



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



A9, வீதி, கைதடி  
A9, පාර, කෛතඨී  
A9, Road, Kaithadi

Chief Secretary : 021 222 0843  
Fax : 021 222 0841  
Website : www.np.gov.lk  
e-mail : chiefsecnpc@gmail.com

Office : 021 222 0846 (ACS)  
: 021 222 0845 (Legal)  
: 021 222 0842 (AO)  
: 021 222 0840 (Gen)

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PROVINCIAL FINANCE CIRCULAR NO: PF/04/2024

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

**PROVINCIAL PROCUREMENT PROCEDURES**  
**AS PER PROCUREMENT GUIDELINES**

The provincial circular PF/06/2015 dated July 14, 2015, PF/06/2015(ii) dated April 30, 2020, and PF/06/2015(iii) dated December 31, 2020, are hereby repealed.

**PROVINCIAL PROCUREMENT PROCEDURES AS PER PROCUREMENT GUIDELINES**

The Government Procurement Guidelines and the Procurement Manual have been published and approved by the Cabinet Ministers in order to enhance the transparency of government procurement process to minimize delays and to obtain financially the most advantages and qualitatively the best services and supplies for the Nation.

2. As it is the mandatory requirement to follow the procurement procedures as per Procurement Guidelines-2006, Northern Provincial Council has decided to follow same with suitable amendments for the respective authority limits and the Hon. Governor, Northern Provincial Council has approved same. Since authority limits of 2006 Guidelines has been subsequently amended by supplements. It has become necessary to revise the authority limits of the Provincial Guidelines. Accordingly, the very important items are taken into consideration for the smooth functions of the procurement in this Province and the limits of authority are being fixed (Schedule I for Works, Goods & Services) as instructions considering the availability of funds and it has been decided to implement the new limits with effect from 01<sup>st</sup> of October 2024.

L. Ilaangovan  
Chief Secretary  
Northern Province

**3. AUTHORITIES**

**AUTHORITY OF PROCUREMENT COMMITTEES FOR CONTRACT AWARDS  
RECOMMENDATION / DETERMINATION**

**When open competitive bidding Procedures are followed for the International Competitive Bidding (ICB), National Competitive Bidding (NCB), Limit/Restricted International Competitive Bidding (LIB) and Limit/Restricted National Competitive Bidding (LNB) (Guideline 3.1, 3.2 or 3.3).**

As per Procurement Manual Supplement-35, clause 2.14.1 Provincial Councils are considered as equivalent to the Cabinet Ministry. The Chief Secretary's Procurement Committee (CSPC) will be considered as equivalent to Cabinet Ministry Procurement Committee and the Board of Ministers Approved Procurement Committee (BMAPC) will handle above the limit of the CSPC.

**3.1 FORCE ACCOUNT (GUIDELINES 3.7.1 & 3.7.2)**

As per Procurement Guidelines and the Manual 2006.

**3.2 EMERGENCY PROCUREMENTS (GUIDELINES 3.8.1)**

As per Procurement Guidelines and the Manual subject to the delegation by the Chief Secretary at the time of Emergency.

**3.3. COMMUNITY PARTICIPATION IN PROCUREMENT (GUIDELINES 3.9.1 & 3.9.2)**

As per Procurement Guidelines and the Manual.

**3.4. AWARD OF DISTRICT / DIVISIONAL LEVEL CONSTRUCTION CONTRACT (GUIDELINES 3.9.4)**

As per Procurement Guidelines and the Manual.

**3.5. PROCUREMENT OF SPARE PARTS (GUIDELINES 9.2)**

As per Procurement Guidelines and the Manual.

**3.6. REPAIRS TO MOTORVEHICLE & EQUIPMENT (GUIDELINES 9.3.1 A & B)**

As per Procurement Guidelines and the Manual.

a. Repairs to motor vehicles and other equipment may be carried out through the local accredited agents of the manufacturer provided that the Procuring Entity (PE) is satisfied that the quotation is reasonable, having taken into account the economy of the repair cost, the age and condition of the vehicles.

b. Head of Department may delegate the authority as given in the Procurement Manual. However, the approval of the Chief Secretary should be obtained for repairs exceeding the cost of SLR 400,000/- (Sri Lanka Rupees Four Hundred Thousand)

**L. Ilaangovan**  
Chief Secretary  
Northern Province

3:7. **PERIODICAL AND PUBLICATION (GUIDELINES 9.4.1)**

As per Procurement Guidelines and the Manual.

4. **COMMITTEES**

4.1. **TECHNICAL EVALUATION COMMITTEE (TEC)**

In addition to the procedural requirements already practiced, the following shall be specifically adhering to in the appointment of the Technical Evaluation Committee.

There shall be TEC to assist all the formal Procurement Committee for procurement of works, goods and services of all types. The TEC shall be headed by a competent person in the relevant field and consist of at least two other nominated members by the Local Head/Head of the Department/Secretary as the case may be. Single member of the TEC could be appointed for civil work less than Rs. 2.0 Million and Goods & Services less than Rs. 0.5 Million

In special situations procurement of Works, Goods and Services shall be decided on the technical feasibility and recommendation of single source technical expert.

In case of small value procurements for civil work less than Rs. 2.0 Million and Goods & Services less than Rs.0.5 Million a technical competent person may be added to the Procurement Committee and award may be decided without TEC.

4:2 **PROCUREMENT COMMITTEE**

Composition of Procurement Committee

4:2:1. **Board of Ministers Appointed Procurement Committee (BMAPC)**

- a. Chief Secretary as Chairman
- b. Deputy Chief Secretary- Finance (Permanent Member)
- c. Relevant Secretary to the subject Ministry
- d. Deputy Chief Secretary-Engineering services
- e. Relevant Head of Department

All requests for appointment of BMAPC shall be addressed to Chief Secretary and shall be submitted to Board of Ministers.

4.2.2 **Governor Appointed Procurement Committee (GAPC)**

- a. Chief Secretary as Chairman
- b. Deputy Chief Secretary- Finance (Permanent Member)
- c. Relevant Secretary to the subject Ministry
- d. Secretary to the Hon.Governor
- e. Relevant Head of Department

All requests for appointment of GAPC shall be addressed to Chief Secretary through the Procurement cell

**L.Ilaangovan**  
Chief Secretary  
Northern Province

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- 4:2:3. **Chief Secretary Procurement Committee (CSPC) - Minor**
- The number of members in a CSPC (minor committee) shall be three
  - Chief Secretary as Chairman
  - Other two members shall be staff officers. Three suitable alternate staff officers may be appointed. Any two of these members may serve in the committee.
- 4:2:4. **Chief Secretary Procurement Committee (CSPC) – Major**
- The number of members in a CSPC (Major committee) shall be minimum three
  - Chief Secretary as Chairman
  - Deputy Chief Secretary - Finance (Permanent Member)
  - Relevant Secretary to the subject Ministry
  - Deputy Chief Secretary- Engineering services
  - Relevant Head of Department
- 4:2:5. **Provincial Ministry Procurement Committee (PMPC) - Minor**
- The number of members in a PMPC (Minor) shall be three
  - Secretary to the Ministry as Chairman
  - Other two members shall be staff officers. Three suitable alternate staff officers may be appointed. Any two of these members may serve in the committee.
- 4:2:6. **Provincial Ministry Procurement Committee (PMPC) - Major**
- The number of members in a PMPC (major committee) shall be three
  - Secretary to the Implementing Agency as Chairman
  - Head of the Implementing Agency.
  - Representative of Provincial Treasury/Head of the Client Department
- In the case of Department of Buildings is the Implementing Agency a representative from the Provincial Treasury will be a non-Member on advisory capacity.
- 4:2:7. **Department Procurement Committee (DPC)- Minor**
- The number of members in a DPC (minor committee) shall be three
  - Head of Department as Chairman
  - Other two members shall be staff officers. Three suitable alternate staff officers may be appointed. Any two of these members may serve in the committee
- 4:2:8. **Department Procurement Committee (DPC) - Major**
- The number of members in a DPC (major committee) shall be three
  - Head of Department as Chairman
  - Representative from the respective Ministry
  - Accountant of the Department/Representative of the Client Department.
- In the case of Building Department representative member from the ministry shall be the Chief Accountant.
- 4:2:9. **Regional Procurement Committee (RPC)**
- The number of members in a RPC shall be three
  - Local Head of Department as Chairman
  - Representative from other Department in the relevant field
  - One Accountant from the Department or any other Department



**L. Ilaangovan**  
Chief Secretary  
Northern Province

- 4:2:10. **Divisional Procurement Committee (DPC)**
- The number of members in a RPC shall be three
  - Divisional Head as Chairman
  - Representative from other Department in the relevant field
  - Accountant of the respective Regional Department

**5. NOMINATION OF THE PROCUREMENT COMMITTEE SHALL BE MADE BY**

DivPC	-	Requested by Divisional Head recommended by RHD and appointed by HD
RPC	-	Requested by RHD and appointed by HD
DPC	-	Requested by HD and appointed by PS
RMPC	-	Requested by PS appointed by CS
CSPC	-	Requested by PS appointed by CAO
BMAPC	-	Board papers submitted by relevant HD/PS with the recommendation of Chief Secretary and approved by Board of Ministers

In case of Minor Procurement Committee if TEC is not feasible, a subject specialist may be additionally incorporated in the Procurement Committee.

**6. PROCUREMENT PLAN**

All Procurement Entities shall submit the Procurement Plan to the Chief Secretary before 31<sup>st</sup> of January each year for monitoring purposes. Any deviation to the Procurement Plan should be intimated to the Chief Secretary.

**7. PAYMENTS**

For the payment of members of committees and staff officers, you may refer Procurement Manual Supplement No: 32 issued by Department of Public Finance and subsequent circulars. Also, further procurement procedures you may refer Procurement Guidelines, Manual, Supplements and Circulars which is available in Ministry of Finance web site [www.treasury.gov.lk](http://www.treasury.gov.lk)

**8. APPROVAL, SANCTIONING AND CONTRACT AGREEMENT**

**8:1. Approval and Sanctioning of Estimates**


- For Procurements not exceeding Rs.15 Mn, Divisional Head of Department
- For Procurements not exceeding Rs.35 Mn, Regional Head of Department
- For Procurement not exceeding Rs.200 Mn, Head of Department / Project Director
- For Procurement not exceeding Rs.300 Mn, Provincial Secretary
- For Procurement above Rs.300Mn, Chief Secretary



**L. Ilaangovan**  
Chief Secretary  
Northern Province

## 8:2. Execution of Contract Agreement

Execution of Contract Agreement		
<p>Following the acceptance of a bid submitted by a bidder, a formal letter of acceptance shall be issued forthwith to the bidder. This shall be followed by the execution of a formal contract for the following:</p> <p>(a) Any contract for Works exceeding SLR 250,000 (Sri Lanka Rupees Two hundred and fifty thousand) and</p> <p>(b) Any Goods or Service contract exceeding SLR 500,000.00 (Sri Lanka Rupees Five hundred thousand).</p> <p>The formal contract shall be signed by the authorities given below.</p>		
Up to Rs.15 Mn	Divisional Head of the Department	Wherever available standard form of agreement approved by Dept. of Public Finance shall be used, the approved forms are published in the Website of Dept. of Public Finance
Up to Rs.35 Mn	Regional Head of the Department	
Up to Rs.200Mn	Head of Department / Project Director	
Up to Rs.300Mn	Provincial Secretary	
More than Rs.300Mn	Chief Secretary	

  
**L. Ilaangovan**  
 Chief Secretary,  
 Northern Province

**L. Ilaangovan**  
 Chief Secretary  
 Northern Province

Copies to

1. Secretary to the Hon. Governor, NP
2. Secretary, Finance Commission
3. Secretary, Ministry of Provincial Council & LG
4. Senior Asst. Auditor General, NP
5. Chief Internal Auditor, NP

To inform the Hon. Governor

For your information please

பிரதி பிரதம செயலாளர்  
 கிணைப்புகள் பிள்ளை  
 DEPUTY CHIEF SECRETARY

நிர்வாகம்  
 பிள்ளை  
 ADMINISTRATION

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

நிதி  
 பிள்ளை  
 FINANCE

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

திட்டமிடல்  
 பிள்ளை  
 PLANNING

Tel : 021 223 0355 (Dir)  
 : 021 223 0451 (Gen)  
 Fax : 021 223 0354  
 e-mail : npplan@sltnet.lk

ஆளணிப்பயிற்சி  
 பிள்ளை  
 PERSONNEL TRAINING

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

பொறியியல்  
 பிள்ளை  
 ENGINEERING

Tel : 021 222 0697 (Dir)  
 : 021 222 2616 (Gen)  
 Fax : 021 222 0967  
 e-mail : dcsengnp@gmail.com

**PROCUREMENT GUIDELINE REFERENCE: 2.14.1****AUTHORITY LIMITS OF PROCUREMENT COMMITTEE FOR CONTRACT AWARD RECOMMENDATION / DETERMINATION**

When Open Competitive Bidding Procedure (Guideline 3.1, 3.2 or 3.3), Direct Contracting Procedure (Guideline 3.5) or Repeat Order Procedure (Guideline 3.6) is followed for the procurement of goods, works and services other than consultancy services.

1. The total cost estimate of each procurement shall be considered in deciding the Procurement Authority;
2. In the case of rentals and leases, the contract value for the entire rental or lease period shall be considered in deciding the procurement authority.

Authority		GOSL Funded Projects	Foreign Funded Projects
Cabinet Appointed Procurement Committee (CAPC)		More than Rs.750Mn	More than Rs.1,500Mn
Board of Ministers Appointed Procurement Committee (BMAPC)		Up to Rs.750Mn	Up to Rs.1,500Mn
In the absences of Provincial Council, Governor Appointed Procurement Committee (GAPC)			
Chief Secretary Procurement Committee - Major (CSPC - Major)		Up to Rs.500Mn	Up to Rs.1000Mn
Provincial Ministry Procurement Committee - Major (PMPC - Major)		Up to Rs.300Mn	Up to Rs.600 Mn
Department Procurement Committee - Major (DPC - Major)		Up to Rs.200 Mn	Up to 300Rs. Mn
Project Procurement Committee - Major (PPC - Major)			
Regional Procurement Committee - (RPC)		Up to Rs. 35Mn	Up to 35Rs.Mn
Divisional Procurement Committee - (DivPC)	Works	Up to Rs.15Mn	Up to Rs.15Mn
	Goods & Services	Up to Rs.5Mn	Up to Rs.5Mn



## PROCUREMENT GUIDELINE REFERENCE: 2.14.1 (Cont ...)

**When Shopping Procedure (Guideline 3.4) is followed for the procurement of goods, works and services other than consultancy services**

1. For supply & service contracts, quotations may be invited from:
  - (a) Suppliers listed in SLT rainbow pages etc., if sufficient number of reputed vendors are listed
  - (b) Suppliers registered with the Northern Provincial Council / Procuring Entity / District Secretariat: if applicable
  - (c) Suppliers registered under electronic Government Procurement (e-GP) platform, www.promise.lk
2. For construction contracts based on their past performance with the Procuring Entity, quotations may be invited from the contractors including Community Based Organizations (CBO) registered with CIDA.
3. The Procuring Entity shall use standard documents in line with the Government Procurement Guidelines, where applicable and bids shall be closed at pre-disclosed deadline and public bid opening.
4. For each procurement of value more than Rs.1,000,000 under shopping procedure, prior approval has to be obtained from the authorities as detailed below for the short-listed contractors or suppliers from whom quotations are intended to be invited.

	<b>Level of Procurement Authority</b>	<b>Authority granting approval for the short-listed contractors / suppliers for shopping</b>
1.	Provincial Ministry Procurement Committee	Chief Secretary
2.	Department Procurement Committee Project Procurement Committee	Ministry Secretary
3.	Regional Procurement Committee (RPC)	Head of the Department
4.	Divisional Procurement Committee (DivPC)	

For vehicle repairs exceeding Rs. 100,000 Mechanical Engineer's recommendation has to be obtained prior to repair and after repair before making payment. For vehicle repairs exceeding Rs.400,000, in addition to Mechanical Engineer's recommendation, Ministry Secretary's personnel approval is required. For vehicle repairs exceeding Rs.700,000, in addition to Mechanical Engineer's recommendation, Chief Secretary's personnel approval is required.





Level of Authority	Minimum quotations to be invited	Limits of Authority (Rs.Mn)	
		GOSL Funded (Rs.Mn)	Foreign Funded (Rs.Mn)
Chief Secretary Procurement Committee - Major (CSPC - Major)	<b>Works</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 40	Up to 40
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 25	Up to 35
Provincial Ministry Procurement Committee - Major (PMPC - Major)	<b>Works</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 30	Up to 35
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 22	Up to 32
Department Procurement Committee - Major (DPC - Major)  Project Procurement Committee - Major (PPC - Major)	<b>Works, Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 20	Up to 30
Regional Procurement Committee (RPC)	<b>Works</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 6	Up to 6
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 3	Up to 3
Divisional Procurement Committee (DivPC)	<b>Works</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 2	Up to 2
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 1	Up to 1
Minor Procurement Committee at the levels of Chief Secretary / Provincial Ministry / Department.	<b>Works</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 2	Up to 2
	<b>Goods &amp; Services other than Consultancy Services</b> By inviting at least three sealed quotations and receiving at least three quotations	Up to 1	Up to 1

## PROCUREMENT GUIDELINE REFERENCE: 2.14.1 (Cont ...)

**Direct Purchase of smaller value repair works, goods and services (Guideline 3.5 and 3.6) (by GOSL funds or foreign funds)**

Level of Authority	Requirement to be fulfilled	Authority Limit
Chief Secretary Procurement Committee - Minor (CSPC - Minor)	<b>Works</b> • Satisfying the requirements given under Guideline 3.5 or 3.6 where there is no competition among contractors	Up to Rs.1,000,000.00
Provincial Ministry Procurement Committee - Minor (PMPC - Minor)	<b>Works</b> • When it is uneconomical to follow competitive procedure. • CS/MS/HD/PD must ensure the economy of procurement.	Up to Rs.500,000.00
Department Procurement Committee - Minor (DPC - Minor)	• This authority should be used under the personal supervision of CS/MS/HD/PD & should not be delegated to any person.	
Project Procurement Committee - Minor (PPC - Minor)	<b>Goods &amp; Services other than Consultancy Services</b> Satisfying the requirements given under Guideline 3.5 or 3.6 where there is no competition among suppliers	Up to Rs.500,000.00
Chief Secretary	<b>Goods &amp; Services other than Consultancy Services directly from open market</b> Notwithstanding fulfilment of the guideline provision 3.5 and 3.6, direct sourcing, when it is uneconomical to follow competitive procedure.	Up to Rs.200,000 per event per day and max Rs.400,000 per month
Ministry Secretary	• CS/MS/HD/PD must ensure urgency / emergency and the economy of procurement but not exceeding the stipulated limits. • This authority should be used under personal supervision of CS/MS/HD/PD.	Up to Rs.100,000 per event per day and max Rs.200,000 per month
Head of the Department / Project Director	• But cumulative expense of all open market procurements (including urgent / emergency) should be within the stipulated max monthly limitation.	Up to Rs.50,000 per event per day and max Rs.100,000 per month

<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><b>Repairs to motor vehicles and other equipment</b></p> <ul style="list-style-type: none"> <li>• When it is uneconomical to follow competitive procedure.</li> <li>• CS/MS/HD/PD must ensure the economy of procurement.</li> <li>• This authority should be used under personal supervision of CS/MS/HD/PD.</li> <li>• For vehicle repairs exceeding Rs.100,000, in addition to Ministry Secretary / Deputy Chief Secretary's personal approval, Mechanical Engineer's recommendation has to be obtained.</li> <li>• For vehicle repairs exceeding Rs.400,000, in addition to Mechanical Engineer's recommendation and Ministry Secretary / Deputy Chief Secretary's recommendation, Chief Secretary's personal approval is required.</li> <li>• For repairs to motor vehicles and other equipment exceeding Rs.700,000/-, appropriate other procurement procedures shall be adopted. Chief Secretary's personal approval is required.</li> </ul>	<p>Up to Rs.700,000</p>
<p>Regional Heads who were delegated authority by Head of Department</p>	<p><b>Goods or Services including equipment and repair of motor vehicle</b></p> <ul style="list-style-type: none"> <li>• When it is uneconomical to follow competitive procedure.</li> <li>• This authority should be used under personal supervision of RH/DivH.</li> <li>• RH/DivH must ensure urgency / emergency and the economy of procurement but not exceeding the stipulated limits.</li> </ul>	<p><b>For Goods or Services</b> Up to Rs.20,000 per event per day and max Rs80,000 per month</p> <p><b>For repair of motor vehicle &amp; equipment</b> Up to Rs.100,000 per month</p>
<p>Divisional Heads or Officers in charge of separate units who were delegated authority by Head of Department.</p>	<ul style="list-style-type: none"> <li>• For vehicle repairs exceeding Rs.40,000, respective Head of the Department's personal approval is required.</li> <li>• Any other procurement not exceeding Rs.5,000 per event shall be directly procured from open market.</li> <li>• But cumulative expense of all open market procurements (including urgent / emergency) should be within the stipulated max monthly limitation.</li> </ul>	<p><b>For Goods or Services</b> Up to Rs.10,000 per event per day and max Rs40,000 per month</p> <p><b>For repair of motor vehicle &amp; equipment</b> Up to Rs.25,000 per month</p>

## PROCUREMENT GUIDELINE REFERENCE: 2.14.1 (Cont ...)

**AUTHORITY LIMITS FOR DEVIATING FROM PROCUREMENT PROCEDURE**

When it becomes necessary to deviate from tender procedures in very urgent and exceptional circumstances with regard to procurements under funds of the Government of Sri Lanka, the following competent authorities may authorize such deviations within the limits prescribed, provided that, the reasons are explicitly recorded in writing and a copy is forwarded to the Auditor General.

<b>Competent Authority</b>	<b>Authority limits for deviating from Procurement Procedure</b>
Department Procurement Committee - Major (DPC - Major) (Chief Secretary's Personal approval is required)	Up to Rs. 2 Mn
Provincial Ministry Procurement Committee - Major (PMPC - Major) (Chief Secretary's Personal approval is required)	Up to Rs. 5 Mn
Chief Secretary Procurement Committee - Major (CSPC - Major)	Up to Rs. 10 Mn
Cabinet of Ministers	Above Rs.10 Mn

**APPROVING AUTHORITY**

Before the contract is awarded approval from the following authorities (subject to the delegation of authority provided under FR 135 / PFR 105) should be obtained for the recommendation / determination by the PCs.

Regional / Divisional Procurement Committee	Head of Department
Department Procurement Committee - Major (DPC - Major)	Provincial Secretary
Provincial Ministry Procurement Committee - Major (PMPC - Major)	Chief Secretary
Project Procurement Committee - Major (PPC - Major)	
Chief Secretary Procurement Committee - Major (CSPC - Major)	
Board of Ministers Appointed Procurement Committee (BMAPC)	Board of Ministers
Governor Appointed Procurement Committee (GAPC)	Governor
Cabinet Appointed Procurement Committee (CAPC)	Cabinet of Ministers



## Classification of Regional / Divisional Procurement Committee

### Regional Procurement Committee (RPC)

1. Office of the Chief Engineer (Building Department)
2. Office of the Chief Engineer (Road Development Department)
3. Office of the Deputy Director of Irrigation
4. Office of the Assistant Commissioner of Local Government (ACLG)
5. Municipal Council
6. Office of the Regional Director of Health Service (RDHS)
7. District General Hospitals
8. Office of the Deputy Director of Agriculture
9. Office of the Deputy Director of Animal Production and Health
10. Zonal Education

\* When provincial funds are exclusively allocated and utilized by the Municipal Council for works, goods, and services, the procurement authority limits prescribed by the Regional Procurement Committee shall apply.

### Divisional Procurement Committee (Div.P.C)

1. Irrigation Engineer's Office
2. Executive Engineer's Office (Building Department)
3. Executive Engineer's Office (Road Development Department)
4. Urban Council
5. Pradeshiya Sabha
6. District Assistant Commissioner of Co-operative Development

\* When provincial funds are exclusively allocated and utilized by the Urban Council and Pradeshiya Sabha for works, goods, and services, the procurement authority limits prescribed by the Divisional Procurement Committee shall apply.