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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1,483/17 - 2007 පෙබරවාරි 09 වැනි සිකුරාදා - 2007.02.09

No. 1,483/17 - FRIDAY, FEBRUARY 09, 2007

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Council Notifications

CENTRAL PROVINCE PROVINCIAL COUNCIL

**Notification Published in accordance with the Clauses 6 and 26 (IV) of the Library Statute No. 02
of the Provincial Council of the Central Province**

I, Sarath Ekanayake, Chief Minister and Minister of Education, Transport, Law and Order, Finance, Planning, Local Government, Tourism, Trade and Commerce, Cultural Affairs, Constructions, Environmental Affairs, Lands, Housing, Human Resources Development and Local and Foreign Investment Co-ordination hereby notify the Administrative and Financial Regulations of the Library Statute No. 02 of 1995 of the Central Provincial Council in accordance with the powers vested in me under Clauses 6 and 26 (IV) of the Library Statute.

SARATH EKANAYAKE,
Chief Minister and Minister of Education,
Transport, Law and Order, Finance, Planning,
Local Government, Tourism, Trade and Commerce,
Cultural Affairs, Constructions, Environmental Affairs,
Land, Housing, Human Resource Development and
Local and Foreign Investment Co-ordination.

Central Provincial Chief Ministry,
P. O. Box. 76,
Animal Production and Health Department Building,
Getambe,
Peradeniya,
19th January, 2007.

THIS MAY BE CITED AS THE ADMINISTRATIVE AND FINANCIAL REGULATIONS OF THE
LIBRARY STATUTE NO. 02 OF 1995

PART I (GENERAL PROVISIONS)

01. The Appointing and disciplinary Authority shall be in the Chairman of the Provincial Library Services Board. He shall act as per the circular instructions assigned to him by the Government and in accordance with the Establishment Code and all requirements shall be made with concurrence of the Secretary of the Ministry in Charge of the Subject. These powers shall be vested with the Director of Provincial Library Services Board by the Chairman in writing when necessary.

02. Deciding on and Amendment of approved cadre of the Library Services Board and approval of the schemes of Recruitment shall be done with the concurrence of the Board of Directors. For this purpose, approval shall be obtained from the secretary of the Ministry in Charge of the Subject.

03. Recruitment of the staff of the Library Services Board shall conform to the scheme of recruitment of the Provincial Library Services Board.

04. The Library Services Board shall have power to hold a competitive examination for the recruitment of staff of any grade or class.

05. Any person may resign from his service after giving in writing a calendar month's notice or on payment of one month's salary in lieu thereof to the Library Services Board. An employee who is subject to disciplinary action will not be able to resign accordingly.

06. When the resignation is refused and the officer ceases to report for duty, he shall be deemed to have vacated his post and act accordingly.

EMPLOYEES' PROVIDENT FUND AND EMPLOYEES' TRUST FUND

07. Every employee shall be a contributor of the Employees' Provident Fund and the Employees' Trust Fund. Specific amount of money as prescribed in the said Employees' Provident Fund Act and the Employees' Trust Fund Act shall be credited to such funds for each month in respect of every employee engaged in the service of the Library Services Board.

SECURITY DEPOSIT

08. Any person who is in the custody of the properties of the Library Services Board or makes payments or collects revenues or recommends or approves payments may be ordered by the Library Services Board to place a Security Deposit. If a Security Deposit is made in cash, the security deposit shall be kept as a fixed deposit in a Bank as required by the Library Services Board and interest shall be added. Accrued interest may be paid to such employee as per his consent.

09. When a cash security has been ordered the amount shall not exceed six times, the monthly salary of the relevant person. This security can be deposited in installment from his monthly salary in fully or part thereof with the consent of the depositor.

10. When requesting a security other than the cash security, such a person may make such security be way of an immovable property or by a security bond issued by an insurance Institution approved by the Library Services Board.

11. Any installment due for such a bond or security bond shall be paid by such person who places the security deposit.

12. An employee who has not committed any financial misconduct, loss or default shall be released from his security bond having paid his security money and interest there to, at the time of his resignation/retirement.

GRANTING OF PROMOTIONS

13. Promotions shall be given to the posts and Grades decided by the Library Services Board. To obtain professional qualifications for this purpose, shall be qualified at an examination approved by the Library Services Board or obtain professional qualifications decide by same.

OFFICE TIME AND LEAVE

14. Office time and Leave shall confirm to the provisions of the Establishment Code and any other provisions made by the Library Services Board from time to time.

DECLARATION OF ASSETS

15. Upon first appointment, a declaration of assets and liabilities of officers of those grades that the Library Services Board deems necessary, shall be furnished to include his/her spouse and dependents' assets and liabilities in his personal file.

ACQUISITION OF PROPERTY

16. Acquisition of a permanent property by the employee, or his spouse or dependents must be reported to the Library Services Board within three months of the acquisition.

DISCIPLINARY PROCEDURE

17. The Disciplinary Procedure of the staff of the Library Services Board shall be governed by the rules of the Part II of the Establishment Code.

PART II

THE POWERS AND RESPONSIBILITIES OF THE SECURITY OF THE MINISTRY

18. Submission of proposals for the Amendment of Statutes of the Library Services Board and compositional changes to obtain the concurrence of the Minister in Charge of the Subject.

19. To keep the Minister in charge of the Subject informed about actions taken by the Chairman and the Board of Directors with regard to appointments, promotions and disciplinary actions of the employees of the Library Services Board.

20. The appellate authority is vested with the Secretary with regard to appointments, promotions and disciplinary actions of the employees of the Library Services Board.

21. In instances of emergency, to call a meeting of the Board of Directors and hold the Chair.

PART III

THE POWERS AND RESPONSIBILITIES OF THE CHAIRMAN

22. The Chairman shall be the person who fulfill the requirements under Part I - Para 5-III of the Library Statute No. 02 of 1995 of the Central Provincial Council. The chairman appointed by the Minister in Charge of the Subject shall preside the Board of Directors. In the absence of Chairman a member of the Board of Directors appointed by the Board shall preside the meeting. The decisions taken at that meetings shall be binding and forceful.

23. A remuneration decided by the Minister in Charge of the Subject can be paid to the Chairman. In during so, remuneration shall not exceed the amounts categorized under the Government, Corporations and Statutory Boards.

24. The authority that Chairman has to do the purchases beyond tender procedure in case of emergency, shall be in accordance with the Treasury Circulars issued from time to time and shall not exceed the limit allowed to a Head of Department of the Provincial Council.

25. In instances, where a unanimous decision cannot be taken regarding a certain issue, the Chairman shall cause to take a vote. In such occasion, the Chairman can cast his casting vote.

26. If the Annual Budget after submitting to the Board of Directors is not approved, is shall be forwarded to the Secretary of the Ministry in Charge of the Subject. It shall be approved after having returned from the Secretary with any amendments deem necessary and submitted to the Board of Directors.

27. It shall be the responsibility to implement the programme of work included in the Annual Development Plans and the Budget and there by to see the anticipated benefits are proportionate.

28. It shall be the responsibility of the Chairman to submit annual accounts to the Auditor General through the Secretary of the Ministry in Charge of the subject before the 30th April, of the subsequent year.

BOARD OF DIRECTORS

29. The Board of Directors shall meet at least once in two months. It is the responsibility of the members of the Board to attend such meetings.

30. The Subject Minister shall use his discretion to make payment for members of the Board for attending such a meeting.

31. The decisions of the Board of Directors shall be the majority decisions of the Board.

32. The quorum of a meeting of the Board of Directors shall be 2/3 of the members of the Board of Directors.

33. In the event of vacancy of the Board of Directors, until such post is filled, the decisions taken by the Board of Directors shall be valid.

34. The appointment of a inquiry officer in respect of a Disciplinary Inquiry is the responsibility of the Provincial Director. Such appointments shall confirm to the requirements of the Chapter 48 of the Establishment Code Part II.

35. The decisions of the Board of Directors shall confirm only to the policy matters. The Board of Directors shall not intervene in financial and administrative matters.

36. The supply and services exceeding Rs. 50,000.00 shall obtain the prior approval of the Board of Directors. In this case the limits of a Tender Board of Provincial Department shall apply.

37. The Board of Directors is binding and holds responsibility to all the decision taken by it.

THE POWERS AND FUNCTIONS OF THE PROVINCIAL LIBRARY DIRECTOR

38. The Provincial Director of the Library Services Board shall function as the Secretary of the Board.

39. The Provincial Director shall carry out the decisions of the Board of Directors.

40. It is his responsibility to function as the Secretary of the Central Provincial Library Fund also.

41. He shall perform the administration and supervision of all of the staff and to carry out the duties entrusted to him by the Chairman.

42. He shall be responsible for the financial control of the Library Services Board in accordance with the Financial Regulations.

43. It is his responsibility to maintain a proper management to ascertain that the Library Services Board supplies information up to date.

44. In November of every year, he shall prepare and submit to the Board of Directors an Income and Expenditure Estimate for the following year.

45. To supply replies for the Audit Queries and submit the Annual Report to the Auditor General at the end of the year.

GENERAL PROVISIONS

46. Besides, these regulations the Library Services Board is Subject to the Establishment Code, the Financial Regulations, Provincial Financial Regulations and any other orders or Regulations that may be made from time to time by the Government.

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