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தேசிய தொழில் கற்கைகள் நிறுவகம்

National Institute of Labour Studies

2023 වාර්ෂික වාර්තාව ஆண்டறிக்கை ANNUAL REPORT

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தொழில் அமைச்சு

MINISTRY OF LABOUR



NATIONAL INSTITUTE OF LABOUR STUDIES

ANNUAL REPORT

2023

National Institute of Labour Studies
Annual Report 2023

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CHAPTER ONE

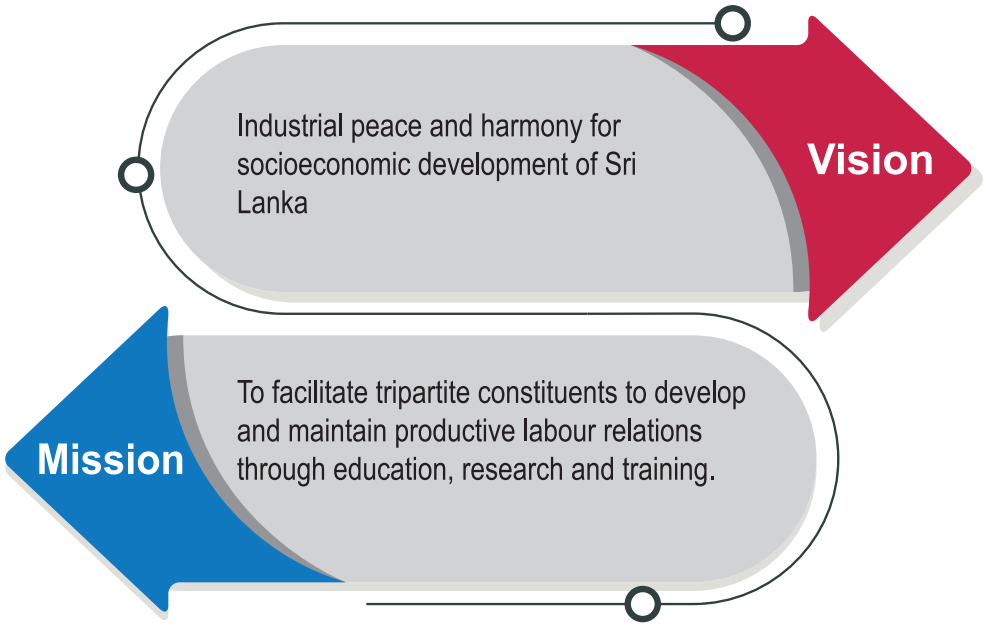
Institution Profile/Executive Summary

1.1 Introduction

The National Institute of Labour Studies (NILS) is a statutory body functioning under the purview of the Ministry of Labour. This Institute established on 11th September 2007 was given legal effect by the National Institute of Labour Studies Act, No.12 of 2010. NILS is administered by a Board of Governors consisting of tripartite stakeholders in the field of labour, i.e. the employers, employees and public sector workers.

The primary function of the Institute is to plan and implement training and research activities required for the creation of a productive labour force well informed about labour legislations, laws, rules and regulations. With the objective of rendering a service of greater efficacy, the NILS is housed and maintained on the second floor of the Labour Secretariat.

1.2 Vision and Mission



1.3 Key Objects

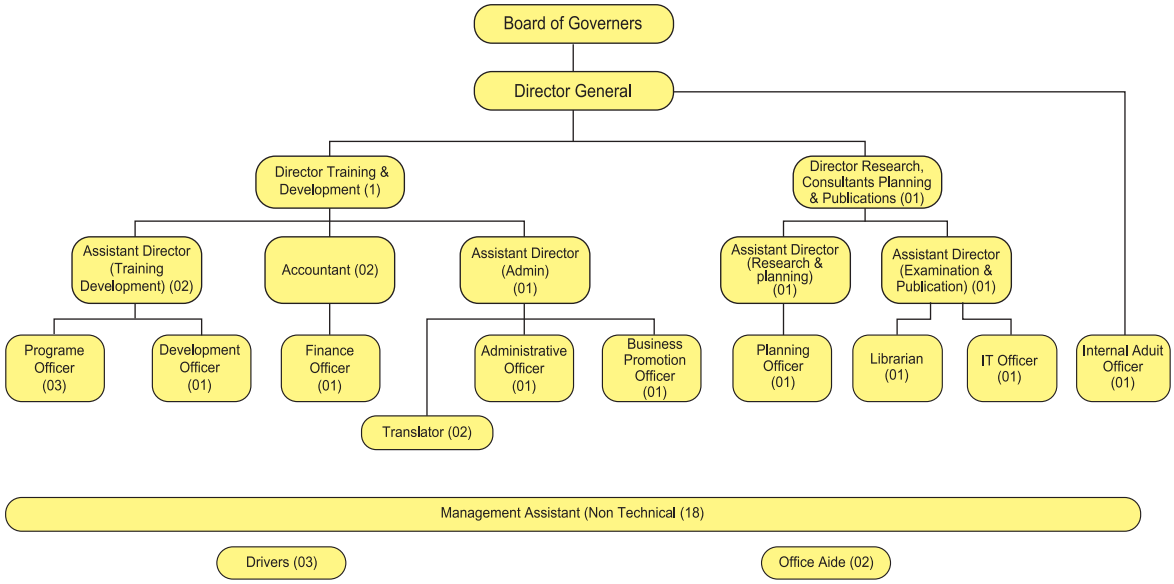
- To implement workers education programmes with the collaboration of local or foreign institutes, to take measures to ensure welfare of workers in order to make them active partners in the development process;
- To conduct seminars, workshops, conferences and meetings on labour studies and publish magazines, journals, periodicals and books in relation thereto;
- To undertake research, carry out surveys and provide courses of studies relating to labour studies and to establish and maintain libraries and information services;
- To work in close collaboration with institutions, organizations, associations and societies both national and foreign, with similar objectives;
- To conduct courses including Diploma Courses on Labour Studies with the assistance of

Universities and similar institutions and award certificates and diplomas where so required; and

- To engage in and promote activities aimed at maintaining industrial harmony.

1.4 Organizational Chart

1.1 Organizational Structure



1.5 Institutional Administration

For the purpose of administering the affairs of the Institute, the Board of Governors shall exercise, perform and discharge the powers, duties and functions conferred on the Institute by this Act.

The Board of Governors consists of six ex-officio members and thirteen members appointed by the Minister in charge of the subject. The Secretary to the Ministry of the Minister in charge of subject of Labour is the Chairman of the Board and the Commissioner General of Labour is the Vice Chairman.

Table 1.1 Board of Governors of the NILS (From 01.01.2023 to 31.05.2023)

Name	Position	Institution
Mr. M.P.D.U.K. Mapa Pathirana	Chairman	Secretary, Ministry of Labour
Mr. J.M.S.P.B. Jayathilake	Director General (Acting)	NILS
Mr. D.W.W.P. Gunaratne	Member of the Board of Governors	Deputy Director, Ministry of Finance
Mrs. B.D.M.L. Dharmasena	Member of the Board of Governors	Deputy Director, Ministry of Industries
Prof. H.D. Karunaratne	Member of the Board of Governors	Senior Professor, University of Colombo
Dr. W.S. Chandrasekara	Member of the Board of Governors	Senior Lecturer, University of Colombo

Mr. W.K.L. Weerasinghe	Member of the Board of Governors	Director General, Chief Executive Officer, Employers Federation
Mr. Diththa De Alwis	Member of the Board of Governors	Senior Assistant Director General, Employers Federation
Mr. R. Panditha Koralage	Member of the Board of Governors	Representative of Employers Federation
Dr. Sisira Kodagoda	Member of the Board of Governors	
Mr. Amarapala Gamage	Member of the Board of Governors	Trade Union Representative
Mr. P.K. Sirisena	Member of the Board of Governors	Trade Union Representative
Mr. Bandula Samankumara	Member of the Board of Governors	Trade Union Representative

Table 1.2 Board of Governors of the NILS (From 01.06.2023 to 31.12.2023)

Name	Position	Institution
Mr. R.P.A. Wimalaweera	Chairman	Secretary, Ministry of Labour
Mr. B.K. Prabhath Chandrakeerthi	Vice Chairman	Commissioner General of Labour
Mr. Lal Samarasekara	Director General (Acting)	NILS
Mr. W.M.D. Suranga Gunarathna	Director General (Secondment Basis)	NILS
Mr. S.P.N.P.N. Abeysekara	Member of the Board of Governors	Deputy Director, National Planning Department, Ministry of Finance
Ms. S. Inoka De Alwis	Member of the Board of Governors	Deputy Director, Ministry of Industries

1.6 Cadre information

Table 1.3 Staff information of NILS as at 31.12.2023

Post	Approved cadre	Existing cadre
Director General	01	01 (On secondment basis)
Director (Research, Consultation, Planning & Publications)	01	-
Director (Training & Development)	01	-
Assistant Director/Deputy Director	05	01
Accountant	01	01
Internal Audit Officer	01	-
Business Promotion Officer	01	-
Administrative Officer	01	01

Planning Officer	01	-
Finance Officer	01	-
Programme Officer	03	02 (01 - Permanent) (01- Secondment basis)
Development Officer	01	-
Information Technology Officer	01	-
Librarian	01	-
Translator	02	-
Management Assistant (Non-Technical)	18	07
Driver	03	01
Karyala Karya Sahayaka	02	01
Total	45	15

CHAPTER TWO

PROGRESS & FUTURE OUTLOOK

2.1 Progress of the Institute

2.1.1 Training Programmes

The Institute has conducted training and academic activities centered on two overarching subject scopes for the creation of a productive labour force that contributes to socioeconomic development while maintaining harmonious labour relationships.

1. Labour laws and industrial relations
2. Human resources management
3. Business management

Resource Persons

Training programmes are conducted by a panel of experienced external resource persons with expertise in the relevant field. Amongst them are university lecturers, former and serving academics of national level education institutes, policy makers and serving/ retired senior officials of the public and private sector institutions.

Diploma Courses

Under the long-term training programmes, six diploma courses were commenced during the year.

The modules relevant to the diploma courses are as follows.

Diploma course on labour laws and labor relations - Modules relevant to NVQ Level 5

- Introduction to labour relations
- Developing labour force for industrial unity
- Planning industrial relation activities
- Labour laws in industrial relations- Terms and conditions
- Occupational safety and health with applicable laws
- Labour laws in industrial relations- Social security
- Bargaining process for industrial peace
- Employee disciplinary procedures
- Coordination with state institutions and other institutions
- Legal fora and practices regarding labour laws
- Project based assignment
- Work place information management
- Work place communication management
- Planning and scheduling of work on work place

Modules relevant to Huma Resources Management Diploma Course

- Management process and organization
- Human resources management concept & practical usage
- Skills required for human resources manager
- Increased productivity and motivation
- Labour laws & labour relations
- Organizational behaviour
- Occupational safety and health
- Trends and challenges in human resources management

Modules relevant to Diploma Course on Business Management

- Management principles and theories
- Human resources management
- Financial management and accounting
- Marketing management
- Logistics management
- Business law
- Business remodeling
- Production management
- Digital businesses
- Project management
- Innovation management
- Management skills and personality development

Table 2.1 Diploma courses conducted in the year 2023

S.No	Name of the course
01.	Diploma course in labour Laws and Industrial Relations
02.	Diploma course in Human Resources Management
03.	Diploma course in Business Management
04.	Diploma course in government procurement & contract administration

Further, one diploma course in government procurement and contract administration was commenced.

2.1.2 Certificate Courses

Certificate courses are conducted with the objective of developing knowledge, attitudes and skills of officials of the public, semi-government and private sectors covering the fields of labour laws and industrial relations, human resources management, office management, procurement, internal audit and English and Tamil languages with each component taking ten days.

★ Healthcare certificate course has been started by now. Professionals in the field of health have joined this course. Similarly, a certificate course on industrial relations and labour laws targeting undergraduates following management degree courses in universities was started for the first time.

Table 2.2 Certificate courses conducted in the year 2023

S.No	Name of the programme	Project No.	Date	No. of participants
1	Vocational certificate course on general management	NILS/22/TR/OC/05		4
2	Executive Certificate Course on performance management and evaluating performance	NILS/22/TR/C/04		11
3	Professional Certificate Course in Office Procedures	NILS/22/TR/C/05		8
4	National Certificate Course on Human Resources Management, Industrial Relations and Applications of Labour Law	NILS/23/TR/C/DW/01	16.03. 2023 - 09.07. 2023	110
5	National Certificate Course in Industrial Relations and Applications of Labour Law –English	NILS/23/TR/C/LLIR	22.03.2023 - 01.09.2023	34
6	Certificate course on Marketing Management	NILS/23/MM/C/01	2023.04.29 - 2023.06.07	3
7	Certificate course on procurement	NILS/23/TR/C/01	2023.05.19 - 2023.07.21	18
8	Certificate course on Human Resources Management- Sinhala	NILS/23/TR/OC/01	2023.05.24 - 2023.06.24	10
9	Professional certificate course on General Management & Labour Migration (Colombo)	NILS/23/TR/OC/01	2023.06.17 - 2023.09.09	33
10	Certificate course on office management –English	NILS/23/TR/C/03	2023.07.12 - 2023.09.20	14

11	Online certificate course on labour laws & industrial relations – Tamil	NILS/23/TR/OC/02	2023.07.23 - 2023.08.28	9
12	Online certificate course on Business Law – Sinhala	NILS/23/TR/OC/03	2023.08.02 - 2023.09.13	1
13	Professional certificate course on General Management & Labour Migration (Kurunegala)	NILS/23/TR/C/03 (I)	2023.08.06 - 2023.11.25	22
14	Higher Certificate Course on Human Resources Management	NILS/23/TR/OC/04	2023.08.12 - 2023.11.04	13
15	Certificate course on Healthcare Management -Sinhala	NILS/23/TR/C/04	2023.08.19 - 2023.11.11	30
16	Higher Certificate Course on Labour Laws and Industrial Relations	NILS/23/TR/OC/05	2023.08.22 - 2023.12.12	19
17	Certificate course on Occupational Safety & Health –Tamil	NILS/23/TR/OC/06	2023.09.10 - 2023.10.16	1
18	Certificate course on procurement process	NILS/23/TR/C/05	2023.09.26 - 28.11.2023	18
19	Professional certificate course on General Management & Labour Migration –Colombo (03rd batch)	NILS/23/TR/C/06	2023.10.16 - 2023.10.26	10
20	Basic certificate course on foreign employment agencies	NILS/23/TR/C/08	2023.11.18 - 2023.12.16	12
21	National Certificate Course Industrial Relations and Applications of Labour Law – Tamil	NILS/23/TR/OC/07	2023.09.10 - 2023.10.16	1
22	National Certificate Course Industrial Relations and Applications of Labour Law –English	NILS/23/TR/C/LLIR	22.03.2023 - 01.09.2023	60

2.1.3 Short-term Training Courses

National Institute of Labour Studies conducts short term courses of one-day, two-day and three-day duration at its training centre and at the workplaces of client institutions for targeted parties upon their requests.

- Despite the economic downturn in the country in the year 2023, fifty (50) courses were conducted generating revenue amounting to Rs. 17.03 million. A total of 1,012 participants participated in these courses.

- Conducting a three-day course on industrial relations and labour laws for officers of Fairtrade International Organization.

- Programmes conducted by sponsors of International Labour Organization.
  - Professional certificate course on general management and labour migration
  - Certificate course on the management of foreign employment agencies
  - Diploma in Social Dialogue and Labour Relations
  - Evidence based training course
  - Survey on the gender disparities in salaries

Table 2.3 : One-day training workshops conducted in the year 2023

	Programme	Project No.	Date	No. of participants
1	Effective maintenance of personal files	NILS/23/TR/1D/01	2023.02.15	20
2	Disciplinary procedure	NILS/23/TR/1D/02	2023.02.25	26
3	Maintenance of government vehicles	NILS/23/TR/1D/03	2023.02.24	11
4	Role and responsibility of office in charge of leave	NILS/23/TR/1D/04	2023.03.20	12
5	Preparing salaries of public officers	NILS/23/TR/1D/05	2023.03.21	15
6	Survey of supervisors	NILS/23/TR/1D/06	2023.03.30	8
7	Filing	NILS/23/TR/1D/07	2023.06.20	17
8	Preparing salaries of public officers	NILS/23/TR/1D/08	2023.06.21	17
9	Developing skills of KKSs and drivers for a decent work environment	NILS/23/TR/1D/09	2023.07.18	20
10	Damages and loses (F.R. 104)	NILS/23/TR/1D/10	2023.07.27	21
11	Writing office notes and writing official letters	NILS/23/TR/1D/11	2023.07.31	34
12	Maintenance of government vehicles	NILS/23/TR/1D/12	2023.08.23	20
13	Role and responsibility of office in charge of leave	NILS/23/TR/1D/13	2023.09.07	14
14	Preparing salaries of public officers	NILS/23/TR/1D/14	2023.09.12	21
15	Effective maintenance of personal files	NILS/23/TR/1D/16	2023.10.25	16
16	Writing office notes and writing official letters	NILS/23/TR/1D/17	2023.11.18	34
17	Filing	NILS/23/TR/1D/18	2023.11.24	30
18	Damages and loses (F.R. 104)	NILS/23/TR/1D/19	2023.11.28	20
19	Developing skills of KKSs and drivers for a decent work environment	NILS/23/TR/1D/20	2023.11.30	54
20	Preparing salaries of public officers	NILS/23/TR/1D/21	2023.12.08	55

Table 2.4 Two-day training programmes conducted in the year 2023

	Programme	Project No.	Date	No. of participants
1	Office methods	NILS/23/TR/2D/01	2023.03.27 & 28	17
2	Accounting role and responsibility	NILS/23/TR/2D/02	2023.06.20 & 21	12
3	Office methods	NILS/23/TR/2D/03	2023.07.19 & 20	13
4	Office methods & Financial Regulations	NILS/23/TR/2D/04	2023.09.12 & 13	18
5	Developing skills of Management Service Officers and Development Officers	NILS/23/TR/2D/05	2023.09.20 & 21	11
6	Developing skills of drivers	NILS/23/TR/2D/06	2023.10.19 & 20	10
7	Annual board of survey	NILS/23/TR/2D/07	2023.11.21 & 22	25
8	Office methods & Financial Regulations	NILS/23/TR/2D/08	2023.12.15 & 16	34

Table 2.5 Three-day courses conducted in the year 2023

	Programme	Project No.	Date	No. of participants
1	Answering audit queries	NILS/23/TR/3D/01	2023.02.14, 21 & 28	14
2	Answering audit queries	NILS/23/TR/3D/02	2023.06.08, 15 & 22	7
3	Answering audit queries	NILS/23/TR/3D/03	2023.10.03, 10 & 24	12

Customized training programmes (A training programme designed by the institution on the request of other institutions)

Customized training programmes are held at the training centre of NILS or in the institution or organization which made the request.

Table 2.6 Customized training programmes held in the year 2023

	Programme	Project No.	Date
1	File management	NILS/23/TR/In-house/01	2023.01.25
2	Two-day training programmes targeting efficiency bar examinations	NILS/23/TR/In-house/02	2023.03.02 & 03
3	Two-day training programmes targeting efficiency bar examinations	NILS/23/TR/In-house/03	2023.06.13 & 15

4	Two-day training programmes targeting efficiency bar examinations (Sri Lanka Standards Institute)	NILS/23/TR/In-house/04	2023.06.09, 23,31 & 2023. 06,13,23
5	Training programme on Industrial Relations & applications of Labour Law) (Fairtrade International)	NILS/23/TR/In-house/05	2023.08.11,12 & 13
6	Training programmes targeting efficiency bar examinations (National Youth Corps)	NILS/23/TR/In-house/06	2023.07.20, 21, 25, 26, 28 & 2023.08.02, 03, 04
7	Developing skills of drivers (NLDB)	NILS/23/TR/In-house/07	2023.07.25
8	Office methods, Office Management & Accounting methods (HRTI)	NILS/23/TR/In-house/08	2023.07.27
9	Office methods, Office Management & Accounting methods (SLIC)	NILS/23/TR/In-house/09	2023.09.05
10	General Administration, Public Policies, Public Management and Financial Management (SLADA)	NILS/23/TR/In-house/10	08 & 09.08.2023
11	Office methods, computer knowledge, Financial Management (NSF)	NILS/23/TR/In-house/11	2023.08.08, 09 & 10
12	Hospitality & improving knowledge of KKSs (LUPPD)	NILS/23/TR/In-house/12	25.08.2023
13	Efficiency bar examination based training programme of Assistant Commissioners (DAD)	NILS/23/TR/In-house/13	26, 28 & 29.08.2023
14	Institutional excellence through personal excellence (Varun Beverages Lanka (Pvt) Ltd)	NILS/23/TR/In-house/14	2023.10.14, 21 & 2023.11.04
15	Workshop on employee representation & trade unions	NILS/23/TR/In-house/15	19 & 20.10.2023
16	One-day training programme on annual board of survey (Ministry of Water Supply and Estate Infrastructure Development)	NILS/23/TR/In-house/16	19.12.2023

2.1.4 Decent Work Project

1) A provision of Rs. 2.09 million had been allocated to the institute for the implementation of the following project proposals submitted by our institute for the Decent Work programme. The objective of this project is to create a decent work environment in tea and rubber factories and plantation companies for strengthening employer-employee relationship.
2) A higher certificate course on industrial relations, labour law and human resources management was conducted to offer training for public officials engaged in enterprise development activities. Accordingly, a sum of Rs. 1,100,000.00 was set aside this year for conducting a a Higher Certificate Course to provide training to public officers engaged in enterprise development activities on industrial relations, labour law and human resource management. Further, Rs. 990,000.00 was

allocated for the creation of a decent work environment in tea and rubber factories and plantation companies for strengthening employer-employee relationship.

4) Accordingly, it is wished to be informed that the targets set for the sum of Rs. 383,560.00 of the programmes conducted hitherto in line with the plan initially prepared for the above project were completed complying with the relevant financial regulations.

5) In addition, it is wished to be stated that the remaining programmes for the balance of Rs. 606,440.00 from the programme for the creation of a decent work environment in for strengthening employer-employee relationship are scheduled to be conducted during this year. The training programmes were conducted successfully as follows.

Photographs of Decent Work Programme











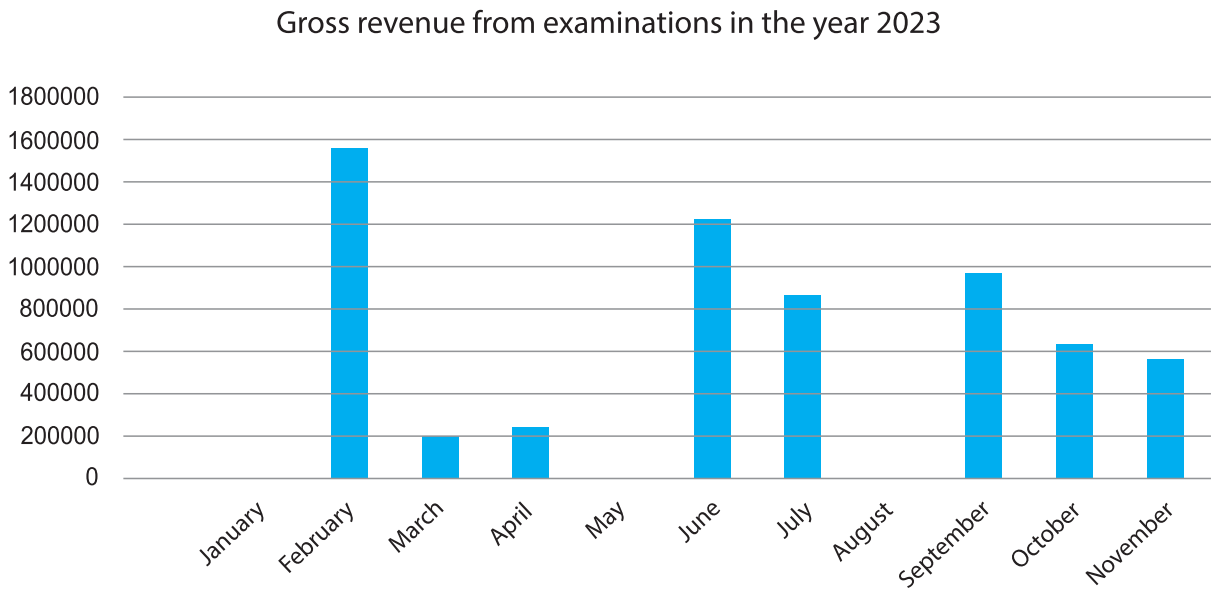
Table 2.7

S.No	Name of the course	Institution in which the course was held	No. of participants
1	Creating a qualitative working environment tea factories and tea plantation companies for improving employer-employee relationships (16.05.2023)	Haupe Estate, Kahawatta	40
2	Creating a qualitative working environment tea factories and tea plantation companies for improving employer-employee relationships (27.05.2023)	Berubeula Estate, Urubokka	20
3	Creating a qualitative working environment tea factories and tea plantation companies for improving employer-employee relationships (27.05.2023)	Thalawakele Plantation Ltd Summer Set	63
4	Creating a qualitative working environment tea factories and tea plantation companies for improving employer-employee relationships (27.05.2023)	Thalawakele Plantation Ltd Logi State	59
		Total	182

2.1.5 Rolle of the Examinations Division

National Institute of Labour Studies has been conducting examinations for public corporations, statutory institutions and private sector entities for many years upon requests. Amongst the examinations thus conducted upon institutional requirements are examinations for recruitment of staff, efficiency bar examinations, assessment and service promotion examinations. Further, examinations relevant to the diploma and certificate courses conducted by the Institute are also held ensuring confidentiality of examinations whilst offering speedy service to its clients.

★ Forty three examinations were conducted from January to December 2023 and an income of over Rs. 7 million was generated through examinations conducted for external institutions. The total of 1245 candidates sat for these examinations.



Tabel 2.8

Details of Examinations 2023

No	Name of examination	Date
1	Efficiency bar examination – National Youth Corps	16.03.2023
2	Efficiency bar examination –SLIATE	16-22.03.2023
3	Recruitment - National Water Supply & Drainage Board	
4	Efficiency bar examination –Sri Lanka Accreditation Board	22.03.2022
5	Efficiency bar examination –Excise Department	23/24.03.2023
6	Recruitment - National Water Supply & Drainage Board	.2023
7	Efficiency bar examination –Agricultural & Agrarian Insurance Board	27.03.2023
8	Efficiency bar examination –Provincial Road Authority	28.03.2023
9	Efficiency bar examination –Provincial Road Authority	03.04..2023
10	Efficiency bar examination – Sri Lanka Accounting and Auditing Standards Monitoring Board	18/20.04.2023
11	Efficiency bar examination – Sri Lanka Accreditation Board	25.04.2023
12	Efficiency bar examination –Shrama Vasana Fund	26.04.2023
13	Efficiency bar examination - Agricultural & Agrarian Insurance Board	28.04.2023
14	Efficiency bar examination – Excise Department	27/28.04.2023
15	Efficiency bar examination - Agricultural & Agrarian Insurance Board	03.05..2023
16	Efficiency bar examination –State Printing Corporation	11.05..2023
17	Efficiency bar examination – Agricultural Development Department	17.05..2023
18	Efficiency bar examination –Department of Labour	08.07.2023
19	Efficiency bar examination - Agricultural & Agrarian Insurance Board	08.07.2023
20	Efficiency bar examination –Institute of Sports Medicine	12.07.2023
21	Efficiency bar examination – Tea Small Holdings Development Authority	12.07.2023

22	Efficiency bar examination – Disaster Management Centre	21.07.2023
23	Competitive examination for Promotions- Department of Wildlife Conservation	03.08.2023
24	Efficiency bar examination –Ministry of Women & Children's Affairs and Social Empowerment	10.08.2023
25	Efficiency bar examination- Agricultural & Agrarian Insurance Board	24.08.2023
26	Efficiency bar examination – Sri Lanka Standards Institution	26/27.08.2023
27	Efficiency bar examination – Department of Labour	29.08.2023
28	Efficiency bar examination - Department of Labour (Stenographer)	01.09.2023
29	Efficiency bar examination – Agrarian Development Department	05.09.2023
30	Efficiency bar examination – Sri Lanka Anti-Doping Agency	06.09.2023
31	Efficiency bar examination - Agricultural & Agrarian Insurance Board	08.09.2023
32	Efficiency bar examination – National Youth Corps	11.09.2023
33	Efficiency bar examination - Agricultural & Agrarian Insurance Board	19.09.2023
34	Efficiency bar examination- National Science Foundation	25.09.2023
35	Efficiency bar examination - Agricultural & Agrarian Insurance Board	26.09.2023
36	Efficiency bar examination - Agricultural & Agrarian Insurance Board	16.10.2023
37	Efficiency bar examination- Central Environmental Authority	11.03.2023
38	Efficiency bar examination – Ministry of Buddha Sasana & Cultural Affairs	06.11.2023
39	Efficiency bar examination –Additional Commissioner of Labour	20/21.11.2023
40	Efficiency bar examination – Sri Lanka Inventors Commission	28.11.2023
41	Efficiency bar examination – Wildlife Conservation Department	29.11.2023
42	Efficiency bar examination – Department of Manpower & Employment	11.12.2023
43	Efficiency bar examination –Excise Department	14/15/12.2023

2.1.6 Special Achievements

In accord with the guidance and advice of the Ministry of Labour, the National Institute of Labour was converted into a self-financing entity in the year 2023. Accordingly, it was conveyed that the provision of Rs. 10.0 million allocated by the General Treasury for the financial year 2023 was not required and action was taken even to pay salaries and allowances of the staff from the funds generated by the institute.

Accordingly, as a result of all officers discharging their duties with maximum efficiency to achieve the set targets, it was possible to post a net profit of Rs. 11.9 million in the 2023 financial year. This achievement becomes even more significant as it was attained without any financial assistance from the General Treasury. It mist also be noted that all the functions of the institute were carried out by a staff of just 14 including the Director General.

Future

Programme Plan and Revenue Target of the Institute for the year 2024

The following new strategies are expected to be implemented to meet the above revenue targets.

a) Improving links with external institutions (local/foreign)
b) Further identifying the targeted market through a survey.
c) Further enhancing the quality of classroom programmes
d) Introducing more new programmes
e) Commencing the Diploma in Labour Law & Industrial Relations as a Higher Diploma
f) Laying the groundwork for conducting special workshops
g) Expanding training course to outstations
h) Promoting marketing strategies
i) Expanding social media promotional activities

CHAPTER THREE

Financial Performance

Overall Financial Performance for the year ended 31 December 2023

3.1 Statement of Financial Performance for the Year ended 31.12.2023

	Note	2023 Rs.	2022 Rs.
Operating revenue			
Income	4	67,180,000.97	40,319,466.87
Recurrent –reimbursement		-	**11,155,098.92**
Total revenue		**67,180,000.97**	**51,474,565.79**
Expenditure			
Personal emoluments	6	14,764,227.77	11,849,681.61
Travelling	7	490,517.05	28,830.00
Supplies and consumables used	8	3,966,841.68	1,846,035.15
Maintenance	9	3,387,681.66	1,779,861.22
Contractual services	10	7,606,254.57	5,306,465.95
Depreciation and amortization	11	4,153,176.82	3,263,669.50
Other operational expenditure	12	5,457,279.28	1,408,706.85
Programme activities	13	16,258,369.33	7,117,175.49
Total operating expenses		**56,084,348.16**	**32,600,425.77**
Net surplus (deficit)		**11,095,652.81**	**18,874,140.02**

3.2 Statement of Financial Position as at 31.12.2023

	Note	2023 Rs.	2022 Rs.
Assets			
Non current assets			
Property, plant and equipment	14	24,409,641.73	28,130,785.55
Investment in fixed deposit	22	**93,722,218.26**	**74,057,129.11**
Current assets			
Inventories	15	600,585.65	661,434.59
Receivables	16	10,681,939.01	9,022,496.95
Cash & cash equivalents	17	998,808.52	2,032,746.98
Total assets		**130,413,193.17**	**113,904,593.18**
Liabilities			
Current liabilities			
Received in advance	18	3,248,512.00	1,200,000.00
Accrued expenses	19	4,772,210.44	1,678,703.52
Retirement benefit obligation	23	1,763,517.50	1,602,002.50
		9,784,239.94	4,480,706.02
Total net assets		**120,628,953.23**	**109,423,887.16**
Net Assets/Equity			
Accumulated fund			
Balance B/F as at 01.01.2023		109,423,887.16	76,181,784.35
Adjustments in respect of the previous years	20	109,413.26	56,038.10
Adjusted balance as at 01.01.2023		109,533,300.42	76,237,822.45
Treasury grant			
Capital reimbursement		-	2,936,334.69
Revaluation Reserves		-	11,375,590.00
Surplus/(Deficit) for the year		11,095,652.81	18,874,140.02
		120,628,953.23	**109,423,887.16**

The accounting policies on page 07 to 09 and notes on pages 10 to 29 form an integral part of these financial statements. The Board of Directors are responsible for the preparation and presentation of these Financial Statements in accordance with the Sri Lanka Public Sector Accounting Standards (SLPSAs). These financial statements were approved by the Board of Directors and signed on their behalf.

Lankika Weerasinghe
Accountant
National Institute of Labour Studies
02nd Floor, Labour Secretariat,
Narahenpita, Colombo 05.

Lankika Weerasinghe
Accountant

K. Marimuttu
Governing Board Member

CEYLON WORKERS CONGRESS
72,
Ananda
Coomaraswamy
Mawatha,
P. O. Box 1294
COLOMBO 07

W.M.D. Suranga Gunarathne
Director General
National Institute of Labour Studies
2nd Floor, Labour Secretariat
Narahenpita, Colombo 05

W.M.D.S Gunarathne
Director General

R P A Wimalaweera
Secretary
Ministry of Labour and Foreign Employment
7th Floor, "Mehewara Piyesa"
Narahenpita, Colombo 05.

R.P.A. Wimalaweera
Chairman

3.3 Cash Flow Statement

	Note	2023 Rs.	2022 Rs.
Cash flow from operating activities			
Surplus/ (Deficit) from operating activities		11,095,652.81	18,874,140.02
Adjustment for:			
Depreciation	11	4,153,176.82	3,263,669.50
Interest income from fixed deposit	22	(17,833,167.86)	(8,225,306.97)
Withholding tax on interest by IRD	10.1	876,697.53	
Loss on Disposal	12.1	34,478.26	536,848.70
Retirement benifit	23	161,515.00	228,675.00
Non cash Adjustment – Fixed Deposit Interest	20		8,934.33
Operating profit before working capital charges		**(1,511,647.44)**	**14,686,960.58**
Increase/decrease in working capital			
(Increase)/decrease in Inventories	15	60,848.94	145,813.95
(Increase)/decrease in receivables	21	(1,368,060.88)	(149,212.46)
(Increase)/decrease income received in advance	18	2,048,512.00	748,000.00
Increase / (decrease) in accruals	19	3,093,506.92	(973,877.16)
Previous year adjustments	20	(78,648.24)	56,038.10
Cash Generated from operations		**2,244,511.30**	**14,513,723.01**
Finance Cost		-	-
Net cash flow from operating activities		**2,244,511.30**	**14,513,723.01**
Cash flows from investing activities			
Acquisition of Property, Plant & equipment	14.1	(278,449.76)	(3,595,449.68)
Fixed deposit investment	22	(3,000,000.00)	(14,750,000.00)
Net cash flow from investing activities		**(3,278,449.76)**	**(18,345,449.68)**
Cash Flows from Financing Activities			
Treasury Grant - Capital		-	2,936,334.69
Net Cash Flow from Financing Activities		**-**	**2,936,334.69**
Net increase/(decrease) in cash & cash equivalents		(1,033,938.46)	(895,391.98)
Cash & cash equivalents at the beginning of the year	17	2,032,746.98	2,928,138.96
Cash & cash equivalents at the end of the year	17	**998,808.52**	**2,032,746.98**

3.4 Notes to Financial Statements

3.4.1 Institutional Information

3.4.1.1 General Introduction

National Institute of Labour Studies is a statutory institute under the purview of the Ministry of Labour. Having restructured the Employee Education Division of the Labour Department, NILS was established as a separate entity in September 2007 under the Ministry in charge of the subject of Labour and was incorporated by the Act, No 12 of 2010 adopted by Parliament giving the Institute legal effect. In terms of the provisions of the Act, the Institute is administered by a Board of Governors consisting of tripartite stakeholders, i.e. the employers, employees and trade unions which represent public sector workers. Currently , it is housed at second floor, Labour Secretariat, Narahelpita, Colombo 05.

3.4.1.2 Principal activities and Nature of Operations

The primary functions of the Institute are to conduct diverse training programmes in relation to the field of labour law and industrial relations, enhance workplace productivity and preparing publications.

3.4.1.3 Staff of the Institute

Though NILS launched its operational activities in September 2007, the cadre of the Institute was formally approved only in March 2014. In the interim, an operational staff was assigned to the Institute by the Ministry of Labour and the Department of Labour and their salaries were paid by the two respective institutions. Hence, the wages, salaries and allowances indicated in the financial statements are paid by NILS as well as the Ministry of Labour and the Department of Labour.

3.4.1.4 Financial management of NILS

The financial management of the institution was carried out by the Ministry of Labour until 30 September 2011. (Due to staff shortage and other constraints)

3.4.2. Basis of Preparation

3.4.2.1 Statement of Compliance

The financial statements of NILS comprise the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, Statement Changes in Equity and notes to financial statements. These statements were prepared in accordance with the Sri Lanka Public Sector Accounting Standards prescribed by the Institute of Chartered Accountants of Sri Lanka.

3.4.2.2 Basis for Measurement

The financial statements have been prepared on accrual basis and adjustments have been made towards inflationary factors.

3.4.2.3 Going Concern

The directors have made an assessment of the Institute's ability to continue as a going concern and they do not either intend to liquidate the Institute or to cease its operations.

3.4.2.4 **Comparative Information**

The Institute regularly updates its accounting policies and as such they are not consistent with those used in the preceding year. Data, information and statements of the previous year are reclassified and used only when it is required to conform with the current year in order to provide a better presentation.

3.4.2.5 Functional and Presentation Currency

The financial statements are presented in Sri Lankan Rupees, which is the functional and presentation currency of NILS.

3.4.2.6 Accounting policies of significance

The following accounting policies have been applied conforming to all periods for which these financial statements have been presented.

3.4.3 Property, Plant and Equipment

The cost of property, plant and equipment comprises its purchase price and any directly attributable cost of bringing the asset to working condition for its intended use. All items of property, plant and equipment are initially recorded at cost less accumulated depreciation or impairment losses. Items of property, plant and equipment are stated at cost or at fair value less accumulated depreciation or impairment losses. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity derecognizes the replaced part, and recognizes the new part with its own associated useful life and depreciation. At the end of each financial year, lands and buildings whose fair value can be measured reliably, are carried at revalued amount at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Further, in terms of Sri Lanka Public Sector Accounting Standard 7 (SLPSAS 7) depreciation is charged to the statement of comprehensive income on the straight line method at the following rates per annum in order to write off the cost of such assets over their estimated useful lives.

Principal annual rates used are as follows.

Table 3.5 Annual Rates

	2023
Machinery and equipment	10 years
Furniture and fittings	13 years (7.5%)
Computers	10 years
Name boards and other	03 years
Books	05 years

The Department of Valuation revalued plant, property and equipment as at 02.10.2013 and the relevant report was issued on 07.01.2014.

3.5.1 Inventories

Inventories used during the financial year have been charged to the income and expenditure statement at cost.

3.5.2 Cash and cash equivalents

Cash and cash equivalents consist of cash at hand cash deposited in banks.

3.5.3 Liabilities and Provisions

Liabilities are recognized in the balance sheet when there is a present obligation arising from past event, the settlement of which is expected to result in an outflow of resources embodying economic benefits. Obligations payable at the demand of the creditor or within one year of the balance sheet date are treated as current liabilities in the balance sheet. A provision is recognized in the balance sheet when the Institute has a legal or constructive obligation as a result of a past event and it is probable that an outflow of economic benefits for which a reliable estimate could be made is required to settle the obligation.

3.5.4 Revenue Recognition

Revenue is recognized to the extent that it is probable that the economic benefits will flow to the institute from the sale of goods/services where goods have been provided and transferred. Receipts and receivables at fair value, deductions made from taxes collected from the government of Sri Lanka and sales are indicated as sales.

Income base

Revenue is calculated on an accrual basis when payments are made to course participants. Due to unavoidable reasons some participants drop out of the course before completion of the scheduled period and some course fees are not recoverable due to various reasons. These receipts are not considered as income. However, in such cases action will be taken to recover the remaining amount if possible. The total income of the course is determined for the year of the course.

Basis for Revenue

Income is computed on accrual basis when the participants make payments. Due to unavoidable circumstances, some participants heave the course before the completion and some course fees cannot be recovered due to variety of reasons. These receivables have not been considered as revenue. However, on such occasions, action is taken to recover balance amounts it is possible. The overall income of the course is determined for the year of the course.

3.5.5 Receivables

Trade receivables are stated at the amounts that they are estimated net of allowances for bad and doubtful receivables. Other receivables and dues from related parties are recognized at cost less allowances for bad and doubtful receivables.

3.5.6 Defined Contribution Plans

A defined Contribution Plan is a post-employment benefit plan under which an entity pays fixed contribution to a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to Employees' Provident Fund covering all employees are recognized as expenses in profit or loss as incurred. The Institute contributes 12% and 3%

of gross emoluments of employees as respectively to the Employees' Provident Fund and the Employees' Trust Fund.

3.5.7 Statement of Cash Flows

The Statement of Cash Flows has been prepared in accordance with Sri Lanka Public Sector Accounting Standards.



CHAPTER FOUR

Auditor General's Report

ජාතික විගණන කාර්යාලය
தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

මගේ අංකය எனது இல. My No. LSW/B/NILS/SR/01/2023 මගෙ අංකය உமது இல. Your No. දිනය திகதி Date 2024 මැයි 31 දින

My No: LSW/B/NILS/SR/01/2023 Date: 31 May 2024

Chairman
National Institute of Labour Studies

Report of the Auditor General on the Financial Statements and other legal and regulatory requirements of the National Institute of Labour Studies for the year ended 31 December 2023 in terms of Section 12 of the National Audit Act No. 19 of 2018.

The above report is sent herewith.

W.P.C. Wickremaratne
Auditor General

Copies: 1. Secretary, Ministry of Labour & Foreign Employment
2. Secretary, Ministry of Finance, Economic Stabilization and National Policies

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව. இல. 306/72, பொல்துவ வீதி, பத்தரமுல்லை, இலங்கை. No. 306/72, Polduwa Road, Battaramulla, Sri Lanka.
+94 11 2 88 70 28 - 34 +94 11 2 88 72 23 ag@auditorgeneral.gov.lk www.naosl.gov.lk

ජාතික විගණන කාර්යාලය
தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

මගේ අංකය எனது இல. My No. LSW/B/NILS/SR/01/2023 මගෙ අංකය உமது இல. Your No. දිනය திகதி Date 2024 මැයි 31 දින

Chairman
National Institute of Labour Studies

Report of the Auditor General on the Financial Statements and other legal and regulatory requirements of the National Institute of Labour Studies for the year ended 31 December 2023 in terms of Section 12 of the National Audit Act No. 19 of 2018.

1. Financial Statements

1.1 Opinion

The audit of the financial statements of the National Institute of Labour Studies for the year ended 31 December 2023 comprising the statement of financial position as at 31 December 2023 and the statement of financial performance, statement of changes in equity and cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, was carried out under my direction in pursuance of provisions in Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka, read in conjunction with provisions of the National Audit Act No. 19 of 2018 and Finance Act No. 38 of 1971. In terms of Article 154 (6) of the constitution, my report will be tabled in Parliament in due course.

In my opinion, the accompanying financial statements give a true and fair view of the financial position of the Institute as at 31 December 2023, and of its financial performance and its cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

1.2 Basis for qualified opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities, under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3 Other information contained in the Annual Report 2022 of the Institute

Other information means information, though included in the Annual Report 2023 of the Institute which is expected to be handed over to me after the date of this audit but

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව. இல. 306/72, பொல்துவ வீதி, பத்தரமுல்லை, இலங்கை. No. 306/72, Polduwa Road, Battaramulla, Sri Lanka.
+94 11 2 88 70 28 - 34 +94 11 2 88 72 23 ag@auditorgeneral.gov.lk www.naosl.gov.lk

not included in the financial statements and in my audit report thereon. Those charged with management shall be responsible for other information.

My opinion on the financial statements does not cover other information and I do not provide an assurance of any manner or express an opinion thereon.

My responsibility in relation to my audit regarding financial statements is to read other information whenever available and consider whether there are material inconsistencies between the financial statements or my knowledge gained otherwise and other information.

In reading the annual report 2023 of the Institute, if I concluded that there are material misstatements, such matters shall be communicated to those charged with management. I have nothing to report in this regard.

1.4 Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with the Sri Lanka Public Sector Accounting Standards, and for such internal control as management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Institute's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intend to liquidate the Institute or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Institute's financial reporting process.

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

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

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.

- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institution's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I will communicate with those charged with governance regarding the significant audit findings, including any significant deficiencies in internal control that I have identified during the audit.

2. Report on other legal and regulatory requirements

2.1 Special provisions are included in respect of the following requirements in the National Audit Act No. 19 of 2018.

2.1.1 A. In terms of the requirements of section 12 (a) of the National Audit Act No. 19 of 2018, I obtained all information and explanations required for the audit and as far as it appears from my inspection, the Authority had maintained proper financial reports.

2.1.2 In terms of the requirement indicated in Section 6(1)(d) (iii) of the National Audit Act No. 19 of 2018, the financial statements presented by the Institute are consistent with the preceding year.

2.1.3 The recommendations made by me in the previous year have been included in the financial statements as per the requirement of Section 6(1)(d) (iv) of the National Audit Act No. 19 of 2018.

2.2 On the basis of the procedures followed and evidence obtained and being restricted within the material matters, nothing that warrants the making of the following statements did not come to my attention.

2.2.1 In terms of the requirement of section 12 (d) of the National Audit Act No. 19 of 2018, whether any member of the governing body of the Institute has any interest, direct or otherwise, outside normal business status in any contract entered into by the Institute.

2.2.2 In terms of the requirement of section 12 (f) of the National Audit Act No. 19 of 2018, except for the following observations, whether the Institute has not complied with any applicable written law, or other general or special directions issued by the governing body of the Institute;

Reference to the laws, rules , regulations etc.	**Observations**
(i) Sections 5 (1) and (2) of National Institute of Labour Studies Act, No. 12 of 2010	As per the provisions of the Act, the administration, management and control of the affairs of the Institute have been vested in the Board of Governors of the Institute. The Board has met once and twice respectively in the years 2022 & 2023 for the purpose of administering the affairs of the Institute exercise, perform and discharge the powers, duties and functions conferred or imposed on or assigned to the Institute by this Act.
(ii) Subsection 16(1) of NILS Act, No. 12 of 2010	Though the Board can appoint such number of Technical Committees as are necessary for the purpose of carrying out the functions under this Act, such committees had not been established in compliance thereof.

2.2.3 In terms of the requirement of Section 12(g) of the National Audit Act No. 19 of 2018, whether the Institute has not performed according to its powers, functions and duties, except for the following observations.

Reference to the laws, rules , regulations etc.	**Observations**
(a) National Institute of Labour Studies Act, No.12 of 2010 (i) Subsection 3(d)	Although the establishment and maintenance of library and information services is one of the main objectives of the institute, the institute had not implemented such a library and information service until 31 March 2024.

(ii) Subsection 3 (e)	Although action should be taken to work in close cooperation with national and foreign institutions, associations and societies with similar objectives, the Institute had not initiated necessary measures to work with such institutions and associations.

2.2.4 In terms of the requirement of Section 12 (f) of the National Audit Act No. 19 of 2018, whether the resources of the Authority had not been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws.

(a) Without formally making estimates and inspections in terms of the Code of Procurement Guidelines-2006 of the Democratic Socialist Republic of Sri Lanka, Rs. 1,096,250 had been spent on repairing air-conditioners in the year 2023 on 07 occasions without maintaining details regarding air-conditioners that have been repaired and without a guarantee that the repairs had been carried out properly.

It was revealed at the audit that except for the supplier selected for the repair of new air-conditioners, the quotations from others had been falsely prepared and submitted and though two air-conditioners had been repaired previously with new accessories spending Rs. 481,825, they had again been repaired again spending a sum of Rs. 91,075, they remained non-operational.

(b) Rs. 522,930 had been spent on printing 25 copies and making 6 softcopies of Annual Report 2021/22 of the National Institute of Labour Studies and though the order had been placed upon the agreement that offset method should be used for printing, payment had been made for printing the copies using the digital method and it was also observed that the cover page of the Annual Report-2022 was not up to the required standard.

2.3 Other Matters

(a) Though there is a post of an Internal Auditor within the approved cadre of the Institute, action had not been taken to fill the relevant post through the Internal Audit Division of the relevant ministry and no internal audit had been carried out.

(b) Although a Research, Publication and Project Division had been established in July 2020 in order to achieve the objective of establishing the institute, the non-appointment of an officer formally to the relevant division up to the date of the audit had adversely affected the achievement of expected objectives.

(c) Even though 30% of the profit of the year 2022 should be remitted in terms of Public Enterprises Circular No. 04/2023 dated 11 December 2023 to the Treasury prior to the payment of bonuses/incentives for the staff in the year 2023, Rs. 325,000 had been paid as bonuses without doing so and Rs. 2,315,712 payable to the Treasury had been indicated as a payable balance.

(d) Even though the audit committee should meet once every 03 months and reports and recommendations thereof should be submitted to the board of directors in terms of section 4.2(h) of the Code of Guidelines for Public Enterprises No. 01/2001 dated 16 November 2021. No audit committee meetings had been held in the year 2023.

W.P.C. Wickremaratne
Auditor General

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தேசிய தொழில் கற்கைகள் நிறுவகம்
National Institute of Labour Studies

ජාතික ශ්‍රම අධ්‍යයන ආයතනය කම්කරු අමාත්‍යාංශය යටතේ ක්‍රියාත්මක වන ව්‍යවස්ථාපිත ආයතනයකි. මෙම ආයතනය 2007 සැප්තැම්බර් 11 වන දින ස්ථාපිත කරන ලද අතර 2010 අංක 12 දරන ජාතික ශ්‍රම අධ්‍යයන ආයතන පනත මගින් බලාත්මක කරන ලදී. කම්කරු ක්ෂේත්‍රයේ ත්‍රෙපාර්ශව හවුල්කරුවන් වන සේවය, සේවක හා රජයේ සේවකයින්ගෙන් සැදුම්ලත් පාලක මණ්ඩලයක් මගින් මෙම ආයතනය පාලනය වේ. කම්කරු අණපනත්, නීති රීති රෙගුලාසි පිළිබඳව දැනුවත්, ඵලදායි ශ්‍රම බලකායක් නිර්මාණය කිරීම සඳහා අවශ්‍ය පුහුණු හා පර්යේෂණ කටයුතු සැලසුම් කිරීම සහ ක්‍රියාත්මක කිරීම මෙම ආයතනයේ මූලික කාර්යභාරයයි.

தேசிய தொழில் கற்கைகள் நிறுவகமானது, தொழில் அமைச்சின் அதிகாரத்தின் கீழ் வருகின்ற நியதிச்சட்ட அமைப்பொன்றாகும். இந்த நிறுவகம், 2007 செப்ரெம்பர் 11 ஆம் திகதி தாபிக்கப்பட்டிருந்ததுடன், 2010 ஆம் ஆண்டின் 12 ஆம் இலக்க தேசிய தொழில் கற்கைகள் சட்டத்தினால் வலுப்படுத்தப்பட்டிருந்தது. இந்த நிறுவகம், முத்தரப்பு அக்கறைதாரர்களான தொழில்தருநர்கள், பணியாளர்கள் மற்றும் அரச அலுவலர்களைக் கொண்ட ஆளுநர் சபையினால் நிருவகிக்கப்படுகின்றது. இந்நிறுவகத்தின் பிரதான பணி, தொழில் சட்டங்கள், கட்டளைச்சட்டங்கள், சட்டங்கள், விதிகள் மற்றும் ஒழுங்குவிதிகள் பற்றி அறிந்துள்ள பயனுறுதிவாய்ந்த, ஆக்கத்திறனுள்ள தொழில் அணியொன்றை உருவாக்குவதற்குத் தேவையான பயிற்சி மற்றும் ஆய்வு நடவடிக்கைகளை வடிவமைப்பதும், நடைமுறைப்படுத்துவதுமாகும்,

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2 වන මහල, කම්කරු මහලේකම් කාර්යාලය, කොළඹ 05.
2 ஆவது தளம் தொழில் செயலகம், கொழும்பு 05.
2nd Floor, Labour Secretariat, Colombo 5.

Tel : 0112 786541/ 0112 786548 | Email : admin@nils.gov.lk | Web : www.nils.gov.lk