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நிதி அமைச்சு
MINISTRY OF FINANCE

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எனது இல. } CGO/ASM/Policy/Cir/ (VOL II)
My No. }

ඔබේ අංකය }
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Your No. }

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திகதி } 2022.04.04
Date }

Assets Management Circular No. 05/2022

To All : Secretaries of Ministries
Secretaries of State Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Heads of Public Corporations and Statutory Boards
Chairmen of State Banks and Government owned Companies

Non-Financial Assets Management of the Government

**Proper recording and reporting of all the Non-Financial Assets of the Government
to prevent misplacement and misuse of public properties**

Proper recording and reporting of all the Non-Financial Assets of the Government is an obligatory function of all the Heads of the Government Agencies, to prevent the misplacement and misuse of public properties as well as to ensure the maximum utilization of public properties.

02. Accordingly, it is emphasized that all the Heads of the Government Agencies should take actions as given below. Also, information of all the Non-Financial Assets owned by the Agencies under your preview should be updated and reported to the Comptroller General's Office as per the instructions given under the Assets Management Circulars.

I. Resignation / removal of Ministers / State Ministers and office staff

In the instance of resignation / removal of Ministers / State Ministers and office staff, relevant Ministry Secretary/Additional Secretary should properly take over all the Non-Financial Assets including vehicles given for their use.

II. Resignation / removal or transfer of Secretaries of Ministries / State Miniseries / Chief Secretaries of Provincial Councils / Heads of all other Agencies or all the officers

In the instance of resignation / removal or transfer of Secretaries of Ministries / State Miniseries / Chief Secretaries of Provincial Councils / Heads of all other Agencies or all the officers, all the Non-Financial Assets including vehicles given for their use should be properly handed over to the officer in charge of those assets and such assets should be

properly taken over. Also, the relevant officer and the officer in charge of the assets should ensure that the officer resigned or transferred does not take away any Non-Financial Assets owned by that Agency.

III. Change of Ministry portfolios or abolish / closure of the Government Agencies

In the instance of change of Ministry portfolios, all the Non-Financial Assets including vehicles owned by that Ministry should be properly handed over to the relevant Ministry which is assigned with that portfolio. In the instance of the abolish /closure of Public Enterprises, with respect to all the Non-Financial Assets owned by that Agency, actions should be taken as per the Circular instructions issued by the Department of Public Enterprises. In the instance of abolish / closure of other Government Agencies, with respect to all the Non-Financial Assets owned by that Agency, actions should be taken as per the provisions of the relevant Act / decisions taken by the Cabinet of Ministers.

03. In the case of exceptions to the I, II and III above, instructions / approval of the Comptroller General's Office should be obtained.

Sgd. S R Attygalle

Secretary to the Treasury

Copies:

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