



பிரதம செயலாளர் செயலகம், வடக்கு மாகாணம்
 ප්‍රධාන ලේකම් කාර්යාලය, උතුරු පළාත
 CHIEF SECRETARY'S SECRETARIAT, NORTHERN PROVINCE



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My No: NP/12/02/118/2025

Date: 08.12.2025

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

PROVINCIAL PROCUREMENT CIRCULAR NO: PMD/2025/01

Please be informed that amendments have been made to the Provincial Procurement Circular No. PMD/2025/01 dated 24.02.2025. The revised provisions are now issued under Provincial Procurement Circular No: PMD/2025/03, which is attached herewith for your reference and necessary action.

Kindly note that these revised provisions are to be implemented with effect from 01.01.2026.

(Signature)

Thanuja Murugeson

Chief Secretary **Thanuja Murugeson**
 Northern Province Chief Secretary
 Northern Province

Copy To:

1. Chairman, National Procurement Commission

பிரதி பிரதம செயலாளர்
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PROVINCIAL PROCUREMENT CIRCULAR NO: PMD/2025/03

**Secretaries,
Deputy Chief Secretaries,
Heads of Department,
Northern Province.**

**PROVINCIAL PROCUREMENT PROCEDURES
AS PER PROCUREMENT GUIDELINES**

Please be informed that amendments have been made to Provincial Finance Circular No. PMD/2025/01 dated 24/02/2025 and . The revised provisions are as follows:

10. REPAIRS TO MOTOR VEHICLE & EQUIPMENT

Relevant reference to Procurement Guidelines: 11.3

Repairs to motor vehicles and other equipment may be undertaken through the local accredited agents of the manufacturer, provided that the Procuring Entity (PE) is satisfied with the reasonableness of the quotation, considering the repair cost's economy, as well as the age and condition of the vehicles.

The Chief Accounting Officer/ Accounting Officer may delegate financial authority as outlined in Schedule 1 of this Circular.

Repairs to vehicles damaged due to accidents are not applicable under this circular.


Thanuja Murugeson
Chief Secretary
Northern Province

PROCUREMENT GUIDELINE REFERENCE: 2.9**AUTHORITY LIMITS OF PROCUREMENT COMMITTEE FOR CONTRACT AWARD RECOMMENDATION / DETERMINATION**

When Open Competitive Bidding Procedure (Guidelines 3.1.1, 3.1.2, 3.1.3, 3.1.4), Direct Contracting Procedure (Guideline 3.1.6) and Force Account (Guideline 3.1.7) for the procurement of Goods, Works and Non-consulting Services are followed.

For vehicles and other equipment repairs exceeding Rs. 100,000 Relevant Technical Staffs' recommendation has to be obtained prior to repair and after repair before making payment. For vehicles and other equipment repairs exceeding Rs.500,000, in addition to Technical Staffs' recommendation, Ministry Secretary's personnel approval is required. For vehicles and other equipment repairs exceeding Rs.700,000, in addition to Technical Staffs' & Ministry Secretary's recommendation, Chief Secretary's personnel approval is required.

When Shopping Procedure (Guideline 3.1.5) is followed for the procurement of goods, works and services other than consultancy services

For each procurement under the shopping procedure, prior approval must be obtained from the relevant authorities, if of the value procurement is exceeds as outlined below, for the shortlisted contractors or suppliers from whom quotations will be requested.

	Level of Procurement Authority	Works Rs.mn	Goods & services other than consultancy services Rs.mn	Authority granting approval for the short-listed contractors / suppliers for shopping
1.	Provincial Ministry Procurement Committee	2.0	2.0	Chief Secretary
2.	Department Procurement Committee / Project Procurement Committee	1.0	1.0	Ministry Secretary
3.	Regional Procurement Committee	0.7	0.5	Head of the Department
4.	Divisional Procurement Committee	0.3	0.3	

For vehicles and other equipment repairs exceeding Rs. 100,000 Relevant Technical Staffs' recommendation has to be obtained prior to repair and after repair before making payment. For vehicles and other equipment repairs exceeding Rs.500,000, in addition to Technical Staffs' recommendation, Ministry Secretary's personnel approval is required. For vehicles and other equipment repairs exceeding Rs.700,000, in addition to Technical Staffs' recommendation, Chief Secretary's personnel approval is required.



Thanuja Murugeson
Chief Secretary
Northern Province

**Direct Purchase of smaller value repair works, goods and services (Guideline 3.1.6)
(by GOSL funds or foreign funds)**

Level of Authority	Requirement to be fulfilled	Authority Limit
<p>Chief Secretary Procurement Committee - Minor (CSPC - Minor)</p> <p>Provincial Ministry Procurement Committee - Minor (PMPC - Minor)</p> <p>Department Procurement Committee - Minor (DPC - Minor)</p> <p>Project Procurement Committee - Minor (PPC - Minor)</p>	<p>Repairs to motor vehicles and other equipment</p> <ul style="list-style-type: none"> • When it is uneconomical to follow competitive procedure. • CS/MS/HD/PD must ensure the economy of procurement. • This authority should be used under personal supervision of CS/MS/HD/PD. • For repairs exceeding Rs.100,000, in addition to Head of the Department's personal approval, Relevant Technical staff's recommendation has to be obtained. • For repairs exceeding Rs.200,000, in addition to Relevant Technical staff's recommendation, Ministry Secretary / Deputy Chief Secretary's personal approval is required. • For repairs exceeding Rs.500,000, in addition to Relevant Technical Staffs' recommendation and Ministry Secretary / Deputy Chief Secretary's recommendation, Chief Secretary's personal approval is required. <p>For repairs to motor vehicles and other equipment exceeding Rs.700,000/-, appropriate other procurement procedures shall be adopted. However, in any unavoidable circumstances Chief Secretary's personal approval is mandatory to follow direct purchase.</p>	Up to Rs.700,000


Thanuja Murugeson
 Chief Secretary
 Northern Province