



# ප්‍රධාන ලේකම් කාර්යාලය - දකුණු පළාත

பிரதான செயலாளர் அலுவலகம் - தென் மாகாணம்

## CHIEF SECRETARY'S OFFICE - SOUTHERN PROVINCE

මගේ අංකය  
எனது இல.  
My No.

CSS/7/5/6/1

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

2017.06.14

### ප්‍රධාන ලේකම් උපදෙස් ලිපි (මුදල්) 09-2017

දකුණු පළාතේ සියළුම

ප්‍රධාන ගණන් දීමේ නිලධාරීන් හා

ගණන් දීමේ නිලධාරීන් වෙත.

ශ්‍රී ලංකා ප්‍රජාතන්ත්‍රවාදී සමාජවාදී ජනරජය - ප්‍රසම්පාදන අත්පොත සඳහා වූ අතිරේකය 32 උක්ත කරුණ සම්බන්ධයෙන් මහා භාණ්ඩාගාරයේ රාජ්‍ය මුදල් දෙපාර්තමේන්තුව විසින් නිකුත් කර ඇති 2017.03.15 දිනැති ප්‍රසම්පාදන අත්පොත සඳහා වූ අතිරේකය - 32 ලිපිය හා බැඳේ. (එහි පිටපතක් මේ සමග අමුණා ඇත.)

02.2006 ප්‍රසම්පාදන මාර්ගෝපදේශ (භාණ්ඩ හා වැඩ) සමඟ පරිශීලනය කිරීම සඳහා ප්‍රසම්පාදන අත්පොතට නිකුත් කළ අතිරේක අංක 25 වෙනුවට මෙම අතිරේක අංක 32 නිකුත් කර ඇත.

03.මෙමගින් ප්‍රසම්පාදන මාර්ගෝපදේශ සංග්‍රහයේ යොමුව 2.9.1 හි ප්‍රසම්පාදන කටයුතු වලදී ප්‍රසම්පාදන කමිටු සාමාජිකයින්, තාක්ෂණ ඇගයීම් කමිටු සාමාජිකයින්, කාර්ය මණ්ඩල නිලධාරීන් සහ අනෙකුත් නිලධාරීන් සඳහා ගෙවීම් කිරීම පිළිබඳ උපදෙස් ලබා දී ඇත.

04. මෙම අතිරේකයෙහි සඳහන් කරුණු 2017.03.01 දිනෙන් පසු ආරම්භ කරන ලද ප්‍රසම්පාදනයන් සඳහා අදාළ වේ.

05.එම ප්‍රසම්පාදන අත්පොත සඳහා වූ අතිරේකය - 32 දකුණු පළාත් සභාවට අදාළ කර ගැනීමට ආණ්ඩුකාර ලේකම්ගේ අංක G/SP/6/8/2 හා 2017.05.26 දිනැති ලිපිය මගින් ගරු ආණ්ඩුකාරතුමාගේ අනුමැතිය ලැබී ඇත.

ඒ අනුව ප්‍රසම්පාදන කටයුතු වලදී ප්‍රසම්පාදන කමිටු සාමාජිකයින්, තාක්ෂණ ඇගයීම් කමිටු සාමාජිකයින්, කාර්ය මණ්ඩල නිලධාරීන් සහ අනෙකුත් නිලධාරීන් සඳහා ගෙවීම් කිරීමේදී මෙම 2017.03.15 දිනැති ප්‍රසම්පාදන අත්පොත සඳහා වූ අතිරේකය - 32 ලිපියෙහි සඳහන් උපදෙස් අනුව කටයුතු කරන ලෙස කාරුණිකව දන්වමි. එමෙන්ම මෙම උපදෙස් පිළිබඳව ඔබ අමාත්‍යාංශය/දෙපාර්තමේන්තුව යටතේ පවතින සියලු ආයතන දැනුවත් කරන ලෙසද වැඩිදුරටත් දන්වා සිටිමි.

ආර්.සී.ද සොයිසා  
ප්‍රධාන ලේකම්,  
දකුණු පළාත.

- පිටපත් : 01. සහකාර විගණකාධිපති, දකුණු පළාත : දැ.ගැ.ස.
- 02. අභ්‍යන්තර විගණන අධ්‍යක්ෂ, දකුණු පළාත් සභාව : දැ.ගැ.ස.
- 03. ප්‍රධාන ලේකම් කාර්යාලයේ මාණ්ඩලික නිලධාරීන් : දැ.ගැ.ස.

**Democratic Socialist Republic of Sri Lanka**

**Supplement –32**

**To the**

**PROCUREMENT MANUAL**

**Issue Date: 15.03.2017**

**Effective Date – for procurements initiated after 01.03.2017**

**(To be used along with Procurement Guidelines - 2006 Goods & Works)**

**PROCUREMENT GUIDELINE REFERENCE: 2.9.1**

**This supplement supersedes the supplement 25 to the  
Procurement Manual**

**Payments for Members of Procurement Committees,  
Technical Evaluation Committees/ Project Committees, staff officers  
and other officers assisting procurement activities**

**DEPARTMENT OF PUBLIC FINANCE**



**Payments for Members of Procurement Committees, Negotiating Committees, Technical Evaluation Committees/Project Committees, staff officers and other officers assisting procurement activities**

Members of the Procurement Committees, Technical Evaluation Committees/Project Committees, alternate members, staff officers and other officers assisting procurement activities shall be paid for participation of such committee meetings. However, it should be noted that the payment scheme shall not be applied and no payment should be made when procurements are carried out by adhering to shopping or direct contracting procedure.

Payments for participation at meetings shall be made to the members only if they have participated meetings. Where an alternate member has participated in such meetings in place of a permanent member, the alternate member will be entitled to receive payments in proportionate to the number of meetings attended by such member.

The payment given herein shall be reduced by 40% at the 1<sup>st</sup> instance of absence at a meeting by a member unless arrangements have been made for the alternate member to participate. The second absence by a member without making arrangements for the alternate member to participate shall result in no payment and such occurrence shall be immediately informed to the Department of Public Finance.

The members may scrutinize the documents or perform any other work connected with the procurement outside the meetings and outside the normal legitimate working hours of the members. However, it is mandatory that the members shall meet at least on two occasions to discuss and agree on the matters connected to the procurement under consideration to be entitled for a payment and such meetings shall be held outside the normal working hours. The total payments a government or any state organization officer is entitled as fees for participating in procurements during any quarter shall not exceed the aggregate of basic salary of that officer for the quarter concerned.

To implement this requirement the following method shall be followed:

- a) The officer shall receive all payments paid to him as explained above by his/her own organization or any other outside organization as fees for serving in the procurement process;
- b) At the end of any quarter, if the aggregate of such payments received exceeds the aggregate of basic salary of the officer for the quarter concerned, the officer shall refund such excess amount to the organization of which he/she is regularly employed; and
- c) If any officer has not refunded such excess money it will be considered as a fraudulent practice. Any officer who is noted/reported to have acted in contradiction to the above shall be disqualified to be served as a member of future procurements and may be subjected to disciplinary procedures.

Instances where TEC/PC is unable to accomplish their tasks due to reasons beyond their control, and if the CAO is of the view that the members spend considerable amount of time, the CAO may approve a reasonable payment to the members of such committees. This payment scheme is applicable only for procurements exceeding value of SL Rs. 2 Mn. However, if assistance of an external member to the PE is obtained for the TEC considering the nature and the complexity of the procurement, such officer may be paid a reasonable amount as decided by the head of PE. Such payment should be lower than the payments indicated in the schedule 2.9.1 for the lowest range.

**Note: This payment scheme will be applied as follows:**

When contract is awarded within the PTS (Supplement 31) – 100%

When contract is awarded outside the PTS (Supplement 31) – 50%



PROCUREMENT GUIDELINE REFERENCE: 2.9.1

**Payments for Members of the Procurement Committees - Cabinet Appointed Procurement Committee (CAPC), Cabinet Appointed Negotiating Committee (CANC), Standing Cabinet Appointed Procurement Committee (SCAPC), Ministry Procurement Committee (MPC), Department Procurement Committee (DPC), Project Procurement Committee (PPC) and Regional Procurement Committee (RPC)**

Value or nature of the Procurement - Goods Works or Services (in Rs million)		Payment for Chairman, if contract award is completed		Payment for other members, if contract award is completed within	
GOSL Funds	Foreign Funds	Within the PTS Rs.	Beyond the PTS Rs.	Within the PTS	Beyond the PTS Rs.
More than 1000 <b>with</b> PQ	More than 3000 <b>with</b> PQ	40,000	20,000	30,000	15,000
More than 1000 <b>without</b> PQ	More than 3000 <b>without</b> PQ	40,000	20,000	30,000	15,000
More than or equal to 500 and less than 1000 <b>with</b> PQ	More than or equal to 2000 and less than 3000 <b>with</b> PQ	30,000	15,000	25,000	12,500
More than or equal to 500 and less than 1000 <b>without</b> PQ	More than or equal to 2000 and less than 3000 <b>without</b> PQ	30,000	15,000	25,000	12,500
More than or equal to 250 and less than 500 <b>with</b> PQ	More than or equal to 1000 and less than 2000 <b>with</b> PQ	25,000	12,500	20,000	10,000
More than or equal to 250 and less than 500 <b>without</b> PQ	More than or equal to 1000 and less than 2000 <b>without</b> PQ	25,000	12,500	20,000	10,000
More than or equal to 100 and less than 250 <b>with</b> PQ	More than or equal to 500 and less than 1000 <b>with</b> PQ	20,000	10,000	15,000	7,500
More than or equal to 100 and less than 250 <b>without</b> PQ	More than or equal to 500 and less than 1000 <b>without</b> PQ	20,000	10,000	15,000	7,500
More than or equal to 25 and less than 100 <b>with</b> PQ	More than or equal to 250 and less than 500 <b>with</b> PQ	15,000	7,500	12,000	6,000
More than or equal to 25 and less than 100 <b>without</b> PQ	More than or equal to 250 and less than 500 <b>without</b> PQ	15,000	7,500	12,000	6,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 <b>with</b> PQ	6,000	3,000	4,000	2,000
	More than or equal to 100 and less than 250 <b>without</b> PQ	5,000	2,500	3,500	1,750
	More than or equal to 25 and less than 100 <b>with</b> PQ	4,000	2,000	3,500	1,750
	More than or equal to 25 and less than 100 <b>without</b> PQ	3,500	1,750	2,500	1250
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	3,000	1,500	2,000	1,000

**PQ = Pre-Qualification**

**PTS = Procurement Time Schedule**

PROCUREMENT GUIDELINE REFERENCE: 2.9.1

**Payments for Members of the Technical Evaluation Committee (TEC)  
and Project Committee (PC)**

Value or nature of the Procurement - Goods Works or Services (in Rs million)		Payment for Chairman, if contract award is completed		Payment for other members, if contract award is completed within	
		Within the PTS Rs.	Beyond the PTS Rs.	Within the PTS	Beyond the PTS Rs.
GOSL Funds	Foreign Funds				
More than 1000 <b>with</b> PQ	More than 3000 <b>with</b> PQ	35,000	17,500	25,000	12,500
More than 1000 <b>without</b> PQ	More than 3000 <b>without</b> PQ	35,000	17,500	25,000	12,500
More than or equal to 500 and less than 1000 <b>with</b> PQ	More than or equal to 2000 and less than 3000 <b>with</b> PQ	25,000	12,500	20,000	10,000
More than or equal to 500 and less than 1000 <b>without</b> PQ	More than or equal to 2000 and less than 3000 <b>without</b> PQ	25,000	12,500	20,000	10,000
More than or equal to 250 and less than 500 <b>with</b> PQ	More than or equal to 1000 and less than 2000 <b>with</b> PQ	20,000	10,000	15,000	7,500
More than or equal to 250 and less than 500 <b>without</b> PQ	More than or equal to 1000 and less than 2000 <b>without</b> PQ	20,000	10,000	15,000	7,500
More than or equal to 100 and less than 250 <b>with</b> PQ	More than or equal to 500 and less than 1000 <b>with</b> PQ	15,000	7,500	10,000	5,000
More than or equal to 100 and less than 250 <b>without</b> PQ	More than or equal to 500 and less than 1000 <b>without</b> PQ	15,000	7,500	10,000	5,000
More than or equal to 25 and less than 100 <b>with</b> PQ	More than or equal to 250 and less than 500 <b>with</b> PQ	10,000	5,000	8,000	4,000
More than or equal to 25 and less than 100 <b>without</b> PQ	More than or equal to 250 and less than 500 <b>without</b> PQ	10,000	5,000	8,000	4,000
More than or equal to 5 and less than 25	More than or equal to 100 and less than 250 <b>with</b> PQ	5,000	2,500	3,000	1,500
	More than or equal to 100 and less than 250 <b>without</b> PQ	5,000	2,500	3,000	1,500
	More than or equal to 25 and less than 100 <b>with</b> PQ	4,000	2,000	3,000	1,500
	More than or equal to 25 and less than 100 <b>without</b> PQ	4,000	2,000	3,000	1,500
More than or equal to 2 and less than 5	More than or equal to 2 and less than 25	2,500	1,250	2,000	1,000



**Payment for Staff Officers and other Officers assisting Procurement Committees**

If the Staff Officer assisting the procurement serving as a member of the Cabinet Appointed Procurement Committee (CAPC), Cabinet Appointed Negotiating Committee (CANC), Standing Cabinet Appointed Procurement Committee (SCAPC), Project Committee (PC) or Technical Evaluation Committee (TEC), he/she will not be entitled for staff officers payment.

<b>Value of the Procurement – Goods, Works or Services Procurement</b>		<b>Staff Officer (Rs.)</b>	<b>Officer (Rs.)</b>
<b>GOSL Funded (Rs. Million)</b>	<b>Foreign Funded (Rs. Million)</b>		
More than or equal to 100	More than or equal to 500	6,000	3,000
Less than 100 and more than or equal to 25	Less than 500 and more than or equal to 250	3,000	2,000
Less than 25 and more than or equal to 5	Less than 250 and more than or equal to 25	2,500	1,500
	Less than 25 and more than or equal to 5 m	2,000	1,000
Less than 5 and more than or equal to 2		1,000	500