



**கார்டீச சா஁த லார்டால 2017
செயல் நிறைவேற்ற அறிக்கை 2017
Performance Report 2017**

தடபடீ, தடபடீ சீலா ஁ ஡ூசீலீ஡ீ ஁ாதீக க஁யூது ஁஡ா஁ா஁ச
அஞ்சல், அஞ்சல் சீவைகள் மற்றும் ஡ுஸ்லி஡் ச஡ய விவகாரங்கள் அ஡ைச்சு

Ministry of Posts, Postal Services and Muslim Religious Affairs

Performance Report 2017

Ministry of Posts, Postal Services and Muslim Religious Affairs

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Ministry of Posts, Postal Services and Muslim Religious Affairs

Introduction

The Ministry of Posts, Postal Services and Muslim Religious Affairs was established as per the extraordinary gazette notification No. 1933/13 and dated 21.09.2015 of the Democratic Socialist Republic of Sri Lanka.

The institutions coming under the purview of the Ministry as per the said notification are given below.

- Department of Posts
- Department of Muslim Religious and Cultural Affairs

Accordingly, the vision, mission, laws to be implemented, objectives and functions of the Ministry are given below.

Vision

Promotion of an Excellent and Efficient Postal Service and Islamic Religious and Cultural Affairs.

Mission

The provision of trustworthy and high quality postal service to the people at an affordable price, and facilitating the advancement of religious values and culture of the Sri Lankan Muslim community.

Legislation required to be implemented

1. Stamp Ordinance (No 22 of 1909)
2. Post Office Ordinance (No.11 of 1908)
3. Muslim Mosques and Charitable Trusts or Wakfs Act (No 51 of 1956)

Objectives

1. Formulating policies, programmes and projects regarding the subjects coming under the purview of the Department of Posts and the Department of Muslim Religious and Cultural Affairs.
2. Providing a more profitable, efficient and friendly postal service to the public while minimizing costs

3. Expanding postal services, to be on par with global trends utilizing modern technology
4. Ensuring compliance with quality, standard and advancement of postal services
5. Expanding financial services facilities to rural level concurrent to the local postal communication services
6. Empowering postal services as a multi-purpose service provision unit making the post office relevant to the public life while expanding the range of the agency service provision
7. Acting in compliance with the approved philatelic policy
8. Raising Sri Lanka's identity and dignity to the international level by designing commemorative stamps and associated products
9. Promoting the Postal Service of Sri Lanka as a member country of the Universal Postal Union, respecting its regulations and broadening international postal services to the international standard.
10. Controlling, administering and monitoring mosques, Islamic religious institutions and charities and their assets
11. Nurturing and promoting of Islamic religious education and aspects of Islamic culture
12. Ensuring the state intervention to establish a more reasonable system enabling every Islam devotee to undertake the Hajj pilgrimage at least once
13. Promoting Islamic religious, cultural and community development activities targeting the Milad-un-Nabi festival
14. Providing facilities and logistics support for the successful conducting of Ramazan festival

Functions

1. Formulating and implementing policies relevant to the Department of Muslim and Religious Affairs and Department of Posts.
2. Guiding and monitoring all departments and institutions under the purview of this Ministry.
3. Conducting relevant audit activities in the postal sector and Muslim religious activities.
4. Maintaining existing relationships with international organizations connected with Muslim religious affairs and postal activities and developing them further.
5. Implementing, directing and monitoring management and all operational activities of departments complying with advancements in the field of information technology
6. Maintaining postal services complying with international standards.
7. Expanding speed post and parcel service together with all financial services through post office network

8. Taking measures for providing efficient, productive and quality postal services to people through public and private partnership.
9. Promoting local and foreign financial circulating services while coordinating with local and foreign financial institutions.
10. Directing and monitoring the Department of Posts as the state coordinator, proudly representing the country in the Universal Postal Union (UPU) and in the Asia-Pacific Postal Union (APPU)
11. Initiating services relating to money transactions, insurance services and banking and other financial services through the post and sub post office network and supervising the upgrading of existing services.
12. Designing, printing, issuing and selling postal stamps and revenue stamps to be compatible with local requirements while complying with the philatelic policy with local requirements and maintaining and monitoring stock controlling at optimal level.
13. Directing and supervising the designing, printing, issuing and selling of commemorative stamps and associated products so as to guarantee the quality.
14. Implementing Wakf Act and monitoring the activities of the Wakf Board.
15. Apportioning funds allocated from the consolidated fund for development activities of the Department of Muslim Religious and Cultural Affairs and the Milad-un-Nabi festival among Muslim religious institutions and administering and monitoring of same.
16. Administering and supervising the distribution of stocks of dates donated by Muslim countries for the month of Ramazan at the district level covering all Muslim families.
17. Coordinating all relevant activities connected with Hajj pilgrimage with the Saudi government and the proper allocation of Hajj quotas to organizations arranging Hajj pilgrimage and supervision of the same.

Progress from 01.01.2017 to 31.07.2017

This report includes the progress of the programmes implemented by the Ministry of Posts, Postal Services and Muslim Religious Affairs from 01.01.2017 to 31.07.2017.

01. Establishments and Administrative Division

The details pertaining to the organizational structure and the approved cadre are given in Annexure 1 and Annexure 2. An overview of the duties performed by the division is given below.

- (1) Carrying out establishments related functions of the staff of the Ministry and of the staffs of the Department of Posts and the Department of Muslim Religious and Cultural Affairs which come under the purview of the Ministry.
- (2) Conducting administrative activities of the Ministry.
- (3) Carrying out media activities.
- (4) Performing activities in relation to parliamentary requirements.

1.1 Progress of activities of Establishments Division of the Ministry from 01.01.2017 to 31.12. 2017.

1.1.1 Establishment Activities of the Staff

Name of the Post/Service	Requests to create new posts	Approval for new posts	New Appointments	Transfers	Sending On Retirement	Termination Of Service	Recruitments	Arrival Of Transferred	Other
Ministry of Posts, Postal Services and Muslim Religious Affairs									
Hon. Deputy Minister's Staff	-	-	-	-	-	22	-	-	
Secretary	-	-	-	01	-	-	-	01	
Chief Accountant	-	-	-	-	01	-	-	01	
Chief Internal Auditor	-	-	-	-	01	-	-	01	
Senior Assistant Secretary	-	-	-	01	-	-	-	-	
Translator	-	-	-	-	-	-	-	-	-
Development Officer / Associated Officer	-	-	-	02	-	-	-	01	-
Public Management Assistant Service	-	-	04	02	-	-	-	04	01
Drivers' Service	-	-	-	04	01	01	-	03	-
Office Employees' Service (KKS)	-	-	-	02	-	-	-	02	-
Camera Operator (Temporary)	-	-	01	-	-	-	-	-	-
Gardner(Contract)	-	-	01	-	-	01	-	-	-
Department of Posts									
Unified Postal Service	-	-	-	-	19	-	-	-	-
Sri Lanka Engineering Service	-	-	-	-	-	-	-	-	-
Sri Lanka Accountant's Service	-	-	-	05	-	-	-	-	-
Public Management Assistant Service	-	-	-	-	07	-	-	-	-
Department of Muslim Religious and Cultural Affairs									
-	-	-	-	-	-	-	-	-	-
Department of Posts, 1. Releasing Public Management Assistants on Secondment - 01 2. Sending on Retirement due to general efficiency as per section 12 of Minutes on Pension - 09 3. Releasing Development Assistants on Secondment - 01									
Release of officers to attend to trade union matters - 07									

1.1.2 Appointments and Promotions of the Officers in the Unified Postal Service

- i. Seven (07) requests have been submitted to reinstate the officers of the Unified Postal Service Officers on contract basis. With the one (01) request made in the previous year, the approval of the Public Service Commission has been granted to eight (08) requests.
- ii. Appointments have been granted to fill 144 vacancies on 14.02.2017 based on the results of the Limited Competitive Examination held on 19.09.2010 to recruit for the post of Supervisory Management Assistant in the non – technical/ technical category on limited basis.
- iii. Actions have been taken to obtain the approval of the Public Service Commission to fill 94 vacancies based on the results of the open Competitive Examination held on 28.11.2015 to recruit for the post of Supervisory Management Assistant in the non – technical/ technical category of the Unified Postal Service.
- iv. Relevant actions are being taken to conduct an interview to fill 20 vacancies existed at 31.03.2016 in the Superintendent of Posts - Executive category III based on seniority and merit.
- v. Actions are being taken to obtain the approval of the Public Service Commission to fill 03 vacancies existed as at 31.03.2016 in the post of Superintendent of Posts - Executive category III based on the written Competitive Examination
- vi. Actions are being taken to revise the scheme of recruitment to recruit for the post of the Assistant Superintendent of Posts of the Supra Grade of the Management Assistant (Main Post Office) based on merit and experience upon the approval of the Public Service Commission
- vii. Approval of the Public Service Commission has been taken to conduct interviews, and to issue marking schemes and the notice of calling for application to recruit for the post of Assistant Superintendent of Posts of the Supra Grade of Management Assistant (Main Post Offices) based on merit and experience.
- viii. Approval has been granted from the Public Service Commission to conduct a limited competitive examination to fill 24 vacancies of the posts of the Assistant Superintendent of Posts (Investigation) and 28 vacancies of the post Assistant Superintendent of Posts (Accounts) existed at the date of 30.04.2017.

1.2 Details on the reports called by the external institutions

1.2.1 Submitting reports as responses to the reports called by particular institutions and calling

Appeals	Institutes that submitted the reports	Presidential Secretariat	Prime Minister's Office	No. of Reports submitted to Public Service Commission	No. of Reports submitted to Public Petition Commission	No. of Reports submitted to the Ombudsman	No. of Reports submitted to the Human Rights Commission	No. of Reports submitted to the Secretary to the Ministry of Public Administration	No. of Reports called from the Post Master General			No. of appeals for which replies were sent to appellants
									No. of letters received from appellants	No. of Reports called for	No. of answers received	
1. Sub- Post master Service	-	-	12	-	-	-	-	-	22	22	14	07
2. Regarding several issues of the Junior Service-Department of Post	-	-	18	-	-	-	-	-	28	28	20	-
3. Appeals forwarded by the retired officers in the Unified Postal Service	03	05	56	76	-	02	-	-	08	165	80	20
1. On behalf of the appeals submitted to HE, the President, Hon. Prime Minister and Hon. Minister	-	-	12	-	-	-	-	-	-	78	-	56
5. No. of reports submitted by the officers in the Unified Postal Service who have been served with disciplinary orders or interdicted	-	-	05	-	-	-	-	-	-	11	-	04
6. Trade Union Activities	-	-	-	-	-	-	-	-	33	33	-	-
7. Queries by the Commission to Investigate Allegations of Bribery and Corruptions	-	-	-	-	-	-	-	-	-	02	-	-
Total	03	05	103	76	-	02	-	-	91	339	114	87

1.2.2 In addition to this, submitting reports and memorandums has been done as follows:

- i. No. of Parliamentary Questions answered - 01
- ii. No. of Reports submitted for Suggestions of the Sectoral Committee on Internal Administration and Public Management - 09
- iii. No. of Cabinet Memorandums submitted - 37
(No. of Cabinet Memorandums to which answers are received – 34)

1.2.3 Acting in compliance with the Right to Information Act No. 12 of 2016

- i. No. of Requests received - 31
- ii. No. of Requests fulfilled - 27
- iii. No. of Requests rejected - 03
- iv. No. of Requests that are still in progress - 01

1.2.4 Trade Union Discussions held - 11

1.3 Of the Officers of the Department of Posts

- i. Approval of Accident Leave - 32
- ii. Approval of Special Leave - 27
- iii. Payment of Compensation as per PA Circular 22/93 - 05

1.4 Of the Officers of the Department of Muslim Religious and Cultural Affairs

- i. Approval of Overtime and Travelling payments to the staff
 - a. Cultural Assistant and Financial Assistant - 01
 - b. Development Officers - 06
 - c. Management Assistant - 04
 - d. Office Assistant - 10
 - e. Drivers - 10
- ii. Forwarding applications for registration under Govt. E.P.F - 26
- iii. Forwarding applications to obtain rewards of the Govt. E.P.F - 14

1.5 No. of vouchers submitted for Over time, Transport and Expenses of Services and Facilities

Description	Expenditure Object	No. of vouchers
Services and Facilities		
Vehicles		
Maintenance	1301	164
Fueling	1202	266
Insurance Activities		17
Services		
Water and Electricity bills	1403	08
Sanitary	1405	12
Security		12
Refreshments	1203	17
Maintenance of equipment	1302	36
Settling Phone Bills		671
Settling Newspaper Bills		223
Provision of Water Bottles (Drinking)		12
Rents and other (Hon. Minister's and Deputy Minister's Office)	1404	44
Over Time/ Travelling and Other Payments		
Over time	1002	486

1.6 Approval of Overseas Leave

Leave	Ministry	Department of Posts	Dept. of Muslim Religious and Cultural Affairs
Personal	-	230	08
Duty	-	08	-

1.7 Deploying trainees for practical training

Ministry	Department of Posts	Department of Muslim Religious and Cultural Affairs
02	32	01

1.8 Functions of Information Media Unit

1.8.1 Contributing in promoting services, development and welfare activities performed by the Ministry of Posts, Postal Services and Muslim Religious Affairs, the Department of Posts and the Department of Muslim Religious and Cultural Affairs during this year.

1.8.2 Issuing 100 press releases, 08 news discussions, 600 photographs news radio cassettes and 128 CD's while maintaining cordial relationships with external media institutions

1.9 Other Establishment Activities

- 1.9.1
 - i. Issuing Railway Warrants - 57, Settling Bills - 12
 - ii. Claims for Agrahara Insurance - 51
- 1.9.2 Issuance of Loans
 - i. Distress Loans - 44
 - ii. Property Loans - 03
- 1.9.3 Issuance of Concessionary Vehicle Permits
 - i. For the officers of the Department of Posts - 02
 - ii. For the retired officers - 03
- 1.9.4 Payments of Language Allowance - 02
- 1.9.5 No of bills settled to the Parliament - 11
- 1.9.6 No of payment vouchers made for Translations - 27
- 1.9.7 No of vouchers submitted for fueling, doing vehicle emission tests, renewing driver licenses, additional fueling, small advances and other activities for Hon. Minister and Hon. Deputy Minister. - 129
- 1.9.8 Actions taken upon vehicle accidents - 09
- 1.9.9 Settling Travelling expenses and Overtime of Media Unit - 52
- 1.9.10 Settling Travelling expenses of Staff officers - 07
- 1.9.11 Settling Travelling expenses and Overtime of Non staff grade officers and K.K.S - 54
- 1.9.12 Payment of 1/20 th Allowance of Staff Officers - 32
- 1.9.13 Issuing official identity cards - 18
- 1.9.14 Settling Overtime and Travelling expenses of the staff of Hon.Minister and Hon.Deputy Minister - 221
- 1.9.15 Preparing Railway warrant applications and sending to the Department of Railways- 12
- 1.9.16 Certifying duty days of the external female labourers of the Department of Posts. - 12

02. Development and Planning Activities

2.1 Progress Review activities and Annual Performance planning activities.

- The Action Plan 2017 of the Ministry of Posts, Postal Services and Muslim Religious Affairs, th Department of Posts and of the Department of Muslim Religious and Cultural Affairs was submitted to the Ministry of Finance, the Auditor General's Department and to relevant institutions.
- The Performance Report of the year 2016 was prepared gathering information from each and every section of the Ministry of Posts, Postal Services and Muslim Religious Affairs and was submitted to be tabled in the Parliament and the particular report was submitted to the Ministry of Finance, the Auditor General's Department and to relevant institutions.
- The Performance Reports prepared by the Department of Posts and the Department of Muslim Religious and Cultural Affairs in 2016 were submitted to be tabled in the parliament and were forwarded to the Auditor General's Department.
- The Progress Review meetings were held quarterly to observe the progress of development programs, projects and activities which have been conducted island wide and Steering Committee Meetings relevant to the Ministry of Posts, Postal Services and Muslim Religious Affairs, the Department of Posts and the Department of Muslim Religious and Cultural Affairs and the suggestions and decisions of the committee have been implemented.

The Progress of the development projects initiated using capital fundes at 2017.12.31

➤ Financial Progress

Institution	The amount allocated for 2017 (Rs. Mn.)	The Expenditure of the provisions as at 31.12.2017	%
Ministry of Posts, Postal Services and Muslim Religious Affairs	176.17	160.19	90.9
Department of Posts	522.00	505.22	96.8
Department of Muslim Religious and Cultural Affairs	37.20	33.62	90.4
Total	735.37	699.03	95.1

➤ **Physical Progress - Ministry of Posts, Postal Services and Muslim Religious Affairs**

Name of the Project	Provisions allocated for 2017 (rs. Mn.)	Expenditure of the allocated provisions – 2017 (Rs. Mn.)	Progress
Construction of a building to perform the functions of the Department of Muslim Religious and Cultural Affairs	43.00	31.55	The project of constructing a building for the Department of Muslim Religious and Cultural Affairs was started in 2006. The constructions activities of the building have been carried out by Central Engineering Consultancy Bureau (CECB) which were monitored by the State Engineering Corporation (SEC). The approved estimated amount for this project has been Rs. 596Mn. At the end of 2015, the construction activities under the phase I and II had been completed. In 2016, the construction activities listed under the phase III were completed. Including the works done in 2017, 04 floors of the building has been completed.
Purchase of 250 Computers, 250 UPSs, and 250 Printers for Post offices	21.56	21.56	These equipments were purchased and distributed to selected Post Offices
Rehabilitation of Hon.Minister’s official residence	1.69	1.50	Official residence of Hon. Minister located in Colombo 7 was rehabilitated by the Department of Buildings
Stamp Promotion	1.00	1.00	Allocated for Philatelic promotion programme of the Department of Post
Postal Networking Programme in Jaffna District	10.00	7.79	25 Sub Post offices have been networked and 10 Mortor cycles and 02 Three wheelers purchased for postal transport.
Purchasing vehicle for Hon.Minister of Posts, Postal Services and muslim religious affairs	43.00	41.40	Vehicle has been purchased
Purchasing vehicle for Hon.Deputy Minister of Posts, Postal Services and muslim religious affairs	42.65	42.65	Vehicle has been purchased

➤ **Physical Progress - - Department of Posts**

Name of the Project	Provisions allocated for 2017 (Rs. Mn.)	Expenditure of the allocated provisions – 2017 (Rs. Mn.)	Progress
Rehabilitation of Post office buildings	112.87	101.54	The provision allocated to the Department of Posts under the maintenance of post office building is Rs. 80Mn. Provisions allocated for renovation of flood damaged post office buildings is Rs. 32.87Mn. Accordingly, renovation works in 207 post offices have been completed island – wide.
Purchasing vehicles for Postal Transport	322.00	317.70	Under this, following vehicles were purchased for Department of Posts. - 8,175 Foot Bicycles for Postmen – Rs. 103.32 Mn. - 21 Vans for Postal Transport – Rs. 195.70 - 04 Lorries for Postal Transport – Rs. 18.68 Mn.
Stamp Promotion	7.00	6.98	The provisions allocated to the Department of Posts for Stamp promotion was Rs.6Mn. Further Rs.1Mn has been received under this project from the Ministry. The establishment activities of a stamp window at the International Airport , Katunayake is expected to initiate in 2018, after having discussions with the Aviation Authority. Further, introducing a module for stamp transactions through internet, Personalized stamp promotion, Purchasing of a Multimedia Projector, Conducting public awareness programmes and a Philatelic Exhibition commemorating the 50 th Anniversary of the Philatelic Bureau was carried out.

➤ **Physical Progress – Department of Muslim Religious and Cultural Affairs**

Name of the Project	Provisions allocated for 2017 (rs. Mn.)	Expenditure of the allocated provisions – 2017 (Rs. Mn.)	Progress
Mila –dun nabi Development programme	14.00	13.44	Under this project 34 mosques and religious institutions in Jaffna, Kilinochchi and Mulativu Districts were renovated
Developing muslim religious and Cultural centers	20.00	17.35	Under this project 110 mosques and religious institutions islandwide were renovated

- Actions have been taken to report the progress to the institutions such as Presidential Secretariat, Prime Minister's Office, Ministry of Finance, National Budget Department, Department of Project Management and Monitoring, Department of Government of Information and District Secretariats which are calling for reports.
- Actions are being taken regarding the acquisition and vesting of land for postal services as per the provisions given in the Land Acquisition Act (325files).
- Executing the relevant coordinating activities in respect of the construction of building for the Ministry of Posts, Postal Services and Muslim Religious Affairs to provide postal and Muslim religious services in a more methodical and systematic manner and coordinating the activities to provide infrastructure facilities to the new building where the Muslim Cultural Complex was located and to carry out the repairs of the official residency of the Hon. Minister of Posts, Postal Services and Muslim Religious Affairs.
- Measures have been taken to seek the instructions of the Attorney General formal actions regarding various contracted services entered into by the Department of Posts with private sector institutions and relevant instructions and approvals have been given to the Postmaster General regarding such agreements.
- Steps are taken to promote postal services solving issues taking into account the complaints and suggestions posed by printed media. Instructions have been given to the Postmaster General on the requests, suggestions and complaints received from the programme 'To tell President' launched by the Presidential Secretariat and other public institutions including the Prime Minister's Office. Relevant persons and institutions have been informed about the measures taken in this regard.
- Engaging in coordination activities to conduct the Annual International Letter Writing Competition and Art and Essay Competition for the National and Provincial schools to commemorate the World Post Day 2017.
- Relevant actions are taken to obtain the approval to establish 04 new agent post offices in Jaffna, Waralla, Nittambuwa and Moratuwa.
- Engaging in updating the web site of the ministry with the assistance of the IT section of the Department of Posts.
- Coordinating activities regarding the implementation of new projects, suggestions and programmes for the development of postal services
- Coordinating activities regarding the Post Office Security Fund Ordinance.

2.2 Stamp Promotion Programmes

- Taking relevant actions in updating the philatelic policy.
- Obtaining approval for the Annual Stamp Issue Programme.
- Taking actions to take the approval for stamps which are not included in the Annual Stamp Issue Programme.
- Taking relevant steps to print quality stamps preserving the philatelic value.
- Obtaining the approval to create designs for stamps.

Accordingly, the no. of stamp designs which were included in the Annual Stamp Issue Programme 2017 and to which the approval has been given are mentioned below.

	Theme	No of stamps issued	No. of souvenir sheets
01.	Annual Issuance 1.1 Vesak Festival 1.2 Christmas 1.3 Mila dun nabi	07	01
02.	World Post Day	02	-
03.	Activities of children	01	-
04.	Distinguished personalities	01	-
05.	National Events 5.1 50 th Anniversary of Philatelic Bureau and 160 th Anniversary of first postage stamp of Sri Lanka 5.2 Sri Lanka Girl Guides Association Centenary 5.3 150 th years of Ceylon Tea	08	03
06.	International Events Sri Lanka – Korea Diplomatic Relations	01	-
07.	Pride of Sri Lanka Endemic Birds of Sri Lanka	04	-
	Total	24	04

Accordingly, the no. of stamp designs which were not included in the Annual Stamp Issue Programme 2017 and to which the approval has been given are mentioned below.

	Theme	No of stamps issued
01.	United Nations' International Vesak Poya Day	20
02.	National Heros	02
03.	Personalized definitive cadre stamps	03
04.	Others	10
	Total	35

2. 3. Human Resources Development

➤ Local Training Opportunities

	Category of officers who have received training	Number of Officers trained	No of Training Programmes
01	Staff Officers	13	14
02	Development Officers	22	25
03	Management Assistants	18	17
04	Drivers	08	05
05	KKS	12	06
	Total	73	67
06	The whole staff	90	02

- In addition to this, two workshops on the Right to Information Act and on identifying KPI (Key Performance Indicators) were arranged for all staff officers of the Ministry of Posts, Postal Services and Muslim Religious Affairs, the Department of Posts and the Department of Muslim Religious and Cultural Affairs.

➤ **Participation in foreign conferences/training**

- **Ministry of Posts, Postal Services and Muslim Religious Affairs.**

Category of Officers	No. of Officers Participated	Countries visited	Subject
Staff Officers	01	Iran	Attending APPU Meeting
	01	Malaysia	Second Country visit – Capacity Building Program
Total	02		

- **Department of Posts**

Category of Officers	No. of Officers Participated	Countries visited	Subject
Staff Officers	01	Thailand	Terminal Dues Workshop for the Asia Pacific Postal Colleague.
	01	Thailand	Business Planning Workshop for the Asia Pacific Region
	01	Thailand	Asia Pacific Postal Union Meeting – 2017
	01	China	2017 Seminar on China’s Experience in Reform & Operating –up for Developing Countries.
	02	Switzerland	Council of Administration (CA) session
	04	Iran	12 th APPU Congress
	03	Thailand	Operational Readiness for E-Commerce workshop for the Asia – Pacific Region
	01	Korea	EMS Symposium of positioning EMS for growth for Senior management of the Asia Pacific Region
	01	Thailand	Postal Mangement Course (PMC) at Asia Pacific Postal College
	02	Thailand	PIM International Management Programme in Thailand
	01	Malaysia	ÜNI APPRO POST & Logistics Determined and Prepared “Conference
	01	Russia	“UPO World CEO”
	01	Thailand	EMS Pay – for – Performance Workshop - 2017
	01	Switzerland	UPU course design training workshop
	01	Thailand	“ Last Mile Asean – Conference & Expo 2017”
	02	Switzerland	Council of Administration(CA) and Postal Operations Council (POC)
	01	Malaysia	Development Administration Modernization and Transformation Programme
02	Thailand	6 th APPU Postal Business Forum	
Total	27		

Postal Service Officers and Other Officers	01	India	Mail Management Programme.
	01	Thailand	International Mail Accounting Course.
	03	India	Advance Postal Management Programme & Quality Management in Postal Services.
	01	Pakistan	International Course on Management Techniques
	02	Thailand	Operation Management Course
	02	Thailand	Human Resource Management Course
	01	Australia	WCO-UPU Custom Post Workshop for the Asia – Pacific Region
	01	Thailand	Digital Financial Services & Financial Inclusion Workshop
	01	Thailand	“UPU-IPS/IPS.POST Workshop”
	01	Thailand	Marketing and Innovation for Posts (MIP) at Asia Pacific Postal College
	01	Thailand	Express Mail Service (EMS) at Asia Pacific Postal College
	01	Thailand	EMS Operational and Performance Improvement Workshop
Total	16		

- **Department of Muslim Religious and Cultural Affairs**

Category of Officers	No. of Officers Participated	Countries visited	Subject
Staff Officers	02	Malaysia	Hajj Workshop on Best Practices
	01	Saudi Arabia	Hajj Committee Delegation
	02	Saudi Arabia	Visit to the Kingdom of Saudi Arabia for Hajj Duty
	01	Malaysia	Malaysian Technical Cooperation Programme (MTCP) 2017
Other Officers	04	Saudi Arabia	Visit to the Kingdom of Saudi Arabia for Hajj Duty
Total	10		

2.4 Provision of the Library Facilities

A library consisted of 1372 books on various subjects is being maintained with the intention of inculcating positive attitudes in the staff of the Ministry and actions are being taken to allocate one definite hour in two days per week to lend books for the burrowers.

2.5 Achieving Sustainable Development Goals

2.5.1 Implementing methods for Energy Conservation

The implementation of power conserving methods to save energy and power by creating an economical electricity culture in all public institutes was initiated in December 2015 with the participation of each and every division of this ministry. Accordingly, those power conserving methods would be implemented under a Manager of Power and Energy and steps were taken to reduce the electricity consumption by 10%. Steps were taken to observe its progress monthly

Further the knowledge on energy conservation methods has been improved by participating in a conference for Managers of Power and Energy held at Waters Edge, Battaramulla and in a programme held at BMICH which were conducted by Sri Lanka Sustainable Energy Authority.

The Theoretical and Practical knowledge on Energy Conservation in Institutions were fully enhanced by participating in a training programme held in November 2017 organized by the Presidential Task Force for the Demand side management of the Energy consumption

A four month Energy Conservation project was conducted in the Ministry from July 2017 to November 2017 utilizing Energy Conservation Methods and Green Productivity concepts. A saving of 10% Energy has been achieved contributing to the saving of National Economy during the latter months in 2017.

2.5.2 Green Productivity Programme

Having participated in the Green Productivity Programme launched by the National Productivity Secretariat, it was planned to carry out the same programme within the Ministry. In this programme, a project report including the energy preservation and water preservation which come under the Green Productivity principles covering environmental factors was forwarded to the National Productivity Secretariat and the actions were taken to implement the above project within the Ministry.

The project lasted for 04 months that had been planned to save Energy and it was a success. A Power Point Presentation on this project was presented to the Staff officer committee of the Sri Lanka National Productivity Secretariat.

2.5.3 “Thirasara” Lanka (Sustain Lanka)” National Exhibition

The Ministry has given its contribution to the “Thirasara Lanka” national exhibition held from 31 March 2017 to 04 April 2017 at BMICH. The exhibition was organized by the Presidential Secretariat. In this exhibition, actions have been taken to have three stalls on stamps that depict the religious coexistence of the island under the theme “Peace”. This has been a collaborative effort of the Ministry of Posts, Postal Services

and Muslim Religious Affairs, the Department of Posts and the Department of Muslim Religious and Cultural Affairs. These exhibition stalls were appreciated for the implementation of the Official Language Policy and was able to win the 4th place in the category concerned.

2.5.4. Developing Postal Network in Jaffna District

Under this, 25 Sub Post offices have been networked and 10 Motor cycles and 02 Three wheelers purchased for Postal Transport in Jaffna District. As a result, infrastructure facilities of Post offices were developed and hence became easy to obtain postal services, electronic money orders, bill payment services efficiently to the General Public.

2.5.5 Small and Medium scale entrepreneur encouraging project implemented by the Department of Posts

This project has been formulated by the Department of Posts to encourage small and medium scale entrepreneurs while entrusting the contribution of Posts to the Government Policy of declaring 2017 as the year of alleviating poverty. It is expected to introduce a new selling methodology for micro, small and medium scale entrepreneur's products, through maintaining a suitable web-based software created by the Department.

2.6 Programme for Eradication of Dengue

Recognizing mosquito breeding grounds and cleaning those places to eliminate the dengue plague and the Ministry of Health is monthly informed on its progress. Further, in line with the tri- month programme for Dengue Eradication executed by the Presidential Task Force, the Presidential Secretariat has been informed about the activities on dengue eradication carried out in this Ministry.

2.7 Other Development Programmes

Actions have been taken to conduct awareness programmes on productivity promotion principles within the Ministry.

As per the instructions provided in the Presidential Secretariat Circular No. SP/SB/03/10 and dated 31.05.2010, relevant actions are being taken to implement the e-government policy in the Ministry and under the said policy, actions are being taken to provide internet facility to all sections of the Ministry.

Public management reforming functions are being implemented as per the guidelines provided under the Public Management Reforms Circular No. 01/09 and dated 12.06.2009 and the letter No. NARC/MRC/09/01 and dated 25.09.2009.

03. Special Postal Services and Muslim Religious Affairs

The below mentioned functions have been executed under the supervision of the unit during the period from 01.01.2017 – 31.12.2017 in the year 2017:

➤ Postal Activities

- Monitoring and providing instructions to ensure the proper execution of the functions of the Philatelic Bureau as per the Philatelic Policy.
- Monitoring and providing instructions to use the stamp printing technology for stamp models and to match designs with the relevant themes.
- Ensuring the smooth functioning of the Philatelic Bureau, being a member of the Philatelic Advisory Board.
- Guiding and providing instructions to introduce new postal services to Sri Lanka Posts when informed by the Department of Posts.
- Supporting and monitoring the promotion of foreign mail services when requested by the Department of Posts.
- Providing support to the Department of Posts to perform its functions in compliance with the Universal Postal Union and the constitution and provisions of the Asian Pacific Postal Union.
- Submitting 14 new proposal to the Secretry for the development of Sri Lanka Posts after having scrutinized the reports of the courses submitted after overseas training sessions.
- Providing instructions and guidance to the National Commemoration and vehicle parade planned to be held in line with the World No Tobacco Day.
- Providing instructions and supervision to the officers who handle the complaints forwarded by the postal service officers.
- Actions taken to prepare a New Business Plan

➤ Muslim Religious Activities

- Providing relevant instructions and supervision to achieve the success of the planned activities of the Department of Muslim Religious and Cultural Affairs in 2017.
- Initiating the preparation of a draft Hajj Act to handle Hajj Affairs.
- Making the relevant parties aware of the importance of the contemporary amendments which should be made in the Wakfs Act and informing the Director to obtain the suggestions of the Wakfs Board for certain amendments.
- Exploring the possibilities to conduct a national level examination for Arabic schools under one syllabus with the intervention of the Department of Examinations, giving instructions to the Director to appoint an expert committee in this regard and conducting the initial meeting.
- Providing consultation services to complete the construction activities of the building of the Dept. of Muslim Religious and Cultural Affairs complying with the operational functions.
- Providing instructions and supervision to properly prepare and execute the procurement process of the Department of Muslim Religious and Cultural Affairs for 2017.

- The Government of Saudi Arabia has donated 150MT of dates to the Government of Sri Lanka for Ramadhan Festival and since the particular amount of dates were not adequate to be distributed among the Muslim community, actions were taken to purchase 150MT of dates from the Co-operative Whole Sale Establishments. Instructions have been given to the Director to ensure the proper distribution of dates to the Muslim community and reports on the distribution of dates were obtained from the Department of Muslim Religious and Cultural Affairs.
- Contributing to obtain supplementary provisions from the Treasury to clear the bulks of dates sent by the Middle East countries to multiple parties, providing instructions and provisions to distribute those bulks among the Muslims under the full supervision of the Department of Muslim Religious and Cultural Affairs and obtaining reports that include details on the distribution of dates from the Department.
- Under the instructions given by the Treasury, issuing orders to the Department of Muslim Religious and Cultural Affairs to prepare a programme to ensure the proper distribution of dates around the country in 2018.
- Making the sponsors (Arabic schools, mosques, organizations) aware of the new methods introduced by the Ministry of Defense for issuing Visa from 2017 and providing instructions to complete the relevant functions
- Granting approval to extend 405 residential visas and issuing 356 entering visas in 2017.
- For the year 2017, the Department of Budget has allocated an amount of Rs. 14M to the National Milad-Un – Nabi Development Programme. Providing supervision and giving instructions to develop 29 mosques, 01 ahadiys school, 02 madrasa 01 dharga 01 thakkiya and to conduct Milad – Un- Nabi festival successfully in Usmaniya school in Jaffna by utilizing these provisions.
- For 2017, the Department of Budget has allocated provisions amounting to Rs. 20M. From the allocated provisions, repairs of mosques and Arabic schools were done covering all areas of the island. For this purpose, the list submitted by the Hon. Minister was forwarded to the Director of the Department. Relevant instructions and supervision were offered to ensure the proper distribution of the provisions.
- Submitting requests forwarded by the Muslim devotees, clergies and leaders of Muslim Association through His Excellency, the President and the Hon. Prime Minister and departments and other institutions to the Director of the Department and providing supervision giving instructions to take relevant actions in this regard.
- Dealing with local authorities and police stations in settling disputes and disagreements brought out by the social organizations regarding the construction of mosques.
- Dealing with the Director of the Department and the Wakfs Board regarding the complaints of injustices and corruptions which were deemed to be taken in making appointments in the Mosque Trustee Board.
- Providing relevant observations in drafting the Women’s Charter taking into its compliance with the teachings of Islam.
- Taking actions to ensure the participation and the involvement of the Department of Muslim Religious and Cultural Affairs in the multi – religious Dhaham School Programme held in Kuliypitiya with the intention of strengthening the religious co-existence.

04 Internal Audit Activities

The progress of the Internal Audit Branch of the Ministry of Posts, Postal Services and muslim religious affairs as per the Audit Plan 2017 is as follows:

4.1. No. of Audit Queries and Investigations conducted

(a). Ministry of Posts, Postal Services and Muslim Religious Affairs - 09

(b). Department of Muslim Religious and Cultural Affairs - 07

4.2. Special Investigations conducted

Department of Posts - 02

4.3. Conducting of (04) sessions of meeting of the Audit management Committee

4.4. Preparing the Preliminary Evaluation Report

4.5. 04 quaterly reports have been prepared in 2017

05 Financial Activities – Ministry of Posts, Postal Services and Muslim Religious Affairs

Recurrent Expenditure – The progress from 01.01.2017 to 31.12.2017

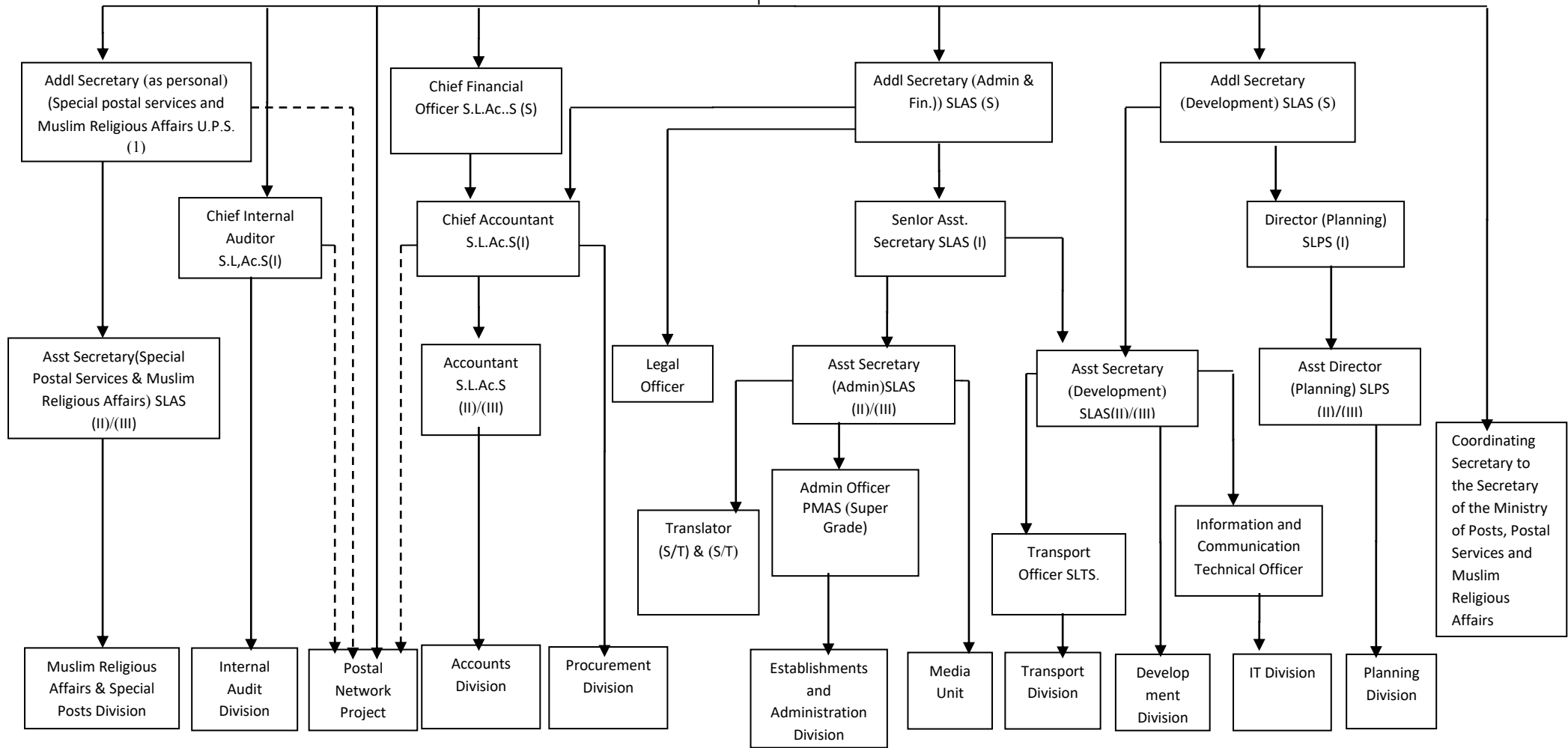
Head	Description	2017 Total Provisions Allocated (Rs.Mn)	Expenditure (Rs.Mn)
1001	Salary and Wages	42.251	42.227
1002	Overtime and Holiday Payments	4.100	3.870
1003	Other Allowances	24.607	23.862
1101	Domestic	1.655	1.447
1102	Foreign	3.250	2.818
1201	Stationery and Office Requisites.	3.659	3.144
1202	Fuel	9.235	9.220
1203	Diets and Uniforms	0.686	0.613
1301	Vehicle	10.474	8.888
1302	Plant and Machinery	0.828	0.586
1303	Buildings and Structures	-	-
1401	Transport	4.180	4.159
1402	Postal and Communication	3.831	3.183
1403	Electricity and Water	5.181	4.351
1404	Rents and Local Taxes	-	-
1405	Other	7.570	7.561
1506	Property Loan Interest to Public Servants	0.900	0.793
	Total	122.407	116.722

- **Capital Expenditure – Progress from 01.01.2017 to 31.12.2017**

Head	Description	2017 Total Provisions Allocated (Rs.Mn)	Expenditure (Rs.Mn)
2001	Buildings and Structures	3.160	3.144
2002	Plant and Machinery	0.350	0.118
2003	Vehicles	6.077	5.890
2101	Vehicles	85.655	84.055
2102	Furniture and Office Equipment	0.942	0.929
2103	Plant and Machinery	23.778	23.660
2104	Buildings and Structures	0.150	-
2-2-2104	Buildings and Structures – Muslim Culture Building	43.000	31.549
2401	Training and Capacity Building	2.053	2.053
2509	Other Investment – Enhancing Postal Services and Stamps	1.000	0.999
2502-2	Other Investment – Post Office Networking Project in Jaffna District	10.000	7.791
	Total	176.165	160.188

Organizational Structure – Ministry of Posts, Postal Services and Muslim Religious Affairs

Secretary



Ministry of Posts, Postal Services and Muslim Religious Affairs

Annexure 02

Details of the staff as at 31.12.2017

Post	Service	Grade	Salary code	Service category	Cadre approved by the Department of Management Service			Current situation			
					Permanent	Contract	Casual	Permanent	Contract	Casual	Other
Secretary			SL-4/2016	1	1	0	0	1	0	0	0
Assistant Secretary	SLAS	Special	SL-3/2016	1	2	0	0	2	0	0	0
Additional Secretary (As personal)	UPS	1	SL-3/2016	1	1	0	0	1	0	0	0
Chief Financial Officer	SLAcS	Special	SL-3/2016	1	1	0	0	0	0	0	0
Chief Accountant	SLAcS	1	SL-1/2016	1	1	0	0	1	0	0	0
Chief Internal Auditor	SLAcS	1	SL-1/2016	1	1	0	0	1	0	0	0
Senior Assistant Secretary	SLAS	1	SL-1/2016	1	1	0	0	0	0	0	0
Director	SLPS	1	SL-1/2016	1	1	0	0	1	0	0	0
Deputy Director /Assistant Director	SLPS	11/111	SL-1/2016	1	1	0	0	1	0	0	0
Accountant	SLAcS	11/111	SL-1/2016	1	1	0	0	1	0	0	0
Assistant Secretary	SLAS	11/111	SL-1/2016	1	3	0	0	3	0	0	0
Legal Officer	Dept.	111	SL-1/2016	1	1	0	0	1	0	0	0
Administrative Officer	PMAS	Supra	MN-7/2016	2	1	0	0	1	0	0	0
ICT Officer	SLICTS	11	MN-6/2016	2	1	0	0	0	0	0	0
Translator	TS	1	MN-6/2016	2	2	0	0	0	0	0	0
Coordinating Secretary of the Secretary	Temporary		Rs.36,620/- (Monthly allowance)	3	0	0	1	0	0	1	0
ICT Assistant	SLICTS	111	MT-1/2016	3	2	0	0	0	0	0	0
Development Officer	DOS	111	MN-4/2016	3	10	0	0	6	0	0	0
Budget Assistant	Asso. Officer		MN-4/2016	3	1	0	0	1	0	0	0
Development Assistant	Asso. Officer		MN-4/2016	3	19	0	0	15	0	0	0
Supplies Assistant	Asso. Officer		MN-4/2016	3	1	0	0	1	0	0	0
Audit Assistant	Asso. Officer		MN-4/2016	3	5	0	0	3	0	0	0
Transport Officer	SLTS		MN-3/2016	3	1	0	0	0	0	0	0
Public Management Assistant	PMAS	1/11/111	MN-2/2016	3	22	0	0	21	0	0	0
Driver	DS	1/11	PL-3/2016	4	13	0	0	08	0	0	0
Officers Workers' Service	OES	1/11/111	PL-1/2016	4	17	0	0	15	0	0	2
Still Photographer	Temporary		Rs. 14,425/- (Monthly allowance)	4	0	0	1	0	0	0	0
Camera Operator	Temporary		Rs. 14,425/- (Monthly allowance)	4	0	0	1	0	0	1	0
Camera Operator Assistant	Temporary		Rs. 11,730/- (Monthly allowance)	4	0	0	1	0	0	1	0
Garden Labourer	Contract	111	PL-1/2016	4	0	1	0	0	1	0	0
Total					110	01	04	84	01	03	02

Ministry in Action



His Excellency The President handed over Mail vans to the Department of Posts during the 2017 World Postal Day Ceremony held at Polonnaruwa on 09th October 2017



His Excellency The President, Hon. Speaker KaruJayasuriya, Hon. Minister and Post Master General participating for stamp issue on Vesak.



His Excellency The President laying foundation stones to the Pollonnaruwa Postal Complex



Inaugural Ceremony of water bill collection through Postal Network on 01.06.2017



Distributing of mail bicycles to the Postmen by Hon. Minister at Polonnaruwa and Kandy



Ministry in Action



Promoted Grade III Postal Service Officers and Post/Sub Post Masters receiving certificates



Participating in the Meelad Ceremony in Jaffna



New Philatelic Branch opening at Anuradhapura



Distributing dates for Ramazan 2017



Ministry obtained the award for certificate of recognition in the Evaluation Programme of the Committee on Public Accounts