



ප්‍රධාන ලේකම් කාර්යාලය- උතුරු පළාත් සභාව  
Chief Secretary's Secretariat, Northern Provincial Council



கன்ஸியர் வீதி, வரோதயநகர், திருக்கோணமலை

කන්නියා පාර, වරොතයනකර්, ත්‍රිකුණාමලය.

Website: www.np.gov.lk

Kanniya Road, Varothayanagar, Trincomalee. e-mail:npcs@sltnet.lk

My No:- NP/09/FRM/2010

03.02.2010

Provincial Treasury Circular No:- PT/03/2010

All Secretaries,  
Deputy Chief Secretaries,  
Heads of Departments,  
Northern Province.


**PROCUREMENT**

You are hereby requested to follow the procurement guidelines and manual strictly when procure goods/services for the year 2010. For this, you have to maintain separate file for each procurement.

The following are the check list for a procurement.

1. Availability of fund (Allocation/supplementary allocation)
2. Initiation/Authorization/Meeting minutes.
3. Direct/LNB – Chief Secretary's approval
4. National Shopping Procedure (NSP)- Chief Secretary's approval if above one million
5. Specification
6. Bid Documents
7. Minutes of the Bid Opening
8. Technical Evaluation Committee Report
9. Procurement Committee Report
10. Letter of acceptance if necessary
11. Performance Bond and Agreement if necessary.
12. Letter of Awarding,

Please ensure that these items should be kept in the file for each procurement. If you need any clarifications, please go through the procurement manual and guideline 2006 published by the National Procurement Agency, ammenments and the relavent Circulars/Instructions issued by the Public Finance, General Treasury and Northern Provincial Council time to time.

  
A.Sivaswamy  
Chief Secretary

Copy to:-

- |                                      |   |                     |
|--------------------------------------|---|---------------------|
| 1. Secretary to the Hon.Governor- NP | } | For information pl. |
| 2. Asst. Auditor General – NP        |   |                     |
| 3. Director, Provincial Audit – NP   |   |                     |