



**தீதி கெடுபிசுக் ஸ்தலங்க டிராப்ட்மேன்ஸ்
சட்ட வரைஞர் திண்களம்
Legal Draftsman's Department**

2025

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ஆண்டிறுதி செயலாற்றுகை அறிக்கை

Annual Performance Report





Annual Performance Report 2025

Expenditure Heading No:230

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

ANNUAL PERFORMANCE REPORT FOR THE YEAR 2025

LEGAL DRAFTSMAN'S DEPARTMENT

Expenditure Heading No: 230

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Chapter 01 - Institutional Profile / Executive Summary

1.1 Introduction

1.2 Vision, Mission, Objectives of the Institution

1.3 Key Functions

1.4 Organizational Chart

1.1 Introduction

The Legal Draftsman's Department is an "A" grade Government Department. This Department functions under the direct supervision of the Ministry of Justice in accordance with the extra ordinary *Gazette* No. 2187/27 and dated 09.08.2020 regarding subjects and functions of the Ministries.

The primary role of the Legal Draftsman's Department is to transformation of the Government policies on various subjects into written legislation in compliance with the Constitution and based on the decisions approved by the Cabinet of Ministers. In the process of transforming Government policies into legislation, the Department drafts Bills for the enactment of new legislation and for the amendment existing legislation and revise subsidiary legislation submitted by various Government Ministries. The other duties assigned to the Department include attending to the Parliamentary Select Committee meetings convened for review the Bills and maintaining necessary actions while coordination with Parliament during Bills are taken up for debate. This Department provides services to all Ministries and Departments including all Public Corporations and Statutory Bodies. It also provides legal advice to various Government Ministries and Departments relating to the drafting of various Bills and subsidiary legislation.

1.2 VISION

To assist the Republic of Sri Lanka by transforming various government policies into legislation to establish good governance.

MISSION

While transforming government policies into legislation, legislation in compliance and relate to constitution drafts in all three languages in Sinhala, Tamil and English.

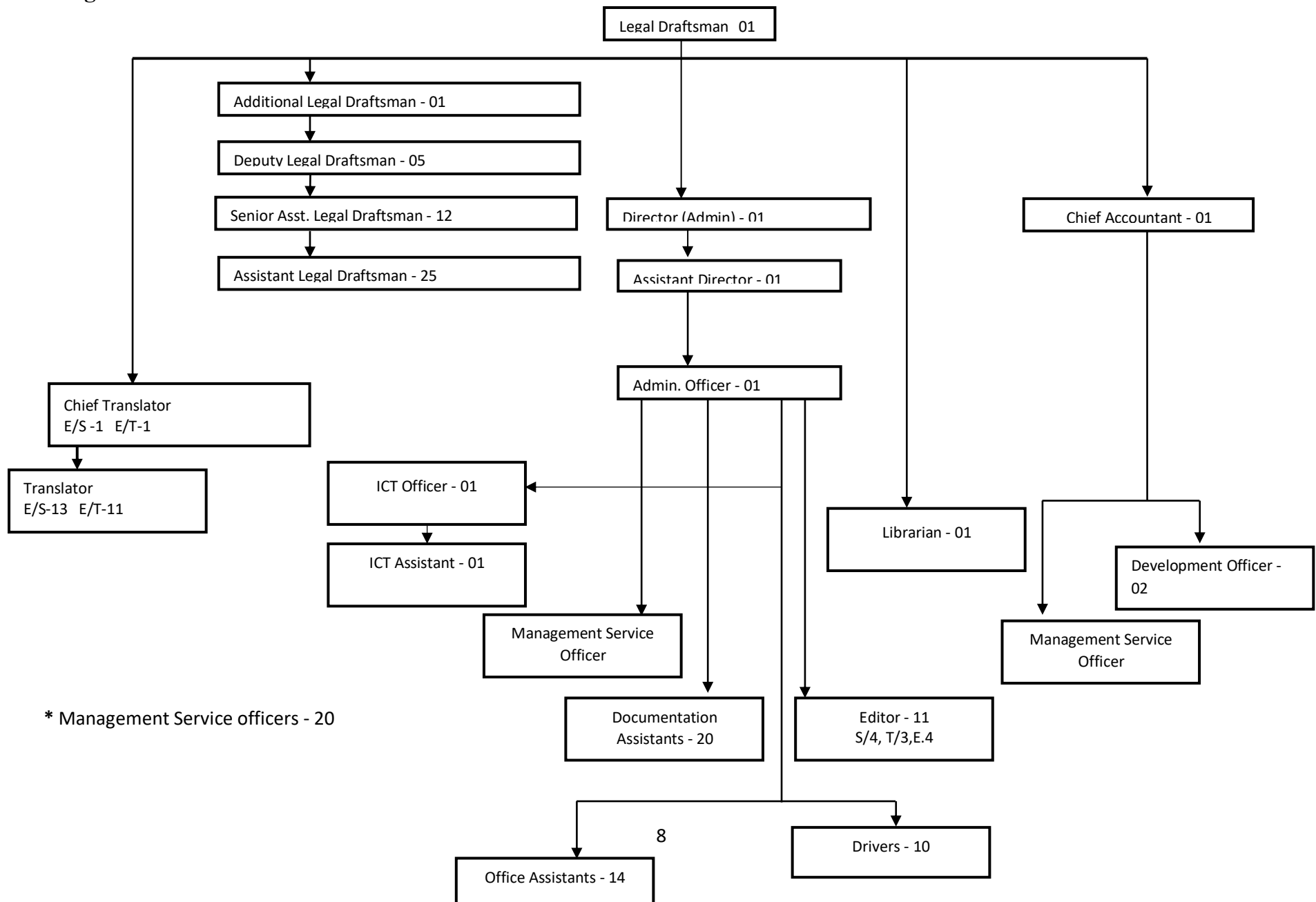
1.3 Main task of the Department in relation to the drafting of Bills:-

- (1) Drafting bills in all three languages for enacting new legislations and amendment of existing legislations;
- (2) Revision of subsidiary legislation in all three languages and drafting subsidiary legislation (Where necessary);
- (3) Performing parliamentary duties related to enactment of legislation.
- (4) Drafting statutes for Provincial Council where necessary;
- (5) Revision of Private Members' Bills (Incorporation Bills) in all three languages;
- (6) Participating in proposed legislation, committee on approval of the cabinet of Ministers.

This Department also provides necessary legal advice regarding the Acts, subsidiary legislation and Provincial Council Statutes.

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

1.4 Organizational Chart



Chapter 02 — Progress and the Future vision

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)*		(10)	(11)**	(12)
Nature of the duty	The number of requests that were submitted as Preliminary or completed Bills, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments as at 01.01.2025 (Balance brought forward)	The number of requests of which the drafting has not been completed as at 01.01.2025 (Balance brought forward)	The number of new requests that were received from parties within this year	The number of requests that has been completed in three languages in this year and previous years but were resent for further amendments	Total (2+3+4+5)	The number of requests that has been completed in three languages and returned to the relevant parties as at 31.12.2025 (Each instance of Final Drafts that were completed in three languages for several times and were submitted to the relevant parties are included in this.)	The number of files that were closed due to absence of instructions for a long period of time and on instructions of Ministries or on decision of Cabinet of Ministers	The number of requests that were submitted as Preliminary or Completed drafts as at 31.12.2025, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments		Total (7+8+9)	The number of requests in respect of which the drafting has not been completed as at 31.12.2024	Actual output as a percentage (%) (10/6)*100
								**Attorney-General	Other Ministries and Departments			
Drafting of Bills (Principal Legislation and Amending Legislation)	162	3	75	4	244	35	99	13	61	208	36	85%
Private Members' Bills (Incorporation)	00	0	5	0	5	0	0	05		05	0	100%
Revision of Subordinate Legislation	147	42	129	16	334	104	26	147		277	57	83%
Provincial Council Statutes	7	0	1	0	8	0	5	3		8	0	100%
Total	316	45	210	20	591	139	130	229		498	93	84%

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

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

*** All these requests were received on 23.09.2025

***Clarification: -**

Column (9) of the Table : Number of remaining requests forwarded as principal Drafts or final Drafts, but pending observations and advice from the Attorney-General or other Ministries and Departments and Column No (11)- Number of requests that drafting is not yet finalized.

Among the requests furnished to this Department, Majority are those for which drafts have been completed and sent, however, mainly because the instructing agencies frequently change their policies. They further submit new instructions to amend drafts that were already completed. When such a request is received, this Department should have to set aside the previously finalized draft and treat it as a new request wasting time and to pay attention again for it. The requests made to make such amendment for the completed draft are made after sending that final draft in all three languages and sometime, aforesaid procedure can occur multiple times for the same request. Therefore that request to be reflected by this Department “as request that Drafting is not finalized”:-

01. Bills (Principal Legislation and Amending Legislation)

There are 36 pending requests for Bills (Principal Legislation and Amending Legislation) that drafting is not yet finalized. These requests has been received on or around 31.12.2025 as of that date the Department has sent either principal or amended drafts to the Attorney General or the relevant Ministries, Departments or institutions for their advice or observation or necessary cabinet approval has received on or around 31.12.2025 and because the drafts are still at the discussion Level, this Department is unable to finalize these requests.

02. Private Members’ (Incorporation) Bills

As of 31.12.2025, there are no pending requests for private Members (incorporation) Bills that drafting is not finalized. These requests have been received on or around 23/09/2025.

03. Revision of Subordinate Legislation

There are 57 requests regarding the revision of Subsidiary Legislation that have not yet been finalized. These consist of requests for which instructions or observations were received on or around 31.12.2025, or those that are still at the discussion stage.

04. Provincial Council Statutes

Revised drafts (in English/Sinhala/Tamil) related to Provincial Councils statutes have been forwarded to the relevant Provincial Councils. There are 3 files for which observations are currently expected from the Provincial Councils to which the drafts were sent. 05 Files have been closed on completion of files and because without any notice from Provincial Council and 3 files have to be kept open as the relevant Provincial Councils have informed the department that these matter should be proceeded

Special Achievements.

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

Challenges.

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

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

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

4. 63 cadre positions out of approved posts of the Department are vacant and it is a challenge to maintain the progress of the performance of the Department with 1/3 of its approved cadre being vacant. Although steps have been taken to fill the vacancies it takes a considerable period of time to follow the required administrative procedure.

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

Future goals.

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

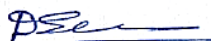
The Secretary to the Ministry of Justice by the letter dated 16. 05. 2023 informed the decision of the Cabinet of Ministers to the Legal Draftsman and the Committee was appointed on 08.05.2023 and after several meetings the Committee submitted its final Report on 16.08.2023 to the Secretary to the Ministry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

Accordingly, necessary steps have already been taken to implement certain recommendations of the Committee that can be executed expeditiously. Furthermore, based on the existing infrastructure and other facilities provided to the Department. Certain other recommendations will be implemented step-by-step

However, although approved by the Cabinet of Ministers, it was observed that some of the Committees's recommendations failed to provide efficient and practical solutions to the problems faced by the Department. It was further noted that implementing certain recommendations could create a gap in the senior cadre positions of the Department which cannot be filled for a long period of time. This matter was brought to the attention of the secretary to the Ministry of Justice through letters dated 15.11.2023 and 19.01.2024 issued by the Legal Draftsman under reference number LDD/ADM/8/RESTRUCTURING/2022.

Accordingly, Department expects revision of certain recommendations of the committee appointed by the Cabinet of Ministers upon considering the issues highlighted in the letters dated 15.11.2023 and 19.01.2024 of the Legal Draftsman, and to identify more practical solutions for the challenges faced by the Department.

02. since it has become a timely and urgent need to find ways and means to attract skilled, efficient and capable officers to the Legal Draftsman's Service to enhance the performance of the Department, after several discussions with the Hon. Minister of Justice, and National Integration a Cabinet Memorandum was submitted through the Secretary to the Ministry of Justice and National Integration on 08.10.2025 to Hon Minister of Justice and National Integration containing proposals to pay certain allowances to the Officers of the Legal Draftsman's Service, which are already paid to the Officers of the Attorney General's Officers' Service, in similar amounts paid to the officers in the parallel grades in the Attorney General's Officer's service. Progress on such proposal has not been communicated to the Department so far. However, as a result of the effort and dedication of the Departmental staff towards the legal reforms required to be implemented' in terms of the proposals of the International Monetary Fund and the World Bank, as well as the policies of the new government, the Department expects that a favourable response will be given taking into consideration the immense work load being carried out by the Department.



Accounting officer/ Head of the Department :

Name : **Dilrukshi Samaraweera** Seal of -

Designation : **President's Counsel,
Legal Draftsman,**

Date : 03/03/2026 **Legal Draftsman's Department,
No. 80, Adhikarana Mawatha,
Colombo 12.**

3.1 Statement of Financial Performance

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

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

3.2 Statement of Financial Position

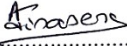
ACA-P

Statement of Financial Position As at 31st December 2025

		Actual	
	Note	2025	2024
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	113,257,474	101,276,846
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	13,033,281	10,091,554
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		126,290,755	111,368,400
<u>Net Assets / Equity</u>			
Net Worth to Treasury		13,012,761	9,618,554
Property, Plant & Equipment Reserve		113,257,474	101,276,846
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	20,520	473,000
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		126,290,755	111,368,400

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 1 to 28 and Annexures to accounts presented in pages from 29 to 51 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 :
Designation :
Date : 27/02/2026

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


Accounting Officer
Name :
Designation :
Date : 25/02/2026

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


Chief Accountant
Name :
Designation :
Date : 2026/02/25
A.M.P. Nilanthi
Chief Accountant
Legal Draftsman's Department
Colombo-12.

3.3 Statement of Cash flows

ACA-C

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

	Actual	
	2025 Rs.	2024 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	6,849,809	4,581,768
Imprest Received	196,548,000	157,148,000
Recoveries from Advance	7,251,265	5,201,647
Deposit Received	159,220	974,740
Total Cash generated from Operations (A)	210,808,294	167,906,155
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	173,559,009	152,841,955
Subsidies & Transfer Payments	421,001	430,040
Rehabilitation & Improvement of Capital Assets, Capital Transfers, Capacity Building and Other Capital Expenditure	-	-
Expenditure incurred on behalf of Other Heads	3,795,796	6,546,251
Imprest Settlement to Treasury	956,864	441,317
Advance Payments	12,672,091	5,114,190
Deposit Payments	611,700	564,050
Total Cash disbursed for Operations (B)	192,016,461	165,937,803
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (A) - (B)	18,791,833	1,968,352
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	96,765	27,860
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	96,765	27,860
<u>Less - Cash disbursed for:</u>		
Capital Asset Construction, Purchases and Other Investment Acquisitions	18,888,598	1,996,212
Total Cash disbursed for Investing Activities (E)	18,888,598	1,996,212
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (D) - (E)	(18,791,833)	(1,968,352)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G) = (C) + (F)	-	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J) = (H) - (I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

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

3.5 Notes to the Financial Statements

Basis of Reporting

1. Reporting Period

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

2. Basis of Measurement

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

The figures of the Financial Statements are presented in Sri Lankan Rupees rounded to the nearest Rupee.

3. Recognition of Revenue

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

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

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

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

5. Property, Plant, and Equipment Reserve

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

1. Cash and Cash Equivalents

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

3.6 Performance of the Revenue Collection

Rs. ,000

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

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a (%) of Final Allocation
	Original Allocation	Final Allocation		
Recurrent Expenditure	220,500,000	220,500,000	174,198,112	79 %
Capital Expenditure	20,000,000	20,000,000	18,888,597	94%

3.8 In terms of F.R. 208, grant of allocation for expenditure to this Department as an agent of other Ministries/Departments.

Rs, 000

Serial No.	Ministry/ Department from which Allocation is received	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation of Utilization as a (%) of Final Allocation
			Original Allocation	Final Allocation		
01.	Department of Law Commission of Sri Lanka	For Payment of water and Electricity bills	866,000	2,982,000	2,783,943	93%
02.	Department of Law Commission of Sri Lanka	Postal and communication	30,059	30,059	30,059	100%
03.	Department of Law Commission of Sri Lanka	For payments of security bills	170,000	1,000,000	922,328	93%

Prepared by: 

Checked by: 


A.M.P. Nilanthi (Chief Accountant)
Legal Draftsman's Department

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

3.9 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board 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	-	-	-	-
9152-2.1	Vehicles	-	-	-	-
9152-2-2	Machinery	113,257,474	113,257,474	-	100%
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-

Prepared by:



Checked by:





A.M.P. Nilanthi (Chief Accountant)

Legal Draftsman's Department

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

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%	89% - 75%	74% - 50%
Nature of the duty	The number of requests received (Including the requests that have not been completed in the previous year)	The number of requests which have been completed in three languages and returned to the relevant parties as at 31.12.2025 (Each instance of Final Drafts that were completed in three languages for several times and were submitted to the relevant parties are included in this.	The number of files that were closed due to absence of instructions for a long period of time	The number of requests that were submitted as Preliminary or Completed drafts as at 31.12.2025, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments	The number of requests in respect of which the drafting has not been completed as at 31.12.2025	It must be noted that a request that has been attended to and completed by this Department and sent out as a Final Draft may be resent with fresh instructions for further amendments mainly since the instructing agencies keep changing the policy. However, when such a request is received, irrespective of it being earlier finalized, this Department has to attend to it dedicating the same time and attention given to a fresh request. Moreover, requests for such amendments to completed drafts are sent even after the Final Draft is sent out in all three languages and sometimes the procedure is repeated a number of times.		
Drafting of Bills (Principal Legislation and Amending Legislation)	244	35	99	74	36			
Private Members' Bills (Incorporation)	05	00	00	05	00			
Revision of Subsidiary Legislation	334	104	26	147	57			
Provincial Council Statutes	08	00	05	03	00			

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

5.1 Indicate the Identified respective Sustainable Developments Goal

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
16.1			Fulfilled according to the requests received		
16.2					
16.3					
16.4					
16.5					

5.2 Briefly explain the achievements and challenges in fulfilling Sustainable Development Goals

While working towards the sustainable objectives, the Department has been drafting Bills to enact new legislation, Bills for amending existing legislation, and revising subsidiary legislation submitted by various Ministries of the Government, in such a way as to achieve the maximum efficiency and productivity. Necessary steps such as attending the Parliamentary Selection Committee meetings for reviewing the Bills and coordinating with Parliament when the Bills are debated in Parliament, have been taken.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies
Senior	47	28	19
Tertiary	28	18	10
Secondary	59	32	27
Primary	24	17	07

6.2 The approved cadre to perform the overall duties of the Department is 158. However, the actual number of staff of the Department in 2025 to perform the said duties was 95. As stated above, there are 63 vacancies existing with regard to the employment in various employment levels. Since these vacancies directly affect the performance of the Department, the following steps have been taken to reduce such impacts.

Senior Level

- (a) 03 posts of Deputy Legal Draftsman are vacant as at 31.12.2025
- (b) 12 vacancies exist in the post of Assistant Legal Draftsman. Sri Lanka Institute of Development and Administration, through the letter SLIDA/EX/04/02/57 dated 31.12.2025 has informed that 31.01.2026 has been set to conduct the exam to fill the said vacancies.
- (c) With regard to the 07 vacancies that existed in the post of Assistant Legal Draftsman, the relevant competitive examination was held on 11.11.2023 and considering the results of the exam, 04 Assistant Legal Draftspersons were recruited on 10.11.2025 having conducted interview. However, there exist 03 more vacancies.
- (d) An officer of the Sri Lanka Administrative Service assumed duties on 06.01.2025 for the post of Director (Administration). At the time the officer who served in the post of Assistant Director requested for transfer, the Director General of Combined Services has been informed through the Ministry of Justice by the letters dated 10.06.2022 and 01.12.2022.

Tertiary Level

One post of Chief Translator and 09 posts of Translators are vacant as at 31.12.2025, namely, 04 posts of English/ Sinhala Translators and 05 posts of English/Tamil Translators. The competitive examination to fill the vacancies was held by Department of Examinations on 23.12.2023, and according to the results of the examination, appointments were given to 04 English/Sinhala Translators and 05 English/Tamil Translators. The discrepancies in the salary scheme have made it difficult to retain the Translators in service. According to the recommendations given by the committee appointed to restructure the Department in accordance with අමුණ/23/1636/614/037-I and the Cabinet decision dated 11.09.2023, necessary approvals related to the positions of Superintendant of Languages and Translators were obtained and referred to the Department of Management Service for further work.

Secondary Level

- (a) The post of Librarian is vacant from 14.04.2020. The Director General of Combined Services has been informed of this vacancy by the letters dated 22.06.2022, 28.07.2025 and 26.09.2025.
- (b) The letter dated 28.09.2022, 16.02.2023, 28.07.2025 and 26.09.2025 have been sent to the Director General of Combined Services through the Ministry of Justice, requesting to take necessary actions to appoint a suitable officer for the post of Information and Communication Technology Assistant, which has been vacant since the day the post was approved (18.06.2021). Thus, at present the said position remains vacant.
- (c) 02 vacancies exist in the post of Management Service Officer as at 31.12.2024. The Director General of Combined Services has been last informed of the said vacancies by the letter dated 29.11.2024.
- (d) In the year 2025, new appointments have been given to 04 Documentation Assistants, namely: 02 Sinhala, 01 Tamil and 01 English Documentation Assistant. Thus, at the end of the year 2025, there were 04 Sinhala, 02 Tamil and 01 English Documentation Assistants. Accordingly, there exists 13 vacancies in the post of Documentation Assistant, namely: 03 Sinhala, 04 Tamil, and 06 English Documentation Assistants.
- (e) In the year 2025, the approved number of officers for the post of Editor has been increased upto 15, and new appointments have been made to the said post, namely: 03

Sinhala, 02 Tamil, and 01 English Editor. Accordingly, at present there exists 03 Sinhala, 02 Tamil and 01 English Editors in service. Therefore, there are 09 vacancies in the said post, namely: 02 Sinhala, 03 Tamil, and 04 English Editors.

Primary Level

- (a) There are 03 vacancies in the cadre of drivers. Requests in this regard have been made to the the Director General of Combined Services through the Secretary of the Ministry of Justice, by letter dated 28.07.2025 and 26.09.2025, and most recently by Letter LDD/ADM/03/Cadre/01/2022 dated 10.12.2025, requesting that necessary steps be taken to fulfill the said vacancies.
- (b) There are 02 vacancies in the post of Office Assistant. Requests have been made to the Director General of Combined Services through the Secretary of the Ministry of Justice by Letters dated 28.07.2025, 26.09.2025 and by letter LDD/ADM/03/Cadre /01/2022 dated 10.12.2025, requesting that necessary steps be taken to fulfill the said vacancies.

6.3 Human Resource Development

Name of the Programme	Number of staff trained	Duration of the programme	Total Investment (Rs. '000)		Nature of the programme (Foreign/Local)	Output/ Knowledge Gained
			Local	Foreign		
Procurement Process and Practical Usage	03	2025.09.17 2025.09.26 2025.10.01	54,000.00	-	Local	
Capacity building of Administrative Officer	01	2025.09.16 2025.09.23 2025.09.30	18,000.00	-	Local	
Duties and responsibilities of the officer who is assigned the subject of leave	01	2025.11.06	6,500.00	-	Local	
Writing office notes and official letters	01	2025.11.11	6,500.00	-	Local	
Maintaining a personal life effectively	02	2025.12.08	13,000.00	-	Local	
Office methods	02	2025.12.09 2025.12.10	24,000.00	-	Local	
Duty Training in Government sector and semi-Government sector for officers in Office	01	2025.12.17 2025.12.18	12,000.00	-	Local	

Employment Service						
Advanced Legislative Drafting - 2025	01	2025.10.13 – 2025.10.24	-	US \$ 8666 Rs.444,500 .00	Foreign	
International Law for Asia - Pacific	01	2025.11.17- 2025.12.10	-	US \$ 375	Foreign	

Chapter 07 - Compliance Report

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

2.5	Preparation and submission of all the monthly account summaries (CIGAS) to the Treasury on due date	Complied		
2.6	Updating and maintaining the Register for cheques and money orders	Complied		
2.7	Updating and maintaining Inventory register	Complied		
2.8	Updating and maintaining Stocks Register	Complied		
2.9	Updating and maintaining the Register of Losses	Complied		
2.10	Updating and maintaining the Register of liabilities	Complied		
2.11	Updating and maintaining the Register of Counterfoil Books (GA-N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The delegation of the authority is in such a manner so as to pass each transaction through two or more officers	Complied		
3.4	In using the government payroll Software Package, acting under the supervision of Accountants in terms of the State Account Circular No. 171/2004 dated 11.05.2014	Complied		

4	Preparation of the Annual Plans			
4.1	Preparation of the Annual Action Plan			
4.2	Preparation of the Annual Procurement Plan	Complied		
4.3	Preparation of the Annual Internal Audit Plan	An internal Audit Unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice.		
4.4	Preparation and submission of the Annual Estimate to the Department of National Budget (NDB) on due date	Complied		
4.5	Submission of the annual cash flow statement to the Department of Treasury Operations on due date	Complied		
5	Audit			
5.1	Answering to all audit queries by the date specified by the Auditor General	Complied		
6	Internal Audit			
6.1	In terms of the Financial Regulation 134(2) DMA/1-2019, preparation of the Internal Audit Plan at the beginning of the year, having consulted the Auditor General	An Internal Audit Unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice.		

6.2	Answering to all the Internal Audit Reports within a month	Complied		
6.3	In term of the section 40(4) of the National Audit Act, No.19 of 2018, submission of the copies of all Internal Audit Reports to the Department of Management Audit.	An internal Audit unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of justice		
6.4	In terms of the Financial Regulation 134(3), submission of the copies of all Internal Audit Reports to the Auditor General			
7	Audit and Management Committees			
7.1	Holding a minimum 04 meetings of the Audit and Management Committees as per the DMA Circular 1-2019	Complied 03 committees have been appointed in 2025		
8	Asset Management			
8.1	In terms of the paragraph 07 of the Asset Management Circular No. 01/2017, submission of the information on purchases and disposals of assets, to the Comptroller General's Office	Complied		

8.2	In terms of Paragraph 7 of the said circular, appointing a suitable Liaison Officer to coordinate the implementation of the provisions of the said circular, and reporting the details of such officer to the Comptroller's Office	Complied		
8.3	In terms of the Public Finance Circular No. 05/2016, conducting the boards of survey and submitting the relevant reports to the Auditor General on due date.	Complied		
8.4	Carrying out the excesses, deficits disclosed through the annual board of survey and other recommendations during the period specified in the circular.	Complied		
8.5	In terms of FR 772, carrying out the disposal of condemn articles			
9	Management of Vehicles			
9.1	Preparation and submission of daily running charts and the monthly summary reports of the Pool vehicles to the Auditor General on due date.	Complied		
9.2	Disposal of condemned vehicles within a period less than 6 months of condemnation.	Complied		
9.3	Updating and maintaining the vehicle logbooks.	Complied		
9.4	Taking actions with regard to every vehicle accident in terms of the FR 103, 104, 109, and 110	Complied		

9.5	Re – examination of fuel consumption of vehicles in terms of the provisions of paragraph 3.1 of the Public Administration Circular No. 30/2016 dated 29.12.2016	Complied		
9.6	Transferring the absolute ownership of the leased vehicle logbooks after the leasing term	Complied		
10	Management of Bank Accounts			
10.1	Preparation of bank reconciliation statements, and certifying and submitting them for auditing by the due date.	Complied		
10.2	Settlement of dormant accounts that had been existed in the year under review or since previous years.	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month.	Complied		
11	Provision and Utilization			
11.1	Spending the provisions allocated without exceeding the limit.	Complied		
11.2	Approaching the liabilities not exceeding the provisions that remained at the end of the year after the utilization of the provided provisions as per the FR 94(1).	Complied		

12	Advance Accounts to Public Officers			
12.1	Compliance with the limits	Complied		
12.2	Carrying out a time analysis on the loan arrears	Complied The loan balance of Rs.71649.33 has been submitted to be recovered from the gratuity		
12.3	Settlement of loan balances in arrears for over a year			
13	General Deposit Accounts			
13.1	Taking actions on lapsed deposits in terms of FR 571	There are no lapsed deposits in General Deposits Account relevant to the Legal Draftsman’s Department		
13.2	Updating and maintaining the control register for general deposits	Complied		
14	Imprest Account			
14.1	Settlement of subimprests in the cash book at the end of the year under review within one month from the completion of the task	Complied		
14.2	Settlement of ad-hoc subimprests issued in terms of FR 371 within one month from the completion of the task	Complied		
14.3	Issuance of ad-hoc subimprests not exceeding the limit approved by the F.R. 371	Complied		
14.4	Monthly reconciliation of balance of imprest account with the Treasury books	Complied		

15	Revenue Account			
15.1	Making refunds from the collected revenue in terms of the regulations	Revenue Account is not relevant to the Legal Draftsman's Department		
15.2	Directly crediting the collected revenue to the revenue account without crediting to the deposit account			
15.3	Submission of the reports in arrears of revenue to the Auditor General in terms of FR 176			
16	Human Resource Management			
16.1	Maintaining the staff within the approved cadre	Complied		
16.2	Issuance of duty lists in writing to all members of the staff	Complied		
16.3	Submission of all the reports to the Department of Management Services in terms of the Management Services circular No. 04/2017 dated 20.09.2017	Complied		
17	Provision of information to the public			
17.1	Appointing an Information Officer, and updating and maintaining a register of information in terms of the Right to Information Act and Regulations	Complied		
17.2	Information on the institute have been provided through the website, and the public has been facilitated to appreciate/allege the institute through the website or any other means	Complied		
17.3	Submission of bi – annual or annual reports in terms of sections 08 and 10 of the Right to Information Act	Not applicable		

18	Implementation of the Citizens Charter			
18.1	Formulation and implementation of a Citizen's Charter/ Client's Charter in terms of the circular No. 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not applicable		
18.2	Formulation of a methodology by the Institution to monitor, and assess the formulation and the implementation of Citizen's Charter/ Client's Charter in terms of the paragraph 2.3 of the said circular	Not applicable		
19	Preparation of the HumanResource Plan			
19.1	Preparation of a human resource plan in terms of the format under Annexure 02 of the Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	In the human resource plan,ensuring of providing a minimum training opportunity which is not less than 12 hours per year for each member of the staff	Complied	The staff has been provided with the required training.	
19.3	Signing of Annual Performance Agreements for the entire staff based on the format of Annexure 01 of the aforesaid circular	Not Complied		

19.4	Appointing a Senior Officer by assigning the responsibility of preparing the human resource development plan, organizing capacity building programs, and conducting skill development programs as per paragraph No. 6.5 of the aforesaid Circular.	Not Complied		
20	Responding to the Audit Paragraphs			
20.1	Rectification of shortcomings highlighted in the audit paragraphs issued by the Auditor General for the previous years	Complied		