

E. スリランカ向け資機材購送についての

留意事項

スリランカ向け資機材購送の留意事項

1. 技術協力プロジェクトにおける供与資機材の購送に関してスリランカ側のMEA関係者に説明をしたところMEAから特に留意すべき点について要望があったのでこれを添付し、今後の資機材購送の際の参考にしたい。

Matters that demand attention for importing consignments from Japan, under Technical Co-operation

The donor should furnish a complete list of items that are to be despatched to Sri Lanka, so that MEA could arrange to obtain the approval of the Committee of secretaries for the importation. This a pre-requisite for the custom clearance.

Packing -

Packing must be done in best possible manner to withstand rough handling in transit. Packages must be seaworthy and suitable for importing to and storage in a tropical countries.

It would be much better to ship them in containers. Although Colombo port has facilities for handling 40 ton or even heavier packages it is advisable to limit the packages to a maximum weight of 20 ton considering the inland transportation from Colombo to Girandurukotte.

Clearance -

Once the packages are shipped the original shipping must be sent to MEA or JICA Office which should be handed over to the clearing agent. Normally MEA entrusts the clearing work to a clearing port.

If all the documents are intact clearing can be done within three days after the arrival of the packages to the port.

Insurance -

Marine insurance cover from port in Japan to port in

Sri Lanka (Colombo) is sufficient. For inland insurance can be done locally in case if necessary.

Tax -

Tax / custom duties varies from item to item.

Port facilities -

All handling facilities and warehouse facilities are available in Colombo port.

2. その他、スリランカMEA側からの意見要望事項などがあったので、これも原文のまま、添付し、今後の参考に供したい。

01 Agricultural Machinery

a) Storage facilities -

Storage -

Provisions for adequate storage facilities are made in the capital budget for the seed farm. Lockable covered building is proposed and planned.

b) Implementation -

Deployment of machinery will be done by the Assistant Farm Manager. Machinery will be distributed to various Assistant Farm Managers by the Mechanical Engineer on requests made by them. Priorities will have to be decided by the Farm Manager in consultation with the expert for Agricultural machinery and his counterpart.

c) Operations -

Operation and cleaning of the machinery will be a responsibility of the operator. Operators field work will be supervised by the field assistants. Training facilities for operations are available in Sri Lanka.

d) Maintenance -

Daily and periodical maintenance will be the responsibility of the Mechanical Engineering assistant. He will be

instructed by the Mechanical Engineer who will also be the counterpart for the expert agricultural machinery.

Recruitment of the Mechanics and mechanic helpers will not be a problem. Training facilities for the mechanics are available in Sri Lanka.

c) Repairing -

A repair workshop for carrying out routine maintenance and minor repairs of machinery, equipment & vehicles has been planned. Workshop equipment are expected from J.I.C.A. A list of tools and equipment has already been prepared. However, major repairs will have to be done outside. Normally we get them done either at agents' workshop or reputed garages in Kandy at the moment. However, if the equipment are provided major repairs could be carried out in the existing workshop at System 'C', Girandurukotte.

02. Personnel Employment and Staffing -

Employment of personnel as indicated in the draft report will not be a problem. However, some training will be required for specialised jobs.

eg. Seed and rice processing machinery operation and maintenance. Transplanting, harvesting and threshing machine operation and maintenance. Training abroad will be useful on post-harvest technology and agricultural machinery. Inservice training on operational techniques of agricultural machinery will be sufficient. For all the machinery and equipment operational and maintenance manuals and spare parts catalogues will have to be provided.

03. Seed and Rice Processing Plants

For both Seed and paddy processing plants 1 ton per hour capacity plants preferred. Rice processing will not be done when seed processing is being done. Paddy cleaners graders, parboiling plants to suit the above capacity is needed. As the running cost of oil fired driers and

boiler will be high, husk burner is preferred. Husk burner could be fabricated in Sri Lanka if the design is provided. As the safe and efficient operations of the locally manufactured boiler could not be guaranteed imported boiler is preferred. Satake type plants are familiar in Sri Lanka and items like rubber rollers for them are manufactured in Sri Lanka. However, the quality of the durability of the Binny - Satake plants manufactured in India are not satisfactory.

- b) Installation of the plants can be done by us if complete instructions, layout diagrams etc. are provided. It would be much advantageous if a local counterpart for the expert on post-harvest technology is provided with some training on installation and maintenance of the plants before the plant is dispatched to Sri Lanka. For electrical wiring local skilled electricians could be hired easily. The complete wiring diagrams and instructions will have to be provided. Laying foundation and any other civil engineering work can be undertaken by local civil engineers and skilled workers. Experienced personnel are available locally for this type of jobs.

3. スリランカMASL (Mabaweli Authority of Sri Lanka) で実施されている。物品管理規定, コピーを添付する。(付属資料.F) 今後, プロジェクト運営に際し, 有用な参考になると考える。

F. マハベリ開発庁物品管理規程

Circular No:MEA/F/8
16th June 1982.

All.R.P.MM.

Consultant, Draught Animal Programme

STOCK CONTROL

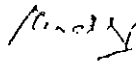
Attached hereto are the Procedures relating to Stock Control in the M.E.A. of the Mahaweli Authority of Sri Lanka.

The instructions previously issued by the M.D.B. and the R.V.D.B. to Projects/Units taken over by M.A.S.L. from them will continue to remain in force except where they are superseded by these Procedures. These Procedures should be implemented with effect from 1.7.82.

If any changes relevant to your Divisions need be made, please submit your recommendations for consideration.

Please acknowledge receipt of these instructions on the form appended below.

sgd.
M.L.J. Wickramaratne
Executive Director,
Mahaweli Economic Agency
of the M.A.S.L.


M.S.A. Cader
Chief Accountant.

NASL- MEA
Colombo 4.

Executive Director,
M.E.A. of the M.A.S.L.,
Colombo 4.

Reference your Circular No:MEA/F/8 dated 16th June 1982, I confirm receipt of your instructions which will be implemented with effect from 1.7.82.

.....
Name and Designation.

10th June 1982.

STOCK CONTROL

The following procedures should be implemented with immediate effect:

1. Valuation of stocks:

- a) As items purchased prior to 1.1.82, would have been absorbed in the respective expenditure votes of the previous years and there may be such items in stock as at 1.1.82, which would have been utilised in the current Financial Year. These should be classified as 'B' Stock and should be taken into Stock Control Ledger at nil value.
 - b) When items are issued, each item classified under B stock and issued, should be reduced from Stock Control Ledger at nil value.
 - c) Items purchased during the current Financial Year i.e. from 1.1.82 and has been charged to the current expenditure votes the prices of each item should be obtained from the documents available and a valuation of items that are in stock, purchased during the current Financial Year should be done after a stock taking as at 30th June 1982.
 - d) With effect from 1.7.82 the Stock Control Ledger should be opened and items taken into stock as given in 1 (a.b.c) above.
2. Items purchased during the current Financial Year and are in stock as at 1.7.82 should be valued and journal entries passed reversing the values of such items in stock from the respective expenditure votes and transferred to a Stock Control Account. The journal entry to be passed is given below:
- | | | |
|--------------------|-----|-----|
| Stock Control A/c. | Dr. | |
| Expenditure Votes | | Cr. |
- (Being value of items in stock as at 30th June 1982 purchased during the year now transferred to Stock Control A/c)
3. The Stock Control Ledger should be maintained on a F.I.F.O. basis.
 4. These procedures should be followed in conjunction with M.E.A. Circular No:MEA/F/5 dated 26.3.82 (Please refer the Stores Procedures and Document Flow)
 5. From 1.7.82, all items purchased should be debited to the Stock Control Account in the General Ledger, under the respective item head.
 6. It would be the responsibility of the Accountant to supervise the Stock Control Ledger for which a Stock Control Clerk would be responsible to maintain these documents.
 7. The Stock Control Clerk should liaise with the Chief Store Keeper and ensure that documents are obtained from the Stores in terms of the Circular No:MEA:F:5.
 8. In valuing the requisitions, the valuation should be done on F.I.F.O. basis and reduced from the Stock Ledger as and when items are issued, and the cost of same should be debited to the respective expenditure votes.

Contd.....2

9. The Stores items would be classified under the following broad classifications:

- i) Spare Parts (Tractor, Motor vehicles etc)
- ii) Civil Engineering items (building materials etc)
- iii) Agricultural inputs (Fertilizer etc)
- iv) Inventory items (office furniture etc)
- v) Plant & Machinery.
- vi) Fuel
- vii) Office stationery, consumables etc.

The Bin Card and the Stock Ledger Card for each item should carry the same reference number. It should be the responsibility of the Store Keeper issuing items to enter the Bin Card Number on the Stock Control copy of the relevant document to enable the Stock Control Division to check with the Stock Control Ledger prior to posting.

10. The Officer authorising requisitions, G.R.NN. etc. should ensure that the correct expenditure vote is indicated on the relevant documents. It should be the responsibility of the Stock Control Division under the Accountant to check these expenditure votes prior to charging same.

11. (a) The Stock Control Division should value all receipts (GRNN) and debit the Stock Control Account monthly.

(b) All issues should be valued a summary prepared and charged to the respective expenditure votes monthly.

The following journal entries should be passed:

- | | | |
|--|-----|-----|
| a) Stock Control Account | Dr. | |
| Cash Book | | Cr. |
| (Being items purchased charged to the Stock Control A/c) | | |
| b) Expenditure Votes | Dr. | |
| Stock Control A/c. | | Cr. |

(Being items issued on requisitions now transferred to the respective Expenditure Votes)

12. The Stock Control Division should value the User Department copy and submit same monthly to the respective heads of divisions. The Heads of Divisions are required to check these copies and confirm that they are in order.

13. It should be the responsibility of the Stock Control Division to carry out random checks with the Bin Cards to ascertain the accuracy of the Bin Card Balances with the Stock Ledger balances.

Any discrepancies should be investigated and immediately rectified.

14. Stock Levels: It shall be the responsibility of the Accountant to determine maximum, minimum and re-order levels of stocks in consultation with the User Departments and the R.P.M. These levels determined should be indicated on the Bin Cards and the Stock Ledger against each item.

15. The Store-Keeper should bring to the notice of the Accountant and the User department in writing, the stock position of each item when it reaches the re-order level for suitable action,

16. Action should be taken in terms of Circular No: MEA/F/5 to procure such items in consultation with the officers concerned.

Branch Office,
Colombo 4.

STORES PROCEDURE

DOCUMENT FLOW:

Attached is a Document Flow for the Stores Documents that have to be used in your Project.

1) GOODS RECEIPT NOTE (G.R.N)

This document would come in triplicate and the G.R.N. usually would be raised by the S.K. in the Stores once he has checked the quality of goods and the quantity requested for. Once this is done the S.K. should forward this to the RPM/DRPM/Accountant or a responsible Officer nominated by the R.P.M. for approval. Once approval is granted the S.K. should send the copies as follows:

- a) Original - to the Accounts Department together with the invoices.
- b) Duplicate should be sent to the Stock Control Division coming under the supervision of the Accountant.
- c) The triplicate copy would be sent to the User Department who has requested the items.
- d) The Book Copy would be retained in the Stores for their reference.

2) MATERIAL REQUISITION NOTE (M.R.N)

This document will be originated by the User Department that requires items. The M.R.N. should be authorised by the R.P.M./Block Manager/D.R.P.M/Accountant or a responsible officer nominated by the R.P.M.

Once this is authorised three copies i.e. original, duplicate and the triplicate should be submitted to the Stores for the necessary issues to be made and once these issues are made the S.K. should endorse on this document that the goods have been issued and entered in the Bin Cards and thereafter:

- a) the original should be retained in the stores by the S.K.
- b) the duplicate should be sent to the Stock Control Division.
- c) the triplicate should be sent to the User Department that requisitioned the items.

3) GOODS TRANSFER NOTE (G.T.N)

As defined in the Stores Procedure, this will be used for the purpose of transferring goods in bulk from the Main Stores to the Sub Stores. This document will be raised by the S.K. on the Material Requisition submitted by the User Department. The G.T.N. should be authorised by the D.R.P.M. (Administration), Accountant or a responsible officer nominated by the R.P.M.

- a) The original together with the triplicate copy of the M.R.N. should be returned to the User Department i.e. sub Stores together with items and these documents should be used for the purpose of taking the items into the stock in the Sub Stores.
- b) The duplicate should be submitted to the Stock Control for purpose of accounting.
- c) Book Copy to be used by Store Keeper to update the Stores records.

Contd.....2

4) RETURN INWARDS NOTE (R.I.N)

If goods are to be returned from a Sub Store to the Main Stores due to poor quality or any other reason, these goods should be returned on a R.I.N. which should be authorised by the Block Manager in charge of the respective Sub Stores. Thereafter the items will be returned to the Main Stores and taken into stock by the S.K.

- a) The original will be retained in the Main Stores.
- b) The duplicate should be forwarded to the Stock Control Division.

5) RETURN OUTWARDS NOTE (R.O.N)

This will originate from the Main Stores and shall be used in the event the goods are to be returned to a supplier. This document should be authorised by the D.R.P.M(Adm)/Acct./Executive nominated by the R.P.M, Thereafter:

- a) the goods should be returned to the supplier with the original giving reasons for return and an acknowledgement obtained.
- b) the duplicate should be sent to the Stock Control Division.
- c) the triplicate should be sent to the Accounts Department.

STORES PROCEDURE

The following Procedures should be implemented in the Projects:

(1) ORGANIZATION:

The Stores will be categorised into two sections:

- i) Main Stores
- ii) Sub Stores.

Main Stores will be located in close proximity to the R.P.M's Office and all items purchased should be channelled through these Stores. This Store will be administratively under the D.R.P.M. Administration/Administrative Officer as applicable. The S.KK.would report to the D.R.P.M.(Administration) on all administrative matters regarding the stores and functionally under the Accountant for all instructions relating to the implementation of the Stores Accounting Procedures.

The Stores in the Block Office will be under the Block Manager and the S.K. in charge of the Sub Stores will report to the Block Manager/Administrative Officer in the Block.

(2) DOCUMENTATION

The following documents will be used in the Stores:

- | | |
|-------------|---|
| i) G.R.N. | - Goods Receipt Note |
| ii) M.R.N. | - Material Requisition Note |
| iii) G.T.N. | - Goods Transfer Note |
| iv) R.I.N. | - Returns Inward Note(Returns to the Stores from within the Organization) |
| v) R.O.N. | - Returns Outward Note(Returns made to suppliers) |

PROCEDURES:

2.1 Receipt of Goods:

Goods received into a Project would be either a direct purchase or a Head Office purchase. When goods are received the S.K.in charge of the Main Stores,should check the Purchase Order to ensure that the goods received are in conformity with quality and specifications indicated and that the correct quantity is received.

2.2 The goods thus checked should be taken into stock on a G.R.N.

2.3 Goods required by the Block Office should be transferred in bulk from the Main Stores on a Goods Transfer Note. This should be done periodically or as and when stocks are required. The Material Requisition Note should be authorized by the Block Manager.

2.4 Matl: Requisitions should be used for all issues from the Main Stores or Sub Stores. These Requisitions should be authorized by a responsible Officer.

2.5 The signatures of all officers authorised to sign Requisitions,should be made available to respective S.KK. and it is the responsibility of the S.K.issuing items to check the signatures on the Requisitions,prior to issue of items.

Contd.....2

- 2.6 If goods requisitioned are returned to the Stores for any specific reason, such goods should be taken into stock on a Stores Return Note and these Stores Return Notes should be authorised by the D.R.P.M. (Administration) or his nominee.
- 2.7 If goods purchased from an external source are returned, such returns should be recorded on a Returns Outward Note and this should be authorized by the party recommending the return of such items and the D.R.P.M. (Administration). Such items should be reduced from the Bin Card and Stock Ledger.
- 2.8 Bin Cards would be maintained in the Stores and a Stock Card should be maintained in the Project Office.
- 2.9 The Stock Ledger will be under the supervision of the Accountant and he should ensure that the balances in the Master Stock Ledger agrees with the Bin Cards in the Stores. This should be done periodically.
- 2.10 S.KK. in charge of Stores should ensure that the "Accounts Department Copy" of the G.R.NN., M.R.NN. etc. are sent to the Accounts Division daily.
- 2.11 The Stock Ledger should be maintained on a "F I F O" basis (First in First out basis).

(3) MAINTENANCE OF STOCK LEVELS

Maximum and minimum stock levels should be determined for all items and it should be the responsibility of the R.P.M. to appoint a Committee comprising of the following:

- a) R.P.M./D.R.P.M. (Administration)
- b) Accountant
- c) An Officer of D.R.P.M. level who use such items.

The Committee should periodically review the stock position of all items to ensure that stock levels are controlled in keeping with the needs of the Projects.

(4) CONDEMNED AND SURPLUS STOCKS

It should be the responsibility of the R.P.M. to appoint a Committee to periodically review condemned and surplus stocks and make recommendations. The recommendations made by this Committee should in the first instant be approved by the R.P.M. and thereafter submitted to the Executive Director for approval.

Branch Office,
Colombo 4.

25th March 1982.

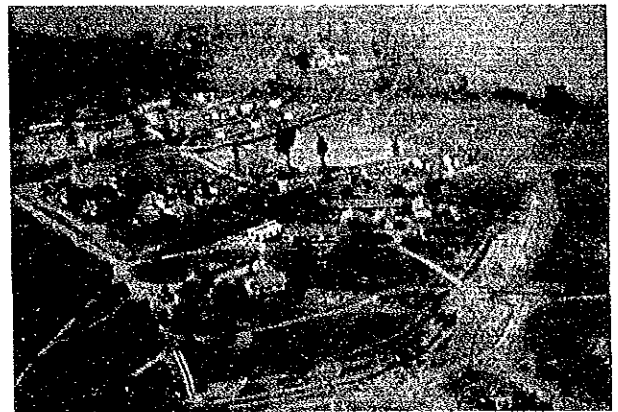
STORES PROCEDURE DOCUMENT FLOW

	Point at which documents to be Raised	Officer Authorised to sign.	Accounts	Stock Control	User Dept.	Stores	Supplier
G.R.N.	Main Stores	RPM/DRPM/ Accountant	Original	Duplicate	Triplicate	Book Copy	-
M.R.N.	Block Manager's/ DRPM's Office	RPM Block Manager DRPM Acct.	-	Duplicate	Triplicate Book Copy	Original	-
G.T.N.	Main Stores	-	-	Duplicate	Original	Book Copy	-
R.I.N.	Block Manager's/ DRPM's Office	Block Manager D.R.P.M.	-	Duplicate	Book Copy	Original	-
R.O.N.	Main Stores	DRPM/Acct.	Triplicate	Duplicate	-	Book Copy	Original.

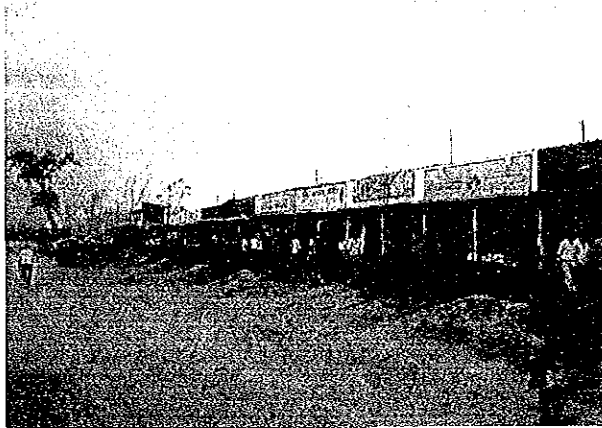
G. 長期調査写真集



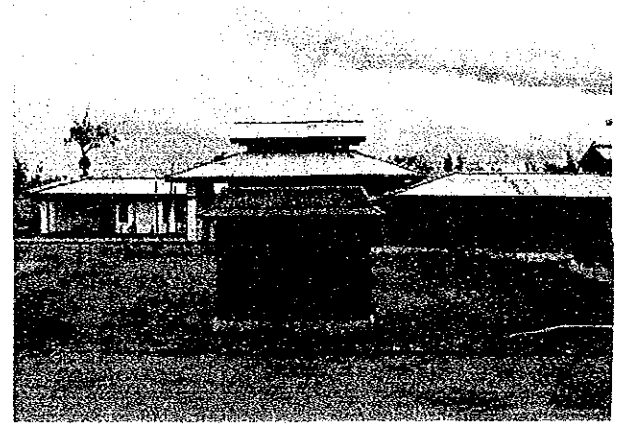
システム 'C' の開発農地
1戸当1 haに区分



システム 'C' の開発村



ギランドゥルコッテ商店街



ギランドゥルコッテ開発センター



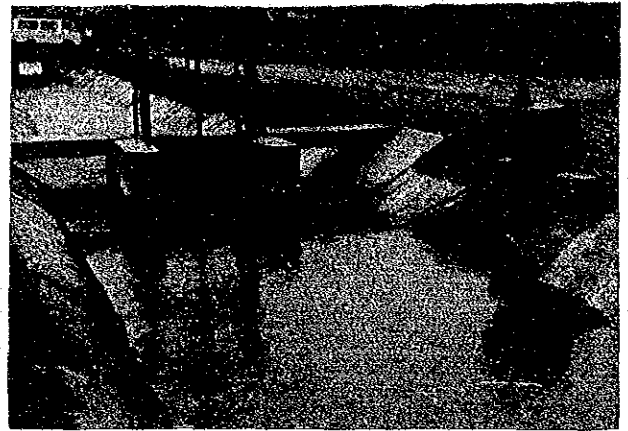
水稲の並木植とスリランカ製
日本式回転除草機使用風景



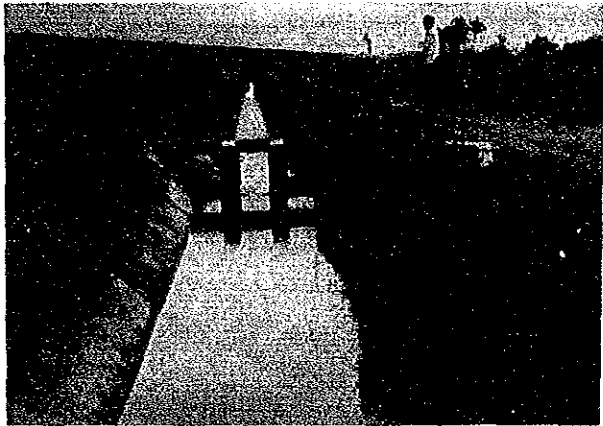
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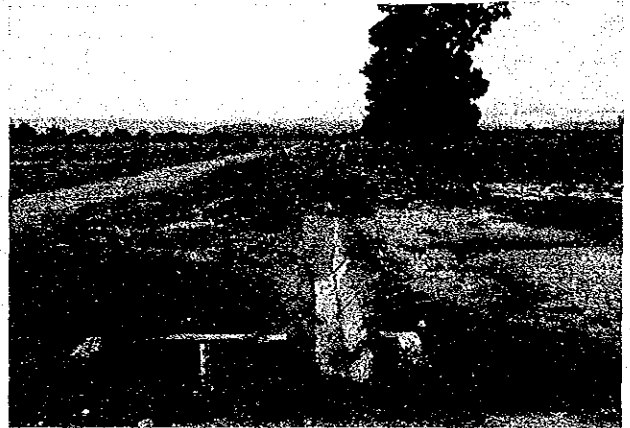
ヤラ期の水田でのキャベツ栽培



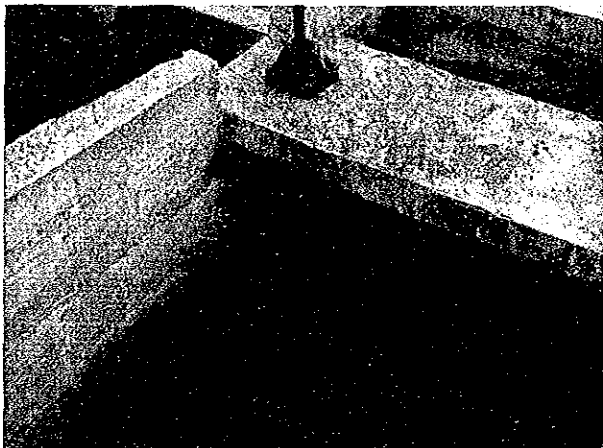
ブロック302の支線水路(MBC)



ブロック302派線水路(D-1)



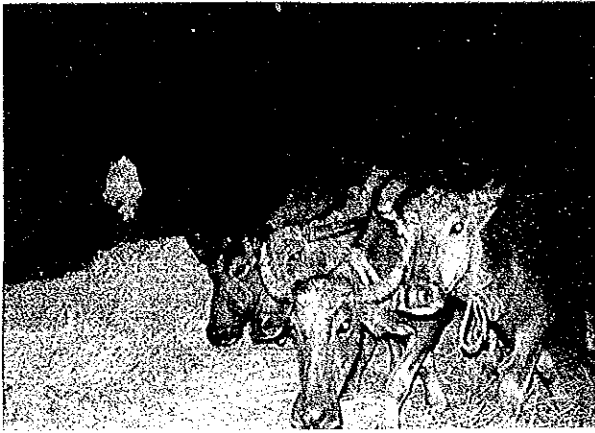
ブロック302末端水路(D1-8)



システム'H'の破壊された分土工



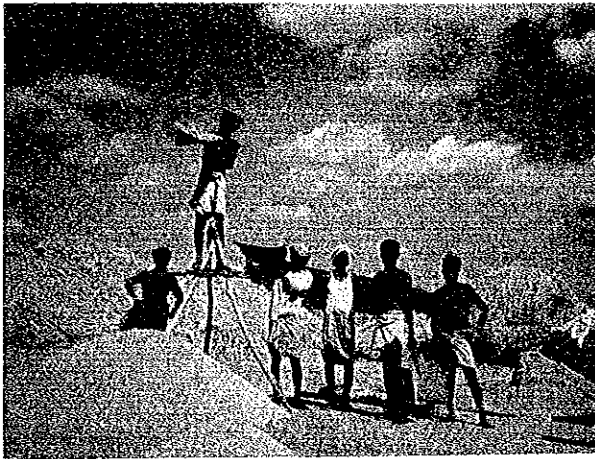
システム'H'幹線水路



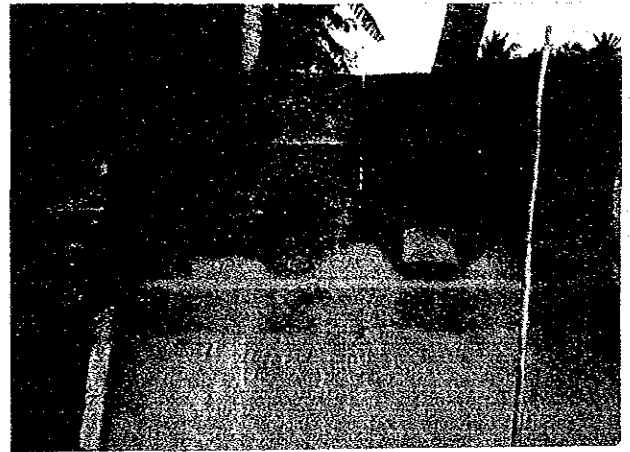
水牛による脱穀
(牛が疲れるので夜が多い)



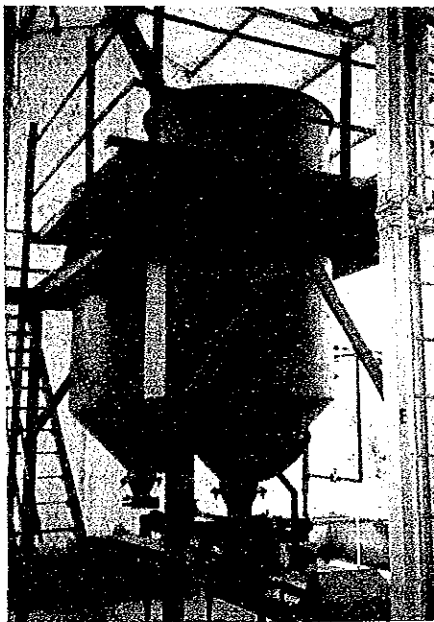
四輪トラクターによる脱穀



風 選



ドラム缶利用の在来法パーボイル



新らしいスチームによる
パーボイル



村の精米所

H. 参考文献リスト

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4.	セイロン, モデル農業開発計画第二次調査報告書 (デワフワ)	OTCA
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No.	文献または資料名	発行者
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55.	Agricultural Statistics of Sri-Lanka	Ministry of Agricultural Development and Research 1981
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