

2021

லார்கீக கார்டயஸாடன லார்கால ஸத தீனூதீ  
வருடாந்தசெயல்திறன்அறிக்கைமற்றும்கணக்குகள்  
Annual Performance Report & Accounts



தீஸ்திக் லேகதீ கார்டாலய - கல்தர  
மாவட்டசெயலகம் - களுத்துறை  
District Secretariat - Kalutara

# Contents

<b>Chapter 01 - Institutional Profile/Executive Summary</b>	
1.1 Introduction	03
1.2 Vision, Mission, Objectives of the Institution	04
1.3 Key Functions	05
1.4 Organizational Chart	06
1.5 Main Divisions of the Department / Divisional Secretariats of the District Secretariat	07
<b>Chapter 02 – Progress and the Future Outlook</b>	
2.1 Special Achievements, Challenges and Future Goals	08
<b>Chapter 03 - Overall Financial Performance for the Year ended 31st December 2021</b>	
3.1 Statement of Financial Performance	09-11
3.2 Statement of Financial Position	12-13
3.3 Statement of Cash Flows	14-16
3.4 Notes to the Financial Statements	17-25
3.5 Performance of the Revenue Collection	26
3.6 Performance of the Utilization of Allocation	27
3.7 In terms of FR 208 Grant of Allocations for Expenditure to this District Secretariat as an Agent of the other Ministries/ Departments	28-48
3.8 Performance of the Reporting of Non-Financial Assets	49
3.9. Auditor General's Report (This Report is attached at the end of the sinhala Translation of the Annual Performance Report)	
<b>Chapter 04 – Performance Indicators</b>	
4.1 Performance Indicators of the Institution (Based on Action Plan)	50
<b>Chapter 05- Performance of the achieving Sustainable Development Goals (SDG)</b>	
5.1 Identified respective Sustainable Development Goals	51
5.2 Achievements and Challenges of the Sustainable Development Goals	52
<b>Chapter 06 - Human Resource Profile</b>	
6.1 Cadre Management	53
6.2** How the shortage or excess in Human Resources has been affected to the performance of the Institute	53
6.3 Human Resource Development	54-55
<b>Chapter 07– Compliance Report</b>	56-61

## Chapter 01

### Institutional Profile/Executive Summary

#### 1.1 Introduction

In considering the relative location of Kalutara District situated at the Western Province, it is bounded north by Colombo District, East by Ratnapura District and south by Galle District and West by the ocean. The absolute location of it can be indicated roughly as north latitude  $6^{\circ} 19' 30''$  –  $6^{\circ} 49' 30''$  and east altitude  $79^{\circ} 51' 30''$  –  $80^{\circ} 22' 45''$ .



Kalutara District consists of two korales, eight Paththus and two thotamunas and the eastern boundary of the district consists of scattered land and few mountain ranges connected to the mountain which slopes from the central hill. The western boundary is mostly flat. The Kalu river and the Benthara river originating from the eastern boundary, and the branch rivers like Hik river and Kuda river and the Mavak oya mainly demarcate the hydrological system.

#### Historical Background of Kalutara District

Factors have been revealed through excavation that the contemporaries of “Balangoda Manawaya” had lived in the cave situated in Bulathsinhala, Pahiyangala which increases the historical values of the District. “Kaluthara Bodiya” is treated as one of the Bo-trees among the other 32, planted at the era of King Devanampiyathissa. “Kalutara Bodiya” and the “Chaithyaya” are ancient sacred places which are admired by Buddhist, non-Buddhist as well as foreigners. It has been mentioned that a warrior called Raigam Bandara ruled “Raigama” for about 50 years before western invasion.

#### Land Use of Kalutara District

Tea plantations which were limited to the mountainous areas have now being developed throughout the district with the deterioration of the rubber plantation which covered major part of the district land use. In addition, export crop cultivations such as coconut, cinnamon and pepper are in the central parts. Paddy cultivation has been expanded through the plains and the lowlands and the Sinharaja forest located in south east, illustrates the forestry features.

## 1.2. Vision and Mission of the Kalutara District Secretariat

### Our Vision



Excellence through Efficient and Effective Public Service.....

### Our Mission

Our mission is to make sustainable development in the District, creating an efficient administrative system through effective resource management according to the government policies.....

### Objectives and Values of the District Secretariat

#### Objectives

- To March towards a sustainable development approach in line with the government policies in a timely manner.
- To line up to fulfill the public needs with constant reliability.
- To work for the Economic, Sociological, Religious, Cultural and Educational development of the District considering no discrimination.

#### Values

- Safeguard the creditability through specific activities applicable to our conduct and moral always.
- Always act with maximum honour to internal and external customers in taking every decision regarding them.

### **1.3 Key Functions**

- Administration of the District Secretariat.
- Administration and Supervision of Divisional Secretariats.
- Social services activities.
- Cultural and Buddhist affairs.
- District development activities, construction and maintenance activities.
- Duties regarding timber licenses and other licenses.
- District environmental development activities.
- Agricultural development activities.
- Activities regarding the committee of pricing.
- Duties regarding Election.
- Training Programs for Human Resources Development and Productivity.
- Administration of Grama Niladhari.
- Duties regarding the recruitment of Birth, Death and Marriage Registrars and Coroners.
- Preparation of the register of Jury members and produce it to the court.
- Conduct National Festivals and various welfare activities.
- Duties regarding public complaints.
- Provision of the assistance of Government and non-government organization to the general public of the District when required.
- Departmental duties for disaster relief services and renovation activities.
- Recruiting District committee for price fixing.
- Registration of suppliers.
- Disciplinary inquiries.



## **1.5 Main Divisions of the Department / Main Divisions of the District Secretariat**

### **Divisions of the District Secretariat**

- Accounts Division
- Administration Division
- Development Division
- Engineering Division
- Social Services Division
- Training Division
- Explosives Controlling Unit
- Media Unit
- Disaster Relief Services Division
- Investigation Division
- Children and Women's Affairs Division

### **Divisional Secretariats of the District Secretariat**

- Kalutara Divisional Secretariat
- Dodangoda Divisional Secretariat
- Beruwala Divisional Secretariat
- Matugama Divisional Secretariat
- Ingiriya Divisional Secretariat
- Bandaragama Divisional Secretariat
- Panadura Divisional Secretariat
- Madurawala Divisional Secretariat
- Millaniya Divisional Secretariat
- Agalawatta Divisional Secretariat
- Horana Divisional Secretariat
- Bulathsinhala Divisional Secretariat
- Walallawita Divisional Secretariat
- Palindanuwara Divisional Secretariat

## Chapter 02 Progress and the Future Outlook

### 2.1 Special Achievements, Challenges and Goals

#### Special Achievements

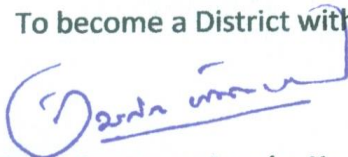
- An effective system has been introduced by some of the Divisional Secretariats to provide necessary instructions to the public to make them feel at ease to solve their problems, through Face Book. Eg; Bulathsinhala Divisional Secretariat.
- Transferring land ownership by accelerating the activities regarding it.
- Providing a better service to the people through the expansion of office building facilities of the Divisional Secretariats.
- Achieving a high percentage of the progress of COVID vaccination.

#### Challenges

- Facing natural disasters such as floods, hurricanes, landslides and seawater floods.
- Drinking water problem caused due to the saltwater intrusion to the Kalu river.
- Issues of granting legal ownership state lands to the people of the district who enjoy them.
- Controlling the spread of the disease in this COVID-19 pandemic and providing relief to quarantined families.

#### Future Goals

- To minimize land ownership issues by accelerating the process of issuing licenses/ grants for government lands.
- To become a District with an effective mechanism to deal with disaster situations successfully.



**Ginige Prasanna Janaka Kumara**  
District Secretary / Government Agent  
Kalutara Administrative District  
Additional Secretary  
Ministry of Home Affairs

**Ginige Prasanna Janaka Kumara**  
**District Secretary / Government Agent**  
**Kalutara**  
**Additional Secretary**  
**Ministry of Home Affairs**

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

**3.1 Statement of Financial Performance**

Budget 2021	Note	Actual	
		2021 Rs.	Restated 2020 Rs.
-		-	-
<b>Revenue Receipts</b>			
-	<b>1</b>	-	-
-	<b>2</b>	-	-
-	<b>3</b>	-	-
-	<b>4</b>	-	-
-		-	-
<b>Total Revenue Receipts (A)</b>		-	-
<b>Non-Revenue Receipts</b>			
-		-	-
-		5,816,948,000	7,642,111,449
-		212,470,009	397,540,781
-		87,432,493	74,325,160
-		-	-
<b>Total Non-Revenue Receipts (B)</b>			
-		6,116,850,503	8,113,977,390

} ACA-1

ACA-3

ACA-4

ACA-5

-	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>		<b>6,116,850,503</b>	<b>8,113,977,390</b>	
	<b>Remittance to the Treasury (D)</b>		-	-	
	<b>Net Revenue Receipts &amp; Non Revenue Receipts E = (C)-(D)</b>		-	-	
	<b>Less: Expenditure</b>				
-	<b>Recurrent Expenditure</b>		-	-	
1,045,200,000.00	Wages, Salaries & Other Employment Benefits	5	1,011,312,797	965,089,714	} ACA-2(ii)
1,058,862,000.00	Other Goods & Services	6	893,743,769	102,527,644	
9,388,000.00	Subsidies, Grants and Transfers	7		10,183,572	
-	Interest Payments	8	8,977,221	-	
-	Other Recurrent Expenditure	9	-	-	
<u>2,113,450,000.00</u>	<b>Total Recurrent Expenditure (F)</b>		<b>1,914,033,788</b>	<b>1,077,800,931</b>	
	<b>Capital Expenditure</b>				
110,900,000.00	Rehabilitation & Improvement of Capital Assets	10	46,288,092	22,438,060	} ACA-2(ii)
92,700,000.00	Acquisition of Capital Assets	11	57,810,494	69,149,154	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
1,900,000.00	Capacity Building	14	1,588,248	705,375	
		10	15	-	-

-	Other Capital Expenditure			
<u>205,500,000.00</u>	<b>Total Capital Expenditure (G)</b>	<b>105,686,834</b>	<b>92,292,590</b>	
	Deposit Payments	297,913,118	474,520,544.42	ACA-4
	Advance Payments	94,896,949	69,226,587.20	ACA-5
	Other Main Ledger Payments	-	-	
	<b>Total Main Ledger Expenditure (H)</b>	<b>392,810,067</b>	<b>543,747,132</b>	
	<b>Total Expenditure I = (F+G+H)</b>	<b>2,412,530,689</b>	<b>1,713,840,652</b>	
<u>-</u>	<b>Balance as at 31st December J = (E-I)</b>	<b>3,704,319,814</b>	<b>6,400,136,739</b>	
	<b>Balance as per the Imprest Reconciliation Statement</b>	<b>3,704,319,814</b>	<b>6,400,136,739</b>	ACA-7
	<b>Imprest Balance as at 31st December</b>	<b>-</b>	<b>-</b>	ACA-3
		<b>3,704,319,814</b>	<b>6,400,136,739</b>	

## Statement of Financial Position as at 31st December 2021

## 3.2sStatement of Financial Position

	Note	Actual	
		2021 Rs.	2020 Rs.
<b><u>Non-Financial Assets</u></b>			
Property, Plant & Equipment	ACA-6	3,197,710,978.28	2,541,892,874.59
<b><u>Financial Assets</u></b>			
Advance Accounts	ACA-5/5(a)	286,631,630.19	279,167,174.16
Cash & Cash Equivalents	ACA-3	-	-
<b>Total Assets</b>		<b>3,484,342,608.47</b>	<b>2,821,060,048.75</b>
<b><u>Net Assets / Equity</u></b>			
Net Worth to Treasury		(180,502,247.88)	(273,398,161.26)
Property, Plant & Equipment Reserve		3,197,710,978.28	2,541,892,874.59

Rent and Work Advance Reserve	ACA-5(b)		
<b><u>Current Liabilities</u></b>			
Deposits Accounts	ACA-4	467,133,878.07	552,565,335.42
Unsettled Imprest Balance	ACA-3		
<b>Total Liabilities</b>		-	-
		<b>3,484,342,608.47</b>	<b>2,821,060,048.75</b>

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 07 to 51 and Notes to accounts presented in pages from 52 to 62 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 Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

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

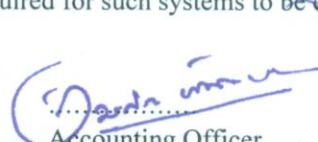
**Statement of Financial Position  
As at 31st December 2021**

	Note	2021 Rs	Actual 2020 Rs
<b><u>Non Financial Assets</u></b>			
Property, Plant & Equipment	ACA-6	3,197,710,978.28	2,541,892,874.59
<b><u>Financial Assets</u></b>			
Advance Accounts	ACA-5/5(a)	286,631,630.19	279,167,174.16
Cash & Cash Equivalents	ACA-3	-	-
<b>Total Assets</b>		<b>3,484,342,608.47</b>	<b>2,821,060,048.75</b>
<b><u>Net Assets / Equity</u></b>			
Net Worth to Treasury		(180,502,247.88)	(273,398,161.26)
Property, Plant & Equipment Reserve		3,197,710,978.28	2,541,892,874.59
Rent and Work Advance Reserve	ACA-5(b)		
<b><u>Current Liabilities</u></b>			
Deposits Accounts	ACA-4	467,133,878.07	552,565,335.42
Unsettled Imprest Balance	ACA-3		
<b>Total Liabilities</b>		<b>-</b>	<b>-</b>
		<b>3,484,342,608.47</b>	<b>2,821,060,048.75</b>

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 07 to 50 and Notes to accounts presented in pages from 51 to 63 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 Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.

  
 Chief Accounting Officer  
 Name :  
 Designation :  
 Date : 2022.02.25

  
 Accounting Officer  
 Name :  
 Designation :  
 Date : 23/02/2022

  
 Chief Financial Officer/ Chief Accountant/  
 Director (Finance)/ Commissioner (Finance)  
 Name :  
 Date : 23/02/2022

**Ginige Prasanna Janaka Kumara**  
 District Secretary / Government Agent  
 Kalutara  
 Additional Secretary  
 Ministry of Home Affairs

**P.S. Hettige**  
 Chief Accountant  
 District Secretariat Office  
 Kalutara



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

## 3.3 Statement of Cash Flows

	Actual	
	2021	Restated
	Rs.	2020
		Rs.
<b><u>Cash Flows from Operating Activities</u></b>		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non-Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	265,941,530	215,689,231
Imprest Received	5,816,948,000	7,642,111,449
Recoveries from Advance	110,354,050	91,863,264
Deposit Received	212,470,009	397,540,781
<b>Total Cash generated from Operations (A)</b>	<b>6,405,713,590</b>	<b>8,347,204,725</b>
<b><u>Less - Cash disbursed for:</u></b>		
Personal Emoluments & Operating Payments	1,904,590,167	1,066,683,673
Subsidies & Transfer Payments	8,977,221	10,183,572
Expenditure incurred on behalf of Other Heads	3,962,882,279	6,615,626,666

Imprest Settlement to Treasury	-	-
Advance Payments	125,663,971	87,897,680
Deposit Payments	297,913,118	474,520,544
<b>Total Cash disbursed for Operations (B)</b>	<b>6,300,026,756</b>	<b>8,254,912,136</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)</b>	<b>105,686,834</b>	<b>92,292,590</b>
<b><u>Cash Flows from Investing Activities</u></b>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
<b>Total Cash generated from Investing Activities (D)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	105,686,834	92,292,590
<b>Total Cash disbursed for Investing Activities (E)</b>	<b>105,686,834</b>	<b>92,292,590</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES( F)=(D)-(E)</b>	<b>(105,686,834)</b>	<b>(92,292,590)</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (G)=( C) + (F)</b>	<b>0</b>	<b>(0)</b>
<b><u>Cash Flows from Financing Activities</u></b>		

Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
<b>Total Cash generated from Financing Activities (H)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
<b>Total Cash disbursed for Financing Activities (I)</b>	<b>-</b>	<b>-</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Cash (K) = (G) + (J)</b>	<b>-</b>	<b>-</b>
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>	<b>-</b>	<b>-</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>	<b>-</b>	<b>-</b>

## 3.4 Notes to the Financial Statements

## Statement of Losses and Waivers

(Losses under F.R. 106 and F.R. 113)

Expenditure Head: 257 District Secretariat Kalutara

Programme No. &amp; Title:

(i) Statement of Losses Recovered/Written off/Waived off during the year.

	<u>Value</u>	<u>No. of Cases</u>	<u>Total Amount (Rs.)</u>
Below	Rs. 25,000.00		
Over	Rs. 25,000.01	1	1,271,169.42
	Total	1	1,271,169.42

Classification of the cases by nature of Losses.

	<u>No. of Cases</u>	<u>Value (Rs.)</u>
1 Vehicle Accident	1	1,271,169.42
2		
3		
4		
	Total	1,271,169.42

(ii) Statement of Losses being held to be Written off/Waived off or recoverable so far

	<u>Value</u>	<u>No. of Cases</u>	<u>Total Amount (Rs)</u>
Below	Rs. 25,000.00		
<b>Over</b>	Rs. 25,000.01	2	1,651,487.50
	Total	2	1,651,487.50

(ii) Time Analysis per (ii)

Less than five years	No.of Cases	
	Amount	Rs.
5-10 years	No.of Cases	1
	Amount	Rs.185,962.50
Over 10 years	No.of Cases	1
	Amount	Rs.1,465,525.00

<u>Classification of the cases by Nature of Losses</u>	<u>No.of Cases</u>	<u>Value (Rs.)</u>
1 Fire in Dodangoda Divisional Secretariat	1	1,465,525.00
2 Vehicle Accident of Panadura (PA-)	1	185,962.50
3		
4		
Total	<u>2</u>	<u>1,651,487.50</u>

Note- Details on losses under F.R.106 and waives under F.R. 113 accounted under object code no 1701 and such losses and waivers expected to be accounted in coming years should be included.

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

Date: 23.02.2022

**P.S. Hettige**  
 Chief Accountant  
 District Secretariat O  
 Kalutara

Note-(ii)

**Statement of Write off from books**

Expenditure Head No : District Secretariat Kalutara  
 Programme No. & Title :

1 **Statement of losses and waivers under F.R. 109 during the year**

Value	No. of Cases	Value (Rs.)
(i) Below Rs. 25,000.00		
(ii) Over Rs. 25,000.01	1	1,271,169.42
<b>Total</b>	<b>1</b>	<b>1,271,169.42</b>

2 **Statement of write off from the book and recoveries under F.R. 109 during the year**

Nature of Loss	Opening balance which was not written off	Value of loss	Recoveries	Value written off from the book	Balance carried forward which was not written off	Reference No. of Approval for write off from the book
	Rs.	Rs.	Rs.	Rs.	Rs.	
1 PD-6178 Vehicle accident of Divisional Secretariat Mathugama	1,271,169.72	1,271,169.42		1,271,169.42		DSK/ADM/15/5/27
3						
4						
5						
6						
<b>Total</b>						

Excluding losses and waivers to be accounted in Note (i), only any other losses and waivers under F.R.109 should be included in this format.

.....  
 Chief Financial Officer/ Chief Accountant/  
 Director (Finance)/ Commissioner (Finance)  
 Date: 23.02.2022

**P.S. Hettige**  
 Chief Accountant  
 District Secretariat Office  
 Kalutara

**Statement of Liabilities - (i)**  
**Statement of Commitments in terms of FR 94 (2) and (3)**

District Secretariat – Kalutara  
 Expenditure Head No. : 257  
 Program No. & Title: 01

Name of the Person/Institution	Description of Commitments	Project	Sub Project	Object Code	Financing Code	Maximum Commitment Ceiling In terms of FR 94(2) Provisions (Rs.)	Total Cost Estimate In terms of FR 94(3) (Rs.)	Commitment Amount (Rs.)
1. Ministries/Government Department								
Urban Council - Kalutara	<b><u>Taxes and assessments</u></b>							
	Divisional Secretariat - Kalutara	1	1	1404				22,320.00
	Divisional Secretariat - Kalutara	1	1	1404				30.00
	Divisional Secretariat - Kalutara	1	1	1404				30.00
	Divisional Secretariat - Kalutara	1	1	1404				30.00
	Divisional Secretariat - Kalutara	1	1	1404				90,000.00
<b>Sub Total</b>								<b>112,410.00</b>
2. State Corporations/Statutory Boards								
	Divisional Secretariat – Dodangoda							100,000.00
Multi-Purpose Co-Operative Society Ltd		1	5	1501				

	Divisional Secretariat - Beruwala	1	5	1501				725,000.00
Co-operative Rural Bank Association Ltd - Kalutara District	Divisional Secretariat - Dodangoda	1	1	1201				329,139.19
<b>Sub Total</b>								<b>1,154,139.19</b>
3. Others (Private Parties)	<b><u>District Secretariat</u></b>							
EAP Construction & Interior Solutions	Rehabilitation and Improvements	1	1	2001				542,980.00
Dynamic AV Technologies (Pvt) Ltd	Rehabilitation and Improvements	1	1	2001				470,232.00
Roman Ceramic	Rehabilitation and Improvements	1	1	2001				52,865.00
PC World	Other expenses	1	1	1409				6400,00
Sooriya Construction	Rehabilitation and Improvements	1	1	2001				178,286.30
Infobit Lanka	Rehabilitation and Improvements	1	1	2001				685,340.00
Infotec Office Automation	Purchasing office equipment Other expenses	1	1	2102				39,900.00
P.W.A. Kulawansha de Silva		1	1	1409				45,800.00
Infotec Office Automation	Purchasing stationery	1	1	1201				26,250.00
Broadway Stores (Pvt) Ltd	Renovation of buildings	1	1	1303				83,370.00
Infotec Office Automation	Purchasing stationery Other expenses	1	1	1201	-	-	-	427,000.00
Niranjan Kottahachchi		1	1	1409				2,000.00
Photofine Colour Lab	Other expenses	1	1	1409				5,500.00
Kumara Book Shop	Other expenses	1	1	1409				1,000.00
Upali Construction & Civil Engineers (Pvt) Ltd	Constructing Buildings	1	1	2104				9,067,626.61
R.C.J. Construction	Constructing Buildings	1	1	2104				14,721,430.80
Malalathunga Construction	Constructing Buildings	1	1	2104				796,650.18
R.C.J. Construction	Constructing Buildings	1	1	2104				4,730,972.60

Upali Construction & Civil Engineers (Pvt) Ltd	Constructing Buildings	1	1	2104				2,936,124.72
Dumindu Builders	Rehabilitation and Improvements	1	1	2001				4,135,135.13
Procurement Committee	Rehabilitation and Improvements	1	1	2001				14,000.00
R.C.J. Construction	Rehabilitation and Improvements	1	1	2001				2,651,717.00
R.C.J. Construction	Rehabilitation and Improvements	1	1	2001				4,878,864.86
Sooriya Construction	Rehabilitation and Improvements	1	1	2001				268,908.60
Dumindu Builders	Rehabilitation and Improvements	1	1	2001				1,549,974.99
EPA Construction	Rehabilitation and Improvements	1	1	2001				1,046,627.50
Upali Construction & Civil Engineers (Pvt) Ltd	Rehabilitation and Improvements	1	1	2001				2,674,174.00
Upali Construction & Civil Engineers (Pvt) Ltd	Rehabilitation and Improvements	1	1	2001				1,811,056.54
Upali Construction & Civil Engineers (Pvt) Ltd	Rehabilitation and Improvements	1	1	2001				1,234,324.00
Dumindu Builders	Rehabilitation and Improvements	1	1	2001				2,600,600.00
Janajaya Construction	Rehabilitation and Improvements	1	1	2001				1,983,711.00
Dumindu Builders	Rehabilitation and Improvements	1	1	2001				10,635,688.80
Dhananjaya Construction	Rehabilitation and Improvements	1	1	2001				7,288,094.00
R.C.J. Construction	Rehabilitation and Improvements	1	1	2001				325,000.00
Sooriya Construction	Rehabilitation and Improvements	1	1	2001				370,370.37
NC Construction	Rehabilitation and Improvements	1	1	2001				4,810,840.48
S.K. Bandara	Travel Expenses	1	1	1101				16,800.00

<b>District Secretariat</b>	Electricity	1	1	1403				21,631.00
Sagarika Jayalath & Other	Over Time	1	2	1002				81,367.00
T.U.S.K. Mendis	Over Time	1	2	1002				1,131.00
G. Janaka Prasanna Kumara	Over Time	1	2	1002				32,880.00
L.D.M. Madushani	Over Time	1	2	1002				8,773.00
A.A. Priyantha	Over Time	1	2	1002				27,183.00
M.D.S. Rangika	Over Time	1	2	1002				11,464.00
W.A. Nimalsiri	Over Time	1	2	1002				25,502.00
T.H.P. Thushara	Over Time	1	2	1002				10,832.00
M.W.P.M. Wedarana	Over Time	1	2	1002				2,339.00
P.W.M. Lakmal	Over Time	1	2	1002				1,989.00
M.D. Wickramage	Over Time	1	2	1002				2,129.00
M.D. Wickramage	Over Time	1	2	1002				12,768.00
M. Jayasundara	Over Time	1	2	1002				2,041.00
U.A.M.D. Silva	Over Time	1	2	1002				6,369.00
S.T.D.N.D. Silva	Over Time	1	2	1002				1,024.00
S.T.D.N.D. Silva	Over Time	1	2	1002				12,808.00
A.A.S. Manel	Over Time	1	2	1002				208.00

Metropolitan Computers (Pvt) Ltd	Rehabilitation and Improvements	1	1	2001				399,999.00
PC World	Other expenses	1	1	1409				10,600.00
Empire Hardware	Other expenses	1	1	1409				66,150.00
	<b><u>Divisional Secretariat - Dodangoda</u></b>							
Eyata Auto Ac Engineers	Vehicle Repairs	1	1	1301				26,500.00
Saman Motors	Vehicle Repairs	1	2	1301				20,380.00
Siriwardhane Motor Stores	Vehicle Repairs	1	2	1301				7,400.00
Metropolitan Technologies (Pvt) Ltd	Vehicle	1	1	2002				41,535.70
Renolak Enterprises	Other expenses	1	2	1409				27,840.00
D.S. Galpaya	Other expenses	1	2	1409				1,920.00
Travel Expenses of the Officers	Other expenses	1	2	1101				308,224.00
Training Programmes of the Officers	Capacity Development	1	2	2401				100,140.00
E-Com Marketing	Purchasing stationery	1	2	1201				175.00
Overtime Payments of the Officers	Over Time	1	2	1002				73,095.00
Acting Payments of the Officers	Other Allowances	1	2	1003				57,645.00
Metropolitan Technologies (Pvt) Ltd	Purchasing Office Equipments	1	1	2102				45,000.00
Asian Computer Trading (Pvt) Ltd	Purchasing Machinerics	1	1	2103				42,800.00

Thashmic Digital Centre	Other expenses	1	2	1409			1,640.00
Pubudu Traders	Other expenses	1	2	1409			1,500.00
K.S. Dilshan	Renovation of Buildings	1	2	1303			20,820.00
Officers	<u>Divisional Secretariat - Beruwala</u> Over Time	1	2	1002			26,870.89
Office Employees	<u>Divisional Secretariat - Millaniya</u> Over Time	1	2	1002			4,965.76
EAP Construction & Interior Solutions	<u>Divisional Secretariat - Madurawala</u> Rehabilitation and Improvements	1	1	2001			5,000,000.00
H.B.A. Wijerathne	<u>Divisional Secretariat - Beruwala</u> Capacity Development	1	1	2401			3,230.00
<b>Sub Total</b>							<b>89,660,083.83</b>
<b>Grand Total</b>							<b>90,926,633.02</b>

  
 .....  
 Chief Financial Officer/ Chief Accountant/  
 Director (Finance)/ Commissioner (Finance)  
 Date: 23.02.2022

**P.S. Hettige**  
 Chief Accountant  
 District Secretariat Office  
 Kalutara

### 3.5.Performance of the Revenue Collection

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
1002.07.00	Stamp Duty	-	-	29,250.00	-
1003.07.10	Other License	-	-	5,000.00	-
1003.07.02	Registration Fees related to Registrar General's Department	-	-	30,691,515.41	-
1003.07.03	Private Timber Transport	-	-	1,103,740.00	-
1003.07.05	License Fees related to the Ministry of Defense	-	-	846,940.00	-
1003.07.99	Other	-	-	7,379,481.85	-
2002.01.01	Rentals of Government Buildings	-	-	1,016,775.86	-
2002.02.99	Other	-	-	13,947,558.66	-
2003.01.00	Departmental Marketing	-	-	170.00	-
2003.02.13	Examination and other fees	-	-	357,300.00	-
2003.02.14	Charges and other receipts charged under the Motor Traffic Act	-	-	64,225,325.00	-
2003.02.03	Fees under the Registration of Persons Act	-	-	9,660,450.00	-
2003.02.99	Other	-	-	1,575,854.63	-
2003.99.00	Other Receipts	-	-	62,697,524.71	-
2004.01.00	Social Security Contribution	-	-	73,507,958.09	-

### 3.6. Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	2,166,250,000.00	3,039,200,000.00	1,914,033,788.28	62.98%
Capital	205,500,000.00	205,500,000.00	105,686,833.08	51.42%

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

Serial No.	Allocation Received from Which Ministry /Department	Purpose of the Allocation	Allocation	Actual Expenditure	Bills in Hand	Total Expenditure	Utilization as a % of Final Allocation
1	001 President's Office	For the construction of the pavilion of Walallawita Yattapatha public playground	7,979,779.00	7,782,674.69	192,607.50	7,975,282.19	100%
2	102 Ministry of Finance	'It miss' Training Program	157,000.00	156,640.00		156,640.00	100%
3	101 Ministry of Buddhasasana, Religious & Cultural Affairs	Development of underdeveloped Dhamma Schools	2,890,000.00	2,315,596.59	561,017.20	2,876,613.79	100%
		Sustainable "Punyagrama" Program – Administrative Expenses	97,850.00	76,501.53	11,406.00	87,907.53	90%
		Opening of Cultural Centres	773,430.00	573,013.00		573,013.00	74%
		Opening of Cultural Centres	912,817.50	912,817.50		912,817.50	100%
		Opening of Cultural Centres	2,446,362.63	2,443,072.52		2,443,072.52	100%
		Development of Cultural Centres	23,887,852.67	8,106,128.12	13,596,199.59	21,702,327.71	91%
		Sustainable "Punyagrama" Programme	3,924,500.00	2,451,759.65	916,831.70	3,368,591.35	86%
		Development of underdeveloped temples	7,780,000.00	6,184,280.73	1,550,970.03	7,735,250.76	99%

4	110 Ministry of Justice (Mediation)	Stationery	33,500.00	21,500.00		21,500.00	64%
		Mediation Training Programs	8,771,600.00	5,647,922.00		5,647,922.00	64%
5	110 Ministry of Justice (Official Languages)	Promoting National Integration	1,732,008.00	1,214,171.80	393,390.00	1,607,561.80	93%
		Promoting National Integration	2,243,830.81	1,206,789.53	863,490.46	2,070,279.99	92%
		Promoting National Integration	30,000.00	27,758.40		27,758.40	93%
		Salary & Wages	3,168,562.00	3,029,398.00		3,029,398.00	96%
		Allowances	1,181,930.27	1,181,930.27		1,181,930.27	100%
		Travelling Expenses	91,000.00	74,284.00		74,284.00	82%
		Stationery	54,000.00	47,999.00	2,000.00	49,999.00	93%
6	111 Ministry of Health	Financial Aid for Elders over 70 Years	648,626,000.00	631,701,300.00		631,701,300.00	97%
		Financial Aid for Elders over 100 Years	2,280,000.00	2,195,000.00		2,195,000.00	96%
7	116 Ministry of Trade	Salary & Wages	3,512,745.33	3,479,429.55		3,479,429.55	99%
		Allowances	1,128,000.00	1,107,092.27		1,107,092.27	98%

8	118 Ministry of Agriculture	Vehicle Repair & Maintenance	108,450.00	-	108,450.00	108,450.00	100%
		Water & Electricity Bill	18,550.00	9,112.46		9,112.46	49%
		Vehicle Repair & Maintenance	378,900.00	-	378,900.00	378,900.00	100%
		Salary & Wages	14,261,250.00	14,159,995.05	14,770.00	14,174,765.05	99%
		Overtime	50,000.00	34,505.00		34,505.00	69%
		Allowances	4,870,350.00	4,828,799.66		4,828,799.66	99%
		Travelling Expenses	188,000.00	170,630.00	17,370.00	188,000.00	100%
		Stationery	75,000.00	74,910.00		74,910.00	100%
		Fuel	201,135.00	199,515.00	1,620.00	201,135.00	100%
		Uniforms	4,000.00	4,000.00		4,000.00	100%
		Mail & Communications	80,000.00	20,953.69		20,953.69	26%
		Other	196,000.00	134,750.00	60,900.00	195,650.00	100%
		Loan Interest	172,331.03	172,331.03		172,331.03	100%
		Human Resource Skills Programme	508,733.00	477,427.00		477,427.00	94%

9	122 Ministry of Lands	Salary and Wages	8,180,015.21	7,946,029.52		7,946,029.52	97%
		Allowances	2,535,388.00	2,370,689.29		2,370,689.29	94%
		Travelling Expenses	348,234.10	307,478.70	1,000.00	308,478.70	89%
		Loan Interest	37,187.93	34,870.98		34,870.98	94%
		Acquisition of Lands	96,454,372.75	57,585,888.77	6,427,325.28	64,013,214.05	66%
10	130 Ministry of Public Services, Provincial Councils and Local Government	Training	600,100.00	342,750.00	17,670.00	360,420.00	60%
		Allowance for Graduates	739,916,770.00	708,642,591.99	519,354.95	709,161,946.94	96%
11	130 Ministry of Public Services, Provincial Councils and Local Government (Official Languages)	Salary & Wages	150,880.00	150,880.00		150,880.00	100%
		Allowances	44,596.00	44,596.00		44,596.00	100%
		Name Boards	300,000.00	224,910.00		224,910.00	75%
		Salary & Wages	26,157,259.00	15,598,204.85		15,598,204.85	60%
12	149 Ministry of Industry	Leaning Premises	911,500.00	911,500.00		911,500.00	100%
13	151 Ministry of Fisheries	Compensation paid for the Victims of X-Press Pearl Ship	14,170,000.00	14,142,500.00		14,142,500.00	100%

14	160 Ministry of Environment	“Surakimu Ganga” Program	4,231,814.72	1,002,120.00	3,019,514.48	4,021,634.48	95%
		Salary & Wages	1,857,910.00	1,764,740.00		1,764,740.00	95%
		Allowances	576,800.00	515,000.00		515,000.00	89%
15	193 National Productivity Secretariat	Productivity Program	50,000.00	50,000.00		50,000.00	100%
		Travelling Expenses	483,000.00	368,485.41	9,000.00	377,485.41	78%
16	186 Ministry of Technology	For Electricity and New Air Conditioners of Department of Registration of Persons	5,795,879.50	2,711,655.27	2,397,321.48	5,108,976.75	88%
17	194 Ministry of Youth Affairs & Sports	Rural Sports Facilities Development	21,000,000.00	5,405,843.31	14,953,495.93	20,359,339.24	97%
		Travelling Expenses	774,000.00	269,669.00	9,882.00	279,551.00	36%
		Stationery	147,500.00	109,277.00		109,277.00	74%
		Postal & Communication	91,000.00	68,022.39		68,022.39	75%
		Electricity & Water	110,000.00	71,686.56		71,686.56	65%
		Other	62,000.00	49,666.24		49,666.24	80%
		Youth Strengthening Program	5,283,750.00	2,428,451.28		2,428,451.28	46%
		Training	54,000.00	30,380.00		30,380.00	56%

18	201 Department of Buddhist Affairs	Telephone Allowance	15,000.00	15,000.00		15,000.00	100%
		Travelling Expenses	1,740,000.00	1,141,593.23	9,582.50	1,151,175.73	66%
		Stationery	79,600.00	58,400.00	3,400.00	61,800.00	78%
		Quarterly Progress Review Meeting	13,600.00			-	0%
		“Daham Sarasavi” Diploma Course	47,000.00	30,950.00		30,950.00	66%
		Dhamma School Teachers’ Allowance	38,355,000.00	35,580,000.00	2,180,000.00	37,760,000.00	98%
		For cremation Ceremonies	197,500.00	190,000.00	7,500.00	197,500.00	100%
		For the distribution of prescribed Dhamma School text books	214,887.21	53,678.25	84,128.00	137,806.25	64%
		Obtaining Office Equipment	116,900.00	116,900.00		116,900.00	100%
		For the meetings of District Sil Matha Association	150,000.00	81,000.00		81,000.00	54%
19	202 Department of Muslim Religious & Cultural Affairs	Development programs to improve mosques & cultural centres	660,000.00	330,000.00	323,400.00	653,400.00	99%

20	206 Department of Cultural Affairs	Ritual Programme	130,000.00	130,000.00		130,000.00	100%
		Travelling Expenses	491,000.00	353,348.63	2,000.00	355,348.63	72%
		Stationery	63,500.00	61,736.00		61,736.00	97%
		Postal & Communication	61,000.00	51,000.00		51,000.00	84%
		Progress Review	8,000.00	4,500.00		4,500.00	56%
		Literary Festival	735,000.00	732,400.00		732,400.00	100%
		“Dolosmahe Pahana” Programme	375,000.00	374,705.00		374,705.00	100%
		Financial Assistance for Artists	2,002,000.00	1,992,000.00		1,992,000.00	100%
		Projects	100,000.00	100,000.00		100,000.00	100%
		Financial aid provided for Kalayathana	611,000.00	597,500.00		597,500.00	98%
21	210 Department of Government Information	Travelling Expenses	138,500.00	74,934.00	3,000.00	77,934.00	56%
		Stationery	12,000.00	12,000.00		12,000.00	100%
		Purchasing Newspapers	21,000.00	10,620.00		10,620.00	51%
		Postal & Communication	48,000.00	13,366.79		13,366.79	28%
		Documentary programs related to development projects	13,000.00	13,000.00		13,000.00	100%
		Overtime	2,298.00	2,298.00		2,298.00	100%
		Furniture & Office Equipment	38,380.00	38,380.00		38,380.00	100%
		To purchase a Television	57,790.00	-	57,790.00	57,790.00	100%

22	216 Department of Social Services	Surveys on Trainees left the vocational Training	3,800.00	3,800.00		3,800.00	
		Providing Dry Food Programme	44,000.00	44,000.00		44,000.00	100%
		Overtime	168,581.08	161,704.58		161,704.58	96%
		CBR programme/ “Pethum Uyana” Centre	280,984.95	201,259.95	70,000.00	271,259.95	97%
		Salary & Wages	9,496,658.00	9,496,658.00		9,496,658.00	100%
		Allowances	2,565,200.00	2,264,210.59		2,264,210.59	88%
		Loan Interest	362,322.77	306,125.07		306,125.07	84%
		Travelling Expenses	410,000.00	375,813.46	4,000.00	379,813.46	93%
		Stationery	88,000.00	86,164.00		86,164.00	98%
		Telephone	112,200.00	96,134.00		96,134.00	86%
		CBR Programme	102,405.00	102,130.00		102,130.00	100%
23	217 Department of Probation & Child Care Services	Training Programme	51,800.00	51,800.00		51,800.00	100%
		Travelling Expenses	392,450.00	372,763.00	2,000.00	374,763.00	95%
		Stationery	57,600.00	57,600.00		57,600.00	100%
		Children’s Committee meeting	2,062,611.00	1,905,393.00	106,000.00	2,011,393.00	98%
		Educational Assistance	1,093,300.00	1,085,799.50		1,085,799.50	99%
		Renovation of Paraththa Children’s Home	960,987.28	960,987.28		960,987.28	100%
		Implementation of the Security Plan	22,900.00	22,399.20		22,399.20	98%

24	219 Department of Sports Development	Travelling Expenses	97,500.00	49,544.00	1,750.00	51,294.00	53%
		Stationery	73,656.70	73,656.70		73,656.70	100%
		For the Swimming Pool of Bandaragama Sports Complex	150,000.00	149,200.00		149,200.00	99%
		National Fitness Campaign	447,800.00	371,790.00		371,790.00	83%
		Office Equipment	160,000.00	160,000.00		160,000.00	100%
25	227 Department of Registration of Persons	Overtime	11,670.29	11,670.29		11,670.29	100%
		Travelling Expenses	13,219,266.20	12,732,419.28		12,732,419.28	96%
		Allowances	4,007,126.59	3,778,397.22		3,778,397.22	94%
		Travelling Expenses	10,994.00	10,994.00		10,994.00	100%
		Stationery	567,000.00	549,135.00	9,002.00	558,137.00	98%
		Telephone Allowance	52,000.00	40,000.00		40,000.00	77%
		Loan Interest	111,811.71	111,811.71		111,811.71	100%
26	237 Department of National Planning	:Sapiri Gamak”	138,366,170.77	137,277,303.98		137,277,303.98	99%
		Decentralized	135,950,000.00	42,093,525.36	86,400,087.14	128,493,612.50	95%
27	248 Excise Department of Sri Lanka	Renovation of Aluthgama Excise Office	845,665.21	830,679.46		830,679.46	98%

28	252 Department of Census and Statistics	Security & Cleaning/ Water & Electricity	66,000.00	65,200.00		65,200.00	99%
		Assessment Tax	7,200.00	7,200.00		7,200.00	100%
		Overtime	125,937.22	53,129.00		53,129.00	42%
		Travelling Expenses	587,200.00	451,230.50		451,230.50	77%
		Stationery	34,000.00	34,000.00		34,000.00	100%
		Fuel	109,650.00	77,087.00		77,087.00	70%
		Providing Vehicle Services	59,870.00	58,970.00		58,970.00	98%
		Telephone	73,700.00	47,290.14		47,290.14	64%
		Electricity & Water	141,296.10	73,276.47		73,276.47	52%
		Annual Surveys	79,500.00	12,205.00		12,205.00	15%
		Security & cleaning	66,000.00	66,000.00		66,000.00	100%
		Household Survey	275,400.00	195,335.00		195,335.00	71%
		29	253 Department of Pensions	Overtime	170,000.00	101,729.68	1,080.00
Travelling Expenses	60,000.00			25,111.70		25,111.70	42%
Postal & Printing	1,600,000.00			1,137,932.82	16,145.45	1,154,078.27	72%
Civil Pension	204,000,000.00			190,021,603.91		190,021,603.91	93%
Widowers' & Orphans' Pension	90,000,000.00			84,119,724.06		84,119,724.06	93%
Loan Settlement	3,841,162.24			3,841,162.24		3,841,162.24	100%
Repairing Equipment	17,400.00			17,400.00		17,400.00	100%
30	254 Registrar General's Department	Registrar Allowance	763,000.00	725,450.00		725,450.00	95%
		Renovation of Panadura Registrar's Office	1,092,260.87	1,092,260.87		1,092,260.87	100%

31	<b>290 Department of Fisheries &amp; Aquatic Resources</b>	Renovation of Beruwala “Wishma” Building	4,473,237.00	727,550.00	3,380,003.67	4,107,553.67	92%
32	<b>307 Department of Motor Traffic</b>	Buildings & Structures	5,800,000.00	-	5,406,137.80	5,406,137.80	93%
		Overtime	30,000.00	14,028.00	5,070.00	19,098.00	64%
		Stationery	50,000.00	31,321.00	6,000.00	37,321.00	75%
		Machinery	65,000.00	46,994.09		46,994.09	72%
		Maintenance of Building	35,000.00	-	8,800.00	8,800.00	25%
		Postal & Communication	70,000.00	64,032.52		64,032.52	91%
		Electricity & Water	600,000.00	484,805.23		484,805.23	81%
		Leasing	45,000.00	34,740.00		34,740.00	77%
		Security Expenses	1,019,500.00	1,019,287.00		1,019,287.00	100%
		Driving Licence Test Fee	100,000.00	96,190.00		96,190.00	96%
		Other Contract Services	700,000.00	639,100.00	50,100.00	689,200.00	98%
		Other Administrative Expenses	65,000.00	27,900.00	5,850.00	33,750.00	52%
		Machinery	4,575,000.00	350,200.00	3,803,780.00	4,153,980.00	91%
		Allowances	7,500.00	6,000.00		6,000.00	80%

33	<b>326 Department of Community Based Corrections</b>	Stationery	19,500.00	18,000.00		18,000.00	92%
34	<b>327 Department of Land Use Policy Planning</b>	Security & Cleaning	72,000.00	72,000.00		72,000.00	100%
		Water & Electricity	21,631.72	-	21,631.72	21,631.72	100%
		Development Project	1,290,179.75	1,263,794.85	23,664.00	1,287,458.85	100%
		Development Project	180,300.00	155,065.00	1,500.00	156,565.00	87%
		Travelling Expenses	612,000.00	486,571.00	70,222.00	556,793.00	91%
		Stationery	21,000.00	18,000.00		18,000.00	86%
		Furniture & Office Equipment	350,000.00	349,565.00		349,565.00	100%
35	<b>328 Department of Manpower &amp; Employment</b>	Career Guidance Week	538,000.00	496,150.00		496,150.00	92%
		Stationery	40,000.00	32,500.00	2,500.00	35,000.00	88%
		Smart Sri Lanka Program	52,000.00	50,500.00		50,500.00	97%
		Travelling Expenses	804,450.00	726,918.20	3,000.00	729,918.20	91%
		Stationery	130,500.00	115,224.03		115,224.03	88%
		Postal & Communication	71,500.00	52,721.40		52,721.40	74%
		For Newspapers	7,040.00	3,040.00		3,040.00	43%
		Entrepreneurship Development Program	225,000.00	224,990.00		224,990.00	100%
		Vocational Training Program	126,200.00	126,200.00		126,200.00	100%

36	401 State Ministry of National Heritage, Performing Arts & Rural Arts Promotion	Promoting Rural Arts	125,748.00	53,410.00		53,410.00	42%
		To Purchase Equipment	272,000.00	272,000.00		272,000.00	100%
37	402 State Ministry of Rural & School Sports Infrastructure Improvement	Development of Playgrounds	17,061,070.37	36,500.00	16,004,235.01	16,040,735.01	94%
38	334 Department of Multi-Purpose Development Task Force	Salary & Wages	10,711,620.00	10,680,905.38		10,680,905.38	100%
		Allowances	541,569,909.09	519,129,191.54	670,656.00	519,799,847.54	96%
		Loan Interest	74,676.25	67,873.18		67,873.18	91%
		Overtime	34,571.16	29,182.00		29,182.00	84%
		Travelling Expenses	870,000.00	739,671.03	5,000.00	744,671.03	86%
		Stationery	900,000.00	899,998.00		899,998.00	100%

39	403 State Ministry of Women & Child Development, Pre-Schools & Primary Education, School Infrastructure & Education Services	“Lama Diriya” Pre School Allowance /”Guru Abhimani” Allowance	23,239,500.00	18,405,000.00	3,607,500.00	22,012,500.00	95%
		Niutrition Allowance for Pregnant Mothers	230,150,000.00	230,150,000.00		230,150,000.00	100%
		Breakfast Programme	2,568,568.00	451,670.00		451,670.00	18%
		Sewing P/ To Purchase Canopy	7,050,575.00	5,646,881.12	1,328,651.00	6,975,532.12	99%
		Travelling Expenses	390,800.00	245,157.43	2,000.00	247,157.43	63%
		Stationery	48,000.00	42,000.00	750.00	42,750.00	89%
		Travelling Expenses	692,000.00	454,967.01	4,000.00	458,967.01	66%
		Stationery	76,500.00	64,132.91	750.00	64,882.91	85%
		“The first school is mother’s womb” Program	325,900.00	305,600.00		305,600.00	94%
		The first school is mother’s womb” Program	2,447,625.14	2,298,907.39		2,298,907.39	94%
		Providing Library Facilities	1,281,200.00	841,703.80	382,638.42	1,224,342.22	96%
		Entertaining Expenses for “Sahan Eliya” Program	239,700.00	204,214.50		204,214.50	85%

40	408 "Vidatha" - The State Ministry of Rattan, Brass, Pottery, Furniture and Rural Industrial Promotion	Creating One Entrepreneur per Village Program	1,400,715.01	707,103.88	402,750.00	1,109,853.88	79%
		Creating One Entrepreneur per Village Program	63,279,739.37	28,638,691.99	24,886,621.31	53,525,313.30	85%
		Rentals	24,966.35	24,966.35		24,966.35	100%
		To repair the computer	5,200.00	5,200.00		5,200.00	100%
		Overtime for Security Guard	375,012.07	327,681.36	44,304.00	371,985.36	99%
		Travelling Expenses	862,792.38	722,041.03	5,307.00	727,348.03	84%
		Stationery	301,730.00	292,050.00		292,050.00	97%
		Postal & Communication	104,650.00	77,936.00		77,936.00	74%
		Electricity & Water	272,736.70	169,257.73		169,257.73	62%
		Other Allowances	153,000.00	98,934.54		98,934.54	65%
		Renovation of Vidatha Resource Centers	7,579,170.30	1,596,803.30	5,556,313.75	7,153,117.05	94%
		Development of Traditional Handicraft Villages Program	62,000.00	56,900.00		56,900.00	92%
41	409 State Ministry of National Security & Disaster Management ( NGO)	For the expenses of the officers of Non- Governmental Organizations.	1,170,802.70	1,170,802.70		1,170,802.70	100%
		For the expenses of the officers of Non- Governmental Organizations.	129,600.00	102,036.00		102,036.00	79%

42	409 State Ministry of National Security & Disaster Management (Circuit Bungalows)	To purchase house items and office equipment for newly built Walallawita Divisional Secretariat	5,000,000.00	4,995,281.25		4,995,281.25	100%
		To purchase digital thermometers	6,000.00	-		-	0%
		Salary & Wages	588,624.00	588,624.00		588,624.00	100%
		Other Allowances	304,992.00	304,992.00		304,992.00	100%
		Postal & Communication	10,000.00	-		-	0%
		Electricity & Water	50,000.00	50,000.00		50,000.00	100%
		Other Allowances	73,660.00	72,950.00		72,950.00	99%
		Grama Niladari Uniform Allowance	541,400.00	447,950.00		447,950.00	83%
		Training Programme	1,432,000.00	1,431,340.00		1,431,340.00	100%

43	409 State Ministry of Home Affairs	Salary & Wages	354,000,000.00	350,907,118.16		350,907,118.16	99%
		Overtime	1,050,000.00	1,036,654.80		1,036,654.80	99%
		Other Allowances	119,648,847.00	117,940,567.42		117,940,567.42	99%
		Local Travel Expenses	2,660,000.00	2,510,558.75	30,698.00	2,541,256.75	96%
		Stationery	600,000.00	411,941.00	188,059.00	600,000.00	100%
		Fuel	350,000.00	301,565.00	12,460.00	314,025.00	90%
		Uniforms	16,000.00	16,000.00		16,000.00	100%
		Other Allowances	30,000.00	15,820.00	10,494.00	26,314.00	88%
		Vehicles	360,000.00	284,626.88	75,373.12	360,000.00	100%
		Machineries	150,000.00	83,300.00	66,700.00	150,000.00	100%
		Buildings	45,000.00	45,000.00		45,000.00	100%
		Postal & Communication	900,000.00	870,587.09		870,587.09	97%
		Electricity & Water	200,000.00	159,151.44		159,151.44	80%
		Rentals	24,000.00	19,440.00		19,440.00	81%
		Other Allowances	155,000.00	150,349.00	2,208.00	152,557.00	98%
		Property Loan Interest	2,120,000.00	2,223,848.60		2,223,848.60	105%
		Construction of Buildings	80,000.00	78,220.00		78,220.00	98%
		Machineries	80,000.00	-	78,200.00	78,200.00	98%
		Vehicles	120,000.00	-	120,000.00	120,000.00	100%
		Office Equipment	288,000.00	288,000.00		288,000.00	100%
		Machineries	40,000.00	-	40,000.00	40,000.00	100%
		Training Programs	40,000.00	40,000.00		40,000.00	100%
		Construction of Nila sewana Office	1,500,000.00	-	1,485,000.00	1,485,000.00	99%
		Grama Niladari	500,000.00	-	500,000.00	500,000.00	100%
		To pay property damage assessment committee allowances (Kuda Payagala, Ambe Ela, Menikgoda Ela)	22,000,000.00	3,776,143.00	14,972,598.54	18,748,741.54	85%

44	409 State Ministry of National Security & Disaster Management (Disaster Management Division)	To pay property damage assessment committee allowances	424,000.00	329,950.00	78,050.00	408,000.00	96%
		Renovation of Disaster Relief Service Division	85,341.47	85,341.47		85,341.47	100%
		Repairing of the computer	18,900.00	18,900.00		18,900.00	100%
		Salary & Wages	11,708,619.42	11,143,579.80		11,143,579.80	95%
		Allowances	3,819,000.00	3,377,641.78		3,377,641.78	88%
		Travelling Expenses	610,000.00	420,549.00	10,000.00	430,549.00	71%
		Stationery	159,400.00	159,400.00		159,400.00	100%
		Rehabilitation	105,500,000.00	70,500,651.22	19,418,100.00	89,918,751.22	85%
		Damage to Houses	18,812,959.27	18,464,722.44	282,788.43	18,747,510.87	100%
		Loan Interest	40,633.29	40,132.39		40,132.39	99%
		Compensation for accidental deaths caused by disasters	5,210,725.00	4,777,139.54	10,000.00	4,787,139.54	92%
		Telephone & communication	36,079.24	36,079.24		36,079.24	100%
		Improving Safety centers	3,890,864.22	1,883,325.93	1,990,017.94	3,873,343.87	100%
45	412 State Ministry of Foreign Employment Promotion and Market Diversification	Awareness programs to create a skilled workforce.	163,000.00	163,000.00		163,000.00	100%
		Salary & Wages	15,527,455.00	15,271,167.07		15,271,167.07	98%
		Allowances	4,946,400.00	4,439,328.31		4,439,328.31	90%
		Travelling Expenses	772,880.00	632,869.69	7,000.00	639,869.69	83%
		Stationery	94,000.00	93,623.90		93,623.90	100%
		Loan Interest	56,940.00	56,937.13		56,937.13	100%
		Monthly Progress Meeting	43,940.00	43,940.00		43,940.00	100%

46	414 State Ministry of Samurdhi, Household Economy, Micro Finance, Self Employment, Business Development	Saubhagya production village programme/ Single parent family development programme	198,705,343.91	69,744,518.12	105,393,460.24	175,137,978.36	88%
		200000 Samurdhi Families	326,961,042.72	96,692,360.96	69,222,322.37	165,914,683.33	51%
		Counseling Programs	278,160.00	276,100.00		276,100.00	99%
47	416 State Ministry of Promotion of Indigenous Medicine, Development of Rural Ayurvedic Hospitals and Community Health	Salary & Wages	4,998,620.00	4,987,965.93		4,987,965.93	100%
		Allowances	1,599,800.00	1,596,565.14		1,596,565.14	100%
		Travelling Expenses	196,500.00	117,643.57	1,500.00	119,143.57	61%
		Stationery	19,500.00	19,500.00		19,500.00	100%
		Ayurvedic Conservation Council	65,100.00	65,100.00		65,100.00	100%
48	417 State Ministry of Estate Housing & Community Infrastructure	For Disaster Housing	15,000.00	15,000.00		15,000.00	100%
		Renovation of Miilakanda Estate Housing	7,467,940.82	74,772.00	6,798,500.90	6,873,272.90	92%
		Housing Development Project	555,170.00	109,370.00		109,370.00	20%
49	418 State Ministry of Dhamma Schools, Pirivenas and Bhikku Education	Development of Dhamma School Affairs	500,000.00	-	485,443.00	485,443.00	97%
		Buildings & Construction	3,749,566.00	-	3,224,566.00	3,224,566.00	86%

50	421 State Ministry of Skills Development, Vocational Education, Research & Innovations	Awareness Program for Public Officers on Career Guidance	660,400.00	534,810.75	13,250.00	548,060.75	83%
		Travelling Expenses	580,200.00	309,800.73		309,800.73	53%
		Stationery	70,000.00	65,000.00		65,000.00	93%
		Renovation of Technical colleges	15,650,000.00	1,990,520.00	12,096,203.21	14,086,723.21	90%
		Providing Office Equipment	54,081.00	50,371.20		50,371.20	93%
51	425 Ministry of Agriculture	Salary & Wages	817,170.00	719,235.42		719,235.42	88%
52	425 State Ministry of Paddy & Grains, Organic Food, Vegetables, Fruits & Advanced Technology Agriculture	Tree Planting Programs	125,000.00	32,230.00	86,120.00	118,350.00	95%
53	426 State Ministry of Production & Supply of Fertilizer & Regulation of Chemical Fertilizer and Insecticide Use	Overtime	45,657.00	7,430.00		7,430.00	16%
		Travelling Expenses	54,000.00	54,000.00		54,000.00	100%
		Fuel	45,000.00	18,390.00		18,390.00	41%
		Vehicle Repairing	118,695.00	118,695.00		118,695.00	100%
		Telephone	22,500.00	5,000.00		5,000.00	22%
		Machine Maintenance Cost	209,140.50	209,140.50		209,140.50	100%
		Post-harvest survey Cost	52,246.41	52,246.00		52,246.00	100%

54	<b>431 State Ministry of Coconut, Kithul &amp; Palmyra Cultivation Promotion &amp; Related Industrial Product Manufacturing &amp; Export Diversification</b>	“Kithul” Development Project	8,760,000.00	308,600.00	8,359,839.08	8,668,439.08	99%
55	<b>433 State Ministry of Rural &amp; Divisional Drinking Water Supply Projects Development</b>	Improving Rural Water Supply & Sanitation (Aluthgama Ubayawapikaramaya )	200,000.00	-	200,000.00	200,000.00	100%
56	<b>327 State Ministry of Rural Road and Other Infrastructure</b>	Rural Road Development Project	572,050,000.00	525,259.83	41,472,168.19	41,997,428.02	7%

### 3.9 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2021	Balance as per financial Position Report as at 31.12.2021	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	1,399,419,924.30	1,399,419,924.30	-	-
9152	Machineries	295,604,768.67	295,604,768.67	-	-
9153	Land	1,265,638,100.00	1,265,638,100.00	-	-
9160	Work in Progress	237,048,185.31	237,048,185.31	-	-
		<b>3,197,710,978.28</b>	<b>3,197,710,978.28</b>		

## Chapter 03

### Performance indicators

#### 4.1 Performance indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output			
	100% - 90%	75% - 89%	74% - 50%	40%
Issuing business name licenses.		84%		
Issuing Productivity Tax Licenses.			53%	
Issuing grants for lands.				41%
Issuing National Identity Cards			50%	
Issuing formal licenses for unauthorized lands	100%			
Inspection of GN Offices	100%			
Acquisition of Lands				8%

## Chapter 05

### Performance of the achieving Sustainable Development Goals (SDG)

#### 5.1 Identified respective Sustainable Developments Goals

Target	Sustainable Development Goals	Objective	Development Activities	Indicators of the achievement	Progress		
					0% - 49%	50% -74%	75%-100%
Build strong infrastructure, encourage innovations by promoting sustainable industrialization	9	Establishment of a strong rural road network which can be used efficiently and effectively and constructing a proper drainage system	Carpeting Roads, tar paving of roads, concreting roads, Interlock Paving, Construction of gravel roads, construction of abutment walls of the roads, culverts/ bridges and construction of bridges under Rural Infrastructure Development Program and Decentralized Budget Program. Project, Establishment of small irrigation systems, Community Halls, Multipurpose Buildings, Construction of “Sewa Piyasa”, Construction of Toilets under Rural Infrastructure Development Programme and Decentralized Budget Programme.	The length of the developed roads			78%
		Socio-Economic Development	Develop Underdeveloped Temples, Reform Underdeveloped Dhamma Schools, Donating Equipment for Dhamma Schools, Develop Mosques and Dhamma School Buildings under Restoration of Muslim Religious Places Program, Construction of Rural Playgrounds.	Number of devotees visiting the temple and their spiritual development			
Ensure water and sanitation facilities for all and sustainable management of them.	6	Improving Water Supply	Encouragement to strengthen the economy of the country through “Saubhagyaa Production Villages” Programme.	Number of families who were given water supply connection			92%
		Improving Sanitary Facilities	Fulfilling need of toilets under “Deewara Piyasa” Program	Number of families who were given toilets			

## **5.2. Achievements and challenges of the Sustainable Development Goals**

The rural sector, which is the major of our economy, plays a significant role in achieving the sustainable development goals. Our District is being strengthened by the rural population, who follow an agricultural life-style through cultivating grain, potatoes, sweet potatoes, coconut, arecanuts, jack, breadfruit, commercial vegetables, small tea states, rubber plantations, paddy cultivation and Fruits.

A rapid urbanization and a rapid growth of population can be identified in our District. There can see only a very little migration of young workers to the sub-urban employment opportunities of the District and many young people who join the agricultural workforce are mostly not well educated and unskilled.

It's necessary to have a livelihood in the village which helps to uplift them socio-economically in order to keep people in the rural sector further. Services are rare in the village. There's a shortage in industries appropriate to the service. There are sufficient labour and land for those who engaged in any sort of agriculture. The agricultural sector is underemployed.

The Existing government has introduced a mechanism to select & implement projects by establishing District Development Committees to implement the effective programs of each Ministry in order to build a people centered economy according to the "Vision of Prosperity" Policy to find the solutions for above issues.

The knowledge and experience required to implement projects have been imparted throughout the last year, focusing particularly on creating job opportunities and increasing national productivity, to strengthen the rural manufacturing economy through livelihood development and to ensure home economy and food security.

To form a sustainable development goals centered program in order to trivialize the environmental, economic and social issues has become a challenge because of the allocation given to each ministry is not effective in achieving sustainable development goals, the poor knowledge most of the officers having regarding sustainable development goals and the poor coordination between the institutes.

An 80% of its roads, culverts and bridges have been developed by the District with the objective of building a strong rural road network. The goal of "water and sanitation facilities for all" has been achieved by providing 92% water supply connections.

**Chapter 06**  
**Human Resource Profile**

**6.1 Cadre Management**

	<b>Approved Cadre</b>	<b>Existing Cadre</b>	<b>Vacancies / (Excess)**</b>
Senior	75	72	03
Territory	55	34	21
Secondary	2423	2352	71
Primary	168	146	22

**6.2 \*\* Whether the shortage or excess in human resources has been affected to the performance of the institute**

Despite the shortage of human resources, the performance of the institute has been maintained perfectly by developing the skills, knowledge, attitudes and capacity of the existing officers through training programs.

### 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 (Local/ Foreign)	Output/Knowledge Gained*
			Local	Foreign		
10 Days' course conducted instead of the EB exam of Management Service Officers – Grade I.	39	10 Days	149,720.00		Local	
Rural & Divisional Development	39	01 Day	18,185		Local	
Project Management	38	01 Day	16,690		Local	
Public Service, Provisions of the Constitution and Provisions of the Establishment Code relating to the Public Service.	51	02 Days	38,980		Local	
Procedures & Office System	52	01 Day	21,820		Local	
Taking notes and drafting records.	58	01 Day	21,420		Local	
Management of Government Procurement Assets.	58	1 Day	22,420		Local	
Procedural Rules	47	1 Day	20,895		Local	
Use & Maintenance of Office Equipment	54	1 Day	16,620		Local	
Introduction of rules & regulations applicable to vehicles.	32	1 Day	17,670		Local	
Institutional & Financial rules applicable to Government Drivers.	32	1 Day	16,000		Local	
Office System	53	1 Day	59,782		Local	
Computer Knowledge	22	02 Days	29,100		Local	
Salary Conversion	48	01 Day	33,600		Local	
Role of Public Service & Filling System.	69	01 Day	38,300		Local	
Schedule analysis of road fare.	45	01 Day	31,350		Local	
Capacity & Attitude Development	180	01 Day	156,700		Local	
Productivity Concept for Office Duties	175	01 Day	157,800		Local	

General Behaviour and Discipline	165	01 Day	157,570		Local	
Capacity & Attitude Development (Staff Officers)	40	02 Days	123,800		Local	
Public Relations & Customer Care	54	02 Days	175,650		Local	
Basic Computer & Internet,E-mail	16	05 Days	22,830		Local	
MS Excel	32	09 Days	39,610		Local	
Web Update	15		8,640		Local	
Database Mnegment	29	10 Days	45,000		Local	
MS Word & MS point	16	05 Days	21,780		Local	
Computer Hardware	16	05 Days	21,780		Local	

**Chapter 07**  
**Compliance Report**

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

3	<b>Delegation of functions for financial control (FR 135)</b>			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls 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		
4	<b>Preparation of Annual Plans</b>			
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 Treasury Operations Department on time	Complied		
5	<b>Audit queries</b>			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Not complied to some Audit Queries	Replies have to be taken from Divisional Secretariats	Obtaining replies from Divisional Secretariats by visiting those places
6	<b>Internal Audit</b>			
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	Complied		
6.2	All the internal audit reports has been replied within one month	Not complied to some Audit Queries	Replies have to be taken from Divisional Secretariats	Obtaining replies from Divisional Secretariats by visiting those places
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	Complied		

6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Complied Financial Regulation 134(3)	Complied		
7	<b>Audit and Management Committee</b>			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	<b>Asset Management</b>			
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 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	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	<b>Vehicle Management</b>			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		

9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
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		Not Complied	Due to the prevailed Pandemic.
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	<b>Management of Bank Accounts</b>			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Not Complied	Given one month period is insufficient	
11	<b>Utilization of Provisions</b>			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Not Complied	Make the Essetial due Payments	
12	<b>Advances to Public Officers Account</b>			
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 complied for some loan balances		The actions have been taken , but not yet been settled.
13	<b>General Deposit Account</b>			

13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	<b>Imprest Account</b>			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	<b>Revenue Account</b>			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Complied		
16	<b>Human Resource Management</b>			
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	<b>Provision of information to the public</b>			
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	<b>Implementing citizens charter</b>			
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	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	<b>Preparation of the Human Resource Plan</b>			
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		
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	<b>Responses Audit Paras</b>			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

