



කළමනාකරණ සේවා දෙපාර්තමේන්තුව
முகாமைத்துவ சேவைகள் திணைக்களம்
Department of Management Services

2011

වාර්ෂික කාර්යසාධන වාර්තාව
வருடாந்த செயலாற்றுகை அறிக்கை
Annual Performance Report

මහා භාණ්ඩාගාරය, කොළඹ - 01

பொதுத் திறைசேரி, கொழும்பு - 01

General Treasury, Colombo - 01

දුරකථන

தொலை பேசி : 011 - 2484757

Telephone

ෆැක්ස්

தொலை நகல் : 011 - 2430270

Fax

ඊ-මේල්

மின் அஞ்சல் : dgms@msd.treasury.gov.lk

E-mail



DEPARTMENT OF MANAGEMENT SERVICES

ANNUAL PERFORMANCE REPORT -2011

GENERAL TREASURY
COLOMBO 01

Telephone : 011 -2484757
Fax : 011-2430270
E- mail : dgms@msd.treasury.gov.lk

Vision

To be the Pioneer in Cadre and Remuneration Management and Consultancy

Mission

To provide the necessary management service assistance to the public sector organizations to maintain public service at optimum

From the Director General

The Department of Management Services was able to face the challenging task of managing the human resource more effectively in 2011 complying with the state policy of providing the general public with efficient and people friendly service, while strengthening the public sector.

The main objective of the Department is established a Public Service equipped with skills and talents to meet the Governments' prime challenge of making Sri Lanka the Wonder of Asia as well as place our country on top of the global economy. Accordingly, the Department of Management Services made its maximum contribution towards determining and maintaining excellent cadre in the public service.

My special thanks should go to the Secretary to the Ministry of Finance and Planning, Dr. P.B. Jayasundara, and the Deputy Secretaries and the Heads of Departments in the Treasury for their guidance and assistance. I would like to thank the officials of the National Salaries and Cadres Commission, Finance Commission and other line Ministries for the corporation extended in the task. Last but not least, I wish to express my sincere thanks to the staff of the Department that played its role properly with team spirit and dedication in an organized manner.

N. Godakanda
Director General

CONTENTS

	Page
1. Introduction	1
2. Cadre Management	3
3. Salaries and Remuneration Management	11
4. Research and Policies, Information and Data Bank System	12
5. Establishment Division	15
6. Financial Division	23

Schedule

1. Organization Chart	25
-----------------------	----

1. INTRODUCTION

1.1 Inception

The Department of Management Services was established under the Ministry of Finance & Planning as a Grade I Department in April 1999 with the objective of fulfilling the functions of the Salaries and cadre Management Department existed under the Ministry of Finance and Planning, in a wider scope with effective and efficient manner. The responsibility of managing the human resource in the public sector mainly lies with the Department and it operates bearing in mind the financial situation of the country, development possibilities and creating a skillful public service.

In addition to the above functions the Department involves in reviewing the cadre of Ministries, Departments, Provincial councils and Statutory Bodies for the purpose of determining appropriate cadre in line with the development needs of the country and thereby making an immense contribution therefore.

1.2 Objectives

This Department functions with several objectives to achieve the following goals in order to establish a more effective human resource in the public service.

1. Cadre management in the Public sector.
2. Determination of salaries and allowances in line with the National wages Policy.
3. Conducting surveys on cadre in the Public sector.

1.3 Functions

- (i) Providing services to the National salaries and cadre Commission /apex bodies.
- (ii) Introduction of relevant reforms to the public sector, implementation and monitoring.
- (iii) Conducting surveys on missions, objectives, systems, procedures, providing staff and submitting recommendations to relevant authorities.
- (iv) Identifying duplication of functions in the public sector institutions with the objective of restructuring and the sizing the public Institutions.
- (v) Conducting organizational and staff reviews, improving systems, building up and strengthening organizational structure with a view to ensure efficiency and efficacy.

- (vi) Formulating approved criteria and standards for cadre management.
- (vii) Identifying excess staff, redistributing them for deployment and making suggestions for termination of service.
- (viii) Identifying the needs of improving the physical environment and the areas for mechanization/computerization and award of service contracts.
- (ix) Studying and reviewing of service minutes, service conditions taking into account the development needs. Submission of proposals.
- (x) Examining and making recommendations after scrutinizing proposals on re-employment of retired officers in the public sector and appointment of consultants.
- (xi) Maintaining cadre information systems on Public service and Provincial Public service and planning succession for posts of great importance.
- (xii) Carrying out studies on recruitment policy, skills development training and planning of succession as well as assisting relevant authorities to implement such matters.
- (xiii) Management of salaries and bonuses, incentive schemes, welfare schemes of Public sector and such other remuneration packages.
- (xiv) Consultative service on management of institutional reviews, cadre, salaries etc. of Provincial Councils and local government institutions.
- (xv) Studying and making recommendations on super-annuated benefit schemes in the Public sector as well as the corporate sector

2. CADRE MANAGEMENT

In the matter of Human Resources Management, the Department of Management Services mainly carries out the following tasks.

- Granting approval for creating new posts
- Granting approval to fill vacancies
- Identifying the posts that have to be suppressed
- Revision of designations
- Cadre management for public sector projects

During the year 2011 too, the Department of Management Services took action for management of excellent cadre to meet the demands of Ministries, Departments, Provincial Councils, Local Government bodies, Statutory Bodies and state projects from time to time paying more attention on providing necessary assistance towards the country's economic development plans.

2.1 Public sector employment and sectoral composition

By 31.12.2011 the entire number employed in the public sector was 1,292,284 out of which 428,905 were those employed by Ministries while the strength of staff of Provincial Councils was 363,248.

The sectoral distribution of the number of employed personnel indicates that, fields such as Public Administration, enforcement of law, development of infrastructure, Health and Education account for larger shares.

Table-01- Employment in Public Sector – (sector - wise classification)

Sector	No. Employed
Public Administrations and Enforcement of law	531655
Education (Including the academic staff of Universities and Vocational Training Institutes)	294466
Health	118771
Infrastructure Development	137683
Agriculture	64194
Commerce and Industry	49985
Others	95530
Total	1292284

Source : Database - Department of Management services

There are 299 Statutory Boards such as state corporations, Boards, Companies, Banks within the country. Out of these the Electricity Board , Ports authority , Central Transport Board has represent the biggest share of employees . Particulars of employment in several Statuary Boards are given below.

Table -02 Institutional Classification (Employment-wise) of several Statutory Bodies.

Statutory Body	No. Employed
Central Transport Board	32836
Sri Lanka Samurdhi Authority	27667
Ports Authority	17570
Ceylon Electricity Board	12987
National Water and Drainage Board	9841
Road Development Authority	8190
Petroleum corp.	3005

Source : Database - Department of Management Services

2.2 Creation of new posts -2011

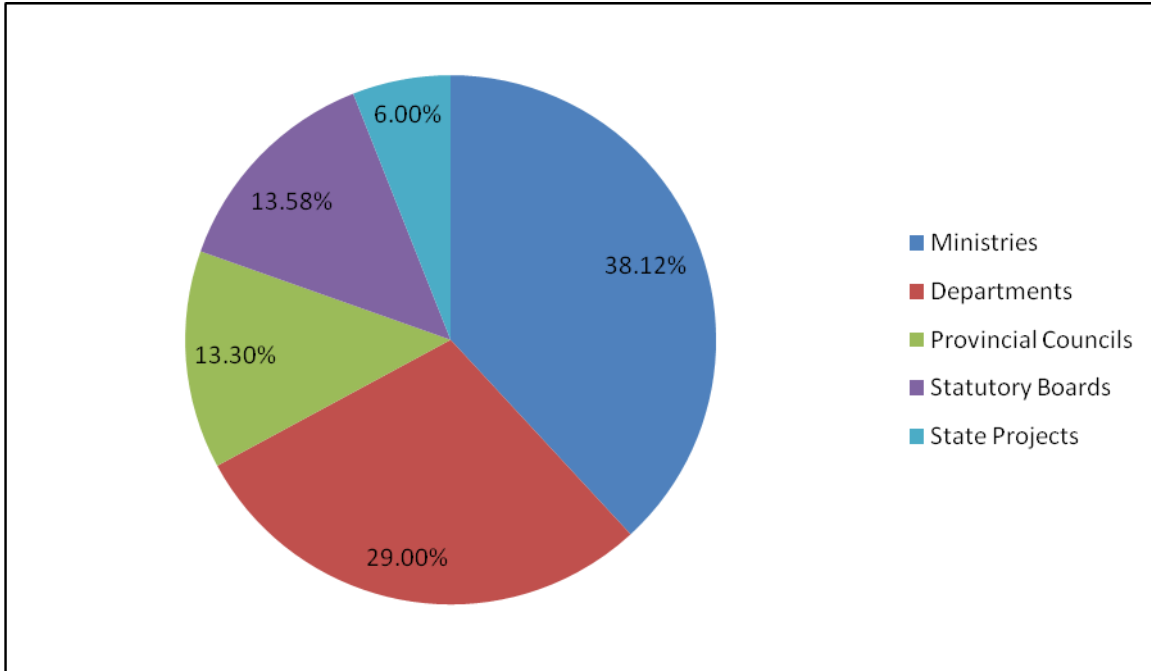
During the year 2011 too , the Department of Management Services made maximum contribution to maintain requisite staff for the Public service complying with cabinet decisions and the requests made by various Ministries and Provincial Councils for provision of staff. The particulars of the posts approved in 2011 for the sake of Ministries, Departments, Provincials Councils, Statutory Bodies and State Projects are given below.

Table -03 creation of new posts- 2011

Institution	No.	%
Ministries	1498	38.12
Departments	1140	29.00
Provincials Councils	523	13.30
Statutory Bodies	534	13.58
State Projects	255	6.00
Total	3950	100.00

Source : Database - Department of Management Services

Chart 01- Creation of new posts-2011



The total number of posts created in 2011 was 3950 out of which 1498 posts were for Ministries and 1140 posts were for Departments. Out of the total number of new posts created for Ministries 827 posts were meant for the Ministry of Justice and Law Reforms while 200 posts were newly created for the Department of Motor Traffic.

During the year 2011 the number of new posts created for the Provincial Councils was 523 as against the 2811 posts created in 2010. Although the year 2010 witnessed an upward trend in the matter of creating new posts for the Provincial Councils, the year 2011 could witness a sharp downward trend that stood at 13.3%. This happened due to the review of Provincial Council's staff as planned during 2011-2012 in order to identify an excellent staff for provincial Councils.

This matter will be dealt with in this chapter separately.

In granting approval for excellent staff for the implementation of the role vested with the statutory Boards in a proper manner the contribution made by the Department was immense. In 2010, 568 posts were approved while 534 posts were approved in 2011.

In addition to creating new posts, 53 Statutory Bodies were referred for restructuring and the Department took measures to prepare new Recruitment Procedures for 23 posts and approve them during the year 2011. In this exercise the assistance extended by the Ministry of Public Administration and Home Affairs, National wages and cadre Commission, Finance Commission, Ministry of Finance, Provincial Councils and all the Department of the General Treasury was Commendable.

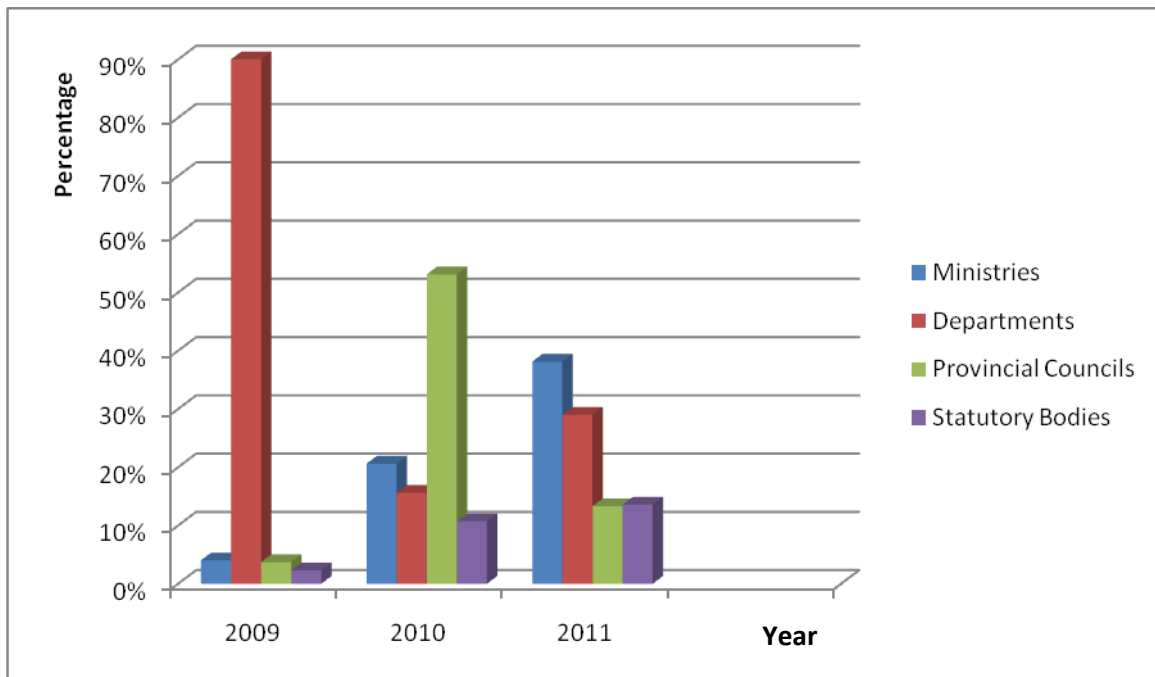
Table 04- Creation of new posts –(2009-2011)

Institution	2009	Percentage	2010	Percentage	2011	Percentage
Ministries	1769	4.0	1095	20.6	1498	38.1
Departments	40,095	90.0	828	15.6	1140	29.00
Provincial Councils	1,641	3.7	2811	53.1	523	13.30
Statutory Bodies	1027	2.3	568	10.7	534	13.6
State Projects					255	6.00
Total	44,532	100	5297	100	3950	100

Source : Database - Department of Management Services

Creating new posts were done by giving due consideration on productivity of the posts already approved commensurable with the statutory functions of the relevant institutions. Matters such as the country’s financial viability and the timely need to create such post were also considered. Therefore the Management Services Department suggests that when making use of the Human Resource available in an effective way, attention on employee motivation and training be given an employee motivation & training by the Heads of Departments and Institutions.

Chart 02- Creation of new posts (2009-2011)



2.3 Granting approval for filling vacant posts.

Due to the fact that the powers to fill vacancies that occur as in the cases according to Management Services Department circulars No.36 and 36(i) dated 01.08.2007 and 15.10.2007 respectively, administrative functions have become somewhat convenient. However since the prior approval of the Management services Department is required to fill vacancies that are not covered by that circular, approvals were granted in 2011 as well, when necessary. Accordingly approval for filling 10566 vacant posts was granted in 2011, by the Department.

Table 05- Granting approval to fill vacant posts (2009-2011)

Institution	2009	2010	2011
Ministries	7208	7443	3366
Departments	1289	991	5302
Provincial Councils	3280	2958	1112
Statutory bodies	1302	1384	786
Total	13079	12776	10566

Source : Database - Department of Management Services

Approvals granted by the Department to fill vacancies in various kinds of services during the year 2011 are given below.

Table 06: Granting approval to fill vacancies at various levels of service

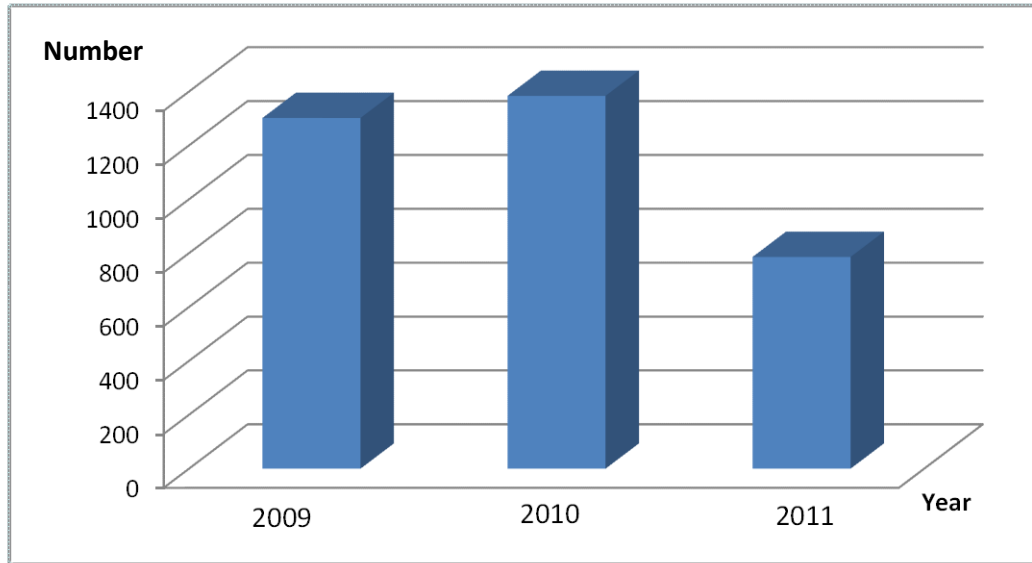
Service	No. of posts
Sri Lanka Medical Service	1770
Sri Lanka Teachers' Service	974
Sri Lanka Administrative Service	331
Sri Lanka Engineering Service	212
Sri Lanka Planning Service	189
Sri Lanka Accountancy Service	188

Source : Database - Department of Management Services

Accordingly approvals have been granted to fill 920 vacant posts in senior level in the Public service, 1770 vacant posts in medical service and 974 posts in Teachers' service, during the year 2011.

As against the preceding year the No. of requests received for filling of vacant posts showed a downward trend in 2011 too.

Chart 03 - Granting approval to fill vacant posts (2009-2011)



2.4 Suppression of posts and revision of designations

The role of the Management services Department is not only limited to maintaining an excellent cadre for public service, but also it has to grant approval for the filling vacant posts and granting approval for new posts provisionally. Among other functions the Department is engaged in suppression of unnecessary posts which are non productive and non –provisional nature, in consultation with relevant institutions. In this exercise the surveys conducted by the Research Unit of this Department are also made use of when and where necessary. The scope of the Department includes revision of designation and consolidation of posts. A comparative chart on the posts suppressed is mentioned under table 07.

Table 07- Suppression of Posts (2009-2011)

	No. of posts suppressed		
	2009	2010	2011
Ministries	465	12	32
Departments	1208	174	512
Provincial councils	165	329	62
Statutory bodies	250	24	66
Total	2088	539	672

Source : Database - Department of Management Services

2.5 Recruitment of Project Staff and Remuneration Management

Instructions relative to granting approval for essential staff required for State Projects operating within the country have been issued in terms of Management Services Circular No. 33 of 05.04.2007. During the year 2011 the Department accomplished the work in relating to granting approval for such essential staff considering the necessity of completing the projects in time, in close collaboration with External Resources Department and Project Management, Monitoring Department.

Table No.08- Approval for Project staff-2011

Serial No.	Project Name	No. of Posts
01	CAREP	31
02	Uma Oya multipurpose project.	83
03	SMEDER	15
04	North Eastern Local Services Improvement Project	98
05	Gama Naguma	02
06	Samurdhi Safety Net Programme	04
07	SPENDP	03
08	Jaffna ,Killinocchi Water Supply and Sanitation Project	15
09	Provincial Road Project (Northern Province)	01
10	Provincial Road Project (Eastern Province)	03
	Total	255

Source : Database - Department of Management Services

2.6 Provincial Council Cadre review.

The task of managing the human resource of entire public service, in an effective and productive manner which has been entrusted with the Department is a challenging one. Here the Provincial Public service has become more important because it represents 28% of the entire Public service the strength of which is 363248. The objective of the Management Services Department in this regard is to grant approval for an excellent crew of public officers in order to achieve the development objectives in line with the financial situation of the country and having regard to development potentials. The Department also has identified the need of providing excellent crew of public officers for the Provincial Public Service in consideration with the specific tasks vested with each Provincial Council in formulating logical criteria and standards therefore on the basis of general decisions. For this purpose the Department has taken a decision to conduct a proper reviewing of cadre.

At the same time, as regards the Provincial Councils there is a need to conduct such a review particularly, after the implementation of Provincial Councils system in 1987. Accordingly, a cadre review of all Provincial Councils was conducted by the Department of Management Services with the assistance of National Salaries and Cadres Commission, Finance Commission and the Ministry of local Government and Provincial Councils in November 2011. Initially this exercise started from Uva Provincial Council and by the end of 2011, the Department was able to complete reviewing of cadre in Eastern Provincial Council too. However it has been planned to conduct cadre review on all Provincial Councils in the first half of 2012 and finalize the work on excellent cadre summaries for Provincial Council Public Service.

3. SALARIES AND REMUNERATION MANAGEMENT

Among the functions that have to be carried out by the Management Services Department, determining salaries, bonuses and incentive schemes is of great importance. The department hereby takes action to reach decisions in consultation with the National Salaries and cadre commission, and the Ministry of Public Administration and Home Affairs. When Ministries and Departments make inquiries about the practical problems as salaries and remunerations, the Department makes observations and recommendations. Not only that the contribution made by the Department towards the restructuring programmes, allowances of Statutory Bodies as per Public Administration circular No.06/2006 in 2011 was noteworthy. The circulars issued by the Department in relation to the above are as follows.

Table 09– Management Services Circulars - 2011

Circular No. and date	Subject
Management Services Circular No.43 of 10.01.2011	Revision of salaries and allowances of public corporations statutory bodies, state-owned Companies according to 2011 budget Proposals.
Management Services Circular No.44 of 10.03.2011	Payments of Research Allowances according to 2011 Budget Proposals.
Management Services Circular No.44(i) of 15.03.2011	Payments of Research Allowances according to 2011 Budget Proposals.
Management Services Circular No.45 of 07.04.2011	Payments of Research Allowances according to 2011 Budget Proposals.
Management Services Circular No. 43(i) of 13.09.2011	Revision of salaries and allowances of public corporations, statutory bodies, state owned companies according to 2011 budget Proposals.
Management Services Circular No. 46 of 12.12.2011	Revision of salaries and allowances of Public Corporations, Statutory Bodies, State Owned Companies according to 2011 budget Proposals.
Management Services Circular No. 47 of 22.12.2011	Payment of bonus to employees of public corporations and companies fully owned by the state for 2011.

4. RESEARCH WORK, INFORMATION AND DATA SYSTEM

4.1 Research Activities

The role of the Management Services Department includes introducing reforms required to Public Sector, restructuring Public institutions and maintaining an excellent staff, formulating criteria and standards relating to public sector cadre, studying salaries, allowances and other remuneration of the public sector and submitting observations and recommendations and arriving decisions making suggestions for the sake of various public service categories, when reviewing Service minutes, terms and conditions of Service. In this regard the Department has to work in close collaboration with other relevant institutions. Particularly Department's recommendations and observations have to be made to the other institutions when and where necessary.

To accomplish these tasks in a proper manner without delay there must be an efficient Research Unit for the Department. The main role of Research Unit in the Department is to collect information, analyze them and furnish reports. For the purposes of investigations/ surveys the officers of the Research Unit are directed to relevant institutions for collecting information.

Accordingly, the Research Unit is directed to relevant instructions for collecting information.

Accordingly, the Research Unit of the Department has carried out 74 surveys on various aspects in Public institutions. One of them is the survey carried out on the staff of the Independent Television Network.

4.2 Information and Data System

The Department of Management Services is one of the sources that maintain human resource data of entire public service. Maintaining a data system of statistical figures on how human resource of the Government is disseminated has become very important in arriving decisions by the public sector. For that purpose, maintaining an analytical data system and updating the same has been made possible by way of the information and data bank of the DMS, whereby exchange of information with other institutions outside, could be made conveniently and effectively.

The Department of Management Services has been maintaining a data system, taking into account of the above circumstances. But the department in this regard finds it somewhat difficult to cope with the increasing complexity with regard to the operation of human resource data system since so far these activities have been done in the traditional way and it is not possible to get things done at low cost through the traditional way.

As a remedial step, the Department initiated introducing a proper and effective computerized data system in 2011 being initiative is backed by the Computer Study Unit of the Colombo University. The objective of this exercise is to step

up the efficiency of the Department. Information, Circulars and publications relating to the Department can be obtained from the Departmental website and it will be possible for the Department to build friendly relationships with outside parties and work efficiently in future, once the work on computer data system is completed.

4.3 Submitting Observations on Cabinet Memoranda

One of the major functions of the Department is to make observations for the Cabinet Memoranda on matters such as Establishment issues salaries and allowances which come under the scope of the Department. The number of cabinet papers for which the Department of Management Services has submitted its recommendations in 2011 is given in table with classification.

Table 10

No.	Subject/Field	No. of Memoranda
1	Appointment to posts	360
2	Extension of Service	131
3	Creating new posts	25
4	Remuneration	98
5	Service Minutes & Recruitment Procedures	96
6	Disciplinary Matters	66
7	Recruitment on Contract basis	101
8	Other	142
Total		1019

Source : Department of Management Services

A significant number of observations were made for Cabinet Memoranda in respect of appointment to posts, extension of service and disciplinary matters. Besides, the department participated in regular Cabinet Sub – Committee Sessions. The number of observations made from 2002 to 2011 on Cabinet Memoranda is given below in a comparative table.

Table 11 – Observations of Cabinet Memoranda – 2002 – 2011

Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
No. of Memoranda	1088	863	562	605	820	780	750	1272	598	1019

Source : Department of Management Services

4.4 Committee representation, Coordination and Communication

For the purposes of the development objectives and institutional objectives, the officers of the department took part in the following conferences and discussions, representing the Ministry of Finance and Planning actively.

- Cabinet sub- committee on Establishment matters.
- Committees appointed by the cabinet with representatives from this Department.
- Committee on Public Accounts
- District Secretary / GA Forum
- Provincial Chief Ministers Forum
- Provincial Chief Secretaries Forum
- Discussions with National Salaries & Cadre Commission
- Project Progress Review Committees
- Director Board Meetings and Committees on Audit Management
- Procurement and Technical Evaluation Committee

The officers of this department have served as members of interview boards at requests made by various institutions. Besides, discussions relative to cadre issues of public institutions are held on regular basis with parties concerned. This department maintains an effective communication in order to ensure an excellent Human Resource Management.

5 ESTABLISHMENT DIVISION

The job- satisfaction of the officers of the department is one of the most important factors in the implementation of the duties entrusted with the department, effectively and productively. So the Establishment Division should see it that a conducive environment is created there for, as its foremost task. Accordingly the Establishment Division of the department, during the year 2011 took action to improve the physical environment of the Department for the staff to work for increased job- satisfaction with team-spirit.

Even though there were certain difficulties, the department could carry out its functions smoothly without any impact on the performance thanks to the dedication of the staff. The summary of the staff as at 31.12.2011 is given in Table 12.

Table 12 – Summary of the staff

No.	Post	Approved Cadre	Existing Cadre	Vacancies
1	Director General	01	01	0
2	Addl. Director General	02	01	01
3	Director	07	03	04
4	Deputy Director/ Assistant Director	10	06	04
5	Accountant	01	01	00
6	System Analyst	01	01	00
7	Administrative Officer	01	01	00
8	Translator	01	01	00
9	Research Assistant	07	06	01
10	IT Assistant	01	01	00
11	Public Management Assistant	29	28	01
12	Data Entry Operator	03	01	02
13	Driver	06	06	0
14	K.K.S.	07	07	0
	Total	77	63	14

Source : Database - Department of Management Services

The staff of the Department that served with much dedication to deliver their best is given schedule 01.

Schedule 01 – Staff as at 31.12.2011

No.	Name	Designation
1	Mrs. N.Godakanda	Director General
2	Mr. A.M.A. Dayarathne	Addl. Director General
3	Mr. A.K.N. Wickramasinghe	Director
4	Mr. S.R.W.M.R.P. Sathkumara	Director
5	Mr. K.G.Pradeep Pushpakumara	Director
6	Mr. M.M.C.P.Mohottigedara	Director
7	Mr. D. Wijesiriwardane	Asst. Director
8	Mrs. S. N. Attanayake	Asst. Director
9	Mrs. M.K.S. Jayasena	Asst. Director
10	Mr. M.A. Karunarathne	Asst. Director
11	Mr. W.H.G.G. Kosala	Asst. Director
12	Miss. D.H.Kalansooriya	Asst. Director
13	Mrs. G.T.M.P.G. Fonseka	System Analyst
14	Mrs. N.N.Ranasinghe	Administrative Officer
15	Mrs. P.D.D. Samarasekera	Translator
16	Mr. M.W. Jayantha	Research Assistant
17	Mr. R.K.A. Krishantha	Research Assistant
18	Mr. K.R. Paranawithana	Research Assistant
19	Mr. S.M.D. Samaraweera	Research Assistant
20	Mrs. M.M.A.N. Malporu	Research Assistant
21	Mrs. A.K.P. Nilmini	Research Assistant
22	Mr. M.P.S.Salgado	IT Assistant
23	Mrs. D.M.S. Malkanthi	Management Assistant
24	Mr. A.R. Sahideen	Management Assistant
25	Miss. W.K.A.de Silva	Management Assistant
26	Mrs. L.A.S. Silva	Management Assistant
27	Mr. W.S.D.S. Dharmasena	Management Assistant
28	Mrs. W.S.P.S. Fernando	Management Assistant
29	Mrs. W.A. Roopika Wijesekara	Management Assistant
30	Mrs. H.U.N. Fonseka	Management Assistant
31	Mrs. K.P. Hewawasam	Management Assistant
32	Mr. S.M. Ashar	Management Assistant
33	Mrs. W.T.M. Priyantha	Management Assistant
34	Mrs. J.A.N.Dedunu	Management Assistant
35	Mrs. A.M.N. Shyamali	Management Assistant
36	Mrs. K.A.D.S. Wasanthi	Management Assistant
37	Mrs. R.S. Kodikara	Management Assistant
38	Mr. W.S.Malagammana	Management Assistant

39	Mrs. Y. N. Kaluarachchi	Management Assistant
40	Mrs. K.P.Padmakanthi	Management Assistant
41	Mr. M.A.S. Kelum	Management Assistant
42	Mr. P.G. Indika	Management Assistant
43	Mrs. S. H.S. Pavithra	Management Assistant
44	Mrs. A.M.Aluthge	Management Assistant
45	Mrs. M.D.R.Ranjani	Management Assistant
46	Miss K.T.P. Ransimali	Management Assistant
47	Mr. B.W.A.Godagama	Management Assistant
48	Miss G.N.H. Abayawardane	Management Assistant
49	Mr. B.N.M. Usama	Management Assistant
50	Mrs. W.R.N. Perera	Management Assistant
51	Mrs. B.G.N. Lakmini	Data Entry Operator
52	Mr. M.A.H.E. Hassan	Driver
53	Mr. L. Napewithana	Driver
54	Mr. M.K. Yasawardane	Driver
55	Mr. R.C. Karunarathne	Driver
56	Mr. J.A.D. Wimal Kumara	Driver
57	Mr. J.V. Pathirana	Driver
58	Mr. D.M.S. Perera	KKS
59	Mr. B.G. Wasanthasiri	KKS
60	Mr. W.A. Hemesiri	KKS
61	Mr. G.S.R.Ekanayake	KKS
62	Mr. T.G. Ananda	KKS
63	Mrs. S.H.N.J. Ananda de Silva	KKS

Source : Department of Management Services

Table 13 - Age-wise classification of staff

Serial No.	Age Group	No. of Officers
1	20-30	06
2	31-40	22
3	41-50	16
4	51-60	19
Total		63

Source : Department of Management Services

5.2 Transfers

Transfers were effected according to the normal procedure relevant to the public service. Accordingly, there were 29 officers who left the department on transfers in 2011.

Schedule 02 – Officers who left the department on transfers in 2011

No.	Name	Designation	Date of Transfer
1	Mrs. D.H.S.Pulleperuma	Director	01.08.2011
2	Miss K.A.D.Munasinghe	Director	07.09.2011
3	Mrs. P.M.S. Sudarshani	Assistant Director	03.01.2011
4	Mrs. Amarathunga	Assistant Director	03.01.2011
5	Mrs. S.W.C. Jayamini	Assistant Director	03.01.2011
6	Mr. D.C.Siribaddana	Director	03.01.2011
7	Mr.B.K.W.Mahendra	Director	05.02.2011
8	Mrs. C. Punchihewa	Assistant Director	29.07.2011
9	Mrs. H.R.I. Dias	Management Assistant	03.01.2011
10	Mrs. B.A. Premaseeli	Management Assistant	02.05.2011
11	Mrs. K.S. Rajapakse	Management Assistant	02.05.2011
12	Mrs. G.T.K. de Silva Senevirathne	Management Assistant	09.05.2011
13	Mrs. W.A.V.R. Perera	Management Assistant	02.05.2011
14	Mrs. D.M.N.S. Dissanayake	Management Assistant	02.05.2011
15	Mrs. D.D. de A.A. Gunawardane	Management Assistant	02.05.2011
16	Mr. K.K.W.A. Achitha Kariwasam	Management Assistant	16.06.2011
17	Mr. R.P.R. Dharmathilake	Management Assistant	11.07.2011
18	Mrs. R.S.C. Ranathunga	Management Assistant	23.06.2011
19	Mrs. B.V.G.S.J. Abayanayake	Management Assistant	01.08.2011
20	Mrs. W.S.D.S. Dharmasena	Management Assistant	10.01.2011
21	Mr. B.A.Wimal Rathnasiri	Driver	13.01.2011
22	Mr. R.P.J.Hanton	Driver	05.01.2011
23	Mr. R.A.S.C. Ranawaka	Driver	03.01.2011
24	Mr. T.M.P.Kumara	KKS	03.01.2011
25	Mr. B.A. Perera	KKS	24.01.2011
26	Mr. A.T.J. Rathnayake	KKS	26.09.2011
27	Mr. A. Podinilame	KKS	12.07.2011

Source : Department of Management Services

There were 19 officers who came to this department on transfers. They were experienced officers who had served in various public institutions.

Schedule 03 – Officers who left the Department of Management Services to take up other appointments

Serial No.	Name	Post	New Appointment
01	Mrs. N.H.Pannila	Management Assistant	Sri Lanka Teachers' Service

Schedule 04 – Retired Officers in 2011

Serial No.	Name	Post	Date
01	Mr. H.M.Jayawardane	Director	01.09.2011

Schedule 05 – Officers who were transferred to the Department of Management Services during the year 2011

No.	Name	Designation	Date of transfer to this Department
01	Mr. A.M.A. Dayarathne	Addl. Director General	04.01.2011
02	Miss K.A.D.Munasinghe	Deputy Director	03.01.2011
03	Mr.B.K.W.Mahendra	Deputy Director	03.01.2011
04	Mr.S.R.W.M.R.P. Sathkumara	Director	31.10.2011
05	Mr.M.M.C.P.Mohottigedara	Asst. Director	03.01.2011
06	Mr. D. Wijesiriwardane	Asst. Director	03.01.2011
07	Mr. W..H.G.G. Kosala	Asst. Director	03.01.2011
08	Mrs. S. N. Attanayake	Asst. Director	25.07.2011
09	Mrs. J.A.N. Dedunu	Management Assistant	19.04.2011
10	Mrs. R. S. Kodikara	Management Assistant	09.04.2011
11	Mrs. K.A.D.S. Wasanthi	Management Assistant	28.04.2011
12	Mr. W.S.Malagammana	Management Assistant	20.06.2011
13	Mr. H.G.S.J.Abhayanayake	Management Assistant	03.07.2011
14	Mr. M.A.S. Kelum	Management Assistant	12.07.2011
15	Mr. J.V. Pathirana	Driver	10.01.2011
16	Mr. R.C.Karunarathne	Driver	03.01.2011
17	Mr. L.Napevithana	Driver	03.01.2011
18	Mr. T.J.Ananda	KKS	03.01.2011
19	Mr. A. G. Wasanthasiri	KKS	14.01.2011

Source : Department of Management Services

Schedule 06 – New Appointments in 2011

Serial No.	Name	Post	Date
01	Miss. G.N.H.Abayawardane	Management Assistant	11.04.2011
02	Miss. K.T.P.Ransimali	Management Assistant	11.04.2011
03	Mr. A.W. Godagama	Management Assistant	11.04.2011
04	Mr. M.N.M. Usama	Management Assistant	11.04.2011

5.3 Training Programmes

5.3.1 Local Training Programmes

An “yearly training programme” is prepared for the department aiming to improve the performance of officers of the department, taking into consideration the needs of officers and the functions of the department. Training programmes conducted in 2011 depicted below (Vide Table 15)

Table 14 – Participation in training programmes

Serial No.	Field	Training Institute	No. participated
01	English Language	British Council	19
02	Post Graduate Degree	University of Colombo	02
03	Establishment Matters	Public Service Training Institute	25
04	Motor vehicle technical training (Driver)	German Technical Training Institute	06
05	Computer Training	Miloda Institute	02
06	ISO Training	ISO Standards Institute	05
07	Procurement Matters	Miloda Institute	03
Total			62

5.3.2 Foreign Training Programmes

With a view to improving the experience and subject knowledge of officers, opportunities for foreign training were offered to them in 2011 too. Accordingly 12 officers had got opportunities, particulars of whom are given below.

Schedule 07 – Foreign Training - 2011

	Name	Post	Training Programme	Country	Duration
1	Mr. B.A.K.W.Mahendra	Deputy Director	Singapore Cooperative Training main Programme	Singapore	14.02.2011-25.02.2011
2	Mrs.D.H.S. Pulleperuma	Directress	Post Graduate Degree in Static Management	Thailand	24.04.2011 07.05.2011
3	Miss.K.A.D. Munasinghe	Directress	Economic Development in Sri Lanka – Development Strategy	Korea	07.06.2011 29.06.2011
4	Mr. D. Wijesiriwardane	Asst. Director	Seminar on Chinese experience for development of Asian & European countries	China	08.06.2011 28.06.2011
5	Mr. M.C. Mohottigedara	Asst. Director	Post Graduate Degree Programme	Malaysia	14.06.2011 19.06.2011
6	Mr. W.H.G.G.Kosala	Asst. Director	Seminar on Management in Developing countries	China	31.07.2011 24.08.2011
			Strategic Management	Singapore	11.07.2011 15.07.2011
7	Mr. K.R. Paranawithana	Research Assistant	Post Graduate Degree in Fiscal Policy	China	August 2011 September 2012
8	Mr. R.K.A. Krishantha	Research Assistant	Post Graduate Degree in Intermediate Education	China	July 2011 August 2012
9	Mr. K.G. Pradeep Pushpa Kumara	Director	Workshop on establishment and implementation of poverty alleviation plans for developing countries	China	17.08.2011 30.08.2011
10	Mr. Asanga Dayarathne	Addl. Director General		Phillippine	07.10.2011
11	Mr.A.K.N.Wickramasinghe	Director	Singapore Cooperation Main Programme	Singapore	10.10.2011 21.10.2011
12	Mrs. D.H. Kalansooriya	Accountant	Seminar on Economic Administration for Developing Countries	China	18.10.2011 07.11.2011

5.4 Annual tappal 2011

During 2010 the department received 6889 letters and the no. of letters received in 2011 was 9264. Most of the letters received were in relation to creation of new posts, seeking approval for filling vacant posts, recruitment procedures on staff, observations and recommendations.

Table 15 – Number of letters received in2011 (monthly – wise)

	Month	No.of letters
1	January	672
2	February	510
3	March	1516
4	April	423
5	May	1540
6	June	543
7	July	1461
8	August	572
9	September	543
10	October	441
11	November	488
12	December	555
	Total	9264

Source : Department of Management Services

6. FINANCIAL DIVISION

For the year 2011 the provision under vote Head 242 allocated to the Human Resource Management Project being implemented under the department's operation programme, was Rs. 36,767,000 while the actual expenditure being Rs. 35,281,738.62. Accordingly, the department has made use of the provision sparingly expending only 96% of the total allocation as follows.

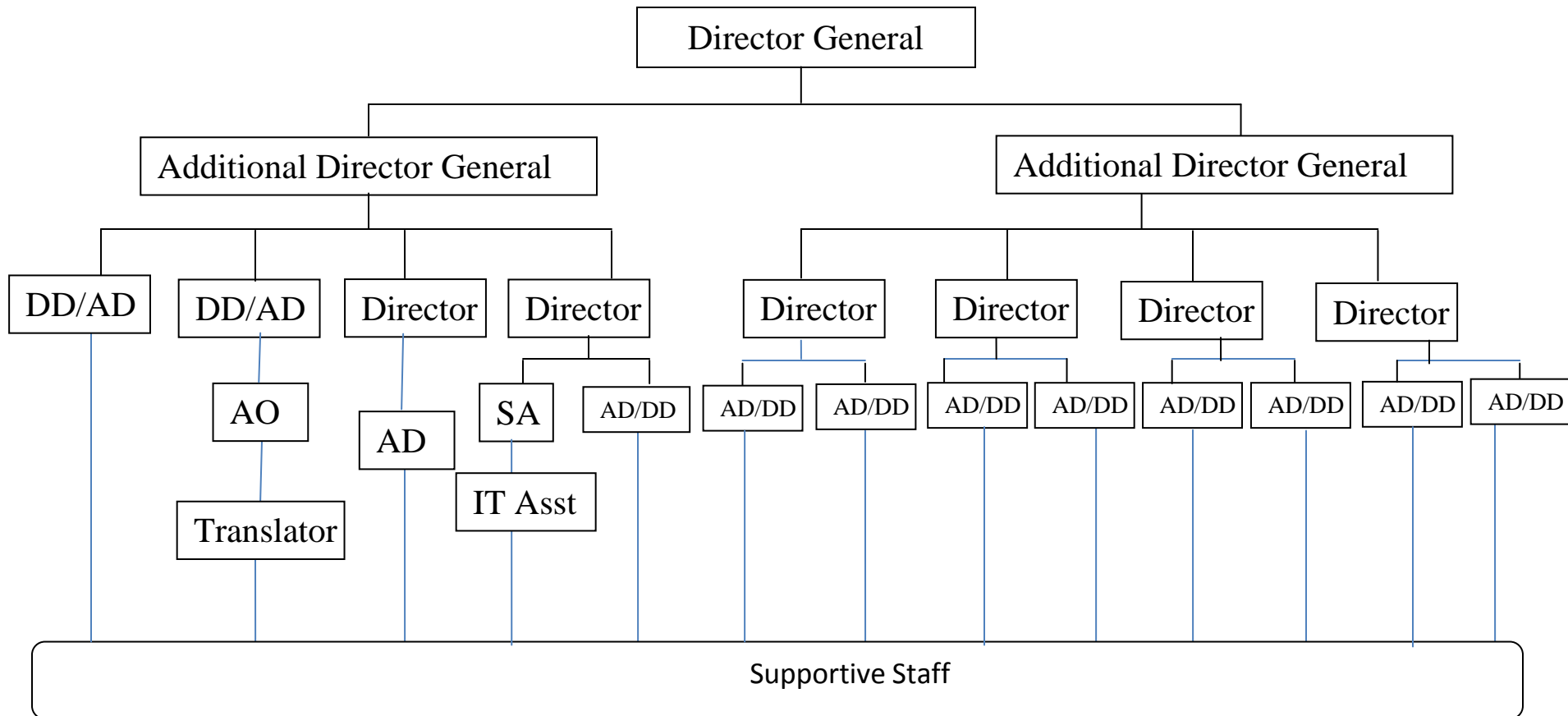
Table 17 - Financial Progress Report

Details of expenditure		2010			2011		
		Approved provision (Excluding blocked provision)	Total expenditure	Percentage of expenditure %	Approved provision	Total expenditure	Percentage of expenditure %
Recurrent expenditure		27,095,000.00	25,490,004.20	94	31,267,000.00	30,884,182.91	99
Personal Emoluments		21,038,000.00	20,652,444.78	98	22,768,000.00	22,544,885.95	99
1001	Salaries & wages	16,000,000.00	15,763,718.94	99	16,400,000.00	16,205,457.32	98
1002		500,000.00	397,285.86	79	810,000.00	792,082.60	97
1003	Other allowances	4,538,000.00	4,491,439.98	99	5,558,000.00	5,547,346.03	99
Travelling Expenses		500,000.00	245,229.71	49	1,081,000.00	1,078,863.48	99
1101	Local	100,000.00	28,447.80	28	65,000.00	62,950.00	97
1102	Foreign	400,000.00	216,781.91	54	1,016,000.00	1,015,913.48	99
Supplies		2,076,000.00	1,553,665.00	75	2,737,000.00	2,712,338.23	99
1201	Stationary & Office requisites	600,000.00	547,600.60	91	807,000.00	806,840.70	99
1202	Fuel	1,400,000.00	951,000.00	68	1,788,000.00	1,783,851.13	99
1203	Food & beverages & Uniforms	56,000	53,464.40	95	140,000.00	119,696.40	85
1205	Others	20,000.00	1,600.00	8	2,000.00	1,950.00	97
Maintenance Expenses		890,000.00	529,301.24	59	636,000.00	595,295.11	94
1301	Vehicles	720,000.00	372,938.04	52	517,000.00	476,498.75	92
1302	Machines & Machinery	170,000.00	156,363.20	92	119,000.00	118,796.36	99

Services		2,171,000.00	2,098,577.06	97	3,245,000.00	3,193,525.08	98
1401	Transport	624,000.00	606,766.00	97	1,068,000.00	1,067,700.00	99
1402	Post & Telecommunication	1,000,000.00	993,589.16	99	1,420,000.00	1,369,560.38	96
1405	Others	547,000.00	498,221.90	91	757,000.00	756,264.70	99
Transfers		420,000.00	410,786.41	98	800,000.00	759,275.06	94
1506	Interests on property loans for public officers	420,000.00	410,786.41	98	800,000.00	759,275.06	94
Capital Expenditure		2,025,000.00	1,434,718.49	71	5,500,000.00	4,397,555.71	80
Rehabilitation & improvement of capital assets		575,000.00	239,341.02	42	663,000.00	633,101.44	95
2001	Buildings & Construction			-	63,000.00	57,714.94	92
2002	Machines & Machinery	75,000	0.00	0	100,000.00	90,580.85	90
2003	Vehicles	500,000.00	239,341.02	48	500,000.00	484,805.65	97
Acquisition of capital assets		750,000.00	547,718.57	73	4,100,000.00	3,280,938.27	80
2102	Furniture & office equipment	750,000.00	547,718.57	73	4,100,000.00	3,280,938.27	80
Skill Development		7,000.00	647,658.90	93	737,000.00	483,516.00	66
2401	Training & Capacity	7,000.00	647,658.90	93	737,000.00	483,516.00	66
Total		29,120,000.00	26,924,722.69	93	36,767,000.00	35,281,738.62	96

Source : Finance Division- Department of Management Services

Organization Structure – Department of Management Services



DD – Deputy Director

AD – Assistant Director

AO – Administrative Officer

Supportive Staff – Data Entry Operator, Public Management Assistants, Driver, KKS

SA – System Analyst

IT Asst- Information Technology Assistant

RA – Research Assistant

