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எனது இல
My No

G/NPC/A1/Memo.

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ஜி ஜ சந்திரசிரி
GA Chandrasiri

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வட மாகாண ஆளுநர்
Governor, Northern Province

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Northern Provincial Council
Kanniya Road, Varodayanagar,
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No. 326

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திகதி
Date } 05.11.2010

Amended by NO: 1A/2010

Governor's Memorandum No. 1/2010 Management Scheme for Provincial Local Government Symposium 2010

Introduction

1. Prelude

Considering the urgent need to transform and reform the Provincial Local Government System in the Northern Province in line with the Government's efforts, the Northern Provincial Council has decided to conduct a Provincial Local Government Symposium in Vavuniya during 2010.

This management scheme is established to provide for evolving an appropriate theme for the Symposium, thematic events of the Symposium, organizing and conducting the events and mobilizing resources including finance, utilization and accounting of the same.

2. Establishment of Management Scheme

I, Gammanpila Arachchige Chandrasiri, Governor of the Northern Province do hereby under the powers vested in me in terms of provisions of the 13th Amendment to the constitution and under the provision of the Provincial Council act No 42 of 1987 do hereby establish a management scheme for organizing and conducting the Provincial Local Government Symposium in the year 2010.

3. Symposium

The Provincial Local Government Symposium shall be held in Vavuniya at a date and location decided as per article below in this memorandum.

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4. Theme and Content of Symposium

Theme and content of the Symposium shall be decided according to the manner prescribe in the preceding articles.

5. Fund and other Resources for the Symposium

Fund, Manpower, Materials and other resources shall be mobilized as described in the preceding article.

6. Management of the Symposium

The following management committees and agencies shall share the responsibilities of organizing and conducting the Symposium as defined below.

- a. Symposium Steering Committee
- b. Symposium Organizing Committee
- c. Fund Management Committee
- d. Authorized Fund Managing Agency

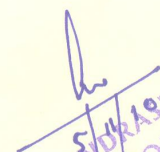
A. Symposium Steering Committee

The following will constitute the committee.

- I. The Governor. (Head of Steering Committee)
- II. Chief Secretary, Northern Province.
- III. The Secretary, Local Government Ministry, Northern Province.
- IV. Commissioner of Local Government, Northern Province.
- V. Assistant Commissioner of Local Government, Vavuniya. (as Secretary of the Committee).
- VI. Representative of Asia Foundation.

Roles and Functions of Symposium Steering Committee

1. Deciding of the Symposium theme and events themes.
2. Guiding organizing committee on strategic aspect of the Symposium.
3. Authorizing operational principles and assigning authority to any individuals or organizations.
4. Designing and Approving accounting system.
5. Authorizing expenditures.
6. Mobilizing appropriate resource persons including even managers for Symposium.
7. Monitoring implementation of the events.


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8. Authorizing all rates charge or levied on account of any activity or event.
9. Deciding on broader principles and guidelines and criteria for selection of participants, supplies, service providers and procurements of any goods.

B. Symposium Organizing Committee

The following will constitute the committees.

- I. Secretary, Local Government Ministry, Northern Province (as Chairman)
- II. Commissioner of Local Government, Northern Province
- III. Assistant Commissioners of the Local Government - all five Districts
- IV. Representatives of Asia Foundation
- V. Event Managers
- VI. Other designated resource persons.

Roles and Functions of the Symposium Organizing Committee

1. Designing Symposium city and assigning locations for key events and purposes.
2. Detail designing of all events.
3. Mobilizing participants.
4. Assisting in mobilizing sponsors and contributors.
5. Providing required services, resource persons and materials and other logistical services.
6. Designing of market strategy, advertisement and invitations.
7. Sequencing events and activities.
8. Organizing opening ceremony.
9. Approving payments.
10. Preparing detailed responsibility chart and task.

C. Fund Management Committee

The following will constitute the Committee

1. Authorized representative of fund managing agency.
2. Commissioner of Local Government.
3. Assistant Commissioner of Local Government, Vavuniya.
4. Accountant – Chief Accountant, Ministry of Local Government, Northern Province.

Roles and Response Fund Management Committee

1. Ensuring all receipts are properly accounted in the Symposium account maintained by the authorized fund management agency.
2. Ensuring all payments are reasonable and fair.
3. Scrutiny of all receipt and payments.


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4. Ensuring all payment are done according to the standards and acceptable accounting practices.

D. Authorized Fund Managing Agency

Considering the extent of involvement in the local Government development initiatives of the Government, extensive contribution made to the Local Government Development and the experience possessed in managing funds of such events sponsored by the government, the Asia Foundation Organization is chosen to be as fund managing agency for this Symposium.

Roles and Responsibilities of Fund Managing Agency


1. Canvassing for and mobilizing sponsors, well-wishers, contributions and solicit assistance of all forms.
2. Receiving and keeping custody and responding to needs or engaging receipts for authorized purposes.
3. Matching appropriate type of contribution with that of the needs
4. Keeping appropriate records of details of contribution and all receipts according to standard accounting practices.
5. Maintaining all supporting documents, invoices, vouchers and record of the registers and make available for verification.
6. Preparing and submitting accounts of receipts and payments to an independent auditor.
7. All receipts and payments and transactions shall be according to the directions of the Steering Committee.

7. Final Accounts and Auditing

1. The authorized agency for fund management shall prepare the receipts and payments accounts within three months from the completion of the events, and get it audited by a authorized auditor.
2. All accounts and records shall be handed over to Commissioner of Local Government, Northern Province within four months from the completion of the Symposium.

8. Bank Account

1. There shall be a bank account in the name of the Symposium opened by the Fund Management Agency.
2. All accounts of the Symposium shall be maintained following the accounting procedure adopted by the Fund Management Agency.
3. No receipts shall be accepted in currency form.


S. JAYASIRI
GOVERNOR
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4. The Secretary, Local Government, Northern Province shall authorize the opening of Bank Account in a Commercial Bank.

Approved



GA Chandrasiri,
Governor,
Northern Province.

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05.11.2010