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தொழில் அமைச்சு
Ministry of Labour

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2024

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Annual Performance Report - 2024
Ministry of Labour

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Chapter One

Institutional Profile/ Executive Summary

Institutional Profile Implementation Summary

1.1. Introduction

The prime mission of the Ministry of Labour is to formulate and implement policies to enhance the contribution of the local labour force to economic development by safeguarding the occupational rights of employees in the private and semi-government sectors, ensuring social security, industrial peace, referring skilled workers to the job market, facilitating employment opportunities, ensuring job security, and promoting productivity in the country.

In pursuit of this mission, the key function of this Ministry is to formulate policies, plan, implement, monitor and follow up on programmes and projects related to the scope of labour and the scopes of institutions affiliated to the Ministry, based on the tasks assigned and national policies in terms of the Gazette Extraordinary Notifications No. 2289/43 dated 22.07.2022 and No. 2412/08 dated 25.11.2024, in accordance with the sustainable development goals and international conventions ratified by Sri Lanka.

1.2. Vision, Mission and Objectives

Vision

A satisfied, productive labour force

Mission

Contribute to socio-economic development through industrial peace and cooperation, social security, protection of labour rights and promotion of productivity.

Objectives

- Strengthening employer-employee relations through tripartite empowerment.
- Ensuring working conditions and employee rights align with international standards.
- Elimination of child labour.
- Empowering working women, strengthening occupational safety and occupational laws, rights
- Enhancing flexibility in labour laws and procedures
- Formulating effective strategies to ensure social security of working people

1.3. Key functions of the Ministry

- Policy formulation, implementation, monitoring and following up of programmes and projects in relation to the subjects of Labour, based on the

national policies implemented by the government.

- Providing public services within the purview of the Ministry in an efficient and public friendly manner
- Reforming all methods and procedures using modern management methods

and technology to help ensure the performance of the Ministry's duties while eliminating waste and corruption.

- To deal with other matters relating to the administration of the Labour Tribunals.
- Formulation and implementation of policies for labour relations standards, employee administration, welfare and health in line with international standards.
- Maintain cooperation with International Labour Organization and International Social Security Associations.
- Administration and regulation of Employees' Provident Fund, private provident Fund and private pension schemes.
- Industrial relations and resolving of industrial disputes.
- Matters relating to formulation and regulation of rules and regulations relevant to labour relations.
- Registration of trade unions and introduction and implementation of positive measures for harnessing activities of all trade unions in the public and private sectors for the country's development.
- Implementation of the National Policy on Manpower and Employment.
- Creating a Social Security Fund to cover all levels of employees in the private sector
- Creating a social security fund that covers all employees
- Eliminating barriers for women to effectively occupy executive and management positions
- Introducing a long term insurance plan and pension benefits scheme for registered construction workers

1.4. Divisions under the Ministry

1.4.1. Administration and Establishments Division

The administration, management, general maintenance, training and coordination of the Ministry and the institutions operating under it, and human resource management and related duties are carried out under this division.

Accordingly,

- Maintaining personal files of all public officers attached to the Ministry and the supporting staff of the Hon.Minister and establishment activities related to them and updating information on the staff
- Establishment and administrative affairs to be concerned at the ministerial level in respect of the officers working in the departments and statutory bodies under the Ministry
- Preparation of cabinet memoranda for Ministry and taking action in respect of cabinet decisions
- Providing policy contribution to industrial cooperation, employment promotion and safety through updating of existing laws and enacting new ones
- Providing answers to referrals made by the Consultative Committee and Public Petitions Committee as well as parliamentary questions
- Referring public complaints forwarded by the Presidential Secretariat and the Prime Minister's Office as well as public grievances received directly from the public to the relevant institutions.
- Administration of vehicles of the Ministry, provision of necessary infrastructure facilities, training

activities, management of capital goods and equipment, activities relating to overtime, holiday payments, gratuity insurance and approval of distress loans.

1.4.2. Development Division

This division works on behalf of the Ministry of Labour by utilizing Sri Lanka's commitment to the International Labour Organization (ILO) as a member nation of that organization, safeguarding labour rights in the country and resolving issues in the labour sector under internationally recognized conventions and recommendations.

- Presenting the progress made by Sri Lanka in relation to the implementation of the conventions of the ILO ratified by Sri Lanka to the ILO within the prescribed period
- Taking steps to inform the international community based on the progress Sri Lanka has made in the labor sector
- Taking measures to procure the financial and technical assistance of the ILO for resolving issues pertaining to the field of labour
- Initiating actions to have foreign training provided to officials of the Ministry and institutions thereunder
- Taking necessary action to draft new laws and amend existing labour laws to be in tune with the present, and to implement them and follow up thereof
- Entering into new MOUs/agreements, updating agreements, following up on the performance of agreements, activities related to joint committee

meetings and all activities related to Regional / Global Dialogue

- Organizing mobile service programmes

1.4.3. Planning and Monitoring Division

Devising plans of the Ministry and all institutions under its purview required for navigating the development plans towards the set targets, and the implementation of them, progress review and follow up thereof are the key functions of this division and the division executes the following duties as well.

- Preparation of the annual action plan, outlining the development goals of the Ministry and its affiliated institutions, and submit it to the relevant stakeholders and making them implement the plan, at the same time, monitoring and encouraging the achievement of the targets through progress review and follow up thereof.
- Coordination with the Presidential Secretariat, Ministry of Finance, Department of Project Management and Monitoring and Department of National Planning in terms of National Budget Circular and submission of progress reports monthly and quarterly.
- Identifying and submit project proposals for preparation of annual budget estimates
- Preparation of the annual performance report detailing the progress achieved by the Ministry and submission of progress report for the committee stage debate of the budget.

- Appraisal of development project proposals related to the curriculum and referral to the Department of National Planning as appropriate.
- Contributing as relevant to action plans implemented by other Ministries

1.4.4. Finance Division

The core responsibility of the Accounts Division is to take necessary measures for efficient, effective and economical administration of financial resources allocated from the annual budget to the Ministry in compliance with state policies.

- Conducting Annual Board of Survey as per the relevant Circular
- Preparation of reports related to the agency of the financial authority and carrying out the work of delegation of financial powers
- Preparation of Annual Budget Estimate
- Preparation of Annual Financial Statement
- Preparation of Committee Report on Public Accounts, submission of monthly and quarterly financial reports to the General Treasury and other relevant institutions.
- Updating and maintaining the audit query documents and forwarding the answers to the relevant audit queries to the Auditor General

1.4.5. Internal Audit Division

The internal audit activities of the Ministry are carried out in accordance with the appointments made in terms of Section 40 of the National Audit Act to ensure that the responsibility of the Chief Accounting Officer is carried out as set out in Section 38(b) and (f) of the said Act and

requirements of Circular No. 01/2019 dated 12/01/2019 of the Department of Management Audit, and the relevant amendments thereto, and the powers vested in the Internal Audit Division in terms of FR 133 and FR 134.

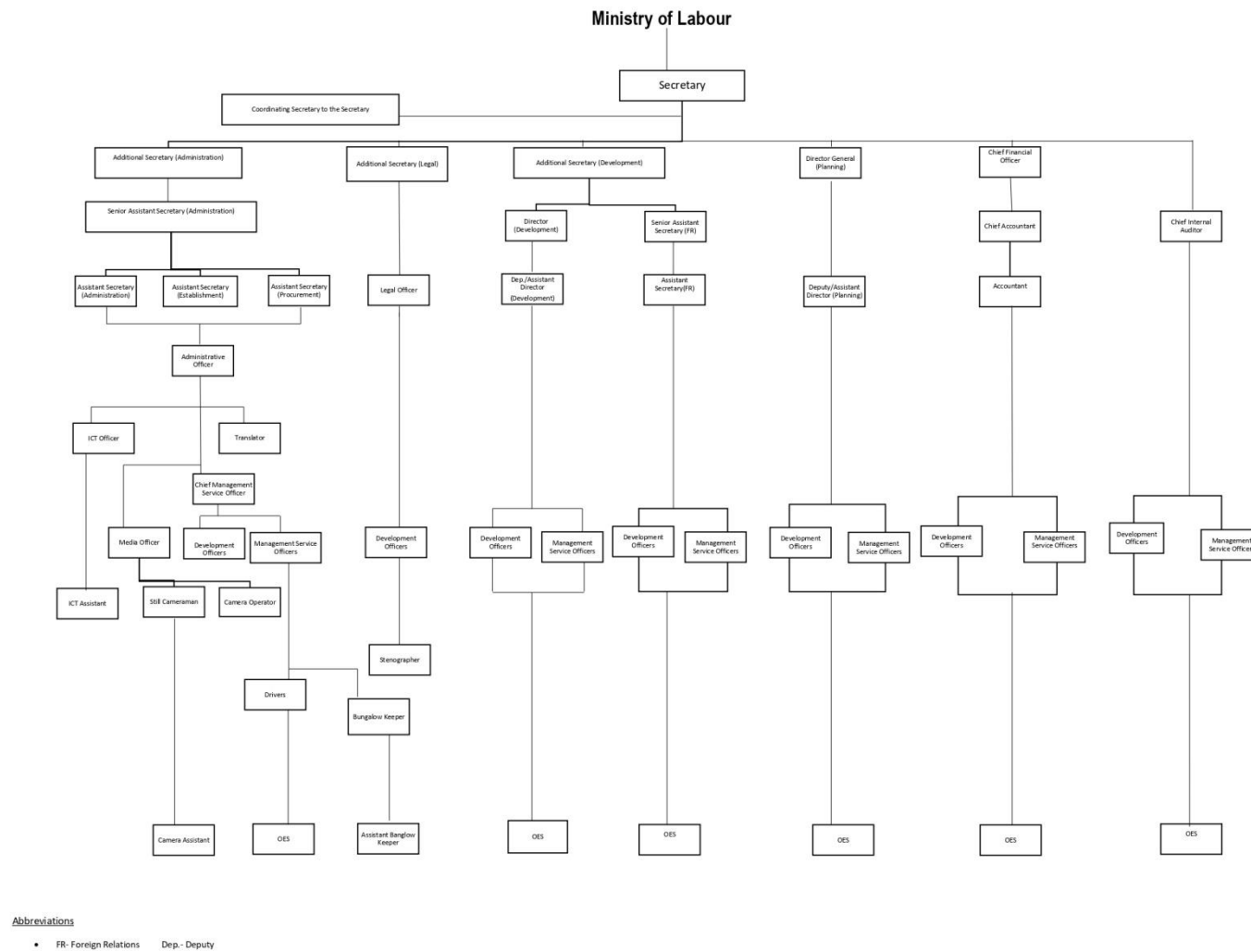
The responsibility conducting the relevant internal audit activities of the Ministry of Labour and Departments and Institutions under it and carrying out special investigations as per the requirement, also fall under the scope of internal audit.

- Assessing the effectiveness of the internal audit and control system within the organizations
- Examining the compliance with the Establishment Code of the Government, the Finance Regulations of the Government, and the Finance Regulations and circulars, as well as other supplementary instructions periodically issued by the Ministry of Public Administration and the General Treasury
- Efficient management of internal audit activities in alignment with the mission and objectives of the Ministry of Labour, its departments, and other affiliated institutions, adhering to audit principles and systems
- Assessing the control systems established to ensure adherence to policies, plans, procedures, laws, and regulations that may significantly impact the activities of the Ministry
- Evaluating and verifying the measures taken to protect assets and verify the existence of assets
- Evaluation of activities or programs and verification of information to ascertain whether physical and financial progress has been achieved in

accordance with the established objectives of the Ministry

- Provide guidance to establish appropriate internal control processes and risk management processes for each division of the organization
- Communicating findings post-audit and submitting necessary corrections thereafter
- Preparation and implementation of annual audit plan
- Making necessary arrangements for the submission of reports to the Department of Management Audit by the due date
- Convening the Audit and Management Committee meeting and conducting the necessary activities
- Performing and reporting on specific duties as assigned by management from time to time

1.5 Organization Chart



1.6. Institutions Affiliated to the Ministry

1.6.1. Department of Labour

The main role of the Department of Labour, a key institution established under the Ministry of Labour, is to ensure the rights granted to the private and semi-government sector employees in Sri Lanka as stipulated by labour laws. The Department of Labour is also actively working to promote industrial peace by fostering employer-employee relations and strengthening workers' rights with the collaboration of employers.

Similarly, in line with the government's policy of creating a more conducive environment for encouraging investment, the Department of Labour is providing necessary support to the Ministry of Labour for the initial work of introducing a new labour law that will replace the decades-old and complex labour laws with a simpler one that will contribute to promoting the employer-employee relationship.

The Department of Labour's head office operates under 14 main divisions and performs its services at the district and regional levels under 11 Zonal Deputy Labour Commissioner Offices, 40 District Labour Offices, 17 Sub-Labour Offices, and 10 District Labour Offices.

Key Functions

- Making arrangements to enhance employer-employee relations at the institutional level by promoting social dialogue.
- Ensuring the protection of workers' rights through the enforcement of labour laws.

- Settlement of industrial disputes through conciliation, collective agreements, and arbitration.
- Provision of social security for employees through the Employees' Provident Fund.
- Addressing the occupational safety and health of employees.
- Dealing with elimination of child labour and protection of employed women
- Making arrangements to protect labour standards by strengthening wages and working conditions

1.6.2. Department of Manpower and Employment

The Department of Manpower and Employment has been operational since 2010.01.01 with the aim of identifying global and local labour market trends and aligning Sri Lanka's human resources with the labour market, and achieving the objectives of human resource development, enhancing the quality of the workforce, and securing the contribution of the youth community to the national economy through career guidance and job creation.

Key functions

- Formulation and implementation of National Manpower and Employment Policy.
- Job creation and promotion activities
- Career guidance activities
- Collection, analysis and dissemination of labour market information
- All services related to public employment service

As the responsibility of preparing and implementing a National Manpower and Employment Policy stated as the first task

has now been assigned to the National Human Resource Development Council, the department contributes to accomplishing the above objectives as a stakeholder institution.

1.6.3. National Institute of Labour Studies

The National Institute of Labour Studies was established on 11 September 2007 and was enacted by the National Institute of Labour Studies Act No. 12 of 2010. The Institute is governed by a governing board comprising the tripartite partners in the labour sector, namely employers, employees and government employees.

Key functions

- Conducting labour study programmes in collaboration with local or foreign institutions, taking steps to ensure the welfare of workers to make them active participants in the development process.
- Conducting seminars, workshops, conferences and meetings on labour studies and publishing magazines, journals, periodicals and books.
- Conducting research, surveys and making arrangements for courses related to labour studies, establishing and maintaining library and information services.
- Working in close cooperation with national and foreign institutions, organizations, associations and societies with similar objectives
- Conducting courses, including diploma programmes in labour studies, in collaboration with universities and similar institutions and awarding certificates and diplomas as necessary
- Engaging in activities aimed at maintaining industrial peace

1.6.4. National Institute of Occupational Safety and Health

The National Institute of Occupational Safety and Health has been established as an affiliated institution of this Ministry by the National Institute of Occupational Safety and Health Act, No. 38 of 2009, with the aim of creating a safe and healthy workforce in Sri Lanka by following good occupational safety measures and good health practices.

This institute works on to creating a prolific workforce in Sri Lanka through daily environmental measurement surveys, risk assessment and medical examinations as well as trainings conducted as special programmes, projects and activities carried out on the basis of international cooperation with other countries.

Key functions

- Providing guidance to the government in formulating a national policy on occupational safety and health in the workplace, ensuring the well-being of both employers and employees while considering workplace safety and the nature of work.
- Advising the government on measures to be taken to prevent work-related accidents and injuries at workplaces
- Organizing, facilitating, and supporting educational programs and research initiatives in the field of occupational safety and health.
- Offering advisory services to institutions and individuals on the safe and effective use of equipment, hazardous substances, and physical,

chemical, or biological agents or products.

- Facilitating knowledge dissemination and training on occupational safety and health and related subjects for employees, residents, workers, or other relevant parties, in collaboration with institutions or universities in Sri Lanka or abroad, and awarding certificates or diplomas upon completion.
- Providing services required for the correct use of equipment, hazardous materials, physical, chemical, biological substances or products and the prevention of psychosocial hazards and identified hazards.
- Delivering essential services for the proper utilization of equipment, hazardous materials, physical, chemical, and biological substances or products, while ensuring the prevention of psychosocial and other identified hazards.
 - Monitoring and evaluating whether work is being carried out correctly and properly
- Engaging in the collection, compilation, dissemination, and publication of information related to occupational safety and health in collaboration with relevant stakeholders.
- Organizing and sponsoring seminars, workshops, and other programs to promote awareness and best practices in occupational safety and health.
- Facilitating the coordination of inter-ministerial projects, programs, and activities related to occupational safety and health.
- Establish and maintain libraries and laboratories to promote and improve

training in occupational safety and health.

- Development of research and special laboratories
- Establishing and maintaining collaborations with national and international institutions, universities, and organizations in the field of occupational safety and health.
- Developing and implementing national standards for occupational safety and health.

1.6.5. Office of the Commissioner for Workmen's Compensation

The primary responsibility of the Office of the Commissioner for Workmen's Compensation is to implement the provisions of the Labour Ordinance No. 19 of 1934, which provides for compensation for accidents occurring in the course of employment, and the amendments made thereto from time to time. The Labour Compensation Court consists of 14 Circuit Courts covering the entire island with the powers of District Judges and magisterial powers and consists of a staff of 43 including the posts of the Commissioner of Workmen's Compensation, Additional Commissioner of Workmen's Compensation and Deputy Commissioner of Workmen's Compensation, appointed by the Judicial Service Commission, a Class I post of the Sri Lanka Accounting Service and a post of the Sri Lanka Administrative Service. The main objectives of the Office of the Commissioner for Workmen's Compensation are to recover compensation for employees who are injured in accidents while on the job, to recover compensation for employees who

suffer from diseases contracted due to the nature of their work, and to recover compensation for the dependents of employees who die in accidents while on the job.

Provisions of the Code of Criminal Procedure, Code of Civil Procedure, and Evidence Ordinance are applicable for the workmen compensation court procedure, the appeal procedure is equivalent to that of district court.

Key functions

- Activities pertaining to recovery of compensation from employers for accidents, occupational diseases arising out of in the course of employment in the public or private sector and for dependents in the event of death of a workman
- Keeping the custody of the compensation entitled to minor dependants of a deceased workman in National Savings Bank until they reach maturity.
- In circumstances where the employer defaults the payment of compensation, seizing the movable and immovable property of such employer and sell them in public auction to recover compensation.
- Issuance, renewal and cancellation of workmen compensation insurance licenses
- Conducting onsite inspections in event of an accident caused to an employee.
- Causing compensation to be recovered for workmen employed in ships and aircraft registered in Sri Lanka for accidents caused outside Sri Lanka.

1.6.6. Shrama Vasana Fund

The Shrama Vasana Fund, established by Act No. 12 of 1998 (as amended by Act No. 15 of 2019), is an institution established under the Ministry of Labour for the welfare of workers. Since its inception, various welfare programmes have been conducted and arrangements have been made for the upliftment of Sri Lankan employees through the six objectives of the Shrama Vasana Fund Act.

The main source of funding of ‘Sharma Vasana Fund’ is the income from the “Jathika Sampatha” lottery of the National Lotteries Board.

Key functions

- Promotion of the welfare of employees and their dependants.
- Providing financial and other assistance to employees when the institutions they were working in, are closed down without prior notice
- Providing medical and other facilities to employees and their dependants in times of emergency
- Providing temporary assistance to employees when inquiries are instituted against them
- Providing financial and other benefits to employees or their dependents, in times of distress.
- Presenting gifts to persons who have rendered outstanding service to employee welfare
- Providing financial relief to obtain legal assistance to employees where proceedings in respect of termination of employment of an employee or of an industrial dispute, is initiated or pending under the provisions of any

written law, before the Commissioner General of Labour, a Labour Tribunal, an Arbitrator or an Industrial Court or any court of law

Chapter Two

Progress and Future Outlook

Progress and Future Outlook

Of the country's 8.40 million labour force, 8.01 million individuals are employed and among them, 3.75 million are engaged in the private and semi-government sectors, exclusive of government personnel, self-proprietors, and contributors to family-owned businesses. This Ministry is responsible for maintaining industrial peace in the country and thereby contributing to the socio-economic development of the country by implementing mechanisms to ensure the occupational rights, occupational safety and health and social security of those employees. For this purpose, this Ministry implements a number of programmes.

This chapter contains a summary of the progress achieved by the Ministry and institutions affiliated thereto up to 31 December 2024 through activities carried out for the realization of their respective objectives.

2.1. Ministry of Labour

2.1.1. Legal Affairs

2.1.1.1. Strengthening the legal framework to safeguard the occupational rights of employees

Formulating legal provisions in compliance with recognized national and international socioeconomic conditions and labour conventions and standards enabling an investment friendly environment in Sri Lanka and paving the way for the future advancement of the country is a timely responsibility entrusted to the Ministry. Currently, there are 50 acts and ordinances, and regulations in force in

Sri Lanka aimed at safeguarding the rights and welfare of the working people. In order to meet the present and future challenges as well as to ensure the rights of the working people, necessary steps have been taken to amend the relevant Acts and Ordinances to ensure benefits to all parties by removing and simplifying the complexities between the Acts.

- **Amending labour laws with provisions meeting current demands**

The existing acts and ordinances enforced by the Department of Labour are insufficient to effectively respond to the contemporary socioeconomic changes and the corresponding transformations in the world of work. There is a growing need for a labor law that not only safeguards the rights of the working community but also supports the sustainability of businesses and enhances the attraction for foreign investors. Similarly, there is a necessity to streamline and simplify the Acts, thereby eliminating complexities and ensuring benefits for all parties involved. Considering this, in order to amend the provisions of 13 Acts currently in operation, in accordance with the Cabinet Decisions CP No./23/1439/625/025 dated 07.08.2023 and CP No./23/1439/625/025-I dated 30.10.2023, the rough draft has been forwarded to the Legal Draftsman on 17.11.2023 to be prepared as a draft bill. This rough draft is to be further considered in light of the current government policies, and necessary amendments to be made and submitted to the new Cabinet of Ministers.

- **Amendment of the Shop and Office Employees Act, No. 19 of 1954 to suit the welfare of employees and to suit the present**

Shop and Office Employees (Regulation of Employment and Remuneration) (Amendment) Act, No. 28 of 2024 containing the provisions for the employment of women at night work in institutions as per the need of the hour, was passed in Parliament on 09.05.2024.

- **Amendment of the Employees' Provident Fund Act, No. 15 of 1958 to suit the welfare of employees and to suit the present**

As per the Cabinet decision CP No./24/1234/625/017 and dated 01.07.2024, the Bill has been referred to the Legal Draftsman on 06.08.2024 for preparation as a bill. However, the necessary amendments will be made after considering the further identified amendments and in light of the current government policies and will be submitted to the Cabinet of Ministers in the future.

- **The National Institute of Occupational Safety and Health Act, No. 38 of 2009**

The bill has been referred to the Legal Draftsman on 19.04.2023 in accordance with the Cabinet decision CP No. 23/0396/625/003 dated 07.03.2023. The Legal Draftsman has requested observations on certain matters in this regards and is to be further considered and amended in light of the new government policies, including amendments to be further made in accordance with current global and market requirements, and submitted to the Cabinet of Ministers.

2.1.2. Foreign Relations

2.1.2.1 Maintaining international labour standards

- I. Under Article 22 of the International Labour Organization (ILO), 4 reports for conventions have been prepared for the year 2024 submitted to the ILO.
- II. 01 report has been prepared and submitted to the International Labour Organization for non-ratified conventions under Article 19 of the International Labour Organization (ILO).
- III. Conducting 02 rounds of meetings related to the National Steering Committee on the Elimination of Child Labour (NSCECL) and coordinating all related activities.
- IV. The report of the Tripartite Committee meeting on the establishment of a Social Security Fund with the technical assistance of the International Labour Organization has been submitted to the Cabinet of Ministers. Subsequently, the Cabinet of Ministers has instructed the Secretary to the Ministry of Finance, Planning and Economic Development and the Secretary to the Ministry of Labour to jointly take steps to review and revise the National Social Security Policy of Sri Lanka, which was previously approved by the Cabinet of Ministers. Similarly, the Cabinet has also instructed the Ministry of Finance, Planning and Economic Development to submit the revised National Social Security Policy of Sri Lanka through the Ministry of Finance, Planning and Economic Development.
- V. Coordinating and following up all activities related to the participation of

tripartite delegates to the International Labour Conference held annually in Geneva. Accordingly, the International Labour Conference was held from 03.06.2024 to 14.06.2023 and was attended by 09 delegates representing Sri Lanka.

- VI. Arrangements are being made to formulate, launch and implement the Development of Employment Recovery Strategy, under decent work, with the technical assistance of the International Labour Organization (ILO) through a tripartite committee with the objective of finding solutions to labour market issues, which was a timely need due to the economic crisis
- VII. Taking steps to make the officials of other institutions related to this Ministry and officials of the Department of Labour participate in foreign scholarship workshops and training programmes. During the period from January 01, 2024 to December 31, 2024, 67 officers have been referred to foreign training courses and workshops.
- VIII. Taking actions on the Memorandums of Understanding (MoUs) to be signed between Sri Lanka and foreign countries in the field of social security, education and all related programmes.
 - Arrangements are being made for the signing of the Memorandum of Understanding (MoU) on Social Security Agreement between India and Sri Lanka. The agreement has been finalized and is awaiting ratification by the Indian side.
 - Arrangements are being made for the signing of a Memorandum of Understanding (MoU) between the National Institute of Labour Studies, Sri Lanka, and the V.V. Giri National Institute of Education, India. The agreement has been finalized and is awaiting clearance from the Attorney General's Department.
- IX. Coordinating all activities related to projects and workshops implemented with the technical assistance of the International Labour Organization. This includes a Decent Work Country Programme (DWCP) meeting and two Unemployment Insurance Consultation Meetings. The ILO submitted the Actuarial Report on the Unemployment Insurance to the Government.
- X. Submission of visa request letters to the Ministry of Foreign Affairs for the officers of the International Labour Organization who are visiting Sri Lanka for the purpose of providing technical assistance. Accordingly, 42 letters of request have been submitted from 01.01.2024 to 30.09.2024.
- XI. Providing information related to important aspects of economic development and outlook for economic development published annually by the Central Bank of Sri Lanka and one report related to the Annual Report of the Central Bank has been submitted.
- XII. 05 key committee meetings and 03 sub-committee meetings on plantation labour issues have been held with the local plantation companies and 01 meetings have been held with the Red Flag Organization.

2.1.3. Planning, Research and Development activities

- **Conducting mobile service programmes**

24 mobile service programmes were successfully conducted at the district level under the banner of "GLOCAL FAIR – 2024 with the aim of introducing facilities and opportunities for migrant workers and the young children of migrant workers' families, preparing them to join the future labour market by enhancing their educational and professional skills, providing opportunities for members of migrant workers' associations to deliver services aimed at improving the living conditions of migrant workers and addressing their pressing concerns, conducting the 'Garu Saru' programme to enhance the professional dignity of workers engaged in occupations that are often undervalued in the labour market promoting the 'Smart Club' concept for school children and school dropouts to equip them with the knowledge and skills necessary for future employment opportunities and distributing school stationery to underprivileged children through the Shrama Vasana Fund.

- **Action plan related matters**

Initial work was carried out to revise the annual action plans of the Ministry and affiliated institutions in line with the present government policies.

- **Implementation of decent work programme**

The decent work programme operates within four pillars: job creation, promotion and national productivity, workplace ownership, social protection, and social dialogue. In addition to these 4 main

pillars, each sector is coordinated by implementing programmes covering the subject areas of productivity promotion and gender mainstreaming.

Under the decent work programme, Rs. 8.4 million has been allocated to the following institutions to implement various programs and projects.

Table 2.1 - Implementation of decent work programme

	Institution	Reserved allocation (Rs.)	Amount used (Rs.)	Expense percentage
01	Department of Labour			
i	Social Dialogue and Workplace Cooperation Division	3,039,000.00	1,682,896.00	56%
ii	Women and Child Affairs Division	3,837,000.00	2,966,918.97	77%
iii	Occupational Health Division	244,000.00	244,000.00	100%
iv	Industrial Safety Division	915,000.00	909,295.00	99%
v	Planning Research Training and Publication Division	453,000.00	375,092.25	83%
	Total	8,488,000.00	6,178,202.22	72.78%

2.1.4. Administrative and Establishment affairs

- I. Under the submission of Cabinet Papers, from January to December 2024, the Ministry submitted 26 Cabinet Memoranda to the Cabinet of Ministers. Of these, 20 received Cabinet approval. The remaining memoranda were referred to various institutions for observations, approvals, or other necessary actions due to specific requirements.
- II. During the period under review, 713 public complaints have been received from government institutions such as the Presidential Secretariat, the Prime Minister's Office, various ministries and departments, as well as directly from the public. All of them have been referred to the Department of Labour and other relevant institutions for further actions and response reports have been obtained.

In addition, in accordance with the proposal to provide compensation to the employees of the Thulhiriya-Pugoda National Textile Mills Ltd. who lost their jobs due to a strike in 1978, applications were submitted for 2259 employees to

obtain information about the relevant employees. The Cabinet of ministers approved the payment of compensation to 1717 eligible employees and forwarded the information to the Ministry of Finance to allocate the relevant financial provisions.

- III. 26 Requests have been received under the Right to Information Act and information has been provided for all requests. Similarly, in late 2024, this ministry introduced a WhatsApp number (070 722 7877) for public complaints, suggestions and comments.
- IV. During the period under review, 43 Ministry officers participated in training courses conducted by various institutions. These officers were assigned to attend training programmes deemed essential for fulfilling their duties, in compliance with service regulations and recruitment procedures. The expenses for these training courses were happened to be managed in strict adherence to the expenditure management circular.

Table 2.2 - Progress of establishment affairs

No.	Activity	Progress
01	Answers to parliamentary oral questions	12
02	Reports referred to the Committee on Public Petitions	1
03	Submission of Annual Reports for Cabinet Approval	2
04	Submission of Annual Reports to Parliament	5
05	Observations to Cabinet Memoranda	6

2.2. Department of Labour

2.2.1. Social security of employees

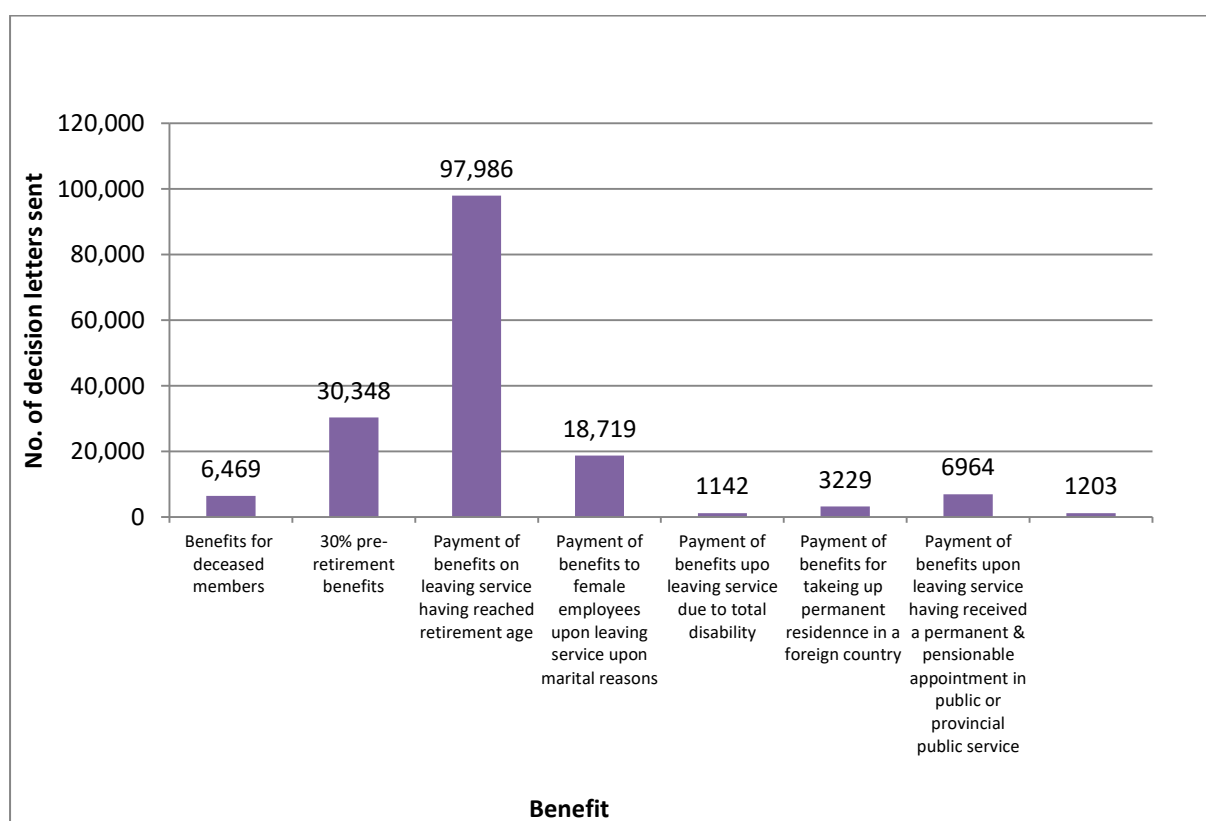
The Employees' Provident Fund has been established by the Employees' Provident Fund Act, No. 15 of 1958 for the social security of the employees of the private sector and the semi-government sector in Sri Lanka. The administrative functions of this fund are carried out by the Department of Labour and its funds are managed by

the Monetary Board of the Central Bank of Sri Lanka. Accordingly, the functions performed by the Department of Labour from 01.01.2024 to 31.12.2024 are as follows.

- **Payment of benefits of EPF**

166,060 decision letters have been sent regarding the payment of EPF benefits from 01.01.2024 to 31.12.2024 and the details are shown in the graph below.

Graph 2.1- Number of decision letters sent for payment of EPF benefits from 01.01.2024 to 31.12.2024



- **Sending notices to charge contributions from employers who default on contributions**

First notices and red notices are issued for employers who fail to make contributions as stipulated and if such notices are not

properly responded to, action is taken to constitute legal actions and recover the contributions together with the surcharge and account them.

Table 2.3 - Issuance of notices related to the collection of contributions and the amount calculated

Notice	Number of notices sent	Amount calculated related to first notices Rs.mn.
First notice	14,412	7247
Red notice	7040	391

- **Promoting the Employees Provident Fund and increasing the efficiency of service delivery to clients**

The new office premises on the first floor of the Labour Secretariat building were opened on 06.08.2024 to provide EPF related services to the employees at a single location. Accordingly, the Claim Branch, EPF Death Claims 'L' Branch, the 30% Pre-Benefit Payment Branch, and the Central Filing Section (CFS) is established on the first floor and services are being provided. Similarly, the new system of registering employees as members of the Employees' Provident Fund (EPF) for the District Labour Offices in North Colombo, South Colombo, East Colombo, West Colombo and Central Colombo has also been facilitated at this location.

Similarly, mobile service programmes were also conducted during the year 2024 with the assistance of the Central Bank of

Sri Lanka to mitigate the problems arising due to the lack of proper awareness

regarding the Employees' Provident Fund among the members and to educate the members as well as the employers.

The development of a new software for the registration of employees under the Employees' Provident Fund was carried out in the year 2023 and its future activities were carried out in the year 2024. Accordingly, the installation of this new software in all District and Sub-Labour offices was completed by December 2024. Via this, it is expected to make the registration of employees under the Employees' Provident Fund more efficiently.

Similarly, necessary measures were identified to promote employer registration and streamline the institution registry. Accordingly, conducting at least 04 group inspections per month was started by the Labour offices. It is also planned to carry out other activities identified in the year 2025 such as raising public awareness

through media usage, and promoting field inspections by utilizing information about institutions available in the data systems of other government and semi-government institutions such as the Employees' Trust Fund Board.

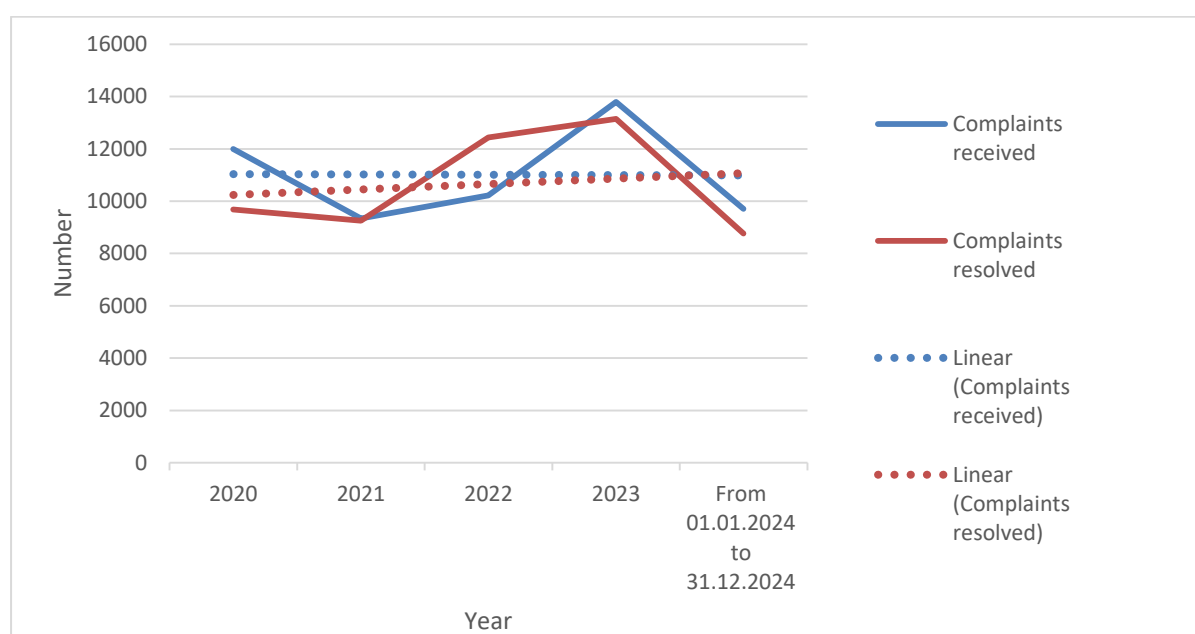
In order to simplify the system of payment of Employees' Provident Fund benefits, the necessary amendments to the Employees' Provident Fund benefits application forms, amendments to the data systems, etc., were identified and relevant steps were initiated.

2.2.2. Industrial Relation

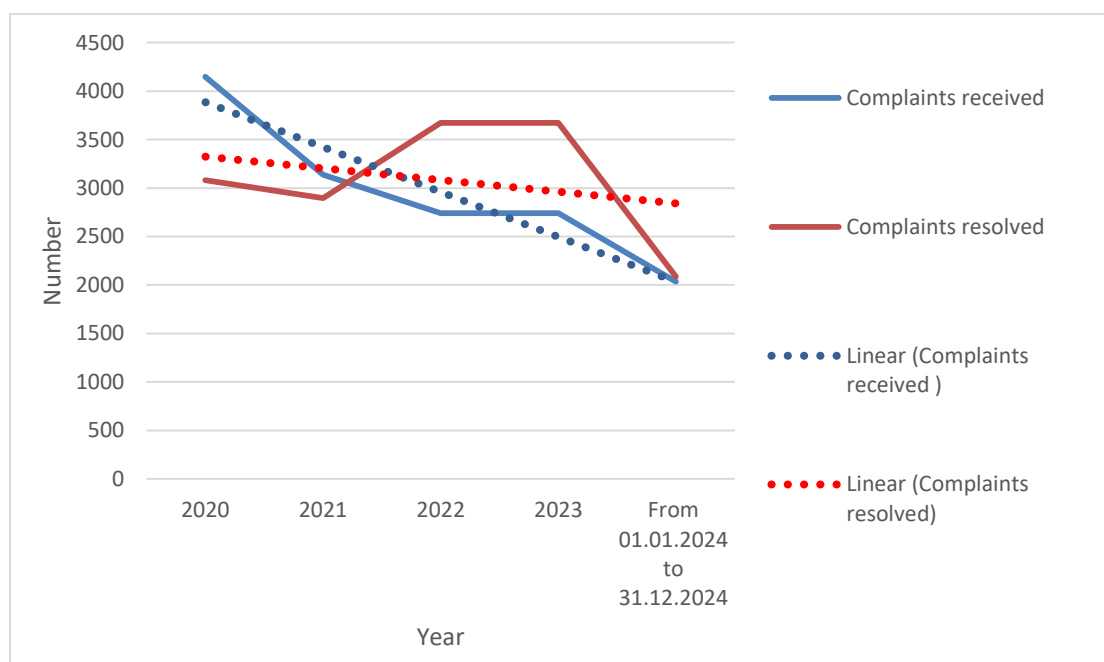
- **Redressal of complaints of infringement of statutory rights and settlement of industrial disputes**

Measures were taken to deal with the complaints on infringement of constitutional rights and industrial disputes made by employees or trade unions to the department's head office and district and sub-offices. Similarly, requests made to the Commissioner General of Labour to have a formal investigation conducted by a person who is not satisfied with a complaint investigation or an institution investigation that has been carried out were re-investigated as necessary.

Graph 2.2 - Receipts and resolutions of complaints on infringement of statutory rights from 2020 to 31.10.2024



Graph 2.3 - Receipt and settlement of complaints on industrial disputes from 2020 to 31.10.2024



From March, 2022, a private or semi-government sector employee who is wishing to submit a complaint to the Department of Labour is being provided with the facility to submit any issue related to his/her job to the Department of Labour through the online mode via <https://cms.labourdept.gov.lk> E-service. Accordingly, this Complaint Management System (CMS) includes the Occupational Safety and Health Module (OSH Module) and the Legal Module and the relevant software development activities are being carried out.

Similarly, the work of resolving complaints and petitions received by the Department of Labour can be done more efficiently and optimally by following a standard procedure. Accordingly, a standard procedure and a series of instructions for the resolution of complaints and petitions received by the Department of Labour were prepared as a

guideline and those procedures are being used by the relevant offices and departments since November 2021. The basic steps to prepare a Comprehensive Guide for Handling of Inquiries on Labour Related Complaints were commenced in 2024 with the technical assistance of the International Labour Organization (ILO) to make these process more efficient.

- **Persuasion of both employer and employee for collective agreements**

By entering into collective agreements, employees are given more privileges than they are entitled to by labour laws, and employers are enabled to enter into conditions for more productive service from their employees.

The Social Dialogue promotes the entrance of employer and employee parties into such collective agreements. The total number of collective agreements in force as on 31.12.2024 including 14 collective

agreements extended during the period starting from 01.01.2024 to 31.12.2024 is 225.

- **Conduct of arbitration**

Any industrial dispute which cannot be resolved by the regional offices or by the Industrial Relations Division of the head office shall be referred to compulsory arbitration or to the Industrial Court. 219 disputes, including 81 disputes referred for arbitration between 01.01.2024 and 31.12.2024, were to be resolved in the year 2024. Out of them investigations into 111 disputes have been completed during 2024 and 70 grants have been awarded and 41 grants are to be awarded in the future. Accordingly, 108 disputes were pending as of 31.12.2024.

- **Registration of trade unions**

Registration of all trade unions at the Registrar of Trade Unions of the Department of Labour is compulsory

under the Trade Unions Ordinance. Accordingly, the number of trade unions / associations registered with the Department from 01.01.2024 to 31.12.2024 is 123. The total number of trade unions valid as on 31.12.2024 is 2141. In 2024, 100 trade unions were abolished.

- **Interventions to settle strikes**

As soon as an industrial dispute develops into a strike, the departments will intervene to prevent the situation and in the event of a strike, action will be taken to resolve the dispute related to the strike. Details of the strikes reported from 01.01.2024 to 31.12.2024 are as follows:

Table 2.4 - Reported data on strikes - from 01.01.2024 to 31.12.2024

Field	No. of strikes reported	No. of employees participated	No. of human-days lost
Estate	04	1199	5879
Production	06	4795	22,550
Total	10	5994	28,429

- **Maintaining a dialogue between the two parties- the employer and the employee**

In order to create a working environment that promotes industrial peace among the employers and employees of the private and semi-government sector institutions, programmes were organized by the Department to educate both the employers and employees from institutes of these sectors on labour laws.

Table 2.5 - Information on the awareness programmes conducted by the Social Dialogue and Workplace Cooperation Promotion Division from 01.01.2024 to 31.12.2024

Nature of the programme	Name of the programme	No. of programmes conducted.	No. of participants/ beneficiaries
Social Dialogue Promotion	Social Dialogue Promotion Programmes	155	9544
	Social Platform Programmes	24	2140

In addition to the above awareness programmes, activities were carried out in the year 2024 to award certificates of excellence for industrial reconciliation to relevant institutions with the objective of promoting social dialogue and workplace cooperation at the institutional level. Accordingly, the Award Ceremony of the Certificate of Excellence for Industrial Reconciliation was held on 06.11.2024 at the 10th Floor Auditorium of the Labour Secretariat.

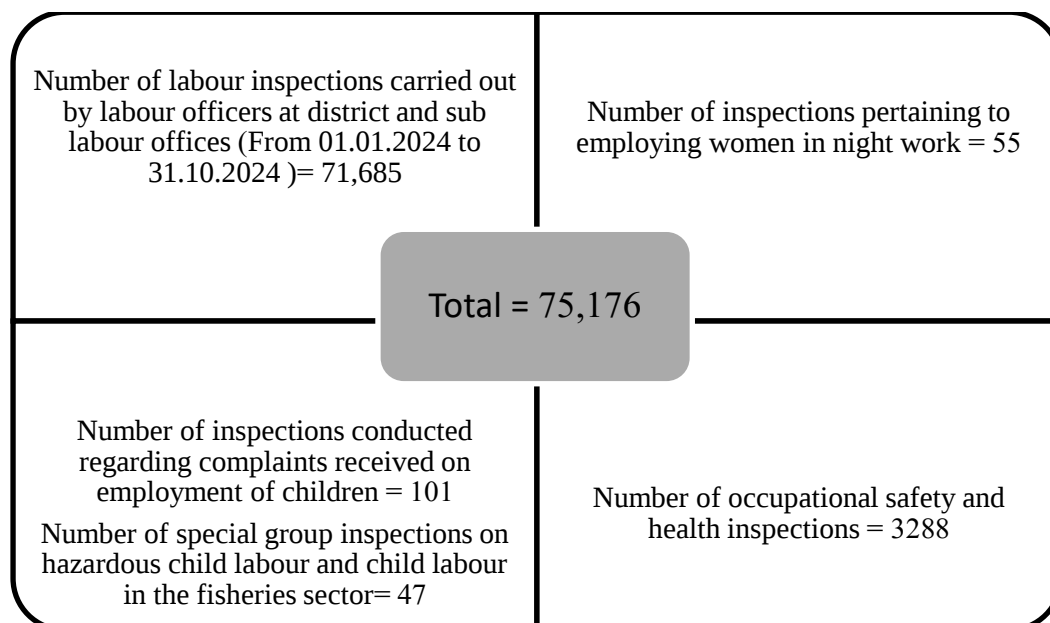
Self-compliance with labour laws by employers leads to a sustainable employer employee relationship, which provides employers with many economic benefits. Therefore, the Department of Labour is

taking steps to promote self-compliance of employers with labour laws at all times. Accordingly, necessary initial steps were taken to obtain the technical assistance of the ILO to formulate a programme for employers to make them self-compliance with labour laws, and its future activities are planned for 2025.

2.2.3. Inspection of the employment of employees by employers

The following are the details of the inspections conducted from 01.01.2024 to 31.12.2024 to ascertain whether the rules for employing the employees by the employers have been properly followed.

Figure 2.1- Performance of inspections - Progress from 01.01.2024 to 31.12.2024



Similarly, the labour inspection report used by labour officers to submit labour inspection information was revised to provide more information and began to be used since November 2024.

In order to conduct inspections of institutions located within the jurisdiction of the Labor Offices (especially within city limits) in a more systematic and efficient manner, a system was initiated whereby a District Labour Office conducts 04 group inspections per month and Sub-Labor Offices conduct 02 group inspections per month.

Initial discussions were held with representatives of the International Labour Organization (ILO) to seek technical assistance to streamline the labour inspection system to suit the current socio-

economic environment. Accordingly, a comprehensive framework for labour inspections is expected to be in place by 2025.

2.2.4. Legal protection to safeguard the rights of employment of employees

The Department enforces a number of Acts for the protection of rights of workers. Accordingly, the Department of Labour conducts judicial proceedings against employers who violate these laws and thereby safeguard the rights of the employees. Accordingly, the progress regarding judicial proceedings conducted by the Department from 01.01.2024 to 31.12.2024 is as follows.

Graph 2.4 - Cases filed in Magistrate Courts and closed cases – From 01.01.2024 to 31.12.2024

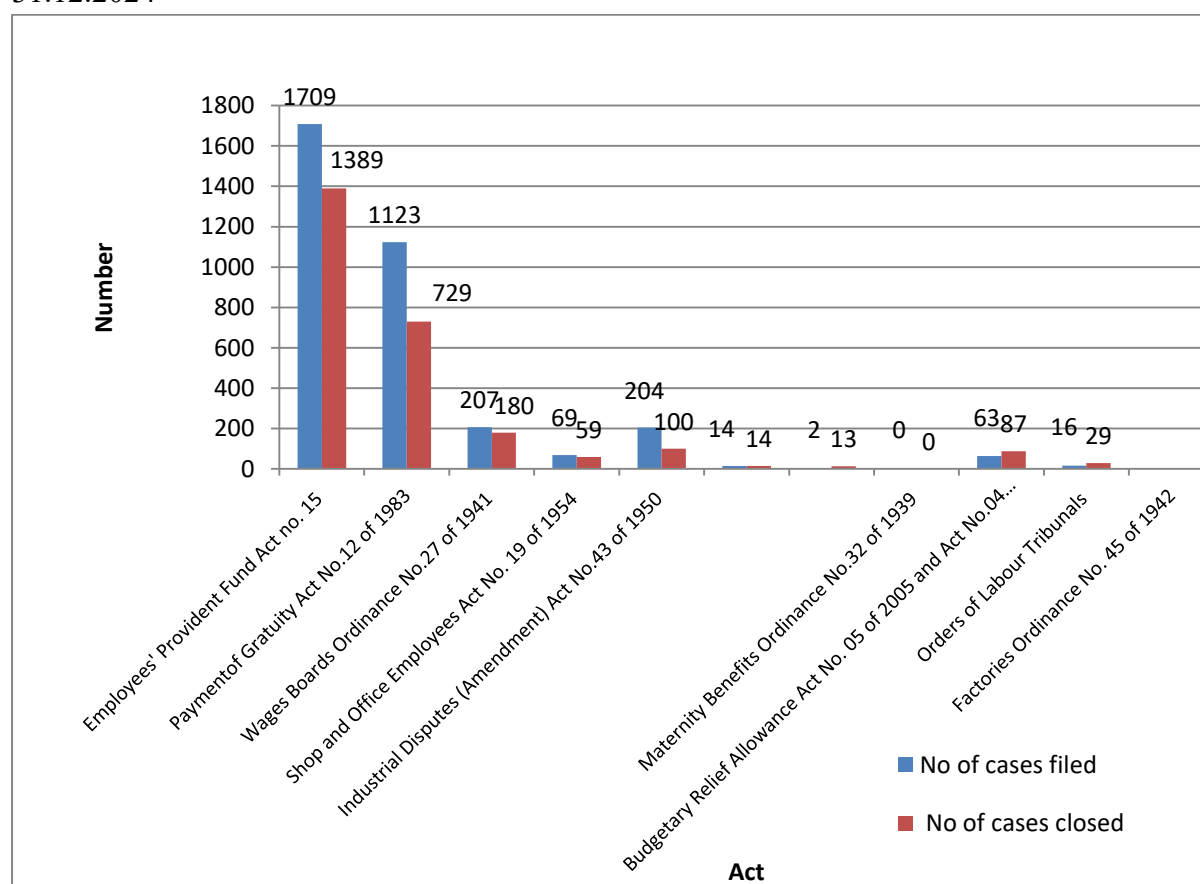


Table 2.6 - Information about the judicial proceedings conducted under the direct intervention of the Legal Division

Court	No. of cases pending as on 31.12.2023	No. of appeal cases from 01.01.2024 to 31.12.2024	No. of appeal cases closed as of 31.12.2024	No. of appeal cases remaining as on 31.12.2024
Supreme Court	133	19	9	143
Appeals court	425	66	51	440
High Court	107	23	26	104
Commercial High Court	224	11	9	226

Table 2.7 - Progress in amending and introducing new Acts related to the labour sector

Name of the Act	The objective of amendment
Shop and Office Employees (Regulation of Employment and Remuneration) (Amendment) Act, No. 28 of 2024	Amendment to the Shop and Office Employees Act, No. 19 of 1954 to provide for the employment of women employees at night in institutions which outsource IT based business processes and knowledge processes.
National Minimum Wage of Workers (Amendment) Act, No. 48 of 2024	Increasing the minimum monthly wage of employees from Rs. 12,500.00 to Rs. 17,500.00 and the minimum daily wage from Rs. 500.00 to Rs. 700.00 with effect from 11.09.2024

2.2.5. Protection and promotion of labour standards

Updating the salaries and working conditions of private sector employees and safeguarding the rights thereof is a priority of the Department. Accordingly, the following activities related to that subject area were carried out from 01.01.2024 to 31.12.2024.

Table 2.8 - Updating the minimum wages of wages boards

Wages Board	Steps Taken to Update the Minimum Wage
Tea Plantation and Manufacturing Industry	The minimum daily wage to be paid for time-based work was revised to Rs. 1350.00 and the daily payment for every 01 kg of tea leaves harvested in excess of the standard amount (Over kilo Rate) was revised to Rs. 50.00. (This decision is effective from 10.09.2024)
Rubber Plantation and Gross Rubber Processing Industry	The minimum daily wage to be paid for time-based work has been revised to Rs. 1350.00 and the daily payment for every 01 kg of latex brought in excess of the standard amount (Over Kilo Rate) has been revised to Rs. 50.00. (This decision is effective from 10.09.2024)

Table 2.9 - Granting approval for 05-day work week

From 01.01.2024 to 31.12.2024			No. of projects pending approval as of 31.12.2024
No. of requests received	No. of approvals granted	No. of refusals	
339	320	(08)	11

Table 2.10- Examination of the legal validity of collective agreements

From 01.01.2024 to 31.12.2024			No. under review as of 31.12.2024
No.of requests received	No. of approvals granted	No. of refusals	
39	21	-	18

Table 2.11 - Granting approval for requests for deductions of wages under the Wages Board Ordinance and the Shop and Office Employees Act

Balance as of 01.01.2024	From 01.01.2024 to 31.12.2024			Balance as of 31.12.2024
	No.of requests received	No. of approvals granted	No. of refusals	
119	262	124	(128)	129 (These 129 institutions that submitted incomplete documents have been notified to submit the relevant documents)

Table 2.12 - Providing explanations and interpretations for the inquiries made by employers and employees regarding the Acts and Ordinances

From 01.01.2024 to 31.12.2024		Pending Preparation of answers as on 31.12.2024
No.of requests received	No. Responded	
70	69	01

2.2.6. Safeguarding the rights of employed women and young persons and eradicating child labour

The Department of Labour undertakes to implement labour laws to protect the rights of women in employment, to provide an effective female labour contribution to the country by reviewing such laws in due course and recommending necessary

amendments, and to eliminate child labour from Sri Lanka.

Accordingly, the following activities were carried out from 01.01.2024 to 31.12.2024.

Table 2.13 - Conducting investigations related to complaints received on child labour

Balance as of 01.01.2024	From 01.01.2024 to 31.12.2024		Balance as of 31.12.2024
	Complaints received	Complaints resolved	
13	100	101 (Out of these, 02 complaints of child labour have been revealed and necessary further steps are being taken to take legal action in this regard.)	13

- **Granting approval for the employment of women in night work**

751 approvals have been granted for the employment of women in night work.

Table 2.14 - Investigations into complaints received on infringement of working conditions related to employment of women at night

Balance as of 01.01.2024	From 01.01.2024 to 31.12.2024		Balance as of 31.12.2024
	Complaints received	Complaints resolved	
02	07	09	02

- **Collaborating with Community Police Committees to eliminate child labour from Sri Lanka**

The elimination of child labour and the taking of the message of civic responsibility to the grassroots through the Community Police Committees of the Sri Lanka Police was identified as the most practical. Accordingly, it was decided to cooperate in this national responsibility covering the Colombo district in 2024 and the entire island in 2025.

As the initial phase, a training of trainers session was held for the OICs in charge of the Community Police Divisions in the Colombo district, the OICs of the Community Police Units operating under that, and the relevant Deputy and Assistant Commissioners of Labour of the

Department of Labour, to inform them and thereby to connect with the Community Police Committees of the Sri Lanka Police and take the message of completely eliminating all forms of child labour from Sri Lanka to the ground level, which was initiated in the third quarter of 2024.

In the second phase, relevant officers of the Department of Labour were involved in 52 Community Police Advisory Committees related to each police station in the Colombo District, and programmes were planned and carried out to educate all advisory committee members at the police station level.

As the third phase, a special programme was held on 18.12.2024 to explain the

process of implementing this responsibility covering the entire island in the year 2025. The Senior DIG in charge of the Community Police Division of the Sri Lanka Police, the DIG in charge of the Community Police and Environmental Division, all OICs in charge of Community Police Committees in all police divisions of the island, and all Zonal Deputy Labour Commissioners, District Assistant Labour Commissioners and Senior Labour Officers of the Department of Labour participated in this event.

- **Obtaining pledges not to use child labour in formal sectors**



The Department of Labour organized a commemorative programme on 18.06.2024 in conjunction with the 'World Day

against Child Labour', which falls on 12 June every year. At that time, a programme was initiated to obtain pledges from employers of formal sector institutions, especially those established in industrial parks under the Industrial Development Board, that their institutions would not employ child labour.

In parallel, a QR code was introduced via the official website of the department and arrangements were initiated to obtain a pledge from all institutions in the island that they would not use child labour. Similarly, labour officers conducting field inspections began obtaining pledges from employers in all other sectors, with a focus on the informal sector, to not employ child labour.

- **Conducting awareness programmes**

The Department of Labour conducts awareness programmes on protecting the employment rights of women and youth and combating child labour. The progress of the awareness programmes conducted from 01/01/2024 to 12/31 is as follows.

Table 2.15 - Information on awareness programmes conducted by the Women and Children's Affairs Division from 01.01.2024 to 31.12.2024

Name of the programme	No. of events held	No. of Participants/ Beneficiaries
Awareness programmes for private sector employees on labour laws related to women and children	12	418
Awareness raising on hazardous child labour and child labour laws in the fishing community in parallel with special group investigations on hazardous child labour and child labour	47	2176
Awareness regarding hazardous child labour and child labour laws for small and medium scale employers in the tea and plantation, crop sector and industrial sector	62	1532
A special training programme on the elimination of child labour and taking the message of civic responsibility to the grassroots level for the OICs in charge of the Community Police Divisions in the Colombo District, the OICs of the Community Police Units operating under them, the relevant Deputy Labour Commissioners and Assistant Labour Commissioners of the Department of Labour.	01	142
In collaboration with Community Police Advisory Committees, Department of Labour officials have been involved in educating Advisory Committee members on hazardous child labour and child labour laws.	14	587
Total	136	4855

2.2.7. Ensuring a decent work environment for the employee's occupational safety

It is the responsibility of the Department to minimize the occurrence of any physical injury or accident to the workers employed in the factories. The Occupational Safety,

Health and Welfare of Workers in Factories in Sri Lanka is governed by the Factories Ordinance No. 45 of 1942.

To ensure a safe working environment, the Department mainly carried out the following activities from 01.01.2024 to 31.12.2024.

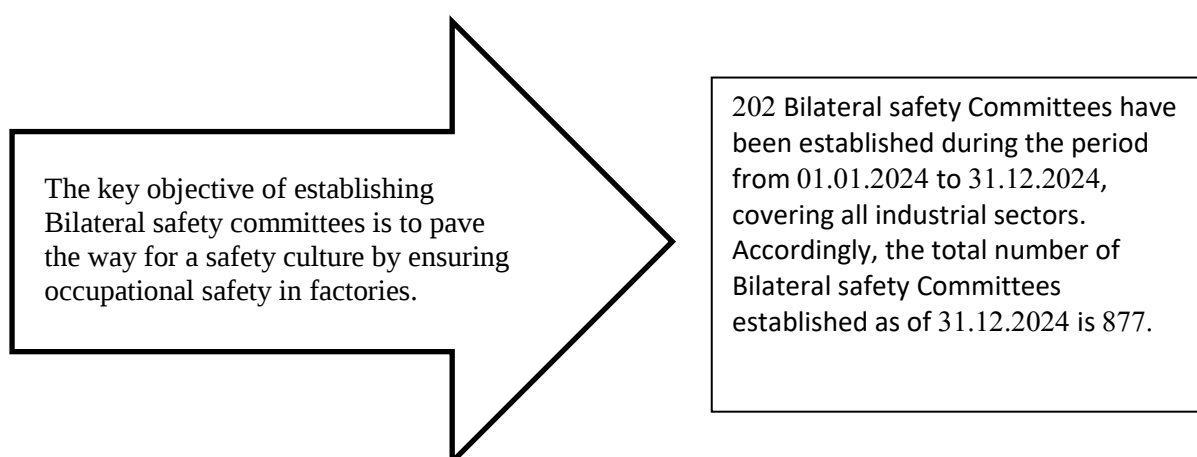
	2221 factories were registered under the new regulations of the Factories Ordinance from from 01.01.2024 to 31.12.2024. Accordingly, the number of factories registered under the new regulations of the Factories Ordinance as of 31.12.2024 is 6614.
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The number of building plans surveyed and approved from 01.01.2024 to 31.12.2024 is 244.	
	District Factory Inspection Engineers have inspected 2578 factories from 01.01.2024 to 31.12.2024.
The number of fatal accidents reported and investigated from 01.01.2024 to 31.12.2024 is 47 and the number of non-fatal accidents is 1606.	
	The number of high-risk machinery inspection reports inspected and submitted by authorized officers from 01.01.2024 to 31.12.2024 is 11,965.

Table 2.16 - Information on the employer-employee awareness programmes conducted by the Industrial Safety Division from 01.01.2024 to 31.12.2024

Nature of the Programmes	Name of the programme	No. of programmes held	No. of Participants/ Beneficiaries
Promoting occupational safety	Awareness programmes held on occupational safety (covering sectors such as garments, manufacturing, plantations, construction, etc.)	115	5288

- **Establishment of formal safety committees to enhance employee safety**



- **Developing training modules for use in training employers and employees on occupational safety and health**

Separate training module drafts were prepared for use in educating employers

2.2.8. Activities undertaken to ensure occupational safety and health of the employee

In order to ensure the health safety of the workplace, the Department takes measures to investigate under scientific methods whether there are any health issues or chances of accidents occurring in the workplace and to inform about the steps to

and employees on the 04 areas of occupational safety, electrical safety, mechanical safety and chemical safety in the construction sector. Its further work is planned to be carried out in the year 2025.

be taken and the measures to be taken to prevent such accidents. Accordingly, the following activities were carried out from 01.01.2024 to 31.12.2024.

- Number of Environmental Measurements - 233
- Number of biological inspections - 236
- Number of occupational health and safety audits -241

Table 2.17 - Information on problematic situations resolved through interventions

Number of institutions that have had their problematic situations resolved through interventions	Output of the activity
08	Necessary interventions were made, and measures were taken to resolve the problematic situations related to occupational safety and health, mainly in 08 institutions. This resulted in measures being taken to protect the standards of occupational safety and health rights of 1752 employees.

Table 2.18 - The details of the employer-employee awareness programmes conducted by the Occupational Health Division from 01.01.2024 to 31.12.2024

Nature of the Programmes	Name of the programme	No. of program mes held	No. of Participants/ Beneficiaries
Promoting occupational health	Training programmes organized and conducted for employers and employees	92	1101
	On-the-spot field training programmes conducted for employers and employees following on-site inspections	173	2832

At the same time, a project to standardize the working environment (noise, light, heat, ventilation etc.) of small and medium scale industries in the Western Province was initiated in the year 2024. Accordingly, the project was implemented in the following industrial areas selected in the districts of Colombo, Gampaha and Kalutara in the Western Province.

- **Colombo District** - Panaluwa Industrial Estate and Panagoda Templeburg Industrial Area of Industrial Development Board
- **Gampaha District** - Ekala Industrial Estate of the Industrial Development Board
- **Kalutara District** - Nagoda Fullerton Industrial Estate, Horana Wawulagala Industrial Estate and Horana Aramanagolla Industrial Estate

The preliminary surveys of this project collected information on the total number of workers in factories, production, raw materials, working hours, employee welfare facilities and environmental conditions (light level, noise level, heat dissipation (Wet Bulb Globe Temperature – WBGT etc.). Similarly, as per the measurements taken on the environmental conditions, employers and employees were informed and made recommendations on how to improve the working environment by identifying cases of deviations from the standard.

YouTube Channel	Subscribers: 1.87K	
	Number of Videos included : 130	
Facebook Page	Followers: 1.5K	
Twitter	Followers: 105	
		 

2.2.9. Information dissemination affairs

- Website of the Department and official social media activities of the Department
- I. The new official website of the Department of Labour (www.labourdept.gov.lk) was launched on 18.06.2024. Required documents for clients including application forms, model forms, instructions and Labour Acts and Ordinances as well as Wages Board Decisions to be followed by the employers are available on this website for download and the information will be updated on a regular basis. Similarly, the e-service facility of the department is being incorporated here and developed.



- II. The Department maintains an official YouTube channel, a Facebook page and a Twitter account to provide updated information to the general public.

- **Library of the Department of Labour**

The Department of Labour maintains the main library in Sri Lanka with regard to Acts and Ordinances, books and publications related to the labour sector. This will facilitate the staff of the Department of Labour, Ministry of Labour and other institutions under it, as well as external readers, to refer to all the Acts and Ordinances, Books, Publications etc. pertaining to the field of Labour Law. The establishment of the Library Data Management System (KOHA software) is planned to be done in the year 2025 to further develop the facilities of the library

- **Publications**

“Kathikawatha” magazine

The objective of the “Kathikawatha” magazine is to contribute to the reduction of disputes by providing the necessary knowledge to promote harmony between the employers and the employees in the institutions.

Accordingly, Volume 23 of the “Kathikawatha” magazine was published in December 2024.

Project proposals have been prepared and submitted to be implemented in 2025 with the technical assistance of the International Labour Organization to develop an AI Chatbot to enhance public awareness on the role played by the Department of Labor and labor laws, and to develop a

Self Learning Module to enhance the knowledge of officials regarding the field of labour law.



2.2.10. Surveys and studies related to the field of labour

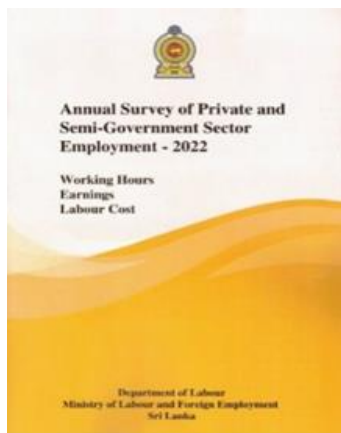
- **Survey on hours worked and labour costs**

This survey gathers data on labour costs, hours worked and average earnings required to formulate development strategies in the country. It provides the necessary information for planning and decision making in the public and private sectors as well as for the preparation of future plans for the upliftment of both the employees and employers.

Data from the Survey on hours worked and labour costs for the year 2023 are being compiled. Similarly, questionnaires were posted to relevant agencies to obtain relevant information for the year 2024

- **Annual Survey of Private and Semi-Government Sector Employment - 2022**

The report publishes information on the average weekly working hours, average monthly nominal income, average monthly gross income, labour costs of private and semi-government sector employees, categorized by gender and occupation.

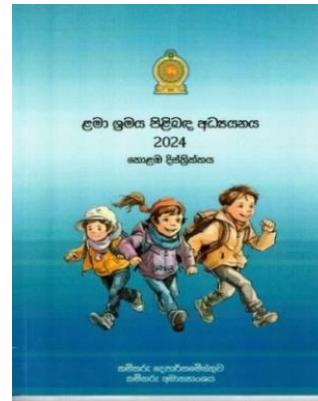


- **Study on Child Labour 2024 - Colombo District**

A study on child labour was carried out in the year 2024 with the objective of gaining an understanding of child labour in the Colombo District, assessing the progress of child labour eradication activities, collecting data on the socio-economic status of families with child labour and studying the measures to be taken to eradicate child labour.

A sample of 1000 housing units from 100 Grama Niladhari domains covering all Divisional Secretariats in the Colombo District was selected for this study. Simple randomization and systematic sampling were used for this purpose, and household unit survey method and rapid assessment method were employed for data collection.

The results of the study were presented to the National Steering Committee on the Elimination of Child Labour after gathering the data and the report “Study on Child Labour 2024 - Colombo District” was prepared and printed.



- **Study on the impact of the OSH Inspection on the compliance of the safety instructions in Tea Factories, factories under the Sri Lanka Board of Investments and Rubber Factories**

This study identified areas of weakness in factories such as weaknesses in factory registration, weaknesses in maintaining the General Registry used to record accident information, and deficiencies in first aid facilities. Accordingly, in order to minimize these weaknesses in factories in the future, an action plan has been prepared based on the recommendations made in this report and plans have been made to implement it from the year 2025.

- **Study on industrial disputes received by the Industrial Relations Division of the Department of Labour from 2020 to 2024**

This study examined 124 industrial dispute files received by the Department in relation to semi-government sector

institutions such as the Sri Lanka Transport Board, National Housing Development Authority, Lanka Sathosa Limited, Sri Lanka Mahaweli Authority, etc. for the period 2020 - 2024. A report is being prepared containing recommendations on the administrative steps to be taken in relation to the main causes of industrial disputes identified therein.

- **Analysis of Reducing the Gap between Minimum Wage and Nominal Wage in Sri Lanka**

This study, jointly conducted by the Labour Standards Division and the Statistics Division, has recommended that the National Minimum Wage (Monthly) should be at least Rs. 24,120.00. Accordingly, it has been proposed to use these recommendations to make adjustments in future wage revisions in the private sector.

2.2.11. Observance of major commemoration days

- **The Women's Day celebrations programme - 2024**

The Women's Day celebration programme organized by the Department of Labour in parallel to International Women's Day, which fell on 08.03.2024, was held on 07.03.2024 at the head office of the Department of Labour.

A short video creation competition was held to raise awareness among the community on "Labour Laws Affecting Women" via social media and certificates were awarded to the winners of the competition. An open discussion forum on labour law affecting women was also held

for the University students. The Shrama Vasana Fund also contributed to this.

- **World Day against Child Labour - 2024**

The programme organized by the Department of Labour, in parallel to the "World Day Against Child Labour" falling on June 12th, under the project to eliminate child labour from Sri Lanka by the year 2025, was held on 18.06.2024 at the 10th floor auditorium of the Labour Secretariat. A Memorandum of Understanding (MoU) was signed between the Department of Labour and the Industrial Development Board to promote the elimination of child labour and the employers of 61 industrial parks operating under the Industrial Development Board pledged to maintain their institutions child labour free. A QR code was also introduced via the new website of the Department of Labour to obtain pledges from the formal sectoral institutions on the elimination of child labour.

- **National Occupational Safety and Health Week**

Three training workshops on occupational safety and health were held on behalf of the National Occupational Safety and Health week.

Table 2.19 - Information regarding training workshops held for National Occupational Safety and Health week

Date of the training workshop	Venue of training workshops	No. of Employees/Employers Participated
2024.10.23	Panaluwa Industrial Estate of the Industrial Development Board	35
2024.10.29	Industrial Estate at Aramanagolla, Horana	45
2024.10.25	Vavuniya Divisional Secretariat (in Tamil medium)	33

2.2.12. Human Resource Management

- Identification of staff requirements, recruitment as per requirement, promotions of officers, conduct of efficiency bar examinations, performance evaluation, granting of salary increments, transfers, retirement of officers, leave concerns of officers and disciplinary concerns of staff were also carried out in the year 2024.
- 57 new officers have been recruited for the Labour Officer (Grade II). The 57 newly recruited labour officers were given induction training from 08.05.2024 to 06.09.2024 and were then assigned to the regional offices and divisions of the department on 09.09.2024.
- Efficiency bar examinations were conducted in the year 2024 for the posts of Assistant Labour Commissioner, Labour Officer - Grade II, Human Resource Development Officer - Grade II, Office Employee Service - Grades III, II and I, Combined Driver Service- Grade II, Carpenter - Grade II. Under this, 58

officers participated in the examinations.

- 09 officers were recruited through interviews for the Office Employee Service - Grade III.
- Similarly, the department has identified the training needs of the entire staff of the department, organized and conducted internal training programmes, referred officers to training courses conducted by external institutions, provided the necessary financial provisions to officers for pursuing undergraduate and postgraduate degrees as per the service requirement, and carried out the necessary coordination activities for foreign training.
- Provisions of Rs. 10,400,000.00 had been received for the year 2024 for local training programmes. Out of which, the expenditure as of 31.12.2024 is Rs. 8,546,920.00 and the expenditure as a percentage of the provisions is 82%.
- Moreover, the department has provided financials provisions to twenty officers for postgraduate degrees, degrees,

diplomas and workshops as per the service requirement.

- A request was made to obtain technical assistance from the Sri Lanka Institute of Development Administration (SLIDA) to prepare a Performance Evaluation System and a Non-Financial Rewarding System for the staff of the Regional Labour Offices, and it is planned to carry out future work in the year 2025 according to the plan presented by them.
- Similarly, a request was made to prepare a Code of Ethics for officers for service delivery of the Department of Labour with the technical assistance of the International Labour Organization, and its future work is planned to be prepared in 2025.
- The work of drafting training modules for the branches of the Department of Labour began in 2024. It is planned to prepare these drafted training modules more appropriately by a committee during the year 2025.

2.2.13. Infrastructure development

With the aim of providing more effective services to the clients spread across the island, the department took steps to develop the infrastructure facilities at the head office and regional offices of the Department located islandwide. Accordingly, minor repairs were carried out as required at the regional offices and the internal structural repairs were carried out at the Mehewara Piyesa building and the Labour Secretariat Building.

Accordingly, as of 31.12.2024, procurement activities were being carried out for the repairation of the internal structures on the 16th floor of the

Mehewara Piyesa building, while the repairation of the internal structures on the 3rd, 4th and 5th floors of the Labour Secretariat building was being carried out.

Moreover, a new office premises on the first floor of the Labour Secretariat building was opened on 06.08.2024 to provide services related to Employees' Provident Fund to beneficiaries at a single place.

2.2.14. Monitoring functions

The progress and manner in which the branches of the Department are working towards achieving the goals set out in the department's annual action Plan for the year 2024 was examined. Accordingly, the meeting of senior staff officers, chaired by the Commissioner General of Labour, was held to provide advice and solutions regarding the progress of each branch and the administrative issues that have arisen in the course of carrying out the works of the branches.

The Deputy Labour Commissioners in charge of the zones made necessary arrangements to conduct progress review meetings in the District and Sub-Labour Offices relevant to their zones to review the progress made in the first, second and third quarters of the year 2024.

A committee comprising officers of the Department was formed by the Zonal Deputy Labour Commissioners to prepare a methodology for monitoring the progress of District Labour Offices and Sub-Labour Offices and recommendations were obtained. Accordingly, progress monitoring is planned to commence in the

year 2025 as per the recommendations given.

At the same time, a committee consisting of officers of the department was formed by the head office to prepare a formal methodology for reviewing the progress of the regional offices. Discussions were being held by the committee by the end of 2024 and it is planned to take further steps during the year 2025 as per the recommendations of the committee.

2.2.15. Financial progress

The department took steps to utilize the provisions allocated to the department through the annual budget for the year 2024 to achieve the relevant objectives efficiently and effectively, in accordance with government policies.

Accordingly, as of 31.12.2024, 99.51% of the provisions allocated for recurrent expenditure and 22.52% of the provisions allocated for capital expenditure have been utilized to achieve financial management targets

Table 2.20 - Recurrent and Capital Expenditure as on 31.12.2024

	Allocations for the year 2024 (Rs.)	Additional allocations received (Rs.)	Expenditure as on 31.12.2024 (Rs.)	Actual expenditure as a percentage of allocations.
Recurrent expenditure	2,895,981,140	127,000,000	3,008,102,293	99.51 %
Capital expenditure	1,396,000,000	7,925,000	316,149,882	22.52 %

Although fifty building repair activities were planned to be implemented under capital expenditure, due to the shortage of engineers and technical officers related to technical work at the Department of Labour, those tasks had to be carried out by external institutions and due to the delay in preparing the bills of quantities and quotation calling documents by those institutions, there was a significant delay in the activities related to building repairs, resulting in a lack of progress in spending the provisions for capital expenditure in the year 2024.

As a solution to this problem, it is planned to select a suitable consulting firm in 2025, following the prescribed procurement

process, and carry out these activities in a more efficient manner.

2.3. Department of Manpower and Employment

2.3.1. Implementation of career guidance programmes during the year

• Educating Grade 9 students

This programme is conducted with the aim of identifying the child's intellectual abilities and future goals based on the Multiple Intelligence Test, selecting the most suitable subject categories, and thereby providing accurate guidance for the G.C.E (O/L) examination.

From 01.01.2024 to 31.12.2024, 1,572 programmes have been conducted island wide for 57,778 school children.

- **Making awareness among Ordinary Level students**

This programme is conducted with the aim of assisting students choose their A/L subject area according to their abilities and interests, identifying future career goals, and providing guidance on alternative education or alternative career requirements. It includes providing guidelines for selecting A/L subjects identifying the interests and abilities, and for achieving educational goals. From 01.01.2024 to 31.12.2024, 2,174 programmes have been conducted island wide for 71,477 school children.

- **Making awareness among Advanced Level students**

This programme is implemented with the aim of providing guidance to school children who are aligned with the more competitive education system, helping them to develop the necessary mental strength to enter the future world of work through intervention or personality development, by creating self-assessment of themselves and planning their life goals.

This provides an understanding of self-assessment and personal identity, setting life goals, and accessing higher education, vocational training courses, and employment after leaving the school.

From 01.01.2024 to 31.12.2024, 1,381 programmes have been held island wide for 51,335 school children.

In addition, 19,927 referrals for training and 55,264 individual career guidance sessions have been provided.

2.3.2. Job creation, promotion and public employment services programmes

Table 2.21 - Progress in implementation of job creation, promotion and public employment services programmes – Dep.of Manpower and Employment.

Activity	No. of beneficiaries
Job seeker registration	74,451
Job vacancy registration	54,194
Referring job seekers to jobs	67,515
Providing employments to job seekers	11,520
Creating entrepreneurs and self-employed individuals	523

Table 2.22 - Progress in conducting District Job Fairs and Regional Job Fairs - Dep.of Manpower and Employment.

Programme	No. of proposed programmes	No. of programmes in operation	No. of beneficiaries
District Job Fair and Career Fair	25	25	7,412
Regional Job Fairs and Career Fairs	100	133	15,442

2.3.3. Labour market information and research programmes

- **Green job opportunities and job profiles in Sri Lanka**

The sustainable development of Sri Lanka's abundant energy sources such as solar energy, wind, tidal and biofuels will increase the trend of green job creation. The department has decided to conduct a thematic study on green job opportunities and job profiles that support the proposed green economy. For this, the focus has also been on the expected trends in global economic trends.

This study will gather basic data to identify the components included in the curricula of universities and higher education institutions, identify green jobs in the Sri Lankan labour market and sectors where green jobs can be created in the future, identify the qualifications and skills required for green jobs, and identify the benefits received at the organizational level (salary, promotions, etc.).

The information revealed by this study will be leveraged to educate teachers, school students, job seekers, career counselors, micro and small scale entrepreneurs, parents, and the general public through field officers of the department.

A survey on 30 institutions with green job opportunities has been conducted and data collection has been completed. Data analysis has been completed and the report is being prepared. This research was conducted under the supervision of Professor Sunil Chandrasiri.

- **Study on the compliance of employment of small and medium-scale enterprises with the criteria decent work**

The Department of Manpower and Employment is conducting a study on the implementation of the principles of decent work in the private sector. It has been decided to conduct the study based on the small and medium-scale enterprises, which have not received much attention. This is because about 58% of employment in Sri Lanka belongs to the informal sector. The study broadly refers to the qualities of freedom, equity, safety, and human dignity in that sector. Under this, the general awareness of decent work and its components, the number of decent work concepts that are applied in practice, and the extent to which these concepts are implemented in the informal sector are studied extensively.

Although this study was expected to be conducted by a professional research team at a university, since no bidders applied,

data was collected by departmental officials. The research was conducted under the supervision of Professor Sunil Chandrasiri, and the final report is being prepared.

- **Study on the employability of the differently abled community in Sri Lanka**

Of this the Sri Lankan population around 20.3 million, it is estimated that around 10% are suffering from some form of disability. People vary depending on the nature of their disability. A percentage of this group that can be employed, can be identified and if they can be employed, the cost of caring for them can be minimized and they can contribute to the national production. The solutions utilized to care for the disabled in the national economy can also be diminished.

Therefore, this pilot study is to conduct a survey by selecting a random sample of the Gampaha district to obtain and report information on the attitudes, aptitudes and training needs for employment based on the disabled community. This study will be conducted by departmental officers. This survey has been completed and a final report has been prepared.

- **Analysis of vacancies in newspapers**

The vacancies collected by the Department's Public Employment Service from August and distributed to all District Employment Service Centers for job matching are classified according to a recognized standard methodology. These information are to be analyzed and planned to compile and report information on labour market trends, i.e. demand trends. This report has been prepared.

- **Gathering information on job matching to promote and make public employment services more efficient**

In order to submit proposals to ensure that the services provided to employers and job seekers by the Public Employment Service Center of the Department of Manpower and Employment are provided with maximum efficiency, the Labour Market Information and Research Unit of the department is expected to conduct a study on the vacancies received by the institution, the jobs anticipated by job seekers and their attitudes towards those jobs. This report has been prepared.

2.3.4. Other special programmes

- **Providing practical experience for A/L students to enter the world of work with skills**

In the Sri Lankan school education system, only a very small percentage of students are admitted to government universities after completing their A-levels. Every year, 120,000 children enter the world of work without any skill development. In particular, choosing vocational education should not be a decision made based on failing examinations. However, if the importance of joining the world of work with skills is understood during school education, students who do not qualify for higher education after school will be encouraged to choose a vocational course.

During the year 2023, several pilot projects were executed in the North Eastern regions and an analysis of the opinions received from the students participated, revealed that the majority of them did not have sufficient knowledge about vocational training opportunities.

Accordingly, with the aim of making G.C.E. A/L students understand the importance of obtaining vocational training before entering the world of work practically, the Department of Manpower and Employment carried out 23 of these programmes at the district level in the year 2024 and the number of beneficiaries was 1,692.

- **Implementing programmes to integrate the youth population in Sri Lanka who are not engaged in employment, education or training (NEET) into the active labour force.**

A survey covering 25 districts has identified 3528 beneficiaries with the aim of integrating the youth population of Sri Lanka who are not engaged in employment, education or training into the active labor force. These 6 programmes were implemented with the aim of creating a productive labour force by integrating those beneficiaries into the active labour force, and the number of beneficiaries is 304.

- **Implementing youth empowerment programmes**

This programme is being conducted to reduce the unemployment gap in Sri Lanka by establishing a strong young team with leadership and creativity in every village to effectively face future challenges. The two-day programme will be held on the first day to instill an optimistic attitude towards the future in these young people, create self-motivation to enter the world of work and provide an understanding of the world of work, and on the second day, an opportunity is provided to observe internationally/locally recognized

institutions with the aim of providing these young people with live experience of the world of work. 97 programmes were held this year and the number of beneficiaries is 3,609.

- **Project to promote the employment of differently abled people**

This is done through the project to promote the employment of persons with disabilities in collaboration with the Department of Social Services. This year, 8 programmes were held, with 309 beneficiaries.

- **Implementing job generation promotion programmes**

With the aim of generating new employment opportunities, this programme was implemented by identifying the unique needs of the districts of the island and targeting young people who are interested in starting their own businesses by selecting one sector (export sector, local market products, fisheries, digital marketing, etc.). During this year 25 programmes were conducted and the number of beneficiaries was 792.

- **Digital Entrepreneurship and Skills Development Programme**

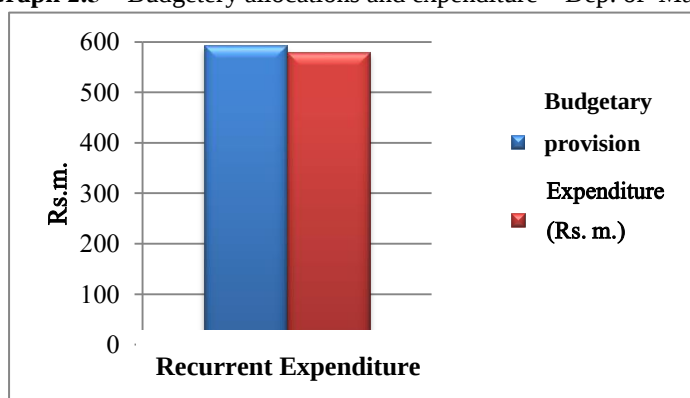
This programme introduced marketing platforms such as digital marketing, online marketing, and e-commerce and developed knowledge for job-seeking youth and youth with qualifications for entrepreneurship development. 6 programmes were held this year, benefiting 224 beneficiaries. It is expected that this programme will cover all 25 districts of the island by 2025.

2.3.5. Financial progress

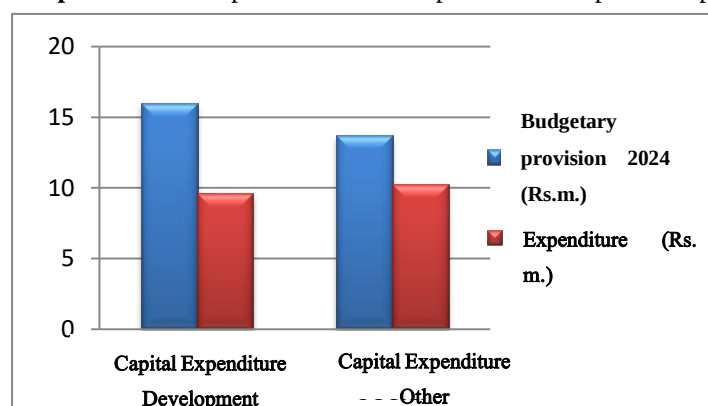
Table 2.23 - Recurrent and Capital Expenditures as on 31.12.2024

Item	2024 Budgetary provision (Rs.mn)	Additional Provisions (Rs.mn)	FR	Total Allocation for 2024 (Rs.mn)	Expenditure (Rs.mn)	Remain ing allocati ons (Rs.mn)	Perce ntage (%)
Recurrent expenditure	573.000	25.640	(5.725)	592.915	580.091	12.824	97%
Capital expenditure (1+2)	24.000	-	5.725	29.725	19.829	9.896	66%
1.Develop ment	16.000	-		16.000	9.612	6.388	60%
2.Other	8.000	-	5.725	13.725	10.217	3.508	74%
Total	597.000	25.640		622.640	599.920	22.720	96%

Graph 2.5 – Budgetary allocations and expenditure – Dep. of Manpower and Employment



Graph 2.6 – Development and other expenditure – Dep. of Manpower and Employment



2.4. National Institute of Labour Studies

2.4.1. Education in labour law, industrial relations, and human resource development

The National Institute of Labour Studies conducts courses in the three main subject areas of Labour Law and Industrial Relations, Human Resource Management

and Workplace Productivity to achieve its objectives. The institute is currently working to provide these courses in all three languages as a quality service to clients in the public and private sectors. These courses are held in the form of diplomas and short-term courses, certificate courses and training workshops.

- **Diploma courses**

Table 2.24 - Details of Diplomas conducted under long-term training programmes

	Name of the diploma	No. of courses
1	Industrial Relations and Labour Law – Sinhala Medium	1
2	Industrial Relations and Labour Law - English Medium	1
3	Human Resource Management - Sinhala Medium	1
4	Human Resource Management – Tamil Medium	2
5	Public Procurement and Contract Administration	1
6	Professional Diploma in Workplace Productivity	2
7	Diploma in Practical Applications of Labour Law	1
	Total	09

- **Certificate courses**

With the aim of developing the knowledge, skills and attitudes of public, semi-government and private sector officials, ten-day certificate courses and advanced certificate courses are conducted in each subject area covering Labour Laws and Industrial Relations, Human Resource Management, Office Management, Procurement, Internal Audit, English, Sinhala, and Tamil languages. The number of courses conducted is 30.

Table 2.25 - Details of Certificate Courses

Name of the certificate course	No. of courses conducted
Labour Migration and General Administration	21
Industrial Relations and Labour Law	4
Human Resource Management	1
Public Procurement	1
Office Management	1
Health Management	2
Total	30

- Short term training courses**

The National Institute of Labour Studies conducts one-day, two-day, three-day and five-day short-term courses at the Training

Centre of the Institute of Labour Studies Accordingly, the 43 number of courses conducted during the year 2024.

Table 2.26 - Details of Certificate Courses

Course name	No. of courses conducted
Office Management	24
Industrial Relations and Labour Law	8
Public Procurement	1
Trainer Training Programmes	1
Soft Skills Development	2
Capacity Development	7
Total	43

- Courses conducted upon the request of the client institutions**

Various ministries, departments, corporations and boards request the institute to prepare a training course that suits their institutional requirements. Taking into account those requests, the institute visits those institutions and conduct training courses with specific

course content. Accordingly, a description of the training programmes conducted at the request of such institutions in the year 2024 (Trainer made programmes) is given below. A total of 25 programmes have

been conducted and 1018 people have been trained.

Table 2.27 - Details of courses conducted upon the request of the client institutions

Name of the programme	No. of programmes conducted
Office Management	9
Industrial Relations and Labour Law/ Human Resource Management	3

Group Activities and Employee Motivation	2
Training Programmes for Efficiency Bar Examinations	11
Total	25

- **Conducting examinations based on service and organizational requirements**

The National Institute of Labour Studies has been conducting examinations upon the requests of public sector corporations and statutory bodies as well as private sector institutions for many years. Under this, examinations for staff recruitment, efficiency bar examinations, evaluations

and service promotion are conducted based on the institutional requirement. Furthermore, examinations related to diploma and certificate courses conducted by the institute are also conducted and these examinations are conducted with professionalism while protecting the confidentiality of these examinations and providing prompt service to the clients.

Table 2.28 - Details of examinations conducted

Name of the programe	No. of examinations	No. of applicants
Efficiency Bar Examinations	26	656
Recruitment Examination	3	779
Total	29	1435

2.4.2. Financial progress

The financial progress of the National Institute of Labour Studies in the year 2024 is as follows.

Table 2.29 - Financial progress

	Annual Budget (Rs.)	Monthly Budget(Rs.)	4th Quarter Budget 30.11.2024(Rs.)	4th Quarter Actual 30.11.2024(Rs.)
<u>Income</u>				
Training	60,800,000.00	5,066,666.67	55,733,333.33	53,423,300.85
Exam	10,000,000.00	833,333.33	9,166,666.67	4,419,536.25
FD	11,000,000.00	916,666.67	10,083,333.33	9,218,729.62
Total	81,800,000.00	6,816,666.67	74,983,333.33	67,061,566.72
<u>Expenditure</u>				
Personnel Emoluments	18,758,525.00	1,563,210.42	17,195,314.58	17,022,760.00
Programme Activities	21,000,000.00	1,750,000.00	19,250,000.00	23,360,405.04
Travelling	750,000.00	62,500.00	687,500.00	486,742.34

Expenses				
Supplies & Consumable Items	5,000,000.00	416,666.67	4,583,333.33	3,092,035.11
Maintenance	4,800,000.00	400,000.00	4,400,000.00	4,488,190.84
Contractual Services	6,800,000.00	566,666.67	6,233,333.33	6,782,522.69
Other Operating Expenses	2,959,000.00	246,583.33	2,712,416.67	2,330,530.50
	60,067,525.00	5,005,627.08	55,061,897.92	57,563,186.52
Surplus/ (Deficit)	21,732,475.00	1,811,039.58	19,921,435.42	9,498,380.20

2.5. National Institute for Occupational Safety and Health

2.5.1. Enhancing occupational safety and health

To mitigate the occupational accidents in workplaces, the National Institute for Occupational Safety and Health (NIOSH) conducts diploma courses, certificate courses, and various courses on occupational safety and health for the training of occupational safety officers. Similarly, the institute conducts environmental measurements for safety and health in the workplace and conducts assessments to identify risks. The progress of the programmes carried out by the institute is as follows.

- **Diploma in Occupational Safety and Health (Sinhala/English Medium)**

The National Occupational Safety and Health Institute is responsible for the national responsibility of producing safety officers, who are the necessary human resources, with the aim of creating safe workplaces in Sri Lanka. The theoretical knowledge required by safety officers is provided to them through the lectures and

the institute is constantly working to provide them with the necessary practical knowledge by visiting the workplaces. Similarly, their knowledge is tested through evaluation reports, presentations, etc. and through examinations and diploma certificates are awarded to suitable students. This course is offered in both Sinhala and English mediums, and students who successfully complete it are employed in local and foreign countries.

Table 2.30 – Details on Diploma Courses in Occupational Safety and Health (Sinhala/English Medium)

Batch	Estimated amount (Rs. Mn.)	Duration	Expected financial target from the course (Rs.Mn.)
Sinhala Medium			
Batch 04	3.56	June 2024 – June 2025	1.46
English Medium			
Batch 26	4.31	October 2023 - October 2024	6.29
Batch 27	7.45	May 2024 - May 2025	2.33
Batch 28	6.29	September 2024 - August 2025	2.33

- **Higher National Diploma in Occupational Safety and Health (English Medium)**

This Higher National Diploma Course was introduced to enhance the knowledge of occupational safety and health of students who have successfully completed the Diploma and to provide specialist knowledge in the relevant field. The course for the first group began in 2023 and was completed in March 2024.

- **National Certificate Course in Occupational Safety and Health (Sinhala Medium)**

The National Institute of Occupational Safety and Health conducted three certificate courses in the year 2024. The

52nd, 53rd, 54th and 55th batch certificate courses initiated in the year 2024 have been completed. These courses have played a crucial role in reducing the risk of workplace accidents by equipping participants with essential training in occupational safety and health. The program is designed to produce highly skilled safety officers, who are in demand by both local and multinational companies. Many of the trained officers are currently employed across various industries, where their expertise has significantly contributed to fostering safer working environments. This course is open to anyone who has passed the Advanced Level and has a keen interest in advancing their knowledge in occupational safety and health.

Table 2.31 - Occupational Safety and Health Certificate Course (Sinhala)

Batch	Estimated amount (Rs. m.)	Duration	Financial progress (Rs.m.)
Batch 52	2	January 2024 - June 2024	1.49
Batch 53	1.8	February 2024 - April 2024	1.54
Batch 54	1.85	June 2024 - September 2024	1.39
Batch 55	2.06	July 2024 - October 2024	1.44

- **Foundation Course in Occupational Safety and Health**

This course is designed for those interested in occupational safety and health. The institute also provide placements to those

who successfully complete it. The aim is to employ students who have completed their O/L and A/L examinations and to direct them to the occupational safety field.

Table 2.32 - Foundation Course in Occupational Safety and Health

Batch	Estimated amount (Rs. Mn.)	Physical progress	Financial progress (Rs.Mn.)
Batch 10	0.21	August 2024 - November 2024	0.23

- **Environmental Management Course for Executive Grade Officers**

This course was first launched in 2020 and is aimed at in-service management. The 3rd batch has commenced by now.

Table 2.33 - Environmental Management Course for Executive Grade Officers

Batch	Estimated amount (Rs. Mn.)	Physical progress	Financial progress (Rs. Mn.)
Batch 03	0.65	Successfully completed by 18 executive grade officers.	0.83

- **Other training programmes**

Table 2.34 - Progress in conducting special programmes

Programme	Estimated amount (Rs. Mn.)	Physical progress	Financial progress (Rs. Mn.)
Covering the scope of Occupational Safety and protection in the Care givers course conducted by Surado Campus .	2.66	This course has been successfully completed by 330 students.	2.6
Conducting a three-day programme on occupational safety and health for hospital nursing staff	0.48	This course has been successfully completed by 31 nurses.	0.79

- **Projects**

- I. The National Occupational Safety and Health Policy was developed in 2024, drawing on the valuable insights and suggestions of professionals from diverse fields. Over 200 professionals participated in the programme, which was held on February 13th and 14th, 2024, at the Renuka Hotel.
- II. A National Occupational Safety and Health Policy Awareness Programme on OSH Policy Development, a project carried out by the International Labour Organization, was held in the districts of Galle, Hatton, and Nuwaraeliya in October 2024. These were held at the District Estate Superintendent's Offices with the participation of the Estate Superintendents of the relevant districts. Not less than 150 Estate Superintendents participated in it.

- **Special Achievements**

- I. In 2023, the institute was able to enter into an agreement with Changshin University in South Korea for the

national task of preparing the necessary arrangements for Sri Lankan students to study a Safety Engineering degree at that university. As an initial step in 2024, 25 students were selected and given the opportunity to follow the institution's Occupational Safety and Health National Diploma and plans were made to direct them to the degree course.

- II. The initial opportunity was given to seven (07) students who met the qualifications and obtained visas. Through this, Sri Lankan students have the opportunity to acquire professional skills under the E-7 category and have also agreed to complete their degree course with a 50% discount. Sri Lankan students are expected to enjoy Korean job opportunities with 10-year permits in South Korea.
- III. In 2024, arrangements were being made for twenty-five (25) students who had completed the National Occupational Safety and Health Course and fulfilled the A/L qualifications, to pursue a

Safety Engineering degree at Changshin University in Korea.

- IV. To prevent accidents in the workplace and create a safe workplace for employees, a certified environmental measurement survey and risk assessment programme will be carried out throughout the year 2025. In addition, the institution plans to conduct training in the future according to the requests received from the factories. A certificate will be provided for this. This will help the factories to be recognized in the international market. Thus, through international recognition, the opportunity to obtain orders from foreign buyers grows.

2.5.2. Other special programmes

• National Occupational Safety and Health Conference 2024

The National Occupational Safety and Health Conference 2024 was held on November 28, 2024, as part of the

National Occupational Safety Week celebrations. The event took place at the Shangri-La Hotel on Thursday, November 28, 2024, under the patronage of the Minister of Labour, Hon. Anil Jayantha Fernando, and the Deputy Minister of Labour, Hon. Mahinda Jayasinghe. The conference's theme was "Climate Changing," and numerous local and international speakers delivered lectures during the event.

This conference was attended by over 500 businesses, managers and occupational safety officers representing the employer side, and was held based on the concept of occupational safety to create a safe and healthy labour force.

• Occupational Safety and Health Diploma Certificate Award Ceremony 2024

The Diploma and Certificate Awarding Ceremony for Occupational Safety Officers was held on Thursday, the November 28, 2024 at the Shangri-La Hotel.

2.5.3. Financial progress achieved through operational income sources implemented by the institution

Table 2.35 - Financial progress achieved through operational income sources as per the financial statements closed as on 31.12.2024

Task	Income
Medical Examination	1,861,715.00
Environmental Measurement Survey	18,729,602.00
Certificate Courses and Diploma Courses	34,537,050.00
The provision of services through other agreements	11,612,500.00
Other revenue interests	31,387,225.00
Total	98,837,356.00

2.6. Office of the Commissioner for Workmen's Compensation

2.6.1. Payment of compensation for occupational accidents

The Office of the Commissioner for Workmen's Compensation pays compensation to workmen who sustain injuries in the course of employment, who suffer from diseases contracted due to the nature of the employment and to dependents of workmen who die due to accidents in workplaces. The information regarding accidents reported in the year 2024 and the compensation paid for them is as follows.

- Number and of institutions that have paid amount of Rs. 2 million and above as compensation, started in the year 2024.

No. of Institution	Amount (Rs.Mn.)
14	85,790,185.00

- Number of fatal and non-fatal cases that initiated in 2024 and completed in the same year
 - Cases that ended in court - 86
 - Cases that ended at the office level without going to court - 74
- Time analysis of case files concluded between 01.01.2024 to 31.12.2024
 - Number of cases initiated in the year 2024 and concluded in the same year 160
 - Number of cases in previous years 233

Table 2.36- Number of cases filed as on 31.12.2024

Number of cases to be taken up for hearing on 01.01.2024	422
Number of cases instituted from 01.01.2024 to 31.12.2024 (Fatal -145 and Nonfatal -244)	389
Total number of cases pending as on 31.12.2024	811
Number of cases completed between 01.01.2024 to 31.12.2024	418
number of cases pending as on 31.12.2024	<u>393</u>

2.7. Shrama Vasana Fund

2.7.1. Promotion of worker welfare

Shrama Vasana Fund conducts eye clinics, medical camps, awards scholarships and school equipment for children of deceased workers, provides technical education for livelihood assistance and other welfare activities island-wide in order to uplift the living standard of the labour community.

- **Awareness programmes**

The primary objective of establishing the Shrama Vasana Fund is to promote the welfare of employees. Looking back over the past few years, it has become clear that most of the industrial accidents in Sri Lanka have occurred due to negligence of employees and failure to use safety equipment.

For these reasons, as a precautionary measure to prevent accidents, factories that have had accidents and dangerous conditions reported in recent years were identified and training workshops and awareness programmes on safe working were conducted by engineers with knowledge of the matter.

Furthermore, awareness programmes were conducted through experienced resource persons in the field with the aim of raising awareness about labour laws, as well as the elusive situations that arise for employees and institution owners.

These awareness programmes were very successful, as employees and the employer community were made aware of labour laws, and awareness programmes on occupational safety and health also assisted in mitigating industrial accidents.

In 2024, 25 awareness programmes were conducted under the above field covering

the entire island, directly benefiting approximately 1,000 employees.

- **Educational Aid Programmes**

With the aim of providing relief to working families in the face of the prevailing economic situation in the country, this programme provides educational assistance to the children of selected low-income working families, covering all the Divisional Secretariats of all the districts of Sri Lanka.

School equipment kits were provided to 28,983 children during year 2024.

- **Fatal-Accident Scholarship Programmes**

These programmes are implemented for the children of workers who died or became completely disabled due to accidents in factories in Sri Lanka.

Beneficiaries are identified based on information obtained through the Factory Inspecting Engineers and Office of the Commissioner for Workmen's Compensation about industrial accidents that occur in a factory, site or workplace. Children of workers who died or became completely disabled (from pre-school education to university education, i.e. between the ages of 3-25) who are studying are eligible for this, and a savings deposit of Rs. 50,000 and educational equipment are provided to these children.

As a part of this programme, benefits have been provided to 18 scholarship recipients in the year 2024.

- **Legal Aid Programmes**

This programmes is implemented to provide relief to employees in cases where private sector employees have been unfairly dismissed, when institutions are closed without prior notice, and when a complaint has been filed at the presence of the Commissioner for Workmen's Compensation.

As a part of this programme, benefits have been provided to 06 people using provisions allocated as per the action plan in the year 2024.

- **Conducting Medical Camps**

Providing relief to employees who are victims of occupational diseases is another key objective of the Shrama Vasana Fund. These groups are selected from the employees who work under hazardous environmental conditions that can cause occupational diseases and medical camps are conducted targeting such groups accordingly.

This helps to assess the health status of employees, identify those genuinely affected by occupational diseases, and protect individuals at risk of developing such conditions in the future.

Table 2.37- Financial progress and physical progress of programmes conducted during 2024

Programme Type	Physical progress		Financial progress		Percentage
	No. of programmes conducted	No. of beneficiaries	The allocated amount (Rs. Mn.)	The amount spent	
Awareness Programmes			1.44	0.32	22%
Educational Aid Programmes			Special projects - 100	66	66%
			General - 12.5	6.7	54%
Fatal-Accident Scholarship Programmes			5.6	1.13	20%
Legal Aid Programmes			1	0.14	14%
Conducting Medical Camps			0.42	0.24	58%
Awareness Programmes	19	550			
Educational Aid Programmes	Special projects - 24	28983			

	General - 04	309			
Fatal-Accident Scholarship Programmes	1	18			
Legal Aid Programmes	1	6			
Conducting Medical Camps	1	180			

The Shrama Vasana Fund is funded by the National Lottery Board through the Lucky Seven lottery revenue. Accordingly, in the year 2024, an income of Rs. 56.9 million has been obtained from this.

Note – This report has been prepared including only the progress of the Ministry of Labour and its affiliated departments/institutions in accordance with the Extraordinary Gazette Notification No. 2412/08 dated 25.11.2024

2.8. Future Plans and Programmes of the Ministry

The Ministry bears a timely responsibility to establish legal provisions that foster an employer-employee friendly atmosphere within a decent work environment, aligned with current national and international socio-economic dynamics. To cultivate a productive labour force and promote amicable employer-employee relations, existing labour laws and regulations will be amended to comply with ratified international labour conventions while reflecting the country's evolving socio-economic landscape and the demands of the current world of work. The Ministry remains dedicated to safeguarding the rights and enhancing the welfare of the workforce. Accordingly, the Ministry and its affiliated institutions have formulated their future plans based on the following key considerations.

- Government Policy Statement “A Thriving Nation - A Beautiful Life!”
- Vision, Mission and Objectives of the Ministry
- Duties and functions assigned to the Ministry by the Gazette Extraordinary No. 2412/08 dated 25/11/2024.
- Sustainable Development Goals relevant to the scope of the Ministry
- Matters included in the international conventions and agreements that Sri Lanka has recognized and agreed to in the labour sector.

2.8.1. Ministry of Labour

2.8.1.1. Strengthening the legal framework related to the labour sector

It is identified that there is an urgent need to streamline and remove the complexities within the laws, making them pertinent to the current work environment and ensuring benefits for all stakeholders.

Accordingly, with the approval of the Cabinet of Ministers, an Employment Bill has been drafted, addressing existing discrepancies between the Acts and incorporating flexible service conditions. This draft has been assigned to a committee to review its alignment with new government policies and based on the recommendations of the particular committee, the draft will be revised with the necessary changes and submitted to the approval of the Cabinet of Ministers.

The National Institute of Occupational Safety and Health Act is expected to be amended to foster a culture of occupational safety in Sri Lanka. The aim is to establish a safe, healthy, and occupational hazard-free work environment. This initiative seeks to develop the necessary human resources to maintain a safe and healthy workforce, while also creating opportunities for income generation.

2.8.1.2. Safeguarding the employer-employee rights amidst globalization and open economic policies

At present, employers bear the responsibility for providing unemployment and maternity benefits. It is essential to transition towards an insurance system for these benefits and the Ministry will collaborate with stakeholders to develop

the necessary legal framework for this transition. Furthermore, given the inefficacy of the current mechanisms for addressing workers' social security needs, consideration will be given to implement a pension scheme for the private sector, an insurance scheme for occupational accidents, and expanding social security coverage to the informal sector. Enhancing social security involves coordination with numerous government agencies. By taking steps to work collaboratively with these agencies, it is anticipated that social security coverage will be both improved and expanded.

Efforts are underway to boost female participation in the workforce, which has remained at 31% for decades. To address this, the proposed labour law amendment will introduce essential legal provisions related to workplace discrimination, violence, and the establishment of flexible work environments to enhance female participation. Recognizing that the current employer-based system for providing maternity benefits negatively impacts female workforce participation, the introduction of a maternity insurance scheme will further support increasing female labour participation.

2.8.1.3. Decent work programme

With the assistance of the International Labour Organization, steps have been taken to prepare a five-year National Decent Work Programme for 2025–2030. This programme aims to streamline labour policies in consultation with trade unions and employers. Additionally, efforts are being made to ratify the C188 Convention on Fishing, which will enhance decent working conditions for the fishing community. This ratification is expected to be completed by the end of 2025.

2.8.2. Department of Labour

Aligning with government policies to develop the Digital Public Infrastructure for digital governance in Sri Lanka, plans are in place to assess the digitalization needs of the Department of Labour. With technical assistance from a suitable consultancy firm, transformative changes will be implemented in the Department's processes and systems. This initiative aims to provide clients with more convenient and efficient services without any hindrance.

It is expected to further enhance the social security of employees in Sri Lanka's private and semi-government sectors. This includes promoting employer registration and ensuring that employees are registered as members of the Employees' Provident Fund within 30 days of commencing employment. In 2025, plans are in place to implement timely amendments to the Employees' Provident Fund benefit claim application forms and improve data entry processes in data systems. These changes aim to make the Employees' Provident Fund benefit payment system more convenient and simplified for clients. A study is expected to be conducted to determine whether the remaining retirement benefits for members who obtain 30% pre-benefits from the Employees' Provident Fund and housing loans will be sufficient for them to comfortably live out their retirement years when they receive their final benefits.

Enhancing the awareness of employers and employees in factories about occupational safety and health will contribute to reducing accidents and occupational diseases in the industrial sector. Consequently, in 2025, it is planned to

implement occupational safety and health awareness programmes, particularly targeting employers and employees in the informal sector, where the risk of accidents is higher.

Sri Lanka is dedicated to eradicating all forms of child labour by 2025, in accordance with UN Sustainable Development Goal 8.7. To achieve this, it is crucial to educate not only employers, employees, and government officials, but also the entire public at the grassroots level about the importance of preventing child labour. To achieve this goal, appropriate measures will be taken to identify instances of child labour in the informal sector by collaborating with the Community Police Committee mechanism of the Police Department. Additionally, pledges will be obtained from employers in formal sectors, ensuring their institutions do not employ child labour. Awareness will also be raised about child labour in high-risk sectors such as tourism and small and medium-scale enterprises. In 2025, a study will be conducted on child activities in the Western Province, building on the initial study carried out in the Colombo District in 2024 to identify the causes of child labour.

The Department of Labour aims to enhance organizational productivity by fostering a conducive working environment that ensures industrial peace between employers and employees in private and semi-government institutions across the island. Consequently, in 2025, regional awareness programmes will be implemented for employers and employees in institutions throughout the island. These programmes will promote social dialogue to improve employer-employee

relationships and increase awareness of labour laws among both parties.

Individuals who wish to submit any type of labour complaint to the Department of Labour are now provided with the opportunity to do so efficiently through the online Complaint Management System. This system also facilitates the monitoring of the progress in resolving the complaints. In the year 2025, actions will be taken to further streamline and fortify this system. This initiative is intended to ensure that the rights accorded to employees by labour laws are effectively upheld.

2.8.3. Department of Manpower and Employment

The following activities are to be implemented by this department in the year 2025 to achieve the objectives of formulating a national human resources and employment policy, resolving structural unemployment issues, providing guidance to determine the right career direction targeting the labour market, preparing manpower plans, development and forecasting, and developing informal and underprivileged groups.

- Organizing district and regional job fairs is expected to equip job seekers with essential employment guidance, skill development resources, and tailored support to enhance their career readiness and opportunities.
- To enhance service standards for job seekers and self-employed individuals in selected informal employment sectors, various programmes will be implemented. These initiatives will provide the necessary knowledge and guidance on job dignity and product

quality. Accordingly, person-centered career guidance will be offered, along with referrals for obtaining NVQ certificates through RPL methods. Additionally, the necessary guidance will be provided for networking in business sectors. These programmes are expected to be implemented at the rural level, targeting small groups.

- Employers' conferences are organized with the primary goal of fostering strong relationships between the Department and the employers who provide services. These conferences aim to facilitate service exchange and mutual benefits. Scheduled to be held in 2025, these conferences will cover all 9 provinces.
- Career guidance services aim to support school dropouts, NEET beneficiaries, differently abled persons, and youth. These services focus on promoting self-employment by selecting registered job seekers with suitable skills and interests for self-employment or entrepreneurship development. NEET groups, disabled people, and school dropouts are provided with career guidance and directed towards income generation processes.
- Job seekers are registered through the Department's job fair and at the District/Divisional Secretariat levels. These individuals are registered online via a Google Form, and their information is entered into the Department's database, maintained in a Google Sheet. Employment agencies and existing vacancies are also registered, facilitating the referral of job seekers for appropriate employment opportunities accordingly. Among the registered job seekers, individuals of

suitable age and capability for vocational training rather than immediate employment will be identified and coordinated with vocational training centers. It is expected that at least 100 beneficiaries from each Divisional Secretariat will be referred to these training institutions. Additionally, the most suitable training programmes will be introduced to them through career guidance services.

2.8.4. National Institute of Labour Studies

Programmes aimed at the qualitative development of Sri Lankan labour force will be implemented. These programmes will focus on developing and promoting labour studies, conducting research, and offering courses in this field. Collaboration will be sought with government-recognized local training institutions and foreign training institutions. Currently, only certificate and diploma courses in labour studies are being offered. Preliminary discussions with state universities and international universities are planned to upgrade the diploma course to a degree programme.

Courses to be commenced in future.

- Diploma course in General Management and Labour Migration to enhance the standard of agencies providing foreign employment services
- Awareness programmes and training courses to empower tea plantation workers and the labour force of factories located in investment promotion zones

To further sustain the National Institute of Labour Studies through self-financing, plans are in place to establish new lecture hall facilities. The aim is to make courses

more accessible to the public by leveraging new technological methods and ensuring convenience for trainees. These efforts will be conducted in the main districts. Additionally, targeted training programs will be identified and implemented for both the public and private sectors.

Space within the Labour Secretariat building will be allocated for the establishment of laboratory facilities for the National Institute of Occupational Safety and Health. Consequently, in the year 2025, the National Institute of Labour Studies, currently housed within the Labour Secretariat building, is planned to be relocated to the "Mehewara Piyesa" building.

2.8.5. National Institute of Occupational Safety and Health

To minimize accidents and illnesses at worksites, particularly in small and medium-scale enterprises, a Self-Learning Platform will be developed and introduced to industries by 2025. This system will leverage innovative technology to protect employees from occupational accidents and illnesses that may occur at the worksites.

A formal system is also to be introduced to implement occupational safety and health policies in industries and to obtain data on accidents and occupational diseases.

Arrangements are being made for twenty-five (25) students who passed the G.C.E. Advanced Level in 2024 and completed the National Occupational Safety and Health Course to pursue a Safety Engineering degree at Changshin University in Korea in 2025. To promote National Occupational Safety Week and raise awareness of its purpose, the

National Occupational Safety Week and the National Occupational Safety and Health Conference - 2025 are scheduled for the second week of November. Additionally, to recognize businesses and institutions dedicated to employee occupational safety, the National Occupational Safety Awards Ceremony is planned for mid-November 2025.

2.8.6. Shrama Vasana Fund

In 2025, special focus will be placed on safeguarding the occupational safety, rights, and job security of low-income employees. Further, programmes will be implemented to ensure the welfare of employees and their dependents. Accordingly, to safeguard the working community, several programmes will be implemented. These initiatives include providing medical assistance to employees in hazardous work environments, conducting scholarship programmes for the children of workers who have died or been completely disabled due to factory accidents in Sri Lanka, and offering legal aid to employees in cases of unfair dismissal in the private sector or when institutions are closed without prior notice. An allocation of Rs. 48.52 million has been designated for the implementation of these initiatives in 2025. Simultaneously, arrangements are being made to formalize an agreement between Shrama Vasana Fund and the National Lottery Board.

Chapter Three

Overall Financial Performance for the Year ended 31 December 2024

Financial progress

3.1 Statement of Financial Performance

Statement of financial performance for the period ended 31st December 2024

Statement of Financial Performance for the period ended 31st December 2024					ACA -F
Revised Budget Allocations 2024		Note	Actual		
Rs.			2024 Rs.	2023 Rs.	
-	Revenue Receipts		#REF!	-	
-	Income Tax	1	#REF!	-	
-	Taxes on Domestic Goods & Services	2	#REF!	-	ACA-1
-	Taxes on International Trade	3	#REF!	-	
-	Non Tax Revenue & Others	4	#REF!	-	
-	Total Revenue Receipts (A)		#REF!	-	
-	Non Revenue Receipts		-	-	
-	Treasury Imprests		1,586,211,217	1,398,857,000	ACA-3
-	Deposits		343,505,548	392,874,198	ACA-4
-	Advance Accounts		51,224,516	49,933,627	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non Revenue Receipts (B)		1,980,941,281	1,841,664,825	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		#REF!	1,841,664,825	
	Remittance to the Treasury (D)		3,732,365	3,403,513	
	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		#REF!	1,838,261,312	
	Less: Expenditure				
	Recurrent Expenditure				
1,247,000,000	Wages, Salaries & Other Employment Benefits	5	1,311,233,480	1,173,168,363	ACA-2(ii)
338,700,000	Other Goods & Services	6	262,835,499	233,726,563	
103,050,000	Subsidies, Grants and Transfers	7	92,408,502	87,151,535	
-	Interest Payments	8	-	-	
250,000	Other Recurrent Expenditure	9	21,020	1,243	
1,689,000,000	Total Recurrent Expenditure (F)		1,666,498,502	1,494,047,704	
	Capital Expenditure				
18,700,000	Rehabilitation & Improvement of Capital Assets	10	9,319,407	15,197,606	ACA-2(ii)
10,900,000	Acquisition of Capital Assets	11	7,985,143	3,401,810	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
5,700,000	Capacity Building	14	898,034	1,673,371	
289,700,000	Other Capital Expenditure	15	209,072,219	337,759,987	
325,000,000	Total Capital Expenditure (G)		227,274,802	358,032,774	
	Deposit Payments		346,525,067	401,712,784	ACA-4
	Advance Payments		55,862,138	48,469,040	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		402,387,205	450,181,824	
	Total Expenditure I = (F+G+H)		2,296,160,508	2,302,262,302	
-	Balance as at 31st December J = (E-I)		#REF!	(464,000,990)	
	Balance as per the Imprest Adjustment Statement		(319,315,325)	(464,000,990)	ACA-7
	Imprest Balance as at 31st December		363,732	-	ACA-3
			363,732	-	

3.2 Statement of Financial Position as at 31st December 2024

ACA-P

Statement of Financial Position As at 31st December 2024

	Note	Actual	
		2024	2023
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	894,432,663	926,280,143
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	126,835,229	122,197,608
Cash & Cash Equivalents	ACA-3	363,732	-
Total Assets		1,021,631,624	1,048,477,751
<u>Net Assets / Equity</u>			
Net Worth to Treasury		121,437,068	113,779,927
Property, Plant & Equipment Reserve		894,432,663	926,280,143
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	5,398,161	8,417,681
Unsettled Imprest Balance	ACA-3	363,732	-
Total Liabilities		1,021,631,624	1,048,477,751

Detail Accounting Statements in ACA format Nos. 2 to 7 presented in pages from 7 to 39 and Annexures to accounts presented in pages from 40 to 45 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 : .02.2025

.....
Accounting Officer
Name :
Designation :
Date : 02.2025

.....
Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : .02.2025

3.3. Statement of Cash Flows for the year ended 31.12.2024

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	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	22,248,628
Revenue Collected on behalf of Other Revenue Heads	77,651,613	71,802,809
Imprest Received	1,586,211,217	1,398,857,000
Recoveries from Advance	52,044,150	47,037,138
Deposit Received	343,505,548	392,874,198
Total Cash generated from Operations (A)	2,059,412,527	1,932,819,773
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	1,499,319,227	1,352,377,314
Subsidies & Transfer Payments	92,408,502	87,151,535
Expenditure incurred on behalf of Other Heads	360,645	651,227
Imprest Settlement to Treasury	3,732,365	3,403,513
Advance Payments	49,902,878	43,047,540
Deposit Payments	346,525,067	401,712,784
Total Cash disbursed for Operations (B)	1,992,248,684	1,888,343,913
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (A) - (B)	67,163,843	44,475,860
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	8,220,000
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	8,220,000
Less - Cash disbursed for:		
purchase of construction of physical assets or acquisition of other investments	66,800,111	52,695,860
Total Cash disbursed for Investing Activities (E)	66,800,111	52,695,860
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (D) - (E)	(66,800,111)	(44,475,860)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G) = (C) + (F)	363,732	0.00
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
Less - Cash disbursed for:		
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

3.4. Notes to Financial Statements

1) Objectives of preparation

The financial statements have been prepared in accordance with the provisions of Government Finance Regulations 150 and 151 and Public Accounts Guidelines No. 06/2024 dated 16.12.2024.

2) Period of reporting

The reporting period for these financial statements is from 01 January to 31 December 2024.

3) Basis of measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

4) Revenue recognition

Exchange and non-exchange revenue are recognized as income in the period in which the cash is received, regardless of the period in which they are due

5) Recognition and measurement of property, plant and equipment

Assets are recognized as property, plant, and equipment when it is probable that future economic benefits associated with the asset will flow to the entity and the asset can be reliably measured.

Property, plant and equipment are recognized at cost and revalued value is used where the cost model is not applicable.

6) Property, plant and equipment reserve

This reserve account is the corresponding account of property, plant and equipment.

7) Cash and cash equivalent

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2024.

* In cases where there are transactions specific to a particular reporting entity, revisions can be made as needed in those forms. Also, the disclosure required for those particular transactions may be included under “Reporting Basis”.

*Only the accounting policies relevant to its reporting entity should be disclosed under the reporting basis.

3.5. Performance in Revenue Collection

Table 3.1 - Performance in revenue collection

Rs.,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Revenue Collected	
		Original Estimate	Final Estimate	Amount (Rs)	As a % of the final revenue estimate
A blank report					

3.6 Performance in the utilization of allocated provisions

Table 3.2 -Performance in the utilization of allocated funds

Rs.. ,000

Type of provision	Provisions allocated		Actual expenditure	Provisions utilized as a % of the final provision
	Original Estimate	Final Estimate		
Recurrent	1,689,000,000/-	1,779,824,000/-	1,666,498,502/-	94
Capital	325,000,000/-	362,400,000/-	227,274,802/-	63

3.7 Provisions granted to this Ministry as an agent of other Ministries/Departments in terms of F.R.208

Table 3.3 - Provisions granted to this Ministry as an agent of other Ministries/Departments in terms of F.R.208

Rs. ,000

S.No	Ministry/Department from which provisions received	Objective of the provision	Provisions allocated		Actual expenditure	Provisions utilized as a % of the final provision
			Original provision	Final provision		
01	Ministry of Public Services, Provincial Councils and	For the payment of allowances to new		-	-	-

	Local Government	graduate trainees				
02	Department of Pensions	Settlement of monies due from retired officers		-	-	-

3.8. Performance in reporting non-financial assets

Table 3.4 - Performance in reporting non-financial assets

Rs. ,000

Asset Code	Code description	Balance as per the Board of Survey report as at 31.12.2024	Balance as per report on financial position as at 31.12.2024	To be accounted in future	Reporting progress as a %
9151	Buildings & structures	31,823,502/-	31,823,502/-	-	100%
9152	Machinery	862,074,161/-	862,074,161/-	-	100%
9153	Lands	-	-	-	-
9154	Intangible assets	535,000/-	535,000/-	-	100%
9155	Biological assets	-	-	-	-
9160	Work in progress	-	-	-	-
9180	Assets leased	-	-	-	-

3.9. Report of the Auditor General

Chief Accounting Officer,
Ministry of Labour and Foreign Employment

Head 193 - The summary report of the Auditor General on the Financial Statements of the Ministry of Labour for the year ended 31 December 2024 in terms of Section 11(1) of the National Audit Act, No. 19 of 2018.

1. Financial Statements

1.1. Opinion

Head 193 - The audit of the financial statement of the Ministry of Labour and Foreign Employment for the year ended 31 December 2024, comprising of the Statement of Financial Position as at 31st of December 2024, the statement of financial performance and cash flow statement for the year then ended, and the Notes to the Financial Statements including the details of significant accounting policies, was conducted under my direction in pursuance of the provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the provisions of the National Audit Act No. 19 of 2018. My comments and observations on these financial statements submitted to the Ministry of Labour and Foreign Employment in terms of section 11(1) of the National Audit Act, No.19 of 2018, are mentioned in this report. The comprehensive Annual Audit Management Report was issued to the Chief Accounting Officer on 23 June 2025 in accordance with Section 11(2) of the National Audit Act, No.19 of 2018. The audit report will be submitted to Parliament in due course in pursuance of provisions in Article 154(6) of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read in conjunction with Section 10 of the National Audit Act, No.19 of 2018.

In my opinion, the financial position of the Ministry of Labour and Foreign Employment as at 31 December 2024, and its statements of financial performance and cash flow for the year then ended, give a true and fair view, in all material respects, in accordance with the basis of preparation for the financial statements set out in Note 1 to the financial statements.

1.2. Basis of the Opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibility under those Auditing Standards is further described under the “Auditor’s Responsibility for the Audit of the Financial Statements” section of this report. It is of my belief that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

1.3 Emphasis of Matter-Basis for Preparation of Financial Statements

I draw attention to Note 1 to the financial statements which describes the basis of preparation. The financial statements have been prepared for the purposes of the Ministry of Labour and Foreign Employment, the General Treasury and the Parliament in accordance with the Financial Regulations 150 and 151 of the State Accounts Guideline No. 6/2024 dated 16 December 2024, as amended on 21 February 2025. Therefore, these financial statements may not be suitable for any other purpose. My report is intended solely for the use of the Ministry, the General Treasury, and the Parliament of Sri Lanka. My opinion is not modified in respect of this matter.

1.4 Responsibilities of Chief Accounting Officer and Accounting Officer for the Financial Statements

The Chief Accounting Officer is responsible for the preparation of financial statements that give a true and fair view of all material aspects in accordance with Financial Regulations 150 and 151 of the State Accounts Guideline No.6/2024 dated 16 December 2024, as amended on 21 February 2025 and for the determination of such internal control that is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

As per Section 16(1) of the National Audit Act, No.19 of 2018, the Ministry is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable the preparation of annual and periodic financial statements of the Ministry.

In terms of Sub-section 38(1)(c) of the National Audit Act, the Chief Accounting Officer shall ensure that an effective internal control system is formulated and maintained for the financial management of the Ministry and carry out periodic reviews to monitor the effectiveness of such systems and accordingly make any alterations as required for such systems to be effectively carried out.

1.5 Auditor's Responsibility for the Audit of the Financial Statements

My objective is to provide a reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with SLAuSs will always detect material misstatements. As material misstatements can arise from the individual or aggregate impact of fraud and error, they could be expected to influence the economic decisions made by users based on these financial statements.

I have exercised professional judgment and maintained professional skepticism throughout this audit, and conducted it in accordance with Sri Lanka Auditing Standards. Further, I also:

- Have obtained sufficient and appropriate audit evidence, in identifying and assessing the risks of material misstatements in financial statements, whether due to fraud or error, and designing appropriate audit procedures to overcome the risks that arise due to fraud or error depending on the circumstance, is the basis for my opinion. The impact of a fraud is higher than that of a material misstatement, and a fraud could transpire due to collusion, forgery, intentional omissions, or the override of internal control.
- Have obtained an understanding of the internal control in order to design audit procedures that are appropriate in the circumstances, despite I do not intend to express an opinion on the effectiveness of the institution's internal control.
- Have evaluated whether the transactions and events underlying the disclosures, structure, and content of the financial statements are appropriately and fairly presented in the financial statements.
- Have evaluated the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I make the Chief Accounting Officer aware of the significant audit findings, including any significant weaknesses in internal control and other matters that I identified during my audit.

2. Report on Other Legal Requirements

I hereby state following matters in terms of Section 6 (1) (d) of the National Audit Act, No. 19 of 2018.

- (a) That the financial statements are consistent with the preceding year,
- (b) The recommendations made by me on the financial statements of the preceding year had been implemented.

3. Financial Review

3.1 Management of Expenditure

- (a) It was observed that hundred percent of the provision amounting to Rs. 21,650,000 allocated under 7 expenditure subjects remained unutilized due to no expenditure being incurred during the year under review.
- (b) Out of the provision of Rs. 75,898,000 allocated under 12 expenditure subjects, only approximately Rs. 32,733,311 had been utilized by the end of the year under review. The percentage of savings in these expenditure subjects ranged from 50 percent to 99 percent.

3.2 Non-compliances with Laws, Rules, and Regulations

Reference to Laws, Rules, and Regulations	Non-compliance
(a) Establishment Code of the Democratic Socialist Republic of Sri Lanka	
Chapter XXIV, Sections 4.5 and 4.6	i) By the end of the year under review, a loan amount of Rs. 56,501 recoverable from two officers who had vacated posts in the National Productivity Secretariat and a loan amount of Rs. 114,575 recoverable from an officer who had vacated the post in the Labour Division had not been recovered. (ii) A loan balance of Rs. 230,300 recoverable from an officer who had died while serving in the Labour Division had not been recovered.
Chapter XLVII	As per the Clause 3.1.1 (IX) of the agreement entered into with the relevant Event Manager when conducting the “Jayagamu Sri Lanka” programme, it was stated that a musical show should be held at the expense of the Event Manager, and Clause (X) stated that a dinner gathering should be held for all officers participating in the programme and it is observed as authorising actions contrary to the directives on conduct and discipline of officers in Section II of the Establishment Code.
(b) Financial Regulations of the Democratic Socialist Republic of Sri Lanka	
(i) F.R. 104(1)	Although an investigation should be commenced immediately to ascertain the exact amount and causes of any loss or damage and to determine those responsible, no investigation had been conducted regarding the damage caused to the cab vehicle involved in an accident on the Southern Expressway on 20th May 2023, despite a delay of nearly 2

- years.
- (ii) F.R. 110 Although a Register of losses and damages had been maintained, the Register of losses and damages of the Labour Division had not been updated and maintained properly.
 - (c) Public Administration Circular No. 30/2016 dated 16th December 2016
 - (i) Section 3.1 Fuel Combustion tests had not been conducted for 17 vehicles owned by the Ministry.
 - (ii) Section 06 Drivers assigned to all official vehicles had not maintained records of the transport services performed for duty during the month.

3.3. Irregular Transactions

(a) During the procurement process for the selection of an Event Manager to conduct a series of mobile services called “Jayagamu Sri Lanka” (Glocal Fair) covering 24 districts across the island, the Procurement Committee of the Ministry of Labour and Foreign Employment had received information regarding the company registration of the Department of the Registrar of Companies, nevertheless disregarding that information, two institutions with two different names, controlled by the same Board of Directors, had been selected.

(i) Accordingly, the Ministry Procurement Committee had carried out the process for selecting the Event Manager without paying attention to the fact that the institutions registered under two company names with the same control were selected, when selecting an Event Manager.

(ii) Although proposals had been submitted on 05 December 2023 that the above programme would be implemented on a self-financing basis, an estimate of the cost had not been submitted. Although it was stated in clause 3.2 (ix) of the agreement entered into with both institutions on 08 January 2024 that 20 booths should be provided to foreign employment agencies on a cash basis and that money should be obtained from the agencies for this purpose, the Ministry had informed the Bureau in writing to pay for it from the cess tax revenue of the Foreign Employment Bureau.

(b) The Minister of Labour and Foreign Employment had given approval to conduct three (03) programmes in the Southern, Northern and Western Provinces in accordance with the Cabinet Memorandum submitted on 26 June 2024 to "Conduct a “Wigamanika Harasara” programme to recognize the immense contribution made by migrant workers" in overcoming the economic crisis

(i) Contrary to the decision of the Cabinet of Ministers, an event was organized in Kurunegala (North Western Province) on 21 July 2024 instead of organizing the ceremony in the Northern Province.

(ii) In order to implement the “Wigamanika Harasara” programme, a direct procurement had been awarded to a private company in accordance with Cabinet Memorandum 3.1, and based on the estimate of Rs. 19,592,000 submitted by the company, the Technical Evaluation Committee had requested a reduction of Rs. 1,680,000 for 9 items, to which the company had agreed. Accordingly, it was observed that there was no regularity in the submission of price quotations.

(iii) Under the “Wigamanika Harasara” programme, the private company that was awarded the task through direct procurement had been paid Rs. 62,756,540 by the Ministry according to the estimated prices submitted by the company. However, it was observed that the same company had obtained services from other institutions at lower prices through quotations and paid a total of Rs. 56,463,140, indicating an excess estimated cost of Rs. 6,293,400.

(iv) Although a sum of Rs. 63 million had been spent for ceremonial events under this “Harasara” programme, except for the food and beverages provided at the ceremonial occasion, no self-employment opportunities or other benefits had been received for the future well-being of the participants. A sum of Rs. 1,935,000 had been spent to award a file containing three congratulatory messages from the President, the Minister and the State Minister of Labour and Foreign Employment, as tokens of appreciation to the returning migrant workers. Furthermore, a sum of Rs. 8,041,476 had been spent by the Ministry to the Sri Lanka Transport Board for arranging 226 buses to bring the relevant returning migrant workers to the event. Accordingly, more additional expenses had been incurred than the benefits provided to the workers.

4. Operational Review

4.1 Performance

4.1.1 Failure to Achieve Expected Output Level

(a) The Ministry had not been able to reach the expected levels in achieving the following objectives.

(i) Although it included policy formulation, programme planning, implementation, monitoring, and post-evaluation related to labour matters based on the National Policy of the Government, it was observed that the Unified Labour Law Reforms had not been completed in a manner that aligns with current needs, and only 2 new legal amendments had been made during the year 2024.

(ii) Although the provision of public services required under the subject scope of the Ministry in an efficient and public-friendly manner was stated, it was observed that the implementation level of benefit payments from the Employees' Provident Fund of the Department of Labour remained at 50–74 percent and that the Complaint Management System of the Department of Labour was not functioning properly.

(iii) Although the registration of trade unions and the introduction and implementation of necessary effective measures to utilize the functions of all trade unions in the public and private sectors for the development of the country had been stated, it was observed that, under the Trade Unions Ordinance No. 14 of 1935 implemented by the Department of Labour, necessary actions had not been taken to renew the activities of the registered trade unions, and there was no established procedure to cancel their registration and inform the public in instances where such actions had not been carried out.

(iv) Although the Ministry had been entrusted with the responsibility of implementing the National Manpower and Employment Policy, it was observed that by the year 2025, the National Manpower and Employment Policy had not yet been formulated.

(v) Although the reform of all procedures and regulations using modern management methods and technology in a manner that ensures the fulfillment of the Ministry's responsibilities while preventing wastage and corruption had been identified as a key function of the Ministry, delays were observed in the process of compensation payments to employees as per the provisions of the Compensation Ordinance, and also delays in obtaining updated information due to the failure to take necessary steps to computerize the records at the Office of the Commissioner of Workmen's Compensation.

(vi) During a sample inspection carried out in the Western Province regarding the initial plans and progress of the Development Officers attached to the National Productivity Secretariat in the year 2024, it was observed that objectives such as empowering small-scale enterprises through productivity concepts, improving public sector processes, implementing the 5S certification programme, and conducting productivity promotion programmes had not been adequately achieved.

(b) Although increasing the flexibility of labour laws and procedures was an objective of the Ministry, it was observed that out of the 20 ordinances implemented by the Department of Labour, 5 ordinances remained as they were, and the necessary amendments to the remaining ordinances to align with current needs had progressed at a slow pace.

4.1.2 Asset Management

Although nearly two years had passed since the cab vehicle met with an accident on the Southern Expressway on 20 May 2023, the repair and investigation activities had not been completed, and a sum of Rs. 260,716 had been borne by the Ministry for the damage caused to the Southern Expressway as a result of the accident.

4.1.3 Uneconomical Transactions

Although a sum of Rs. 5,434,095 had been spent by the end of the year 2024 for the maintenance of the “ebreeze” computer system developed by the National Productivity Secretariat in 2015 at an initial cost of Rs. 1,465,200, it was observed that the system had not been utilized for purposes such as managing educational programmes and organizing events, resulting in the expenditure being economically unproductive.

5. Human Resource Management

(a) It was observed that the Productivity Development Officers attached to District and Divisional Secretariats had been serving in the same offices for more than 5 years, and due to the lack of a proper system for officer transfers, the officers who were in need of transfers had missed the opportunity for such transfers.

(b) It was observed that in the two institutions affiliated to the Ministry—namely, the National Institute of Labour Studies and the National Institute of Occupational Safety and Health—officers had been appointed to the position of Director General, which is the chief executive position, on an acting or contract basis.

Sgd.: H.M. De Soysa
Senior Assistant Auditor General
For Auditor General Performance Indicators

Chapter Four

Performance Indicators

Performance Indicators

Table 4.1 - Performance Indicators of the Ministry (Based on the Action Plan)

Ministry of Labour

	Specific indicators	Actual outcome as a percentage (%) of expected outcome		
		100% - 90%	75% - 89%	50% - 74%
1	No. of laws newly enacted/ amended related to the field of labour.	2	-	3
2	Preparation of reports to the National Labour Organization-			
	No. of annual reporting for conventions ratified of the ILO	√		
	i. No. of reports for non-ratified conventions	√		
	ii. Reports to be compiled under Article 24	√		
3	New conventions ratified-	√		
	i. Working Fishing Convention -C 188			
4	Reports to be prepared for other international institutions, ministries, and various stakeholders			
	i. Human Trafficking in Persons	√		
	ii. US Child Report	√		
	iii. Central Bank			√
	vi. Convention on the Elimination of Discrimination against Women	√		
5	National Steering Committee Meetings (NSCE)		√	
7	DWCP (Decent Work Country Programm) Task Force	√		
8	No. of audit queries answered	√		

9	No. of Audit and Management Committee meetings	√		
10	Reports other than audit queries	√		
Department of Labour				
11	Sending decision letters for payment of Employees' Provident Fund benefits within 14 days			√
12	Carrying out targeted activities to be accomplished in the year 2024, keeping in mind the sustainable goal of making Sri Lanka a child labour-free nation by the year 2025.	√		
13	No. of Bilateral Security Committees established out of the number of Bilateral Security Committees targeted to be established in institutions		√	
14	Investigating and resolving complaints received regarding violations of conditions related to the employment of women in night work	√		
15	No. of programmes conducted at the target percentage for conducting institutional level programmes to promote social dialogue.	√		
Department of Manpower and Employment				
16	Job seeker registration	√		
17	Job vacancy registration	√		
18	Employing job seekers		√	
19	No. of career guidance programmes conducted for school children	√		
20	Self-employment and starting a business			√
21	Referral for training	√		

National Institute of Labour Studies					
22	Conducting training programmes and examinations for the public and private sectors		√		
Office of the Commissioner for Workmen's Compensation					
23	No. of cases closed		√		
24	No.of agreements related to settling by mutual consent of both parties				√
25	No. of accounts opened for children under 18 years of age of deceased employees			√	
26	No. of accounts released due to children turning 18.		√		
Shrama Vasana Fund					
27	Awareness programmes		√		
28	Educational assistance programmes	Special	√		
		General	√		
29	Legal Aid and Appeal Programme				√
30	Fatal Accident Scholarship Programme				√
31	Conducting medical camps				√

Chapter Five

Performance of the Achieving Sustainable Development Goals (SDGs)

Performance in achieving the Sustainable Development Goals (SDGs)

5.1. Relevant Sustainable Development Goals identified

Target /Goal		Targets		Achievement indicators		Achievement progress from 01.01.2024.to 31.12.2024
01	End poverty in all its forms everywhere	1.1	By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 a day.	1.1.1	Proportion of the population living below the international poverty line by sex, age, employment status and geographic location (urban/rural)	- Steps were taken to update the minimum daily wage in the tea growing and processing industry and the rubber growing and raw rubber processing industry. 3.The study “Analysis of Reducing the Gap between Minimum Wage and Nominal Wage in Sri Lanka” was conducted. The recommendations of this study suggested that the National Minimum Wage (monthly) should be at least Rs. 24,120.00.
05	Achieve gender equality and empower all women and girls	5.1	End all forms of discrimination against all women and girls everywhere.	5.1.1	Whether or not legal frameworks are in place to promote, enforce and monitor equality and non-discrimination on the basis of sex.	4.The Women's Day celebration programme organized by the Department of Labour in conjunction with International Women's Day, which fell on 08.03.2024, was held on 07.03.2024 at the Head Office of the Department of Labour. 5.A short video creation competition was held to educate the community on "Labour Laws Affecting Women" through social media and certificates were given to the winners of the competition. An open discussion forum was also held for university students on labour

		5.2	Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation.	5.2.1	Proportion of ever-partnered women and girls aged 15 years and older subjected to physical, sexual or psychological violence by a current or former intimate partner in the previous 12 months, by form of violence and by age	laws affecting women. 6. Investigations were conducted and completed during the year regarding 09 complaints received regarding violations of the conditions for employing women in night work. 7.12 awareness programmes were conducted for employed women on laws affecting women, covering 418 female employees. It is expected that these awareness programmes will help prevent violations of laws through the empowerment of women.
		5.6 .c.	Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels.	5.c.1	Proportion of countries with systems to track and make public allocations for gender equality and women's empowerment.	
8	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	8.5 .	By 2030 achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value	8.5.1	Average hourly earnings of employees, by sex, age, occupation and persons with disabilities	According to labour laws, the average hourly income of employees in private and semi-government institutions does not vary based on factors such as age and disability, or gender.
				8.5.2	Unemployment rate, by sex, age and persons with disabilities	
		8.7	Taking effective measures immediately for eradicating forced labour, ending	8.7.1 .	Proportion and number of children aged 5-17 years engaged in child labour,	The Department of Labour organized a commemorative programme on 18.06.2024 in conjunction with the 'World Day Against

			female slavery and human trafficking, proscribing worst forms of child labour including recruitment of child soldiers and ending all forms of child labour by 2025.		by sex and age	Child Labour', which falls on 12 June every year. There, a programme was initiated to obtain pledges from employers of formal sector institutions, especially those established in industrial parks under the Industrial Development Board, that their institutions would not employ child labour. In parallel, a QR code was introduced on the official website of the department and work was initiated to obtain a pledge from all institutions in the island that they would not use child labour. • The Department organized and conducted programmes to educate both employees and employers of private and semi-government sector institutions about labour laws related to women and children, as well as awareness programmes for officials of other government institutions who need to be aware of labour laws related to women and children in the performance of their duties. • Labour officers conducting field inspections also began obtaining pledges from employers in all other sectors, with a focus on the informal sector, to not use child labour. • A study on child labour was conducted in 2024 with the aim of gaining an understanding of child labour in the Colombo
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						District, evaluating the progress of activities to eliminate child labor, collecting data on the socio-economic status of families with child labourers, and studying the measures to be taken to eliminate child labour. • It was identified as more practical to carry out the message of eliminating child labour and civic responsibility to the grassroots level through the Community Police Committees of the Sri Lanka Police. Accordingly, activities related to collaborating on this national responsibility were initiated, covering the Colombo District in 2024 and the entire island in 2025. • Investigations were conducted in 2024 regarding 101 complaints received regarding child labour. Out of these, 02 complaints revealed the existence of child labour and necessary further steps are being taken to take legal action in this regard.
		8.8	Protect labour rights and promote safe and secure working environments of all workers, including migrant workers, particularly women migrants, and those in	8.8.1	Proportion of fatal and non-fatal occupational injuries per 100,000 workers, by sex and migrant status	• During the year 2024, 47 fatal accidents and 1606 non-fatal accidents related to workplaces were reported to the Department. • The department has taken steps to investigate these accidents, take relevant legal action, and educate employers to take steps to prevent such accidents from happening again by
				8.8.2	Level of national	

			precarious employment	.	compliance with labour rights (freedom of association and collective bargaining) based on International Labour Organization (ILO) textual sources and national legislation, by sex and migrant status	finding out the causes of the accident. Accordingly, the Department took legal action during the year against 16 employees who acted in violation of the Factories Ordinance. • In order to promote freedom of association and bargaining within the company, employees have been given the opportunity to form and maintain trade unions and exercise their rights accordingly. Accordingly, 123 trade unions were registered during the year 2024. Including these unions, the number of valid trade unions in the country as of 31.12.2024 is 2141. • Arrangements have been made to send the relevant annual reports for the year 2024 to the ILO.
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5.2. Challenges in achieving the Sustainable Development Goals

Out of the SDGs to be realized by Sri Lanka by the year 2030, the goal that is directly relevant to the Ministry of Labour in terms of the mission of the Ministry is goal 08. i.e. the promotion of inclusive and sustainable economic growth, employment and decent work for all. Accordingly, the vision and mission of the Ministry of Labour is in accord with this goal and the final outcome of all activities of the Ministry of Labour and its affiliated institutions is to successfully realize this goal. Thus, the overall progress of the ministry reflects the progress in achieving the 08th goal. That aside, the 01st and 05th goals, i.e. End poverty in all its forms everywhere, and Achieving gender equality and empower all women and girls respectively, are relevant according to the functions assigned to the Ministry. The annual action plan is prepared and implemented to directly and indirectly contribute to achieving the relevant sustainable development goals/targets.

The weaknesses in the use of methods and tools for calculating outcomes and impacts in the preparation of the annual action plan and operationalizing progress towards achieving the Sustainable Development

Goals, and the lack of relevant data, especially baseline data, and their lack of proper updating, have had a negative impact. For this purpose, there is a need to develop national level methods and intervene.

Chapter Six

Human Resource Profile

Human Resources Profile

6.1. Cadre Management

Table 6.1 Ministry and affiliated staff as of 31.12.2024

Post	Approved cadre	Existing cadre as of 31.12.2024	No. of vacancies	No. of vacancies as a percentage of approved cadre
Senior level	278	159	119	43%
Tertiary level	700	519	181	26%
Secondary level	2691	2349	342	13%
Primary level	545	462	83	15%
Total	4214	3489	725	17%

6.2 The way the shortage or surplus of human resources has affected the performance of the institution performance of the organization

The shortage of human resources of the Ministry and its affiliated institutions is as follows.

Senior Level	119
Tertiary Level	181
Secondary Level	342
Primary Level	83
Total	725

As per the Public Administration Circular 14/2022, the number of officers on local/foreign leave is also to be considered as vacancies. Thus, due to the shortage of human resources in the Ministry and its affiliated institutions, officers have to perform duties in vacant positions in addition to their assigned duties. It is observed that the shortage of Development Officers and Management Service Officers, especially at the secondary level, is an obstacle to maintaining the institutional objectives and functions efficiently, promptly and continuously.

6.3. Staff capacity building

Table 6.2. Participation of Ministry officials in local training courses

S. No	Name of the Programme	No. of employees trained	Duration of the programme	Name of the Programme	Nature of the programme	Knowledge acquired
1	Training programme on recent trends on law making	4	24	52,000.00	Skills Development Foundation	Knowledge of recent trends related to law making
2	Training programme on personal file maintenance	2	24	26,000.00	Skills Development Foundation	Subject knowledge on maintaining personal files more efficiently and accurately
3	Training programme on proper maintenance of personal files	2	12	10,000.00	National Institute of Labour Studies	
4	Training programme on the methodology for granting leave for foreign training	2	12	14,000.00	Skills Development Foundation	Knowledge on the procedure for granting leave for foreign training
5	Training programme on office assistant duties and responsibilities	2	24	20,000.00	National Institute of Labour Studies	Knowledge on office assistant duties and responsibilities
6	Discipline and Ethics Training Programme for Drivers and Secondary Officers	3	24	39,000.00	Skills Development Foundation	Knowledge of discipline and ethics for drivers and secondary officers
7	Training programme on government salary	1	12	5,000.00	National Institute of Labour	Knowledge required to process government

	preparation methodology				Studies	salaries more efficiently and accurately
8	Training programme on government salary preparation methodology	3	36	54,000.00	Metropolitan Campus KDU	
9	Training programme on preparation of procurement documents	1	12	13,500.00	Prag Institute	Knowledge of preparing procurement documents
10	Training on office procedures and office management	1	24	13,000.00	Skills Development Foundation	Knowledge on office procedures and office management
11	Training programme on office assistant duties and responsibilities	3	24	39,000.00	Skills Development Foundation	Knowledge on office assistant duties and responsibilities
12	Training programme on the preparation of Cabinet Memoranda	4	12	28,000.00	Skills Development Foundation	Knowledge on preparation of Cabinet Memoranda
13	Capacity Building Training programme for Administrative Officers	1	36	15,000.00	National Institute of Labour Studies	Knowledge about capacity building
14	Training Program on Establishment Code and Financial Regulations	4	24	52,000.00	Skills Development Foundation	Knowledge on Establishment Code and Financial Regulations

15	Workshop on preliminary inquiries	2	24	26,000.00	Skills Development Foundation	Knowledge on basic inquiries
16	Workshop on Financial Regulations	2	12	14,000.00	Skills Development Foundation	Knowledge on financial regulations
17	Training programme on salary conversion	1	24	13,000.00	Skills Development Foundation	Subjective knowledge on how to convert salary more efficiently and accurately
18	Advance B Account Training Programme	1	12	7,000.00	Skills Development Foundation	Knowledge on Advance B Account
19	Power BI related training programme	1	24	6,000.00	APFAS L	Knowledge on Power BI
		40		446,500.00		

Table 6.3 Participation of Ministry officials in foreign training courses

No.	Name of the Programme	No. of employees trained	Duration of the programme	Total investment		Output/Knowledge gained
				Local	Foreign	
01	Tripartite High-Level visit to India for Strengthening Social Protection System in Sri Lanka	04	From 13 th – 15 th March 2024		✓	To get knowledge on Strengthening Social Protection System in Sri Lanka

02	Executive Leadership Programs for NPOs, Fontainebleau, France	01	From 29 th April – 03 rd May 2024		✓	To participating Executive Leadership Programs for NPOs
03	International Training on Evidence based Policy Making for Decent Work	02	From 06 th – 31 st May 2024			To get knowledge on Policy Making for Decent Work
04	Knowledge Co-Creation Program (Country Focus) for the Project on Promoting Employment Support of Person with Disabilities, Japan	02	From 04 th -15 th June 2024		✓	To get knowledge Co-Creation Program (Country Focus) for the Project on Promoting Employment Support of Person with Disabilities
05	14 th ADBI-OECD-ILO Roundtable on Labour Migration in Asia: Maximizing the Impact of Labour Migration on Development, Tokyo, Japan	01	From 28 th – 29 th May 2024		✓	To get knowledge on Labour Migration on Development
06	Training Course of Assessors for	02	From 22 nd -26 th April		✓	To get knowledge in

	the Green Productivity Specialist Certification Program New Delhi, India		2024			Green Productivity
07	ITC/ILO-International Labour Standards Turin, Italy	01	From 27 th - 31 st May 2024		✓	To get knowledge International Labour Standards
08	Seminar on Capacity Building for Female Officials Participating in Social Management from Developing Countries, China	02	From 04 th - 17 th June 2024		✓	To get knowledge Capacity Building for Female Officials Participating in Social Management from Developing Countries
09	2024 KOICA Invitational Fellowship Training Programme, Capacity Building or Old-Age Income Security Schema and National Pension Scheme Management, Korea	01	From 22 nd September – 02 nd October 2024		✓	To get knowledge Capacity Building or Old-Age Income Security Schema and National Pension Scheme Management
10	Development of Productivity Practitioners for	01	From 10 th – 14 th		✓	To get knowledge on Development of

	the Youth, Ulaanbaatar, Mongolia.		June 2024			Productivity Practitioners for the Youth
11	JICA Knowledge Co- Creation Program – Promotion of Employment of Persons with Disabilities, Japan	01	From 23 rd September to 12 th October 2024		✓	To get knowledge Promotion of Employment of Persons with Disabilities
12	Training Course on Productivity- linked Wage System, Cambodia	02	From 01 st – 05 th July 2024		✓	To get knowledge on Productivity- linked Wage System
13	Third Mid- Career Training Programme for island Service Officers of Sri Lanka under the Indian Technical & Economic Co- operation (ITEC) 2024/2025, India	02	From 22 nd July – 02 nd August 2024		✓	To get knowledge Third Mid- Career Training Programme for island Service Officers of Sri Lanka
14	Training Course on Good Regulatory Practice, Manila, Philippines	02	23 rd – 27 th September 2024		✓	To get knowledge on Good Regulatory Practice
15	Multicounty Observational	01	31 st July- 02 nd		✓	To get knowledge on

	Study Mission on Implementing the Sufficiency Economy Theory to Sustain Community Development, Thailand		August 2024,			Implementing the Sufficiency Economy Theory to Sustain Community Development
16	MTCP: “Occupational Safety and Health Management for Asian Countries”, Malaysia	02	From 14 th – 25 th October 2024		✓	To get knowledge on Occupational Safety and Health Management for Asian Countries
17	Training Course on Smart Manufacturing Specialists, China	01	From 26 th -30 th August 2024		✓	To get knowledge on Smart Manufacturing Specialists
18	Forth Mid-Career Training Programme for island Service Officers of Sri Lanka under the Indian Technical & Economic Co-operation (ITEC) 2024/2025, India	02	From 19 th August – 30 th August 2024		✓	To get knowledge on Field Administration, Public Policy and Good Governance
19	ITEC: International Certificate Programme on Social Welfare	01	From 18 th September to 08 th October		✓	To get knowledge on Social Welfare Administration

	Administration in India		2024			in India
20	Training Course for Assessors for the Productivity Specialists Certification Program, Ho Chi Minh City, Vietnam	01	From 16 th – 20 th September 2024		✓	To get knowledge on Productivity Specialists Certification Program
21	Training Course for Assessors of the APO Certification Bodies, Bangkok, Thailand	01	From 25 th -29 th November 2024		✓	To get a knowledge Assessors of the APO Certification Bodies

Table 6.4 Participation of Department of Labour officials in local training courses

S.No	Name of the Programe	No. of employees trained		Duration	Total Investme nt (Rs.)	Output / Knowledge gained
		Designation	Number		Local	
Programes conducted by the Planning, Research, Training and Publications Division						
1	Officer training programe on the new method of registering members for the Employees	Relevant officers of the District Labour Offices belonging to Western Zones II and III	18	11.01.2024	26,250.00	Providing necessary knowledge regarding the new method of registering members for the Employees

	Provident Fund					Provident Fund
2	Awareness programme on the new labour law (conducted in two phases via Zoom)	All labour officers	A programme conducted via Zoom	08.02.2024	-	Making officials aware of the latest amendments to labour laws
3	Training programme on salary conversion and processing	Officers in charge of the relevant subjects in the Establishment Division and the Salary Division	34	29.02.2024	12,890.00	Awareness of officers regarding salary conversion and processing
4	Training programme on case file maintenance	Branch Heads and relevant officers in charge	A programme conducted via Zoom	17.04.2024	-	Awareness of officials regarding maintaining case files
5	Training programme on settlement of the Labour Commissioner's account	Branch Heads and relevant officers in charge	A programme conducted via Zoom	25.04.2025	-	Knowledge development regarding the settlement of the Labour Commissioner's account
6	Training programme on the complaint management system and maintaining the petition	Relevant subject officers in the Zonal Deputy Labour Commissioner's Offices,	A programme conducted via Zoom	22.04.2025	-	Knowledge development regarding keeping the complaint management system up to date and

	register	District Labour Offices and Sub-Labour Offices				maintaining the petition register
7	Induction training programme for new labour officers	Labour officers	57	From 08.05.2024 to 06.09.2024	2,329,850	Providing the necessary knowledge and initial training to perform duties
8	Leadership Training Programme Series for Executive Level Officers of the Department of Labour Residential Training Workshop (Conducted in Two Phases)	Additional Commissioners General of Labour, Labour Commissioners, Deputy Labour Commissioners, Deputy Director (Planning), Assistant Labour Commissioners, Specialist Factory Inspecting Engineers, District Factory Inspector Engineers, Factory Inspecting Engineers, Research Officers, Accountants, Assistant	35 officers participated in the first phase and 80 officers in the second phase.	The first phase was conducted from 30.05.2024 to 01.06.2024 and the second phase was conducted from 29.08.2024 to 31.08.2024	1,785,095.00	Developing soft skills such as leadership qualities, team working skills, strategic decision making skills, and qualities of a conscientious officer among executive level officers.

		Director (Information Technology) and Legal Officers				
9	Training programme on how to make 30% advance benefit payments to the Employees Provident Fund	Relevant subject officers serving in all Zonal Deputy Labour Commission erate Offices and relevant subject officers in the Kurunegala District Labour Office	A programme conducted via Zoom	08.08.2024 .	-	Knowledge development regarding how the 30% advance benefit payments of the Employees Provident Fund are made
10	Training programme on the Employees Provident Fund Benefit Payment Process (conducted in two phases)	All officers related to the subject of Employees Provident Fund benefit payments	A programme conducted via Zoom	31.07.2024 and 07.08.2024	-	Knowledge development regarding the Employees Provident Fund benefit payment process
11	Training programme related to inventory management, annual inventory survey and auctions	All the Chief clerks and Heads of Divisions	A programme conducted via Zoom	06.08.2024	-	Improve knowledge about the processes involved in maintaining the inventory register, surveying

						goods, and conducting auctions.
12	Training workshop for officers of the Department of Labour's Driver Service on driver responsibilities and ethics	All drivers	65	07.09.2024	100,297.00	Providing knowledge about driver responsibilities and ethics
13	Training Programme for Management Services Officers (Two programmes were conducted in two phases for the Northern Region and the Eastern Region)	Development Officers and Management Service Officers of the Northern Region	76	12.10.2024 and 07.12.2024	272,477.00	Knowledge development and public relations skills development regarding the Employees Provident Fund payment process and the Employees Provident Fund Monitoring Data System
14	Workshop on Procurement	Officers dealing with the subject of procurement activities	30	10.12.2024	65,995.00	Increasing the knowledge of officials about the procurement process
15	Training on Personal data	Information Technology Branch	18	20.12.2024	25,600.00	Developing knowledge about how to

	protection and Cyber Security	Officers				deal with computer data security and the laws related to it
16	Training workshop on developing the skills of labour officers (conducted in 07 phases covering all regions)	Labour officers	371	21.08.2024 , 05.10.2024 , 09.10.2024 , 19.10.2024 , 23.10.2024 , 23.11.2024 and 27.11.2024	781,455.00	Developing leadership skills, communication and soft skills and raising awareness about the qualities of a good public servant
Referral of officers for training at external training institutions						
Workshops						
1	One-day workshop on digitization of library resources and its technological trends	Librarian	1		2,500.00	Making library operations efficient
2	One-day workshop on information sequencing for special and university library staff	Librarian	1		5,600.00	Making library operations efficient
3	Training programme on preparation of bidding documents	Accountants and Finance Department Officers	4		48,000.00	More systematic preparation of bid documents

4	Government Payroll System(GPS)	Accountant (Payroll) and Finance Division Subject Officers	4		72,000.00	Government Payroll System(GPS)
5	One-day training programme on the procedure for obtaining leave and allowances for foreign training activities.	Assistant Labour Commissioner of the Establishments Branch and Subject Officer of the Planning, Research, Training and Publications Division	2		14,000.00	Improving knowledge about the leave arrangements and allowances for officers participating in foreign training
6	Roundtable on Strengthening Social Dialogue in Sri Lanka	Labour Commissioner, Deputy Labour Commissioners, Assistant Labour Commissioners and Labour Officers	10		(A programme conducted by the National Institute of Labour Studies.)	Sharing knowledge and experiences to promote social dialogue
Referring for diplomas, degrees and postgraduate degrees						
1	Postgraduate Course in Rural Development and Planning	Assistant Commissioner of Labour	1		200,000.00	Developing the knowledge required for the duties of the officer
2	Postgraduate course in sociology	Assistant Commissioner of Labour	2		310,500.00	

3	Postgraduate degree in law	Assistant Commissioner of Labour	1		250,000.00	
4	Msc. in Computer Science (Cyber Security)	Management Services Officer	1		450,000.00	
5	Msc in Occupational Safety & Health Management	Specialist Factory Inspecting Engineer and District Factory Inspecting Engineer	5		1,750,000.00	
6	Course in Information Systems Management	Assistant Commissioner of Labour	1		87,500.00	
7	Process Safety and Asset Integrity	District Factory Inspecting Engineer	1		17,200.00	
8	Diploma in Networking and Cyber Security	Assistant Director (Information Technology)	1		45,000.00	
9	Diploma in English	Labour Commissioner and Assistant Labour Commissioner	2		81,000.00	
Workshops, seminars and training programmes held under the auspices of the International Labour Organization						
1	Law Reforms and International Labour Standards :	Assistant Labour Commissioner, Legal Officer and	3	From 19.11.2024 to 21.11.2024	-	Sharing knowledge about best practices, international

	South Asia Information and Knowledge Ledge Sharing Event	Labour Officer				standards, etc. from other countries regarding relevant subjects
2	Labour Inspection in Sri Lanka (With Focus on Occupational Safety and Health)	Additional Commissioner General of Labour (Engineering), Assistant Commissioners of Labour, District Factory Inspecting Engineers and Labour Officers	63	From 09.10.2024 to 11.10.2024		
3	Capacity Building Training on Collective Bargaining, Social Dialogue, Workplace Cooperation and Grievance Handling	Deputy Labour Commissioners, Assistant Labour Commissioners, and Labour Officers	30	From 29.05.2024 to 30.05.2024		
4	Training of Trainers in WIND and WISE Methodologies for Occupational Safety and Health	District Factory Inspecting Engineers and Research Officers	8	From 04.06.2024 to 06.06.2024		

5	Dispute Resolution Diagnostic Workshop	Commissioner General of Labour, Deputy Commissioners of Labour, Assistant Commissioners of Labour and Labour Officers	22	From 27.05.2024 to 29.05.2024		
6	Validation Workshop on Unemployment Insurance Scheme in Sri Lanka	Commissioner General of Labour, Deputy Commissioner of Labour, Assistant Commissioner of Labour	5	13.02.2024		

Table 6.5 - Participation of officers of the Department of Manpower and Employment in local training courses

	Name of the Programme	No.of Employees Trained	Programme Duration	Total Investment (Rs.)	Output/Knowledge Gained
1	Career Guidance Course	16 Officers	2022	595,000	Gaining further knowledge required to work as career guidance officers
2	Training related to the government salary processing process	01 Officer	11,12,13.03-2024	21000	Knowledge related to the salary preparation process
3	Counseling course	01 Officer	27.03.2024	40000	Diploma in Counseling

4	Salary conversion and leave related training	16 Officers	29.07.2024 - 02.08.2024	16840	Knowledge of salary conversion and leave
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Table 6.6 - Participation of officers of the Department of Manpower and Employment in foreign training courses

	Name of the Programme	No.of Employees Trained	Programme Duration	Total Investment (Rs.)	Output/Knowledge Gained
1	Co-coordination for the project on promoting Employment Support of Person with Disabilities	02 Officers	04.06.2024 – 15.06.2024	242,831.30	How to engage with employment of people with disabilities
2	Third Mid-career Training program for Island services of Sri Lanka under the Indian Technical and Economic Co-operation 2024/2025	04 Officers	22.07.2024 – 02.08.2024	137,817.77	Knowledge on project management

Table 6.7- Participation of National Institute of Labour Studies officers in local training programmes

	Name of the Programme	No.of Employees Trained	Programme Duration	Total Investment (Rs.)	Output/Knowledge Gained
01	Basic workshop on procurement	06	30.01.2025		About procurement

02	Practical workshop on AI Tools and Blockchain application for /MSMEs Success	02	Every Sunday from 24.11.2024 for 12 days	25 000.00	About AI Tools
03	Course on Digital Marketing	01	08 days every weekend from 24.08.2024	25 000.00	Regarding digital marketing
04	Diploma Course in Public Procurement and Contract Administration	02			Regarding the Diploma Course in Public Procurement and Contract Administration
05	Certificate course on Facebook, Instagram, LinkedIn & Tiktok	04	May 18,25, June 01,08. 2024	12 000.00	About Facebook, Instagram, LinkedIn & Tiktok
06	Decision Making Skill Workshop, Problem Solving and Negotiation workshop, Customer Care Excellence workshop, Communication l Presentation skills	01	May 15, 19 and June 5, 19, 2024	15 000.00	About Communicational Presentation skills
07	Professional 5S Audit Team Training Programme	03	03,04 June 2024	22 500.00	Knowledge related to 5S audit

08	Artificial Intelligence Fundamentals & Applications	01	18 weeks from 22.03.2024	60 000.00	Knowledge related to artificial intelligence
09	Training on ISO 21001:2018 - EOMS	01	14,15,16 January 2024	20 000.00	About Process of ISO 21001:2018 - EOMS
10	“Developing Positive Attitudes” Special Training Programme		05.01.2024	78 240.00	Knowledge related to positive attitudes

Table 6.8 - Participation of National Institute of Labour Studies officers in foreign training courses

	Name of the Programme	No.of Employees Trained	Programme Duration	Total Investment (Rs.)	Output/Knowledge Gained
01	Good Regulatory Practices	01	23.09.2024 to 27.09.2024	20 873.52	About Regulatory Practices
02	Workshop on the Business Model Canvas for Startups and Entrepreneurs programme	01	From 25.06.2024 to 28.06.2028	141 503.00	About Business Model Canvas

Table 6.9 - Participation of officers of the Institute of Occupational Safety and Health in local training courses

	Name of the Programme	No.of Employees Trained	Programme Duration	Total Investment (Rs..'000)	Output/Knowledge Gained*
				Local	
01	SIDA Training	1	01 Day	4,000	Organizational file management
02	SL Library association	2	01 Week	20,000	Management of the institution's library
03	Bureau veritas lanka	1	02 Weeks	46,000	Obtaining ISO certification for the institution
04	Skill development Fund Ltd.	1	02 Days	5,000	Management of the institution's assets
05	ICBT Campus Ltd	1	03 Months	19,950	Good customer service
06	EB Exams training -NILS	15	02 Days	178,193	Preparing employees for efficiency bar examinations
07	Diploma in Business finance.	1	01 Year	75,000	To ensure the proper conduct of the accounting activities of the institution
08	VTEC	1	01 Year	25,000	To perform computer-related tasks efficiently

Chapter Seven

Compliance Report

Compliance Report

Table 7.1 - Compliance Report

	Applicable Requirement	Compliance Status (Complied/Not complied)	Brief explanation for non-compliance	Corrective measures proposed to avoid non-compliance in future
1	Whether the following Financial statements/accounts have been submitted on 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)	Not relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Others			
2	Maintenance of books and registers (FR 445)			
2.1	Updation and maintenance of the fixed asset register in accordance with Public Administration Circular 267/2018	Complied		
2.2	Updation and maintenance of Personal emoluments register/ Personal emoluments cards	Complied		
2.3	Updation and maintenance of the Register of audit queries	Complied		
2.4	Updation and maintenance of the Register of internal audit reports	Complied		
2.5	Preparation and submission of All the monthly account summaries (CIGAS) to the Treasury on due date.	Complied		
2.6	Updation and maintenance of Register for cheques and money orders	Complied		

2.7	Updation and maintenance of Inventory register	Complied		
2.8	Updation and maintenance of Stocks Register	Complied		
2.9	Updation and maintenance of Register of Losses	Complied		
2.10	Updation and maintenance of Commitment Register	Complied		
2.11	Updation and maintenance of Register of Counterfoil Books (GA — N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	Delegation of powers within the financial institution	Complied		
3.2	Awareness within the institution regarding the delegation of financial authority.	Complied		
3.3	Every transaction must be approved by two or more officers with delegated authority.	Complied		
3.4	In accordance with Public Accounts Circular No. 171/2004 dated 11.05.2014, the use of the government payroll software package must be subject to the control of accountants.	Complied		
4	Preparation of Annual Plans			
4.1	Preparation of the Annual action plan	Complied		
4.2	Preparation of the Annual procurement plan	Complied		
4.3	Preparation of the Annual internal audit plan	Complied		
4.4	Preparation of the Annual estimate and submitting it to the National Budget Department (NBD) on the due date	Complied		
4.5	Submission of the annual cash flow statement to the Treasury Operations Department on the due date.	Complied		
5	Audit queries			
5.1	All audit queries have been answered by the date set by the	Complied		

	Auditor General.			
6	Internal Audit			
6.1	Preparation of 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 every internal audit report within one month	Complied		
6.3	Submission of copies of all the internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018.	Complied		
6.4	In terms of Financial Regulation 134(3), Submission of copies of all internal audit reports to the Auditor General	Complied		
7	Audit and Management Committee			
7.1	Conducting minimum 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2016-9.	Complied		
8	Asset Management			
8.1	Submission of the information about purchases of assets and disposals to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017.	Complied		
8.2	Appointing of a suitable liaison officer to coordinate the implementation of the provisions of the circular and sending 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 boards of survey and submission of the relevant reports to the Auditor General on due date in terms of	Complied		

	Public Finance Circular No. 05/2016.			
8.4	Implementation of the excesses, deficiencies and other recommendations revealed in the annual board of survey within the period specified in the circular.	Complied		
8.5	Disposal of condemned goods in accordance with FR 772.	Complied		
9	Vehicle Management			
9.1	Preparation of daily running charts and monthly summaries of the pool vehicles and submission of them to the Auditor General on due date.	Complied		
9.2	Disposal of the condemned vehicles within a period of less than 6 months.	Complied.		
9.3	Maintenance and updation of the vehicle logbooks.	Complied.		
9.4	Taking actions in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident.	Complied.		
9.5	Retesting of the fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016.	Complied.		
9.6	Transferring of the absolute ownership of the leased vehicle logbooks after the lease term.	Not compiled.	Full ownership of the rent vehicles was acquired in the first quarter of 2022.	
10	General Deposit Account			
10.1	Preparation of the bank reconciliation statements, obtaining certification and making ready for audit by the due date.	Complied.		
10.2	Settling of dormant bank accounts carried forward from previous years or in the year under review.	Complied.		
10.3	Taking actions in terms of Financial Regulations regarding	Complied.		

	balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settling the balances within one month.			
11	Utilization of funds			
11.1	Spending of the provisions without exceeding the limit.	Complied.		
11.2	Incurring liabilities not exceeding the remaining provision limit at the end of the year after utilization of the provision made, in accordance with Section 94(1) of the Act.	Complied.		
12	Advance Account of Public Officers			
12.1	Compliance with limits	Complied.		
12.2	Carrying out a time analysis on the loans in arrears.	Complied.		
12.3	Settling of the loan balances in arrears for over one year	Complied.		
13	General Deposit Account			
13.1	Taking actions as per F.R.571 in relation to disposal of lapsed deposits.	Complied.		
13.2	Updation and maintenance of the control register for general deposits	Complied.		
14	Imprest Account			
14.1	Remitting the balance in the cash book at the end of the year under review to Treasury Operations Department.	Complied.		
14.2	Settling of the ad-hoc sub imprests issued as per F.R. 371 within one month from the completion of the task.	Complied.		
14.3	Issuing of the ad-hoc sub imprests without exceeding the limit approved as per F.R. 371.	Complied.		
14.4	Reconciliation of the balance of the imprest account with the Treasury books monthly.	Complied.		
15	Revenue Account			
15.1	Making the refunds from the	Complied.		

	revenue in terms of the regulations.			
15.2	Directly crediting the revenue collection to the revenue account without crediting to the deposit account.	Complied.		
15.3	Forwarding of the returns of arrears of revenue to the Auditor General in terms of FR 176.	Complied.		
16	Human Resource Management			
16.1	Maintenance of the staff within the approved cadre.	Complied.		
16.2	Issuing of a duty list in writing to each members of the staff.	Complied.		
16.3	Submission of all reports to MSD in terms of their circular no.04/2017 dated 20.09.2017.	Complied.		
17	Provision of information to the public			
17.1	Appointing of an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulation.	Complied.		
17.2	Providing information about the institution to the public by Website or alternative measures and facilitating the public to make appreciations / allegations against the public authority by this website or alternative measures.	Complied.		
17.3	Submission of biannual and annual reports as per section 08 and 10 of the RTI Act.	Complied.		
18	Implementing citizens charter			
18.1	Formulation and implementation of citizens charter/ Citizens client's charter by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management.	Complied.		
18.2	Devising a methodology by the Institution in order to monitor	Complied.		

	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	Preparation of the 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 the annual performance agreements for the entire staff based on the format in Annexure 01 of the aforesaid Circular.	Complied.		
19.4	Appointing of a senior officer and assigning the responsibility of preparing the human resource development plan, organizing capacity-building programmes and conducting skill development programmes as per paragraph No.6.5 of the aforesaid Circular.	Complied.		
20	Responding to Audit Paragraphs			
20.1	Rectification of the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied.		

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7 ஆவது தளம், “மெஹேவர பியேச”, நாரஹேன்பிட்டி, கொழும்பு 05
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