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நிதி, பொருளாதார உறுதிப்பாடு மற்றும் தேசியக் கொள்கைகள் அமைச்சு
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

මහලේකම් කාර්යාලය, කොළඹ 01,
ශ්‍රී ලංකාව

செயலகம், கொழும்பு 01,
இலங்கை.

The Secretariat, Colombo 01,
Sri Lanka.

කාර්යාලය } 011-2484500
அலுவலகம் } 011-2484600
Office } 011-2484700

ෆැක්ස් }
தொலைநகல் } 011-2449823
Fax }

වෙබ් අඩවිය }
இணையதளம் } www.treasury.gov.lk
Website }

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திகதி } 24.08.2023
Date }

Assets Management Circular No. 06/2023

To All: Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Chairman of the University Grants Commission and Vice Chancellors of the Universities
Heads of Public Corporations and Statutory Boards
Chairpersons of State Banks and Government Owned Companies

**Non-Financial Assets Management of the Government
Introduction of the online Non-Financial Assets Management System (NFAMS)
for the Public Sector Institutions – Module on Vehicles**

The Comptroller General's Office has introduced an online Non-Financial Assets Management System (NFAMS), to create an online centralized comprehensive database, for the Non-Financial Assets management of the Public Sector Institutions, which was initiated through Assets Management Circular No. 01/2017, issued on 28th June 2017.

02. This deployment aims to streamline the Non-Financial Assets management of the Government and enhance the accountability on recording and reporting of information of these assets. Further, this system will facilitate each Public Sector Institution to keep records of their assets inventory in a web-based platform and generate reports required for their assets management.

03. As the first phase of the implementation of this system, the module on vehicles will be implemented with effect from 01st September 2023, focusing on recording essential details of the vehicles in the possession of the Public Sector Institutions (Government Agencies, Public Enterprises, and Provincial Councils & Local Governments).

04. Accordingly, all the Heads of the Public Sector Institutions are required to record the vehicle information to the NFAMS, as per the instructions and guidance given in the User Manual attached herewith. In the data entry process to this system, it is important to focus on the following key aspects:

- i. **User registration:** The Head of the Institution should nominate a Data Entry Officer and a Data Verification Officer (The Data Verification Officer should be a Staff Grade Officer), by uploading the duly filled format CGO/NFAMS/G/01 attached herewith to the NFAMS.
- ii. **Institution management:** For following instances, prior approval of the Comptroller General should be obtained;
 - a. When the Parent institution is responsible for recording data on behalf of the Child institution.
 - b. When the Data Verification Officer employed by the Parent institution, needs to verify data pertaining to Child institution.

iii. **Vehicles to be recorded:**

- a. All the vehicles (vehicles required or not required to be registered under the Motor Traffic Act),
- b. All the vehicles currently in the possession of the respective institution, without considering the legal ownership,
- c. All the vehicles in running condition or not and utilized or not, and
- d. If there are no vehicles as per the (a), (b) and (c) above, please refer the section 4.1.2 in the User Manual.

iv. **Data fields pertaining to a vehicle:** After recording the basic information of a vehicle using the "Add Asset" feature in the Navigation Panel in the NFAMS, the following data fields should be filled:

a.	Valuation Details	Compulsory data field in the NFAMS.
b.	Transfer Details	Should complete the transfer process in the NFAMS before transferring a vehicle to another institution.
c.	Disposal Details	Should be filled immediately after disposing a vehicle.
d.	Fuel Efficiency	Special features given in the NFAMS to facilitate the efficient management of the vehicle fleet of the respective institution.
e.	Insurance Details	
f.	Maintenance Details	
g.	Accident Details	
		Should be filled appropriately.

v. **Real-time data reporting:**

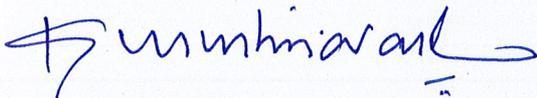
- a. All the vehicles in the possession, as of 01st September 2023, should be recorded in the NFAMS before 31st December 2023.
- b. All newly purchased vehicles, after 01st September 2023, should be recorded on the day of the completion of acquisition /on the day of the completion of entering to the lease/rent agreement.
- c. All the changes in basic information of a vehicle should be recorded on time.

05. All the Heads of Public Sector Institutions are required to submit a confirmation stating that, information of all the vehicles as of 31st day of December of the previous year, as mentioned in the paragraph 04 (iii), (iv) and (v) above, have been dully entered in to the NFAMS, as of that date. This confirmation should be sent to the Comptroller General by submitting the scanned copy of the duly filled format CGO/NFAMS/V/02 attached herewith, before 31st day of January of the succeeding year, through email cgo@mo.treasury.gov.lk.

06. All the circulars and attachments there to, issued on Non-Financial Assets Management of the Government, are available at Comptroller General's Office web site at www.treasury.gov.lk.

07. For further clarification: Please submit requests through the (nfams@mo.treasury.gov.lk).
Tel: 011-2151452, 011-2151425

08. Your cooperation in this regard is highly appreciated.



K. M. Mahinda Siriwardana

Secretary to the Treasury

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 3. Secretary to the Cabinet of Ministers
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