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வருடாந்த செயலாற்றுகை அறிக்கை
Annual Performance Report

2024



INTELLECTUAL
PROPERTY

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இலங்கை தேசிய புலமைச் சொத்து அலுவலகம்
National Intellectual Property Office of Sri Lanka



වෙළෙඳ, වාණිජ, ආහාර සුරක්ෂිතතා සහ සමුපකාර සංවර්ධන අමාත්‍යාංශය
வர்த்தக, வாணிப, உணவுப் பாதுகாப்பு, மற்றும் கூட்டுறவு அபிவிருத்தி அமைச்சு
Ministry of Trade, Commerce, Food Security and Co-operative Development

Annual Performance Report 2024

National Intellectual Property Office of Sri Lanka

3rd Floor, "Samagam Medura", No. 400, D. R. Wijewardhana Mawatha, Colombo 10, Sri Lanka

ANNUAL PERFORMANCE REPORT

2024

National Intellectual Property Office of Sri Lanka



This Report has been prepared in accordance with the formats of the Guideline number 14 of Public Finance Circular 02/2020 and the Guideline number 05 of Public Finance Circular 01/2020.

Table of Content

01. Chapter	Institutional Profile	1
02. Chapter	Progress and the Future Outlook	15
03. Chapter	Overall Finance Performance of the Year	35
04. Chapter	Performance Indicators	59
05. Chapter	Sustainable Development Goals Identified by Intellectual Property Office	61
06. Chapter	Human Resources Profile	65
07. Chapter	Compliance Report	73
08. Chapter	Special Events	89



Message of the Director General

It is my pleasure to present the Annual Report and Accounts for the year 2024 of the National Intellectual Property Office of Sri Lanka (NIPO).

Intellectual Property plays a leading role in creating sustainable development of a country. Therefore, Intellectual Property Offices around the world continually work to establish effective and balanced intellectual property systems in their countries.

In this context, National Intellectual Property Office of Sri Lanka also strives hard to provide all Sri Lankans with the benefit of technological advancements by creating a strong legal framework related to Intellectual Property to minimize unfair competition whilst enhancing national competitiveness in business and commerce.

The National Intellectual Property Office of Sri Lanka is the sole Government Department in Sri Lanka which is mandated with the administration of all forms of intellectual property rights in Sri Lanka. The office proposes much needed timely amendments and new



regulations to the existing legal framework complying with the evolving needs of Sri Lankans present and future.

As part of it, the Intellectual Property Act is being amended for the accession to the "Madrid Protocol" administered by the World Intellectual Property Organization (WIPO). This will facilitate the international registration of domestic trademarks and the registration of international trademarks in Sri Lanka.

During the past year, the draft laws for this have been submitted to the Legal Draftsman through the Ministry of Trade, Commerce, and Food Security, incorporating the observations of the World Intellectual Property Organization and the National Intellectual Property Office.

Further, with the objective of regularizing the grant of royalties to artists for their creations, broad discussions could be held with Collective Management Organizations (CMOs) on matters relating to copyright, following which new regulations could be drafted.

Furthermore, during the year under review, the National Intellectual Property Office submitted its observations to the Legal Draftsman for drafting regulations under the Intellectual Property (amended) Act, specifically concerning the registration of Geographical Indications (GIs) originating in Sri Lanka, which will serve as a pillar for promoting the export sector. Accordingly, new regulations on the registration of GIs were published and as a result, protecting geographical indications such as Ceylon Cinnamon and Ceylon Tea will help reduce unfair competition in export markets in the future.

Also, during the past year, several awareness programs on Intellectual Property via online were conducted in collaboration with Divisional Secretariats across the island. Thus, it aimed to enhance the awareness on Intellectual Property right among the general public, particularly in remote

areas. Greater effectiveness was achieved through creative efforts, such as providing live Tamil interpretations for programs conducted in English in Tamil-speaking areas.

Despite the social and economic challenges faced by the country during the past year, the staff of the National Intellectual Property Office of Sri Lanka managed to deliver an excellent service to stakeholders. I am pleased to report that 100% financial and physical progress has been achieved in certain areas.

I am grateful to the Ministry of Trade, Commerce and Food Security, and the Intellectual Property Advisory Commission for the guidance and the cooperation extended by them for the progress of National Intellectual Property Office.

Finally, I kindly invite you to team up with us and to work collaboratively to ensure a better world where the creative efforts are utilized for the betterment of the society.



H. S. Hettihelage
Director General of Intellectual
Property (Actg.)

CHAPTER

1



• Institutional Profile

1.1 Introduction

1.2 Vision, Mission and Objectives

1.3 Key Functions

1.4 Organization Structure

1.5 Main Divisions of The Department

- Trademark Division
- Patent And Industrial Design Division
- Information Technology Division
- Establishment Division
- Accounts Division
- Planning Division

1.6 Funds under the Department

1.7 Details of Foreign Aided Projects

1.1 Introduction

The National Intellectual Property Office of Sri Lanka, established under the Intellectual Property Act No. 36 of 2003, is the government authority responsible for administering the intellectual property system in Sri Lanka. It operates under the Ministry of Trade, Commerce, Food Security, and Cooperative Development.

Intellectual property plays a vital and distinctive role in the overall economic development of any country, particularly in today's knowledge-based economy. Sri Lanka is currently facing a growing need for investment, innovation, creative activity, technology transfer, and the flow of knowledge across all areas of human endeavor. In this context, this report provides a summary of the activities undertaken by the National Intellectual Property Office in the administration of intellectual property in Sri Lanka during the year under review, 2024.

Intellectual property is a distinct form of property, characterized by its unique attributes. It refers to a legally enforceable set of rights arising from creations of the human mind. These rights encompass a wide range of creative and intellectual outputs, including literary, artistic, and scientific works; performances by

performing artists; sound recordings and broadcasts; inventions; industrial designs; trademarks and service marks; commercial names and designations; protection against unfair competition; geographical indications; undisclosed information (trade secrets); and layout-designs of integrated circuits.

Intellectual property shares several characteristics with other forms of property owned by individuals. For instance, it is considered an asset and can possess significant financial value. Like tangible property, intellectual property can be acquired, transferred, sold, or licensed to others. However, unlike physical assets, intellectual property is intangible—it cannot be defined or measured by physical attributes. To be eligible for protection, intellectual property must be published in a specific, tangible form or through a clearly defined method.

Intellectual property is mainly categorized into two main areas:

1. Industrial Property – This includes patents for inventions, trademarks and service marks, industrial designs, and geographical indications.

2. Copyright and Related Rights – This covers literary, academic, and artistic works; sound recordings; performances by artists; and the rights of producers and broadcasting organizations, which are collectively referred to as related or neighboring rights.

1.1 Vision, Mission and Objectives

Vision

Making Sri Lanka an emerging economy by promoting creativity and innovation.

Mission

Ensuring an intellectual property system which promotes economic sustainability through intellectual property creation, protection and commercialization.

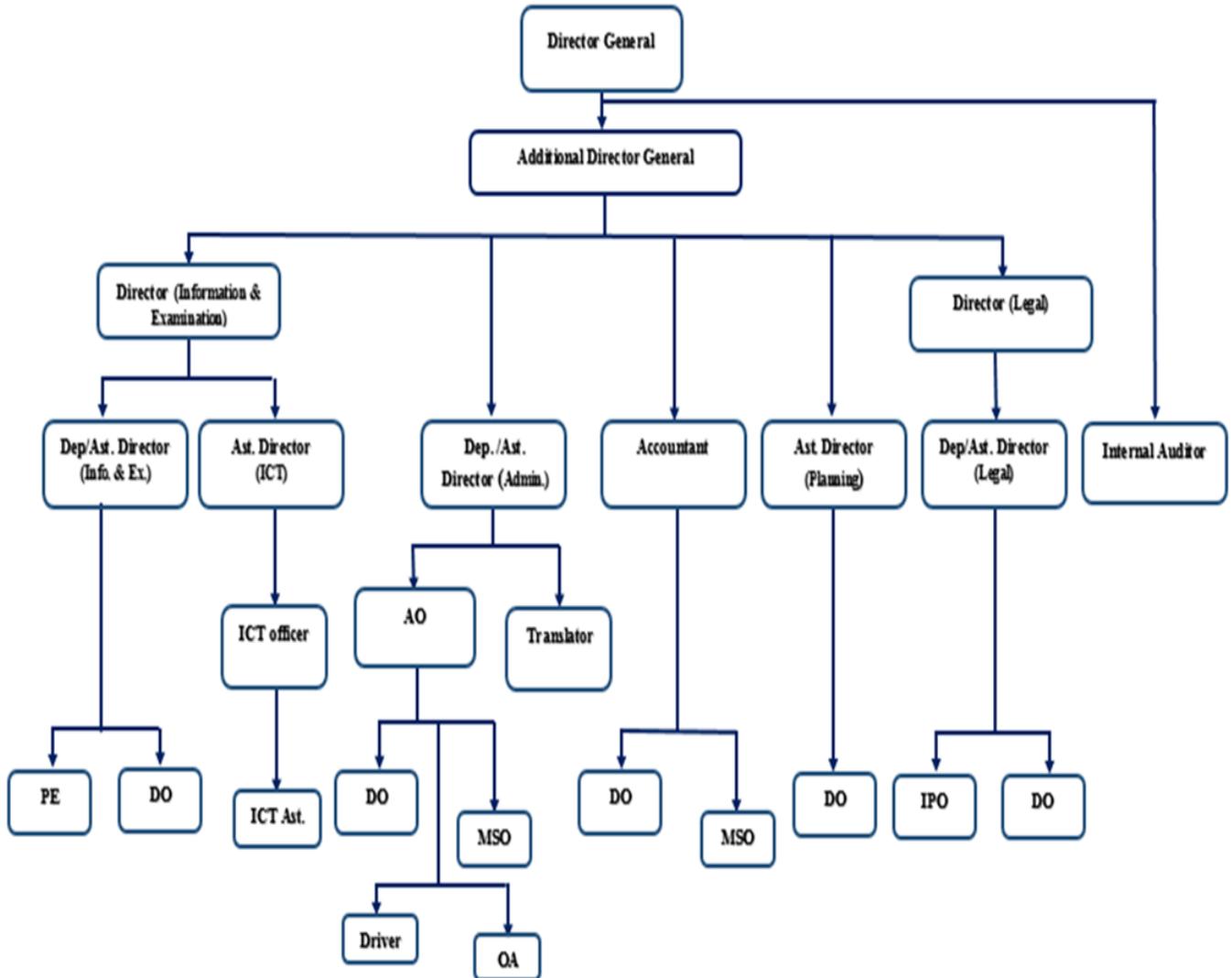
Objectives

- Promotion of national creativity.
- Facilitation of fair trading.
- Promotion of investment.
- Protection of consumer rights and to facilitate the integration of the national economy into knowledge based global activities.

1.2 Key Functions

- Administration of intellectual property including registration of trademarks, patents, industrial designs and registration and administration of collective societies
- Collection and dissemination of intellectual property information.
- Building awareness on the subject of intellectual property.
- Promotion of the use of intellectual property system in the economic development process.
- Fulfillment of international obligations of Sri Lanka relating to intellectual property and promotion of international and regional cooperation on intellectual property.
- Proposing policies on intellectual property.
- Dispute resolution in the field of copyright and related rights and to facilitate the enforcement of intellectual property rights.
- Registration and administration of Intellectual Property Agents.

1.3 Organization Structure



1.4 Main Divisions of The Department

- Trademark Division
- Patent And Industrial Design Division
- Information Technology Division
- Establishment Division
- Accounts Division
- Planning Division

Trademark Division



The Trademarks Division plays a vital role within the National Intellectual Property Office by overseeing the registration of trademarks and service marks, which fall under the category of industrial property.

This division is headed by the Director (Legal) and all the functions of the division are performed by a staff consisting of four Intellectual Property Officers, twelve Development Officers, two Management Service Officers and four Office Assistant Service Officers under the direct supervision of three Assistant Directors (Legal).

An application submitted for a Trademark undergoes a complicated process up to the registration and after ten years renewal as per the stipulated provisions of the Intellectual Property Act. The said process is described below,

1. To examine in order to ensure that the application is completed as per the Sections 106 to 110 of the Act.
2. Conduct substantive examination as required by section 103 and 104 of the Act and issue letters of acceptance or rejection to applications which have fulfilled all formalities.
3. Prepare Gazette Notifications for the accepted marks for the publication in the Government Gazette.
4. Conduct Ex-parte /Opposition hearings.
5. Issue Certificate of Registration for trademark applications which qualify for registration, if no oppositions are filed by a third party upon the publication in the Government Gazette.

6. Issue Renewal Certificates once every 10 years, upon payment of fees before the due date.
7. Record trademark assignments, changes of names/addresses and license contracts, and issue registrations accordingly.
8. Request the Attorney General's Department to represent the Director General of Intellectual Property in court and to provide the necessary supporting documents and evidence. Coordinate with other relevant government institutions regarding trademark-related matters.
9. Participate in conferences / workshops /sessions / exhibitions related to trademarks, to raise awareness or capacity building.
10. Prepare and maintain statistics and information related to trademarks and disseminating them to interested parties.

Patent And Industrial Design Division



Examination of patent applications, grant of patents, examination of industrial design applications, and registration of industrial designs are the main functions of the Patents and Industrial Design Division. Patent and Industrial design applications submitted to the National Intellectual Property Office under both resident and non-resident categories are referred to this division for examination. Furthermore, considering the above-mentioned international applications, since Sri Lanka has been a member of the Patent Cooperation Treaty (PCT) since 1982, patent applications filed by foreign applicants under this treaty, as well as patent and industrial design applications under the Paris Agreement, are also forwarded to this division for processing. This division also implements the Technology and Innovation Support Center (TISC) project, which aims to provide access to patent information and technical knowledge.

The Patent and Industrial Design Division is staffed by one Director (Information and Examinations), two Assistant Directors (Information and Examinations), eleven Development Officers, one Management Services Officer, one Office Assistant, and one Trainee Computer Operator.

This Division maintains information related to patents and industrial designs and responsible to disseminate relevant information to the general public, various governmental and non-governmental organizations and stakeholders as per the provisions of Intellectual Property Act.

Information Technology Division



Information technology plays a vital role in various stages of the intellectual property administration process. Accordingly, the Information Technology Division is responsible for updating the Industrial Property Administration System (IPAS), the computerized system used by the Intellectual Property Office. The division also provides the necessary support for electronic application filing, maintains the official website with up-to-date information, and offers IT support for the Office's institutional activities.

This division, headed by the Director (Information and Investigations), comprises one Assistant Director (Information and Communication Technology), two Development Officers, one Management Services Officer, and one Information and Communication Technology Assistant Officer.

Establishment Division



The main function of this division is to manage the human resources required to achieve the objectives of the department efficiently and effectively.

The responsibility of this, is on recruiting competent and qualified individuals for the department who align with its vision and mission. This involves formulating strategic plans, addressing employee issues, ensuring their full engagement in departmental duties, and managing various aspects such as recruitment, promotion, transfer, retirement, and performance evaluation of officers in accordance with the orders, guidelines and rules issued from time to time by the Public Institutions such as Public Service Commission and Ministry of Public Administration etc.

The main functions performed by the Establishment Division are as follows.

- Recruitment and promotion to vacant posts in accordance with recruitment procedures.
- To maintain employee records ensuring confidentiality.
- Performance Management.
- Preparation of retirement emoluments of Retiring Officers.
- Implementation of Internal Transfer Policy.
- Providing local and foreign training opportunities and related coordination activities to improve the knowledge, skills and attitudes of officers to achieve the objectives of the department.
- Maintenance of discipline of departmental officers and related activities.
- Activities related to infrastructure development of the department.

Accounts Division



Preparation of estimates for all income received by this department, preparation of expenditure estimates for all functions including departmental development activities, due accounting of revenue after classification, accounting and reporting of expenses, salary payment of the staff, recording of fixed assets of the department, procurement activities and management of the Intellectual Property Fund are the main tasks entrusted to the Accounts Division. This division is headed by the accountant and there are nine officers and one Office Assistant discharging their duties under the supervision of the accountant.

Planning Division



Planning Division is mainly responsible for developing a strategic plan towards accomplishment of the organizational objectives as per the vision and mission of NIPO. It also plays the key role in formulation of the annual action plan based on feasibility aspects and potential development of the organization ensuring specific objectives are achievable. This division is further responsible for monitoring, supervising and the follow-up of on-going projects. Particularly the submission of relevant statistics and progress reports with the required analysis to the World Intellectual Property Organization (WIPO) have also been entrusted to this division.

Enhancing mutual understanding and trust between the organization and the general public by means of introducing Citizens' Charter, thus increasing the productivity of the organization has been undertaken by this division. This division is further responsible for preparation of human resource development plan of the

organization and matters related to performance enhancement of the officers and identification of local and foreign training opportunities in line with the goals of the organization. They also assist in making recommendations in respect of making payments related to development projects to concerned parties and to reach decisions in procurement activities etc. .

The Planning Division is headed by an Assistant Director - Planning and consists of one Development Officer.

1.6 Funds under the Department

- ✓ Governmental Consolidated fund – Head 299
- ✓ Intellectual Property Fund

1.7 Details of Foreign Aided Projects

National Intellectual Property Office – Files Scanning Project :

The National Intellectual Property Office holds no fewer than 200,000 intellectual property-related files in physical form. These documents, many of which are confidential, are stored in archives to facilitate retrieval. However, managing such a large volume of physical records has adversely affected the efficiency of the organization. As a result, the need arose to digitize these files in order to reduce both the time and space required for their management.

Accordingly, the project proposal for scanning the files of the Intellectual Property Office was approved by the Department of National Planning and the Department of External Resources. The project, estimated to be completed within two years, was valued at Rs. 90 million. Of this amount, Rs. 70.2 million was provided as a technical and service grant by the World Intellectual Property Organization (WIPO), while the remaining Rs. 19.8 million was proposed to be financed by the Intellectual Property Fund. As per the approved proposal, the project was to be implemented through a service provider

selected by WIPO, with the National Intellectual Property Office responsible for providing the necessary facilities to the service provider to carry out the work on-site.

The procurement process related to the selection of a service provider for the scanning process was completed by the World Intellectual Property Organization by mid-2024, enabling the commencement of initial activities under this project as a pilot phase in the third quarter of the year.

CHAPTER

2



• Progress and the Future Outlook

Financial Progress 2024

- 1.1 Performance of Trademark- related tasks
- 1.2 Performance of Patent - related tasks
- 1.3 Performance of Industrial Designs - related tasks
- 1.4 Special Achievements
- 1.5 Challenges
- 1.6 Future Goals

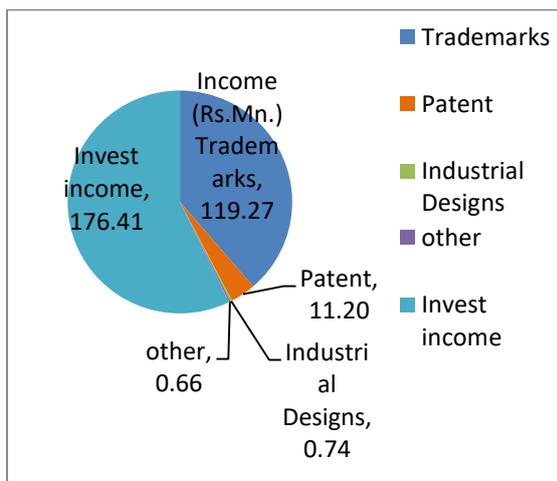
Financial Progress - 2024

Revenue

The total income of National Intellectual Property Office for the year ended 31.12.2024 is Rs.308.3 million, 57.22 % out of which consists of revenue collected through interest-invested income surplus of the Intellectual Property Fund (IP Fund), while the remaining 42.78 % is generated from charges under the Intellectual Property Act.

One third of the revenue generated by discharging the functions mandated by the Intellectual Property Act was credited to the Government Consolidated Fund as required by the provisions of the Act, and by year ended 31.12.2024 the said amount stood at Rs.43.96 million

Chart 1: Total Income as at 31.12.2024 (Rs.Mn)

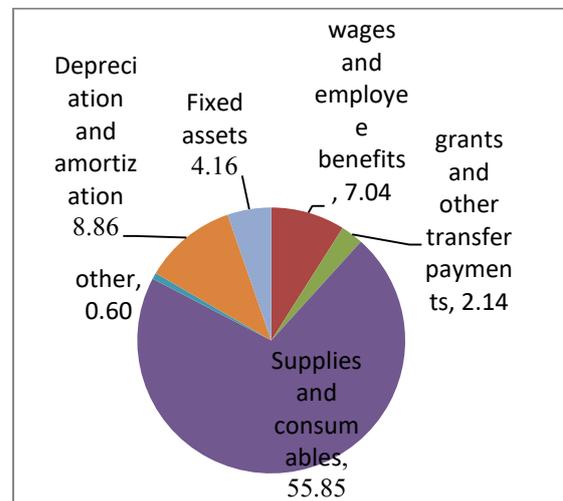


Source – Records of Accounts Division

Expenditure

The Treasury has allocated Rs.59.7 million under the Head 299 for the payment of salaries of the staff of National Intellectual Property Office the administration of Intellectual Property fund. The remaining expenditure was afforded by the Intellectual Property Fund amounting to Rs.78.65 million as at 31.12.2024.

Chart 2: Total Expenditure of the fund as at 31.12.2023 (Rs.Mn.)



Source – Records of Accounts Division

2.1 Performance of Trademark- Related Tasks

Table - 1: Performance of the Trademark related activities for the year ended 31.12.2024

Activities		Physical Progress		
		Estimation	Actual	%
1	Applications received	10430	12379	118.7%
2	Examination	11100	15547	140.1%
3	Sending of letters to applicants (acceptance and rejection of applications)	11100	14681	132.3%
4	Trademark Gazette Notifications published in the Government Gazette	8958	7475	83.4%
5	Registration of Trademarks	8622	7240	84.0%
6	Renewal of Trademarks	5299	7018	132.4%
7	Record of Assignments	1423	1472	103.4%
8	record of changes of names/addresses	2557	1801	70.4%

Source - Figures from the Trademark Division and the Annual Action Plan 2024 - Intellectual Property Office

Table 1 shows the progress of Trademark related activities in the year 2024.

Accordingly, the expected number of applications is 12,379, representing an 18% increase over the target. Trademark examinations have also increased by 40%, exceeding the target, while trademark acceptances and rejections show a 32% increase, likewise surpassing their respective targets.

Compared to the year 2023, the annual targets for 2024 were increased. By working towards these higher targets and achieving over 70% progress across all

activities, it can be concluded that the Trademark Division demonstrated significant progress in 2024.

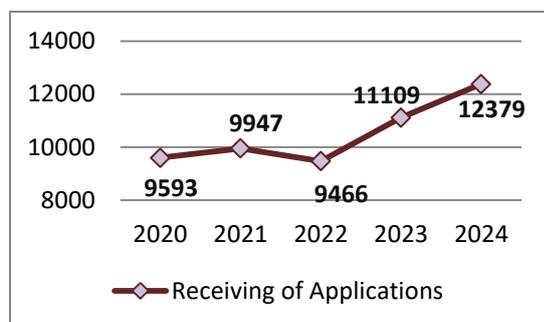
Trademark Applications Received

Table - 2 - Number of Trademark Applications Received by Each Year

Year	2020	2021	2022	2023	2024
Trademark Applications Received	9593	9947	9466	11109	12379

Source - Figures from the Trademark Division and the Annual Progress Report 2023 - Intellectual Property Office

Chart - 3 Number of Trademark Applications Received by Each Year



Source - Figures from the Trademark Division and the Annual Progress Report 2023 - Intellectual Property Office

The above Table - 2 and Chart - 3 depict the number of Trademark applications received from 2020 to 2024.

Due to the adverse socio-economic conditions in the country from 2020 to 2022, as well as periodic office closures caused by the COVID-19 pandemic, the shift toward online applications, and the overall economic contraction, there was a significant decline in the number of applications received during that period.

Accordingly, the number of applications received reached its lowest point in 2022, after which a gradual increase was observed through to 2024. After the country returned to normalcy, applications were once again physically accepted in the office, and the public information desk was reopened. Consequently, there has been an increase in the number of applications received. It can be assumed that the growth in the number of applications has corresponded with the overall expansion of the economy.

Therefore, it can be concluded that social and economic factors in the country directly influence intellectual property activity, with positive economic trends becoming evident by 2024.

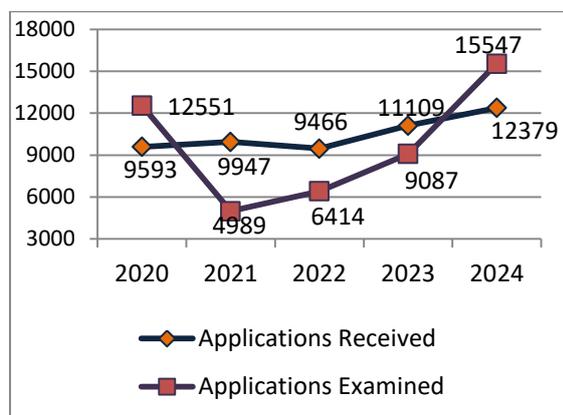
Trademark Applications Examined

Table - 3: Comparison of examined applications against received applications

	2020	2021	2022	2023	2024
Applications Received	9593	9947	9466	11109	12379
Applications Examined	12551	4989	6414	9087	15547

Source - Figures from the Trademark Division and the Annual Performance Report 2023 - Intellectual Property Office

Chart - 4: Comparison of examined applications against received applications



Source - Figures from the Trademark Division and the Annual Performance Report 2023 - Intellectual Property Office

The above Table - 3 and Chart - 4 depict a comparison between number of applications received and number of applications examined from 2020 to 2024.

It also indicates that the Trademark Division successfully increased the number of examinations, surpassing the number of applications received in the previous year by 2024.

As the number of Trademarks added to the system for registration increases every year, the task of Trademark examination becomes increasingly complex. In this context, the gradual increase in the number of Trademark examination can be considered as a fair growth in the progress of the division. Thus, it can be concluded that this progress has been achieved by prioritizing trademark examination among

other activities of the division and by setting specific targets for officers.

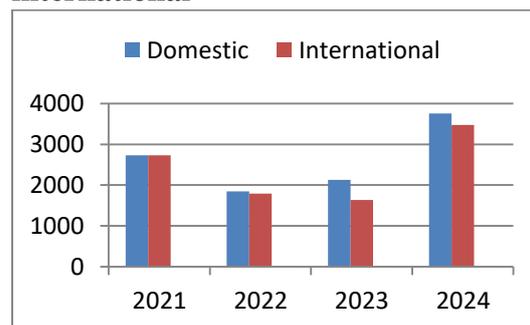
Trademark Registrations

Table - 4: Breakdown of registered applications into domestic and international

Year	2021	2022	2023	2024
Domestic	2734	1850	2128	3761
International	2729	1792	1635	3479

Source - Figures from the Trademark Division and the Annual Performance Report 2023 - Intellectual Property Office

Chart - 5: Breakdown of registered applications into domestic and international



Source - Figures from the Trademark Division and the Annual Performance Report 2023 - Intellectual Property Office

A breakdown of registered applications from 2021-2024 into domestic and international is depicted in Table-4 and Chart - 5.

Accordingly, a slight decline in the number of international marks registered was observed during the period from 2021 to 2023 compared to previous years; however, this trend has reversed in 2024.

Since a trademark application submitted under the provisions of the Intellectual Property Act undergoes a complex process before registration, the registration may not occur in the same year the application is filed. Consequently, the registrations recorded in a given year may represent applications submitted over several preceding years. This pattern can offer insights into broader economic trends.

Accordingly, it can be concluded that foreign investor involvement has increased and that positive trends in the country's economy are emerging by 2024. Furthermore, the National Intellectual Property Office, led by the Trademark Division, is making meaningful contributions to support this progress.

2.2 Performance of Patent - Related Tasks

Table - 5: Performance of the patent related activities for the year ended 31.12.2024

Activities		Physical Progress		
		(Tasks attended by the Division)		
		Estimated	Actual	%
1	Receiving of Applications	450	434	96.4%
2	Examining formality requirements of the applications (Local, International & PCT)	450	712	158.2%
3	Examining Novelty (Examining the patentability requirements of applications)	1200	565	47.1%
4	Preparation of Patent Journals for Publication	12	11	91.7%
5	Publication of Patent Notices in Government Gazette	200	156	78.0%
6	Preparing of Patent Certificates	200	187	93.5%
7	Renewal of registered applications	480	849	176.9%
8	Providing information for public/access to local database	250	789	315.6%

Source - Figures from the Patent Division and the Annual Action Plan 2024 - Intellectual Property Office

The above table - 5 depicted the progress of Patent related tasks during the year 2024.

Accordingly, it is observed that 96% of the expected patent application receipts have been received in the year 2024. Furthermore, aside from novelty examinations, all other activities in the patent division achieved over 75% of their expected targets in 2024.

Therefore, despite the vacancy of ten patent examiner positions, the patent division demonstrated notable progress in 2024.

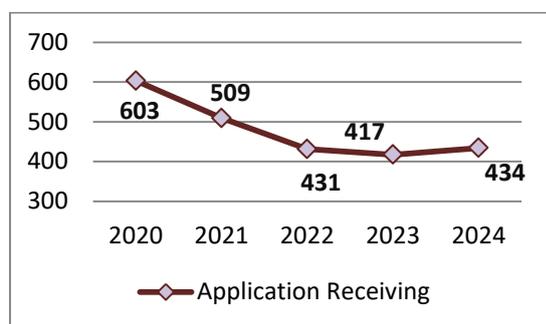
Receiving of Patent Applications

Table - 6 – Breakdown of the Patent Applications Filed by each year.

Year	2020	2021	2022	2023	2024
Receiving of Applications	603	509	431	417	434

Source - Figures from the Patent Division and the Annual Performance Report 2023 - Intellectual Property Office

Chart – 6 Breakdown of the Patent Applications Filed by each year



Source - Figures from the Patent Division and the Annual Performance Report 2023 - Intellectual Property Office

The table 6 and chart 6 depicted the number of patent applications filed.

Accordingly, although a gradual decline in the number of patent applications received was observed between 2020 and 2023, some growth has been recorded in 2024. Since a significant increase in annual patent filings is generally considered a positive indicator of a country's economic growth, it can be expected that the severe economic recession experienced on the island may gradually subside in the future.

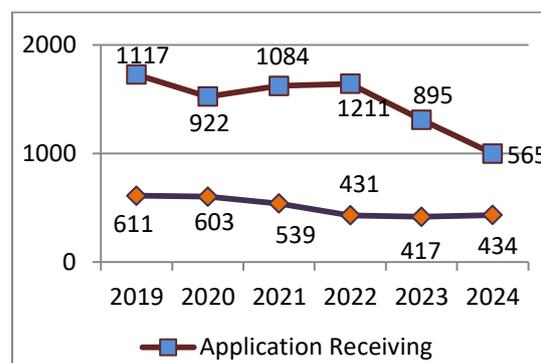
Examining of Patent Applications

Table - 7 Number of Received and Examined Patent Applications

	2019	2020	2021	2022	2023	2024
Number of Received Applications	9593	9947	9466	11109	12379	12379
Number of Examined Applications	12551	4989	6414	9087	15547	15547

Source - The Annual Performance Report 2023 - Intellectual Property Office, Figures from the Patent Division

Chart - 7: Number of Received and Examined Patent Applications



Source - Figures from the Patent Division and the Annual Performance Report 2023 - Intellectual Property Office

Number of received and examined patent applications from year 2019 to 2024 is depicted by Table 7 and Chart 7.

Since 2022, a yearly decline in the number of examinations has been observed, which can be attributed to the shortage of human resources in the patent and industrial design division.

However, the chart above illustrates that from 2019 until the conversion year, there were consistently more examination conducted annually than received applications. This confirms an efficient service delivery, with fewer backlog of examinations over the years.

As 10 patent examiners are scheduled to be recruited in the coming year, the Patent and Industrial Design Division is expected to be able to efficiently address the backlog of pending tasks in the following years.

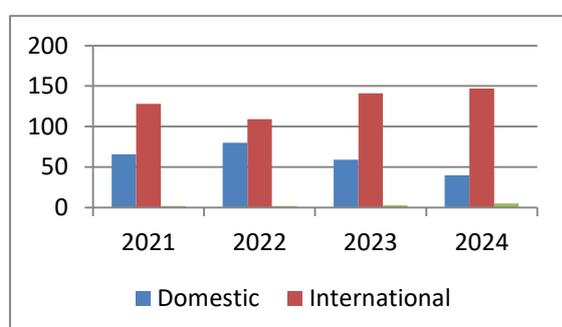
Grants of Patent Registrations

Table - 8 : Breakdown of Registrations Granted into Domestic and International

Year	2021	2022	2023	2024
Domestic	66	80	59	40
International	128	109	141	147

Source - Figures from the Patent Division and the Annual Performance Report 2023 - Intellectual Property Office

Chart - 8 : Breakdown of Registrations Granted into Domestic and International



Source - The Annual Performance Report 2023- Intellectual Property Office, Figures from the Patent Division

The number of registrations granted from year 2021 to 2024 is depicted in Table 8 and Chart 8..

Accordingly, a slight decline in the total number of patents granted in 2024 is observed compared to the previous two years, with the decrease limited to domestic applications. As patent applications filed under the provisions of the Intellectual Property Act undergo a complex examination process prior to registration, it is common for the registration to occur in a year subsequent to the filing.

In 2024, a total of 187 patent registrations were granted, of which 40¹ are domestic registrations.

¹ As of 2024, a total of 250 domestic patent applications have been received, and 265 examinations have been conducted to assess the requirements of novelty, inventive step, and industrial applicability—criteria essential for granting a patent. Of these examinations, 233 applications were found to be defective.

2.3 Performance of Industrial Designs - related tasks

Table - 9: Performance of the industrial designs related activities for the year ended 31.12.2024

Activities		Physical Progress (Tasks attended by the Division)		
		Targeted	Actual	%
1	Receiving of applications	150	213	142.0%
2	Examining formality requirements of applications (Local and International)	150	262	174.7%
3	Substantive examination of applications (examining whether the applications have fulfilled the requirement for registration)	150	131	87.3%
4	Preparing Journals for publication	4	3	75.0%
5	Gazette Publication of Industrial Designs related Notices	75	75	100.0%
6	Preparing certificates	75	80	106.7%
7	Renewal of registered applications	150	150	100.0%
8	Providing information for public/searching local database	50	170	340.0%

Source - The Annual Action Plan 2024 - Intellectual Property Office and Figures from the Patent and Industrial Designs Division

Table 9 shows the performance of the industrial designs related activities for the year ended 31.12.2024.

In 2024, progress amounting to 87% and 75% of the respective targets has been achieved for the screening of applications and the preparation of journals for publication in the Gazette. Notably, all other activities have surpassed their expected performance targets.

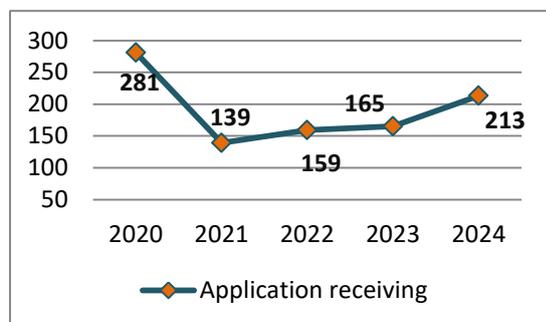
Receiving of Industrial Designs Applications

Table - 10 Received Industrial Designs Applications by each year

Year	2020	2021	2022	2023	2024
Receiving of Industrial Designs Applications	281	139	159	165	213

Source - Figures from the Patent & Industrial Designs Division and The Annual Progress Report 2023 - Intellectual Property Office

Chart -9 : Receiving of Industrial Designs Applications



Source - Figures from the Patent & Industrial Designs Division and The Annual Progress Report 2023 - Intellectual Property Office

Table 10 and Graph 9 illustrate the number of industrial design applications received annually from 2020 to 2024. A sharp decline in the number of applications is observed between 2020 and 2021, followed by a gradual increase in application receipts from 2021 onwards.

Assuming that the decline in application filings was influenced by the COVID-19 pandemic—from 2020 to early 2022—and the ensuing social crisis, it can be concluded that the innovation sector is

significantly affected by prevailing social and economic conditions. The upward trend observed in 2024 suggests a gradual recovery and a positive shift in the country's economic landscape.

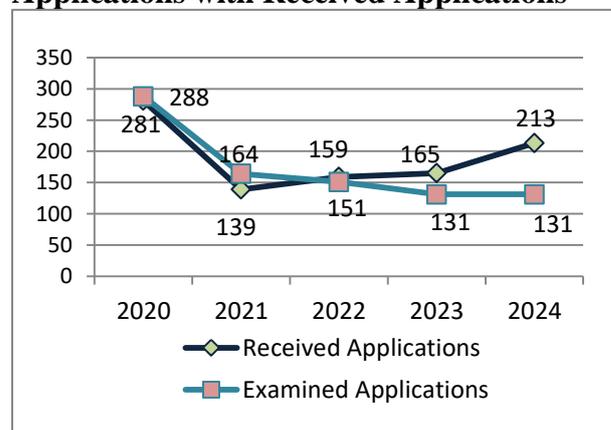
Examining of Received Industrial Designs Applications

Table - 11: Number of Examined Applications with Received Applications

	2020	2021	2022	2023	2024
Received Applications	281	139	159	165	213
Examined Applications	288	164	151	131	131

Source - The Annual Performance Report 2023 - Intellectual Property Office and Figures from the Patent & Industrial Designs Division

Chart - 10 : Number of Examined Applications with Received Applications



Source - The Annual Performance Report 2023 - Intellectual Property Office and Figures from the Patent & Industrial Designs Division

Table 11 and Chart 10 show the number of Industrial Design applications received and the number of Industrial Design

applications examined from the year 2019 to the year 2023.

Accordingly, although the number of applications received annually has been gradually increasing since 2021, there has not been a corresponding rise in the number of examinations conducted. This situation is primarily due to the acute shortage of human resources currently faced by the Patent and Industrial Design Division. Nonetheless, the fact that the number of examinations has been maintained at the same level as the previous year, despite these constraints, can be considered an achievement for the Division. With the planned recruitment of 10 patent examiners in the coming year, the Division is expected to be well-positioned to maintain, and potentially increase, the current examination capacity in the years ahead.

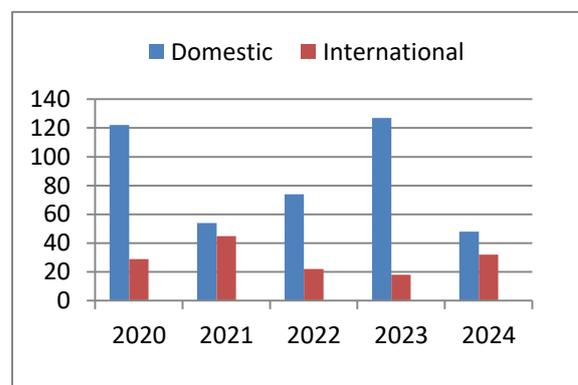
Registration of Industrial Designs.

Table - 12: Breakdown of registered Industrial Designs applications into domestic and international

Year	2020	2021	2022	2023	2024
Domestic	122	54	74	127	48
International	29	45	22	18	32

Source - Figures from the Patent & Industrial Designs Division and The Annual Performance Report 2023 - Intellectual Property Office

Chart - 11: Breakdown of registered Industrial Designs applications into domestic and international



Source - Figures from the Patent & Industrial Designs Division and The Annual Performance Report 2023 - Intellectual Property Office

The Table - 12 and Chart -11 represent a breakdown of Industrial Design applications received from the year 2020 to 2024 into domestic and international.

As shown in the above graph, a higher number of domestic industrial design registrations is observed compared to international registrations. Notably, a 77% increase is recorded in international industrial design registrations alone. Although there was an overall decline in total registrations in 2024 compared to the previous year, the significant growth in international registrations indicates increased engagement from foreign investors. This suggests the development of positive economic trends in the country by 2024, supported by the proactive interventions of the National Intellectual Property Office.

2.4 Special Achievements

2.4.1 Trademarks Division

International Trademark Registration

Amendments to the Intellectual Property Act have been drafted to ensure compliance with the Madrid Protocol on the international registration of trademarks. During the past year, the observations of the Attorney General were successfully obtained in relation to these proposed amendments. The Legal Draftsman has recommended that the Ministry obtain the approval of the new government's Cabinet regarding Sri Lanka's adherence to the Madrid Protocol. Accordingly, the proposal will be submitted to the Cabinet for approval in due course.

Geographical Indications

Amendments concerning the registration of geographical indications have been incorporated into the Intellectual Property Act, and the corresponding regulations were published in the Gazette during the past year with the approval of the Minister in charge of the subject. Public notices have been published in newspapers and on official websites to inform the public about

the commencement of geographical indication registration.

Digitization of Files

During the past year, initial steps were taken to commence the scanning of documents, supported by a technical grant from the World Intellectual Property Organization (WIPO) aimed at digitizing intellectual property records. The bilateral Memorandum of Understanding (MoU) concerning WIPO's technical assistance for this project has been submitted to the Attorney General for final recommendations. Additionally, the relevant Cabinet Memorandum has been prepared and forwarded to the Ministry for further action.

Backlog clearance

A one-year work plan has been prepared and submitted to the Ministry to clear the backlog of the Trademarks Division, and implementation is currently underway in accordance with the plan.

2.4.2. Patent Division

Patents

During the year 2024, a total of 187 patents were granted, of which 40² were domestic patents.

Of the 40 domestic patents granted in 2024, 2 were based on applications received in 2023, 13 from 2022, 6 from 2021, 7 from 2020, 7 from 2019, and 5 from applications submitted between 2013 and 2018.

Furthermore, of the 40 local patent grants awarded in 2024, 18 grants (45.0%) were awarded to individuals, 13 grants (32.5%) to public universities, and 9 grants (22.5%) to institutions. In addition, 849 patent renewals were registered during the year 2024.

Industrial Designs

In 2024, a total of 213 industrial design applications were received—the highest number since 2020. Of these, 171 were domestic applications, marking the highest number of local submissions since 2019.

The total number of industrial designs registered in 2024 was 80, comprising 48 local applications and 32 foreign applications.

During the year 2024, 150 industrial design renewals were registered, with 133 renewal applications submitted. This reflects a significant increase in renewal applications compared to 2022 and 2023, indicating growing interest among applicants in maintaining their industrial design registrations.

²As of 2024, 250 local patent applications have been received, and 265 examinations have been conducted to assess the requirements of novelty, inventive step, and industrial applicability—criteria used to determine the grant ability of a patent. Accordingly, it was observed that out of these 265 examinations, 233 applications were found to be defective.

2.4.3. Common Achievements

Competition for the Best Performance Report

The National Intellectual Property Office, which competed in the Departmental category, was awarded a Certificate of Compliance at the Public Sector Best Annual Report 2023 competition, conducted by the Institute of Chartered Accountants of Sri Lanka.

Resource Contribution

Awareness programs conducted with the support of officers from the National Intellectual Property Office.

- To support the protection of intellectual property rights for inventions and innovations, the Sri Lanka Inventors' Commission organized an island-wide training program for school teachers in the Northwestern and Central Provinces and the resource contribution was done for it.
- Resource contribution was done for the one-day workshop held by the Sri Lanka Rubber Research Institute on Intellectual Property and Patent Report Drafting,

organized for its research officers on 18 June 2024.

- The Intellectual Property Office conducted an information window/booth to educate school students on intellectual property at the “X Ban 2024” Education, Science, Technology, and Trade Fair, organized by Bandaranaike College, Gampaha, on 27th and 28th July 2024.
- A patent awareness and information window was held on 11th, 12th, and 13th October 2024 at the “Techno 2024” exhibition, jointly organized by the Sri Lanka Inventors' Commission and the Institution of Engineers, Sri Lanka, to promote patent protection for innovations in the engineering field.
- At the request of Sri Lankan inventors, a training workshop on intellectual property, inventions, and patents was organized for the staff of the Commission on 15th and 16th August 2024, with resource contribution from the staff of the Patent and Trademark Division.

- Resource contribution was done on November 26, 2024, for a discussion aimed at resolving patent-related issues faced by inventors, to support the protection of intellectual property rights for inventions and innovations.

2.5 Challenges

- There are nearly 200,000 active trademark files and approximately 60,000 closed files currently maintained.



To ensure the active files are readily accessible for daily operations, the establishment of a dedicated archive is essential. Additionally, appropriate storage space is needed for the 60,000 closed files, which have been earmarked for removal and are currently stored in bags. However, as the current premises of the National Intellectual Property Office—located in a rented space within the “Samagam Medura” building—cannot be further expanded, accommodating the required storage needs remains a significant challenge.

- In the Trademarks Division, only 18 staff members are assigned to manage over 200,000 active trademark files. Due to this limited workforce, the same officers are also required to handle additional

responsibilities, including international trademark registrations, copyright-related tasks, and the registration of geographical indications. Furthermore, they are tasked with compiling information, statistics, and various reports required for audit and administrative purposes, placing a significant burden on the existing staff. The key challenge lies in ensuring a spacious work environment and adequate staffing to deliver an efficient and up-to-date public service.

- The National Intellectual Property Office must also keep pace with international advancements in intellectual property administration, such as e-filing and e-scanning. To achieve this, the Office's IT infrastructure needs to be further strengthened and modernized. There is a challenge to develop the necessary infrastructure in line with the standards set by the World Intellectual Property Organization (WIPO), while ensuring compatibility with local conditions, operational requirements, and national regulatory frameworks.

- Due to the severe economic downturn experienced in the country in recent years, there has been a relative decline in the filing of patent applications in 2024. Similarly, the number of patents granted in 2024 has decreased compared to 2023. Of the 565 secondary examinations (novelty examinations) conducted on patent applications, 401 resulted in rejections or were identified as defective. Accordingly, a key challenge moving forward is to encourage the successful filing of patent applications and to increase the annual number of patents granted.

- Due to a shortage of approved staff positions within the office, the Information Technology Division relies heavily on the services of a significant number of trainees. As these trainees complete their training and leave the organization, a new group must be recruited and trained approximately every six months. This recurring cycle presents a considerable challenge, highlighting the urgent need to fill existing vacancies and recruit

permanent, approved staff for the IT Division.

2.6 Future Goals

- Complete and finalize the scanning of intellectual property documents.
- Registration of Geographical Indications and promotion of awareness.
- Preparation of regulations and submission for approval in line with the amendments made to the Intellectual Property Act under the Copyright Rules, in accordance with the provisions of the Marrakesh Treaty.
- Following the recruitment of Intellectual Property Officers, efforts will be undertaken to complete the backlog of duties in accordance with the submitted work plan.
- Create a structured archive.
- Formulation of new regulations governing the Collective management organizations (CMO's) and the collection royalty.
- Organizing and implementing programs related to the protection of Geographical Indications, Copyrights, and Trademark registrations.
- Providing the public with the opportunity to submit applications and other filings online.
- Offering the public, the opportunity to check the Patent and Industrial Design Register online.
- Reduce the duration of patent (novelty) examinations to a maximum of 8 months.
- Enter all patent and industrial design data into the IPAS system to fully digitize the records.
- Further expand the number of awareness programs currently being conducted.
- Expansion of TISC Project.
- Increase operational efficiency by filling the vacancy of Information and Communication Technology Officer with permanent staff, replacing the current reliance on trainee attachments.

- Implement the Front File Scanning project.
- Upgrading NIPO Web site.
- Streamline the NIPO computer network system.



H. S. Hettihelage
Director General of Intellectual Property
(Actg.)

CHAPTER 3



- **Overall Finance Performance of the Year**

3. Head 299

3. Intellectual Property Fund

3. Overall Finance Performance of the Year 2024 – Head 299

3.1 Statement of Financial Performance – Head 299

		Statement of Financial Performance for the period ended 31st December 2024		ACA - F
Revised Budget Allocations 2024	Rs.	Note	Actual	
			2024 Rs.	2023 Rs.
-				
-	Revenue Receipts			
-	Income Tax	1	-	-
-	Taxes on Domestic Goods & Services	2	-	-
-	Taxes on International Trade	3	-	-
-	Non Tax Revenue & Others	4	-	-
-	Total Revenue Receipts (A)		-	-
-	Non Revenue Receipts			
64,700,000	Treasury Imprests		58,329,149	48,039,988 ACA-3
-	Deposits		33,904	77,104 ACA-4
5,000,000	Advance Accounts		4,266,189	4,889,654 ACA-5
-	Other Main Ledger Receipts		-	-
69,700,000	Total Non Revenue Receipts (B)		62,629,242	53,006,746
	Receipts C = (A)+(B)		62,629,242	53,006,746
	Remittance to the Treasury (D)		254,350	619,903
	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		62,374,892	52,386,843
-	Less: Expenditure			
-	Recurrent Expenditure			
64,000,000	Wages, Salaries & Other Employment Benefits	5	59,700,274	50,309,711 ACA-2(ii)
-	Other Goods & Services	6	-	-
-	Subsidies, Grants and Transfers	7	-	-
700,000	Interest Payments	8	327,983	406,114
-	Other Recurrent Expenditure	9	-	-
64,700,000	Total Recurrent Expenditure (F)		60,028,257	50,715,825
-	Capital Expenditure			
-	Rehabilitation & Improvement of Capital Assets	10	-	-
-	Acquisition of Capital Assets	11	-	-
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
-	Capacity Building	14	-	-
-	Other Capital Expenditure	15	-	-
-	Total Capital Expenditure (G)		-	-
	Deposit Payments		33,904	77,104 ACA-4
	Advance Payments		5,649,364	4,785,388 ACA-5
	Other Main Ledger Payments		-	-
	Total Main Ledger Expenditure (H)		5,683,268	4,862,492
	Total Expenditure I = (F+G+H)		65,711,525	55,578,317
	Balance as at 31st December J = (E-I)		(3,336,633)	(3,191,474)
	Balance as per the Imprest Adjustment Statement		(3,336,633)	(3,191,474) ACA-7
	Imprest Balance as at 31st December		(3,336,633)	(3,191,474) ACA-3

3. 2 Statement of Financial Position – Head 299

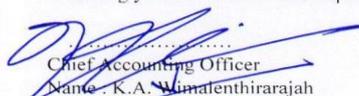
ACA-P

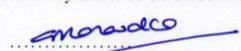
Statement of Financial Position
As at 31st December 2024

	Note	Actual	
		2024 Rs	2023 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	4,290,494	4,290,494
Financial Assets			
Advance Accounts	ACA-5/5(a)	10,321,057	8,937,882
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		14,611,550	13,228,376
Net Assets / Equity			
Net Worth to Treasury		-	-
Property, Plant & Equipment Reserve		10,321,057	8,937,882
Rent and Work Advance Reserve	ACA-5(b)	4,290,494	4,290,494
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		14,611,550	13,228,376

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 6 to 25 and Annexures to accounts presented in pages from 27 to 34 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements 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 : K.A. Vimalenthirarajah
 Designation : Ministry of Trade,
 Commerce, Food Security and Co-
 operative Development
 Date : 20.02.2025


 Accounting Officer
 Name : Geethanjali R. Rana Waka
 Designation : Director
 General of Intellectual
 Property
 Date : 20.02.2025


 Chief Financial Officer/ Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name : K.A.D.J. Kuruppu
 Date : 25.02.2025

K.A. Vimalenthirarajah
 Secretary
 Ministry of Trade, Commerce, Food
 Security and Co-operative Development
 No. 492, R.A. De Mel Mawatha,
 Colombo 03.

G.R. Kanawaka
 Director General of Intellectual Property
 National Intellectual Property Office of Sri Lanka
 Samagam Madura, 3rd Floor
 400 D.R. Wijewardhana Mawatha,
 Colombo 10.

K.A.D.J. Kuruppu
 Accountant (Acting)
 National Intellectual Property Office of Sri Lanka,
 "Samagam Madura", 3rd Floor,
 400, D.R. Wijewardhana Mawatha,
 Colombo 10.

3.3 Statement of Cash Flows – Head 299

		ACA-C	
Statement of Cash Flows for the Period ended 31st December 2024			
		Actual	
		2024 Rs.	2023 Rs.
Cash Flows from Operating Activities			
Total Tax Receipts		-	-
Fees, Fines, Penalties and Licenses		-	-
Profit		-	-
Non Revenue Receipts		-	-
Revenue Collected on behalf of Other Revenue Heads		3,175,545	2,751,373
Imprest Received		58,120,000	48,291,000
Recoveries from Advance		3,598,380	5,187,876
Deposit Received		33,904	77,104
Total Cash generated from Operations (A)		64,927,829	56,307,353
Less - Cash disbursed for:			
Personal Emoluments & Operating Payments		59,447,124	49,960,986
Subsidies & Transfer Payments		327,983	406,114
Expenditure incurred on behalf of Other Heads		600,868	206,846
Imprest Settlement to Treasury		45,201	870,915
Advance Payments		4,472,750	4,785,388
Deposit Payments		33,904	77,104
Total Cash disbursed for Operations (B)		64,927,829	56,307,353
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)		-	-
Cash Flows from Investing Activities			
Interest		-	-
Dividends		-	-
Divestiture Proceeds & Sale of Physical Assets		-	-
Recoveries from On Lending		-	-
Total Cash generated from Investing Activities (D)		-	-
Less - Cash disbursed for:			
Capital Expenditure		-	-
Total Cash disbursed for Investing Activities (E)		-	-
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)		-	-
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)		-	-
Cash Flows from Financing Activities			
Local Borrowings		-	-
Foreign Borrowings		-	-
Grants Received		-	-
Total Cash generated from Financing Activities (H)		-	-
Less - Cash disbursed for:			
Repayment of Local Borrowings		-	-
Repayment of Foreign Borrowings		-	-
Total Cash disbursed for Financing Activities (I)		-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)		-	-
Net Movement in Cash (K) = (G) + (J)		-	-
Opening Cash Balance as at 01st January		-	-
Closing Cash Balance as at 31st December		-	-

3.4 Financial Statements – Head 299

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 modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

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

3) Recognition of Revenue

Exchange and non exchange revenues are recognised 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 reserve account is the corresponding account of Property Plant and Equipment.

6) Cash and Cash Equivalents

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

* In cases where there are transactions which are specific to a particular reporting entity, relevant information can be entered in and revisions can be made as needed in the formats and the disclosure required for those specific transactions may be included under “Reporting Basis”

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

3. 5. Performance of Revenue Collection - Head 299

Table - 13 : Performance of Revenue Collection (Rs.000)

Revenue Code	Description of Revenue Code	Revenue Estimate		Revenue collected	
		Original	Final	Amount (Rs.)	As % of the final revenue estimate
-	-	-	-	-	-

3. 6. Performance in the utilization of allocated funds - Head 299

Table - 14 : Performance in the utilization of allocated funds (Rs.000)

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as a % of Final Allocation
	Original	Final		
Recurrent	64,700	64,700	60,028	93%
Capital	10,000	10,000	0	-

3. 7. Allocations granted to this Department/ District Secretariat/ Provincial Council as a Representative of other Ministry / Department in terms of F.R. 208 - Head 299

Table - 15 : Performance of Donations and Other Grants (Rs.000)

Index	Ministry / Department received allocations	Purpose of Allocations	Allocations		Actual	Utilized allocations as a percentage of final allocations provided
			Original	Final		
-	-	-	-	-	-	-

3. 8 Performance of the Reporting of Non-Financial Assets – Head 299

Table - 16 : Performance of the Reporting of Non-Financial Assets (Rs.000)

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2023	Balance as per Financial Position Report as at 31.12.2023	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152	Machinery and Equipment	4,290	4,290	-	-
9153	Lands	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-

3. 9 Audit Report – Head 299

ENGLISH TRANSLATION

My No. IMT/F/IPO/HO/FS/2024/07

Letter Date - 30.05.2025

Director General of Intellectual Property
National Intellectual Property Office of Sri Lanka

The Summarized Report of the Auditor General on the Financial Statements of the Intellectual Property Office – Head 299 for the year ended 31 December 2024 in terms of Section 11 (1) of the National Audit Act, No. 19 of 2018

1. Financial Statements

1.1 Qualified Opinion

The audit of the financial statements of the National Intellectual Property Office Head 299 of Sri Lanka for the year ended 31 December 2024 comprising the statement of financial position as at 31 December 2024, the statement of financial performance, the cash flow statement for the year then ended and the notes relevant to the financial statements regarding quantitative 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 the provisions in the National Audit Act, No. 19 of 2018. My comments and observations on these financial statements, being presented to the National Intellectual Property Office in terms of the section 11(1) of the National Audit Act, No. 19 of 2018 appeared in this report. The Audit Report to be presented in pursuance of provisions in Article 154(6) of the Constitution of the Democratic Socialist Republic of Sri Lanka read with section 10 of the National Audit Act, No. 19 of 2018 will be presented to the parliament in due course.

In my opinion, the financial statements give a fair view in respect of all quantitative aspects of the financial position of the National Intellectual Property office as at 31 December 2024 and its financial performance and cash flows for the year then ended in accordance with the basis for the preparation of financial statements mentioned in note 1 on financial statements.

1.2 Basis for the Qualified Opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities on financial statements are further described in the *Auditor's Responsibilities* section of this report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3 Emphasis of Matter – Basis of Preparation of Financial Statements

Attention is drawn to Note 1 to the financial statements, which describes the basis of the preparation. These financial statements have been prepared to meet the requirements of the Intellectual Property Office of Sri Lanka, Parliament and Treasury, in accordance with Government Financial Regulations 150 and 151 and Public Accounts Guideline No. 06/2024 dated 16 December 2024, as amended on 21 February 2025. Accordingly, these financial statements may not be suitable for any other purpose. This report is intended solely for the use of the Intellectual Property Office of Sri Lanka, the Treasury, and the Parliament of Sri Lanka. The opinion expressed on this matter is not modified.

1.4 Responsibilities of the Accounting Officer for the Financial Statements

The Accounting Officer is responsible for the preparation of financial statements to reflect a fair view in accordance with Government Financial Regulations 150 and 151 and Public Accounts Guideline No. 06/2024 dated 16 December 2024, as amended on 21 February 2025 and determination of necessary internal control as required for the preparation of financial statements that are free from material misstatements occurring due to fraud and error.

As per Section 16(1) of the National Audit Act, No. 19 of 2018, the National Intellectual Property Office is required to maintain books and records of all its income, expenditure, assets and liabilities properly in order to prepare annual and periodic financial statements.

In terms of the Sub-section 38(1) (c) of the National Audit Act, No. 19 of 2018, the accounting officer shall ensure that an effective internal control system is developed and maintained for the financial control of the National Intellectual Property Office of Sri Lanka and the effectiveness of the system should be reviewed periodically and thereby make necessary alterations as required to effectively carry out it.

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 the auditor’s report that included my opinion. Although reasonable assurance is a high level of assurance, but it is not a guarantee to the effect that an audit which is being conducted in accordance with the Sri Lanka Auditing Standards, will always devoid of material misstatements. Misstatements can be arisen to a quantitative extent due to the effects of fraud and error on individual or aggregate basis, and attention of users may be made on this when they are taking economic decisions based on these financial statements.

As a part of the Audit in terms of the Sri Lanka Auditing Standards, I undertook the audit in terms of Sri Lanka Auditing Standards with professional judgment and professional skepticism. I also:

- Obtain sufficient and appropriate audit evidence which is the base for my opinion in order to avoid risk arisen from fraud or error by designing appropriate audit procedures as appropriate to identify and assess the risk of material misstatements of the financial statements whether due to fraud or error. The consequence of a fraud has a potent effect than that of a material misstatement and collusion, forgery, intentional omissions or the override of internal control may be contributory towards resulting a fraud.
- Do not expect to express an opinion on the effectiveness of the internal control, an understanding was gained on the internal control in order to design audit procedures as appropriate to the circumstances.
- Evaluate whether the financial statements are appropriately and reasonably inclusive of transactions and incidents underlying the structure and contents of the financial statements including disclosures.
- Evaluate whether the transactions and incidents underlying the structure and contents of the financial statements are appropriately and reasonably included in overall presentation of the financial statements.

I make the Accounting Officer aware on the significant audit findings, major internal control deficiencies and other matters that have been identified during my audit.

2. Report on Other Legal Requirements

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

- a) The financial statements are consistent with the preceding year.
- b) The recommendation given by me with respect to the financial statements of the preceding year have been completed with.

3. Financial Review

3.1 Confirmations to be made by the Accounting Officer

As per the provisions of Section 38 of the National Audit Act No. 19 of 2018, the accounting officer must confirm that there is an effective system for the proper execution of internal audit tasks. However according to the observations mentioned in paragraph 5.1 of the report, that requirement was not fulfilled.

4. Operational Review

4.1 Non – performance of duties

- (a) Although 50 awareness programs were planned under the action plan, only 2 were conducted by the Intellectual Property Office.
- (b) Although Rs. 15 million was allocated to relocate the Intellectual Property Office to a new permanent office building, the purpose has not been accomplished.
- (c) A Memorandum of Understanding was entered into on 30 December 2016 to purchase a server machine from the Information Communication Technology Agency of Sri Lanka, and Rs. 32.5 million was paid on the same day for the purchase and maintenance. Due to a breach of the agreement by the service provider, actions were initiated to re-enter into an agreement in accordance with Cabinet Decision No. CP/20/0139/215/009 dated 20 February 2020; however, this has not been implemented. Consequently, a request was made through Letter No. NIPO/TT/6-4 (iv) dated 24 February 2025 to the Secretary to the Line Ministry and the Ministry of Digital, presenting the facts regarding the need to resolve the amount paid to the service provider in a fair manner. Nevertheless, no steps have been taken to either obtain a server or recover the amount paid.

5. Good Governance

5.1 Internal Audit

A permanent Auditor has not been appointed for the internal auditing activities for a period of four years.

6. Human Resource Management

- a) Ten posts of Intellectual Property Officers were approved by the Department of Management Services, by the Letter No. DMS/1120 dated 20 December 2016, Sub-No. 01, and have remained vacant for eight years from the date of creation of the posts up to 31 December 2024.

Recruitments have not been made up to the end of the year under review, despite the approval from the Department of Management Services to fill the above-mentioned vacancies. Approval for Rs. 206,508, representing 50% to the Department of Examinations, was also paid; however, the payment was made with a delay of nine months on 19 December 2024.

- b) Approval from the Department of Management Services was obtained by Letter No. DMS/1120/VOL 11 dated 06 December 2023 to recruit eight Intellectual Property Officers. An amount of Rs. 533,263, representing 50% to the Department of Examinations, was also paid on 09 September 2024; however, the recruitments had not been carried out by 31 December 2024.
- c) According to the 2024 performance report, the existence of the above vacancies had a direct impact on the ability of the Trademarks and Patents Divisions to perform at an optimal level.

W.G.R.N. Weerakkody
Senior Assistant Auditor General
For Auditor General

3. Overall Finance Performance of the Year 2024 - Intellectual Property Fund

3. 10 Statement of Financial Performance – Intellectual Property Fund

Intellectual Property Fund			
Statement of Financial Performance for the period ended 31.12.2024			
	Notes	31.12.2024	31.12.2023
Revenue		Rs.	Rs.
Revenue from Trademarks	3	79,517,675	67,913,103
Revenue from Patents	3	7,494,665	6,707,171
Revenue from Industrial Designs	3	492,392	391,958
Other Revenue	4	454,081	588,142
Interest Income from Investments	5	176,407,646	299,516,901
Total Revenue		264,366,459	375,117,275
Expenditure			
Wages, Salaries, and other Employment	2	7,045,653	4,595,371
Grants and other transfer payments	2	2,145,443	2,350,157
Supplies and Consumables	2	55,855,648	53,829,046
Others	2	602,358	225,065
Depreciation and Amortization	2	8,865,017	5,692,703
Total Expenditure		74,514,119	66,692,342
Surplus / (Deficit) for the Period		189,852,340	308,424,933



3. 11 Statement of Financial Position – Intellectual Property Fund

Intellectual Property Fund			
Statement of Financial Position as at 31.12.2024			
	Notes	31.12.2024	31.12.2023
		Rs.	Rs.
Assets			
Current Assets			
Cash and Cash Equivalents	8	1,666,768	2,446,946
Closing Inventory - Stationery	1	8,789,357	5,935,144
Income Receivable	9	27,590,578	235,940,624
Short Term Investments	7	1,568,384,661	1,165,841,859
Election Claims Receivable		403,916	-
		1,606,835,280	1,410,164,573
Non-Current Assets			
Plant, Property and Equipment	6	35,745,684	40,448,574
Reimbursements Receivable – Intellectual Property Promotion Center		22,298,751	22,298,751
		58,044,435	62,747,325
Total Assets		1,664,879,714	1,472,911,898
Liabilities			
Current Liabilities			
Accrued Expenditure	11	6,540,816	5,068,875
Performance bonds		128,380	-
Total Liabilities		6,669,196	5,068,875
Net Assets		1,671,548,518	1,477,980,773
Net Assets/Equity			
Accumulated Surplus/ Deficiency		1,658,210,518	1,468,102,178
Total Net Assets/ Equity		1,658,210,518	1,468,102,178

K.A.D.J.Kuruppu
Accountant (Act.)

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Geethanjali R. Ranawaka
Director General of Intellectual Property

G.R. Ranawaka
Director General of Intellectual Property
National Intellectual Property Office of Sri Lanka
Samagam Madura, 3rd Floor
400 D.R. Wijewardhana Mawatha,
Colombo 10.

The financial statements prepared in pursuance of Section 176(5) of the Intellectual Property Act, No. 36 of 2003 have been approved on 28.02.2024 for the purpose of auditing the accounts of the Intellectual Property Fund by the Auditor General in terms of the powers vested upon him by Article 154 of the Constitution of the Democratic Socialist Republic of Sri Lanka.

K.A. Vimalenthirajah
Secretary
Ministry of Trade, Commerce, Food Security and Co-operative Development

K.A. Vimalenthirajah
Secretary
Ministry of Trade, Commerce, Food Security and Co-operative Development
No. 492, R.A. De Mel Mawatha,
Colombo 03.



40 | Page

3. 12 Statement of Cash Flows – Intellectual Property Fund

Intellectual Property Fund		
Consolidated Cash Flow Statement for the year ended 31.12.2024		
Cash Flow in terms of Direct Method		
	31.12.2024	31.12.2023
	Rs.	Rs.
Cash Flows from Operating Activities		
<u>Receipts</u>		
Tax	3,550	4,075
Sale of Goods and Services	131,257,098	112,518,348
Interest Received	384,757,670	83,535,609
Other Receipts	788,311	2,550,902
<u>Payments</u>		
Employment Costs	(5,186,607)	(4,584,780)
Payments to Suppliers	(63,224,291)	(52,524,049)
Other Payments	(2,921,542)	(4,183,066)
Net Cash Flow from Operating Activities	445,474,190	137,317,040
Cash Flows from Investing Activities		
Purchasing of Plant and Equipment	(4,393,430)	(17,174,724)
Receipt from selling of plants and Equipment		-
Interest from Investment Maturity	3,547,841,630	1,112,709,277
Purchasing of Investments	(3,950,384,432)	(1,201,941,691)
Net Cash Flow from Investing Activities	(406,936,233)	(106,407,138)
Cash Flows from Financing Activities		
Repayment of Tax Income	(3,550)	(6,549)
Government Disbursements	(39,314,585)	(37,703,279)
Net Cash Flow from Financing Activities	(39,318,135)	(37,709,828)
Net Gain/(Loss) of Cash and Cash Equivalent	780,178	(6,799,926)
Cash and Cash Equivalents as at 01.01.2024	2,446,946	9,246,872
Cash and Cash Equivalents as at 31.12.2024	1,666,767	2,446,946



Intellectual Property Fund
Statement of Changes in Equity for the year ended 31.12.2024

	Stated Capital	Retained Profit/Loss	Other Reserves	Total
	Rs.	Rs.	Rs.	Rs.
Balance as at 01.01.2023	1,153,970,944	-	5,578,250	1,159,549,224
Previous Year Adjustments	-	128,021	-	128,021
Net Profit for the Year	-	308,424,933	-	308,424,933
Balance as at 31.12.2023	1,153,970,974	308,552,954	5,578,250	1,468,102,178
Balance as at 01.01.2024	1,462,523,928	-	5,578,250	1,468,102,178
Previous Year Adjustments	-	256,000	-	256,000
Net Profit for the Year	-	189,852,340	-	189,852,340
Balance as at 31.12.2024	1,462,523,928	190,108,340	5,578,250	1,658,210,518



3. 13 Financial Statements – Intellectual Property Fund

Notes to the Final Accounts

Basic Accounting Principles and Statements

- ❖ The reporting period for these financial statements is from 01st January to 31st December 2024.
- ❖ The figures of the financial statements are presented in Sri Lankan rupees rounded to the nearest rupee.
- ❖ The Financial Statements have been prepared in accordance with the Sri Lanka Public Sector Accounting Standards.
- ❖ The Financial Statements have been prepared based on the historical cost concept. No adjustments have been made for the inflationary factors.
- ❖ Accounts have been submitted on the concepts of materiality, uniqueness, going concern and accrual basis, while appropriateness has also been taken into consideration.
- ❖ Assets Depreciation Policies

Fixed Assets are depreciated during their useful economic lifetime on a straight line method.

Rates of Depreciation

Office Equipment	10%
Office Fittings	10%
Furniture and Equipment	05%
Motor Vehicles	10%
Books	10%
Computer	25%
Networking	5%

- ❖ Fixed Assets included in the Project Expenditure has been accounted in the Fixed Assets of the Fund.
- ❖ Accrued Expenses were calculated up to 10th February 2025.
- ❖ Balanced stationery stock for 31.12.2024 is Rs. 8,789,357
- ❖ Income received for the supply of services for the accounting year is recognized according to the year and the income from investments is recognized on a time- proportion basis.



- ❖ The Government had incurred Rs. 59,700,274 under the Appropriation Head 299 for recurrent expenditure including salaries and allowances of officers of National Intellectual Property Office in respect of the administration of the Intellectual Property Fund.
- ❖ The approval of the Cabinet of Ministers was granted on 23.04.2015 to recover the amount which had been spent on the construction of Intellectual Property Sales Promotion Center from the Urban Development Authority with respect to the Cabinet Memorandum No. 15/0272/625/007 dated 23.04.2015. Accordingly, a request has been made to the Director General of Urban Development Authority to recover the relevant amount.
- ❖ Cases filed against the Intellectual Property Fund were not reported. The National Intellectual Property Office is made a party in the subject of Intellectual Property.
 - i. Making appeals by the applicants to the High Court of Colombo against the ex-parte decisions of the Director General of Intellectual Property, mostly in respect of trademark applications.
 - ii. Making an appeal by the relevant party to the High Court of Colombo against a decision taken by the Director General of Intellectual Property in an inquiry into an opposition filed against trademark applications.
- ❖ No incidents were recorded after the date of the balance sheet.
- ❖ No transaction was made with the associated parties.



3. 14 PERFORMANCE OF THE UTILIXATION OF ALLOCATION – Intellectual Property Fund

Table - 17: Performance of the utilization of Allocation (Rs.000)

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as a % of Final Allocation
	Original	Final		
Recurrent	118,262.00	118,262.00	65,046.74	55.00%
Capital	38,625.00	38,625.00	9,467.38	24.51%

3. 15. Audit Report – Intellectual Property Fund

ENGLISH TRANSLATION

My No. IMT/F/IPF/ 2024/07

24.06.2025

Director General of Intellectual Property
National Intellectual Property Fund

The Summarized Report of the Auditor General on the Financial Statements and other legal and regulatory requirements of the Intellectual Property Fund for the year ended 31 December 2024 in terms of Section 11 (1) of the National Audit Act, No. 19 of 2018

1. Financial Statements

1.1 Qualified Opinion

The audit of the financial statements of the National Intellectual Property Fund (“ the Fund”) of Sri Lanka for the year ended 31 December 2024 comprising the statement of financial position as at 31 December 2024, the statement of financial performance, statement of changes of equity and the cash flow statement for the year then ended and the notes relevant to the financial statements regarding quantitative accounting policies was carried out under my direction in pursuance of provisions in Article 154(3) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the provisions in the National Audit Act, No. 19 of 2018. My comments and observations on these financial statements, being presented to the National Intellectual Property Office in terms of the section 11(1) of the National Audit Act, No. 19 of 2018 appeared in this report. My Report in pursuance of provisions in Article 154(6) of the Constitution will be tabled in Parliament in due course

In my opinion, the financial statements give a true and fair view of the financial position of the fund as at 31 December 2021 and its financial performance and cash flows for the year then ended in accordance with the Public Accounting Principles of Sri Lanka.

1.2 Basis for the Qualified Opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities on financial statements are further described in the *Auditor’s Responsibilities* section of this report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3 Responsibilities of the Management and Administrative Bodies for the Financial Statements

The Management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka public sector Accounting Standards, and determination of necessary internal control as required for the preparation of financial statements that are free from material misstatements occurring due to fraud and error.

In preparation of financial statements, the management is responsible for the determination of capability to continuous as-a going concern of the fund, also, it is the responsibility of management to prepare the accounts on the going concern basis and to disclose the matters related to going concern, unless it's either intends to liquidate the fund or to cease the operational activities where there are no other alternatives.

Responsibility of examining the process of financial record of fund is accredited to the administrative bodies.

As per Section 16(1) of the National Audit Act, No. 19 of 2018, the fund is required to maintain books and records of income, expenditure, assets and liabilities properly in order to prepare annual and periodic financial statements.

1.4 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 the auditor's report that includes my opinion. Although reasonable assurance is a high level of assurance, it is not a guarantee to the effect that an audit which is being conducted in accordance with the Sri Lanka Auditing Standards will always devoid of material misstatements. Misstatements can be arisen to a quantitative extent due to the effects of fraud and error on individual or aggregate basis, and its' quantity is depended on the impact to the economic decisions taken on the basis of these financial statements by users.

As a part of the Audit in terms of the Sri Lanka Auditing Standards, I undertook the audit in terms of Sri Lanka Auditing Standards with professional judgment and professional skepticism. I also:

- In provision of a basis for the opinion of audit, designed and performed audit procedures as appropriate to the circumstances to identify and assess the risks of material misstatements of the financial statements whether due to fraud or error. The consequence of a fraud has a potent effect than that of a material misstatement and collusion, forgery, intentional omissions or the override of internal control may be contributory towards resulting a fraud.

- Do not expect to express an opinion on the effectiveness of the internal control, an understanding was gained on the internal control in order to design audit procedures as appropriate to the circumstances.
- Evaluated the suitability of the accounting principles, fairness of the accounting assessments utilized and related disclosures done by the management.
- Determined the relevancy of adapting the basis of continuity of the Fund for the accounting based on the audit evidences obtained on whether there is quantitative uncertainty about the continuous existence of the fund. If I deduced that there is a quantitative uncertainty, my audit report should be focused on the disclosures in that regard in financial statements and if the disclosures are not adequate, my opinion should be modified. Continuity, however may terminate on future events or circumstances.
- Evaluate whether the transactions and incidents underlying the structure and contents of the financial statements are appropriately and reasonably included in overall presentation of the financial statements.

I make the administrative bodies aware of the significant audit findings, major internal control deficiencies and other matters that have been identified during my audit.

2. Report on Other Legal and Regulatory Requirements

2.1 Special provisions on the requirements enshrined in the National Audit Act, No. 19 of 2018 are comprehended.

2.1 In terms of the section 6(1) (E) (iii) of National Audit Act, No. 19 of 2018, Financial Statements presented are consistent with that of those preceding year.

2.2 In terms of the section 6(1) (E) (iv) of National Audit Act, No. 19 of 2018, the recommendations given by me with respect to the financial statements of the preceding year have been included.

3 Operational Review

3.1 Non – Compliance with Rules and Regulations

Reference to the Laws, Rules/ Regulations

- (a) Section 40 (1) of National Audit Act, No. 19 of 2018
- (b) Financial Regulations 757 (2) of the Democratic Socialist Republic of Sri Lanka
- (c) Public Finance Circular No. 01/2020 dated 28th August 2020 and No. 01/ 2020 (ii) dated 20th December 2022

Non- Compliance

Neither an Internal Auditor was appointed nor was an internal audit implemented.

The reports of the board of survey have not been submitted to the Auditor General.

Although the charges for the provision of services should be increased and revised, the charges levied for the grant of Trademarks, Industrial Designs, and Patents by the office have not been revised or gazetted.

3.2 Performance

- (a) An expenditure of Rs. 22.29 million was incurred from the Intellectual Property Fund in 2008/2009 to construct the Intellectual Property Sales and Promotion Center on land belonging to the Cooperative Wholesale Trading Corporation. However, the land on which the building was constructed had subsequently been acquired by the Urban Development Authority for tourism-related development activities. Although nine years had passed since Cabinet approval was granted to recover the expenditure from the Urban Development Authority, no steps had been taken to recover the amount by the end of the year under review. In addition, the Fund had been paying over Rs. 14 million annually as rent to the Registrar of Companies to maintain its office.
- (b) Functions relating to six activities for which provisions amounting to Rs. 26,000,000 had been allocated as per the action plan for the year under review were not accomplished.
- (c) The total income of the Fund during the year under review amounted to Rs. 264,366,459, of which 66.73 percent was earned from investment interest and 33.27 percent from fees collected under the Intellectual Property Act. Of this fee income, 30.08 percent was derived from trademark registrations. Accordingly, the income generated from industrial designs and patents under the Intellectual Property Act remained relatively low.
- (d) In 2023 and 2024, the number of patents granted amounted to 59 and 40 domestically, and 141 and 147 internationally, respectively, making a total of 200 and 187. The total number of patents granted in 2024 had decreased by 6.5 percent compared to 2023. Furthermore, while the number of patent application

examinations conducted by the Patent Division was 895 in 2023, it had decreased by 33.5 percent to 595 in 2024.

- (e) The number of industrial design application examinations in the Industrial Design Division has been gradually decreasing since 2020, and by 2024, it had decreased to 55 percent of the 2020 level. Although a high number of industrial design applications (213) were received during the year under review, only 80 industrial designs were registered.

W.G.R.N. Weerakkody
Senior Assistant Auditor General
For Auditor General

CHAPTER 4



- PERFORMANCE INDICATORS

Table - 20: Performance Indicators of National Intellectual Property Office

	Specific Indicators	Expected Output	Actual Output	Actual output as a percentage of the expected output	100%-90%	75%-89%	50%-74%
Trademarks	Applications Received	10430	12379	118.7%	√		
	No. of Examinations	11100	15547	140.1%	√		
	Publication in the Government Gazette	8958	7475	83.4%		√	
	No. of Registrations	8622	7240	84.0%		√	
Patents	Applications Received	450	434	96.4%	√		
	No. of Examinations	1200	565	47.1%			√
	Publication in the Government Gazette	12	11	91.7%	√		
	Grant of Patents	200	187	93.5%	√		
Industrial Designs	Applications Received	150	213	142.0%	√		
	No. of Examinations	150	131	87.3%		√	
	Publication in the Government Gazette	4	3	75.0%		√	
	No. of Registrations	75	80	106.7%	√		

sources - Figures from the Trademark, Patent and Industrial Designs Divisios and the Progress Reports of year 2024 - Intellectual Property Office



5.1 Sustainable Development Goals Identified by Intellectual Property Office

5.2 Achievements and Challenges in the Accomplishment of Sustainable Development Goals

5.1 Sustainable Development Goals Identified by Intellectual Property Office.

Considering 2018 as the base year, the progress of achievements obtained so far is shown in the following table.

Table - 20 : Sustainable Development Goals Identified by Intellectual Property Office

Goals/ Objectives	Targets	Indicators of the Achievement	Progress of the Achievement To date		
			% 49-0	%74-50	%100-75
1. Identify and prioritize the examining of patent applications mentioning as vaccine and Human Immunity enhancer.	To identify and prioritize 80% of the patent applications received in respect of vaccines and Human Immunity	Of the total applications received in respect of Human Immunity, the percentage of applications to which prioritization was given.			100% Twenty-Two applications have been filed from year 2018 to present and the 22 applications have been examined.
2. Republishing a special note on NIPO website mentioning the opportunity offered by NIPO to patentees to expedite their trademark applications if they directly relate to the patented products.	To Publish the advertisement on the web site that the relevant priority is given	The relevant advertisement on the web site on the priority mentioned.			100%
3. Accession to the Madrid Protocol which facilitates the International Registration of Trademarks.				60%	
4. Modernization of Industrial Property Automation System.			15%		

sources - Figures from the Trademark, Patent and Industrial Designs Divisios and the Progress Reports of year 2024 - Intellectual Property Office

5.2 Achievements and Challenges in the Accomplishment of Sustainable Development Goals

Challenges

Adhering to the Madrid Protocol, which facilitates the International Registration of Trademarks,

The process of adhering to the Madrid Protocol, involves several key activities. These include amending the Intellectual Property Act to align with the requirements of the Alliance process, digitizing intellectual property records, establishing an online application submission facility, and upgrading the Industrial Property Administration System (IPAS) to its fourth version. Each of these tasks is complex and multi-layered, and short-term progress is challenging because they rely on multiple external stakeholders.

Improvement of the Industrial Property Administration System

The current computer system used at the National Intellectual Property Office is an older version of the Industrial Property Administration System (IPAS), which was provided as a technology grant by the World Intellectual Property Organization

(WIPO). Being an outdated edition, the system has functional limitations. Therefore, making an upgrade to the fourth edition (IV), the latest edition is proposed. Meeting this goal requires certain basic conditions, such as high-capacity servers, developed infrastructure, and efficient file scanning. Hence the experts from the World Intellectual Property Organization have reported that efforts are in progress to upgrade the ongoing file scanning project, during its latter part. Considerable short-term progress in this process is challenging, as it is complex and depends on third parties beyond the department's direct control.

Achievements

Over the past year, we have achieved 100% progress on the Sustainable Development Goals identified by the Intellectual Property Office, **including prioritizing patents for vaccines or products that enhance human immunity and expediting the examination of trademark applications submitted by patent licensees directly related to their products.**

CHAPTER 6



- **HUMAN RESOURCES PROFILE**

6.1 CARDER MANAGEMENT

6.2 THE WAY ON WHICH THE SHORTAGE OR EXCESS OF HUMAN RESOURCES HAS AFFECTED TO THE PERFORMANCE OF THE ORGANIZATION

6.3 HUMAN RESOURCES DEVELOPMENT

6.1 CARDER MANAGEMENT

Table - 21: Details of the Staff as at 31st December 2024 of Intellectual Property office

Designation	Service	Approved Cadre	Existing Cadre	Vacancies
Senior Level		15	10	5
Director General	Departmental	1	1	-
Additional Director General	Departmental	1	0	1
Director	Departmental	2	1	1
Deputy Director/ Assistant Director (Legal)	Departmental	3	3	-
Deputy Director /Assistant Director (Information and Inquiry)	Departmental	3	2	1
Deputy Director /Assistant Director (Administration)	Sri Lanka Administrative Service	1	0	1
Assistant Director (Planning)	Sri Lanka Planning Service	1	1	-
Assistant Director (Information and Communication Technology)	Sri Lanka Information and Communication Technology Service	1	1	-
Accountant	Sri Lanka Accountant Service	1	1	-
Internal Auditor	Sri Lanka Accountant Service	1	0	1
Tertiary Level		5	4	1
Administrative Officer	Management Officer Service	1	1	-
Translator	Government Translator Service	3	3	-
Information and Communication Technology Officer	Sri Lanka Information and Communication Technology Service	1	0	1
Secondary Level		75	53	22
Intellectual Property Officer	Departmental	13	5	8
Patent Examiner	Departmental	10	0	10
Information and Communication Technology Assistant	Sri Lanka Information and Communication Technology Service	1	1	-
Development Officer	Development Officer Service	36	34	2
Management Service Officer	Management Officer Service	15	13	2
Primary Level		15	12	3
Driver	Driver Service	5	3	2
Office Assistant Service	Office Assistant Service	10	9	1
Total		110	79	31

Sources - figures from Establishment and Planning Divisions

6.2 THE WAY ON WHICH THE SHORTAGE OR EXCESS OF HUMAN RESOURCES HAS AFFECTED TO THE PERFORMANCE OF THE ORGANIZATION

In the past year, 2024, the Intellectual Property Office faced a human resource shortage with 31 vacant positions. This shortage, particularly in the Trademark and Patent Divisions—key operational areas of the institution—has made it impossible to process and complete all applications received within the same year. Consequently, a backlog of work from previous years continues to accumulate annually. This ongoing issue has been identified as a major challenge to improving the overall performance of the institution and achieving its strategic vision.

To address this situation, recruitment for eight Intellectual Property Officers and ten Patent Examiners which are departmental positions has been initiated and is scheduled for completion in 2024. The Ministry of Public Administration, Provincial Councils, and Local Government has been informed of the vacancies in the Integrated Services and

Island-wide Services. These vacancies are expected to be filled by the Ministry in the near future.

6.3 HUMAN RESOURCES DEVELOPMENT

6.3.1 Participation in Local Training Programs - 2024

Table - 22 : Participation of Officers of Intellectual Property Office in Local Training Programs - 2024

	Name of the Programme	Duration	Institute	Name of the Participant			Investment Rs.
				Name	Divison	Post	
1	Group Training Programme on Positive Psychology and Stress Management	11-12 January 2024	SDFL	For all officers	-	-	130,000.00
							95,899
2	Risk- based Internal Audit plans	01 March 2024	PRAG Institute	Mrs. H.N.S. Perera	Accounts	Accountant	14,000.00
3	Discipline and office etiquette for drivers and K.K.S.officers	27-28 May 2024	SDFL	Mr. Lasindu Lakpriya	Trade Mark	K.K.S..	13,000.00
				Mrs. Inoka Lakmali	Accounts	K.K.S..	13,000.00
				Mrs. Krishani Laksala	Trade Mark	K.K.S..	13,000.00
4	The Process of responding to and correcting audit queries	30 May 2024 /07 June 2024	PRAG Institute	Ms. S.M.D.B.A. Mudalige	Patent	D.O.	12,000.00
				Mr.N.M.O.N. Nanayakkara	Patent	D.O.	12,000.00
				Mrs. P.D.S. Peiris	IT	D.O.	12,000.00
				Mrs. P.W.P.I. Kulathunge	IT	M.S.O.	12,000.00
				Mrs. A.V.N. Dilrukshi	Patent	D.O.	12,000.00
				Mrs. D.P.C. Priyadarshanee	IT	D.O.	12,000.00
5	Tamil Language Proficiency Course - 150 Hour Completion Programme	10 June 2024	Department of Official Languages	Mrs. W.H.M.S. Wijerathne	Director General Division	D.O.	FOC
				Mrs. B.M.R. Vinodani	Trade Mark	D.O.	
				Mrs. P.D.S. Peiris	IT	D.O.	
				Mrs. S.M.N. Sandamali	Trade Mark	D.O.	
				Ms. T.V.A. Sandupama	Patent	D.O.	
				Mr. N.M.O.N. Nanayakkara	Patent	D.O.	
				Mrs. W.A.T.D. Wickrama	Patent	D.O.	

				Mr. J.K.A.R. Indika	Trade Mark	D.O.	
				Mrs. A.S. Sandamali	Accounts	M.S.O.	
				Mrs. G. Chathurika	Establishment	M.S.O.	
				Mrs. W.D.S.V. Dias	Patent	M.S.O.	
				Mr. K.G.J. Ganihigama	Establishment	D.O.	
6	Tamil Language Proficiency Course – 200 Hour Completion Programme	June 2024	Department of Official Languages	Mr. K.P.P.V. Rathnapriya	Planning	A.D. (Planning)	FOC
				Mr. M.S.D.P. Pandithasundara	Trade Mark	A.D. (Legal)	
				Ms. H.G.M.D. Thathsarani	Translator	Translator	
				Mr. G.A.M.T.B. Atapattu	Patent	A.D. Information & Examination	
				Mrs. R.M.D.N. Rathnayaka	Patent	A.D. Information & Examination	
7	Tamil Language Proficiency Course - 100 Hour Completion Programme	2024	Department of Official Languages	Thilina Sampath Wanninayake	Establishment	Driver	FOC
8	Intellectual Property Brand Protection Training 2024	14 June 2024	Intellectual Property (Pvt) Ltd	Mrs. K.G.H.R. Wimalarathne	Trade Mark	I.P. Officer	FOC
				Mrs. D.D.S. Jayakody	Trade Mark	D.O.	
				Mrs. A.G.I.L. Piyarathne	Trade Mark	D.O.	
				Mr. R.M.J.B. Rathnayake	Trade Mark	D.O.	
				Mr. J.K.A.R. Indika	Trade Mark	D.O.	
9	Maintenance of Personal Files	19-20 June 2024	SDFL	Mrs.G. Chathurika	Establishment	M.S.O.	13,000.00
10	Smart Office Techniques	09-10-11 September 2024	SDFL	Mrs.S.A.S. Jayarathne	Planning	D.O.	21,000.00
				Mrs. D.A.K.K. Dissanayake	Accounts	M.S.O.	21,000.00
11	Expenditure and Payment Procedures	12 September 2024	PRAG Institute	Mrs. K.K. Masakorala	Accounts	D.O.	13,500.00
				Ms.D.M.I.M. Wickramathunge	Accounts	D.O.	13,500.00
12	Scientific, Economical and Safe Driving Practices for Drivers	10 October 2024	Construction Equipment Training Center	Mr. K.G. Chaminda Deepal	Establishment	Driver	6,000.00
13	Public	16	PRAG	Mr. M.S.D.P.	Establishment	A.D. (Legal)	13,500.00

	Procurement Procedures	October 2024	Institute	Pandithasundara			
				Mrs. W.K.S. Kumari	Establishment	A.O.	13,500.00
				Mrs. P.G.M.P. Senevirathne	Accounts	M.S.O.	13,500.00
14	Official Letter Writing in English	05 November 2024	SDFL	Mrs. M.D. Princy	Trade Mark	I.P.Officer	7,000.00
				Mrs. M.N. Vithanage	Trade Mark	I.P.Officer	7,000.00
				Mrs. A.M.N. Shamalee	Trade Mark	M.S.O.	7,000.00
15	National Information Technology Conference - 2024	24-26 November 2024	Department of Official Languages	Mrs. M.G.S.S. Perera	IT	A.D. (IT)	-

Sources - figures from Establishment and Planning Divisions

6.3.2. Participation in Foreign Training Programs - 2024

Table - 23 : Participation of Officers of Intellectual Property Office in Foreign Training Programs – 2024

	Name and Post of the Officer	Country	Name of the Program	Duration
1	Mrs.H.S.Hettihelage (Director Legal)	Switzerland, Geneva	Thirty Second Session of the Committee on Development and IP, Geneva.	29 th April – 03 rd May 2024
2	Ms. P.S.C.Fernando (Development Officer)	India	WIPO-RGNIPM Advanced Training Course on General Patent Search and Examination fir Asia, in New Delhi, India.	24 th -28 th June 2024
3	Ms.S.M.D.B.A.Mudalige (Development Officer)	India	WIPO-RGNIPM Advanced Training Course on General Patent Search and Examination fir Asia, in New Delhi, India.	24 th -28 th June 2024
4	Mrs.Geethanjali R. Ranawaka	Switzerland, Geneva	WIPO 65 th Series of Meeting of the Assemblies of the Member States in Geneva.	09 th – 17 th July 2024
5	Mrs.N.A.N.Nishshanka Assistant Director (Legal)	United States of America	USPTO Global Intellectual Property Academy (GIPA) – Madrid Protocol Accession, Implementation and Administration Program	29 th July – 01 st August 2024
6	Mrs.N.A.N.Nishshanka Assistant Director (Legal)	Sri Lanka	USPTO Global Intellectual Property Academy (GIPA) Program in Sri Lanka from Sep. 4 – 6, 2024	4 th -6 th September 2024
7	Mrs. Nadeeka Karunaratne (Development Officer)	Sri Lanka	USPTO Global Intellectual Property Academy (GIPA) Program in Sri Lanka from Sep. 4 – 6, 2024	4 th -6 th September 2024
8	Mrs.Geethanjali R. Ranawaka	Saudi Arabia	To participate Diplomatic Conference on the Design Low Treaty (DLT), Riyadh, Kingdom of Saudi Arabia, 11-22 November 2024	11 th -22 nd November 2024
9	Ms.T.V.A.Sandupama (Development Officer)	Japan	The JPO/IPR Training Course on Academia-Industry Collaboration and Technology Transfer (IPAT) IN Japan.	20 th -29 th November 2024
10	Mrs.Nisansala Abhayaruwan (Development Officer)	India	Regional workshop for capacity building in technology transfer and public health oriented intellectual property licensing agreements to increase access to health technologies, 19-21 November 2024, Kerala, India	19 th -21 st November 2024

11	Mrs.Geethanjali R. Ranawaka	Switzerland, Geneva	WIPO 48 th and 49 th Session of the Intergovernmental Committee on IP and Genetic Resource, Traditional Knowledge and Folklore (IGC 48 and 49) (TKGR)	29 th November – 06 th December 2024
12	Mr. N.T.B.Atapattu (Assistant Director - (Information & Examination))	Switzerland, Geneva	WIPO 33 rd Session of the Committee on Development and Intellectual Property (CDIP), 9-13 December 8-14, 2024	09 th – 13 th December 2024
13	Mr. R.M.J.B.Rathnayake (Development Officer)	China	2024 CNIPA Training Workshop on Trademark in Beijing, China on December 8-14, 2024	08 th – 14 th December 2024
14	Mrs. Lakmini Daundara (Development Officer)	China	2024 CNIPA Training Workshop on Trademark in Beijing, China on December 8-14, 2024	08 th – 14 th December 2024

Sources - figures from Establishment and Planning Divisions

6.4 THE CONTRIBUTION OF THE TRAINING PROGRAMMES TO THE PERFORMANCE OF THE INSTITUTION

➤ Local Training

In order to enhance the performance of the officers of the Department, in the year 2024, professional development opportunities were provided to 42 officers of the staff conducted by external institutions and five officers, 12 officers and 01 officer were successfully completed the 200 hour, 150 hour and 100 hour Tamil language proficiency courses respectively, conducted by the Department of Official Languages.

A group training program on Positive Psychology and Stress Management was conducted for the entire staff of the National Intellectual Property Office.

➤ Foreign Training

With the aim of developing the subject knowledge and technical knowledge of the intellectual property of the staff officers, 11 officers could participate in 13 foreign training/workshops/meetings during this year.

CHAPTER 7



- COMPLIANCE REPORT

7.1 COMPLIANCE REPORT 2024– INTELLECTUAL PROPERTY FUND

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	-	-
1.6	Others	-	Not Applicable	-
2	Maintenance of Books and Registers (FR 445)			
2.1	The Fixed Assets Register has been maintained and updated in terms of the Public Administration Circular 267/2018.	Complied	-	-
2.2	The Personal Emoluments Register/ Personal Emoluments Cards have been maintained and updated.	Not Complied	Implemented under Head 299.	Implemented under Head 299.
2.3	The Register of Audit Queries has been maintained and updated.	Complied	-	-
2.4	The Register of Internal Audit Reports has been maintained and updated.	Complied	-	-
2.6	The Register for Cheques and Money Orders has been maintained and updated.	Complied	-	-
2.7	The Inventory Register has been maintained and updated.	Complied	-	-
2.8	The Stocks Register has been maintained and updated.	Complied	-	-
2.9	The Register of Losses has been maintained and updated.	Complied	-	-
2.10	The Commitment Register has been maintained and updated.	Complied	-	-
2.11	The Register of Counterfoil Books (GA – N20) has been maintained and updated.	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	-	-
3.3	The authority has been delegated in such manner so as to approve each transaction through two or more officers.	Complied	-	-
3.4	The control has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package.	-	Not Applicable	-
4	Preparation of Annual Plans			
4.1	The Annual Action Plan has been prepared.	Complied	-	-
4.2	The Annual Procurement Plan has been prepared.	Complied	-	-
4.3	The Budget has been approved for the year under review pursuant to the Finance Act, No. 38 of 1971.	Complied	-	-
4.4	The Annual Internal Audit plan has been prepared.	Complied	-	-
4.5	The Annual Estimate has been prepared and submitted to the National Budget Department (NBD) on due date.	Complied	-	-
4.6	The Annual Cash Flow Statements have been submitted to the Treasury Operations department on due date.	Complied	-	-
4.7	The Quarterly Reports have been submitted to the Treasury on due date.	Complied	-	-
5	Audit Queries			
5.1	All audit queries have been replied within the time specified by the Auditor General.	Complied	-	-

6	Internal Audit			
6.1	The Internal Audit Plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2).	Complied	-	-
6.2	All the internal audit reports have been replied within one month.	Complied	-	-
6.3	The copies of all the internal audit reports have been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act, No. 19 of 2018.	Complied	-	-
6.4	The copies of all internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3).	Complied	-	-
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee have been held during the year as per the DMA Circular 1-2019.	Complied	-	-
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied	-	-
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular.	Complied	-	-
8.3	The Board of Survey was conducted and the relevant reports were submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016.	Complied	-	-
8.4	With respect to excesses and deficits that were disclosed through the Board of Survey and other relating	Complied	-	-
8.5	The disposal of condemned articles had been carried out in terms of FR 772.	Complied	-	-

9	Vehicle Management			
9.1	The Daily Running Charts and Monthly Summaries of the pooled vehicles had been prepared and submitted to the Auditor General on due date.	Complied	-	-
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning.	Complied	-	-
9.3	The vehicle logbooks have been maintained and updated.	Complied	-	-
9.4	Action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident.	Complied	-	-
9.5	As per the instructions mentioned in paragraph 3.1 of Public Administration Circular No. 2016/30 dated 29.12.2016, re-checking of fuel combustion in vehicles.	Complied	-	-
9.6	After the lease period, full ownership of the leased vehicle log books has been transferred	-	Not Applicable	-
10	Management of Bank Accounts			
10.1	The Bank Reconciliation Statements had been prepared, got certified and made ready for audit by the due date.	Complied	-	-
10.2	The dormant accounts that had existed in the year under review or as of previous years have been settled.	-	Not Applicable	-
10.3	Action had been taken in terms of the Financial Regulations regarding the balances that had been disclosed through the Bank Reconciliation Statements for which adjustments had to be made, and those balances had been settled within one month.	Complied	-	-
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit.	Complied	-	-
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1).	Complied	-	-

12	Advances to Public Officers Account			
12.1	The limits had been complied with.	-	Not Applicable	-
12.2	A time analysis had been carried out on the loans in arrears.	-	Not Applicable	-
12.3	The loan balances in arrears for over one year had been settled.	-	Not Applicable	-
13	General Deposit Account			
13.1	Action had been taken as per F.R.571 in relation to disposal of lapsed deposits.	Complied	-	-
13.2	The Control Register for general deposits has been updated and maintained.	Complied	-	-
14	Imprest Account			
14.1	The balance in the Cash Book at the end of the year under review has been remitted to TOD.	-	Not Applicable	-
14.2	The ad-hoc sub imprests issued as per F.R. 371 had been settled within one month from the completion of the task.	-	Not Applicable	-
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371.	-	Not Applicable	-
14.4	The balance of the imprest account has been reconciled with the Treasury books monthly.	-	Not Applicable	-
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations.	-	Not Applicable	-
15.2	The revenue collected had been directly credited to the revenue account without credited to the deposit account.	Complied	-	-
15.3	Returns of arrears of revenue had been forward to the Auditor General in terms of FR 176.	-	Not Applicable	-

16	Human Resource Management			
16.1	The staff had been maintained within the approved cadre.	Complied	-	-
16.2	All members of the staff have been issued a duty list in writing.	Complied	-	-
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017.	Complied	-	-
17	Provision of Information to the Public			
17.1	An Information Officer has been appointed and a proper Register of Information is being maintained and updated in terms of the Right to Information Act and its Regulations.	Complied	-	-
17.2	Information about the institution to the public have been provided by a website or alternative ways and also facilitated to make appreciation / allegation against the public authority by the public through this website or alternative ways.	Complied	-	-
17.3	Bi- Annual and Annual Reports have been submitted as per Section 08 and 10 of the RTI Act.	Complied	-	-
18	Implementing the Citizens Charter			
18.1	A Citizens' Charter/ Citizens' Client Charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 dated 05/2018(1) of the Ministry of Public Administration and Management.	Complied	-	-
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens' Charter / Citizens' Client Charter as per paragraph 2.3 of the circular.	Complied	-	-

19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format provided in Annexure 02 of the Public Administration Circular No.02/2018 dated 24.01.2018.	Complied	-	-
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff have been ensured in the aforesaid Human Resource Plan.	Complied	-	-
19.3	Annual Performance Agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular.	-	Not Applicable	***
19.4	A Senior Officer has been appointed and assigned the responsibility of preparing the Human Resource Development Plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular.	Complied	-	-
20	Responses to Audit Paragraphs			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified.	Complied	-	-

*** As per paragraph 03 of Circular 2/2018 (1), issued on 30 November 2023, it has been emphasized that signing annual performance agreements for all staff is no longer required.

7.2 COMPLIANCE REPORT 2024 – HEAD 299

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 to Public Officers Account	Complied	-	-
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	-	Not Applicable	-
1.4	Stores Advance Accounts	-	Not Applicable	-
1.5	Special Advance Accounts	-	Not Applicable	-
1.6	Others	-	Not Applicable	-
2	Maintenance of Books and Registers (FR 445)			
2.1	The Fixed Assets Register has been maintained and updated in terms of the Public Administration Circular 267/2018.	Complied	-	-
2.2	The Personal Emoluments Register/ Personal Emoluments Cards have been maintained and updated.	Complied	-	-
2.3	The Register of Audit Queries has been maintained and updated.	Complied	-	-
2.4	The Register of Internal Audit Reports has been maintained and updated.	Complied	-	-
2.5	All the Monthly Account Summaries (CIGAS) are prepared and submitted to the Treasury on due date.	Complied	-	-
2.6	The Register for Cheques and Money Orders has been maintained and updated.	Complied	-	-
2.7	The Inventory Register has been maintained and updated.	Complied	-	-
2.8	The Stocks Register has been maintained and updated.	Complied	-	-
2.9	The Register of Losses has been maintained and updated.	Complied	-	-

2.10	The Commitment Register has been maintained and updated.	Complied	-	-
2.11	The Register of Counterfoil Books (GA – N20) has been maintained and updated.	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	-	-
3.3	The authority has been delegated in such manner so as to approve each transaction through two or more officers.	Complied	-	-
3.4	The control has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package.	Complied	-	-
4	Preparation of Annual Plans			
4.1	The Annual Action Plan has been prepared.	Complied	-	-
4.2	The Annual Procurement Plan has been prepared.	Complied	-	-
4.3	The Budget has been approved for the year under review pursuant to the Finance Act, No. 38 of 1971.	Complied	-	-
4.4	The Annual Internal Audit plan has been prepared.	Complied	-	-
4.5	The Annual Estimate has been prepared and submitted to the National Budget Department (NBD) on due date.	Complied	-	-
5	Audit Queries			
5.1	All audit queries have been replied within the time specified by the Auditor General.	Complied	-	-
6	Internal Audit			
6.1	The Internal Audit Plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2).	Complied	-	-

6.2	All the internal audit reports have been replied within one month.	Complied	-	-
6.3	The copies of all the internal audit reports have been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act, No. 19 of 2018.	Complied	-	-
6.4	The copies of all internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3).	Complied	-	-
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee have been held during the year as per the DMA Circular 1-2019.	Complied	-	-
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017.	Complied	-	-
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular.	Complied	-	-
8.3	The Board of Survey was conducted and the relevant reports were submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016.	Complied	-	-
8.4	With respect to excesses and deficits that were disclosed through the Board of Survey and other relating recommendations, action was taken during the period specified in the circular.	Complied	-	-

8.5	The disposal of condemned articles had been carried out in terms of FR 772.	-	-	-
9	Vehicle Management			
9.1	The Daily Running Charts and Monthly Summaries of the pooled vehicles had been prepared and submitted to the Auditor General on due date.	Complied	-	-
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning.	-	Not Applicable	-
9.3	The vehicle logbooks have been maintained and updated.	Complied	-	-
9.4	Action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident.	Complied	-	-
9.5	As per the instructions mentioned in paragraph 3.1 of Public Administration Circular No. 2016/30 dated 29.12.2016, re-checking of fuel combustion in vehicles.	Complied	-	-
9.6	After the lease period, full ownership of the leased vehicle log books has been transferred.	-	Not Applicable	-
10	Management of Bank Accounts			
10.1	The Bank Reconciliation Statements had been prepared, got certified and made ready for audit by the due date.	Complied	-	-
10.2	The dormant accounts that had existed in the year under review or as of previous years have been settled	-	Not Applicable	-
10.3	Action had been taken in terms of the Financial Regulations regarding the balances that had been disclosed through the Bank Reconciliation Statements for which adjustments had to be made, and those balances had been settled within one month.	Complied	-	-

11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit.	Complied	-	-
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1).	Complied	-	-
12	Advances to Public Officers Account			
12.1	The limits had been complied with.	Complied	-	-
12.2	A time analysis had been carried out on the loans in arrears.	Complied	-	-
12.3	The loan balances in arrears for over one year had been settled.	Complied	-	-
13	General Deposit Account			
13.1	Action had been taken as per F.R.571 in relation to disposal of lapsed deposits.	-	Not Applicable	-
13.2	The Control Register for general deposits has been updated and maintained.	Complied	-	-
14	Imprest Account			
14.1	The balance in the Cash Book at the end of the year under review has been remitted to TOD.	Complied	-	-
14.2	The ad-hoc sub imprests issued as per F.R. 371 had been settled within one month from the completion of the task.	Complied	-	-
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371.	Complied	-	-
14.4	The balance of the imprest account has been reconciled with the Treasury books monthly.	Complied	-	-

15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations.	-	Not Applicable	-
15.2	The revenue collected had been directly credited to the revenue account without credited to the deposit account.	Complied	-	-
15.3	Returns of arrears of revenue had been forward to the Auditor General in terms of FR 176.	-	Not Applicable	-
16	Human Resource Management			
16.1	The staff had been maintained within the approved cadre.	Complied	-	-
16.2	All members of the staff have been issued a duty list in writing.	Complied	-	-
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017.	Complied	-	-
17	Provision of Information to the Public			
17.1	An Information Officer has been appointed and a proper Register of Information is being maintained and updated in terms of the Right to Information Act and its Regulations.	Complied	-	-
17.2	Information about the institution to the public have been provided by a website or alternative ways and also facilitated to make appreciation / allegation against the public authority by the public through this website or alternative ways.	Complied	-	-
17.3	Bi- Annual and Annual Reports have been submitted as per Section 08 and 10 of the RTI Act.	Complied	-	-
18	Implementing the Citizens Charter			
18.1	A Citizens' Charter/ Citizens' Client Charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 dated 05/2018(1) of the Ministry of Public Administration and Management.	Complied	-	-

18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens' Charter / Citizens' Client Charter as per paragraph 2.3 of the circular.	Complied	-	-
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format provided in Annexure 02 of the Public Administration Circular No.02/2018 dated 24.01.2018.	Complied	-	-
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff have been ensured in the aforesaid Human Resource Plan.	Complied	-	-
19.3	Annual Performance Agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular.	-	Not Applicable	***
19.4	A Senior Officer has been appointed and assigned the responsibility of preparing the Human Resource Development Plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular.	Complied	-	-
20	Responses to Audit Paragraphs			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified.	Complied	-	-

*** As per paragraph 03 of Circular 2/2018 (1), issued on 30 November 2023, it has been emphasized that signing annual performance agreements for all staff is no longer required.

CHAPTER

8



- Special Events

- Workshop on Madrid Protocol and Geographical Indications - Colombo



- The Sri Lankan delegation, led by the Sri Lankan Ambassador to the Kingdom of Saudi Arabia, Mr. Amir Ajwad, and including Ms. Geethanjali Ranawaka, Director General of the National Intellectual Property Office of Sri Lanka, participated in the adoption of the International Design Law Treaty organized by the World Intellectual Property Organization, to be held from 11 to 22 November 2024.



➤ Intellectual Property Conference - China



➤ South Asian Regional Conference on the Protection of Geographical Indications - Galle



- Workshop on Trademark held at the China Intellectual Property Training Center, organized by the China National Intellectual Property Administration - China



- Training session on distinguishing between genuine and counterfeit products, highlighting the risks associated with counterfeit products – Colombo - ATB Intellectual Property (Pvt) Ltd.



- **Trade Up Sri Lanka**, "*Deshaye wyaapaara balaganwana sawiya*" workshop, organized by the Ministry of Trade, Commerce and Food Security, aimed at upgrading small and medium-scale entrepreneurs to national and international markets – Matara



- X- Ban Educational and Trade Fair – Bandaranayake College - Gampaha



- The program, organized by the Department of Legal Studies and the Business Law Society on May 9th of 2024, to mark “Intellectual Property Day.” The session was led by Mrs. Geethanjali Ranawaka, Director General of the National Intellectual Property Office of Sri Lanka and provided insights into the importance of protecting intellectual property rights.



- Receiving the Certificate of Compliance awarded to the National Intellectual Property Office at the 2023 Best Annual Report Competition for the Public sector, conducted by the Institute of Chartered Accountants of Sri Lanka.



