



வார்டிக கார்டு ஸா஁ன வார்டால ஁ா றி஑ூ
வருடாந்த ஸெயற்திறன் அறிக்஑ையும் கணக்குகளும்
Annual Performance Report & Accounts



2021

Expenditure Head - 236

ரா஑ா ஁ா஑ா ஁ெ஑ார்ட்஁ெ஑ீ஑ுல
அரசகரு஁ ஁ொழிகள் திணைக்கள஁
Department of Official Languages

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Chapter 01- Institutional Profile

1.1 Introduction

The Department of Official Languages was established on 01.10.1956 as the institution that implements the Official Language Act No.33 of 1956. By the 13th and 16th Amendments to the Constitution, respectively in 1987 and 1988, Sinhala and Tamil were recognized as the official languages, and English as the link language. This Department performs an extensive task as the facilitator for the effective implementation of the Official Languages Policy as per Articles 18 and 19 of Chapter IV of the Constitution.

This Department, with its 65 years of proud history, is a public institution that functions with responsibility to ascertain the language rights of the general public. For this purpose, the Department of Official Languages performs functions such as providing translation services to meet the requirements of the government, improving language skills of public officers, compiling glossaries, compiling language textbooks and dictionaries, and planning language promotion programmes with the aim to create a society with advanced language skills. The Department is currently governed by the Ministry of Public Services, Provincial Councils and Local Government, and headed by the Commissioner General of Official Languages.

The Annual Performance Report and Accounts of the Department of Official Languages for the year 2021, prepared under the Public Finance Circular No. 02/2020, are hereby presented.

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1.2 Vision, Mission and Objectives of the Institution

Vision

“A peaceful trilingual society enriched with co-existence”

Mission

“To facilitate and coordinate the implementation of the Official Language Policy with the objective of achieving Peace and Harmony.”

Objectives

1. Developing the language proficiency of public officers in order to protect the right of the public to obtain services in their preferred language from Sinhala, Tamil and English languages.

2. Creating a society enriched with Sinhala, Tamil, English and foreign language skills that could contribute towards economic development.

3. Ensuring the provision of an efficient translation service as the Official Translator of the Government.

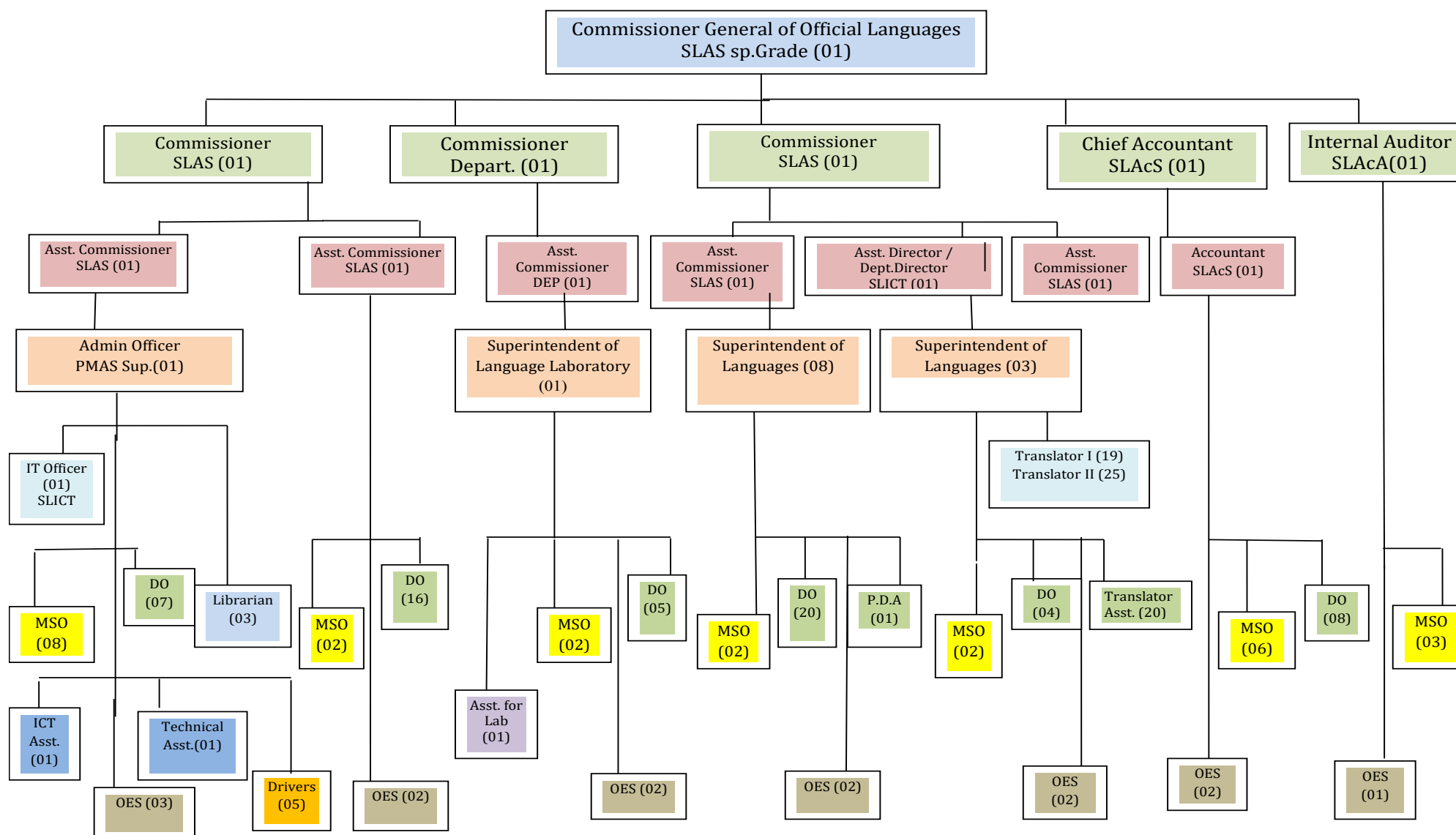
4. Utilizing modern technology and facilitating the promotion, learning and use of the national languages.

5. Organizing courses to promote national and foreign language skills.

1.3 Key Functions of the Department

- Conducting the relevant written and oral tests for officers who are required to obtain official languages proficiency, and awarding certificates.
- Providing translation services to government and semi-government institutions. (Sinhala, Tamil, English)
- Compiling Sinhala, Tamil, and English glossaries on various subjects.
- Compilation and sale of textbooks, support materials (books) and CDs relevant for acquiring official languages proficiency.
- Teaching Sinhala, Tamil, English and foreign languages using modern technology, and conducting examinations.
- Conducting language proficiency examinations and selection tests for the staffs of external institutions upon request.
- Providing practical training to students following translation courses at universities and recognized academic institutions.
- Designing curriculums, teaching guides, support materials (books) for the Sinhala and Tamil courses to be held island-wide for public officers who are required to acquire Official Languages Proficiency as per Public Administration Circular No.18/2020, and educating the resource persons on matters relating to the same.
- Conducting the National Languages Qualifications examination.
- Introducing modern technology tools to facilitate the translation process.
- Celebrating days of national importance such as Sinhala Language Day, Tamil Language Day and International Translation Day.

1.4 Organizational Structure – Department Of Official Languages



1.5 Main Divisions of the Department

1. Translation Division
2. Glossary Unit
3. Language Laboratory
4. Examination Division
5. Library
6. Administration Division
7. Accounts Division
8. Internal Audit Division

Chapter 02 - Progress and Future Outlook

2.1 Progress Achieved by the Department in the Year 2021

01. Translation Division

In a multilingual society, there is a profound relationship between the government and translation. The knowledge of languages is an essential component in governing a state, and for the effective governance of a multilingual state, the service delivered by translations is crucial and should not be taken lightly.

Following the passing of the Official Languages Act in 1956, the Department of Official Languages provides a wide array of services as the Official Translator of the government.

The pioneering undertakings of the Department in relation to translation services are evident from the initial administrative reports of the Department. As at present, translation of official, prominent government documents, and proofreading carried out efficiently with the use of technical methods in compliance with standard methodologies, can be recognized as one distinctive function of the Department. Accordingly, with the objective to facilitate the securing of a high-quality translation service, the progress achieved in the year 2021 as the official translator of the government, is as follows.

- (I) The actions taken on requests for translation forwarded by government and semi-government organizations are as follows.

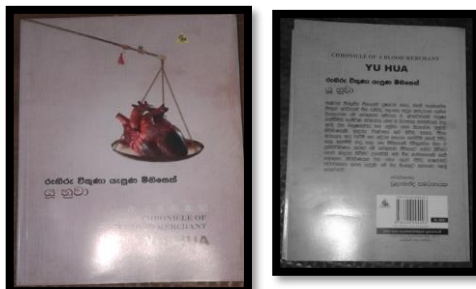
Requests for Translation	Sinhala / Tamil	Sinhala / English	Tamil / English
Number of Documents Translated (Pages)	1047	1050	264
Number of Documents Proofread (Pages)	393	341	140

- Although a cadre of 44 translators have been approved for the Translation Division of the Department, only 17 of those positions have been filled as at present. It should be emphasized that the above performance has been achieved by the Department despite being understaffed by 27 translators.

- (II) An eligibility test was held on 27.11.2021 at the Department to screen qualified candidates with the aim of updating the Pool of Language Facilitators.
- (III) In 2021, the Department of Official Languages, the “Official Translator of the Government”, took the first step towards actively contributing to the betterment of the field of literary translation as well as Sri Lankan literature by translating a masterpiece of world literature into Sinhala.

The Department published and launched the Sinhala translation of *the Chronicle of a Blood Merchant* written by a distinguished Chinese writer, Yu Huwa, translated by Mr. Chulananda Samaranayake, a senior translator and littérateur. The novel which unfolds the story of an ordinary rural family in a Chinese countryside during the cultural revolution of China, is a remarkable story of humanity and love that awakens in the midst of the complexities of human behaviour as well as in the most difficult of times.

A copy of “රුහිරු චිකුණා යැපුණු මිනිසෙක්”



- (IV) Three training programmes were conducted for translators on foreign-funded projects, but not all the planned programmes could be carried out due to the COVID-19 pandemic outbreak.
 - (V) Celebrations of days of national importance are carried out by the Department every year and programs were conducted focusing on the students of low-income schools in rural areas. This year, the celebration of Sinhala Language Day was held on the 02nd of March with the participation of students from 18 schools in the Laggala Education Zone. Competitions based on language promotion were held at this occasion, and prizes and a valuable set of books were donated to the school library.
- Other programmes of celebrating days of national importance could not be carried out as planned due to the prevailing COVID-19 pandemic situation.

(VI) During the previous year, several long-term programmes were introduced to make the translation tasks more systematic and efficient. Such programmes were continuously implemented within this year as well. The main objective of this was to provide the end-user with a high-quality and accurate document through enhancing the knowledge of the translators by facilitating the use of modern technology.

- ❖ Creating an electronic library for translators,
- ❖ Writing and compiling a handbook for translators,
- ❖ Taking the initial steps required to build a Translator Management Plan to create a single translator service are some of our achievements during this year.

02. Glossary Unit

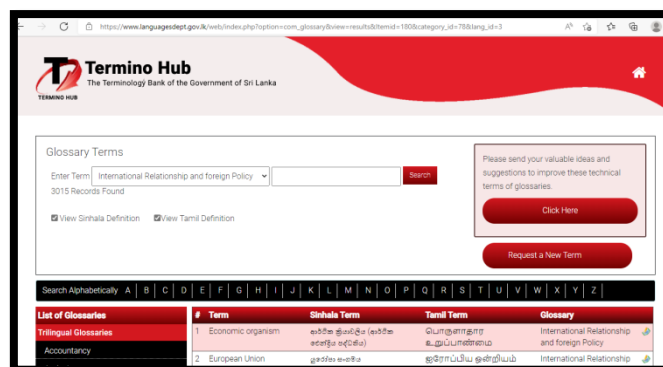
The Department of Official Languages was assigned the official duties of compiling glossaries as well as the duties of the Official Translator of the government under the implementation of the Official Languages Act No.33 of 1956. The Glossary Unit of the Department which was established accordingly, began compiling bilingual/trilingual glossaries in order to facilitate the process of understanding new subjects through national languages.

Accordingly updating previous glossaries, compiling new terms, compiling glossaries for new terms discovered in the course of academic activities of schools, universities and other academic institutions, as well as assisting in providing nomenclature for all government institutions and affiliated institutions, assisting in compiling new terms as per the requests of government and other institutions, compiling new terms required for translation work are the main tasks performed by the Glossary Unit.

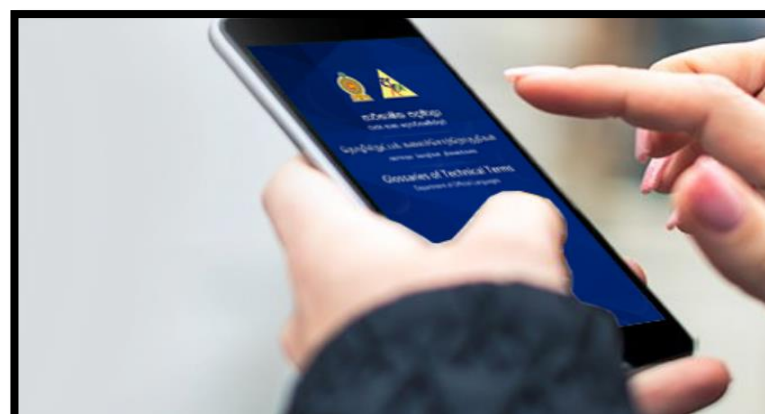
In 2013, the Glossary Unit began converting bilingual glossaries compiled since 1956 into trilingual glossaries, and as at present, about 70 glossaries based on various fields have been compiled by the Glossary Unit.

These glossaries which have been compiled based on timely requirements and by covering new fields of study after carrying out broad research, can be accessed by language learners through the website of the Department of Official Languages. The following tasks were carried out by the Glossary Unit in 2021.

- I. Glossary of International Relations and Foreign Policy,
- II. Glossary of Surveying,
- III. Glossary of Christianity and Culture have been completed.
- IV. Dictionary with Tamil headwords have been completed, and will be released to the internet in 2022.
- V. Dictionary with Sinhala headwords is currently being compiled.
- VI. The following glossaries which were published as hard copies have been computerized and released to the internet;
 - a. Physics
 - b. Electrical Engineering
 - c. Bio-diversity
 - d. Railway Storage Management



The launching of the glossaries webpage under the name TerminoHub with a new online interface, as well as the launching of the mobile application consisting of the glossaries designed for Apple and Android operating systems, can be named as special achievements we have accomplished along the way. The mobile app can be downloaded through Google-Play under the name “*Glossary of technical term/ department of official language*”.



03. Language Laboratory

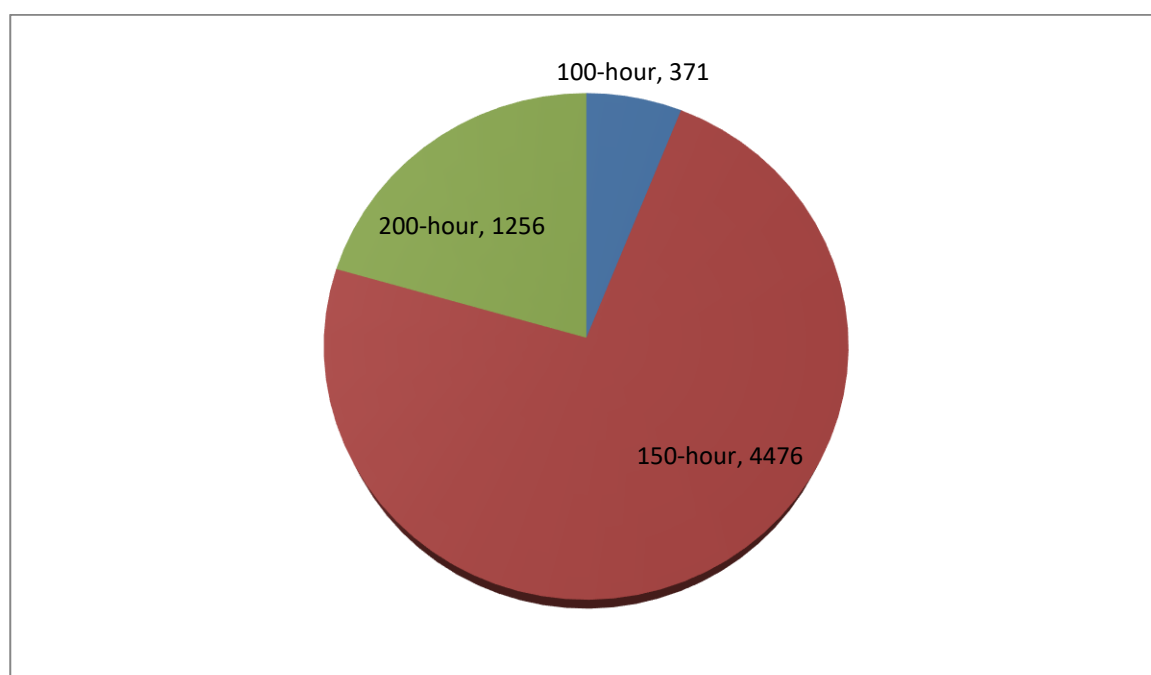
Building a society with improved language skills is one of the principal objectives of implementing the Official Languages Policy. The Language Laboratory of the Department carries out the tasks of improving language skills of public officers as well as developing the background required for a society with advanced language skills. Upon the issuance of Public Administration Circular No. 18/2020, Sinhala and Tamil language courses for public officers are being conducted island-wide with effect from 16.10.2020. The following courses were introduced as courses to be completed by public officers as per Public Administration Circular 03/2016.

- I. 100 hours for Primary-3 category,
- II. 150 hours for Secondary-2 category
- III. 200 hours for Tertiary / Senior level-1 category.

The second language requirement will be considered as satisfied upon receiving the certificate which could only be obtained by completing the course with at least 80% or more attendance.

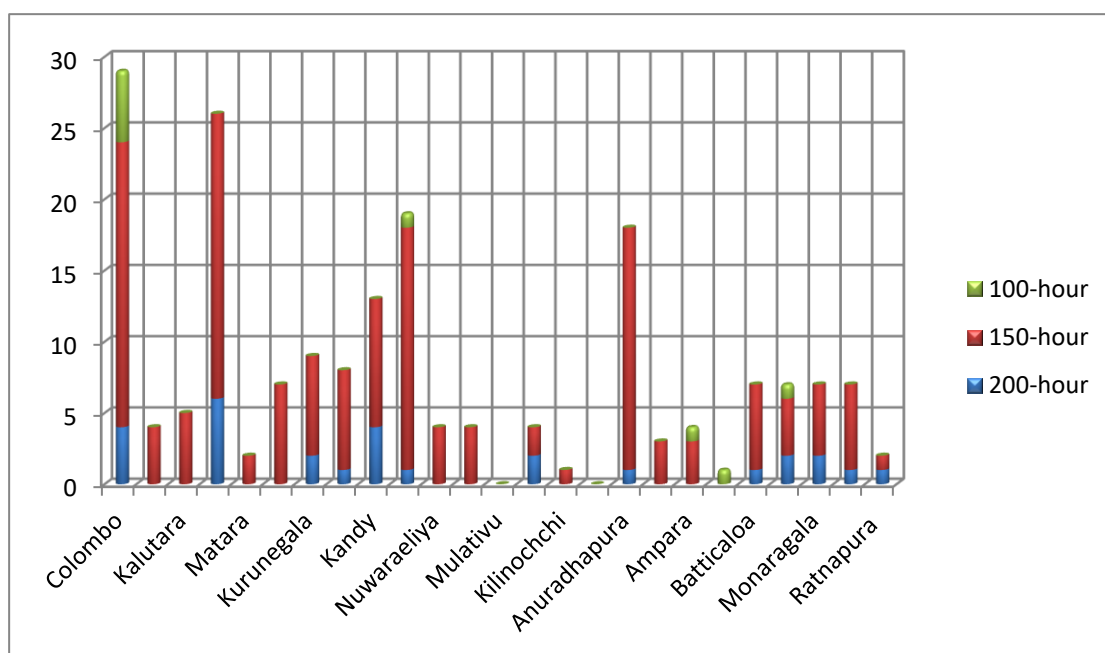
The number of courses targeted to be conducted island-wide this year was 160. However, by the end of the year, we were able to commence 182 courses at district-level based on the requests we received, and it can be considered a significant achievement for the Department.

The details of the courses completed from 16.10.2020 to 31.12.2021 are as follows.

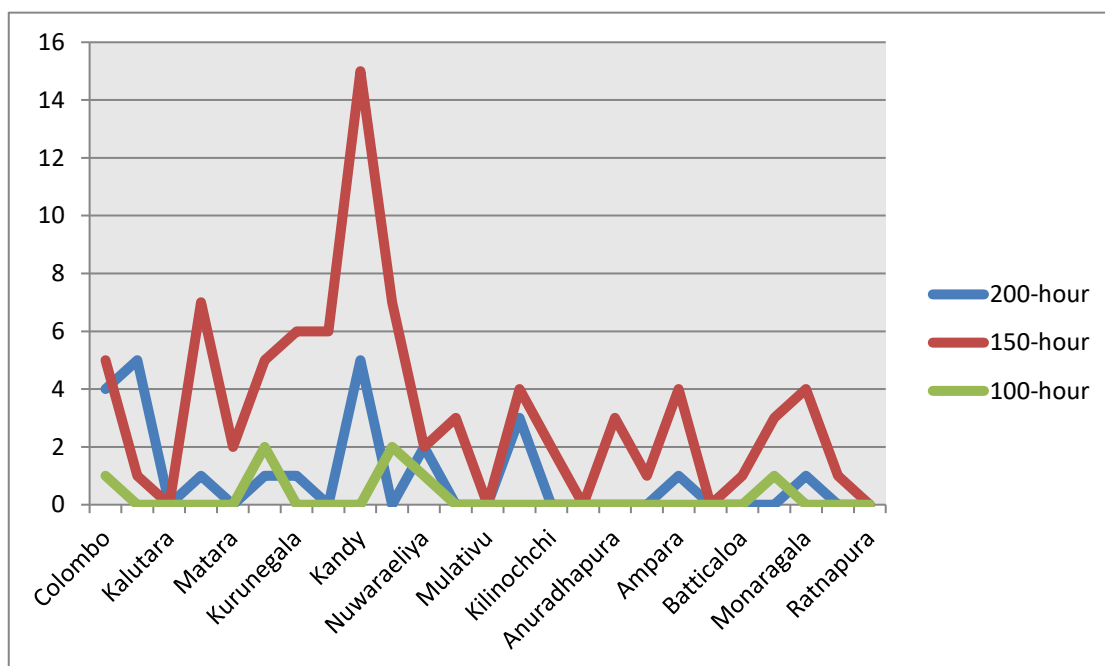


Number of Officers who participated in the courses that were completed between 16.10.2020 and 31.12.2021.

Course	No. of Officers who Completed the Course	No. of Certificates Awarded	No. of Courses Completed
100-hour	371	303	09
150-hour	4476	4195	82
200-hour	1256	1154	27
Total	6103	5652	118



Number of Courses Commenced on District Basis



Number of Courses Completed on District Basis

The following photographs depict some events from the courses that were conducted island-wide as per Circular No.18/2020.

Inauguration Ceremony of a Course



The Commissioner General of Official Languages
Briefing the Participants at a Course Session



Awarding Certificates to Officers who have Successfully Completed the Course



Participants Who Have Successfully Completed the Course



✓ For individuals who are interested in learning national and international languages as well as Sinhala, Tamil and English, foreign language courses are carried out bi-annually. In the year 2020, 454 students were enrolled for basic and advanced level Tamil and English courses. But the classes could not be conducted due to the COVID-19 pandemic outbreak in the country. Those classes were conducted in 2021 and the courses were completed. Certain courses were carried out through the “Zoom” platform as well.

Conducting Courses Through the “Zoom” Platform



✓ Further, this division continued to conduct language promotion programmes, prepare learning aids for such programmes, and organize language courses upon requests from external institutions.

- a) A 05-day Tamil course was conducted for 15 officers of the National Institute of Occupational Safety and Health from 26.01.2021 to 02.03.2021.
- b) Although arrangements had been made to conduct a programme in order to assist Buddhist monks with the goal of preaching sermons in Tamil, it could not be carried out this year due to the COVID-19 pandemic situation. It is planned to be carried out in 2022.
- c) Although arrangements had been made to conduct a Tamil Language Instructors’ Training Programme at the Kalutara Police Training College and a Japanese Language Programme for 35 students of the Mahaweli Authority at the Welikanda Mahaweli Center, Polonnaruwa; these programmes were not carried out due to the COVID-19 pandemic situation.

04. Examination Division

The Examination Division can be identified as another section of the Department that facilitates the implementation of the Official Languages Policy. Improving the language skills of public officers and providing the necessary facilities as the Language Proficiency Evaluator of public officers are the main functions carried out by the Examination Division. Accordingly, conducting oral examinations, written examinations to evaluate Official Languages Proficiency as per Public Administration Circulars, conducting examinations to evaluate officers with bilingual skills and providing incentives to encourage them, issuing results of examinations and awarding certificates, and preparing question papers for selection tests for recruiting translators, and marking the answer sheets of such examinations at the request of external organizations are some tasks carried out by this division.

The progress of the Language Proficiency Examinations conducted by the Department in the year 2021 is as follows.

Name of the Examination	Medium	Dates of the Examination	No. of Applicants	No. of Applicants who Sat for the Examination	No. of Applicants who Passed the Examination
Oral Examination (O/L) of the Official Languages Proficiency Examination (2021-I)	Sinhala – Level I	From 23.02.2021 to 31.03.2021	129	109	106
	Tamil - Level I		440	344	282
Repeat Examination for the Oral Examination (DOL) of the Official Languages Proficiency Examination (2021-I)	Tamil - Level I	From 23.02.2021 to 31.03.2021	01	01	01
Repeat Examination for the Oral Examination (DOL) of the Official Languages Proficiency Examination (2021-I)	Sinhala – Level II	From 23.02.2021 to 06.12.2021	23	14	14
	Tamil - Level II		22	09	06
	Sinhala - Level III		29	08	07

	Tamil - Level III		87	28	16
Oral Examination (O/L) of the Official Languages Proficiency Examination (2021-I)	Sinhala - Level II	From 23.02.2021 to 06.12.2021	375	237	207
	Tamil - Level II		1531	924	658
	Sinhala - Level III		511	431	415
	Tamil - Level III		586	276	232
	Sinhala - Level IV		12	07	07
	Tamil - Level IV		04	03	03
Oral Examination (DOL) of the Official Languages Proficiency Examination (2021-II)	Sinhala - Level I	From 07.12.2021 To 20.01.2021	21	18	18
	Tamil - Level I		13	11	11
	Sinhala - Level II		26	24	24
	Tamil - Level II		62	40	34
	Sinhala - Level III		315	266	246
	Tamil - Level III		961	692	606
	Sinhala - Level IV		10	06	06
	Tamil - Level IV		59	53	52
Total			5217	3501	2951

Further, this division also conducts language tests / prepares and standardizes question papers at the request of other institutions.

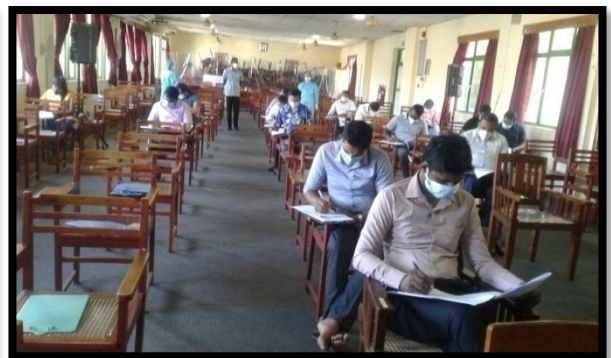
- I. Preparing question papers for the examination to recruit Translators for the University of Jayawardenepura, and marking the answer sheets.

- II. Preparing question papers in Sinhala, Tamil and English for the Ministry of Justice for the examination to appoint Sworn Translators.
- III. Making question papers and marking answer sheets of the examination conducted to promote to the post of Editor of Hansard (Tamil-Sinhala), the Parliament of Sri Lanka.
- IV. Conducting an examination to select instructors for the professional course for translators to be carried out by the Department of Official Languages.
- V. Conducting a selection test to update the Pool of Language Facilitators.
- VI. The written and oral tests (Tamil medium) of the Language Proficiency examination for 106 Officers of the Forces were scheduled to be held on the 27.03.2021 at the Kothmale Joint Services Training Institution, but it was postponed due to the COVID-19 pandemic situation.

Examinations Conducted at the Auditorium of the Department



The National Language Qualifications (NLQ) examination which was introduced by the Public Administration Circular No.18/2020 for public officers to obtain incentives for their language proficiency and for any individual to assess their overall Sinhala and Tamil language proficiency, was conducted for the very first time on 28.12.2021.



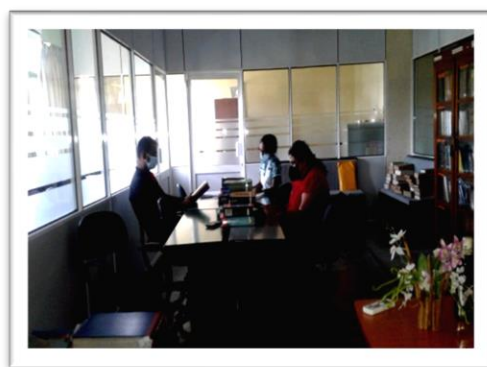
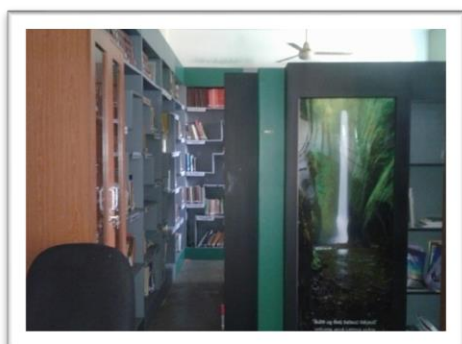
This first batch consisted of 75 candidates and they sat for the examination on all 04 components of written, spoken, listening and reading. The above photograph depicts an instance from the said examination.

05. Library

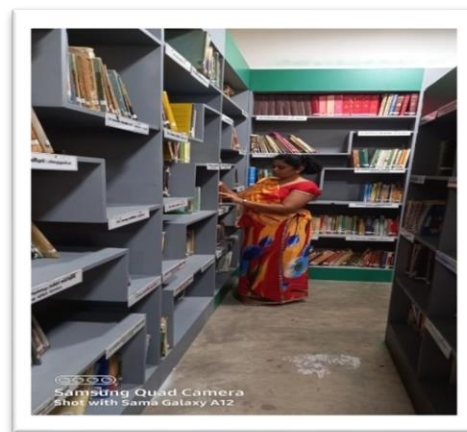
As the scope of the Department of Official Languages depends on scholarly materials, the library of the department becomes an essential part of the work environment and creates the background necessary to provide a high-quality and productive service.

This library consists of a reference section and a borrowing section, and is rich with a collection of books that have both been preserved as well as updated with time.

The Departmental library consists of encyclopedias, dictionaries, a wide collection of Sinhala, Tamil, English language books, glossaries, journals, newspapers and government publications. The library also carries out a wall bulletin board named “Makaranda” which showcases the knowledge and artistic creations of the officers of the Department. This year, the books were indexed with the use of the ‘Koha’ computer software, making it easier for the readers to browse and accomplish their requirements.



Library of the
Department



2.2 Future Goals and Challenges of the Department

Division	Future Goals
Translation Division	Establishing one translator service by merging all translation services under the Department of Official Languages.
	Publishing the Translator's Handbook and creating an e-library for translators for the betterment of the translation field.
	Translating great literary works and academic publications written in Sinhala, Tamil, English to Sinhala/Tamil/English
	Conducting a professional translation course by the Department as a solution to the shortage of translators, and recruiting suitable officers as translators.
	Designing a Translation Management Plan.
Language Laboratory	Conducting bi-lingual courses island-wide as per Public Administration Circular No. 18/2020.
	Conducting language courses.
Examination Division	Conducting the National Language Qualifications (NLQ) examination four times a year to assess Sinhala and Tamil language proficiency as per Public Administration Circular No. 18/2020.
	Conducting and concluding the examinations relevant to Public Administration Circular No. 01/2014.
Glossary Unit	Studying fields such as sports, cinema, astronomy and robotics, and compiling glossaries relevant to those.
	Compiling a dictionary in the Tamil alphabetical order with Tamil headwords and coining Sinhala terms for them.
Accounts Division	Obtaining a high score for the evaluation of finances and performance carried out by the Public Accounts Committee in the coming years.
Administration Division	Establishing a computer network by connecting the computers of all the divisions in the Department.
	Taking necessary measures to develop the abilities and skills of all officers.

Challenges

1. Delay in the procurement process due to the absence of technical officers within the department to obtain technical advice and technical recommendations in relation to construction and maintenance tasks.
2. Difficulty in obtaining the service of external resource persons with language expertise for the compilation of books under the approved payment methods.
3. Having to manage expenses within a limited amount of imprest.
4. Severe shortage of translators; especially the difficulties in recruiting Sinhala and Tamil translators.
5. Filling the currently vacant positions.
6. Developing the attitudes of employees.
7. Lack of sufficient provisions to make payments for the courses commenced island-wide in the last quarter of 2021, as per the Public Administration Circular No.18/2020.

Chapter 03- Financial Performance for the Year 2021

3.1 Statement of Financial Performance for the Period Ended 31st December 2021

Budget 2021	Note	Actual		
		Adjusted		
		2021	2020	
Rs.		Rs.	Rs.	
-	Revenue Receipts			- ACA-1
		-		
-	Income Tax	1		-
		-		
-	Taxes on Domestic Goods & Services	2		-
		-		
-	Taxes on International Trade	3		-
		-		
-	Non-Tax Revenue & Others	4		-
		-		
-	Total Revenue Receipts (A)			-
		-		
-	Non-Revenue Receipts			-
		-		
-	Treasury Imprests		122,460,000	115,575,376 ACA-3
-	Deposits		510,137	1,039,561 ACA-4
4,800,000.00	Advance Accounts		6,263,981	5,116,584 ACA-5
	Other Main Ledger Receipts		-	
			-	
4,800,000.00	Total Non-revenue Receipts (B)		129,234,118	121,731,521

4,800,000.00	Total Revenue Receipts & Total Non-revenue Receipts C = (A)+(B)		129,234,118	121,731,521	
	Remittances to the Treasury (D)			-	
	Net Revenue Receipts & Non-Revenue Receipts E = (C)-(D)		129,234,118	121,731,521.00	
Less: Expenditure					
-	Recurrent Expenditure			-	
104,700,000.00	Wages, Salaries & Other Employment Benefits	5	98,545,710	96,009,682	
28,100,000.00	Other Goods & Services	6	18,996,036	17,868,099	ACA-2(ii)
1,100,000.00	Subsidies Grants & Transfers	7	856,690	772,961	
-	Interest Payments	8		-	
28,000,000.00	Other Recurrent Expenditure	9	17,229,615	13,896,321	
161,900,000.00	Total Recurrent Expenditure (F)		135,628,051	128,547,063	
Capital Expenditure					
10,500,000.00	Rehabilitation & Improvement of Capital Assets	10	5,102,263	3,845,781	
3,500,000.00	Acquisition of Capital Assets	11	2,500,333	1,030,899	
-	Capital Transfers	12		-	ACA-2(ii)
-	Acquisition of Financial Assets	13		-	
1,100,000.00	Capacity Building	14	127,000	651,753.00	

-	Other Capital Ex- penditure	15	-	-	
15,100,000.00	Total Capital Ex- penditure (G)		7,729,596	5,528,434	
			557,298	1,913,148.00	ACA-4
	Deposit Payments				
	Advance Payments		8,082,168	2,887,296.00	ACA-5
7,500,000.00					
	Other Main Ledger Payments		-	-	
	Main Ledger Ex- penditure (H)		8,639,466	4,800,444.00	
	Total Expenditure I = (F+G+H)		151,997,113	138,875,941	
-	Balance as at 31st December J = (E-I)		22,762,995	17,144,420	
-	Balance as per the Im- prest Reconciliation Statement		22,762,995	17,144,420	ACA-7
	Imprest Balance as at 31st December		22,762,995	17,144,420	ACA-7

1.2 Statement on Financial Position

2021 දෙසැම්බර් 31 දිනට		එසීඑ-පී	
මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය			
සටහන	කාලය	2021	2020
		රු.	රු.
මූල්‍ය තොරතුරු වත්කම්			
පද්ම, පිරිසක හා උපකරණ	එසීඑ-6	382,866,523	379,739,081
මූල්‍ය වත්කම්			
අත්තිකාරම් ගිණුම්	එසීඑ-5/5(ඒ)	19,398,563	17,580,375
මුදල් හා මුදල් සමාන දෑ	එසීඑ-3	-	-
මුළු වත්කම්		402,265,086	397,319,456
මුද්ධ වත්කම් / ස්කන්ධය			
තාක්සීයාරය වෙත මුද්ධ වත්කම්		19,084,954	17,219,605
පද්ම, පිරිසක හා උපකරණ සංචිතය		382,866,523	379,739,081
කුලී හා වැඩ අත්තිකාරම් සංචිතය	එසීඑ-5(ඔ)	-	-
ජංගම වගකීම්			
පැත්තලු ගිණුම්	එසීඑ-4	313,609	360,770
අමුණු ලේඛය	එසීඑ-3	-	-
මුළු වගකීම්		402,265,086	397,319,456

පිටු අංක 07 සිට 39 දක්වා එසීඑ 1 සිට එසීඑ 7 දක්වා වූ ආකෘති පත්‍රවලින් ඉදිරිපත් කෙරෙන ගිණුම් තොරතුරු සහ සටහන් පිටු අංක 40 සිට 44 දක්වා ඇතුළත් ගිණුම් සටහන් විස්තර ද මෙම අවසන් ගිණුම්පත්වල අන්තර්ගත කොටස් වේ. මෙම මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම පොදුවේ පිළිගත් ගිණුම් මූලධර්මවලට අනුකූලව සිදුකර ඇති අතර මෙහිදී මූල්‍ය ප්‍රකාශයන්හි සටහන් මගින් හෙළිදරව් කර ඇති පරිදි වඩාත් සුදුසු ගිණුම්කරණ ප්‍රතිපත්ති භාවිත කර ඇත. ඉහත අවසන් ගිණුම්පතේ සඳහන් සංඛ්‍යා වට අදාළ ගිණුම් සටහන් හා අනෙකුත් බිඳුණු තොරතුරු තාක්සීයාරයේ ගිණුම් පොත් සමඟ සැසඳීමකට ඇති බවටත් එවා එම සංඛ්‍යා සමඟ එකඟ වන බවටත් මෙයින් සහතික කරමි.

මූල්‍ය පාලනය සඳහා ඵලදායී ආභාන්තර පාලන පද්ධතියක් වාර්තාකරණ ආයතනය තුළ පවතින බවත් මූල්‍ය පාලනය සඳහා ආභාන්තර පාලන පද්ධතියේ සම්ප්‍රදායික අධීක්ෂණය කිරීමෙන් ඒ අනුව මේ පද්ධති ඵලදායී ලෙස ක්‍රියාත්මක කිරීමට අවශ්‍ය සෑදි වේනම් කිරීම සිදුකිරීමට වරින් වර සමාලෝචන සිදුකරන බවත් මෙයින් සහතික කරමි.

ගණන්දීමේ නිලධාරී
නම :
තනතුර :
17/02/2022
පිස්සේ සේනාරත්න
පාලන කොටසේ ප්‍රධාන නිලධාරී

ප්‍රධාන මූල්‍ය නිලධාරී/ප්‍රධාන ගණකාධිකාරී/
අධ්‍යක්ෂ (මුදල්)/ කොමසාරිස් (මුදල්)
නම :
දිනය : 15/02/2022
පිස්සේ සේනාරත්න

3.3 Statement of Cash Flow

[illegible]

Basis on Reporting

1) **Reporting Period**

The reporting period relevant to these financial statements is the period from 01st January 2021 to 31st 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 in the financial reports have been presented in Sri Lanka Rupees rounded to the nearest Rupee.

3) **Recognition of Revenue**

Transferable and non-transferable revenue have been identified as revenue during the time period in which the cash is received rather than taking into consideration the time period in which such revenue should be received.

4) **Recognition and Measurement of Property, Plant and Equipment**

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.

Property, Plant and Equipment 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 and cash equivalents consist of local currency notes and coins on hand as at 31st of December 2021.

3.5. Revenue Collection Performance

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Preliminary Estimate	Final Estimate	Amount (Rs.)	As a % of the Final Estimate
20.03.99.00	Sales and Charges	20,000,000.00	20,000,000.00	13,578,677.94	67.89 %
20.02.02.99	Interest and Other	8,000,00.00	800,000.00	772,227.45	96.52%

3.6 Performance of Utilizing Allocated Provisions

Type of Provision	Allocated Provision		Actual Expenditure	Allocations utilized as % of the final allocation finalized
	Preliminary Provision	Final Provision		
Capital Expenditure	15,100,000.00	15,100,000.00	7,729,596.17	51.18%
Recurring Expenditure	161,900,000.00	161,900,000.00	135,628,050.86	83.77%

☆ Rs.10 million from Recurrent Expenditure and Rs.0.6 million from Capital Expenditure have been considered as expected savings due to the COVID-19 pandemic.

3.7 Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208

No additional provisions have been allocated for this year.

3.8 Performance of Reporting Non-financial Assets

Asset Code	Code Description	Balance as per Board of Survey Report as at 31.12.201 (Rs.)	Balance as per Financial Statement as at 31.12.2021 (Rs.)	To be accounted in the future	Reporting progress as a %
9151	Buildings and Structures	147,000,000.00	147,000,000.00	-	100 %
9152	Machinery	74,042,172.99	74,042,172.99	-	100%
9153	Lands	160,000,000.00	160,000,000.00	-	100%
9154	Intangible Assets	1,776,350.00	1,776,350.00	-	100%
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-

3.9 Auditor General's Report



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No. } PAF/C/OLD/FS/02/21/18

ඔබේ අංකය
உமது இல.
Your No. } 2022 අප්‍රේල් 27 දින



රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2021 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්මිඤ්ඤ වාර්තාව.

1. මූල්‍ය ප්‍රකාශන

1.1 මතය

රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2021 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2021 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සහිත සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව රාජ්‍ය භාෂා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සහිත සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ මූල්‍ය ප්‍රකාශනවලින් 2021 දෙසැම්බර් 31 දිනට රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා එහි මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහය පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

1.2 මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතියට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් මාගේ වගකීම, විගණකගේ වගකීම යන වගන්තියේ කවදොරින් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ප්‍රධාන ගණන්දීමේ නිලධාරීගේ /ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සම්ස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සෑම විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් අනාවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ වැරදි තනි හෝ සාමූහික ලෙස බලපෑම් නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මක භාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.



ශ්‍රී ලංකා විගණන ප්‍රවේශි ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකවූයුබවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් කවද්දරත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ඇතිවේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා කක්ෂේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිසාරී සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දක්ෂත්වයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වෙනත්තාත්වික මහඟුරුකිරීම්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මඟ හැරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සවලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවූවද, අවස්ථාවෝචිතව උචිත විගණන පරිසාරී සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ත ඉදිරිපත් කිරීම් අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ගණන්දීමේ නිලධාරී දැනුවත් කරමි.

1.5 වෙනත් ජනතායෝගී අවධානය පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(1)(ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බවට,
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

2. මූල්‍ය සමාලෝචනය

2.1 වියදම් කළමනාකරණය

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

(අ) පුනරාවර්තන වැය විෂයක් වෙනුවෙන් වූ මුළු ප්‍රතිපාදනය රු.200,000 ම උපයෝජනය නොකර ඉතිරි කර තිබුණු අතර එවන් පුනරාවර්තන වැය විෂයක් වෙනුවෙන් ප්‍රතිපාදිත මුදලින් මුදල් රෙගුලාසි 66 යටතේ මාරුකිරීම් සිදුකිරීමෙන් අනතුරුවද සියයට 63කට සමාන රු.2,051,391 ක ඉතිරිවීම් නිරීක්ෂණය විය.

(ආ) පුනරාවර්තන වැය විෂයයන් 2ක හා ප්‍රාග්ධන වැය විෂයයන් 3ක් සඳහා ප්‍රතිපාදිත මුදලින් සියයට 36 ක සිට සියයට 88ක් දක්වා පරාසයක් තුළ ඉතිරි වීම් තිබුණු බව නිරීක්ෂණය විය.

(ඇ) වායු සම්කරණ යන්ත්‍ර 8ක් මිලදීගැනීම වෙනුවෙන් වැය කරන ලද රු.1,081,920 ක මුදල 2103 වැය විෂයේ ප්‍රතිපාදිත මුදල වන රු. 1,000,000 ඉක්මවා වටිනාකම වන රු.81,920 ක් 2102 වැය විෂයට වැරදි ලෙස තර කර තිබුණි.

2.2 බැරකම් හා බැඳීම්වලට එළඹීම

දෙපාර්තමේන්තු පොත් අනුව 2021 දෙසැම්බර් 31 දිනට රු.3,457,821 ක්වූ බැරකම් තුළ රු.134,168 ක්වූ බැරකම් වටිනාකම ඇතුළත් කර නොතිබුණි.

2.3 නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

නීතිරීති, විධිවිධානවලට යොමුව

විස්තරය

- (i) 2020 අගෝස්තු 28 දිනැති අංක 01/2020 දරන රාජ්‍ය මුදල් චක්‍රලේඛයෙන් සංශෝධිත මුදල් රෙගුලාසි 371 (5)

අතුරු අග්‍රිමයන් නිකුත් කිරීමෙන් පසු අදාළ කාර්යය අවසන් වීමෙන් පසු දින 10 ක් ඇතුළත අතුරු අග්‍රිමය පියවිය යුතු වුවද, හාල්ල දිස්ත්‍රික්කයේ පැවැත්වූ හානා පුහුණු පාඨමාලා අධීක්ෂණය හා සහතිකපත් ප්‍රදානය සඳහා 2021 නොවැම්බර් 17 දින ලබාගෙන තිබූ රු. 10,000 ක අත්තිකාරම් මුදල දින 40 කට පසු 2021 දෙසැම්බර් 27 දින පියවා තිබුණි.



(ii) 2012 මැයි 21 දිනැති අංක EST/8/EXAMS/05/1007-1 දරන රාජ්‍ය පරිපාලන සහ ස්වදේශ කටයුතු අමාත්‍යාංශයේ ලිපිය

කරන හා ලිඛිත පරීක්ෂණ සඳහා අර්ධකාලීන පදනම් මත බඳවාගත් නිලධාරීන්ට හා සම්පත් දායකයන්ට ගෙවීමට අනුමත කර තිබුණද, දෙමළ භාෂා කරන හා ලිඛිත පරීක්ෂණ පැවැත්වීම් හා භාෂා පුහුණු පාඨමාලා සඳහා සිසුන් ලියාපදිංචි කිරීම් වෙනුවෙන් ආයතනයේ පූර්ණකාලීන සේවය කරන නිලධාරීන් හට අනුමැතියකින් තොරව රු. 631,860 ක් ගෙවීම් කර තිබුණි.

(iii) 2022 ජනවාරි 12 දිනැති අංක SA/MAA/02/01/01 දරන රාජ්‍ය ගිණුම් අධ්‍යක්ෂක ජනරාල්ගේ ලිපිය

රාජ්‍ය ගිණුම් අධ්‍යක්ෂක ජනරාල්ගේ ලිපිය ප්‍රකාරව මූල්‍ය ප්‍රකාශනවල වාර්තා කිරීමේ පදනම සංශෝධනය කර තිබූ අතර මූල්‍ය ප්‍රකාශන ආකෘතීවල සිදුකරන ලද වෙනස්කම් පෙර වර්ෂයේ සංශෝධනාත්මක අගයන් දක්වා තිබුණි. එහෙත් ඉකුත් වර්ෂයේ මූල්‍ය ප්‍රකාශන සමඟ සමාලෝචිත වර්ෂයේ මූල්‍ය ප්‍රකාශන අනුරූප වුවද, මූල්‍ය ප්‍රකාශනවල සටහන් වශයෙන් දක්වා නොතිබුණි.

03. මෙහෙයුම් සමාලෝචනය

3.1 මූල්‍ය අනුමතතා ස්වරූපයේ ගනුදෙනු

දෙපාර්තමේන්තුව සඳහා ආරක්ෂක සේවය සපයන වෘත්තීය සිකිස්ටරි සිස්ටම් ආයතනය සමඟ එලැබී ගිවිසුමෙහි නොන්දෙසි ප්‍රකාරව දිවා කාලයේදී එක් කාර්යභාර නිලධාරියකු හා කාන්තා නිලධාරියකු සේවයේ යෙදවිය යුතු වුවද, ඊට අමතරව කණිෂ්ඨ ආරක්ෂක නිලධාරියකු අනුමැතියකින් තොරව සේවයේ යොදවා තිබුණි. තවද, එම නිලධාරියා වෙනුවෙන් 2020 වර්ෂය තුළදී රු. 166,770 ක් හා 2021 වර්ෂය තුළදී රු. 359,325 ක් ගෙවා තිබුණි.

3.2 කළමනාකරණ දුර්වලතා

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

(අ) 2015 හා 2016 වර්ෂවලදී සිංහල, දෙමළ පරිවර්තක මෘදුකාංගයක් සකස් කිරීම වෙනුවෙන් රු. 4,860,000 ක්ද 2017 හා 2018 වර්ෂවලදී දෙමළ, සිංහල පරිවර්තක මෘදුකාංගයක් සකස් කිරීම වෙනුවෙන් රු. 5,950,000 ක් මාරවූවිට විශ්වවිද්‍යාලය වෙත ගෙවා තිබුණි. මෙම මෘදුකාංග තුළින් පරිවර්තක කටයුතු සිදුකිරීම සඳහා දත්ත වැඩි ප්‍රමාණයක් ඇතුළත් කළ යුතු වුවද, ඒ වෙනුවෙන් දෙපාර්තමේන්තුව විසින් නිශ්චිත ක්‍රමවේදයන් අනුගමනය කර නොතිබුණි. තවද, මෙම මෘදුකාංගවල අයිතිය තවදුරටත් මාරවූවිට විශ්වවිද්‍යාලය සතුව පවතින බැවින් හා දෙපාර්තමේන්තුව සතුව එවැනි මෘදුකාංගයක් පවත්වාගෙන යාමට අවශ්‍ය Server පහසුකම් නොමැතිකමින් විශ්වවිද්‍යාලය සමඟ ඒකාබද්ධවීමකින් තොරව මෘදුකාංග භාවිතා කිරීම අපහසු වී තිබුණි. ශිව්සුමේ නිශ්චිත ඵලදායීත්වයන් නොතිබීම හේතුවෙන් මෙම වියදම් දැරීමෙන් අපේක්ෂිත අරමුණු සාක්ෂාත් කර ගැනීමට නොහැකි වී තිබුණු බව තවදුරටත් නිරීක්ෂණය කෙරේ.

(ආ) 1999 වර්ෂයේ සිට භාෂා පරිවර්තක සහකාර ලෙස සේවයට බඳවාගෙන ඇති නිලධාරීන් 42 දෙනෙකු පළාත් පාලන ආයතන හා ප්‍රාදේශීය ලේකම් කාර්යාලවල සේවය සඳහා මුදාහැර තිබුණි. 2021 වර්ෂය සඳහා මෙම නිලධාරීන්ට රු. 26,461,700 ක් වැටුප් හා දීමනා ලබා දී තිබුණ ද, රාජ්‍ය භාෂා දෙපාර්තමේන්තුව විසින් කාර්ය පැවරුම් සිදුකර දෙපාර්තමේන්තුවට සේවාවක් ලබා ගැනීමට අවශ්‍ය කටයුතු සිදුකර නොතිබුණි.

4. මානව සම්පත් කළමනාකරණය

4.1 අනුයුක්ත කාර්ය මණ්ඩලය, තරා කාර්ය මණ්ඩලය හා පුද්ගල පඩිනම් සඳහා වියදම

(ආ) දෙපාර්තමේන්තුවේ 2021 දෙසැම්බර් 31 දිනට අනුමත හා තරා කාර්ය මණ්ඩලය පිළිබඳ විස්තර පහත දැක්වේ.

සේවා වර්ගය	අනුමත සංඛ්‍යාව	තරා සංඛ්‍යාව	පුරප්පාඩු සංඛ්‍යාව	අතිරික්ත සංඛ්‍යාව
ප්‍රජායෝග්‍ය මට්ටම	13	07	06	-
තාක්ෂණික මට්ටම	58	24	34	-
ද්විතියික මට්ටම	112	115	-	03
ප්‍රාථමික මට්ටම	19	17	02	-
එකතුව	202	163	42	3

Chapter 04 - Performance Indicators

4.1 Performance Indicators of the Institution

	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100 % - 90 %	75 % - 89 %	50 %-75%
Capital Expenditure					
(1) Creating a Favourable Working Environment for All Employees (2001)					
	Painting the office building	Number of Buildings	✓		
	Rewiring the Language Laboratory and the Li-brary	Number of sections renovated	✓		
	Repairing and renovat-ing the Internal Audit Room	Number of Sections	✓		
	Changing the carpets and curtains of the Lan-guage Laboratory and the Commissioner’s of-fice	Number of Sections	✓		
	Repairing the drainage system, repairing the wastewater system, re-paring the roof of the Examination Division	Number of systems	-		
(2) Creating a Favourable Working Environment for All Employees (2001)					
	Repairing machinery (elevator)	Number of items		✓	
(3) Acquisition of Furniture & Office Equipment (2102)					
	Providing office equip-ment	Number of items	✓		
	Providing office equip-ment to the Internal Audit Division	Number of items			✓
	Renovating the Lan-guage Laboratory and the first floor (Transla-tion Center)	Number of items			✓

	Purchasing computers for the Translation Division	Number of items	✓		
(4) Acquisition of Machinery & Equipment (2103)					
	Purchasing other machinery, equipment and air-conditioners	Number of items	✓		
(5) Improving Procedures (2106)					
	Development of software	Number of systems		✓	
(6) Improving the Knowledge, Skills, Attitudes of the Staff (2401)					
	Directing the officers of the Department towards various capacity building and training programmes	Number of programmes			✓
Recurrent Expenditure					
(7) Facilitating to Ensure a Higher Quality Translation Service (1703-1)					
	Performing trilingual translation tasks based on the requirements of government and semi-government institutions	Number of documents	✓		
	Updating the Pool of Resource Persons established for translation requirements	Number of resource persons	✓		
	Updating and maintaining the Pool of Foreign Language Facilitators	Number of foreign language translators			✓
	Translating publications from world literature into Sinhala, Tamil and English languages	Number of translated publications	✓		
(8) Conducting Language Proficiency Examinations for Public and Semi Government Officers (1703- 2)					
	Conducting Official Languages Proficiency Examinations as per Public Administration Circular No. 1/2014.	Number of candidates			✓
	Organizing Language Training Courses for public officers as per the Public Administration Circular No.18/2020.	Number of courses (island-wide)	✓		

(9) Creating a society enriched with Sinhala, Tamil, English and foreign languages skills that could contribute towards economic development. (1703-3)					
	Conducting classes to teach Sinhala, Tamil, English and foreign languages	Number of students	✓		
	Establishing and maintaining a computer-based evaluation method to assess Sinhala and Tamil language proficiency	Number of examinations and candidates	✓		
(10) Facilitating Language Promotion, Language Learning and Language Use					
	Preparing language teaching aids such as handbooks and CDs in order to facilitate language teaching	Number of teaching aids	✓		
	Appointing a panel of experts for the purpose of obtaining guidance on issues relating to languages	Number of panels			✓
	Publishing Departmental publications and world literature publications	Number of publications	✓		
	Compiling Sinhala, Tamil and English glossaries to facilitate academic, translation and administration purposes	Number of glossaries	✓		
	Compiling a bilingual dictionary consisting of Sinhala and Tamil words	Number of copies	✓		
(11) Celebrating Days of National Importance					
	Celebrating Sinhala Language Day - 02 nd of March	Number of events			✓

Chapter 05 - Performance in Achieving Sustainable Development Goals (SDG)

5.1 Relevant Identified Sustainable Developments Goals

Goal / Objectives	Goals	Achievement Indicators	Progress in achievements so far		
			0 - 49 %	50% - 74%	75% - 100 %
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. (Goal No.04)	(1) By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship.	(1.1) Conducting Sinhala, Tamil, English and foreign language classes and awarding certificates / diplomas to improve the language skills of youth as well as adults.			✓
		(1.2) Publishing and launching the Sinhala translation of the book <i>Chronicles of a Blood Merchant</i> by distinguished Chinese writer Yu Huwa as 'රුහිරු විකුණා යැපුණු මිනිසෙක්', in line with translating world literature into Sinhala, Tamil and English, with the aim of promoting second language skills of youth as well as adults and providing them an introduction to world literature.			✓
Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. (Goal No.16)		(1.3) Printing of text books and study aid books in Sinhala and Tamil to enhance the language skills of second language learners and distributing them through an effective method.			✓
		(1.4) Uploading the Publications of the Department (in Sinhala, Tamil and English) as e-books on the Departmental website for the			✓

		convenience of language learners.			
		(1.5) Providing glossaries and technical terms related to various subjects through the Terminohub webpage for the convenience of language learners, and keeping it up-to-date.			√
(3) By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy	(3.1)	Facilitating public officers to acquire Sinhala and Tamil language proficiency by conducting official language proficiency examinations.			√
	(3.2)	Carrying out a computer-based evaluation method for public officers who wish to assess their Sinhala and Tamil language proficiency. This allows them to appraise the level of their knowledge. Conducting the National Language Qualifications (NLQ) examination annually with the intention of bringing about effective utilization of the language proficiency skills of public officers.			√
	(3.3)	Organizing Sinhala and Tamil language courses island-wide in terms of the PubAd Circular No. 18/2020, and functioning as the body that provides the facilities necessary to achieve a higher quality scope of education.			√
(4) By 2030, ensure that all learners acquire the knowledge and	(4.1)	Celebrating days of national importance with the participation of school children for the purpose of	√		

	skills needed to promote sustainable development, including, among others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development	promoting languages, and providing Departmental publications (Sinhala, Tamil, English) to school libraries for free.			
		(4.2) Establishment of a Pool of Language Facilitators consisting of Sinhala, Tamil, English, Japanese, Hindi, French, German and Chinese translators, and keeping it up-to-date. (Through the bhashawa.lk website)			√

5.2 Achievements and Challenges in Accomplishing Sustainable Development Goals

1. Difficulty in providing a high-quality translation service due to the shortage of translators.
2. Delay in producing suitable publications due to the lack of modern technology and the supervision of a third-party with expertise during the process of writing and producing publications.
3. Since the payments approved under government circulars for resource persons are at a minimal level, resource persons with subject expertise cannot be recruited at such rates for the purposes of developing text books, support materials (books), glossaries and dictionaries required for language learning.

Chapter 06 - Human Resources Profile

Annual Cadre Information Sheet											
1. Ministry		Ministry of Public Services, Provincial Council and Local Government									
2. Department		Department of Official Languages									
3. Address		341/7, Kotte Rd, Rajagiriya									
4. Cadre information		31 st December 2021									
Table – 01											
Designation	Service	Grade	Salary Code	Service Level	Approved Cadre			Existing Cadre			
					Permanent	Contract	Casual	Permanent	Contract	Casual	Acting
Commissioner General of Official Languages	SLAS	Special	SL 3	Senior Level	1	0	0	1	0		0
Commissioner	SLAS	I	SL 1		2	0	0	2	0		0
Commissioner	Dept.	I	SL 1		1	0	0	0	0		0
Chief Accountant	SLAcS	I	SL 1		1	0	0	1	0		0
Internal Auditor	SLAcS	I	SL 1		1	0	0	1	0		0
Asst./Dy. Commissioner	SLAS	III/II	SL 1		4	0	0	1	0		0
Asst./Dy. Commissioner	Dept.	III/II	SL 1		1	0	0	0	0		0
Accountant	SLAcS	III/II	SL 1		1	0	0	1	0		0
Asst./Dy. Director	SLICTS	III/II	SL 1		1	0	0	0	0		0
Administrative Officer	PMAS	Supra	MN 7	Tertiary Level	1	0	0	1	0		0
Superintendent of Languages Laboratory	Dept.		MN 7		1	0	0	1	0		0
Superintendent of Languages	Dept.		MN 7		8	0	0	0	0		0
Superintendent of Languages (Translation)	Dept.		MN 7		3	0	0	0	0		0
ICT Officer	SLICTS	2-II/I	MN 6		1	0	0	1	0		0
Translator	TS.	II/I	MN 6		19	0	0	9	0		0
Translator	Dept.	II/I	MN 6		25	0	0	12	0		0
Translator Asst	Dept.		MN 4	Secondary Level	20	0	0	20	0		0
Project Devp. Asst	Asso.Of-ficers		MN 4		1	0	0	1	0		0
Development Officer	DOS	III/II/I	MN 4		60	0	0	76	0		0
Librarian	SLGLS	III/II/I	MN 3		3	0	0	0	0		0
Management Services Officer	PMAS	III/II/I	MN 2		25	0	0	16	0		0

Language Laboratory Asst.	Dept.	III/II/I	MT 2		1	0	0	1	0		0
ICT Asst.	SLICTS	3-III/II/I	MT 1		1	0	0	1	0		0
Technical Asst.	Dept	III/II/I	MT 1		1	0	0	0	0		0
Driver	DS	III/II/I sp	PL 3	Primary level	5	0	0	4	0		0
O.E.S. Posts	OES	III/II/I sp	PL 1		14	0	0	13	0		0
Total					202	0	0	163	0		0

Table - 02

Service Level	Approved Cadre	Existing Cadre
Senior	13	7
Tertiary	58	24
Secondary	112	115
Primary	19	17
Total	202	163

06.02 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies	Excess
Senior	13	07	06	-
Tertiary	58	24	34	-
Secondary	112	115	-	03
Primary	19	17	02	-

06.02.02 Impact of the Shortage or Excess of Human Resources on the Performance of the Institution

1. **Shortage of Translators** - As the Department does not have the capacity to complete all the translation requests received from government institutions, it is compelled to reject some of them. This in turn causes damage to the reputation of the Department.

2. **Shortage of Management Services Officers** – Causes unnecessary delays in the internal administration and accounting activities of the department.

3. **Excess of Development Officers** – The excess has been caused due to the absorption of the existing cadre of Translator Assistants of the Department to the Combined Service as Development Officers. As the Department cannot recruit new Development Officers with up-to-date knowledge and skills under such circumstances, this has led to difficulties in achieving the targets of the Department.

06.03 Capacity Development of the Staff

Name of the Programme	No. of Officers Trained	Duration of the Programme	Total Investment (Rs.)		Nature of the Programme Local / Foreign	Output / Knowledge Obtained
			Local	Foreign		
Diploma in Public Law - Online Course	01	01 Year	100,000.00	-	Local	Understanding of administrative law, constitutional law, criminal law, international law, human rights law, environmental law, humanitarian law, marine law
Establishment Code and Financial Regulations	01	01 day	7000.00	-	Local	Basics of the Establishment Code, understanding of the circulars, laws, regulations relevant to public officers, laws, rules and regulations related to Financial Regulations
Preparation of Bidding Documents & Tender Procedures	03	03 days	15,000.00	-	Local	Rules and regulations, bid opening procedures, principles of bid evaluation, procurement guideline reference for bid evaluation, primary bid evaluation, detailed bid evaluation
Diploma in Tamil Language	01	03 days	6000.00	-	Local	A broad understanding of grammar and usage of Tamil language

The Contribution of Training Programmes towards the Performance of the Institution.

- ❖ These programmes have enabled the officers to expand the knowledge required to carry out the functions of the institution with the intention of achieving the objectives of the Department.
- ❖ These programmes have resulted in accurate, efficient, successful and productive execution of the functions of the institution.
- ❖ These programmes have provided assistance to newer employees with limited experience in discharging their duties well.
- ❖ These programmes have resulted in enhanced leadership skills.
- ❖ By means of the formal training obtained through these training programmes, subject-officers have acquired the basic groundwork required to perform the duties of their relevant subject with responsibility.
- ❖ Bringing positive, innovative processes to a practical usage, and utilizing such processes to create the background required to provide a high-quality service towards language promotion, and to language learners.

Chapter 07 - Compliance Report

7.1 Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief Explanation for Non-Compliance	Corrective Actions Proposed to Avoid Non-Compliance in Future
01	The following financial statements / accounts have been submitted on the 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	Other	-	-	-
02	Maintenance of Books and Registers (FR445)/			
2.1	Updating and maintaining the Fixed Assets Register in terms of Public Administration Circular 267/2018	Complied	-	-
2.2	Updating and maintaining the Personal Emoluments Register / Personal Emolument Card	Complied	-	-
2.3	Updating and maintaining the Audit Query Register	Complied	-	-
2.4	Updating and maintaining the Internal Audit Reports	Complied	-	-
2.5	Preparing all the monthly account summaries and forwarding to the Treasury on the due date	Complied	-	-
2.6	Updating and maintaining the Register of Cheques and Money Orders	Complied	-	-
2.7	Updating and maintaining Inventories	Complied	-	-
2.8	Updating and maintaining the Stock Register	Complied	-	-
2.9	Updating and maintaining the Registry of Losses	Complied	-	-
2.10	Updating and maintaining the Commitment Register	Complied	-	-
2.11	Updating and maintaining the Register of Counterfoil Books	Complied	-	-
03	Delegation of Functions for Financial Control (FR 135)			
3.1	Delegating the financial authority within the institution	Complied	-	-
3.2	Communicating the specifics of the delegation of financial authority within the institution	Complied	-	-

3.3	Delegating the authority in a manner that each transaction shall be passed through two or more officers	Complied	-	-
3.4	Operating under the control of the accountant when using the Government Payroll Software Package in terms of State Account Circular 171/2004 dated 11.05.2014	Complied	-	-
04 Preparation of Annual Plans				
4.1	Preparing the annual action plan	Complied	-	-
4.2	Preparing the annual procurement plan	Complied	-	-
4.3	Preparing the annual Internal Audit plan	Complied	-	-
4.4	Preparing the annual estimate and forwarding to the NBD on due date	Complied	-	-
4.5	Forwarding the annual Statement of Cash Flow to the Treasury Operations Department on time	Complied	-	-
05 Audit Queries				
5.1	Responding to all audit queries within the time period specified by the Auditor General	Complied	-	-
06 Internal Audit				
6.1	Preparing the 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	Responding to all the internal audit reports within one month	Complied	-	-
6.3	Forwarding copies of all the 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	Forwarding all the copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied	-	-
07 Audit and Management Committee				
7.1	Holding a minimum of 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied	-	-
08 Asset Management				
8.1	Forwarding the information regarding purchases and disposals of assets to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied	-	-
8.2	Appointing a suitable liaison officer to coordinate the implementation of the provisions of the circular and forwarding the details of the nominated officer to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied	-	-

8.3	Conducting the Boards of Survey and forwarding the relevant reports to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	(The survey has been conducted for the year 2021. Measures are underway to submit the final reports.)		
8.4	Taking measures in relation to the excesses and deficits that were disclosed through the Board of Survey and other relating recommendations during the period specified in the circular	Currently in progress.		
8.5	Carrying out the disposal of condemned articles in terms of FR 772	-	Currently in progress.	
09 Vehicle Management				
9.1	Preparing and forwarding the daily running charts and monthly summaries of the pool vehicles submitted to the Auditor General on due date	Complied		
9.2	Disposing condemned vehicles within a period of less than 6 months upon being condemned	Complied	-	-
9.3	Maintaining and updating the vehicle log-books	Complied	-	-
9.4	Taking action in terms of F.R. 103, 104, 109 and 110 with regard to every motor vehicle accident	Complied	-	-
9.5	Re-examining the 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	Could not be carried out according to the approved terms due to the COVID-19 pandemic.		
9.6	Getting the absolute ownership of the leased vehicle log books transferred after the lease term	-	The relevant branch of the bank has been notified.	The transfer is in progress.
10 Management of Bank Accounts				
10.1	Preparing the Bank Reconciliation Statements, getting them certified and forwarding them for audit by the due date	-	(Reports for certain months have not been submitted by the due date as the office activities were limited due to the pandemic situation.)	Have been instructed to submit on due date in the future.
10.2	Settling the dormant accounts that had existed in the year under review or since previous years	Complied	-	-
10.3	Taking measures in terms of Financial Regulations regarding balances that had been disclosed through Bank Reconciliation Statements and for which adjustments had to be made, and settling such balances within one month	Complied	-	-
11 Utilization of Provisions				
11.1	Spending the provisions allocated without exceeding the limit	Complied	-	-
11.2	Upon utilizing the allocated provisions, incurring commitments (liabilities) in a	Complied	-	-

	manner that does not exceed the remainder of provisions as at the end of the year as per the FR 94(1)			
12 Advances Accounts of Public Officers				
12.1	Complying with the limits	Complied	-	-
12.2	Carrying out a time analysis on the loans in arrears	Complied	-	-
12.3	Settling the loan balances in arrears for over one year	Complied	-	-
13 General Deposit Account				
13.1	Taking actions to dispose lapsed deposits as per F.R.571	Complied	-	-
13.2	Updating and maintaining the control register for general deposits	Complied	-	-
14 Imprest Account				
14.1	Remitting the balance in the cashbook at the end of the year under review to the Treasury Operations Department	Complied	-	-
14.2	Settling the ad-hoc sub imprests issued as per F.R. 371 within one month from the completion of the task	-	Could not submit one sub-imprest on the due date.	Relevant officers were informed to ensure that such a situation will not repeat in the future.
14.3	Issuing the ad-hoc sub imprests without exceeding the limit approved as per F.R. 371	Complied	-	-
14.4	Reconciling the balance of the imprest account monthly with the Treasury books	Complied	-	-
15 Revenue Account				
15.1	Making refunds from revenue in terms of the regulations	Complied	-	-
15.2	Crediting the revenue collection directly to the revenue account without crediting it to the deposit account	Complied	-	-
15.3	Forwarding the returns of arrears of revenue to the Auditor General in terms of FR 176	Complied	-	-
16 Human Resource Management				
16.1	Maintaining the staff within the limit of the approved cadre	-	Only the number of development officers has exceeded the approved cadre. However, in reality, only 44 officers are currently working at the Department.	Measures are being taken to remove the officers who are currently assigned to other institutions from the Department cadre and have them attached to the same institution or another institution.

16.2	Providing all members of the staff a duty list in writing	Complied	-	-
16.3	Forwarding all reports to MSD in terms of the Circular No.04/2017 dated 20.09.2017	Complied	-	-
17 Providing Information to the Public				
17.1	Appointing an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulations	Complied	-	-
17.2	Providing information about the institution to the public through its website and facilitating the public to forward their appreciations/allegations about the Department through the website or alternative methods.	Complied	-	-
17.3	Submitting bi-annual or annual reports as per Section 08 and 10 of the RTI Act	Complied	-	-
18 Implementation of the Citizens' Charter				
18.1	Formulating and implementing a Citizens' Charter/ Citizens Client's Charter by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied	-	-
18.2	Devising a methodology in order to monitor and assess the formulation and the implementation of Citizens' Charter / Citizens' Clients' Charter, as per paragraph 2.3 of the circular, by the institution	Complied	-	-
19 Preparation of the Human Resource Plan				
19.1	Preparing a human resource plan in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018	Complied	-	-
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	Complied	-	-
19.3	Signing of annual performance agreements by the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied	-	-
19.4	Appointing a senior officer and assigning 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	-	To be appointed in 2022.	-
20 Responses to Audit Paras				
20.1	Rectifying the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied	-	-

...END...