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Rear Admiral Mohan Wijewickrama RSP, USP.

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Governor of the Northern Province

My No: G/NPC/4/GTF

01st January, 2007

See Distribution

GOVERNOR'S MEMORANDUM 01/2007
ADMINISTRATION OF GOVERNOR'S TRUST FUND

01. Governor's Trust Fund (GTF) has been established on the 27th November 2000 for the benefit of those living in the Northern and Eastern Provinces and public officers serving the NEP. With the establishment of separate administrations, in the Northern and Eastern Provinces, a separate Trust Fund will be established for Northern Province with effect from **01st January, 2007.**
02. The GTF will provide Funds to the deserving people in the Northern Province taking in the consideration their financial state in following areas.
 - (a) For the relief of poverty
 - (b) For the advancement of education, sports or cultural affairs
(maximum Rs. 25,000/-)
 - (c) for the maintenance of places of worship
(maximum Rs. 40,000/-)
 - (d) For making of awards to persons who have served the Northern Province in an exemplary manner with dedication for the betterment of the people.
(maximum Rs. 25,000/-)
 - (e) To grant part relief for life saving surgery or to obtain life saving drugs
(maximum Rs. 50,000/-)
 - (f) For any other purposes, which is in the opinion of the Governor and the Board of Management, of benefit or interest to the people of the Northern Province.

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- 03.** The GTF will consist of donations or contributions received from the members of the public, organizations, societies both local as well as foreign, or by the Provincial Council, and also from the income generated through projects undertaken by the GTF with the approval of the Governor.

04. ADMINISTRATION AND MANAGEMENT

The administration, management and control of the GTF is vested in a Board of Management (BOM) constituted as hereinafter provided, to ensure the foregoing objectives are met and GTF developed to meet the demand. With immediate effect the BOM of the GTF shall consist of

- (a) The Chief Secretary
- (b) The Secretary to the Ministry of Education, Cultural Affairs and Sports
- (c) The Secretary to the Ministry of Health and Indigenous Medicine
- (d) The Secretary to the Provincial Public Service Commission
- (e) Secretary to the Governor and
- (f) The Deputy Secretary to the Provincial Treasury

05. OFFICE BEARERS

- (a) The Chief Secretary shall be the Ex-Officio Chairman of the BOM of the GTF
 - (b) Secretary to the Governor shall be the Secretary to the BOM of the GTF
 - (c) The Deputy Chief Secretary to the Provincial Treasury shall be the Treasurer to the BOM of the GTF.
- 06.** Secretary to the Governor, Northern Province shall be in charge of the general administration and management of the affairs of the GTF and related matters, subject to the overall control of the Governor.
- 07.** There shall be An Assistant secretary appointed to assist the Secretary to the BOM who shall be appointed by the Governor and shall hold office for such period specified in the letter of appointment issued to him by the Governor. The Governor may in his absolute discretion revoke such appointment at any time and re-appoint another for such post.

08. FUNCTIONS OF THE BOARD OF MANAGEMENT

- (a) i. The BOM may regulate the procedure with regard to its meetings and the transaction of business at such meetings.
 - ii. BOM will meet at least once every quarter or as often when necessary.
 - iii. Quorum for a meeting shall be four including the Chairman of the BOM.
 - iv. The Secretary of the BOM shall cause the copies of the minutes of each and every meeting to be forwarded to the Governor.
 - v. No acts, proceedings of the BOM shall be deemed to be invalid by reason only of the existence of a vacancy among its members or any defect in the appointment of a member thereof.
- (b) The BOM shall in the name of the GTF, have the power with the concurrence of the Governor to recommend grants as per paragraph 2 of this Memorandum for deserving persons/institutions in the Northern Province for approval of the Hon. Governor. In case of medical grants the payments will be made on production of relevant bills with the relevant documents.

09. CONTROL OF FINANCES

- (a) The BOM shall maintain an Account called "The Governor's Trust Fund" in any recognized Bank approved by the BOM and all moneys that may accrue to the GTF shall be credited to such account.
- (b) All disbursements will be made by cheques, the signatories to such cheques shall be determined by the BOM in consultation with the Governor.
- (c) Any moneys belonging to the GTF may be invested by the BOM in such manner as the BOM may determine, in Government approved banks, Treasury bills etc. subject to the approval of the Governor.
- (d) The Treasurer of GTF shall maintain proper accounts of the GTF, and prepare a quarterly Balance Sheet for the purpose of Audit.

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- (e) The Governor shall appoint a Board of Audit for Auditing the accounts of GTF. For the purpose of assisting them, they may employ the services of any other staff who shall act under their direction and control.
 - (f) The Audited Balance sheet must be forwarded to BOM & Governor within one month at the end of each quarter.
 - (g) Annual Financial Statement of the Governor's Trust Fund shall be audited by the Auditor General.
10. As the Governor's Trust Fund is established for the benefit of all citizens living in the Northern Province, it is incumbent on all concerned to make every endeavour to create awareness among the Public in the Northern Province in order to enable them to obtain benefits when necessary. .
11. This memorandum will supersede promulgation dated 27th November, 2000 and come into force **from 1st January, 2007** .


Rear Admiral Mohan Wijewickrama, RSP, USP
Acting Governor, Northern Province

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