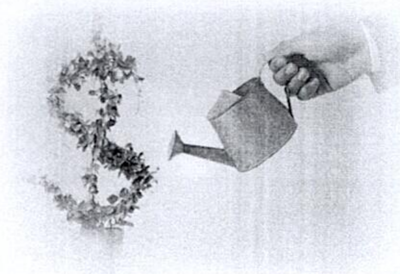
Ministry of Finance

Department of the Registrar of Companies

Performance Report- 2021

Expenditure Head - 297

Contents



01. Institutional Profile/ Executive Summary

1.1 Introduction

Subsequent to the British colonization in Sri Lanka in the year 1815, British nationals had taken action to expand the scope of the Sri Lankan business sector by initiating cultivation of export agricultural crops such as coffee, tea and rubber. With a view to facilitate business activities, registration of companies in Sri Lanka was commenced in 1861 under the Joint Stock Companies Ordinance. During the British rule period up to 04^{th} February 1948, Companies were registered under the Joint Stock Banking Ordinance of 1897 and the Companies Ordinance No. 51 of 1938.

The Department of the Registrar of Companies had been established under the Said Ordinance and vested with the powers to Execute Trade mark Ordinance, Business Name Ordinance, Cheettu Ordinance and Societies Ordinance. In 1980, the Department of National Intellectual Property was established under the provisions of the Code of the Intellectual Property Act, No. 02 of 1979 and it had been entrusted with the mandate to execute the Trade Mark Ordinance in 1981.

Whilst the business sector in Sri Lanka has been operated with its own identity after gaining independence, the Companies Act, No. 17 of 1982 had been enacted in 1982 facilitating the business sector. This Act had been in force for nearly 25 years and thereafter simplifying the said act, the Companies Act, No.07 of 2007 has been came into operation from 03^{rd} May 2007 facilitating to attract large scale investors taken into consideration the expansion of the Sri Lankan economy.

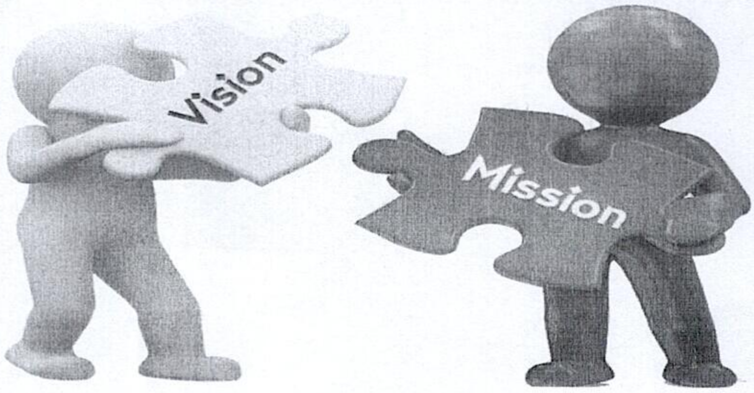
1.2 Vision and Mission of the Institution

Vision

Develop and foster a trusted business environment by making available an effective regulatory regime capable of instilling a culture of good governance covering the business sector in Sri Lanka.

Mission

The Department of the Registrar of Companies in accordance with the economic and trade policy of the Government of Sri Lanka endeavors to give a legal form to business and other institutions under the Acts administered by it and regulate their functions.



1.3 Objectives and Key Functions

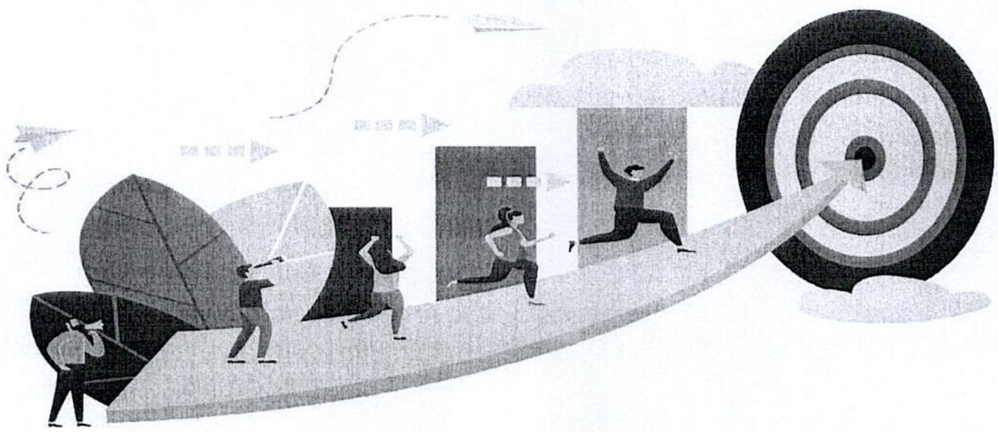
Objectives

The main function entrusted to the Department is to implement, administer and enforce the below mentioned Acts and Ordinances.

- The Companies Act, No. 07 of 2007
- The Societies Ordinance – Chapter 123
- The Cheettu Ordinance No. 61 of 1935
- The Public Contracts Act, No. 03 of 1987

Key Functions

- Incorporation of private companies, limited companies, unlimited companies, companies limited by guarantees and of shore companies
- Registration of Auditors and company secretaries
- Registration of societies and public contracts prospectus
- Registration of Mortgage bonds
- Registration of companies
- Liquidation and winding up companies
- Updating details of companies and societies
- Providing information to general public and issuing certificate copies
- Conformation of prospectus
- Collection of fees and cooperation
- Maintains and management of physical document and files
- Helping to the government and non government institutions by providing needed details and certificated copies



1.4 Executive and Staff Officers of the Department

Mr. Sanjeewa Dissanayake
Registrar General of the Companies

Ms. L. Dahanayake
Chief Accountant

Ms. Jeyawani Susanthakumar
Chief Internal Auditor

Ms. P.P.Shayama Harshani
Registrar of the Companies

Ms. L.K.S. Darmakirthi
Registrar of the Companies

Mr. P.S.D. Tharanga Panditha Sundara
Deputy Registrar of the Companies

Ms. K.H. Shen Sri Nilusha De Silva
Assistant Registrar of the Companies

Mr. R.R.S.C. Rathnayake
Assistant Registrar of the Companies

Mr. M.D.H.S. Mathugamage
Assistant Registrar of the Companies/ Official Receiver (Acting)

Mr. G.M.S. Pushpakumar
Statistician

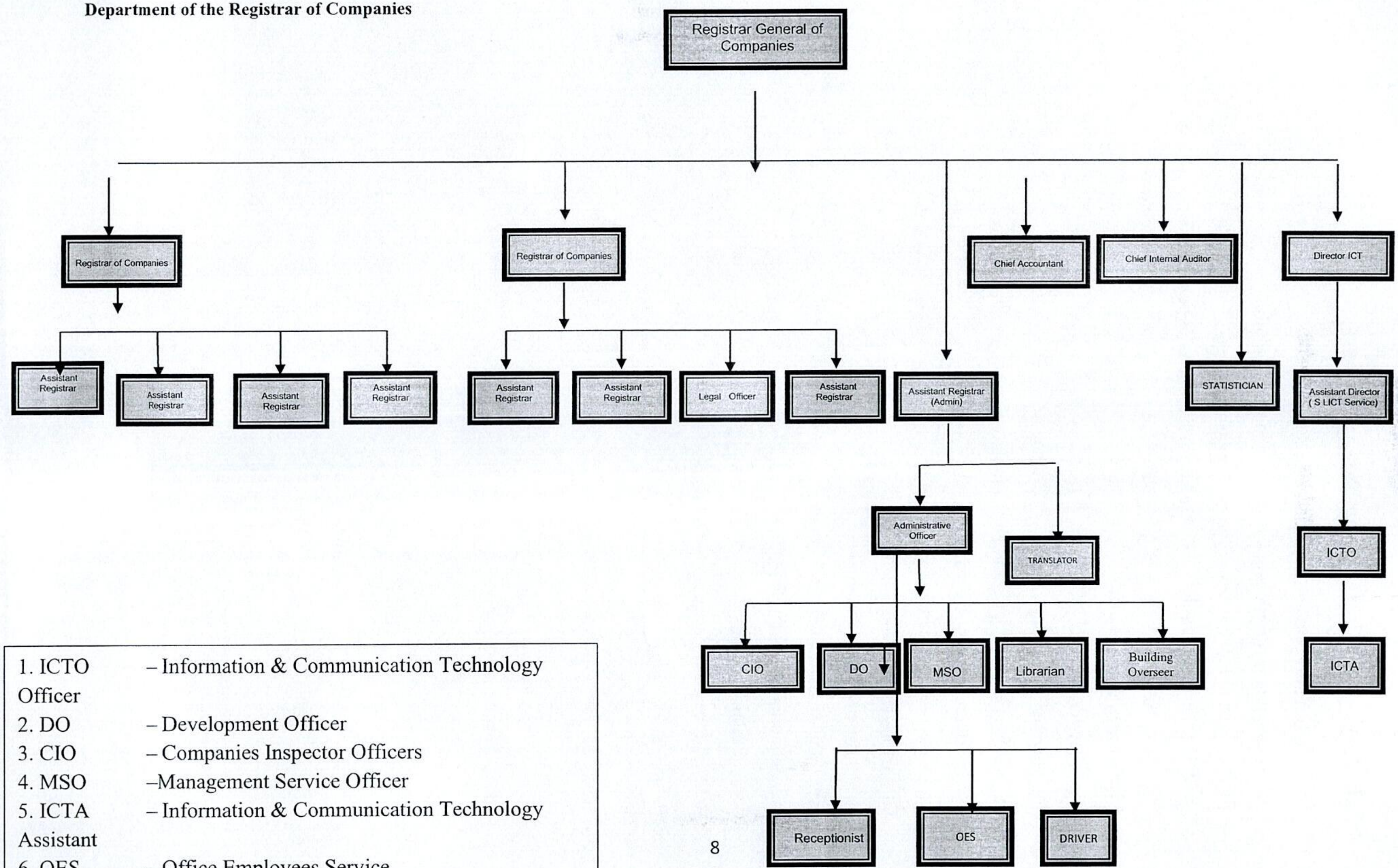
Mr. S.K.Mallawathantri
Administrative Officer

Mr. D.D.Rathnasekara
Translator

Mr. W.M. Gayan Kumara
Information Technology Officer

1.5 Organization Chart

Department of the Registrar of Companies



1. ICTO – Information & Communication Technology Officer
2. DO – Development Officer
3. CIO – Companies Inspector Officers
4. MSO –Management Service Officer
5. ICTA – Information & Communication Technology Assistant
6. OES – Office Employees Service

1.6 Main Divisions of the Department

i. Information Division
ii. Division for Name Approval and Incorporation of New Companies
iii. Divisions of Incorporation of New Companies
iv. Divisions for Updating Information of Companies and Registration of Documents
v. Divisions of Issuing of Certificated copies
vi. Liquidation Division
vii. Re-Registration Division
viii. Division for Registration of Societies
ix. Division for Registration of Company Secretaries and Auditors
x. Public Contracts Division (Tender Division)
xi. Record Room and Reference Division
xii. Litigation Division
xiii. Establishment Division
xiv. Finance Division
xv. Internal Audit Division
xvi. Postal Division
xvii. Information Technology Division
xviii. Division of Official Revising

Details of the Divisions and their Functions

i. Information Division

Well-trained and experienced Senior Officers who are conversant with giving replies to public enquires swiftly have been assigned to this division. Providing necessary information to the general public and guide them to travel correct path of their target. All documents brought by public are subject to scrutinization by them before accepting and forward to the relevant divisions. This procedure ensures a minimum inconvenience to the public.

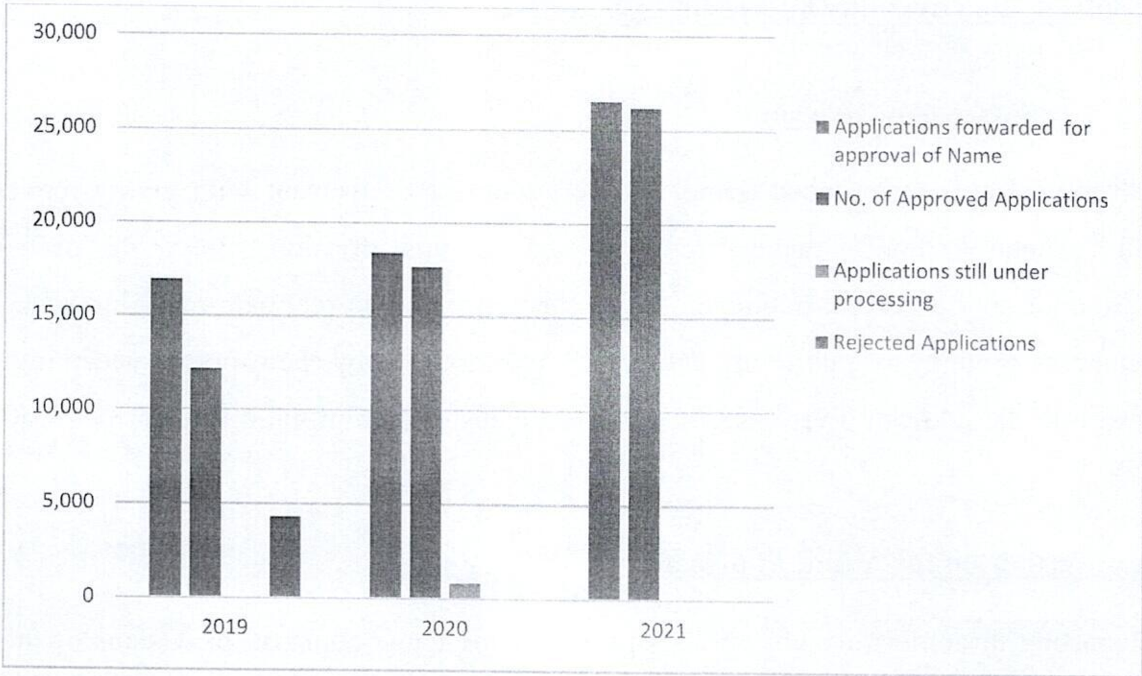
ii. Division for Name Approval

Reporting in conformity with rules and low of the name approval provisions of the act after inspecting of data system of the company. That required name and give approval issuing revealing and number to the public and institutions and reporting earlier incorporation under this name.

iii. Division of Incorporation of Companies

Checking accuracy of the applications receiving through on-line system for incorporation subject and submit for registration Inform to General public about in perfect applications and instruct to correct accurately step to be taken to give incorporation considering correctness of the application.

Description	Physical Progress		
	2019	2020	2021
Applications forwarded for approval of Company Names	16,967	18,412	26,534
No. of Approved Applications	12,184	17,653	26,180
Applications still under Processing	05	834	0
Rejected Applications	4,308	4	20



iv. Divisions for Updating Information of Companies and Registration of Documents

This division includes with 5 sub divisions named A, B, C, D and E. The Divisions A and B response for Form No 15, The Division C responses for Form 20, the Division 'D' handles Form 6, 8 and 09 and The E sub-division takes responsibility for Form 13, 14, 17 and 39. In addition to the above this Division handles amalgamation, striking of names of companies limited by guarantees off-shore companies and overseas companies.

v. Division of Issuing Certified Copies

Issuing certified copies which are required by clients is main duty of this division. With the aim of providing efficient and effective service to the general, public, this division issue certified copies of registered document to the clients who apply for then.

vi. Liquidation Division

This division acts following method in respect of striking off and winding up companies.

1. Striking off name under selection 394 of companies act No 07 of 2007.

- Striking off name of non-holding assets and liabilities a letter demand and an affidavit would he receive from all directors and non-director share holder and sent to obtain orders for afferents. Then, company from 09 and inquiring letter to the Commission General of Inland Revenue would be prepared from the one month and ten days period from the date of company 09^{th} from sent a gazette notification is published in tri-language after receiving no-objection letter from Commissioner of Inland Revenue after passing of 03 monthly from the date of gazette notification the name of company can be struck off.
- Companies are educated with Objection by Commissioner General of Inland Revenue and step liquidation until Objections are over. The name will be struck off the companies which file annual return after they are educated and no objection of the Commissioner General of Inland Revenue in terms of selection 394 of the companies Act No – 07 of 2007.

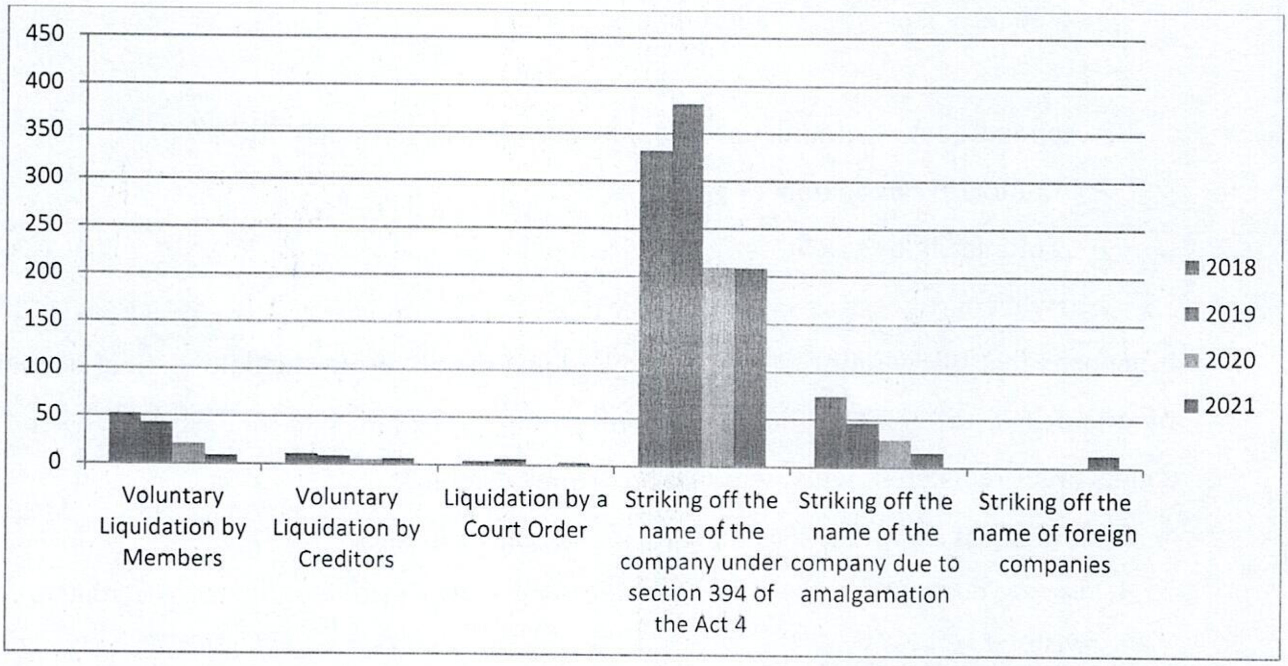
2. Appointment of Liquidator for companies which have Liabilities.
   - Voluntarily by members
   - Voluntarily by creditors
   - By a court

It happens that the winding up a company after 3 months from the date of final document filed and it is different at the order of the count procedure that can be done after final counts order registered, when winding up setting accounts.

3. Striking of name after the amalgamation of the companies.
4. Issuing document to the customers who came daily to strike off names according to their wish.
5. Now online system is in operation for subject of striking of name.
6. Collection of striking off order after obtaining affidavits by the company that wants to run business after striking off request.

No of the Companies subject to dissolution and cancellation (up to 31.12.2021)

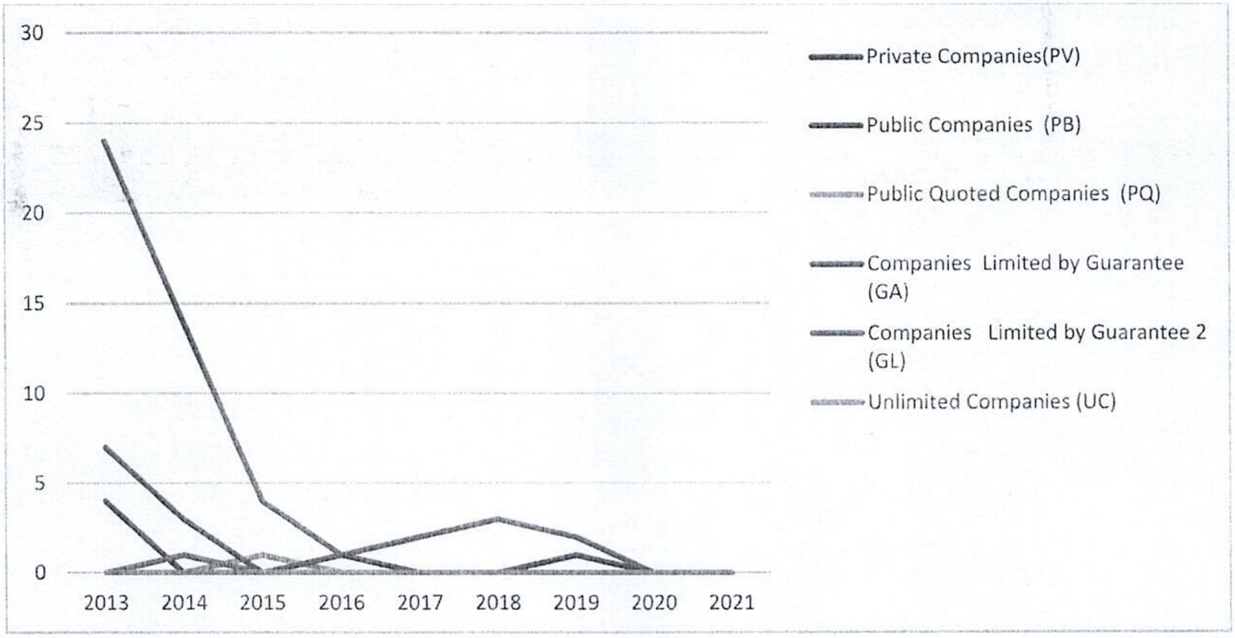
	2018	2019	2020	2021
Voluntary Liquidation by Members	**52**	**43**	**21**	**09**
Voluntary Liquidation by Creditors	**11**	**09**	**05**	**06**
Liquidation by a Court Order	**04**	**06**	**01**	**03**
Striking off the name of the company under section 394 of the Act	**332**	**381**	**210**	**209**
Striking off the name of the company due to amalgamation	**74**	**46**	**29**	**15**
Striking off the name of foreign companies	**0**	**0**	**0**	**13**
Total	**473**	**485**	**266**	**255**



vii. Re - Registration Division

This division was established in May 2007 with the enactment of the Companies Act, No. 07 of 2007 to facilitate Re-Registration of companies. This division is headed by an Assistant Registrar of Companies. Total number of re-registered companies from May 2007 to 31.12.2021 stood at 25,077.

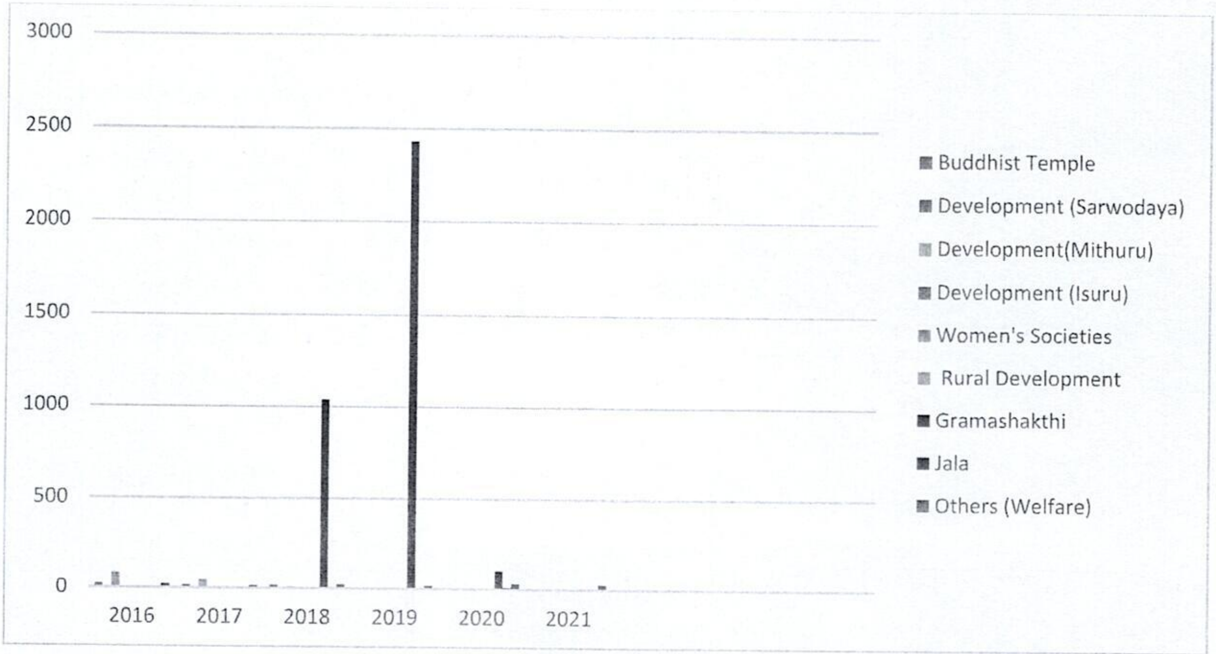
Type of Company / Year	Private Companies(PV)	Public Companies (PB)	Public Quoted Companies (PQ)	Companies Limited by Guarantee (GA)	Companies Limited by Guarantee 2 (GL)	Unlimited Companies (UC)	Total
2013	24	4	0	7	0	0	35
2014	14	0	0	3	1	0	18
2015	4	0	1	0	0	0	5
2016	1	1	0	1	0	0	3
2017	2	0	0	0	0	0	2
2018	3	0	0	0	0	0	3
2019	2	1	0	0	0	0	3
2020	0	0	0	0	0	0	0
2021	0	0	0	0	0	0	0



viii. Division for the Registration of Societies

With the Enactment of the section 123 of the Societies Ordinance, this division undertakes the registration of the new societies and updating of the details of the societies. The number of total registered societies was 16,196 as at 31.12.2021.

Type of the Society	2016	2017	2018	2019	2020	2021
Viharasthana	21	16	18	06	01	-
Sarvodaya	-	-	-	-	-	-
Mithuru Sanwardhana	83	48	09	-	-	-
Isuru Sanwardhana	-	-	-	-	-	-
Kantha Samithi	-	-	-	-	-	-
Grameeya Sanwardhana	-	-	-	-	-	-
Gramashakthi	-	-	1037	2431	98	01
Jala	-	-	-	-	09	01
Others (Welfare)	21	15	22	18	32	29
Have to Register	-	-	-	-	-	01
Total	**125**	**79**	**1086**	**2455**	**140**	**32**

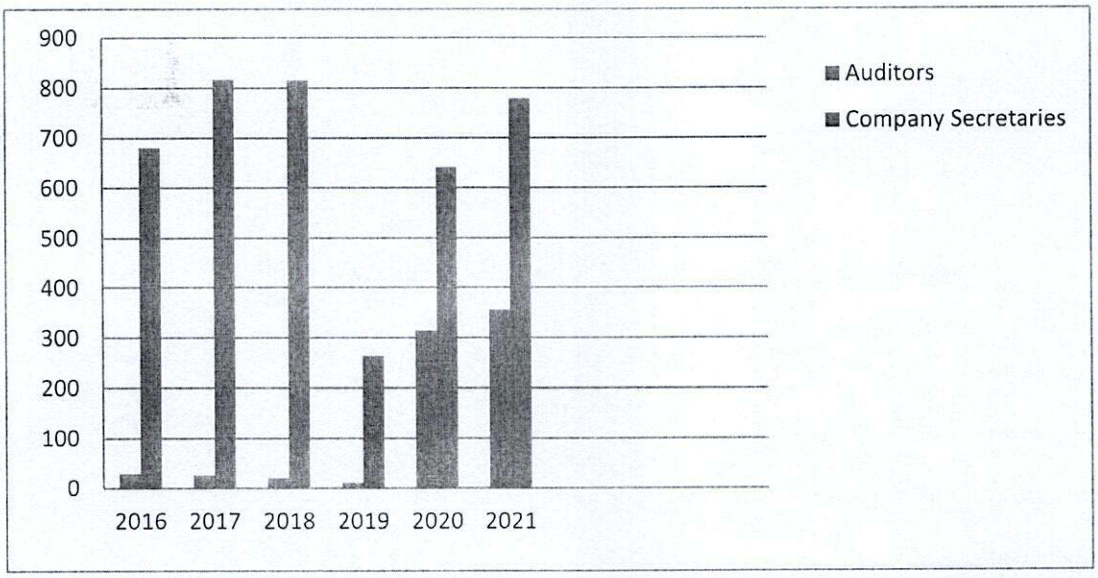


ix. Division for the Registration of Company Secretaries and Auditors

This Division undertakes the Registration of the Company Secretaries from the applicants who fulfill requisite qualifications in terms of Company Regulations 1987 (in respect of the Company Secretaries) and also the Registration of Auditors from the applicants who fulfill requisite qualifications in terms of Company Regulations 1964 (in respect of the Auditors). 779 Company Secretaries and 359 Auditors have been registered as at 31.12.202.

Registration of Company Secretaries and Auditors

Year	Auditors	Company Secretaries
2016	29	680
2017	26	817
2018	20	815
2019	11	264
2020	315	641
2021	359	779

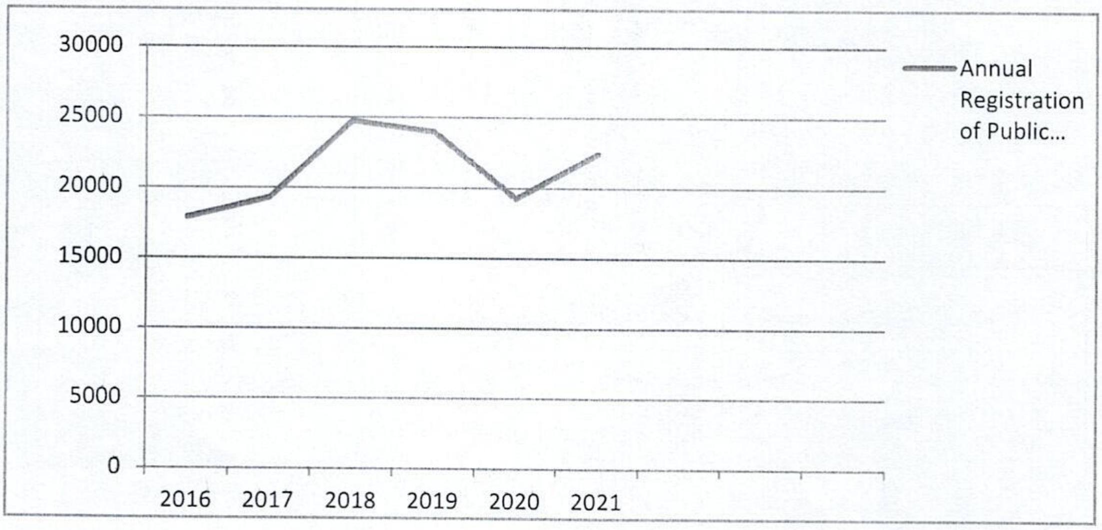


x. Public Contracts Division (Tender)

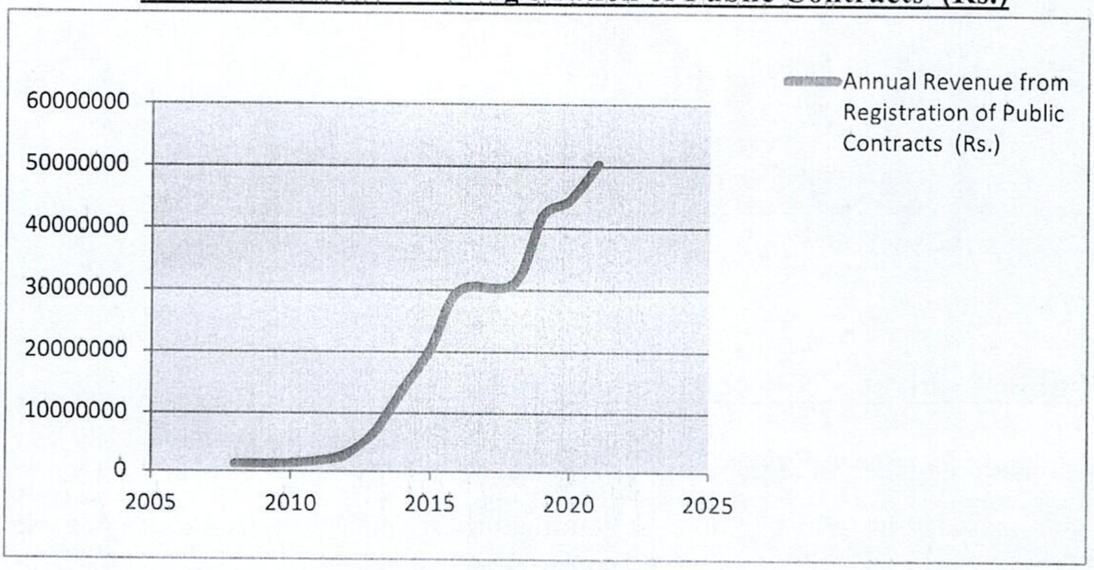
This division engages in registration or renewal of every tenders or every person who acts an agent, sub agent, representative or nominee under the Public Contracts Act, No. 03 of 1987 with respect to applications received for contracts where the contract cost exceeds Rs. 5 Million and registration and renewals of contracts also.

Registration of Public Contracts

Year	No. of Contracts	Revenue (Rs.)
2016	17875	29,949,500.00
2017	19275	31,174,500.00
2018	24743	39,502,500.00
2019	23962	41,895,000.00
2020	19233	44,608,336.00
2021	22445	50,344,000.00



Annual Revenue from Registration of Public Contracts (Rs.)



xi.

xi. Record Room and Reference Division

The Record Room is functioning under the supervision of an Assistant Registrar of Companies and subordinate staff consists of Management Service Officers and Office Assistants. Since the no. of files to be kept at the Record Room is increasing gradually, the need to computerize the departmental process is highly imperative and it is mostly required for the record room indeed.

xii. Litigation Division

08 officers were recruited in 2021 for this division but 02 out them vacated posts for another alternative. 06 company inspectors are working by 31.12.2021 and its functions are as founds.

- Litigate agents company Directors who violate the Company Act on the infuriation of the Registrar General of Company Registration and appearing in the count hearing on behalf of the Registrar General of the Company Registration.
- Representing the Registrar General of Companies in the court proceedings.
- Visit to the companies and inspect the documents and carry out on site inspections on the order of the Registrar General of Companies.
- Recoding Statements and providing documentary evidences to other public Intentions for continued investigations by order of the Registrar of companies.

xiii. Establishment Division

This division has been established in order to ensure administration and maintenance activities of the Department and it supervised by the Registrar of Companies and the Administrative Officer.

xiv. Finance Division

This division has been established in order to carry out accounting activities of the Department in the proper manner and functioning under the supervision of the chief Accountant.

xvi. Internal Audit Division

The Division was established in 2016 and to carry out the audit activities related to the regulation of the internal control system and its activities are carried out under the supervision of a Grade One Accountant.

Xvi. Postal Division

This division handles the receipt of document received by the Department to the relevant divisions and deals with the document sent out of the Department.

xix. Information Technology Division

Information Technology Division can be recognized as one of the important divisions in this Department which provides an imperative service. (The division is headed by an Assistant Director of the Sri Lanka Information and Communication Technology Service).

The functions of this division has been expanded extensively with the introduction of "e-ROC Online Process" for the registration of all the companies in the island instead of the manual process which had been in use. It was first inaugurated in April 2018.

With the introduction of this new process, the Information Technology Division has taken several steps towards identifying shortcomings in terms of practical aspects and provided quick solutions for the same. It further enables to carry out the company registration process efficiently and effectively within a short period of time in Client Oriented manner.

Some of the significant steps taken can be elaborated as below.

- Introduction of a User Friendly process.
- Time taken for the registration of a company has been reduced to the maximum possible extent.
- Provide facilities to pay relevant fees through online.
- System Generated Application can be obtained by entering details into the computer instead of submitting self-prepared applications and other relevant formats.
- Clients can retrieve the details of the companies registered by them by simply entering User Login Details at any time and any location.

- The clients who visit the Department of the Registrar of Companies for registration purposes are provided with computer facilities by the Information Technology Division.
- Necessary action has already been taken to provide information and guidance on "e-ROC Online Process" to the clients when it's required.
- Necessary action has already been taken to provide technical guidance when it's required.
- Conducting awareness programmers for the customers.
- However, the Departments had to face much hardship when maintaining the e-ROC online programme due to non-filling of vacancies Director post in the Information Technology Service, 02 Assistant Director, 02 Information Technology officer and 03 Information Technology Assistants Vacancies.

1.7 Companies Fund

The companies Fund has been established under the section 479 of the Companies Act, No. 07 of 2007. It is maintained in such a manner as the Secretary to the Ministry of Finance, may direct in consultation with the Company Registrar General. Two-thirds (2/3) of every fee or charge prescribed, levied or recovered under this Act by the Registrar General shall be paid into the Fund. All sums of money required to defray any expenditure incurred by the Registrar-General in the exercise of powers under this Act can be paid out of the Fund.

02.Progress and the Future Outlook

2.1 Special Achievements

- The Department is able to provide efficient and effective service to the clients through e-ROC system. Also clients could take opportunity to open wide entrance to approach the system. They could operate the system wherever in the world. Applications registered through e-ROC system and could provide better service People generally had to suffer up Covid-19 prevention measures in this period. Over year, travelling had to be limited but the foreign customers had no barriers to get service from this Department. This is well reflected by increasing Department activities in 2021 having take establishment of 26% companies, registration of company secretariat by 18%, registration of auditors by 12% and registration of public contract registration by 14%.
- As a whole, the country had to be closed up and imposed certain banning measures due to Covid-19. But our service to the customers never collapsed even in the epidemic period because staff 50% living in outside of Western Province. But there has been no breakdown in our service during the above period. Our staff continued to perform their duties through online package from home with dedication even during times of closure and recorded high performance. The figure related to companies' registration actual revenue by 104% under Public Contract Act by 112% income confirms the situation. Therefore, our Department could achieve top performance even in an emergency situation.
- The Department could be able to create transparent and comfortable environment for the benefit of clients as well as staff by refurbishment of ground floor. Clients' friendly service and providing facilities to the clients who visit Department is our goals in 2021.
- By virtue of powers, functions and duties vested by the Company Act of 07 Of 2007, this Department has to work closely with others line institutions with judicial affairs. Company Inspector post is very important for judicial affairs, identify companies that violate law, inspecting those companies, filling cases against relevant companies and appearing in courts on behalf of Registrar General of Companies are main duties of the company Inspectors. The Company Act has

provided provisions to recruit company directors as legal process has increased day by days. It had been a great challenge to the Department. But the Department could score another goal by recruiting 08 Company Inspectors during the year 2021.

2.2 Challenges

- IT division has been newly established to maintain, supervision and updating e-ROC project because all service supply through e-ROC project. But it was difficult to maintain the e-ROC project due to insufficient IT field staff professions and lack of categorically ranking posts. Approved was taken for one Director of Information and Communication Technology Service, Two Assistant Directors, 03 Information and Communication Technology Officers and 06 Information and Communication Technology Assistants. It was a great challenge to the Department. The Ministry of Administration has approved a total number of IT field posts from top rank to junior posts but non-filing of all vacancies was delay of e-ROC project implementation it covers up still only by three officers.
- The other challenge was not complete approved carder and non-filing of various categories in posts. After training, providing work should be assigned to them for their skill of training.
- Expanding IT professions according to present requirement and training them to execute their duty effectively.

2.3 Future Goals

- Providing facilities and take rapid action to trace out details of Acts relevant to company registration through e-ROC online package.
- Our plan is to win challenge and face to next year by strengthening country economic through fair business environment to the business community by providing attractive service to the investors.

2021

Sanjeewa Dissanayaka
Registrar General of Companies

SANJEEWA DISSANAYAKE
Registrar General Of Companies
Department Of The Registrar Of Companies
"Samagam Medura"
No. D. R. Wijewardena Mawatha,
Colombo - 10.

Companies Fund Established In terms of Companies Act No 07 of 2007
Statement of Financial Position as at 31.12.2021

	Notes	2021.12.31 (Rs.)	2021.12.31 (Rs.)
Assets			
Current Assets			
Cash and Cash Equivalents	9	51,585,296	28,559,027
Receivable Income	10	5,540,329	4,117,608
Stationary Stock	11	3,177,551	
Upcoming Payments	12	598,023	439,870
Guarantee deposit from the Security Services		25,000	25,000
Investment - Treasury Bonds			32,763,191
Receivable Treasury Bonds Interest	13	13,053,600	18,309,043
Receivable Treasury Bills Interest			372,631
amount to be offset from DST	14	654,116	587,075
		74,633,915	85,173,444
Non-Current Assets			
Investment on Shares		90,275,000	90,275,000
Plant, Property & Equipment	15	326,850,542	330,766,008
Continuing Work Account	16	233,467,318	130,413,915
Advance Payment to DST	17	4,899,899,962	5,019,566,832
Investment- Treasury Bond	18	1,283,266,000	818,477,000
Investment- Treasury Bills (Liquid)	19	43,666,289	
		6,877,425,112	6,389,498,755
Total Assets		6,952,059,026	6,474,672,199
Liabilities			
Current Liabilities			
DST amount to be paid	20	1,311,373	1,174,150
IRC VAT payable	21	320,136	278,796
Interest payable- Liquidation	22	17,900,857	
Accrued Expenditure	23	16,618,295	5,047,009
General Deposit Account	24	3,538,834	8,265,108
Liquidator's Deposits	25	29,989,953	
		69,679,449	14,765,063
Non-Current Liabilities			
Total Liabilities		69,679,449	14,765,063
Net Assets		**6,882,379,578**	**6,459,907,137**
Net Assets / Equity			
Accumulated Surplus / Deficit	26	6,882,379,578	6,459,907,137
Total Net Assets / Equity		**6,882,379,578**	**6,459,907,137**

Companies Fund -
Financial Performance Statement for the year ended
31.12.2021

	Notes	2021	2020	2019
Revenue				
Receipts of the Registrar General of Companies	1	**478,671,525.39**	**448,266,309.25**	**437,891,762.01**
Other Revenues		**70,974,635.20**	**183,300,141.26**	**355,655,341.73**
Interest of treasury bonds	2	58,931,580.68	163,734,043.86	274,093,415.77
Interest of treasury bills	3	344,278.52	8,327,397.40	71,066,508.96
Interest of treasury bills - Liquidation				
Rent from Building	4	11,160,000.00	11,160,000.00	10,120,000.00
Rent from the Canteen			2000.00	12,000.00
Other Revenues	5	538,776.00	76,700.00	363,417.00
Total Revenue		**549,646,160.59**	**631,566,450.51**	**793,547,103.74**
Expenditure				
Salaries, Wages and Employee Benefits	6	(6,736,719.92)	(6,790,224.05)	(19,471,564.70)
Supplies and Consumables	7	(114,190,576.29)	(89,123,510.57)	(62,036,873.88)
Depreciation	8	(10,220,278.38)	(10,987,355.95)	(11,248,385.52)
Other Expenditure			(600.00)	(350.00)
Total Expenditure		**(131,147,574.59)**	**(106,901,690.57)**	**(92,757,174.10)**
Surplus		**418,498.586.00**	**524,664,759.94**	**700,789,929.64**

Companies Fund established under the Provision of Companies Act No.07 of 2007
Receipt and Payment Statement for the year ended 31.12.2021

	Rs	Rs
Opening Balance of the Cash book		
Balance of the account numbered 100153298050		28,559,027.00
Balance of the account numbered 100113298052		972,330.79
Add : Cash Receipts during the Year		
Receipts of Registrar of Companies (Cash, Cheque) - 143100153298050	86,247,494.30	
Receipts of Registrar of Companies (Internet – Sampath Bank)	255,233,684.59	
Receipts of Registrar of Companies (Internet – Nation Trust Bank)	48,317,328.00	
Receipts of Registrar of Companies (Bank of Ceylon)	389,594,042.40	
Receipts of Registrar of Companies (Direct Receipts)	163,155.74	
Receipts of Public Contracts (VAT)	24,480.00	
Advance Recovery from Deputy Secretary to Treasury	119,599,828.44	
Receipts of Money Orders	59,531.00	
Rent from buildings	10,230,000.00	
Receipts to the liquidation account	2,593,828.40	
Interest on Treasury bills (Company Liquidation Account)	6,541,206.00	
Receipts after being matured treasury bills (Company Liquidation Account)	4,117,000.00	
Interest on Treasury bills	94,394,616.50	
Amount Received on maturity of Treasury bills	33,480,100.00	
Other Deposits	20,000,676.50	
Other Revenues	565,406.00	1,071,162,377.87
		1,100,693,735.66
Less: Cash Payments during the Year		
Overtime and Holiday payments	2,703,735.47	
Travelling Expenses – Local	20,348.20	
Stationary and Office Necessities	5,714,310.00	
Fuel	1,481,048.63	
Uniforms	92,000.00	
Medical Supplies	3,770.53	
Other (1205)	737,427.99	
Vehicle Maintenance	438,581.72	
Plant and Equipment (Maintenance)	2,073,908.07	
Buildings (Maintenance)	240,344.00	
Transportation Expenses	2,961,564.18	
Postal and Communications	11,961,441.01	
Electricity and Water	10,940,130.35	
Amount of Rate	2,116,800.00	
Other Expenses (1409)	68,975,418.79	
Plant and Equipment – Advancement	428,000.00	
Vehicle Upgrade	394,625.85	
Furniture and Office equipment	193,138.00	
Plant and Equipment	3,364,450.00	
Training and Skills Development	257,250.00	
Restructuring	123,504,952.20	
Payments to the Deputy Secretary to Treasury - To head 20.03.02.10	239,359,190.04	

Payments to the Deputy Secretary to Treasury - To head 10.03.07.08	330,000.00	
Payments to Com. Gen. of I. R. - VAT	61,433,065.66	
Treasury Bills Bonds Investment	494,996,592.83	
Treasury Bills Bonds Investment (Company Liquidation account)	9,999,844.38	
Payback from the Revenue	111,101.61	
Pay back from Deposits	4,275,400.48	1,049,108,439.99
Closing Balance of the Cash book		
Balance of the Account Numbered 100153298050	47,360,774,86	
Balance of the Account Numbered 100113298052	4,224,520.81	51,585,295.67
		1,100,693,735.66

Companies Fund - Cash Flow Statement (indirect)
Cash Flow Statement for the year ended 31.12.2021

	Rs	Rs
Cash flows from Operating Activities		
Surplus of the Income Expenditure Account		418,498,586
Adjustments		
Depreciations	10,220,279	
Interest Income	(59,275,859)	
Adjustments made to the previous year (Appropriate Expenses)	1,209,483	
Adjustments made to the previous year	(49,903)	
		(47,896,000)
		370,602,586
Changes in Working Capital		
Advance Payments	(158,153)	
Receivable Income	(1,422,721)	
VAT payable to IRC	41,341	
Accrued Expenditure	11,571,287	
General Deposit Account	(4,726,274)	
Advances to DST	137,224	
Stationery	(3,177,551)	2,265,154
Net Cash Flow from Operating Activities		372,867,739
Cash Flows from Investment Activities		
Cash on Maturity of Treasury Bonds	37,597,102	
Investment on Treasury Bonds/ Bills	(504,996,437)	
Purchasing of Fixed Assets	(106,610,991)	
Advances to DST	119,666,871	
Liquidation Account Received	2,593,828	
Interest Received	100,935,825	
Net Cash Flow from Investment Activities		(350,813,802)
Net Increase in Cash and Cash Equivalents		22,053,937
Cash Balance as at 01.01.2021	29,531,358	
Cash Balance as at 31.12.2021	51,585,296	
		22,053,937

Statement of Financial Position
As at 31st December 2021

	Note	Actual 2021 Rs	2020 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	-	-
Financial Assets			
Advance Accounts	ACA-5/5(a)	22,760,428.00	24,086,353.00
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		**22,760,428.00**	**24,086,353.00**
Net Assets / Equity			
Net Worth to Treasury		22,760,428.00	24,086,353.00
Property, Plant & Equipment Reserve		-	-
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		**22,760,428.00**	**24,086,353.00**

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 51 and Notes to accounts presented in pages from 52 to 59 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	Accounting Officer	Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name :S.R.Attiygalle	Name Sanjeewa Dissanayake	Name :L.Dahanayake
Designation :Secretary	Desigr Registrar General of Companies	Date : 2022.02. 23
Date : 2022.02 22	Date : 2022.02 23	

S. R. Attygalle
Secretary to the Treasury and
Secretary to the Ministry of Finance
The Secretariat
Colombo 01

SANJEEWA DISSANAYAKE
Registrar General Of Companies
Department Of The Registrar Of Companies
" Samagam Medura "
400, D.R. Wijewardena Mawatha,
Colombo - 10.

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
No. 400, D. R. Wijewardena Mawatha,
Colombo - 10.

ACA - 1(i)

Statement of Arrears of Revenue for the period ended 31st December 2021

Revenue Accounting Officer : Registrar General of Companies

Expenditure Head No : 297

Net Revenue collection for three preceeding years			
	Year 1	(2018)	Rs 130,342,000
	Year 2	(2019)	Rs 226,853,316
	Year 3	(2020)	Rs 894,462,000

Rs.

Period	Revenue Code	Revenue Description	Balance at the Beginning of the year (1)	Arrears of the Reporting year (2)	Recoveries (3)	Waived off Arrears of Revenue (4)	Balance at the end of the Year 5=(1)+(2)-[(3)+(4)]
(1) Arrears in respect of the reporting year	2003.02.10	Company Registrartion Fee		194,672,000	24,174,000		170,498,000
Sub Total							170,498,000
(2) Arrears in respect of the previous year							120,332,000
Sub Total							120,332,000
(3) Arrears before the previous							706,436,000
Sub Total							706,436,000
Total							997,266,000

2022.02.23
Date

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

Signature of Revenue Accounting Officer
Name of Revenue Accounting Officer:
Designation of Revenue Accounting Officer:

SANJEEWA DISSANAYAKE
Registrar General Of Companies
Department Of The Registrar Of Companies
" Samagam Medura "
400, D.R. Wijewardena Mawatha,
Colombo - 10.

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
No. 400, D. R. Wijewardena Mawatha,
Colombo - 10.

ACA - 2(i)

Statement of Expenditure by Programme

Expenditure Head No :297 **Ministry / Department / District Secretariat :** **Registrar of Companies**

Rs.

Expenditure Code	Programme (1)					Programme (2)					Total Expenditure for the Period 2021
	Provisions					Provisions					
	Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure	Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure	
	(1)	(2)	(3)	(4)=(1)+(2)+(3)	(5)	(6)	(7)	(8)	(9)=(6)+(7)+(8)	(10)	(11)=(5)+(10)
2505 - Procument Preparedness 2506 - Infrastructure Development 2507 - Research and Development 2509 - Other											
Grand Total	84,200,000			84,200,000	70,844,477						70,844,477
Total Recurrent & Capital Expenditure	84,200,000			84,200,000	70,844,477						70,844,477

Dahanayake

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2022.02. 23

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
No. 400, D. R. Wijewardena Mawatha,
Colombo - 10.

NATIONAL AUDIT OFFICE

ACA-3

Statement of Imprest Account for the year 2021

Ministry / Department / District Secretariat Registrar of Companies
Expenditure Head No. : 297

Rs.

Imprest Account No.	Imprest Balance as at 1st January 2021 1			Imprest Received 2			Imprest Settlement 3			Imprest Balance as at 31st December 2021 4			Imprest Balance as at 31st December 2021 as per Entity Books *5	Imprest Balance as at 31st December 2021 as per Treasury Books 6
	Unsettled Sub Imprests	Unsettled Imprests (Excluding	Total	Treasury	Other Sources	Total	Expenditure	Cash Remit to Treasury	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total		
	1(i)	1(ii)	1(iii)	2(i)	2(ii)	2(iii)=2(i)+2(ii)	3(i)	3(ii)	3(iii)=3(i)+3(ii)	4(i)	4(ii)	4(iii)=4(i)+4(ii)	5=1(iii)+2(iii)-3(iii)	
7002-0-0-125-0-21-0					290,317,708	290,317,708	187,416,427	102,901,281	290,317,708				0	17,901,281

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

(1) Remitted to the Treasury but not updated cash book balance as at 31/12/2021 17,901,281

(2) Other reasons- ....

17,901,281

State if these balances were settled as at the date of signing the report and if not, reason for not setlling the balances.

I hereby certify that the above information is true and correct.

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2022.02. 23

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

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
No. 400, D. R. Wijewardena Mawatha,
Colombo - 10.

ACA- 5

Statement of Advance Accounts as at 31st December 2021

Expenditure Head No 297 **Ministry / Department / District Secretariat : Registrar of Companies**

Rs.

Name of Advance Account	Advance Account Number	No. of Advance Accounts	Balance as at 1st January 2021 (1)	Maximum Limits of Expenditure Rs 8,600,000.00		Minimum Limits of Receipts Rs 3,700,000.00		Maximum Limits of Debit Balance Rs 25,000,000.00	Maximum Limits of Liabilities Rs	Balance as per Treasury Books as at 31st December 2021
				Debits during the year (2)		Credits during the year (3)		Balance as 4=(1)+(2)-(3)		
				In Cash	Through Cross Entries	In Cash	Through Cross Entries			
(1) Advance to Public Officers	8493-0-0-297	1	24,086,353	6,306,334	1,244,920	5,798,343	3,078,836	22,760,428		22,760,428
(2) Other Advances										
(3) Miscellaneous Advances										

....

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

Date : 2022.02.23

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
No. 400, D. R. Wijewardena Mawatha,
Colombo - 10.

Note-(viii)

The Status Report as at 31/12/2021 on Bank Accounts opened in terms of Treasury Operation Circular No. 3/2015 of 23/10/2015

Expenditure Head No. : 297 **Ministry / Department / District Secretariat : Department of Registrar of Companies**

Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2021 (Rs.)	Balance as Per Cash Book as at 31/12/2021 (Rs.)	Total Value of Cheques not yet Presented to Bank as at 31/12/2021 (if exceeds 6 months)	Month of Last Bank Reconciliation Prepared
1	People's Bank	143100199027300	3,094,431.00	0.00		2021 December

I hereby certify that the above information is true and correct.

....

Chief Financial Officer /Chief Accountant/Director (Finance)/ Commissioner (Finance)
Date : 2022.02. 23

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
No. 400, D. R. Wijewardena Mawatha,
Colombo - 10.

3.5 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original Estimate	Final Estimate	Amount (Rs.)	as a % of Final Revenue Estimate
1003.07.08	Company Registration Levy	-	-	330,000.00	-
2003.02.10	Fees of the Registrar General of Companies	230,000,000	230,000,000	239,440,768	104
2003.02.12	Fees levied under Public Contracts Act	40,000,000	45,000,000	50,344,000	112%

3.6 Performance of the Utilization of Allocations- 297

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original Allocation	Final Allocation		
Recurrent	84,200,000	84,200,000	70,844,477	84%
Capital	-	-	-	-

Companies Fund

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original Allocation	Final Allocation		
Recurrent	132,376,275	126,690,800	110,460,828	87
Capital	64,400,000	156,002,679	112,359,052	72

3.7 In Terms of F.R.208 grant of allocation for expenditure to this Department

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 Allocation	Original Allocation		
	None	-	-	-	-	-

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 31.12.2020	Balance as per Financial Position Report as at 31.12.2020	Yet to be Accounted	Reporting Progress as a Percentage
9151	Building and Structures	No			
9152	Machinery				
9153	Lands				
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in Progress				
9180	Leased Assets				

- **The fixed assets are not being accounted under CIGAS. It is being brought into accounts under the accounts of the Companies Fund.**

04. Performance Indicators

4.1 Performance Indicators of the Institute

Specific Indicators	Physical Registration growth as a Percentage		
	2020	2021	growth as a Percentage
Incorporation of the Companies	13,619	18,434	26
Registration of Company Secretaries	641	779	18
Registration of the Company Auditors	315	359	12
Registration of Public Contracts	19,233	22,445	14
Registration of the Documents	11,289	15,535	27

Yearly Wise Registration Details of Companies under the Companies Act, No.07 of 2007

Category	2014	2015	2016	2017	2018	2019	2020	2021
Private Limited Liability Companies	6,594	7,526	8,003	9,413	11,123	11,034	13,350	18,066
Public Limited Liability Companies	80	57	57	61	43	51	48	39
Companies Limited by Guarantee	41	113	48	43	160	71	56	125
Societies	91	30	140	148	59	177	152	183
Foreign Companies	37	35	41	42	41	30	13	20
Off-Shore Companies	1	1	0	0	0	0	0	0
PLC Companies	0	4	2	1	0	0	0	0
Unlimited Companies	-	-	-	-	-	-	-	01
Newly Registered Companies	6,844	7,766	8,291	9,708	11,426	11,363	13,619	18,434
Total Registered Companies	47,287	55,053	63,344	73,052	84,478	95,841	109,460	127,894
Re- Registered Companies	18	5	3	2	3	3	0	0
Total Re-Registered Companies	25,061	25,066	25,069	25,071	25,074	25,077	25,077	25,077
Grand Total	**72,339**	**80,110**	**88,404**	**98,123**	**109,552**	**120,918**	**134,537**	**152,971**
Companies Strike Off	408	342	214	388	473	485	266	255
Total No. of Strike Off Companies	1,539	1,881	2,095	2,483	2,956	3,441	3,707	3,962
Total no. of Functioning Companies	**70,800**	**78,229**	**86,309**	**95,640**	**106,596**	**117,477**	**130,830**	**149,009**

05. Performance on the Achieving of Sustainable Development Goals (SDG)

5.1 Identified specific Sustainable Development Goals

Goal/ Objective	Targets	Indicators of the Achievements	Progress of the Achievements to date		
			0% - 49%	50% - 74%	75% - 100%
Eradicating of poverty and all type of hungry	Increase the no. of registered Companies	Percentage (%) of the increase registered societies (31 societies have been registered)	-	-	-
Safeguarding Permanent economic development, jobs security and protection of right to employ in an important job.	01. Increase the no. of registered Companies	Percentage (%) of the increase registered companies	26	-	-
	02. Increase the no. of registered public contracts	Percentage (%) of the increase registered public contracts	14	-	-

5.2 Goals and Challenges towards Accomplishments of SDGs

Sustainable Development Objectives and Targets

We have identified two objectives out of 17 published by the United Nations 70th convention.

1. Eradicating of poverty and all type of hungry.

   This target can be achieved through our Department by increasing registration of societies covering up rural areas and depend the living standard of the people. Many societies under the theme of strengthening economic condition and improving living standard of low income rural families have been established in various parts of the country. Legal valuation will receive to the society by registration. All activities done by societies and benefits to the member families can be known by this legislation. This Department can support to eradicate poverty by developing economic condition of rural families increasing number of societies registration such as, "Proboda" Development. Societies "Mithuru" development and "Grama Shakthi" even in the situation like Covid-19 epidemic. 31 societies have been registered in the year under review.

2. Safeguarding Permanent economic development, jobs security and protection of right to employ in an important job.

   This department can reach to the business community by providing facilities such as company establishment conducting the business. A protective job situation and economic development can be targeted by increasing the number of registered societies and public contracts by expanding the business process.

Achievements

- The staff of the Department and clients experienced difficulty to report duty and visit during Covid-19 epidemic period. But the staff got maximum effort to do duty through on-line system. Covis-19 not affected for the activities of the Department. It was a great victory we gained.
- 31 Societies were registered in 2021 through online system from various areas of the country. Therefore, the Department could perform activities saving their time waste and labour and health threat. This is other victory of the Department.
- In 2021, 18,434 Companies were registered and it shows 26% growth in registration. The revenue to the government increased and new jobs created. It was a fair deal to the economic security of the country.
- Efficient and effective of the activities of the Department have rapidly increased due to on line system by saving time, labour and paper free situation.

Challenges

- The people experienced inconvenience due to non-availability of online facilities in many areas of the country. This shows law registration of societies. But, facilities have been provided such clients if visiting the Department.

06. Human Resource Profile

6.1 Cadre Management

	No. of Approved	No of Actual	Vacancies
Senior	16	09	07
Tertiary	06	03	03
Secondary	110	89	21
Primary	31	20	11

6.2 How the Shortage in Human Resources has been affected to the Performance of the Institute

The main function of this Department is providing well managed and attractive service to the business community and earning state revenue through well developed economy. The activities of the Department are being increased day by day due to private sector companies rapidly mushrooming. It is necessary to permanent cadre to meet with the current human resources requirement. But non-filing of considerable vacancies affected for the service provide by the Department.

Low staff affected for providing efficient and effective service directly supports to develop of economy of the country. Our attempt was futile sometimes due to inability for counseling for newly restoring companies and other necessary instructions. Sometimes, customers lost faith of delaying activities of the Department.

The current work load assigned to existing staff is high. The service providing to the country is rapidly grow day by day and work load to staff also increased. The staff has to suffer busy with work and have to hear blames from customers for non-executing duties timely and effectively.

The Department was modernized with current information technology facilities such as online packages and e-ROC project with a view to provide efficient and rapid service to the customers. A new IT division was established and got approval for one Director IT, one Assistant Director IT, three IT Technology Officers and six IT Technology Assistants. But, non-filing of above vacancies. The total IT work especially e-ROC project was covered up only by one IT Technology Officer and Three IT Assistants. This became wide barrier to carrying out the Department functions actively.

6.3 Human Resource Development

Name of the Programme	No. of Staff Trained	Duration of the Programme	Total Investment(Rs.000)		Nature Of the Programme (Local/Abroad)	Output/Knowledge Gained
			Local	Abroad		
One day workshop on Government Procumbent Process	06	2021.01.27	21,000	-	Local	Knowledge gained has been applied according to the nature of the duties.
Storage Management, Annual Goods Survey and Asset Misappropriation	08	2021.01.25-2021.01.26	28,000	-	Local	Knowledge gained has been applied according to the nature of the duties.
How to Prepare Procumbent Plan	04	2021.02.11-2021.02.12	14,000	-	Local	Knowledge gained has been applied according to the nature of the duties.
Office Management and Financial Regulation	04	2021.02.16-2021.02.19	11,000	-	Local	Knowledge gained has been applied according to the nature of the duties.
Business Communication	05	2021.02.25	17,500	-	Local	Knowledge gained has been applied according to the nature of the duties.
Main Investigation	03	2021.02.23-2021.02.24	10,500	-	Local	Knowledge gained has been applied according to the nature of the duties.
Transport Management	06	2021.03.02-2021.03.03	21,000	-	Local	Knowledge gained has been applied according to the nature of the duties.
Government and Provincial Council Financial Management Structure and Government officers' role	09	2021.03.23-2021.03.24	33,750	-	Local	Knowledge gained has been applied according to the nature of the duties.

of Financial Management						
Workshop on Official Bank Account maintaining	**05**	**2021.03.25**	**18,750**	-	Local	**Knowledge gained has been applied according to the nature of the duties.**
Preparation of bidding documents	**01**	**2021.03.30-2021.03.31**	**8,500**	-	Local	**Knowledge gained has been applied according to the nature of the duties.**
Inventory Controls, Annual goods survey and asset misappropriation	**07**	**2021.03.30-2021.03.31**	**26,250**	-	Local	**Knowledge gained has been applied according to the nature of the duties.**
Procumbent Process	**01**	**2021.12.02**	**5,000**	-	Local	**Knowledge gained has been applied according to the nature of the duties.**
Workshop on Salary Translation	**06**	**2021.12.20-2021.12.21**	**42,000**	-	Local	**Knowledge gained has been applied according to the nature of the duties.**

The staff of the Department is trained in their respective fields and the officers are trained with the objective of improving their subject knowledge and thereby increasing their efficiency. Other than that, Arrangements will be made to provide the necessary training to the officers at their request. This has enabled the Department to maintain an efficient staff with knowledge of the relevant fields in each subject and thereby provide an efficient and effective service to our clients.

07. Compliance Report

S.No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
01	**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)	Not Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others - Accounts of the Companies Fund	Complied		
02	**Maintenance of Books and Registers (F.R.445)**			
2.1	Fixed Assets Register has been maintained and updated in terms of Public Administration Circular 267/2018.	Complied		
2.2	Personal emoluments register/ Personal emoluments cards have been maintained and updated.	Complied		
2.3	Register of Audit Queries has been maintained and updated.	Complied		
2.4	Register of Internal Audit Reports has been maintained and updated.	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 updated.	Complied		
2.7	Inventory Register has been maintained and updated.	Complied		
2.8	Stocks Register has been maintained and updated.	Complied		
2.9	Register of Losses has been	Complied		

	maintained and updated.			
2.10	Commitment Register has been maintained and updated.	Complied		
2.11	Register of Counterfoil Books (GA — N20) has been maintained and updated.	Complied		
03	**Delegation of functions for financial control (F.R. 135)**			
3.1	The financial authority has been delegated within the institute.	Complied		
3.2	The delegation of financial authority has been communicated within the institute.	Complied		
3.3	The authority has been delegated in such a manner so as to pass each transaction through two or more officers.	Complied		
3.4	The control 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.	Complied		
04	**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.	Complied		
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 Department of Treasury Operations on time.	Complied		
05	**Audit Queries**			
5.1	All the audit queries have been replied within the time specified by the Auditor General.	Complied		
06	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after	Complied		

	consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/l-2019.			
6.2	All the Internal Audit Reports have been replied within one month.	Complied		
6.3	Copies of all the Internal Audit Reports have been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018.	Complied		
6.4	All the Copies of Internal Audit Reports have been submitted to the Auditor General in terms of F.R. 134(3).	Complied		
07	**Audit and Management Committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee have been held during the year as per the DMA Circular 1-2019.	Complied		
08	**Asset Management**	Complied		
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		
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 Board 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.	Complied		
8.4	The excesses and deficits that were disclosed through the	Complied		

	Board of Survey and other relating recommendations, actions were carried out during the period specified in the circular			
8.5	The disposal of condemned articles had been carried out in terms of F.R. 772	Pending		
09	**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 within a period of less than 6 months after condemning.	Complied		
9.3	The Vehicle Log books had been maintained and updated.	Complied		
9.4	The action has been taken in terms of FR. 103, 104, 109 and 110 with regard to every vehicle accident.	Complied		
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 of29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term.	Not Applicable		
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	Complied		

	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	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the F.R. 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.	Not Applicable	Action to be taken within 03 months to settle loan balances on instances of vacation of post, transfers and interdictions	
13	**General Deposit Account**			
13.1	The action had been taken as per FR 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 Department of Treasury Operations.	Complied		
14.2	The Ad-hoc Sub Imprests issued as per FR 371 settled within one month from the completion of the task.	Complied		
14.3	The Ad-hoc Sub Imprests had 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 F.R. 176	Complied		
16	**Human Resources 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		
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.	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act.	Complied		
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 05/20180) of Ministry of Public Administration and Management.	Complied		
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		
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.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan.	Complied only up to a low percentage since covid19 pandemic Prevented the trainings in the year 2020		
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 for Audit Paragraphs**			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified.	Complied		