Annual Performance Report for the year 2021

Name of the Institution: Administrative Appeals Tribunal

Expenditure Head No 09

1.1 Introduction

The Administrative Appeals Tribunal was established under the Administrative Appeals Tribunal Act No. 4 of 2002, in pursuance of Article 59(1) amended by 17th amendment to the Constitution

1.2 Vision, Mission and Objective

1.2.1 Vision

To be an accessible and expert organization that delivers administrative justice.

1.2.2 Mission

To undertake high quality and independent review of an order or a decision made by the Public Service Commission and the National Police Commission in the exercise of its powers under Chapter IX of the Constitution in respect of a Public Officer or a Police Officer and deliver administrative justice.

1.3 Key Functions

1.3.1 To hear and determine any appeal made by an aggrieved Public or Police Officer against an order or a decision issued by the Public Service Commission or the National Police Commission

1.3.2 Undertaking an appeal

Appeals shall be made in terms of the Section 4(1) and 4(2) of the Administrative Appeals Tribunal Act No. 4 of 2002

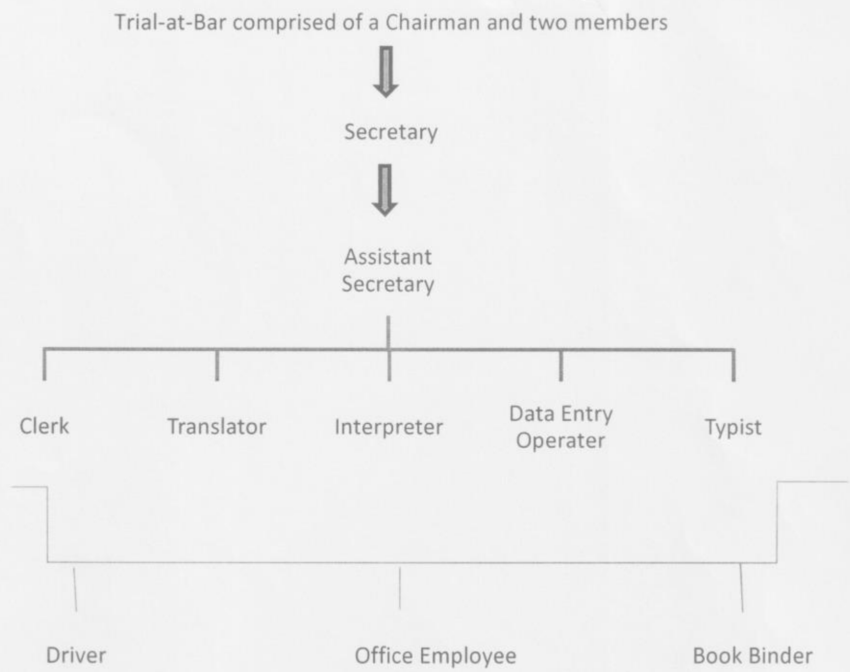
1.3.3 Actions to be taken upon the receipt of an appeal

Initial steps are taken in terms of the Section 5(1) and 5(2) of said Act and subsequently as per the Section 6 (a), (b), (c) and (d) of the same

1.3.4 In terms of the Section 7 of said Act, the Tribunal shall hear and finally dispose of any appeal preferred to it, within a period of two months from the date of receipt of such appeal

1.3.5 A case is heard in terms of the provisions stipulated in Section 8(1) of said Act, and as per the Section 8(2) of the same, a decision made by the Tribunal shall be final and conclusive and shall not be called in question in any suit or proceedings in a court of law.

1.4 Organizational Chart



As per the provision of Section 2 of the Act, a board of three judges consisting a Chairman is appointed by the Judicial Service Commission.

Composition as at 31.12.2021

Chairman - Justice N.E. Dissanayake

Member - State Counsel A. Gnanadasan

Member – Retired Officer of Sri Lanka Administrative Service G.P. Abeykeerthi

Secretary – K.B.D.M.P.B. Dissanayake

Assistant Secretary – M. Rafeek Ismail

02. Progress and Way Forward

I. Progress of Appeals – as at 31.12.2021

No of appeals carried forward as at 01.01.2021		924
Re-called appeals	11	
Received appeals within year 2021	167	178
Total no of appeals to be heard during the period		1102
No of appeals allowed to be made during the period	14	
No of Withdrawn appeals during the period	24	
No of Dismissed appeals	41	
No of Appeals laid by upon the request of appellant/ Public Service Commission /National Police Commission	08	
Total no of disposed appeals during the period		87
Undisposed No of appeals carried forward to the year 2022		1015

II. Way forward

1. Taking actions to completely and openly regulate the proceedings of ongoing appeals and taking proactive action on further appeals submitted through the Public Service Commission and the Police Commission

Statement of Financial Performance
for the period ended 31st December 2021

Budget 2021 Rs.		Note	Actual 2021 Rs.	Actual Restated 2020 Rs.	
-	**Revenue Receipts**		-	-	
-	Income Tax	1	-	-	
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**				
-	Treasury Imprests		28,910,000	27,840,000	ACA-3
-	Deposits		-	-	ACA-4
-	Advance Accounts		717,880	458,900	ACA-5
-	Other Main Ledger Receipts		-	-	
-	**Total Non Revenue Receipts (B)**		29,627,880	28,298,900	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		29,627,880	28,298,900	
	Remittance to the Treasury (D)		19,200	4,785	
-	**Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)**		29,608,680	28,294,115	
	Less: Expenditure				
-	**Recurrent Expenditure**				
20,050,000	Wages, Salaries & Other Employment Benefits	5	16,027,986	16,000,955	
14,260,000	Other Goods & Services	6	12,498,338	12,545,441	ACA-2(ii)
-	Subsidies, Grants and Transfers	7	-	-	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
34,310,000.00	**Total Recurrent Expenditure (F)**		28,526,324	28,546,396	
	Capital Expenditure				
120,000	Rehabilitation & Improvement of Capital Assets	10	-	-	
100,000	Acquisition of Capital Assets	11	70,930	43,072	
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	
50,000	Capacity Building	14	-	-	
-	Other Capital Expenditure	15	-	-	
270,000	**Total Capital Expenditure (G)**		70,930	43,072	
	Deposit Payments		-	-	ACA-4
	Advance Payments		1,262,000	120,000	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		1,262,000	120,000	
	Total Expenditure I = (F+G+H)		29,859,254	28,709,468	
34,580,000	**Balance as at 31st December J = (E-I)**		(250,574)	(415,353)	
	Balance as per the Imprest Reconciliation Statement		(250,574)	(415,353)	ACA-7
	Imprest Balance as at 31st December		19,200	4,785	ACA-3
			-	-	

Statement of Financial Position
As at 31st December 2021

	Note	Actual 2021 Rs	2020 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	20,522,090	20,478,200
Financial Assets			
Advance Accounts	ACA-5/5(a)	1,622,900	1,078,780
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		22,144,990	21,556,980
Net Assets / Equity			
Net Worth to Treasury		1,622,900	1,078,780
Property, Plant & Equipment Reserve		20,522,090	20,478,200
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		22,144,990	21,556,980

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from ...07.... to...29 and Notes to accounts presented in pages from ...30 to ...31..... 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 Finacial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

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

Chief Accounting Officer
Name :
Designation :
Date : 2022.02.24

Signed subject to my letter dated 21/3/2022

Justice Anil Gooneratne
Chairman
Administrative Appeals Tribunal

Accounting Officer
Name :
Designation :
Date : 2022.02.24

K. B. D. M. P. B. Dissanayake
Secretary
Administrative Appeals Tribunal

M. R. Ismail
Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name :
Date : 2022.02.24

M. Rafeek Ismail
Asst. Secretary
Administrative Appeals Tribunal

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

	Actual 2021 Rs.	Restated 2020 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	384,474	411,953
Imprest Received	28,910,000	27,840,000
Recoveries from Advance	583,980	458,900
Deposit Received	-	-
Total Cash generated from Operations (A)	29,878,454	28,710,853
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	28,526,324	28,542,996
Subsidies & Transfer Payments	-	-
Expenditure incurred on behalf of Other Heads	-	-
Imprest Settlement to Treasury	19,200	4,785
Advance Payments	1,262,000	120,000
Deposit Payments	-	-
Total Cash disbursed for Operations (B)	29,807,524	28,667,781
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	70,930	43,072
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	70,930	43,072
Total Cash disbursed for Investing Activities (E)	70,930	43,072
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(70,930)	(43,072)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.4 Notes to the Financial Statements - No

3.5 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
20.3.9900	Other revenue	Cannot be estimated	-	72,220.00	-

3.6 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	34,310,000	34,310,000	28,526,324	83%
Capital	270,000	270,000	70,930	26%

3.7 In terms of F.R.208 grant of allocations for expenditure to this Department/District Secretariat/Provincial Council as an agent of the other Ministries/ Departments – **None**

3.8 Performance of the Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2021	Balance as per financial Position Report as at 31.12.2021	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152	Machinery and Equipment	-	20,532,090	-	-
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	-	-	-	-

National Audit Office,

My No. : PIC/AAT/2/21/30
28th of June, 2020

Chairman,
Administrative Appeals Tribunal.

Annual Comprehensive Audit Report on the Management Affairs of Administrative Appeals Tribunal for the year ending 31st of December, 2021, in terms of Section 11 (2) of National Audit at No. 19 of 2018.

The said report on the query submitted herewith.

2) Having acted in terms of regulation made in sub paragraph 39 (1) of the National Audit Act within 3 months from the date on which receipt of this report, shall inform me and the Secretary to the Treasury and the Minister of the subject matter as well suggesting ways to either remedial solution or stating the matters taken into consideration.

3) Please be informed me if you have any difficulty in implementing or putting the suggestion into effect as shown by me in the report in terms of sub paragraph 39(2) of the Act.

Sgd.
M. Somathilaka
Deputy Auditor General for
Auditor General.

Copied to :
1. Minister of Finance, Economics Stabilization & National Policy.
2. Secretary to the Minister of Finance, Economics Stabilization & National Policy.

National Audit Office,

My No. : PIC/AAT/2/21/30
28th of June, 2020

Chairman,
Administrative Appeals Tribunal.

Annual Comprehensive Audit Report on the Management Affairs of Administrative Appeals Tribunal for the year ending 31st of December, 2021, in terms of Section 11 (II) of National Audit at No. 19 of 2018.

This report issued upon the Audit carried out under my direction, in terms of provision made in National Audit Act No. 19 of 2018, read with relevant articles of Democratic Socialist Republic of Sri Lanka on the statement of financial position of the Administrative Appeals Tribunal, consist of statements of Financial Performance and cash flows as well for the year ending 31st December, 2021. Having acted in terms of Section 11 (II) of National Audit Act No. 19 of 2018, the Chief Accounting Officer shall inform me within 3 months from the date on which receipt of this report suggesting ways to remedial action and stating any difficulty in implementing or putting the suggestion into effect shown in the report.

1:2 Comment on Financial Statement.

1:2:1 Deficiency in Accounting.

Audit observation	Recommendation	Chief Accounting Officer's opinion
The imprest balance Rs. 19, 200/- as at 31st December for the reviewed, settled to the Treasury and however it remained further in the statement of Financial Performance, submitted to the Audit even though such balance not exists physically.	The notes of imprest balance should be made accurately in the Financial Statement for the year ending 31st December, 2021.	The imprest balance Rs. 19,200/- as at 31.12.2021 settled to the Treasury properly and since it need to balance accounts the same not mentioned in the financial position statement prepared as advised given at the work shop conducted by the Department Public Accounts.

2. Financial Review

2:1 Expenditure management.

The recurrent expenditure in 3 object codes remained 70% to 100% as balance for the reason of not preparing expenditure estimate in terms of Section 50 of Financial Regulation as well as due to Covid pandemic prevailed in the country. The full allocation Rs. 170,000/- remain in object code of capital expenditure.	The estimate shall prepare in terms of 50 of Financial Regulation.	The expenditure estimate prepared having foreseen expenditure in general situation and however expenses not occurred as estimated due to lack of staff and bad situation prevailed in the country in 2021.

2:2 Noncompliance with the Law and Regulation

Of which stated below upon finding at random audit inspection.

Observation			Recommendation	Chief accounting officers opinion
Reference to Law & Order	**Value Rs.**	**Non compliance**		
(a) In terms of Section 16:2 of National Audit Act No. 19 of 2018		Non submitting of the draft performance report together with financial statement for auditing.	Shall act in accordance with the Audit Act.	The anticipated performance report would be made in due course having received the final Audit Query
(b) The Section 138(6) of Financial Regulation of Democratic Socialist Republic of Sri Lanka		The notes of relevant files not stated in some paying vouchers of the Commission.	The notes of relevant file should be made in paying vouchers.	Due to lack of staff as well as the heavy load of work such errors made in an oversight and however made aware the officers to act in due diligence.
(c) The Circular of Public Administration No. 02/2018 dated 21.01.2018.		No human resources plan set up by the Tribunal for the reviewed year.	The said plan should be made as per the instruction given by the said Circular.	The said plan could not be prepared due to lack of staff and Covid 19 pandemic prevailing in the country.
(d) The guide line of Public Accounts No.2021/03 dated 26.11.2021		The Financial Statement for the year 2021 made to Audit having delayed 23 days i.e. on 23.03.2022	It shall be submitted prior to 28th of February.	I have assumed office of the Chairman on 01.01.2022 and prior to certify them the content of Financial Statement for the year 2021 had to peruse thoroughly and having satisfied with them submitted to you under my sign.

3. Operational review

3.1 Planning

Audit observation	Recommendation	Chief accounting officers opinion
As per the Section 03 of Public Financial Circular No. 02/2020 dated 28.08.2020 each and every public institutions shall prepare Annual Action plan for every year in order to implement the budget estimate.	The said plan shall be prepared for every year.	It could not be prepared since difficulty in preparing such plan in the presence of pandemic situation prevailed in the country and however it is being prepared at the moment for the year 2022.

3:2 Management deficiencies

The followings are observed.

Audit observation	Recommendation	Chief accounting officers opinion
a) The Section 7 of AAT Act No. 4 of 2002 directs that an appeal shall determine and dispose within two months from the dates on which preferred to it, but such not observed in auditing even though the said Section not amended so far.	In terms of Section 7 of the Act an appeal should be determined and disposed of within 2 months from the date of its inception, otherwise steps have to be taken to amend the said section.	Even if the said Section say so such cannot be implemented practically in the presence of unanticipated issues arises out of the appeal and the heavy load of appeals as well. Besides all three members of the Tribunal shall present in open session either in hearing or making decisions in respect of the appeal. Further, it is not observed needing an amendment to the said Section.
b) No statics time analysis of 929 pending appeals prepared for the reviewed year by the Tribunal.	The information on appeals should be updated in order to get statics time analysis of pending appeals.	Since lack of staff no possibility to reserve an officer for the same and however said plan would be implemented in due course.

4. Good governance.

4.1 Obligation to general public.

Audit observation	Recommendation	Chief accounting officers opinion
As per the Section 10 of the Act of Right to Information No. 12 of 2016 a web site is to be created in order to either commend or comment on the performance of the Tribunal but such is not created so far by the Tribunal.	A web site facility has to be implemented in order to commend or comment its performance.	As advice given by the Dept. of National Budget in the Dept. of Treasury a website is being created at the moment via ICTA.

5. Human Resources Management

Audit observation	Recommendation	Chief accounting officers opinion
In accordance with the provided information the approved cadre of the Tribunal shall be 31 as at 31.12.2021 but only employed 19 out of 31 rendering 12 positions vacant.	Shall take steps to fill the vacant position.	Please be noted that it obliged to serve not only to public officers but also civil society as well and therefore the vacant positions would be filled in due course in consultation with relevant institutions.

Sgd.
M. Somathilaka
Deputy Auditor General for
Auditor General.

Chapter 04 – Performance indicators

4.1 Performance indicators of the Institute – **Not relevant**

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

5.1 Indicate the Identified respective Sustainable Developments Goals – **Not relevant**

Chapter 06 - Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)
Senior	02	02	-
Territory	-	-	-
Secondary	21	12	09
Primary	08	05	03
Total	31	19	12

06.2 Since the existing staff has been assigned with work in a practically effective manner covering the work of the vacant posts too, the administrative work of the Tribunal has not been affected

06.3 Human Resource Development

Name of the Program	No. of staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program (Abroad/Local)	Output/ Knowledge Gained
			Local	Foreign		
Human Resources training could not be held due to having covid 19 pandemic prevailed in the country.						

Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	**The following Financial statements/accounts have been submitted on due date**			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
2	**Maintenance of books and registers (FR445)/**			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Not Complied	No post of Internal Auditor exist in the approved cadre	A clerical officer has been attached for this
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Not Complied	Unavailability of commitments	A register will be maintained in case of a commitment
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
03	**Delegation of functions for financial control (FR 135)**	Complied		

3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Not Complied	No post of an Accountant exists in the approved cadre	Conducted under the supervision of the Assistant Secretary
4	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Not Complied	No purchases are made in large amount	Such a plan would not be practical
4.3	The annual Internal Audit plan has been prepared	Not Complied	No such plans have been prepared due to the unavailability of an Internal Auditor	A plan is expected to be prepared for the coming year
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	**Audit queries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	**Internal Audit**	Not Complied		
7	**Audit and Management Committee**	Not Complied		
8	**Asset Management**			
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	Complied		

	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			
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Not Complied	The vehicles were not disposed ones	In case of a disposed vehicle, actions will be taken in terms of FR 772
9	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Not Complied	The vehicles were not disposed ones	In case of a disposed vehicle, such actions will be taken
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	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		

10.2	The dormant accounts that had existed in the year under review or since previous years settled	Not Complied	Those were not dormant accounts	Actions will be taken to the effect that dormant accounts are not created
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Not Complied	Those were not loans in arrears	Such actions will be taken if loans in arrears exist
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Not Complied	This is not a General Deposit Account	
13.2	The control register for general deposits had been updated and maintained	Not Complied	This is not a General Deposit Account	
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Not Complied	Ad-hoc sub imprests are not issued	This will be adhered to if needed
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Not Complied	Ad-hoc sub imprests are not issued	This will be adhered to if needed
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		

15	**Revenue Account**	Not Complied	A Revenue Account is not available	
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	**Provision of information to the public**			
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	Not Complied	A website is not available	Actions are underway to create a website
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Not Complied	No training has been provided	
18	**Implementing citizens charter**			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not Complied	Implementation of such method is difficult since this is a court proceeding	Intends to practically attempt the implementation
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	Not Complied	Implementation of such method is difficult since this is a court proceeding	Intends to practically attempt the implementation
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018	Not Complied	Since the total staff amounts to 19 employees, court proceedings are	Since the total staff amounts to 19 employees, it is intended to attempt

	dated 24.01.2018.		given priority	the practical implementation
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	Not Complied	Since the total staff amounts to 19 employees, court proceedings are given priority	Since the total staff amounts to 19 employees, it is intended to attempt the practical implementation
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not Complied	Since the total staff amounts to 19 employees, court proceedings are given priority	Since the total staff amounts to 19 employees, it is intended to attempt the practical implementation
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	Not Complied	Since the total staff amounts to 19 employees, court proceedings are given priority	Since the total staff amounts to 19 employees, it is intended to attempt the practical implementation
20	**Responses Audit Paras**			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		