Department Circular No: 01/2015 (Procurement)

My No - IE/PT/712
Procurement Branch,
Irrigation Department,
Colombo 07.
2015.05.26

To All
Addl. DG1 / Addl. DG /CFO
DI (HO/Region/Zonal) / DM /Director (Admin/Land Use)/PD
CRE/CE/CE (M)
RE/DIE/ME

Sub: Prior Approval for Office Equipment/Computer & Accessories

It is necessary to maintain the database of computers & accessories and office equipments procured by the Department in each year.

Earlier all these procurements are done by the Head office. However you are now empowered to procure such items to increase the productivity.

However, Department should maintain the records of procurements done in regional level on this items.

For this purpose you are kindly requested to get the approval from DGI prior to start the procurement process by furnishing following details.

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Description of Items to be purchased</th>
<th>Qty</th>
<th>Tentative Cost Rs.</th>
<th>Vote particular &amp; Description</th>
<th>Office to be used</th>
</tr>
</thead>
</table>

After the purchasing, please send the following details to reach me with a copy to CFO before the end of succeeding month.

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Description of Items purchased</th>
<th>Date of Purchasing</th>
<th>Qty</th>
<th>Actual Cost Rs.</th>
<th>Vote particular &amp; Description</th>
<th>Office to be used</th>
</tr>
</thead>
</table>

Eng. Y. Abdul Majeed
Act. Director General of Irrigation
Irrigation Department
Colombo 07, Mawatha

Copy -
1. Chief Internal Auditor, Irrigation Department
2. Audit Superintendent, Auditor General Department
Department Circular No:02/2015(Contract)

My No : HO/CT/31-00002-00
Contract Branch,
Irrigation Department,
Colombo 07.

2015.05.28

To All DI (Region/Zonal)/ PD
CRE/RE
DIE/

Sub: Submission of Summary Report of Agreements

You are kindly requested to submit the monthly report on Construction /Service Agreements entered in all Divisional offices and Director’s office in your range according to the following format to reach me with a copy to CFO before the end of succeeding month.

<table>
<thead>
<tr>
<th>SI No</th>
<th>Description of works</th>
<th>Vote particulars &amp; Description</th>
<th>Agreement No</th>
<th>Sanctioned Estimate Amount (Civil Cost) Rs:</th>
<th>Contract Price (Civil Works) Rs:</th>
<th>Contractor</th>
<th>Grade of Contract</th>
</tr>
</thead>
</table>

Range: ......................................... Month: .....................................
Division: ........................................

Eng. Y. Abdul Majeed
Act. Director General of Irrigation
Irrigation Department
Baudhahalaka Mawatha
Colombo 07.

Eng. Y. Abdul Majeed
Director General of Irrigation

Copy: Addl.DGI/ Addl.DG /CFO
Chief Internal Auditor, Irrigation Department

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- f i & n a pl.