



ராஜ்ய ஞானா டெபார்ட்மென்ட்

அரசகரும மொழிகள் திணைக்களம்

DEPARTMENT OF OFFICIAL LANGUAGES

2025

வார்டிகை கார்ட்சாடுவா வார்டா

வருடாந்த செயற்திறன் அறிக்ை

Annual Performance Report

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Table of Contents

Chapter 01 Institutional Profile

1.1	Introduction	04
1.2	Vision, Mission & Objectives	05
1.3	Key Functions of the Department	06
1.4	Organizational Structure–Department of Official Languages	07
1.5	Main Divisions of the Department	08

Chapter 02 Progress and Future Outlook

2.1	Departmental Progress in 2025	09-26
2.2	Future Goals of the Department and Challenges	27
2.3	Message from the Commissioner General of Official Languages	28

Chapter 03 Financial Performance for the year 2025

3.1	Financial Performance Statement	29
3.2	Statement of Financial Position	30
3.3	Statement of Cash Flow	31
3.4	Revenue Collection Performance	32
3.5	Utilization Performance of Allocated Provisions	32
3.6	Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208	32
3.7	Reporting Performance of Non-financial Assets	33
3.8	Report of the Auditor General	34-42

Chapter 04 Performance Indicators

4.1	Institutional Performance Indicators	43-45
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Chapter 05 Performance in Achieving Sustainable Development Goals

5.1	Identified Sustainable Development Goals	46
5.2	Achievement of Sustainable Development Goals and Challenges	48

Chapter 06 Human Resource Profile

6.1	Cadre Management	49
6.2	Impact of Human Resource Shortages or Surpluses on Institutional Performance	50
6.3	Capacity Development of the Staff	51-56

Chapter 07 Compliance Report

7.1	Compliance Report	57-63
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Chapter 01- Institutional Profile

1.1 Introduction

The Department of Official Languages was established on 01.10.1956 as the institution that implements the Official Languages Act No.33 of 1956. The decisions of the Government regarding the use of languages, their promotion and preservation are declared through the Official Languages Policy of a country. The Official Languages Policy is vital in building peace and reconciliation in a multi-ethnic and multilingual society like Sri Lanka. The Official Languages Policy facilitates the use of languages by the public, protects their language rights and provides for strengthened cultural bonds.

Article 12 (2) of Chapter III of the Constitution of the Democratic Socialist Republic of Sri Lanka states that language is a fundamental right and that no citizen shall be subject to any discrimination or special treatment on the basis of language. Furthermore, Chapter IV of the Constitution sets out the fundamental law on language and according to the 13th Amendment to the Constitution in 1987, both Sinhala and Tamil languages are declared as the Official Languages of Sri Lanka by Article 18 (2), and English is declared as the Link Language by Article 18 (3). Article 19 of the Constitution of 1978 recognizes Sinhala and Tamil languages as the National Languages of Sri Lanka.

Various circulars are issued from time to time for the efficient implementation of the Official Languages Policy. The Department of Official Languages conducts language proficiency tests and language training courses for government/provincial public officers and officers of semi-government institutions, provides translation services in Sinhala, Tamil and English languages as the Official Translator of the Government, compiles glossaries and prepares language learning aids, and plans language promotion programmes to build a language-savvy society. The primary objective is to implement activities related to building a trilingual society marked by peaceful coexistence and to provide efficient and effective services to the public.

In line with the Government's national policy statement, "A Thriving Nation – A Beautiful Life," and based on the concept of "A Sri Lankan Nation – The Universal Citizen," the Department, currently under the purview of the Ministry of Justice and National Integration, is aligned with policies aimed at implementing the Official Languages Policy, thereby enabling all citizens to access services in the language of their choice and conducting research on AI-powered multilingual communication systems in government institutions and public spaces, with the aim of minimizing language barriers among Sri Lanka's diverse ethnic communities.

The **Annual Performance Report**, comprising the activities of the **Department of Official Languages** in **2025** together with the report containing financial information, is hereby presented in accordance with the **Public Financial Management Act No. 44 of 2024**.

1.2 Vision, Mission and Objectives of the Institution

Vision

A peaceful, trilingual society enriched with co-existence

Mission

“To facilitate and coordinate the effective implementation of the Official Languages Policy with the objective of achieving inter-ethnic peace and harmony”

Objectives

Developing language skills of public officers with the aim of protecting the right of the public to obtain services in a preferred language out of Sinhala, Tamil and English languages

Ensuring the delivery of an efficient translation service as the Official Translator of the Government

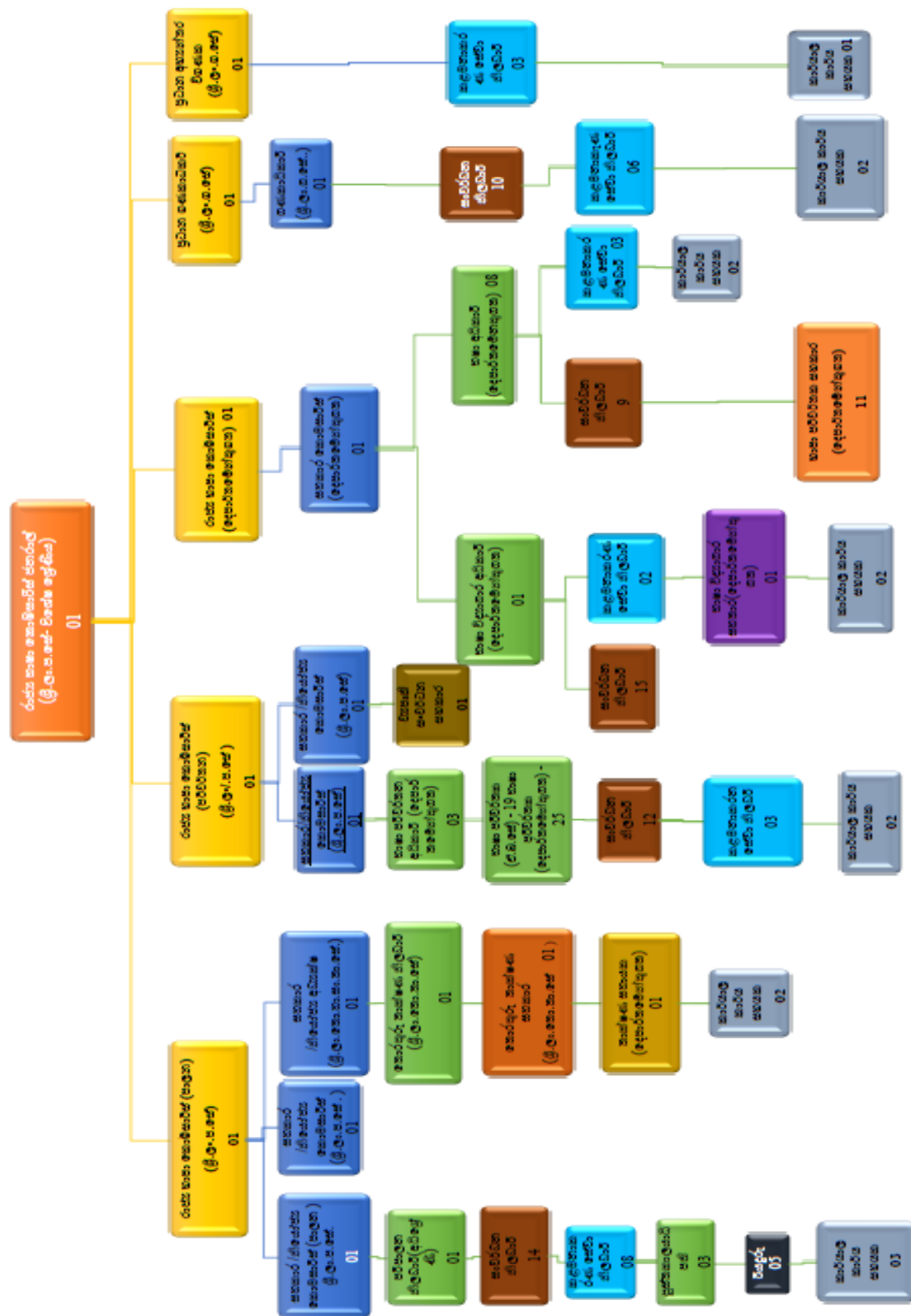
Utilizing modern technology and facilitating the promotion, learning and use of the national languages

Organising courses to promote national and international language skills

1.3 Key Functions of the Department

1. Providing **translation services** to government and semi-government institutions (Sinhala, Tamil, and English).
2. Preparing forms commonly used in government institutions in trilingual format.
3. Educating and providing practical training to students pursuing language translation studies at universities and recognized educational institutions.
4. Compiling Sinhala, Tamil and English glossaries for various subjects.
5. Conducting the National Languages Qualification (NLQ) examination and awareness programmes on the same as per Public Administration Circular 18/2020 and Management Services Circular 1/2023.
6. Conducting recruitment and language proficiency examinations for staff of this department as well as external institutions.
7. Conducting Sinhala and Tamil language courses island-wide for public officers required to obtain official languages proficiency in terms of Public Administration Circular 18/2020.
8. Conducting Sinhala and Tamil language courses island-wide for semi-government officers required to obtain official languages proficiency in terms of Management Services Circular 1/2023.
9. Teaching and conducting examinations in Sinhala, Tamil, English and foreign languages using modern technological methods.
10. Conducting programmes promoting religious co-existence through the use of languages.
11. Celebration of language days of national and international significance.
12. Conducting language courses and organizing language promotion programmes at the request of external institutions.
13. Compilation and sale of departmental publications related to language promotion.

1.4 Organizational Structure - Department of Official Languages



1.5 Main Divisions of the Department



- ❖ Translation Division
- ❖ Glossary Unit
- ❖ Language Laboratory
- ❖ Examination Division
- ❖ Language Research & Book Publication Division
- ❖ Accounts Division
- ❖ Administration Division
- ❖ Library
- ❖ Internal Audit Division



Chapter 02– Progress and Future Outlook

2.1 Progress Achieved by the Department in 2025

The financial and physical progress of the Department of Official Languages under Expenditure Head 236 in 2025 is as follows:

❖ **Total financial progress as at 31.12.2025.**

Description	Provisions approved for 2025 (Rs.Mn)	Actual expenditure as at 31.12.2025 (Rs.Mn)	Financial progress as at 31.12.2025 (%)
Recurrent expenditure	211.00	164.17	77.81%
Capital expenditure	13.00	10.74	82.65%
Total	224.00	174.92	78.09%

The financial and physical progress in implementing the Official Languages Policy under Expenditure Head 1703 is as follows:

Priority Field	Allocated provisions (Rs.Mn)	Actual expenditure as at 31.12.2025 (Rs.Mn)	Physical progress as at 31.12.2025 (%)
1.) Ensuring the provision of an efficient translation service as the Official Translator of the Government.	2.75	1.89	91%
2.) Compiling bilingual/trilingual glossaries as the official body for glossary compilation.	0.6	0.38	80%
3.) Enhancing the language proficiency of public officers to protect the rights of the public to receive services in the language of their choice: Sinhala, Tamil and English.	41.26	32.12	80%
4.) Utilizing modern technology and facilitating the promotion, learning and use of the national languages.	5.39	1.98	85%
Total	50.00	36.37	80%

01. Translation Division

The key function of the Division is to provide translation services to the institutions that make requests for translations, by identifying the requirement of translation services when performing the translation task bilingually and trilingually as the Official Translator of the Government.

Accordingly, the target number of pages to be translated in the year 2025 was 3000 pages. However, by the end of 2025, it was possible to translate and proofread 3043 pages. Accordingly, documents were received from the following institutions for translation and proofreading.

- I. Investigation files of the Criminal Investigation Department
- II. Investigation files of the Counter Terrorism and Investigation Division
- III. Documents received from the Sri Lanka Police, Sri Lanka Navy, and Sri Lanka Light Infantry
- IV. Documents received from the Uva Province Governor's Office
- V. Documents received from the National Water Supply and Drainage Board
- VI. Documents received from the Ministry of Public Administration, Provincial Councils and Local Government
- VII. Documents referred by the Official Languages Commission

The requests received from government and semi-government institutions for translations are as follows.

Translation Requests	Sinhala/ Tamil	Sinhala/ English	English/ Tamil	Total
Total number of pages received for translation	1660	1365	123	3148
Total number of pages received for proofreading	161	344	64	569
Number of documents translated (Pages)	1539	823	71	2433
Number of documents proofread (Pages)	145	363	102	610

Furthermore, during the year 2025, a sum of LKR 177,934.50 was contributed to the government revenue through the provision of translation services to semi-government institutions.

Other Tasks Performed for the Betterment of the Field of Translation in the Year 2025

(02) Providing practical training to university students pursuing a special degree in translation studies.

Practical training in translation studies is provided by the Department to university students who are pursuing translation as a specialised degree programme.

Accordingly, students are offered practical training and guidance necessary to develop language proficiency, as well as to utilize their knowledge and skills in accessing diverse

professional opportunities and engaging in international interactions. Thus, training opportunities were provided as outlined below.

University	Number of undergraduates	Duration	Medium
University of Kelaniya	34	90 hours	(Sinhala/ English)
South Eastern University	20	100 hours	(Tamil/English/Arabic)
University of Jaffna	15	03 months	(Tamil/English/Sinhala)
Eastern University, Sri Lanka	15	02 months	(Tamil/English)
Sabaragamuwa University of Sri Lanka	05	06 months	(Sinhala/English)
Eastern University, Sri Lanka	05	02 months	(Tamil/English)

Accordingly, 94 undergraduates came to the department and successfully completed their training.

❖ **Conducting awareness programmes on translation for university students.**

Resource persons from the department visit universities upon request and conduct introductory programmes on the practical applications of translation studies. Accordingly, during the year 2025:

- ❖ The awareness programme for students of University of Kelaniya was held on 19 August (number of participants - 82).
- ❖ The awareness programme for students of University of Jaffna was held on 24 October at the university (number of participants - 25).

(04) Updating the pool of language facilitators through Bhashawa.lk website.

Language Facilitators are recruited to carry out translation work more efficiently. Applications are available on the Bhashawa.lk website at the beginning of the year and the examination will be conducted in Colombo in the fourth quarter. The examination was conducted for 49 candidates on 28 October 2025. Accordingly, 11 candidates who passed the examination were recruited into the pool as language facilitators.

(05) Planning training programmes for translators.

In order to enhance translation service with up-to-date knowledge, training programs are conducted for translators in the department. Accordingly, training programs were conducted on legal document translation, the use of idioms and on the subject of Technology and software for Translations.

(06) Preparation of forms commonly used in government institutions in bilingual format.

Forms were prepared in trilingual format to make it easier for the public to fill in the forms in their mother tongue or the other language. The focus is on accurate translation, clear design in accordance with the format, and the use of words that preserve the same meaning in both languages. Accordingly, the forms received from the following institutions were prepared in bilingual format.

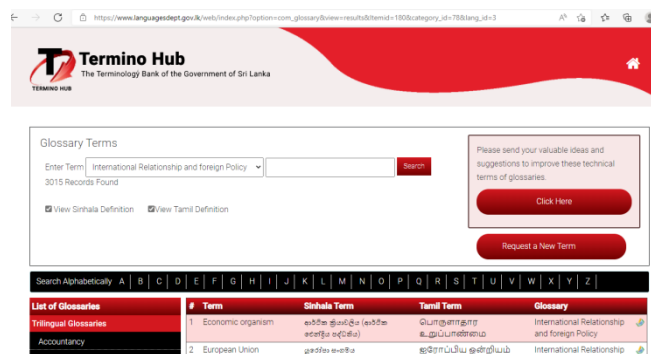
- ❖ 52 forms received from the Divisional Secretariats of Balapitiya, Thimbirigasyaya, and Galle
- ❖ 22 forms received from the Ministry of Justice and National Integration
- ❖ 10 forms received from the Medadumbara Divisional Secretariat and
- ❖ 30 forms received from the Warakapola Pradeshiya Sabha.

A total of 114 forms received from the above institutions were translated into bilingual format during this year.

02.Glossary Unit

With the enactment of the Official Language Act, No. 33 of 1956, the role of the Official Translator of the Government as well as the task of compiling glossaries has been assigned to the Department of Official Languages. Accordingly, the Glossary Unit compiles trilingual/bilingual glossaries to facilitate the understanding of knowledge in various subject areas in the national languages. This includes compiling trilingual glossaries for new subject areas, updating old glossaries and uploading them to the website, compiling glossaries for new words encountered during academic activities of schools, universities and other educational institutions, assisting in the coining of new terms as requested by government and other institutions, compiling new terms required for translation activities, as well as assisting in providing nomenclature for all government institutions as well as affiliated institutions.

The glossaries, which have been created bilingually since 1956, began to be compiled in trilingual format from 2013, and so far, 92 glossaries have been compiled based on various subject areas.



The terminology glossary web page has been introduced in a new format called 'Termino-Hub', and the mobile application developed under Apple and Android systems, which contains terminology glossaries, can be accessed through the 'Termino-Hub' web page.



Compilation of new glossaries during the year 2025.

- ❖ Commencement of compilation of a trilingual glossary on Archival Science
- ❖ Commencement of compilation of trilingual glossaries on Disaster Management

The trilingual glossary on Archival Science was compiled in collaboration with the Department of National Archives, while the trilingual glossary on Disaster Management was prepared with the assistance of the Disaster Management Division of the Ministry of Defence and the Disaster Management Centre. In both glossaries, the collection of Sinhala and English terms has been completed, and upon completion of the editing process, arrangements will be made to release them online through the Termino-Hub web page in the first quarter of 2026 for user access.



The Department of National Archives, in collaboration with subject specialists, undertakes the preparation of a trilingual glossary on archival science.

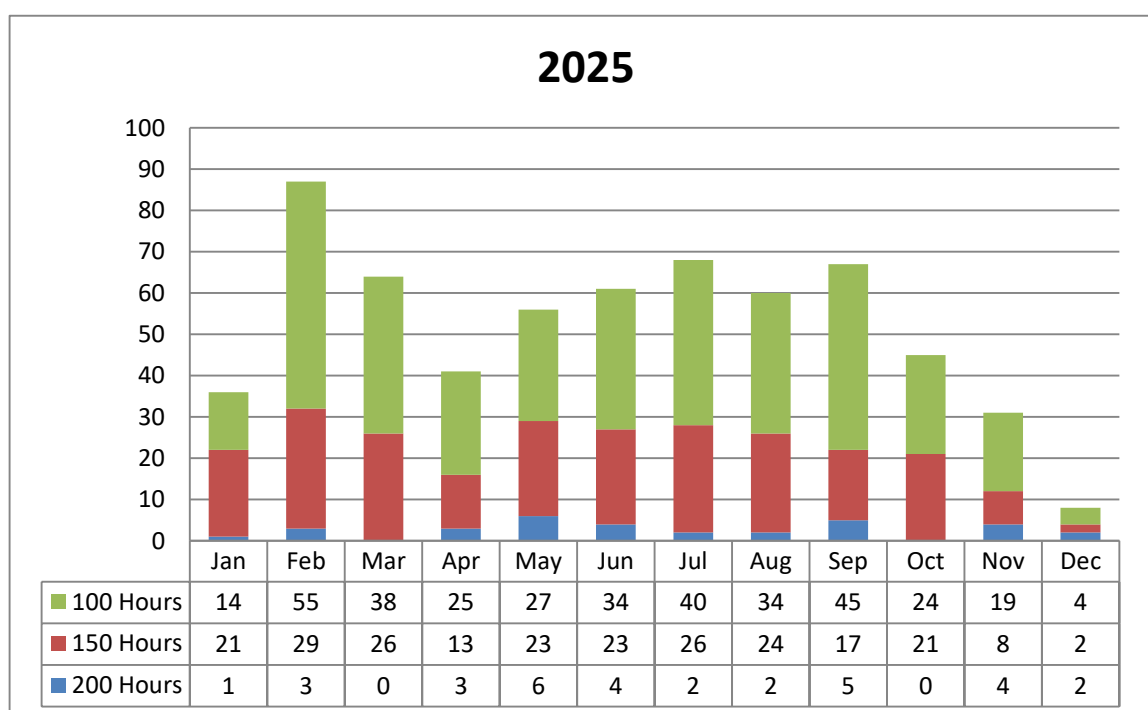
03. Language Laboratory

One of the main objectives of implementing the Official Languages Policy is to build a society enriched with language skills. Conducting language courses for government and semi-government officers to ensure that services are provided to the public in their preferred language is a special aspect of the scope of this department. As per Public Administration Circular 18/2020 and Management Services Circular 1/2023, the Language Laboratory facilitates improving the language skills of the public officers and creating the necessary background to build a language capable society.

(1) As per Public Administration Circular 18/2020, **624** Sinhala and Tamil language courses were commenced across the country from 01.01.2025 to 31.12.2025. Certificates were issued to **43594** officers who completed the courses.

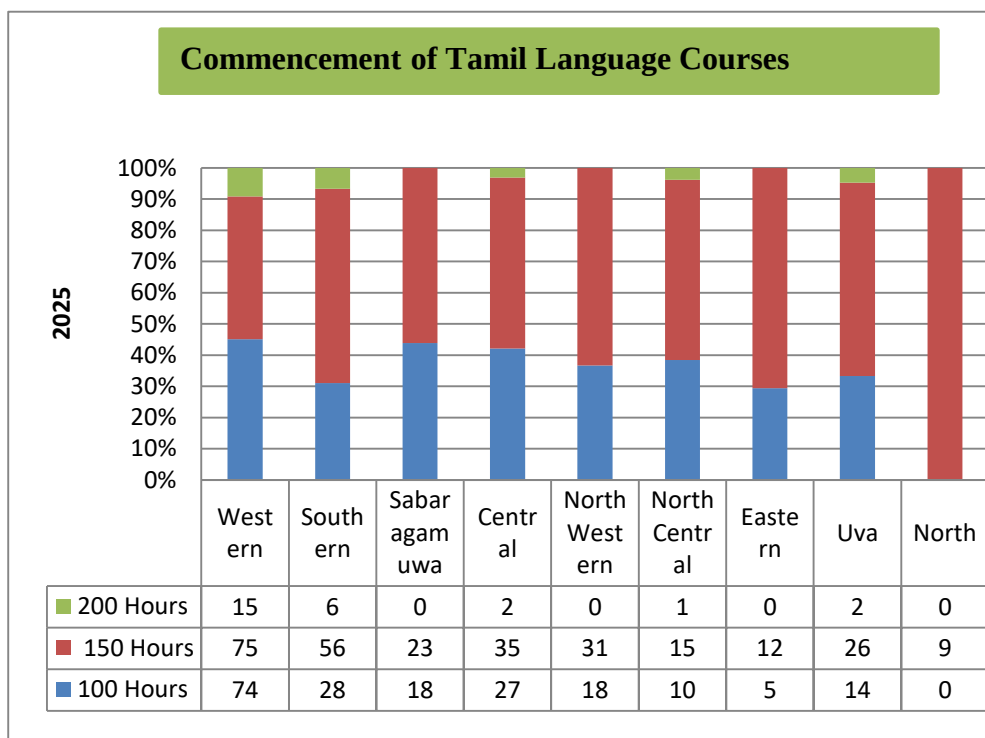
The monthly data on the **100-hour, 150-hour, and 200-hour Sinhala and Tamil language courses**, conducted from **31.01.2025 to 31.12.2025**, are as follows.

Year 2025

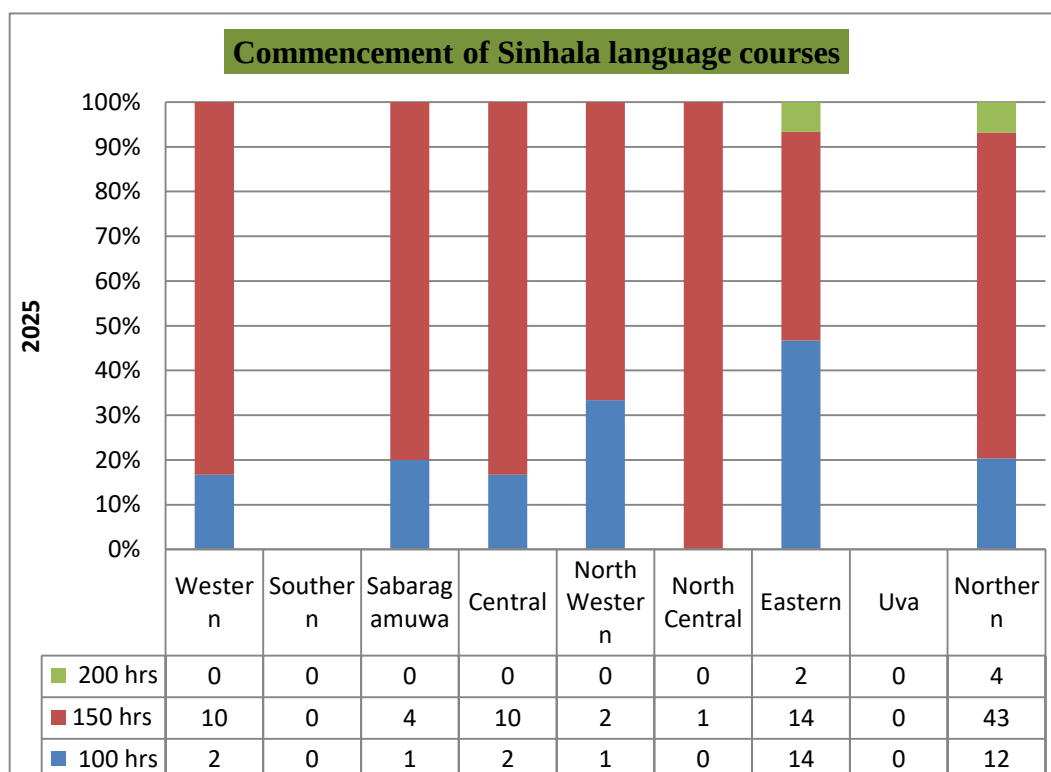


Commencement of Sinhala and Tamil Language Courses by Province in 2025

During this year, 502 Tamil language courses were commenced islandwide. The details at provincial level are as follows.

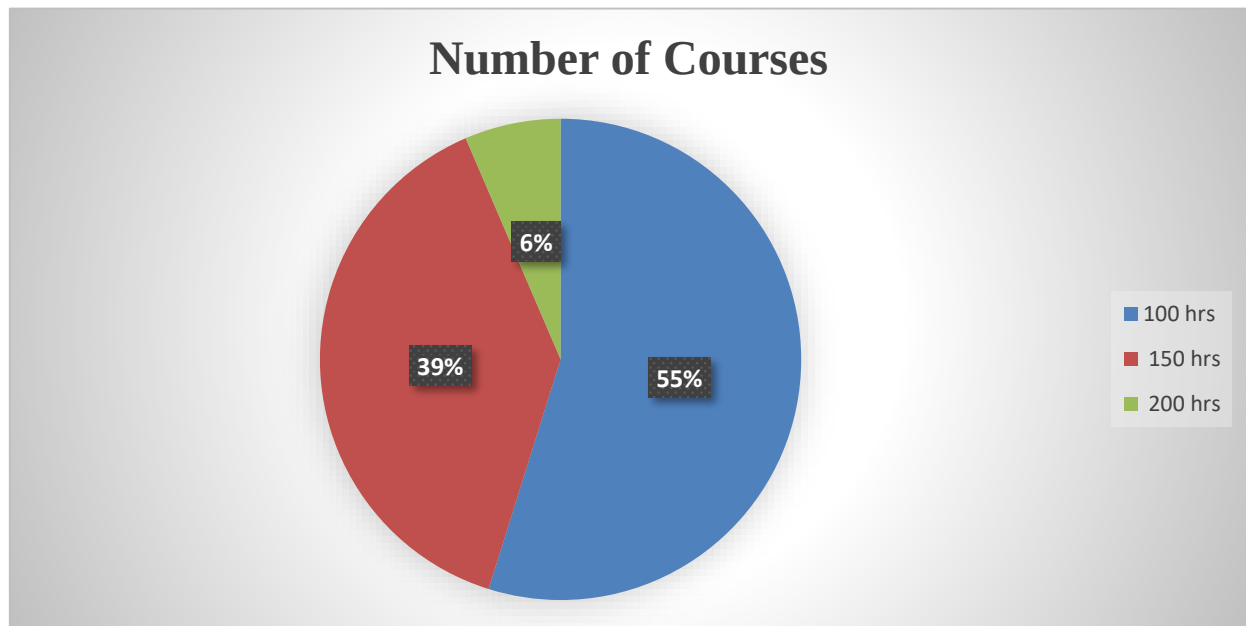


Furthermore, during the year 2025, a total of 122 Sinhala language courses were commenced islandwide.



(02) Conducting language courses as per Management Services Circular 01/2023.

31 Tamil language courses were commenced island-wide upon the demand of officers serving at semi-government institutions.



(03) Updating and training the pool of language instructors for language courses.

The pool of language instructors is updated annually. Training opportunities are provided to the instructors in the pool, during which awareness programmes are conducted, including the introduction of new teaching methodologies, practical evaluation of teaching methods, and engagement in group activities. The primary objective is to ensure that the public can receive services in a language of their choice, as well as to develop in course participants the knowledge, attitudes, and skills required to engage in harmonious and peaceful interaction with fellow communities.

- ❖ The first training programme to educate instructors was conducted on 27 and 28 August, over two days, at the Uva Management Development Centre for 128 instructors.
- ❖ The second programme was conducted on 16 and 17 October, over two days, at the Department for 48 new instructors.
- ❖ The third programme was conducted on 19 and 20 November, over two days, at the Polgolla Cooperative Development Centre for 132 instructors.

During this year, a total of 308 language instructors participated in the above programmes, together with District Language Promotion Assistant Officers, Language Officers and District Coordinating Officers of the department.

(04) Conducting programmes on the use of language for religious coexistence.

This is a new initiative commenced in 2025 for the promotion of religious coexistence. In this regard, language promotion programmes were carried out in collaboration with religious leaders and learners engaged in language study through such centres. Accordingly, five programmes were implemented during the year as follows:

- ❖ Commencement of a special Sinhala language course for 43 students of the Beruwala Naleemiah Institute of Higher Education.
- ❖ Commencement of a special Sinhala language course for 40 Kurukkals and Christian clergy in collaboration with the Jaffna District Secretariat.
- ❖ Commencement of a special Tamil language course for 40 Buddhist monks of the AsgiriMahaViharaMahaPirivena.
- ❖ Commencement of a Tamil language teaching course for 30 Buddhist monks at the MuhuduMahaViharaya in Pottuvil, Ampara.
- ❖ Commencement of a Sinhala language teaching course for 40 Moulavis at the Akkaraipattu AbubakrSiddheeq Institute.



Moulavis and monks studying Sinhala and Tamil language courses.



The Moulavis of the Abubakr Siddheeq Institute in Akkaraipattu are engaged in courses and the students of JamiahNaleemiah Institute are graduating



A discussion was held at the Jaffna District Secretariat with local religious leaders on programs aimed at promoting religious coexistence.

(05) Conducting language courses on the request of external institutions

The department will provide the necessary resources and facilities to conduct language courses on the request of government and semi-government institutions as well as carry out coordination activities. Accordingly, in the year 2025;

- ❖ with the aim of re-socializing prisoners as individuals with perfect language skills, two 150-hour English language courses were initiated for male and female prisoners at Welikada Prison on 29.10.2025.
- ❖ an English language course was conducted for 120 officers of the Sri Lanka Special Task Force Katukurunda Camp.
- ❖ Sinhala and Tamil language courses for Members of Parliament commenced on 2025.11.18 and will continue until 2026.
- ❖ an English language course for 25 officers of the State Pharmaceuticals Regulatory Corporation commenced on 2025.12.02.



Training instructors at Polgolla Education and Training Institute



A group of language instructors who participated in the training program at the Polgolla Education and Training

As another component of implementing the Official Languages Policy, the Examination Branch performs a specialized function by providing the necessary facilities for assessing the language proficiency of public officers. The functions carried out by this branch include conducting written examinations, oral examinations to evaluate the official languages proficiency of public officers and issuing results and certificates, as well as conducting recruitment examinations and efficiency bar examinations upon the request of external institutions. In addition, the branch is responsible for preparing question papers and evaluating answer scripts for such examinations.

The major activities carried out by the Examination Branch during the year 2025 are as follows:

(1) Conducting the National Language Qualification Examination (NLQ).

The National Language Qualification Examination was introduced Under Public Administration Circular No. 18/2020 and based on the annual demand received, it has been planned to conduct a maximum of four examinations per year. Accordingly, for applicants who submitted applications between 01.10.2024 and 15.08.2025, two examinations were conducted on 04 November at the department premises, comprising Sinhala language examination for 39 applicants, and Tamil language examination for 21 applicants. This examination evaluates all four competencies; Writing, Speaking, Listening and Reading. Also, separate assessments are conducted for each of these four components, as Written Skills Assessment Examination, Speaking Skills Assessment Examination, Listening Skills Assessment Examination and Reading Skills Assessment Examination. Officers who successfully complete all four examinations, based on the marks they obtained, will receive incentive allowances as LKR 15,000.00, LKR 20,000.00 and LKR 25,000.00. In addition, they may also qualify for an allowance equivalent to a monthly salary increment.

(2) Conducting Awareness Programmes on the National Language Qualification (NLQ) Examination for Public Officers.

Seven awareness programmes on the National Language Qualification Examination were conducted at district level to educate the public, government/provincial government, and semi-government officers as follows:

No.	Date	Venue	Number of Participants
01	27 March 2025	Badulla District for Uva Province	150
02	28 March	Kandy District for Central Province	469
03	30 May	Matara District for Southern Province	340
04	02 July	Vavuniya District for Northern Province	180
05	01 August	Kurunegala District for North Western Province	292
06	04 September	Special awareness programme on Official Languages Policy and related language circulars was conducted at the Southern Provincial Ministry of Education for all zonal education Heads and subject officers.	85
07	11 September	It was conducted in the Anuradhapura District for the North Central Province.	286

(2) Conducting examinations, preparing question papers, and evaluating answer scripts in accordance with requests received from government and semi-government institutions.

As a languages proficiency evaluator, the Examination Branch conducts examinations, prepares question papers, and evaluates answer scripts based on the requirements of the Department of Official Languages as well as requests received from various other government and semi-government institutions. Accordingly, the following activities were carried out during the year 2025.

- ❖ Conducting the written examination related to updating the department's language consultant pool on 20 May, and the teaching skills test, speaking skills test, and interview on 21 August.
- ❖ Conducting examination on September 16 for the registration of English language instructors to the pool of English language consultants for teaching English language courses at the Language Laboratory.
- ❖ Conducting the Mother Tongue Proficiency Tamil Examination on 29 September.
- ❖ The recruitment examination for Language Officers and Language Promotion and Research Officers for the Official Languages Commission was conducted on 18 and 19 October.
- ❖ Conducting the examination on 28 October for updating the pool of language facilitators of the Bhashawa.lk website.
- ❖ Conducting the recruitment examination for translators for the Department of Official Languages on 27 November.



Conducting the oral examination for the recruitment of language consultants



Aware Awareness programme for government officials on the National Language Proficiency Examination–Kurunegala District.

05 Planning programmes for the facilitation of national language promotion, learning and usage.

1. A scholarly dialogue with subject experts on language, literature, arts and ethics is conducted every month. This programme is known as **“Sambhashana”** and provides an opportunity for language experts, subject specialists and anyone with an interest in language to participate in these sessions. Through this initiative, space has been created to foster a broad discourse on the advancement of language. Accordingly, the 10 programmes organized during the year 2025 are as follows:

Date	Topic	Names of Resource persons
2025.03.26	“Does the Hand that Rocks the Cradle Rule the World?” -A literary dialogue on women and society	Literary scholars Mrs. Dhanushika Karunaratne and Mrs. Thanuja Ayagama
2025.04.30	“Surya Mangala Udanaya” - Sinhala-Tamil cultural programme	Department officers
2025.05.29	A discussion on “Music Nourished by Buddhist Literature”	Senior journalist and Musicologist Mr. Lal Ananda Abeydeera and Visharada Mrs. Sandhya Bulathsinhala
2025.07.24	“Contemporary Reflections on the Politics of Language” -Scholarly discussion	Dr. Sunil Wijesiriwardhana
2025.06.26	“Constructing the Language of Love in Modern Sinhala Literature” – Scholarly dialogue	Dr. Kaushalya Kumarasinghe
2025.08.28	A discussion based on Martin Heidegger and Nalin de Silva: “Does Philosophy Have a Natural Mother Tongue?”	Mr. Wangeesa Sumanasekara
2025.09.11	“New Dimensions in Sri Lankan Short Story Art” -Scholarly discussion	Directed by Sisira Medagama with the authors Mr. Prabath Jayasinghe, Ms. Virajini Tennakoon and Mr. Rangana Ariyadasa
2025.10.30	“Revisiting the Linguistic World and Ideologies of Viragaya” with screening of the film Viragaya	Literary and art critic Mr. Vidarshana Kannangara
2025.11.27	“English Vinglish: A Film for Those Who Treat Language as a Royal Tool” -Screening and discussion of English Vinglish	Mr. Boopathy Nalin
2025.12.30	“The Musical Legacy of Sarath Dassanayake: Steering Sri Lankan Film Music Beyond Indian Imitative Music” – A musical appreciation programme for mental wellbeing	Commissioner of Official Languages Mr. Shaminda Mahalekam, and Department officers

02. Celebration of Sinhala Language Day

Sinhala Language Day is commemorated annually on the 2nd of March. This day is observed based on the death anniversary of Mr. Kumaratunga Munidasa, who made a significant contribution to the advancement of the Sinhala language. The celebration aims to preserve and promote the Sinhala language, literature, and cultural identity, while also emphasizing its importance as an official state language. Various programmes are organized to mark this occasion with the participation of school students, public officers, and the general public.

The celebration of Sinhala Language Day for the year 2025 was held on 04 March 2025 at the Department of Official Languages under the patronage of the Honourable Minister of Justice and National Integration, Attorney-at-Law Mr. Harshana Nanayakkara. During this programme, tribute was paid in remembrance of the late eminent scholar Kumaratunga Munidasa and all others who contributed to the advancement and development of the Sinhala language. The event also included paying homage to distinguished Professor J. B. Dissanayake for his invaluable service towards the progress of the Sinhala language as well as the development of the Department of Official Languages, together with the launch of the commemorative publication J.B. Prinama, written based on his life story. In addition, the programme featured the introduction of the Terminology Glossary webpage, the awarding of certificates to diploma holders of the National Institute of Language Education and Training who successfully completed the Sinhala Language Diploma, the awarding of certificates to officers who passed National Language Qualification Examination conducted by the Department of Official Languages, and the donation of books to school libraries. The keynote speech was delivered by Professor Sandagomi Coperahewa.



03. Tamil Language Promotion Programme Series in line with Tamil Language Day First Programme – 25.10.2025

“The Historical Significance and Cultural Values of the Tamil Language”

With the intention of celebrating Tamil Language Day in 2025 in a more meaningful and productive manner, Jaffna Tamil Sangam held a discussion on 13.08.2025 with the participation of the Department of Linguistics and English at the University of Jaffna and the Jaffna Public Library. During the discussions with the Jaffna Tamil Sangam, it was proposed that July 19th, the memorial day of Swami Vipulananda, would be more appropriate to be designated and celebrated annually as 'Tamil Language Day' in a way that highlights the identity of Tamil language and culture in Sri Lanka.

Accordingly, it was proposed to organize three scholarly discussion forums regarding the Tamil language in line with Tamil Language Day 2026.

The first programme, titled “The Historical Significance and Cultural Values of the Tamil Language,” was held on October 25, 2025, at the Library Auditorium of the University of Jaffna. It was jointly organized by the Jaffna Tamil Sangam and the Department of Official Languages.

The forum focused on evaluating the uniqueness, historical importance and cultural values of Sri Lankan Tamil language, while also noting the ongoing changes within the local dialect caused by the influence of vocabulary from Indian Tamil and other foreign languages. It was emphasized that preserving the unique identity of Sri Lankan Tamil has become a significant challenge in the present context and the need for state intervention, the contribution of the education sector, and increased public awareness were identified as essential measures to safeguard this linguistic heritage.

This discussion was recognized as the first programme organized by a government institution focusing on the Tamil language, centered on the city of Jaffna.



An occasion during the inaugural discussion on “The Historical Significance and Cultural Values of the Tamil Language,” held at the University of Jaffna Library Auditorium and jointly organized by the Jaffna Tamil Sangam and the Department of Official Languages

04. Raising Public Awareness in line with Official Languages Week

With the objective of implementing the Official Languages Policy in Sri Lanka and safeguarding language rights, Official Languages Week is commemorated annually from July 1 to July 5. This is a special collaborative initiative led by the Ministry, involving all institutions responsible for enforcing the Official Languages Policy. The programme is carried out through various activities, including promoting linguistic coexistence, monitoring the implementation of language policy in public institutions, and conducting language promotion programmes. Under the theme "**Let's enrich our language, let's win hearts**", the Department of Official Languages organized activities to mark the Public Day. In 2025, these activities were centered on the Northern Province. Accordingly, on July 3, 2025, programmes were held at the Vavuniya District Secretariat with the participation of government institutions and schools under the leadership of the District Secretariat. The Chief Guest at this event was the Hon. Deputy Minister of National Integration, Mr. Muneer Mulafter. The closing ceremony of the Official Languages Week was held on July 7, 2025, at the Sri Lanka Foundation Institute.



A photograph of the programme conducted at the department to commemorate the International Translation Day.



Celebration of Official Languages Week-
conducted in collaboration with the Vavuniya District Secretariat.

05. Celebration of International Translation Day

As the leading government institution providing official translation services, the Department of Official Languages celebrates the International Translation Day annually on September 30 with great significance. In this year as well, the event was commemorated under the theme "**Translation shaping a future you can trust,**" featuring a range of activities. During the event, the launch of the short story anthology titled "*Varthana Bhasha Pariwarthana Ketikatha Sangrahalaya,*" authored by translators, was held. In addition, translators who have rendered pioneering service in the field of language translation were recognized. Furthermore, a scholarly panel discussion was conducted within the department under the theme "Professionalizing Translation in Sri Lanka – Challenges and Future Directions," with the participation of subject experts.

06. Conducting Workshops on Drafting Official Correspondence in Sinhala and English for Public Officers under the "A Guide to writing Official Correspondence" Programme

Based on requests received from institutions, the department provides resources to successfully conduct these awareness programmes. They primarily focus on the correct use of language in official correspondence and provide updated knowledge on relevant circulars through practical, hands-on activities. Accordingly, during the year 2025, officers of the following institutions were provided with training.

- ❖ Conducting two training programmes on written communication for groups of officers of the National Water Supply and Drainage Board on February 10 and 11.
- ❖ Conducting training programmes for officers of the Kandy branch of the same Institution on April 24 and 25.
- ❖ Conducting an awareness programme for officers in the Southern Province on May 19 and 20 at the Matara District Secretariat.
- ❖ Conducting an awareness programme for public officers of the Kegalle District Secretariat on July 24.

07. Printing of Topically Relevant Publications, Editing and Reprinting Departmental Publications, and Promotion and Sale of Departmental Publications through Participation in the International Book Fair and University Book Exhibitions in Colombo

During the year, three publications were printed by the Department:

- ❖ Editing and reprinting 300 copies of the publication, “*Let’s learn Sinhala, Tamil and English Letters*”
- ❖ Printing 300 copies of the commemorative volume “**Gratitude for Prof. J.B.**” and presenting it at the Sinhala Language Day celebration in appreciation of the service rendered by Professor Emeritus J.B. Dissanayake toward the advancement of the Department of Official Languages
- ❖ Printing 300 copies of the Translated short story anthology titled “**Warthana**” authored by a group of translators

2.2 Future Goals and Challenges of the Department

1. To develop skilled translators and interpreters with the required competencies to provide an efficient translation service as the Official Translator of the Government.
2. To recruit new officers for departmental posts as a remedy for the shortage of translator officers in the Department.
3. To carry out recruitment activities for the posts of Glossary Compiler and Assistant Glossary Compiler (Departmental).
4. To prepare and publish commonly used forms in government institutions in trilingual format.
5. To compile new glossaries in the subject areas of Assessment and Evaluation, Hinduism, and Islam and Philosophy, and release them online through the “Termino-Hub” website.
6. To organize courses for the promotion of national and international language proficiency.
7. To contribute towards building inter-ethnic coexistence by conducting language courses for religious clergy of different faiths.
8. To conduct English language courses for prison inmates.
9. To conduct language courses for Members of Parliament and judges.
10. To conduct a research study on linguistic difficulties in learning a second language.
11. To conduct language promotion programmes at the district level
12. To obtain a high level of scores in the evaluation of financial and performance aspects by the Committee on Public Accounts in the coming years.

Challenges

01. Severe shortage of translators.
02. Shortage of technical officers required to utilize modern technology for the promotion of language usage.
03. Difficulty in obtaining the services of external resource persons with language expertise for publication compilation under the existing approved payment procedures.

2.3 Message of Commissioner General of Official Languages

The Department of Official Languages is a key institution facilitating the implementation of the provisions set out in Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka. It is the primary responsibility of this Department to take necessary measures to implement the Official Languages Policy and thereby ensure the right of every citizen to receive government services in a national language of their choice.

Accordingly, the Department conducts Sinhala and Tamil language courses islandwide to enhance the language proficiency of government employees. Furthermore, it contributes to creating an environment conducive to delivering public services to citizens in all three languages by carrying out official translation work in government and semi-government institutions and by providing translation training to undergraduates in the discipline of language translation.

The Department is responsible for implementing policy decisions taken by the government on the use, promotion and preservation of official languages. In view of that, it carries out a range of activities, including compiling new glossaries in the official languages, producing research and academic books on national languages, conducting awareness programmes to popularize the official languages among the younger generation, and celebrating various national and international language days.

In line with the government's policy to ensure national and religious harmony in Sri Lankan society, programmes for teaching a second language were initiated for key stakeholders in society, such as religious leaders, members of parliament, and judges.

I express my sincere gratitude to all the officers of the Department for their committed and dedicated support in achieving the Department's goals for 2025, and I also extend my respectful gratitude to the Secretary of the Ministry of Justice and National Integration for her valuable guidance and to the staff of the Ministry for their cooperation and assistance.

Thilak Nandana Hettiarachchi

Commissioner General of Official Languages

Department of Official Languages

Chapter 03 - Financial Performance for the Year 2025

3.1 Financial Performance Statement

Statement of Financial Performance for the period ended 31st December 2025					ACA -F
Revised Budget Allocations 2025	Note	Actual 2025 Rs.	Actual 2024 Rs.		
Rs.					
-	Revenue Receipts		-		
-	Income Tax	1	-		
-	Taxes on Domestic Goods & Services	2	-		ACA-1
-	Taxes on International Trade	3	-		
-	Non Tax Revenue & Others	4	-		
-	Total Revenue Receipts (A)		-		
-	Non Revenue Receipts		-		
-	Treasury Imprests		165,702,000	159,933,000	ACA-3
-	Deposits		3,011,527	3,969,627	ACA-4
4,000,000	Advance Accounts		7,203,758	6,361,062	ACA-5
-	Other Main Ledger Receipts		-	-	
4,000,000	Total Non Revenue Receipts (B)		175,917,285	170,263,689	
4,000,000	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		175,917,285	170,263,689	
-	Remittance to the Treasury (D)		-	-	
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		175,917,285	170,263,689	
-	Less: Expenditure				
-	Recurrent Expenditure				
-	Wages, Salaries & Other Employment				
119,800,000	Benefits	5	102,560,754	92,391,916	
40,200,000	Other Goods & Services	6	25,239,305	28,979,866	ACA-2(ii)
1,000,000	Subsidies, Grants and Transfers	7	424,856	471,789	
-	Interest Payments	8	-	-	
50,000,000	Other Recurrent Expenditure	9	36,772,984	38,540,007	
211,000,000	Total Recurrent Expenditure (F)		164,997,899	160,383,578	
-	Capital Expenditure				
-	Rehabilitation & Improvement of Capital Assets	10	5,042,944	4,146,516	
5,750,000	Acquisition of Capital Assets	11	4,145,015	3,000,366	
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	
1,750,000	Capacity Building	14	1,556,519	476,075	
-	Other Capital Expenditure	15	-	-	
13,000,000	Total Capital Expenditure (G)		10,744,477	7,622,957	
-	Deposit Payments		2,690,080	4,321,365	ACA-4
6,000,000	Advance Payments		7,434,856	5,724,776	ACA-5
-	Other Main Ledger Payments		-	-	
6,000,000	Total Main Ledger Expenditure (H)		10,124,936	10,046,141	
	Total Expenditure I = (F+G+H)		185,867,313	178,052,675	
	Balance as at 31st December J = (E-I)		(9,950,028)	(7,788,986)	
	Balance as per the Imprest Adjustment Statement		(9,950,028)	(7,788,986)	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3
			(9,950,028)	(7,788,986)	

3.2. Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2025

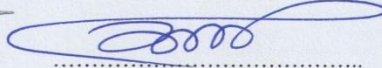
		Actual	
	Note	2025	2024
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	411,576,755	384,565,529
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	12,854,556	12,623,458
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		424,431,311	397,188,987
<u>Net Assets / Equity</u>			
Net Worth to Treasury		12,378,470	12,468,819
Property, Plant & Equipment Reserve		411,576,755	384,565,529
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	476,086	154,639
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		424,431,311	397,188,987

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from ...07... to ...35... and Annexures to accounts presented in pages from ...36... to ...42... 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 : 25.02.2026


.....
Accounting Officer
Name :
Designation :
Date : 2026-02-27


.....
Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 23.02.2026

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

THILAK NANDANA HETTIARACHCHI
Commissioner General of Official Languages
Department of Official Languages,
341/7, Kotte Road,
Rajagiriya.

S.Vignarajah
Chief Accountant
Department of Official Languages
341/7, Kotte Road, Rajagiriya.

3.3 Statement of Cash Flow

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

ACA-C

	Actual 2025 Rs.	Restated 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	9,943,796	8,269,953
Imprest Received	165,702,000	159,933,000
Recoveries from Advance	6,659,843	5,769,719
Deposit Received	3,011,527	3,969,627
Total Cash generated from Operations (A)	185,317,166	177,942,299
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	163,748,968	163,416,655
Subsidies & Transfer Payments	424,856	471,789
Rehabilitation & Improvement of Capital Assets, Capital Transfers, Capacity Building and Other Capital Expenditure	6,599,463	-
Expenditure incurred on behalf of Other Heads	325,288	546,034
Imprest Settlement to Treasury	-	-
Advance Payments	7,434,856	5,724,776
Deposit Payments	2,690,080	4,321,365
Total Cash disbursed for Operations (B)	181,223,511	174,480,619
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (A) - (B)	4,093,654	3,461,680
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	51,360	14,761
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	51,360	14,761
<u>Less - Cash disbursed for:</u>		
Capital Asset Construction, Purchases and Other Investment Acquisitions	4,145,015	3,476,441
Total Cash disbursed for Investing Activities (E)	4,145,015	3,476,441
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (D) - (E)	(4,093,655)	(3,461,680)
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	-	-

3.4 Revenue Collection Performance

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Preliminary Estimate	Final Estimate	Amount (Rs.)	As a % of the Final Estimate
20.03.99.00	Sales and Charges	1,500,000.00	1,500,000.00	3,531,068.81	100%
20.02.01.01	Public building and housing rentals	240,000.00	240,000.00	155,784.56	65%
20.02.02.99	Interest and Other	500,000.00	500,000.00	561,530.72	100%
20.06.02.02	Sale of non-monetary assets	10,000.00	10,000.00	51,360.00	100%

3.5 Utilization of Performance of Allocated Provisions

Type of provision	Allocated provision		Actual expenditure	Allocations utilized as % of the final allocation finalized
	Preliminary provision	Final provision		
Capital Expenditure	13,000,000.00	13,000,000.00	10,744,477.37	82.65%
Recurring Expenditure	211,000,000.00	211,000,000.00	164,173,824.56	77.81%

3.6 Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208

Grants have not been received.

3.7 Reporting Performance of Non-financial Assets

Asset Code	Code Description	Balance as per Goods Survey Report as at 31.12.2025 (Rs.)	Balance as per Financial Statement as at 31.12.2025 (Rs.)	To be accounted in the future	Reporting progress as a %
9151	Buildings and structures	147,000,000.00	147,000,000.00	-	100 %
9152	Machinery	101,778,584.74	101,778,584.74	-	100 %
9153	Lands	160,000,000.00	160,000,000.00	-	100 %
9154	Intangible assets	2,798,170.00	2,798,170.00	-	100%
9155	Biological assets	-	-	-	-
9160	Work in progress	-	-	-	-
9180	Leased assets	-	-	-	-

3.8 Report of the Auditor General



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE

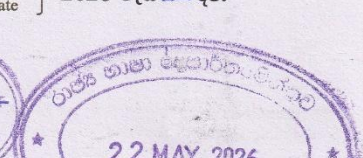


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எனது இல.
My No. } PAF/C/OLD/FS/02/25/02

වසරේ අංකය
வா. இல.
Year No. }

දිනය
திகதி
Date } 2026 මැයි 22 දින





ගණන් දීමේ නිලධාරී
රාජ්‍ය භාෂා දෙපාර්තමේන්තුව

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව

යථෝක්ත වාර්තාව හා සහතික කළ මූල්‍ය ප්‍රකාශනයේ මුල් පිටපත (සිංහල, දෙමළ හා ඉංග්‍රීසි) මේ සමඟ එවා ඇත.



එම්.ඩී. සුදර්ශනී අමරතුංග
නියෝජ්‍ය විගණකාධිපති
විගණකාධිපති වෙනුවට

පිටපත - 1. අධ්‍යක්ෂ ජනරාල්, රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව - සම්පිණ්ඩන වාර්තාව හා මූල්‍ය ප්‍රකාශනවල පිටපත මේ සමඟ ඉදිරිපත් කරමි.

2. ලේකම්, අධිකරණ සහ ජාතික ඒකාබද්ධතා අමාත්‍යාංශය

අංක 306/72, පොල්දූව පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව

+94 11 2 88 70 28 - 34

இல. 306/72, பொல்துவ வீதி, பத்தரமுல்லை, இலங்கை.

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ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

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ඔබේ අංකය
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Your No.

දිනය
திகதி
Date

2026 මැයි 22 දින

ගණන් දීමේ නිලධාරී,
රාජ්‍ය භාෂා දෙපාර්තමේන්තුව.

ශීර්ෂය 236- රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

1. මූල්‍ය ප්‍රකාශන

1.1 මතය

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2025 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශනය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශනය හා මුදල් ප්‍රවාහ ප්‍රකාශනය සහ ප්‍රමාණාත්මක ගිණුම්කරණ ප්‍රතිපත්තිවලට අදාළ තොරතුරු ද ඇතුළත් මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන්වලින් සමන්විත 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව රාජ්‍ය භාෂා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය (සංශෝධිත) ප්‍රකාරව ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව යථා කාලයේදී නිකුත් කරනු ලැබේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.





රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2025 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශනවලින්, මූල්‍ය තත්ත්වය, මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ, මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන් 1 හි සඳහන් මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනමට අනුකූලව සියලුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

1.2 මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මෙම විගණන ප්‍රමිති යටතේ වූ මාගේ වගකීම, මෙම වාර්තාවේ මූල්‍ය ප්‍රකාශන විගණනය සම්බන්ධයෙන් විගණකගේ වගකීම යන කොටසේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 කරුණක් අවධාරණය කිරීම - මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම

මෙම මූල්‍ය ප්‍රකාශන සකස් කිරීමේ පදනම විස්තර කරන මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන් 1 කෙරෙහි අවධානය යොමු කරවමි. මූල්‍ය ප්‍රකාශන, රජයේ මුදල් රෙගුලාසි 150 හා 151 සහ 2025 දෙසැම්බර් 17 දිනැති රාජ්‍යය ගිණුම් මාර්ගෝපදේශ අංක 02/2025 අනුව රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ, මහා භාණ්ඩාගාරයේ සහ පාර්ලිමේන්තුවේ අවශ්‍යතාවය සඳහා සකස් කර ඇත. එම නිසා, මෙම මූල්‍ය ප්‍රකාශන වෙනත් අරමුණු සඳහා සුදුසු නොවිය හැක. මාගේ වාර්තාව රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ, මහා භාණ්ඩාගාරයේ සහ ශ්‍රී ලංකා පාර්ලිමේන්තුවේ භාවිතය සඳහා පමණක් අරමුණු කර ඇත. මෙම කරුණ සම්බන්ධයෙන් මගේ මතය විකරණය කරනු නොලැබේ.

1.4 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

රජයේ මුදල් රෙගුලාසි 150 හා 151 සහ 2025 දෙසැම්බර් 17 දිනැති රාජ්‍යය ගිණුම් මාර්ගෝපදේශ අංක 02/2025 ට අනුකූලව සියලුම ප්‍රමාණාත්මකතාවයන් සම්බන්ධයෙන් සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන

පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව රාජ්‍ය භාෂා දෙපාර්තමේන්තුව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සෑම විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් අනාවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ වැරදි තනි හෝ සාමූහික ලෙස බලපෑම් නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මකභාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකමුසුබවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය



ප්‍රකාශයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වේතනාන්විත මහභූරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මඟ හැරීමෙන් වැනි හේතු නිසා වන බැවිනි.

- අභ්‍යන්තර පාලනයේ සම්ප්‍රදායිත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව අගයන ලදී.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ගණන්දීමේ නිලධාරී නිලධාරී දැනුවත් කරමි.

2. වෙනත් නෛතික අවධානය පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(1)(ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බවට,
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

3. මූල්‍ය සමාලෝචනය

3.1 වියදම් කළමනාකරණය

මුදල් රෙගුලාසි 50 (II) අනුව ඇස්තමේන්තු හැකිතාක් දුරට සම්පූර්ණයෙන් නිවැරදිව පිළියෙල කළ යුතු බවට ගණන් දීමේ නිලධාරී වගබලා ගත යුතු වුවත් පහත පරිදි ඉතිරිවීම් සිදුකර තිබීම හේතුවෙන් ඇස්තමේන්තු පිළියෙල කිරීම නිවැරදිව සිදුව නොතිබුණි.

(අ) ප්‍රාග්ධන වැය විෂයය අංක 236-1-1-2106 (මෘදුකාංග සංවර්ධනය) ට පුනරාවර්තන වැය විෂයය අංක 236-1-1-1102 (විදේශ ගමන් වියදම්) ට අදාළ පිළිවෙලින් රු.1,200,000 ක් හා රු.240,000 ක් වූ ශුද්ධ ප්‍රතිපාදනය සම්පූර්ණයෙන් ඉතිරි වී තිබුණි.

(ආ) පුනරාවර්තන වැය විෂයයන් 18 කට අදාළව ශුද්ධ ප්‍රතිපාදන එකතුව රු.130,750,000 ක් හා වියදම් එකතුව රු.86,667,867 ක් වූයෙන් ඉතිරිවීම් එකතුව රු. 44,082,133 ක් වූ අතර ඉතිරිවීම් පරාසය සියයට 21ත් 93ත් අතර විය.

(ඇ) අංක 236-1-1-2002 දරන ප්‍රාග්ධන වැය විෂයයට අදාළ ශුද්ධ ප්‍රතිපාදනය රු.750,000 ක් හා වියදම රු.584,656ක් වූයෙන් රු.165,344ක ඉතිරිවීම් පැවතුණු අතර එහි ප්‍රතිශතය සියයට 22ක් විය.

3.2 නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම

නීතිරීති හා රෙගුලාසිවලට යොමුව

අනුකූල නොවීම

(අ) 2016 අංක 12 දරන තොරතුරු දැනගැනීමේ අයිතිවාසිකම් පිළිබඳ පනතේ 10 වගන්තිය .

පොදු අධිකාරියක් ස්වකීය කාර්යාලයේ හා නිල වෙබ් අඩවියෙහි මහජනයාගේ ප්‍රයෝජනය සඳහා තැබියයුතු වාර්ෂික වාර්තා, එකී වාර්තා අදාළ වන වර්ෂයට ඉක්බිතිව එළඹෙන වර්ෂයේ දෙසැම්බර් 31 දිනට පෙර තොරතුරු දැනගැනීමේ අයිතිවාසිකම් පිළිබඳ කොමිෂන් සභාව වෙත ඉදිරිපත් කළයුතු වුවත් ඒ අනුව කටයුතු කර නොතිබුණි.



(ආ) 2016 දෙසැම්බර් 29 දිනැති 30/2016 දරන රාජ්‍ය පරිපාලන චක්‍රලේඛයේ 3.1 වගන්තිය

සෑම ඉන්ධන පරීක්ෂාවකටම පසු මාස 12 ක කාල සීමාවකින් පසුව හෝ කිලෝමීටර 25,000 ක දුර ප්‍රමාණයක් ධාවනය කිරීමෙන් පසුව හෝ එන්ජිමට සම්බන්ධ ප්‍රධාන අලුත්වැඩියාවකට පසුව හෝ යන කාරණා අතරින් මුලින්ම යෙදෙන අවස්ථාව පසුව නැවත ඉන්ධන පරීක්ෂාවක් කල යුතු වුවත් දෙපාර්තමේන්තුවට අයත් වාහන සම්බන්ධයෙන් එසේ කටයුතු කර නොතිබුණි.

(ඇ) 2024 නොවැම්බර් 25 දිනැති ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ප්‍රසම්පාදන අත්පොතේ 4.1.2 ඡේදය

වාර්ෂික යෝජිත ප්‍රසම්පාදන සැලැස්ම තුල සියළුම යෝජිත ප්‍රසම්පාදන ඇතුලත්ව තිබිය යුතු වුවද ආරක්ෂක සේවා සහ පවිත්‍රතා සේවා ප්‍රසම්පාදන, 2025 ප්‍රසම්පාදන සැලැස්මට ඇතුළත් කර නොතිබුණි.

3.3 අවිධිමත් ගනුදෙනු

කොමසාරිස් ජනරාල් කාර්යාලයේ පැන්ට්‍රි කබඩ හා කොමසාරිස් නිල කාමරයේ ඉදිරිපස කොටස නවීකරණය සඳහා 2025 ඔක්තෝබර් 21 දින පැවති දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුව විසින් රු.1,080,940 (වැට් රහිත)ක මුදලකට සේවා ආයතනයක් තෝරාගෙන තිබූ අතර එම තෝරාගත් ආයතනය සමඟ කොන්ත්‍රාත් ගිවිසුම අත්සන් කර තිබුනේ ඊට දින 6කට පෙර එනම් 2026 ඔක්තෝබර් 15 දින දීය.

4. මෙහෙයුම් සමාලෝචනය

4.1 කාර්යසාධනය

4.1.1 අපේක්ෂිත නිමවුම් මට්ටම ලබා නොගැනීම

2025 වර්ෂයේ වාර්ෂික ක්‍රියාකාරී සැලැස්ම අනුව දෙපාර්තමේන්තුවේ අරමුණු 7 යටතේ වූ ක්‍රියාකාරකම් 31ක් සම්බන්ධයෙන් ප්‍රගතිය පරීක්ෂා කිරීමේදී ක්‍රියාකාරකම් 5ක් අපේක්ෂිත භෞතික ප්‍රගතියෙන් සියයට 50ක් හෝ ඊට අඩුවෙන් ලභාකර තිබුණි.

4.1.2 වත්කම් කළමනාකරණය

(අ) දෙපාර්තමේන්තුවේ විභාග සඳහා අවශ්‍ය වන හඬපට පටිගත කිරීම සඳහා රු.2,426,125 ක් වැය කරමින් 2017 වර්ෂයේ ශබ්දාගාරයක් ඉදිකර තිබුණි. මෙම ශබ්දාගාරය 2025 වර්ෂයේ යොදාගෙන තිබුණේ ජාතික භාෂා සුදුසුකම් ඇගයීම් පරීක්ෂණ 2 ක් සඳහා අවශ්‍ය හඬපට සැකසීම සඳහා පමණක් වීම හේතුවෙන් උපරි සඳහන් ප්‍රයෝජනව පැවතුණි.

(ආ) 2018- 2019 වර්ෂවල භාෂා ප්‍රවීණතා පාඨමාලා සඳහා මුද්‍රණය කර තිබූ රු.2,236,978 ක් වටිනා උපකාරක පාඨමාලා ග්‍රන්ථ 14,984 ක්, විවිධ වර්ගවල රු.263,658ක් වටිනා ටෝනර් 19 ක් හා වටිනාකම හඳුනා නොගත් ටෝනර් වර්ග 04ක් ද 2025 වර්ෂයේදී භාවිතයෙන් තොරව පැවතුණි.

(ඇ) භාෂා විද්‍යාගාරය තුළ සර්වරයක් සහිත මොනිටර් 30 ක් ද, භාෂා ඇගයීමේ මධ්‍යස්ථානය තුළ පරිගණක 11 ක්ද තවත් දේශන ශාලාවක සර්වරයක් සහිත මොනිටර් 30 ක් ද පැවතුණු අතර 2025 වර්ෂය තුළ දෙපාර්තමේන්තුව මගින් සහතිකපත්‍ර පාඨමාලා 01ක් පමණක් මෙම දේශන ශාලා හා භාෂා විද්‍යාගාරය තුළ පවත්වා තිබුණු අතර වෙනත් කිසිදු පාඨමාලාවක් පවත්වා නොතිබුණි. ඒ අනුව මෙම දේශන ශාලා 2025 වර්ෂය තුළ ද උපරි සඳහන් ප්‍රයෝජනව පැවතුණි.

4.1.3 කළමනාකරණ දුර්වලතා

පිරිවැය රු.10,810,000 ක් වූ මොරටුව විශ්ව විද්‍යාලය විසින් සකස් කර දුන් සිංහල-දෙමළ හා දෙමළ-සිංහල භාෂා පරිවර්තන මෘදුකාංගය පරිශීලකයින් 225කට ආසන්න පිරිසක් භාවිතා කරන බව දක්වා තිබුණද විද්‍යුත් ලිපිනයට තොරතුරු කැඳවීමේදී කිසිවකු එය භාවිතා කර නොතිබුණි.



5. මානව සම්පත් කළමනාකරණය

5.1 අනුයුක්ත කාර්ය මණ්ඩලය, තර්ජන කාර්ය මණ්ඩලය

2025 දෙසැම්බර් 31 දිනට දෙපාර්තමේන්තුවේ 194 ක් වූ අනුමත කාර්ය මණ්ඩලයෙන් ජ්‍යෙෂ්ඨ මට්ටමේ තනතුරු පුරප්පාඩු 5 ක්ද, තෘතීයික මට්ටමේ තනතුරු පුරප්පාඩු 38 ක්ද, ද්විතීයික මට්ටමේ පුරප්පාඩු 24ක් හා ප්‍රාථමික මට්ටමේ පුරප්පාඩු 2ක් වශයෙන් පුරප්පාඩු 69 ක් පැවතුන අතර කාර්යය මණ්ඩල අවශ්‍යතා කාලීනව සමාලෝචනය කර පුරප්පාඩු සම්බන්ධව කටයුතු කර නොතිබුණි.

එම්.ඩී. සුදර්ශනී අමරතුංග

නියෝජ්‍ය විගණකාධිපති

විගණකාධිපති වෙනුවට

Chapter 04 - Performance Indicators

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

S/ N	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100 % - 90 %	75 % - 89 %	50 %- 74 %
Capital Expenditure					
(1) Creating a Favourable Working Environment for All Employees					
01	Buildings and Construction (2001)	No. of Projects	✓	-	-
02	Machinery Upgrade (2002)	No. of Items	✓	-	-
03	Purchase of furniture and office equipment (2102)	No. of Items	✓	-	-
04	Purchase of other machinery and equipment (2103)	No.of Machinery	✓	-	-
05	Planning training programmes for the officers of the Department (2401)	No. of Programmes	✓	-	-
06	Developing Software (2106)	No. of Software	-	-	✓
Recurrent Expenditure					
(2) Ensuring an Efficient Translation Service as the Official Translator of the Government (1703-1)					
01	Carrying out translation work in the three languages as per the requirement of government and semi-government institutions	No. of Documents	✓	-	-
02	Updating the pool of language facilitators through the bashawa.lk website	No. of Resource presons	✓	-	-
03	Planning training programmes for translators	No. of Training Programmes	✓	-	-
04	Providing practical training for university students pursuing a special degree in translation.	No. of Trainings	✓	-	-
05	Conducting awareness programmes for university studentsstudying translation.	No. of Programmes	-	-	✓

S/ N	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100 % - 90 %	89 %- 75 %	74 % - 50 %
06	Releasing the “Useful Phrases for Translations” handbook (Second Phase) as an e-book on the website.	e- book	-	✓	-
07	Preparing commonly used forms in government institutions in bilingual format	Forms	✓	-	-
(3) Compilation of glossaries bilingually/trilingually as the authoritative institution to compile glossaries (1703- 2)					
01	Compiling glossaries in Sinhala, Tamil and English.	No. of Glossaries	-	✓	-
(4)Improving the Language Proficiency of Public Officers to Ensure the Language Right of the Public to Receive Services in a Language of their Choice (Sinhala/Tamil/English) (1703-3)					
01	National Languages Qualification (NLQ) Examination	No. of Exams	-	-	✓
02	Conducting other proficiency tests	No. of Requests for exams	-	✓	
03	Conducting awareness programmes for public officers on National Languages Qualification (NLQ) exam.	No. of Programmes	-	✓	-
04	Conducting examinations, preparing question papers, and evaluating answer sheets as per requests received from government and semi-government institutions.	No. of Requests received	✓	-	-
05	Organizing language courses islandwide as per Public Administration Circular 18/2020.	No. of Courses	✓	-	-
06	Organizing official languages courses for semi-government institutions in accordance with Management Services Circular 1/2023.	No. of Courses	-	-	✓
07	Conducting courses of Sinhala, Tamil, English and foreign languages.	No. of Students	-	-	✓
08	Updating and training the pool of language instructors of language courses.	No. of Instructors and Programmes	✓	-	-
09	Conducting language courses at the request of external institutions	No. of Requests received	✓	-	-
10	Conducting programmes on the use of language for religious coexistence.	No. of Programmes	✓	-	-

S/ N	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100 % - 90 %	89%- 75 %	74% - 50 %
(5)Providing facilities for the promotion, learning and use of national languages using modern technology					
01	Holding expert committee meeting	No. of Meetings	-	-	✓
02	Conducting monthly awareness programmes on language and literature	Programmes	✓	-	-
03	A Guide to Writing Official Correspondance - Conducting workshops for public officers on drafting official documents in Sinhala and English.	No. of Requests received	✓	-	-
04	Planning programmes related to national and international language-related days.	No. of Programmes	✓	-	-
05	Reprinting of Department publications	No. of Publications	-	-	✓
06	Printing a work of contemporary relevance	No. of Works	✓	-	-
07	Conducting a language conference	No. of Programmes	-	-	✓
08	Promotion and sale of departmental publications	No. of Book exhibitions	✓	-	-

Chapter 05 – Performance in Achieving Sustainable Development Goals (SDG)

5.1 Relevant Identified Sustainable Development Goals

Sustainable Development Goals – Goal No. 16

Goal / Target	Targets	Achievement Indicators	Progress in achievements so far		
			0% - 49 %	50 %- 74%	75%- 100%
(1) Promotion of a peaceful and inclusive society for sustainable development, provision of access to justice for all, and establishment of effective, accountable and inclusive institutions at all levels. (Goal-16)	(1) establishment of effective, accountable and inclusive institutions at all levels(16.6)	(1.1) Conducting awareness and training programmes for university students studying translations to improve the language skills of youth and adults	-	-	✓
		(1.2) Preparing commonly used forms in government institutions in trilingual format and making them available to the public to enable every citizen to fulfil their requirements easily through government institutions.	-	-	✓
		(1.3) Printing and selling the publication “Let’s learn Sinhala, Tmil and English Letters” and the “ Translated short story anthology” under the printing of textbooks and supplementary reading materials in Sinhala and Tamil to enhance the language proficiency of second language learners.	-	-	✓
		(1.4) Establishing a scholarly discourse through monthly lecture programmes, engaging language learners and those with an interest in languages.	-	-	✓
		(1.5) For the convenience of language learners, 92 glossaries related to various subjects have been created and released online through the ‘Terminohub’ website.	-	-	✓
	(2) By 2030, ensure that a considerable number of all youths and adults, both men and women, are	(2.1) To facilitate the acquisition of Sinhala and Tamil language proficiency of public officers by organizing Sinhala and Tamil language courses at an island-wide level for semi-government institutions in accordance with the Public Administration Circular of Official Languages Proficiency Examination /18/2020 and Management Services Circular 1/2023.	-		✓

	literate and numeracy literate.	(2.2) To conduct the National Languages Qualification (NLQ) Exam annually for the formal use of the language proficiency skills of public officers.	-	-	✓
		(2.3) Educating the public about the National Languages Qualification (NLQ) Exam and the Official Languages Policy.	-	-	✓
	(3) By 2030, all learners will acquire the knowledge and skills to promote sustainable development, including education on sustainable development and sustainable lifestyles, promoting human rights, gender equality, peace and a culture free from violence, global citizenship and valuing cultural diversity, and contributing culturally to sustainable development.	(3.1) To promote languages, celebrate nationally important days with the participation of school students and provide printed departmental publications for free to school libraries (Sinhala, Tamil, English).	-	-	✓
		(3.2) Conducting Sinhala and Tamil language courses through religious centres. • Commencement of language courses at the Beruwala Naleemiah Institute of Higher Education • Commencement of language courses at the Jaffna District Secretariat • Commencement of language courses at the MuhuduMahaViharaya in Pottuvil, Ampara • Commencement of language courses at the AkkaraipattuAbubakrSiddheeq Institute of Education	-	-	✓

5.2 Achievements and Challenges in Accomplishing Sustainable Development Goals

In order to achieve the Sustainable Development Goals of 2030, our department successfully completed all the targeted activities for the year 2024 with the existing resources. However, the following challenges have been faced.

1. Shortage of translators to provide a quality translation service.
2. The absence of supervision by a third party with modern technology and expertise in the writing and production of publications has delayed the creation of a more appropriate work.
3. Since the payments approved under government circulars for resource persons are at a minimal level, it is difficult to obtain the consultation of subject experts for text books, support materials (books), glossaries and dictionaries required for language learning.

Chapter 6 - Human Resources Profile

06.01 Cadre Management

Annual Cadre Information Sheet											
1. Ministry			Ministry of Justice and National Integration								
2. Department			Department of Official Languages								
3. Address			341/7, Kotte Rd, Rajagiriya								
4. Cadre information			31st December 2025								
Table – 01											
Designation	Service	Grade	Salary Code	Service Level	DMS Approved Cadre			Existing Cadre			
					Permanent	Contract	Casual	Permanent	Contract	Casual	Acting
Commissioner General of Official Languages	SLAS	Special	SL 3	Senior Level	1	0	0	1	0	0	0
Commissioner	SLAS	I	SL 1		2	0	0	2	0	0	0
Commissioner	Dept.	I	SL 1		1	0	0	0	0	0	0
Chief Accountant	SLAcS	I	SL 1		1	0	0	1	0	0	0
Internal Auditor	SLAcS	I	SL 1		1	0	0	1	0	0	0
Asst./Dy. Commissioner	SLAS	III/II	SL 1		4	0	0	2	0	0	0
Asst./Dy. Commissioner	Dept.	III/II	SL 1		1	0	0	0	0	0	0
Accountant	SLAcS	III/II	SL 1		1	0	0	1	0	0	0
Asst./Dy. Director	SLICTS	III/II	SL 1		1	0	0	0	0	0	0
Administrative Officer	PMAS	Supra	MN 7	Tertiary Level	1	0	0	0	0	0	0
Superintendent of Languages Laboratory	Dept.	Special	MN 7		1	0	0	1	0	0	0
Superintendent of Languages	Dept.	Super	MN 7		8	0	0	0	0	0	0
Superintendent of Languages (Translation)	Dept.	Special	MN 7		3	0	0	0	0	0	0
ICT Officer	SLICTS	2-II/I	MN 6		1	0	0	0	0	0	0
Translator	TS.	II/I	MN 6		19	0	0	12	0	0	0
Translator	Dept.	II/I	MN 6		25	0	0	07	0	0	0
Translator Asst	Dept.	I	MN 4	Secondary Level	11	0	0	11	0	0	0
Project Devp. Asst	Asso.Officers	II	MN 4		1	0	0	1	0	0	0
Development Officer	DOS	III/II/I	MN 4		60	0	0	47	0	0	0
Librarian	SLGLS	III/II/I	MN 3		3	0	0	0	0	0	0
Management Service Officer	PMAS	III/II/I	MN 2		25	0	0	19	0	0	0
Typist (Tamil) Department	Dept.	III/II/I	MN 1		1	0	0	1	0	0	0
Language Laboratory Asst.	Dept.	III/II/I	MT 2		1	0	0	1	0	0	0
ICT Asst.	SLICTS	3-III/II/I	MT 1		1	0	0	0	0	0	0
Technical Asst.	Dept	III/II/I	MT 1		1	0	0	0	0	0	0
Driver	DS	III/II/I sp	PL 3	Primary level	5	0	0	4	0	0	0
O.E.S. Posts	OES	III/II/I sp	PL 1		14	0	0	13	0	0	0
Total					194	0	0	125	0	0	0

Cadre Management				
Service Level	Approved Cadre	Existing Cadre	Vacancies	Excess
Senior	13	08	05	0
Tertiary	58	20	38	0
Secondary	104	80	24	0
Primary	19	17	02	0
Total	194	125	69	0

06.02 Impacts of Shortage or Excess of Human Resources on the Performance of the Institution

➤ Shortage of Staff Grade Officers –

This causes delays in accurate decision making for the efficient and proper execution of Departmental tasks.

➤ Shortage of Translators –

Due to the lack of sufficient capacity to carry out all the translations assigned by government institutions, the Department of Official Languages has to reject them, resulting in damage to its reputation.

➤ Shortage of Development Officers and Management Service Officers–

The slowdown in progressing towards the targeted objectives has resulted in a decline in the productivity level of the institution.

06.03 Capacity Development of the Staff

Name of the programme	No. of officers trained	Duration of the programme	Nature of the programme (Local/Foreign)		Total investment (Rs.)	Output/Knowledge obtained
			Local	Foreign		
Writing Office Notes and Official Correspondence.	01	01 Day	local	-	6500.00	Benefits of office notes, preparation prior to writing an office note, note writing, examples of office notes, occasions requiring letter writing, points to be considered before commencing a letter, methods of signing letters, letter formats, correspondence between two institutions, qualities to be followed in the block style method, sending copies of the main letter to other institutions, points to be considered when indicating copy recipients, preparing a letter for signature, and preparing signed letters for dispatch by post.
Certificate Program on ICT & Artificial Intelligence (AI)	03	05 Days	Local	-	75,000.00	Digital Note-Taking and Task Management Tools, Operating Systems Overview, Hands-On with Productivity tools, introduction to AI - Practical and Creative tools AI Basics for Every day use, Creative AI Tools, Applying AI to Day to Day office Tasks, Using ChatGPT for Work, AI Tools for Document and Data Management, Email Management, collaborative tools, Introduction to AI Video Generations, Cybersecurity and online safety
Preliminary Investigation	01	01 Day	local	-	6500.00	General conduct and discipline of public officers, what is a preliminary investigation, functions expected from a preliminary investigation, special features of a preliminary investigation, and recording statements.
Maintaining a Personal File Effectively	01	01 Day	local	-	6500.00	What is a personal file, the necessity and importance of a personal file, information and details to be included in a personal file, use of conduct record sheets, updating a personal file, and providing the knowledge and skills required to maintain a personal file properly.
Preliminary Investigation	02	01 Day	local	-	6500.00	General conduct and discipline of public officers, what is a preliminary investigation, functions expected from a preliminary investigation, special features of a preliminary investigation, and recording statements.

Programme Name	Number of Employees Trained	Duration of the Programme	Nature of the Programme	Foreign	Total Investment (Rs.)	Output / Knowledge Acquired
Certificate Program on ICT & Artificial Intelligence (AI)	01	02 Days	local	-	12,000.00	Introduction to AI in the office, AI powered search and Chat GPT, AI for document management and collaboration AI writing and transcription tools, AI tools for office tasks, AI for presentations and branding, customising AI generated slides and logos, practical session : Canva (presentations, social media , marketing)
Preparation of Salaries of Government Officers	01	01 Day	local	-	6500.00	Salaries and salary structure of government officers, methods of granting and withholding annual salary increments, salary conversion, acting salaries, and allowances.
Leadership Skills Development	01	01 Day	Local	-	6500.00	Basic characteristics of leadership, leadership qualities and skills, leadership styles and types, the nature of leadership within organizational structures, and strategies for developing leadership qualities.
Duties and Responsibilities of the Leave Officer	01	01 Day	Local	-	6500.00	Duties and responsibilities of the leave officer, provisions in the Establishments Code, and awareness of all types of leave applicable to employees serving in ministries, departments, and semi-government institutions, as well as officers recruited on contract basis, procedures to be followed when obtaining leave, and updating a leave register accurately.
Procurement	05	01 Day	Local	-	47,500.00	Aimed at equipping public officers with an in-depth understanding of the new procurement regulations; discussion on the new features of the 2024 Procurement Guidelines and Manual.
Office administration	01	01 Day	local	-	8000.00	Introduction to office management and office system procedures, file management, administration, records management and filing, and introduction to the Establishments Code and its related procedures.

Programme Name	Number of Employees Trained	Duration of the Programme	Nature of the Programme	Foreign	Total Investment (Rs.)	Output / Knowledge Acquired.
Certificate Program on ICT & Artificial Intelligence (AI)	03	05 Days	Local	-	90,000.00	Digital Note-Taking and Task Management Tools, Operating Systems Overview, Hands-On with Productivity tools, introduction to AI -Practical and Creative tools AI Basics for Every day use, Creative AI Tools, Applying AI to Day-to-Day office Tasks, Using ChatGPT for Work, AI Tools for Document and Data Management, Email Management, collaborative tools, Introduction to AI Video Generations, Cybersecurity and online safety
Maintaining a Personal File Effectively	03	01 Day	local	-	19,500.00	What is a personal file, the necessity and importance of a personal file, information and details to be included in a personal file, use of conduct record sheets, updating a personal file, and providing the knowledge and skills required to maintain a personal file properly?
Salary Provisions for Government Officers	01	01 Day	Local	-	7,500.00	Salaries and salary structure of government officers, methods of granting and withholding annual salary increments, salary conversion, acting salaries, and allowances.
Procurement	04	01 Day	Local	-	50,000.00	Aimed at equipping public officers with an in-depth understanding of the new procurement regulations; discussion on the new features of the 2024 Procurement Guidelines and Manual; invitation for bids and conditions; bid security and alternative bids; specifications and schedules; and knowledge of documents related to national and international tender invitations.
Office Management and Financial Regulations	01	02 Days	Local	-	12,000.00	Office systems and principles, characteristics of a formal office system, colour coding system in the public service, motion forms and memorial registers, planning and preparation of forms control, scope of public finance and its legal framework, public finance and corporate finance, laws, rules and regulations related to public finance, delegation of financial authority under Financial Regulation 135, importance of delegation of authority, and Financial Regulations 135, 136, 137, 138, and 139.
Artificial Intelligence (AI)	01	01 Day	local	-	7,500.00	What AI is and how it's changing, writing clear and effective AI tools, automating useful AI tools, automating tasks and improving workflows, using AI responsibly and safety at work

Name of the programme	No. of employees trained	Duration of the programme	Nature of the programme	Foreign	Total Investment (Rs)	Output/Knowledge gained
Procurement of it-related products & services in the public sector	01	01 Day	Local	-	6000.00	Training workshop on procurement of IT-Related products & services
Capacity Development Programme - Ohiya Team	29	Day 03	Local	-	436,600.00	Aimed at improving the efficiency of departmental staff, enhancing mutual cooperation, creating opportunities to work in a friendly working environment, developing officers' creative skills, and reducing stress through small group activities.
Capacity Development Programme - Ohiya Team	25	Day 03	Local	-	406,219.00	Aimed at improving the efficiency of departmental staff, enhancing mutual cooperation, creating opportunities to work in a friendly working environment, developing officers' creative skills, and reducing stress through small group activities.
Bid Evaluation	04	01 Day	local	-	50,000.00	Knowledge of bid/proposal evaluation objectives, receipt of bids; bid opening and bid opening report; appointment and responsibilities of the Technical Evaluation Committee; principles of bid evaluation and comparison; responsive evaluation; procedures for handling financial and technical evaluation and exclusions; and preparation of evaluation reports.
Using Microsoft EXCEL in your workplace	06	02 Days	local	-	89,975.00	Table based capabilities and data sets, professional chart creation, sparkline analysis, pivot tables to save time and delivery, data validation capabilities, handling data arrays with office excel. Tracking precedence and dependents of data records and formulas.
Workshop on database application Using MS Access	05	02 Days	local	-	75,000.00	Foundational understanding of databases, focusing on how to create, manage and use them effectively. It covered key concepts such as table design, relationship, queries, forms, and reports using modern database tools.

Name of the programme	No. of employees trained	Duration of the programme	Nature of the programme	Foreign	Total Investment (Rs)	Output/Knowledge gained
Procurement plans	02	01 Day	local	-	28,000.00	Knowledge of procurement principles and the basis of the procurement system basic elements of a procurement plan main procurement plan annual proposed procurement plan detailed annual procurement plan preliminary preparation plan preparation of procurement plans in line with the work plan public procurement cycle and procurement method and strategic procurement planning and plan revision.
Human Resources, Motivation Programme	89	01 Day	Local	-	83,700.00	Motivation, stress management, staff cooperation and development of team spirit development of correct positive attitudes among officers, building effective public relations and formal communication.
Bid evaluation	04	01 Day	Local	-	50,000.00	Knowledge of bid/proposal evaluation objectives; receipt of bids bid opening and preparation of bid opening reports appointment and responsibilities of the Technical Evaluation Committee; principles of bid evaluation and comparison responsive evaluation procedures for financial and technical evaluation and rejection/non-responsiveness and preparation of evaluation reports.

Contribution of Training Programmes towards the Performance of the Institution

- ❖ Officers have been able to expand the knowledge required to perform the functions of the institution in order to achieve the objectives of the Department.
- ❖ Improvement of knowledge and efficiency of officers have enabled the completion of official duties immediately and accurately.
- ❖ The development of attitudes with the improvement of knowledge and skills has made it easier for the public to receive better and more effective service.
- ❖ The implementation and practical application of positive innovative processes have enabled the creation of the necessary background to provide a higher quality service for language promotion and language learners.
- ❖ The development of special artistic skills has contributed towards enhancing harmony among communities.
- ❖ The improvement of the skills and competencies required to achieve the broader objectives of the Department of Official Languages in addition to official duties has been facilitated.
- ❖ The expansion of knowledge in diverse subject areas without being limited to a single field of study has been facilitated.

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Chapter 07 – Compliance Report

Compliance Report - 2025

Department of Official Languages

No.	Chief Auditor Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	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 Accounts of Public Officers	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Complied		
1.4	Stores Advance Accounts	Not Complied		
1.5	Special Advance Accounts	Not Complied		
1.6	Other			
2	Maintenance of books, documents and computer software (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 the Personal Emoluments Register / Personal Emolument Card	Complied		
2.3	Updating and maintaining the Audit Query Register	Complied		
2.4	Updating and maintaining the Internal Audit Reports	Complied		
2.5	Preparing all the monthly summaries of accounts (CIGAS) and forward to the Treasury on the due date	Complied		
2.6	Updating and maintaining the Register of Cheques and Money Orders	Complied		
2.7	Updating and maintaining inventories	Complied		
2.8	Updating and maintaining the Stock Register	Complied		
2.9	Updating and maintaining the Register of Losses	Complied		
2.10	Updating and maintaining a Record of Liabilities	Complied		
2.11	Updating and maintaining the Register of Counterfoil Books (GA-N20)	Complied		
2.12	Updating the Salary Ledger in term FR453 for the purpose of payment of salaries	Complied		
2.13	Assigning the first, second and third passwords for the payroll software systematically among officers	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
2.14	Safely storing an adequate number of backup files	Complied		
2.15	Installing the latest version of the New CIGAS software to prepare accounts	Complied		
2.16	Balancing the Inventory Book as at 31 st of December and carry the balance forward	Complied		
2.17	Updating and maintaining the Assets Register	Complied		
2.18	Updating and maintaining the Donation Register	Not Complied		
2.19	Updating and maintaining the Inventory Book	Complied		
2.20	Updating and maintaining the Register of Consumables Store	Complied		
2.21	Updating and maintaining the Leave Register	Complied		
2.22	Updating and maintaining the Attendance Register	Complied		
2.23	Updating and maintaining the Adhoc Sub-Imprestis Register	Complied		
3 Delegation of functions for financial control (FR 135)				
3.1	Delegating the financial authority within the institution	Complied		
3.2	Communicating the specifics of the delegation of financial authority within the institution	Complied		
3.3	Delegating the authority in a manner that each transaction shall be passed through two or more officers	Complied		
3.4	Operating under the control of the accountant when using the Government Payroll Software Package in terms of State Account Circular 171/2004 dated 11.05.2014	Complied		
4 Preparation of Annual Plans				
4.1	Preparing the Annual Action Plan	Complied		
4.2	Preparing the Annual Procurement Plan as per the National Procurement Guidelines and circulars in effect	Complied		
4.3	Including the Procurement Time Schedule (PTS) in the above Plan	Complied		
4.4	Appointing the Procurement Committees and Technical Evaluation Committees	Complied		
4.5	Preparing the Annual Internal Audit Plan	Complied		
4.6	Preparing the Annual Estimate and forwarding to the Department of National Budget (NBD) on the due date	Complied		
4.7	Forwarding the Annual Cash Flow Statement to the Department of Treasury Operations on time	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
5 Audit Queries				
5.1	Responding to all audit queries within the time period specified by the Auditor General	Complied		
6 Internal Audit				
6.1	Preparing the Internal Audit Plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	Responding to all the internal audit reports within one month	Complied		
6.3	Forwarding copies of all the internal audit reports to the Department of Management Audit in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	Forwarding all the copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7 Audit and Management Committee				
7.1	Holding a minimum of 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied		
8 Asset and Liabilities Management				
8.1	Forwarding the information regarding purchases and disposals of assets to the Comptroller General's Office in terms of Paragraph 07 of the Assets Management Circular No. 01/2017	Complied		
8.2	Appointing a suitable liaison officer to coordinate the implementation of the provisions of the Circular and forwarding the details of the nominated officer to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid Circular	Complied		
8.3	Conducting the Board of Survey and forwarding the relevant reports to the Auditor General on the due date in terms of Public Finance Circular No. 01/2020	Complied		
8.4	Taking measures in relation to the excesses and deficits that were disclosed through the Annual Board of Survey and other relevant recommendations during the period specified in the Circular	Complied		
8.5	Carrying out the disposal of condemned articles in terms of FR 772	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
8.6	Accurately calculating the commitments and liabilities brought forward from the previous year	Complied		
8.7	Are there any unsettled advances from the previous year? If so, taking action to settle them	Complied		
8.8	Appointing a Board of Survey for the verification of stocks of the previous year	Complied		
9 Vehicle Management				
9.1	Preparing and forwarding the daily running charts and monthly summaries of the pool vehicles to the Auditor General on the due date	Complied		
9.2	Disposing condemned vehicles within a period of less than 6 months upon being condemned	Not Complied	Possession of a condemned motorcycle	It has been informed that the necessary actions are being taken for disposal
9.3	Maintaining and updating the vehicle logbooks	Complied		
9.4	Taking actions in terms of FR. 103, 104, 109 and 110 with regard to every motor vehicle accident	Complied		
9.5	Re-examining the fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of Public Administration Circular No. 30/2016 of 29.12.2016	Not Complied	Re-testing of fuel combustion in vehicles has not been carried out.	It has been noted and will be taken up for future action.
9.6	Getting the absolute ownership of the leased vehicle log books transferred after the lease term	Not Complied		
10 Management of Bank Accounts				
10.1	Preparing the Bank Reconciliation Statements, getting them certified and forwarding them for audit by the due date	Complied		
10.2	Preparing and submitting Bank Reconciliation Statements at 31 st of December	Complied		
10.3	Settling the dormant accounts that had existed in the year under review or since previous years	Complied		
10.4	Taking measures in terms of the Financial Regulations regarding balances that have been disclosed through Bank Reconciliation Statements and for which adjustments had to be made, and settling such balances within one month	Complied		
11 Utilization of Provisions				

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
11.1	Spending the provisions allocated without exceeding the limit	Complied		
11.2	Upon utilizing the allocated provisions, incurring commitments (liabilities) in a manner that does not exceed the remainder of provisions as at the end of the year as per the FR 94(1)	Complied		
12 Advance Accounts of Public Officers				
12.1	Complying with the limits	Complied		
12.2	Carrying out a time analysis on the loans in arrears	Complied		
12.3	Settling the loan balances in arrears for over one year	Not Relevant		
12.4	The individual balances of the public officers' Advances B Account have been balanced and carried forward. (Members' Loan Register- CC 10).	Complied		
13 General Deposit Account				
13.1	Taking actions regarding lapsed deposits as per FR.571	Complied		
13.2	Updating and maintaining the control register for general deposits	Complied		
13.3	Carrying forward the balance of the general deposit account.	Complied		
14 Imprest Account				
14.1	Remitting the balance in the cashbook at the end of the year under review to the Department of Treasury Operations	Complied		
14.2	Settling the ad-hoc sub imprests issued as per FR. 371 within one month from the completion of the task	Complied		
14.3	Issuing the ad-hoc sub imprests without exceeding the limit approved as per FR. 371	Complied		
14.4	Reconciling the balance of the imprest account monthly with the Treasury books	Complied		
14.5	The previous year's imprest account was settled correctly.	Complied		
15 Revenue Account				
15.1	Making refunds from revenue in terms of the relevant regulations	Complied		
15.2	Crediting the revenue collection directly to the revenue account without crediting it to the deposit account	Complied		
15.3	Forwarding the returns of arrears of revenue to the Auditor General in terms of FR 176	Not relevant		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
16 Human Resource Management				
16.1	Maintaining the staff within the limit of the approved cadre	Complied		
16.2	Providing all members of the staff a duty list in writing	Complied		
16.3	Forwarding all reports to Department of Management Services in terms of the Circular No.04/2017 dated 20.09.2017	Complied		
16.4	Making necessary updates to the PACIS (Public Administration Carder Information System) database available on the website of the Ministry of Public Administration and Management.	Complied		
16.5	Approved staff and number of vacancies	Not complied	Recruitments should be made	Getting the Scheme of Recruitments approved immediately
17 Provide Information to the Public				
17.1	Appointing an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Providing information about the institution to the public through its website and facilitating the public to forward their appreciations/complaints about the Department through the website or alternative methods.	Complied		
17.3	Submitting bi-annual or annual reports as per Section 08 and 10 of the Right to Information Act	Complied		
18 Implementation of the Citizens Charter				
18.1	Formulating and implementing a Citizens' Clients' Charter by the Institution in terms of the Circular No. 05/2018 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	As per paragraph 2.3 of the said Circular, the preparing a procedure for monitoring and evaluating the preparation and implementation of the Citizens' Clients' Charter	Complied		

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief explanation if it doesn't comply	Corrective actions proposed to avoid Non-compliance in Future
19 Preparation of the Human Resource Plan				
19.1	Preparing a human resource plan in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018	Complied		
19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Complied		
19.3	Signing of annual performance agreements by the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	Appointing a senior officer and assigning him/her the responsibilities of preparing the human resource development plan, organizing capacity building programmes and conducting skill development programmes as per Paragraph 6.5 of the aforesaid Circular	Complied		
20 Regarding Security Deposits				
20.1	Actions to be taken in accordance with the Bail Act regarding officers required to deposit security	Complied		
21 Responses for the Audit Paragraphs				
21.1	Rectifying the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied		

Illegibly signed

J. K. Dhammika Nilanthi

Chief Internal Auditor