

2024

வார்டிக கார்டு காதல வார்டால
ஆண்டிறுதி செயலாற்றுகை அறிக்கை
Annual Performance Report



தீதி னெடுதிரன் கதிராடக டேபார்ட்மென்டு
சட்ட வரைஞர் திணைக்களம்
Legal Draftsman's Department



Annual Performance Report

2024

Expenditure Heading No:230

Legal Draftsman's Department
No.80, Adhikanara Mawatha,
Colombo 12

ANNUAL PERFORMANCE REPORT FOR THE YEAR 2024

LEGAL DRAFTSMAN'S DEPARTMENT

Expenditure Heading No: 230

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Chapter 01 - Institutional Profile / Executive Summary

1.1 Introduction

1.2 Vision, Mission, Objectives of the Institution

1.3 Key Functions

1.4 Organizational Chart

1.1 Introduction

The Legal Draftsman's Department is an "A" grade Government Department. The Department functions under the direct supervision of the Ministry of Justice as per the *Gazette Extraordinary* No. 2187/27 dated 09.08.2020 on subjects and functions of the Ministries.

The main function of the Legal Draftsman's Department is the transformation of the Government policies on diverse subjects into legislation in accordance with the Constitution and the decisions approved by the Cabinet of Ministers. In that process of transforming Government policies into legislation, the Department drafts Bills to enact new legislation and to amend existing legislation and revises subordinate legislation submitted by various Ministries of the Government. The other duties entrusted to this Department include participating to the Parliamentary Select Committee meetings convened to review Bills and carrying out necessary actions while coordinating with the Parliament when Bills are taken up for debate. This Department provides services to all Ministries and Departments of the Government including all State Corporations and Statutory Bodies. This Department also provides legal advice to diverse Ministries and Departments of the Government with regard to the drafting of diverse Bills and subordinate legislation.

1.2

VISION

To assist the Government of Sri Lanka to ensure good governance by transforming government policies into legislation.

MISSION

Drafting Legislation in Transforming government policies into legislation, and to prepare such legislation in Sinhala, Tamil and English languages as required by the Constitution.

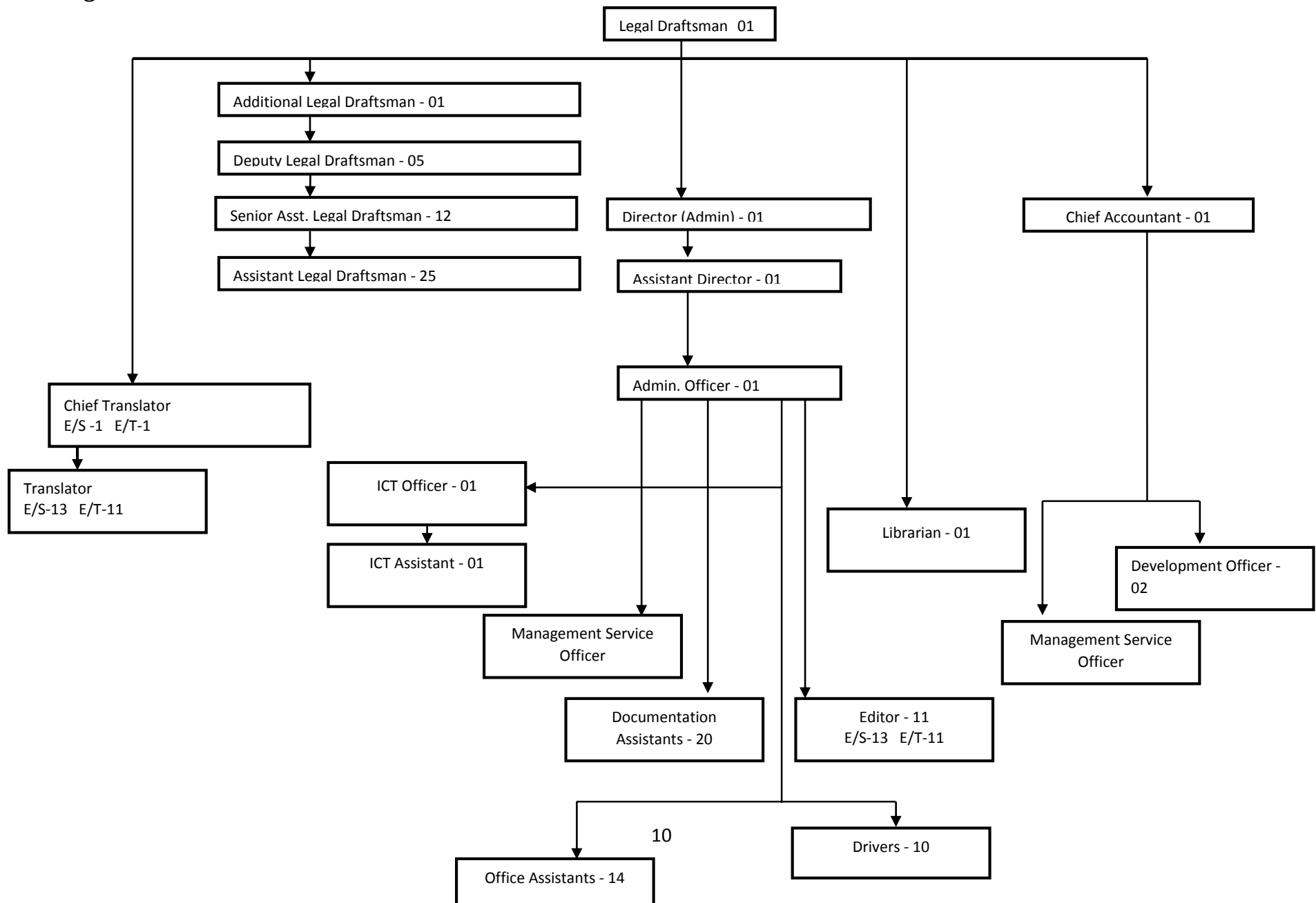
1.3 Key Functions of the Department in relation to the drafting of Bills:-

- (1) Drafting of new legislation and legislation to amend existing legislation and to prepare such legislation in all three languages;
- (2) Revision of subordinate legislation in all three languages;
- (3) Attending parliament for committees on legislation and when the Bills are debated in Parliament;
- (4) Drafting of Provincial Council Statutes where necessary;
- (5) Revision of Private Members' Bills (Incorporation Bills) in all three languages;
- (6) Participating in committee on proposed legislation, on the approval of the cabinet of Ministers;

This Department also provides legal advice in respect of drafting of Acts, subordinate legislation and Provincial Council Statutes.

The unique feature of this Department is that it does not have a structured work programme of its own. The reason for this is that the work programme of the Department is prepared on the legislation necessities of the Ministries of the Government and various Departments under such Ministries, upon the required policies being approved by the Cabinet of Ministers. The performance record of the Legal Draftsman's Department therefore has been structured on the basis of the requests submitted by the relevant line Ministry throughout any particular year in respect of primary legislation, amending legislation and subordinate legislation and successful completion of such requests. Any form of legislation which belongs to the scope of drafting of legislation, the fundamental function of the Department, shall be completed in all three languages prior to the releasing of such legislation to the requesting Ministry or Department.

1.4 Organization Chart



Chapter 02 — Progress and the Future out look

Progress Review– 01.01.2024 – 31.12.2024

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9) *		(10)	(11) *	(12)
Nature of the duty	The number of requests that were submitted as Preliminary or completed Bills, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments as at 01.01.2024 (Balance brought forward)	The number of requests of which the drafting has not been completed as at 01.01.2024	The number of new requests that were received from parties within this year	The number of requests that has been completed in three languages in this year and previous years but were resent for further amendments	Total (2+3+4+5)	The number of requests that has been completed in three languages and returned to the relevant parties as at 31.12.2024 (Each instance of Final Drafts that were completed in three languages for several times and were submitted to the relevant parties are included in this.)	The number of files that were closed due to absence of instructions for a long period of time	The number of requests that were submitted as Preliminary or Completed drafts as at 31.12.2024, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments		Total (7+8+9)	The number of requests in respect of which the drafting has not been completed as at 31.12.2024	Actual output as a percentage (%) (10/6)*100
								**Attorney-General	Other Ministries and Departments			
Drafting of Bills (Principal Legislation and Amending Legislation)	132	29	82	7	250	60	25	1	161	247	3	99%
Private Members' Bills (Incorporation)	33	9	13	2	57	8	49	00		57	00	
Revision of Subordinate Legislation	113	58	149	10	330	124	17	147		288	42	87%
Provincial Council Statutes	11	0	0	0	11	0	4	7		11	0	100%
Total	289	96	244	19	648	192	95	316		603	45	93%

* Explanatory Note relevant to the 9th and 11th columns is on the next page.

** Only Bills to enact new legislation and amending legislation are referred directly by this Department to the Attorney – General

***Note: -**

Column (9) of the document -The number of requests that were submitted as preliminary or completed drafts, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments, (11)- the number of requests in respect of which the drafting has not been completed

Requests that have been attended to and completed by this Department and sent out as a final draft are resent with fresh instructions for further amendments mainly due to the instructing agencies keep changing the policy. However, when such a request is received, irrespective of it being earlier finalized, this Department has to attend to it dedicating the same time and attention given to a fresh request. Moreover, requests for such amendments to completed drafts are sent even after the final draft is sent out in all the three languages and sometimes the procedure is repeated a number of times. The flowing gives a few examples: -

Name of the Bill	Number of times the Bill has been sent out (as at 31.12.2024)
Animal Welfare Bill	21
National Building Research Institute Bill	24
Anti-Terrorism Bill	09

Therefore, even if a request has been attended to and completed by this Department, it could still be reflected in “requests that has not been completed”.

Accordingly,

01. Bills (Principal Legislation and Amending Legislation)

As the Cabinet decisions in respect of the incomplete Bills had been obtained under the former cabinet, letters that inquire on further actions regarding such files have been sent at to the relevant Ministries, awaiting their response.

02. Private Members’ (Incorporation) Bills

As the Parliament has been dissolved on 25.09.2024 and the requests in relation to Private Members (Incorporation) Bills are about to expire, such files were closed since our Department cannot further attend to such Bills.

03. Revision of Subordinate Legislation

There are 42 requests in relation to subordinate legislation of which revision has not been completed. Those are requests which were received on or closer to 31.12.2024 or those in respect of which instructions or observations of the relevant Ministries, Departments and Institutions have been received on or closer to 31.12.2024 or those which are still under discussion.

04. Provincial Council Statutes

Revisions (English/Sinhala/Tamil) in relation to Provincial Councils have been sent to relevant Provincial Councils. Further, there are 7 files that await observations from the relevant Provincial Councils in relation to the Bills that have been sent out. However, as Provincial Councils are not functioning currently, letters have been sent out to the relevant Provincial Councils in order to receive instructions regarding further action on the relevant files. Accordingly, several files are kept open as per the instructions of the relevant Provincial Councils, to maintain such files further.

Special Achievements

Although the assigned role and scope is wide, there is relatively less staff in the department to fulfill this role. Since there are huge number of vacancies in the cadre, it is a special achievement for this Department to be able to perform the tasks assigned to the Department successfully and effectively despite such problems.

Challenges

(1) In terms of paragraph 2.2 of Chapter XXXIII of the Establishment Code, *"After the Cabinet has determined the Government's programme of legislation and the order of priority in which the several Bills will be introduced, the Secretary to the Cabinet has to communicate the Cabinet conclusion to each Secretary and the Legal Draftsman for their information"*. However, communicating the order of priority has not taken place as specified above up to date, making it a challenge to the Department to identify the order of priority of the legislation in the Government's programme of legislation without any guidance from the Cabinet of ministers.

(2) In terms of paragraph 2.1 of Chapter XXXIII of the Establishment Code, *"A request for a draft legislation should in all cases be accompanied by a memorandum containing the fullest possible instructions for the guidance of the legal Draftsman in the preparation of the draft."* However, during the past years a practice has been gradually developed to provide verbal instructions to the Legal Draftsman at various meetings for drafting legislation and amending legislation. Although, that kind of a practice would be followed in exceptionally urgent legislation needs making it a common practice has become a challenge to the Department since following verbal instructions for drafting legislation would have repercussions such as difficulty in maintaining official records in the Department, not receiving clear and finalized instructions during the discussions going on at such meetings and thereby creating ambiguities in the drafts prepared by the Department.

(3) During the recent past many experienced senior legislative draftspersons have retired from the service creating an imbalance between the number of officers, in the senior cadre positions and the junior cadre positions thereby making it a challenge to the Department to achieve its targets with the majority number of less experienced officers since the nature of the legislative drafting work requires years of wide knowledge and experience in order to prepare a sound piece of legislation.

(4) 62 out of approved posts of the Department are vacant and it is a challenge to maintain the progress of the performance of the Department with above 1/3 of its approved cadre being vacant. Steps are being taken to fill the vacancies but the procedure which should be followed are time consuming

(5) Even if new recruitments are made to the Department, it has become difficult for the Department to retain the new recruits for a considerable period of time in the Department since the remuneration paid to the most of the cadre positions are not in a satisfactory level in comparison to the Work Load and the gravity of work performed by the officers in such positions.

Future goals

(1) Since it has become a timely need to find ways and means to overcome the challenges specified above, several discussions were held with the Secretary to His Excellency the President and the Hon. Minister of Justice, Prison Affairs and Constitutional Reforms in 2021. In consequent to such discussions a Cabinet Memorandum No. 2021/Cab Memo/J/ADM/124 dated 15.12.2021 was submitted by Hon. Minister of Justice to the Cabinet of Ministers containing proposals to restructure the Department. On the directions issued to the National Pay Commission by the Cabinet of Ministers such commission issued its recommendations to increase the cadre of the Department. Thereafter, giving effect to the decision of the Cabinet of Ministers dated 27-03-2023, Hon. Minister of Justice, Prison Affairs and Constitutional Reforms submitted the Cabinet Memorandum No. 2023/Cab Memo/J/ADM/53 dated 28-04-2023 to the Cabinet of Ministers which made proposals to appoint a Committee to consider the proposals to restructure the Legal Draftsman's Department which was approved by the Cabinet of ministers by its decision dated 10-05-2023.

The Secretary to the Ministry of Justice by the letter dated 16. 05. 2023 informed the decision of the Cabinet of Ministers to the Legal Draftsman and the Committee was appointed on 08.05.2023 and after several meetings the Committee submitted its final Report on 16.08.2023 to the Secretary to the Ministry of Justice and the decision of the Cabinet of Ministers there on was communicated to the Legal Draftsman by the Secretary to the Ministry of Justice on 20.09.2023.

Accordingly necessary steps have already been taken to give effect to certain recommendations of the Committee which could be given effect immediately and arrangements will be made to give effect the recommendations of the committee in a phased manner, through the efficient uttlization of the limited human and physical resources available within the Department.

Persuant to the recommendation of the above committee to increase the total number of Legal officers and Senior officers in the Department, approval has been granted by the Director General of the Department of Management Services by letter dated 10.05.2024, to amend the number of Senior Legal Draftsman positions from 08 to 12. Accordingly, arrangements are being made to confer promotions to this position.

Similarly, in order to ensure the efficient carrying out of the Department's administrative duties in line with the recommendations of the committee, the request to establish a post of Director (Administration) has been approved by the Director General of the Department of Management Services, by letter dated 10.05.2024. Accordingly, arrangements are being made to appoint an officer to this position and to implement the remaining recommendations of the Committee.

However, since it was observed that certain recommendations of the Committee although approved by the Cabinet of Ministers fail to provide practicable solutions to the issues faced by the Department in an efficient manner and certain recommendations if given effect would lead to create lacunas in the senior cadre positions in the Department which cannot be filled for a long period of time, such fact was brought to the notice of the Secretary to the Ministry of Justice by the Legal Draftsman through the letters dated 15.11.2023 and 19.01.2024. Accordingly, the Department awaits revision of certain recommendations of the Committee appointed by the Cabinet of Ministers to restructure the Legal Draftsman's Department, having regard to the concerns raised by the letters of the Legal Draftsman dated 15.11.2023 and 19.01.2024 and identify more practical solutions for the challenges faced by the Department.

(2) since it has become a timely and urgent need to find ways and means to attract skilled, efficient and capable officers to the Legal Draftsman's Service to enhance the performance of the Department, after several discussions with the Hon. Minister of Justice, Prison Affairs and Constitutional Reforms a Cabinet Memorandum was submitted by the Hon. Minister of Justice, Prison Affairs and Constitutional Reforms on 02.10.2023 to the Cabinet of Ministers containing proposals to pay certain allowances to the Officers of the Legal Draftsman's Service, which are already paid to the Officers of the Attorney General's Officers' Service, in similar amounts paid to the officers in the parallel grades in the Attorney General's Officer's

Service. Since the final decision of the Cabinet of Ministers has not been communicated so far, Department awaits a favorable response to the same having regard to the massive work load presently handled by the Department in consequent to the requirements for law reforms under the International monetary Fund and World Bank proposals.



Accounting Officer / Head of the Department :

Name :

Designation : **Dilrukshi Samaraweera**
President's Counsel,
Legal Draftsman,
Legal Draftsman's Department,
No. 80, Adhikarana Mawatha,
Colombo 12.

Date :

3.1 Statement of Financial Performance

Statement of Financial Performance for the period ended 31st December 2024					ACA -F
Revised Budget Allocations 2024		Note	Actual		
Rs.			2024 Rs.	2023 Rs.	
-	Revenue Receipts			-	
-	Income Tax	1		-	
-	Taxes on Domestic Goods & Services	2		-	ACA-1
-	Taxes on International Trade	3		-	
-	Non Tax Revenue & Others	4		-	
-	Total Revenue Receipts (A)				
-	Non Revenue Receipts			-	
-	Treasury Imprests		157,148,000	137,847,000	ACA-3
-	Deposits		974,740	584,314	ACA-4
-	Advance Accounts		4,982,650	6,474,230	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non Revenue Receipts (B)		163,105,390	144,905,544	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		163,105,390	144,905,544	
-	Remittance to the Treasury (D)		441,317		
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		162,664,073	144,905,544	
-	Less: Expenditure				
-	Recurrent Expenditure				
109,228,000	Wages, Salaries & Other Employment Benefits	5	99,489,848	86,349,025	ACA-2(ii)
61,082,000	Other Goods & Services	6	53,689,512	49,012,137	
450,000	Subsidies, Grants and Transfers	7	430,040	506,002	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
170,760,000	Total Recurrent Expenditure (F)		153,609,400	135,867,164	
-	Capital Expenditure				
-	Rehabilitation & Improvement of Capital Assets	10	-	-	ACA-2(ii)
1,000,000	Acquisition of Capital Assets	11	996,711	58,616.00	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
4,000,000	Capacity Building	14	999,501	1,858,657.00	
-	Other Capital Expenditure	15	-	-	
5,000,000	Total Capital Expenditure (G)		1,996,212	1,917,273.00	
-	Deposit Payments		564,050	522,004.00	ACA-4
-	Advance Payments		5,200,990	4,351,884	ACA-5
-	Other Main Ledger Payments		-	-	
-	Total Main Ledger Expenditure (H)		5,765,040	4,873,888	
175,760,000	Total Expenditure I = (F+G+H)		161,370,652	142,658,325	
	Balance as at 31st December J = (E-I)		1,293,421	2,247,219	
	Balance as per the Imprest Adjustment Statement		1,293,421	2,247,219	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3

3.2 Statement of Financial Performance as at 31st December 2024

**Statement of Financial Position
As at 31st December 2024**

		Actual	
	Note	2024 Rs	2023 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	101,276,846.00	100,325,237.00
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	10,091,554.00	9,873,214.00
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		111,368,400.00	110,198,451.00
<u>Net Assets / Equity</u>			
Net Worth to Treasury		9,618,554.00	9,810,904.00
Property, Plant & Equipment Reserve		101,276,846.00	100,325,237.00
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	473,000.00	62,310.00
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		111,368,400.00	110,198,451.00

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 27 and Annexures to accounts presented in pages from 28 to 49 form an integral part of these Financial Statements. **The Financial Statements have been prepared in accordance with the Government Financial Regulations 150 & 151 and State Accounts Guideline No. 06/2024, dated 16.12.2024** and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

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


 Chief Accounting Officer
 Name :
 Designation :
 Date : 28/02/2025


 Accounting Officer
 Name :
 Designation :
 Date : 2025.02.24


 Chief Accountant
 Name :
 Designation :
 Date : 2025.02.21

Ayesha Jinasena, P.C.
 Secretary
 Ministry of Justice and National Integration
 No: 19, Sri Sangaraja Mawatha,
 Colombo 10.

Dilrukshi Samaraweera
 President's Counsel,
 Legal Draftsman,
 Legal Draftsman's Department,
 No. 80, Adhikarana Mawatha,
 Colombo 12.

A. M. P. Nilanthi
 Chief Accountant
 Legal Draftsman's Department
 Colombo-12

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

	Actual	
	2024 Rs.	2023 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	4,581,768	5,439,377
Imprest Received	157,148,000	137,847,000
Recoveries from Advance	5,201,647	5,127,320
Deposit Received	974,740	584,314
Total Cash generated from Operations (A)	167,906,155	148,998,011
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	152,841,955	135,234,588
Subsidies & Transfer Payments	430,040	506,002
Expenditure incurred on behalf of Other Heads	6,546,251	6,466,260
Imprest Settlement to Treasury	441,317	-
Advance Payments	5,114,190	4,351,884
Deposit Payments	564,050	522,004
Total Cash disbursed for Operations (B)	165,937,803	147,080,738
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	1,968,352	1,917,273
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	27,860	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	27,860	-
<u>Less - Cash disbursed for:</u>		
Capital Expenditure	1,996,212	1,917,273
Total Cash disbursed for Investing Activities (E)	1,996,212	1,917,273
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(1,968,352)	(1,917,273)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statements

Basis of Reporting

1. Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2024.

2. Basis of Measurement

The Financial Statements have been prepared on historical cost and the historical cost of certain assets has been modified upto the revaluated value. The preparation of accounts will be done on a modified cash basis, unless otherwise specified.

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

3. Recognition of Revenue

Exchange and non-exchange revenues are recognized on the cash receipts during the accounting period irrespective of relevant revenue period.

4. Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5. Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E.

6. Cash and Cash Equivalents

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

3.6 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
Not applicable					

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent Capital	161,400	170,760	153,609.39	89.96%
Capital	5,000	5,000	1,996.21	39.92%

**3.8 In terms of F.R. 208 grant of allocation for expenditure to this Department/
District Secretariat/Provincial Council as an agent of the other
Ministries/Departments**

Rs, 000

Serial No.	Allocation Received from which Ministry/ Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
01.	Department of Law Commission of Sri Lanka	For water and electricity bills	2,500	3,275	2,929.80	89.46 %
	Department of Law Commission of Sri Lanka	For security bills	500	973	924.12	94.98 %
	Department of Law Commission of Sri Lanka	Payments for Internal telephone Maintenance fees	43.01	71.63	71.63	100 %
02.	Sri Lanka Judge's Institute	For water and electricity and security bills	2,140	2,855	2,620.68	91.79 %

3.9 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2023	Balance as per financial Position Report as at 31.12.2023	To be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152-2.1	Vehicles	59,495,000.00	59,495,000.00	-	100 %
9152	Machinery	41,781,846.00	41,781,846.00	-	100%
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-

Chapter 04 — Performance Indicators

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

Specific Indicators						Actual output as a percentage (%) of the expected output		
						100% - 90%	75% - 89%	50% - 74%
Nature of the duty	The number of requests (Including the requests that has not been completed in the previous year)	The number of requests which has been completed in three languages and returned to the relevant parties as at 31.12.2024 (Each instance of Final Drafts that were completed in three languages for several times and were submitted to the relevant parties are included in this.	The number of files that were closed due to absence of instructions for a long period of time	The number of requests that were submitted as Preliminary or Completed drafts as at 31.12.2024, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments	The number of requests in respect of which the drafting has not been completed as at 31.12.2024	It must be noted that a request that has been attended to and completed by this Department and sent out as a Final Draft may be resent with fresh instructions for further amendments mainly due to the instructing agencies keep changing the policy. However, when such a request is received, irrespective of it being earlier finalized, this Department has to attend to it dedicating the same time and attention given to a fresh request. Moreover, request for such amendments to completed drafts are sent even after the Final Draft is sent out in all three languages and sometimes the procedure is repeated a number of times.		
Drafting of Bills (Principal Legislation and Amending Legislation)	250	60	25	162	3			
Private Members' Bills (Incorporation)	57	8	49	-	-			
Revision of Subsidiary Legislation	330	124	17	147	42			
Provincial Council Statutes	11	-	4	7	-			

Chapter 05 - Performance of the achieving Sustainable Development Goals (SDG)

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%- 100%
16.1			Fulfilled according to requests received		
16.2					
16.3					
16.4					
16.5					

5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals

While working towards the sustainable objectives, the department has been drafting Bills to enact new legislation, Bills for amending existing legislation, and revising subsidiary legislations submitted by the various Ministries of the government, in such a way as to achieve the maximum efficiency and productivity. Necessary steps such as attending the parliamentary selection committee meetings for reviewing the Bills and coordinating with Parliament while the Bills are debated in Parliament have been taken.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies
Senior	47	23	24
Tertiary	28	19	09
Secondary	55	30	25
Primary	24	20	04

6.2

The approved cadre to perform the overall duties of the Department is 154. However, the actual number of staff in the Department in 2024 to perform the said duties was only 92. As stated above, there are 62 vacancies existing with regards to the employment in various employment levels. Since these vacancies directly affect the performance of the Department, the following steps have been taken to reduce such impacts.

Senior Level

- (a) 03 posts of Deputy Legal Draftsman are vacant as at 31.12.2024
- (b) 12 vacancies exist in the post of Assistant Legal Draftsman. In terms of the approved scheme of recruitment, Assistant Legal Draftspersons who are presently in service have to complete the required period of service of ten years to be eligible to fill the said vacancies. 14 Assistant Legal Draftspersons have fulfilled the said requirement as at 21.02.2021. Accordingly, the necessary steps are being taken to fill the said vacancies.
- (c) There are 07 vacancies in the post of Assistant Legal Draftsman. The relevant competitive examination to fulfill all vacancies was held by the Department of Examinations on 11.11.2023. Accordingly, necessary steps are being taken to conduct interviews considering the results of the exam.

- (d) At the time of the officer who served in the post of Assistant Director, requested for transfer, the Director General of Combined Services has been informed through the Ministry of Justice by the letters dated 10.06.2022 and 01.12.2022 to provide a suitable successor. However An officer serving in the position of Assistant secretary at the Ministry of Justice has been appointed as Acting Director since 10.08.2023.

Tertiary Level

- (a) One post of Chief Translator and 16 posts of Translators are vacant as at 31.12.2023, namely, 08 posts of English/ Sinhala Translators and 08 posts of English/Tamil Translators. The competitive examination to fill the vacancies was held by Department of Examinations on 23.12.2023, and according to the results of the examination, appointments were given to 05 English/Sinhala Translators and 05 English/Tamil Translators. Currently, there are 03 vacancies for the position of English/Sinhala Translators and 03 vacancies for the position of English/Tamil Translator.

The discrepancies in the salary scheme have made it difficult to retain the Translators in service. According to the recommendations given by the committee appointed to restructure the Department in accordance with අමුණ/23/1636/614/037-I and the decision of the Cabinet dated 11.09.2023, necessary approvals related to the positions of superintendant of languages and Translators were obtained and referred to the Management Service Department for further work.

Further, 07 graduates in translation have been recruited under contract - basis for a period of one year and the service of only 03 of them were obtained until 01.12.2024

Secondary Level

- (a) The post of Librarian is vacant from 14.04.2020. The Director General of Combined Services has been informed of this vacancy by the letters dated 22.06.2022 and 26.09.2022

- (b) The letter dated 28.04.2022 and 16.02.2023 have been sent to the Director General of Combined Services through the Ministry of Justice, requesting to take necessary actions to appoint a suitable officer for the post of Information and Communication Technology Assistant, which has been vacant since the day the post was approved (18.06.2021). Thus, at present the said position remains vacant.
- (c) 04 vacancies exist in the post of Management Service Officer as at 31.12.2024. The Director General of Combined Services has been last informed of the said vacancies by the letter dated 29.11.2024.
- (d) There are 11 vacancies in the post of Documentation Assistant and 07 vacancies in the post of Editor as at 31.12.2024. Though the calling of applications was concluded, the recruitment process has been temporarily held up due to the Budgetary Circular number 03/2022. The approval of the committee regarding the review of the recruitment process in the public service has been given to recruit for a number of posts less than the number of vacant posts, but since it is necessary to recruit for all the posts, requests have been made to the Department of Management Services. Simultaneously, the necessary arrangements to conduct the examination are being carried out in collaboration with the Sri Lanka Development and Administration Institute.

Primary Level

- (a) There are 03 vacancies in the cadre of Drivers. The Director General of Combined Services has been informed in this regard. Requests have been made to the Director General of Combined services through the Secretary of the Ministry of Justice, by the letter dated 29.07.2024, to fill the said vacancies.
- (b) There is 01 vacancy in the post of office Assistant

6.3 Human Resource Development

Name of the Programme	Number of staff trained	Duration of the programme	Total Investment (Rs. '000)		Nature of the programme (Abroad/ Local)	Output/ Knowledge Gained
			Local	Foreign		
Workshop on preventing Illicit Transfer of chemicals - Netherland	01	18 th – 21 st March2024		US\$ 150	Abroad	
Seminar on Anti - Monopoly Law Enforcement for Bri partner countries - China	01	12 th - 25 th June 2024		US\$ 375	Abroad	
Commerical Law Development Programme (CLDP) - Washington DC, USA	01	24 th – 27 th June2024		US\$ 320	Abroad	
International Association of privacy professionals (IAPP'S) Asia privacy forum - Singapore	01	15 th – 19 th July2024		US\$ 175	Abroad	
Seminar on Tourism Resources Explotation and Environmental Protection in Developing Countries - China	01	29 th August – 11 th September 2024		US\$ 375	Abroad	

Seminar on E - Commerce Standardization Cooperation between China and South Asian countries - China	01	29 th August – 11 th September 2024		US\$ 375	Abroad	
Master of Philosophy in Law (Mphil) Programme - 2024	01	2024/2026	Rs. 720, 000.00	-	Local	
Workshop on Provisions of Establishment Code and the usage of procedural rules - SDFL Institute	01	08 th and 09 th July 2024	Rs. 13,000.00	-	Local	
Workshop on the procedure of obtaining leave and allowances for foreign training - SDFL Institute	01	02 ^{ed} September 2024	Rs.7,000.00	-	Local	
Workshop on scientific, economic and safe driving - Construction Industry Development Authority	02	27 th August 2024	Rs.12,000.00	-	Local	
Training on salary conversion - Attorney General's Department	04	11 th and 12 th July 2024	Rs.20,000.00 (Rs.5000 x 4)	-	Local	
150 hours Sinhala Language Training Programme	01	08 th May – 03 ^{ed} August 2024	Rs.10,000.00	-	Local	

Chapter 07 - Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/ accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance Accounts to public officers	Complied		
1.3	Business and Manufacturing Advance Accounts (Commercial Advance Accounts)			
1.4	Stores Advance Accounts	These Accounts are not relevant to Legal Draftsman's Department		
1.5	Special Advance Accounts			
1.6	Others			
2	Maintenance of books and registers (FR 445)			
2.1	Updating and maintaining the Fixed assets register in terms of Public Administration Circular 267/2018	Complied		
2.2	Updating and maintaining Personal emoluments registers/ Personal emoluments cards	Complied		
2.3	Updating and maintaining the Register of Audit queries	Complied		

2.4	Updating and maintaining the Register of Internal Audit reports	Complied		
2.5	Preparation and submission of all the monthly account summaries (CIGAS) to the Treasury on due date	Complied		
2.6	Updating and maintaining the Register for cheques and money orders	Complied		
2.7	Updating and maintaining Inventory register	Complied		
2.8	Updating and maintaining Stocks Register	Complied		
2.9	Updating and maintaining the Register of Losses	Complied		
2.10	Updating and maintaining Register of liabilities	Complied		
2.11	Updating and maintaining Register of Counterfoil Books (GA-N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	complied		
3.3	The delegation of the authority is in such a manner so as to pass each transaction through two or more officers	complied		

3.4	In using the government payroll Software Package, acting under the supervision of Accountants in terms of the State Account Circular No. 171/2004 dated 11.05.2014	complied		
4	Preparation of the Annual Plans			
4.1	Preparation of the Annual Action Plan	complied		
4.2	Preparation of the Annual Procurement Plan	complied		
4.3	Preparation of the Annual Internal Audit Plan	An Internal Audit Unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice		
4.4	Preparation and submission of the annual estimate to the Department of National Budget on due date	complied		
4.5	Submission of the annual cash flow statement to the Department of Treasury Operations on due date	complied		
5	Audit			
5.1	Answering to all audit queries by the date specified by the Auditor General	complied		
6	Internal Audit			
6.1	Interms of the Financial Regulation 134(2) DMA/1-2019, preparation of the Internal Audit Plan at the beginning of the year, having consulted the Auditor General	An Internal Audit unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice		

6.2	Answering to all the Internal Audit Reports within a month	complied		
6.3	In term of the section 40(4) of the National Audit Act, No. 19 of 2018, submission of the copies of all Internal Audit Reports to the Department of Management Audit.	An Internal Audit unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice.		
6.4	In terms of the Financial Regulation 134(3), submission of the copies of all Internal Audit Reports to the Auditor General			
7	Audit and Management Committees			
7.1	As per the DMA Circular 1-2019, holding a minimum 04 meetings of the Audit and Management Committees	complied		
8	Asset Management			
8.1	In terms of the paragraph 07 of the Asset Management Circular No. 01/2017, submission of the information on purchases and disposals of assets, to the Comptroller General's Office	complied		
8.2	In terms of Paragraph 13 of the said circular, appointing a suitable Liaison Officer to coordinate the implementation of the provisions of the said circular, and reporting the details of such officer to the Comptroller's Office	complied		
8.3	In terms of the Public Finance Circular No. 05/2016, conducting the boards of survey and	complied		

	submitting the relevant reports to the Auditor General on due date.			
8.4	Carrying out the excesses, deficits disclosed through the annual board of survey and other recommendations during the period specified in the circular.	complied		
8.5	In terms of Financial Regulations 772, carrying out the disposal of condemn articles	complied		
9	Management of Vehicles			
9.1	Preparation and submission of daily running charts and the monthly summary reports of the Pool vehicles to the Auditor General on due date.	complied		
9.2	Disposal of condemned vehicles within a period less than 6 months of condemnation.	complied		
9.3	Updating and maintaining the vehicle logbooks.	complied		
9.4	Taking actions with regard to every vehicle accident in terms of the FR 103, 104, 109, and 110	complied		
9.5	Re – examination of fuel consumption of vehicles in terms of the provisions of paragraph 3.1 of the Public Administration Circular No. 30/2016 dated 29.12.2016	complied		
9.6	Transferring the absolute ownership of the leased vehicle logbooks after the leasing term	complied		

10	Management of Bank Accounts			
10.1	Preparation of bank reconciliation statements, and certifying and submitting them for auditing by the due date.	complied		
10.2	Settlement of dormant accounts that had been existed in the year under review or since previous years.	complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month.	complied		
11	Provision and Utilization			
11.1	Spending the provisions allocated without exceeding the limit.	complied		
11.2	Approaching the liabilities not exceeding the provisions that remained at the end of the year after the utilization of the provided provisions as per the FR 94(1).	complied		
12	Advance Accounts to Public Officers			
12.1	Compliance with the limits	complied		
12.2	Carrying out a time analysis on the loan arrears	There are no loans in arrears in the advance account with regard to the Legal Draftsman's Department.		
12.3	Settlement of loan balances in arrears for over a year			

13	General Deposit Accounts			
13.1	Taking actions on lapsed deposits in terms of FR 571	There are no lapsed deposits in General Deposit Account relevant to the Legal Draftsmen's Department.		
13.2	Updating and maintaining the control register for general deposits	complied		
14	Imprest Account			
14.1	Settlement of subimprests in the cash book at the end of the year under review within one month from the completion of the task	complied		
14.2	Settlement of ad-hoc subimprests issued in terms of FR 371 within one month from the completion of the task	complied		
14.3	Issuance of ad-hoc subimprests not exceeding the limit approved by the F.R. 371	complied		
14.4	Monthly reconciliation of balance of imprest account with the Treasury books	complied		
15	Revenue Account			
15.1	Making refunds from the collected revenue in terms of the regulations	Revenue Account is not relevant to the Legal Draftsman's Department		
15.2	Directly crediting the collected revenue to the revenue account without crediting to the deposit account			
15.3	Submission of the reports on arrears of revenue to the Auditor General in terms of FR 176			
16	Human Resource Management			
16.1	Maintaining the staff within the approved cadre	complied		

16.2	Issuance of duty lists in writing to all members of the staff	complied		
16.3	Submission of all reports to the Department of Management Services in terms of the Management Services circular No. 04/2017 dated 20.09.2017	complied		
17	Provision of information to the public			
17.1	Appointing an Information officer, and updating and maintaining a register of information in terms of the Right to Information Act and Regulations	complied		
17.2	Information on the institute have been provided through the website, and the public has been facilitated to appreciate/allege the institute through the website or any other means	complied		
17.3	Submission of bi – annual or annual reports in terms of sections 08 and 10 of the Right to Information Act	Not Applicable		
18	Implementation of the Citizens Charter			
18.1	Formulation and implementation of a Citizen's Charter/ Client's Charter in terms of the circular No. 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not Applicable		
18.2	Formulation of a methodology by the Institution to monitor, and assess the formulation and the implementation of Citizen's Charter/ Client's charter in term of the paragraph 2.3 of the said circular	Not Applicable		

19	Preparation of the HumanResource Plan			
19.1	Preparation of a human resource plan in terms of the format under Annexure 02 of the Public Administration Circular No.02/2018dated 24.01.2018.	Complied		
19.2	In the human resource plan,ensuring of providing a minimum training opportunity which is not less than 12 hours per year for each member of the staff	Complied	The staff has been provided with the required training.	
19.3	Signing of Annual Performance Agreements for the entire staff based on the format of Annexure 01 of the aforesaid circular	Not Complied		
19.4	Appointinga Senior Officer by assigning the responsibility of preparing the human resource development plan, organizing capacity building programs, and conducting skill development programs as per paragraph No. 6.5 of the aforesaid Circular.	Not Complied		
20	Responding to the Audit Paragraphs			
20. 1	Rectification ofshortcomingshighlighted in the audit paragraphs issued by the Auditor General for the previous years	Complied		