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வருடாந்த செயற்றிறன் அறிக்கை - 2021

ANNUAL PERFORMANCE REPORT - 2021

දිස්ත්‍රික් ලේකම් කාර්යාලය - මොනරාගල

மாவட்ட செயலகம் - மொனறாகலை

DISTRICT SECRETARIAT - MONARAGALA

Annual Performance Report for the year 2021

Name of the Institution District Secretariat, Monaragala

Expenditure Head No. 277

Contents

Chapter 01 – Institutional Profile/Executive Summary

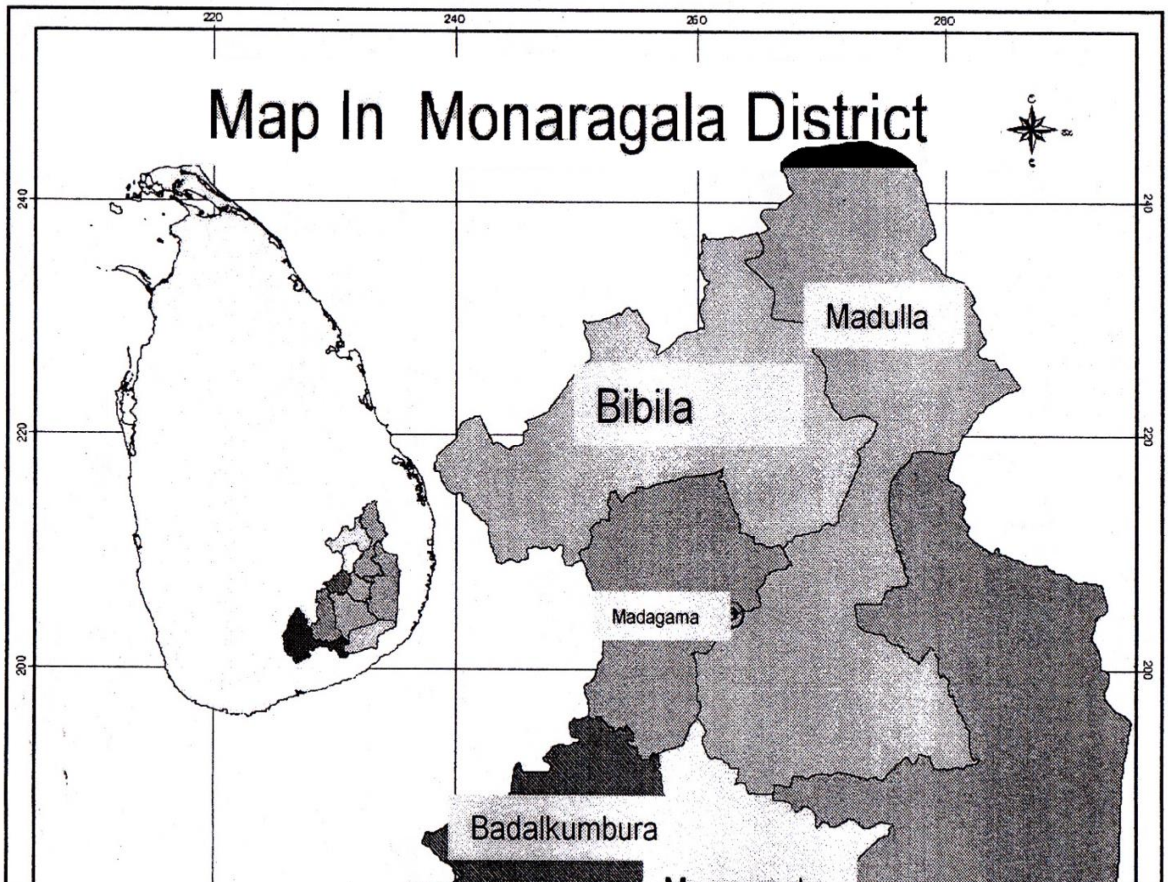
1.1. Introduction

Monaragala District was known as Wellassa in ancient time, and which was situated in Eastern and South-East Direction of Uva District in Sri Lanka. Its total area is, 5959 km^2 and it is the second largest district in Sri Lanka. The district is absolutely located between North latitude: 6° 17' - 7° 28' and the East longitude: 80° 50' - 81° 35' and the entire area is nurtured with full of natural resources. This district is bordered by Ampara District in North and East; by Badulla district in West and North; by Hambantota district in South; and by Rathnapura district in South East. It consists of 11 divisional secretariats, 319 Grahma Niladhary regions 1324 villages and 10 Prahdeshiya Sabhas.

When the climate condition is taken into consideration, the whole part of Monaragala considered as intermediate and dry climatic region. The significance of this area is, 70% of the district is dry zone but Monaragala mountain ridge shows the characteristics of a wet climate. This kind of climatic condition is very particular in our country. The average rainfall in this district is approximately, 1625 m.m. and the average annual temperature is about 26° Celsius. **500,330** is the overall population rate of the district in **2021**. There are **248,655** males and **251,675** females. Approximately **152,122** families exist within the Monaragala district.

Many important and historical valued places are found in this district. There at Ruhunu Maha Katharagama Devalaya, Katharagama Kirivehera, Maligawila, Yudthaganawa, Buduruwagala are some of them. Senanayake Samudraya, Weheragala and Udawalawa are the prominent reservoirs situated in this district.

Monaragala was named as Wellassa before the colonial reign of British Government. Which had been a highly developed position and the agricultural level was fortunate and self sufficient. While the British encounter, many great damages had been occurred and as a result the district had become to a declined position. Later on when the government took various developing strategies, it became bloomed.


Map In Monaragala District
Madulla
Bibila
Madagama
Badalkumbura
Monaragala
Siyambalanduwa
Buthtala
Wellawaya
Tanamavila
Kataragama
Sewanagala
10 0 10 20

1.2. Vision, Mission, Objectives of the Institution

OUR THEME

"Nilla Piruna Wellassak – Thutin Sapiri Janathawak"

OUR VISION

To be Excellent in Public Services through Good Governance Contributing Sustainable Development

OUR MISSION

Co-ordinate and guide the activities of the Divisions and District level institution towards district development and to improve the performance so as to deliver the services efficiently and effectively in fulfilling aspiration of the Government and expectation of the people in satisfying their needs with earn and concern and also with cost effectiveness, equity and speed.

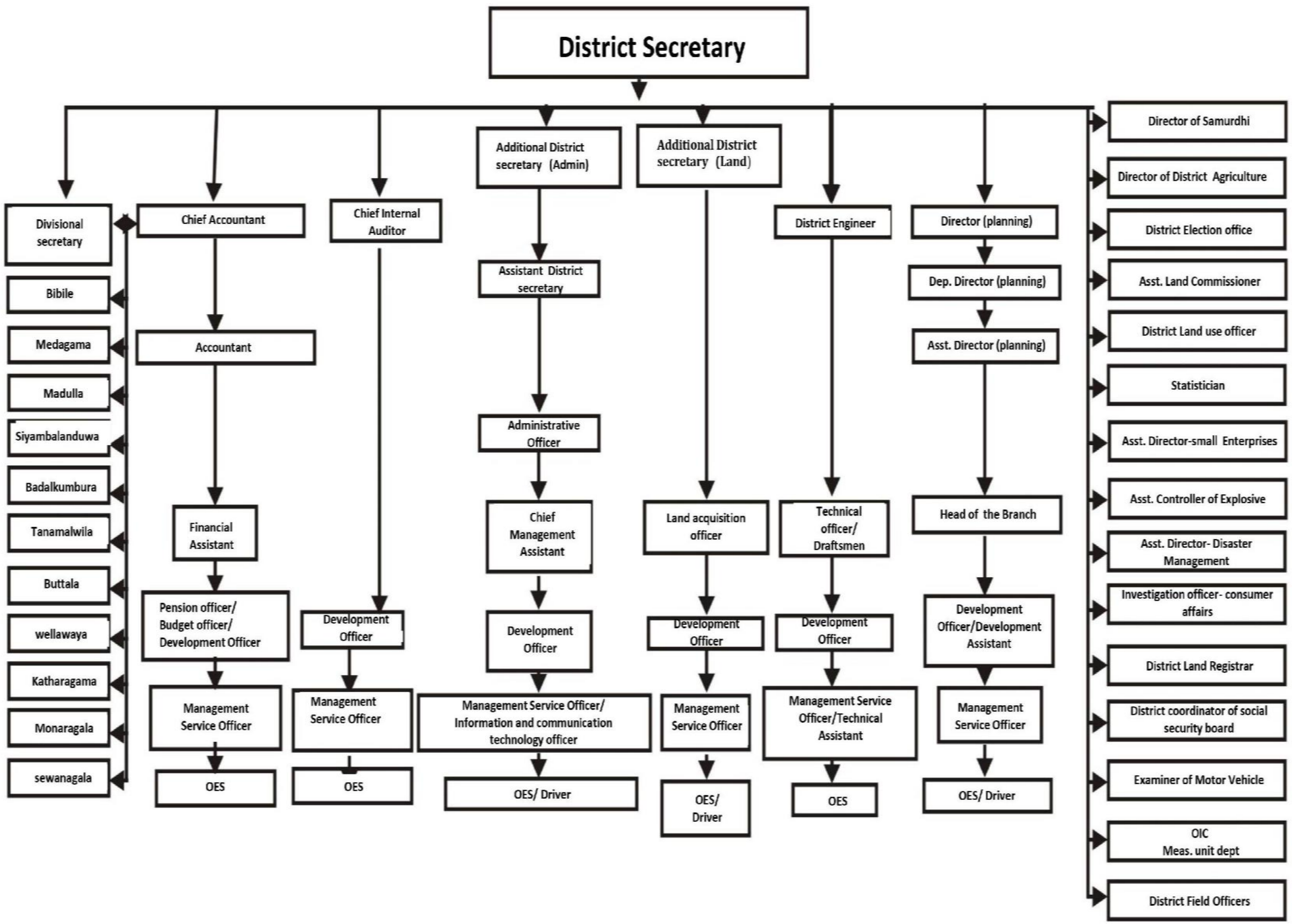
OBJECTIVES

- To improve the performance of divisional administration, coordination and facilitation of the functions of the National, district, divisional level institutions.
- To establish and share a system of values (result oriented attitudes, Accountability, Resource prudence, impartiality, transparency etc.) to make sure efficient service delivery to satisfy the needs of the public.
- To develop strategies to reorient mindset of existing public servants to response to people needs and formulate and implement new management concepts and systems for enhance productivity and quality in the public service, Identify training requirements of public sector personnel, facilitate and conduct training programs
- Prudent management of physical and human resources in the district to make sure efficient, effective and formal administration.
- To collect revenues under the law efficiently and cost-effectively, providing courteous and effective service to the general public.
- To coordinate and monitoring foreign and local funded projects / programs ,activities of local and international organizations to Make-sure that the NGOs conduct projects within the Legal framework of the country and to make sure maximum utilization of resources flows to district.

1.3. Key Functions

1. Divisional Administration & Coordination
2. Development Programs
3. Regulatory Activities
4. Disaster Management and Relief activities
5. Social welfare Programs
6. Revenue Collection
7. Religious and Cultural activities
8. Coordination, facilitation and monitoring of district level activities, projects, human resources of various ministries and statutory bodies.
9. Re-engineering of public sector work forces through the use of Information Technology
10. Coordination and monitoring of activities of national and international non-government organizations and facilitation and guidance of private sector business service providers in the district

1.4 The Organizational Structure of District Secretariat



1.5 Departments under the Ministry/ Main Divisions of the Department / Divisional Secretariats of the District Secretariat

1. District Secretary

   (District Secretariat)

   ⇩

   Divisional Secretary
   (Divisional Secretariat)

   ⇩

   Grama Niladhari Wasama
   (319 No. of Wasams)

2. Divisional Secretariat

   1 Bibila

   2 Medagama

   3 Madulla

   4 Siyambalanduwa

   5 Badalkumbura

   6 Monaragala

   7 Buttala

   8 Wellawaya

   9 Thanamalwila

   10 Katharagama

   11 Sewanagala

1.6 Institution/funds under the ministry/department/provincial council; -

No

1.7 Details of the Foreign Funded Projects (if any)

a) Project name	: - World Food Programe
b) Contributing agencies	: - Department of National Planning
c) Estimated cost	: - Rs. 65.342 million
d) Project duration	: - 01 year 6 months

Chapter 02 – Progress and the Future Outlook

Briefly explain Special Achievements, challenges and future goals

Special Achievements, Challenges and Future Targets

Special Achievements

- Even amidst the Covid 19 pandemic situation, it has been possible to complete programmes introduced by the government to achieve 17 sustainable development targets as scheduled at both at district and divisional level.
- Implementation of district and divisional level programmes for supporting farmers to market their vegetable and fruit produce, the selling of which were distrubued by Covid 19 pandemic.
- Fulfillment of duties of public officers of all state institutions without any delay even during the period where various restrictions had been imposed to control fast spreading Covid pandemic

Challenges

- In the implementation of Action Plan, Procurement Plan and Internal Audit Plan 2021,it was not possible to achieve desired outcome within the scheduled time frame.
- Implementation of certain activities within the action plan was disturbed due to restrictions on provisions and imprests introduced by the government in certain instances.
- Estimates prepared to procure certain goods have to be revised due to price fluctuations.
- Suppliers were reluctant to supply goods even through procurement process due to unexpected increase of prices of goods during the process.
- Prevailing shortage of goods in the market.

Future Targets

- Increasing agricultural production value.
- Development of human resources of the Institute and affiliated bodies through appropriate training to enable for them to serve he general public in an efficient and high productive manner.
- Enhancing facilities available in Divisional Secretariats to make it easy to serve the people.
- Boosting the development within the district through co-ordination and provision of facilities to enable for proper implementation planned development activities in the district.

Gunadasa Samarasinghe
District Secretary/Govt. Agent
Monaragala

Gunadasa Samarasinghe
District Secretary / Government Agent
Monaragala

Chapter 03 - Overall Financial Performance for the Year ended 31st December 2021

3.1. Statement of Financial Performance

ACA -F

Statement of Financial Performance

for the period ended 31st December 2021

Budget 2021 Rs.		Note	Actual 2021 Rs.	Restated 2020 Rs.	
-	**Revenue Receipts**		-	-	
-	Income Tax	1	-	-	ACA1
-	Taxes on Domestic Goods & Services	2	-	-	ACA1
-	Taxes on International Trade	3	-	-	ACA1
-	Non Tax Revenue & Others	4	-	-	ACA1
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**		-	-	
-	Treasury Imprests		3,363,590,318	2,709,465,080	ACA-3
-	Deposits		229,275,299	379,912,654	ACA-4
-	Advance Accounts		37,553,037	32,601,947	ACA-5
-	Other Main Ledger Receipts		-	-	
-	**Total Non Revenue Receipts (B)**		**3,630,418,654**	**3,121,979,680**	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		**3,630,418,654**	**3,121,979,680**	
	Remittance to the Treasury (D)		**-**	**82,041,819**	
-	**Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)**		**3,630,418,654**	**3,039,937,861**	

	Less: Expenditure				
-	**Recurrent Expenditure**				
497,300,000	Wages, Salaries & Other Employment Benefits	**5**	484,320,975.06	478,997,858	**ACA-2(ii)**
103,850,000	Other Goods & Services	**6**	107,673,389	84,288,317	
6,350,000	Subsidies, Grants and Transfers	**7**	296,849,299	6,135,628	
-	Interest Payments	**8**	-	-	
-	Other Recurrent Expenditure	**9**	-	-	
607,500,000	**Total Recurrent Expenditure (F)**		**888,843,663**	**569,421,802**	
	Capital Expenditure				
35,000,000	Rehabilitation & Improvement of Capital Assets	**10**	32,893,983	9,614,077	**ACA-2(ii)**
22,800,000	Acquisition of Capital Assets	**11**	22,350,675	2,477,896	
-	Capital Transfers	**12**	-	-	
-	Acquisition of Financial Assets	**13**	-	-	
1,700,000	Capacity Building	**14**	1,386,510	595,749	
-	Other Capital Expenditure	**15**	-	-	
59,500,000	**Total Capital Expenditure (G)**		**56,631,168**	**12,687,722**	
	Deposit Payments		228,321,474	424,242,766	**ACA-4**
	Advance Payments		40,529,969	35,222,140	**ACA-5**
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		**268,851,443**	**459,464,906**	
	Total Expenditure I = (F+G+H)		**1,214,326,274**	**1,041,574,431**	
607,500,000	**Balance as at 31st December J = (E-I)**		**2,416,092,380**	**1,998,363,430**	
	Balance as per the Imprest Reconciliation Statement		**2,416,092,380**	**1,998,363,430**	**ACA-7**
	Imprest Balance as at 31st December		-	-	**ACA-3**
			-	-	

3.2. Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2021

	Note	Actual 2021 Rs	2020 Rs
Non Financial Assets			
Property, Plant & Equipment	**ACA-6**	2,397,598,745	2,369,158,069
Financial Assets			
Advance Accounts	**ACA-5/5(a)**	105,820,038	102,843,107
Cash & Cash Equivalents	**ACA-3**	-	-
Total Assets		**2,503,418,783**	**2,472,001,176**
Net Assets / Equity			
Net Worth to Treasury		13,783,104	11,757,807
Property, Plant & Equipment Reserve		2,397,598,745	2,369,158,069
Rent and Work Advance Reserve	**ACA-5(b)**		
Current Liabilities			
Deposits Accounts	**ACA-4**	92,036,935	91,085,300
Unsettled Imprest Balance	**ACA-3**	-	-
Total Liabilities		**2,503,418,783**	**2,472,001,176**

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from .... to...... and Notes to accounts presented in pages from .... to .... form an integral part 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 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.

....
Chief Accounting Officer
Name : N.H.M. Chithrananda
Designation : Secretary
Date : 2022.02. 23

N.H.M. Chithranandha
Secretary
State Ministry of Home Affairs

....
Accounting Officer
Name : Gunadasa Samarasinha
Designation : District Secretary
Date : 2022.02. 21

Gunadasa Samarasingha
District Secretary / Government Agent
Monaragala

....
Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name : D.M.S. Dissanayaka
Date : 2022.02. 21

D.M.S. Dissanayake
Chief Accountant
District Secretariat
Monaragala

Statement of Cash Flows
for the Period ended 31st December 2021

	Actual	
		Restated
	2021 **Rs.**	**2020** **Rs.**
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	137,950,202	187,834,175
Imprest Received	3,363,590,318	2,709,465,080
Recoveries from Advance	50,766,387	44,522,317
Deposit Received	229,275,299	3,512,105,032
Total Cash generated from Operations (A)	**3,781,582,206**	**6,453,926,603**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	591,972,914	563,259,915
Subsidies & Transfer Payments	296,849,299	6,135,628
Expenditure incurred on behalf of Other Heads	2,542,477,833	2,182,229,333
Imprest Settlement to Treasury	-	87,536,212
Advance Payments	65,329,518	51,235,042
Deposit Payments	228,321,474	3,550,940,751
Total Cash disbursed for Operations (B)	**3,724,951,038**	**6,441,336,881**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	**56,631,168**	**12,589,722**
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	**-**	**-**
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	56,631,168	12,589,722
Total Cash disbursed for Investing Activities (E)	**56,631,168**	**12,589,722**

NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	**(56,631,168)**	**(12,589,722)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	**0**	**0**
<u>Cash Flows from Fianacing 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)	**0**	**0**
Opening Cash Balance as at 01st January	**-**	**-**
Closing Cash Balance as at 31st December	**-**	**-**

3.4 Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2021.

2) Basis of Measurement

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

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

3) Recognition of Revenue

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

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

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

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

5) Property, Plant and Equipment Reserve

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

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2021.

7) Changes in Formats of Financial Statements & Adjustment of Comparative Figures

Relevant adjustments have been made to the comparative figures for the year 2020 in line with the changes made in the financial statements for the year 2021.

Statement of Expenditure for the period ended 31st December 2021
Ministry/Department/District Secretariat : District Secretariat, Monaragala

ACA -2(ii)

Expenditure Head No :277

Rs.

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		
		Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
Recurrent Expenditure											Annexure 02
Programme (1)											
Prog./Proj./Sub proj./Object code/Item											
NOTE - 5 - OBJECT CODE WISE CLASSIFICATION OF WAGES, SALARIES & OTHER EMPLOYMENT BENEFITS											Note
Personal Emoluments											
1001 Salaries & Wages	11	360,000,000		(2,778,000)	357,222,000	351,188,912		351,188,912	6,033,088	1.69%	
1002 Overtime & Holiday Payments	11	13,300,000		1,500,000	14,800,000	14,713,036		14,713,036	86,964	0.59%	
1003 Other Allowances	11	124,000,000		650,000	124,650,000	118,419,027	21450	118,440,477	6,209,524	4.98%	1
Total		**497,300,000**		**(628,000)**	**496,672,000**	**484,320,975**	**21,450**	**484,342,425**	**12,329,575**		
NOTE - 6 - OBJECT CODE WISE CLASSIFICATION OF OTHER GOODS & SERVICES											
Travelling Expenditure											
1101 Domestic	11	14,700,000		(400,000)	14,300,000	14,273,970		14,273,970	26,030	0.18%	
1102 Foreign	11										
Total (a)		**14,700,000**		**(400,000)**	**14,300,000**	**14,273,970**		**14,273,970**	**26,030**		
Supplies											
1201 Stationery & Office Requisites	11	11,500,000		200,000	11,700,000	11,700,000		11,700,000		0.00%	
1202 Fuel	11	11,000,000		150,000	11,150,000	11,137,652		11,137,652	12,348	0.11%	

ACA -2(ii)

Statement of Expenditure by Programme

Ministry/Department/District Secretariat : District Secretariat, Monaragala

Expenditure Head No :277

Rs.

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		
		Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
1203 Diets & Uniforms	11	300,000			300,000	220,000		220,000	80,000	26.67%	2
1204 Medical Supplies	11										
1205 Other	11		4,252,680		4,252,680	4,252,680		4,252,680		0.00%	
Total (b)		**22,800,000**	**4,252,680**	**350,000**	**27,402,680**	**27,310,332**		**27,310,332**	**92,348**		
Maintenance Expenditure											
1301 Vehicles	11	11,300,000			11,300,000	11,277,703		11,277,703	22,297	0.20%	
1302 Plant and machinery	11	3,900,000		(350,000)	3,550,000	3,548,370		3,548,370	1,630	0.05%	
1303 Building and Structures	11	3,125,000		-	3,125,000	3,092,122		3,092,122	32,878	1.05%	
Total (c)		**18,325,000**		**(350,000)**	**17,975,000**	**17,918,195**		**17,918,195**	**56,805**		
Services											
1401 Transport	11										
1402 Postal & Communication	11	7,500,000		1,300,000	8,800,000	8,795,933		8,795,933	4,067	0.05%	
1403 Electricity & Water	11	9,300,000		(1,550,000)	7,750,000	6,935,628		6,935,628	814,372	10.51%	3
1404 Rents & Local Taxes	11	225,000		28,000	253,000	237,504		237,504	15,496	6.12%	4
1406 Interest Payment for Leased vehicles	11										
1408 Lease Rental for Vehicles Procured under Operational Leasing	11										
1409 Other	11	31,000,000		1,250,000	32,250,000	32,201,826		32,201,826	48,174	0.15%	
Total (d)		**48,025,000**		**1,028,000**	**49,053,000**	**48,170,892**		**48,170,892**	**882,108**		
Total Expenditure on Other Goods & Services (a+b+c+d)		**103,850,000**	**4,252,680**	**628,000**	**108,730,680**	**107,673,389**		**107,673,389**	**1,057,291**		

ACA -2(ii)

Statement of Expenditure by Programme
Ministry/Department/District Secretariat : District Secretariat, Monaragala

Expenditure Head No :277

Rs.

Expenditure Code	Finance Code	Provisions: Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure: Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Net Effect: Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
NOTE - 7 - OBJECT CODE WISE CLASSIFICATION OF TRANSFERS, GRANTS & SUBSIDIES											
Transfers											
1501 Welfare Programmes	11		300,620,000		300,620,000	291,454,644		291,454,644	9,165,356	3.05%	
1502 Retirement Benefits	11										
1503 Public Institutions	11										
1504 Development Subsidies	11										
1505 Subscriptions and Contibutions fees	11										
1506 Property Loan Interest to Public Servants	11	6,350,000			6,350,000	5,394,656		5,394,656	955,344	15.04%	5
1507 Grants to Provincial Councils	11										
1508 Other	11										
1509 - Public Institutions (Other Operational Expenditure)	11										
Total		**6,350,000**	**300,620,000**		**306,970,000**	**296,849,299**		**296,849,299**	**10,120,701**		
NOTE - 8 - OBJECT CODE WISE CLASSIFICATION OF INTEREST PAYMENTS											
1601 Interest Payment for Domestic Debt	11										
1602 Interest Payment for Foreign Debt	11										
1603 Discounts on Treasury Bills and Treasury Bonds	11										
Total											
NOTE - 9 - OBJECT CODE WISE CLASSIFICATION OF OTHER RECURRENT EXPENDITURE											
1701 Losses & Write off	11										

Statement of Expenditure by Programme

Ministry/Department/District Secretariat : District Secretariat, Monaragala

Expenditure Head No :277

Rs.

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		
		Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
1702 Contingency Services	11										
1703 Implementation of the Official Languages Policy	11										
Total											
Programme (1)											
Grand Total (Notes 5 to 9) Total Recurrent Expenditure		**607,500,000**	**304,872,680**		**912,372,680**	**888,843,663**	**21,450**	**888,865,113**	**23,507,567**		
Capital Expenditure											
Programme (1)											
OBJECT CODE WISE CLASSIFICATION OF PUBLIC INVESTMENT											
NOTE - 10 Rehabilitation & Improvements of Capital Assets											
2001 Buildings & Structures	11	25,000,000			25,000,000	23,620,207		23,620,207	1,379,793	5.52%	6
2002 Plant, Machinery & Equipment	11	2,000,000			2,000,000	1,359,867		1,359,867	640,133	32.01%	7
2003 Vehicles	11	8,000,000			8,000,000	7,913,909		7,913,909	86,091	1.08%	
Total (a)		**35,000,000**		-	**35,000,000**	**32,893,983**		**32,893,983**	**2,106,017**		
NOTE - 11 Acquisition of Capital Assets											
2101 Vehicles	11										
2102 Furniture & Office Equipment	11	9,800,000			9,800,000	9,771,180		9,771,180	28,820	0.29%	
2103 Plant, Machinery & Equipment	11	8,000,000			8,000,000	7,816,739		7,816,739	183,261	2.29%	
2104 Buildings & Structures	11	5,000,000			5,000,000	4,762,756		4,762,756	237,244	4.74%	
2105 Lands & Land Improvements	11										

Statement of Expenditure by Programme
Ministry/Department/District Secretariat : District Secretariat, Monaragala

Expenditure Head No :277

Expenditure Code	Finance Code	Provisions: Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3) (-)/+	Total Net Provision (4)=(1)+(2)+(3)	Expenditure: Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)= (5)+(6)	Net Effect: Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)*100	Reasons for the Variance
2106 Software Development	11										
2108 Capital Payment for Leased Vehicles	11										
Total (b)		**22,800,000**			**22,800,000**	**22,350,675**		**22,350,675**	**449,325**		
NOTE -12 Capital Transfers											
2201 Public Institutions	11										
2202 Development Assistance	11										
2203 Grants to Provincial Councils	11										
2204 Transfers Abroad	11										
2205 Capital Grants to Non-Public Institution	11										
Total (c)											
NOTE - 13 Acquisition of Financial Assets											
2301 Equity Contribution	11										
2302 On-Lending	11										
Total (d)											
NOTE - 14 Capacity Building											
2401 Staff Training	11	1,700,000			1,700,000	1,386,510		1,386,510	313,490	18.44%	8
Total (e)		**1,700,000**			**1,700,000**	**1,386,510**		**1,386,510**	**313,490**		
NOTE - 15 Other Capital Expenditure											
2501 Restructuring	11										
2502 Investments	11										
2503 Contingency Services	11										
2504 Contribution to Provincial Councils	11										
2505 Procument Preparedness	11										
2506 Infrastructure Development	11										
2507 Research and Development	11										
2509 Other	11										

Statement of Expenditure by Programme
Ministry/Department/District Secretariat : District Secretariat, Monaragala

Expenditure Head No :277

Rs.

Expenditure Code	Provisions					Expenditure			Net Effect		
	Finance Code	Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
Total (f)											

ACA -2(ii)

Statement of Expenditure by Programme
Ministry/Department/District Secretariat : District Secretariat, Monaragala

Expenditure Head No :277

Rs.

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		
		Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
Programme (1)											
Total Expenditure on Public Investments (a+b+c+d+e+f)		59,500,000	-	-	59,500,000	56,631,168	-	56,631,168	2,868,832		
Grand Total (Notes 5 to 15) - Total Expenditure		667,000,000	304,872,680	-	971,872,680	945,474,831	21,450	945,496,281	26,376,399		

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

Date : 4/02/2022

D.M.S. Dissanayake
Chief Accountant
District Secretariat
Monaragala

3.5 Performance of the Revenue Collection

Rs.,000

Revenue Code	Description of the Revenue Code	Revenue		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue ue
1003-07-00	Stamp duty	-	-	2.40	
1003-07-02	Registration fees	-	-	13,950.32	
1003-07-03	Private Timber Transport	-	-	689.30	
1003-07-04	Tax on sale of motor vehicle	-	-	4.00	
1003-07-05	License Taxes relevant to the My/of public Security	-	-	549.99	
1003-07-09	Cuban Taxes	-	-	503.19	
1003-07-99	Other	5000.00	4200.00	4,439.10	105.6
2002-01-01	Rent on Government building & housing	2820.00	3100.00	3,462.97	111.7
2002-01-03	Rent from land & housing	-	-	1,366.90	
2002-02-99	Interest - Others	5000.00	5500.00	5,546.28	100.8
2003-02-03	Fees of Issuing Identity Cards	-	-	3,142.89	
2003-02-13	Examinations & Other fees	-	-	174.40	
2003-02-14	Fees under the Motor Traffic Act & Other receipts	-	-	39,540.78	
2003-02-99	Sundries	100.00	100.00	257.46	257.46
2003-03-02	Fines & Forfeits	42.00	20.00	12.70	63.5
2003-99-00	Other receipts	5000.00	-	22,890.90	
2004-01-00	Central Government - W & O.P	-	-	42,105.11	
2006-02-02	Other receipts	-	-	19.56	

3.6 Performance of the Utilization of Allocation

Rs.,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	607,500,000	912,372,680	888,843,663	97%
Capital	59,500,000	59,500,000	56,630,000	95%

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

Rs.,000

Head No.	Allocation Received from Which Ministry/Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
101	Ministry of Buddhasasana, Religious and Cultural Affairs		15690.97	15690.97	14,976.98	95
110	Ministry of Justice		14,424.96	14,424.96	9,410.38	65
111	Ministry of Health		277,371.11	277,371.11	271,843.65	98
116	Ministry of Trade		537.12	537.12	541.79	101
118	Ministry of Agriculture		15,809.76	15,809.76	15,440.37	98
122	Ministry of Lands		129,767.96	129,767.96	100,219.08	77
130	Ministry of Public Services, Provincial Councils and Local Government		458,497.78	458,497.78	433,054.19	94
149	Ministry of Skills Development, Employment & Labor Relations		697.50	697.50	697.50	100
159	Ministry of Tourism		3,171.51	3,171.51	1,299.07	41
160	Ministry of Environment		18,546.68	18,546.68	15,279.52	82
186	Ministry of Technology		2,664.98	2,664.98	2,003.56	75
193	Ministry of Labor		432.00	432.00	355.36	82
194	Ministry of Youth and Sports		22,760.10	22,760.10	18,787.78	83

198	Ministry of Irrigation		2,003.79	2,003.79	1,478.33	74
201	Department of Buddhist Affairs		20,941.65	20,941.65	19,614.95	94
202	Department of Muslim Religious and Cultural Affairs		330.00	330.00	318.73	97
206	Department of Cultural Affairs		3,016.50	3,016.50	2,631.27	87
210	Department of Government Information		290.37	290.37	260.91	90
216	Department of Social Services		9842.56	9842.56	9,573.36	97
217	Department of Probation and Care Services		2,173.47	2,173.47	2,152.93	99
219	Department of Sports Development		1,918.51	1,918.51	1,294.12	67
227	Department for Registration of Persons		12,601.84	12,601.84	12,530.42	99
237	Department of National planning		248,077.64	248,077.64	233,122.38	94
243	Department of Development Finance		10,000.00	10,000.00	9,906.85	99
252	Department of Census and Statistics		17,03.24	17,03.24	1,027.08	60
253	Department of Pensions		11,785.25	11,785.25	11,149.41	95
254	Register General's Department		405.01	405.01	381.53	94
284	Department of Wildlife Conservation		5,016.00	5,016.00	4,997.00	100
285	Department of Agriculture		1,746.00	1,746.00	-	**0**
286	Land Commissioner General's Department		15,019.25	15,019.25	14,186.82	94
289	Department Of Export Agriculture		98.50	98.50	91.77	93
307	Department of Motor Traffic		1,059.14	1,059.14	957.88	90
326	Department of Community Based Corrections		10.50	10.50	10.50	100
327	Land Use Policy Planning Department		2,022.80	2,022.80	1,815.72	90
328	Department of Man Power and Employment		941.32	941.32	746.40	79
334	Department of Multipurpose Development Task Force		361,318.58	361,318.58	349,154.99	97
401	State Ministry of National Heritage Performing Art and Rural Art.		790.01	790.01	403.27	51
402	State Ministry of Rural and School Sport Infrastructure Improvement		8,924.18	8,924.18	1,239.03	14
403	State Ministry of Women and Child Development , pre-school & Primary Education , School Infrastructure Education Services		218,422.55	218,422.55	203,394.22	93
407	State Ministry Of Backward Rural Area Development And Promotion Of Domestic Animal Husbandry And Minor Economic Crop Cultivation		4,000.00	4,000.00	1,490.82	37

408	State Ministry of Rattan, Brass ,pottery, Furniture and Rural Industrial Promotion		46,789.48	46,789.48	28,039.23	60
409	State Ministry of Internal Security, Home Affairs and Disaster Management		350,801.40	350,801.40	336,602.55	96
412	State Ministry of Foreign Employment Promotions and Market Diversification		16,816.06	16,816.06	15,956.39	95
414	State Ministry of Samurdhi, Household Economy, Micro Finance, Self Employment and Business Development		520,043.60	520,043.60	359,922.17	69
416	State Ministry of Indigenous Medicine Promotion, Rural and Ayurvedic Hospitals Development & Community Health		4,072.05	4,072.05	4,046.29	99
421	State Ministry of Skills Development, vocational Education, Research & Innovation		12,290.28	12,290.28	9,481.20	77
422	State Ministry of Dhamma School ,Pirivenas and Bhikkhu Education		29,332.43	29,332.43	15,432.35	53
425	State Ministry of Paddy and Grain, Organic Food, Vegetables, Fruits, Chilies, Onion and Potato Cultivation Promotion, Seed Production and Advanced Technology Agriculture		3,037.75	3,037.75	2,912.05	96
426	State Ministry of Production and Supply of Fertilizer and Regulation of Chemical Fertilizer and Insecticide Use		395.53	395.53	390.03	99
431	State Ministry Of Coconut, Kithul And Palmyrah Cultivation Promotion And Related Industrial Product Manufacturing And Export Diversification		2,000.00	2,000.00	1,855.65	93
435	State Ministry Of rural road and other infrastructure		202,000.00	202,000.00	-	-

3.8 Performance of the Reporting of Non Financial Assets

Rs.,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2021	Balance as per financial Position Report as at 31.12.2021	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	1,332,303,355	-	
9152	Machinery and Equipment	-	363,505.389	-	
9153	Land	-	701,790,000	-	
9154	Intangible Assets	-		-	
9155	Biological Assets	-		-	
9160	Work in Progress	-		-	
9180	Lease Assets	-		-	

3.9 Auditor General's Report

Annexure - I

Chapter 04 – Performance indicators

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%**
Issuing vehicle revenue license	95.08%	-	-
Issue of National Identity Cards (Applications Should be sent to head office.)	-	-	56.23%
Issuing formal permits and grants for unauthorized lands	-	76.51%	-
Issuing birth, marriage and death certificates	-	82.07%	-
Business Name Registration.	-	84.08%	-

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

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of The achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
End Poverty in all forms every where	Reducing poverty index From 20.8% to 15%	Poverty index in 2021 was 5.8%		72.1	
	Reducing percentage of Household suffering from poverty from 18.8% to 12%	Percentage of Households suffering from poverty in 2021 is 4.4%		74.5	
End hunger, achieve food security and improved nutrition ,and promote sustainable agriculture	Increasing per Capita calorie consumption per day from 2216Kc to 2250 Kc	Per Capita Calorie consumption per day in 2021 is 2,302 KC	3.7		
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	Increasing number of students qualified for G.C.E A/L by 25%	5,093 students have been qualified for G.C.E. A/L among 7,482 students who faced for the G.C.E. O/L Examination		68.7	
	Increasing number of students qualified for university entrance by 25%	4,228 Students were qualified for university entrance among 5,980 students who qualified for the A/L examination		70.7	
Ensure availability and sustainable management of water and substation for all	Increasing the number of household units taken clean water by 10%	Total number of household units taken clean water in 2021 is 147,429(total number household units is 163,261)			90.3

	Increasing number of households with sanitary facilities by 10%	Number of households with sanitary facilities in 2021 is 150,174(total number household units is 163,261)			91.98
Affordable and clean energy	Increasing electricity power used household units up to 90%	Total number of electricity power used household units in 2021 is 158,143 (total number household units is 163,261)			96.86
Promote sustained, inclusion and sustainable economic growth, full and productive employment and decent work for all.	Reducing unemployment rate from 5.8% to 5%	Unemployment rate in 2021 is 4.8%	4.8		

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

No	Achievement	Challenges
1	Reduced the poverty level	Producing only primary products and slowly growing of value addition products
		Minimum opportunities in the private sector
		Less concern about vocational requirements
2	Increased the number of students enroll for higher education	Developed Small & medium scale investors to large Scale.
		It is difficult to direct formers for Commercial agriculture from Seasonal Cultivation.
3	Completed basic needs in households by higher percentage	In sufficient of water sources for agriculture and other consumption during dry weather situation.
		Non availability of stable market for Agriculture product.
		Increasing of Elephant attack.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved cadre	Existing cadre	Vacancies/Excess
Senior	58	45	13
Territory	35	16	19
Secondary	1162	1061	130
Primary	117	107	10

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

*Since the duties of certain vacancies are assigned to graduate officers, they are able to perform their day-to-day duties without difficulty.

6.3 Human Resource Development

Name of the Program	No. of Staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program (Abroad/ Local)	Output/ Know ledge Gained*
			Local	Foreign		
Training programme for enhancing IT knowledge of officials to enable for them to create on-line entrepreneurship network at rural level.	70	01 day	47,450.00	-	Local	Accordingly, IT knowledge of officials will be improved.
Post graduate degree programme in Economics	1	02 years	270,000.00		Local	Planning by using the knowledge in economics to facilitate development
Conduct a training programme for Grama Niladharies	126	03 days	234,000.00		Local	Knowledge of a Grama Niladhari on his duties and functions, subject area, productivity, leadership and management will be improved.

Study course leading to the exemption from the requirement of passing EB, Management Services – Class 1.	40	From 2021.11.17 to 28	131,350.00		Local	Exemption from the requirement of passing EB, Management Services – Class 1
Training of new entrants to the Sri Lanka Administrative Service	10	From 2021.10.04 to 22	61,200.00		Local	Providing knowledge and experience on district administration
Training evaluation on district/divisional administration of new entrants to the Sri Lanka Administrative Service	10	01 day	30,200.00		Local	
Training on capacity building and transfer of experience on the development of the field of tourism	30		276,000.00		Local	Providing knowledge and experience relating to the development of the field of tourism

Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status(Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	**The following Financial statements/ accounts have been submitted on due date**			
1.1	Annual financial statements	√		
1.2	Advance to public officers account	√		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
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	√		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	√		
2.3	Register of Audit queries has been maintained and update	√		
2.4	Register of Internal Audit reports has been maintained and update	√		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	√		

2.6	Register for cheques and money orders has been maintained and update	√		
2.7	Inventory register has been maintained and update	√		
2.8	Stocks Register has been maintained and update	√		
2.9	Register of Losses has been maintained and update	√		
2.10	Commitment Register has been maintained and update	√		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	√		
03	**Delegation of functions for financial control (FR 135)**			
3.1	The financial authority has been delegated within the institute	√		
3.2	The delegation of financial authority has been communicated within the institute	√		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	√		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	√		
4	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	√		
4.2	The annual procurement plan has been prepared	√		
4.3	The annual Internal Audit plan has been prepared	√		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	√		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	**No**		
5	**Audit queries**			

5.1	All the audit queries has been replied within the specified time by the Auditor General	**No**		make aware the relevant officers to give answers on due date.
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	√		
6.2	All the internal audit reports has been replied within one month	**No**		make aware the relevant officers to give answers on due date.
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	√		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	√		
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	**No**	Due to Covid 19 situation two Committee had to be cancelled out of four Committees.	
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	**No**		Take action as per the circular.
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	√		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	√		

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	√		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	√		
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	No	No driving records have been handed over for the pool vehicle bearing number Pc-5283.	A letter has been sent asking for immediate delivery
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	No	Did not take action for disposal due to covid-19 situation	Approval has been given for disposal take action to implement.
9.3	The vehicle logbooks had been maintained and updated	√		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	√		
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	√		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	No	The lease has expired and the relevant documents have been obtained by the banks. The absolute right is to be revoked.	Take action to transfer the Owner ship leased Vehicle.
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	√		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	√		

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	√		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	√		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	√		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	√		
12.2	A time analysis had been carried out on the loans in arrears	√		
12.3	The loan balances in arrears for over one year had been settled	No	Require legal action for loan balances of the officers who have died and Vacation of post. Act as per legal advice.	
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	No	Lack of funds for settle the retention & also due to Audit Queries.	Take action to F.R.571
13.2	The control register for general deposits had been up dated and maintained	√		
14	**Impress Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	√		
14.2	The ad-hoc sub imp rest issued as per F.R. 371 settled within one month from the completion of the task	√		
14.3	The ad-hoc sub imp rests had not been issued exceeding the limit approved as per F.R. 371	√		
14.4	The balance of the imp rest account had been reconciled with the Treasury books monthly	√		

15	**Revenue Account**			
15.1	The refunds from the revenue had been made in terms of the regulations	√		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	√		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	√		
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	√		
16.2	All members of the staff have been issued a duty list in writing	√		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	√		
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	√		
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	√		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	√		

18	**Implementing citizens charter**			
18.1	A citizens 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	√		
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	No		Take action to rectify in future
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.	√		
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	No	Due to covid 19 situation training Programme has been cancelled	Take action to rectify in future
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	√		
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	√		
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	No		Take action to rectify in future