

දුරකථන / Telephone Nos.
 தொலைபேசி இல.

අමාත්‍යවරයා } 2784832
 அமைச்சர் } 2784807
 Minister } 2785617

ලේකම් } 2784812
 செயலாளர் }
 Secretary }

කාර්යාලය } 2785141-50
 அலுவலகம் } Fax 2784846
 Office }

ඊමේල් - #-මෙයින් / E-mail : isurupaya@moe.gov.lk

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 உமது இல. }
 Your No. }



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கல்வி அமைச்சு
 Ministry of Education
 "இசுரூபாய்"
 வந்தைமூலை

"இசுரூபாய்"
 பத்தரமுல்ல

"Isurupaya",
 Battaramulla.

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 எமது இல. }
 My No. }

ED/5/77/09/01/FR 135/2017

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 திகதி }
 Date }

2017/.../2017

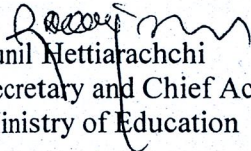
Circular No: 12/2017

State Secretary, Education
 All Additional Secretaries
 Chief Finance Officer
 Commissioner General, Department of Educational Publications
 Director General, National Institute of Education
 Director General, Towerhall Theater Foundation
 Chairman, Sri Lanka Art Council
 Director, Folk Art Centre
 Chairman, Public Performance Board
 All Chief Accountants
 Secretary General, National Commission of UNESCO, Sri Lanka
 Chief Commissioner, Colleges of Education
 All Provincial Directors of Education
 Programme Head (ESDP/SMTSU)
 All Projects Heads
 All Subject Directors
 All Accountants
 All Zonal Directors of Education
 All presidents of Collages of Education

Delegation of Authority under F.R.135-Year 2017

01. Schedules of delegation of authority under F.R 135 relating to control of expenditures in Programs and Projects under objects codes of Head No 126 of the Ministry of Education are annexed herewith. This delegation of authority has been prepared on the basis of 4 mainly highlighted activities. Namely, Authorization, Approval, certification and payment. It will be important to refer the FR 136,137,138 and 139 for the propose of clarifying the definition of this process and their due responsibilities.
02. The provision in the Establishment Code, Financial Regulations, Procurement Guidelines, Circulars issued by the General Treasury/Ministry of Administration & Management and Circulars issued by the Ministry of Education should be adhered to in the activity of taking action within the financial limits indicated above.
03. All officers concerned will be jointly and individually bound with the responsibility in incurring expenditure for any activity under the annual provisions.

04. Activities to be performed under the procurement process should be initiated on time. Technical Evaluation activities and procurement approval etc. should be completed within a very short period of time as far as possible. In the case of Technical Evaluation Committees which are not functioning properly, action should be taken to make such activities to be efficient by appointing new officers.
05. Limits of procurement boards are applicable as per the Procurement Guidelines and the Procurement Manual (supplementaries) issued with reference to that. The limits existing at present are attached herewith as schedule No: 01 for your reference.
06. **Petty cash sub-impresst:** Petty cash sub-impresst for daily petty expenses up to a maximum of Rs.25,000/- to any officer working under the direct supervision of a staff officer can be obtained with my approval. A payment from a petty cash sub-impresst should not exceed Rs.5000/- in each case. (Public Finance circular No.03/2015)
07. This Circular will be in force only for the goods, services and works which are provided with financial provisions from the Ministry of Education.


Sunil Nettiaachchi
Secretary and Chief Accounting Officer
Ministry of Education

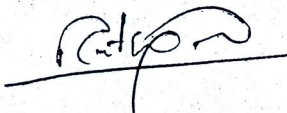
- Copies -
1. Auditor General
 2. Director General, Management Audit Department, General Treasury
 3. Chief Internal Auditor

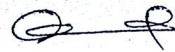
PROCUREMENT GUIDELINE REFERENCE: 2.14.1

**01. 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

Authority	GOSL Funded Projects	Foreign Funded Projects
Standing Cabinet Appointed Procurement Committee (SCAPC)/Cabinet Appointed Procurement Committee (CAPC)	More than Rs.200 Mn	More than Rs.600 Mn
Ministry Procurement Committee (MPC)	Up to Rs.200 Mn	Up to Rs.600 Mn
Provincial Department Procurement Committee (DPC)/Project Procurement Committee (PPC)	Up to Rs.100 Mn	Up to Rs.300 Mn
Zonal Education/College of Education Procurement Committee (RPC)	Up to Rs.10 Mn	Up to Rs.10 Mn

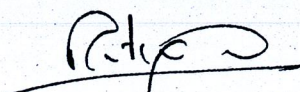

R.M.M.Rathnayaka
Chief Finance Officer

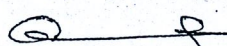

S.P.N.Samarasingha
Chief Accountant

PROCUREMENT GUIDELINE REFERENCE: 2.14.1 (Contd...)

WHEN SHOPPING PROCEDURE (GUIDELINE 3.4) IS FOLLOWED FOR THE PROCUREMENT OF GOODS, WORKS AND SERVICES OTHER THAN CONSULTANCY SERVICES.

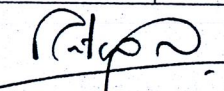
Level of Authority	Minimum quotations to be invited	Limits of Authority (Rs.Mn)	
		GOSL Funded	Foreign Funded
Ministry Procurement Committee (MPC)	Works By inviting at least 05 sealed quotations	Up to 20	Up to 20
	Goods and services other than Consultancy Services By inviting at least 05 sealed quotations	Up to 12	Up to 18
	Goods and Services other than Consultancy Services By inviting at least 03 sealed quotations	Up to 08	Up to 08
Provincial Department Procurement Committee (DPC)/Project Procurement Committee (PPC)	Works By inviting at least 05 sealed quotations	Up to 10	Up to 15
	Goods and services other than Consultancy Services By inviting at least 05 sealed quotations	Up to 10	Up to 15
	Goods and services other than Consultancy Services By inviting at least 03 sealed quotations	Up to 05	Up to 05
Zonal Procurement Committee / College of Education Procurement Committee	Works By inviting at least 05 sealed quotations	Up to 02	Up to 02
	Goods and services other than Consultancy Services By inviting at least 05 sealed quotations	Up to 01	Up to 01
Chief Accounting Officer/Head of the Dept/Project Director	Works By inviting at least 03 sealed quotations	Up to 01	
	Goods and services other than Consultancy Services By inviting at least 03 sealed quotations	Up to Rs.500,000/-	

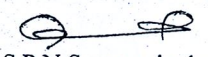

R.M.M.Rathnayaka
Chief Finance Officer


S.P.N.Samarasingha
Chief Accountant

**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	Requirements to be fulfilled	Authority Limit
CAO/ HD/PD	Works <ul style="list-style-type: none"> Satisfying the requirements given under Guideline 3.5 or 3.6 	Up to Rs.500,000/-
	Works <ul style="list-style-type: none"> When it is uneconomical to follow competitive procedure. CAO/HD/PD must ensure the economy of procurement. This authority should be used under the personal supervision of CAO/HD/PD and should be delegated to any person. 	Up to Rs.200,000/-
	Goods and Services other than Consultancy Services <ul style="list-style-type: none"> Satisfying the requirements given under Guideline 3.5 or 3.6 	Up to Rs.200,000/-
CAO/ HD/PD	Goods and Services other than Consultancy Services directly from open market <ul style="list-style-type: none"> When it is uneconomical to follow competitive procedure. CAO/HD/PD must ensure the economy of procurement This authority should be used under the personal supervision of CAO/HD/PD 	Up to Rs.100,000/-
HD/PD	Repairs to motor vehicles and other equipments <ul style="list-style-type: none"> When it is uneconomical to follow competitive procedure. HD/PD must ensure the economy of procurement This authority should be used under the personal supervision of HD/PD For repairs exceeding Rs.200,000/- CAO's personal approval should be obtained. 	Up to Rs.200,000/-
Regional Heads or Offices in charge of separate units who were delegated authority by HD	Goods or services including equipment of smaller value not exceeding Rs.15,000/- per event per day. <ul style="list-style-type: none"> Total of such purchases during any calendar month should not exceed Rs.60,000/-. 	Up to Rs.15,000/-
	Repair motor vehicle to a value not exceeding Rs.50,000/- per month.	Up to Rs.50,000/-


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Chief Finance Officer


S.P.N. Samarasingha
Chief Accountant

02. 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.

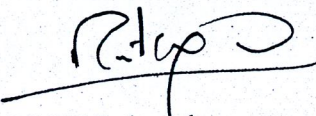
Competent Authority	Authority limits for deviating from Procurement procedure
Head of the Department (His personal approval is required)	Up to Rs. 250,000/-
Department Procurement Committee (DPC)	Up to Rs.05 Mn
Ministry Procurement Committee (MPC)	Up to Rs. 10 Mn
Cabinet Ministers	Above Rs. 10 Mn

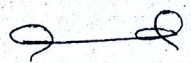
APPROVING AUTHORITY

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

Regional Procurement Committee (RPC)	Head of the Department
Project Procurement Committee (PPC)	Chief Accounting Officer
Department Procurement Committee (DPC)	
Ministry Procurement Committee (MPC)	
Cabinet appointed Procurement Committee (CAPC)	Cabinet of Ministers

The Chief Accounting Officer (CAO) may appoint a minor committee(s) to take action on smaller value procurements within the authority limits of the MPC/DPC/PPC. Accordingly, CAO may consider changing the composition given under the procurement manual 2.7.4, 2.7.5 and 2.7.6.


R.M.M. Rathnayaka
Chief Finance Officer


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