



වර්ෂ ෨෦෧෭ ජනවාරි ෨෨ දිනේ පැවැත්වූ

ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත  
பிரதம செயலாளர் அலுவலகம் - மேல் மாகாணம்  
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



"ශ්‍රාවස්ති මන්දිරය", 32, ශ්‍රීමත් මාකස් ප්‍රනාන්දු මාවත, කොළඹ 07.  
"Srivasthi Mandiraya", 32, ශ්‍රීමත් මාකස් ප්‍රනාන්දු මාවත, කොළඹ 07.  
"Srivasthi Mandiraya", 32, Sir Marcus Fernando Mawatha, Colombo 07.

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2682869  
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මගේ අංකය.  
எனது இலா.  
My No.

CSO/FIN/2/3/6(111)

ඔබේ අංකය.  
உமது இலா.  
Your No.

දිනය.  
திகதி.  
Date.

} 2017.11. 06

මූලාශ්‍රය වන 08/2017

ආණ්ඩුකාර ලේකම් (බ.ප.),  
අමාත්‍යාංශ ලේකම්වරු (බ.ප.),  
සභා ලේකම් (බ.ප.),  
පළාත් කොමිෂන් සභාවල ලේකම්වරු (බ.ප.),  
නියෝජ්‍ය ප්‍රධාන ලේකම්වරු (බ.ප.),  
දෙපාර්තමේන්තුවල ප්‍රධානීන් (බ.ප.),  
ව්‍යවස්ථාපිත අධිකාරීවල සභාපතිවරු (බ.ප.),  
බස්නාහිර පළාතේ සියලුම ප්‍රාදේශීය ලේකම්වරු.

ප්‍රසම්පාදන කාර්යය සංග්‍රහය සඳහා වන අතිරේක අංක 32 බස්නාහිර පළාත් සභාවට  
අදාළ කර ගැනීම - "ප්‍රසම්පාදන කමිටු හා තාක්ෂණික ඇගයීම් කමිටු/ව්‍යාපෘති කමිටු  
සාමාජිකයින්ට, මාණ්ඩලික නිලධාරීන්ට සහ ප්‍රසම්පාදන කටයුතුවලට සහය වන අනෙකුත්  
නිලධාරීන්ට ගෙවීම් කිරීම "

ප්‍රසම්පාදන කාර්යය සංග්‍රහය සහ මාර්ගෝපදේශ සංග්‍රහය සංශෝධනය කරමින් 2017.03.15 දිනැතිව නිකුත් කරන ලද අතිරේක අංක 32 බස්නාහිර පළාතට අදාළ කර ගැනීමට ගරු ආණ්ඩුකාරතුමාගේ අනුමැතිය ලැබී ඇත. (එම අතිරේක අංක 32 හි පිටපතක් මේ සමඟ අමුණා එවමි.)

02. එහෙයින් එහි සඳහන් විධිවිධාන 2017.10.25 දින සිට වලංගු වන අතර ඒ අනුව කටයුතු කරන මෙන් කාරුණිකව දන්වමි.

එම්.ඒ.බී.දයා සෙනරත්,  
ප්‍රධාන ලේකම්, පළාත් මුදල්  
අමාත්‍යාංශ ලේකම් හා පළාත්  
ආණ්ඩාගාර ලේකම්,  
බස්නාහිර පළාත.

- පිටපත්: 01.විගණකාධිපති
- 02.අධ්‍යක්ෂ (අභ්‍යන්තර විගණන)
- 03.තොරතුරු තාක්ෂණ නිලධාරී.

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විකේත ප්‍රධාන ලේකම් பிரதம செயலாளர் Deputy Chief Secretary	පාලන தீர்மானம் Administration	පිරිස් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	මූල්‍ය தீர் Finance	පැලඹුම් திட்டமிடல் Planning	ඉංජිනේරු புறநிலை Engineering	පළාත් உள்ளக Director Internal Audit
	Tel: 2693964 Fax: 2669479 dcsadmin@wpc.gov.lk	Tel: 2690058 Fax: 2693952 dcp@wpc.gov.lk	Tel: 2693978 Fax: 2679958 ofinance@wpc.gov.lk	Tel: 2693970 Fax: 2676280 dplanning@wpc.gov.lk	Tel: 2693968 Fax: 2689900 deng@wpc.gov.lk	Tel: 2689011 Fax: 2689011

**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.

Value of the Procurement – Goods, Works or Services Procurement		Staff Officer (Rs.)	Officer (Rs.)
GOSL Funded (Rs. Million)	Foreign Funded (Rs. Million)		
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