



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



மாகாணத் திறைசேரி
පළාත් සභා මාලාරය
Provincial Treasury

மாகாணசபை வளாகம், கைதடி

පළාත් සභාව සංකීර්ණය, කෑතඩි

Provincial Council Complex, Kaithady

My No: NP/09/A&P/4/12/CIR/2024

2024.10.30

Provincial Finance Circular Letter No: PF/CL/AP/01/2024

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

BOARD OF SURVEY – 2024

Your reference is drawn to Provincial Financial Regulation 365 – 382 and Provincial Finance Circular No - PF/AP/01/2021 dated 06.10.2021 on the above subject.

1. Accordingly, please take necessary steps to complete verification of stores for your Ministries / Departments by appointing Committee on or before 15th of December 2024, Board of Survey report and its follow up action report should be rendered to Auditor General (Categories – I & II) with the copy to Deputy Chief Secretary – Finance (Category - I only) and the Department which has Regional Offices - Category II should send the annexed specimen format (**Annexure – 01**) to Deputy Chief Secretary – Finance, as follows.

Category

Date

- | | | |
|--|---|--|
| I. Ministry / Department which has no Regional Offices | - | On or before 31 st March 2025 |
| II. Ministry / Department which has Regional Offices | - | On or before 31 st May 2025 |

2. When the committee appointed for the board of survey for the respective Ministry / Department or Regional Office comes under the Department, it should be ensured at least one member to be appointed from the out of the Ministry / Department or Regional Office.


பிரதம செயலாளர்
ප්‍රධාන ලේකම්
Chief Secretary

Tel : 021 222 0843 (Dir)
: 021 222 0840 (Gen)
Fax : 021 222 0841
E-mail: chiefsecnpc@gmail.com

பிரதிப் பிரதம செயலாளர்-நிதி
නියෝජ්‍ය ප්‍රධාන ලේකම්-මුදල්
Deputy Chief Secretary -Finance

Tel : 021 222 0850 (Dir)
Fax : 021 222 0853
E-mail: npctreasury@gmail.com

3. It is the duty of the Accounting Officer of the respective Ministry / Department to aware clearly about the responsibility of the Board of Survey Committee. The appointed committee who performs the task on Board of Survey fully responsible for the conducted Board of Survey and any issues or consequences arising out of the mis-representation of the report.
4. You are also kindly requested to conduct verification survey on Vehicles and Buildings of the all Ministries / Departments and Regional Offices in the annexed specimen format **(Annexure - 02)** and such reports also should be rendered to the Provincial Treasury, NP within the schedule time with the observation of the respective Secretary of the Ministries.
5. It is expected that all the Ministries and Departments should complete the Annual Board of Survey in the stipulated time frame mentioned above and no request is accepted for the extension of the time to complete the Board of Survey other than the factors beyond the control.



L. Ilaangovan,

Chief Secretary,
Northern Province.

L. Ilaangovan
Chief Secretary
Northern Province

Copies :

- | | |
|--|------------------------------|
| 1. Secretary to the Hon. Governor - NP | - To inform to Hon. Governor |
| 2. Senior Asst. Auditor General - NP | } For information please. |
| 3. Chief Internal Auditor - NP | |

Date -

Deputy Chief Secretary – Finance,
Provincial Treasury,
Northern Province.

Summary of the Board of Survey Reports which were rendered to the Auditor General

Reference to the Provincial Finance Circular No - PF/AP/01/2021 dated 06.10.2021, I certify that the Board of Survey Reports and its follow up action reports of the following Regional Offices of Our Department for the Year 2024 have been rendered to the Office of the Auditor General.

Serial No	Head No & Name	Name of the Regional / Sub Office / Unit	Date of report rendered to the Auditor General	Remarks

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Head of the Department

VEHICLES - BOS 2024

Inventory No	Type of Vehicle	Vehicle No	Present Condition (Please mark as "√")			
			Running Condition	Not-Running Condition		
				At Garage	At Parking	Remarks

BUILDINGS - BOS 2024

Inventory No	Type of Building	Location	Present Status (Please mark as "√")			
			Occupied	Un-occupied/ Idle	Damaged	Remarks

Name and Signature of the Board of Survey:

	Name	Signature	Date
Chairman
Member - 01
Member - 02