

Departmental Regulations 01/2024(ii)

My No. DAPH/AD/16/02/05/2024  
Department of Animal Production and Health  
Peradeniya.  
.03.2026

All Additional Director Generals,  
All Directors,  
Chief Accountant/Chief Internal Auditor,  
Head of Division (Engineer)  
All Heads of Units of the Department,  
Chief Management Service Officer (Director General's Office)

**Dealing with Losses and Waivers**

This departmental regulation is issued in addition to Departmental regulation 01/2024 dated 2024.03.09 and 01/2024(i) dated 2024.09.30 as well as provisions in the Financial Regulations set out from F.R. 101 - F.R. 110 regarding the aforementioned matter.

**I. Acting in accordance with F.R. 104(3)**

1. Any loss, damage, or shortage must be reported to the Head of Section/Director through the sub-unit head within 24 hours, with a copy to the Director (Administration).
2. Accordingly, in order to submit a preliminary report under F.R. 104(3), power is delegated to the Director of the Division or, at the Director's discretion, to the Heads of Sub-units as per F.R. 108(1). In instances where the incident must be reported to the Police/ Insurance Company, or any other institution, such actions must be carried out by the relevant Director or an officer authorized by him/her.

Serial No.	Division	Sub-unit	Delegation of Power
01	Animal Health Division	Head Office	Director
		Veterinary Investigation Centers	Veterinary Investigation Officer
02	Animal Breeding Division	Head Office	Director
		Goat Breeding Centre, Thelahera	
		Goat Breeding Centre, Imbulandanda	
		Artificial Insemination Centre, Polonnaruwa.	
		Artificial Insemination Centre, Kundasale	

03	Veterinary Regulatory Affairs Division	Head Office	Director
		Animal Quarantine Office, Colombo	Chief Animal Quarantine Officer
		Animal Quarantine Office, Katunayake	
		Animal Quarantine Office, Mattala	
		Animal Quarantine Office, Kankasanthurai	
		Animal Quarantine Office, Palali	
04	Human Resource Development Division	Head Office	Director
		School of Animal Husbandry, Seppukulama	Principal
		School of Animal Husbandry, Kundasale	
		Institute of Continuous Education	Officer In charge
		Livestock Technology Park , Gannoruwa	Director
		Livestock Knowledge Centre	
05	Veterinary Research Institution	Head Office	Director
		Central Poultry Research Centre	Veterinary Reproduction Specialist
		Animal Virus Laboratory	Principal Scientist (Virology)
		Animal Experimental Farm	Principal Scientist (Ruminant Nutrition and Pasture Science)
06	Livestock Planning and Economics Division	Head Office	Director
07	Administration Division	Head Office	Director
08	Finance Division	Head Office	Chief Accountant
09	Internal Audit Division	Head Office	Chief Internal Auditor
10	Engineering Division	Head Office	Engineer
11	Director General's Office	Head Office	Additional Director General (Administration)
12	Procurement Management Unit	Head Office	Procurement Officer

3. If the F.R. 104(4) report cannot be provided within 7 days, F.R. 104(3) preliminary report (General 283) should be completed in 4 copies and submitted to the Director (Administration) following a F.R.104 (3) inquiry
4. When submitting preliminary reports under F.R. 104(3), officers should also be proposed for the appointment of a board to conduct the F.R. 104(4) inquiry and forwarded to the Director (Administration)

## **II Acting in accordance with F. R. 104(4)**

1. In accordance with F. R. 104(4), the responsibility for a loss or damage must be determined within 03 months of the incident. This measure is intended to minimize practical difficulties in recovering losses, arising from transfer, retirement, or foreign travel of the officers responsible for the incident.
2. In cases where the assessed value of the relevant incident is less than Rs. 2,000,000.00, a Board of Inquiry under F. R. 104(4) will be appointed with the approval of the Director-General.
3. In instances where the estimated value of the relevant incident exceeds Rs. 2,000,000.00, the Board of Inquiry will be appointed by the Secretary to the Ministry under F. R. 104(4).
4. For incidents with an estimated value exceeding Rs. 750,000.00, the Director (Administration) is required to submit a copy of the F.R. 104(4) final report to the General Treasury. Accordingly, the relevant division must submit 05 copies of the F.R. 104(4) final report regarding the incident.
5. In cases where the estimated value of the relevant incident is less than Rs. 750,000.00, the F.R. 104(4) final report must be submitted in 04 copies.
6. Completing of the Final Report on Losses (General Form 284) under F.R. 104(4) must be carried out by the Board of Inquiry appointed under F.R. 104(4), and the members of the Board of Inquiry must place their signatures at the place where their names are mentioned under sub-section 12 of the form.
7. Under serial number 13 of the Final Report on Losses (General 284) according to F.R. 104(4), recommendations should be noted briefly.
8. The Director of the relevant Division shall sign the report and affix his official name stamp.

## **III. Acting in accordance with F. R. 109**

1. Report for writing off losses (F.R. 109 / General 285) should be submitted to the Director (Administration) in four copies completing all required fields accurately with no omissions, including the reference number.

2. If there are reasons for not charging the surcharges prescribed under serial 07, those reasons should be stated and in case where the officer is no longer in service, the actions taken to recover the losses from his assets must be mentioned under serial number 08 (a) and submitted.
3. Furthermore, under serial number 08 (b), at the place where the results of the aforementioned action should be stated, signature of the Director of the relevant division must be placed with the official name stamp giving his recommendation.
4. Reports for writing-off losses under F.R. 109 should be submitted through administration division file for the Chief Accountant's signature and then for the Director General's signature.

### **Note**

#### **Attention: Responsible Officers**

- 01.** When evidence may no longer be available for not reporting a loss on time and not submitting the preliminary report in a proper manner, recovery of losses is hindered because of the unavailability of information due to interruption caused to the provided facts. If it is proven that this occurred due to the failure of responsible officers to act in a timely manner, those officers shall be held accountable; furthermore, as they may be required to indemnify the loss, the relevant officials must give their foremost attention to the aforementioned matters.
- 02.** Similarly, officers appointed to committees must not refuse those duties. Since such a refusal constitutes a dereliction of assigned duties, action must be taken to submit the relevant reports by the due dates.

Further you are kindly informed to take necessary action to inform the officers in your division and sub units of your division regarding this.

Dr. K.K.Sarath  
Director General  
Dept. of Animal Production and Health

Copies:

1. Secretary, Ministry of Agriculture, Livestock, Land and Irrigation - FYI
2. Auditor General - FYI