



" විශිෂ්ට රාජ්‍ය සේවාවක් සඳහා දැරූ කැපවීම "

ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත
பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



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



ප්‍රධාන ලේකම් பிரதான செயலாளர் Chief Secretary	}	දුරකථන / தொலைபேசி / Telephone - 011 - 2092599	}	කොළ දුරකථන / தொலைபேசி இலக்கம் / General Telephone } 011 - 2093000
		ෆැක්ස් / பெக்ஸ் / Fax - 011 - 2092601		}
		ඊ-මේල් / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk		}



මගේ අංකය
எனது இலக்கம்
My No.

CSWP/FIN-AP/03/FI/18(A)

ඔබේ අංකය
உமது இலக்கம்
Your No.

දිනය
நிகதி
Date

2023.09. 13

මූල්‍ය චක්‍රලේඛ 13/2023

- ආණ්ඩුකාර ලේකම් (බ.ප.),
- අමාත්‍යාංශ ලේකම්වරු (බ.ප.),
- සභා ලේකම් (බ.ප.),
- පළාත් කොමිෂන් සභාවල ලේකම්වරු (බ.ප.),
- නියෝජ්‍ය ප්‍රධාන ලේකම්වරු (බ.ප.),
- දෙපාර්තමේන්තුවල ප්‍රධානීන් (බ.ප.),
- ව්‍යවස්ථාපිත අධිකාරිවල සභාපතිවරු (බ.ප.).

Non-Financial Assets Management Introduction of the online-non Financial Assets Management System (NFAMS) For the Public Sector Institutions-Module on Vehicles.

භාණ්ඩාගාර ලේකම්ගේ 2023.08.24 දිනැති "Non-Financial Assets Management Introduction of the online-non Financial Assets Management System (NFAMS)-For the Public Sector Institutions-Module on Vehicles." සම්බන්ධයෙන් නිකුත් කරන වත්කම් කළමනාකරණ චක්‍රලේඛ අංක 06/2023 හි පිටපතක් මේ සමඟ අමුණා ඇත.

02. ආණ්ඩුකාර ලේකම්ගේ අංක GOS/ADM/6/2/19 හා 2023.09.08 දිනැති ලිපිය මඟින් ඉහත සඳහන් චක්‍රලේඛය බස්නාහිර පළාත් සභාවට අදාල කර ගැනීම සඳහා ගරු ආණ්ඩුකාරතුමාගේ අනුමැතිය ලැබී ඇති බව දැනුම් දී ඇත. එහෙයින් මෙම චක්‍රලේඛයේ සඳහන් විධිවිධාන ප්‍රකාරව කටයුතු කරන මෙන් කාරුණිකව දන්වමි.

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

- පිටපත: 01.විගණකාධිපති
 02.අධ්‍යක්ෂ (අභ්‍යන්තර විගණන)
 03.තොරතුරු තාක්ෂණ නිලධාරී.

b. ප්‍රධාන ලේකම් (අත්පිටපත)	පාලන Administration	පිරිස් හා පුහුණු Personnel & Training	මූල්‍ය Finance	සැලසුම් Planning	ඉංජිනේරු Engineering	ප්‍රධාන අභ්‍යන්තර විගණක Chief Internal Auditor	
	Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	Tel : 0112092628 Fax : 0112092625 cia@cs.wpc.gov.lk	

මුදල්, ආර්ථික ස්ථයීකරණ සහ ජාතික ප්‍රතිපත්ති අමාත්‍යාංශය
ශ්‍රී ලංකා මහ බැංකුවේ මධ්‍යම ලේඛන කොට්ඨාසය
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

දුරකථන කොට්ඨාසය, කොළඹ 01, ශ්‍රී ලංකාව	සෞඛ්‍ය, කොළඹ 01, ශ්‍රී ලංකාව	The Secretariat, Colombo 01, Sri Lanka.
කාරකාලය } 011 2484500 දුරකථන අංකය } 011 2484600 Office } 011 2484700	ෆැක්ස් } දුරකථන අංකය } 011 2484625 Fax }	වෙබ් අඩවිය } වෙබ් අඩවිය } www.treasury.gov.lk Website }
විද්‍යාල අංකය } විද්‍යාල අංකය } CGO/ASM/Policy/Cir/ (VOL III) විද්‍යාල අංකය } Ref No }	ඔබේ අංකය } ඔබේ අංකය } Your No }	දිනය } දිනය } 24.08.2023 Date }

Assets Management Circular No. 06/2023

- To All: Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Chairman of the University Grants Commission and Vice Chancellors of the Universities
Heads of Public Corporations and Statutory Boards
Chairpersons of State Banks and Government Owned Companies

Non-Financial Assets Management of the Government
Introduction of the online Non-Financial Assets Management System (NFAMS)
for the Public Sector Institutions – Module on Vehicles

The Comptroller General's Office has introduced an online Non-Financial Assets Management System (NFAMS), to create an online centralized comprehensive database, for the Non-Financial Assets management of the Public Sector Institutions, which was initiated through Assets Management Circular No. 01/2017, issued on 28th June 2017.

02. This deployment aims to streamline the Non-Financial Assets management of the Government and enhance the accountability on recording and reporting of information of these assets. Further, this system will facilitate each Public Sector Institution to keep records of their assets inventory in a web-based platform and generate reports required for their assets management.

03. As the first phase of the implementation of this system, the module on vehicles will be implemented with effect from 01st September 2023, focusing on recording essential details of the vehicles in the possession of the Public Sector Institutions (Government Agencies, Public Enterprises, and Provincial Councils & Local Governments).

04. Accordingly, all the Heads of the Public Sector Institutions are required to record the vehicle information to the NFAMS, as per the instructions and guidance given in the User Manual attached herewith. In the data entry process to this system, it is important to focus on the following key aspects:

- i. **User registration:** The Head of the Institution should nominate a Data Entry Officer and a Data Verification Officer (The Data Verification Officer should be a Staff Grade Officer), by uploading the duly filled format CGO/NFAMS/G/01 attached herewith to the NFAMS.
- ii. **Institution management:** For following instances, prior approval of the Comptroller General should be obtained;
 - a. When the Parent institution is responsible for recording data on behalf of the Child institution.
 - b. When the Data Verification Officer employed by the Parent institution, needs to verify data pertaining to Child institution.

iii. Vehicles to be recorded:

- a. All the vehicles (vehicles required or not required to be registered under the Motor Traffic Act),
- b. All the vehicles currently in the possession of the respective institution, without considering the legal ownership,
- c. All the vehicles in running condition or not and utilized or not, and
- d. If there are no vehicles as per the (a), (b) and (c) above, please refer the section 4.1.2 in the User Manual.

iv. Data fields pertaining to a vehicle: After recording the basic information of a vehicle using the "Add Asset" feature in the Navigation Panel in the NFAMS, the following data fields should be filled:

a.	Valuation Details	Compulsory data field in the NFAMS.
b.	Transfer Details	Should complete the transfer process in the NFAMS before transferring a vehicle to another institution.
c.	Disposal Details	Should be filled immediately after disposing a vehicle.
d.	Fuel Efficiency	Special features given in the NFAMS to facilitate the efficient management of the vehicle fleet of the respective institution.
e.	Insurance Details	
f.	Maintenance Details	
g.	Accident Details	Should be filled appropriately.

v. Real-time data reporting:


- a. All the vehicles in the possession, as of 01st September 2023, should be recorded in the NFAMS before 31st December 2023.
- b. All newly purchased vehicles, after 01st September 2023, should be recorded on the day of the completion of acquisition /on the day of the completion of entering to the lease/rent agreement.
- c. All the changes in basic information of a vehicle should be recorded on time.

05. All the Heads of Public Sector Institutions are required to submit a confirmation stating that, information of all the vehicles as of 31st day of December of the previous year, as mentioned in the paragraph 04 (iii), (iv) and (v) above, have been dully entered in to the NFAMS, as of that date. This confirmation should be sent to the Comptroller General by submitting the scanned copy of the duly filled format CGO/NFAMS/V/02 attached herewith, before 31st day of January of the succeeding year, through email cgo@mo.treasury.gov.lk.

06. All the circulars and attachments there to, issued on Non-Financial Assets Management of the Government, are available at Comptroller General's Office web site at www.treasury.gov.lk.

07. For further clarification: Please submit requests through the (nfams@mo.treasury.gov.lk).
Tel: 011-2151452, 011-2151425

08. Your cooperation in this regard is highly appreciated.



K. M. Mahinda Siriwardana

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