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ஆண்டிற்கானசெயற்திறன் அறிக்கை

ANNUAL PERFORMANCE REPORT

2024

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காணி ஆணையாளர் நாயகத்தின் திணைக்களம்

Land Commissioner General's Department

Content

Chapter 01
Institutional Profile

1.1 Introduction

The department is responsible for duties related to the disposition of State Lands in terms of the provisions of Land Development Ordinance, State Lands Ordinance, Land Grants (Special Provisions) Act, State Lands (Recovery of Possession) Act including conducting Land Kachcheri for State Lands, disposition of lands to low income earners for residential and agricultural purposes, issuance of Permits, issuance of Grants, issuance of long term leases and Free Grants for institutions and higher income earners for agricultural and commercial purposes

1.2 Vision of the Department

"Creating a freehold land owning society whilst being the leading stakeholder in State Land management"

1.2.1 Mission of the Department

"Management of State Land at a well-coordinated level adhering to the National Policy and ensuring optimum utilization of State Land to gain sustainable development while confirming the freehold ownership of land."

1.2.2 Objectives and Strategies of Department

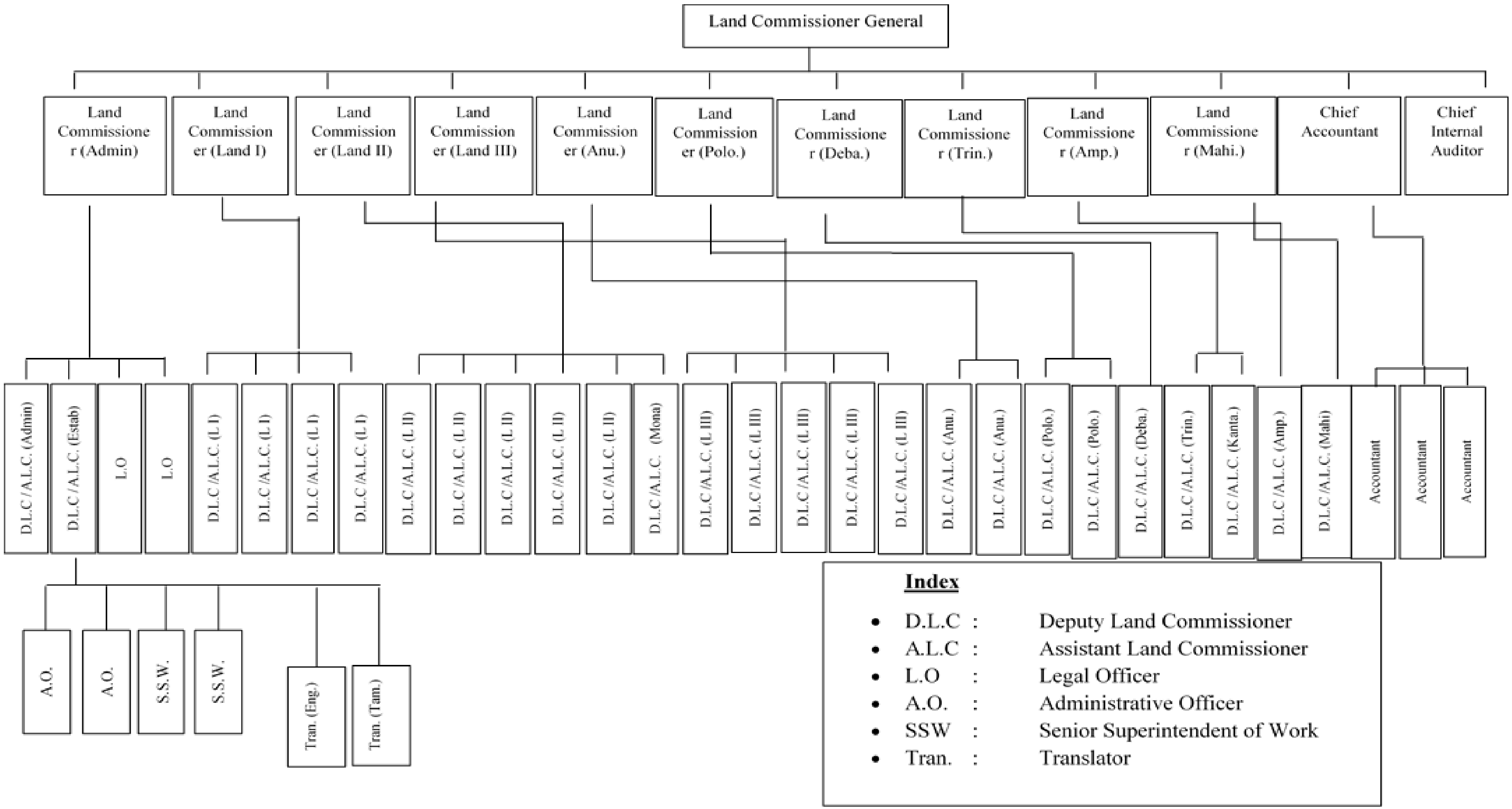
Objectives	Strategies
1. Ensure the land occupancy of the landless	i. Confirm the ownership of Lands ii. Management of information on State Lands
2. Expand investment opportunities	i. Utilization of State Lands to expand investment opportunities
3. Optimum usage of State Land	i. Development of State Lands in an optimum level ii. Ensure the protection of State Lands
4. Optimum management of resources belonging to the Department	i. Develop the human resource ii. Use physical resources productively iii. Proper management of financial resource
5. Contribute to the growth of state revenue	i. Identify and estimate land revenue ii. Collect land revenue regularly and efficiently iii. Take legal steps to recover outstanding revenue

1.3 Role of Land Commissioner General's Department in Land Administration

The Land Commissioner General's Department performs a pivotal role in the alienation of State Lands, being the pioneer in State Land management.

1. Management of inter provincial irrigation and land development projects
2. Distribute lands and issue Grants for lands distributed under the Land Development Ordinance
3. Distribute lands under the State Lands Ordinance by
    - Issuing long term lease permits for residential, agricultural, industrial and commercial purposes
    - Issuing Special and Free Grants
    - Issuing temporality deeds (Pooja Bhoomi deeds) for temples
    - Issuing Tsunami Grants
    - Releasing, leasing and vesting lands required for Government Departments, Tri Forces and Local Government Institutions
    - Issuing vesting orders for Urban Development Authority / Housing Development Authority
4. Distribute lands and issue instruments of disposition under the Land Grants (Special Provisions) Act
5. Protect State Lands and reservations under the State Lands (Recovery of Possession) Act
6. Provide necessary instructions and guidelines to Provincial Land Commissioners and Divisional Secretaries regarding the administration of State Lands outside inter provincial and land development projects
7. Manage information on State Lands
8. Manage the recovery of lease on State Lands to strengthen the state lease revenue
9. Settle land disputes
10. Develop the human resource

Land Commissioner General's Department - Organizational Chart



1.5 Regional Offices of the Department

Land related duties pertaining to this department are performed with 06 Land Commissioner's offices and 02 Assistant Land Commissioner's offices established under inter provincial irrigation schemes.

Details of the offices under the purview of Land Commissioner General's Department are given below.

1. Land Commissioner (Inter Provincial) - Land Commissioner (Inter Provincial)'s Office - Anuradhapura
2. Land Commissioner (Inter Provincial) - Land Commissioner (Inter Provincial)'s Office - Polonnaruwa
3. Land Commissioner (Inter Provincial) - Land Commissioner (Inter Provincial)'s Office - Ampara
4. Land Commissioner (Inter Provincial) - Land Commissioner (Inter Provincial)'s Office - Trincomalee
5. Land Commissioner (Inter Provincial) - Land Commissioner (Inter Provincial)'s Office - Debaravewa
6. Land Commissioner (Inter Provincial) - Land Commissioner (Inter Provincial)'s Office - Mahiyanganaya
7. Assistant Land Commissioner (Inter Provincial) – Assistant Land Commissioner (Inter Provincial)'s Office - Kantale
8. Assistant Land Commissioner (Inter Provincial) – Assistant Land Commissioner (Inter Provincial)'s Office – Monaragala

1.5.1 Main Divisions of the Department

The land divisions of the Land Commissioner General's Department, which were Land I, Land II, and Land III, were restructured in August 2023. Accordingly, there are six divisions in the Head Office of the Land Commissioner General's Department, namely Lease, Research and Development, Policy and Investigations, Administration Division, Accounts Division, and Internal Audit Division. The Land Commissioners serve as the heads of three land divisions and the administration division, with the Chief Accountant being the head of the Accounts Division and the Chief Internal Auditor being the head of the Internal Audit Division.

Chapter 02
Progress and the Future Outlook

2.1 Progress

No	Activity		Target	Overall Progress	Overall Progress (%)
1	**Under Land Development Ordinance**				
i	Preparation of Permits (Inter Provincial)	Farmer Class	6000	1877	31.28
		Purchase price	600	431	71.83
	Preparation of Permits (Provincial Council)	Farmer Class	28000	16238	57.99
		Purchase price	3600	1266	35.17
ii	Preparation of Grants under the Land Development Ordinance		2000	15	0.75
iii	Follow-up activities of Grants (nomination of successor, confirmation of original ownership, disposition of grants, mortgage, mitigation of conditions)		3000	1878	62.60
iv	Preparation of Middle Class Grants		100	54	54.00
2	**Under State Lands Ordinance**				
i	Alienation of lands on lease basis	Preparation of lease recommendations	2300	2837	123.35
		Preparation of lease bonds	500	517	103.40
ii	Preparation of Free Grants		800	937	117.13
iii	Release lands for government institutions	Vesting orders	450	70	15.55
		Release lands for departments	750	650	86.66
iv	Grants with absolute ownership		40000	22138	55.35
v	Vesting lands to UDA / NHDA (Grants)		20	29	145.00
vi	Preparation of Pooja Bhoomi Grants (Buddhist temples)		50	32	64.00
vi	Preparation of Tsunami Grants		100	145	145.00
3	**Under Land Grants (Special Provisions) Act**				
i	Preparation of Instruments of Disposition		50	17	34
4	Conduct Mobile Service programs		200	13	6.50
5	Conduct Land Kachcheri		375	36	9.60
6	Advise and resolve land issues		15000	7674	51.16
7	Training programs		50	40	80.00
8	Enter data into State Lands Information Management system		70000	118693	169.56

2.2 Special Programs

2.2.1 Bimsaviya Program

The Bimsaviya program is a national initiative implemented across 65 Divisional Secretariat divisions, in collaboration with the Ministry of Lands and the Land Title Settlement Department, to issue title certificates for land ownership.

Accordingly, by the end of the year 2024, a total of 5,801 grants under cadastral maps for state lands had been issued. Furthermore, advice was given for 512 land-related issues.

2.2.2 Implementation of the State Land Information Management System (e-Slims)

State Land Information and Management System has been designed to make the State Land management more efficient by using information technology. The information on State Lands are entered into this system at Divisional Secretary's divisions' level enabling to proceed with the issuance of documents in land distribution and the process of revenue collection, the follow ups and monitoring of distributed lands. This system, which initially began in 2013 with 40 Divisional Secretary's divisions in the Western Province, was effectively implemented in all Divisional Secretary's divisions island-wide by the end of 2024, except for the divisions where lands belong to the Mahaweli Authority or where no state lands exist.

Year	2022	2023	2024
Entering information to the data system as per the land documents. (No of documents)	24,499	20,492	15,955
Entering field information with tracings to the data system. (No of allotments)	14,766	19,178	70,102
1. Issuance of new Grants under the Land Development Ordinance	8,359	6,367	0
2. Issuance of free grants under the State Lands Ordinance	0	0	22,432
Number of Permits	517	722	917
Preparation of long term lease bonds	79	435	152

The target for 2024 was to enter 70,000 land documents to the State Land Information Management System and the Department successfully entered documents for 86,057 allotments with tracings to proceed through the system. In addition, 917 permits, 22,432 free grants under the State Lands Ordinance, as part of the Urumaya program, were printed through e-Slims and 152 requests related to long term lease recommendations and lease bond preparations have been forwarded through e-Slims. Further, 09 training programs were conducted under the implementation of e-Slims.

2.3 Future Goals

2.3.1. Other goals to be achieved in the year 2025 are mentioned below.

No.	Activities		Target
1	**Under Land Development Ordinance**		
i	Preparation of Permits (Inter Provincial)	Farmer class	5500
		Purchase price	1150
	Preparation of Permits (Provincial Council)	Farmer class	24450
		Purchase price	3500
ii	Follow-up activities of Grants (nomination of successor, confirmation of original ownership, disposition of grants, mortgage, mitigation of conditions)		2000
iii	Preparation of Middle Class Grants		100
2	**Under State Lands Ordinance**		
i	Alienation of lands on lease basis	Preparation of lease recommendations	4000
		Preparation of lease bonds	600
ii	Preparation of free grants		1000
iii	Release lands for government institutions	Vesting orders	150
		Release lands for departments	750
iv	Grants with absolute ownership		40000
v	Vesting lands to UDA / NHDA		50
vi	Preparation of Pooja Bhoomi Grants		50
vii	Preparation of Tsunami Grants		100
3	**Under Land Grants (Special Provisions) Act**		
i	Preparation of Instruments of Disposition		75
4	Conduct Mobile Service programs		20
5	Conduct Land Kachcheri		150
6	Advise and resolve land issues		15000
7	Enter data into State Lands Information Management system	Provincial	65000
		Inter Provincial	5000

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Head of the Department

Name : Chandana Ranaweera Arachchi

Designation : Land Commissioner General

Date : 28.02.2025

Chapter 03
Financial Performance of the Year
3.1 Statement of Financial Performance

ACA-F

Statement of Financial Performance

For the period ended 31st December 2024

Rs.

Budget 2024		Note	Actual 2024	Actual 2023	
-	**Revenue Receipts**				
-	Income tax	1			ACA-1
-	Taxes on domestic goods and services	2			ACA-1
-	Taxes on international trade	3			ACA-1
102,000,000	Non tax revenue and other	4	148,383,339	150,083.569	
102,000,000	**Total Revenue Receipts (A)**		148,383,339	150,083.569	
-	**Non Revenue Receipts**				
-	Treasury Imprests		427,724,000	292,282,000	ACA-3
-	Deposits		13,294,493	2,478,293	ACA-4
25,000,000	Advance Accounts		24,605,452	28,987,712	ACA-5/5(A)/5(B)
	Other main ledger account receipts			-	
25,000,000	**Total Non Revenue Receipts (B)**		**465,623,945**	**323,748,005**	
127,000,000	**Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)**		**614,007,284**	**473,831,574**	
-	**Remittances to the Treasury (D)**		162,705,229	41,234,321	
127,000,000	**Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)**		**451,302,055**	**432,597,253**	
	Less : Expenditure				

	Recurrent Expenditure				
518,440,060	Wages, Salaries & Other Employment Benefits	**5**	461,701,594	409,425,179	
159,500,000	Other Goods & Services	**6**	119,744,480	106,949,408	
2,000,000	Subsidies, Grants & Transfers	**7**	1,511,779	1,687,943	**ACA-2(ii)**
-	Interest Payments	**8**	-	-	
1,019,940	Other Recurrent Expenditure	**9**	530,350	779,276	
680,960,000	**Total Recurrent Expenditure (D)**		**583,488,203**	**518,841,806**	
	Capital Expenditure				
26,231,920	Rehabilitation & Improvement of Capital Assets	**10**	21,487,111	19,599,023	
42,768,080	Acquisition of Capital Assets	**11**	10,738,307	23,366,348	
-	Capital Transfers	**12**	-	-	**ACA-2(ii)**
-	Acquisition of Capital Assets	**13**	-	-	
1,000,000	Capacity Building	**14**	987,400	237,665	
-	Other Capital Expenditure	**15**	-	-	
70,000,000	**Total Capital Expenditure (E)**		**33,212,818**	**43,203,036**	
	Deposit Payments		53,924,816	4,701,310	**ACA-4**
	Advance Payments		30,275,530	27,739,319	**ACA-5**
-	Other Main Ledger Payments		-	-	
-	**Main Ledger Expenditure (F)**		**84,200,346**	**32,440,629**	
750,960,000	Total Expenditure G= (D+E+F)		**700,901,367**	**594,485,471**	
(623,960,000)	Balance as at 31st December J =(E-I)		**(249,599,312)**	**(161,888,218)**	
	Balance as per the Imprest Reconciliation Statement		**(249,599,312)**	**(161,888,218)**	**ACA-7**
	Imprest Balance as at 31st December		-	-	**ACA-3**
			-	-	

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2024

	Note		Actual 2024 Rs.	Actual 2023 Rs.
	-	-		
Non Financial Assets				
Property, Plant & Equipment	ACA-6		2,354,662,055	2,013,037,941
Financial Assets				
Advance accounts	ACA-5/5(a)		62,414,567	56,744,489
Cash & cash equivalents	ACA-3			
Total Assets			**2,417,076,622**	**2,069,782,430**
Net Assets / Equity				
Net Worth to Treasury			52,107,505	5,807,103
Property, Plant & Equipment Reserve			2,354,662,055	2,013,037,941
Rent & Work Advance Reserve	ACA-5(b)			
Current Liabilities				
Deposits Accounts	ACA-4		10,307,062	50,937,386
Imprest Balance	ACA-3			
Total Liabilities			**2,417,076,622**	**2,069,782,430**

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 1 to 31 and Notes to accounts presented in pages from 32 to 40 form an integral part of these Financial Statements. The preparation of these financial statements is in compliance with Financial Regulations 150 and 151 and State Accounts Guideline No. 06/2024 dated 16.12.2024.
We 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 to in agreement.

We certify that an effective internal control system for financial management is in place within the institution and periodic reviews are conducted to monitor the efficiency of the internal control system, and necessary adjustments are made to ensure its continued effectiveness.

....	....	....
Chief Accounting Officer	Accounting Officer	Chief Accountant
D.B. Wickramasinghe	Chandana Ranaweera Arachchi	E.D. Kumudu
Secretary, Ministry of Agriculture,	Land Commissioner General	**28.02.2025**
Livestock, Land and Irrigation	**28.02.2025**	
03.11.2025		

3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows

For the Period ended 31st December 2024

	Actual	
	2024 **Rs.**	**2023** **Rs.**
Cash Flows from Operating Activities		
Total Tax Receipts	149,239,817	76,498,191
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue collected for Other Heads	74,299,519	12,984,666
Impress Received	427,724,000	292,282,000
Advance recovered	16,305,195	19,241,681
Deposits Received	13,294,493	2,478,293
Total Cash generated from Operations (a)	**680,863,024**	**403,484,831**
Less : Cash disbursed for:		
Personal Emoluments & Operating Payments	338,121,853	293,077,300
Subsidies & Transfer Payments	939,660	1,107,001

Expenditure on Other Heads	78,894,487	6,720,836
Imprest Settlement to Treasury	162,705,229	41,234,321
Advance Payments	20,572,047	17,952,130
Deposit Payments	53,928,816	4,701,310
Total Cash disbursed for Operations (b)	**655,158,092**	**364,792,898**
NET CASH FLOW FROM OPERATING ACTIVITIES (c)=(a)-(b)	**25,704,932**	**38,691,933**
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from on Lending	-	-
Total cash generated from Investing Activities (d)	**-**	**-**
<u>Less : Cash disbursed for:</u>		
Capital Expenditure	25,704,932	38,691,933
Total Cash disbursed for Investing Activities (e)	**25,704,932**	**38,691,933**
NET CASH FLOWS FROM INVESTING ACTIVITIES (F)=(d)-(e)	**(25,704,932)**	**(38,691,933)**
NET CASH FLOWS FROM OPERATING & INVESTING ACTIVITIES (g)=(c) + (f)	-	-
<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 FLOWS 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 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Revenue Collected	
		Original 2024	Final	Amount (Rs.)	As a % of Final Revenue Estimate
2003.01.03	Lands and other lease rentals	102,000,.00	102,000,.00	148,383,.00	145

3.5 Performance of the Utilization of Allocated Provisions

Rs. ,000

Type of Provision	Allocated Provisions		Actual Expenditure	Utilized provisions as a % of final provision
	Original	Final		
Recurrent	634,200.00	680,960.00	583,488.20	85.68
Capital	70,000.00	70,000.00	33,212.81	47.44

3.6 In terms of F.R.208 provisions granted to this Department / District Secretariat / Provincial Council as an agent of the other Ministries/ Departments

Serial No.	Ministry/Department/ District Secretariat from where the provisions received	Purpose of the provision	Provision	Actual Expenditure	Utilized provisions as a % of final provision
1	Ministry of Lands	Fire Fighting service	63,375.83	63,375.83	100%
		Elevator	211,180.66	211,180.66	100%
		Fuel for the generator	47,550.00	47,550.00	100%
		PABX internal telephone system	173,066.00	173,066.00	100%
		Bimsaviya	12,500,000.00	917,602.40	7.34%
		Central A/C system service	645,083.76	645,083.76	100%
		Generator service	188,800.00	188,800.00	100%

2	Land Title Settlement Department	Central A/C system service	645,083.76	645,083.76	100%
		Internal telephone system	173,066.00	173,066.00	100%
		Elevator	211,180.66	211,180.66	100%
		Fire Fighting service	63,375.83	63,375.83	100%
		Generator service	188,800.00	188,800.00	100%
		Fuel for the generator	47,550.00	47,550.00	100%
		Bimsaviya Security Service	633,203.34	548,228	86.58
3	Settlement of Pension Loan Balance	Settlement of outstanding balance due from retired officers from pension gratuity			
4	Election Commission		87,500.00	87,500.00	100%

3.8 Performance of the Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2023	Balance as per financial Position Report as at 31.12.2024	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	959,554,053.09	1,062,978,345.90		
9152	Machinery	265,462,376.53	300,242,354.90		
9153	Lands	761,910,964,.51	946,228,807.62		
9154	Intangible Assets	-	-		

9155	Biological Assets	-	-		
9160	Work in Progress	26,110,547,.18	26,110,547.18		
9180	Leased Assets	-	-		

3.8 Report of the Auditor General

The Report of the Auditor General (attached herewith as Annexure I) will be included when submitting to the Parliament.

Chapter 4
Performance Indicators

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

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%-90%	75%-89%	50%-74%
Preparation of 38200 permits under Land Development Ordinance			51%
Preparation of 2000 grants under Land Development Ordinance			0.75
Issuance of 2300 land lease recommendations under State Lands Ordinance	123.35		
Issuance of 500 lease bonds under State Lands Ordinance	103.40		
Issuance of 800 free grants	117.13		
Release of 1200 lands for departments			60%
Vesting 50 lands to UDA / NHDA	145%		
Issuance of 100 Tsunami grants	145%		
Issuance of 50 Pooja Bhoomi grants			64%
Preparation of 50 instruments of dispositions			34%
Conduct of 200 mobile services			6.5
Conduct 375 Land Kachcheri			9.6
Enter 70000 data to State Land Information Management System	169.59		
Grants with absolute ownership			55.35
Advise and resolve land issues			51.16

Chapter 5
Performance of the achieving Sustainable Development Goals (SDG)

5.1 Identified respective Sustainable Development Goals

Goal	Target	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
(Sustainable Development Goal 1.4) Ensure that all men and women, in particular the poor and the vulnerable, have equal rights to economic resources, as well as access to basic services, ownership and control over land and other forms of property, inheritance, natural resources, appropriate new technology and financial services, including microfinance by 2030	Preparation of Permits under the Land Development Ordinance	Preparation of 38200 Permits		51.86	
	40000 Grants with absolute ownership	22138		55.35	
	Enter data into e-Slims system - 70000	118693 (Enter data relevant to the Urumaya program and the normal procedure)		169.56	

5.2. The progress and challenges of achieving Sustainable Development Goals

The target of preparing permits under the Land Development Ordinance in the year 2024 was 38,200 and its progress was 51.86%. The target of preparing grants under the Land Development Ordinance was 2,000 and its progress was 7,050. At the same time, the target of preparing permits through eSlims was 70,000 and target of preparing grants through eSlims was 14,000 and their progress was 36,044 and 6,367 respectively.

Due to the limited provisions and the strict adherence to the circulars regulating public expenditure management, it was very challenging to meet the target of 2024.

Chapter 6
Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	On Contract Basis	Vacancies
Senior	95	36	-	59
Tertiary	38	5	-	33
Secondary	710	458	9	252
Primary	121	92	-	29
	964	591	9	373

- The senior level includes the posts of Land Commissioner General, Land Commissioner, Chief Accountant, Chief Internal Auditor, Assistant Land Commissioner, Accountant, Surveyor, and Legal Officer.
- The tertiary level includes the posts of Administrative Officer, Colonization Officer (special), and Senior Superintendent of Works, Translator and Information Communication Technology Officer.
- The secondary level includes the posts of Development Officer, Superintendent of Works, Colonization Officer, Management Services Officers, Field Instructor, and Information Communication Technology Assistant.
- Primary level includes the posts of Driver, Motor Mechanic, Office Assistant (KKS), Office Laborer, Circuit Bungalow Keeper, Circuit Bungalow Laborer, Survey Assistant and Watchman.

In the current year, the Department of Management Services revised the cadre positions within this department.

Accordingly, the posts of Social Scientist and Record Keeper, which were classified as Secondary Level, have been suppressed, along with the posts of Motor Mechanic and Store Keeper, which were classified as Primary Level. The post of Field Instructor, which falls under the Secondary Level, and the posts of Office Labourer and Watchman, which are classified under the Primary Level, have been approved as personal to the position holders. These posts have been updated to be abolished upon the retirement of the current officer or if they become vacant for any other reason. Furthermore, the post of Program Officer, which was also a Secondary Level position, has been revised and renamed as 'Development Officer'.

6.2. The Impact of the Lack of Human Resources on the Performance of the Institute.

Despite continuous requests to the Ministry of Public Services, Provincial Councils and Local Government to fill the vacancies in the Combined Service, it has not been possible to fill all of them. There are considerable numbers of vacancies in the departmental posts as well. The main reason for this is the number of vacancies in the post of Colonization Officer. Since 70% of the vacancies in the post of Colonization Officer are to be filled on an open basis, a request was submitted to the Cabinet Subcommittee to fill those vacancies, but it has not been approved, and therefore it has not been possible to fill those vacancies.

Due to the shortage of human resources, the responsibilities of the department are currently being shared among the existing officers, which negatively impacts their efficiency and productivity. If this shortage were addressed, the overall performance of the department would improve.

6.3. Human Resource Development (2024)

Serial No.	Name of the Program	No. of staff trained	Duration of the Program	Total Investment (Rs)		Objective of the Program
				Local	Foreign	
1	Post Graduate course for the staff officers	06	02 Years	985,000	-	To fulfill the required qualifications for the promotions of the officers as per the service minute
2	Tamil Language Course	21	06 Months	48,214	-	To provide Tamil language training to public officers.
3	Tamil Language Course (M.S.S.)	2	06 Months	3,000	-	To provide Tamil language training to public officers.
4	Training Program on Traffic Laws and Road Accidents and Training Program on Mechanical Skills	12	03 Hours	600	-	To raise driver awareness of traffic laws and road accidents and to enhance mechanical skills.
5	Training Program on Public Financial Management	65	02 Hours	1,420	-	To provide officers with knowledge on public financial management.
	Total			**1,047,234**		

Chapter 7

Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation For Non Compliance	Corrective actions proposed to avoid non-compliance in future
01	**The following Financial statements / accounts have been submitted to the due date**			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)			
1.4	Stores Advance Accounts			
1.5	Special Advance Accounts	Complied		
1.6	Other			
02	**Maintenance of books and registers (F.R. 445)**			
2.1	Fixed assets register has been maintained and updated in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and updated	Complied		
2.3	Register of Audit queries has been maintained and updated	Complied		
2.4	Register of Internal Audit reports has been maintained and updated	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and updated	Complied		
2.7	Inventory register has been maintained and updated	Complied		
2.8	Stocks Register has been maintained and updated	Complied		
2.9	Register of Losses has been maintained and updated	Complied		
2.10	Register of Liabilities has been maintained and updated	Complied		

2.11	Register of Counterfoil Books (GA - N20) has been maintained and updated	Not complied	For this purpose, the information is updated and maintained according to a model prepared by the department.	Steps will be taken to update information through the GA-N20 register in the future.
03	**Delegation of functions for financial control (F.R. 135)**			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied.		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
04	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
05	**Audit queries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
06	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		

6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
07	**Audit and Management Committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
08	**Asset Management**			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of F.R. 772	Complied		
09	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Not complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		

9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	-		
10	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Not complied		1. Recovered in premiums. 2. Measures are being taken to recover.
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Not complied		Instructions were given to take measures as per F.R. 571.
13.2	The control register for general deposits had been updated and maintained	Complied		
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		

14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Not complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	**Revenue Account**			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Complied		
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	**Provision of information to the public**			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	**Implementing citizens charter**			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not complied		Preparation is underway
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's			

	charter as per paragraph 2.3 of the circular			
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Not complied	Included in the Human Resource Plan. Opportunities for trainings were limited with the circulars issued in this year to control expenditures.	
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	**Responses to Audit Paragraphs**			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		