



NFAMS

User Manual for Vehicle Module

Issued by
Comptroller General's Office
The General Treasury
Colombo 01

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Abbreviation

- **CGO** – Comptroller General’s Office
- **CR** – Certificate of Registration
- **DMT** – Department of Motor Traffic
- **LKR** – Sri Lanka Rupees
- **CC** – Cylinder Capacity
- **Km** – Kilometer

PREFACE

Non-Financial Asset Management System (NFAMS)

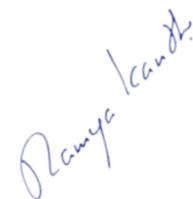
In line with the Non-Financial Assets management of the Government initiated through Assets Management Circular No. 01/2017 issued on 28th June 2017, the Comptroller General's Office introduces the online Non-Financial Assets Management System (NFAMS), to establish an online centralized comprehensive database, for the Non-Financial Assets management of the Public Sector Institutions (Government Agencies, Public Enterprises, and Provincial Councils & Local Governments). This aims to foster a conducive platform for the effective and efficient utilization and management of the Public Sector Non-Financial Assets.

Creation of this type of comprehensive central data base for Non-Financial Assets of all the Public Sector Institutions undertaken for the first time in Sri Lanka, is a highly intricate endeavor. This process involves systematically capturing a wide array of assets. Given the novelty of this initiative, it presents numerous challenges and complexities that require careful navigation and planning.

The NFAMS expects to streamline the Non-Financial Assets management of the Government and enhance the accountability on recording and reporting of information of these assets, through the given facilities for the real time data reporting in a web-based platform.

As the first phase of the implementation of this system, the vehicle module is implemented.

I kindly wish to highlight that ensuring the success of this initiative is a national responsibility, which requires the active involvement and commitment of all the stakeholders involved.



K.A. Ramya Kanthi
Comptroller General

24th August 2023

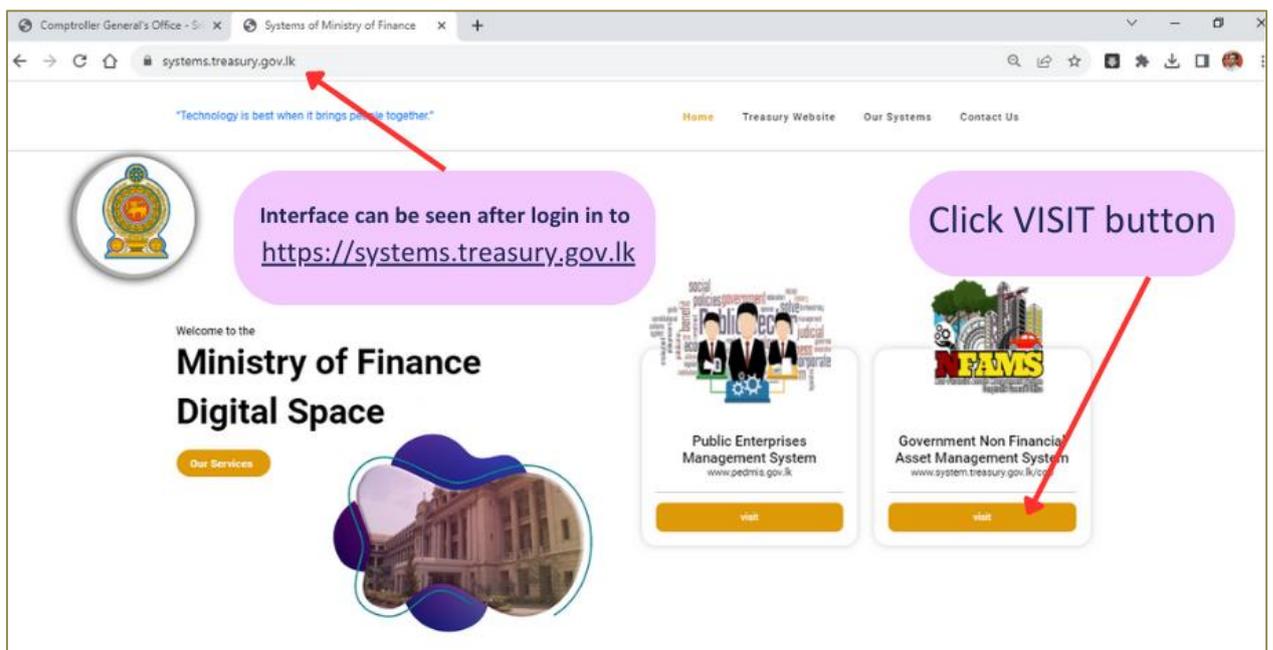
1. Basic Instructions

1.1 Minimum Requirements

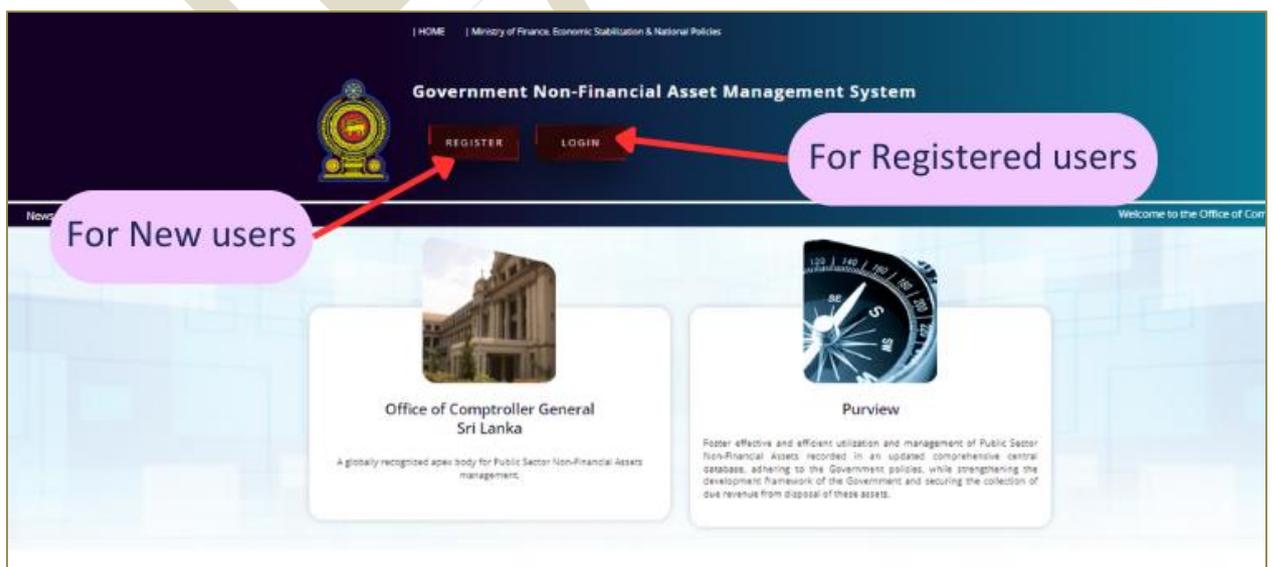
- Internet Facility
- Highly recommended Google Chrome or Mozilla Firefox search engines

1.2 System Login Path

- Log on to the web site using <https://systems.treasury.gov.lk>
- Select Government Non-Financial Asset Management System (NFAMS)



- Then the Following interface can be viewed



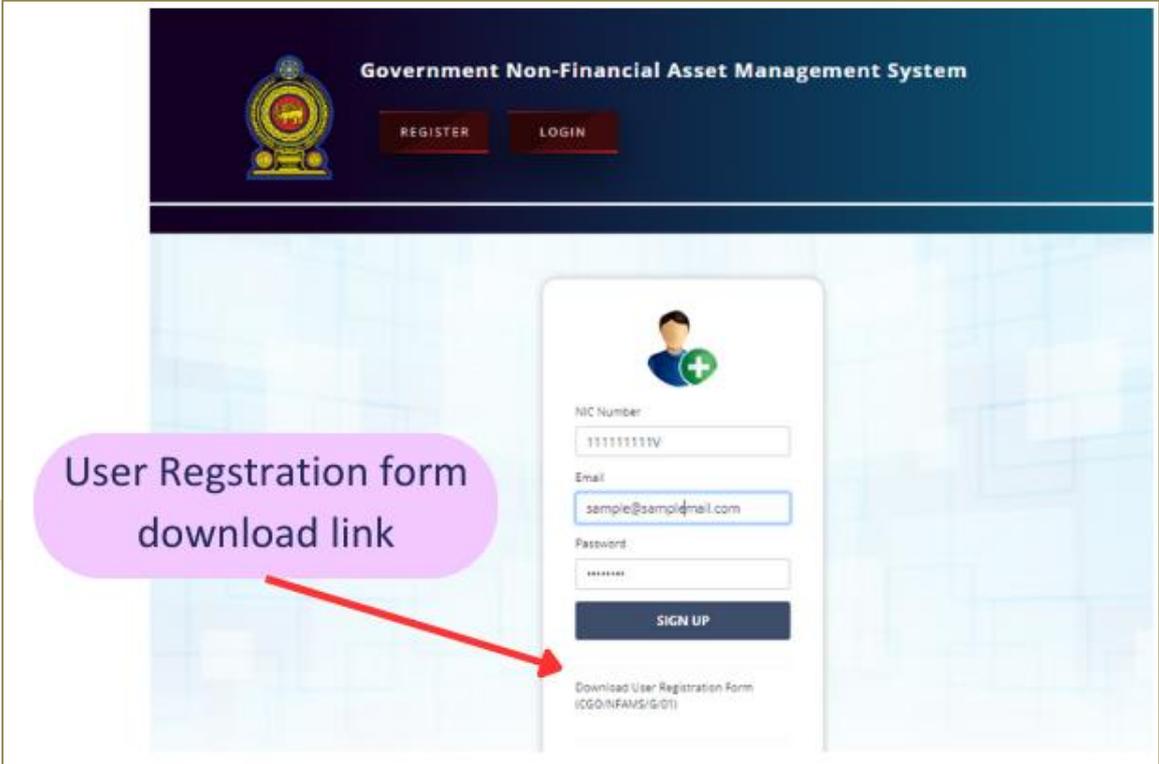
2. Registration in the System

2.1 Registration of Users (Data Entry Officer and Data Verification Officer)

2.1.1 User Registration Steps:

- Click on the “REGISTER” Button
- Enter your NIC Number
- Enter valid Email address
- Enter password (The user will be permitted to change the password only after the first Login)
- The password should consist not less than Eight (08) characters including at least;
 - ✓ A Capital letter
 - ✓ A Simple letter
 - ✓ A Number
 - ✓ A Special character (Eg:- @ # _ \$)

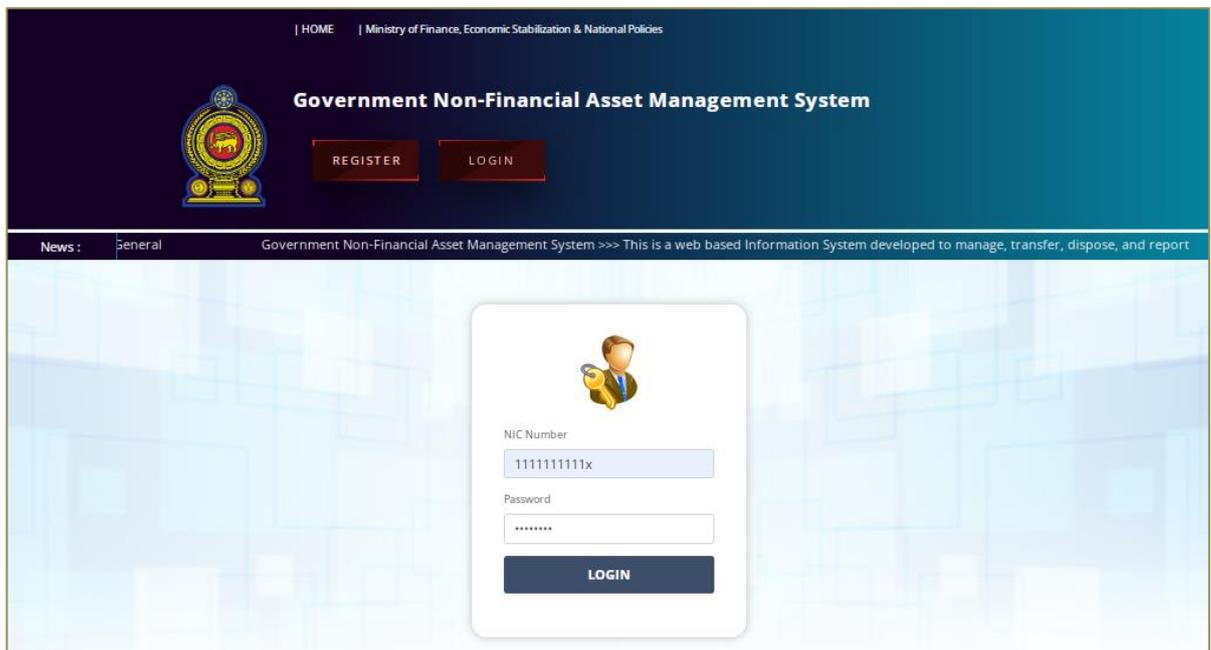
2.1.2 Click on the “SIGN UP” Button



The screenshot displays the user registration interface for the Government Non-Financial Asset Management System. At the top, there is a dark blue navigation bar containing the system's logo and the text "Government Non-Financial Asset Management System". Below this bar are two buttons: "REGISTER" and "LOGIN". The main registration form is centered on the page and includes a profile icon placeholder, a "NIC Number" field with the value "111111111V", an "Email" field with "sample@samplemail.com", and a "Password" field with masked characters. A "SIGN UP" button is positioned below the password field. A pink callout box with the text "User Registration form download link" and a red arrow points to a link below the form that reads "Download User Registration Form (GGON/FAMS/G-01)".

A successful registration will be informed via the message “**User Registered Successfully**”

- 2.1.3 System login to complete profile details:
“Login” to the system using your **User Name** and **Password**



- 2.1.4 Complete the relevant profile details of the user as required.

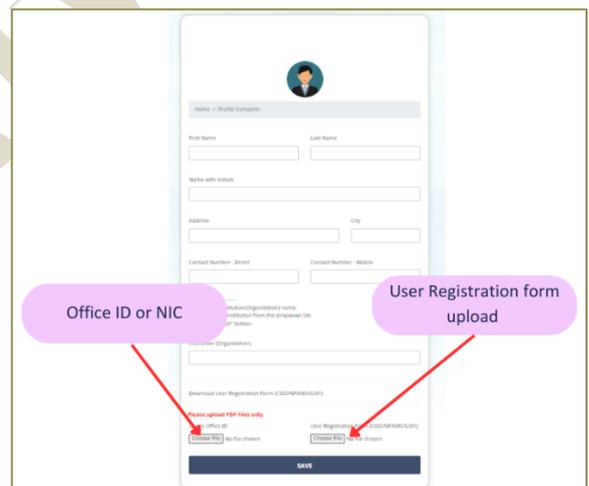
NOTE –

- When selecting your organization, please **STRICTLY** verify both Institution name and the address.
- If your Institution not listed, please contact CGO.

2.1.5 The Data Entry Officer and Data Verification Officer should be nominated and authorized by the Head of the Institutions (using given format No. CGO/NFAMS/G/01)

2.1.6 The following documents relevant to Data Entry Officer and Data Verification Officer should be uploaded: (File capacity should be less than 1Mb)

- A scanned PDF copy of Official Identity Card / National Identity Card
- A scanned PDF copy of Authorization letter in the format CGO/NFAMS/G/01



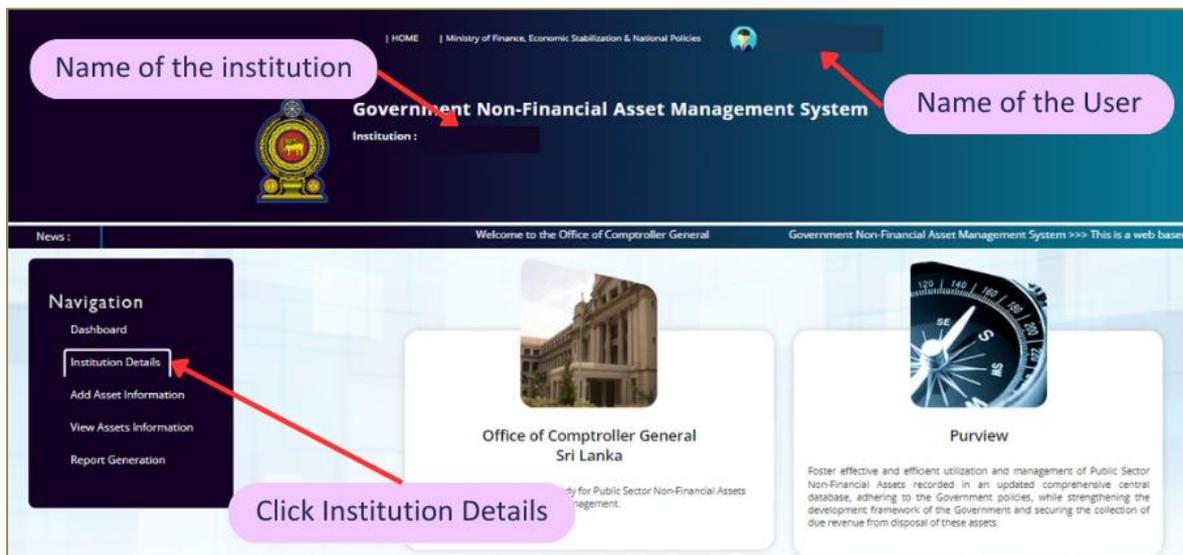
2.1.7 Then the Comptroller General will authorize the nominated Data Entry Officer or/ and Data Verification Officer.

2.1.8 This user authorization process will take nearly One (01) working day.

2.1.9 Then the users are eligible to access the system.

3. Login After Registration

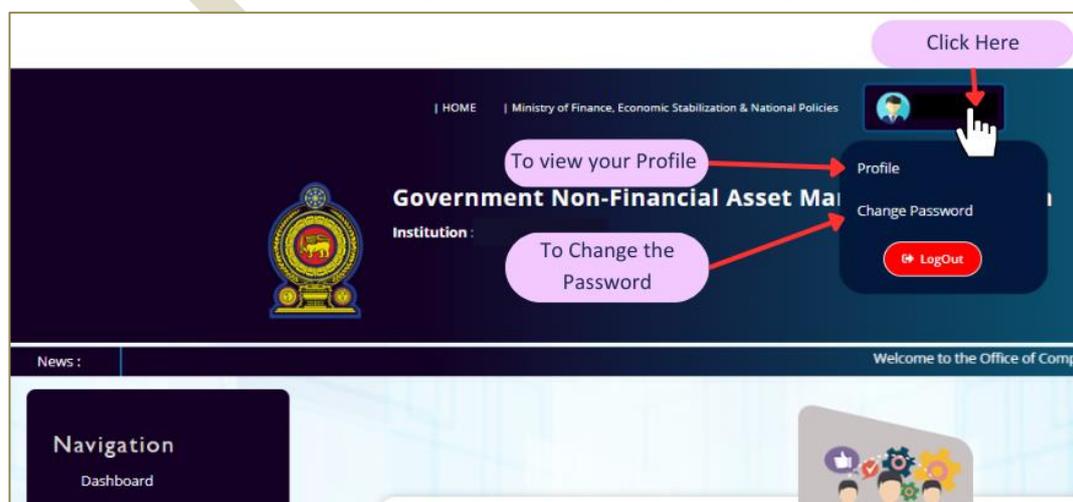
- 3.1 User can Login to the system, by following the instructions given in 2.1.3
- 3.2 Following interface can be viewed after first login.



- 3.3 In the first Login to the system, click “Institution Details” icon in the Navigation bar and check whether the Name, Address, contact numbers and other details of your institution are correct. If there is any difference, please inform CGO.



- 3.4 If required Password can be changed after the first Login, through following path.

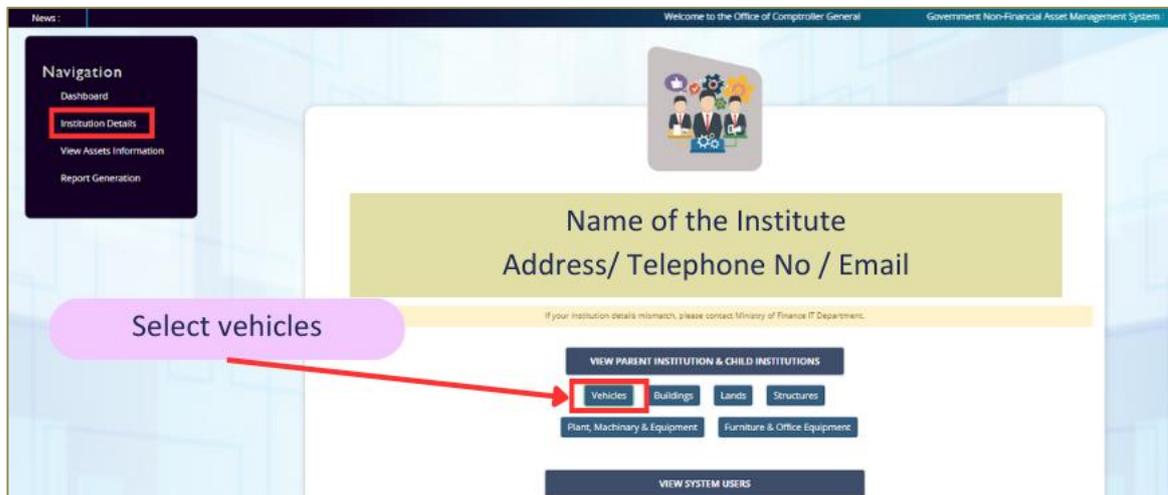


4. Entering Data to NFAMS

First, the Verification Officer has to Login to the NFAMS and complete the task given in section 4.1 below, then the Data Entry Officer is allowed to enter the NFAMS and Add vehicle details.

4.1 Verification Officer's Role

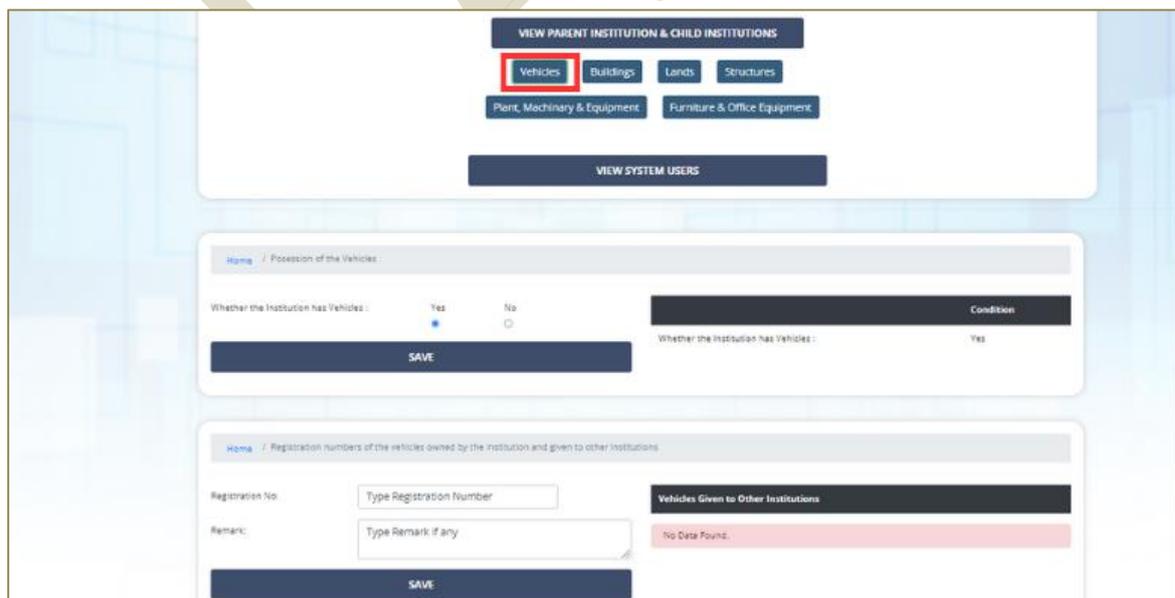
4.1.1 The Verification Officer has to Login to the NFAMS (Institution Details → Vehicles).



4.1.2 If the Institution have vehicles you can select "YES". Otherwise select "NO".

- "YES" - Despite considering the fact of ownership, the institution is using (Running or Not Running) vehicles.
- "NO" - Instance where the institution is not using vehicles. A "NIL" report will be generated.

4.1.3 Then you have to "SAVE" the above selection.



4.1.4 If there are vehicles registered under the name of your institution which are given to the other institutions, Verification Officer has to mention the registered numbers of such vehicles and the name of the respective institutions. Once the vehicle numbers are entered into this field any changes should be updated at the point of that transaction.

4.1.5 Then you can “**SAVE**” the above selection.

Home / Possession of the Vehicles

Whether the Institution has Vehicles : Yes No

Condition

Whether the institution has Vehicles : Yes

SAVE

Saved successfully!

Enter Current User

Home / Registration numbers of the vehicles owned by the institutions

Please mention the registration numbers of the vehicles owned by the institution and given to other institutions :

Registration No:

Remark:

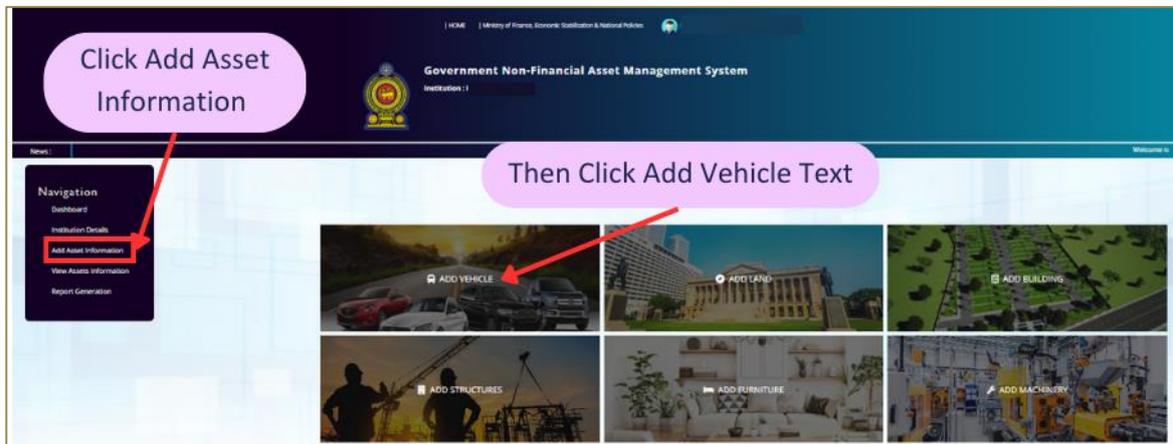
SAVE

Vehicles Given to Other Institutions

No Data Found.

4.2 Data Entry Officer's Role

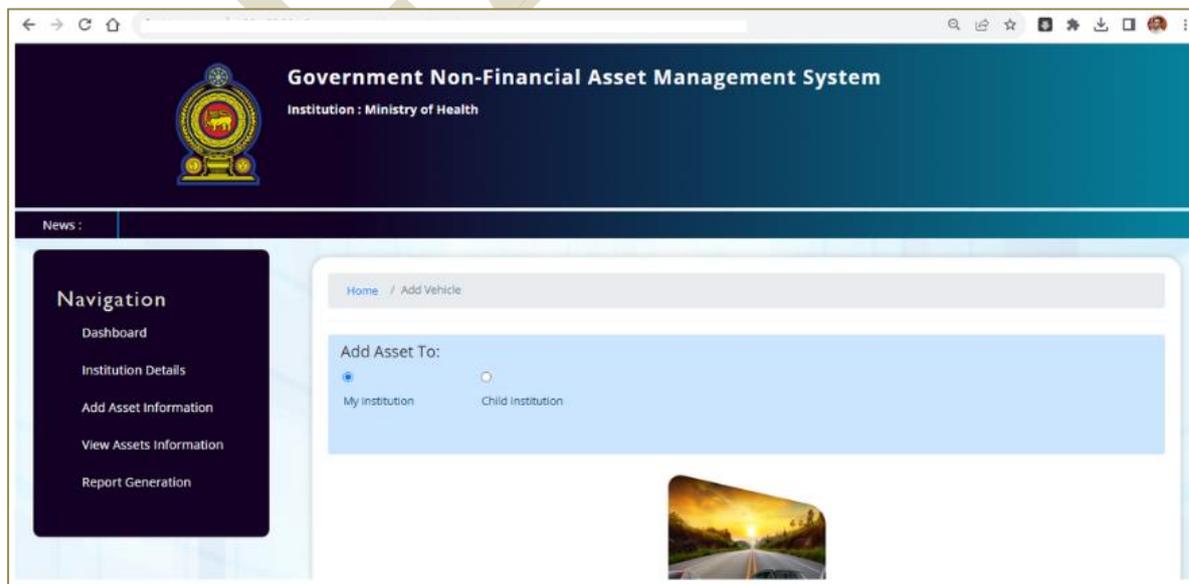
4.2.1 Add Vehicle Information- Select “Add Asset Information” icon in Navigation bar to add vehicles → Select “Add Vehicles”



4.2.2 Select “My Institution” to enter vehicle details to your Institute

NOTE- Entering data by the Parental Institution on behalf of Child Institution:

- If any Child Institution does not have facilities to enter asset data, the relevant Parent Institution can be permitted to enter data on behalf of that Child Institution, upon the request of the relevant Child and Parent institution, as approved by the Comptroller General's Office.
- When the parent institution is authorized to enter data as per the above, parent institution can select relevant “**Child Institution**” icon and enter the data.



4.2.3 Basic information has to be added as per the instructions given in section 4.3.

4.3 Basic Vehicle Details

	Data fields in NFAMS	Instructions and Special Notes
4.3.1	Asset Code	Select from the drop-down list (In terms of Assets Management Circular No. 01/2017)
4.3.2	RMV/DMT Registered	Select from the drop-down list (Yes) – Vehicles that are required to be registered under the Motor Traffic Act. (No) – Vehicles that are not required to be registered under the Motor Traffic Act Eg: - Diplomatic Mission Vehicles, Ships, Air Crafts etc.
4.3.3	Registration Number	If “Yes” in 4.3.2 above; The registration number should be mentioned as follows, Eg:- CAA-1234 / 19-5423 / KC-0013 / BAH-6596 / 4SRI2386 <ul style="list-style-type: none"> • Provincial code is not allowed (WP / NC etc.) • Spaces between characters are not allowed. • Vehicles with “శ్రీ / Sri” should be entered as “SRI” • The same vehicle registration number cannot be entered twice in the system. (Recording of the vehicle should be done by the institution who use the vehicle) If “No” in 4.3.2 above; User specific serial number should be recorded.
4.3.4	Class of the Vehicle	Select the Class of the vehicle in drop down list, as given in the CR.
4.3.5	Make	Record the Make as given in the CR Eg:- Toyota / Ford First letter in capital and the rest in simple form (Proper Case)
4.3.6	Model	Model as given in the CR. First letter in Capital and the rest in simple form (Proper Case). Eg:- Sunny / Corolla / Land Cruiser If the Model not given in the CR, mention as “Not given in CR”
4.3.7	Manufactured Year	As given in the CR.
4.3.8	Registered Year	As given in the CR.
4.3.9	Purpose of Use	Select from the drop-down list.
4.3.10	Color	As given in the CR. First letter in Capital and the rest in simple form (Proper Case) If the Color is not given in the CR, mention as “Not given in CR”
4.3.11	Cargo Space	(Yes) If cargo space is available (No) If cargo space is not available If “Yes” ; should be mentioned in Liters.
4.3.12	Engine Capacity (CC)	As given in the CR. Only above 39 CC will be allowed.
4.3.13	Engine No	As given in the CR. All the characters (including symbols, Capital, simple letters) should be entered accurately and carefully.

4.3.14	Chassis Number	As given in the CR. All the characters (including symbols, Capital, simple letters) should be entered accurately and carefully.
4.3.15	Fuel Type	Select the Fuel type in drop down list, as given in the CR.
4.3.16	Transmission	This indicates the Gear system of the vehicle. Select the type of Transmission from the drop-down list as physically verified.
4.3.17	Seating Capacity Including Driver	As given in the CR, including driver
4.3.18	Number of Doors	Number of doors as physically verified.
4.3.19	Ownership	<p>Select the Ownership of the vehicle in drop down list</p> <p>Own: - Vehicles used by the institution and possess the absolute ownership. For the Own vehicle purchased price has to be entered in the given field and if the Purchased price available please enter the value, otherwise mention nominal value of "Rs.1"</p> <p>Operational Leasing: - Vehicles used by the institution of which ownership will <u>NOT be transferred to the institution</u> at the end of lease period as per lease agreement.</p> <p>Financial Leasing: - Vehicles used by the institution of which ownership will <u>be transferred to the institution</u> at the end of lease period as per lease agreement.</p> <p>Rent: - Vehicles used by the institution which are rented for a short period of time</p> <p>NOTE- Name of the Lessor/ Renter (should be mentioned in Proper Case) Date of Lease/Rent, Monthly Payment (LKR), Lease/ Rent Period in <u>Months</u> as per lease agreement.</p> <p>Owned by Other Public Sector Institution: - Vehicles used by the institution but does not possess the absolute ownership. NOTE – Type the name of the institution in the field of "Name of the Owned Institute" and select from the pop-up list appeared, correctly verifying with the address, and then click "Select" icon.</p> <p>Owned by Closed Public Sector Institution: - If the Vehicle is own by a defunct (not functioning) institution, enter the name of that institution in the field appeared.</p>
4.3.20	Condition	<p>Running: - Vehicles in running condition</p> <p>Not Running: - Vehicles, which are identified for disposal, condemned as scrap and not in running condition on any special reason etc.</p>
4.3.21	Conditions / Special Notes as given in CR (If any)	If any Condition/ Special Notes as given in CR Eg :- Original / Duplicate / Customs import duty waved
4.3.22	Remarks	If there are any special facts to be informed should be mentioned under the remarks. NOTE - Mention a brief description with respective to vehicles, which are not required to be registered under DMT.
4.3.23	SAVE	Re checked and Save the entered data

4.4 Valuation Details

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Valuation Details” → Click “Add”

NOTE -

- **Government Agencies and Provincial Councils & Local Governments:**
Valuation should be the updated value, as per the Asset Management Circular 04/2018 and amendments thereto.
- **Public Enterprises:**
Should be the updated value; as per the Asset Management Circular 04/2018 and amendments thereto or as per the relevant provisions in Accounting Standards followed by the respective institutions.

Entering Valuation Details		
	Data fields in NFAMS	Instructions and Special Notes
4.4.1	Valuation Done	<p>If the valuation has been done as per the above instruction please select (YES).</p> <p>If the valuation has not been done as per the above instruction please select (NO) then the nominal value of “Rs.1” and current date will appear.</p> <p>The valuation should be done as per the above instructions before 31.12.2023 and enter the correct value to NFAMS.</p>
4.4.2	Valuation as per the Asset Management Circular (LKR)	If “YES”, enter the correct value in LKR.
4.4.3	Valuation Date	Select the Valuation date from Calendar
4.4.4	SAVE	Re-check and save the entered data

4.5 Insurance Details:

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Insurance Details” → Click “Add”

Entering Insurance Details		
	Data fields in NFAMS	Instructions and Special Notes
4.5.1	Year	Enter the year of prevailing insurance agreement
4.5.2	Validity Period (In Months)	Validity period should be mentioned in months
4.5.3	Renewed Date	Select the renewal date from Calendar
4.5.4	Premium (LKR)	Insurance premium should be mentioned in LKR
4.5.4	Remarks	<ul style="list-style-type: none">• Name of the Insurer Company• Type of Insurance (Full/ Third party)• Any other important facts
4.5.5	SAVE	Re-check and save the entered data

4.6 Accident Details:

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Accident Details” → Click “Add”

Entering Accident Details		
	Data fields in NFAMS	Instructions and Special Notes
4.6.1	Accident Date	Select the date of accident from Calendar
4.6.2	Claim by Insurance	This implies the receipt of claim Select “YES” or “NO” from the drop-down list
4.6.3	Severity of Accident	Select relevant option from the drop-down list
4.6.4	Condemned Value/ Repair Cost (LKR)	If the vehicle is condemned mention the value in LKR If the vehicle is repaired mention the cost in LKR
4.6.5	Accident Description	Please specify relevant remarks Eg :- <ul style="list-style-type: none">• Nature of Accident• Loss due to accident• Third party losses (Property / Affected parties)• Time and Venue of the accident occurred• The references of the Police complaint and etc.
4.6.6	SAVE	Re-check and save the entered data

4.7 Maintenance Details:

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Maintenance Details” → Click “Add”

Entering Maintenance Details		
	Data fields in NFAMS	Instructions and Special Notes
4.7.1	Date	Select the date of the repair from Calendar
4.7.2	Maintenance Type	Suitable remarks can be added for your future reference. Eg:- <ul style="list-style-type: none"> • Engine Repair • Paint • Electrical Repair • Full Service
4.7.3	Maintenance Cost (LKR)	The cost of the repair/ service should be mentioned in LKR
4.7.4	Description	Suitable remarks can be added Eg:- <ul style="list-style-type: none"> • Name, Address, Contact number of the Garage/ Service Centre • Invoice No. • Replace items or a brief description on the repair <i>Painting front Two doors</i> <i>Door Handles 02</i> <i>Replace Wiper Motor</i> <i>Radiator Coolant 1L</i> <i>Replaced Battery</i> Mileage (Km reading) Warranty period or mileage recommended by the repair (Eg:- <i>Engine Overhaul – 2 years/ 100,000km</i>) Warranty period or mileage recommended for replacements (Eg:- <i>Front Shock absorbers – 6 Months</i>) Any important remarks.
4.7.5	SAVE	Re-check and save the entered data

4.8 Fuel Efficiency :

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Add Fuel Efficiency” → Click “Add”

Entering Fuel Efficiency		
	Data fields in NFAMS	Instructions and Special Notes
4.8.1	Year	Type the latest year of the fuel test
4.8.2	Month	Select the month of the fuel test from the drop down
4.8.3	Average Km per Liter	Indicating result from the fuel test (Only the number should be mentioned)
4.8.4	Description	Suitable remarks can be added Eg:- <ul style="list-style-type: none"> • Milometer (Mileage/ Odometer) Reading • Special notes made by the inspecting officer who conducted the fuel test. • Actions taken to rectify issues (Eg:- <i>Replaced Air filter</i>)
4.8.5	SAVE	Re-check and save the entered data

4.9 Vehicle Transfer Details

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Add Vehicle Transfer Details” → Click “Add”

Entering Vehicle Transfer Details		
	Data fields in NFAMS	Instructions and Special Notes
4.9.1	Transfer to institution (Organization)	<p>Type the name of the Transferee and select from the pop-up list correctly verifying with the address and click “Transfer Asset” icon.</p> <p>Procedure to be followed:</p> <ol style="list-style-type: none"> I. Transferor should upload the correctly certified request form in scan copy of PDF format (CGO/NFAMS/V/01). II. If the Comptroller General accept the uploaded request, it will be indicated to the Verification Officer of the Transferor in the “Accepted Transfer Request” in the Dash Board. If the Comptroller General does not accept the transfer request, the transfer will not be allowed. III. After the verification officer of Transferor receiving the acceptance given by the Comptroller General, the Transferor and Transferee should start the manual process of ownership transfer following the DMT regulations. Once the new CR is received from DMT, scan copy the new CR should be uploaded to NFAMS through “Accepted Transfer Request” in the Dash Board, by Transferor on behalf of the Transferee. IV. Then, the Comptroller General will approve the transfer of respective vehicle to the Transferee which will be indicated to the Verification Officer of the Transferee. V. Then, the Verification Officer of the transferee has to accept the transfer in order to the transfer the vehicle to the transferee in NFAMS. <p>ATTENTION- Ownership issues have to be settled manually as per the Asset Management Circulars No. 02/2017 and 03/2018 and subsequent amendments thereto, if any.</p>
4.9.2	Transferred Date	Mention the transfer date in new CR Selecting from Calendar
4.9.3	SAVE	Re-check and save the entered data

4.10 Disposal Details

View Asset Information → View Vehicles → Click “View” button in relevant vehicle → Select “Add Disposal Details” → Click “Add”

Entering Disposal Details		
	Data fields in NFAMS	Instructions and Special Notes
4.10.1	Reason for Disposal	Select the relevant reason of the disposal from the drop-down list. (Scrap) / (Repairs Uneconomical) / (Usage Uneconomical) Please refer Asset Management Circular No.05/2020 and 11/2022 and subsequent amendments thereto, if any. (Operational Lease/ Rent period ended) - Vehicles to be removed from the NFAMS at the termination of the Agreement.
4.10.2	Description	You can mention following facts <ul style="list-style-type: none"> • Reasons and method applied for the disposal • Special remarks if any
4.10.3	Disposed Value (LKR)	Proceeds (selling price) of the disposed vehicle in LKR. In case of Operational Lease/ Rent vehicle, the selling price should be mentioned as “0”
4.10.4	Disposed Date	Select the date of the disposal from Calendar In case of Operational Lease/ Rent vehicle, the vehicle returned date should be mentioned
4.10.5	Disposal Recommended Committee Information	You can mention the following information such as, <ul style="list-style-type: none"> • Name and the designation of the committee members • Committee appointment date and the reference No. • Special remarks if any In case of Operational Lease/ Rent vehicle, the Disposal Recommended Committee Information should be mentioned as “Not relevant”
4.10.6	Reference file number and disposal approved date	You can mention the File Number where the relevant documents are kept. <ul style="list-style-type: none"> • Committee approval • Approvals of the competent authorities etc.
4.10.7	SAVE	Re-check and save the entered data

5. Verification of Data in NFAMS

5.1 Verifying Vehicle Details

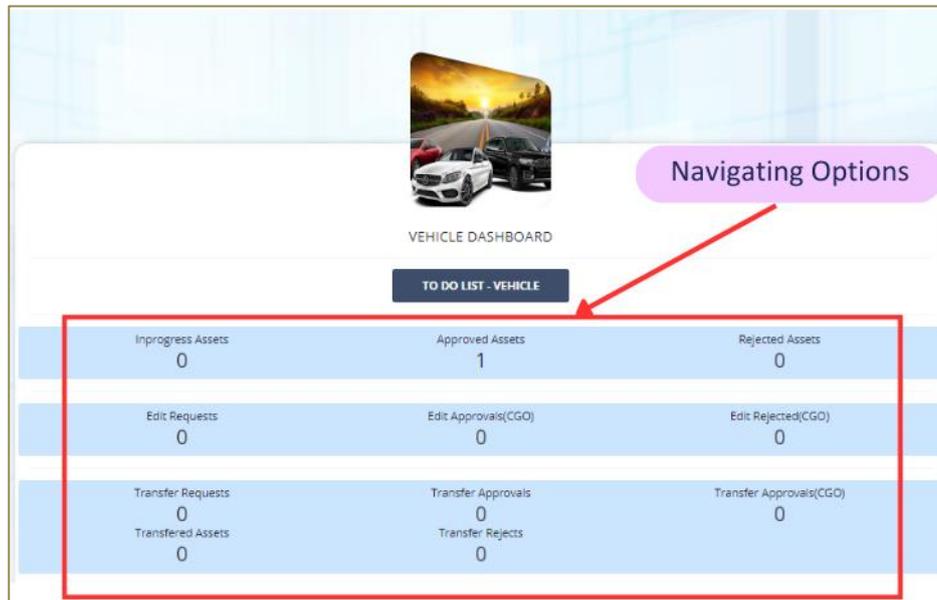
5.1.1 The Verification Officer is required to verify vehicle details, by following the procedure given below;

NOTE - Only the verified data will be visible to the CGO.

5.1.2 Select “**Dashboard**” button in Navigation panel.

NOTE - Then, in the Vehicle Dash Board for the verification officer, the following navigating options can be viewed.

5.1.3 The verification Officer can navigate through these options for easy reference.



5.1.4 Then Click “**To do List - Vehicle**” (Dashboard→ To Do List - Vehicle)

5.1.5 Click “**View**” button with respective to each vehicle.

Then verification process can be proceeded as follows,

- I. Basic Data Verification –
Click “**UPDATE VERIFICATION STATUS**” - If the respective details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”
NOTE – If you need to edit already verified data, then select “**Request to CGO for editing data**” in “**Status**” window.
- II. Valuation Data Verification –
Click “**Valuation Details**” and click “**Update Status**” If the respective valuation details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”
- III. Insurance Details Verification –
Click “**Insurance Details**” and click “**Update Status**” If the respective Insurance Details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”

- IV. Accident Details Verification –
Click “**Accident Details**” and click “**Update Status**” If the respective Accident Details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”
- V. Maintenance Details Verification –
Click “**Maintenance Details**” and click “**Update Status**” If the respective Maintenance Details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”
- VI. Fuel Efficiency Details Verification –
Click “**Fuel Efficiency Details**” and click “**Update status**” If the respective Fuel Efficiency Details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”
- VII. Transfer Details Verification –
Click “**Transfer Details**” and click “**Update status**” If the respective Transfer Details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”
- VIII. Disposal Details Verification –
Click “**Disposal Details**” and click “**Update status**” If the respective Disposal Details of the particular vehicle are correct, then in the “**Status**” window select “**Verify**”, otherwise select “**Reject**” and “**SAVE**”



This system requires Real time Data Reporting
Your cooperation to keep this system updated
is highly appreciated

You can place inquiries for further clarifications to,

- Tele - 0112 151 425
- Fax – 0112 151 417
- nfams@mo.treasury.gov.lk