



2019

லார்க்கை கார்ட்டு காதல லார்கால
வருடாந்த் செயலாற்றுகை அறிக்கை
Annual Performance Report



தாமிக லேஹாரக்ஷக டேபார்ட்மென்டில்
தேசிய சுவடிகூடத் திணைக்களம்
Department of National Archives

2019

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வருடாந்த செயல்திறன் அறிக்கை

Annual Performance Report



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Annual Performance Report 2019

Department of National Archives

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1 Institutional Profile

1.1 Introduction

The tradition of records management in Sri Lanka has a long history dating back to the reign of the kings. However, the royal records of the kings have been destroyed due to various invasions. The coastal areas of the island were under Portuguese rule from the 16th century until 1638, after which they were conquered by the Dutch within a period of twenty years. During this war, the Portuguese destroyed their records. However, the British seized the documents created by the Dutch administration during the peaceful conquest of the coastal areas in 1796.

Accordingly, the National Archives of Sri Lanka does not hold original documents created during Portuguese rule, but those documents can be found in Lisbon and Goa. However, more than 7000 volumes of Dutch documents have been preserved over the years. At the time of British colonial rule, the responsibility for the archives was vested with the Colonial Secretary. In 1803 the post of "Keeper of the Dutch Records" was created. In 1901, the post of "Government Archivist" was created as an affiliated official post of the Colonial Secretary's Office. Till Sri Lanka achieved independence, the archives was under the purview of the Colonial Secretary.

The Department of Government Archivist was established in 1947 and was later renamed the Department of National Archives or National Archives. The title of head of the institution was changed from "Govenment Archivist" to "Director" in 1966. Following the restructuring of the department in 2017, the post was changed to "Director General of National Archives".

The National Archives Act No. 48 of 1973 was amended by the National Archives (Amendment) Act No. 30 of 1981. At the beginning of 2019, the National Archives was under the purview of the Ministry of Housing, Construction and Cultural Affairs and has been under the Ministry of Buddhasasana, Cultural and Religious Affairs since November.

The Department of National Archives can be described as a repository of the memory of the nation, an institution that imparts knowledge, and a centre for the transmission of information to the public.

1.2 Vision, Mission, Objectives and Laws

1.2.1 Vision

The effective management and preservation of documentary heritage to protect national identity, accountability and memory.

1.2.2 Mission

To systematically manage and conserve government records and to preserve private archives that reflect the history and culture of the nation.

1.2.3 Objectives and Functions

The objectives and functions set out in the National Archives Act No. 48 of 1973, and the National Archives (Amendment) Act No. 30 of 1981 are as follows.

- Ensuring the official custody and physical safety of public archives
- Providing information for research and investigation purposes
- Approval of schedules for transfer to the National Archives and destruction of records of government institutions.
- Conducting record surveys in public institutions.
- Administration of Presidential Archives and its reference service.
- Maintaining the legal depository of publications produced in the country.
- Conducting training workshops for Records Management and Conservation.
- Administer the ordinances on printing presses, printers and publishers and newspapers.
- Preserving and indexing of deposited private collections.
- Documenting the details and ownership of all historical documents in the country.

1.2.4 Constitution, Regulations and Circulars

- National Archives Act No. 48 of 1973.
- National Archives (Amendment) Act No. 30 of 1981.

- Ordinances enacted under the National Archives Act of No. 48 of 1973
 - Printing Presses Ordinance No. 16 of 1902 (Cap. 178) and its amendments.
 - Printers and Publishers Ordinance No. 01 of 1885 (Cap.179) and its amendments.
 - Newspaper Ordinance No. 5 of 1839 (Cap. 180) and its amendments.
- Regulations of access to public records
 - Government Gazette No. 15 of 15.12.1978.
- Regulations of access to commission records
 - Government Gazette No. 74 of 02.01.1980.
- Disposal action for judicial (court) records
 - Government Gazette No. 21 of 26.01.1979.
- Disposal of Kachcheri records
 - Government Gazette No. 99 of 25.07.1980
- Disposal of housekeeping/ephemeral records in public institutions
 - Government Gazette No. 313 of 31.08.1984
- Administrative Regulation on disposal records
 - Section 9:1 to 9:8 of Chapter 28 of the Establishments Code.
- Circulars for preparing of schedules and preservation of public records.
 - Public Administration Circular 25/2008 – 17.12.2008
 - Public Administration Circular 08/2017 – 29.03.2017.

1.3 Key Functions

- 1.3.1 Providing research facilities and certifying extracts for the public.
- 1.3.2 Provide historical and administrative information to public and other institutions
- 1.3.3 Facilitating access to reprographic copies such as microfilms, scans and digital photography

- 1.3.4 Providing advice to public institutions and private sector on records management and archives administration.
- 1.3.5 Providing advice for the establishment of School Archives.
- 1.3.6 Providing advice to the J. R. Jayawardene Research Centre on professional activities.
- 1.3.7 Providing technical advice to public institutions and private sector on preservation and conservation of records.
- 1.3.8 Organising and holding exhibitions of historical records.
- 1.3.9 Producing documents in courts and giving evidence when summoned.
- 1.3.10 Conducting research on Sri Lankan history.
- 1.3.11 Issuing licenses for the export of historical records in Sri Lanka

1.4 Organisational Chart

Please see the annex 01

1.5 Main Divisions of the Department

1.5.1 Public Relations Office

This division primarily maintains the professional service relations for the public. It handles certification of copies of extracts, coordinating the providing of evidence on extracts of records when summoned to courts, accepting search requests for information from records as per local and foreign requirements and providing extracts of them, providing researchers with reader passes for the Research Room, issuing extracts of documents as per research requirements, etc.

Certified copies of translations of Dutch thombos, voters registers, the government gazette, newspapers, crown grants, Sannas, Grain Tax Registers, praveni registers, vihara dewala records etc. are issued as per the requirements of the public and government and non-government organisations, as well as various certified copies for publications and media activities.

1.5.2 Research Room

The Research Room provides necessary facilities for readers who come for research to use the records. The Research Room contains finding aids, précis and summaries, index cards and other guides to record groups. From the Research Room, readers can access the Times Collection, a collection of photographs and newspaper cuttings purchased from the the Times of Ceylon Press that was digitised and incorporated into a database under a project implemented by the National Archives.

1.5.3 Registration of Books and Newspapers Division

The registration of printing presses, registration of publications, periodicals, newspapers of the registered printing presses and updating related documentation, as well as inspection of bookshops to search for unregistered publications, inspection of printing presses, initiating litigation against printing presses that do not send printed material and monthly statements, etc. are carried out by this division.

- Legal deposit

This division holds the responsibility for the accrual of newspapers and publications published in the island.

- Registration and administration of printing press

Printing presses are governed by the Printing Presses Ordinance and the Printers and Publishers Ordinance. This division handles all the activities such as Registration of Printing Presses, closure of printing presses, inspection of printing presses, updating the list of Printing Presses, publishing the list of printing presses and taking legal action against Printing Presses.

1.5.4 Reprography Branch

Records in a physically bad condition and other vital records are copied onto microfilms by this division. In addition, this division handles photography activities at various occasions on behalf of the department. Furthermore, it provides extracts from various records using digital cameras to meet the requests of the public.

1.5.5 Audio-Visual Division

Cinematic films, microfilms, folk songs, audio cassettes, black and white photographs, colour slides etc. are deposited in this division. This division examines and issues audio-visual material to the Research Room for researchers. Among other functions carried out are providing facilities for researchers to listen to rare recordings of folk music and issuing copies of them, issuing copies of microfilms and the maintenance of audio-visual equipment. It is also responsible for the preservation and conservation of films deposited in the film archives as per accepted standards.

1.5.6 Technical Division

Preservation, conservation and restoration activities of the records deposited in the department are carried out by the technical division. In addition, it provides technical advice on the preservation, conservation and restoration of records in government institutions, semi-government institutions, private institutions, and historical records of religious places, and conducts research on records conservation. This division also conducts training courses for book binders and conducts workshops on palm leaf conservation.

1.5.7 Library

Books on archival science and the history of the island are deposited in the Department library. In addition it has books on Political Science, Social Science, Folklore, Culture, Anthropology, Law, Foreign Relations, Literature and various other subjects. This library is maintained for the use of the officers of the Department and for researchers to peruse secondary sources when required together with the use of original documents.

1.5.8 Repositories

The head office of this Department has 08 repositories and the documents if lined up will extend to 23.5 km. The first group of such records includes documents produced by the Dutch East India Company that controlled the coastal areas of Ceylon between 1640–1796. Other records include documents from British rule from 1796 to 1948, records from

after independence in 1948, documents collected by the Historical Manuscripts Commission, private collections and maps.

1.5.9 Times Collection and Horagolla Library

The collection of black and white photographs of local and foreign people and various events, and the collection of paper cuttings owned by the Times of Ceylon Press are deposited at the National Archives. This collection is released for public usage and its database of digitised copies is available for use in the Research Room. The Horagolla Library is a collection of books on various subjects donated by the S.W. R. D. Bandaranaike family. Those documents can be used only with the permission of the Bandaranaike family.

1.5.10 Administration Division

This division is responsible for the internal administration of the department. It carries out all duties from recruitment to departmental posts up to retirement and the internal assignment of officers, distribution of duties, transfers as well as directing staff to training courses for human resource development. Furthermore, this division ensures the proper maintenance of the Heating, Ventilation and Airconditioning (HVAC) system, Building Maintenance System, CCTV system, plumbing system etc, which are essential for archives management. In addition, the administration division carries out the project planning work of the department and prepares monthly progress reports and performance reports.

1.5.11 Finance Division

This division carries out all accounting affairs of the department and related paperwork and planning activities. All financial matters such as salaries and loan payments activities, preparation of annual accounts, preparation of annual estimates, procurement activities, and submitting financial reports to the line ministry and Treasury etc. are carried out by this division.

1.5.12 Computer Division

The Computer Division of the Department of National Archives updates the departmental website and software, maintenance of the computer network, development of software for archives management, and resolves computer-related issues that arise on a day to day basis in the department.

1.5.13 Kandy Branch

The Kandy Branch of the Department of National Archives is situated in the old courts complex at Hemamali Mawatha inside the high security zone attached to the premises of the Dalada Maligawa.

In the year under review there was an Assistant Archivist, Archival Officer, three Development Officers and three Office Employees Service persons attached to the Kandy Branch of the Department of National Archives.

Judicial Commission Reports (1815–1833), Reports of the Kandyan Commissioners Council (1815–1833), Kandy Kachcheri Records (1821–1970), Kurunegala Kachcheri Records (1834–1949), Kegalle Kachcheri Records (1833–1952), Matale Kachcheri Records (1891–1971), Praveni Pangu Records of Kandy, Matale, Kegalle and Kurunegala (1870–1872) and Vihara Land Records (1854–1870) are deposited safely in the Kandy Branch.

2 Progress and Future Outlook

2.1 Special programmes and achievements

Policy and law amendment activities

2.1.1 A law that meets modern requirements was drafted in conjunction with the National Library in connection with the legal deposit legislation in the country that has been in operation since the year 1885. For this purpose, the National Library Advisory Council appointed a subcommittee comprising the Director General National Archives, the Director General of the National Library, W. Sunil and former Director General of the National Library Upali Amarasiri. The draft submitted by this committee was approved by the National Archives Advisory Council after discussions with the relevant institutions. After submitting it to the National Library Advisory Council and the National Library and Documentation Services Board, the draft will be submitted to the line ministry in charge of the National Archives.

2.1.2 The Code of Ethics for archivists, adopted by the 13th Session of the General Assembly of the International Council on Archives (ICA) on September 6 of 1996, was approved by staff officers and the National Archives Advisory Council for adoption by the Department of National Archives.

2.1.3 The vision and mission statements of the department were amended after consultation with officers of the department and the advisory council as follows. The approval of the ministry has been obtained.

■ Vision

The effective management and preservation of documentary heritage to protect national identity, accountability and memory.

■ Mission

To systematically manage and conserve government records and to preserve private archives that reflect the history and culture of the nation

Infrastructure Development

2.1.4 The project to instal central air cooling, fire protection and advanced security systems, and to carry out emergency repairs and renovations that have been necessary for a number of years in the main building of the National Archives in Colombo, commenced in December 2018 and 40% of the work was completed by December 2019. The renovation work faced some delays due to the imposition of curfew by the government and security concerns in the country as a result of the attack on churches and tourist hotels on Easter Sunday in the year under review.

Records Conservation

2.1.5 Due to the renovation of the main building, arrangements were made to place the records deposited in it in the repositories of its extension building in the Colombo office. Accordingly, activities such as cleaning, preparation of check lists, removal of decayed document boxes, wrapping records with new covers and depositing in acid-free boxes of nearly 22 linear kilometres of records were started in order to ensure the longevity and security of the records. In the year 2019, nearly 07 linear kilometres of records were cleaned, wrapped with new covers, and safely transferred to new locations after the preparation of checklists. All these activities were carried out by the staff of the department day and night in order to to safeguard the security and confidentiality of the documents deposited in the department. Furthermore, activities such as the relocating of divisions of the department to the extension building, shifting exhibits, paintings and sculptures, fumigation, removal of racks in the repositories and temporary installation of racks were carried out by the staff of the department.

2.1.6 The substantially responsive lowest evaluated bidder was selected as the contractor for the purpose of simultaneously fumigating repositories and rooms with records in the main building, because of the need to fumigate all records in the main building before depositing them in the new building. Accordingly, the Colombo office of the department was closed from 06.04.2019 to 13.04.2019 and access to the records had to be restricted until 03.05.2019. Officers of the Technical Division contributed to the successful completion of the fumigation.

2.1.7 The advisory council recommended that the expertise of Dr Albert van den Belt be obtained for the rebinding of the Dutch thombos and after obtaining the approval of the ministry, he commenced the work and was due to finish in February. Dr van den Belt had already collated the loose pages of the Colombo thombos into the previously bound volumes under a project sponsored by the Mutual Cultural Heritage (MCH) carried out jointly with The Hague National Archives in the year 2013. However, due to a shortage of staff, the collated pages were not bound to the relevant volume. Accordingly, approval was granted for the newly recruited 14 Archival and Book Binders in the year 2019 to re-bind the thombos under his supervision. He successfully started this work with the Chief Conservation Officer (Archives) in November, but had to discontinue his service in December on the notice of the secretary of the then line ministry.

2.1.8 For the preservation of the written heritage of the nation for future generations the conservation of 02 archival volumes, binding of 85 library books, binding of 314 newspapers, and conservation of 54 gazettes was carried out. Furthermore, as there is an abundance of important documents in religious institutions, records surveys in three religious locations were conducted and the conservation of published material and 24,350 palm leaves was carried out in order to preserve that heritage.

Digitisation

2.1.9 By the end of this year, 2,002 historical maps and 3,191 copies of other selected documents based on public requests have been digitised under the project Digitalization & Publishing of the Map Collection.

2.1.10 Under the project at the National Archives to computerise indices and create a database of them, 396,777 index cards in selected groups from record group 1 to 685 have been computerised and the re-examination and correction from record group 1 to 603 has been finalised. Furthermore, 59,165 rows (publications) of the Registration of Books and Newspapers Division were entered to the Exel worksheet.

2.1.11 In order to preserve and conserve the collection of films (376) acquired from the National Film Corporation and deposited in the archives, 237 selected movies (positive copies of movies that can be digitised) were digitised and copied to Blu-ray discs. Furthermore, 227 films were uploaded to the Network Adapted Storage (NAS) and the metadata of those 237 films was created.

Advisory Council

2.1.12 The National Archives Advisory Council, which was last in operation in the year 2015, was reactivated in 2019 and was able to hold four successful meetings and obtain advice on archives management including conservation. The following experts were appointed by the then line ministry, the Ministry of Housing, Construction and Cultural Affairs for a period of three years under Section 06 of the National Archives Act -

- Mr. G.P.S.H de Silva, Former Director, Department of National Archives
- Prof. K.N.O Dharmadasa, Honorary Professor, University of Peradeniya
- Prof. Rohan Samarajeeva, Chairman, Information and Communication Technology Agency of Sri Lanka
- Prof. K.M. de Silva, Honorary Professor, University of Peradeniya
- Mr. R.S. Jayarathne, Former Ministry Secretary
- Mr. M. Banduseela, Documentation Specialist

In addition, Dr. Nadeera Rupesinghe, Director General National Archives was appointed as the Chairman and Ms. Chamila Priyangani, National Archives Assistant Director (AtD) was appointed as the secretary of the Advisory Council.

2.1.13 As the National Archives Advisory Council is empowered to advise the Minister in charge of the National Archives in terms of Section 06 of the National Archives Act, a report containing a summary of the proceedings of the council in the year 2019 and recommendations regarding the way forward has been submitted to Prime Minister Mahinda Rajapaksa, Minister of Buddhasasana, Cultural and Religious Affairs. (Please see Annex 02)

Expansion of research services

2.1.14 The department considered the possibility of reopening the Research Room on Saturdays, as was done prior to the war in Sri Lanka that ended in 2009, on the advice of the advisory council. The decision became effective in November 2019 after obtaining the approval of the Ministry.

Recruitment and promotions

2.1.15 Interview for the recruitment to the post of National Archives Assistant Director, which has been vacant for nearly 10 years, was conducted on 20.09.2019 under the interim provisions of the merit stream of the department and 06 Assistant Archivists who were serving in the department at the time participated. The schedule of marks obtained by the officers has been forwarded to the Public Service Commission. In addition, an interview was held on 19.07.2019 for recruitment to the departmental post of Chief Conservation Officer (Archives) which was a departmental post and 4 officers serving in the post of Archival Conservator of the department participated in it.

2.1.16 Another special achievement of the department this year in connection with recruitment was the granting of new appointments to 39 primary level posts in the departmental and Combined Services. It should be especially mentioned that appointments were given for 15 posts of Archival and Book Binders, a departmental post that has been vacant for many years.

No.	Designation	Appointments
i	Archival & Book Binder - Grade III	15
ii	Archival Reprography Asst – Grade III	01
iii	Gold Guilder – Grade III	01
iv	Archival Assistant – Grade III	10
v	O.E.S. – Grade III	12

Records Acquisition

2.1.17 Under the programme of acquiring records in order to fulfil the responsibility of safeguarding national heritage, public documents under Section 9(2), private documents under Section 12, and publications under Section 13(1) of the National Archives Act have been accrued from ministries, departments, statutory boards and courts. Accordingly, the following 3,149 records were accrued during the year under review.

Public records (Under section 9(2))

Record group	Institute	No. of documents
76	Colombo Municipal Council	22

Private Documents (Under section 12)

Record group	Institute	No. of documents
25.358	Community Memorialization Project	204
25.320	C. G. R. Station Masters Group	01
25.348	Kandy Charity Society	02
25.345	Collection of the Most Venerable Nauyane Ariyadhamma Thero	01

Government Publications (Under Section 13 (I))

Record group	Institute	No. of documents
108	Presidential Secretariat	101
182	Parliament of Sri Lanka	361
<u>Ministries</u>		
82	Ministry of Home Affairs	02
253	Ministry of Agriculture and Agrarian Services	02
257	Ministry of Plantation Industries	01
283	Ministry of Power and Energy	02
382	Ministry of Ports and Shipping	01
394	Ministry of Transport	04
539	Ministry of Environment and Natural Resources	02
542	Ministry of Mahaweli and Rivers Development and Rajarata Development	02
719	Southern Province Ministry of Agriculture and Agrarian Services	03
<u>Departments</u>		
69	Department of Land Commissioner	01
73	Department of Cultural Affairs	36
83	Police Department	87

91	Department of Cooperative Development	01
101	Department of Census and Sta	18
107	Survey Department	78
158	Department of Food Commissioner	01
176	Department of Elections	04
250	Department of the Commissioner of Prisons	02
275	Department of National Archives	05
352	Department of Government Printing	1982
470	Department of Fiscal Policy	03
484	Department of Sports Development	01
624	Department of Civil Defense	01
706	Department of Irrigation - Southern Province	03
713	Department of Agriculture - Southern Province	04
716	Department of Land and Policy Planning	01
<u>Secretariats</u>		
282	Gampaha secretariat office	02
<u>Municipal Councils</u>		
676	Moratuwa Municipal Council	01
<u>Urban Councils</u>		
683	Seethawakapura Municipal Council	01
<u>Provincial Councils</u>		
351	Western Provincial Council	30
376	North Western Province Chief Secretary's Office	06
409	Southern Provincial Council	11
<u>Divisional Secretariats</u>		
415	Kotapola Divisional Secretariat	01
710	Gampaha Divisional Secretariat	01
712	Rambukkana Divisional Secretariat	07
<u>Universities</u>		
89.2	University of Peradeniya	03
89.4	University of Kelaniya	03
89.5	University of Sri Jayewardenepura	11

89.6	University of Moratuwa	02
89.9	University of Ruhuna	01
89.13	Sabaragamuwa University	01
<u>Authorities</u>		
104	Atomic Energy Authority	03
285	Central Environmental Authority	11
559	Civil Aviation Authority of Sri Lanka	03
<u>Corporations</u>		
125	Sri Lanka Insurance Corporation	01
<u>Board</u>		
95	National Library and Documentation Services Board	01
<u>Commissions</u>		
252	University Grants Commission	01
407	Public Service Commission	03
551	National Police Commission	03
608	Tertiary and Vocational Education Commission	01
649	UNESCO National Commission of Sri Lanka	02
657	Public Utilities Commission	01
<u>Fund</u>		
280	Central Cultural Fund	55
<u>Societies</u>		
595	Sri Lanka Association of Australia	03
733	Kandy Young Buddhist Society	06
715	Public Servants Welfare Association	02
<u>Bureaus</u>		
309	Bureau of Stamps	16
707	Bureau of National Unity and Reconciliation	03
709	Police Narcotics Bureau	01
<u>Institutions</u>		
157	Hector Kobbekaduwa Agrarian Research Institute	04

192	Sri Lanka Institute of Development Administration	02
217	Sri Lanka Foundation Institute	01
312	National Plantation Management Institute	01
389	SAARC Organization	03
475	National Aquatic Resources Research and Development Agency	02

The Confidential Records Division has accrued records during this year as follows.

Record group	Institution / Commission / Committee	No. of documents
302	The Cabinet Office	1665
--	Presidential Commission of Inquiry to Investigate and Inquire into Alleged Irregularities in connection with Sri Lankan Airlines Limited, Sri Lanka Catering Limited and Mihin Lanka (Pvt) Limited	1830
--	Special Board of Inquiry appointed to inquire into the series of incidents related to the explosions that occurred at several places in the island on 21st April 2019, appointed by President Maithripala Sirisena	35

2.2 Future goals

2.2.1 Expediting the filling of vacancies. Although approval was sought from the Department of Management Services under Management Services Circular 03/2018 for the recruitment of 121 vacant departmental posts from January 2019, approval was obtained to recruit only 20%, i.e. 24 posts, in the year 2019. Accordingly, after approving the recruitment for the remaining posts, 45 Archival Officers, 22 Archival Conservators, 06 Archival Reprographers, 07 Audio Visual Records Conservators, 04 Film Conservators, 09 Cataloguing Officers and 08 Printing Press Inspectors are to be recruited.

2.2.2 Revamping of the website to make it possible to download information available from the department to facilitate access to information for the creation of an information society.

2.2.3 For the preservation of cultural heritage and bequeathing it to future generations, the installation of a mobile racking system to maximise the space of the building parallel to the project of Renovating the Main Office Building and Installing Central Air Cooling, Fire Protection & Advanced Security Systems.

2.2.4 Accruing digital copies of the Gazette, Acts and Hansard as well as providing online access to a computerised collection of indices in order to create a technology-based society that uses electronic records.

2.2.5 When the Department of Management Services grants permission to recruit Archival Officers, recruiting them and initiating the writing of summaries of record groups following international standards after providing a formal training for the purpose.

2.2.6 Drafting disposal regulations for the effective management of public records. In this process, it is very important to transfer records of national and historical value to the Department of National Archives, to retain documents required by the institution in a systematic manner and to destroy documents which are not necessary for permanent preservation. Under section 16 of the National Archives Law No. 48 of 1973, disposal schedules have been issued before but most disposal periods contained therein have been invalidated by the Right to Information Act No. 12 of 2016. Accordingly, public officers have the power to transfer records to the National Archives and to destroy unwanted records by the disposal schedules of records specific to the institutions for judicial and district secretariat (kachcheri) records issued in 1979 and 1980 and the house keeping records disposal schedule issued in 1984. However, those disposal schedules have not yet been updated. The aforesaid Archival Officers who are to be recruited in the future will be assigned to assist in the preparation and forwarding for approval of the disposal schedules required to streamline the records management of public authorities in the country.

2.2.7 After obtaining the approval of the line ministry, presenting the digitised Times Collection online and granting permission to download information in that collection free of charge.

2.2.8 Drafting a National Archives Policy and amending the National Archives Act. A core committee has been appointed by the National Archives Advisory Council for this purpose and the committee is scheduled to submit drafts in the year 2020.

2.2.9 Renovation of the branch and installation of a mobile racking system to provide modern archival facilities at the Kandy branch. In order to carry out this work, a request has been made to the District Secretary to transfer the ownership of the building where the branch office is located to the department, and a request has also been made to the District Survey Office to expedite the survey work pertaining to the building.

2.2.10 Request for recruitment of 25 Archival Officers to District Secretariats. As there are a large number of ministries and departments at present, the existing cadre of approved Archival Officers is insufficient to cover all such institutions and the management and conservation of records at the local regional level needs to be regularised. Therefore, a request was made to the Department of Management Services to approve 25 posts of Archival Officers to be attached to the District Secretariats, and the said department has instructed to make the request again after allocating the budget for the year 2020. Accordingly, further action is to be taken in this regard.

2.3 Challenges

2.3.1 Most of the approved cadre for the department remains vacant. At present, only 50% of the approved cadre is working at the department. That is 145 out of 290 posts. The shortage of professional staff severely impacts records management as well as archives management. Deadlines for the provision of extracts from documents that are made available to the public are often missed. Proper conservation of records has become extremely difficult.

2.3.2 At present, the National Archives has only one branch in the Central Province in Kandy. The network of branches should be expanded in order to facilitate the storage of records of public institutions that are yet to deposit their records at the National Archives, and to enable the public to obtain the services of the department more easily.

2.3.3 Lack of a university study programme in archival science. At present, no Sri Lankan institution offers a course on archival science, which is a setback in producing

professional archivists in the country. It is rarely that Sri Lankan students travel abroad to carry out postgraduate studies in archival science or information science. By formulating a well-constructed postgraduate diploma or Master's level course at the University of Colombo or Open University of Sri Lanka, this issue could be addressed. In fact, there is a dearth of such courses in the entire South Asian region.



Dr. Nadeera Rupesinghe

Director General National Archives

3 Overall Financial Performance

The overall financial performance for the year ended 31.12.2019 is given below.

3.1 Statement of Financial Performance

Statement of Financial Performance for the period ended 31 st December 2019				ACA -F	
				Rs.	
Budget 2019	Note	Actual			
		2019	2018		
- Revenue Receipts		-	-		
- Income Tax	1	-	-		
- Taxes on Domestic Goods & Services	2	-	-		
- Taxes on International Trade	3	-	-		
- Non Tax Revenue & Others	4	-	-		
- Total Revenue Receipts (A)		-	-	ACA-1	
- Non Revenue Receipts		-	-		
- Treasury Imprests		357,902,000	126,350,000	ACA-3	
- Deposits		2,812,451	2,064,264	ACA-4	
- Advance Accounts		7,741,419	3,468,693	ACA-5/5(a)/5(b)	
4,000,000.00 Other Receipts		10,140,263	7,006,320		
4,000,000.00 Total Non Revenue Receipts (B)		378,596,133	138,889,277		
4,000,000.00 Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		378,596,133	138,889,277		
Less: Expenditure					
- Recurrent Expenditure		-	-		
75,000,000.00 Wages, Salaries & Other Employment Benefits	5	73,150,524	56,107,038		
58,566,600.00 Other Goods & Services	6	53,046,830	44,019,433	ACA-2(ii)	
933,400.00 Subsidies, Grants and Transfers	7	803,700	657,258		
- Interest Payments	8	-	-		
- Other Recurrent Expenditure	9	-	-		
134,500,000.00 Total Recurrent Expenditure (D)		127,001,054	100,783,729		
Capital Expenditure					
403,500,000.00 Rehabilitation & Improvement of Capital Assets	10	224,834,325	10,042,005		
5,500,000.00 Acquisition of Capital Assets	11	4,534,165	7,078,525		
- Capital Transfers	12	-	-	ACA-2(ii)	
- Acquisition of Financial Assets	13	-	-		
5,000,000.00 Capacity Building	14	4,382,457	4,990,489		
31,000,000.00 Other Capital Expenditure	15	6,325,004	9,094,577		
445,000,000.00 Total Capital Expenditure (E)		240,075,951	31,205,596		
Main Ledger Expenditure (F)		9,548,714	-		
Deposit Payments		480,085	1,556,497	ACA-4	
Advance Payments		9,068,629	5,343,455	ACA-5/5(a)/5(b)	
Total Expenditure G = (D+E+F)		376,625,719	138,889,277		
Imprest Balance as at 31 st December 2019					
- H = (C-G)		1,970,414	-		

3.3 Statement of Financial Position

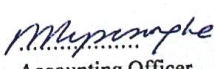
ACA-P

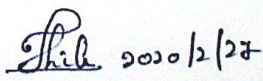
Statement of Financial Position
As at 31st December 2019

		Actual	
	Note	2019	2018
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	193,996,852	189,463,492
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	18,932,678	17,605,468
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		212,929,530	207,068,960
<u>Net Assets / Equity</u>			
Net Worth to Treasury		6,510,447	7,781,380
Property, Plant & Equipment Reserve		193,996,852	189,463,492
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	12,154,357	9,824,088
Imprest Balance	ACA-3	267,874	-
Total Liabilities		212,929,530	207,068,960

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 61 and Notes to accounts presented in pages from 62 to 74 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.


 Chief Accounting Officer
 Name :
 Designation :
 Date : 2020/12/28


 Accounting Officer
 Name :
 Designation :
 Date : 2020.02.27


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

M.K. Bandula Harischandra
 Secretary
 Ministry of Buddhism, Cultural and Religious Affairs
 8th Floor, "Sethsiripaya"
 Battaramulla

DR. NADEERA RUPESINGHE
 DIRECTOR GENERAL NATIONAL ARCHIVES
 DEPARTMENT OF NATIONAL ARCHIVES
 No. 07, PHILIP GUNAWARDANA MAWATHA,
 COLOMBO 07, SRI LANKA.

A.T. Iresha
 Accountant
 Department Of National Archive
 No.07, Philip Gunawardene Mawatha,
 Colombo 07.



3.4 Statement of Cash Flows

ACA-C

Statement of Cash Flows
for the Period ended 31st December 2019

	Actual	
	2019	2018
	Rs.	Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	6,470,228	4,578,906
Revenue Collected for the Other Heads	-	-
Imprest Received	357,902,000	126,350,000
Total Cash generated from Operations (a)	364,372,228	130,928,906
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	119,922,987	99,988,273
Subsidies & Transfer Payments	803,700	-
Expenditure on Other Heads	1,475,873	-
Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	122,202,561	99,988,273
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	242,169,667	30,940,633
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	49,366	-
Total Cash generated from Investing Activities (d)	-	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	236,097,781	31,205,596
Advance Payments	6,155,093	-
Total Cash disbursed for Investing Activities (e)	242,252,874	31,205,596
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	242,203,508	(31,205,596)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	33,840	(264,963)
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	273,000	-
Total Cash generated from Financing Activities (h)	273,000	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	239,160	264,963
Total Cash disbursed for Financing Activities (i)	239,160	264,963
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	33,840	(264,963)
Net Movement in Cash (k) = (g) -(i)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statements - Not Relevant

3.6 Performance of Revenue Collection

Rs. ,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As % of Final Revenue Estimate
Nil	Nil	Nil	Nil	Nil	Nil

3.7 Performance of Utilisation of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
	Original	Final		
Recurrent	115,000	134,000	127,001	94.42%
Capital	445,000	445,000	240,076	54%

3.8 In terms of F.R.208 grant of allocations for expenditure as an agent of the other Ministries/ Departments

Rs. ,000

Serial No.	Allocation Received from which Ministry /Department	Purpose of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
			Original	Final		
253	Department of Pensions	Settlement of Debt Balance of Retired Persons of the Department	—	522	522	100%
104		Payment to trainee graduates	—	1,420	1,208	85%

3.9 Performance of Reporting of Non-Financial Assets

Rs. ,000					
Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2019	Balance as per financial Position Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as %
9151	Building and Structures	—	—	—	—
9152	Machinery and Equipment	—	193,997	—	2.39%
9153	Land	—	—	—	—
9154	Intangible Assets	—	—	—	—
9155	Biological Assets	—	—	—	—
9160	Work in Progress	—	—	—	—
9180	Lease Assets	—	—	—	—

3.10 Auditor General's Report

Please see Annex 03

4 Performance Indicators

4.1. Performance indicators (Based on Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75% - 89%	50% - 74%
Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems			√
Archival Management Project		√	
Computerization of Indices at the Department of National Archives			√
Digitization and publicizing of the Map Collection in the Department of National Archives		√	
Digitization of Film Collection of the Department of National Archives		√	

5 Performance of achieving Sustainable Development Goals (SDG)

5.1 The main function of the Department of National Archives is to systematically manage and preserve documentary heritage, and the programmes / projects implemented by the department are in accordance with the following sustainable development goals.

5.1.1 The National Archives contributes to equitable quality education under Goal No. 4 by providing information to researchers and students, maintaining research rooms for the public to develop knowledge and skills, and preserving and conserving cultural heritage.

5.1.2 The National Archives has the potential to assist in building resilient infrastructure, promoting inclusive and sustainable industrialization, and fostering innovation under Goal No. 9 by providing a reliable source and online access to information and data, providing the services of trained records managers, archivists and conservators, providing access facilities to digital information, and through ensuring trust and accountability of the government from formal records management.

5.1.3 Through providing a reliable source for factual information, ensuring trust and accountability to the government, and through improving service delivery with timely, quality information, the National Archives contributes to Goal No. 11.4 to strengthen efforts to protect and safeguard the world's cultural and natural heritage.

5.1.4 The National Archives contributes to developing effective, accountable and transparent institutions at all levels under Goal No. 16.6 and to ensuring public access to

information and protecting fundamental freedoms in accordance with national legislation and international agreements under Goal No. 16.10 by providing equitable access to information about society, evidence of government decision making, identity, confirmation of rights and entitlements, and through the formalisation of records management,

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
<u>Main Objective</u> Systematic Management of documentary heritage. Preserving cultural heritage and bequeathing it to future generations	Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems	Formal renovated archives building	√		
	Archival Management Project	Obtaining Quality Document storage Boxes and Preservation Equipment		√	
	Computerization and preparation database of indices at the National Archives	Online access to the indices		√	
	Digitization and publicizing of the Map Collection in the National Archives	Online access to the collection of maps		√	
	Preservation and conservation of the film collection of the National Archives	Formally preserving the collection of films.		√	

5.2 Achievements and challenges under the Sustainable Development Goals

5.2.1 Achievements under the Sustainable Development Goals.

- Identifying for the first time which Sustainable Development Goals and Objectives are in line with the role and functional programmes of the Department of National Archives.
- Implementing the identified programmes and main functions in connection with the Sustainable Development Goals in a new manner.
- Awareness of all divisions and officers of the department for achieving the identified Sustainable Development Goals and Objectives, including further work to be done in action plans for the coming years and their implementation.

5.2.2 Challenges of the Sustainable Development Goals

- Although the functions of the National Archives can be linked to the Sustainable Development Goals, it is difficult to quantify the achievements.
- Due to the large number of vacancies in the posts of professional staff in the department at present, it has become a great challenge to properly maintain professional activities.
- Since this concept is a recently introduced programme and some time will be needed to implement it in accordance with the guidelines given by the National Council for Sustainable Development.
- The need to eradicate social misunderstandings regarding the essential function of expanding access to information in the records of the National Archives under the Sustainable Development Goals.

6 Human Resource Profile

6.1 Cadre Management

Level	Approved Cadre	Existing Cadre	Vacancies/ (Excess)**
Senior	16	03	13
Tertiary	25	11	14
Secondary	163	53	110
Primary	86	78	08
Total	290	145	145

6.2 How the shortage in human resources has affected performance

Most posts of departmental professional officers at the National Archives are vacant at the senior, tertiary and secondary levels and the department currently operates with about 50% of the total staff. At present, it is extremely difficult to maintain activities related to records surveys and records accrual, which is the main function of the department. The Ministry of Public Administration and the Department of Management Services have been informed of the need to expedite the recruitment activities in order to fill the vacancies.

6.3 Human Resource Development

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Consultation Workshop on Preparation of Guidelines for Implementation of the Right to Information Act	01	2019.01.18 to 2019.01.19	–		Local (Ministry of Finance and Mass Media)	Enhancing subject knowledge
Essential IT Skills for Non IT Officers	01	2019.01.23 to 2019.01.24	13,000		Local (Miloda Academy)	-do-
Training Programme on Database Management using MS Access	08	2019.03.07 to 2019.03.08	104,000		Local (Miloda Academy)	-do-
Scientific, economical and safe driving	01	2019.03.22	3250		Local (Construction Industry Development Authority)	-do-
Basic IT Literacy & Word Processing using MS Word	06	2019.03.12 to 2019.03.14	108,000		Local (Miloda Academy)	-do-
Training Programme on Essentials in Systems and Network Administration	02	2019.03.18 /19/21/22/ 29	50,000		Local (Distance Learning Center Ltd)	-do-
Workshop on Prevention of Stress through Mindfulness	01	2019.05.11	3,300		Local (Sri Lanka Foundation Institute)	Enhancing staff wellbeing

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Induction training programme	44	2019.05.21 to 2019.05.25	781,460		Local (National Plantation Management Institute)	Enhancing staff wellbeing
Changing Attitudes for Personal & Professional Success	08	2019.05.28	40,000		Local (Distance Learning Center Ltd)	Enhancing staff wellbeing
Programme on Procurement Procedures	02	2019.05.30	—		Local (Tower Hall Theatre Foundation)	Enhancing subject knowledge
Office systems and office management	08	2019.05.30 to 2019.05.31	68,000		Local (Skills Development Fund)	Enhancing subject knowledge
Certificate Course in Conversational Sinhala for Non-Native Sinhala Speakers	01	2019.06.07	14,500		Local (Sri Lanka Foundation Institute)	Improving language skills
Certificate Course in Basic Sinhala for Non-Native Sinhala Speakers	01	2019.06.09	17,000		Local (Sri Lanka Foundation Institute)	Improving language skills
Establishments Code and Financial Regulations	01	2019.06.20 to 2019.06.21	8,500		Local (Skills Development Fund)	Enhancing subject knowledge
Recommended course for efficiency bar for Class I O.E.S. officers	02	2019.07.01 to 2019.07.12	--		Local (District Secretariat - Colombo)	Enhancing subject knowledge

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Workshop on New Project Submission Format for Development Project Proposals for Government Officers and Planners	01	2019.07.02 and 2019.07.05	--		Local (Ministry of Housing, Construction and Cultural Affairs)	Enhancing planning performance
Paper and Photo Conservation Workshop	06	2019.07.05 to 2019.07.07	150,000		Local (Film Heritage Foundation -India)	Enhancing subject knowledge
Workshop on Rooftop Solar PV Systems (Design, Installation, Commissioning and Troubleshooting)	01	2019.07.31 and 2019.08.07	12,000		Local (Construction Equipment Training Center)	Enhancing subject knowledge
Active and Passive Fire Protection Systems for High Rise Buildings	01	2019.09.21 /28 and 2019.10.11 /19	26,000		Local (Construction Equipment Training Centre)	Enhancing subject knowledge
Seminar on the Role of Libraries in a Knowledge Society	02	2019.08.07	8,000		Local (Bandaranaike Centre for Int'l Studies - BCIS)	Enhancing subject knowledge
37 th National Information Technology Conference 2019 (NITC)	08	2019.10.09 and 2019.10.10	112,000		Local (CSSL)	Enhancing subject knowledge

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output / Knowledge gained
			Local	Foreign		
Workshop on Training of Internal Audit Division officers	03	2019.10.24	--		Local (Dept of Management Audit)	Enhancing subject knowledge
English	02	40 Hours	50,000		Local (British Council)	Improving language skills
English	01	03 Months	36,000		Local (British Council)	Improving language skills
Tamil Language Training Course	14		--		Local (Dept. of Official Languages)	Improving language skills
Workshop on Office Systems	02	2019.07.30	7,200		Local (Sri Lanka Foundation Institute)	Enhancing subject knowledge
Workshop on Accounting Systems	03	2019.07.31	10,800		Local (Sri Lanka Foundation Institute)	Enhancing subject knowledge
Capacity Building Programme on Documentary Heritage Preservation and Management	04	2019.10.17 to 2019.11.06	--	707,530.06	Foreign (South Korea)	Enhancing subject knowledge
“Managing Archives: Challenges and Chances for the 21st Century	02	2019.11.05 to 2019.11.14	--	114,572.98	Foreign (The Netherlands)	Enhancing subject knowledge

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Archivist” programme organised by the National Archives of the Netherlands						
Film Conservation and Restoration Workshop	03	2019.12.08 to 2019.12.15	--	1,503,659.58	Foreign (India)	Enhancing subject knowledge

6.4 How training programmes contribute to the performance of the National Archives

6.4.1 By providing an induction training programme for the newly recruited Archival & Book Binders, Gold Guilder, Archival Reprography Assistant, Office Assistants and Archival Assistants of the department, it was possible to carry out the day to day duties of the department easily and systematically. Departmental officers and other officers in Combined Services were sent to the selected training programmes with the aim of updating their knowledge necessary for their day to day duties. This has enabled them to improve efficiency as well as the quality of their work. Furthermore, obtaining the services of knowledgeable trained officers in the task of achieving the Sustainable Development Goals will greatly enhance the performance.

6.4.2 By offering specialised foreign training to the officers of the department, providing competent training and imparting modern knowledge on the subject scope of the officers will be very useful for the future activities of the department.

7 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	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 Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
2	Maintenance of books and registers (FR445)			
2.1	Maintenance and updating of fixed assets register in terms of Public Administration Circular 267/2018	Complied		
2.2	Maintenance and updating of personal emoluments register/ personal emoluments cards	Complied		
2.3	Maintenance and updating of Register of Audit queries	Complied		
2.4	Maintenance and updating of Register of Internal Audit reports	Complied		

2.5	Preparation and submission of all monthly account summaries (CIGAS) to Treasury on due date	Complied		
2.6	Maintenance and updating of register for cheques and money orders	Complied		
2.7	Maintenance and updating of inventory register	Complied		
2.8	Maintenance and updating of Stocks Register	Complied		
2.9	Maintenance and updating of Register of Losses	Complied		
2.10	Maintenance and updating of Commitment Register	Complied		
2.11	Maintenance and updating of Register of Counterfoil Books (GA – N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	Delegation of financial authority within institute	Complied		
3.2	Communication of delegation of financial authority within the institute	Complied		
3.3	Delegation of authority in such manner so as to pass each transaction through two or more officers	Complied		
3.4	Adherence of controls 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	Preparation of annual action plan	Complied		
4.2	Preparation of annual procurement plan	Complied		

4.3	Preparation of Annual Internal Audit plan	Complied		
4.4	Preparation and submission of annual estimate to NBD on due date	Complied		
4.5	Submission of annual cash flow to TOD on time	Complied		
5	Audit queries			
5.1	Response to all audit queries within the time specified by the Auditor General	Complied		
6	Internal Audit			
6.1	Preparation of internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		
6.2	Response to all internal audit reports within one month	Complied		
6.3	Submission of copies of all internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	Submission of all copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Holding a minimum of 04 meetings of Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied		
8	Asset Management			

8.1	Submission of information about purchases of assets and disposals to the Comptroller General's Office in terms of paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	Appointment of a suitable liaison officer to coordinate the implementation of the provisions of the circular and sending of details of the nominated officer to the Comptroller General's Office in terms of paragraph 13 of the aforesaid circular	Complied		
8.3	Conduct of boards of survey and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No.05/2016	Complied		
8.4	Dealing with excesses, deficits and other recommendations that were disclosed through the board of survey during the period specified in the circular	Complied		
8.5	Disposal of condemned articles carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	Preparation and submission of daily running charts and monthly summaries of the pool vehicles to the Auditor General on due date	Complied		
9.2	Disposal of condemned vehicles within a period of less than 6 months after condemnation	Not Complied	--	Arrangements have been made to hand over van with registration number 58/3870 to Government Factory.
9.3	Maintenance and updating of vehicle logbooks	Complied		

9.4	Action in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	Retesting of fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Transfer of absolute ownership of leased vehicle log books after the lease term	Complied		
10	Management of Bank Accounts			
10.1	Preparation, certification and submission for audit of Bank reconciliation statements by due date	Complied		
10.2	Settlement of dormant accounts that had existed in the year under review or from previous years	Complied		
10.3	Action in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settlement of those balances within a month	Complied		
11	Utilisation of Provisions			
11.1	Expenditure of allocated provisions without exceeding the limit	Complied		
11.2	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	Compliance with limits	Complied		
12.2	Time analysis on the loans in arrears	Complied		

12.3	Settlement of loan balances in arrears for over one year	Not Complied		Identify and recover arrears from defaulted officers by locating them through the Divisional Secretariats
13	General Deposit Account			
13.1	Action as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	Maintenance and updating of control register for general deposits	Complied		
14	Imprest Account			
14.1	Remittance of balance in the cash book at the end of the year under review to TOD	Complied		
14.2	Settlement of ad-hoc sub imprests issued as per F.R. 371 within one month of completion of the task	Complied		
14.3	Ad-hoc sub imprests were issued not exceeding the limit approved as per F.R. 371	Complied		
14.4	Reconciliation of balance of the imprest account with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	Refunds from the revenue in terms of regulations	Not Relevant		
15.2	Crediting of revenue collection directly to revenue account without crediting to deposit account	Not Relevant		
15.3	Forwarding of returns of arrears of revenue to Auditor General in terms of FR 176	Not Relevant		

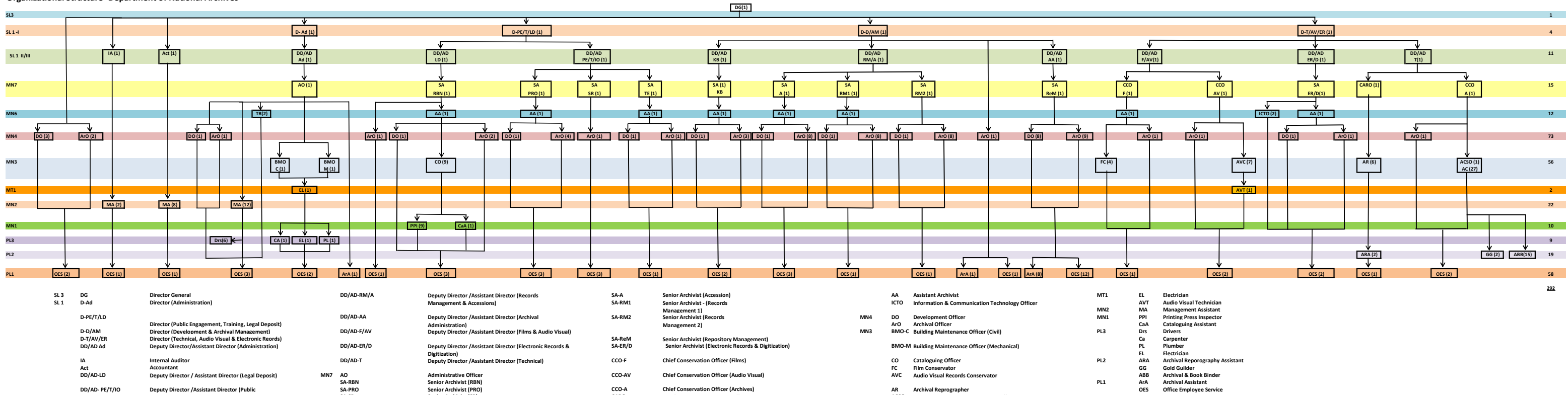
16	Human Resource Management			
16.1	Payment to staff within the approved cadre	Complied		
16.2	Issuing of duty list in writing to all members of the staff	Complied		
16.3	Submission of all reports to MSD in terms of their circular No. 04/2017 dated 20.09.2017	Complied		
17	Provision of information to the public			
17.1	Appointment of information officer and maintenance and updating of register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Provision of information about the institution via the website to the public, and facilitation of the publication of appreciations / complaints regarding the institution by the public via the website or alternative measures	Complied		
17.3	Submission of bi-annual and annual reports as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	Formulation and implementation of a citizens charter/ citizens client's charter in terms of circular number 05/2008 and 05/2018(1) of the Ministry of Public Administration and Management	Not Complied	Failure to formulate a citizens charter/ citizens client's charter.	Arrangements have been made to organise a workshop for the staff officers of the department to prepare the citizens charter/

18.2	Formulation of a methodology in order to supervise and assess the formulation and the implementation of citizens charter / citizens client's charter as per paragraph 2.3 of the said circular	Not Complied	Lack of preparation of a methodology	citizens client's charter.
19	Preparation of the Human Resource Plan			
19.1	Preparation of a human resource plan in terms of the format in Annex 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Not Complied	Lack of preparation of a human resource plan	A human resource plan has been prepared for the year 2020, and arrangements have been made to provide a minimum of 12 hours of training per employee per year.
19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Not Complied	Training opportunities have been provided for 87 staff members.	
19.3	Signing of annual performance agreements for the entire staff based on the format in Annex 01 of the aforesaid circular	Not Complied	Failure to sign annual performance agreements.	Sign annual performance agreements for the year 2020.
19.4	Appointment of a senior officer for the responsibility of preparing the human resource development plan, organising capacity building programmes and conducting skill development programmes as per paragraph No.6.5 of the aforesaid circular	Complied		
20	Responses Audit Paras			
20.1	Rectification of shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied		

அடிவாரம் 01 / இணைப்பு 01 / Annex 01

சுபீரன் சபை / நிறுவனக் கட்டமைப்பு / Organisational Chart

Organizational Structure -Department of National Archives



අමුණුම 02 / இணைப்பு 02 / Annex 02

උපදේශක සභාව / ஆலோசனைச் சபை / Advisory Council

**National Archives Advisory Council (NAAC),
Department of National Archives,
3rd December 2019.**

To the Hon. Prime Minister; Minister of Cultural Affairs,

Report of the work of the National Archives Advisory Council in 2019 and recommendations for future attention

1. Background

1.1 Under Section 06 of the National Archives Law No. 48 of 1973, the National Archives Advisory Council comprised of a minimum of 05 and maximum of 07 persons can be appointed by the minister in charge of the Department of National Archives, including the director general who is the chairman, for a period of three years. Accordingly, 07 members were appointed to the Advisory Council by the middle of 2019 and have held four meetings to date: on 14th June, 8th August, 13th October and 3rd December.

1.2 It is the responsibility of the National Archives Advisory Council to advise the minister 'on all matters relating to the location, preservation and the use of public archives, the custody and transfer of public records, inspection and preservation of documents and manuscripts of historical or cultural or literary value in private possession, inspection by members of the public of public archives, editing and publishing of public archives and private manuscripts,' as per Section 07 of the National Archives Law No. 48 of 1973.

1.3 Accordingly, this report is being presented to the minister with information on decisions taken by the National Archives Advisory Council in the year 2019 together with the current status of implementation of such decisions, and recommendations for the future.

2 Highlights of decisions taken in 2019 and related progress

No.	Decision taken by Advisory Council	Progress
2.1	The Code of Ethics of the International Council on Archives (ICA) was adopted for the Department of National Archives.	The code has been translated to Sinhala and Tamil. It will be uploaded to the ICA website and displayed at the dept.
2.2	After consultation with the staff and advisory council, the vision and mission statements of the department have been amended as follows: <u>Vision</u> The effective management and preservation of documentary heritage to protect national identity, accountability and memory.	Sent to ministry for approval.



No.	Decision taken by Advisory Council	Progress
	ජාතික අනන්‍යතාවය, වගවීම සහ ස්මරණය සුරක්ෂා කිරීම උදෙසා ලිඛිත උරුමය කාර්යක්ෂමව කළමනාකරණය සහ සංරක්ෂණය. <u>Mission</u> To systematically manage and conserve government records and to preserve private archives that reflect the history and culture of the nation. ජාතියේ ඉතිහාසය හා සංස්කෘතිය පිළිබිඹු කරන පොදු අධිකාරිවල සාක්ෂිමය ලේඛන සහ පෞද්ගලික ලේඛන ක්‍රමානුකූලව කළමනාකරණය සහ සංරක්ෂණය.	
2.3	It was recommended that the expertise of Dr Albert van den Belt be obtained for the rebinding of the Dutch thombos. Dr van den Belt had already collated the loose pages of the Colombo thombos into the previously bound volumes under a project sponsored by the Mutual Cultural Heritage (MCH) carried out jointly with the Hague National Archives in the year 2013. It was recommended that he supervises the newly recruited 14 binders with some experience in archival binding functions (under the further supervision of six senior conservators on the technical aspects of binding), in the task of rebinding the thombo volumes.	After obtaining the approval of the ministry, Dr Albert van den Belt has commenced the work and is due to finish in February next year.
2.4	It was recommended that the writing of summaries of record groups following international standards should commence in 2020 after the 53 new Archival Officers are recruited and trained for the purpose.	The Department of Management Services has not given permission for the recruitment of the 53 Archival Officers yet.
2.5	The proposed memorandum of understanding with the National Archives in The Hague for the digitisation of the Dutch records deposited in the department was recommended to the ministry for approval.	The proposal has been forwarded to the Attorney General's Department with a request for a consultation.
2.6	The proposed memorandum of understanding with the American Institute of Lankan Studies was recommended for approval. In addition, while this effort is appreciated and recommended, as a matter of principle the National Archives is advised to start with the digitisation of the earliest newspaper in order to ensure comprehensive coverage of the nineteenth- and twentieth-century newspapers.	The proposal has been forwarded to the Attorney General's Department with a request for a consultation.

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No.	Decision taken by Advisory Council	Progress
2.7	The following recommendations were adopted on the Draft Legal Deposit Legislation. - Introduce new legal deposit legislation to replace the current legislation the oldest of which is 180 years old - Follow the Guidelines issued by UNESCO and IFLA in the exercise - Learn from the best practices of new legal deposit legislation in other countries - Share the responsibility of the legal deposit in Sri Lanka between DNA and NLDSB - Understand the present day national and international trends and realities - Through the new legal deposit legislation strengthen the role of DNA and NLDSB in the information infrastructure of Sri Lanka - Revise the legal deposit law to be on par with the other current legislation in the information field such as the Right to Information Act No. 12 of 2016	A public-private consultation on the draft act was held and the draft will be presented to the ministry shortly.
2.8	It is recommended that the Department of National Archives of Sri Lanka signs the Universal Declaration on Archives adopted by the International Council on Archives.	To be forwarded to the ministry for approval.
2.9	The following recommendations were made on the revision of payments by researchers: - Allow unlimited photographs of archival material, newspapers and publications at no cost per exposure for a daily payment of Rs 50 for locals and Rs 500 for foreigners - Charge Rs 200 for the first hour and thereafter Rs 50 per hour for the usage of electricity for foreigners and waive off the fee for locals. - Lift the charges levied on delivery of archival material to researchers that are in excess of six documents per day. Make an unlimited number of archival material, microfilms and audiovisual records accessible per day but collect a maximum of three requisition slips at a time and provide three volumes to hand at any given time to be renewed on a one to one basis as volumes are returned. - Charge Rs 10 per exposure and for the CD/DVD at the market rate plus Rs 75 or Rs 300 for transfer through e-mail / Dropbox / Google Drive / WeTransfer for already digitised material that is stored in our databases, without inflicting the high charges for scanning on each person who requests for the same document. On the same basis, charge less for printouts of already digitised material.	The ministry has approved forwarding the changes to the fee structure to the Ministry of Finance.



No.	Decision taken by Advisory Council	Progress
	e. Allow gazettes to be delivered to researchers without charging a fee per volume.	
2.10	The department should consider the possibility of opening the Research Room on Saturdays as was the practice before the war that ended in 2009.	The ministry approved opening the Research Room on Saturdays and it was implemented from November 2019.
2.11	The following recommendations were made on the prevailing restrictions on obtaining extracts from land documents: a. Lift the requirement for a letter from a lawyer b. Lift the requirement for a letter from the current owner /occupant of the land c. Lift the requirement for a letter from a chief prelate of a temple.	To be implemented subject to the further approval of the ministry.
2.12	It is recommended that the digitised Times Collection is presented online and free downloads of the digitised material are allowed.	Forwarded to the ministry for approval.
2.13	It was decided to appoint the following members to the core committee to draft a National Archives Policy and revise the National Archives Law: i. Dr Nadeera Rupesinghe, Director General National Archives ii. Prof K N O Dharmadasa, Prof Emeritus, University of Peradeniya iii. Prof Rohan Samarajewa iv. Ms Chamila Priyangani, Assistant Director (AtD), Department of National Archives v. Mr Nigel Nugawela, Archival Consultant It was decided to appoint cluster groups for further consultations based on the new draft of historians, researchers, public officials and the media.	Core group to begin formulating draft policy statement.
2.14	It was decided to revise the National Archives Act based on the following guidelines: a. Base the revisions on a comprehensive National Archives Policy. b. The 'Principles for Archives and Record Legislation' issued by the International Council on Archives will serve as a guideline for the revisions. c. Learn from the best practices of new archival legislation in other countries	Core group to take these recommendations into account when revising the National Archives Act.

No.	Decision taken by Advisory Council	Progress
	d. Understand the present day national and international trends and realities e. Through the new archival legislation strengthen the role of DNA in the information infrastructure of Sri Lanka in order to protect national identity, accountability and memory through the effective management and conservation of documentary heritage while taking into account the burdens imposed on suppliers of archival resources and of the convenience of users. f. Revise the National Archives Act to be on par with other current legislation in the information field such as the Right to Information Act No. 12 of 2016, the National Library and Documentation Services Board Act No. 51 of 1998, the draft Legal Deposit Bill and draft Personal Data Protection Bill.	
2.15	Access to Cabinet papers a. Open cabinet papers that have exceeded the 30-year period since their creation, effectively providing access to cabinet papers from 1947 to 1989 as of 01 January 2020. b. Prepare an inventory of open cabinet papers that will be available online for increased visibility of the records.	To be forwarded to the Office of the Cabinet for approval.

3 Recommendations for the future

3.1 Revision to General Records Schedule for effective management of public records. Under section 16 (h) of the National Archives Law No. 48 of 1973, the National Archives can send lists of public documents approved for destruction to be presented to parliament and included in the gazette through its line ministry. This allows public authorities to destroy unnecessary documents without further approval of the National Archives. The last General Records Schedule, which authorises all public authorities to destroy certain administrative and financial documents without further approval of the National Archives, was drawn up as a regulation in 1984. Its update is long overdue.

3.2 Drafting Agency-specific Retention Schedules for effective management of public records. The only agency specific retention schedules, which authorizes public authorities to destroy documents that are special to the institution, were drawn up in 1979 and 1980 for judicial and district secretariat (kachcheri) documents. They have since not been updated. Many more agency specific retention schedules are necessary for effective management of public records. However, such retention schedules, which would invariably have lesser retention periods than the ten and twelve years prescribed by the Right to Information Act, cannot be presented to parliament for approval before revising the National Archives Law.

3.3 Revision of Printing Presses Law. Discussions to be started on revising the existing archaic legislature from 1902 in order to prevent overlapping with other laws.



3.4 Setting up a data centre at the National Archives. A proper data centre would be essential in order to store the millions of scans that could potentially be produced through digitisation of the deposited archives, and to make way for a comprehensive repository of all digital material produced in the country, including born digital government records, films, sound records, television and radio broadcasting material and websites. Advice on this matter is to be sought from the Information and Communication Technology Agency (ICTA).

3.5 Setting up a university study programme in archival science. At present, no Sri Lankan institution offers a course on archival science, which is a setback in producing professional archivists in the country. It is rarely that Sri Lankan students travel abroad to carry out postgraduate studies in archival science or information science. By formulating a well-constructed postgraduate diploma or master's level course at the University of Colombo or Open University of Sri Lanka, this issue could be addressed. In fact, there is a dearth of such courses in the entire South Asian region.

3.6 Preparation of manual on public records management. At present there is no manual on public records management that sets a standard that public officers can easily follow as a guide. This should be drafted together with officials from the Ministry of Public Administration and Sri Lanka Institute of Development Administration (SLIDA). Such a manual will be useful to ensure that all records are properly managed from the point of creation till the disposal of records which includes destruction or handover to the National Archives for permanent preservation.

3.7 Establishment of provincial archives. At present, the National Archives has only one branch in the Central Province in Kandy. Ideally, branches should be opened in the remaining seven provinces in order to facilitate the storage of records of public institutions that are yet to deposit their records at the National Archives. It would also enable the public to obtain the services of the department more easily.

4 Conclusion

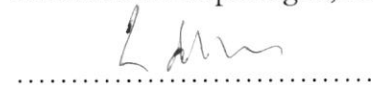
4.1 The National Archives Advisory Council has had a busy year, and is looking forward to the next year, during which its priorities will be in assisting with the formulation of the National Archives Policy, revising the National Archives Act, and assisting the department in formulating the General Records Schedule. Subject to further recruitment of essential staff members, it is expected that the National Archives is well placed to deal with the challenges of the year 2020, when completion of the renovation of the main building and an exhibition showcasing the treasures of the archives will come to the forefront of the department's activities.

4.2 Your kind attention to the above matters is much appreciated.

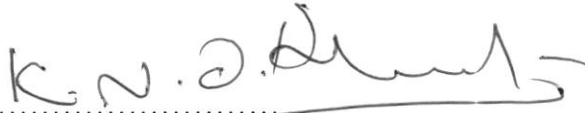
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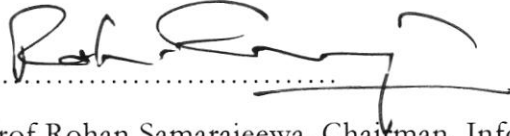
Dr Nadeera Rupesinghe, Director General National Archives (Chairman)



Prof K M de Silva, Prof Emeritus, University of Peradeniya



Prof K N O Dharmadasa, Prof Emeritus, University of Peradeniya



Prof Rohan Samarajeeva, Chairman, Information and Communication Technology Agency



අමුණුම 03 / இணைப்பு 03 / Annex 03

විගණකාධිපතිවරයාගේ වාර්තාව / கணக்காய்வாளர் அறிக்கை

அறிக்கை / Auditor General's Report



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



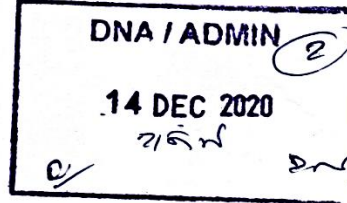
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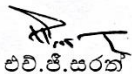
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ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුව

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ 2019 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව

යථෝක්ත විගණන වාර්තාව මේ සමඟ එවා ඇත.

02. ජාතික විගණන පනතේ 39(1) උප වගන්තියේ සඳහන් විධිවිධාන අනුව කටයුතු කර මෙම වාර්තාවේ දින සිට මාස 03 ක් ඇතුළත යෝජනා කරනු ලබන ප්‍රතිකර්ම ක්‍රියාමාර්ග හෝ සැලැකිල්ලට ගත් ක්‍රියාමාර්ග පිළිබඳව මා වෙතද, භාණ්ඩාගාරයේ ලේකම්වරයා වෙත හා අදාළ අමාත්‍යවරයාට දැනුම් දිය යුතුය.
03. පනතේ 39(2) උප වගන්තිය ප්‍රකාරව මෙම වාර්තාවේ ඇතුළත් මා විසින් පෙන්වා දී ඇති යම් ක්‍රියාමාර්ගයක් හෝ කරුණක් පිළිබඳව ක්‍රියාත්මක කිරීමේ හෝ නොහැකිවීමේ හේතු තිබෙනම් ඒ බවද මා වෙත දන්වා එවන මෙන් කාරුණිකව දන්වමි.


එච්.පී.සරත්

සහකාර විගණකාධිපති

විගණකාධිපති වෙනුවට.

- පිටපත්: 1. අමාත්‍ය - බුද්ධශාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍යාංශය
2. අමාත්‍ය - මුදල් අමාත්‍යාංශය





1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1. ගිණුම්කරණ අඩුපාඩු

1.6.1.1 දේපළ, පිරිසත හා උපකරණ

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
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(අ) ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවට අයත් පොත්පත්, ලේඛන, පෞරාණික ගිවිසුම් හා රහස්‍ය ලේඛන ආදී මිලකළ නොහැකි ප්‍රවේණිගත වත්කම්වල නාමික අගය පිළිගත් ගණකාධිකරණ මූලධර්ම අනුව ගිණුම්ගත කිරීමක් ලෙස හෝ මූල්‍ය ප්‍රකාශනවල හෙළිදරව් කිරීමක් කර නොතිබුණි. එමෙන්ම එම ප්‍රවේණිගත වත්කම් වසර ගණනාවකින් විධිමත් සමීක්ෂණයකට ලක් කර නොමැති බවද නිරීක්ෂණය විය.	ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ ඇති පෞරාණික ගිවිසුම් හා රහස්‍ය ලේඛන සමීක්ෂණයට භාජනය කළයුතු අතර ඒවායේ නාමික අගය මූල්‍ය ප්‍රකාශනවල හෙළිදරව් කළ යුතු වීම.	ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුව සතුව පවත්නා ජාතික වටිනාකමක් සහිත ලේඛනවල නාමික අගයන් මූල්‍ය ප්‍රකාශනවල ගිණුම්ගත කර නොමැති අතර, ලේඛන කාණ්ඩ 700 ක් පමණ දැනට දෙපාර්තමේන්තුව සතුව පවතී. මෙම ලේඛන කාණ්ඩවල පරීක්ෂණ ලැයිස්තු වරින් වර ලබාගෙන ඇති අතර අවම වශයෙන් පරීක්ෂණ ලැයිස්තු වසර දෙකකට වරක් එක් එක් ලේඛන කාණ්ඩය සඳහා සකස් කිරීමට අවශ්‍ය කටයුතු යොදා ඇත.
(ආ) දෙපාර්තමේන්තුවේ ගොඩනැගිල්ල, පැරණි ගොඩනැගිල්ල, මහනුවර පිහිටි ගොඩනැගිල්ල, පැරණි ආපන ශාලා ගොඩනැගිල්ල, මධ්‍යම වායු නව දෙපාර්තමේන්තුවේ ගොඩනැගිලි පවරාගෙන එහි වටිනාකම මූල්‍ය ප්‍රකාශනවල දේපළ	විගණන නිරීක්ෂණය හා එකඟ වේ. දෙපාර්තමේන්තුවට අයත් මහනුවර පිහිටි ගොඩනැගිල්ල පවරා	



සමීකරණ පද්ධතිය හා එය පිරිසිදු හා උපකරණ ගැනීමට අවශ්‍ය කටයුතු ස්ථාපනය කර ඇති යටතේ තක්සේරු ඉටුකරමින් පවතින අතර, ගොඩනැගිල්ලේ වටිනාකම මූල්‍ය අගයක් ලෙස දැක්විය 2020 වර්ෂය තුළ මෙම ප්‍රකාශනවල දේපළ, පිරිසිදු හා යුතු වීම. ගොඩනැගිලි තක්සේරු කර උපකරණ යටතේ තක්සේරු කර ගිණුම්ගත කර නොතිබුණි. ගිණුම් ගත කිරීමට කටයුතු කරමි.

- (ඇ) සියල්ල ඇතුළත් මුළු පිරිවැය මෙම ගොඩනැගිල්ලේ ජාතික ලේඛනාරක්ෂක රු.මිලියන 992.2 ක් වූ 2018 ප්‍රතිසංස්කරණ වියදම් දෙපාර්තමේන්තුවේ පැරණි වර්ෂයේදී වැඩ ආරම්භ කරන ලද මූල්‍ය ප්‍රකාශනවල ගොඩනැගිල්ල ප්‍රතිසංස්කරණය කර මධ්‍ය ගොඩනැගිල්ල ප්‍රතිසංස්කරණය කර මධ්‍ය වායුසමන, ගිනි නිවන කෙරිගෙන යන වැඩ ප්‍රතිසංස්කරණය කර මධ්‍ය යටතේ පෙන්විය යුතු වීම. වායු සමන ගිනි නිවන සහ උපකරණ සහ උසස් ආරක්ෂක පද්ධතීන් ස්ථාපනය කිරීම උසස් ආරක්ෂක පද්ධතීන් ස්ථාපනය කිරීම සම්බන්ධ කාර්යයන්වලින් 2019 දෙසැම්බර් 31 දින දක්වා සිදු කරන ලද කාර්යයන්හි වටිනාකම හෝ දරන ලද වැය ACA6 ආකෘතිය ප්‍රකාර කෙරිගෙන යන වැඩ යටතේ ඇතුළත් කිරීම හෝ ඒ පිළිබඳ සටහන් මූල්‍ය ප්‍රකාශනවල ඇතුළත් කිරීම සිදුකර නොතිබුණි.
- ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ පැරණි ගොඩනැගිල්ල ප්‍රතිසංස්කරණය කර මධ්‍ය ගොඩනැගිල්ල ප්‍රතිසංස්කරණය කර මධ්‍ය වායු සමන ගිනි නිවන සහ උසස් ආරක්ෂක පද්ධතියක් ස්ථාපිත කිරීම යන ප්‍රතිසංස්කරණයමය කාර්යය 209-2-2-2001 යන ගොඩනැගිලි පුනරුත්ථාපන හා වැඩිදියුණු කිරීමේ වැය විෂය යටතේ ගිණුම්ගත කර ඇත. එය පුනරුත්ථාපන කාර්යයක් බැවින් 2104 ගොඩනැගිලි අත්පත් කර ගැනීම හා කෙරිගෙන යන වැඩ යටතේ ඇතුළත් කර නොමැත. මෙම වියදම මූල්‍ය ප්‍රකාශනවල මූල්‍යකාර්ය සාධන ප්‍රකාශන යටතේ සහ මුදල් ප්‍රවාහ ප්‍රකාශනවල නිවැරදිව ඉදිරිපත් කර ඇත.



1.6.1.2 අත්තිකාරම් ගිණුම් ශේෂ

විගණන නිරීක්ෂණය නිර්දේශය

ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම

රජයේ නිලධාරීන්ගේ අත්තිකාරම් "බී" ගිණුමේ 2019 අදාළ වෙනස නිරවුල් කිරීම අත්තිකාරම් "බී" ගිණුමේ 2019 දෙසැම්බර් 31 දිනට වර්ෂ 05 කට සඳහා අවශ්‍ය කටයුතු දෙසැම්බර් 31 දිනට කේවල වැඩි ශේෂය වූ රු.18,932,678 ක සිදුකරමින් පවතී. ශේෂ වර්ගීකරණ සාරාංශයේ මුදල නිරවුල් කිරීමට කටයුතු කළ එකතුව රු.19,115,871 ක් වූ යුතු වීම. අතර පාලන ගිණුමේ ශේෂය රු.18,932,678 ක් විය. ඒ අනුව රු.183,192 ක් වූ වෙනස වර්ෂ 05 කට වඩා වැඩි කාලයක සිට සැසඳුම් කර නිරවුල් කිරීමට කටයුතු කර නොතිබුණි.

2. මූල්‍ය සමාලෝචනය

2.1 වියදම් කළමනාකරණය

විගණන නිරීක්ෂණය

නිර්දේශය

ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම

විසර්ජන ගිණුම් වැඩසටහන් 1 ප්‍රාග්ධන වැය සංවර්ධනය ජාතික අයවැය දෙපාර්තමේන්තුවේ යටතේ ප්‍රාග්ධන වැය විෂයය 2 සඳහා ආයතන වන බැවින් 2019 දෙසැම්බර් 04 දිනැති අංක 07/2019 දරන රාජ්‍ය වියදම් භාණ්ඩාගාර සීමාවන්ට කළමනාකරණය සහ මූල්‍ය විනය පවත්වාගෙන යාම, 2019 සැප්තැම්බර් 04 දිනැති අංක 05/2019 දරන 2019 වර්ෂයේ ඉතිරි කාලසීමාව තුළ රාජ්‍ය වියදම් කළමනාකරණය කර ගැනීම සහ 2019 ජුනි 17 දිනැති 04/2019 දරන රාජ්‍ය වියදම් දැරීමේ

රු.1,360,000 ක් වූ අතර එහි ඉතිරිය රු.800,618 ක් වූයෙන් එය සියයට 59 ක්ද, වැඩසටහන 2 යටතේ වැය විෂයයන් 8 ක් යටතේ වාර්ෂික ප්‍රතිපාදනය රු.433,300,000 ක් වූ අතර එහි ඉතිරිය රු.203,477,461 ක් වූයෙන් එය



සියයට 47 ක් ද විය.

විවක්ෂණශීලිතාවය වර්ධනයකිරීම යන වක්‍රලේඛයන්ට අනුව 2019 වර්ෂයේ ප්‍රතිපාදන තුළින් 25 % පමණ ප්‍රාග්ධන ප්‍රතිපාදන ඉතිරි කර පෙන්විය යුතු බැවින් දෙපාර්තමේන්තුවෙහි ප්‍රාග්ධන වියදම් සඳහා නව ගිවිසුම්වලට බැඳීම් සිදුකරන ලද අතර, පුනරාවර්ථන වියදම්ද පාලනය කිරීමට සිදු විය.

2.2 බැරකම් හා බැඳීම්වලට එළඹීම

විගණන නිරීක්ෂණය

නිර්දේශය

ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම

2018 දෙසැම්බර් 28 දින රු.992,230,064 කට දෙපාර්තමේන්තුවේ ප්‍රධාන ගොඩනැගිල්ල ප්‍රතිසංස්කරණය කර මධ්‍ය වායු සමන, ගිනි නිවන සහ උසස් ආරක්ෂක පද්ධතියක් ස්ථාපනය කිරීම සඳහා ඉංජිනේරුමය කාර්යයන් පිළිබඳ මධ්‍යම උපදේශක කාර්යාංශයෙහි පූර්ණ අධීක්ෂණය යටතේ ක්‍රියාත්මක වන පුද්ගලික සමාගමකට නිර්මාණය කර ඉදිකිරීමේ පදනම යටතේ පවරා තිබුණි. මෙම ගොඩනැගිල්ල ප්‍රතිසංස්කරණය සඳහා රු.මිලියන 400 ක් 2019 වර්ෂයේ වෙන්කර තිබූ අතර එයින් රු.මිලියන 192.4 ක් වැඩ ආරම්භ කිරීමේ අත්තිකාරම් ලෙස හා රු.මිලියන 22.1 ක් 2019 වර්ෂයේ ගෙවා තිබූ අතර රු.මිලියන 14.6 ක් ගෙවිය යුතු ලෙස දක්වා තිබුණි. කෙසේ වෙතත් රු.මිලියන 170.9 ක් ගිවිසුම්ගත බැඳීමක් ලෙස අනාවරණය කර නොතිබුණි.

ගිවිසුම්ගත බැඳීම් මූල්‍ය ප්‍රකාශනවල හෙළිදරව්කළ යුතු වීම.

මෙම ව්‍යාපෘතිය ගිණුම් වර්ෂ 02 ක කාලයකට ආදාල වේ. ඒ අනුව අදාළ ඉදිකිරීම් සමාගම විසින් 2019 දෙසැම්බර් 31 දින වන විට කරන ලද වැඩ වටිනාකම මත ඉදිරිපත් කරන ලද රු.මිලියන 14.6 ක් වූ බිල්පත් වටිනාකම 2019 දෙසැම්බර් 31 දිනට ඉදිරිපත් කරන ලද මූල්‍ය ප්‍රකාශන වල සටහන් III යටතේ වගකීම් හා බැඳීම් යටතේ ඉදිරිපත් කර ඇත.

3. මෙහෙයුම් සමාලෝචනය

3.1 ප්‍රසම්පාදනයන්

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
(අ) දෙපාර්තමේන්තුවේ පැරණි නිවාස ඉදිකිරීම් ගොඩනැගිල්ල අලුත්වැඩියා කිරීම, අමාත්‍යාංශයේ අනුපාතිකයන් සඳහා අනුමැතිය ලබා ගැනීමට එවකට නිවාස වායුසම්කරණ පද්ධතිය, ගිනි ස්ථාවර තාක්ෂණික ලබා ගැනීමට එවකට නිවාස ආරක්ෂක පද්ධතිය හා කමිටුවෙන් ප්‍රමාණ ඉදිකිරීම් හා සංස්කෘතික කටයුතු අධිතාක්ෂණික ආරක්ෂිත සමීක්ෂණ පත්‍රවල අමාත්‍යාංශයේ ස්ථාවර පද්ධතියක් සවිකිරීම වෙනුවෙන් රේටයන් සඳහා තාක්ෂණික කමිටුව වෙත 2019 රු.මිලියන 992 ක ගිවිසුමක් අනුමැතිය ලබාගෙන සැප්තැම්බර් 16 දිනැති ලිපිය අත්සන් කර තිබුණි. අමාත්‍ය බිල්පත් සඳහා මගින් තොරතුරු යොමු කර මණ්ඩල තීරණය අනුව ප්‍රමාණ ගෙවීම් කළ යුතු වීම. ඇත. ස්ථාවර තාක්ෂණික සමීක්ෂණ බිල්පතෙහි මිල ගණන් කමිටුවේ අනුමැතිය ලැබීම ප්‍රමාද නිවාස ඉදිකිරීම් අමාත්‍යාංශයේ බැවින් බිල්පත් ගෙවීම ස්ථාවර තාක්ෂණික කමිටුව සම්බන්ධව 2019 සැප්තැම්බර් 16 අමාත්‍යාංශයේ පැවති ප්‍රගති අනුමැතියට යටත්ව ගෙවීම් කළ සමාලෝචන රැස්වීමේදී ද යුතු වුවත් සංශෝධිත මිල ගණන් සාකච්ඡා කළ අතර එහිදී තොමැතිව එකතුව රු.35,084,477 ක්වූ බිල්පත් 2කට අදාළව සියයට 90 ඉක්මවා ගෙවීම්කර තිබුණි.	නිවාස ඉදිකිරීම් අමාත්‍යාංශයේ අනුමැතිය ලබාගෙන සැප්තැම්බර් 16 දිනැති ලිපිය මගින් තොරතුරු යොමු කර ඇත. ස්ථාවර තාක්ෂණික කමිටුවේ අනුමැතිය ලැබීම ප්‍රමාද බැවින් බිල්පත් ගෙවීම ස්ථාවර තාක්ෂණික කමිටුව සම්බන්ධව 2019 සැප්තැම්බර් 16 අමාත්‍යාංශයේ පැවති ප්‍රගති අනුමැතියට යටත්ව ගෙවීම් කළ යුතු වුවත් සංශෝධිත මිල ගණන් තොමැතිව එකතුව රු.35,084,477 ක්වූ බිල්පත් 2කට අදාළව සියයට 90 ඉක්මවා ගෙවීම්කර තිබුණි.	ඇස්තමේන්තුවේ මිල අනුපාතිකයන් සඳහා අනුමැතිය ලබා ගැනීමට එවකට නිවාස ඉදිකිරීම් හා සංස්කෘතික කටයුතු අමාත්‍යාංශයේ ස්ථාවර පද්ධතියක් සවිකිරීම වෙනුවෙන් රේටයන් සඳහා තාක්ෂණික කමිටුව වෙත 2019 සැප්තැම්බර් 16 දිනැති ලිපිය මගින් තොරතුරු යොමු කර ඇත. ස්ථාවර තාක්ෂණික කමිටුවේ අනුමැතිය ලැබීම ප්‍රමාද බැවින් බිල්පත් ගෙවීම ස්ථාවර තාක්ෂණික කමිටුව සම්බන්ධව 2019 සැප්තැම්බර් 16 අමාත්‍යාංශයේ පැවති ප්‍රගති අනුමැතියට යටත්ව ගෙවීම් කළ යුතු වුවත් සංශෝධිත මිල ගණන් සාකච්ඡා කළ අතර එහිදී රු.මිලියන 26 ක බිල්පත සඳහා සෘජු ලෙස ගෙවීමට තීරණය විය. ඉදිරි බිල්පත් ගෙවීමේදී ස්ථාවර තාක්ෂණික කමිටුවේ අනුමැතිය ලැබෙන තෙක් බිල්පතෙහි වටිනාකමින් සියයට 90ක් ගෙවීමට කටයුතු කරනු ලැබේ.
(ආ) ඉහත (අ) ඡේදයෙහි සඳහන් ගබඩාවේ ඇති ඉදිරි බිල්පත් ගෙවීමේදී බිල්පත් 2 ට අදාළ ගබඩාවේ ඉතිරි අමුද්‍රව්‍ය භෞතිකව වැඩබිමේ ඇති අමුද්‍රව්‍යවල නිබු අමුද්‍රව්‍යවල වටිනාකම සත්‍යාපනය (material at site) වටිනාකම රු.11,757,818 ක් භෞතිකව කිරීමෙන් පසු ගෙවීම් සත්‍යාපනය කර ගෙවීමට සත්‍යාපනය නොකර ගෙවීම් කර කළ යුතු වීම. කටයුතු කරනු ලැබේ.	ගබඩාවේ ඇති ඉදිරි බිල්පත් ගෙවීමේදී අමුද්‍රව්‍ය භෞතිකව වැඩබිමේ ඇති අමුද්‍රව්‍යවල නිබු අමුද්‍රව්‍යවල වටිනාකම සත්‍යාපනය (material at site) වටිනාකම රු.11,757,818 ක් භෞතිකව කිරීමෙන් පසු ගෙවීම් සත්‍යාපනය කර ගෙවීමට සත්‍යාපනය නොකර ගෙවීම් කර කළ යුතු වීම. කටයුතු කරනු ලැබේ.	ඉදිරි බිල්පත් ගෙවීමේදී අමුද්‍රව්‍යවල නිබු අමුද්‍රව්‍යවල වටිනාකම සත්‍යාපනය (material at site) වටිනාකම රු.11,757,818 ක් භෞතිකව කිරීමෙන් පසු ගෙවීම් සත්‍යාපනය කර ගෙවීමට සත්‍යාපනය නොකර ගෙවීම් කර කළ යුතු වීම. කටයුතු කරනු ලැබේ.



- (ඇ) ඉහත (අ) ඡේදයෙහි සඳහන් මෙම කොන්ත්‍රාත්තුවට අදාළව SBD 49 අනුව අයකළ යුතු ප්‍රමාද ගාස්තුව දිනකට, මූලික අනුව ප්‍රමාද ගාස්තුවල උපරිමය උපරිම ප්‍රමාද ගාස්තුව කොන්ත්‍රාත් මුදලින් 0.05% ක් සම්පූර්ණ කොන්ත්‍රාත් මුදලින් මිල ගණන් කැඳවීමේ වේ. එම ප්‍රතිශතය ගිවිසුමේ 8.7 සියයට 10 ක් විය යුතු වුවත් පිරිවිතරයන් යටතේ නිවැරදිව ඇතුළත් කර ගිවිසුමේ කොන්දේසි 8.7 අනුව එය සම්බන්ධ පත්‍රිකා ඇත. SBD 49 අනුව අයකළ යුතු සියයට 5 ක් විය. SBD අනුව සියයට ප්‍රමාද ගාස්තුව 10% ක් ලෙස 10 ක් විය යුතු බැවින් සටහන් කර ඇත්තේ මූලික ඒ අනුව කටයුතු කළ කොන්ත්‍රාත් මුදලින් උපරිමය යුතු වීම. වේ.
- (ඈ) මෙම කොන්ත්‍රාත්තුව අවසන් විය යුතු දිනය 2020 ජූලි 1 වැනි දින සාධාරණ කාල පමාව දිනය 2020 ජූලි 07 වේ. දින වුවත් එහි භෞතික ප්‍රගතිය සියයට සඳහා දින දීර්ඝකර දීර්ඝ කිරීම සඳහා අදාළ ලිපි 48 වූ අතර මෙම ඉතිරි දින සඳහා 2020 ඔක්තෝබර් 08 දින කොන්ත්‍රාත්තුවෙහි කාලය දීර්ඝ ප්‍රමාද ගාස්තුවක් දෙපාර්තමේන්තුව වෙත ලබා දී කිරීමට හෝ ප්‍රමාද ගාස්තුවක් අයකළ යුතු වීම. ඇත. මේ පිළිබඳව ඉදිරියේ දී අයකර ගැනීමට කටයුතු කර නොතිබුණි. නිර්දේශ හා අනුමැතියට ඉදිරිපත් කිරීමට කටයුතු යොදා ඇත.
- (ඉ) මෙම කොන්ත්‍රාත්තුව සඳහා වැඩ සැලැස්මක් (WORK PLAN) සඳහා වූ වැඩ සැලැස්ම (Work Plan) විගණනයට ඉදිරිපත් නොකෙරුණි. සැලැස්ම ඉදිරියේදී ඉදිරිපත් කිරීමට අදාළ විගණනයට ඉදිරිපත් ආයතන සමඟ සාකච්ඡා කර කළයුතු වීම. ඇත.
- (ඊ) බිල්පත් ගෙවීමේදී භෞතිකව කළ බිල්පත් ගෙවීමේදී මේ සම්බන්ධයෙන් 2020 වැඩ හා ඇස්තමේන්තුගත ප්‍රමාණ භෞතිකව කළ වැඩ අගෝස්තු 11 දින බුද්ධගාසන, සමීක්ෂණ පත්‍ර සලකා බලා ගෙවීම් හා ඇස්තමේන්තුගත ආගමික හා සංස්කෘතික කටයුතු කිරීමට ඉංජිනේරුවරයෙකු හෝ ප්‍රමාණ සමීක්ෂණ අමාත්‍යාංශයෙන් කළ ඉල්ලීම තාක්ෂණික නිලධාරියෙකු පත්කර වාර්තා සමඟ සත්‍ය අනුව එස්. ඩබ්. ආර්. ඩී. තාක්ෂණික නිලධාරියෙකු කළ වැය පරීක්ෂා කර බණ්ඩාරනායක ජාතික අනුස්මරණ පදනමෙහි සේවයේ නොතිබුණි. ගෙවීමට අනුස්මරණ පදනමෙහි සේවයේ

ඉංජිනේරුවරයකු	නියුතු ප්‍රධාන ඉංජිනේරුවරයා
හෝ තාක්ෂණික	මෙම කාර්යයේ අධීක්ෂණය
නිලධාරියකු පත්කල	සඳහා පත් කර ඇත. ඒ අනුව,
යුතු වීම.	ඉදිරි බිල්පත් ගෙවීම් කිරීමට

නියුතු ප්‍රධාන ඉංජිනේරුවරයා
මෙම කාර්යයේ අධීක්ෂණය
සඳහා පත් කර ඇත. ඒ අනුව,
ඉදිරි බිල්පත් ගෙවීම් කිරීමට
පෙර අදාළ ඉංජිනේරුවරයා
වෙත ඉදිරිපත් කිරීමට කටයුතු
කරනු ලැබේ.

(උ) මෙම කොන්ත්‍රාත්තුව කොන්ත්‍රාත්තුවේ ගිවිසුම සම්බන්ධයෙන් නීති සම්බන්ධයෙන් උපදේශන උපදේශන ආයතනය උපදෙස් ලබා ගැනීම සඳහා වන ආයතනය හා ලේඛනාරක්ෂක හා ලේඛනාරක්ෂක ඉල්ලීමක් බුද්ධිශාසන, ආගමික දෙපාර්තමේන්තුව අතර ගිවිසුමක් දෙපාර්තමේන්තුව හා සංස්කෘතික කටයුතු අත්සන් කර නොතිබුණි. අතර ගිවිසුමක් අමාත්‍යාංශය වෙත යොමුකර

අතර ගිවිසුමක් අමාත්‍යාංශය වෙත යොමුකර
අත්සන් කළ යුතු ඇත.
විම.

(ඌ) BOQ 9B යටතේ සවිකිරීම් සඳහා වැඩ සවිකිරීම්වල ඇස්තමේන්තුවේ 9B යටතේ රු.මිලියන 70 ක් වෙන්කර තිබුණද ප්‍රමාණ වන සවිකිරීම්වල ප්‍රමාණ වැඩ සවිකිරීම්වල ප්‍රමාණ සවිස්තරාත්මකව සවිස්තරාත්මකව දක්වන ලෙස සවිස්තරාත්මකව දක්වා ඉදිරිපත් කළ යුතු CECB හා CESL ආයතන නොතිබුණි. විම. දැනුවත් කිරීමට කටයුතු කරනු

ඇස්තමේන්තුවේ 9B යටතේ
වන සවිකිරීම්වල ප්‍රමාණ
සවිස්තරාත්මකව දක්වන ලෙස
CECB හා CESL ආයතන
දැනුවත් කිරීමට කටයුතු කරනු
ලැබේ.


 பி.வி.நே.மூர்த்தி

සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට.

