



தனிசீவல ஁ ரு஁ர஁தா ஁சார்஁ததே஁தல  
஁னதவலு ஁ற்று஁ ஁லலவாய்ப்புத் துணைக்கல஁  
DEPARTMENT OF MANPOWER & EMPLOYMENT



வார்஁த ஁ர்஁சா஁த வார்஁த  
வருடா஁த் ஁யலாற்றகை அறிககை  
ANNUAL PERFORMANCE REPORT

2024



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# **Annual Performance Report 2024**

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Department of Manpower and Employment

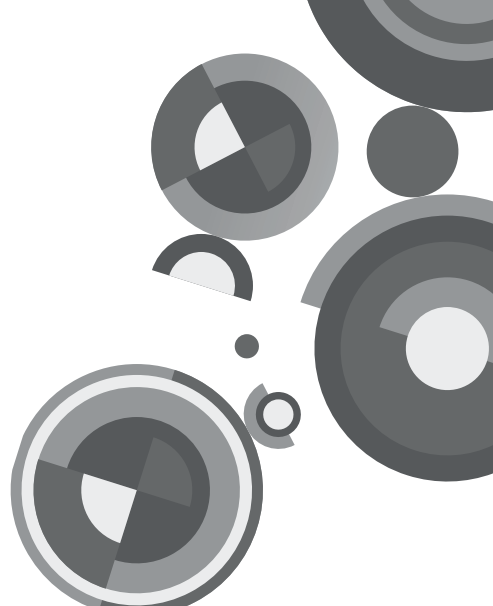
Vote No - 328



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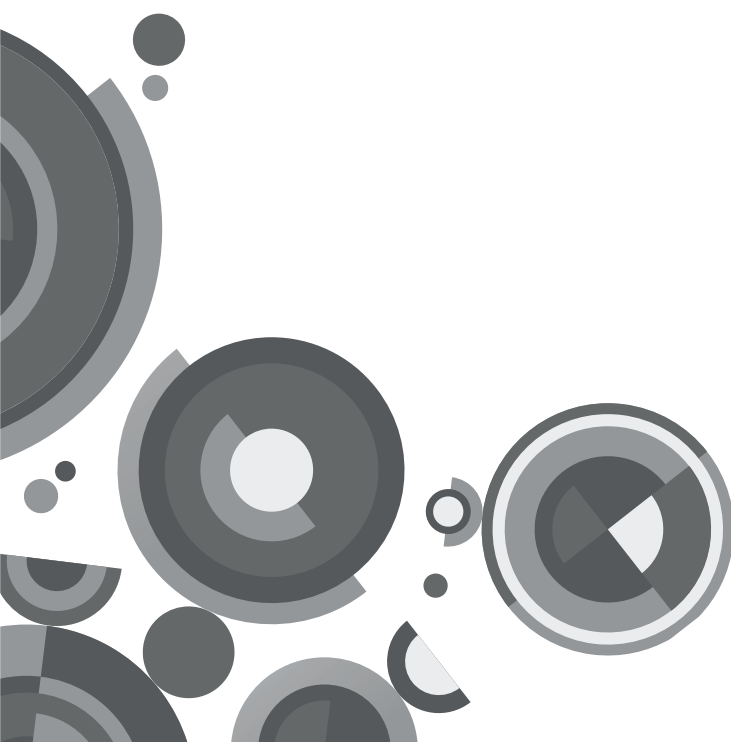


# 01

## CHAPTER

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### **Organizational Profile/ Implementation Abstract**



## **1. Introduction**

### **Department of Manpower and Employment**

The Department of Manpower and Employment, established under the Ministry of Labour Relations and Manpower in 2010 as per the provisions of the Gazette Extraordinary No. 1640/31 dated 12.02.2010, currently functions under the Ministry of Labour. This department, established as 'A Grade' department, was assigned the subjects of promoting employment, job planning, information on employment and labour market, and career guidance programmes. In addition to that, the department is assigned the responsibility of continuing the public employment services and implementing the provisions of the employment policy.

The department, using the survey information provided by the Labour Market Information Unit, has implemented several creative programmes relevant to career guidance and the promotion of job creation. Thereby, several beneficiaries are benefited and unemployed youth are provided with employment opportunities in the private sector to strengthen the economy of this country through district and provincial job markets.

The long-term objectives of the department are as follows;

1. Create a globally competitive Sri Lankan Labour Force, equipped with skills and multiple talents.
2. Implement various programmes to alleviate unemployment.
3. Create an organized labour market information system.

#### **1.1 Key Functions**

The following functions are assigned to the Department by the provisions stipulated in the Gazette Extraordinary No. 1640/31 dated 12.02.2010.

1. Formulate and implement the National Manpower and Employment Policy.
2. Functions related to job creation and promotion
3. functions related to career guidance
4. collect, analyze and disseminate labour market information
5. Functions related to public employment service

Given that the responsibility for formulating and implementing the National Manpower and Employment Policy, as stated in point No. 1 above, is assigned to the National Human

Resource Development Council, the Department, as a key stakeholder in this institution, actively contributes to the achievement of its objectives.

## **1.2. Vision, Mission and Objectives**

### **Vision**

**A Globally Competitive Sri Lankan Labour Force**

### **Mission**

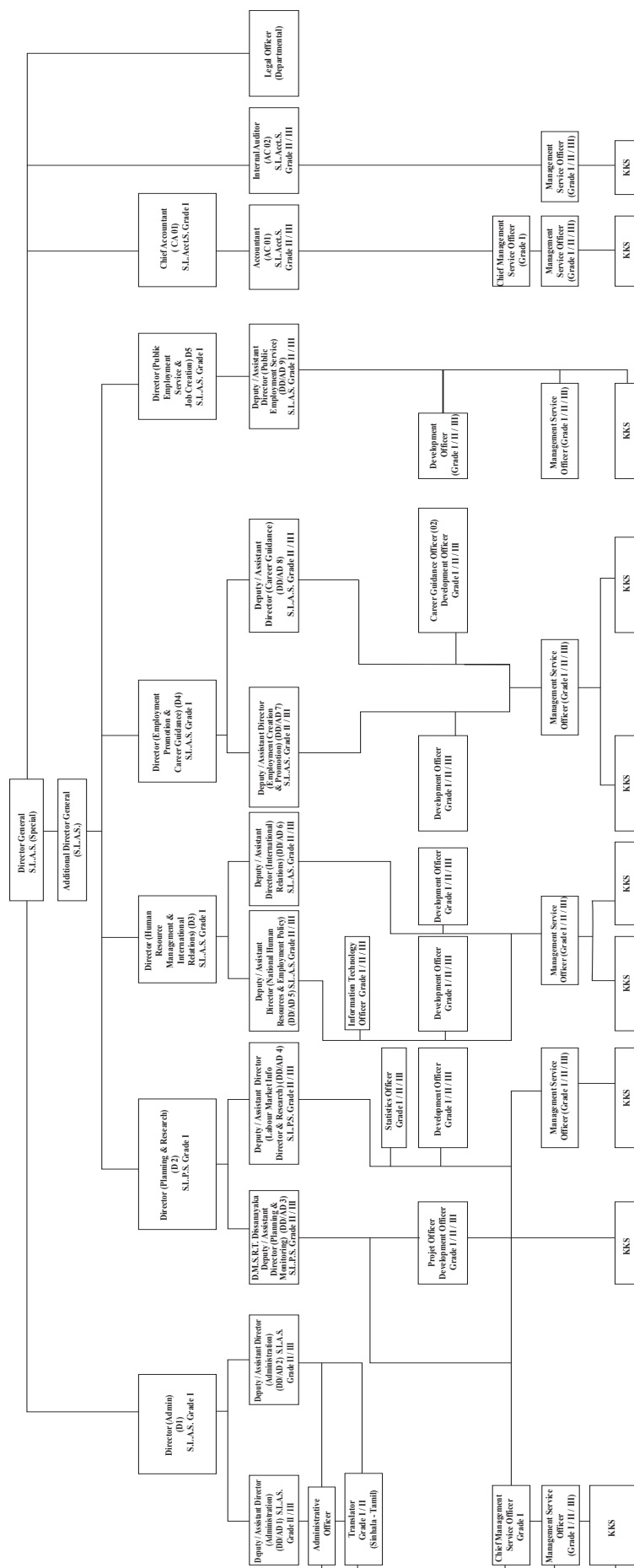
**Building a highly skilled, dynamic, and globally competitive workforce while harnessing the full potential of our human resources to drive Sri Lanka's socio-economic development.**

### **Objectives**

1. Guidance on skill development for the community to enter the labour market.
2. Facilitate the determination of the right career path for Sri Lankans currently in the labour market and those who are planning to enter it.
3. Motivate the job seekers towards entrepreneurship.
4. Refer the job seekers to the employment opportunities in the private sector.
5. Provide an independent public employment service.
6. Take measures to facilitate employment opportunities for the vulnerable groups, people with disabilities, and the individuals residing in the underdeveloped areas.
7. Provide the Sri Lankans with accurate labour market information both at the global and local levels.
8. Forecast the labour market trends at both the local and global levels.

Thus, this department implements various programmes utilizing its human resources to fulfill the above objectives, including reducing unemployment and creating decent jobs.

### 1.3. Organizational Structure



#### 1.4 Cadre Information - as at 31.12.2024

##### Staff officers absorbed into the department upon transfers

| Serial No. | Name | Designation | Date of assuming duties |
|------------|------|-------------|-------------------------|
| 01         | None |             |                         |

##### Staff officers transferred from the department.

| Serial No. | Name            | Designation      | Date of transfer |
|------------|-----------------|------------------|------------------|
| 01         | Mr. A. Mohanraj | Chief Accountant | 04.06.2024       |

##### Approved and existing cadre information - as at 31.12.2024

| Serial No. | Designation                                                                  | Position       | Approved | Existing | Vacancy |
|------------|------------------------------------------------------------------------------|----------------|----------|----------|---------|
| 1          | Director General                                                             | SLAS (Special) | 1        | 1        | 0       |
| 2          | Additional Director General                                                  | SLAS (Special) | 1        | 1        | 0       |
| 3          | Director (Administration)                                                    | SLAS I         | 1        | 1        | 0       |
| 4          | Director (Employment creation, promotion and career guidance)                | SLAS I         | 1        | 0        | 1       |
| 5          | Director (Planning and research)                                             | SLPS I         | 1        | 1        | 0       |
| 6          | Director (Human resource management)                                         | SLAS I         | 1        | 1        | 0       |
| 7          | Director (Public employment service)                                         | SLAS I         | 1        | 0        | 1       |
| 8          | Chief Accountant                                                             | SLAcs I        | 1        | 0        | 1       |
| 9          | Accountant                                                                   | SLAcs II/III   | 1        | 1        | 0       |
| 10         | Internal Auditor                                                             | SLAcs II/III   | 1        | 0        | 1       |
| 11         | Asst. Director (Administration)                                              | SLAS II/III    | 2        | 0        | 2       |
| 12         | Deputy Director (Planning and progress monitoring)                           | SLPS II/III    | 1        | 1        | 0       |
| 13         | Deputy Director (Career market, information and research)                    | SLPS II/III    | 1        | 1        | 0       |
| 14         | Asst. Director (Job creation, promotion)<br>Asst. Director (Career guidance) | SLPS II/III    | 2        | 0        | 2       |
| 15         | Deputy Director (National human resource and employment policies)            | SLPS II/III    | 2        | 1        | 1       |

| Serial No. | Designation                                       | Position                                 | Approved   | Existing   | Vacancy   |
|------------|---------------------------------------------------|------------------------------------------|------------|------------|-----------|
| 16         | Asst. Director<br>(Public employment service)     | SLPS II/III                              | 1          | 1          | 0         |
| 17         | Legal officer                                     | Departmental                             | 1          | 0          | 1         |
| 18         | Administrative officer                            | PMAS (Supra)                             | 1          | 1          | 0         |
| 19         | Translator (Sinhala-Tamil)                        | Translators' service II/I                | 1          | 0          | 1         |
| 20         | Translator (Sinhala- Tamil)                       | Translators' service I                   | 1          | 0          | 1         |
| 21         | Information and communication information officer | SLICT I                                  | 1          | 0          | 1         |
| 22         | Statistics officer                                | Field/ Office based II/I                 | 1          | 0          | 1         |
| 23         | Career guidance officer                           | Departmental III/II/ I                   | 25         | 25         | 0         |
| 24         | Project officer                                   | Allied service III/ II/ I                | 3          | 3          | 0         |
| 25         | Human resource development assistant              | Allied service III/ II/ I                | 6          | 6          | 0         |
| 26         | Development officer                               | Development officers' service III/ II/ I | 554        | 546        | 8         |
| 27         | Public management assistant officer               | PMAS III/ II/ I                          | 35         | 15         | 20        |
| 28         | Driver                                            | Drivers' service III/ II/ I              | 8          | 8          | 0         |
| 29         | Office employee                                   | Office employees' service III/ II/ I     | 7          | 7          | 0         |
|            | <b>Total</b>                                      |                                          | <b>663</b> | <b>621</b> | <b>42</b> |

## 1.5 Divisions of the Department

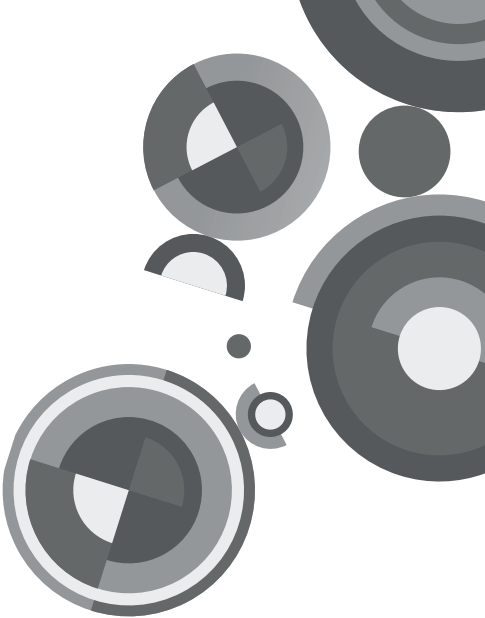
| Serial No. | Division                                                    | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01         | Administration Division                                     | The Administrative Division carries out organizational and general administrative functions to support senior management in achieving excellence in performance, by contributing effectively to the department's internal administrative processes to achieve the mission of the department.                                                                                                                                                                                                        |
| 02         | Accounts Division                                           | The Accounts division performs the financial administrative work of the department. Payment of wages and salaries, management of cash flow and stores, and provision of information to the auditors are also performed by this division.                                                                                                                                                                                                                                                            |
| 03         | Internal Audit Division                                     | The Internal Audit Division operates under the responsibility of the Accounting Officer in accordance with Section 38(1)(f) of the National Audit Act, No. 19 of 2018. This Division supports the overall functions of the department by identifying errors, deficiencies, and deviations by assessing whether the functions of each division are conducted in compliance with the Establishments Code, Financial Regulations, and relevant Circulars.                                              |
| 04         | Planning and Progress Monitoring Unit                       | The division assists the management by preparing various plans for the Department, giving targets to the officers serving at district and divisional level, obtaining the physical and financial progress from such officers. The division supports the management by analyzing the said information and preparing progress reports and referring them to the relevant parties.                                                                                                                     |
| 05         | Labour Market, Information & Research Unit                  | The division provides information on the labour market to all stakeholders in an easy-to-use mode for making efficient and effective decisions on the National Labour Market, for policy making, for the compilers of educational programmes, training and skill development programmes in the field of education.                                                                                                                                                                                  |
| 06         | Employment Creation, Promotion and Career Guidance Division | Contribute to the development of a skilled workforce aligned with the demands of the global labour market delivering accurate and effective career guidance services to support clients in career selection and professional development.                                                                                                                                                                                                                                                           |
| 07         | Human resource management division                          | Provide necessary intervention and support to the relevant institutions to implement Sri Lanka National Human Resource and Employment Policy and to make the necessary amendments. Coordinate the projects implemented in Sri Lanka by the international organizations relevant to the scope of the department. The division further provides information and knowledge on the job market to the officers of the department and conducts advertising campaigns on the programmes of the department. |
| 08         | Public Employment Service Division                          | Manage 25 District Public Employment Service Centers established to provide lucrative employment opportunities for the Sri Lankan workforce in the private sector.                                                                                                                                                                                                                                                                                                                                  |

## 1.6 Functions of the Departmental Divisions

| Serial No. | Division                              | Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01         | Administration Division               | <ol style="list-style-type: none"> <li>1. Maintaining the personal files of the officers</li> <li>2. Identifying the training needs and directing officers for the training programmes</li> <li>3. Implementing the transfer policy</li> <li>4. Routine mail operations</li> <li>5. Recruitment, disciplinary control, operations and administration work of the Department</li> <li>6. Fulfilling duties pertaining to transportation</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 02         | Accounts Division                     | <ol style="list-style-type: none"> <li>1. Paying of salaries and wages</li> <li>2. Managing overall cash flow</li> <li>3. Store Management</li> <li>4. Providing information to Audit Officers</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 03         | Internal Audit Division               | <ol style="list-style-type: none"> <li>1. Special investigations</li> <li>2. Audit and management committee meetings of the department and preparatory and follow-up activities of the same.</li> <li>3. Audit and management committee meetings of the ministry and preparatory and follow-up activities of the same.</li> <li>4. Prepare the risk register and internal audit plan</li> <li>5. Act in par with internal audit plan</li> <li>6. Make follow-up reports</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 04         | Planning and Progress Monitoring Unit | <ol style="list-style-type: none"> <li>1. Prepare the strategic plan with the participation of all the divisions of the department</li> <li>2. Prepare the annual action plan with the participation of all the divisions of the department and provide annual targets to the officers attached to the district and divisional secretariats.</li> <li>3. Prepare project proposals and grant the approval having forwarded to the Department of National Planning</li> <li>4. Prepare the monthly progress report</li> <li>5. Prepare the annual performance report and forward it to table in the Parliament.</li> <li>6. Assess the progress of the officers of the department who are attached to the district and divisional offices, annually.</li> <li>7. Conduct the following meetings/ provide the necessary coordination <ul style="list-style-type: none"> <li>● Meeting of the district coordination officers</li> <li>● By-annual and annual progress review meetings</li> <li>● Monthly district progress review meeting</li> </ul> </li> </ol> |

| Serial No. | Division                                                    | Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                                                             | <ul style="list-style-type: none"> <li>• Monthly progress review meeting headed by the secretary to the ministry</li> <li>• Progress review meeting chaired by the hon. minister</li> <li>• Management audit committee meeting</li> <li>• Management audit committee meeting - ministry</li> </ul> <p>8. maintain the data on physical and financial progress of all the officers of the department attached to the district and divisional secretariats.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 05         | Labour Market, Information & Research Unit                  | <ol style="list-style-type: none"> <li>1. Prepare study reports</li> <li>2. Conduct various interactive programmes with stakeholder institutions</li> <li>3. Prepare study reports on labour markets</li> <li>4. Compile monthly magazines and tabloids</li> <li>5. Publish labour market information</li> <li>6. Publish labour market information</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 06         | Employment Creation, Promotion and Career Guidance Division | <ol style="list-style-type: none"> <li>1. Provide career guidance (for job seekers, parents, teachers)</li> <li>2. Conduct programmes to motivate for self-employment</li> <li>3. Provide career guidance for students</li> <li>4. Update the career guidance manual</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 07         | Human Resource Management Division                          | <ol style="list-style-type: none"> <li>1. Provide recommendations and proposals for the relevant institutions engaged in promoting each sector under the national human resource and employment policy.</li> <li>2. Provide recommendations and proposals on human resource management in Sri Lanka and its effective use.</li> <li>3. Facilitate for online meetings</li> <li>4. Supervise the development of the internal management information system of the department.</li> <li>5. Maintain the department's official website and other social websites of the department; FB, You Tube, Twitter, LinkedIn, Tik Tok.</li> <li>6. Make the officers of the department aware of the global job market and future job opportunities.</li> <li>7. Conduct and coordinate the programmes/ projects implemented by the international organizations relevant to the scope of the department.</li> </ol> |
| 08         | Public Employment Service Division                          | <ol style="list-style-type: none"> <li>1. Register the job seekers</li> <li>2. Manage the Live Dashboard containing the information of job seekers</li> <li>3. Conduct district job fair</li> <li>4. Register the private institutions</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Serial No. | Division | Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |          | 5. Match the candidates for suitable jobs according to the qualifications of the and refer them for interviews<br>6. Job placement and follow-up<br>7. Make the job seekers aware of the vacancies available<br>Providing career guidance services<br>8. Facilitate for job training<br>9. Collect and publish the statistics on status of employment<br>10. Guide for overseas employment opportunities<br>11. Organize and conduct the district job fair |

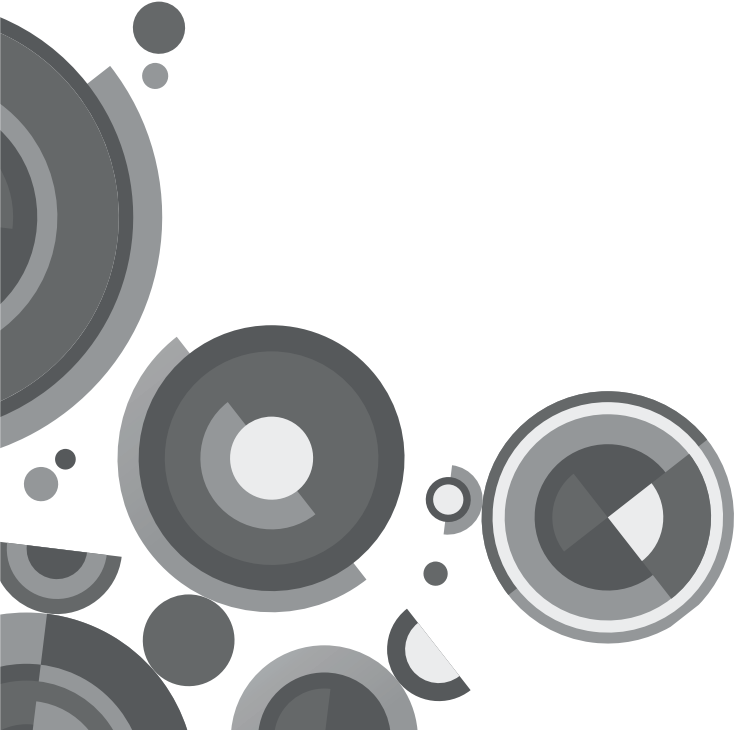


# 02

## CHAPTER

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# Progress and Vision Forward



## 2. Progress and Vision Forward

### 2.1 Sectoral Progress - 31.12.2024

|   | Programme/ Activity                                                                             | Physical |          | Beneficiary |
|---|-------------------------------------------------------------------------------------------------|----------|----------|-------------|
|   |                                                                                                 | Target   | Progress |             |
| 1 | <b><u>Create a human resource with skills suitable for jobs in the labour market</u></b>        |          |          |             |
|   | Conduct the district job fair and career fair                                                   | 25       | 27       | 7,130       |
|   | Conduct the provincial job fair and career fair                                                 | 100      | 109      | 11,571      |
|   | Conduct entrepreneurship development programmes and programmes for workers in informal sector   | 25       | 25       | 987         |
| 2 | <b>Conduct Career Guidance Programmes</b>                                                       |          |          |             |
|   | Conduct career guidance programmes for the students in Grade 9 (beneficiaries)                  | 50,000   | 58,110   | 58,110      |
|   | Conduct career guidance programmes for G.C.E. (Ordinary Level) students (beneficiaries)         | 60,000   | 71,755   | 71,755      |
|   | Conduct career guidance programmes for G.C.E. (Advanced Level) students (beneficiaries)         | 45,000   | 51,629   | 51,629      |
|   | Programme to give practical experience for the A/L students to enter the job market with skills |          | 23       | 1,767       |
|   | Empowering programme for the job seekers (No. of beneficiaries)                                 | 1,000    | 4,200    | 4,200       |
|   | No. of beneficiaries of NEET Group survey                                                       |          | 3,528    | 3,528       |
|   | Awareness programme for NEET                                                                    |          | 7        | 339         |
|   | project to promote the job placement of people with disabilities                                |          | 9        | 498         |
|   | Awareness programme for teachers                                                                |          | 5        | 255         |
|   | Provide career guidance for the job seekers                                                     | 40,000   | 56,724   | 56,724      |
| 3 | <b><u>Public Employment Service</u></b>                                                         |          |          |             |
|   | Register the job seekers                                                                        | 60,000   | 77,314   | 77,314      |

|   |                                                                                               |        |        |        |
|---|-----------------------------------------------------------------------------------------------|--------|--------|--------|
|   | Register the vacancies                                                                        | 40,000 | 55,546 |        |
|   | Direct the job seekers to the jobs                                                            | 60,000 | 69,555 | 69,555 |
|   | Placement of job seekers                                                                      | 10,000 | 11,841 | 11,841 |
|   | Direct for trainings                                                                          | 18,000 | 20,517 | 20,517 |
|   | Newspapers to National PES Center and Vacancy Advertisement Dissemination                     | 3,000  | 4,833  |        |
| 4 | <b><u>Labour Market Information and Research</u></b>                                          |        |        |        |
|   | Research Capacity Building Workshop                                                           | 100%   | 100%   |        |
|   | Conducting Individual Research and Publish Reports                                            | 100%   | 76%    |        |
| 5 | <b><u>Establish an Internal Management Information System for an Active Labour Market</u></b> |        |        |        |
|   | Department Website (No. of Viewers)                                                           | 12,000 | 10,000 |        |
|   | Psychometric Website (No. of Career Key Test)                                                 | 1,500  | 151    |        |
|   | Awareness on Digitalization (No. of Beneficiaries)                                            | 200    | 224    | 224    |

### 2.1.2. Labour market Information Division - Progress of 2024

| Serial No. | Programme                                                                                              | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01         | Green job opportunities in Sri Lanka and job profile                                                   | <p>The sustainable development of Sri Lanka's abundant energy resources such as solar, wind, tidal energy, and biofuels will foster the growth of green job opportunities. The department has decided to conduct a thematic study on the green jobs and job profile that contribute to the proposed green economy. Accordingly, the main focus is on the expected trends of the global economic trends.</p> <p>In this study, it is expected to identify the components included in the curricula of the universities, higher education institutes, identify the green jobs in the labour market of Sri Lanka and identify the sectors that can create green jobs in the future, identify the qualifications and skills required for green jobs and collect the data to identify the institutional benefits.</p> <p>The field officers of our department will utilize the information revealed by this study to raise awareness among the teachers, students, job seekers, career guidance professionals, micro and small-scale entrepreneurs, parents and the general public.</p> <p>30 institutions with green jobs have been surveyed and data collection has been completed and the report is being prepared having completed the data analysis. This study was conducted under the supervision of Prof. Sunil Chandrasiri.</p> |
| 02         | Study on the Compliance of small and medium scale enterprises with proper employment practice criteria | <p>The Department of Manpower and Employment studies the implementation of proper employment practice criteria within the private sector. Accordingly, it has been decided to conduct the study on small and medium-sized enterprises, a sector that has not received sufficient attention. The reason is that 58% of employment in Sri Lanka is in the informal sector. This broadly defines the studying of freedom, equity, security and human dignity within the said sector. Accordingly, it was expected to comprehensively study the general awareness on the proper practice and its components, the number of such concepts currently in use and the extent to which those concepts are implemented within the informal sector. Although the study was intended to be conducted by a team of professional researchers, no bids were received.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 03         | Study on the job eligibility of persons with disabilities in Sri Lanka                                 | <p>It is estimated that the population of Sri Lanka is 20.3 million. It is also estimated that 10% out of the said population is suffering from any kind of disability. The individuals are different according to the nature of their disability. A proportion of this group can be identified as employable, and by integrating them into the workforce, the cost of care can be reduced while enabling their contribution to national productivity. The financial burden on the national economy associated with caring for persons with disabilities can also be reduced.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|           |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                                                    | Therefore, in this pilot study, conducting a survey of a random sample selected from Gampaha district, information was collected from the community with disabilities on attitudes towards employment, suitability for employment, and training needs.                                                                                                                                                          |
| <b>04</b> | Analyse the job vacancies published in the newspapers                                              | <p>The vacancies collected by the Department's Public Employment Service since August and distributed to all District Employment Service Centers for job matching are classified using a standardized and recognized methodology. This information is analyzed to compile and report data on labor market dynamics, specifically focusing on demand-side trends.</p> <p>The final report has been prepared.</p> |
| <b>05</b> | Collect information on job matching to promote and make public employment services more efficient. | The Labour Market and Information Survey Division has examined the types of jobs sought by job seekers and their attitudes, with the aim of enhancing the efficiency of services provided by the Public Employment Service Centre of the Department of Manpower and Employment to both service providers and job seekers.                                                                                       |

### 2.1.3 Career Guidance Division - Progress of 2024

| S/N | Programme                                                                                                                          | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01  | Career guidance programme for G.C.E. (Advanced Level) students                                                                     | 1,374 Career guidance programmes have been conducted island wide and 51,629 students have participated.                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 02  | Programme to give practical experience for the A/L students to enter the job market with skills                                    | This programme aims to help students understand the importance of entering the job market with relevant skills and to encourage them to pursue vocational training. 23 programmes were conducted covering 23 districts with the participation of 1,767 participants.                                                                                                                                                                                                                                                                  |
| 03  | Conduct career guidance programmes for the students in Grade 9                                                                     | 1,560 programmes have been conducted and service has been provided for 58,110 students.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 04  | Conduct career guidance programmes for G.C.E. (Ordinary Level) students                                                            | 2,171 programmes have been conducted and service has been provided for 71,755 students.                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 05  | Empower the job seekers for foreign jobs                                                                                           | <p>Island wide programmes were conducted to highlight the importance of obtaining an NVQ certification through RPL for individuals working in the informal sector who lack formal vocational training certificates, despite having relevant experience. 2,416 of employees consented to obtain NVQ Certificate through RPL procedure. (106 programmes have been conducted).</p> <p>Coordination has been carried out with the Public Utilities Commission to provide free NVQ certificates under the RPL system to 1,400 workers.</p> |
| 06  | Training seminars for the officers of the department                                                                               | 04 officer training workshops have been held in collaboration with the private sector to update knowledge on the current labour market situation and the future labour market. 211 beneficiaries have participated.                                                                                                                                                                                                                                                                                                                   |
| 07  | Survey on the population not in employment, education or training (NEET) and programme to engage them for the active labour market | Identify the population not engaged in employment, education, or training, and analyze the underlying reasons for this. Conduct island wide surveys to design training programmes aimed at facilitating their entry into the labor market, and implement these programmes to actively engage them in job market. 3,528 beneficiaries have participated for the programme.                                                                                                                                                             |
| 08  | Empowerment programmes for unemployed youth                                                                                        | Implement a capacity development programme targeting youth below 25 years of age and conduct the programmes to increase the youth participation in the labour market and enhance their skills and achieve the challenge of empowering youth as a productive workforce. 108 programmes have been conducted island wide and 4,200 beneficiaries have participated.                                                                                                                                                                      |

### 2.1.4 Human Resource Management Division - Progress of 2024

| Serial No. | Programme                                             | Progress                                                                                                                                                                                                                                                                                                                                              |
|------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01         | Hotel training programme                              | Training programmes, in collaboration with Sri Lanka Tourism Hotel Management Institute, were conducted for the selected Samurdhi beneficiary families in Galle with the aim of creating skillful labours for the labour market of Sri Lanka. All the beneficiaries are now employed.                                                                 |
| 02         | Awareness programme for the people with special needs | <p>Training program for people with special needs between the ages of 18-30 to develop attitudes towards job placement, employment and the economic and social importance of employment.</p> <p>The programme is implemented in collaboration with the Department of Social Services.</p> <p>10 programmes have been conducted island wide.</p>       |
| 03         | Information Technology Unit                           | <p>Provide technical coordination for the Management Information System designed in the Department.</p> <p>Update the website of the Department. (Update the website together with Procons Pvt. Ltd. - Developer and ICTA)</p> <p>Implement the Digital Entrepreneurship programme at provincial level.</p> <p>05 programmes have been conducted.</p> |

### 2.1.5 Public Employment Service Division - Progress of 2024

| Serial No. | Programme                                                                                                              | Progress                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01         | Job fair programme                                                                                                     | Conduct 27 district job fairs covering all the districts and 109 provincial job fairs.                                                                                                                                                                                                                                                                                                                      |
| 02         | Online registration of job seekers at district level by filling the Google form                                        | In 2024, a total of 54,675 job seekers were registered online. These individuals have been assigned to their respective Divisional Secretariats. The actions taken on their behalf are supervised.                                                                                                                                                                                                          |
| 03         | Register the institutions                                                                                              | Registration of job providers under the leadership of the head office. Accordingly, registration of 96 private agencies and obtaining vacancies in those agencies.                                                                                                                                                                                                                                          |
| 04         | Direct for jobs                                                                                                        | Direct 69,555 of job seekers for the vacancies available in the private institutes.                                                                                                                                                                                                                                                                                                                         |
| 05         | Job creation and promotion programmes                                                                                  | Under the job creation and promotion programs, implement 25 projects as one project per each district calling for project reports relevant to each district by identifying the unique needs of the districts.                                                                                                                                                                                               |
| 06         | Forward the vacancies published in the newspapers to the WhatsApp groups of officers at district level and job seekers | The Public Employment Service Division buys the weekend newspapers; Silumina, Lankadeepa, Sunday Observer, Veerakesari, Thinakaran and forward the vacancies published in those newspapers to the WhatsApp groups of officers at district level and job seekers and make them informed about the vacancies available. 4,833 advertisements on vacancies have been forwarded to the relevant groups in 2024. |
| 07         | Take measures regarding the job requests forwarded by the Presidential Secretariat                                     | 670 job requests forwarded by the Presidential Secretariat have been referred to the relevant district public employment service center to give job opportunities and forward the vacancies received by the department to the DME job seekers' WhatsApp group.                                                                                                                                              |
| 08         | Take measures regarding the job requests forwarded by the Prime Minister's Office                                      | 09 job requests forwarded by the Prime Minister's Office have been referred to the relevant district public employment service centre to give job opportunities.                                                                                                                                                                                                                                            |

### 2.1.6 Progress of District and Provincial Job Fair - 2024

| Programme                                                            | No. of Programmes | Number of private agencies participated | Number of job seekers participated | No. of individuals anticipating training opportunities | No. of parents and others participated | No. of individuals directed for jobs | No. of job placement |
|----------------------------------------------------------------------|-------------------|-----------------------------------------|------------------------------------|--------------------------------------------------------|----------------------------------------|--------------------------------------|----------------------|
| District job fair programme (conducted in all the districts)         | 27                | 420                                     | 7,130                              | 1,690                                                  | 745                                    | 4,070                                | 457                  |
| provincial job fair programme (conducted covering all the districts) | 109               | 1,006                                   | 11,571                             | 3,893                                                  | 1,786                                  | 9,048                                | 1,501                |
| Total                                                                | 136               | 1,426                                   | 18,701                             | 5,583                                                  | 2,531                                  | 13,118                               | 1,958                |

**District Public Employment Service Centre's Coordination Officers**

| Serial No. | District       | Name of the coordination officer | Telephone No  |
|------------|----------------|----------------------------------|---------------|
| 01         | Colombo        | Mr. Janaka Bandara               | 011- 2369258  |
| 02         | Gampaha        | Mr. Senarath Gamage              | 033 - 2248990 |
| 03         | Kalutara       | Ms. Deepthi Kumari               | 034 - 2236162 |
| 04         | Kandy          | Mr. Shashika Abeysingha          | 081- 2068229  |
| 05         | Matale         | Ms. Shiranthi Waththegedara      | 066 - 2222824 |
| 06         | Nuwaraeliya    | Mr. W. Sirisena                  | 052 - 2224186 |
| 07         | Galle          | Mr. P.S. Gunawardhana            | 091 - 2233906 |
| 08         | Matara         | Mr. G. Premasiri                 | 041 - 2231319 |
| 09         | Kilinochchi    | Mr. Kamaladasan                  | 021 - 2283739 |
| 10         | Batticaloa     | Mr. V. Thiruvanandarasa          | 065 - 2227193 |
| 11         | Ampara         | Ms. P. Puvitha                   | 063- 2224499  |
| 12         | Trincomalee    | Ms. Jeseena Fasmi                | 026 - 2242393 |
| 13         | Kurunegala     | Ms. G.A. Kumari                  | 037 - 2221402 |
| 14         | Puutalama      | Mr. N.P. Herath                  | 032 - 2266253 |
| 15         | Badulla        | Mr. S. A. Bandara                | 055 - 2228030 |
| 16         | Anuradhapuraya | Mr. K. Wijesingha                | 025 - 2234988 |
| 17         | Polonnaruwa    | Mr. J.G. Wijesingha              | 027 – 2056715 |
| 18         | Hambantota     | Mr. K. Wimalarathna              | 047 - 2256401 |
| 19         | Monaragala     | Mr. N.K. Herath                  | 055 - 2277248 |
| 20         | Ratnapura      | Mr. Asanka Thilakarathna         | 045 - 2232996 |
| 21         | Kegalle        | Mr. S. Jayaweera                 | 035 - 2221733 |
| 22         | Jaffna         | Mr. Liston Rajinikanth           | 021 – 2219359 |
| 23         | Mannar         | Ms. E.G. Fernando                | 023 - 3120624 |
| 24         | Mullativu      | Mr. J. Thusirajah                | 021- 2290037  |
| 25         | Vavuniya       | Ms. C. Rajeshwaree               | 024 - 2228025 |

## Job fair advertisements



## District job fair at Ratnapura - Nivithigala Sumana Primary School – 2024/12/10



## District job fair at Gampaha - District Secretariat, Gampaha – 19/12/2024





Entrepreneur training programme at Divisional Secretariat, Kinniya of Trincomalee district -  
Raising art 22/10/2024



Programme to give practical experience for the A/L students to enter the job market with skills





Survey on the population not in education, employment or training (NEET) and programme to engage them for the active labour market - Matara district



Youth empowerment programme



Empowerment programme for foreign employment - Kurunegala district



The observation of private institutions by the job seekers



Providing formal skills to the employees in improper service sector



Providing the training in digital sales



## Way Forward

- ❖ The following programmes are being implemented aim to achieve the objectives of “A civilized citizen - An advanced human resource,” as outlined in the Government’s Policy Statement.
  01. Conduct career guidance programmes for the students studying in Grade 09, G.C.E. (O/L), G.C.E. (A/L) in 2000, 2000 and 1000 schools, respectively.
  02. Vocational training institute visits for the students studying for G.C.E. (A/L) examination to provide practical experience enabling them to enter the job world with skills.
  
- ❖ The following programs are being implemented to achieve the objectives of “A contented Youth” outlined in the Government’s Policy Statement.
  01. Conduct 50 programmes (Empower Youth) to give practical experience in the world of work for the job seekers.
  02. Conduct district and provincial job/ career fair. 25 district job/ career fairs and 200 provincial job/ career fairs are expected to be conducted.
  03. The Employer Forum is convened with the primary objective of fostering a collaborative relationship between the Department and employers capable of delivering services to it, thereby establishing mutual benefits through job creation and service provision. The Employer Forum is expected to be convened in 2025 covering 9 provisions.
  04. Conduct a NEET group survey covering 25 districts, aiming to integrate youth not in employment, education, or training into the active labor force of Sri Lanka. Implement programs thereafter to enable their contribution to the active labor force.
  
- ❖ The following programmes are being implemented to achieve the objectives of “An efficient workforce - A respectable professional life” outlined in the Government’s Policy Statement.
  01. Conduct awareness programmes to improve the working conditions of employees in the informal sector and to direct job seekers towards entrepreneurship.
  02. The programs aimed at improving the service conditions for job seekers registered with the department and self-employed individuals in the informal sectors, as well as the initiatives designed to provide the necessary knowledge and skills to maintain the quality of their products, will be implemented. Accordingly, individuals will

receive guidance on people-centered career advice and will obtain NVQ Certificates through the RPL process.

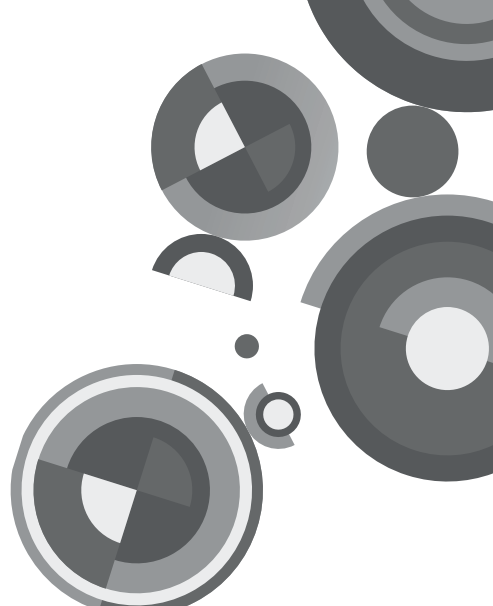
- ❖ The following programs are being implemented to achieve the objectives of “An unimpaired social life” outlined in the Government’s Policy Statement.

01. Provide job placement assistance to 250 persons with disabilities at divisional secretariat level.

- ❖ The following programs are being implemented to achieve the objectives of “A digital state - An international partnership” outlined in the Government’s Policy Statement.

01. Conduct 100 programs to raise awareness among job seekers interested in entrepreneurship, focusing on digital marketing.

**Signature and official stamp of the head of the department**

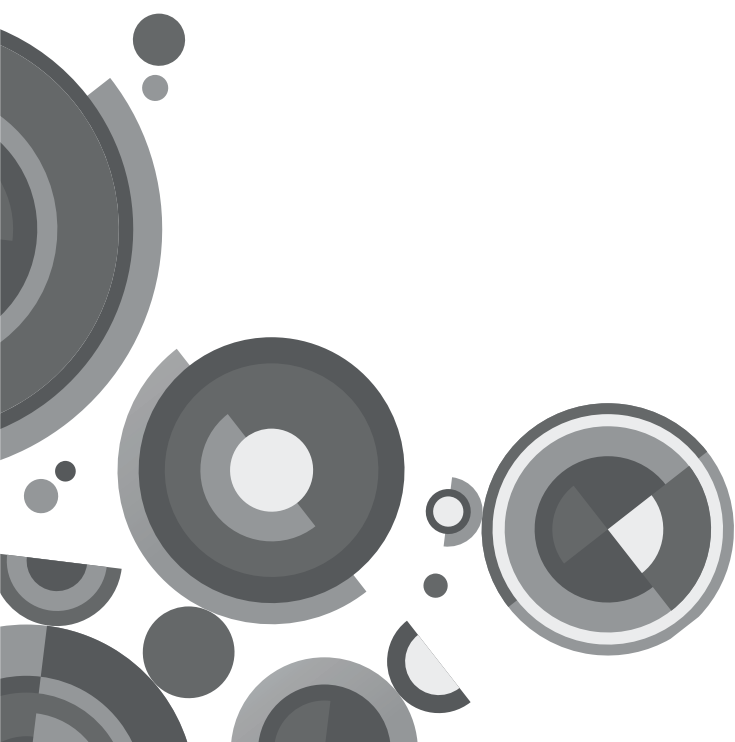


# 03

## CHAPTER

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### **Overall Financial Performance in the Year**



## Statement of Financial Performance for the Year ending on 31.12.2024

### 3.1 Statement of Financial Performance

|                                            |  |                                                             |      |  |             |             | ACA-F |
|--------------------------------------------|--|-------------------------------------------------------------|------|--|-------------|-------------|-------|
| For the year ending on 31st December 2024  |  |                                                             |      |  |             |             |       |
| Statement of Financial Performance         |  |                                                             |      |  |             |             |       |
| Revised<br>budgetary<br>provisions<br>2024 |  |                                                             | Note |  | Actual      |             |       |
|                                            |  |                                                             |      |  | 2024        | 2023        |       |
| Rs.                                        |  |                                                             |      |  | Rs.         | Rs.         |       |
|                                            |  |                                                             |      |  |             |             |       |
| -                                          |  | Revenue Receipts                                            |      |  | -           | -           |       |
| -                                          |  | Income tax                                                  | 1    |  | -           | -           |       |
| -                                          |  | Taxes on Domestic Goods and Services                        | 2    |  | -           | -           | ACA-1 |
| -                                          |  | Taxes on International Trade                                | 3    |  | -           | -           |       |
| -                                          |  | Non - Tax Revenue and Other                                 | 4    |  | -           | -           |       |
| -                                          |  | Total Revenue Receipt (A)                                   |      |  | -           | -           |       |
|                                            |  |                                                             |      |  |             |             |       |
| -                                          |  | Non-Revenue Receipts                                        |      |  | -           | -           |       |
| -                                          |  | Treasury Imprest                                            |      |  | 544,794,000 | 502,029,815 | ACA-3 |
| -                                          |  | Deposits                                                    |      |  | 1,027,304   | 285,572     | ACA-4 |
| -                                          |  | Advance accounts                                            |      |  | 24,295,647  | 20,384,844  | ACA-5 |
|                                            |  | Other Main Ledger Account Receipts                          |      |  | -           | -           |       |
| -                                          |  | Total Non Revenue Receipts (B)                              |      |  | 570,116,951 | 522,700,231 |       |
| -                                          |  | Total Revenue Receipts and Non Revenue Receipts C = (A)+(B) |      |  | 570,116,951 | 522,700,231 |       |
|                                            |  | Imprest to the Treasury (D)                                 |      |  | 31,743      | -           |       |
|                                            |  | Net Revenue Receipts and Non-Revenue Receipts E = (C)+(D)   |      |  | 570,085,208 | 522,700,231 |       |
|                                            |  |                                                             |      |  |             |             |       |

|               |                                                          |           |  |                    |              |                  |
|---------------|----------------------------------------------------------|-----------|--|--------------------|--------------|------------------|
|               | <b>Less: Expenditure</b>                                 |           |  |                    |              |                  |
|               | <b>Recurrent Expenditure</b>                             |           |  |                    |              |                  |
| -             |                                                          |           |  | -                  | -            |                  |
| 487,140,000   | Salaries, Wages, and Other Employee Benefits             | <b>5</b>  |  | 485,938,813        | 441,108,248  |                  |
| 100,775,000   | Other Goods and Services                                 | <b>6</b>  |  | 95,410,762         | 86,033,568   | <b>ACA-2(ii)</b> |
| 5,000,000     | Subsidies, Grants and Transfers                          | <b>7</b>  |  | 4,575,611          | 6,209,792    |                  |
| -             | Interest Payment                                         | <b>8</b>  |  | -                  | -            |                  |
| -             | Other Recurrent Expenditure                              | <b>9</b>  |  | -                  | -            |                  |
| 592,915,000   | <b>Total Recurrent Expenditure (F)</b>                   |           |  | <b>585,925,187</b> | 533,351,608  |                  |
|               | <b>Capital Expenditure</b>                               |           |  |                    |              |                  |
| 2,500,000     | Rehabilitation and Improvement of Capital Assets         | <b>10</b> |  | 726,455            | 3,616,871    |                  |
| 8,000,000     | Acquisition of Capital Assets                            | <b>11</b> |  | 7,904,960          | 2,688,962    |                  |
| -             | Capital Transfers                                        | <b>12</b> |  | -                  | -            | <b>ACA-2(ii)</b> |
| -             | Acquisition of Financial Assets                          | <b>13</b> |  | -                  | 2,489,726    |                  |
| 3,225,000.00  | Capacity Building                                        | <b>14</b> |  | 3,043,865          | -            |                  |
| 16,000,000.00 | Other Capital Expenditure                                | <b>15</b> |  | 15,415,035         | 25,357,631   |                  |
| 29,725,000.00 | <b>Total Capital Expenditure (I)</b>                     |           |  | <b>27,090,315</b>  | 34,153,190   |                  |
|               | Deposit Payments                                         |           |  | 1,313,169          | 465,286      | <b>ACA-4</b>     |
|               | Advance Payments                                         |           |  | 27,231,516         | 32,161,863   | <b>ACA-5</b>     |
|               | Other Main Ledger Payments                               |           |  | -                  | -            |                  |
|               | <b>Main Ledger Expenditure (J)</b>                       |           |  | 28,544,685         | 32,627,149   |                  |
|               | <b>Total Expenditure G = (F+I+J)</b>                     |           |  | 641,560,188        | 600,131,947  |                  |
| -             | <b>Balance as at 31<sup>st</sup> December H= (E-G)</b>   |           |  | (71,474,979)       | (77,431,716) |                  |
|               | <b>Balance as per Imprest Reconciliation Statement</b>   |           |  | (71,474,979)       | -            | <b>ACA-7</b>     |
|               | <b>Imprest Balance as at 31<sup>st</sup> of December</b> |           |  | 19,000             |              | <b>ACA-3</b>     |
|               |                                                          |           |  | (71,455,979)       | -            |                  |
|               |                                                          |           |  |                    |              |                  |

### 3.3 Statement of Financial Position as at 31.12.2024

|                                        |            |  |                       | ACA-P                 |
|----------------------------------------|------------|--|-----------------------|-----------------------|
| As at 31.12.2024                       |            |  |                       |                       |
| <b>Statement of Financial Position</b> |            |  |                       |                       |
|                                        |            |  | Actual                |                       |
|                                        | Note       |  | 2024                  | 2023                  |
|                                        |            |  | Rs.                   | Rs.                   |
|                                        |            |  |                       |                       |
| <b><u>Non-Financial Assets</u></b>     |            |  |                       |                       |
|                                        |            |  |                       |                       |
| Property, Plant and Equipment          | ACA-6      |  | 151,687,788.00        | 140,981,909.00        |
|                                        |            |  |                       |                       |
| <b><u>Financial Assets</u></b>         |            |  |                       |                       |
|                                        |            |  |                       |                       |
| Advance Accounts                       | ACA-5/5(A) |  | 69,132,600.00         | 66,196,731.00         |
| Cash and Cash Equivalents              | ACA-3      |  | 19,000.00             | -                     |
|                                        |            |  |                       |                       |
| <b>Total Assets</b>                    |            |  | <b>220,839,388.00</b> | <b>207,178,640.00</b> |
|                                        |            |  |                       |                       |
| <b><u>Net Assets/ Equity</u></b>       |            |  |                       |                       |
|                                        |            |  |                       |                       |
| Net Assets to Treasury                 |            |  | 69,065,775.00         | 65,844,041.00         |
| Property, Plant and Equipment Reserve  |            |  | 151,687,788.00        | 140,981,909.00        |
| Rent and Work Advance Reserve          | ACA-5(B)   |  |                       |                       |
|                                        |            |  |                       |                       |
| <b><u>Current Liabilities</u></b>      |            |  |                       |                       |
|                                        |            |  |                       |                       |
| Deposits Accounts                      | ACA-4      |  | 66,825.00             | 352,690.00            |
| Imprest Balance                        | ACA-3      |  | 19,000.00             | -                     |
| <b>Total Liabilities</b>               |            |  | <b>220,839,388.00</b> | <b>141,334,599.00</b> |
|                                        |            |  |                       |                       |

The accounts information presented in the forms ACA 1 to ACA 7 from pages 33 to 38 and the account details included in the attached pages bearing No. 26 to 52 are also part of this final account. These financial statements have been prepared in accordance with generally accepted accounting principles and have used the most appropriate accounting policies as disclosed in the notes to the financial statements. We hereby certify that the figures mentioned in the above final account, the related account notes and other accounting information have been compared with the books of accounts of the Treasury and are in agreement with the said figures.

We hereby certify that an effective internal control system for financial control is in place in the reporting entity and that periodic reviews are conducted to monitor the effectiveness of the internal control system for financial control and accordingly to make changes as necessary for the effective implementation of those systems.

.....  
Chief Accounting Officer  
Name:  
Designation:  
Date:

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

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

### 3.3 Statement of Cash Flow

|                                                   |                                                              | ACA-C              |
|---------------------------------------------------|--------------------------------------------------------------|--------------------|
| For the Year Ended 31 <sup>st</sup> December 2024 |                                                              |                    |
| Statement of Cash Flow                            |                                                              |                    |
|                                                   |                                                              |                    |
|                                                   |                                                              | Actual             |
|                                                   |                                                              | 2024               |
|                                                   |                                                              | 2023               |
|                                                   |                                                              | Rs. Rs.            |
|                                                   | <b><u>Cash Flows from Operating Activities</u></b>           | -                  |
|                                                   | Total Tax Receipts                                           | -                  |
|                                                   | Fees, Fines, Penalties and Licenses                          | -                  |
|                                                   | Profit                                                       | -                  |
|                                                   | Non-Revenue Receipts                                         | 33,182,246         |
|                                                   | Revenue Collected for Other Heads                            | -                  |
|                                                   | Imprest Receipts                                             | 544,794,000        |
|                                                   | Advance Recoveries                                           | 24,099,441         |
|                                                   | Receipts from Deposits                                       | 1,027,304          |
|                                                   | <b>Cash Flow from Operating Activities (a)</b>               | <b>603,102,991</b> |
|                                                   |                                                              |                    |
|                                                   | <b><u>Less: Cash Disbursed for</u></b>                       |                    |
|                                                   | Personal Emoluments and Operating Payments                   | 557,660,098        |
|                                                   | Subsidies and Transfer Payments                              | 4,575,611          |
|                                                   | Expenditure on Other Expenditure Heads                       | -                  |
|                                                   | Imprest Settlement to the Treasury                           | 12,743             |
|                                                   | Advance Payments                                             | 27,377,767         |
|                                                   | Deposit Payments                                             | 1,313,169          |
|                                                   | <b>Cash Flow Spent on Operational Activities (b)</b>         | <b>590,939,388</b> |
|                                                   |                                                              |                    |
|                                                   | <b>Net Cash Flow from Operational Activities (c)=(a)-(b)</b> | <b>12,163,603</b>  |
|                                                   |                                                              | <b>13,057,517</b>  |

|                                                   |  |                                                                                 | ACA-C                |
|---------------------------------------------------|--|---------------------------------------------------------------------------------|----------------------|
| For the Year Ended 31 <sup>st</sup> December 2024 |  |                                                                                 |                      |
|                                                   |  |                                                                                 |                      |
|                                                   |  | <b>Cash Flows from Investing Activities</b>                                     |                      |
|                                                   |  | Interest                                                                        | -                    |
|                                                   |  | Dividends                                                                       | -                    |
|                                                   |  | Divestiture Proceeds and Sale of Physical Assets                                | -                    |
|                                                   |  | Recovery from On Lending                                                        | -                    |
|                                                   |  | <b>Cash Flow from Operational Activities (d)</b>                                | -                    |
|                                                   |  |                                                                                 |                      |
|                                                   |  | <b>Less- Cash Disbursed for</b>                                                 |                      |
|                                                   |  | Construction or Purchase of Physical Assets and Acquisition of Other Investment | 12,144,603           |
|                                                   |  | <b>Total Cash Flow Disbursed for Investing Activities (e)</b>                   | <b>12,144,603</b>    |
|                                                   |  |                                                                                 |                      |
|                                                   |  | <b>Net Cash Flow from Investing Activities ( f)=(d)-(e)</b>                     | <b>(12,144,603 )</b> |
|                                                   |  |                                                                                 |                      |
|                                                   |  | <b>Net Cash Flow from Operational and Investing Activities (g)=( c) + (f)</b>   | <b>19,000</b>        |
|                                                   |  | <b>Cash Flow from Financing Activities</b>                                      |                      |
|                                                   |  | Local Borrowing                                                                 | -                    |
|                                                   |  | Foreign Borrowing                                                               | -                    |
|                                                   |  | Grants Received                                                                 | -                    |
|                                                   |  | <b>Total Cash Flow from Financing Activities (h)</b>                            | -                    |
|                                                   |  |                                                                                 |                      |
|                                                   |  | <b>Less: Disbursed for</b>                                                      |                      |
|                                                   |  | Repayment of Local Borrowings                                                   | -                    |
|                                                   |  | Repayment of Foreign Borrowings                                                 | -                    |
|                                                   |  | <b>Total Cash Flow Disbursed for Financing Activities (i)</b>                   | -                    |
|                                                   |  |                                                                                 |                      |
|                                                   |  | <b>Cash Flow from Financing Activities (j)= (h)-(i)</b>                         | -                    |
|                                                   |  |                                                                                 |                      |
|                                                   |  |                                                                                 | ACA-C                |
| For the Year Ended 31 <sup>st</sup> December 2024 |  |                                                                                 |                      |
|                                                   |  | <b>Net Movement in Cash (k) = (h) -(j)</b>                                      | <b>19,000</b>        |
|                                                   |  | <b>Opening Cash Balance as at 01<sup>st</sup> January</b>                       | -                    |
|                                                   |  | <b>Closing Cash Balance as at 31<sup>st</sup> December</b>                      | <b>19,000</b>        |

### 3.4 Revenue collection performance

| Revenue Code   | Description of the Revenue Code | Revenue Estimation |                | Collected Revenue |                                  |
|----------------|---------------------------------|--------------------|----------------|-------------------|----------------------------------|
|                |                                 | Original Estimate  | Final Estimate | Amount (Rs.)      | As a % of Final Revenue Estimate |
| Not applicable |                                 |                    |                |                   |                                  |

### 3.5 Performance of the Utilization of Provisions Allocated

Rs..000

| Type of provision | Provisions Allocated |                 | Actual Expenditure | Utilized Provisions as a% of the used-up final provision |
|-------------------|----------------------|-----------------|--------------------|----------------------------------------------------------|
|                   | Original Provision   | Final Provision |                    |                                                          |
| Recurrent         | 57,300               | 592,915         | 597,600.467        | 100                                                      |
| Capital           | 24,000               | 29,725          | 270,903.315        | 90                                                       |

### 3.6 Provisions allocated in terms of Financial Regulations 208

| Donor Institution | Purpose of the Donation | Amount Donated |
|-------------------|-------------------------|----------------|
| Not applicable    |                         |                |

### 3.7 Performance of Reporting Non-Financial Assets

| Assets Code | Code Description         | Balance as per the Board of Survey Report as at 31.12.2024 | Balance as per the Financial Position Report as at 31.12.2024 | To be accounted in the Future | Reporting Progress as a % |
|-------------|--------------------------|------------------------------------------------------------|---------------------------------------------------------------|-------------------------------|---------------------------|
| 9151        | Buildings and Structures |                                                            |                                                               |                               |                           |
| 9152        | Machinery                | 151,687,788.47                                             | 151,687,788.47                                                |                               | 100                       |
| 9153        | Land                     |                                                            |                                                               |                               |                           |
| 9154        | Intangible Assets        |                                                            |                                                               |                               |                           |
| 9155        | Biological Assets        |                                                            |                                                               |                               |                           |
| 9160        | Work in Progress         |                                                            |                                                               |                               |                           |
| 9180        | Lease Assets             |                                                            |                                                               |                               |                           |



# ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்  
NATIONAL AUDIT OFFICE



මගේ අංකය  
எனது இல.  
My No.

LSW/B/MP/SR/01/2024

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

2025 මැයි 30 දින

ගණන්දීමේ නිලධාරී  
මිනිස්බල හා රැකිරීම් දෙපාර්තමේන්තුව

ශීර්ෂය 328 - මිනිස්බල හා රැකිරීම් දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

## 1. මූල්‍ය ප්‍රකාශන

### 1.1 තත්ත්වගණනය කළ මතය

ශීර්ෂය 328 - මිනිස්බල හා රැකිරීම් දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන, 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව මිනිස්බල හා රැකිරීම් දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව 2025 මැයි 30 දින නිකුත් කරන ලදී. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණුවලින් වන බලපෑම හැර, මිනිස්බල හා රැකිරීම් දෙපාර්තමේන්තුවේ 2024 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශනවලින්, මූල්‍ය තත්ත්වය, මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ, මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන් 1හි සඳහන් මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනමට අනුකූලව සියළුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

### 1.2 තත්ත්වගණනය කළ මතය සඳහා පදනම

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණු මත පදනම්ව මාගේ මතය තත්ත්වගණනය කරනු ලැබේ. ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් මාගේ වගකීම, විගණකගේ වගකීම යන වගන්තියේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

### 1.3 කරුණක් අවධාරණය කිරීම - මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම

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

### 1.4 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

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

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

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

### 1.5 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

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

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

- ප්‍රකාශ කරන විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලැස්ම



කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වේතනාන්විත මහභූරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මත භූරීමෙන් වැනි හේතු නිසා වන බැවිනි.

- අභ්‍යන්තර පාලනයේ සඵලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම් අගයන ලදී.

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

## 1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

### 1.6.1 ආදායම්

දෙපාර්තමේන්තුවේ ශේෂ පිරික්සුම අනුව ආදායම්වල එකතුව රු.33,183,020 ක් වුවද, මුදල් ප්‍රවාහ ප්‍රකාශයේ අනෙකුත් ආදායම් ශීර්ෂ වෙනුවෙන් වාර්තාකරන ආයතනය විසින් එකතු කරන ලද ආදායම රු.33,182,246 ක් ලෙස සටහන් කර පැවතුණි.

### 1.6.2 මූලධන වියදම්

(අ) වාර්ෂික මූල්‍ය ප්‍රකාශනවල කාර්යාල උපකරණ හා පරිගණක උපකරණ 2023 දෙසැම්බර් 31 දිනට ශේෂය හා 2024 ජනවාරි 01 දිනට ශේෂය පිළිවෙලින් රු.847,150 ක් හා රු.5,356,230 ක වෙනසක් නිරීක්ෂණය විය.

(ආ) මූල්‍ය නොවන වත්කම් ගිණුම්ගත කිරීමට මහා භාණ්ඩාගාරයේ රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුවේ 06/2024 දරණ උපදෙස් මාලාවේ 8.1 හා 8.2 වගන්ති ප්‍රකාරව මූල්‍ය නොවන වත්කම් තිබෙනම් ඒවා නිසි පරිදි හඳුනාගෙන පිරිවැයට හෝ පිරිවැය හඳුනාගත නොහැකි අවස්ථාවලදී තක්සේරු කළ අගයට ගිණුම්ගත කළ යුතු වුවද, 2024 වර්ෂයේ දෙපාර්තමේන්තුව අත්පත් කරගෙන තිබූ රු.1,937,680 ක් වූ ගෘහ භාණ්ඩ හා කාර්යාල උපකරණයන්ද, රු.5,967,280 ක් වටිනා යන්ත්‍ර හා යන්ත්‍රෝපකරණද වාර්තා කර නොතිබුණි. 2024 වර්ෂයේදී වෙන්දේසි කරන ලද යන්ත්‍ර හා යන්ත්‍රෝපකරණ අයිතම 24 ක අගයන්ද ඉවත්කිරීම් ලෙස සටහන්ව නොතිබුණි.

### 1.6.3 ලේඛන හා පොත්පත් පවත්වා නොතිබීම

දෙපාර්තමේන්තුව විසින් ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ මුදල් රෙගුලාසි 75 5 (1) ප්‍රකාරව ගබඩා ලේඛන විධිමත්ව හා යාවත්කාලීනව පවත්වා නොතිබුණු බව නියැදි විගණන පරීක්ෂණවලදී නිරීක්ෂණය විය.

## 2. වෙනත් නෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

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

(අ) විගණනය වෙත ඉදිරිපත් කරන ලද 2024 වර්ෂය සඳහා පිළියෙල කරන ලද වාර්ෂික මූල්‍ය ප්‍රකාශනවල ACA 6 ආකෘතියේ ඇතුළත් 2023 වර්ෂයේ මූල්‍ය ප්‍රකාශනවල අවසාන ශේෂයන් අතර වෙනස්කම් මෙම වාර්තාවේ 1.5.2 ඇති සටහන් කර ඇත. එම විගණන නිරීක්ෂණය අනුව ඉකුත් වර්ෂයේ මූල්‍ය ප්‍රකාශන සමග අනුරූපී වී නොතිබුණි.

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

## 3. මූල්‍ය සමාලෝචනය

### 3.1 නීති රීති හා රෙගුලාසිවලට අනුකූල නොවීම

| නීති රීති හා<br>රෙගුලාසිවලට යොමුව<br>-----                           | අනුකූල නොවීම<br>-----                                                                                                                                                                                                                           |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (අ) ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික<br>සමාජවාදී ජනරජයේ<br>මුදල් රෙගුලාසි |                                                                                                                                                                                                                                                 |
| (i) මු.රෙ.138                                                        | වවුචර් සහතික කිරීමට බලයලත් නිලධාරියෙකු ගණන්දීමේ නිලධාරියා වෙත එකම ගෙවීමට අදාළ වවුචර්පත් නිවැරදි හා සෑම විස්තරයක් අතින්ම සම්පූර්ණ බවට වගකිවයුතු වුවද, රු.25,000 ක් වූ වවුචරයක් සඳහා බිල්පත්‍රයක් නොමැතිව මිල විමසුමට අදාළව ගෙවීම් සිදුකර තිබුණි. |
| (ii) මු.රෙ. 446 (2)                                                  | සියලු ලැබීම් සහ ගෙවීම් පිළිබඳ සටහන් ක්‍රමානුකූලව පිළිවෙලින් එදිනෙදාට පවත්වාගත යුතු වුවත් දෙපාර්තමේන්තුවේ එකම අංකය සහිත වවුචර්පත් වලින් ගෙවීම් වර්ග දෙකක් සිදුකර තිබුණි.                                                                         |



(iii) මු.රෙ.880

රජයේ මුදල්, ආදායම් හෝ බඩු බාහිරාදිය භාරගැනීම හෝ භාරව සිටීම, එසේ නැතහොත් රජයේ මුදල් බෙදාහැරීම හෝ මුද්දර නැතහොත් බඩු බාහිරාදිය නිකුත් කිරීම සම්බන්ධයෙන් පරිපාලනමය වශයෙන් වගකිව යුතු හෝ බලය පැවරීම යටතේ එම කටයුතු පවරනු ලැබ ඇති නිලධාරීන්ද, රජයේ ගිණුමට අදාල වවුචර සහතික කරන, චෙක්පත් අත්සන් කරන අයද ස්වකීය රාජකාරි කටයුතු අවංකව ඉටුකරන බවට 612 වැනි අධිකාරිය වන රජයේ නිලධාරීන්ගේ ඇප ආඥා පනත අනුව ඇප තැබිය යුතු වුවද, දෙපාර්තමේන්තුවේ නිලධාරීන්ගේ එවැනි ඇප තැබීමක් නිරීක්ෂණය නොවීය.

(ආ) රාජ්‍ය සේවා කොමිෂන් සභාවේ කාර්යපටිපාටික රීති xv පරිච්ඡේදයේ 214 වගන්තිය

නිලධාරියෙකු තනතුර අතහැරයාමේ නිවේදනය අදාල නිලධාරියා වෙත වහාම ලියාපදිංචි තැපෑලෙන් යැවිය යුතු වුවද, නිලධාරීන් සේවය හැරගොස් මාස 2 සිට වසර 3 දක්වා කාලපරාසවකින් පසුව අදාල ලිපි යවා තිබූ අදාල කාලපරිච්ඡේදයේදී රු.388,730 ක වැටුප් ගෙවීම්ද සිදුකර තිබුණි.

#### 4. මෙහෙයුම් සමාලෝචනය

##### 4.1 කාර්යසාධනය

##### 4.1.1 දැක්ම හා මෙහෙවර

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අතිවිශේෂ ගැසට්පත්‍ර අංක 1640/31 අනුව කම්කරු සබඳතා සහ මිනිස්බල අමාත්‍යාංශය යටතේ මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව ස්ථාපනය කිරීම 2010 ජනවාරි 01 දින සිදුකලද, එදින සිට විගණන දින වන 2024 මාර්තු 25 වන දින වන විටදී තොරතුරු රැස්වීම් හා දැනුවත් කිරීම් සිදුකර තිබුණද ජාතික “මිනිස්බල හා රැකියා ප්‍රතිපත්තියක් සකස්කර ක්‍රියාත්මක කිරීම” මූලික අරමුණ ඉටුකර ගැනීමට නොහැකි වී තිබුණි.

##### 4.1.2 සැලසුම් කිරීම

2024 වර්ෂයේ වාර්ෂික ක්‍රියාකාරී සැලැස්ම හා භෞතික ප්‍රගතිය පරීක්ෂාවේදී 2509 වැය විෂයෙහි භෞතික ප්‍රගතිය වැඩිවීමට සාපේක්ෂව මූල්‍ය ප්‍රගතියේ අඩුවීමේ අසාමාන්‍ය විචලනයක් පවතින බවට නිරීක්ෂණය විය.

ඒ අනුව, 9 ශ්‍රේණියේ සිසුන්ට වෘත්තීය මාර්ගෝපදේශ සේවා සැපයීම, පාසල් අවසන් සිසුන්ට වෘත්තීය මාර්ගෝපදේශ සේවා සැපයීම හා රැකියා විරහිත පුද්ගලයින් සඳහා වෘත්තීය මාර්ගෝපදේශ සේවා සැපයීම සඳහා වෙන්කර තිබූ ප්‍රතිපාදනවල භෞතික ප්‍රගතිය පිළිවෙලින් සියයට 116, 118 හා 142 ක් ද මූල්‍ය ප්‍රගතිය පිළිවෙලින් සියයට 31, 71 හා 94 ක් විය. මෙම වැඩසටහන් සඳහා අධි ප්‍රතිපාදන සහ අඩු ඉලක්කයන් සැලසුම් කර තිබූ අතර, ඉතිරි ප්‍රතිපාදන වෙනත් වැඩසටහන්වලට වෙන්කර වියදම් දරා තිබීම විගණනයේ දී පිළිගත නොහැකි තත්ත්වයක් පවතී. එමෙන්ම තනි පුද්ගල පර්යේෂණ කටයුතු පැවැත්වීම හා වාර්තා ප්‍රකාශයට පත්කිරීම සඳහා වෙන්කර තිබූ රු.450,000 ක්, රු.165,000 ක් පමණක් වියදම් කර තිබූ අතර සමස්ත මූල්‍ය ප්‍රතිශතය සියයට 37 ක් විය.

#### 4.1.3 කාර්යභාරයන් ඉටු නොකිරීම

2509 වැය විෂයය යටතේ ප්‍රවර්ධන විධියෝපට නිර්මාණයට රු.500,000 ක ප්‍රතිපාදන වෙන්කර තිබුණද එකී කාර්යභාරය ඉටුකර නොතිබුණි. මීට පෙර වර්ෂයේ දෙපාර්තමේන්තුව සතුව විධියෝ පට 03 ක් සහ දිස්ත්‍රික් කාර්යාලවල විධියෝ පට 13 ක් තිබියදී අනවධානයෙන් මෙම ප්‍රතිපාදන වෙන් කර ගෙන තිබුණි.

#### 4.1.4 ව්‍යාපෘති නිම නොකර අත්හැර දැමීම

අවිධිමත් අංශයේ සේවයේ නිරතවන්නන් හට සේවා ගරුත්ව (Dignity of Labour) ස්ථාපිත කිරීමේ අරමුණින් 2023 වර්ෂයේදී මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව විසින් ආරම්භ කරන ලද වැඩසටහන සඳහා අවිධිමත් අංශය නියෝජනය කරන සංගම් සහ නියෝජිතවරුන් සමඟ සාකච්ඡාවන් සහ දැනුවත් කිරීම් සිදුකර තිබූ අතර, 2024 වර්ෂයේ Glocal fair වැඩසටහනට සමගාමීව වැඩසටහන් 25 ක් ඔස්සේ දිස්ත්‍රික් මට්ටමින් දැනුවත් කිරීම් හා ලියාපදිංචි කිරීම් පමණක් සිදුකර ඉන් අපේක්ෂිත ඉදිරි කාර්යභාරය ඉටුකර ගැනීමේ ඉදිරි වැඩපිළිවෙලක් සකසා ඇති බවට නිරීක්ෂණය නොවීය. 2024 වර්ෂයේදී දැනුවත් කිරීම් වැඩසටහන් සඳහා රු.717,547 ක් වැයකර තිබූ අතර 2024 වර්ෂය තුළ රු.මිලියන 1.25 ක ප්‍රතිපාදන වැය කර තිබුණි.

#### 4.2 වත්කම් කළමනාකරණය

- (අ) දෙපාර්තමේන්තුවේ ගබඩාව 2025 අප්‍රේල් 04 දින භෞතික පරීක්ෂාවට ලක් කිරීමේදී 2024 දෙසැම්බර් 28 දින මිලදී ගෙන තිබූ රු.2,677,420 ක් වටිනා ලැප්ටොප් යන්ත්‍ර 10 ක් බෙදාහැරීමෙන් තොරව පැවති අතර, භාවිතා කරන ලද ලැප්ටොප් යන්ත්‍ර 79 ක් පැවතුණි.
- (ආ) 2021 නොවැම්බර් 30 දින මිලදී ගෙන තිබූ රු.522,819 ක් වටිනා කැමරා (Under water action camera) 3 ක් ද භාවිතයෙන් තොරව පැවති අතර මේවා නිශ්කාර්යව තබා ගෙන අපහරණය කිරීමට කටයුතු කර තිබුණි.
- (ඇ) ගබඩාව තුළ Keyboard 14 ක්, මොනිටර් 10 ක්, CPU 12 ක්, Wifi උපකරණ 27 ක්, රවුටර් 09 ක්, ඉන්ටර්කොම් දුරකථන 09 ක්ද උපයෝජනයක් නොවී තිබුණි.
- (ඈ) 2019 වර්ෂයේ සකස්කරන ලද “Lak Rakiya Harasara” සටහන් වූ සිහිවටන 9 ක්, කොප්ප (Mug) 90 ක්ද බෙදාහැරීමෙන් තොරව පැවතුණි.
- (ඉ) ILO සංවිධානයෙන් පිරිනමන ලද දැනුවත් කිරීම් සිඩී පෙට්ටි (Awareness CD Boxes) 10 ක්, ක්‍රීඩා උපකරණ (Game Board) 10 ක්ද ගබඩා කර පැවතුණි.

#### 4.3 අනාර්ථික ගනුදෙනු

දෙපාර්තමේන්තුව සතු නිසාන් ජීප් රථය 2023 වර්ෂයේදී එන්ජින් අළුත්වැඩියාවක් සිදුකර එය නිසි ධාවන තත්ත්වයේ පවතින බවට ඉංජිනේරු සහතිකයක් සහිතව රු.1,551,000 ක් අදාළ ගරාජය වෙත ගෙවීම් සිදුකර තිබුණද 2024 වර්ෂයේ ජනවාරි සිට ඔක්තෝබර් දක්වා ධාවනයට යොදාගෙන නොතිබුණි. ධාවන සටහන් අනුව නොවැම්බර් හා දෙසැම්බර් මාසවල එකතු අගය



377 km ක් පමණක් ධාවනය කර නැවතත් ගාල් කර තිබූ බවට අනාවරණය විය. අදාළ අළුත්වැඩියාව නිසි පරිදි ඉටු වූ බවට සහතික කර ගෙවීම් සිදුකර තිබුණද, නිසි පරිදි ධාවනය කිරීමට නොහැකි වීම හේතුවෙන් එකී වියදම අනාර්ථික ගණුදෙනුවක් බවට පත්වී තිබුණි.

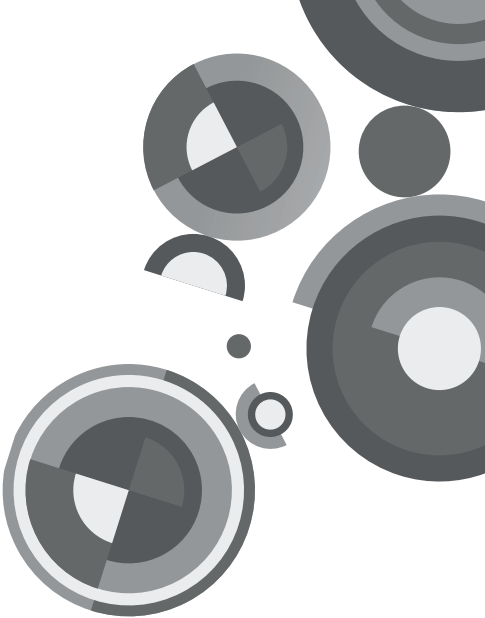
#### 4.4 කළමනාකරණ දුර්වලතා

- (අ) දීප ව්‍යාප්තව විසිරී සිටින සංවර්ධන නිලධාරීන් වෙත වැටුප් ගෙවීම ප්‍රධාන කාර්යාලයෙන් සිදුවන අතර, මාසිකව අදාළ වැටුප් පත්‍රිකා අත්සන් කර ගෙන්වා ගැනීමට සහ අදාළ නිලධාරීන් සේවයේ යෙදෙනවාද යන්න අධීක්ෂණයට නිසි ක්‍රමවේදයක් නොපැවතුණි.
- (ආ) දිවයින පුරා විසිරී සිටින සංවර්ධන නිලධාරීන්ගේ අදාළ නිවාඩු වාර්තා මාසිකව ප්‍රධාන කාර්යාලයට ගෙන්වා ගැනීම හා පරීක්ෂාවන් සිදුකිරීමේ ක්‍රමවේදයක් සකස් කර ඇති බවට නිරීක්ෂණය නොවිය.
- (ඇ) 2024 වර්ෂය සඳහා රජයේ නිලධාරීන්ගේ අත්තිකාරම් බි ගිණුමට අදාළ පාලන ගිණුම් මාසිකව සකස් කර සැසඳුම් පිළියෙල කිරීමට අවශ්‍ය කටයුතු සම්පාදනය කර නොතිබුණි.



එච්.එම්.ද සොයිසා,  
 ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති,  
 විගණකාධිපති වෙනුවට



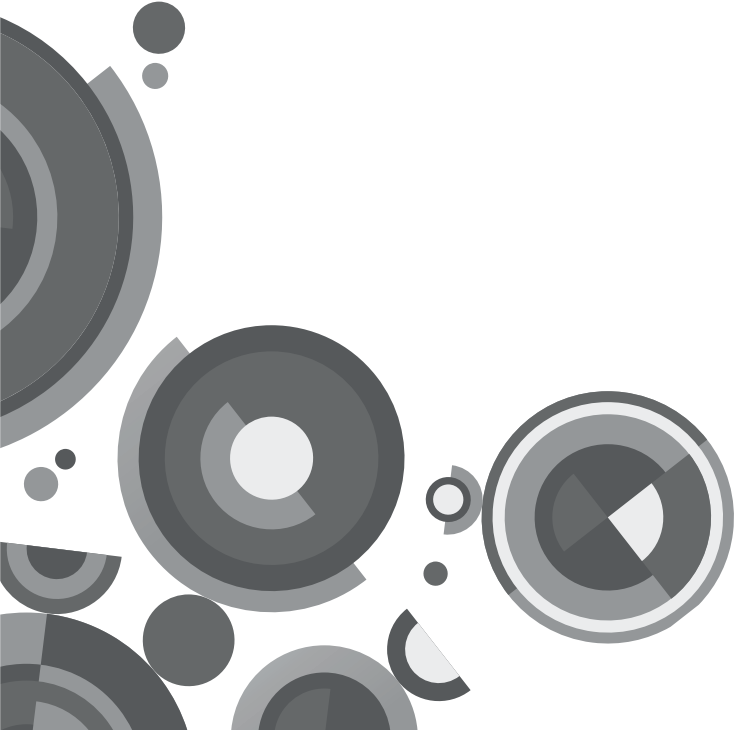


# 04

## CHAPTER

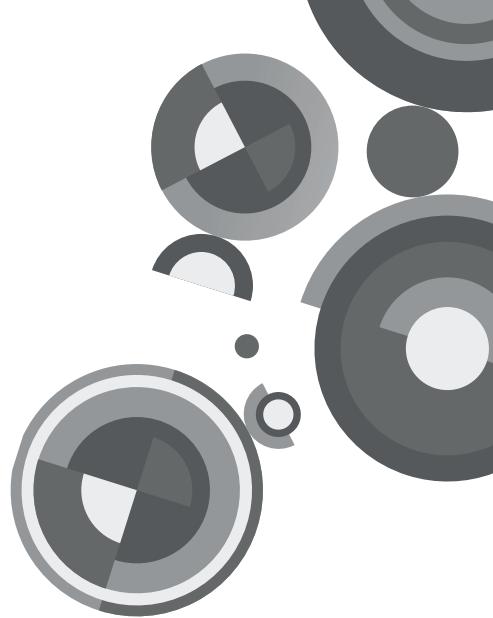
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# Performance Indicators



#### 4.1 Performance indicators of the Institute (Based on the Action Plan)

| Specialized Indicators                                   | Actual Outcome as a Percentage (%) of the Expected Outcome |           |           |
|----------------------------------------------------------|------------------------------------------------------------|-----------|-----------|
|                                                          | 100% -90%                                                  | 75% - 89% | 50% - 74% |
| Registration of job seekers                              | 128%                                                       |           |           |
| Registration of vacancies                                | 138%                                                       |           |           |
| Job placement of job seekers                             |                                                            | 82%       |           |
| Number of Career guidance programmes for school students | 117%                                                       |           |           |
| Commence self-employment and enterprise                  |                                                            |           | 45%       |
| Direct the job seekers for the trainings                 | 113%                                                       |           |           |

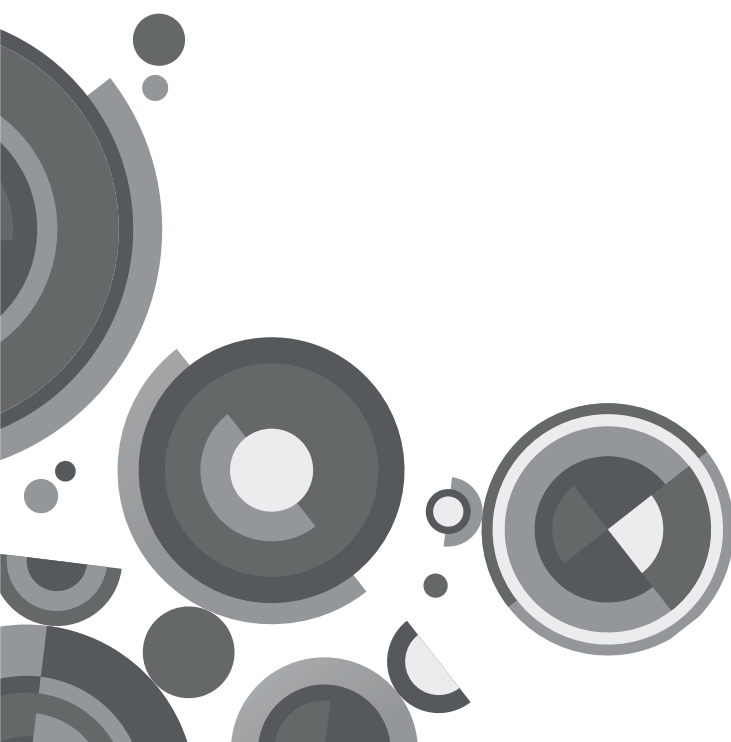


# 05

## CHAPTER

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# Performance in Achieving Sustainable Development Goals



## 05 Chapter - Performance in achieving Sustainable Development Goals (SDG)

### 5.1 Identified Sustainable Development Goals

| Target/<br>Objectives                                                                                                                                  | Target                                                                                                                                                                                                | Index of<br>Achievement                                                                        | Progress of Achievement to date |              |               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------|--------------|---------------|
|                                                                                                                                                        |                                                                                                                                                                                                       |                                                                                                | 0% -<br>49%                     | 50% -<br>74% | 75% -<br>100% |
| Sustainable Development Goal 4 – Ensure inclusive and equitable, quality education and promote lifelong learning opportunities                         | Target 4.3. –<br><br>By 2030, ensure equal access for all women and men to affordable and quality technical, vocational and tertiary education, including university                                  | Provide career guidance for 20% of students who appear for G.C.E. (Ordinary Level) Examination |                                 |              | 111%          |
|                                                                                                                                                        |                                                                                                                                                                                                       | Provide career guidance for 20% of students who appear for G.C.E. (Advanced Level) Examination |                                 |              | 112%          |
|                                                                                                                                                        | Target 4.4 -<br>By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship. | Direct 18,000 of job seekers for the trainings in 2024                                         |                                 |              | 113%          |
| Sustainable Development Goal 8– Promoting sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all | 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                | Register 40,000 of job vacancies in 2024                                                       |                                 |              | 138%          |
|                                                                                                                                                        |                                                                                                                                                                                                       | Provide job opportunities for 10,000 of job seekers in 2024                                    |                                 |              | 82%           |
|                                                                                                                                                        |                                                                                                                                                                                                       | Direct 9,545 of persons for entrepreneurship                                                   | 45%                             |              |               |

| Target/<br>Objectives | Target                                                                                                       | Index of<br>Achievement                                                 | Progress of Achievement to date |              |               |
|-----------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------|--------------|---------------|
|                       |                                                                                                              |                                                                         | 0% -<br>49%                     | 50% -<br>74% | 75% -<br>100% |
|                       |                                                                                                              | and self-employment in 2024                                             |                                 |              |               |
|                       |                                                                                                              | Provide career guidance for 40,000 of job seekers in 2024               |                                 |              | 141%          |
|                       | Target 8.6<br>By 2020, substantially reduce the proportion of youth not in employment, education or training | Identify 3528 of youth not in employment, education or training in 2024 |                                 |              | 117%          |





**06**  
CHAPTER

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**Human Resource Profile**



## 6.1 Cadre Management as at 31.12.2024

|           | Approved Cadre | Existing Cadre | Vacancies |
|-----------|----------------|----------------|-----------|
| Senior    | 20             | 10             | 10        |
| Tertiary  | 5              | 1              | 4         |
| Secondary | 623            | 595            | 28        |
| Primary   | 15             | 15             | 0         |

## 6.2 Training given for the officers of the department in 2024

| No. of trainees | Name of the programme                                                                       | Programme duration      | Total investment |            | Nature of the programme | Completion/ knowledge obtained                               |
|-----------------|---------------------------------------------------------------------------------------------|-------------------------|------------------|------------|-------------------------|--------------------------------------------------------------|
|                 |                                                                                             |                         | Local            | Foreign    |                         |                                                              |
| 16              | Payment for the Career Guidance Diploma course (2022 Batch)                                 | 2022                    | 595,000          | -          | Local                   | Obtain further knowledge to work as career guidance officers |
| 01              | Training on Government Payroll system                                                       | 2024.03.11, 12,13       | 21000            | -          | Local                   | Knowledge on payroll system                                  |
| 01              | Payment for the counseling course                                                           | 2024.03.27              | 40000            |            | Local                   | Diploma in counselling                                       |
| 16              | Training on Salary Conversion & Leave                                                       | 2024.07.29-2024.08.02   | 16840            | -          | Foreign                 | Knowledge on salary conversion and leave                     |
| 02              | Co-coordination for the project on promoting Employment Support of Person with Disabilities | 2024.06.04 – 2024.06.15 | -                | 242,831.30 | Foreign                 | Procedure of employing the persons with disabilities         |

|    |                                                                                                                                   |                               |  |            |         |                                 |
|----|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|------------|---------|---------------------------------|
| 04 | Third Mid-career Training program for Island services of Sri Lanka under the Indian Technical and Economic Co-operation 2024/2025 | 2024.07.22<br>–<br>2024.08.02 |  | 137,817.77 | Foreign | Knowledge on project management |
|----|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--|------------|---------|---------------------------------|





**07**  
CHAPTER

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**Compliance Report**



## 07. Chapter - Compliance Report

| Number    | Requirement to be made relevant                                                                                     | Status of compliance (Complied/ Not complied) | Brief explanation if not complied | Corrective decisions/ measures proposed to avoid non-compliance in future |
|-----------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------|---------------------------------------------------------------------------|
| <b>1</b>  | <b>The under mentioned financial statements/ accounts have been submitted on the due date</b>                       |                                               |                                   |                                                                           |
| 1.1       | Annual financial report                                                                                             | Complied                                      |                                   |                                                                           |
| 1.2       | Advance account of public officers                                                                                  | Complied                                      |                                   |                                                                           |
| 1.3       | Trading and Manufacturing Advance Account (Commercial Advance Account)                                              | N/A                                           |                                   |                                                                           |
| 1.4       | Stores Advance Accounts                                                                                             | N/A                                           |                                   |                                                                           |
| 1.5       | Special Advance Accounts                                                                                            | N/A                                           |                                   |                                                                           |
| 1.6       | Others                                                                                                              | N/A                                           |                                   |                                                                           |
| <b>2</b>  | <b>Maintenance of Books and Registers (FR445)</b>                                                                   |                                               |                                   |                                                                           |
| 2.1       | The Fixed Asset Register has been updated and maintained in terms of the Public Administration Circular No.267/2018 | Complied                                      |                                   |                                                                           |
| 2.2       | The Emolument Register/ Personal Emolument Cards have been updated and maintained                                   | Complied                                      |                                   |                                                                           |
| 2.3       | The Audit Queries Register has been updated and maintained                                                          | Complied                                      |                                   |                                                                           |
| 2.4       | The Internal Audit Report has been updated and maintained                                                           | Complied                                      |                                   |                                                                           |
| 2.5       | All the monthly Account Summaries (CIGAS) have been prepared and submitted to the General Treasury on the due date  | Complied                                      |                                   |                                                                           |
| 2.6       | The Register of Cheques and Money Orders have been updated and maintained                                           | Complied                                      |                                   |                                                                           |
| 2.7       | The Inventory Register has been updated and maintained                                                              | Complied                                      |                                   |                                                                           |
| 2.8       | The Stocks Register has been updated and maintained                                                                 | Complied                                      |                                   |                                                                           |
| 2.9       | The Register of Losses has been updated and maintained                                                              | Complied                                      |                                   |                                                                           |
| 2.10      | The Register of Liabilities has been updated and maintained                                                         | Complied                                      |                                   |                                                                           |
| 2.11      | The Inventory Register of Counterfoil Books (GA-N20) has been updated and maintained                                | Complied                                      |                                   |                                                                           |
| <b>03</b> | <b>Delegation of functions for Financial Control (FR135)</b>                                                        | Complied                                      |                                   |                                                                           |

|          |                                                                                                                                                                     |          |  |  |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|--|
| 3.1      | Financial powers has been delegated within the institution                                                                                                          | Complied |  |  |
| 3.2      | The delegation of financial authority within the institution has been communicated.                                                                                 | Complied |  |  |
| 3.3      | Delegation of powers so as to pass each action through two or more officers                                                                                         | Complied |  |  |
| 3.4      | The control has been adhered to by the Accountants as per the State Accounts Circular No. 17/2004 dated 11.15.2014 in using the government payroll software package | Complied |  |  |
| <b>4</b> | <b>Preparation of Annual Plans</b>                                                                                                                                  |          |  |  |
| 4.1      | Prepare the Annual Plan                                                                                                                                             | Complied |  |  |
| 4.2      | Prepare the Annual Procurement Plan                                                                                                                                 | Complied |  |  |
| 4.3      | Prepare the Annual Internal Audit Plan                                                                                                                              | Complied |  |  |
| 4.4      | Prepare the Annual Estimate and submit to the National Budget Department on due date                                                                                | Complied |  |  |
| 4.5      | Submit the Annual Cash Flow Statement to the Department of Treasury Operations on due date                                                                          | Complied |  |  |
| <b>5</b> | <b>Audit Queries</b>                                                                                                                                                | Complied |  |  |
|          | All the Audit Queries have been answered as at the date specified by the Auditor General                                                                            | Complied |  |  |
| <b>6</b> | <b>Internal Audit</b>                                                                                                                                               |          |  |  |
| 6.1      | Prepare the Internal Audit Plan in terms of FR 134 DMA/2019 in consultation with the Auditor General at the beginning of the year                                   | Complied |  |  |
| 6.2      | Submit the answers to all the internal audit reports within a month                                                                                                 | Complied |  |  |
| 6.3      | Submit the copies of all the internal audit reports to the Management Audit Department as per the Sub Section 40(4) of National Audit Act No 19 of 2018             | Complied |  |  |
| 6.4      | Submit the copies of all the internal audit reports to the Auditor General as per the FR 134(3)                                                                     | Complied |  |  |
| <b>7</b> | <b>Audit and Management Committees</b>                                                                                                                              |          |  |  |
| 7.1      | A minimum 04 meeting of the audit and management committee has been conducted during the year as per DMA Circular 1-2019.                                           | Complied |  |  |
| <b>8</b> | <b>Asset management</b>                                                                                                                                             |          |  |  |

|           |                                                                                                                                                                                                                                                             |          |  |  |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|--|
| 8.1       | The information on purchase and disposal of assets has been submitted to the Comptroller General's Office as per Paragraph 07 of Asset Management Circular No.01/2017.                                                                                      | Complied |  |  |
| 8.2       | A suitable liaison officer has been appointed to coordinate the implementation of the provisions of the aforesaid circular and details of the nominated officer has been sent to the comptroller general's office as per Paragraph 13 of the said circular. | Complied |  |  |
| 8.3       | The boards of survey have been conducted and the relevant reports have been sent to the Auditor General on due date as per the Public Finance Circular No. 05/2016.                                                                                         | Complied |  |  |
| 8.4       | The excesses, deficits that were revealed at the board of survey, and other recommendations have been carried out during the period specified in the Circular.                                                                                              | Complied |  |  |
| 8.5       | The disposal of condemned articles has been performed in terms of F.R 722                                                                                                                                                                                   | Complied |  |  |
| <b>10</b> | <b>Management of Bank Accounts</b>                                                                                                                                                                                                                          | Complied |  |  |
| 10.1      | Bank reconciliation statements have been prepared, certified and submitted for audit on the due date.                                                                                                                                                       | Complied |  |  |
| 10.2      | Dormant bank accounts of the year under review or brought forward from the previous year have been settled.                                                                                                                                                 | Complied |  |  |
| 10.3      | The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and those balances had been settled within one month.               | Complied |  |  |
| <b>11</b> | <b>Utilization of Provisions</b>                                                                                                                                                                                                                            |          |  |  |
| 11.1      | The provisions allocated had been spent without exceeding the limit.                                                                                                                                                                                        | Complied |  |  |
| 11.2      | The liabilities are not exceeding the limits of the remaining provisions at the end of the year after utilizing the provisions made as per F.R 94(1).                                                                                                       | Complied |  |  |
| <b>12</b> | <b>Advance Accounts of Public Officers</b>                                                                                                                                                                                                                  |          |  |  |
| 12.1      | The limits had been complied with.                                                                                                                                                                                                                          | Complied |  |  |

|           |                                                                                                                           |          |  |  |
|-----------|---------------------------------------------------------------------------------------------------------------------------|----------|--|--|
| 12.2      | A time analysis had been carried out on the loans in arrears.                                                             | Complied |  |  |
| 12.3      | The loan balances in arrears for over one year have been settled.                                                         | Complied |  |  |
| <b>13</b> | <b>General Deposit Account</b>                                                                                            | Complied |  |  |
| 13.1      | The action had been taken as per F.R 571 concerning the disposal of lapsed deposits                                       | Complied |  |  |
| 13.2      | The control register for general deposits had been updated and maintained                                                 | Complied |  |  |
| <b>14</b> | <b>Imprest Account</b>                                                                                                    | Complied |  |  |
| 14.1      | The balance in the cash book has been remitted to Treasury Operation Department at the end of the year under review.      | Complied |  |  |
| 14.2      | The ad-hoc sub imprests issued as per F.R 371 have been settled within one month from the completion of the task.         | Complied |  |  |
| 14.3      | The ad-hoc sub imprests have been issued not exceeding the limit approved as per F.R 371                                  | Complied |  |  |
| 14.4      | The balance of the imprest account has been reconciled with the Treasury Books monthly                                    | Complied |  |  |
| <b>15</b> | <b>Revenue Account</b>                                                                                                    |          |  |  |
| 15.1      | The repayments from the revenue collected have been made in terms of the regulations.                                     | N/A      |  |  |
| 15.2      | The revenue collection has been directly credited to the revenue account without crediting to the deposit account.        | N/A      |  |  |
| 15.3      | Returns of arrears of revenue have been forwarded to the Auditor General in terms of F.R 176.                             | N/A      |  |  |
| <b>16</b> | <b>Human Resource Management</b>                                                                                          |          |  |  |
| 16.1      | The staff is maintained within the limits of approved cadre.                                                              | Complied |  |  |
| 16.2      | Duty lists have been given to all the members of the staff in writing.                                                    | Complied |  |  |
| 16.3      | All reports have been submitted to Management Service Department in terms of the MSD Circular No.04/2017 dated 20.09.2017 | Complied |  |  |
| <b>17</b> | <b>Provision of Information to the Public</b>                                                                             |          |  |  |
| 17.1      | An information officer has been appointed and a proper register of information is maintained and                          | Complied |  |  |

|      |                                                                                                                                                                                                                                   |          |  |  |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|--|
|      | updated in terms of Right To Information Act and Regulation.                                                                                                                                                                      |          |  |  |
| 17.2 | Information on the institution has been provided to the public through Website and facilities have been given to the public to publish appreciations/complaints on the institution through the website or other alternative ways. | Complied |  |  |
| 17.3 | Reports have been submitted in accordance with Section 08 of Right to Information Act once or twice a year                                                                                                                        | Complied |  |  |
| 18   | <b>Implementing Citizens Charter</b>                                                                                                                                                                                              | Complied |  |  |
| 18.1 | Citizens'/ Clients' Charter has been compiled and implemented in accordance with Public Administration and Management Circular Nos. 05/2008 and 05/2018(1)                                                                        | Complied |  |  |
| 18.2 | A methodology has been established by the Institution in order to supervise and evaluate the compilation and implementation of Citizens'/ Clients' Charter as per Paragraph 2.3 of the said Circular.                             | Complied |  |  |
| 19   | <b>Preparation of the Human Resource Plan</b>                                                                                                                                                                                     |          |  |  |
| 19.1 | A human resource plan has been prepared based on the format in Annexure 02 of the Public Administration Circular No.02/2018 dated 24.01.2018.                                                                                     | Complied |  |  |
| 19.2 | The training opportunity of not less than 12 hours per year has been ensured for each member of the staff in the aforesaid human resource plan.                                                                                   | Complied |  |  |
| 19.3 | Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular                                                                                                  | Complied |  |  |

|      |                                                                                                                                                                                                                                                             |          |  |  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--|--|
| 19.4 | A senior officer has been appointed entrusting the responsibilities 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   | <b>Responses to Audit Paras</b>                                                                                                                                                                                                                             |          |  |  |
| 20.1 | The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified                                                                                                                               | Complied |  |  |





**මිනිස්බල හා රැකිරීම් දෙපාර්තමේන්තුව**

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DEPARTMENT OF MANPOWER & EMPLOYMENT

9 වන මහල, සෙත්සිරිපාය, දෙවන අදියර, බත්තරමුල්ල.

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