR THE LAND OR AN OUTLINE OF THE LOCATION OF THE LAND SHOULD BE SUBMITTED TO THE HEAD OFFICE.

AND THEN THOSE DOCUMENTS to Secretary , Samurdhi, Home economics, Microfinance, Self-employment, business State Ministry of Development and Utilities State Resource Development LAND BY REFERRED TO THE MINISTRY.

THE MINISTRY OF LANDS HAS INSTRUCTED THE RELEVANT DIVISIONAL SECRETARIES TO TAKE NECESSARY ACTION TO ACQUIRE THE PROPOSED LAND AND THE ACQUISITION PROCESS WILL BE CARRIED OUT.

ACQUISITION OF LANDS BELONGING TO THE LAND REFORMS COMMISSION (LRC)

THERE ARE THREE WAYS IN WHICH THIS INSTITUTION DISPOSES LAND.

- a) BY SALE
- b) BY LEASING
- c) BY ACQUISITION

THE LAND REFORMS COMMISSION DISPOSES OF LANDS TO THE SAMURDHI DEPARTMENT ACCORDING TO THE ACQUISITION PROCESS. IN SUCH CASES THE SAME PROCEDURE SHOULD BE FOLLOWED FOR THE ACQUISITION OF PRIVATE LANDS BY THE DEPARTMENT.

IN ADDITION, LANDS OWNED BY OTHER DEPARTMENTS, AUTHORITIES, LOCAL GOVERNMENT BODIES ETC. SHOULD BE NEGOTIATED WITH THOSE INSTITUTIONS AND NECESSARY ACTION SHOULD BE TAKEN TO TAKE OVER.

THE CONTROL, MAINTENANCE AND COLLECTION OF REVENUE OF LANDS BELONGING TO THE VARIOUS AUTHORITIES ABSORBED IS VESTED IN THE DISTRICT SECRETARY OF THE DISTRICT IN WHICH THE PROPERTY IS LOCATED. VARIOUS PROBLEMS HAVE ARISEN IN TAKING OVER A LARGE NUMBER OF SAMURDHI BANK BUILDINGS BELONGING TO THE SRI LANKA SAMURDHI AUTHORITY WHICH HAVE BEEN HANDED OVER TO THE DEPARTMENT. SINCE MOST OF THE BANK BUILDINGS ARE BUILT ON GOVERNMENT LANDS, THE DISTRICT SAMURDHI DIRECTORS ARE RESPONSIBLE FOR THE ACQUISITION OF SUCH LANDS BY THE DIVISIONAL SECRETARIES AND DISTRICT SECRETARIES UNDER THE ABOVE SYSTEM. DISTRICT SAMURDHI DIRECTORS ARE RESPONSIBLE FOR SETTLING THE OWNERSHIP OF LANDS AND THEIR PROTECTION.

1.2 CONSTRUCTION OF BUILDINGS

1.3 COORDINATING THE ACTIVITIES OF ALL THE TECHNICAL OFFICERS OF THE DEPARTMENT

1.4 CONSTRUCTION OF HEADQUARTERS BUILDINGS OF THE DEPARTMENT

1.5 ANNUAL GOODS SURVEY

2. ASSET MANAGEMENT

ALL ACQUIRED ASSETS ARE INCLUDED IN THE ASSET REGISTERS AS FOLLOWS
MANAGEMENT IN THE ACCOUNTS SECTION CONDUCTED BY THE ASSET MANAGEMENT UNIT.

- LANDS
- BUILDINGS
- VEHICLES
- OTHER ASSETS
- CONSUMER ASSETS
- COMPUTER ACCESSORIES DOCUMENTATION

2.1 WHEN KEEPING ACCOUNTS ON ACCRUAL BASIS AND IN PREPARING THE ANNUAL APPROPRIATION ACCOUNT ALL THE ABOVE ASSETS OF THE DEPARTMENT SHOULD BE ASSESSED OR VALUED AND REPORTS SHOULD BE SUBMITTED AS FOLLOWS. FOLLOW THE INSTRUCTIONS IN. TO FACILITATE THIS TASK, THE ASSETS SHOULD BE CLASSIFIED ACCORDING TO THE FOLLOWING CATEGORIES AND THE VALUE CALCULATED.

1. FIXED ASSETS BUILDINGS - BUILDING AND STRUCTURES
 NON-RESIDENTIAL BUILDINGS - NON RESIDENTIAL BUILDING
 OTHER CONSTRUCTIONS - OTHERS STRUCTURES
 MACHINERY AND EQUIPMENT - MACHINERY AND EQUIPMENT
 OTHER MACHINERY AND EQUIPMENT - OTHERS MACHINERY AND
 EQUIPMENT
 COMPUTER ACCESSORIES - COMPUTER
2. INVENTORY GOODS
3. OTHER ASSETS - LANDS

EACH DISTRICT OFFICE SHOULD ASSESS AND OBTAIN VALUES FROM THE REGIONAL OFFICES OF THE LAND AND BUILDING VALUATION DEPARTMENT BELONGING TO THE SAMURDHI DEVELOPMENT DEPARTMENT WITHIN THE DISTRICT. ALSO, DEEDS AND PLANS AND BUILDING PLANS FOR EACH LAND AND BUILDING SHOULD BE SUBMITTED TO THE VALUATION DEPARTMENT AND THIS WORK SHOULD BE DONE UNDER A PROPER COMBINATION. A COPY OF THE ASSESSED VALUE OBTAINED BY THE VALUATION DEPARTMENT DIRECTLY TO THE CHIEF ACCOUNTANT OF THE HEAD OFFICE 2020.02.28 MUST BE DELIVERED BEFORE THE DUE DATE.

THE VALUE OF THE VEHICLES SHOULD BE ASSESSED WITH THE ASSISTANCE OF THE MOTOR INSPECTION OFFICERS WORKING IN THE DISTRICT OFFICES OF THE DEPARTMENT OF THE COMMISSIONER OF MOTOR TRAFFIC. OTHER FIXED ASSETS SHOULD BE CALCULATED ON THE BASIS OF GROSS MARKET VALUE OR PURCHASE VALUE AND THE VALUE OF ALL THESE ASSETS AS AT 31.12.2017 ACCRUED TO MATCH THE ACCOUNT 2021.02.28 MUST BE DELIVERED TO HEAD OFFICE PRIOR TO THE DATE. THESE REPORTS SHOULD BE CATEGORIZED AND SUBMITTED UNDER THE CODES INTRODUCED BY THE PUBLIC ACCOUNTS DEPARTMENT AND IT IS EMPHASIZED THAT ALL DISTRICT ACCOUNTANTS SHOULD PERFORM THIS FUNCTION ON A PRIORITY BASIS.

19. ANNUAL GOODS SURVEY

B.C. ANNUAL GOODS SURVEY SHOULD BE CARRIED OUT AT THE HEAD OFFICE, ALL DISTRICT OFFICES AND REGIONAL OFFICES AS PER 756/770. DISTRICT SAMURDHI DIRECTORS SHOULD ENSURE THAT THE SAMURDHI COMMUNITY BASED BANK SOCIETIES, SAMURDHI COMMUNITY BASED BANKS AND ALL INSTITUTIONS BELONGING TO THE DEPARTMENT AT THE DISTRICT SAMURDHI OFFICES AND REGIONAL SAMURDHI OFFICES IN THE DISTRICT CONDUCT THE SURVEY OF GOODS. ALL TRAINING ANNUAL INVENTORY SURVEY OF THE CENTERS SHOULD BE DONE BY THE HEAD OFFICE. REMOVAL OF SUCH ITEMS FROM INVENTORY BOOKS AFTER DISPOSAL, REPAIR OR SALE AS PER THE OBSERVATIONS OF THE BOARD OF SURVEY SHOULD DO. WHEN CUTTING FROM BOOKS, THE APPROVAL OF THE DIRECTOR GENERAL SHOULD BE OBTAINED IN THAT REGARD. COPIES OF THE LETTERS OF APPOINTMENT OF THE SURVEY BOARDS RELEVANT TO THE INSTITUTIONS LOCATED IN EACH DISTRICT SHOULD BE SUBMITTED TO THE HEAD OF THE DEPARTMENT. I WOULD ALSO LIKE TO DRAW YOUR ATTENTION TO THE ADVICE IN THE FISCAL CIRCULARS ISSUED ONLINE.

20. CUTS AND OMISSIONS FROM LOST BOOKS

| AUTHORIZED OFFICER TO ACT ON DAMAGES | DESCRIPTION OF THE DAMAGE | FINANCIAL LIMIT |
|---|---|---|
| CHIEF ACCOUNTING OFFICER WHO IS A SECRETARY TO THE MINISTRY | (A) NORMAL DRYING, SHRINKAGE, DETERIORATION, ETC. | WITHIN PERCENTAGES PILOTTED BY THE TREASURY |
| | (B) DAMAGE AT SEA OR BY AIR | DAMAGE NOT EXCEEDING Rs. 5,000,000 / - |
| | (C) DAMAGES CAUSED BY BREACH OF CONTRACT BY MERCHANTS, SHIPPERS, SHIPPING AGENTS OR UNLOADING COMPANIES | |
| | (D) THE FOLLOWING OTHER DAMAGES (i) ACCORDING TO Rs.105 (1) | DAMAGE NOT EXCEEDING Rs. 2,000,000 / - |
| (11) WHEN THERE IS NO FRAUD OR ERROR IN THE EXISTING SYSTEM | DAMAGE NOT EXCEEDING Rs. 5,000,000 / - | |
| CHIEF ACCOUNTING OFFICER WHO IS NOT A SECRETARY TO THE MINISTRY | ACCORDING TO Rs.105 (1) | DAMAGE NOT EXCEEDING Rs. 1,000,000 / - |
| ACCOUNTING OFFICER | (A) DAMAGE NOT REQUIRED TO BE REPORTED UNDER FR104 (2) | |
| | (B) SECTION (105 (1)) OF THE PENAL CODE | DAMAGE NOT EXCEEDING Rs. 250,000 / - |

ALL BUT THE ABOVE MENTIONED LOSSES SHOULD BE SUBMITTED TO THE SECRETARY OF THE MINISTRY FOR DEDUCTION FROM THE BOOKS ON LOSSES. EVERY INSTITUTION SHOULD MAINTAIN A RECORD OF DAMAGES / LOSSES. LOSSES / LOSSES INCURRED DURING THE FINANCIAL YEAR SHOULD BE REPORTED FOR INCLUSION IN THE APPROPRIATION ACCOUNT.

21. CREDIT AND ADVANCE ACCOUNTING ACTIVITIES

21.1 ADVANCE B ACCOUNT OF PUBLIC OFFICERS

2021 IN THE YEAR THE SPECIAL ADVANCES AND FESTIVAL ADVANCES FOR THE STAFF OF THE DEPARTMENT SHOULD BE PAID FROM THE ADVANCE ACCOUNT OF PUBLIC OFFICERS. FURTHER, THE PAYMENT OF DISTRESS LOANS TO THE OFFICERS BELONGING TO THE ISLAND WIDE SERVICES AND INTEGRATED SERVICES SERVING IN THE DEPARTMENT WILL BE DONE ONLY BY THE HEAD OFFICE UNDER THIS ACCOUNT AND THE APPLICATIONS FOR THE SAME SHOULD BE SENT TO THE HEAD OFFICE WITH THE RECOMMENDATION OF THE DISTRICT SAMURDHI DIRECTOR. R.N.A.G. ACCORDING TO THE ACCOUNTING PROCEDURE ACCEPTED BY THE LENDER REPORTING AND ACCOUNTING SHOULD BE DONE WHILE MAINTAINING CC 10 DOCUMENTS AND CONTROL ACCOUNTS.

AS IN PREVIOUS YEARS UNDER ADVANCE B ACCOUNT, THE MONTHLY DEDUCTIONS FOR LOANS MADE THIS YEAR SHOULD BE MADE IN CROSS-NOTES AND THE HEAD OFFICE SHOULD RECORD THE BALANCE AFTER THE DISBURSEMENT OF DISASTER LOANS ISSUED UNDER ADVANCE B ACCOUNT IN THE LOAN DOCUMENTS AS AND WHEN REQUIRED. BE SURE TO CHECK WITH THE ACCOUNTS DIVISION AT THE HEAD OFFICE.

FOR INTEGRATED SERVICES BY THE HEAD OFFICE OF THE DEPARTMENT UNDER ADVANCE B ACCOUNT THOSE OFFICERS HAVE BEEN TRANSFERRED AS DISASTER LOANS HAVE BEEN ISSUED TO THEIR OFFICERS IN CASES WHERE DEBT BALANCE SETTLEMENT REPORT FROM THE HEAD OFFICE OBTAIN AND CONFIRM THE BALANCE OFFICIAL TO BE TRANSFERRED ONLY AFTER MAKING WAGES OF HOLDERS REPORTS ISSUED TO SHOULD WORK.

21.2 EMPLOYEE LOAN CIRCULAR ACCOUNT

2021 DURING THE YEAR AS WELL, THE DISBURSEMENT OF DISBURSEMENT LOANS WILL BE MADE BY THE CREDIT CIRCULAR FUND TO ALL THE OFFICERS EXCEPT THE OFFICERS BELONGING TO THE ISLAND WIDE AND INTEGRATED SERVICES OF THE DEPARTMENT AND THE MONTHLY BALANCE OF THE TOTAL AMOUNT OF LOANS PAID OUT IN THE YEAR 2017 AND BEFORE WILL BE TAKEN FORWARD AND OUTSTANDING. SEPARATE CHECKS SHOULD BE FORWARDED TO THE DIRECTOR GENERAL, DEPARTMENT OF SAMURDHI DEVELOPMENT - ACCOUNT No. 208100160329837 - PEOPLE'S BANK, BATTARAMULLA. THE DEBT CONSOLIDATION DOCUMENT SHOULD BE SENT TO THE HEAD OFFICE ALONG WITH THE CHECK.

2021 DISASTER LOAN PAYMENTS ARE ALSO MADE BY THE HEAD OFFICE ONLY DURING THE YEAR AND DISASTER LOAN APPLICATIONS IN EACH DISTRICT SHOULD BE SENT TO THE HEAD OFFICE WITH THE RECOMMENDATION OF THE DISTRICT SAMURDHI DIRECTOR. IF PRIORITY IS TO BE GIVEN IN THE PAYMENT OF DISTRESS LOANS, THE DISTRICT SAMURDHI DIRECTOR SHOULD SEND A RECOMMENDATION ALONG WITH THE APPLICATION. RELEVANT BOOKS AND RECORDS SHOULD BE MAINTAINED IN THE ACCOUNTING AND ACCOUNTING PROCESS OF THE ADVANCE B ACCOUNT AS WELL AS IN THE EMPLOYEE LOAN ACCOUNT. THE DISTRICT SAMURDHI DIRECTOR SHOULD PERSONALLY PAY ATTENTION WHEN COPYING CC 10 DOCUMENTS.

THE FOLLOWING MONTHLY COMPARISON REPORTS FOR THE TYPES OF LOANS GRANTED UNDER EACH LOAN ACCOUNT SHOULD BE SUBMITTED TO THE HEAD OFFICE BEFORE THE 10TH DAY OF THE MONTH FOLLOWING THE END OF THE RELEVANT MONTH.

01. LOANS PAID THROUGH THE EMPLOYEE LOAN ACCOUNT (CONTROL ACCOUNT AND INDIVIDUAL BALANCE SHEETS)
02. LOANS PAID THROUGH PUBLIC OFFICERS ADVANCE B ACCOUNT (CONTROL ACCOUNT AND SINGLE BALANCE LIST)

THE INSTRUCTIONS AND GUIDELINES FOR THE IMPLEMENTATION OF THE SAMURDHI LOAN CIRCULAR FUND ISSUED ON 16.02.2017 REGARDING DISTRESS LOANS ISSUED BY THIS LOAN FUND ARE STILL IN FORCE AND WILL BE PAID IN PROPORTION TO THE MONTHLY RECEIPTS RECEIVED FOR THIS FUND AS PER THE ORDER OF THE WAITING LIST. ONLY LOAN ISSUANCES ARE MADE. HOWEVER, AN OFFICER CAN APPLY FOR THE PRIORITY ONLY WITH THE RELEVANT CONFIRMATIONS DUE TO ILLNESS AND THE APPROVAL WILL BE GIVEN ONLY BY THE DIRECTOR GENERAL.

22. PAYMENT OF SALARIES

NECESSARY STEPS SHOULD BE TAKEN TO SEND THE NET SALARY OF ALL PUBLIC SECTOR EMPLOYEES TO THE BANK ACCOUNTS OPENED IN THE NAME OF EACH OFFICER AS PER FR238 (5). THE PAYROLL OFFICER SHOULD CONFIRM THAT EACH PAYROLLING OFFICER HAS SIGNED THE PAY SLIP. AT THE REQUEST OF AN EMPLOYEE, A PORTION OF HIS SALARY CAN BE SENT TO ANOTHER BANK ACCOUNT MAINTAINED IN THE NAME OF THE OFFICER IN QUESTION. SHOULD BE LIMITED TO TWO.

HEAD OFFICE AND ALL TRAININGSALARIES OF THE CENTERS ARE PAID BY THE HEAD OFFICE AND THE SALARIES OF THE OFFICERS WORKING IN THE DISTRICT OFFICES AND THE OFFICERS AT THE LEVEL OF THE DIVISIONAL SECRETARIATS ARE PAID BY THE DISTRICT SAMURDHI OFFICE. WHEN PAYING SALARIES BY DISTRICT OFFICES AND DIVISIONAL SECRETARIATSPAYROLL LEDGER MAINTENANCE IS MANDATORY EVEN IF THE GPS SYSTEM IS USED. THE HEAD OFFICE SHOULD INQUIRE ABOUT THE ESTABLISHMENT OF THE OFFICERS' SALARIES AND THE PAYMENT OF ARREARS AND TAKE FURTHER ACTION IN THIS REGARD FROM THE CHIEF ACCOUNTANT.

23. PAYMENT OF ADMINISTRATIVE EXPENSES

IMPLEMENTED UNDER THE LIVELIHOOD DEVELOPMENT PROJECTFROM VARIOUS DEVELOPMENT PROJECTS GIRLISRELEVANT TO THE MAXIMUM VALUE OF POSSIBLE ADMINISTRATIVE EXPENSES AND THE EXPENSES THAT CAN BE BORNE UNDER IT AWARENESS THIS CYCLE □ ୧୧୧ CONCURRENT ECONOMIC EMPOWERMENT AND RURAL DEVELOPMENT DIVISION WILL BE PERFORMED BY.

24. PUBLIC DEPOSIT ACCOUNT

ALL PUBLIC DEPOSIT RECEIPTS AND PAYMENTS SHOULD BE ACCOUNTED FOR UNDER THE FOLLOWING ACCOUNT NUMBERS AND MONTHLY COMPARISON REPORTS SHOULD BE SUBMITTED WHILE MAINTAINING THE DEPOSIT LEDGER CORRECTLY.

- I. ACCOUNT NUMBER - 6000-0-0-20-0-19
ACCOUNT NAME - FUND RECEIPT DEPOSIT ACCOUNT FOR EXPENDITURE REIMBURSEMENT
- II. ACCOUNT NUMBER - 6000-0-0-18-0-111
ACCOUNT NAME - TEMPORARY WITHHOLDING DEPOSIT ACCOUNT FOR STATUTORY PAYMENTS
- III. ACCOUNT NUMBER - 6000-0-0-16-0-113
ACCOUNT NAME - RETENTION CASH DEPOSIT ACCOUNT FOR CONTRACTS
- IV. ACCOUNT NUMBER - 6000-0-0-13-0-123
ACCOUNT NAME- TEMPORARY WITHHOLDING DEPOSIT ACCOUNT FOR REPAYMENT TO THIRD PARTIES
- V. ACCOUNT NUMBER - 6000-0-0-2-0-168
ACCOUNT NAME - TENDER DEPOSIT ACCOUNT

25. ACCOUNTING AND REPORTING

EXPENDITURE REQUIRED TO BEAR THE EXPENSES OF THE DEPARTMENT IS PAID DIRECTLY BY THE HEAD OFFICE TO THE DISTRICT SAMURDHI DELIVERED TO OFFICES AND DISTRICT SAMURDHI OFFICES SHOULD GIVE SUB CASH TO THE DIVISIONAL SECRETARIATS UNDER GOOD CONTROL. A MONTHLY FINANCIAL REPORT SHOULD BE SUBMITTED TO THE DISTRICT SECRETARIAT AT THE END OF EACH MONTH AFTER DEDUCTING THE MONTHLY EXPENSES USING THE PROVISIONS PROVIDED TO THEM BY THE REGIONAL OFFICES. THE DISTRICT SECRETARIATS SHOULD COMBINE THE ACCOUNT SUMMARIES OF ALL THE DIVISIONAL SECRETARIATS WITH THE ACCOUNTS SUMMARY OF THE DISTRICT SECRETARIAT AND SUBMIT THE MONTHLY ACCOUNTS SUMMARY TO THE HEAD OFFICE BEFORE THE 2ND OF THE FOLLOWING MONTH. ONLY CIGAS COMPUTERIZED ACCOUNTING SYSTEM SHOULD BE USED.

26. PROVIDING COMMUNICATION FACILITIES FOR THE OFFICERS

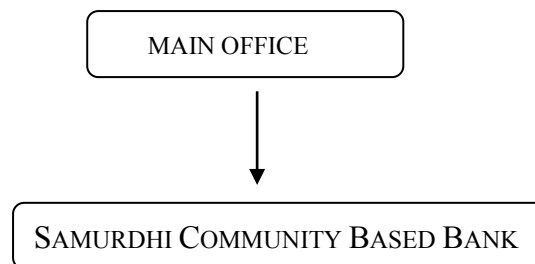
STATE FOR PUBLIC OFFICERS TO PERFORM THEIR DUTIES MONEY CIRCULARS 03 // 2014 AND 03/2014 (I) CAN FACILITATE DUTY, HOME PHONE, MOBILE PHONE AND INTERNET CONNECTION WITHIN THE MONTHLY MAXIMUM LIMITS MENTIONED IN.

27. FUEL ALLOWANCE

FOR OFFICERS SERVING IN THE DEPARTMENT WHEN PAYING FUEL ALLOWANCES DATED 26.06.2008 PUBLIC ADMINISTRATION CIRCULAR 13/2008 AND DRAW YOUR ATTENTION TO ITS REVISED CIRCULARS ACTION SHOULD BE TAKEN TO PAY THE MONTHLY FUEL ALLOWANCE TO THE OFFICERS WHO OWN OFFICIAL VEHICLES AS PER THE CIRCULAR INSTRUCTIONS.

28. SAMURDHI ASSISTANCE

THE MECHANISM FOR PROVIDING SAMURDHI ASSISTANCE FROM 01ST JANUARY 2016 IS AS FOLLOWS.



2021 DURING THE YEAR, ONLY THE MONTHLY CASH ALLOWANCE OF THE BENEFICIARIES IS GIVEN TO THE SAMURDHI BANKS UNDER THE DIRECT REMITTANCE SCHEME, WHILE THE COMPULSORY SAVINGS ALLOWANCE IS RELEASED TO THE MICRO FINANCE BANKING DIVISION OF THE HEAD OFFICE AND TO THE LOTTERY FUND CONTRIBUTIONS AND SOCIAL SECURITY FUND CONTRIBUTIONS HEAD OFFICE.

CORRECT ACCORDING TO THE INSTRUCTIONS GIVEN IN GIVING THE MAXIMUM REPORT OF MONTHLY SUBSIDY PROCESSED BENEFICIARY REPORT BEFORE THE DUE DATE TO GIVE WHILE TO WORK, ITS RESPONSIBILITY IS VESTED IN THE HEADQUARTERS MANAGERS. ALL DISTRICT SAMURDHI DIRECTORS DISTRICT REPORTS PREPARED ON THE BASIS OF REPORTS SENT BY THE

DIVISIONAL SECRETARIATS SHOULD BE PREPARED BY THE RELEVANT OFFICERS AND SENT TO THE HEAD OFFICE BEFORE THE DUE DATE.

SAMURDHI COMMUNITY BASED BANKS SHOULD TAKE ACTION TO CREDIT THE RELEVANT MONEY TO THE BENEFICIARY'S ACCOUNT WITHIN THE SAME MONTH AND IF THERE IS ANY ARREARS OR EXCESS MONEY, ACTION SHOULD BE TAKEN TO ADJUST IT MONTHLY AS PER CIRCULAR 08/2017. THE BANK MANAGER WILL BE DIRECTLY RESPONSIBLE IN THIS REGARD.

29. B.C. EXECUTION OF POWERS UNDER 135

THE MR. THE POWERS CONFERRED UNDER SECTION 135 SHALL BE STRICTLY ADHERED TO BY THE RESPECTIVE OFFICERS. CARE SHOULD BE TAKEN NOT TO EXCEED THE POWERS VESTED IN HIM FOR ANY REASON. B.C. ACCORDING TO 135,136,137,138 AND 139, THE OFFICERS ASSIGNED TO AUTHORIZE, APPROVE, CERTIFY AND PAY, RESPECTIVELY, MUST BE AWARE AND RESPONSIBLE FOR THEIR OWN LIMITATIONS. IN PARTICULAR, M.R. OFFICERS AUTHORIZED TO CERTIFY UNDER 138 MUST CERTIFY THAT ALL WORK HAS BEEN COMPLETED AND MAKE THE PAYMENT BEFORE CERTIFYING A VOUCHER.

ALSO, THE GUARANTEE OF EXPENDITURE ONLY IF A PAYMENT IS AUTHORIZED OR APPROVED. IT IS NOT THE DUTY OF THE OFFICERS AUTHORIZED TO CERTIFY UNDER 138 AND CARE MUST BE TAKEN TO CERTIFY THE VOUCHERS WITH A THOROUGH UNDERSTANDING OF IT. ALSO, WHEN A PERFORMANCE GUARANTEE, SERVICE AGREEMENT OR OTHER REQUIRED DOCUMENTS ARE REQUIRED TO BE PAID, IT SHOULD BE CONFIRMED THAT SUCH DOCUMENTS HAVE BEEN OBTAINED BEFORE MAKING THE PAYMENT.

I LOOK FORWARD TO YOUR SUPPORT IN ESTABLISHING PROPER FINANCIAL CONTROL WITHIN THE DEPARTMENT OF SAMURDHI DEVELOPMENT AND IN MAKING THE ROLE OF THE DEPARTMENT A SUCCESS BY FOLLOWING THE ABOVE INSTRUCTIONS AND GUIDELINES. ALWAYS MONETARY REGULATIONS, ESTABLISHMENTS CODE AND CIRCULARS OF THE MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT AND FINANCE AND CRUEL DEVELOPMENT WITH HIGH FINANCIAL DISCIPLINE FOLLOWING THE INSTRUCTIONS AND GUIDELINES GIVEN BY THE MINISTRY OF PROCUREMENT BUILDING A PROSPEROUS COUNTRY I WOULD ALSO LIKE TO INFORM YOU THAT WE ALL HAVE A NATIONAL RESPONSIBILITY AND DUTY.



R.P.B. Thilakasiri
Director General

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| copy :- 01. | Secretary, Ministry of Finance | - | P.O. |
| 02. | Secretary, Ministry of Public Administration | - | P.O. |
| 03. | state Secretary , Samurdhi, Home economics, Microfinance, Self-employment Business Development Ministry of State | - | P.O. |
| 04. | Auditor General | - | P.O. |
| 05. | Chief Internal Auditor | - | GDP |