



“ විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා අප කැපවෙමු ”
ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත
பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



ISO/IEC: 17021
QMS-001-01

204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල,
 204, டென்சில் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல,
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

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எனது இலக்கம்
My No.

CSWP/FIN-AP/03/FI/02(A)

ඔබේ අංකය
உமறு இலக்கம்
Your No.

දිනය
திகதி
Date

2023.06. 14

බස්නාහිර පළාත්
ව්‍යාපාර වකුලේඛ අංක 06/2023

බස්නාහිර පළාතේ,
 සියළුම ලේකම්වරුන්,
 පළාත් සභා අධිකාරි/ව්‍යවස්ථාපිත ආයතන වල
 සභාපතිවරුන් වෙත.

Supplementary I-Operational Manual for State Owned Enterprises

භාණ්ඩාගාර ලේකම්ගේ 2023.05.16 දිනැති “Supplementary I-Operational Manual for State Owned Enterprises” සම්බන්ධයෙන් නිකුත් කරන ලද රාජ්‍ය ව්‍යාපාර වකුලේඛ අංක PED 01/2021(i) හි පිටපතක් මේ සමඟ අමුණා ඇත.

02. ආණ්ඩුකාර ලේකම්ගේ අංක GOS/ADM/6/2/19 හා 2023.06.09 දිනැති ලිපිය මඟින් ඉහත සඳහන් වකුලේඛය බස්නාහිර පළාත් සභාවට අදාළ කර ගැනීම සඳහා හරු ආණ්ඩුකාරතුමාගේ අනුමැතිය ලැබී ඇති බව දැනුම් දී ඇත. එහෙයින් මෙම වකුලේඛයේ සඳහන් විධිවිධාන ප්‍රකාරව කටයුතු කරන මෙන් කාරුණිකව දන්වමි.

ප්‍රදීප් යසරත්න,
 ප්‍රධාන ලේකම්,
 පළාත් මුදල් අමාත්‍යාංශ ලේකම් හා
 පළාත් භාණ්ඩාගාර ලේකම්,
 බස්නාහිර පළාත.

- පිටපත්: i. ආණ්ඩුකාර ලේකම් (බ.ප.)
 ii. විගණකාධිපති.
 iii. සියළු නියෝජ්‍ය ප්‍රධාන ලේකම්වරුන් (බ.ප.)
 iv. අධ්‍යක්ෂ (අභ්‍යන්තර විගණන) (බ.ප.)
 v. තොරතුරු තාක්ෂණ නිලධාරී

නියෝජ්‍ය ප්‍රධාන ලේකම් தேயுதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration	ජීවිත් හා වූහඳු ஆளணி மற்றும் பயிற்சி Personnel & Training	සීලන நிதி Finance	සැලසුම් திட்டமிடல் Planning	ආර්ථික විද්‍යා பொருளியல் Engineering	අධ්‍යක්ෂ ජනරාල් தேயுதான அமைச்சர் Chief Internal Auditor	
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මුදල්, ආර්ථික ස්ථායීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

කොළඹ 01, කොළඹ 01,
ශ්‍රී ලංකාව

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මගේ අංකය }
எனது இல } PE/COP/POLI/Circulars
My No }

ඔබේ අංකය }
உமது இல }
Your No }

දිනය }
திகதி } 16.05.2023
Date }

Public Enterprises Circular No. PED 01/2021(i)

All Secretaries of the Ministries
Chairmen of Commercial Corporations, Statutory Boards,
State Owned Companies

Supplementary I – Operational Manual for State Owned Enterprises

This refers to the Operational Manual for State Owned Enterprises issued through Public Enterprises Circular No. PED 01/2021.

In order to give more clarity on write-off procedure, section 6.9 of the Operational Manual with respect to write-off is hereby replaced by the following paragraph with immediate effect.

“The BoD of SOEs may write-off losses, having undertaken a due process. The BoD must ensure that the due process is followed, including recommendations from Audit Committee (AC) on write-offs”

Further, an Application Guide on write-off to be followed in this regard is given in **Annexure A** to avoid undue delays while ensuring accountability, transparency and efficiency.

K.M. Mahinda Siriwardana
Secretary to the Treasury

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

Application Guide No.01

**Application Guide for section 6.9 of the Operational Manual for State-Owned Enterprises
as amended by the PED Circular 01/2021(i)****Write off¹ of losses/ receivables of State-Owned Enterprises**

1. The write-off shall be done in line with the provisions of the applicable Accounting Standards and applicable regulatory requirements. The Board of Directors is empowered to make decisions on the write-off of losses/receivables by following due process.
2. The Board of Directors should seek prior recommendations of the Audit Committee for any write-off. The Audit Committee when making recommendations should focus on key areas related to write-off including:
 - a. Regulatory and statutory requirements as applicable have been properly addressed.
 - b. The management should have made reasonable and consistence efforts to recover such amounts in terms of the receivables. Applicable and relevant evidences are needed to be obtained for this purpose.
 - c. Whether the write-off of loss arises from a reporting error, if so, it should be taken into account.
 - d. A proper inquiry, or an investigation should have been conducted with regard to theft, fraud, or negligence, and required legal and/or institutional processes should have been completed.
 - e. Recommendations from the internal audit division on such write-off should be obtained.
 - f. The measures which have been taken by the management need to be considered to avoid the occurrence of such events in the future with required internal controls.
 - g. Auditor General's observations with regard to the particular write-off should have been properly addressed.
 - h. It should also be focused on, whether such write-off is confined to a particular case or is there any pervasive impact, and if so, whether the impact/risk is properly assessed and mitigation strategies are properly considered on.
 - i. If the Audit Committee requires any expert involvement in a specific technical matter, the Board of Directors should appoint suitable technical personnel to get such expert service.
3. In order to facilitate the Audit Committee for recommending a write-off, it shall be the responsibility of relevant officer/s of the Entity to provide sufficient and appropriate evidence and their recommendation on the same.
4. The SOE should maintain a register for write-off with required details and the same should be periodically reviewed by the Audit Committee.

¹ Write -off may occur on; debtors, receivables, inventory, advances or any other asset as applicable to the relevant industry.