



பிரதம செயலாளர் செயலகம், வடக்கு மாகாண சபை  
 ප්‍රධාන ලේකම් කාර්යාලය, උතුරු පළාත් සභාව  
 Chief Secretary's Secretariat, Northern Provincial Council



63, நல்லூர் குறுக்கு வீதி, நல்லூர், யாழ்ப்பாணம்.  
 63, නල්ලූර් හරස් පාර, නල්ලූර්, යාපනය.  
 63, Nallur Cross Street, Nallur, Jaffna.

Telephone : 021 222 0843 (Dir)  
 : 021 222 0840 (Gen)  
 Fax : 021 222 0841  
 Website : [www.np.gov.lk](http://www.np.gov.lk)  
 e-mail : chiefsecnpc@gmail.com

My No: NP/09/FRM/CIR/2016

Date: 3/02/2016

**PROVINCIAL FINANCE CIRCULAR NO: PF/FIN/02/2016**

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

**IMPLEMENTATION OF ANNUAL PROCUREMENT PLAN - 2016**

Your attention is drawn to the section 4.2.1 of Procurement Guidelines reference 2006. Accordingly each procurement entity is requested to prepare procurement plan as a part of the procurement activities of preparedness and planning. Therefore in order to comply with this requirement, each Ministry and Department is hereby instructed to follow the following steps for the successful implementation of the development works in Northern Province.

1. Procurement related to the works, goods, services for the various source of fund such as PSDG, CBG, HSDP TSEP and UNICEF should be prepared procurement plan annually.
2. As the annual action plan is the mandatory document to prepare the procurement plan, firstly you are advised to prepare reliable action plan for development works and thereafter concentrate on the preparation on procurement plan.
3. Based on the annual action plan and procurement plan, all the development /capital works could be effectively monitored and issues causing the delay would be minimized and targets would be achieved easily.
4. It is to be noted that the procurement plan preparation is not only a point of time action but also it should be updated periodically until the completion of the works.
5. The specimen format for the procurement plan is annexed herewith for the easy operation. Use separate sheets for the works under different source of funds.
6. The release of imprest will be calculated and released to the respective Ministries and Departments as per the progress shown in the procurement plan.

பிரதம பிரதம செயலாளர்  
 නියෝජ්‍ය ප්‍රධාන ලේකම්  
 DEPUTY CHIEF SECRETARY

நிர்வாகம்  
 පරිපාලන  
 ADMINISTRATION } Tel : 021 320 2571 (Dir)  
 : 021 222 0960 (Gen)  
 Fax : 021 222 0950  
 e-mail : ppas.np@gmail.com

நிதி  
 මුදල්  
 FINANCE } Tel : 021 222 0850 (Dir)  
 : 021 222 0854 (Gen)  
 Fax : 021 222 0853  
 e-mail : nptreasury@gmail.com


திட்டமிடல்  
 කුලසමාපදන  
 PLANNING } Tel : 021 223 0355  
 : 021 223 0451  
 Fax : 021 223 0354  
 e-mail : npplan@sitne

ஆளணிப்பயிற்சி  
 මධ්‍යමාදායම්  
 PERSONNEL TRAINING } Tel : 021 739 1250 (Dir)  
 : 021 739 1254 (Gen)  
 Fax : 021 739 1257  
 e-mail : npmdti@gmail.com

பிரதம உள்ளக கணக்காய்வாளர்  
 ප්‍රධාන අභ්‍යන්තර විගණක  
 CHIEF INTERNAL AUDITOR

} Tel : 021 222 0796 (Dir)  
 : 021 222 9528 (Gen)  
 Fax : 021 222 0796  
 e-mail : npcaudit@yahoo.com

7. Duly perfected original procurement plan should be submitted to the **Deputy Chief Secretary- Planning, N.P** with copy to **Deputy Chief Secretary - Finance, N.P** **Deputy Chief Secretary - Engineering Services, N.P** on or before 10<sup>th</sup> February of the each year and updating should be reported quarterly through the respective Ministry.



**A. Pathinathan**  
**Chief Secretary**

**Copies to:-**

- |   |   |                                    |
|---|---|------------------------------------|
| 1) Secretary to the Hon. Governor., N.P | - | to inform to the Hon.Governor, N.P |
| 2) Asst. Auditor General, N.P           | } | For information pl                 |
| 3) Chief Internal Auditor, N.P          |   |                                    |

## PROCUREMENT PLAN & PROGRESS MONITORING FOR WORKS

Department/Ministry:-

Head No:-

Source of Fund:-

Update as at (date):-

Serial No.	File/ Contract No	Description	Name of Executing Agency	Name of Implementing Agency	Date of Proposal Sent to Finance Commission	Date of Approval Granted By Finance Commission	Method of Procurement*	Estimated Cost	Stage	Date of Invitation for Bids	Deadline for Submission of Bids	Date of Award	Signing of contract				Name of Contractor	If Extension granted in weeks	Actual Date of Completion	Expenditure incurred upto last date	Expenditure incurred to date (Million)	Physical Progress (%)	Remarks	
													Contract period	Date of Commencement	Date of Completion	Amount								
1	2	3	3.1	3.2	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

Rs. in Million

NCB-National Competitive Bidding, NS-National Shopping, DC-Direct Contracting, CC - Community base Contract

\* - Indicate extensions/modifications etc.

P - Preparation of Bidding Documents

IFB - Under Invitation of Bids

TEC - Under Evaluation of Bids

Prepared by:

Checked by:

Certified Correct by :- .....

Secretary / Head of the Department

# PROCUREMENT PLAN FOR GOODS

Ministry / Department:

Head No:

Source of Fund:

Update as at : (date)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
Serial No.	Package No/Code No	Description	Name of Executing Agency	Name of Implementing Agency	Method of Procurement*	Quantity (Number)	Estimated Cost	Stage	Date of Invitation for bid	Deadline for submission of bids	Date of Award/ Purchase order	Contract Period	Date of Commencement	Date of Completion	Amount	Name of Supplier	Actual Date of Completion	Expenditure upto last time	Expenditure incurred to Date	Physical Progress (%)	Remarks

Rs. in Millions

NCB-National Competitive Bidding, NS-National Shopping, DC-Direct Contracting

\*. Indicate extensions/modifications etc.

Prepared by:

Checked by:

Certified Correct by: .....

Secretary /Head of the Department