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## Chapter 01 – Institutional Profile / Executive Summary

### 1.1 Introduction

Puttalam District, the homeland of the Sri Lankan chronicle, covers an area of 3072 sq. Km including internal Water bodies. The Puttalam administrative district which is bounded by Kala Oya in the North, Kurunegala District in the East, Ma Oya in the South and the Indian Ocean in the West is 120 km in length and about 50 km in width.

The district which is bounded by two river basins in the North and South is rich with the rivers such as the Mee Oya, the Deduru Oya, the Battulu Oya and the Sengal Oya that flowing through it and meet the diverse needs of the people of the district

Paddy cultivation is the main livelihood of the people of the district, which is fed by the advanced irrigation system that has existed since ancient times. The Kottukachchiya farmer's colony, the Karawita farmer's colony and the Neelabemma farmer's colony in the district, which comprises the tanks and anicuts, constructed based on the Inginimitiya reservoir, Tabbowa reservoir and the recently built Sengal Oya reservoir, which have been constructed across the Mee Oya contribute the bulk of the paddy harvest.

In Kalpitiya, there are a large number of farmers who have successfully cultivated red onion, red chilly, cabbage, beetroot, carrot, gherkin, watermelon and tobacco using ground water. Cashew cultivation in Arachchikattuwa and Anamaduwa areas, as well as large scale crops such as papaya, dragon fruit, kilo Pere and oranges in the Kalpitiya, Wanathavilluwa and Karuwalagaswewa areas of Puttalam have been able to meet the local fruit requirement and earn foreign exchange through exports.

Fishing is the main livelihood of the coastal people living in the district, which has 150 km lengthy coastal line. Shrimp farming in tanks set up adjacent to the coastal line also contributes to foreign exchange earnings. In addition, the fresh water fisheries industry taken place via using the rivers, lakes and tanks of the district have contributed immensely to the domestic economy.

Wilpattu Sanctuary covers an area of 1317 square kilometers and maintains the biodiversity of the district. Anawilundawa Sanctuary is one of the world famous Ramsar wetland. The Sanctuary and its system serve as natural habitat and the important refuge for the migratory birds.

Puttalam District has a special attraction for foreign tourists due to its close proximity to the Katunayaka International Airport and the presence of religious places such as Munneswaram Devalaya and Talawila church which have respected very much by foreign devotees. Dolphin watching on the Kalpitiya coastal belt and the opportunity to travel to the islands like Battalankundu attract the attention of foreigners as well as local tourists. There are 116 hotels in the Puttalam District to cater to the needs of the local and foreign tourists.

Since Puttalam district is a district with a variety of mineral reserves, there are many industries associated with it. Due to the presence of a natural limestone deposit in the Aruvakkadu area in Vanathavilluwa, a cement factory has been built in Puttalam. The silica sand required for the manufacture of glass and ceramics in Sri Lanka is available in Nattandiya and Madampe areas, a number of industries based on silica sand can be found in these areas. In Dankotuwa and Wennappuwa, tile related industries are found because the clay required for this industry is available in the area.

Puttalam District can be identified as a multi-ethnic multi-religious community living with coexistence and harmony - empowered by the means of agriculture, fisheries, tourism and overseas employment.

The Norochcholai Thermal Power Plant and the Wind Power Plant are also located in the district, which make a significant contribution to the National Energy Grid.

## 1.2. The Vision, Mission and Objectives

### Vision

Our vision is to uplift the living standard of the people through successfully harnessing the physical and human resources.

### Mission

Our mission is to fulfill the community's need through efficient, equitable, just and cordial services, successfully harnessing the resources and the institutions with proper guidance and coordination, conducive to sustainable development activities of the district.

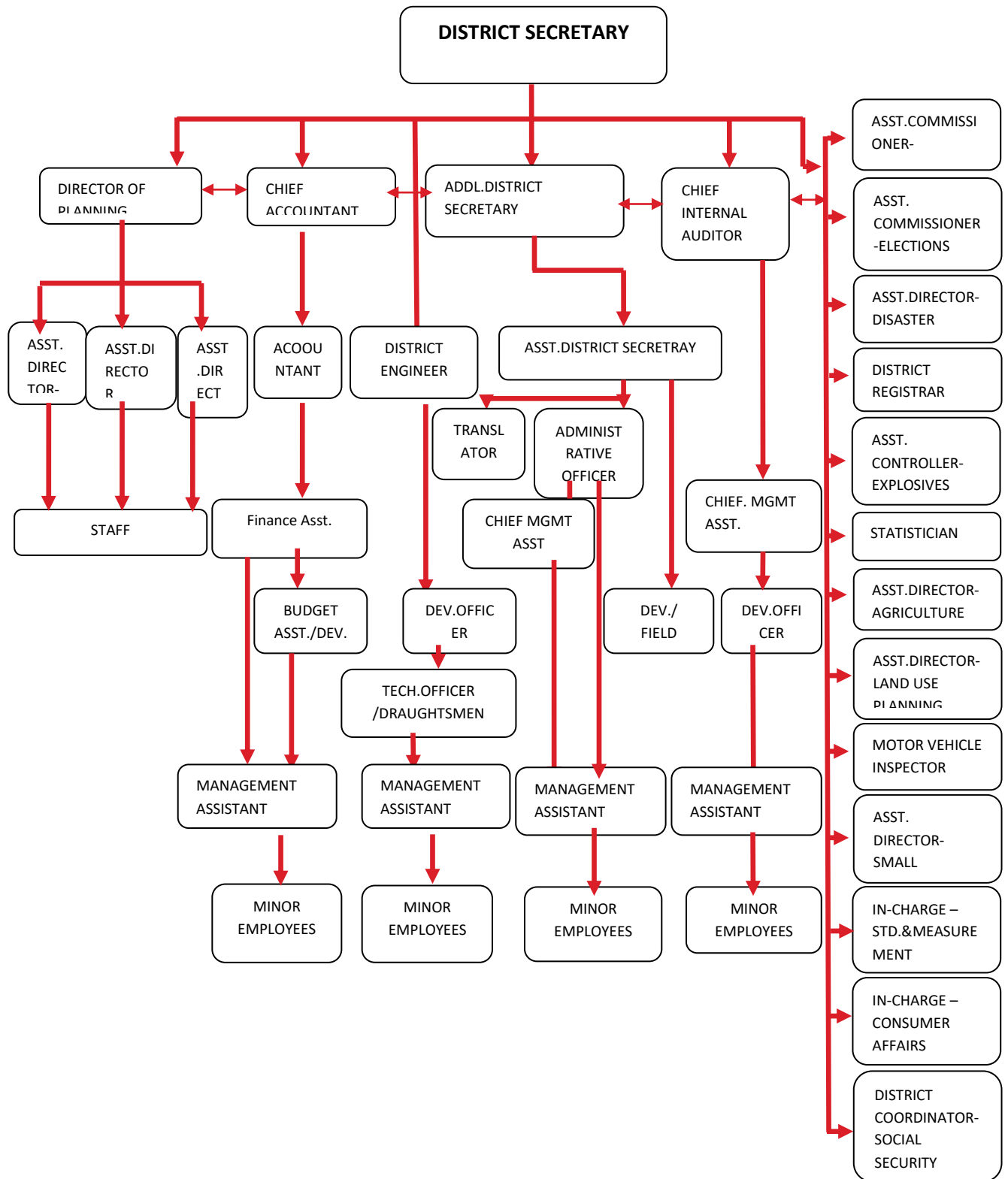
### **Objectives:**

- I. To empower the citizens through good and inclusive governance with Efficient, Equitable, just and cordial service delivery.
- II. To take all efforts in order to provide people friendly & People –oriented public service with the view to obtain optimal beneficiary satisfaction.
- III. To fulfill environmental, economic, Socio and Cultural needs of the people conforming to the government policy collaboration with other state institutions as well as non-governmental organizations
- IV. To Support the concerned authorities in order to ensure peace and stability of the district through enforcement of law and order.
- V. Coordinating other government agencies, NGOs and the private sector to overcome the economic development and social development challenges in

### **1.3 Key function of the District Secretariat**

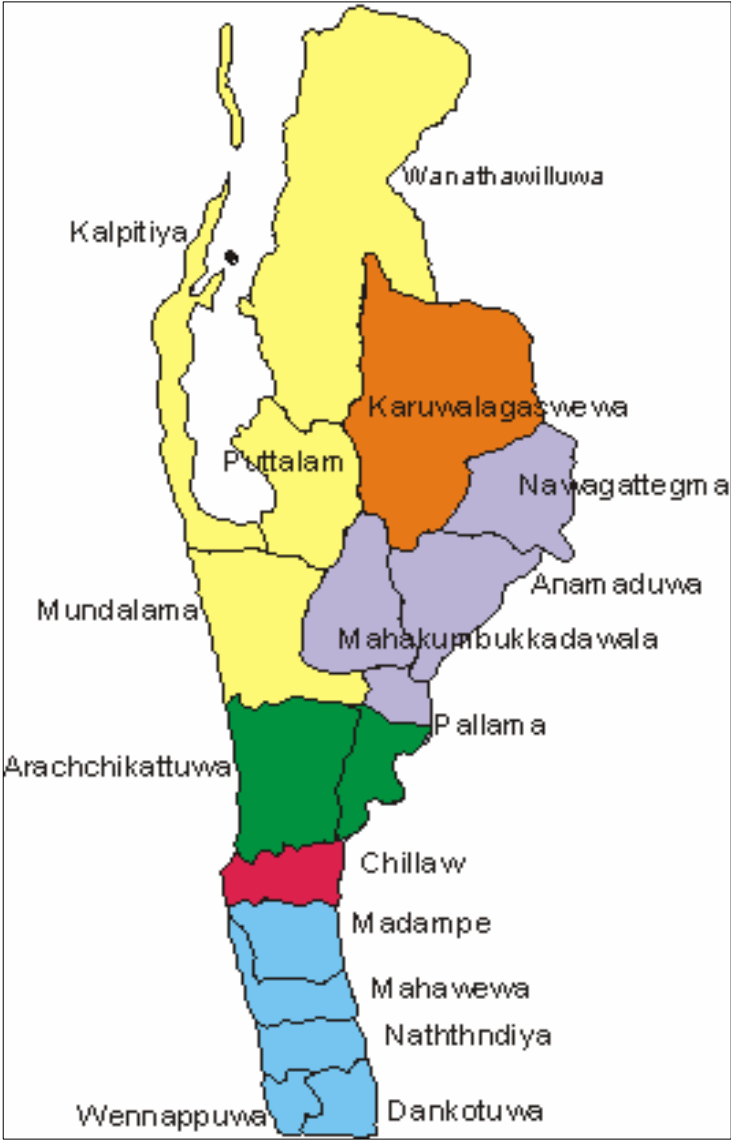
- I. All statutory duties required for District Administration.
- II. Implementation and management of poverty alleviation initiatives.
- III. Administration activities of disaster, relief and rehabilitation projects.
- IV. Planning and overseeing of district level development projects.
- V. Co-ordination of election activities.
- VI. Administration and execution of Special Projects carry out at District Level
- VII. Coordination of the other line Ministry/Departments activities.
- VIII. Monitoring various foreign funded projects and give directions towards the accepted developments policies.
- IX. Taking action to overcome the challenges of economic development and social development.
- X. Assisting the provincial Council in its activities.

## 1.4. Organization Chart



## 1.5 Divisional Secretariats of the District

1. Wanathawilluwa
2. Karuwalgaswewa
3. Puttalam
4. Kalpitiya
5. Nawagaththegama
6. Anamaduwa
7. Mahakumbukkadawala
8. Mundel
9. Pallama
10. Arachchikattuwa
11. Chilaw
12. Madampe
13. Mahawewa
14. Nattandiya
15. Wennappuwa
16. Dankotuwa



## **1.6 Institutions / funds coming under the District Secretariat**

1. District Samurdhi Office
2. Planning Secretariat
3. Census & Statistic office
4. Elections office
5. Land and District Registrar's Office
6. Small Business Enterprise Unit
7. District Disaster Management Centre
8. Land Use Planning Office
9. District Agriculture Office
10. Motor Traffic Branch
11. Cultural Unit
12. Buddhist/Hindu/Muslim Affairs Divisions
13. Non-Governmental organization Division
14. Foreign Employment
15. Social Service Division
16. Productivity Unit
17. Employment and Human Resource Division
18. Child and Women Affairs Division
19. Unit of Social Security Board
20. Provincial Land Office
21. Media Unit
22. Disaster Relief Service Division
23. Price Control Division
24. Standard & Measurement Unit
25. Consumer Affairs Division
26. Multi Purpose Development Task Force Division

### **1.7. Details of the Foreign Funded Projects (if any)**

- a) Name of the Project - Nil
- b) Donor Agency
- c) Estimated Cost of the Project – Rs. Mn
- d) Project Duration

## Chapter 02 – Progress and the Future Outlook

**Briefly explain Special Achievements, challenges and future goals**

### **Challenges and Future Goal**


#### **Challenges**

1. Human-elephant conflict
2. Disaster situation due to dry weather and monsoon rains
3. Inequality in the distribution of human and physical resources in the district
4. Global pandemic situation and human lifestyle and overcoming its impact on social and economic transformation.
5. Under -utilization of existing resources in the district

#### **Future Goal:**

1. Formulate and implement programs to reduce poverty and unemployment rate.
2. Utilizing the resources available in the district as much as possible in order to produce healthy citizens by increase the nutrition level.
3. Creating a disciplined society by minimizing drug use as much as possible and eradicating rural based poverty.
4. Implementing a program to reduce the proportion of people who have low levels of access to safe drinking water and sanitation.
5. Take necessary measures to encourage the use of renewable energy.
6. To bring about a socio-economic revival through the empowerment of women
7. To work for the continuation of the life of the people even in the face of the Covid 19 pandemic.
8. Increase production in the district through entrepreneurship training and credit facilities and creation of new entrepreneurs.
9. Enhancing the production and usage of organic fertilizers in agriculture through the introduction of innovations and socio-economic restructuring.

10. Strengthen the use of the online system in all fields, including education, employment, construction and technology.
11. Providing vocational training required to build a younger generation with full filling various skills.
12. Implementation of disaster mitigation and pre-preparedness programs....
13. Proper management of underutilized lands to achieve sustainable development goal.
14. Improving and managing the tourist attractions sites in the district and attracting tourists.
15. Enhancing the contribution of the industrial sector to the national production through industrial diversification.



H.M.S.P. Herath,  
District Secretary/Government Agent,  
Administrative District -Puttalam

**H.M.S.P. HERATH**  
**District Secretary/Government Agent**  
**Puttalam District**

Date: 2022/06/29

### 3. Overall Performance for the year ended 31<sup>st</sup> December 2021

#### 3.1 Statement of Financial Performance

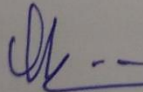
ACA -F				
<b>Statement of Financial Performance for the period ended 31st December 2021</b>				
Budget 2021	Note	Actual		
Rs.		2021 Rs.	Restated 2020 Rs.	
-	<b>Revenue Receipts</b>	-	-	
-	Income Tax	-	-	
-	Taxes on Domestic Goods & Services	-	-	ACA-1
-	Taxes on International Trade	-	-	
-	Non Tax Revenue & Others	-	-	
-	<b>Total Revenue Receipts (A)</b>	-	-	
-	<b>Non Revenue Receipts</b>	-	-	
-	Treasury Imprests	4,111,132,000	3,876,279,833	ACA-3
-	Deposits	482,159,759	1,126,174,444	ACA-4
-	Advance Accounts	86,017,999	60,584,871	ACA-5
-	Other Main Ledger Receipts	-	-	
-	<b>Total Non Revenue Receipts (B)</b>	<b>4,679,309,758</b>	<b>5,063,039,148</b>	
	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>	<b>4,679,309,758</b>	<b>5,063,039,148</b>	
	<b>Remittance to the Treasury (D)</b>	-	-	
-	<b>Net Revenue Receipts &amp; Non Revenue Receipts E = (C)-(D)</b>	<b>4,679,309,758</b>	<b>5,063,039,148</b>	
-	<b>Less: Expenditure</b>			
-	<b>Recurrent Expenditure</b>			
	Wages, Salaries & Other Employment			
724,500,000	Benefits	682,528,742	690,727,903	ACA-2(ii)
349,600,000	Other Goods & Services	316,856,170	106,262,948	
326,500,000	Subsidies, Grants and Transfers	304,906,761	8,618,072	
-	Interest Payments	-	-	
-	Other Recurrent Expenditure	-	-	
<b>1,400,600,000</b>	<b>Total Recurrent Expenditure (F)</b>	<b>1,304,291,673</b>	<b>805,608,923</b>	
	<b>Capital Expenditure</b>			
	Rehabilitation & Improvement of Capital Assets			
16,300,000	Assets	13,346,102	6,815,058	ACA-2(ii)
162,500,000	Acquisition of Capital Assets	112,272,527	39,564,435	
-	Capital Transfers	-	-	
-	Acquisition of Financial Assets	-	-	
2,200,000	Capacity Building	398,175	576,755	
100,000,000	Other Capital Expenditure	4,184,946	-	
<b>281,000,000</b>	<b>Total Capital Expenditure (G)</b>	<b>130,201,749</b>	<b>46,956,248</b>	
	Deposit Payments	454,469,557	1,225,042,006	ACA-4
	Advance Payments	80,713,743	69,428,128	ACA-5
	Other Main Ledger Payments	-	-	
	<b>Total Main Ledger Expenditure (H)</b>	<b>535,183,300</b>	<b>1,294,470,135</b>	
	<b>Total Expenditure I = (F+G+H)</b>	<b>1,969,676,722</b>	<b>2,147,035,306</b>	
	<b>Balance as at 31st December J = (E-I)</b>	<b>2,709,633,036</b>	<b>2,916,003,842</b>	
	<b>Balance as per the Imprest Reconciliation Statement</b>	2,709,633,036	2,916,003,842	ACA-7
<b>1,681,600,000</b>	<b>Imprest Balance as at 31st December</b>	-	-	ACA-3
		<b>2,709,633,036</b>	<b>2,916,003,842</b>	

### 3.2 Statement of Financial Position

Statement of Financial Position As at 31st December 2021			
	Note	Actual	
		2021 Rs	2020 Rs
<b>Non Financial Assets</b>			
Property, Plant & Equipment	ACA-6	2,731,475,762	2,618,040,805
<b>Financial Assets</b>			
Advance Accounts	ACA-5/5(a)	188,422,275	193,726,531
Cash & Cash Equivalents	ACA-3	-	-
<b>Total Assets</b>		<b>2,919,898,037</b>	<b>2,811,767,336</b>
<b>Net Assets / Equity</b>			
Net Worth to Treasury		(57,849,201)	(24,854,743)
Property, Plant & Equipment Reserve		2,731,475,762	2,618,040,805
Rent and Work Advance Reserve	ACA-5(b)		
<b>Current Liabilities</b>			
Deposits Accounts	ACA-4	246,271,475	218,581,274
Unsettled Imprest Balance	ACA-3	-	-
<b>Total Liabilities</b>		<b>2,919,898,037</b>	<b>2,811,767,336</b>

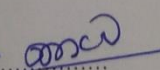
Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 31 and Notes to accounts presented in pages from 32 to 40 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles 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.



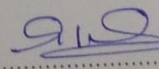
Chief Accounting Officer  
Name : N.H.M.Chithrananda  
Designation : Secretary  
Date : 2022.02.22

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



Accounting Officer  
Name : K.G.Wijesiri  
Designation : District Secretary - Puttalam  
Date : 2022.02.19

**K.G. WIJESIRI**  
District Secretary / Government Agent  
Puttalam District



Chief Financial Officer/ Chief Accountant  
Director (Finance)/ Commissioner (Finance)  
Name : H.M.M.H.Kandanegevara  
Date : 2022.02.18

**H.M.M.H. KANDANEGEDARA,**  
CHIEF ACCOUNTANT,  
DISTRICT SECRETARIAT,  
PUTTALAM.

### 3.3 Statement of Cash Flows

		ACA-C
<b>Statement of Cash Flows for the Period ended 31st December 2021</b>		
	Actual	Restated
	2021 Rs.	2020 Rs.
<b><u>Cash Flows from Operating Activities</u></b>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	208,453,679	260,079,296
Imprest Received	4,111,132,000	3,876,279,833
Recoveries from Advance	100,952,932	72,579,728
Deposit Received	482,165,009	1,126,179,694
<b>Total Cash generated from Operations (A)</b>	<b>4,902,703,621</b>	<b>5,335,118,551</b>
<b><u>Less - Cash disbursed for:</u></b>		
Personal Emoluments & Operating Payments	999,294,842	796,792,681
Subsidies & Transfer Payments	304,906,761	8,618,072
Expenditure incurred on behalf of Other Heads	2,907,897,226	3,177,706,540
Imprest Settlement to Treasury	-	-
Advance Payments	105,982,030	83,721,007
Deposit Payments	454,469,557	1,225,054,757
<b>Total Cash disbursed for Operations (B)</b>	<b>4,772,550,417</b>	<b>5,291,893,057</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)</b>	<b>130,153,204</b>	<b>43,225,494</b>
<b><u>Cash Flows from Investing Activities</u></b>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	48,545	122,550
Recoveries from On Lending	-	-
<b>Total Cash generated from Investing Activities (D)</b>	<b>48,545</b>	<b>122,550</b>
<b><u>Less - Cash disbursed for:</u></b>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	130,201,749	46,956,248
<b>Total Cash disbursed for Investing Activities (E)</b>	<b>130,201,749</b>	<b>46,956,248</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES( F)=(D)-(E)</b>	<b>(130,153,204)</b>	<b>(46,833,698)</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (G)=( C) + (F)</b>	<b>-</b>	<b>(3,608,204)</b>
<b><u>Cash Flows from Financing Activities</u></b>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
<b>Total Cash generated from Financing Activities (H)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
<b>Total Cash disbursed for Financing Activities (I)</b>	<b>-</b>	<b>-</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Cash (K) = (G) + (J)</b>	<b>-</b>	<b>(3,608,204)</b>
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>	<b>-</b>	<b>3,608,204</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>	<b>-</b>	<b>-</b>

1) Reporting Period

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

2) Basis of Measurement

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

The figures of the Financial Statements are presented in Sri Lankan Rupees rounded to the nearest Rupee.

3) Recognition of Revenue

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

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

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

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

5) Property, Plant and Equipment Reserve

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

6) Cash and Cash Equivalents

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


### Summary of Expenditure by Programme for the period ended 31st December 2021

Expenditure Head No : 273

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Rs.

Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Total Expenditure	Net Effect Savings / (Excesses)
		(1)	(2)	(3)	(4)=(1)+(2)+(3)	(5)	(6)=(4)-(5)
Programme (1)	(1) Recurrent	860,000,000	540,600,000	4,140,000.00	1,400,600,000	1,304,291,673	96,308,327
				(4,140,000.00)			
	(2) Capital	181,000,000	100,000,000	-	281,000,000	130,201,749	150,798,251
	<b>Sub Total</b>	<b>1,041,000,000</b>	<b>640,600,000</b>	<b>-</b>	<b>1,681,600,000.00</b>	<b>1,434,493,422</b>	<b>247,106,578</b>
Programme (2)	(1) Recurrent						
	(2) Capital						
	<b>Sub Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Grand Total</b>	<b>1,041,000,000</b>	<b>640,600,000</b>	<b>-</b>	<b>1,681,600,000</b>	<b>1,434,493,422</b>	<b>247,106,578</b>

  
 Chief Financial Officer /Chief Accountant/Director (Finance)  
 Commissioner (Finance)  
 Date : 2022 /02 /18  
**H.M.M.H. KANDANEGEDARA,**  
**CHIEF ACCOUNTANT,**  
**DISTRICT SECRETARIAT,**  
**PUTTALAM.**

Statement of Expenditure for the period ended 31<sup>st</sup> December 2021

Expenditure Head No : 273


Ministry / Department / District Secretariat : District Secretariat-Puttalam

ks.

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		
		Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 ( As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
<b>Recurrent Expenditure</b>											
<u>Programme (1)</u>											
Prog./Proj./Sub proj./Object code											
<b>NOTE - 5 - OBJECT CODE WISE CLASSIFICATION OF WAGES, SALARIES &amp; OTHER EMPLOYMENT BENEFITS</b>											
<u>Personal Emoluments</u>											
1001 Salaries & Wages	11	525,500,000			525,500,000	495,853,222	495,853,222	29,646,778	5.64%	Transfers without replacement, promotions in existing staff, No pay leave	
1002 Overtime & Holiday Payments	11	20,500,000			20,500,000	18,396,038	18,396,038	2,103,962	10.26%	Restriction of Overtime payments and reducing overtime pay due to the Covid pandemic	
1003 Other Allowances	11	178,500,000		(4,140,000)	174,360,000	168,279,482	168,279,482	6,080,518	3.49%	Less than 5%	
<b>Total</b>		<b>724,500,000</b>		<b>(4,140,000)</b>	<b>720,360,000</b>	<b>682,528,742</b>	<b>682,528,742</b>	<b>37,831,258</b>			
<b>NOTE - 6 - OBJECT CODE WISE CLASSIFICATION OF OTHER GOODS &amp; SERVICES</b>											
<u>Travelling Expenditure</u>											
1101 Domestic	11	20,000,000			20,000,000	15,302,558	15,302,558	4,697,442	23.49%	Limitation of expenditure in term of Finance Ministry's letter no. MF/NB/07/CM/2021/163 and Field duties had been decreased due to pandemic	
1102 Foreign											
<b>Total (a)</b>		<b>20,000,000</b>			<b>20,000,000</b>	<b>15,302,558</b>	<b>15,302,558</b>	<b>4,697,442</b>			
<u>Supplies</u>											
1201 Stationery & Office Requisites	11	14,500,000			14,500,000	14,499,129	14,499,129	871	0.01%	Less than 5%	
1202 Fuel	11	11,200,000		200,000	11,400,000	10,564,705	10,564,705	835,295	7.33%	Field activities of district secretariat had been decreased due to pandemic situation	
1203 Diets & Uniforms	11	2,550,000			2,550,000	2,287,300	2,287,300	262,700	10.30%	Retirement of officers entitling to uniforms & non fillment of Vacancies.	
1204 Medical Supplies											
1205 Other			224,600,000		224,600,000	199,640,947	199,640,947	24,959,053	11.11%	Due to the increase in the price of paddy in the open market, farmers have stopped supplying paddy to the government	
<b>Total (b)</b>		<b>28,250,000</b>	<b>224,600,000</b>	<b>200,000</b>	<b>253,050,000</b>	<b>226,992,080</b>	<b>226,992,080</b>	<b>26,057,920</b>			

<b>Maintenance Expenditure</b>											
1301 Vehicles	11	14,300,000			14,300,000	13,306,056		13,306,056	993,944	6.95%	Reduced maintenance cost due to reduced vehicle use due to the Covid pandemic
1302 Plant and machinery	11	4,000,000			4,000,000	3,420,710		3,420,710	579,290	14.48%	Reduced maintenance costs due to reduced equipment use due to the Covid pandemic
1303 Building and Structures	11	1,600,000			1,600,000	1,471,072		1,471,072	128,928	8.06%	Reduced building maintenance costs due to the Covid pandemic
<b>Total ( c )</b>		<b>19,900,000</b>			<b>19,900,000</b>	<b>18,197,838</b>		<b>18,197,838</b>	<b>1,702,162</b>		
<b>Services</b>											
1401 Transport	11	500,000			500,000	500,000		500,000		0.00%	
1402 Postal & Communication	11	8,350,000		2,225,000	10,575,000	9,812,547		9,812,547	762,453	7.21%	Limitation of expenditure in term of Ministry of Finance letter no. MFNB/07/CM/2021/163 & decreasing of Usage due to pandemic situation
1403 Electricity & Water	11	9,750,000			9,750,000	6,119,992		6,119,992	3,630,008	37.23%	Use of water and electricity economically and declining use due to the Covid pandemic
1404 Rents & Local Taxes	11	350,000		215,000	565,000	533,408		533,408	31,592	5.59%	Tax assessment bill has not been issued by local authorities.
1406 Interest Payment for Leased vehicles											
1408 Lease Rental for Vehicles Procured under Operational Leasing											
1409 Other	11	37,900,000		1,500,000	39,400,000	39,397,746		39,397,746	2,254	0.01%	Less than 5%
<b>Total ( d )</b>		<b>56,850,000</b>	<b>-</b>	<b>3,940,000</b>	<b>60,790,000</b>	<b>56,363,693</b>		<b>56,363,693</b>	<b>4,426,307</b>		
<b>Total Expenditure on Other Goods &amp; Services (a+b+c+d)</b>		<b>125,000,000</b>	<b>224,600,000</b>	<b>4,140,000</b>	<b>353,740,000</b>	<b>316,856,170</b>		<b>316,856,170</b>	<b>36,883,830</b>		
<b>NOTE - 7 - OBJECT CODE WISE CLASSIFICATION OF TRANSFERS, GRANTS &amp; SUBSIDIES</b>											
<b>Transfers</b>											
1501 Welfare Programmes	11		316,000,000		316,000,000	297,074,964		297,074,964	18,925,036	5.99%	Obtaining Allocations from the Supplementary Estimate for the Covid payments
1502 Retirement Benefits											
1503 Public Institutions											
1504 Development Subsidies											
1505 Subscriptions and Contributions fees											
1506 Property Loan Interest to Public Servants	11	10,500,000	-	-	10,500,000	7,831,797		7,831,797	2,668,203	25.41%	Submission of loan Applications were less than expected.
1507 Grants to Provincial Councils											
1508 Other											
<b>Total</b>		<b>10,500,000</b>	<b>316,000,000</b>	<b>-</b>	<b>326,500,000</b>	<b>304,906,761</b>		<b>304,906,761</b>	<b>21,593,239</b>		
<b>NOTE - 8 - OBJECT CODE WISE CLASSIFICATION OF INTEREST PAYMENTS</b>											
1601 Interest Payment for Domestic Debt											
1602 Interest Payment for Foreign Debt											
1603 Discounts on Treasury Bills and Treasury Bonds											
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>		
<b>NOTE - 9 - OBJECT CODE WISE CLASSIFICATION OF OTHER RECURRENT EXPENDITURE</b>											
1701 Losses & Write off											
1702 Contingency Services											
1703 Implementation of the Official Languages Policy											
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>		

Programme (1)										
<b>Grand Total (Notes 5 to 9) Total</b>										
<b>Recurrent Expenditure</b>		<b>860,000,000</b>	<b>540,600,000</b>	<b>-</b>	<b>1,400,600,000</b>	<b>1,304,291,673</b>		<b>1,304,291,673</b>	<b>96,308,327</b>	
<b>Capital Expenditure</b>										
Programme (1)										
<b>OBJECT CODE WISE CLASSIFICATION OF PUBLIC INVESTMENT</b>										
<b>NOTE - 10 Rehabilitation &amp; Improvements of Capital Assets</b>										
2001 Buildings & Structures	11	8,800,000	-	-	8,800,000	8,769,713		8,769,713	30,287	0.34% Less than 5%
2002 Plant, Machinery & Equipment	11	500,000	-	-	500,000	347,318		347,318	152,682	30.54% Reduced maintenance costs due to reduced equipment use due to Covid pandemic situation
2003 Vehicles	11	7,000,000	-	-	7,000,000	4,229,070		4,229,070	2,770,930	39.58% Reduced maintenance costs due to reduced Vehicle use due to Covid pandemic situation
<b>Total (a)</b>		<b>16,300,000</b>	<b>-</b>	<b>-</b>	<b>16,300,000</b>	<b>13,346,102</b>		<b>13,346,102</b>	<b>2,953,898</b>	
<b>NOTE - 11 Acquisition of Capital Assets</b>										
2101 Vehicles										
2102 Furniture & Office Equipment	11	5,500,000	-	-	5,500,000	5,488,093		5,488,093	11,907	0.22% Less than 5%
2103 Plant, Machinery & Equipment	11	7,000,000	-	-	7,000,000	6,999,855		6,999,855	145	0.00%
2104 Buildings & Structures	11	150,000,000	-	-	150,000,000	99,784,579		99,784,579	50,215,421	33.48% due to shortage of raw materials in local production as well as importing materials planned works were not undertaken .
2105 Lands & Land Improvements					-					
2106 Software Development										
2108 Capital Payment for Leased Vehicles										
<b>Total (b)</b>		<b>162,500,000</b>	<b>-</b>	<b>-</b>	<b>162,500,000</b>	<b>112,272,527</b>		<b>112,272,527</b>	<b>50,227,473</b>	
<b>NOTE - 12 Capital Transfers</b>										
2201 Public Institutions										
2202 Development Assistance										
2203 Grants to Provincial Councils										
2204 Transfers Abroad										
2205 Capital Grants to Non-Public Institution										
<b>Total (c)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>NOTE - 13 Acquisition of Financial Assets</b>										
2301 Equity Contribution										
2302 On-Lending										
<b>Total (d)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	
<b>NOTE - 14 Capacity Building</b>										
2401 Staff Training	11	2,200,000	-	-	2,200,000	398,175		398,175	1,801,825	81.90% Limitation of expenditure in term of Ministry of Finance letter no. MF/NB/07/CM/2021/163 and Training programmes were not conducted as scheduled due to Covid 19 pandemic.
<b>Total (e)</b>		<b>2,200,000</b>	<b>-</b>	<b>-</b>	<b>2,200,000</b>	<b>398,175</b>		<b>398,175</b>	<b>1,801,825</b>	
<b>NOTE - 15 Other Capital Expenditure</b>										
2501 Restructuring										
2502 Investments										
2503 Contingency Services										
2504 Contribution to Provincial Councils										
2505 Procurement Preparedness										
2506 Infrastructure Development										
2507 Research and Development										
2509 Other			100,000,000		100,000,000	4,184,946		4,184,946	95,815,054	95.82% Allocation was saved due to non supply of items by the selected bidders by 31.12.2021 though the procurement activities had been undertaken.
<b>Total (f)</b>		<b>-</b>	<b>100,000,000</b>	<b>-</b>	<b>100,000,000</b>	<b>4,184,946</b>		<b>4,184,946</b>	<b>95,815,054</b>	
Programme (1)										
<b>Total Expenditure on Public Investments (a+b+c+d+e+f)</b>		<b>181,000,000</b>	<b>100,000,000</b>	<b>-</b>	<b>281,000,000</b>	<b>130,201,749</b>	<b>-</b>	<b>130,201,749</b>	<b>150,798,251</b>	
<b>Grand Total (Notes 5 to 15) - Total Expenditure</b>		<b>1,041,000,000</b>	<b>640,600,000</b>	<b>-</b>	<b>1,681,600,000</b>	<b>1,434,493,422</b>	<b>-</b>	<b>1,434,493,422</b>	<b>247,106,578</b>	

  
 Chief Financial Officer /Chief Accountant/Director (Finance)  
 Commissioner (Finance)  
 Date : 2022/02/18  
**H.M.M.H. KANDANEGERA,**  
**CHIEF ACCOUNTANT,**  
**DISTRICT SECRETARIAT,**  
**PUTTALAM.**

## Statement of Imprest Account for the year 2021

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Expenditure Head No. : 273

Rs.

Imprest Account No.	Imprest Balance as at 1st January 2021			Imprest Received			Imprest Settlement			Imprest Balance as at 31st December 2021			Imprest Balance as at 31st December 2021 as per Entity Books	Imprest Balance as at 31st December 2021 as per Treasury Books
	Unsettled Sub Imprests	Unsettled Imprests (Excluding Unsettled Sub Imprests)	Total	Treasury	Other Sources	Total	Expenditure	Cash Remit to Treasury	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total		
	1(i)	1(ii)	1(iii)	2(i)	2(ii)	2(iii)=2(i)+2(i)	3(i)	3(ii)	3(iii)=3(i)+3(i)	4(i)	4(ii)	4(iii)=4(i)+4(ii)	5=1(iii)+2(iii)-3(iii)	
312/20														
312/21	-	-	-	4,111,132,000	558,242,331	4,669,374,331	4,669,374,331	-	4,669,374,331	-	-	-	-	-


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

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

(2) Other reasons- .....

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

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

  
 Chief Financial Officer / Chief Accountant / Director (Finance)  
 Commissioner (Finance)  
 Date : 2022/02/18  
**H.M.M.H. KANDANEGEDARA,**  
**CHIEF ACCOUNTANT,**  
**DISTRICT SECRETARIAT,**  
**PUTTALAM.**

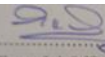
Statement of Deposit Accounts as at 31<sup>st</sup> December 2021

Expenditure Head No : 273

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Rs.

Name of Deposit Accounts	Deposit Number	Balance as at 1 <sup>st</sup> January 2021	Credited during the year	Debited during the year	Balance as at 31 <sup>st</sup> December 2021	Balance as per Treasury Book as at 31 <sup>st</sup> December 2021
Security Deposits	6000-0-0-1-0-70	350,000	40,025	60,025	330,000	330,000
Tender Deposits	6000-0-0-2-0-95	2,021,220	1,095,600	771,300	2,345,520	2,345,520
Deposits Temporary Retained Payable to Third Parties	6000-0-0-13-0-63	23,166,980	386,652,553	313,674,575	96,144,958	96,144,958
Retention Money for Construction	6000-0-0-16-0-46	183,687,448	90,118,121	136,646,204	137,159,364	137,159,364
Compensation	6000-0-0-17-0-16	8,878,571	2,679,823	1,501,130	10,057,263	10,057,263
Grant (Domestic)- Corporative Social Responsibility	6000-0-0-19-0-09	338,879	749,861	854,371	234,369	234,369
Funds Received for Reimbursement of Expenditure	6000-0-0-20-0-03	138,176	823,776	961,952	-	-
<b>Total</b>		<b>218,581,274</b>	<b>482,159,759</b>	<b>454,469,557</b>	<b>246,271,475</b>	<b>246,271,475</b>

  
 Chief Financial Officer / Chief Accountant / Director (Finance)  
 Commissioner (Finance)  
 Date : 2022 / 02 / 18  
**H.M.M.H. KANDANEGEDARA,**  
**CHIEF ACCOUNTANT,**  
**DISTRICT SECRETARIAT,**  
**PUTTALAM.**


## Statement of Advance Accounts as at 31st December 2021

Expenditure Head No : 273

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Rs.

Name of Advance Account	Advance Account Number	No. of Advance Accounts	Balance as at 1st January 2021	Maximum Limits of Expenditure Rs. 60,000,000		Minimum Limits of Receipts Rs. 42,000,000		Maximum Limits of Debit Balance Rs. 195,000,000	Maximum Limits of Liabilities Rs.....	Balance as per Treasury Books as at 31st December 2021	
				Debits during the year		Credits during the year					Balance as 4=(1)+(2)-(3)
				(1)		(3)					
				In Cash	Through Cross Entries	In Cash	Through Cross Entries				
(1) Advance to Public Officers	27301	1	193,726,531	52,550,983	28,162,760	52,359,994	33,658,005	188,422,275		188,422,275	
(2) Other Advances											
(3) Miscellaneous Advances											

  
 Chief Financial Officer / Chief Accountant / Director (Finance)  
 Commissioner (Finance)  
 Date : 2022/02/18  
**H.M.M.H. KANDANEGERA,**  
**CHIEF ACCOUNTANT,**  
**DISTRICT SECRETARIAT,**  
**PUTTALAM.**

## Statement of Non Financial Assets - 2021

Expenditure Head No : 173

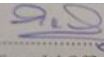
Ministry / Department / District Secretariat : District Secretariat - Puttalam

Rs.

Non Current Asset		(1) Balance as at 01.01.2021	(2) Transactions					(3) Changes			Balance as at 31.12.2021	
			2(1) Acquisition		2(2) Disposal		2(3) Net Transactions	Holding Gain / Loss	Change in Volume	Balance		
			Purchases	Transferred		Sale	Transfers					2(3)=2(1)-2(2)
				Other Entities	Work in Progress			4=1+2(3)+3(3)				
<sup>9.151</sup> Fixed Assets	611	1,570,788,785.16										
Building and Structures	6111	1,250,196,358.91	-	-	99,784,579.11	-	-	99,784,579.11	-	-	-	1,349,980,938.02
Dwellings	61111	108,440,000.00	-	-	-	-	-	-	-	-	-	108,440,000.00
Quarters	6111107	99,315,000.00										99,315,000.00
Circuits Bungalows	6111108	9,125,000.00										9,125,000.00
		108,440,000.00	-	-	-	-	-	-	-	-	-	108,440,000.00
Non Residential Building	61112	1,141,756,358.91	-	-	99,784,579.11	-	-	99,784,579.11	-	-	-	1,241,540,938.02
Office Building	6111201	1,141,756,358.91			99,784,579.11			99,784,579.11				1,241,540,938.02
		1,141,756,358.91	-	-	99,784,579.11	-	-	99,784,579.11	-	-	-	1,241,540,938.02
Machinery and Equipment	6112	320,592,426.25										332,987,823.96
Transport Equipment	61121	159,579,400.00	-	-	-	-	-	-	-	-	-	159,579,400.00
Passenger Vehicles	6112101	152,325,000.00										152,325,000.00
Agricultural Vehicles	6112103	7,100,000.00										7,100,000.00
Motor Cycles	6112109	154,400.00										154,400.00
		159,579,400.00	-	-	-	-	-	-	-	-	-	159,579,400.00
Other Machinery and Equipment	61122	161,013,026.25	12,487,947.71	-	-	92,550.00	-	12,395,397.71	-	-	-	173,408,423.96
Office Equipment	6112201	32,149,182.27	758,051.00			4,500.00		753,551.00				32,902,733.27
Computer Equipment	6112202	45,242,245.67	4,993,198.43					4,993,198.43				50,235,444.10
Electrical Equipment	6112203	12,060,181.84	1,467,404.00			37,050.00		1,430,354.00				13,490,535.84
Communication Equipment	6112204	5,379,579.21	1,256,400.00			20,000.00		1,236,400.00				6,615,979.21
Furniture	6112205	66,093,662.26	4,012,894.28			31,000.00		3,981,894.28				70,075,556.54
Agricultural & Dairy Farm	6112218	88,175.00	-					-				88,175.00
		161,013,026.25	12,487,947.71	-	-	92,550.00	-	12,395,397.71	-	-	-	173,408,423.96
Other Non Financial Assets	6113	-	-	-	99,784,579.11	-	99,784,579.11	-	-	-	-	-
Work in Progress	61131	-	-	-	99,784,579.11	-	99,784,579.11	-	-	-	-	-
		-	-	-	99,784,579.11	-	99,784,579.11	-	-	-	-	-
		-	-	-	99,784,579.11	-	99,784,579.11	-	-	-	-	-
Non Product Assets	614	1,048,507,000.00	-	-	-	-	-	-	-	-	-	1,048,507,000.00
Land	6141	1,048,507,000.00	-	-	-	-	-	-	-	-	-	1,048,507,000.00
		1,048,507,000.00										1,048,507,000.00
		1,048,507,000.00	-	-	-	-	-	-	-	-	-	1,048,507,000.00

**The Status Report as at 31/12/2021 on Bank Accounts opened**  
**in terms of Treasury Operation Circular No. 3/2015 of 23.10.2015**

Expenditure Head No. : 273		Ministry / Department / District Secretariat : District Secretariat-Puttalam				
Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2021 (Rs.)	Balance as Per Cash Book as at 31/12/2021 (Rs.)	Total Value of Cheques not yet Presented to Bank as at 31/12/2021 (if exceeds 6 months)	Month of Last Bank Reconciliation Prepared
1	People's Bank	9026975	180,746,547.44	-	-	2021 December
2	Bank of Ceylon	7042153	11,746,518.08	-	-	2021 December
3	Bank of Ceylon	7042144	23,948,729.83	-	-	2021 December
4	Bank of Ceylon	7042147	9,426,134.04	-	-	2021 December
5	People's Bank	9026978	12,599,848.49	-	-	2021 December
6	People's Bank	9026994	8,097,868.97	-	-	2021 December
7	Bank of Ceylon	7042159	17,145,743.72	-	-	2021 December
8	People's Bank	9026990	14,789,300.33	-	-	2021 December
9	Bank of Ceylon	7042160	16,187,404.68	-	-	2021 December
10	Bank of Ceylon	7042156	19,985,810.44	-	-	2021 December
11	Bank of Ceylon	7042162	21,606,440.38	-	-	2021 December
12	People's Bank	9026981	8,934,955.65	-	-	2021 December
13	People's Bank	9026984	16,285,588.93	-	-	2021 December
14	Bank of Ceylon	7042165	13,963,550.29	-	-	2021 December
15	Bank of Ceylon	7042151	9,966,859.34	-	-	2021 December
16	People's Bank	9026987	8,050,510.81	-	80.00	2021 December
17	Bank of Ceylon	7042168	14,853,225.33	-	-	2021 December
18	People's Bank	9026996	7,814,235.41	-	-	2021 December
<b>I hereby certify that the above information is true and correct.</b>						

  
 Chief Financial Officer / Chief Accountant / Director (Finance)  
 Commissioner (Finance)  
 Date : 2022 / 02 / 18  
**H.M.M.H. KANDANEGEDARA,**  
**CHIEF ACCOUNTANT,**  
**DISTRICT SECRETARIAT,**  
**PUTTALAM.**

### 3.5 Performance of the Revenue Collection

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amt. (Rs..)	As a % of final estimate
2002.02.99	Interest-Other	9,600,000.00	9,600,000.00	9,800,366.79	102.1%
2003.02.99	Sale Proceeds & Charges-Dept. Sale	400,000.00	250,000.00	165,461.77	66.2%
2003.03.02	Sale Proceeds & Fine & Forfeit-other	4,000.00	2,000.00	5,300.00	265 %
2003.99.00	Sale Proceeds – Other receipts	8,000,000.00	8,000,000.00	32,480,922.81	406 %

### 3.6 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as % of Final Utilization
	Original	Final		
<b>Recurrent</b>	<b>860,000,000</b>	<b>1,400,600,000</b>	<b>1,304,291,673</b>	<b>93 %</b>
<b>Capital</b>	<b>181,000,000</b>	<b>281,000,000</b>	<b>130,201,749</b>	<b>46 %</b>

**3.7. Interms of F.R. 208 grant of allocation for expenditure to this District Secretariat as an agent of the other Ministries/Departments.**

S.No	Ministry / Department and Expenditure Description / Category	Purpose of Provision	Provision		Actual Expenditure	Provisions utilized as% of the final provision made
			Original	Final		
1	Ministry of Buddhasasana, & Wayamba Development	Purchase of office equipments	1.52	1.52	1.52	100%
		Development Programmes	1.69	1.69	1.69	100%
		For construction of underdeveloped temple buildings	3.55	3.55	3.52	99%
		Improving Damma schools	5.55	5.55	5.42	98%
		Punya Grama Program	3.68	3.68	3.17	86%
		Recurrent expenditure	0.08	0.08	0.04	50%
2	Ministry of Justice	For Training Programmes	0.77	0.77	0.45	58%
		Purchase of office equipments	0.32	0.32	0.28	88%
		Development Programmes	0.21	0.21	0.21	100%
		Recurrent expenditure	11.24	11.24	10.77	96%
3	Ministry of Health	Kidney Disease Relief Program - Athaibil	1.95	1.95	1.63	84%
		Elderly allowances	439.00	439.00	383.25	87%
4	Ministry of Trade	Recurrent expenditure	2.45	2.45	2.18	89%
5	State Ministry of Agriculture	For Training Programmes	0.19	0.19	0.03	16%
		Purchasing	0.20	0.20	0.12	60%
		Recurrent expenditure	21.59	21.59	21.18	98%
6	Ministry of Land	Payment of land compensation	41.60	41.60	41.56	100%
		Recurrent expenditure	5.25	5.25	4.78	91%
7	Ministry of Public Service ,Provincial Council & Local Governement	For Training Programmes	0.14	0.14	0.13	93%
		Paymnets for Graduates	191.22	191.22	190.21	99%
		Purchase of office equipments	0.29	0.29	0.29	100%
		Recurrent expenditure	0.87	0.87	0.49	56%
8	Ministry of Environment	Environmental Conservation Program	1.28	1.28	0.91	71%
9	Ministry of Technology	Purchasing	2.87	2.87	2.10	73%
10	Notional Productivity Secretariat	For Training Programmes	0.05	0.05	0.05	100%

		Recurrent expenditure	0.23	0.23	0.14	61%
11	Ministry of Youth & Sports	For Training Programmes	1.90	1.90	1.07	56%
		Development Programmes	24.00	24.00	23.55	98%
		Recurrent expenditure	1.09	1.09	0.42	38%
12	Ministry of Irrigation	Purchasing	0.18	0.18	0.18	100%
		For Training Programmes	0.97	0.97	0.50	52%
		Recurrent expenditure	2.21	2.21	1.55	70%
13	Department of Buddhist Affairs	Purchase of office equipments & repairs	1.24	1.24	1.24	100%
		Daham Sarasavi	0.05	0.05	0.02	40%
		Daham Teachers Allowance	14.43	14.43	14.19	98%
		Recurrent expenditure	2.12	2.12	0.98	46%
14	Department of Muslim Religious & Cultural Affairs	Reconstruction of Muslim Religious Centers	0.66	0.66	0.66	100%
		Recurrent expenditure	0.01	0.01	0.01	100%
15	Department of Cultural Affairs	For Training Programmes	0.01	0.01	0.00	0%
		Recurrent expenditure	2.99	2.99	2.70	90%
16	Department of Govt. Information	Office Equipment	0.02	0.02	0.02	100%
		Recurrent expenditure	0.16	0.16	0.06	38%
17	Department of Social Services	Construction	1.50	1.50	1.50	100%
		For Repair Works	0.14	0.14	0.14	100%
		CBR	0.10	0.10	0.10	95%
		Recurrent expenditure	8.95	8.95	8.30	93%
18	Department of Probation & Child Care	For Training Programmes	0.42	0.42	0.42	100%
		Medical Aids	0.62	0.62	0.62	100%
		Recurrent expenditure	0.37	0.37	0.35	95%
19	Department of Sports Development	Purchase of office equipments	0.04	0.04	0.04	100%
		Recurrent expenditure	0.47	0.47	0.42	89%
20	Department of Registration of Persons	Recurrent expenditure	15.79	15.79	15.37	97%
21	Ministry of Justice	Renovation Activities	3.20	3.20	2.10	66%
22	Department of National Planning	DCB Programme	79.41	79.41	67.96	86%
		Sapirigama Programme ( Bills in Hand)	485.42	485.42	480.90	99%
23	Sri Lanka Customs	Construction	2.46	2.46	2.34	95%
24	Department of Excise, Sri Lanka	Construction & Renovation	3.63	3.63	2.83	78%
25	Department of Census and	Construction	0.05	0.05	0.03	60%

	Statistics	Purchase of office equipments	0.42	0.42	0.42	100%
		Recurrent expenditure	2.16	2.16	2.02	94%
<b>26</b>	Department of Pensions	Payment of W&OP	22.58	22.58	21.32	94%
		Loan Settlement	4.39	4.39	4.39	100%
		Recurrent expenditure	0.36	0.36	0.29	81%
<b>27</b>	Department of the Registrar General	Construction	0.56	0.56	0.43	77%
		Allowances of the Registrars	0.62	0.62	0.62	100%
<b>28</b>	Department of Wildlife Conservation	Reconstruction work	0.12	0.12	0.06	50%
		Wild elephant compensation	2.52	2.52	2.32	92%
<b>29</b>	Department of the Commissioner General of Lands	Recurrent expenditure	0.62	0.62	0.52	84%
<b>30</b>	Department of Fisheries and Aquatic Resources	For repairs	3.85	3.85	3.73	97%
<b>31</b>	Department of Motor Traffic	Machinery repair	0.25	0.25	0.21	84%
		Recurrent expenditure	0.62	0.62	0.38	61%
<b>32</b>	Department of Community Based Corrections	Recurrent expenditure	0.07	0.07	0.07	100%
<b>33</b>	Department of Land Use Policy Planning	Purchase of office equipments	0.20	0.20	0.20	100%
		For Training Programmes	1.58	1.58	1.28	81%
		Recurrent expenditure	0.85	0.85	0.51	60%
<b>34</b>	Department of Manpower and Employment	For Training Programmes	0.44	0.44	0.30	68%
		Recurrent expenditure	0.45	0.45	0.44	98%
<b>35</b>	Department of Multipurpose Development Task Force	Multipurpose Development Officer Allowances	275.46	275.46	270.11	98%
		Recurrent expenditure	15.92	15.92	15.23	96%
<b>36</b>	State Ministry of National Heritage Performing Arts and Rural Artist Promotion	Promotional programs	0.14	0.14	0.03	21%
<b>37</b>	State Ministry of Rural and School Sports Infrastructure Promotion	Sports School Development Program	45.48	45.48	42.44	93%
<b>38</b>	State Ministry of Women and Child Development, Pre-School and Primary Education, School Infrastructure and Education Services	Training Programs and Purchasing	0.29	0.29	0.29	100%
		Loan assistance	2.81	2.81	1.69	60%
		For school repairs	9.59	9.59	9.59	100%
		Nutrition Allowances	235.17	235.17	235.16	100%
		Breakfast	13.50	13.50	4.13	31%
		Pre-school teacher allowances	8.75	8.75	8.55	98%
		Recurrent expenditure	1.01	1.01	0.67	66%

<b>39</b>	State Ministry of Backward Classes Rural Development and Domestic Animal Husbandry and Minor Economic Crop Promotion.	Crop Promotion Program	4.00	4.00	3.04	76%
<b>40</b>	Ministry of Cane, Brass, Clay, Furniture and Rural Industries Promotion	Purchase of office equipments	1.94	1.94	1.65	85%
		Cane Project	2.73	2.73	1.98	73%
		Program to produce one entrepreneur per village	4.04	4.04	3.32	82%
		One Village One Entrepreneur Generation Program - Furniture Related	13.56	13.56	13.23	98%
		Rural Industrial Development Program	34.87	34.87	28.59	82%
		Recurrent expenditure	2.27	2.27	1.86	82%
<b>41</b>	State Ministry of Home Affairs	Purchase of office equipments	10.44	10.44	10.40	100%
		For building repairs	52.47	52.47	42.41	81%
		Training	1.47	1.47	0.80	54%
		Machinery repair	0.24	0.24	0.24	100%
		Recurrent expenditure	355.21	355.21	354.69	100%
<b>42</b>	State Ministry of Defense and Disaster Management.	Purchasing	0.97	0.97	0.97	100%
		Providing dry rations	37.97	37.97	37.46	99%
		Natural Disaster Compensation	8.81	8.81	8.64	98%
		Recurrent expenditure	12.34	12.34	10.42	84%
<b>43</b>	State Ministry of Foreign Employment Promotion and Market Diversification	For Training Programmes	0.40	0.40	0.40	100%
		Recurrent expenditure	26.62	26.62	25.36	95%
<b>44</b>	State Ministry of Samurdhi, Home Economy, Microfinance, Self-Employment, Business Development and Utilization, State Resource Development	Grama Shakthi - Athathibil / Saubhagya Program	221.16	221.16	134.57	61%
		Upliftment of Samurdhi families	88.83	88.83	59.70	67%
		Disability Allowances	131.13	131.13	130.52	100%
		Kidney allowances	57.24	57.24	56.74	99%
		Counseling program	0.03	0.03	0.03	100%
		Recurrent expenditure	0.57	0.57	0.54	95%
<b>45</b>	State Ministry of Rural Housing and Construction and Building Material Industry Promotion	Resettlement - Athatibil	24.13	24.13	24.11	100%
<b>46</b>	State Ministry of Indigenous Medicine Promotion, Rural and Ayurvedic Hospital Development and Community Health	Recurrent expenditure	3.78	3.78	3.71	98%

<b>47</b>	State Ministry of Skills Development, Vocational Education, Research and Innovation	Recurrent expenditure	0.44	0.44	0.28	64%
<b>48</b>	State Ministry of Dhamma School Pirivenas and Bhikku Education	For building repairs and construction work	3.73	3.73	3.69	99%
<b>49</b>	State Ministry of Paddy and Cereals, Organic Food, Vegetables, Fruits, Chilies, Onion and Potato Cultivation Promotion, Seed Production and Advanced Technology Agriculture	Tree planting program	0.04	0.04	0.04	100%
		Recurrent expenditure	2.32	2.32	2.07	89%
<b>50</b>	State Ministry of Fertilizer Production and Supply, Chemical Fertilizers and Pesticides Regulation	Recurrent expenditure	0.26	0.26	0.20	77%
<b>51</b>	Ministry of Lands	Grants giving program for lands	0.12	0.12	0.11	92%
<b>52</b>	State Ministry of Rural and Regional Drinking Water Supply Project Development	Improvement of sanitation facilities	14.18	14.18	11.06	78%
<b>53</b>	Ministry of Rural Roads and Residual Infrastructure	Rural Road Development Program	277.50	277.50	1.08	0%

### 3.8. Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per board of Survey Report as at 31.12.2020	Balance as Financial Position Report as at 31.12.2020	Yet to be accounted	Reporting Progress as a %
9151	Building & Structure	1,349,980,938	1,250,196	Referred for Assessment.	90 %
9152	Machinery & Equipment	332,987,824	319,337		100%
9153	Land	1,048,507,000	1,048,507,000		100%
9154	Intangible Assets				
9155	Biological Assets				
9160	Work to progress				
9180	Lease Assets				

### **3.9 Auditor General's Report**

## Chapter 04 – Performance Indicators

### 4.1 Performance Indicators of the Institute (Based on the Action plan)

Specific Indicators	Actual Output as a Percentage(%) of the expected output		
	90%-100%	75%-89%	50%-74%
Human Resource Development- Local & Foreign Training	99.5%		
Adopting a procurement plan		85%	
Optimal utilization of allocations made from annual estimates	90%		
Directing all the allocations received to the district towards the desired targets	95%		
Internal control over the efficient and effective operation of allocations	98%		
Green productivity and polythene free environment		80%	
Use of technology and software	93%		
Implementing income generating projects		75 %	
Implementing environmental protection programs		88 %	

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

**5.1 Indicate the Identified respective Sustainable Development Goals**

Goals/objectives	Achievements	Indicators	Progress achieved up to now		
			0%-49%	50%-74%	75%-100%
<b>01. Eradicate all forms of poverty everywhere</b>	Reducing the proportion of women and children of all ages suffering from all forms of poverty by at least half	·Providing employment opportunities for 800 youths in poverty-stricken families		73%	
		· Training programs -32 were conducted		55%	
		·Providing loans to 506 individuals to startup businesses	46%		
		·Engaged 2740 families for Revenue generation programme		59%	
		·Introduction, coordination of 32 Home Productivity Programs		62%	
		· Conducted 48 Awareness prog. On Prevention of Drugs	46%		
		·Providing self-employment assistance for 80 individuals.	43%		
		· 16 Entrepreneurship Development Programs were implemented.			89%
		· Savings promotion programs 48 were implemented	46%		
		32 Awareness Program on Financial Management for Migrant Family Members were conducted.		63%	
	Directing 10 women to empower the handloom industry			88%	
<b>02. Promoting sustainable agriculture by eliminating hunger, achieving food security and high nutritional status.</b>	Eradicate hunger by 2030, and ensure that poor and vulnerable populations, including children, have access to adequate food that is safe and nutritious throughout the year	· 32 Awareness Programme on food and nutrition were conducted		56%	
		· Directing 80 young Agri Entrepreneurs		60%	
		· Promotion of minimum 3 farm lands with minimum investment of Rs -1 million		70%	
		· Empowerment of 100 Small Scale Organic Fertilizer Projects	48%		
		· Conducting 10 programs to increase the productivity of underutilized agricultural lands through soil and water conservation.		52%	
	· 16 Awareness progrsamme on post-harvest technology		55%		

03. Ensuring a healthy life and promoting well-being at all ages	Reduce 1 / 3rd of all premature deaths caused by non-communicable diseases by 2030 and promote mental health and wellbeing	· Conducted 32 Awareness Programme on alcohol and drug use and moral education			80%
		· Conduct 16 mobile counseling clinics	35%		
		· Conducting 16 Sports Competition			90%
		· Conducting 16 medical clinics	48%		
		· Conducting 16 Rural Sports Ground Development			100%
		· Providing sports equipment and training on sports		70%	
		· Construction of Fitness Centers in all Divisional Secretariat Divisions.		70%	
04. Ensuring a perfect, fair quality education and promoting access to lifelong education for all.	Ensuring that all girls and boys complete free, equitable and high quality primary and secondary education so that effective learning outcomes can be achieved by 2030.	Directing 100 youths who fulfilled the secondary education to effective tertiary education		74%	
		Providing career guidance for 250 students		73%	
		Conducting 16 awareness programs			80%
		· Providing 05 scholarship benefits			95%
05. Achieve gender equality and empower all women and girls.	Elimination of all forms of discrimination against women and girls in all areas.	Conducting 16 psychosocial counseling support programs for victims of violence			100%
		• 16 Awareness program on child labor eradication			100%
		· Conducting 16 programs to educate the families of the emigrants on child safety			100%
		· Establishment of child protection committees in the school			82%
		• Establishment of Internet Software System to protect vulnerable children			90%
06. To ensure water and sanitation facilities for all and sustainable management of them.	By the year 2030, all will be able to achieve equal hygiene and fitness, and eliminate outdoor excretion and focus on the special needs of women, girls and vulnerable persons in particular.	Construction of toilets for families who do not have sanitary toilets.		73%	
		· Implementing 16 awareness programs for school children and adults	45%		
		Conducting Art Competitions & Distribution of Posters among School children	15%		
		· Providing necessary facilities to 50 families through obtaining aids from NGOs		66%	

07. Ensuring affordable, reliable, sustainable and modern energy supply for all	Ensuring that all people have access to reliable, modern sources of energy at affordable prices by 2030.	• To formulate a mechanism to provide electricity to 100 families who are living without electricity-66%	46%		
		• Directing 50 families towards renewable energy sources	42%		
		• Providing solar powered water motors to 50 farms	15%		
08. Promote perfect nutrition, sustainable economic growth and full and productive employment for all.	Prohibiting child labor, protecting labor rights and promoting a safe working environment for all employees	Provision of career guidance services and entrepreneurship development		73%	
		• Identify persons between the ages of 18-60 years and 16 training programmes were conducted for them to create employment opportunities plan.	45%		
		• Collecting Information and Identifying Adult Entrepreneurs		72%	
		• Establishment of child protection network at rural level			80%
09. Build strong infrastructure, promote inclusive and sustainable industrialization and encourage innovation.	Provide support to local technology development and research and innovation in developing countries; create a conducive policy environment for diversifying industries and adding value to products.	•Directing 100 individuals for technical training		73%	
		• Providing financial assistance to 150 individuals for National technological developments			98%
		• Providing assistance for 50 persons to enter the market			96%
		• Infrastructure Development			83%
		• Implement Business Desk Programme with a view to build Small and medium level entrepreneurs.			88%
		Implementation of Strategic Plan (Lead to Lead) to develop the professional skills of school leavers			85%
					100%
10. Reduce inequality within and between countries	To empower and promote the social, economic and political interaction of all, irrespective of age, sex, disability, ethnicity, nationality, religion or reality or any other situation.	Implementing social security benefits			100%
		Establishment of coexistence associations and implementation of coexistence functions			100%
		• Taking measures to empower the 80 families who are eligible for the empowerment..			92%

11. Making cities and settlements perfect, secure, strong and sustainable	Reducing individual impacts by 2030, including the city's air quality and urbanization and other waste management.	· Preparation of land use plans		73%	
		· Establish 02 Solid Waste Management Units.		54%	
		· Minimize use of polythene and plastics by 50 %			80%
12. Ensuring sustainable consumption and production patterns.	Refraining and Reducing waste generation, reusing through recycling by 2030	· Carrying out 100 projects at institutional, divisional and district levels		66%	
		· Implement environmental protection programs.			83%
13. Climate change and Prompt action of their impacts	Reducing the number of families affected by the climate to 10% per annum	· Implementation of 05 projects in areas where water is not available due to drought		74%	
		· Implementation of 06 development projects to minimize the damages caused by floods			80%
		· Implementation of 548 tree planting projects			100%
14. Conservation and economical use of Sea , marine and marine resources for sustainable development	Reducing garbage dumping to the sea to 20%	· Conducting 08 awareness programs on marine resource conservation			100%
		· Implementation of 08 coastal clean-up programs			100%
15. Sustainable use of global ecosystems, sustainable forest management, Acting against deforestation, restoration, protection and promotion, stop land degradation and rehabilitation and biodiversity destruction.	Population using safely managed drinking water delivery services	· To familiarize the community with the conservation and sustainability of the biodiversity of the arid ecosystem of the Dry Zone			100%
		Implementation of Agricultural Practice Improvement Project (ESA) in Environmental sensitive zone.			100%
		· Implementing 03 community awareness programs			100%
		· Implementation of 04 tree planting programs			100%

16. Creating peaceful and inclusive communities for sustainable development, Provide opportunities for justice for all and build comprehensive institutions with effective accountability at all levels.	Give everyone a legal identity by 2030, including birth registration	· Conducting 16 past birth and marriage registration services			100%
		· Conducting 32 National Identity Card issuance services		74%	
		· Conducting 16 awareness programs for the public			100%

## **5.2 Achievements and challenges in achieving the Sustainable Development Goals**

### **Achievements**

1. Continuous implementation of Business Desk programs with a view to create small and medium scale enterprises
2. Implement a strategic plan to equip the school leavers and youth with professional skills. (Lead to Lead).
3. Development of industrial facilities required for the promotion of handloom garment manufacturing.
4. Successful implementation of the Prosperous Production Village Plan with the objective of Entrepreneurship Development and Poverty Alleviation

### **Challenges**

1. Despite various awareness programs to reduce the use of alcohol and drugs which have contributed to many causes such as poverty, loss of health and quality education, the number of drug addicts is increasing day by day.
2. Due to the prevailing drought conditions in Puttalam district which is in dry most of the year, the destruction of crops has caused serious problems in ensuring safe, nutritious and adequate food for all the people
3. Floods caused by heavy rains in Central Province, Kurunegala District and Anuradhapura Districts flow through the Puttalam district to the sea. Even though Puttalam has not experienced heavy rains due to the geographical location of the district, floods are a frequent challenge
4. The global epidemic situation faced in the years 2020-2021 was a major challenge.

## Chapter 06- Human Resource Profile

### 6.1 Cadre Management

Grade	Approved Cadre	Existing Cadre	Vacancy/ / (Excess)**
Senior	56	51	05
Tertiary	40	24	16
Secondary	1154	1002	152
Primary	177	133	44

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

The concerned authorities have been informed to fill the existing vacancies. A step has been taken to carry out duties related to vacancies internally without any interruption. . (Duty covering, acting, performing duties) Due to the shortages in existing cadre, it is not possible to maintain optimum efficiency. The transfer requests of the officers could not been considered due to the above reason.

### 6.3 Human Resource Development

Ser .No	Programmes	of Number trained	Program Duration (Days)	Total investment	Program Nature (Local / Foreign)	Output / Acquired Knowledge *
1	Personal File Management (Online)	14	Day 03	70,000.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
2	Government Payroll System(Online)	8	Day 03	40,000.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
3	Public Service Disciplinary Procedures (Online)	11	Day 03	55,000.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
4	Public Procurement and Asset Management	70	Day 03	140,000.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
6	Certificate in Office Management and Administration – COMA (Online)	5	Day 03	50,000.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
7	Training on auditing activities	20	Day 01	5,400.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
8	Training program on pension payments	40	Day 01	37,775.00	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects

## Chapter 07- Compliance Report

S.No	Applicable Requirement	Compliance Status(Compl ied/Not Complied	Brief Explanation for Non Compliance	Correct Action proposed to avoid non-compliance to future
1.	<b>The following financial statements/accounts submitted on due date</b>			
1.1	Annual Financial Statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
2	<b>Maintenance of Books and Registers (FR445)/</b>			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stock 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 for Counterfoil books (GA-N20) has been maintained and update	Complied		
<b>3</b>	<b>Delegation of Function for financial control (FR 135)</b>			
3.1	The financial Authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated whiten the institute	Complied		
3.3	The authority has been delegated in such a manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 01.05.2014 in using the Government Payroll Software Package__	Complied		
<b>4</b>	<b>Preparation of Annual Plans</b>			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
<b>5</b>	<b>Audit Queries</b>			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
<b>6</b>	<b>Internal Audit</b>			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		

6.2	All the internal audit reports has been replied within one month	Complied		
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	<b>Audit and Management committee</b>			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	<b>Asset Management</b>			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/16	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		

9	<b>Vehicle Management</b>			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	<b>Management of Bank Accounts</b>			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	<b>Utilization of Provisions</b>			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1 )	Complied		
12	<b>Advances to Public Officers Account</b>			
12.1	The limits had been complied with	Complied		

12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled.	Not applicable	There are unsettled loan balances that existed many years ago. Action is being taken in this regard.	Payments of loans are settled as per Treasury Circular No.118.
13	<b>The General Deposit Account</b>			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	<b>Imprest Account</b>			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task_	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly_	Complied		
15	<b>15 Revenue Account</b>			
15.1	The refunds from the revenue had been made in terms of the regulation	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Complied		
16	<b>Human Resource Management</b>			
16.1	The staff had been paid within the	Complied		

	approved cadre			
16.2	All members of the staff have been issued a duty list in writing All reports have been submitted to MSD in terms of their circular	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	<b>Provision of information to the public</b>			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Ac	Complied		
18	<b>Implementing citizens charter</b>			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of 05/2008 and 05/2018(1) of Ministry of Public Administration and Management_	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19	<b>Preparation of the Human Resource Plan</b>			

19.1	A human resource plan has been prepared in terms of the format in Annexure Administration Circular No.02/2018 Dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	<b>Establishing the e-Local Government System</b>			
20.1	(20.1) The citizens have been provided with the facility to submit applications online in accordance with the Local Government Circular No. 2018/e-Local Government-01 dated 19.07.2018	Not Applicable		
20.2	The citizens have been provided with the facility to make payments online.	Not Applicable		
20.3	'Front Offices' and Customer Service Centers have been introduced in order to provide a people-friendly service	Not Applicable		