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MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

මහලේකම් කාර්යාලය, කොළඹ 01.
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திகதி } 18.12.2024
Date }

Assets Management Circular No. 05/2024

To All: Secretaries of Ministries
Chief Secretaries of Provincial Councils
Heads of Departments
Chairperson 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

**Disposal of Luxury Vehicles which impose a heavy burden on the Public Institutions
following the Government Procurement Procedure**

Proper utilization, recording and reporting of all the vehicles of the Government is an obligatory function of all the Heads of the Public Institutions (Government Agencies, Public Enterprises and Provincial Councils & Local Governments), to prevent the misplacement and misuse of these public properties as well as to ensure the productive use of public money.

02 All the Heads of the Public Institutions are required to take actions as per the instructions given below, to dispose the Government owned vehicles under their purview, in accordance with the decision taken by the Cabinet of Ministers at its meeting held on December 02, 2024 as per the Cabinet Memorandum No 24/2096/801/004:

- i. (a.) The respective Chief Accounting Officer / Accounting Officer should take action to dispose the vehicles specifically mentioned in (ii) below, after assessing the vehicle requirement of the institution, which are not economical to use / not required for the use of the institution, following the Government procurement procedure, and record the relevant information in the Non - Financial Assets Management System (NFAMS) before March 01, 2025.
- (b) If vehicles categorized in (ii) below are required for the use of the respective institution, respective Chief Accounting Officer / Accounting Officer should send a request justifying the requirement, with the details of such vehicles as per the

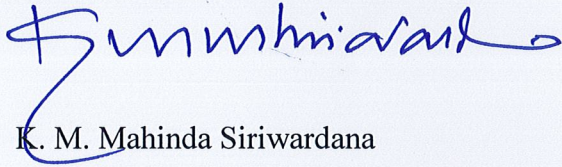
Annexure I herewith, before December 31, 2024 to the Comptroller General's Office to obtain the approval from the Secretary to the Treasury. Such information should be duly certified by the respective Chief Accounting Officer / Accounting Officer or in any exceptional instance by the respective highest officer responsible for administration of the Institution on behalf of the respective Chief Accounting Officer/ Accounting Officer.

- ii All the Petrol vehicles exceeding Engine Capacity 1800 CC / Diesel vehicles exceeding Engine Capacity 2300 CC, which are classified under the H S Heading 87.03 published in the Schedule A of the Customs Ordinance (Please note that, Double Cabs, Single Cabs, Vans, Buses, Lorries and Trucks etc. are not categorized under this H S Heading).
 - iii. Any Public Institution should not purchase vehicles under the disposal procedure given above.
03. The hard copy of the relevant details of all the vehicles specifically mentioned in 02 (ii) above, of each institution, should be submitted to the Comptroller General's Office, for information, as per the *Annexure II* herewith, before December 31, 2024. Such information should be duly certified as mentioned in 02 (i) (b) above. Such information should also be faxed to 011-2151417 and email the soft copy (MS Excel) to cgo@mo.treasury.gov.lk . If any Public Institution does not have vehicles specifically mentioned in (ii) above, Nil report should be submitted.
04. Disposal of vehicles not in running condition and proper utilization of vehicles :
- i. In addition, as instructed in Assets Management Circular No. 04/2022, further emphasize that, taking actions for the proper utilization of vehicles with due maintenance and avoiding careless usage as well as timely disposal of vehicles as required, following the respective circular instructions, is an obligatory function of all the Chief Accounting Officers / Accounting Officers, to prevent the ruination of these public properties and loss of revenue to the Government.
 - ii. All the Chief Accounting Officers / Accounting Officers, who have not yet completed the disposal process of vehicles not in running condition as per the instructions given by the Assets Management Circulars No. 05/2020 and No. 04/2022, are required to take necessary actions to complete the disposal process of such vehicles, and record the relevant information in NFAMS, immediately.
05. Recording the sale proceed from the disposal of vehicles:
The sale proceed from the disposal of vehicles should be recorded as per the instructions given in the section 02 (A) of the Assets Management Circular No. 05/2020.

06. Vehicle Disposal and Cancellation / Transfer the Registered Ownership:

- i. If a vehicle is to be disposed as scrap materials, respective Chief Accounting Officer / Accounting Officer is responsible for cancelling the registered ownership, before the disposal of the vehicle.
- ii. If a vehicle is disposed not as scrap materials, respective Chief Accounting Officer / Accounting Officer is responsible for transferring the registered ownership of the vehicle within Six (06) months from the date of disposal.

07. To log in to the NFAMS and refer the circulars, please scan the QR Code given below or log on to the web site using <https://systems.treasury.gov.lk> . For further clarifications: please submit requests through nfams@mo.treasury.gov.lk. Tel: 011-2484583, 011-2151425.



K. M. Mahinda Siriwardana
Secretary to the Treasury

- Copies:
1. Secretary to the President
 2. Secretary to the Prime Minister
 3. Secretary to the Cabinet of Ministers
 4. Commissioner General, Department of Motor Traffic
 5. Auditor General



SCAN HERE TO LOGIN NFAMS

Annexure- I

Vehicles required for the use of the Institution

Petrol vehicles exceeding Engine Capacity 1800 CC / Diesel vehicles exceeding Engine Capacity 2300 CC

which are classified under the H S Heading 87.03 published in the Schedule A of the Customs Ordinance
(Please note that, Double Cabs, Single Cabs, Vans, Buses, Lorries and Trucks etc. are not included to this H S Heading)

A duly filled and certified copy should be faxed to 011-2151417 and email the soft copy (MS Excel) to cgo@mo.treasury.gov.lk

Name of the Institution -

No	Vehicle No (Ex: KA-0001/ 32SRI0001/ 19-0001)	Purpose (Assigned/ Pool)	If Assigned		Justification for the requirement of Use
			Name of the Officer	Designation	
1					
2					
3					
4					
5					

Certified Officer : Name -

Designation -

Contact No -

Official Stamp -

Annexure- II

All the Vehicles under the Institution

Petrol vehicles exceeding Engine Capacity 1800 CC / Diesel vehicles exceeding Engine Capacity 2300 CC

which are classified under the H S Heading 87.03 published in the Schedule A of the Customs Ordinance
(Please note that, Double Cabs, Single Cabs, Vans, Buses, Lorries and Trucks etc. are not included to this H S Heading)

A duly filled and certified copy should be faxed to 011-2151417 and email the soft copy (MS Excel) to cgo@mo.treasury.gov.lk

Name of the Institution -

No	Vehicle No (Ex: KA-0001/ 32SRI0001/ 19-0001)	Make (Ex: Toyota/ BMW)	Model (Ex: Land Cruiser V8/ X5)	Year of Manufacture	Name of the Owner (as mentioned in the Certification of Registration)
1					
2					
3					
4					
5					

Certified Officer : Name -

Designation -

Contact No -

Official Stamp -

Soft copy of these Annexures is available with this Circular in the website as given in the Section 07 of this Circular.