



Annual Performance Report

2024

Expenditure Head -236

Department of Official Languages

Ministry of Justice and National Integration

Department of Official Languages

No. 341/7,
Kotte Road,
Rajagiriya.

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Chapter 01- Institutional Profile

1.1 Introduction

The Department of Official Languages was established on 01.10.1956 as the institution that implements the Official Languages Act No.33 of 1956. The decisions of the Government regarding the use of languages, their promotion and development are declared through the Official Languages Policy of a country. The Official Languages Policy is vital in building peace and reconciliation in a multi-ethnic and multilingual society like in Sri Lanka. The Official Languages Policy facilitates the use of languages by the public, protects their language rights and provides for cultural bonds.

The second Constitution of Sri Lanka was introduced in 1978. Chapter III of the Constitution of the Democratic Socialist Republic of Sri Lanka, which was promulgated, states that language is a fundamental right and that no citizen shall be subject to any discrimination or special treatment on the basis of language. Furthermore, Chapter IV of the Constitution sets out the fundamental law on language and its provisions. According to the 13th Amendment to the Constitution of 1987 and the 16th Amendment to the Constitution of 1988, both Sinhala and Tamil languages are declared as the Official Languages of Sri Lanka, and English is declared as the Link Language by the Article 18 (3) of the Constitution of 1988. According to Article 19 of the Constitution of 1978, Sinhala and Tamil languages are recognized as the National Languages of Sri Lanka.

Various circulars are issued from time to time for the efficient implementation of the Official Languages Policy. The Department of Official Languages conducts language proficiency tests and language training courses for public/provincial public officers and officers of semi-government institutions, provides translation services in Sinhala, Tamil and English languages as the Official Translator of the Government to meet the requirements of the Government, compiles glossaries and prepares language learning aids, and plans language promotion programmes to build a language-savvy society. The primary objective is to implement activities related to building a trilingual society full of peaceful coexistence and to provide efficient and effective services to the public.

The Department is currently under the purview of the Ministry of Justice and National Integration, and headed by the Commissioner General of Official Languages. The Annual Performance Report, along with the Financial Reports of the Department of Official Languages for the year 2024 prepared as per the Public Financial Management Act No. 44 of 2024, is hereby presented.

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1.2 Vision, Mission, Objectives of the Institution

Vision

A peaceful trilingual society enriched with co-existence

Mission

“To facilitate and coordinate the effective implementation of the Official Languages Policy with the objective of achieving inter-ethnic peace and harmony.”

Objectives

Developing language skills of public officers with the aim of protecting the right of the public to obtain services in a preferred language out of Sinhala, Tamil and English languages.

Ensuring the delivery of an efficient translation service as the Official Translator of the Government.

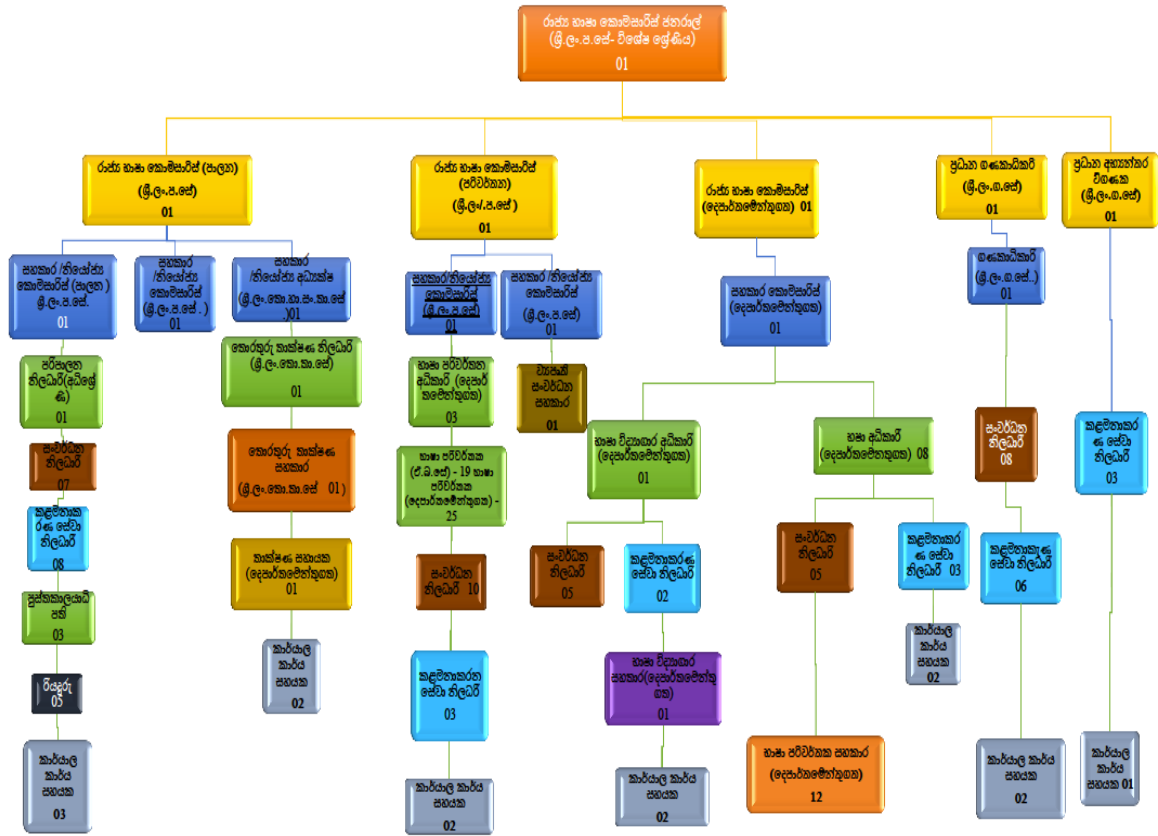
Utilizing modern technology and facilitating the promotion, learning and use of the national languages.

Organising courses to promote national and foreign language skills.

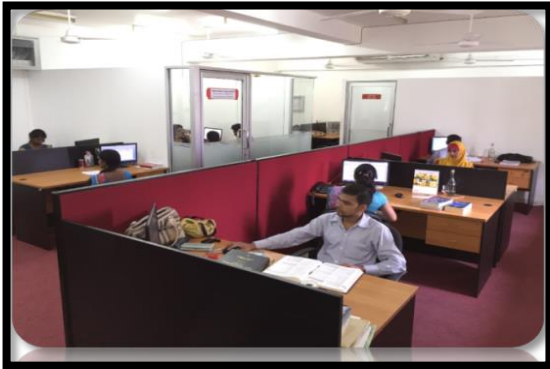
1.3 KEY Functions of the Department

1. Providing **translation services** to government and semi-government institutions. (Sinhala, Tamil, English)
2. **Compiling Sinhala, Tamil, and English glossaries** for various subjects.
3. Conducting the **National Languages Qualification (NLQ) examination** quarterly.
4. Conducting Sinhala and Tamil languages courses island-wide for officers who are required to obtain official languages proficiency as per **Public Administration Circular No.18/2020**.
5. Conducting Sinhala and Tamil courses islandwide as per **the Management Service Circular No. 1/2023** for officers of the semi-government sector who are required to acquire official languages proficiency.
6. **Teaching Sinhala, Tamil, English and foreign languages** using modern technology, and conducting examinations.
7. Compilation and sale of departmental publications, support materials (books) and CDs relevant to acquiring official languages proficiency as well as **promoting languages**.
8. Preparation of question papers, evaluation of answer sheets, and organization of examination related activities relevant to conducting recruitments and language proficiency examinations for the staff of other departments as well as external institutions.
9. Facilitating the conducting of language courses at the request of external institutions.
10. Providing practical training to students following translation courses at universities and recognized educational institutions.
11. Celebrating days of national significance such as Sinhala Language Day, Tamil Language Day and International Translation Day.

සංවිධාන ව්‍යුහය - රාජ්‍ය භාෂා දෙපාර්තමේන්තුව



1.5 Main Divisions of the Department



1. Translation Division
2. Glossary Compilation Unit
3. Language Laboratory
4. Examination Division
5. Accounts Division
6. Administration Division
7. Internal Audit Division
8. Library



Chapter 02 -Progress and Future Outlook

2.1 Progress Achieved by the Department in the Year 2024

Based on the fiscal year 2022, the Department was able to win the Silver Award, achieving a score of 98.4 out of the departments that showed the highest performance in each category, demonstrating high compliance with financial regulations, government ordinances, goal pursuit, and performance targets.

01. Translation Division

The key function of the Division is to provide translation service to the institutions that make requests for translations, by identifying the requirement of translation service when performing the translation task bilingually and trilingually as the Official Translator of the Government.

Accordingly, the target number of pages to be translated in the year 2024 is 3000 pages. However, it is an achievement to have translated and proofread 4274 pages by the end of the year. The requests for translations received from government and semi-government institutions for this purpose are as follows.

Translation Requests	Sinhala/ Tamil	Sinhala/ English	English/ Tamil	Total
Number of documents translated (Pages)	1132	615	26	1773
Number of documents proofread (Pages)	828	1595	78	2501
Total number of pages received for translation	666	553	57	1276
Total number of pages received for proofreading	346	483	435	1264

Other Tasks Performed for the Betterment of the Field of Translation in the Year 2024

(1) Updating the Pool of Language Facilitators through the website bashawa.lk

Applications were accepted online from January to 30th of September. The examination for the recruitment of language facilitators was held on 30th of October in Colombo. 60 candidates appeared for this examination.

(2) Planning training programmes for translators.

In order to improve the knowledge and skills of the translators serving at the Department, 03 training programmes were conducted under the following topics within this year.

- Literary Translation Techniques
- Idioms
- CAT Tools for Translators

(3) Printing the Translator's Handbook

300 copies of the Translator's Handbook compiled in the English / Sinhala medium were printed.

(4) Providing practical training to university students pursuing a special degree in translation studies.

A 06-month practical training on translation was conducted for 02 students of the University of Sabaragamuwa who are specializing in Translation Studies, and a 300-hour practical training was conducted for 08 students of the University of Jaffna. Furthermore, 90-hour training was conducted for 25 students of the University of Kelaniya from 01st of October to 08th of November at the Department.

(5) Conducting awareness programmes on translation for university students.

An awareness workshop on practical translation was held for 80 students of Translation Studies of the University of Jaffna on 5th and 6th of March, while an awareness workshop on practical translation was held for the students of the University of Sabaragamuwa on 24th of October at the university. At the one-day workshop held on 05.03.2024 for the students pursuing a special degree in Translation Studies at the University of Jaffna, presentations were made on ethics related to translation, translation and technology, future trends in the field of translation, and a practical session on translations as well was conducted.

A Translation Day celebration programme organized by the undergraduates of Translation Studies was held on the university premises on 06.03.2024. The officers of the Department took part in evaluating the creatively arranged exhibition stalls which were related to the subject of translation and centered on the trinity of Sinhala, Tamil and English languages.



With the undergraduates of Translation Studies at the University of Jaffna



During a lecture

(6) Releasing the “Useful Phrases for Translations” manual as an e-book on the website.

This book was prepared as an e-book and released on the department's website.

(7) Preparation of forms commonly used in government institutions in trilingual format.

As per Public Administration Circular 12/2003, in order to prepare the forms used in all government institutions in Sinhala, Tamil and English for the convenience of the public, the forms currently in use were collected from the Divisional Secretariats and prepared in the three languages and published. This process will continue in the year 2025 as well.

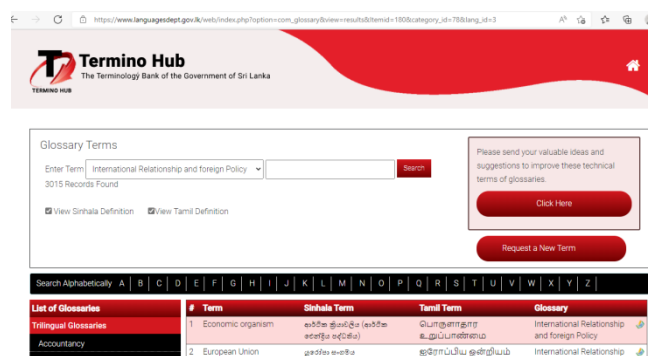
02.Glossary Compilation Unit

With the enactment of the Official Languages Law by the Act No. 33 of 1956, the role of the Official Translator of the Government as well as the task of compiling glossaries have been assigned to the Department of Official Languages. Accordingly, the established Glossary Compilation Unit compiles trilingual/bilingual glossaries to facilitate understanding of knowledge in various subject areas in the national languages. This includes updating old glossaries, compiling new terms, compiling glossaries for new terms added during the academic activities of schools, universities and other educational institutions, as well as assisting in naming all government institutions and their affiliated institutions, assisting in the coining new terms as requested by government and other institutions, and compiling new terms required in translation activities.

The glossaries, which have been created bilingually since 1956, began to be compiled in trilingual form from 2013, and so far 83 glossaries have been compiled based on various subject areas.

Based on the current needs in new subject areas and after extensive research, trilingual glossaries were created this year under the following topics to cover that scope.

- ❖ Trilingual Glossary on Artificial Intelligence
- ❖ Trilingual Glossary on Research Methodology
- ❖ Trilingual Glossary on Translation Studies
- ❖ Bilingual Glossary on Insurance



The glossary web page has been introduced in a new look called Termino-Hub and the mobile app containing the glossary, designed for Apple and Android systems, has been made available for download on Google Play under the name Glossary technical term/department of official language.



The glossaries compiled by the Department have been released to the internet through the Termino-Hub website, providing users with access to them. In the year 2024, the following 04 glossaries were compiled as new glossaries.

- ❖ The trilingual glossary of Artificial Intelligence appears on the Internet as follows. This glossary has been compiled by the subject experts.

Search Alphabetically A B C D E F G H I J K L M N O P Q R S T U V W X Y Z					
List of Glossaries	#	Term	Sinhala Term	Tamil Term	Glossary
Trilingual Glossaries	▶ 1	Accuracy	නිරවද්‍යතාව	மிகச்சரியான அளவீடு	Artificial Intelligence 
Abbreviation	▶ 2	Actionable Intelligence	විභා භාවිතයට ගත හැකි හෝ විභා ක්‍රියාත්මක විය හැකි තොරතුරු	செயற்படக்கூடிய நுண்ணறிவு	Artificial Intelligence 
Accountancy	▶ 3	Activate	සක්‍රීය කරන්න; සක්‍රීය කිරීම	செயற்படுத்த	Artificial Intelligence 
Agriculture	▶ 4	Active Learning	සක්‍රීය ඉගෙනුම	செயலில் கற்றல்	Artificial Intelligence 
Agrotechnology	▶ 5	Adversarial Attack	ප්‍රතිවාදී ප්‍රහාරය	தரவுகளைக் கொண்டு உதாரணங்களை உருவாக்குதல்	Artificial Intelligence 
Archaeology	▶ 6	Adversarial Example	ප්‍රතිවාදී නිදසුන	எதிர்மறையான உதாரணம்/ எடுத்துக்காட்டு	Artificial Intelligence 
Artificial Intelligence New	▶ 7	Adversarial Machine Learning	ප්‍රතිවාදී යන්ත්‍ර ඉගෙනුම	எதிரெதிர் இயந்திர கற்றல்	Artificial Intelligence 
Ayurvedic	▶ 8	Agent	කාරකය	முகவர்	Artificial Intelligence 
Bacteriology	▶ 9	AI alignment	කෘත්‍රීම බුද්ධි පෙළඟවීම; කෘත්‍රීම බුද්ධි එකඟකරණය	செயற்கை நுண்ணறிவு சீரமைப்பு	Artificial Intelligence 
Botany	▶ 10	AI ethics	කෘත්‍රීම බුද්ධි ආචාර ධර්ම	செயற்கை நுண்ணறிவு நெறிமுறைகள்	Artificial Intelligence 
Buddhism	▶ 11	AI literacy	කෘත්‍රීම බුද්ධි සාක්ෂරතාව	செயற்கை	Artificial Intelligence 
Building and Construction					
Chemistry					
Christianity and Culture					
Clothing Knitting & Laundering					
Cluster word L					

- ❖ The trilingual glossary of Research Methodology appears on the Internet as follows. This glossary has been compiled by the subject experts.

Public Administration	31	Analyse	විශ්ලේෂණය කිරීම	பகுப்பாய்வு	Research Methodology
Research Methodology New	32	Analysis	විශ්ලේෂණය; විග්‍රහය	பகுப்பாய்வு	Research Methodology
Social Media	33	Analysis of covariance (ANCOVA)	විශ්ලේෂණය සහ විචලකය	இணைவேறுபாட்டுப் பகுப்பாய்வு	Research Methodology
Sociology	34	Analysis of qualitative data	ඉගැන්වීමක දත්ත විශ්ලේෂණය	பகுப்பாய்வு பண்புசார் தரவுகள்; தரமான தரவுகளின் பகுப்பாய்வு	Research Methodology
Sports	35	Analysis of quantitative data	ප්‍රමාණාත්මක දත්ත විශ්ලේෂණය	பகுப்பாய்வு அளவுசார் தரவுகள்; அளவு தரவு பகுப்பாய்வு	Research Methodology
Sri Lanka Air Force	36	Analysis of unit	ඒකක විශ්ලේෂණය	பகுதிப்பகுப்பாய்வு; அலகுப் பகுப்பாய்வு	Research Methodology
Sri Lanka Army	37	Analysis of variance (ANOVA)	විශ්ලේෂණය සරල විචලකය	வேறுபாட்டுப்(மாறுபாட்டின்) பகுப்பாய்வு	Research Methodology
Sri Lanka Navy	38	Analysis table	විශ්ලේෂණ වගුව	பகுப்பாய்வு அட்டவணை	Research Methodology
Sri Lanka Police	39	Analytical Process	විශ්ලේෂණාත්මක ක්‍රියාවලිය	பகுப்பாய்வு செயல்முறை/ நடை முறை	Research Methodology
Statistics	40	Analytical Research	විශ්ලේෂණාත්මක පර්යේෂණය	பகுப்பாய்வு ஆராய்ச்சி	Research Methodology
Surveying	41	Analytical Study	විශ්ලේෂණාත්මක අධ්‍යයනය	பகுப்பாய்வு ஆய்வு/படிப்பு	Research Methodology
Tourism and Hospitality Management	42	Anecdotal records	උපායමාන වෘත්තීය	துல்லியமற்ற பதிவுகள்; நிகழ்வு பதிவுகள்; வாழ்க்கைத் துணுக்குப் பதிவுகள்	Research Methodology
Translation Studies New					
Wood Work					
English/Sinhala Glossaries					
Archival Science					
Art History					
Catalogue					

❖ The trilingual glossary of Translation Studies appears on the Internet as follows. This glossary has been compiled by the subject experts.

Research Methodology New			தேர்வுசெய்தலுதர மாற்று உரைபெயர்ப்பாளர்களைப் பணிக்கு அமர்த்துதல்.	
Social Media				
Sociology				
Sports				
Sri Lanka Air Force				
Sri Lanka Army				
Sri Lanka Navy				
Sri Lanka Police				
Statistics				
Surveying				
Tourism and Hospitality Management				
Translation Studies New				
Wood Work				
English/Sinhala Glossaries				
Archival Science				
Art History				
Cataloguine				
Chemical Engineering				

▶ 33	Autonomy Spectrum	ස්වායත්තතා පරාසය	மொழிபெயர்ப்பு வகைப்பாடுக் கட்டமைப்பு	Translation Studies
▶ 34	Autotranslation	ස්වයංපරිවර්තනය; ස්වපරිවර්තනය	தானியங்கு மொழிபெயர்ப்பு	Translation Studies
▶ 35	Back-transformation	ප්‍රතිවර්තී රූපාන්තරය	மீள் பழைய நிலைக்கு மாற்றமைதல்	Translation Studies
▶ 36	Back-translation	ප්‍රතිවර්තී පරිවර්තනය	மீள் மொழிபெயர்ப்பு	Translation Studies
▶ 37	Beginning of Business (BOB)	ආරම්භක දිනය	தொடக்கத் திகதி	Translation Studies
▶ 38	Bi-directional communication	ද්වි-දිශානුගත සන්නිවේදනය	இருவழித் தொடர்பாடல்	Translation Studies
▶ 39	Bilateral Interpreting	ද්විපාර්ශ්වික භාෂණ පරිවර්තනය	இருதரப்பு உரைபெயர்ப்பு	Translation Studies
▶ 40	Bilingual Corpora	ද්විභාෂික වාක් සංගීතාව	இருமொழி இலக்கியத் தொகுப்பு	Translation Studies
▶ 41	Bilingual speakers	ද්විභාෂකයන්	இருமொழி பேசுபவர்கள்	Translation Studies
▶ 42	Bitext	ද්වි-පාඨය	இரண்டு மொழி உரைகளின் தொகுப்பு	Translation Studies
▶ 43	Blank Verse Translation	විවෘත පද්‍ය පරිවර්තනය; නිසඳුස් පරිවර්තනය	செய்யுட்கவிதை மொழிபெயர்ப்பு	Translation Studies

❖ A glossary complied on the subject of Insurance is prepared bilingually with definitions as follows.

List of Glossaries	#	Term	Sinhala Term	Tamil Term	Glossary
Trilingual Glossaries	▼ 1	Abandonment	අත්හැරීම		Insurance
Abbreviation		English	Sinhala	Tamil	
Accountancy	Definition	Express and implied surrender of rights by one person or party to another.	යම් පුද්ගලයෙකු හෝ පාර්ශ්වයක් විසින් තවත් අයෙකු වෙත තමාගේ අයිතිවාසිකම් නිශ්චිත හා හැඟවීමකින් යුතුව අත්හැර දැමීම.		
Agriculture	▼ 2	Absolute assignment	පූර්ණ හෝ සීමාරහිත පැවරීම		Insurance
Agrotechnology		English	Sinhala	Tamil	
Archaeology	Definition	An irrevocable transfer of complete ownership of a life insurance policy or an annuity from one party to another.	එක් පාර්ශ්වයක් විසින් තවත් අයෙකුට ජීවිත රක්ෂණ ඇප බිඳිවුමක් හෝ වාෂ්ඨිකයක් අවලංගු කළ නොහැකි පරිදි අයිතිය මුළුමනින්ම පැවරීම.		
Artificial Intelligence New	▼ 3	Absolute liability	පූර්ණ වගකීම		Insurance
Ayurvedic		English	Sinhala	Tamil	
Bacteriology	Definition	Liability for damage even though fault or negligence cannot be proved.	විද්දේද හෝ නොහැඳෑමේදීද බිඳිවු කළ නොහැකි වුවත් හානියට වගකීම.		
Botany	▶ 4	Acceptance	ප්‍රතිග්‍රහණය		Insurance
Buddhism	▶ 5	Accident	අනතුර		Insurance
Building and Construction	▶ 6	Accidental death benefit (ADB)	හදිසි අනතුරු මරණ ප්‍රතිලාභය		Insurance
Chemistry					
Christianity and Culture					
Clothing Knitting & Laundering					
Cluster word I					
Communication					

03. Language Laboratory

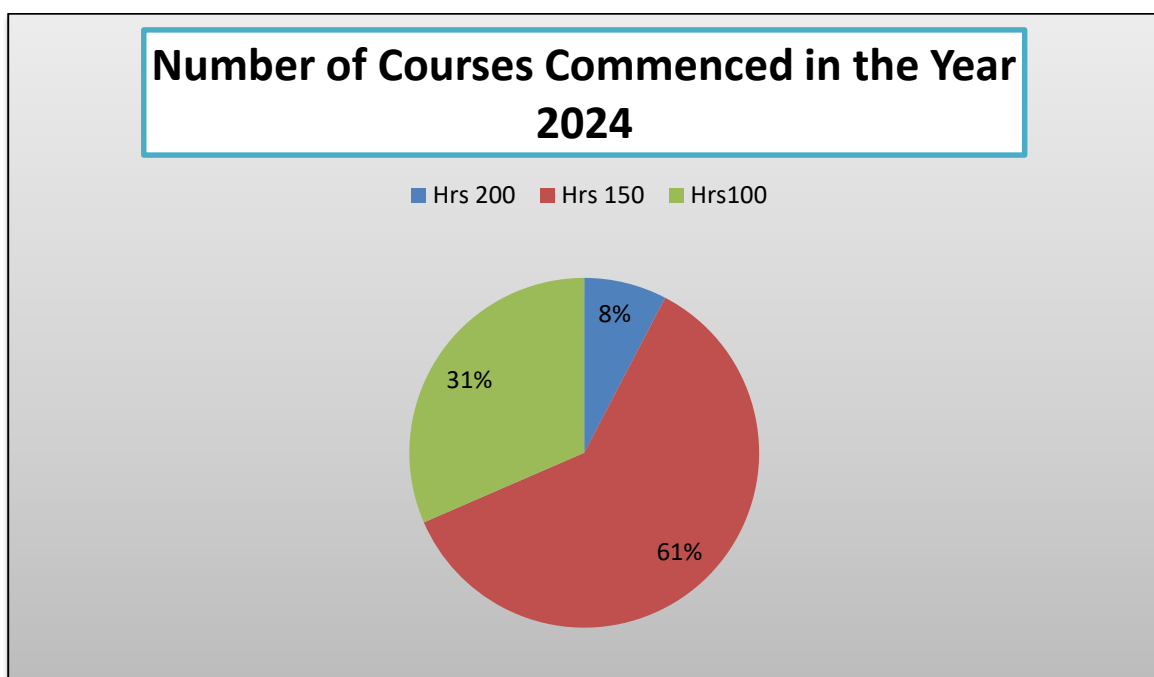
One of the main objectives of implementing the Official Languages Policy is to build a society enriched with language skills. As per Public Administration Circular 18/2020 and Management Services Circular 1/2023, the Language Laboratory facilitates improving the language skills of the public officers and creating the necessary background to build a language capable society.

As per Public Administration Circular 18/2020, 679 language courses were commenced across the country from 01.01.2024 to 31.12.2024. Further, certificates were issued to **73210** officers who completed the courses from 01.01.2024 to 31.12.2024.

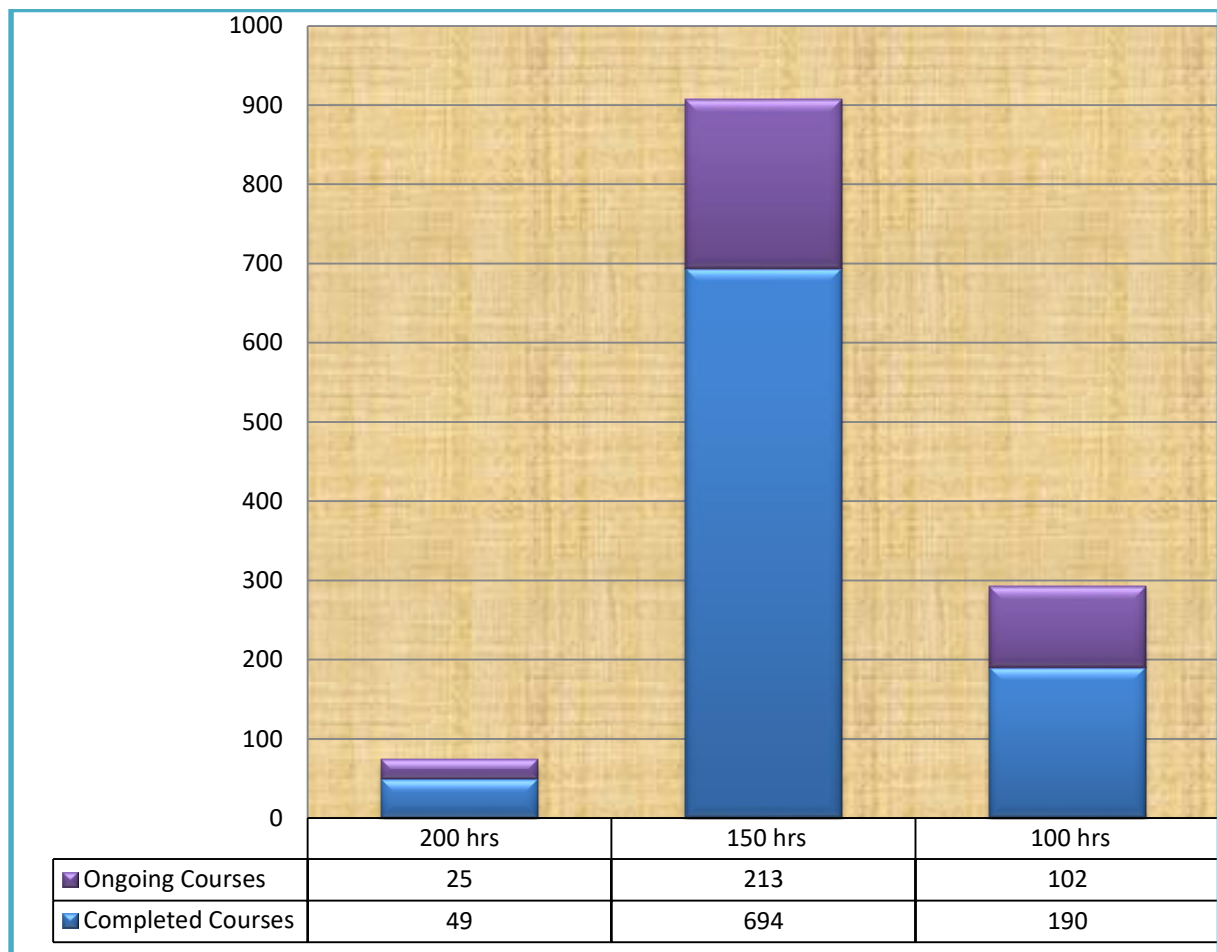
The progress of language courses as at 31.12.2024 is as follows. (Courses commenced in the year 2023 are also included in the final list.)

Course progress at provincial level

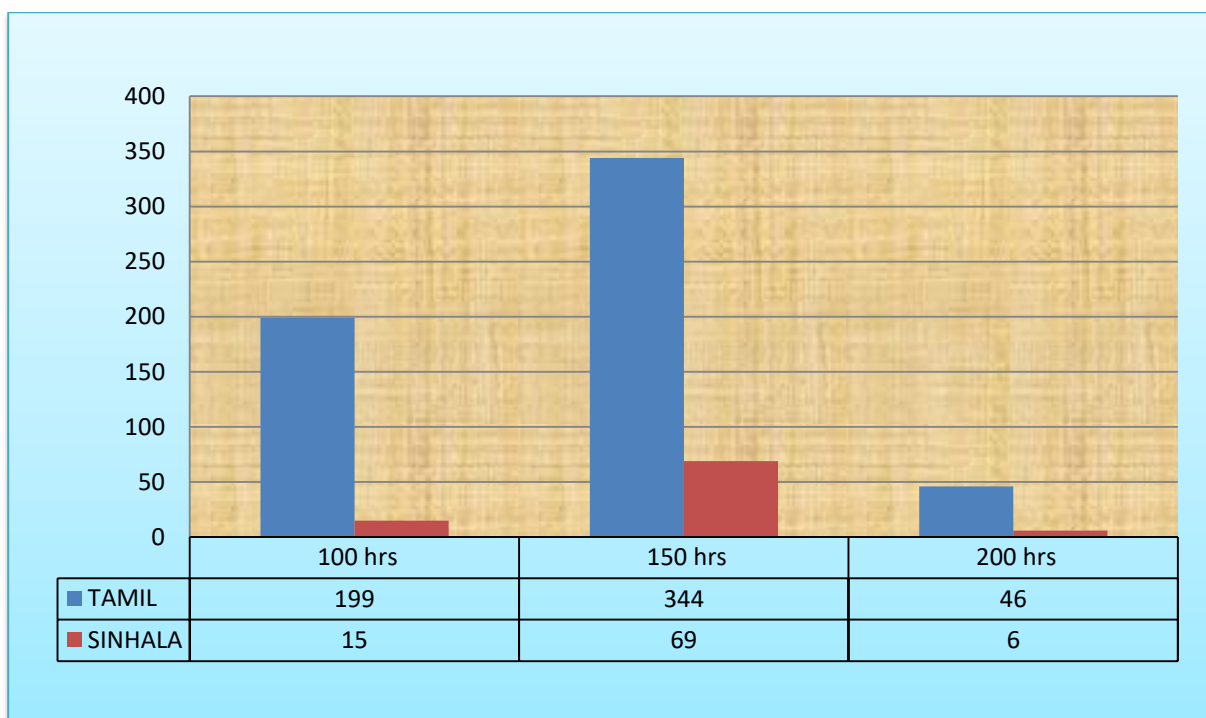
Province	Number of Courses Commenced			Number of Courses Completed			Ongoing Number of Courses		
	200 Hours	150	100	200	150	100	200	150	100
Western	19	127	76	23	241	74	09	64	34
Southern	02	59	23	03	97	28	01	28	05
Sabaragamuwa	03	36	23	03	66	20	01	15	11
Central	11	48	34	08	65	24	06	30	21
North Western	07	40	17	04	59	11	03	19	13
North Central	01	17	09	01	24	06	00	13	05
Uva	07	26	14	04	45	12	03	18	06
Eastern	02	30	14	01	42	11	01	11	05
Nothorn	00	30	04	02	55	04	01	15	02
Total	52	413	214	49	694	190	25	213	102
Total	679			933			340		



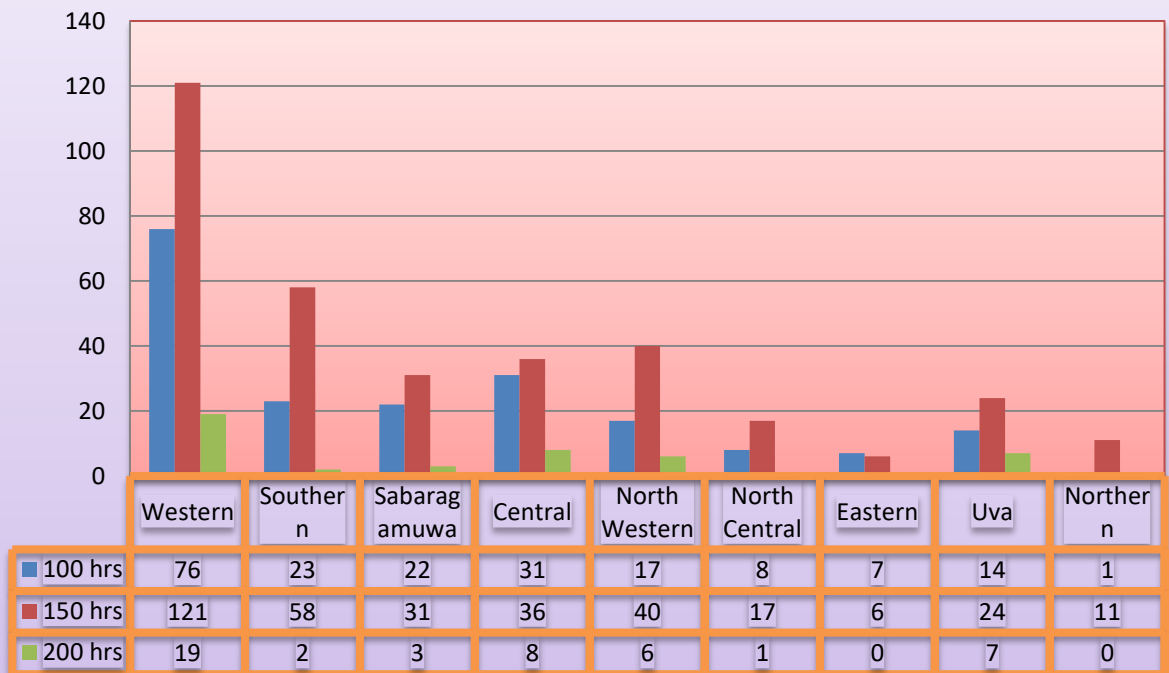
Number of Courses Completed and Ongoing in the Year 2024



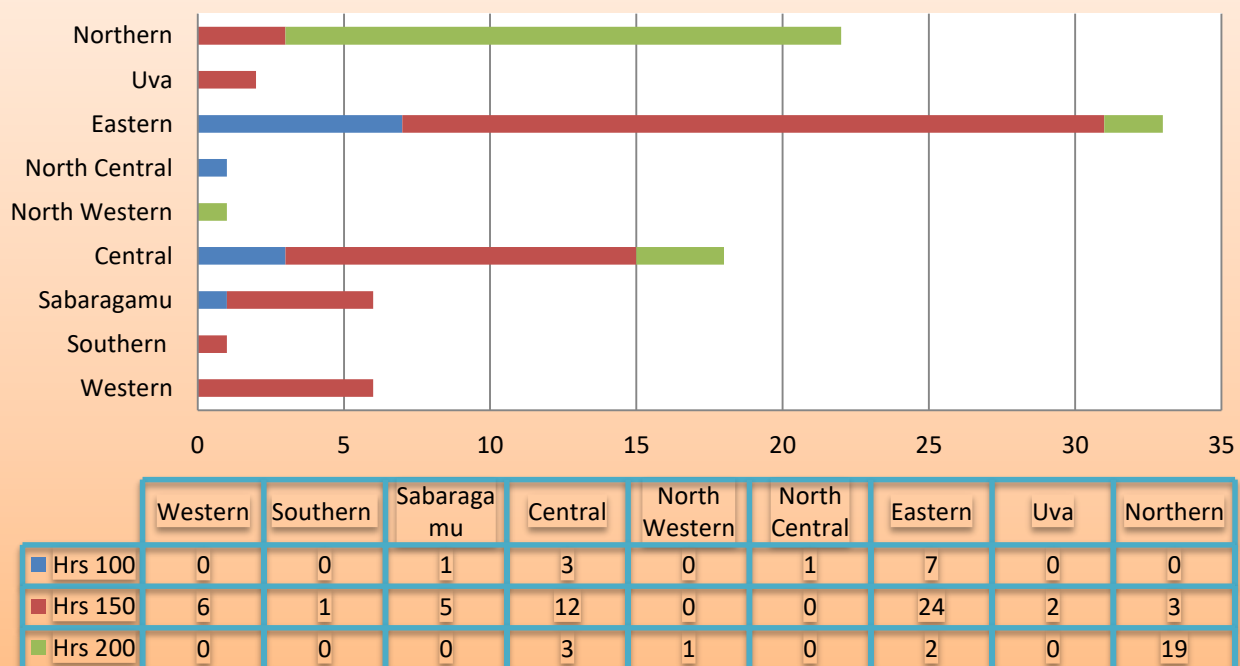
Information on Sinhala and Tamil language courses commenced in the year 2024



Commencement of Tamil language courses at provincial level



Commencement of Sinhala language courses at provincial level



(2) Conducting language course as per Management Services Circular 01/2023.

71 Sinhala and Tamil language courses were commenced upon the demand of officers serving at semi-government institutions. Certificates were issued to 3111 participants during this year.

(3) Updating the pool of language instructors for language courses.

The pool of language instructors was updated in this year as well and 28 eligible officers were recruited to the Pool. 03 training programmes were conducted for the language instructors.

(4) Conducting courses of Sinhala, Tamil, English and foreign languages

38 new instructors were recruited through a written examination and an interview to update the pool of foreign language instructors and preparation of syllabi of foreign languages and Sinhala and Tamil languages was completed. Tamil language courses were commenced on 18.09.2024 and the course will continue till March 2025.

Improving the language skills of the public officers and facilitating as the language proficiency evaluator of the public officers is a significant process carried out by the Examination Division as another aspect of the implementation of the Official Languages Policy. For this purpose, the Examination Division carries out the tasks of conducting oral and written examinations to assess the Official Languages Proficiency of the public officers, conducting examinations and providing allowances to encourage officers with bilingual proficiency, issuing results and certificates, as well as conducting language - related tests and preparing question papers at the request of external institutions.

The progress of Language Proficiency Examinations conducted by the Department during the year 2024 is as follows.

(1) Conducting National Languages Qualification (NLQ) Examination.

The Sinhala and Tamil medium National Languages Qualification Examination was conducted on 25th and 27th of June for 29 candidates who applied online till 31.05.2024 and the results were released. The 02 examinations of the last quarter were conducted on 06th of December at the Department.

(2) Conducting other Proficiency Examinations.

Test to acquire the proficiency in mother language for the officers who joined the public service in English medium was conducted under 3.3 of Public Administration Circular 18/2020 and based on the decisions of the Committee in Public Administration Circular 18/2020, the Tamil Language Proficiency Test was conducted and the results were released.

(3) Conducting awareness programmes for public officers on the National Languages Qualification (NLQ) Exam.

06 programmes were conducted islandwide.

- ❖ The first programme was held on 27th of February at the Registrar General's Office with both online and physical participation.
- ❖ The second programme was held on 5th of April at the Atalugama Educational Development Center to educate the instructors who are in the instructor pool and course recipients in the Sabaragamuwa Province.
- ❖ An awareness programme for the public officers at the District Secretariat, Colombo was conducted on 14th of May as the third programme.
- ❖ The fourth programme was conducted on 13th of August based in the Trincomalee District of the Eastern Province.
- ❖ The fifth programme was held on 14th of August based in the Mullaitivu District Secretariat.
- ❖ The sixth programme was conducted on 14th of August based in the Kilinochchi District of the Northern Province.

(4) Conducting examinations, preparing question papers, and evaluating answer sheets as per requests received from government and semi-government institutions.

Question papers were prepared, competitive examinations were conducted and results were released in relation to 10 requests received.

- A. Conducting the examination for selection of Hansard reporters for the Parliament.
- B. Examination to select Translators for the Registrar General's Department was held on 6th of July at Ananda College and 261 officers appeared for the exam.
- C. The Efficiency Bar Examination for the translators of the Department of Samurdhi Development was held on 17th April.
- D. The written examination for the recruitment of Language Instructors for the Pool of Language Instructors of the Department in terms of Public Administration Circular 18/2020 and Management Services Circular 01/2023 was conducted on 14th March. 87 Sinhala Medium and Tamil Medium candidates appeared for the examination. Other tests were conducted on 21st of May for 67 officers who passed this written examination.
- E. The Efficiency Bar Examination for Grade I of the Language Laboratory Assistant Service was held on 17th May.
- F. The written examination for the selection of instructors for Sinhala, Tamil and foreign language courses at the Language Laboratory was held on 26th July.
- G. Question papers of the open competitive examination for the recruitment of translators to the Parliament of Sri Lanka were prepared.
- H. The question papers for the examination to recruit Hansard Reporters to the Parliament of Sri Lanka were prepared.
- I. The Efficiency Bar Examination for Departmental Translators was conducted on 12th December.
- J. The Efficiency Bar Examination for the Translators of the Department of Samurdhi Development was held on 3rd of December.



Conducting oral tests to recruit Language Instructors



Conducting interviews to recruit Language Instructors

05. Conducting Language Promotion Programmes.

❖ **Holding Sinhala Language Day Celebration**

The Department of Official Languages and the National Youth Services Council of Badulla jointly celebrated Sinhala Language Day on 2nd of March at Dharmadutha Central College, Badulla involving 200 students from 03 schools in the Educational Zone, Badulla. Valuable prizes and certificates were awarded to the winners of the language competitions held to promote the language literature and creative skills of the children, and book sets were distributed to school libraries in the area.

❖ **Raising public awareness in line with the Official Languages Week**

In addition, public awareness programmes were conducted at the district level in line with the Official Languages Week. Certificates were awarded to the participants of courses in the districts of Jaffna, Kurunegala, Colombo, Gampaha, Anuradhapura, Puttalam, and Kalutara, and awareness programmes were held on the Official Languages Policy. 2158 people, including the public and public officers participated in these programmes.

❖ **Scholarly lectures organized monthly with the aim of promoting language and literature**

The monthly scholarly lecture series organized with the aim of promoting language and literature was also held in 2024 on various themes related to the above objective. Public officers, people representing the literary and art fields and the public also participated in these programmes. 07 programmes have been held so far in subject areas such as language, literature and art, and history and the response in that respect is very satisfactory.



Raising awareness of the Official Languages Policy by the Commissioner General of Official Languages



At an scholarly lecture



Tamil Language Day Celebration at Viwekananda Vidyalaya, Mathugama

At an awareness programme on the Official Languages Policy- Kurunegala District



2.2 Future Goals and Challenges of the Department

Division	Future Plans
Translation Division	To select 50 qualified officers with Sinhala/Tamil language skills from among the graduates in the public service (up to a total of 200 within 04 years), and to absorb them into the translation service after providing them with one year of training.
	Providing 6- month and 9- month practical training to the students of University of Kelaniya, Sabaragamuwa, Jaffna and the University of Eastern pursuing a special degree in translation.
	Conducting awareness programmes for students pursuing a special degree in translation at the Universities of Kelaniya, Sabaragamuwa, Jaffna and the Eastern University.
	Releasing the “Useful Phrases for Translations” Manual (Phase 2) as an e-book on the website.
	Updating the pool of language facilitators through the bhashawa.lk website.
	Preparing and publishing bilingual forms commonly used in government institutions.
Language Laboratory	Conducting bilingual courses islandwide with quality and effective resource contributions in accordance with Public Services Circular No. 18/2020.
	Organizing official languages courses for semi - government institutions in accordance with Management Services Circular 1/2023.
	Conducting training programmes to update the pool of language instructors for language courses and to educate them.
Examination Division	Conducting the National Languages Qualification Examination quarterly to evaluate the proficiency in Sinhala and Tamil languages.
	A per 3.3 of Public Administration Circular 18/2020, conducting mother language proficiency tests for officers who joined the public service in English and conducting other language proficiency tests.
	Conducting examinations, preparing question papers, and evaluating answer sheets as per requests received from government and semi-government institutions.
	Conducting island-wide awareness programmes for public officers regarding the National Languages Qualifications (NLQ) Examination.
Glossary Compilation Unit	Compiling trilingual glossaries and releasing them online via the Termino-Hub website at the end of the year.
	Obtaining assistance from the expert committee regarding language issues.
Other	Conducting programmes related to nationally and internationally important language-related days.
	Conducting monthly awareness programmes on improving language, art, literature and ethics.
	"රාජකාරිලිපිසම්පාදනයටදක්වූලක්"(A Guide to Writing Letters) Conducting awareness workshops for public officers on drafting official documents in Sinhala and English languages.
Accounts Division	Obtaining a high level of scores for the financial and performance of the Public Accounts Committee for the coming years.
Administration Division	Recruiting language officers/language facilitators and providing them with relevant training.
	Conducting training programmes and necessary activities to develop the capabilities and skills of all the officers.

Challenges

- ✓ The severe shortage of translators, especially the difficulty in recruiting Sinhala and Tamil translators.
- ✓ Shortage of officers with bilingual ability (activities related to the recruitment of language facilitators)
- ✓ Filling the existing vacancies.
- ✓ It is difficult to get the service of the external resource persons with language knowledge in book compilation under the existing approved payment systems.
- ✓ Lack of adequate provisions for language courses and awareness raising on language policy.

As the Official Translator of the Government, the Department successfully completed its targeted activities for the year 2024 and, the aforementioned challenges were encountered in the process.

The Department, currently operating under the purview of the Ministry of Justice and National Integration, has planned a range of special activities for the year 2025 aimed at implementing the Official Languages Policy.

I express my sincere gratitude to Hon. Harshana Nanayakkara (Attorney-at-Law), Minister of Justice and National Integration for his leadership and guidance in achieving the targets and to Hon. M.M.M. Muneer Mulaffer, Deputy Minister of National Integration for his valuable support extended to the Hon. Minister. Further, I extend my special thank to the Secretary to the Ministry of Justice and National Integration and the Additional Secretary, National Languages Division for their valuable guidance and direction in the process of achieving the targets. In addition, I take this opportunity to thank the staff of the Department for their continuous support in achieving the Department's targets.



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Thilak Nandana Hettiarachchi

Commissioner General of Official Languages

THILAK NANDANA HETTIARACHCHI
Commissioner General of Official Languages
Department of Official Languages,
341/7, Kotte Road,
Rajagiriya.

3. 1 Financial Performance statement

ACA - F					
Statement of Financial Performance for the period ended 31st December 2024					
Revised Budget Allocations 2024	Note	Actual			
Rx.		2024 Rx.	2023 Rx.		
- Revenue Receipts					
- Income Tax	1	-	-		
- Taxes on Domestic Goods & Services	2	-	-		
- Taxes on International Trade	3	-	-		
- Non Tax Revenue & Others	4	-	-		
- Total Revenue Receipts (A)		-	-		
- Non Revenue Receipts		-	-		
- Treasury Imprests		159,933,000	138,751,000	ACA-3	
- Deposits		3,969,627	2,688,072	ACA-4	
4,400,000 Advance Accounts		6,361,062	7,331,784	ACA-5	
- Other Main Ledger Receipts		-	-		
4,400,000 Total Non Revenue Receipts (B)		170,263,689	148,770,856		
4,400,000 Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		170,263,689	148,770,856		
- Remittance to the Treasury (D)		-	-		
- Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		170,263,689	148,770,856		
- Less: Expenditure					
- Recurrent Expenditure		-	-		
107,655,000 Wages, Salaries & Other Employment Benefits	5	92,391,916	93,239,634		
35,048,000 Other Goods & Services	6	28,979,866	25,521,572		
472,000 Subsidies, Grants and Transfers	7	471,789	582,885		
- Interest Payments	8	-	-		
41,000,000 Other Recurrent Expenditure	9	38,540,007	27,704,575		
184,175,000 Total Recurrent Expenditure (F)		160,383,577	147,048,666		
- Capital Expenditure					
4,450,000 Rehabilitation & Improvement of Capital Assets	10	4,146,516	1,524,972		
3,350,000 Acquisition of Capital Assets	11	3,000,366	961,282		
- Capital Transfers	12	-	-		
- Acquisition of Financial Assets	13	-	-		
500,000 Capacity Building	14	476,075	431,000		
- Other Capital Expenditure	15	-	-		
8,300,000 Total Capital Expenditure (G)		7,622,957	2,917,254		
- Deposit Payments		4,321,365	2,859,915	ACA-4	
5,000,000 Advance Payments		5,724,776	4,941,550	ACA-5	
- Other Main Ledger Payments		-	-		
5,000,000 Total Main Ledger Expenditure (H)		10,046,141	7,801,465		
- Total Expenditure I = (F+G+H)		178,052,675	157,767,385		
- Balance as at 31st December J = (E-I)		(7,788,987)	(8,996,529)		
- Balance as per the Imprest Adjustment Statement		(7,788,987)	(8,996,529)	ACA-7	
- Imprest Balance as at 31st December		-	-	ACA-3	
		(7,788,987)	(8,996,529)		

3. 2 Statement of Financial Position

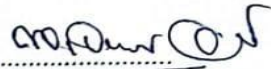
ACA-P

Statement of Financial Position As at 31st December 2024

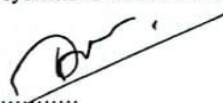
	Note	2024 Rs	Actual 2023 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	384,565,529	384,559,940
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	12,623,458	13,259,744
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		397,188,987	397,819,684
<u>Net Assets / Equity</u>			
Net Worth to Treasury		12,468,819	12,753,367
Property, Plant & Equipment Reserve		384,565,529	384,559,940
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	154,639	506,377
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		397,188,987	397,819,684

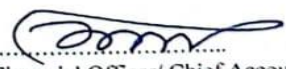
Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 31 and Annexures to accounts presented in pages from 32 to 64 form an integral part of these Financial Statements. The Financial Statements have been prepared in accordance with the Government Financial Regulations 150& 151 and State Accounts Guideline No. 06/2024, dated 16.12.2024 and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.


Chief Accounting Officer
Name :
Designation :
Date : 20.12.2024

S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Council and Local Government
Independence Square,
Colombo 07.


Accounting Officer
Name :
Designation :
Date : 21.02.2025
Department of Official Languages,
341/7, Kotte Road,
Rajagiriya


Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 21.02.2025
S. Vignarajah
Chief Accountant
Department of Official Languages
341/7, Kotte Road, Rajagiriya.

3.3 Statements of cash flows

ACA-C

Statement of Cash Flows for the Period ended 31st December 2024

	Actual	
	2024 Rs.	2023 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	3,059,870	3,876,683
Profit	-	-
Non Revenue Receipts	4,387,758	4,390,365
Revenue Collected on behalf of Other Revenue Heads	-	-
Imprest Received	159,933,000	138,751,000
Recoveries from Advance	5,769,719	6,522,603
Deposit Received	3,969,627	2,688,072
Total Cash generated from Operations (A)	177,119,974	156,228,723
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	163,416,655	146,568,023
Subsidies & Transfer Payments	471,789	582,885
Expenditure incurred on behalf of Other Heads	546,034	1,124,017
Imprest Settlement to Treasury	-	-
Advance Payments	5,724,776	4,941,550
Deposit Payments	4,321,365	2,859,915
Total Cash disbursed for Operations (B)	174,480,619	156,076,390
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	2,639,355	152,333
<u>Cash Flows from Investing Activities</u>		
Interest	822,325	773,779
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	14,761	35,170
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	837,086	808,949
<u>Less - Cash disbursed for:</u>		
Capital Expenditure	3,476,441	961,282
Total Cash disbursed for Investing Activities (E)	3,476,441	961,282
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(2,639,355)	(152,333)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	(0)	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.4 Revenue Collection Performance

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Preliminary Estimate	Final Estimate	Amount (Rs.)	As a % of the Final Estimate
20.03.99.00	Sales and Charges	4,000,000	4,000,000	3,059,870.12	76.49%
20.02.01.01	Public building and housing rentals	120,000	120,000	253,383.11	211.15%
20.02.02.99	Interest and Other	720,000	720,000	568,942.16	79.01%
20.06.02.02	Sale of non-monetary assets	35,000	35,000	14,760.50	42.17%

3.5 Performance of Utilization of Allocated Provisions

Type of provision	Allocated provision		Actual expenditure	Allocations utilized as % of the final allocation finalized
	Preliminary provision	Final provision		
Capital Expenditure	7,000,000	8,300,000	7,622,957	91.84%
Recurring Expenditure	180,000,000	184,175,000	160,383,578	87.08%

3.6 Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208

Grants have not been received.

3.7 Performance of Reporting Non-financial Assets

Asset Code	Code Description	Balance as per Goods Survey Report as at 31.12.2020 (Rs.)	Balance as per Financial Statement as at 31.12.2020(Rs.)	To be accounted in the future	Reporting progress as a %
9151	Buildings and structures	147,000,000.00	147,000,000.00	-	100 %
9152	Machinery	74,767,359.42	74,767,359.42	-	100 %
9153	Lands	160,000,000.00	160,000,000.00	-	100 %
9154	Intangible assets	2,798,170.00	2,798,170.00	-	100 %
9155	Biological assets	-	-	-	-
9160	Work in progress	-	-	-	-
9180	Leased assets	-	-	-	-



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

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මගේ අංකය
எனது இல.
My No. } PAF/C/ OLD /FS/02/24/03

ඔබේ අංකය
உமது இல.
Your No. }

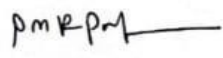
දිනය
திகதி
Date } 2025 මැයි 19 දින

කොමසාරිස් ජනරාල්
රාජ්‍ය භාෂා දෙපාර්තමේන්තුව



ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව

යථෝජිත වාර්තාව සමඟ සහතික කරන ලද මූල්‍ය ප්‍රකාශන මේ සමඟ එවා ඇත.



පී.එම්.ආර්.පතිරාජ
ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට

පිටපත - අධ්‍යක්ෂ ජනරාල්, රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව

අංක 306/72, පොල්දොරි පාර, පිටරාමුල්ල, ශ්‍රී ලංකාව.

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தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



(53)

මගේ අංකය
මගේ අංකය
My No.

PAF/C/OLD/FS/02/24/03

ඔබේ අංකය
ඔබේ අංකය
Your No.

දිනය
දිනය
Date

2025 මැයි 19 දින

කොමසාරිස් ජනරාල්

රාජ්‍ය භාෂා දෙපාර්තමේන්තුව

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

1. මූල්‍ය ප්‍රකාශන

1.1 මතය

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශය වලින් සමන්විත 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව රාජ්‍ය භාෂා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව යථා කාලයේදී ඉදිරිපත් කරනු ලැබේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශනවලින්, මූල්‍ය තත්ත්වය, මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ, මූල්‍ය ප්‍රකාශන වලට අදාළ සටහන් 1෦෦ සඳහන් මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනමට අනුකූලව සියලුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

1

අංක 306/72, පොල්වැව පාර, පොල්වැව, ශ්‍රී ලංකාව

අංක 306/72, පොල්වැව පාර, පොල්වැව, ශ්‍රී ලංකාව

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1.2 මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මෙම විගණන ප්‍රමිතීන් යටතේ වූ මාගේ විගණීම, මෙම වාර්තාවේ මූල්‍ය ප්‍රකාශන විගණනය සම්බන්ධයෙන් විගණකගේ විගණීම යන කොටසේ නව්‍යීකරණ විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 කරුණක් අවධාරණය කිරීම - මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම

මෙම මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම විස්තර කරන මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන් 1 කෙරෙහි අවධානය යොමු කරවමි. මූල්‍ය ප්‍රකාශන රජයේ මුදල් රෙගුලාසි 150 හා 151 සහ 2025 පෙබරවාරි 21 දින සංශෝධිත 2024 දෙසැම්බර් 16 දිනැති රාජ්‍ය ගිණුම් මාර්ගෝපදේශ අංක 06/2024 අනුව රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ, මහා භාණ්ඩාගාරයේ සහ පාර්ලිමේන්තුවේ අවශ්‍යතාවය සඳහා සකස් කර ඇත. එම නිසා, මෙම මූල්‍ය ප්‍රකාශන වෙනත් අරමුණු සඳහා සුදුසු නොවිය හැක. මගේ වාර්තාව රාජ්‍ය භාෂා දෙපාර්තමේන්තුව, මහා භාණ්ඩාගාරයේ සහ ශ්‍රී ලංකා පාර්ලිමේන්තුවේ භාවිතය සඳහා පමණක් අරමුණු කර ඇත. මෙම කරුණ සම්බන්ධයෙන් මගේ මතය විකරණය කරනු නොලැබේ.

1.4 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

රජයේ මුදල් රෙගුලාසි 150 හා 151 සහ 2025 පෙබරවාරි 21 දින සංශෝධිත 2024 දෙසැම්බර් 16 දිනැති රාජ්‍ය ගිණුම් මාර්ගෝපදේශ අංක 06/2024 අනුකූලව සියලුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.5 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය යළි විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් අනාවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ වැරදි තහවුරු කිරීම සාමූහික ලෙස බලපෑම නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මක භාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකසුමකින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වෙනත්තාත්වික මඟහැරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මඟ හැරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සම්පූර්ණත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ගණන්දීමේ නිලධාරී දැනුවත් කරමි.

2. වෙනත් නෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(1)(ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

(අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බවට,

(ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

3. මූල්‍ය සමාලෝචනය

3.1 වියදම් කළමනාකරණය

මුදල් රෙගුලාසි 50(11) අනුව ඇස්තමේන්තු හැකිකාක් දුරට සම්පූර්ණයෙන් නිවැරදිව පිළියෙල කළ යුතු බවට ගණන් දීමේ නිලධාරී වගබලා ගත යුතු වුවත් පහත පරිදි ඉතිරිවීම් සිදුකර තිබුණි.

(අ) වැය විෂය අංක 236-1-1-1202 (010) යටතේ රු.340,000 ක් වූ මුද්‍ර ප්‍රතිපාදනයම ඉතිරි වී තිබුණි.

(ආ) පුනරාවර්තන වැය විෂයයන් 04ක ශුද්ධ ප්‍රතිපාදනවල එකතුව රු.77,683,000 ක් ද එහි වියදම රු.59,545,199 ක් ද වූයෙන් එක් එක් වැය විෂයයන්හි සියයට 21ක් 56ක් අතර පරාසයක වන පරිදි රු.18,137,801ක ඉතිරිවීම් පැවතුණි.

(ඇ) 236-1-1-2102 දරන වැය විෂයයට අදාළව ශුද්ධ ප්‍රතිපාදනය රු.1,000,000 ක් හා එහි වියදම රු.741,646ක් වූයෙන් රු.258,354ක ඉතිරිවීම් පැවතුණි.

4. මෙහෙයුම් සමාලෝචනය

4.1 කළමනාකරණ දුර්වලතා

(අ) 2020 අගෝස්තු 17 වන දින රු.314,450 ක් වැය කරමින් මිලදී ගනු ලැබූ පොත් අලෙවි කළමණාකරන මාදුකාංගය 2022 වර්ෂයේ සිට අක්‍රීය වී තිබුණු අතර ක්‍රියාත්මක තත්ත්වයට පත් කර ගැනීමට අපොහොසත් වී තිබුණි.

(ආ) විභාග පැවැත්වීම වෙනුවෙන් 2017 වර්ෂයේ රු.2,426,125 ක් වැය කර ඉදිකර තිබූ ශබ්දාගාරය 2024 වර්ෂයේ දී උපයෝගී කරගෙන තිබුණේ ජාතික ඇගයීම් පරීක්ෂණ (NLQ) 4ක් සඳහා අවශ්‍ය හඬපට සැකසීම සඳහා පමණි.

4.1 Performance Indicators of the Institution (Based on the Action Plan)

Ser ial No	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100 % - 90 %	75 % - 89 %	50 %- 74 %
Capital Expenditure					
(1) Creating a Favourable Working Environment for All Employees					
01	Renovation of the Department building and reconstruction of the Stores (2001)	No. of projects	✓	-	-
02	Reconstruction of the Library (2001)	No. of projects	✓	-	-
03	Machinery Upgrade (2002)	No. of items	✓	-	-
04	Purchase of furniture and office equipment (2102)	No. of items	✓	-	-
05	Purchase of other machinery and equipment(2103)	No.of machinery	✓	-	-
06	Planning training programmes for the officers of the Department (2401)	No. of programmes	✓	-	-
07	Developing Software(2106)	No. of software	✓	-	-
Recurrent Expenditure					
(2) Ensuring an Efficient Translation Service as the Official Translator of the Government (1703-1)					
01	Carrying out translation work in the three languages as per the requirement of government and semi-government institutions	No. of documents	✓	-	-
02	Updating the pool of language facilitators through the bashawa.lk website	No. of resource presons	✓	-	-
03	Planning training programmes for translators	No. of training programmes	✓	-	-
04	Providing practical training for university students pursuing a special degree in translation.	No. of trainings	✓	-	-
05	Conducting awareness programmes for university studentsstudying translation.	No. of programmes	✓	-	-
06	Releasing the “Useful Phrases for Translations” manual as an e-book on the website.	No of e-books	✓	-	-
07	Preparing commonly used forms in government institutions in bilingual format	No. of forms	✓	-	-
08	Printing the Translator’s Handbook - (English/Sinhala copies-300)	No. of copies	✓	-	-
(3) Compilation of glossaries bilingually/trilingually as the authoritative institution to compile glossaries (1703- 2)					
01	Compiling glossaries in Sinhala, Tamil and English.	No. of glossaries	✓	-	-

(4)Improving the Language Proficiency of Public Officers to Ensure the Language Right of the Public to Receive Services in a Language of their Choice (Sinhala/Tamil/English) (1703-3)					
01	National Languages Qualification (NLQ) Examination	No. of exams	-	✓	-
02	Conducting other proficiency tests	No. of requests for exams	✓		
03	Conducting awareness programmes for public officers on National Languages Qualification (NLQ) exam.	No. of programmes	✓	-	-
04	Conducting examinations, preparing question papers, and evaluating answer sheets as per requests received from government and semi-government institutions.	No. of requests received	✓	-	-
05	Organizing language courses islandwide as per Public Administration Circular 18/2020.	No. of courses	✓	-	-
06	Organizing official languages courses for semi-government institutions in accordance with Management Services Circular 1/2023.	No. of courses	-	-	✓
07	Conducting courses of Sinhala, Tamil, English and foreign languages.	No. of students	✓	-	-
08	Updating the pool of language instructors of language courses.	No. of instructors and programmes	✓	-	-
09	Conducting a Sinhala and Tamil Diploma and Certificate Course (with SLIDA)	No. of programmes	✓	-	-
10	Conducting language courses at the request of external institutions	No. of requests received	✓	-	-
(5) Providing facilities for the promotion, learning and use of national languages using modern technology.					
01	Holding expert committee meeting	No. of meetings	✓	-	-
02	Conducting monthly awareness programmes on language and literature	programmes	✓	-	-
03	"රාජකාරි ලිපි සම්පාදනයට අත්වැලක්" (A Guide to Writing Letters)Conducting workshops for public officers on drafting official documents in Sinhala and English.	No. of requests received	✓	-	-
04	Planning programmes related to national and international language-related days.	No. of programmes	✓	-	-
05	Sale of departmental publications	No. of book exhibitions	✓	-	-
06	Payment of debts in 2023	No. of items	✓	-	-

Chapter 05 - Performance in Achieving Sustainable Development Goals (SDG)

5.1 Relevant Identified Sustainable Development Goals

Goal / Target	Targets	Achievement Indicators	Progress in achievements so far		
			0% -49 %	50 %-74%	75%-100 %
(1) Ensuring inclusive, equitable quality education and continuous learning opportunities for all	(1) By 2030, significantly increase the number of youth and adults with the necessary skills, including technical and vocational qualifications, for decent jobs and entrepreneurship.	(1.1) Conducting awareness and training programmes for university students studying translations to improve the language skills of youth and adults and printing the Translator's Handbook - (English/Sinhala)	-	-	✓
		(1.2) To develop the second language skills of youth and adults, prepare forms commonly used in government institutions in bilingual format and publish them to the public.	-	-	✓
		(1.3) Printing textbooks and support materials (books) in Sinhala and Tamil to develop the language skills of second language learners and distributing them through a systematic process.	-	-	✓
		(1.4) Publication of Departmental publications and “Useful Phrases for Translations” manual as an e-book on the departmental website during this year for the convenience of language learners.	-	-	✓
		(1.5) To compile 83 glossaries related to various subjects for the convenience of language learners and this year, the trilingual glossary on artificial intelligence, the trilingual glossary on research methodology, and the trilingual glossary on translation studies will be released through the Termino Hub website and updated.	-	-	✓
	(3) By 2030, ensure that a considerable number of all youths and adults, both men and women, are	(3.1) To facilitate the acquisition of Sinhala and Tamil language proficiency of public officers by organizing Sinhala and Tamil language courses at an island-wide level	-		✓

	literate and numeracy literate.	for semi-government institutions in accordance with the Public Administration Circular of Official Languages Proficiency Examination /18/2020 and Management Services Circular 1/2023.			
		(3.2) To conduct the National Languages Qualification (NLQ) Exam annually for the formal use of the language proficiency skills of public officers.		-	✓
		(3.3) To create reconciliation among the races through educating the public about the National Languages Qualification (NLQ) Exam and the Official Languages Policy.		-	✓
	(4) By 2030, all learners will acquire the knowledge and skills to promote sustainable development, including education on sustainable development and sustainable lifestyles, promoting human rights, gender equality, peace and a culture free from violence, global citizenship and valuing cultural diversity, and contributing culturally to sustainable development.	(4.1) To promote languages, celebrate nationally important days with the participation of school students and provide printed departmental publications for free to school libraries (Sinhala, Tamil, English).			✓
		(4.2) Establish and update a pool of language facilitators consisting of Sinhala, Tamil, English, Japanese, Hindi, French, German and Chinese language translators (bhashawa.lk website)			✓

5.2 Achievements and Challenges in Accomplishing Sustainable Development Goals

In order to achieve the Sustainable Development Goals of 2030, our department successfully completed all the targeted activities for the year 2024 with the existing resources. However, the following challenges have been faced.

1. Shortage of translators to provide a quality translation service.
2. The absence of supervision by a third party with modern technology and expertise in the writing and production of publications has delayed the creation of a more appropriate work.
3. Since the payments approved under government circulars for resource persons are at a minimal level, it is difficult to obtain the consultation of subject experts for text books, support materials (books), glossaries and dictionaries required for language learning.

Chapter 6 - Human Resources Profile

Annual Cadre Information Sheet											
1. Ministry		Ministry of Public Services, Provincial Council and Local Government									
2. Department		Department of Official Languages									
3. Address		341/7, Kotte Rd, Rajagiriya									
4. Cadre information		31 st December 2024									
Table – 01											
Designation	Service	Grade	Salary Code	Service Level	Approved Cadre			Existing Cadre			
					Permanent	Contract	Casual	Permanent	Contract	Casual	Acting
Commissioner General of Official Languages	SLAS	Special	SL 3	Senior Level	1	0	0	1	0		0
Commissioner	SLAS	I	SL 1		2	0	0	2	0		0
Commissioner	Dept.	I	SL 1		1	0	0	0	0		0
Chief Accountant	SLAcS	I	SL 1		1	0	0	1	0		0
Internal Auditor	SLAcS	I	SL 1		1	0	0	1	0		0
Asst./Dy. Commissioner	SLAS	III/II	SL 1		4	0	0	2	0		0
Asst./Dy. Commissioner	Dept.	III/II	SL 1		1	0	0	0	0		0
Accountant	SLAcS	III/II	SL 1		1	0	0	1	0		0
Asst./Dy. Director	SLICTS	III/II	SL 1		1	0	0	0	0		0
Administrative Officer	PMAS	Supra	MN 7	Tertiary Level	1	0	0	1	0		0
Superintendent of Languages Laboratory	Dept.		MN 7		1	0	0	1	0		0
Superintendent of Languages	Dept.		MN 7		8	0	0	0	0		0
Superintendent of Languages (Translation)	Dept.		MN 7		3	0	0	0	0		0
ICT Officer	SLICTS	2-II/I	MN 6		1	0	0	0	0		0
Translator	TS.	II/I	MN 6		19	0	0	13	0		0
Translator	Dept.	II/I	MN 6		25	0	0	08	0		0
Translator Asst	Dept.		MN 4	Secondary Level	12	0	0	12	0		0
Project Devp. Asst	Asso.Officers		MN 4		1	0	0	1	0		0
Development Officer	DOS	III/II/I	MN 4		60	0	0	51	0		0
Librarian	SLGLS	III/II/I	MN 3		3	0	0	0	0		0
Management Service Officer	PMAS	III/II/I	MN 2		25	0	0	17	0		0
Language Laboratory Asst.	Dept.	III/II/I	MT 2		1	0	0	1	0		0
ICT Asst.	SLICTS	3-III/II/I	MT 1		1	0	0	1	0		0
Technical Asst.	Dept	III/II/I	MT 1	Primary level	1	0	0	0	0		0
Driver	DS	III/II/I sp	PL 3		5	0	0	4	0		0
O.E.S. Posts	OES	III/II/I sp	PL 1		14	0	0	13	0		0
Total					194	0	0	131	0		0

Table - 02		
Service Level	Approved Cadre	Existing Cadre
Senior	13	08
Tertiary	58	23
Secondary	104	83
Primary	19	17
Total	194	131

06.01 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies	Excess
Senior	13	08	05	-
Tertiary	58	23	35	-
Secondary	104	83	21	-
Primary	19	17	02	-

06.02 Impacts of Shortage or Excess of Human Resources on the Performance of the Institution

1. Shortage of Staff Grade Officers –

This causes delays in accurate decision making for the efficient and proper execution of Departmental tasks.

1. Shortage of Translators –

Due to the lack of sufficient capacity to carry out all the translations assigned by government institutions, the Department of Official Languages has to reject them, resulting in damage to its reputation.

2. Shortage of Development Officers and Management Service Officers–

In performing tasks to execute the objectives of the institution accurately and immediately, delays and difficulties to meet the required targets will be caused.

3. Allowances and other payments not being received properly and not being revised for a long time –

Outdated payments for translation work has led to difficulties in finding qualified translators for urgent tasks.

06.03 Capacity Development of the Staff

Name of the Programme	No. of Officers Trained	Duration of the Programme	Total Investment (Rs.)		Nature of the Programme (Local / Foreign)	Output / Knowledge Obtained
			Local	Foreign		
Higher National Diploma in Public Procurement & Contract Administration	01	01 year	1,380,000.00		Local	Providing practical knowledge on public procurement and contract administration
Transport Management	01	01 day	Rs.7000.00		Local	Maintenance of files and documents related to vehicle maintenance, laws and regulations to be followed regarding vehicle repairs and purchase of spare parts, procedures to be followed regarding disposal of scrapped vehicles and removed spare parts, write off of losses and damages, financial management related to transportation
Salary Conversion	01	02 days	Rs.13,000.00		Local	Determining the salaries of the public service according to the functions of the relevant institutions, introducing the existing salary structure of the public service and the nature of the previous salary structure, provisions and salary matters of the Establishments Code and Public Administration Circulars, salary conversions in salary revisions and promotions. Identifying salary anomalies and the steps to be taken to rectify them.
The process of responding to audit inquiries and correcting them	01	01 day	13,500.00		Local	The powers of the Auditor General and the procedure for issuing audit inquiries, types of audits as per the Audit Act, the main issues and shortcomings that lead to audit inquiries, matters to be considered while responding and the contents of a formal explanations, methodology for minimizing audit inquiries, scope of internal audit, internal control system and management's responsibility, responding to audit paragraphs in parliamentary committees.
Establishments Code, Office Systems, Office Procedures	16	02 days	Rs.5220.00		Local	All matters related to office systems

Financial Regulations 1 - 445	20	02 days	Rs.5220.00		Local	Financial Regulations 1 - 445
Microsoft Excel Business Modeling Essentials	30	03 days	Rs. 150,000.00		Local	How to apply practical knowledge of basic operations and complex spreadsheet processing to office systems
One-day workshop on the procedure for obtaining leave and allowances for overseas training activities	01	01 day	Rs . 7000.00		Local	Procedure for selecting officers for foreign trainings, procedure for approving leave, legal aspects in case leave has not been approved before leaving for foreign training, procedure for approving leave in government affiliated institutions, procedures for departments/government institutions and companies, discussion of practical issues
Discipline and office etiquette for drivers and office assistants	01	02 days	Rs.13,000.00		Local	Employee motivation, explaining the roles, responsibilities and duties of the officers of the institution, educating them about general behavior and discipline, how to face challenges, your responsibility in a team, job satisfaction in performing any duty assigned, personal development (dress, behavior and posture), personality development through positive thinking, personal and organizational image, office and social etiquette, serving, how to set the table in a proper manner, and cleaning the table properly.
Raising awareness of public accounting procedures and preparation of final accounts.	01	02 days	Rs .13,000.00		Local	Accrual basis and cash basis, differences in accounting methods between the private sector and the public sector. Basic documents and ledgers maintained in the public sector, method of recording transactions between the treasury and departments, types of accounts maintained in departments and the treasury, double entry accounting for public sector transactions, discussion on transaction accounting, government final accounts (preparation of financial statements), accounting for government fixed assets.
Submission and preparation of Cabinet memorandum	02	01 day	Rs . 14,000.00		Local	Guidelines on issuing a Cabinet Memorandum, Procedures of Cabinet Committees. Statutory procedures regarding Cabinet Memoranda, Responsibility of the Secretary for submitting a Cabinet Memorandum.
Roles and responsibilities of office assistants	04	02 days	Rs.51,975.00		Local	Recruitment, efficiency bar tests, understanding of promotions, understanding of organizational regulations, responsibilities and duties, qualities to be possessed, general conduct and discipline, public relations, attendance at work, development of positive attitudes, efficiency, courtesy, communication

The Contribution of Training Programmes towards the Performance of the Institution

- ❖ □ Officers have been able to expand the knowledge required to perform the functions of the institution in order to achieve the objectives of the Department.
- ❖ Improvement of knowledge and efficiency of officers have enabled the completion of official duties immediately and accurately.
- ❖ The development of attitudes with the improvement of knowledge and skills has made it easier for the public to receive better and more effective service.
- ❖ Officers have built relationships and motivation in performing their duties.
- ❖ The tasks performed within the institution have been accomplished accurately, efficiently, successfully and productively.
- ❖ It has been a relief for new officers with less experience to perform their duties properly.
- ❖ Through formal training received from training programmes, the basic background required for subject officers to act responsibly in their subject is created.
- ❖ Necessary background to provide a quality service to promote languages and to the learners of languages can be made available by taking positive innovative processes to the practical level and using them.

Department of Official Languages

No.	Chief Auditor Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non- compliance in Future
1The following financial statements / accounts have been submitted on the due date.				
1.1	Annual Financial Statements	Complied		
1.2	Advance Accounts of Public Officers	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Other			
2	Maintenance of books, documents and computer software (FR.445)			
2.1	Updating and maintaining the Fixed Assets Register in terms of Public Administration Circular 267/2018	Complied		
2.2	Updating and maintaining the Personal Emoluments Register / Personal Emolument Card	Complied		
2.3	Updating and maintaining the Audit Query Register	Complied		
2.4	Updating and maintaining the Internal Audit Reports	Complied		
2.5	Preparing all the monthly summaries of accounts (CIGAS) and forward to the Treasury on the due date	Complied		
2.6	Updating and maintaining the Register of Cheques and Money Orders	Complied		
2.7	Updating and maintaining inventories	Complied		
2.8	Updating and maintaining the Stock Register	Complied		
2.9	Updating and maintaining the Register of Losses	Complied		
2.10	Updating and maintaining a Record of Liabilities	Complied		
2.11	Updating and maintaining the Register of Counterfoil Books (GA-N20)	Complied		
2.12	Updating the Salary Ledger in terms of FR453 for the purpose of payment of salaries	Complied		
2.13	Assigning the first, second and third passwords for the payroll software systematically among officers	Complied		
2.14	Safely storing an adequate number of backup files	Complied		
2.15	Installing the latest version of the New CIGAS software to prepare accounts	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
2.16	Balancing the Inventory Book as at 31 st of December and carry the balance forward	Complied		
2.17	Updating and maintaining the Assets Register	Complied		
2.18	Updating and maintaining the Donation Register	Not Complied		Actions will be taken to commence in 2024.
2.19	Updating and maintaining the Inventory Book	Complied		
2.20	Updating and maintaining the Register of Consumables Store	Complied		
2.21	Updating and maintaining the Leave Register	Not Complied	Leave was taken without approval	Resolving the irregularities in obtaining leave.
2.22	Updating and maintaining the Attendance Register	Complied		
2.23	Updating and maintaining the Adhoc Sub-Imprests Register	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	Delegating the financial authority within the institution	Complied		
3.2	Communicating the specifics of the delegation of financial authority within the institution	Complied		
3.3	Delegating the authority in a manner that each transaction shall be passed through two or more officers	Complied		
3.4	Operating under the control of the Accountant when using the Government Payroll Software Package in terms of State Account Circular 171/2004 dated 11.05.2014	Complied		
4	Preparation of Annual Plans			
4.1	Preparing the Annual Action Plan	Complied		
4.2	Preparing the Annual Procurement Plan as per the National Procurement Guidelines and circulars in effect	Complied		
4.3	Including the Procurement Time Schedule (PTS) in the above Plan	Complied		
4.4	Appointing the Procurement Committees and Technical Evaluation Committees	Complied		
4.5	Preparing the Annual Internal Audit Plan	Complied		
4.6	Preparing the Annual Estimate and forwarding to the Department of National Budget (NBD) on the due date	Complied		
4.7	Forwarding the Annual Cash Flow Statement to the Department of Treasury Operations on time	Complied		
5	Audit Queries			

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
5.1	Responding to all audit queries within the time period specified by the Auditor General	Complied		
6 Internal Audit				
6.1	Preparing the Internal Audit Plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	Responding to all the internal audit reports within one month	Complied		
6.3	Forwarding copies of all the internal audit reports to the Department of Management Audit in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	Forwarding all the copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7 Audit and Management Committee				
7.1	Holding a minimum of 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied		
8 Asset Management				
8.1	Forwarding the information regarding purchases and disposals of assets to the Comptroller General's Office in terms of Paragraph 07 of the Assets Management Circular No. 01/2017	Complied		
8.2	Appointing a suitable liaison officer to coordinate the implementation of the provisions of the Circular and forwarding the details of the nominated officer to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid Circular	Complied		
8.3	Conducting the Board of Survey and forwarding the relevant reports to the Auditor General on the due date in terms of Public Finance Circular No. 01/2020	Complied		
8.4	Taking measures in relation to the excesses and deficits that were disclosed through the Annual Board of Survey and other relevant recommendations during the period specified in the Circular	Complied		
8.5	Carrying out the disposal of condemned articles in terms of FR 772	Not Complied		
8.6	Accurately calculating the commitments and liabilities brought forward from the previous year	Complied		
8.7	Are there any unsettled advances from the previous year? If so, taking action to settle them	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
8.8	Appointing a Board of Survey for the verification of stocks of the previous year	Complied		
9 Vehicle Management				
9.1	Preparing and forwarding the daily running charts and monthly summaries of the pool vehicles to the Auditor General on the due date	Complied		
9.2	Disposing condemned vehicles within a period of less than 6 months upon being condemned	Complied		
9.3	Maintaining and updating the vehicle logbooks	Complied		
9.4	Taking actions in terms of FR. 103, 104, 109 and 110 with regard to every motor vehicle accident	104 Not Complied	A report has been requested regarding the motor vehicle accident.	Actions are being taken in this regard.
9.5	Re-examining the fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Getting the absolute ownership of the leased vehicle log books transferred after the lease term	Not Complied	Transfer is in progress.	
10 Management of Bank Accounts				
10.1	Preparing the Bank Reconciliation Statements, getting them certified and forwarding them for audit by the due date	Complied		
10.2	Preparing and submitting Bank Reconciliation Statements at 31 st of December	Complied		
10.3	Settling the dormant accounts that had existed in the year under review or since previous years	Complied		
10.4	Taking measures in terms of the Financial Regulations regarding balances that have been disclosed through Bank Reconciliation Statements and for which adjustments had to be made, and settling such balances within one month	Complied		
11 Utilization of Provisions				
11.1	Spending the provisions allocated without exceeding the limit	Complied		
11.2	Upon utilizing the allocated provisions, incurring commitments (liabilities) in a manner that does not exceed the remainder of provisions as at the end of the year as per the FR 94(1)	Complied		
12 Advance Accounts of Public Officers				

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
12.1	Complying with the limits	Complied		
12.2	Carrying out a time analysis on the loans in arrears	Complied		
12.3	Settling the loan balances in arrears for over one year	Not Relevant		
12.4	The individual balances of the public officers' Advances B Account have been balanced and carried forward. (Members' Loan Register- CC 10).	Complied		
13 General Deposit Account				
13.1	Taking actions regarding lapsed deposits as per FR.571	Complied		
13.2	Updating and maintaining the control register for general deposits	Complied		
13.3	Carrying forward the balance of the general deposit account.	Complied		
14 Imprest Account				
14.1	Remitting the balance in the cashbook at the end of the year under review to the Department of Treasury Operations	Complied		
14.2	Settling the ad-hoc sub imprests issued as per FR. 371 within one month from the completion of the task	Complied		
14.3	Issuing the ad-hoc sub imprests without exceeding the limit approved as per FR. 371	Complied		
14.4	Reconciling the balance of the imprest account monthly with the Treasury books	Complied		
14.5	The previous year's imprest account was settled correctly.	Complied		
15 Revenue Account				
15.1	Making refunds from revenue in terms of the relevant regulations	Complied		
15.2	Crediting the revenue collection directly to the revenue account without crediting it to the deposit account	Complied		
15.3	Forwarding the returns of arrears of revenue to the Auditor General in terms of FR 176	Not relevant		
16 Human Resource Management				
16.1	Maintaining the staff within the limit of the approved cadre	Complied		
16.2	Providing all members of the staff a duty list in writing	Complied		
16.3	Forwarding all reports to Department of Management Services in terms of the Circular No.04/2017 dated 20.09.2017	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
16.4	Making necessary updates to the PACIS (Public Administration Carder Information System) database available on the website of the Ministry of Public Administration and Management.	Complied		
16.5	Approved staff and number of vacancies	Not complied	Recruitments should be made	Getting the Scheme of Recruitments approved immediately
17 Provide Information to the Public				
17.1	Appointing an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Providing information about the institution to the public through its website and facilitating the public to forward their appreciations/complaints about the Department through the website or alternative methods.	Complied		
17.3	Submitting bi-annual or annual reports as per Section 08 and 10 of the Right to Information Act	Complied		
18 Implementation of the Citizens Charter				
18.1	Formulating and implementing a Citizens' Clients' Charter by the Institution in terms of the Circular No. 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	As per paragraph 2.3 of the said Circular, the preparing a procedure for monitoring and evaluating the preparation and implementation of the Citizens' Clients' Charter	Complied		
19 Preparation of the Human Resource Plan				
19.1	Preparing a human resource plan in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018	Complied		
19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Complied		
19.3	Signing of annual performance agreements by the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
19.4	Appointing a senior officer and assigning him/her the responsibilities of preparing the human resource development plan, organizing capacity building programmes and conducting skill development programmes as per Paragraph 6.5 of the aforesaid Circular	Complied		
20 Regarding Security Deposits				
20.1	Actions to be taken in accordance with the Bail Act regarding officers required to deposit security	Complied		
21 Responses for the Audit Paras				
21.1	Rectifying the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied		

Illegibly Signed
 P. P. Lokugalappaththi
 Chief Auditor