



කළමනාකරණ විගණන දෙපාර්තමේන්තුව

முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்

DEPARTMENT OF MANAGEMENT AUDIT

මුදල් අමාත්‍යාංශය
මහලේකම් කාර්යාලය, කොළඹ 01

நிதி அமைச்சு
செயலகம், கொழும்பு 01

Ministry of Finance
The Secretariat, Colombo 01

මගේ අංකය }
எனது இல } DMA/SP/2015/1
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 2016.01.01
Date }

முகாமைத்துவக் கணக்காய்வுச் சுற்றறிக்கை இல. : 01/2016

அமைச்சுக்களின் செயலாளர்கள்,
மாகாண சபைகளின் பிரதம செயலாளர்கள்,
திணைக்களத் தலைவர்கள்,
மாவட்டச் செயலாளர்கள்,
அரசு கூட்டுத்தாபன, நியதிச் சட்டமுறைச் சபைகள் மற்றும்
ஏனைய நிறுவனங்களின் தலைவர்கள் யாவருக்கும்.

அரசாங்க அமைச்சுக்கள், திணைக்களங்கள், கூட்டுத்தாபனங்கள், சபைகள், ஏனைய தொழில் மற்றும் கருத்திட்டங்களுக்குரிய வாகனங்கள் சம்பந்தமான தரவுத் தொகுதியைப் பேணுதல்

01. 2016 ஆம் ஆண்டுக்கான வரவு செலவுத் திட்ட முன்மொழிவின் பிரகாரம் அரசாங்க நிறுவனங்களின் சகல சொத்துக்கள் சம்பந்தமாகவும் கணினி தரவுத் தொகுதியொன்றைப் பேணுவதன் அவசியம் அரசாங்கத்தினால் வலியுறுத்தப்பட்டுள்ளது.

02. அதன் முதலாவது நடவடிக்கையாக முகாமைத்துவக் கணக்காய்வுத் திணைக்களத்தினால் அரசாங்க நிறுவனங்களிலிருந்து பெற்றுக் கொள்ளப்பட்ட வாகனங்கள் பற்றிய தகவல்களை அடிப்படையாகக் கொண்டு அரசாங்கத்தின் வாகனங்கள் சம்பந்தமான தரவுத் தொகுதியொன்று 2015 ஆம் ஆண்டில் தயாரிக்கப்பட்ட போதிலும், பின்னர் அமைச்சுக்கள் மற்றும் அவற்றுக்குரிய நிறுவனங்கள் மாற்றமடைந்தன காரணமாக அவற்றின் தகவல்களை இற்றைப்படுத்தும் தேவை எழுந்துள்ளது.

03. எனவே சகல அரசாங்க நிறுவனங்களிலும் 2015.12.31 ஆம் திகதியில் காணப்பட்ட வாகனங்கள் சம்பந்தமான தகவல் மாதிரிப் படிவ இலக்கம் 01 இற்கு அமைவாக தொடர்புடைய அமைச்சுக்கு துரிதமாக வழங்குவதற்கு நடவடிக்கை எடுக்க வேண்டிய அதேவேளையில், அமைச்சுக்களினால் தமது விடயப் பரப்புக்கு உட்பட்ட சகல நிறுவனங்களினதும் தகவல்களை உள்ளடக்கி அந்தத் தகவல்களை 2016.01.31 ஆம் திகதியன்று அல்லது அதற்கு முன்னர், பொதுத் திறைசேரியின் முகாமைத்துவக் கணக்காய்வுத் திணைக்களத்திற்கு வழங்குவதற்கு நடவடிக்கை எடுத்தல் வேண்டும்.

04. இதன் பொருட்டு தற்பொழுது தங்கள் அமைச்சிலும் அதன் கீழ் வருகின்ற திணைக்களங்கள், கூட்டுத்தாபனங்கள், சபைகள், ஏனைய தொழில் மற்றும் கருத்திட்டங்கள் உட்பட ஏனைய நிறுவனங்கள் தொடர்பில், முகாமைத்துவக் கணக்காய்வுத் திணைக்களத்திற்கு வழங்கியுள்ள வாகனங்கள் பற்றிய தகவல்களை உள்ளடக்கிய மென் பிரதியொன்றை தங்கள் வசதிக்காக தரக் கூடியதாக இருக்கின்ற அதேவேளையில், அதன் பொருட்டு தங்கள் உத்தியோகபூர்வ மின்னஞ்சல் முகவரியுடன் முகாமைத்துவக் கணக்காய்வுத் திணைக்களத்தின் உத்தியோகத்தரிமருந்து பெற்றுக் கொள்ள முடியும் என்பதை தயவாய் அறியத் தருகிறேன்.

05. அதன் பிரகாரம் அந்தத் தரவுத் தொகுதியைப் பயன்படுத்தி தேவையான திருத்தங்களை மேற்கொண்டதன் பின்னர் சரியான தரவுத் தொகுதியை அந்தத் திணைக்களத்தின் உத்தியோகபூர்வ மின்னஞ்சல் முகவரியாகிய "dma.treasury@gmail.com" இற்கு அனுப்புவதன் மூலம் இந்தப் பணியை மிகவும் இலகுவாக்கப்படுகின்றது.

06. மேலும் பின்வரும் விடயங்கள் சம்பந்தமாக தங்கள் அமைச்சிலும் அதன் கீழ் வருகின்ற நிறுவனங்கள் தொடர்பில், வாகனங்கள் சம்பந்தமாக எதிர்காலங்களில் ஏற்படுகின்ற மாற்றங்களை இந்தச் சுற்றறிக்கையுடன் இணைக்கப்பட்டுள்ள உரிய மாதிரிப் படிவத்திற்கு அமைவாக ஒவ்வொரு காலாண்டின் இறுதியிலும் அடுத்துவரும் மாதத்தின் 15 ஆம் திகதிக்கு முன்னர் முகாமைத்துவக் கணக்காய்வுத் திணைக்களத்திற்கு அனுப்புவதற்கு நடவடிக்கை எடுத்தல் வேண்டும்.

I. காலாண்டினுள், புதிதாக சேர்க்கப்பட்ட வாகனங்கள் பற்றிய தகவல் (காலங்கடந்த முறையின் கீழ் அல்லது ஏனைய விதத்தில்)

(மாதிரிப் படிவ இலக்கம் 02)

II. காலாண்டினுள், வாகனங்களை அப்புறப்படுத்துதல், வாகனங்களை பரிமாற்றிக் கொள்ளுதல் உட்பட ஏனைய மாற்றங்கள் பற்றிய தகவல்கள்

(மாதிரிப் படிவ இலக்கம் 03)

07. மாற்றங்கள் இல்லையாயின், வெற்று அறிக்கையொன்றையாவது அனுப்புதல் வேண்டும் என்பதை அறியத் தருகின்ற அதேவேளையில், மேற்குறிப்பிட்ட மாதிரிப் படிவத்தைப் பூர்த்திசெய்யும் போது தரப்பட்டுள்ள அலோசனைகளை உரிய விதத்தில் பின்பற்ற வேண்டும் என்பதையும் தயவுடன் அறியத் தருகின்றேன்.

முகாமைத்துவக் கணக்காய்வுத் திணைக்களத்தில் இது சம்பந்தமாக தொடர்பு கொள்ள வேண்டிய உத்தியோகத்தர்கள்

1. திரு.ஏ.என். ஹப்புகல	பணிப்பாளர்	011-2484841
2. திருமதி.ஹர்ஷனி பிரனாந்து	உதவிப் பணிப்பாளர்	011-2428545

எஸ்.ஏ.சந்திரிகா குலதிலக

பணிப்பாளர் நாயகம்

முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்

பிரதிகள் :

1. சனாதிபதி செயலாளர்
2. பிரதமரின் செயலாளர்
3. அமைச்சரவைச் செயலாளர்
4. கணக்காய்வாளர் அதிபதி

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

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'
- 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'
 - 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
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'
- 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



කළමනාකරණ විගණන දෙපාර්තමේන්තුව

முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்

DEPARTMENT OF MANAGEMENT AUDIT

මුදල් අමාත්‍යාංශය
හෙලේකම් කාර්යාලය, කොළඹ 01

நிதி அமைச்சு
செயலகம், கொழும்பு 01

Ministry of Finance
The Secretariat, Colombo 01

මගේ අංකය }
எனது இல } DMA/SP/2015/1
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 2016.01.01
Date }

කළමනාකරණ විගණන චක්‍රලේඛ අංක : 01/2016

සියලුම අමාත්‍යාංශ ලේකම්වරුන්

පළාත් සභා ප්‍රධාන ලේකම්වරුන්

දෙපාර්තමේන්තු ප්‍රධානීන්

දිස්ත්‍රික් ලේකම්වරුන්

රාජ්‍ය සංස්ථා, ව්‍යවස්ථාපිත මණ්ඩල හා අනෙකුත් ආයතන ප්‍රධානීන් වෙත

රජයේ අමාත්‍යාංශ, දෙපාර්තමේන්තු, සංස්ථා, මණ්ඩල, අනෙකුත් ව්‍යාපාර සහ ව්‍යාපෘතිවලට අයත් වාහන සම්බන්ධ දත්ත පද්ධතිය පවත්වා ගැනීම

01. 2016 අයවැය යෝජනා අනුව රාජ්‍ය ආයතනවල සියලු වත්කම් සම්බන්ධ පරිගණක දත්ත පද්ධතියක් පවත්වාගෙන යාමේ අවශ්‍යතාවය රජය විසින් අවධාරණය කර ඇත.

02. එහි පළමු පියවර වශයෙන් කළමනාකරණ විගණන දෙපාර්තමේන්තුව විසින් රාජ්‍ය ආයතනවලින් ලබා ගත් වාහන පිළිබඳ තොරතුරු පදනම් කර ගෙන රජයේ වාහන සම්බන්ධ දත්ත පද්ධතියක් 2015 වර්ෂයේ දී සැකසුවද, පසුව අමාත්‍යාංශ හා ඒවාට අදාළ ආයතන වෙනස්වීම හේතුවෙන් එහි තොරතුරු යාවත්කාලීන කර ගැනීමේ අවශ්‍යතාවය පැන නැගී ඇත.

03. ඒ සඳහා සියලු රාජ්‍ය ආයතනවල 2015.12.31 දිනට පවතින වාහන පිළිබඳ තොරතුරු ආකෘති පත්‍ර අංක 01 ප්‍රකාරව අදාළ අමාත්‍යාංශය වෙත කඩිනමින් ලබා දීමට කටයුතු කළ යුතු අතර, අමාත්‍යාංශ විසින් තම විෂය පථයට අයත් වන සියලු ආයතනවල තොරතුරු ඇතුළත් කර එම තොරතුරු 2016.01.31 දින හෝ ඊට ප්‍රථම, මහා භාණ්ඩාගාරයේ කළමනාකරණ විගණන දෙපාර්තමේන්තුව වෙත ලබා දීමට කටයුතු කළ යුතුව ඇත.

04. මේ සඳහා දැනට ඔබ අමාත්‍යාංශය හා ඒ යටතේ ගැනෙන දෙපාර්තමේන්තු, සංස්ථා, මණ්ඩල, ව්‍යාපෘති ඇතුළු අනෙකුත් ආයතනවලට අදාළව, කළමනාකරණ විගණන දෙපාර්තමේන්තුවට වාර්තා කර ඇති වාහන පිළිබඳ තොරතුරු ඇතුළත්, මෘදු පිටපතක් ඔබගේ පහසුව පිණිස ලබා දිය හැකි අතර, ඒ සඳහා ඔබගේ නිල විද්‍යුත් ලිපිනය සමඟ කළමනාකරණ විගණන දෙපාර්තමේන්තුවේ නිලධාරීන් අමතා ලබා ගත හැකි බවද කාරුණිකව දන්වමි

05. ඒ අනුව එම දත්ත පද්ධතිය උපයෝගී කර අවශ්‍ය සංශෝධන සිදු කිරීමෙන් අනතුරුව නිවැරදි දත්ත පද්ධතිය එම දෙපාර්තමේන්තුවේ විද්‍යුත් තැපෑල වන 'dma.treasury@gmail.com' වෙත එවීමෙන් මෙම කාර්යය වඩාත් පහසු කරනු ඇත.

කාර්යාලය }
அலுவலகம் }
Office } 2484816
2484500
2484600

අධ්‍යක්ෂ ජනරාල් }
பணிப்பாளர் நாயகம் }
Director General } 2484543

ෆැක්ස් }
பெக்ஸ் }
Fax } 2449496

වෙබ් සයිට් }
වෙබ් සයිට් }
website } www.treasury.gov.lk

තවද පහත කරුණු සම්බන්ධයෙන් ඔබ අමාත්‍යාංශය හා ඒ යටතට ගැනෙන ආයතනවලට අදාළව වාහන පිළිබඳව ඉදිරියේදී සිදුවන වෙනස්කම්, මෙම චක්‍රලේඛය සමඟ අමුණා ඇති අදාළ ආකෘති පත්‍ර ප්‍රකාර සෑම කාර්තුවක් අවසානයේ එළඹෙන මස 15වන දිනට ප්‍රථමව කළමනාකරණ විගණන දෙපාර්තමේන්තුව වෙත එවීමට කටයුතු කළ යුතුව ඇත.

- i. කාර්තුව තුළදී, අලුතින් එකතුවූ වාහන පිළිබඳ තොරතුරු. (කල්බදු ක්‍රමය යටතේ හෝ වෙනත් අයුරින්)
(ආකෘති පත්‍ර අංක 02)
- ii. කාර්තුව තුළදී, වාහන අපහරණය කිරීම, වාහන හුවමාරු කිරීම ඇතුළුව වෙනත් වෙනස්වීම් පිළිබඳ තොරතුරු.

(ආකෘති පත්‍ර අංක 03)

07. වෙනස්කම් නොමැති නම් හිස් වාර්තාවක් හෝ එවිය යුතු බව දන්වන අතර ඉහත ආකෘති පත්‍ර සම්පූර්ණ කිරීමේදී ලබා දී ඇති උපදෙස් නිසියාකාරව පිළිපැදිය යුතු බවද කාරුණිකව දන්වමි.

කළමනාකරණ විගණන දෙපාර්තමේන්තුවේ මේ හා අදාළව සම්බන්ධ කර ගත හැකි නිලධාරීන්.

- | | | |
|---------------------------|-------------|-------------|
| 1. ඒ. එන්. හපුගල මයා. | අධ්‍යක්ෂ | 011-2484841 |
| 2. හර්ෂණී ප්‍රනාන්දු මිය. | ස. අධ්‍යක්ෂ | 011-2484545 |


එස්. ඒ. වන්දිකාතුලතිලක

අධ්‍යක්ෂ ජනරාල්

කළමනාකරණ විගණන දෙපාර්තමේන්තුව

පිටපත් :

1. ජනාධිපති ලේකම්.
2. අග්‍රාමාත්‍ය ලේකම්.
3. අමාත්‍ය මණ්ඩල ලේකම්.
4. විගණකාධිපති.

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

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'
- 4 * State the Type of Vehicle eg: Car/ Van/ Double Cab/ Bus etc...
- ** State the Type of 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'
- 4 * State the Type of Vehicle eg: Car/ Van/ Double Cab/ Bus etc...
- ** State the Type of 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

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'
- 4 * State the Type of Vehicle eg: Car/ Van/ Double Cab/ Bus etc...
- ** State the Type of 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



කළමනාකරණ විගණන දෙපාර්තමේන්තුව
முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்
DEPARTMENT OF MANAGEMENT AUDIT

මුදල් අමාත්‍යාංශය
වෙලෙකම් කාර්යාලය, කොළඹ 01

நிதி அமைச்சு
செயலகம், கொழும்பு 01

Ministry of Finance
The Secretariat, Colombo 01

මගේ අංකය }
எனது இல } DMA/SP/2015/1
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
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.

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அலுவலகம் }
Office } 2484816
2484500
2484600

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பணிப்பாளர் நாயகம் } 2484543
Director General }

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பெக்ஸ் } 2449496
Fax }

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website } 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 15th 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

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'
- 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'
 - 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

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'
- 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