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நிதிச் செயலாற்றுகைக் கூற்று
PERFORMANCE REPORT

2025

කළමනාකරණ සේවා දෙපාර්තමේන්තුව
முகாமைத்துவ சேவைகள் திணைக்களம்
DEPARTMENT OF MANAGEMENT SERVICES

වැය ශීර්ෂ අංකය 242

செலவினத் தலைப்பு இல 242

Expenditure Head No 242

මුදල්, ක්‍රමසම්පාදන සහ ආර්ථික සංවර්ධන අමාත්‍යාංශය

நிதி, திட்டமிடல் மற்றும் பொருளாதார அபிவருத்தி அமைச்சு

Ministry of Finance, Planning and Economic Development

Annual Performance Report

For the year 2025

Department of Management Services

Ministry Of Finance, Planning and Economic Development

Expenditure Head No 242

Annual Performance Report - 2025
Department of Management Services
Expenditure Head No: 242

Content

Chapter 01 - Institutional Profile / Executive Summary

1.1 Introduction

In accordance with recommendations made by the National Administrative Reforms Council established under the Ministry of Finance and Planning to carry out administrative reforms such as curtailing excess cadre, amalgamation or winding up unnecessary divisions under restructuring of ministries and departments, a proposal was made by a Cabinet Memorandum submitted on 14.08.1998 pertaining to 'Restructuring of the Ministry of Finance and Planning' to establish a new department named 'Department of Cadre and Salaries Management'. Pursuant to Cabinet approval dated 19.08.1998, the Department of Cadre and Salaries Management was established on 27.11.1998 as a department under the Treasury coming under the purview of Ministry of Finance and Planning.

Based on the Cabinet Memorandum dated 23.03.1999, the Department of Management Services has been established as a department responsible for implementing the decisions of the National Administrative Reform Council, in accordance with the directives issued by the Cabinet of Ministers on 09.04.1999 (Ref. No. -

Pursuant to the Cabinet approval dated 09.04.1999, the Secretary to the General Treasury and the Ministry of Finance and Planning has officially notified the establishment of the Department of Management Services by issuing Management Services Circular No. 01 dated 05.05.1999.

With the aim of contributing to sustainable development, this Department collaborates with other government institutions to implement comprehensive cadre and remuneration management strategies.

With the enactment of the Public Financial. Management Act No. 44 of 2024, the legal framework applicable to the cadre and remuneration management in the public sector has been further strengthened. In terms of the provisions of the Act, the powers relating to the cadre and remuneration management in state entities have been vested in the Minister of Finance, subject to the provisions of the Constitution and the approval of the Cabinet of Ministers. These powers are exercised subject to the regulations and orders issued under the scope of the Minister of Finance.

1.2 **Vision**

To establish an optimal public sector workforce that aligns with national policies, ensuring efficiency, effectiveness, and sustainable development

1.2 **Mission**

To provide guidance for fair and transparent cadre and remuneration management in the public sector

1.2 **Objectives**

i. Cadre and remuneration management
ii. Updating and maintaining a database on the cadre of public sector institutions
iii. Re-deployment or retrenchment of excess cadre, as per the service requirement

1.3 Functions of the Department of Management Services

1.3.1 Key Functions

- Introducing, assisting and monitoring the implementation of reforms in the public sector
- Conducting institutional review on the mission, objectives, systems, procedures and staffing, and making recommendations to relevant authorities
- Conducting organizational cadre reviews, system improvements, shaping and strengthening organizational structures with the objective of restructuring and right-sizing public institutions
- Developing norms and standards on cadre and remuneration management
- Pursuing necessary action to standardize recruitment and promotion procedures in state corporations / boards and statutory institutions through approval processes
- Undertaking studies on review of service minutes, service conditions, schemes of recruitment and submitting proposals in line with their development potential
- Identifying excess cadre and submitting proposals for deployment and/or retrenchment
- Maintaining cadre information system of the public service and provincial public service and succession planning for essential posts
- Conducting studies on recruitment policies, capacity building and succession planning as well as assisting relevant authorities in the implementation process
- Providing consultancy services relevant to institutional reviews, cadre and salaries management of ministries, departments, special spending units and provincial councils and local authorities
- Submitting Compliance Report on Public Sector Cadre including their salaries and allowances to Cabinet of Ministers when necessary
- Management of incentive schemes in state corporations and statutory bodies

1.3.2 Other Functions

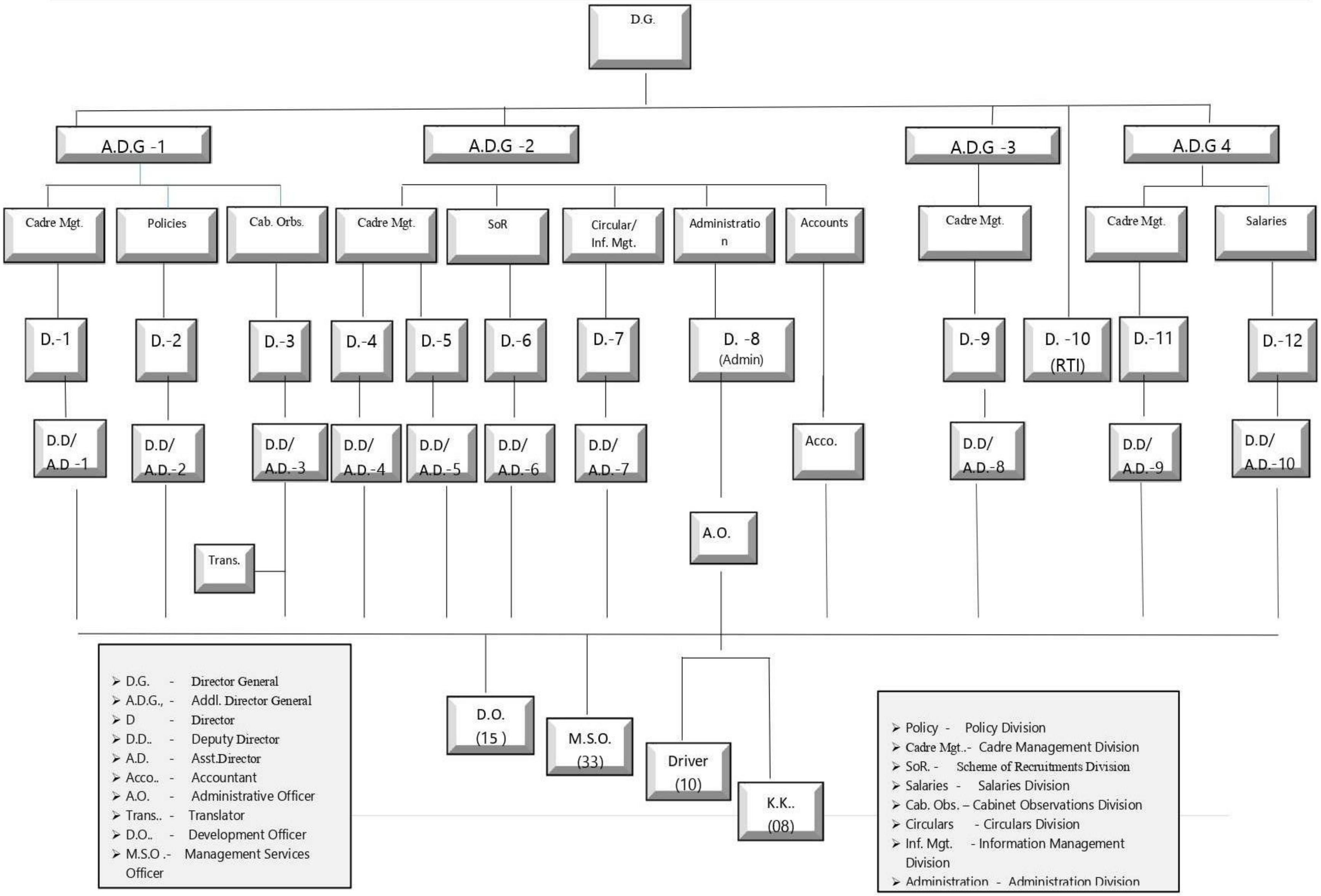
- Assisting in meetings of Parliamentary Sub-committees - Committee on Public Accounts (COPA) and Committee on Public Enterprises (COPE), representing the Treasury
- Making observations pertinent to cabinet memoranda
- Representing the Treasury in meetings of Parliamentary Sub-committees and meetings convened by H.E. the President and the Hon. Prime Minister

1.3.3 Functions of the Administration and Finance Division

Administration and Finance Division is responsible for the management of human resources, assets and finances. Accordingly, activities related to staff appointments, promotions, transfers, capacity development, and welfare are included in human resource management, while the acquisition, maintenance, and record-keeping of physical and financial resources are covered under physical and financial resource management.

In addition, the preparation of the annual action plan, performance reports, annual financial reports, and the follow-up action on audit issues come under the scope of the Administration and Finance Division.

1.4 Organizational Chart – Department of Management Services



1.5 Main Divisions of the Department

I. Policy Division
II. Cadre Management Division
III. Schemes of Recruitments Division
IV. Salaries Division
V. Cabinet Observations Division
VI. Information Management Division
VII. Right to Information Division
VIII. Administration Division
IX. Accounts Division
X. Circulars Division

1.6 Institutions/Funds coming under the Department

Not Relevant

1.7 Details of the Foreign Funded Projects (if any)

a) Name of the Project
b) Donor Agency
c) Estimated Cost of the Project – Rs. Mn
d) Project Duration

Not Relevant

Chapter 02–Progress and the Future Outlook

Special Achievements, Challenges and Future Goals

The Department of Management Services is a Treasury Department operating in line with the vision of the Ministry of Finance, Planning and Economic Development regarding policy matters pertinent to determining and maintaining the optimal cadre and setting norms and standards applicable for the cadre and remuneration management in the public sector.

During the financial year 2025 as well, the Department attended to the respective matters under the guidance of the Secretary and Deputy Secretaries to the Treasury.

2.1 Key Functions executed during 2025

i. Cadre Management

- Mandated roles and structures of 24 ministries established under Extraordinary Gazette No. 2412/08 dated 25.11.2024 were reviewed and approval given for the optimum cadre based on service requirement.
- Pursuant to review of long-standing staff issues at Sri Lanka Transport Board (SLTB), schemes of recruitment were approved, and the cadre was optimally managed by issuing absorption provisions.

ii. Cadre Review

- A comprehensive report as of 31.12.2024 on the approved and actual cadre of the public sector was submitted to the Cabinet of Ministers.
- Cadre reviews were initiated by conducting field inspections on central government hospitals, institutions, units and programs coming under Ministry of Health in a manner that such field inspections are also applicable to all institutions coming under Provincial Councils to ensure a higher quality optimized workforce.

iii. Management of Salaries and Allowances

- Management Services Circulars were issued in accordance with Public Administration Circular No. 10/2025 revising salaries across multiple sectors including Public Corporations, Statutory Boards, Judiciary, Tri Forces, staff of Parliament, staff of University Grants Commission, staff of Sri Jayawardenapura General Hospital and Wijaya Kumaratunga Memorial Hospital.

- Management Services Circular 10/2025 was issued regarding payment of allowances to resource persons conducting training programs in accordance with a common methodology to ensure providing higher quality training while Management Services Circular No. 11/2025 issued making provisions for payments for trainees attached to Public Corporations and Statutory Boards for practical training.

Further, in 2025 as well, the Department was able to provide accurate and prompt observations for Cabinet Memoranda which should be submitted by the Hon. Minister of Finance in respect of the cadre management in the public sector.

2.2 Achievements

The government adopted a stringent fiscal management policy in 2025 as well, to further enhance the growth of the rebounding economy. Accordingly, effectively carrying out the tasks related to determining and maintaining the optimal staff required for the public sector, which is the mandated role of the Department, was somewhat of a challenge to the department while identifying constraints within the fiscal space and in a manner that minimizes public sector expenditure while maximizing efficiency. It is a significant achievement of the department to be able to have identified the importance of facilitating the public sector and the new staffing needs and the requirement to fill vacancies in essential sectors, and to pursue action accordingly and to keep the increase in the overall public sector cadre at a bare minimum level compared to 2024, while successfully managing the high volume of requests received from government institutions for creation of new posts.

2.3 Challenges

The increasing use of artificial intelligence for official tasks, the simplification of procedures, and the potential digitalization of many functions of the public service in the future are likely to cause significant transformations in conventional duties of government institutions. Introduction of new technologies will require employees to adapt to new methods and to create useful new posts in future. Accordingly, the challenge before the department is to match new posts created by new technologies with employee skills, introduce strategic staff changes within institutions, and sound planning and management methods to enhance performance.

2.4 Future Goals

1. To develop criteria suitable for Sri Lanka based on international standards applicable for approval and review of staff
2. To identify timely amendments to be made to the staffs in parallel to digitalization of the public service and increased use of artificial intelligence

Wimal S.K. Liyanagama

Director General

Department of Management Services

Wimal S. K. Liyanagama
Director General
Department of Management Services
General Treasury
Colombo 01

Chapter 03 - Overall Financial Performance for the Year ended at 31st December 2025

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance
for the period ended 31st December 2025

Revised Budget Allocations 2025 Rs.		Note	Actual 2025 Rs.	Actual 2024 Rs.	
-	**Revenue Receipts**		-	-	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	ACA-1
-	Non Tax Revenue & Others	4	-	-	ACA-1
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**				
-	Treasury Imprests		158,364,000	119,437,000	ACA-3
-	Deposits		186,312	1,297,400	ACA-4
-	Advance Accounts		8,175,271	6,007,490	ACA-5
-	Other Main Ledger Receipts		-	-	
-	**Total Non Revenue Receipts (B)**		**166,725,583**	**126,741,890**	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		**166,725,583**	126,741,890	
	Remittance to the Treasury (D)		**159,593**	20,975	
-	**Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)**		**166,565,990**	126,720,915	
	Less: Expenditure				
-	**Recurrent Expenditure**				
103,830,118	Wages, Salaries & Other Employment Benefits	5	103,377,527	79,323,701	ACA-2(ii)
50,485,000	Other Goods & Services	6	48,864,166	42,131,393	ACA-2(ii)
805,500	Subsidies, Grants and Transfers	7	791,177	785,562	ACA-2(ii)
-	Interest Payments	8	-	-	ACA-2(ii)
85,000	Other Recurrent Expenditure	9	84,928	28,350	ACA-2(ii)
155,205,618	**Total Recurrent Expenditure (F)**		**153,117,798**	122,269,006	
	Capital Expenditure				
5,500,000	Rehabilitation & Improvement of Capital Assets	10	4,279,290	220,950	ACA-2(ii)
6,450,000	Acquisition of Capital Assets	11	6,442,410	471,252	ACA-2(ii)
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	ACA-2(ii)
800,000	Capacity Building	14	645,000	319,000	ACA-2(ii)
-	Other Capital Expenditure	15	-	-	ACA-2(ii)
12,750,000	**Total Capital Expenditure (G)**		**11,366,700**	1,011,202	
	Deposit Payments		64,612	1,297,400	ACA-4
	Advance Payments		9,180,385	7,184,066	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		**9,244,997**	**8,481,466**	
	Total Expenditure I = (F+G+H)		173,729,495	131,761,674	
167,955,618	**Balance as at 31st December J = (E-I)**		(7,163,505)	5,040,759	
	Balance as per the Imprest Adjustment Statement		(7,163,505)	5,040,759	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3
			(7,163,505)	5,040,759	

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2025

	Note	Actual 2025 Rs	2024 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	49,563,532	43,613,172
Financial Assets			
Advance Accounts	ACA-5/5(a)	13,677,088	12,671,974
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		63,240,620	56,285,146
Net Assets / Equity			13,677,088.00
Net Worth to Treasury		13,555,388	12,671,974
Property, Plant & Equipment Reserve		49,563,532	43,613,172
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	121,700	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		63,240,620	56,285,146

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 65 to 82 and Annexures to accounts presented in pages from 83 to 88 form an integral part of these Financial Statements. **The Financial Statements have been prepared in accordance with the Government Financial Regulations 150 & 151 and State Accounts Guideline No. 02/2025, dated 17.12.2025** and hereby certify that figures in these Finacial 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 as per the Section 38(1) (C) of the National Audit Act No.19 of 2018

Chief Accounting Officer
Name :
Designation :
Date 24.02.2026

Dr. Harshana Suriyapperuma
Secretary to the Treasury and Secretary to the Ministry of Finance, Planning and Economic Development
Ministry of Finance
Colombo 01

Accounting Officer
Name : Wimal S. K. Liyanagama
Designation : Director General
Date 19 02.2026

Wimal S. K. Liyanagama
Director General
Department of Management Services
General Treasury
Colombo 01

Director
Name : R. M. Jayantha Rasnayake
Date 18 02.2026

R. M. Jayantha Rasnayake
Director
Department of Management Services
General Treasury
Colombo 01.

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3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows
for the Period ended 31st December 2025

	Actual	
	2025 Rs.	**2024 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	6,131,186	4,322,970
Imprest Received	158,364,000	119,437,000
Recoveries from Advance	9,280,035	6,142,839
Deposit Received	186,312	1,297,400
Total Cash generated from Operations (A)	**173,961,533**	**131,200,209**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	151,938,371	120,901,004
Subsidies & Transfer Payments	791,177	785,562
Rehabilitation & Improvement of Capital Assets,Capital Transfers, Capacity Building and Other Capital Expenditure	11,366,700	
Expenditure incurred on behalf of Other Heads	460,695	-
Imprest Settlement to Treasury	159,593	20,975
Advance Payments	9,180,385	7,184,066
Deposit Payments	64,612	1,297,400
Total Cash disbursed for Operations (B)	**173,961,533**	**130,189,007**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	**-**	**1,011,202**
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 Asset Construction, Purchases and Other Investment Acquisitions	10,721,700	10,111,202
Total Cash disbursed for Investing Activities (E)	**10,721,700**	**10,111,202**
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	**(10,721,700)**	**(10,111,202)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	**(10,721,700)**	
Cash Flows from Fianacing 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	-	-

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3.4 Notes to the Financial Statements

Basis of Reporting

1) Objective of preparation

Financial Statements have been prepared in accordance with government Financial Regulations 150 and 151 and provisions of Public Accounts Guidelines No. 02/2025.

2) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2025.

3) Basis of Measurement

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

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

4) Recognition of Revenue

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

5) 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.

6) Property, Plant and Equipment Reserve

This reserve account is the corresponding account of Property Plant and Equipment.

Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2025.

3.5 Performance of the Revenue Collection

Not relevant

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
-	-	-	-	-	-

3.6 Performance of the Utilization of Allocations

Rs. '000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	127,000	155,206	153,118	99%
Capital	4,000	12,750	11,367	89%

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

Rs. '000

No.	Allocations received from which Ministry/ Department	Purpose of Allocation	Allocations		Actual Expen diture	Allocation Utilization as a % of Final Allocation
			Original	Final		
01	Election Commission	Payment for the staff performing election duties		461	461	100%

3.8 Performance of the Reporting of Non-Financial Assets

Rs. '000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2025	Balance as per financial Position Report as at 31.12.2025	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152	Machinery and Equipment	49,564	49,564	-	100%
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	-	-	-	-

3.9 Auditor General's Report

Attachment I

Chapter 04 - Performance indicators

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

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	**75% - 89%**	**50% - 74%**
No. of final decisions given for requests made by ministries, departments, corporations, statutory boards and state enterprises with regard to cadre	√		
No. of Schemes of Recruitment approved, rejected and revised which were submitted by Government Statutory Institutions	√		
Approval of cadres for locally and foreign funded projects in terms of Management Services Circular 01/2019	√		
Quarterly Reports on Cadre submitted to the Cabinet of Ministers	√		
No. of Cabinet Memorandums for which observations were given	√		
Issue of circulars as per requirement	√		
No. of performance appraisal reports to be evaluated and moderated and no. of increments to be approved	√		
No. of training programs conducted for staff		√	
Submission of Performance Report, Action Plan and Procurement Plan	√		
No. of replies given for requests made in terms of Right to Information Act No. 12 of 2016	√		
Submission of Annual Budget Estimates on due date	√		
Submission of monthly accounting reports on due dates	√		
No. of procurement processes completed	√		
No. of replies made with regard to audit queries	√		
Submission of reports on annual board of surveys on due dates	√		
Submission of final accounting reports on due dates	√		

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

5.1 Identified Sustainable Development Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
01 : End poverty in all its forms everywhere	1: Create sound policy frameworks at the national, regional and international levels, based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions	based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions women, the poor and vulnerable groups			√
	2 : Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to provide adequate and predictable means to implement programs and policies to end poverty in all its dimensions	Proportion of public sector human resources allocated by the government directly to poverty reduction programs			√

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
03 : Ensure healthy lives and promote well-being for all at all ages	**1 :** Substantially increase health financing and the recruitment, development, training and retention of the health workforce	Health worker density and distribution			√
04 : Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	**1 :** By 2030, substantially increase the number of qualified teachers, through international cooperation	Proportion of teachers at pre- service or in service, pre-primary, primary, lower secondary and upper secondary education stages who have received at least the minimum training required for teaching at the relevant level			√
08 : Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	**1 :** By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities	Unemployment rate, by sex, age and persons with disabilities			√
09 : Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	**1 :**Promote inclusive and sustainable industrialization and, by 2030, significantly raise industry's share of employment, in line with national circumstances	State manufacturing sector employment in proportion to total public sector employment			√

5.2 Achieving Sustainable Development Goals and Associated Challenges

(a) Achievement of Goals

The Department of Management Services does not directly cover any sustainable development goals and targets but acts only as a facilitator for Government Institutions having direct targets. The Department has provided adequate and quality staff and rendered consultancy services when necessary for such institutions to discharge relevant functions.

(b) Challenges

Effective management of key positions and the cadre for achievement of sustainable development goals

Chapter 06- Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	No. of Vacancies / (Excess)
Senior	28	21	07
Tertiary	2	2	-
Secondary	48	41	07
Primary	18	16	02
Total	**96**	**80**	**16**

6.2 Impact of Vacancies in the Approved Cadre on Institutional Performance

(a) Senior Level

Vacant Posts -	Director	01
	Deputy Director/Assistant Director	04
	Accountant	01

Duties of the posts of Deputy Director /Assistant Director were assigned to serving Directors, Deputy Directors, and Assistant Directors who attended to these duties even outside their working hours; therefore the performance was not significantly affected. Respective vacancies are expected to be filled in future.

(b) Secondary Level

Vacant Posts-	Development Officer	05
	Management Services Officer	02

Out of 07 vacancies, 05 have arisen due to leave granted under Public Administration Circular 14/2022, and steps have been taken to cover the duties of these vacant posts using the serving officers. It is expected to fill respective vacancies in future.

(c) Primary Level

Vacant Posts - KKS 02

Out of 02 vacancies, 01 was created due to leave granted under Public Administration Circular 14/2022, and measures were taken to have the duties of KKS posts discharged by KKSs already in service. Respective vacancies are expected to be filled in future.

6.3 Human Resource Development

It is vital to train officers for enhancing their skills, knowledge and positive attitudes enabling them to perform their duties within the Department and to develop them as committed and optimistic personalities within the Department for achieving institutional objectives.

Accordingly, the Department staff was provided with the following local and foreign training.

Sr. No.	Name of the Program	No. of Officers trained	Duration of the Program (Days)	Total Investment (Rs. '000)		Nature of the Program (Foreign/ Local)	Output/ Knowledge gained
				Local	Foreign		
1	Public Financial Regulations	2	3	36	-	Local	Development in professional skills
2	Course in Human Resources Management	1	5	29	-	Local	Development in professional skills
3	Preparation of Spreadsheets using MS Excel	1	1	8	-	Local	Development in professional skills
4	Procurement Guidelines	4	1	50	-	Local	Development in professional skills
5	Diploma in Public Procurement and Contract Administration	3	1 Year	225	-	Local	Development in professional skills
6	Scientific, Economical and Safe Driving	2	1	12	-	Local	Development in professional skills
7	Personal File Management	3	3	54	-	Local	Development in professional skills

Sr. No.	Name of the Program	No. of Officers trained	Duration of the Program (Days)	Total Investment (Rs. '000)		Nature of the Program (Foreign/ Local)	Output/ Knowledge gained
				Local	Foreign		
8	Government Payroll System	2	3	36	-	Local	Development in professional skills
9	Stores and Inventory Management	3	3	54	-	Local	Development in professional skills
10	Training Workshop for KKS	3	1	20	-	Local	Development in professional skills
11	Advanced MS EXCEL	3	2	42	-	Local	Development in professional skills
12	Diploma in Public Procurement and Contract Administration	1	1 Year	80	-	Local	Development in professional skills
13	Workshop on New Procurement Guidelines	1	1	8	-	Local	Development in professional skills
14	Seminar On Bid Evaluation	4	1	50	-	Local	Development in professional skills
15	Financial Regulations	2	1	15	-	Local	Development in professional skills

Sr. No.	Name of the Program	No. of Officers trained	Duration of the Program (Days)	Total Investment (Rs. '000)		Nature of the Program (Foreign/ Local)	Output/ Knowledge gained
				Local	Foreign		
16	Key preparedness and related presentations for employment census in the public sector	70	04 Days	-		Local	Development in professional skills
17	Mid-Career Training Program	01	14 Days		135	Foreign	Development in professional skills
18	Infrastructure Project Management and PP	01	10 Days		90	Foreign	Development in professional skills
19	Digitalization under the NCGG- SLIDA – MOU	02	15 Days		214	Foreign	Development in professional skills
20	Capacity Building Program on Digital Governance	01	14 Days		130	Foreign	Development in professional skills
21	Seminar for China and B & R Countries in Co-operation of Governance Capacity	01	24 Days		146	Foreign	Development in professional skills
22	Poverty Reduction and Rural Revitalization for Indian Ocean Rim	01	14 Days		131	Foreign	Development in professional skills

Sr. No.	Name of the Program	No. of Officers trained	Duration of the Program (Days)	Total Investment (Rs. '000)		Nature of the Program (Foreign/ Local)	Output/ Knowledge gained
				Local	Foreign		
23	Poverty Reduction and Rural Revitalization for Indian Ocean Rim	01	25 Days		147	Foreign	Development in professional skills
24	Seminar For Young Diplomats for the DSR of Sri Lanka	03	17 Days		384	Foreign	Development in professional skills
	Total			**719**	**1377**		

Chapter 07–Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
01	**The following Financial statements/accounts have been submitted on due date:**			
1.1	Annual financial statements	Complied		
1.2	Advance to Public Officers Account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Others	Not relevant		
02	**Maintenance of Books and Registers (FR 445)**			
2.1	Fixed Assets Register has been maintained and updated in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal Emoluments Register/ Personal Emoluments Cards has/ have been maintained and updated	Complied		
2.3	Register of Audit Queries has been maintained and updated	Complied		
2.4	Register of Internal Audit Reports has been maintained and updated	Complied		
2.5	All monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for Cheques and Money Orders has been maintained and updated	Complied		

2.7	Inventory Register has been maintained and updated	Complied		
2.8	Stocks Register has been maintained and updated	Complied		
2.9	Register of Losses has been maintained and updated	Complied		
2.10	Commitment Register has been maintained and updated	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and updated	Complied		
03	**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 pass each transaction through two or more officers	Complied		
3.4	The controls 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		
04	**Preparation of Annual Plans**			
4.1	The Annual Action Plan has been prepared	Complied		
4.2	Annual Procurement Plan has been prepared	Complied		
4.3	The Annual Internal Audit Plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	Annual Cash Flow Statement has been submitted to Department of Treasury Operations on due date	Complied		
05	**Audit Queries**			
5.1	All audit queries have been replied on prescribed date by the Auditor General	Complied		

06	**Internal Audit**			
6.1	Internal Audit Plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All internal audit reports have been replied within one month	Complied		
6.3	Copies of all 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	Copies of all internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
07	**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		
08	**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 submitted to the Auditor General on due date in terms of Public Finance Circular No. 01/2020	Complied		

8.4	The excesses and deficits that were disclosed through the board of survey have been reported and other related recommendations made during the period specified in the circular	Complied		
8.5	The disposal of condemned articles had been carried out in terms of FR 772	Not relevant		
09	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool 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 relevant		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Not relevant		
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 since previous years settled	Not relevant		

10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Not relevant		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Not complied	Additional allocations were obtained	
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1) were incurred	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	Not relevant		
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Not relevant		
13.2	The Control Register for General Deposits had been updated and maintained	Complied		
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review was remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 had been settled within one month from 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 had 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 relevant		
15.2	The revenue collected had been directly credited to the Revenue Account without being credited to the Deposit Account	Not relevant		
15.3	Returns of arrears of revenue had been forwarded to the Auditor General in terms of FR 176	Complied		
16	**Human Resource Management**			
16.1	The staff had been paid 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 maintained and updated in terms of Right To Information Act and Regulations	Complied		
17.2	Information about the institution has been provided to the public through the website or alternative measures and facilities have been made to publish appreciations / allegations by the public through this website or alternative measures	Complied		

17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied (Relevant report required by Section 10 of the Act has been submitted)		
18	**Implementing Citizens Charter**			
18.1	A Citizens' Charter/ Clients' Charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens' Charter / Clients' 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 in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Not Complied		Plan for 2026 is being prepared
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Not Complied		

19.3	Annual performance agreements have been signed with the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not Complied	It has been informed that signing annual performance agreements is no longer required in terms of PAC 02/2018 (1)03 dated 30.11.2023.11.30	
19.4	A senior officer was 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	Not Complied		Appointed by now
20	**Responses to Audit Paras**			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		