

PERFORMANCE REPORT 2025



Department for Registration of Persons

**10TH FLOOR, “SUHURUPAYA”,
SRI SUBHUTHIPURA ROAD, BATTARAMULLA.**

Chapter 01

INSTITUTIONAL PROFILE

1.1 Introduction

The Department for Registration of Persons, in terms of the provisions of the Registration of Persons Act no. 32 of 1968, commenced the registration and issue of National Identity Cards to the legal residents of Sri Lanka above 18 years of age, with effect from the year 1972. Subsequently, the age of registering a person was revised to 15 years in accordance with the provisions of the Registration of Persons Act No 8 of 2016 (Amendment) with effect from 07th July 2016 and the Department continues the role of issuing National Identity Cards accordingly.

1.2 Vision, Mission, Objectives of the Institution

Vision

An assured identity for every Sri Lankan citizen.

Mission

To create a database of all citizens of Sri Lanka and issue National Identity Cards recognized nationally and globally to all Sri Lankan citizens, which underline their human, social, economic, political and legal rights within the country and safety outside the country, to assist national and other agencies in establishing the identity of any citizen and to support Sri Lanka's national security and development.

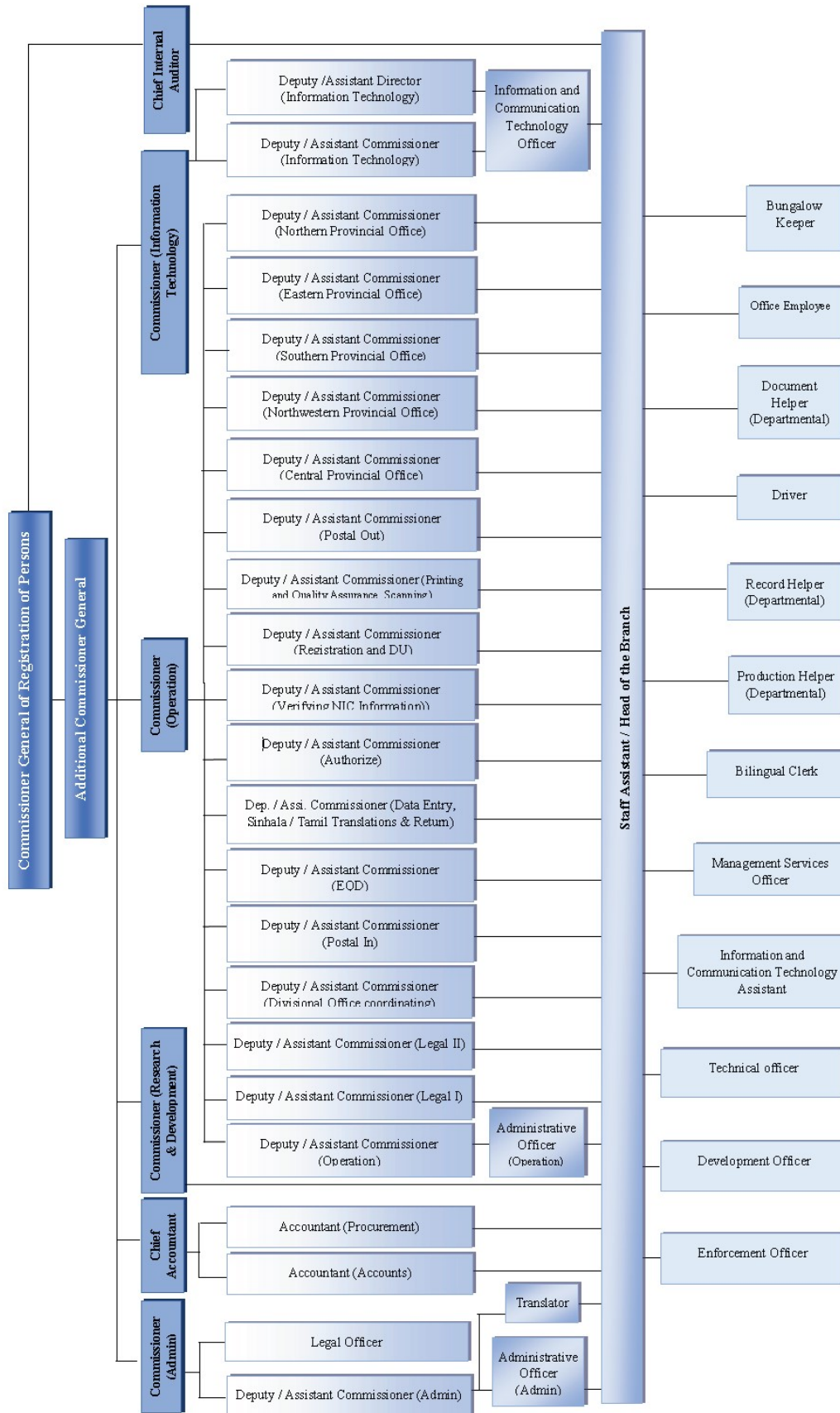
Objectives

- Establish and maintain a National Registry of Information that collects the personal information of every Sri Lankan citizen.
- Register and issue National Identity Cards (NICs) to all Sri Lankan citizens who have completed the required age.
- Verifying and certifying the personal information of Sri Lankan citizens.
- Share information and knowledge with the Government and other organizations.
- Building capacity of the Department through human resource development and modern technological knowledge.
- Assisting national security and development process of the country.

1.3 Key Functions

- Collection of personal data of every Sri Lankan citizen, establish and maintain the national persons registry electronic media data system.
- Issuance of a national identity card for reliable identification of every eligible Sri Lankan citizen.
- Facilitating national security and the development process of the country, exchanging information in accordance with established legal and procedural frameworks and verification of that information.

1.4 Organization Structure



1.5 Main Divisions of the Department

Administration Division
 Operation Division
 Accounts Division
 Research and Development Division
 Information Technology Division
 Internal Audit Division

1.6 Sub Offices Operated Under the Department

Northern Provincial Office
 Southern Provincial Office
 North Western Provincial Office
 Eastern Provincial Office
 Central Provincial Office
 The department has 340 regional office units located throughout the island.

1.7 Information on the Foreign Funded Projects

Not applicable

Chapter 02

PROGRESS AND WAY FORWARD

2.1 Special Achievements, Challenges and Future Goals

Achivements -

- I. The department has issued 1,431,441 national identity cards and information confirmation letters through one-day service and normal service during the period from 01st of January to 31st of December, 2025.
- II. One Day Service operations of the North Western Provincial Office of the Department for Registration of Persons commenced from 03.11.2025. Accordingly, acceptance of one-day service applications submitted by the public and issuance National Identity Cards are carried out by the North Western Provincial Office from the aforementioned date.

Challenges -

I. Shortage of pre-printed cards required for printing of National Identity cards

Obtaining an adequate amount of pre-printed cards required for issuing national identity cards has been delayed owing to the cancellation of procurements related to purchasing pre-printed cards due to reasons beyond the control of this department. Therefore, since the Department has had to limit the issuance of National Identity Cards for applications received, from the year 2020, a letter of confirmation of information, including all the information included in the National Identity Card, is issued instead of the National Identity Card for students appearing for the G.C.E. (O.L.) examination, as well as for voting in the election.

II. Delay in issuance of the Electronic National Identity Card

Due to the delay in initiating the issuance of electronic National Identity Cards due to reasons beyond the control of the Department, there has been a delay in achieving the target of issuing electronic National Identity Cards.

III. Inadequate number of officers

Due to the absence of permanent Assistant/Deputy Commissioners in the Central, Northern and Eastern Provincial Offices, it has become difficult to maintain the activities of those offices, and the Department has vacancies for a Commissioner General, a Commissioner, 09 Assistant/Deputy Commissioners, an Assistant Director (Information Technology), a Legal Officer, 02 Information Technology Officers, 54 Development Officers, 45 Management Services Officers and 49 Office Assistants.

Future Goals -

- I. Taking relevant steps to get the Registration of Persons Act No. 32 of 1968, as amended by the Registration of Persons (Amendment) Act No. 8 of 2016, and its corresponding Regulations amended and approved with regard to the implementation of the Sri Lanka Unique Digital Identity Framework (SL-UDI Framework).
- II. Issuance of an electronic national identity card with biometric data to all citizens of Sri Lanka.
- III. Introducing a queue management system to automatically manage the queues of service recipients who approach the department's one-day service and front office through a computer system.

Accounting Officer

Name :

Designation :

Date :

Chapter 03

Overall Financial Performance for the year

3.1. Statement of Financial Performance

Statement of Financial Performance for the period ended 31st December 2025					ACA-F
Revised Budget Allocations 2025	Note	Actual			
Rx.		2025 Rx.	2024 Rx.		
- Revenue Receipts		-	-		
- Income Tax	1	-	-		
- Taxes on Domestic Goods & Services	2	-	-		
- Taxes on International Trade	3	-	-		
- Non Tax Revenue & Others	4	1,404,185,309	1,263,219,496		ACA-1
Total Revenue Receipts (A)		1,404,185,309	1,263,219,496		
- Non Revenue Receipts		-	-		
- Treasury Imprests		1,601,230,000	3,110,023,000		ACA-3
- Deposits		58,493,661	28,611,564		ACA-4
- Advance Accounts		68,073,010	64,096,238		ACA-5
- Other Main Ledger Receipts		-	-		
Total Non Revenue Receipts (B)		1,727,796,671	3,202,730,802		
Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		3,131,981,980	4,465,950,298		
Remittance to the Treasury (D)		1,013,589,778	1,689,556,886		
Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		2,118,392,202	2,776,393,412		
Less: Expenditure					
- Recurrent Expenditure					
1,188,700,000 Wages, Salaries & Other Employment Benefits	5	1,177,547,371	1,003,105,990		
804,300,000 Other Goods & Services	6	609,128,855	600,013,928		ACA-2(iii)
7,000,000 Subsidies, Grants and Transfers	7	4,724,384	5,211,360		
- Interest Payments	8	-	-		
- Other Recurrent Expenditure	9	-	-		
Total Recurrent Expenditure (F)		1,851,400,610	1,608,331,279		
- Capital Expenditure					
10,500,000 Rehabilitation & Improvement of Capital Assets	10	6,551,690	7,667,949		
6,500,000 Acquisition of Capital Assets	11	4,780,504	64,703,529		ACA-2(iii)
- Capital Transfers	12	-	-		
- Acquisition of Financial Assets	13	-	-		
2,500,000 Capacity Building	14	2,498,155	996,160		
2,500,500,000 Other Capital Expenditure	15	644,338,472	306,521,786		
Total Capital Expenditure (G)		658,168,781	379,889,424		
Deposit Payments		51,506,385	31,213,956		ACA-4
Advance Payments		71,900,512	56,717,678		ACA-5
Other Main Ledger Payments		-	-		
Total Main Ledger Expenditure (H)		123,406,897	87,931,634		
Total Expenditure I = (F)+(G)+(H)		2,632,976,288	2,076,152,337		
Balance as at 31st December J = (E-I)		(514,584,086)	700,241,076		
Balance as per the Imprest Adjustment Statement		(514,584,086)	700,241,076		ACA-7
Imprest Balance as at 31st December		-	-		ACA-3
		(514,584,086)	700,241,076		

3.2. Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2025

		Actual	
	Note	2025 Rs	2024 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	2,582,572,987	1,308,827,165
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	131,045,986	127,218,484
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		2,713,618,973	1,436,045,649
<u>Net Assets / Equity</u>			
Net Worth to Treasury		118,728,570	121,888,344
Property, Plant & Equipment Reserve		2,582,572,987	1,308,827,165
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	12,317,416	5,330,140
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		2,713,618,973	1,436,045,649

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 8 to 34 and Annexures to accounts presented in pages from 44 to 83 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 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 as per the Section 38(1) (C) of the National Audit Act No.19 of 2018


 Chief Accounting Officer
 Name : Waruna Sri Dhanapala
 Designation : Secretary
 Date : 26.02.2026
Waruna Sri Dhanapala
 Secretary
 Ministry of Digital Economy


 Accounting Officer
 Name : M.S.P. Sotinyapperuma
 Designation : Commissioner General (Acting)
 Date : 25.02.2026
M.S.P. SOTINYAPPERUMA
 COMMISSIONER GENERAL (ACTING)
 DEPARTMENT FOR REGISTRATION OF PERSONS
 SUHURUPAYA


 Chief Financial Officer/ Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name : D.S. Samarawickrama
 Date : 25.02.2026
D.S. Samarawickrama
 Chief Accountant
 Department for Registration of Persons
 Suhurupaya,
 Pettahmulla.

3.3. Statement of Cash Flows

		Actual	
		2025	2024
		Rs.	Rs.
Statement of Cash Flows			
for the Period ended 31st December 2025			
ACA-C			
Cash Flows from Operating Activities			
Total Tax Receipts		-	-
Fees, Fines, Penalties and Licenses		1,013,589,778	801,884,120
Profit		-	-
Non Revenue Receipts		-	-
Revenue Collected on behalf of Other Revenue Heads		31,011,132	57,319,610
Imprest Received		1,601,230,000	3,110,023,000
Recoveries from Advance		47,920,636	42,010,660
Deposit Received		58,493,661	28,611,564
Total Cash generated from Operations (A)		2,752,245,207	4,039,848,955
Less - Cash disbursed for:			
Personal Emoluments & Operating Payments		960,454,609	852,796,510
Subsidies & Transfer Payments		2,721,586	3,162,728
Rehabilitation & Improvement of Capital Assets, Capital Transfers, Capacity Building and Other Capital Expenditure		-	-
Expenditure incurred on behalf of Other Heads		5,317,085	1,037,190,642
Imprest Settlement to Treasury		1,013,589,778	1,689,556,886
Advance Payments		62,356,125	49,449,315
Deposit Payments		51,506,385	31,213,956
Total Cash disbursed for Operations (B)		2,095,945,568	3,663,370,037
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (A)-(B)		656,299,639	376,478,918
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		656,299,639	376,478,918
Total Cash disbursed for Investing Activities (E)		656,299,639	376,478,918
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (D)-(E)		(656,299,639)	(376,478,918)
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. Notes to the Financial Statements

ACA-1

Statement of Revenue for the period ended 31st December 2025

Revenue Accounting Officer : Commissioner General of Registration of Persons

Expenditure Head No : 227

Revenue Code	Revenue Title	Note	Revenue Estimate		Revenue Collection				Refund from Revenue			Net Revenue For the Period 2025
			(1)		(2)			(4)				
			Original Estimate	Revised Estimate	Collected by Ministry/ Dept.	Collected by Other Ministries/ Depts. (SA-21-1)	Total	Collection of Arrears Revenue	By Cash	Error Corrections		
2003.02.03	Fees under Registration of Persons act No.32 of 1968 Total Revenue (Note 1 - 4)	4	1(i)	1(ii)	2(i)	2(ii)	2(iii)=2(i)+2(ii)	(3)	4(i)	4(ii)	4(iii)=4(i)+4(ii)	5=2(iii)+(3)-4(iii)
			1,500,000,000	1,272,000,000	1,013,590,994	390,595,531	1,404,186,525	0	0	1,216	1,216	1,404,185,309
			1,500,000,000	1,272,000,000	1,013,590,994	390,595,531	1,404,186,525	-	-	1,216	1,216	1,404,185,309

*Format should be amended including only the relevant revenue codes.

25.02.2026
Date

Signature and Name of Chief Financial Officer / Chief Accountant / Head of Finance

D.S. Samarawickrama
Chief Accountant
Department for Registration of Persons
Suhurupaya,
Battaramulla.

Signature, Name and Designation of Revenue Accounting Officer

M.S.P. SURIYAPPERUMA
COMMISSIONER GENERAL (ACTING)
DEPARTMENT FOR REGISTRATION OF PERSONS
SUHURUPAYA

ACA - 1(f)

Statement of Arrears of Revenue for the period ended 31st December 2025

Revenue Accounting Officer : Commissioner General of Registration of Persons

Expenditure Head No : 227

Period	Revenue Code	Revenue Description	Balance at the Beginning of the year (1)	Arrears of the Reporting year (2)	Recoveries Year 1 Year 2 Year 3 (3)	Waived off Arrears of Revenue (4)	Balance at the end of the Year 5=(1)+(2)-[(3)+(4)]
(1) Arrears in respect of the reporting year	2003.02.03	Fees under Registration of Persons act No.32 of 1968					
Sub Total							
(2) Arrears in respect of the previous year	2003.02.03	Fees under Registration of Persons act No.32 of 1968					
Sub Total							
(3) Arrears before the previous years	2003.02.03	Fees under Registration of Persons act No.32 of 1968					
Sub Total							
Total							

25.02.2026
Date

Signature and Name of Chief Financial Officer / Chief Accountant / Head of Finance
S. Sathyaawickrama
Department for Registration of Persons
Suhurupaya,
Battaramulla.

Signature of Revenue Accounting Officer
Name of Revenue Accounting Officer:
Designation of Revenue Accounting Officer:
M.S.P. SURIYAPPERUMA
COMMISSIONER GENERAL (ACTING)
DEPARTMENT FOR REGISTRATION OF PERSONS
SUHURUPAYA
BATTARAMULLA

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2025

Department: Department For Registration of Persons

Rs.

Expenditure Head No : 227

Expenditure Code	Note	Provisions					Expenditure		Net Effect			Reasons for the Variance
		Finance Code	Annual Budgetary Provision	Supplementary Estimate Provision	FR 6669 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	
			(1)	(2)	(3) 1+2	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
Supplies												
1201 Stationery & Office Requisites		11	95,000,000		(12,500,000)	82,500,000	38,991,636	19,079,147	58,070,782	24,429,218	30	Expenses not rising as expected.
1202 Fuel												
1202-002 Fuel Allowance		11	5,200,000			5,200,000	3,428,580		3,428,580	1,771,420	34	Change in the number of officers eligible to receive the fuel allowance and the decline in fuel prices..
1202-009 Fuel for Pool Vehicles		11	20,000,000			20,000,000	9,454,085		9,454,085	10,545,915	53	Lower fuel prices and better management of vehicles.
1202-010 Fuel for Other Purposes		11	200,000			200,000		48,440	48,440	151,560	76	The minimization of fuel requirements for power generators as a result of an uninterrupted electricity supply.
1203 Diets & Uniforms												
1203-002 Uniforms		11	200,000			200,000	152,000		152,000	48,000	24	The number of vacancies for employees entitled to the uniform allowance expected for the year 2025 does not exist.
1204 Medical Supplies												
1205 Other		11	900,000			900,000	728,139	1,746	729,885	170,115	19	Expenses not rising as expected.
Total (b)			121,500,000			109,000,000	52,754,439		71,883,771	37,116,229		

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2025

Expenditure Head No : 227

Department: Department For Registration of Persons

Expenditure Code	Note	Provisions					Expenditure			Net Effect		
		Finance Code	Annual Budgetary Provision	Supplementary Estimate Provision	FR 66-69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR-208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3)	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100		
Maintenance Expenditure												
1301 Vehicles		11	10,500,000		10,500,000	10,468,841		10,468,841	31,159	0		
1302 Plant and machinery		11	4,500,000		4,500,000	1,159,311	1,552,825	2,712,136	1,787,864	40	No requirement for machine repairs arose as expected.	
1303 Building and Structures		11	6,000,000		6,000,000	602,455	5,176,217	5,778,672	221,328	4		
1304 Software Maintenance		11	20,000,000		4,500,000	24,500,000	24,226,626	-	273,374	1		
Total (€)			41,000,000		45,500,000	36,457,233		43,186,274	2,313,726			
Services												
1401 Transport		11	3,000,000		3,000,000	2,937,097		2,937,097	62,903	2		
1402 Postal & Communication		11	150,000,000		(52,500,000)	97,500,000	84,740,940	59,500	84,800,440	12,699,560	13	Until the completion of the procurement process, the issuance of National Identity Cards was restricted due to the requirement to manage the inventory of blank cards, resulting in a reduction in postal expenses.
1403 Electricity & Water		11	109,000,000		(35,000,000)	74,000,000	67,607,061	958,038	68,565,099	5,434,901	7	Expenditure was reduced due to the prudent and economical use of electricity and water.
1404 Rents & Local Taxes		11	242,000,000		31,400,000	273,400,000	17,355,731	255,808,312	273,344,043	55,937	0	
1405 Cleaning and Janitorial Services		11	20,000,000			20,000,000	16,368,430	1,733,511	18,102,340	1,897,660	9	Being able to enter into a contract for less than the estimated amount after procurement activities.
1406 Interest Payment for Leased vehicles					-	-		-	-			

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2025

Expenditure Head No : 227

Department: Department For Registration of Persons

Expenditure Code	Note	Provisions					Expenditure			Net Effect		Reasons for the Variance
		Finance Code	Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	
			(1)	(2)	(3) (+/-)	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
1407 Security Services		11	13,500,000			13,500,000	11,417,850		11,417,850	2,082,150	15	Being able to enter into a contract for less than the estimated amount after procurement activities.
1409 Other						-			-	-		
1409-138 Machinery and Office Equipment		11	195,000,000		(44,550,000)	150,450,000	78,228,936	522,583	78,751,519	71,698,481	48	Having to re-call for quotes for certain maintenance and services (hence not being able to make procurement in 2025)
1409-139 Vehicle Insurance		11	1,000,000			1,000,000	288,133		288,133	711,867	71	Being able to enter into a contract for less than the estimated amount after procurement activities.
1409-140 Miscellaneous Service Expenditure		11	12,000,000		1,950,000	13,950,000	13,825,691		13,825,691	124,309	1	
Total (d)			745,500,000			646,800,000	292,770,249		552,832,213	94,767,787		
Total Expenditure on Other Goods & Services (a+b+c+d)			911,000,000			804,300,000	383,192,900		669,126,855	135,171,145		
OBJECT CODE WISE CLASSIFICATION OF TRANSFERS, GRANTS & SUBSIDIES	7					-			-	-		
Transfers						-			-	-		
1506 Property Loan Interest to Public Servants		11	7,000,000			7,000,000	2,721,586	2,002,798	4,724,384	2,275,616	33	Restriction on property loans.
Total			7,000,000			7,000,000	2,721,586		4,724,384	2,275,616		
OBJECT CODE WISE CLASSIFICATION OF OTHER RECURRENT EXPENDITURE	9					-			-	-		
Other Recurrent Expenditure						-			-	-		
Programme (1)						-			-	-		
Grand Total (Notes 5 to 9) Total Recurrent Expenditure			2,000,000,000			2,000,000,000	963,176,195		1,851,400,610	148,599,390		

ACA-2(iii)

Statement of Expenditure for the period ended 31st December 2025

Expenditure Head No : 227

Department: Department For Registration of Persons

Expenditure Code	Note	Provisions					Expenditure			Net Effect		Reasons for the Variance
		Finance Code	Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/99 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Ministry/ Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	
Capital Expenditure			(1)	(2)	(3) 4-3+*	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
Programme (1)						-	-	-	-	-	-	
						-	-	-	-	-	-	
						-	-	-	-	-	-	
OBJECT CODE WISE CLASSIFICATION OF PUBLIC INVESTMENT						-	-	-	-	-	-	
Rehabilitation & Improvements of Capital Assets	10					-	-	-	-	-	-	
2001 Buildings & Structures		11	3,000,000			3,000,000	686,156	1,859,143	2,545,298	454,702	15	No expenditure on variables included in the estimates submitted to provincial offices.
2002 Plant, Machinery & Equipment		11	5,000,000			5,000,000	3,323,352		3,323,352	1,676,648	34	The need for repairs is less than expected.
2003 Vehicles		11	2,500,000			2,500,000	683,000		683,000	1,817,000	73	No capital repairs for vehicles were required as anticipated.
Total (a)			10,500,000			10,500,000	4,692,508		6,551,650	3,948,350		
Acquisition of Capital Assets	11					-	-	-	-	-	-	
2101 Vehicles						-	-	-	-	-	-	
2102 Furniture & Office Equipment		11	2,500,000			2,500,000	2,370,310	10,000	2,380,310	119,690	5	
2103 Plant, Machinery & Equipment		11	4,000,000			4,000,000	2,400,194		2,400,194	1,599,806	40	Due to the fact that procurement activities were not carried out within the stipulated time due to the need to re-call for quotations for certain equipment included in the procurement plan
Total (b)			6,500,000			6,500,000	4,770,504		4,789,504	1,719,496		

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2025

Expenditure Head No : 227

Department: Department For Registration of Persons

Expenditure Code	Note	Provisions				Expenditure		Net Effect		Reasons for the Variance
		Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate
		(1)	(2)	(3) 1-3+	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100
Capacity Building	14				-			-	-	0
2401 Staff Training	11	2,500,000			2,500,000	2,498,155		2,498,155	1,845	0
Total (e)		2,500,000			2,500,000	2,498,155		2,498,155	1,845	
Other Capital Expenditure	15				-			-	-	
2503 Procurement Preparedness	11	500,000			500,000	463,160		463,160	36,840	7
2509 Other	11	2,500,000,000			2,500,000,000	643,875,312		643,875,312	1,856,124,688	74
Total (f)		2,500,500,000			2,500,500,000	644,338,472		644,338,472	1,856,161,528	
Programme (1)					-					
Total Expenditure on Public Investments (a+b+c+d+e+f)		2,520,000,000			2,520,000,000	656,299,639		656,168,781	1,861,831,219	
Grand Total (Notes 5 to 15) - Total Expenditure		4,520,000,000			4,520,000,000	1,619,475,834		2,509,569,391	2,010,430,699	

* Format should be amended including only the relevant votes.

Chief Financial Officer / Chief Accountant / Director (Finance)
Commissioner (Finance)

Date 25.02.2026

D.S. Samarawickrama
Chief Accountant
Department for Registration of Persons
Suhurupaya,
Battaramulla

ACA-3

Statement of Imprest Account for the year 2025

Department: Department For Registration of Persons
Expenditure Head No : 227

Imprest Account No.	1 Imprest Balance as at 1st January 2025			2 Imprest Received			3 Imprest Settlement			4 Imprest Balance as at 31st December 2025			Imprest Balance as at 31st December 2025 as per Treasury Books	Imprest Balance as at 31st December 2025 as per Entity Books	6
	Unsettled Sub Imprests	Unsettled Imprests (Excluding Unsettled Sub Imprests)	Total	Treasury	Other Sources	Total	Expenditure	Cash Remit to Treasury	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total			
													*5	5=1(iii)+2(iii)-3(iii)	
	1(i)	1(ii)	1(iii)	2(i)	2(ii)	2(iii)=2(i)+2(ii)	3(i)	3(ii)	3(iii)=3(i)+3(ii)	4(i)	4(ii)	4(iii)=4(i)+4(ii)			
7002-0-0-033-0-25-0				1,601,230,000	1,064,668,943	2,665,898,943	1,652,309,165	1,013,589,778	2,665,898,943						

1. Please show reasons for difference between 4 and 6 above .

(1) Remitted to the Treasury but not updated cash book balance as at 31/12/2025

(2) Other reasons-

State if these balances were settled as at the date of signing the report and if not, reason for not settling the balances.
I hereby certify that the above information is true and correct.

S. S. Samarawickrama
Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 25.02.2026

* This Balance should be shown in the Statement of Financial Performance

D.S. Samarawickrama
Chief Accountant
Department for Registration of Persons
Suhurupaya,
Rattaramulla.

ACA-4

Statement of Deposit Accounts as at 31st December 2025

Department: Department For Registration of Persons

Expenditure Head No : 227

		Rs.			
Name of Deposit Accounts	Deposit Number	Balance as at 1st January 2025	Credited during the year	Debited during the year	Balance as at 31st December 2025
Security Deposits	6000-0-0-1-0-055-0	10,000	20,000	0	30,000
Tender Deposits	6000-0-0-2-0-073-0		2,136,784	434,864	1,701,920
Retention Money for Construction	6000-0-0-16-0-023-0	5,253,030	12,908,845	8,406,248	9,755,626
Temporary Retention for Statutory Payments	6000-0-0-18-0-030-0	67,110	43,428,032	42,665,273	829,870
		5,330,140	58,493,661	51,506,385	12,317,416

* Format should be amended including only the relevant Deposit numbers

Signature

Chief Financial Officer /Chief Accountant/Director (Finance)
Commissioner (Finance)

Date : 25.02.2026

D.S. Samarawickrama
Chief Accountant
Department for Registration of Persons
Suhurupaya
Battaramulla

ACA-5

Statement of Advance Accounts as at 31st December 2025

Expenditure Head No : 227

Department: Department For Registration of Persons

Name of Advance Account	Advance Account Number	Balance as at 1st January 2025	Maximum Limits of Expenditure Rs 45,000,000.00		Minimum Limits of Receipts Rs 45,000,000.00		Maximum Limits of Debit Balance Rs 230,000,000.00	Maximum Limits of Liabilities Rs.....	Balance as per Treasury Books as at 31st December 2025
			(2)		(3)				
			Debits during the year		Credits during the year				
			In Cash	Through Cross Entries	In Cash	Through Cross Entries			
(1) Advance to Public Officers	227011 227012	127,218,483.75	39,586,633.10	9,179,836.11 23,134,043.02	1,311,756.25	50,634,172.12 16,127,081.49	124,039,024.59 7,006,961.53		131,045,986.12
(2) Other Advances									
(3) Miscellaneous Advances									
		127,218,484	39,586,633	32,313,879	1,311,756	66,761,254	131,045,986	-	131,045,986

Signature

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 25.02.2026

D.S. Samarawickrama
Chief Accountant
Department for Registration of Persons
Suhurupaya,
Battaramulla.

ACA -5(a)

Statement of Rent and Work Advance Accounts as at 31st December 2025

Expenditure Head : 227

Department : Department For Registration of Persons

Advance Number	Project Description	Paid Date	Voucher No.	Paid Amount	Balance as at 01.01.2025 (Rs.)	Recoveries During the Year 2025		Balance as at 31.12.2025 (Rs.)
						For Previous Year	For Current Year	
(1) Rent Advance Eg. 9188-250-0-1-0-1					Not Applicable			
Total (a)								
(2) Work Advance Eg. 9188-250-0-2-0-1								
Total (b)								
Grand Total (a) + (b)								

ACA -5(b)

Statement of Rent and Work Advance Reserve Accounts as at 31st December 2025

Expenditure Head : 227

Department : Department For Registration of Persons

Advance Number	Project Description	Balance as at 01.01.2025 (Rs.) (1)	During the Year 2025		Balance as at 31.12.2025 (Rs.) 4=1+3-(2)
			Recoveries (Dr.) (2)	Paid (Cr.) (3)	
(1) Rent Advance Eg. 9188-250-0-1-0-1			Not Applicable		
Total (a)					
(2) Work Advance Eg. 9188-250-0-2-0-1					
Total (b)					
Grand Total (a) + (b)					

3.5 Performance of the Revenue Collection

Rs.

Revenue code	Description of Persons Act No.32 of 1968	Revenue Estimate		Collected Revenue	
		(1)		(2)	
		Original Estimate 1(i)	Final Estimate 1(ii)	Quantity (Rs.) 2(i)	as a % of Final Revenue 2(ii)
2003.02.03	Fees under Registration of Persons Act No.32 of 1968	1,500,000,000.00	1,272,000,000.00	1,404,185,309.00	110%

3.6 Performance of the Utilization of Allocation

Rs.

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original Allocation	Final Allocation		
Recurrent	2,000,000,000.00	2,000,000,000.00	1,851,400,610.00	92.57
Capital	2,520,000,000.00	2,520,000,000.00	658,168,781.00	26.12

3.7 Granted allocations for the Department in terms of F.R.208 and as an agent of the Department

Serial No.	Ministry /Department which the allocation was received	Purpose of the Allocation	Allocation (Rs.)		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original Allocation	Final Allocation		
1	Election Commission	Election Duty Payments (2024.11.18 Election)	925,939.00		925,939.00	100%
2	Election Commission	Election Duty Payments (2025.05.08 Election)	2,028,355.00		2,028,355.00	100%
3	Department of Immigration & Emigration	For the stationery needs of the Divisional Secretariats	500,000.00		500,000.00	100%

3.8. Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Bond 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	-	154,456,562.69	-	
9152	Equipment	-	2,358,876,424.44	-	
9153	Land	-	69,240,000.00	-	
9154	Intangible Assets	-	-	-	
9155	Biological Assets	-	-	-	
9160	Work in Progress	-	-	-	
9180	Leased Assets	-	-	-	

Chapter 04

PERFORMANCE INDICATORS

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

Specific Indicators	Actual as a percentage (%) of projected output				
	>100%	100% - 90%	75% - 89%	50% - 74%	50% - 0%
Operational Activities					
Total applications received under normal service			✓		
Number of national identity cards issued under normal service		✓			
Total applications received under one day service	✓				
Number of national identity cards issued under one day service	✓				
Human Resource Development					
Staff training		✓			
Internal Audit Activities					
Ammended internal audit plan		✓			
Rehabilitation and upgrading of capital assets					
Buildings and structures			✓		
Machinery and equipment				✓	
Vehicles					✓
Acquisition of capital assets					
Furniture and office equipment		✓			
Machinery and equipment				✓	
Other capital expenditure					
Procurement pre-preparation		✓			
Pre-printed cards and related activities					✓

Chapter 05

Performance in Achieving the Sustainable Development Goals (SDG)

5.1. Relevant Sustainable Development Goals Identified

Target/Goal	Goals	Achievement Indicators	Progress of achievements so far		
			0% - 49%	50% - 74%	75% - 100%
Promoting harmonious and peaceful societies for sustainable development, establishing justice and the protection of the law for all, and establishing accountability and integrity at all levels	Issuance of National Identity cards with name and address in all three languages Sinhala, Tamil and English.	Number if identity cards prepared in all three languages,			✓
	Issuing National Identity Cards as a more secure smart card using a computerized system and laser technology	Number of National Identity Cards issued as a more secure smart card using a computerized system and laser technology			✓
	Use of a photograph taken as per International Civil Aviation Organization (ICAO) standards for the identity card.	Number of studios registered for taking photos in accordance with ICAO standards			✓
	Issuance of Sri Lanka Identity Number (SLIN) for newly born children implemented in collaboration with the Registrar General's Department	Number of birth certificates with identification number (SLIN) issued in collaboration with the Registrar General's Department			✓
	Exchange of information for national security and development process of the country and verification of the said information.	Amount of information exchanged and verified for national security and development process of the country.			✓

5.2. Briefly describe the achievements and challenges of achieving sustainable development goals

Achievements:

1. Implementing a one-day service at the Northwestern Provincial Office, decentralizing services to make them convenient and fair for everyone at the regional level.
2. Facilities have been provided to facilitate the exchange of verified data and information of individuals with government bodies and recognized private institutions. By enabling the verification of individuals' information through API and LOOKUP service options, this has created the opportunity to offer a more efficient and trustworthy service to both businesses and customers. Currently, 131 organizations have contracted to provide LOOKUP services and 29 organizations have contracted to provide API services. This outlines the fundamental background of Sri Lanka's progress toward a digital economy.
3. Due to verification of people's information using online system for national security and the development process of the country, the people who come to seek services can get an efficient and reliable service.
4. Being able to actively contribute to preventing desertification by reducing the use of paper and carrying out the majority of departmental tasks online.
5. In order to prevent the impact caused by the significant increase in postal charges when sending the completed applications from regional offices all over the island to the head office by post, completed applications are being delivered to the head office by a departmental vehicle according to a transportation plan prepared to minimize the cost as a solution, allowing the department to realize a cost advantage of over 90%.
6. Taking steps to amend the Registration of Persons Act No. 32 of 1968 to introduce a highly accurate and secure National Identity Card, and by preparing a series of regulations necessary to implement the said Act, having the opportunity to provide a more efficient public service.

Challenges:

1. As the old and rejected identity cards returned by applicants and collected daily at the department are made of plastic and polythene, the department is constrained by the limited number of organizations with facilities to dispose of them in an environmentally friendly manner.
2. The significant increase in postal expenses when forwarding work completed applications from the regional offices to the head office and the insufficient provision made for this, are creating unnecessary pressure on the department's cost management.
3. To establish an updated National Persons Register (NPR) containing bio data and biometric data of approximately 18.50 million Sri Lankan citizens (aged 15 years and above) and thereby issue a new National Identity Card.

Chapter 06

HUMAN RESOURCE PROFILE

6.1. Cadre Management

	Approved Cadre	Existing Cadre	Vacancies **
Senior	31	19	12
Tertiary	6	3	3
Secondary	1287	1170	117
Primary	149	96	53

6.2. ** How the shortage or excess in human resources affect the performance of the institute

Several measures have been put in place to prevent the department's existing human resources shortage from having a negative impact on the performance of the institution. Namely,

- Take action to develop the computerized system used to preparing National Identity Cards as to minimize human labour.
- Deploying departmental officers to work overtime.
- Assigning officers to acting appointments and making arrangements for covering up duties.

Accordingly, the vacancies in the Department are currently being managed through the methods outlined above and continuous requests have been made to the Secretary to the Ministry of Public Administration and the Director General of Combined Services to fill these vacancies.

6.3. Human Resource Development

Serial Number	Name of the programme	Number of employees trained	Duration of the programme	Total investment (Rs. 000) (Local)	Nature of the programme	Output / Knowledge gained *
01.	Higher National Diploma in Public Procurement and Contract Administration	2	01 Year	276,000.00	Local	Top management with extensive knowledge and conducting the procurement process with accuracy
02.	Training Programme on the New Procurement Guidelines 2024	1	02 days	6,000.00	Local	Top management with extensive knowledge and conducting the procurement process with accuracy
03.	Training Programme on the New Procurement Guidelines 2024	1	02 days	10,000.00	Local	Top management with extensive knowledge and conducting the procurement process with accuracy
04.	Awareness training program on preventing bribery or corruption and improving the integrity of officials	470	02 ½ days	89,175.00	Local	Efficient public service free from bribery and corruption
05.	Attitude development training programme on providing effective public service for Civil Security Officers engaged in security duties of this department and resource persons allowance	10	½ day	5,370.00	Local	Continuous efficient public service
04.	Awareness training program on preventing bribery or corruption and improving the integrity of officials	470	02 ½ days	89,175.00	Local	Efficient public service free from bribery and corruption

05.	Attitude development training programme on providing effective public service for Civil Security Officers engaged in security duties of this department and resource persons allowance	10	½ day	5,370.00	Local	Continuous efficient public service
06.	Attitude development training programme on providing effective public service for employees of the Office Employee Service, working at the head office of this department and the resource persons allowance	40	½ day	11,070.00	Local	High performance of concerned officers/ positive growth in internal and external customer care
07.	Introduction to the new procurement guidelines	1	02 days	13,000.00	Local	High performance of the relevant officials.
08.	Government Payroll System	2	03 days	42,000.00	Local	Top management with extensive knowledge
09.	Training programme to educate officials on new the guidelines on the procurement process. and resourcepersons allowance	130	01 day	156,700.00	Local	High performance of the relevant officials.
10.	Awareness training programme to educate officials on taxpayer registration and online submission of reports.	130	½ day	26,850.00	Local	High performance of the relevant officials.
11.	Induction training programme for officers transferred to this department under 2025 annual transfers	60	02 days	101,200.00	Local	New officers who are quickly adapted to the department and continuous efficient public service

12.	Establishment Code and Financial Regulations	5	02 days	65,000.00	Local	Top management with extensive knowledge
13.	Role and responsibilities of leave clerks	5	02 days	65,000.00	Local	Top management with extensive knowledge
14.	Introducing New Procurement Guideline for Goods, Works and Non-Consultancy Services	1	02 days	13,000.00	Local	High performance of the relevant officials.
15.	Training program to educate officers on the responsibilities and roles of the Internal Affairs Unit	375	01 day	425,350.00	Local	High performance of the relevant officials and achieving expected goals
16.	Developing the integrity, soft skills and positive thinking of officers	375	01 day	428,300.00	Local	Efficient public service
17.	Certificate Program on ICT & Artificial Intelligence (AI)	8	05 days	240,000.00	Local	Development of innovative knowledge and skills related to the use of computer data systems
18.	Employee Attitudes And Soft Skill Development	2	02 days	30,000.00	Local	Positive growth in internal and external customer care
19.	Procurement Of IT Related Products & Service in the Public Sector	2	02 days	12,000.00	Local	Top management with extensive knowledge

20.	Filing training program	4	02 days	52,000.00	Local	High performance of the relevant officials.
21.	Diploma Course in Public Procurement and Contract Administration	1	01 Year	80,000.00	Local	Top management with extensive knowledge and conducting the procurement process with accuracy
22.	Certificate Course on Government Procurement Process	1	10 days	45,000.00	Local	High performance of the relevant officials.
23.	Mastering The Government Payroll System	2	02 days	30,000.00	Local	Top management with extensive knowledge
24.	Awareness training programme to officials on Birth Certificate and Citizenship Act	220	02 days	76,390.00	Local	Minimizing problems in the process of preparing identity cards
25.	Training program on the Establishment Code and Financial Regulations	14	02 days	196,000.00	Local	Top management with extensive knowledge
26.	Basic awareness training program on computer systems and divisions where operational activities are carried out	15	½ day	2,750.00	Local	Minimizing the gaps in knowledge management. Increasing efficiency and approach to the project to reduce the time taken for one-day service and minimizing errors.

Importance of conducting training programmes to achieve desired performance in an organization

To achieve the desired objectives of an organization, it is essential to implement training programmes to utilize the human resources of an organization more efficiently and effectively. Here, the employee's knowledge development (teaching) is done, and this development of knowledge in turn leads to the development of knowledge, skills, and attitudes necessary for success in the job.

Thus, development of the employee's knowledge, skills and attitudes directly leads to improvement of employee capabilities. As knowledge, skills, and abilities develop, the employee's self-esteem, self-confidence, and employee satisfaction increase, which in turn increases employee motivation. Also, each of these qualities will increase the employee's productivity. Therefore, the institution creates training programmes to cater to the training needs of its employees or directs employees to institutions conducting such training programmes.

Furthermore, through continuous training programmes, it is expected that the specialized knowledge and skills in officers of the department will be transferred to others, and a more efficient and learned human resource will be created in the entire process.

Chapter 07

COMPLIANCE REPORT

No.	Applicable Requirement	Compliance Status (Complied/ Not complied)	Brief explanation for non compliance	Corrective actions proposed to avoid non-compliance in future
1	The following financial statements / accounts have been submitted on the due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3 1.4	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts) Stores Advance Accounts	- -	—	—
1.5	Special Advance Accounts	-	—	—
1.6	Others	-	—	—
2	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	Maintenance and update of personal emoluments register/ personal emoluments cards	Complied		
2.3	Maintenance and update of audit queries register	Complied		
2.4	Maintenance and update of internal audit reports register	Complied		
2.5	Preparation of all the monthly account summaries (CIGAS) and submission to the Treasury on due date	Complied		
2.6	Maintenance and update of cheques and money orders register	Complied		
2.7	Maintenance and update of Inventory register	Complied		

2.8	Maintenance and update of stocks register	Complied		
2.9	Maintenance and update of loss and damage register	Complied		
2.10	Maintenance and update of liabilities register	Complied		
2.11	Maintenance and update of register for counterfoil books (GA – N20)	Complied		
3	Delegation of Functions for Financial Control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such a manner so as to pass each transaction through two or more officers	Complied		
3.4	The use of government payroll software is subjected to the control of accountants, in accordance with Public Accounts Circular No. 171/2004 dated 11.05.2014	Complied		
4	Preparation of Annual Plans			
4.1	Preparation of the annual action plan	Complied		
4.2	Preparation of the annual procurement plan	Complied		
4.3	Preparation of the annual internal audit plan	Complied		
4.4	The annual estimate has been prepared and submitted to the National Budget Department (NBD) on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit Queries			
5.1	All the audit queries has 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 F.R. 134(2) DMA/1-2019	Complied		

6.2	Every internal audit report has been answered within one month	Not complied with	The number of audit queries that were unanswered in a month up to 31.12.2025 is 07.	
6.3	Copies of all internal audit reports have been submitted to the Management Audit Department in accordance with subsection 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 accordance with Financial Regulation 134(3).	Complied		
7	Audit and Management Committees			
7.1	As per DMA Circular 1-2019, at least 04 Audit and Management Committees have been maintained during the relevant year.	Complied		
8	Asset Management			
8.1	Information on asset purchases and disposals has been submitted to the Office of the Controller General in accordance with Chapter 07 of the Asset Management Circular No. 01/2017.	Complied		
8.2	In accordance with Chapter 13 of the above circular, information on the appropriate liaison officer to coordinate the implementation of the provisions of the said circular has been reported to the Office of the Controller General.	Complied		
8.3	In accordance with Public Finance Circular No. 05/2016, has conducted Board of Surveys and submitted relevant reports to the Auditor General on the due date.	Complied		
8.4	The surpluses, deficiencies and other recommendations revealed in the annual board survey have been implemented within the period specified in the circular.	Complied		
8.5	Disposal of condemned goods is carried out in accordance with F.R. 772	Complied		

9	Vehicle Management			
9.1	Preparation of daily running charts and monthly summary reports for pool vehicles and submitting them to the Auditor General on the due date.	Complied		
9.2	The vehicles were disposed of less than 6 months after condemned.	Complied		
9.3	Maintenance and update of vehicle logbooks	Complied		
9.4	Every vehicle accident has been dealt with in accordance with F.R. 103, 104, 109 and 110.	Complied		
9.5	Re-inspection of fuel combustion in vehicles in accordance with the provisions of paragraph 3.1 of Public Administration Circular No. 2016/30 dated 29.12.2016	Complied		
9.6	At the end of the lease period, full ownership of the leased vehicle log books has been taken over.	Complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements have been prepared, 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	Complied		
10.3	Action has been taken in terms of Financial Regulations regarding balances that were disclosed through bank reconciliation statements and for which adjustments have to be made, and those balances have 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	After utilization of the provisions made, the liabilities incurred 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	Compliance with restrictions	Complied		
12.2	A time analysis of outstanding loan balances has been conducted	Complied	.	
12.3	Outstanding loan balances that have been outstanding for more than a year have been settled	Not complied with	Unsettled loan balances and the reason for the same: 01. Mr. D.M.R. Dissanayake – Dismissed from service on 10.01.2011 - Loan balance Rs. 35,412.69 . 02. Mrs. P.T.A.S. De Peiris - Dismissed from service on 10.05.2023. Loan balance Rs. 114,850.00 03. Mrs. M.D. Malkanthi - Development Officer - Termination of appointment on 09.05.2024. Loan balance - Rs. 173,873.00	Action is taken to recover this debt promptly.
13	General Deposit Account			
13.1	Action has been taken in accordance with F.R. 571 regarding overdue deposits.	Complied		
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 remitted to Treasury Operations Department	Complied		

14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had been issued not 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 repayments have been made from the revenue generated in terms of the regulations	Complied		
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 forwarded to the Auditor General in terms of F.R.176	Complied		
16	Human Resources Management			
16.1	Maintaining the staff 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 Management Services Department in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	Providing 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 Website or alternative measures and also it has been facilitated to the public to express thire appreciation / criticism rearding the institution.	Complied		
17.3	Bi-Annual or Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		

18	Implementation of Citizens Charter			
18.1	A citizens charter/ client's 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 created by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's 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 according to the guidelines of Public Administration Circulars No. 02/2018 dated 24.01.2018 and 02/2018(I) dated 30.11.2023.	Complied		
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	Complied		
19.3	Having signed overall performance appraisal based on the format given in No. 01 of the aforementioned Circular	Not complied with	In accordance with paragraph 03 of the P.A. Circular 02/2018(I) dated 30.11.2023	
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.	Complied		
20	Responding 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		



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