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வருடாந்தச் செயலயாற்றுகை அறிக்கை

ANNUAL PERFORMANCE REPORT

2020

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பத்திக், கைத்தறி துணிகள் மற்றும் உள்நாட்டு ஆடைகள் உற்பத்திகள் இராஜாங்க அமைச்சு

State Ministry of Batik, Handloom and Local Apparel Products

Annual Performance Report for The year 2020

State Ministry of Batik,Handloom and Local Apparel Products

Expenditure Head No. 439

This Report has been translated in to Sinhala and Tamil languages as well

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Chapter 01

Institutional Profile/

Executive Summary

1.1. Introduction

Annual performance report – 2020 of the State Ministry of Batik, Handloom and Local Apparel Products has been prepared according to the requirement of the public finance Circular No: 2/2020 of 21st August 2020.

According to the new format introduced by the Department of Public Finance, the first chapter of the report produces the Institutional profile of the Ministry. Accordingly, vision, mission, objectives, duties and functions, organizational structure as well as the Departments, public institutions and projects comes under purview of the ministry are included in this chapter

The second chapter of the report produces the progress and future outlook of development programme and projects implemented by the Divisions, Departments and the Institutions coming under purview of the Ministry.

The third chapter of the report produces annual overall financial performance of the Ministry. Progress of the performance indicators of the Ministry which is aligning to the Annual action plan is included in the fourth chapter.

The fifth Chapter of the report produces achievement of Sustainable Development Goal and its contribution by the Ministry is also included in this chapter**.**

Human resource profile of the ministry is produces by the chapter six. In this chapter included summary report of the cadre and human resources development programmes and their progress. Compliancy reports are included in chapter seven of the report.

1.2. Vision, Mission, Objectives of the Institution

Vision

"Through craftsmanship and quality, the traditional Ceylon batik, handloom and apparel product to be a global competitor"

Mission

"To create an environment conductive for opportunities and sustainability of the traditional batik, handloom and apparel industry from fiber to fashion with public-private sector cooperation and active participation of all the stakeholders including those at grassroots level."

Objectives

- To expand the Batik industry through increasing market opportunities with alternative designs from national heritage to attract tourists by 50 % in 2025.
- To expand the Handloom industry through easy wear, easy care concept combined with new patterns, designs and colors to attract consumers by 40% in 2025.
- To ensure quality skilled work force through increased training by 60% of technical, vocational and tertiary education including Universities in 2025.
- To create conducive environment to the Batik, Handloom and Apparel industry through establishment of E-platform in 2022.
- To enhance the technology by 50% in the production process of Batik, Handloom and Apparel industry in 2025.
- To create 50000 job opportunities to the youth and adults who have relevant skills including technical and vocational skills and creating decent jobs and entrepreneurships.
- To create 5000 new entrepreneurships by making it a contented and comfortable business environment.

1.3. Key Functions

Duties & Functions of the Ministry

As per the extra ordinarily gazette notification no: 2187/27 dated 06.10.2020, the duties and functions of the state ministry of batik handloom and local apparel products.

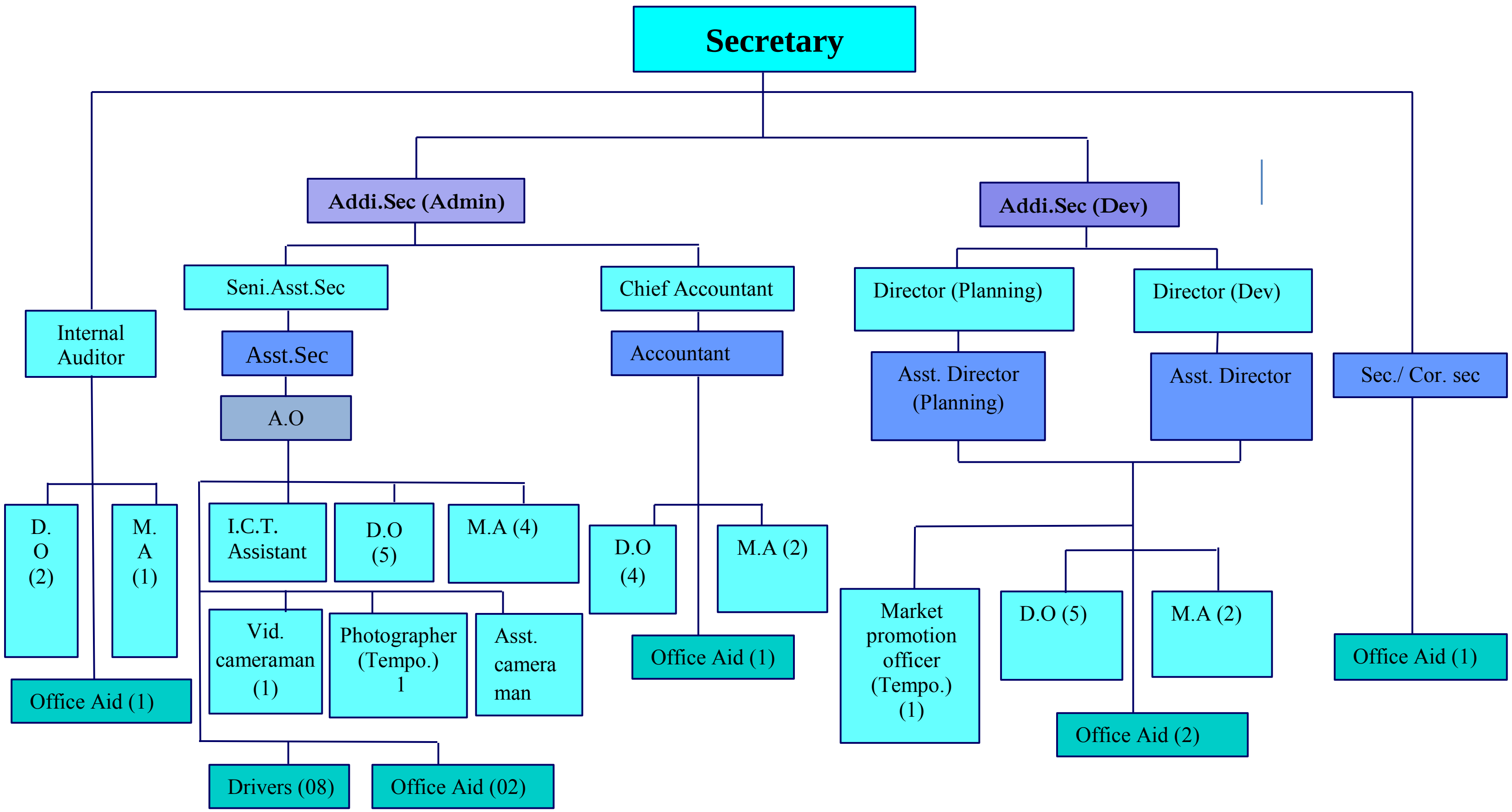
Subjects and Functions

Assigning in the formulation of policies in relation to the subject of Batik, Handloom and Local Apparel Products for "conductive business environment to promote domestic industries" under the direction and guidance of the minister of trade in conformity with the prescribed laws, acts and ordinances and implementing, monitoring and evaluating subjects and functions of the below mentioned departments, state corporations and statutory institutions.

Special Priorities

- Developing a tourism market for local garments by expanding the production and supply of local garments in the domestic market.
- Formulating a programme for the supply of dyes and other high quality raw-material required for the batik industry.
- Implementing a special programme for popularizing batik and handloom industry locally and abroad.
- Initiating action for the creation of a textile marketing city.
- Initiating action to operate textile production market in an open and competitive manner.
- Formulating and implementing a programme for the provision of facilities required by the large-scale local investors to initiate new high-tech productions.

1.4. Organization Chart



1.5. Divisions, Departments and Institutions under the Ministry

Departments

1. Department of Textile Industry (DTI)

Public Institutions

1. Sri Lanka Institute of Textile and Apparel (SLITA)
2. National Design Centre (NDC)
3. Sri Lanka Handicraft Development Board (Laksala)
4. Lanka Salusala Limited (Salusala)

Chapter 02

Progress and the Future Outlook

2.1. Briefly explain special achievements, challenges and future goals

State Ministry of Batik, Handloom and Local Apparel Products is newly established ministry to the apparel sector. In previous time subject of Batik and Textile was with the purview of separate institutes.

Batik, handloom and Local Apparel was well established industries in Sri Lanka. Therefore, state ministry has vast challenge to create conducive environment to the industrialists, consumers and stakeholders. The challenge to the state ministry is to promote exporters in the three sectors and at the same time protect domestic industrialists.

Sri Lanka needs to promote exporters to compete in the world market. In the meantime, the ministry should protect the domestic producers to expand the domestic market. Therefore, for the sustainability, necessity of local brands with integrity is the crucial requirement.

Hence the ministry needs to take actions to upgrade the foreign market with brands and local market with specific qualities and standards.

Therefore, state ministry should have the policies and programs to create conducive environment to both domestic industrialists and exporters.

Special Achievements

- Establishment of 8 batik training centers to transfer of knowledge and technology to the batik industrialists.
- Host new website to the Ministry to create conducive environment for industrialists.
- The public sector institutions have been made aware by the circular to promote and used batik and handloom products.

Chapter 03

Overall Financial Performance

3.1. Statement of Financial Performance

ACA- F

Statement of Financial Performance
for the period ended 31st December 2020

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Budget 2020		Note	Actual 2020	Actual 2019	
-	**Revenue Receipts**		-	-	
-	Income Tax	**1**	-	-	ACA-1
-	Taxes on Domestic Goods & Services	**2**	-	-	ACA-1
-	Taxes on International Trade	**3**	-	-	ACA-1
-	Non-Tax Revenue & Others	**4**	-	-	
-	**Total Revenue Receipts (A)**		-	-	
-	**Non-Revenue Receipts**		-	-	
-	Treasury Imprests		60,500,000		ACA-3
-	Deposits		23,725		ACA-4
-	Advance Accounts		516,863		ACA-5 /5(a)
-	Other Receipts		265,593		
-	**Total Non-Revenue Receipts (B)**		**61,306,181**		
-	**Total Revenue Receipts & Non-Revenue Receipts C = (A)+(B)**		**61,306,181**		
-	**Less: Recurrent Expenditure**		-	-	ACA-2 (ii)
458,880,000.00	Wages, Salaries & Other Employment Benefits	**5**	9,448,601		ACA-2 (ii)
355,580,000.00	Other Goods & Services	**6**	2,743,644		ACA-2 (ii)
440,760,000.00	Subsidies, Grants and Transfers	**7**	68,034,144		ACA-2 (ii)
-	Interest Payments	**8**	1,415,151		
-	Other Recurrent Expenditure	**9**			
1,255,220,000.00	**Total Recurrent Expenditure (D)**		**81,641,540**		
	Capital Expenditure				ACA-2 (ii)
22,750,000.00	Rehabilitation & Improvement of Capital Assets	**10**	863,456		ACA-2 (ii)
16,010,000.00	Acquisition of Capital Assets	**11**	945,464		ACA-2 (ii)
381,130,000.00	Capital Transfers	**12**	136,976,122		ACA-2 (ii)
1,859,021,000.00	Acquisition of Financial Assets	**13**			ACA-2 (ii)
3,390,000.00	Capacity Building	**14**	129,979		ACA-2 (ii)
1,088,539,000.00	Other Capital Expenditure	**15**			
3,370,840,000.00	**Total Capital Expenditure (E)**		**138,915,021**		
	Main Ledger Expenditure (F)				
	Deposit Payments				ACA-4
	Advance Payments		1,091,376		ACA- 5/5(a)
	Total Expenditure G = (D+E+F)		221,647,937		
-	**Imprest Balance as at 31st December........ H = (C-G)**		**(160,341,756)**		

3.3. Statement of Finance Position

As at 31st December 2020

ACP – P

	Note	Actual 2020 Rs	2019 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	2,100,000	-
Financial Assets			
Advance Accounts	ACA-5/5(a)	3,061,402	-
Cash & Cash Equivalents	ACA-3		
Total Assets		5,161,402	-
Net Assets / Equity			
Net Worth		3,037,677	-
Property, Plant & Equipment Reserve		2,100,000	-
Rent and Work Advance Reserve	ACA-5/5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	23,725	-
Imprest Balance	ACA-3		
Total Liabilities		5,161,402	-

Detail Accounting Statements in ACA format Nos. 2 to 6 presented in pages from 5 to 29 and Notes to accounts presented in pages from 30 to 39 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Finacial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

Chief Accounting Officer	Accounting Officer	Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name :	Name :	Name :
Designation :	Designation :	
Date :	Date : 2021 . 2 . 23	Date : 2021 . 02 . 23
V.P.K. Anusha Palpita Secretary Ministry of Industries 73/1, Galle Road, Colombo 03.	Sunethra Gunawardhana Secretary State Ministry of Batik, Handloom and Local Apparel Productio	**K.T.G.S. Kumari** Chief Accountant State Ministry of Batik, Handloom and Local Apparel Products Colombo

3.4. Statement of Cash Flows

for the Period ended 31st December 2020

ACA-C

	Actual	
	2020	2019
	Rs.	Rs.
Cash Flows from Operating Activities		
Total Tax Receipts		-
Fees, Fines, Penalties and Licenses		
Profit		
Non-Revenue Receipts		
Revenue Collected for the Other Heads	265,593	
Imprest Received	60,500,000	
Total Cash generated from Operations (a)	**60,765,593**	
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	13,607,396	
Subsidies & Transfer Payments	20,894	
Expenditure on Other Heads	4,410,360	
Finance Costs - Imprest Settlement to Treasury	4,249,204	
Total Cash disbursed for Operations (b)	**22,287,854**	
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (a)-(b)	**38,477,739**	
Cash Flows from Investing Activities		
Interest		-
Dividends		
Divestiture Proceeds & Sale of Physical Assets		
Recoveries from On Lending		
Recoveries from Advance	516,863	
Total Cash generated from Investing Activities (d)	**516,863**	
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	37,926,951	
Advance Payments	1,091,376	
Total Cash disbursed for Investing Activities (e)	**39,018,327**	
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (d)-(e)	**(38,501,464)**	

NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g) = (c) + (f)	**(23,725)**	
Cash Flows from Financing Activities		
Local Borrowings		
Foreign Borrowings		
Grants Received		
Deposit Received	23,725	
Total Cash generated from Financing Activities (h)	**23,725**	
Less - Cash disbursed for:		
Repayment of Local Borrowings		
Repayment of Foreign Borrowings		
Deposit payments		
Total Cash disbursed for Financing Activities (i)		
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	**23,725**	
Net Movement in Cash (k) = (g) -(j)		
Opening Cash Balance as at 01st January		
Closing Cash Balance as at 31st December		

Summary of Expenditure by Programme for the Period ended 31st December 2020
Expenditure Head No: 439
State Ministry of Batik Handloom and Local Apparel Products.

Rs.

Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfrers (3)	Total Net Provision (4)=(1)+(2)+(3)	Total Expenditure (5)	Net Effect Savings/ (Excesses) (6)=(4)-(5)
Programme (1)	(1) Recurrent	31,700,000	-		31,700,000	13,628,290	18,071,710
	(2) Capital	3,680,000	-		3,680,000	1,938,899	1,741,101
	Sub Total	**35,380,000**	**0**	**0**	**35,380,000**	**15,567,189**	**19,812,811**
Programme (2)	(1) Recurrent	-	-	-	-	-	-
	(2) Capital	212,000,000	-	(+10000000-10000000)	212,000,000	204,989,372	7,010,628
	Sub Total	**212,000,000**		(+10000000-10000000)	**212,000,000**	**204,989,372**	**7,010,628**
	Grand Total	**247,380,000**	**0**	(+10000000-10000000)	**247,380,000**	**220,556,561**	**26,823,439**

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

Date: 2021.02.23

05

K.T.G.S. Kumari
Chief Accountant
State Ministry of Batik, Handloom and
Local Apparel Products
Colombo

3.5. Notes to the Financial Statements

Basis of Reporting

1. Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2020

2. Basis of Measurement

The Financial Statements have been prepared on historical cost and accounted on a modified cash basis, unless otherwise specified.

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

3. Recognition of Revenue

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

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

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will follow to the entity and the cost of the assets can be reliably measured. PP & E are measured at a cost.

5. Property, Plant and Equipment Reserve

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

6. Cash and Cash Equivalents

Cash and cash equivalents include local currency notes and coins on hand as 31st December 2020

3.6. Performance of the Revenue Collection: N/A

Rs. ,000

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

3.7. Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	31,700	31,700	13,628	42.99%
Capital	215,680	215,680	206,928	95.94%

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

Rs. ,000

Serial No.	Allocation Received from Which Ministry /Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
01	**District Secretariat-Puttalam**	Batik, Handloom and local apparel product development	3,000	3,000	2,897	96.56%
02	**Chief Secretary-North western Province**	Batik, Handloom and local apparel product development,	13,200	13,200	10,462.5	79%
03	**Chief Secretary-Southern Province**	Batik, Handloom and local apparel product development,	1.875	1,875	1,875	100%
04	**Chief Secretary-Sabaragamuwa Province**	Batik, Handloom and local apparel product development,	475	475	475	100%
05	**Chief Secretary-Eastern Province**	Batik, Handloom and local apparel product development,	500	500	500	100%
06	**Chief Secretary-Central Province**	Batik, Handloom and local apparel product development,	1,710	1,710	1,710	100%
07	**Chief Secretary-North Central Province**	Batik, Handloom and local apparel product development,	1,250	1,250	1,250	100%
08	**Chief Secretary Uva province**	Batik, Handloom and local apparel product development,	1,236	1,236	1,236	100%

3.9. Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2020	Balance as per financial Position Report as at 31.12.2020	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152	Machinery and Equipment	-	2,100	-	-
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	-	-	-	-

3.10. Auditor General's Report

Please see the Sinhala report (Page No. 24)

Chapter 04

Performance Indicators

4.1. Performance Indicators of the Institute

(Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%-90%	**75%-89%**	**50%-74%**
No. of Batik Training centers established under the technical transfer programme	100%		
Develop no. of new Batik designs as per the 100 new design programme	100%		
Completion percentage of Host new web to the State Ministry of Batik, Handloom and Local Apparel products	100%		

Chapter 05

Performance of the achieving

Sustainable Development Goals (SDG)

5.1. Performance of the achieving Sustainable Development Goals

5.1 Indicate the identify respective Sustainable Development Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
Goal 9: Industry, Innovation and Infrastructure – Build resilient infrastructure , promote inclusive and sustainable Industrialization and foster innovation.	9.5	**Research and development expenditure as a proportion of GDP** • Transfer of knowledge and technology to the Batik industrialists • Establishment of eight Batik Training centers at galgamuwa, Nugawela,Nikaweratiya, Pannala, Velanai, Thamankaduwa,Kamburupitiya,Rathmalana			80%
	9.3	**9.3.1. Proportion of small-scale industries in total industry value add** • Expanded market opportunities in domestic market of Batik industry. • Develop 100 Batik designs.			100%

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
Goal 9: Industry, Innovation and Infrastructure – Build resilient infrastructure, promote inclusive and sustainable Industrialization and foster innovation.	**9a**	**9.a.1.Total support (international and local) to infrastructure development.** • Create conducive environment to the stakeholders of Batik, Handloom and Local Apparel products. • Host new web to the State Ministry of Batik, Handloom and Local Apparel products.			**100%**

5.2. Briefly explain the achievements and challenges of the Sustainable Development Goals:

Sustainability in developed works with balanced in three aspects of economy, social and environment.

1. Targets/KPIs of SDG s are extremely board and would be achieved as a collective effort of number of relevant ministries/Institution in order to fulfill the given targets/KPIs.

2. Accordingly, The Ministry's contribution is mentioned as per the mandated function using amended indicators which can provide quantitative data.

Chapter 06

Human Resource Profile

6.1. Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	12	05	07
Territory	02	01	01
Secondary	28	10	18
Primary	16	09	07

6.2. **Briefly state how the shortage or excess in human resources has been affected to the performance of the institute

There is no excess of human resources. There is a huge shortage of human resources. The total approved staff is 62. But the number employed is 25. The approved number of employees in the secondary category is 28. But only 10 are employed. Although 11 management service officers have been approved, only one officer is currently employed.

6.3. Human Resource Development

Local Training Programs – 2020

Programme	No of Participants	Time period (days)	Investment Local / Foreign Rs.	Nature of the programme	Acquired Knowledge
Preparation of the action plan -2021	60	2020.12.03	111540.00 (Local)	Local	Preparation of the action plan -2021

*** Briefly explain how the training program contributes to the performance of the organization?**

As this Ministry is a new Ministry and a new staff, it was necessary to discuss and decide on the vision and mission of the Ministry in detail

Chapter 07

Compliance Report

Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
1	**The following Financial statements/accounts have been submitted on due date**			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	N/R		
1.4	Stores Advance Accounts	N/R		
1.5	Special Advance Accounts	N/R		
1.6	Others	N/R		
2	**Maintenance of books and registers (FR445)/**			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards have been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
03	**Delegation of functions for financial control (FR 135)**			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls have been adhered to by the accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Not Complied	The ministry has started August 2020. The post of internal Auditor is still vacant.	
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	**Audit queries**			
5.1	All the audit queries have been replied within the specified time by the Auditor General	Complied		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
6	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Not Complied	The ministry has started August 2020.	
6.2	All the internal audit reports have been replied within one month	Not Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Not Complied	The post of internal auditor is still vacant	
6.4	All the copies of internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3)	Not Complied		
7	**Audit and Management Committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Not Complied	The Ministry has started August 2020. Hence it has held one Audit and management Committee.	
8	**Asset Management**			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey were conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Not Complied	Ministry established in august 2020. It will be done properly from the next year.	
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term.	N/R	No leased vehicles	
10	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	**Revenue Account**			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	N/R		
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	**Provision of information to the public**			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation	Complied		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Not Complied	This is a new ministry established in the year 2020 The website is currently being developed.	This is a new ministry established in the year 2020 The website is currently being developed and once the works are completed the relevant information will be provided through the website and the public will be given an opportunity to express their views.
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		This is a new ministry established in the year 2020 and expects to submit reports once a year.

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
18	**Implementing citizens charter**			
18.1	A citizen's charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		As it is a new ministry established in the year 2020 the citizen's charter is being prepared.
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		This information is being compiled as it is a new ministry established in the year 2020.
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Not Complied		As it is a new ministry, it was difficult to carry out the expected HR plan as the initial work of establishing the ministry was high.

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		As it is a new ministry, it was difficult to carry out the expected HR plan as the initial work of establishing the ministry was high.
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	**Responses Audit Paras**			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		