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ஆம் ஆண்டிற்கான செயற்சாதனை அறிக்கை - 2021
Annual Performance Report



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விளையாட்டு அபிவிருத்தித் திணைக்களம்
Department of Sports Development

Annual Performance Report 2021

**Department of Sports Development,
No 09, Philip Gunawardena Mawatha,
Colombo 07**

Annual Performance Report for the year-2021

Name of the Institution: Department of Sports Development

Expenditure Head No:219

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Chapter 01 – Institutional Profile/Executive Summary

1.1 Introduction

The Department of Sports Development, which was first established as a small sports unit in 1960's was brought under the Ministry of Parliamentary Affairs & Sports in 1970 and it was upgraded to a Grade "A" Department in 1996.

At present, the Department of Sports Development which plays an important role in the field of sports, by creating talented icons in sports, through disciplines and sports culture for a healthy and active society, performs under the Ministry of Youth and Sports.

1.2 Vision Mission, Objectives of the Institution

Vision

Being a dignified nation in Asia through the development of sports.

Mission

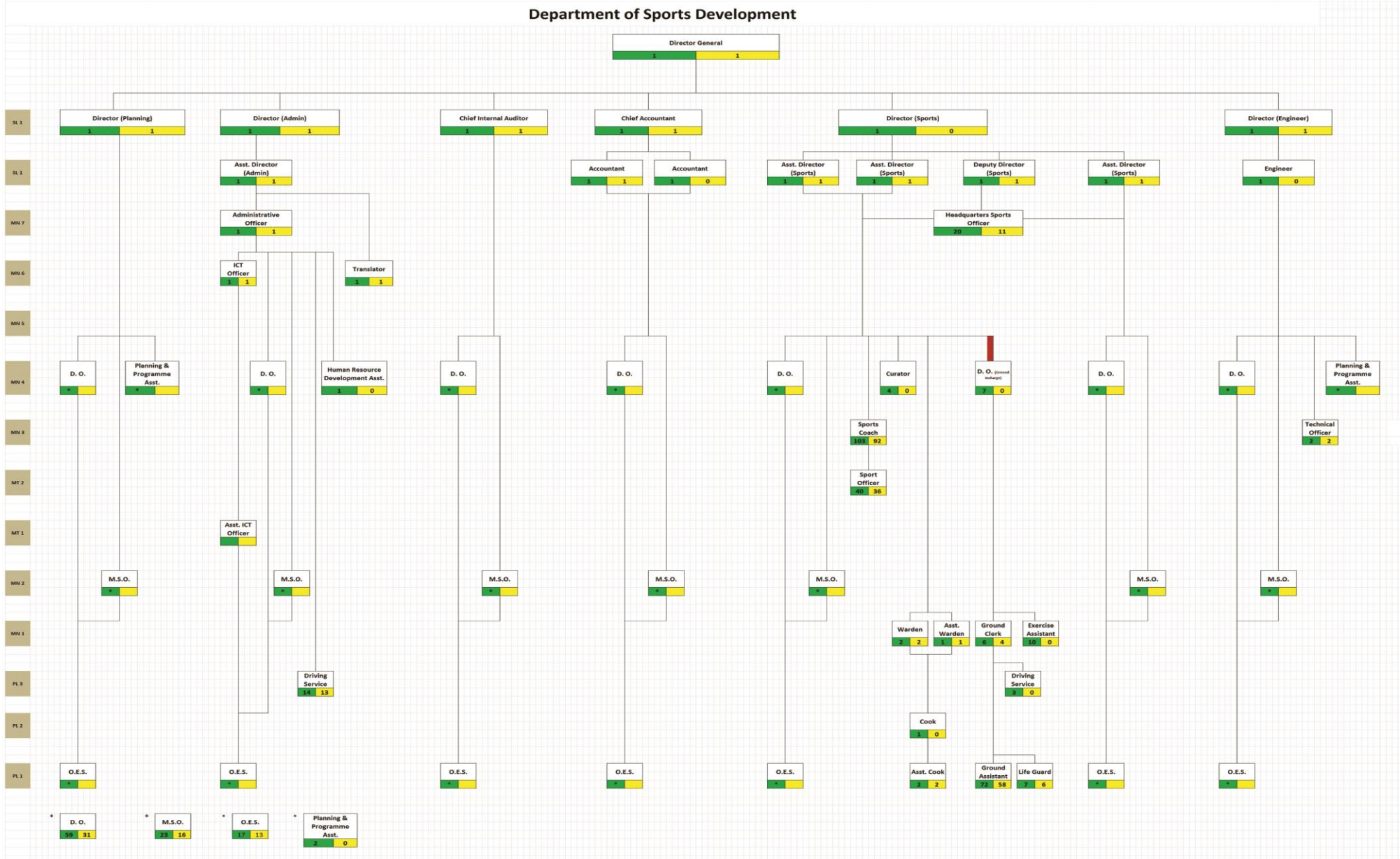
Implementation and execution of operational strategies related to the development of sports infrastructure and human resources and creating a sports culture with healthy, disciplined individuals excelling in sports for the development of Sri Lanka to form a dignified nation in Asia.

Objectives

1. Providing sports facilities for all parts in the society to improve their physical fitness, productivity and satisfactory
2. Achieving National and International conquests in the field of Sports
3. Educating Local coaches, with International level knowledge to take sportsmen and sportswomen to the International arena
4. Providing sportsmen and sportswomen with international level sports facilities
5. Implementing policies and standards to coordinate Sports Associations

1.3 Organizational Chart

Department of Sports Development



1.4 Main Divisions in the Department

- Administration Division
- Accounts Division
- Planning Division
- Development Division
- Sports Division
- Internal Audit Division
- Procurement Division

1.5 Institutions/ Funds coming under the Ministry/ Department/ Provincial Council : Consolidated Fund Government

1.6 Details of the Foreign Funded Projects (if any)- Not relevant

Chapter 02 – Progress and the Future Outlook

Special achievements, Challenges and Future Goals

2.1 Progress of the Main Development Projects

S e r i a l N o	Vote	Description	Allocation for 2021 Rs.Mn)				Financial Expenditure as at 31.12.2021 (Rs.Mn)			Fin anci al Pro gres s (%)	Physic al Progre ss (%)
			Previo us Allocat ion	Savi ngs	Transf ers	Net Allocatio ns	D.S.D .	Dis. Secr e.	Total		
1	2506	Development of infrastructure facilities	250.000	0.000	0.000	250.000	181.525	3.679	185.204	74%	90%
2	17 – 2104 -66	Construction of District and Provincial Sports Complexes	295.000	0.000	515.200	810.200	652.078	0.000	652.078	80%	92.2%
	46	Bernard Aluwihare Playground., Matale	100.000	60.000	0.000	40.000	0.000	0.000	0.000	0%	40%
	47	Weerasinghe Mallimarachchi Playground, Kolonnawa.	10.000	5.000	0.000	5.000	4.779	0.000	4.779	96%	100%
3	29- 2104	Upgrading Kalmunai Sandangani Sports Complex	60.000	0.000	0.000	60.000	13.085	0.000	13.085	22%	12%

S e r i a l N o	Vote	Description	Allocation for 2021 Rs.Mn)				Financial Expenditure as at 31.12.2021 (Rs.Mn)			Fina ncial Prog ress (%)	Physical Progress (%)
			Previous Allocati on	Savin gs	Transfers	Net Allocati ons	D.S.D.	Dis. Secre.	Total		
4	2-1409	Skills Development									
	85	Contribution for Sports Associations	150.000	0.000	50.000	100.000	63.737	0.000	63.737	64%	64%
	86	Kreeda Shakthi	120.500	0.000	(120.000) *	0.500	0.039	0.414	0.453	90%	0%
	87	National and International Sports Competitions	100.000	0.000	90.000	190.000	175.489	0.000	175.489	92%	90%
	89.	National Sports Festival	212.900	0.000	(200.000)*	12.900	8.453	1.061	9.514	74%	20%
	95	Contribution for 332Divisional Secretariat Areas	15.430	0.000	0.000	15.430	0.000	4.755	4.755	31%	20%
	96	Organizing sports events to get the tourists attraction	10.000	0.000	(8.000) *	2.000	0.000	0.000	0.000	0%	5%
	97	Sports Carnival	100.000	0.000	(97.200) *	2.800	2.185	0.343	2.528	90%	5%
	98	“Pubudamu Kreeda Tharu”	10.000	0.000	(10.000) *	0.000	0.000	0.000	0.000	0%	0%
	100	Establishing Sports Fitness Clubs	10.000	0.000	0.000	10.000	0.145	2.201	2.346	23%	35%
	101	“Jayamagata Peramagak”	100.000	0.000	(100.000) *	0.000	0.000	0.000	0.000	0%	0%

- * Due to the Covid-19 pandemic situation in the country, as per the instructions given not to hold public gatherings in accordance with health guidelines, some of the programmes were not held. Accordingly, the funds allocated for the purpose of carrying out those programmes, were transferred to other programmes as required.

2.1.1. Special Achievements

No (1)	Name of the Sports event (2)	Country Held (3)	Sport (4)	Weight Class (5)	Event (6)	Name of the athlete (7)	Achievement (Gold, Silver, Bronze, Championship-Ship, Runner's up) (8)
01	Paralympics	Japan	Athletics	-	Javelin throw	Dinesh Priyantha	World record with a Gold Medal
02						Samitha Dulan	Bronze
03	Asian Youth Para	Bahrain	Swimming	-	-	S.M. Basnayake	Gold & Silver
04			Athletics	-		N.R. Raheem	Bronze
05						M.S.M. Safran	Gold & Silver
06						J.R. Jayawardane	Silver
07						J.D. Wickramasinghe	Bronze
08	Commonwealth Senior Championship and IWF Championship 2021	Usbekistan	Weight Lift	61kg	Men	D.K.T.S. Palangas	Bronze
09				73kg		D.M.I. Chathura	Bronze
10				81kg		V.C.G. Vidanage	Bronze
11				45kg	Women	D.M.S. Samaraka	Bronze
12				59kg		R.M.N.S. Rajapaksha	Bronze
13	Central Asian Volleyball Championship 2021	Bangladesh	Volleyball	-	Men	Team events	Gold
14	Yonex-Sunrise Bangladesh International Challenge 2021 & Junior International Series 2021	Bangladesh	Badminton	-	Men – Double	Buwaneka Gunathilake and Sachin Dias	Gold
15				-	Mix – Double	Sachin Dias and Kavindi Sirimanna	Gold
16	Bahrain International Series	Bahrain	Badminton	-	Men- Double	Buwaneka Gunathilake and Sachin Dias	Bronze

17	World Youth Chess Championship (Online)	-	Chess	-	Under 10 yrs	Oshini Devindya Gunawardane	Gold
18	Western Asian Youth Chess Championship (Online)	-	Chess	-	Under Men-open	Harshana Thilakarathna	Gold
19						Susil de Silva	Silver
20					Under 12 Women	Esandi Nawansa	Bronze
21	58 th World Army Boxing Tournament	Russia	Boxing		Men	Sanjeewa Kumara	Bronze
22					Women	Gayani Kaluarachchi	Bronze
23	Asian Boxing Tournament	U.A.E.	Boxing		Women	Nadeeka Pushpakumari	Bronze
24	International Cricket Match (Sri Lanka vs South Africa)	Sri Lanka	Cricket	-	-	-	Championship

2.1.2 Future Goals

01. Implementing Talent Identification Programme as follow, with a new face, to identify sportsmen and sportswomen in District, Provincial and National level who have inborn talents, and steer them for achieving medals in Olympics 2024, 2028, 2032 and other international events.

- High performance programme under Kreedha Shakti Programme
- Implementation of 'a player from the village to country' programme, instead of Contribution of 332 Divisional Secretariat areas Programme
- Implementation of Road to Olympics Programme, instead of Jayamagata Peramagala Programme

02. Organizing Sports Events and Mega Sports Events, with the object to strengthen the national economy of the country by boosting the sports economy and training and recruitment of 1000 lifeguards steering the foreign employment market

03. Establishment of fitness clubs and 125 outdoor fitness programs with the objective of creating a healthy community.

04. Maintaining 18 Second Class (T2) National Training Pools for Talent Development under the supervision of Sports Associations (At this moment 13 Sports Associations have entered into agreements under this programme and the number of beneficiary players is around 400.)

05. Provide a monthly incentive to encourage the athletes and their coaches who performs under the High Performance Development Programme (T1) which is pointing towards the Olympics, Commonwealth Games and Asian Games (at present 60 sportsmen & sportswomen and 32 coaches were identified as beneficiaries)

06. Completion of the pavilion in the Torrington playground and Cross fit Gym with fully fledged

07. Completion of swimming pools in Provincial Sports Complexes at Bingiriya, Vavunia and Gampaha as well as completion of pavilion and 400m running track in the District Sports Complex, Gampaha.



Director General

Chapter 03

3.1. Financial Performance

				ACA -F	
Statement of Financial Performance for the period ended 31st December 2021					
Budget 2021		Note	Actual	Restated	
Rs.			2021 Rs.	2020 Rs.	
-	Revenue Receipts		-	-	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	Total Revenue Receipts (A)		-	-	
-	Non Revenue Receipts		-	-	
-	Treasury Imprests		1,544,232,000	1,314,807,609	ACA-3
-	Deposits		81,891,581	44,100,635	ACA-4
-	Advance Accounts		12,930,554	11,144,553	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non Revenue Receipts (B)		1,639,054,135	1,370,052,797	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		1,639,054,135	1,370,052,797	
-	Remittance to the Treasury (D)		105,175,795	-	
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		1,533,878,340	1,370,052,797	
-	Less: Expenditure				
-	Recurrent Expenditure				
210,560,000	Wages, Salaries & Other Employment Benefits	5	182,417,050	170,960,139	ACA-2(ii)
548,949,000	Other Goods & Services	6	436,548,782	409,138,958	
1,900,000	Subsidies, Grants and Transfers	7	1,322,413	1,614,006	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	1,700	
761,409,000	Total Recurrent Expenditure (F)		620,288,245	581,714,803	
-	Capital Expenditure				
-	Rehabilitation & Improvement of Capital Assets				
58,500,000	Assets	10	34,633,480	31,344,431	ACA-2(ii)
1,007,200,000	Acquisition of Capital Assets	11	676,949,937	473,898,844	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
1,550,000	Capacity Building	14	1,317,847	1,195,621	
252,000,000	Other Capital Expenditure	15	187,203,948	285,762,267	
1,319,250,000	Total Capital Expenditure (G)		900,105,212	792,201,163	
-	Deposit Payments		30,774,058	83,468,652	ACA-4
-	Advance Payments		14,190,702	11,557,532	ACA-5
-	Other Main Ledger Payments		-	-	
-	Total Main Ledger Expenditure (H)		44,964,760	95,026,184	
2,080,659,000	Total Expenditure I = (F+G+H)		1,565,358,216	1,468,942,150	
-	Balance as at 31st December J = (E-I)		(31,479,876)	(98,889,353)	
-	Balance as per the Imprest Reconciliation Statement		(31,479,876)	(98,889,353)	ACA-7
-	Imprest Balance as at 31st December		(31,479,876)	(98,889,353)	ACA-3

1

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2021

		Actual	
	Note	2021	2020
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	3,716,665,054	3,034,652,758
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	110,256,940	253,827,270
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		3,826,921,994	3,288,480,027
<u>Net Assets / Equity</u>			
Net Worth to Treasury		(157,465,268)	(107,607,893)
Property, Plant & Equipment Reserve		3,716,665,054	3,034,652,758
Rent and Work Advance Reserve	ACA-5(b)	69,349,972	214,180,450
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	198,372,237	147,254,713
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		3,826,921,994	3,288,480,027

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 07 to 45 and Notes to accounts presented in pages from 46 to 60 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 : Amal Edirisooriya

Date : 22/02/22

Secretary

Ministry of Youth and Sports

No. 09, Philip Gunawardena Mawatha,

Colombo 07, Sri Lanka.

Accounting Officer

Name :

Designation :

Date : 2022.02.21

Amal Edirisooriya

Director General

Department of Sports Development

No. 09, Philip Gunawardena Mawatha,

Colombo - 07.

Chief Financial Officer/ Chief Accountant/

Director (Finance)/ Commissioner (Finance)

Name :

Date :

2022/02/18

W.M.W.S.K. Wanninayake

Chief Accountant

Department of Sports Development

Colombo - 07.

3.3. Statement of Financial Position

ACA-C

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

	Actual 2021 Rs.	Restated 2020 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	28,905,085	40,628,962
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	-	-
Imprest Received	1,544,232,000	1,314,807,809
Recoveries from Advance	12,675,218	11,409,737
Deposit Received	81,891,581	44,100,635
Total Cash generated from Operations (A)	1,667,703,884	1,410,947,143
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	607,385,055	532,034,545
Subsidies & Transfer Payments	-	-
Expenditure incurred on behalf of Other Heads	19,585,198	27,863,779
Imprest Settlement to Treasury	105,175,795	-
Advance Payments	14,254,002	12,098,248
Deposit Payments	30,774,058	83,468,652
Total Cash disbursed for Operations (B)	777,174,108	655,465,224
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	890,529,776	755,481,919
<u>Cash Flows from Investing Activities</u>		
Interest	1,662,538	1,383,687
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	1,662,538	1,383,687
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	892,192,315	756,865,605
Total Cash disbursed for Investing Activities (E)	892,192,315	756,865,605
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(890,529,776)	(755,481,919)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.4 Notes to the Financial Statements

3.5 Performance of the Revenue Collection

Not Relevant

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
2003.09.00	Other receipts	18,000,000.000	18,000,000.000	20,784,221.17	115%
2002.02.99	Interest	1,400,000.000	1,400,000.000	1,662,538.26	118%
2004.01.01	Interest	6,000,000.000	6,000,000.000	7,831,636.01	130%
2002.01.01	Building Rent	150,000.000	150,000.000	338,428.04	225%

3.6 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as % of financial allocation
	Original	Final		
Recurrent	1,653,480,000.000	761,409,000.000	620,510,444.930	81.50%
Capital	975,050,000.000	1,319,250,000.000	900,105,211.620	68.23%

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

Serial No.	Ministry/ Department which received provision	Provision objective	Allocation		Actual Expenditure	Provision utilized as % of the finalized provision of the final provision
			Original Provision	Financial Provision		
01	Ministry of Public Services, Provincial Councils and Local Government	Monthly allowances of Graduate Trainees	-	1,020,000.000	1,016,636.060	99.67%

Serial No.	Ministry/ Department which received provision	Provision objective	Allocation		Actual Expenditure	utilized as % of the finalized provision of the final provision
			Original Provision	Financial Provision		
02	Ministry of Youth and Sports	Construction of the playground in Sirimao Bandaranayake College, Colombo.	17,959,588.77	16,007,545.650	16,007,545.650	100%
03	Department of Pensions	Recovering the dues from public officers going on retirement	822,485.000	822,485.000	822,485.000	100%
04	Ministry of Youth and Sports	Construction of Archery ground at Ananda College, Colombo.	-	2,056,320.000	1,738,531.200	84.55%

3.8 Performance of reporting non- financial assets

Assets Code	Code Description	Balance per Board of Survey Report as at 31.12.2021	Balance per financial Position Report as at 31.12.2021	Yet to be Accounted	Reporting Progress as a %
9151	Building and structures	-	261,673,091.120	-	-
9152	Machinery and equipment	-	236,922,204.560	-	-
9153	Ongoing Activities	-	-	-	-
9160	Ongoing work	-	3,218,069,752.400	-	-

3.9 Auditor General's Report

Attached herewith

Chapter 04 – Performance indicators

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

Specific Goals	Actual output as a percentage (%) of the expected output		
	100%-90%	75%-89%	50%-74%
Completion construction of Sport Infrastructure Facilities during the relevant year	-	-	50%
Number of International Medals	-	-	65%

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

5.1 Indicate the Identified respective Sustainable Development Goals

Goal/ Objective	Targets	Indicators of the achievements	Progress of the achievements to date		
			0% - 49%	50 % - 74%	75% - 100%
Creating a prosperous life, fulfilled with necessities and preventing poverty, hunger and disease	Implementing of Physical Fitness Clubs	No. of Public Physical Fitness Programmes held	35%	-	-
Provide equal opportunities to achieve the full potential of human beings and to contribute to general fertility	Achieve Olympic refinement level in five major sports events and achieve a victory by 2028	No. of international medals achieved in identified sports competitions	-	65%	-
Investing in children and giving every child the opportunity to grow up without violence	Conducting Sports Events by National Level	No. of Sri Lankan records at the National Sports festival	-	-	-
	To increase the no of people who use sports infrastructure facilities by 20%	No of people who utilize sports infrastructure facilities	30%	-	-
	Submitting account reports of all Sports Associations, conducting elections and complying with the Act	No. of Sports Associations complying with the Sports Act	-	-	85%

Goal/ Objective	Targets	Indicators of the achievements	Progress of the achievements to date		
			0% - 49%	50 % - 74%	75% - 100%
	Increasing the percentage of the athletes who have not achieved international medals by 40%	Percentage of athletes to be participated and achieve International medals, among the athletes identified and trained by the coaches in the Department.	20%	-	-

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

Even though there was a recession as the programmes planned could not be carried out in the year 2021 due to the Covid-19 pandemic situation, was able to reach to the Sustainable Development Goals up to a certain considerable extension, by achieving International level conquests.

Chapter 06 – Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/(Excess)**
Senior	15	11	04
Territory	23	11	12
Secondary	256	197	59
Primary	109	91	18

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

To cover duties of vacant posts, distributed duties among the present staff on over time basis. Specified recruitment procedures will be followed to recruit the officers for vacant posts. It is essential to fill these vacancies in order to improve the performance of the institution.

06.3 Human Resource Development

Training Programmes of the Officers in the Sports Field-2021						
Name of the Programme	No. of staff trained	Duration of the Programme	Total Investment (Rs.'000)		Nature of the Programme (Aboard/ Local)	Output/ Knowledge Gained*
			Local	Foreign		
Assistant Directors, Efficiency Bar Rehearsal	03	02 days	-	-	Local	Knowledge improved about the relevant subject
Boxing Programme	01	06 months	Rs.7,000.00	-	Local	Knowledge improved about the relevant subject
Athletics Programme	05	01 year	Rs.195,000.00	-	Local	Knowledge improved about the relevant subject
Sports Injury Management Programme	06	01 year	Rs.103,500.00	-	Local	Knowledge improved about the relevant subject
Postgraduate programme on Public Administration	01	02 years	Rs.166,667.00	-	Local	Knowledge improved about the relevant subject
Olympic Solidarity Sports Administration	1	-	Rs. 20,000.00	-	Local	Knowledge improved about the relevant subject
Knowledge update Programme- North Western	10	02 days	Rs.152,400.00	-	Local	Knowledge improved about the relevant subject
Training Programmes of the Officers in the Department-2021						
Name of the Programme	No. of staff trained	Duration of the Programme	Total Investment (Rs.'000)		Nature of the Programme (Aboard/ Local)	Output/ Knowledge Gained*
			Local	Foreign		
Bid evaluation and Public Procurement	01	02 days	Rs.5,000.00	-	Local	Knowledge improved about the relevant subject
Government Payroll System	03	03 days	Rs. 15,000.00	-	Local	Knowledge improved about the relevant subject
Induction Training (DO)	16	03 days	Rs.168,000.00	-	Local	Knowledge improved about the relevant subject

Name of the Programme	No. of staff trained	Duration of the Programme	Total Investment (Rs.'000)		Nature of the Programme (Aboard/ Local)	Output/ Knowledge Gained*
			Local	Foreign		
Certificate Course in HRM	03	05 days	Rs.30,000.00	-	Local	Knowledge improved about the relevant subject
Certificate Course in Public Procurement	01	05 days	Rs. 10,000.00	-	Local	Knowledge improved about the relevant subject
Diploma in Public Procurement	05	01 year	Rs.500,000.00	-	Local	Knowledge improved about the relevant subject
Efficiency Bar Course for M.S.O. Class I officers	02	10 days	-	-	Local	Knowledge improved about the relevant subject

*Briefly state how the training programme contributes to the performance of the Institution.

Knowledge gained from the relevant training courses can be used effectively for the activities in the office.

Chapter 07 – Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
1	The following Financial statements/ accounts have been submitted on due date			
1.1	Annual Financial statements	complied		
1.2	Advance to public officers account	complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not complied		
1.4	Stores Advance Accounts	Not complied		
1.5	Special Advance Accounts	Not complied		
1.5	Others	Not complied		
2	Maintenances 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		

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
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		
03	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	complied		
3.2	The delegation of financial authority has been communicated within the institute	complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	complied		
3.4	The controls 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	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 Treasury Operations Department on time	complied		

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	complied	Have to submit answers for Audit queries within 1-3 months.	Will submit the answers within one month.
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1 -2019	complied		
6.2	All the internal audit reports has been replied within one month	complied	Have to submit answers for Audit queries within 1-3 months.	Will submit the answers within one month.
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 Financial Regulation 134(3)	complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	complied		
8	Asset Management			
8.1	The information about purchase 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		

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
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	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	complied		
9.3	The vehicle logbooks had been maintained and update	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	complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	complied		

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	complied		
12	Advances to Public Officers Account			
12.1	The limits had been complied with	complied		
12.2	A time analysis had been carried out on the loans in arrears	complied		
12.3	The loan balances in arrears for over one year had been settled	complied		
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	complied		
13.2	The control register for general deposits had been updated and maintained	complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	complied		
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 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 FR176	complied		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	complied		

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
16.2	All members of the staff have been issued a duty list in wrong	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 update 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 05/2018 (1) of Ministry of Public Administration and Management	complied	Citizens charter is being drafting to be introduced in the future	
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	A methodology is being implemented.	
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		

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non – compliance in future
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	complied		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	complied		