



Department of Manpower & Employment

Annual Performance Report
2021

Vote No. - 328

Annual Performance Report 2021

Department of Manpower & Employment
Vote No. - 328

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Department of Manpower & Employment

*Department of Manpower and Employment
has been established with effect from 01st
January 2010 for the accomplishment of the
objective of producing strong professionals for
the development of the entire human resource
of the Country by the Gazette (Extraordinary)
No.1640/31 dated 02nd February 2010.*





This Department affiliated to the Ministry of Youth and Youth Affairs in its early stages functioned as a Career Guidance and Job Planning Division of the said Ministry with a view to accomplishing the objectives of achieving the development goals eliminating the unemployment prevalent in the society of youth having developed the human resources in Sri Lanka, improving the qualitative aspect of the workforce and garnering the contribution of the community of youth to the national economy through career guidance and employment generation.

01
Chapter

**Organizational Profile /
Implementation Abstract**

1. Introduction

Department of Manpower and Employment

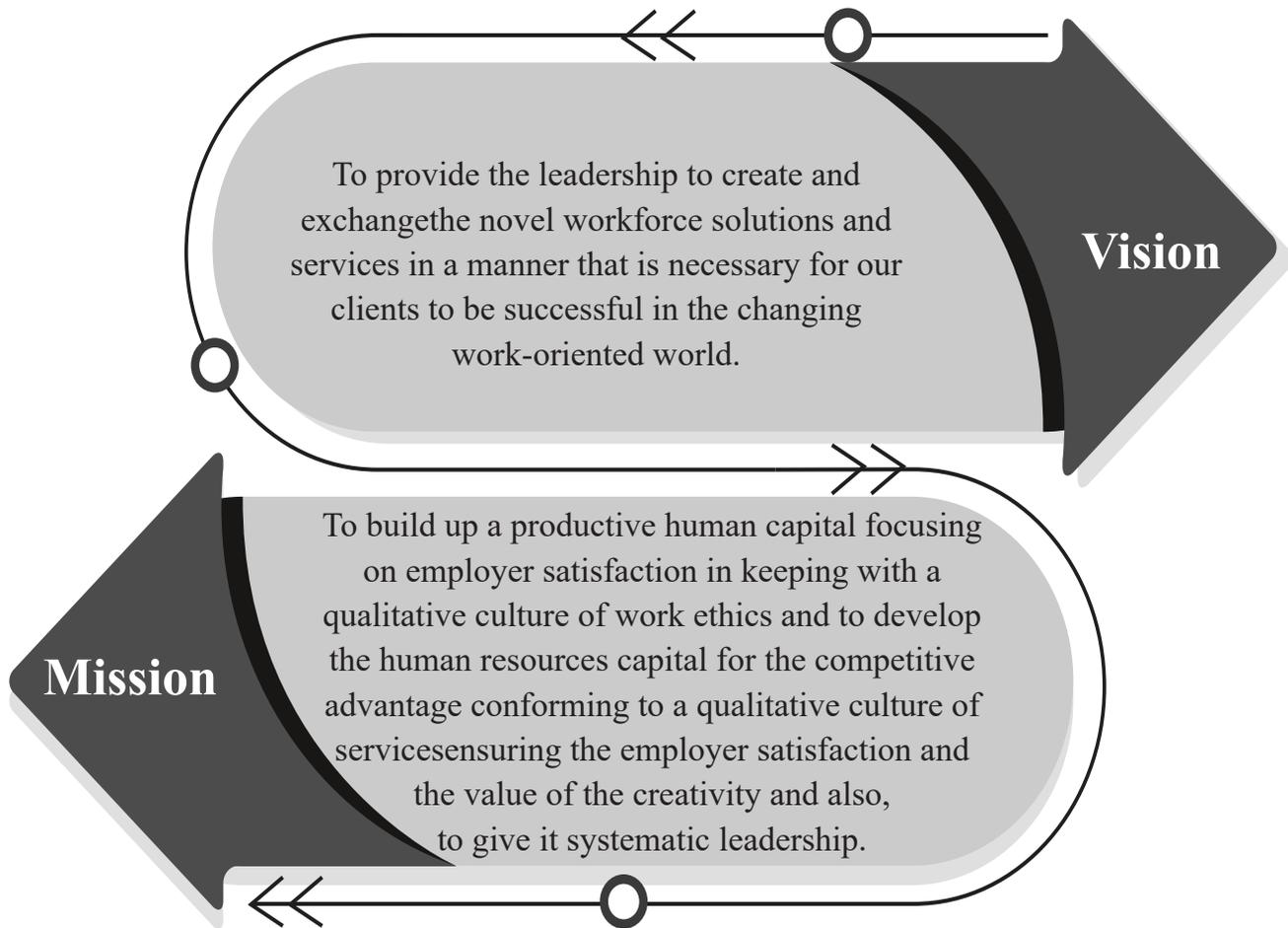
Optimal utilization of the limited resources of a country is an integral aspect for the progression of the country. Lack of a vibrant and high quality human resource towards the utilization of the prevailing passive resources stands as a prohibitive factor against the progression of a country. That is why the development and management of human resources is an invariably far more essential element of a country's development process than the resources a country inherits.

The Department of Manpower and Employment was established by the Extraordinary Gazette No. 1640/34 dated 12.02.2010 with effect from 01.01.2010 with a view to accomplishing the objectives of the development goals, eliminating the unemployment prevalent among the community of youth by developing the human resources in Sri Lanka, improving the qualitative aspect of the workforce and garnering the contribution of the community of youth to the national economy through career guidance and employment generation.

1.1 Key Tasks

1. Provision of career guidance services
2. Collection, analysis and dissemination of labour market information
3. Provision of public employment services
4. Promotion of international relations
5. Carrying out work involving human resource development

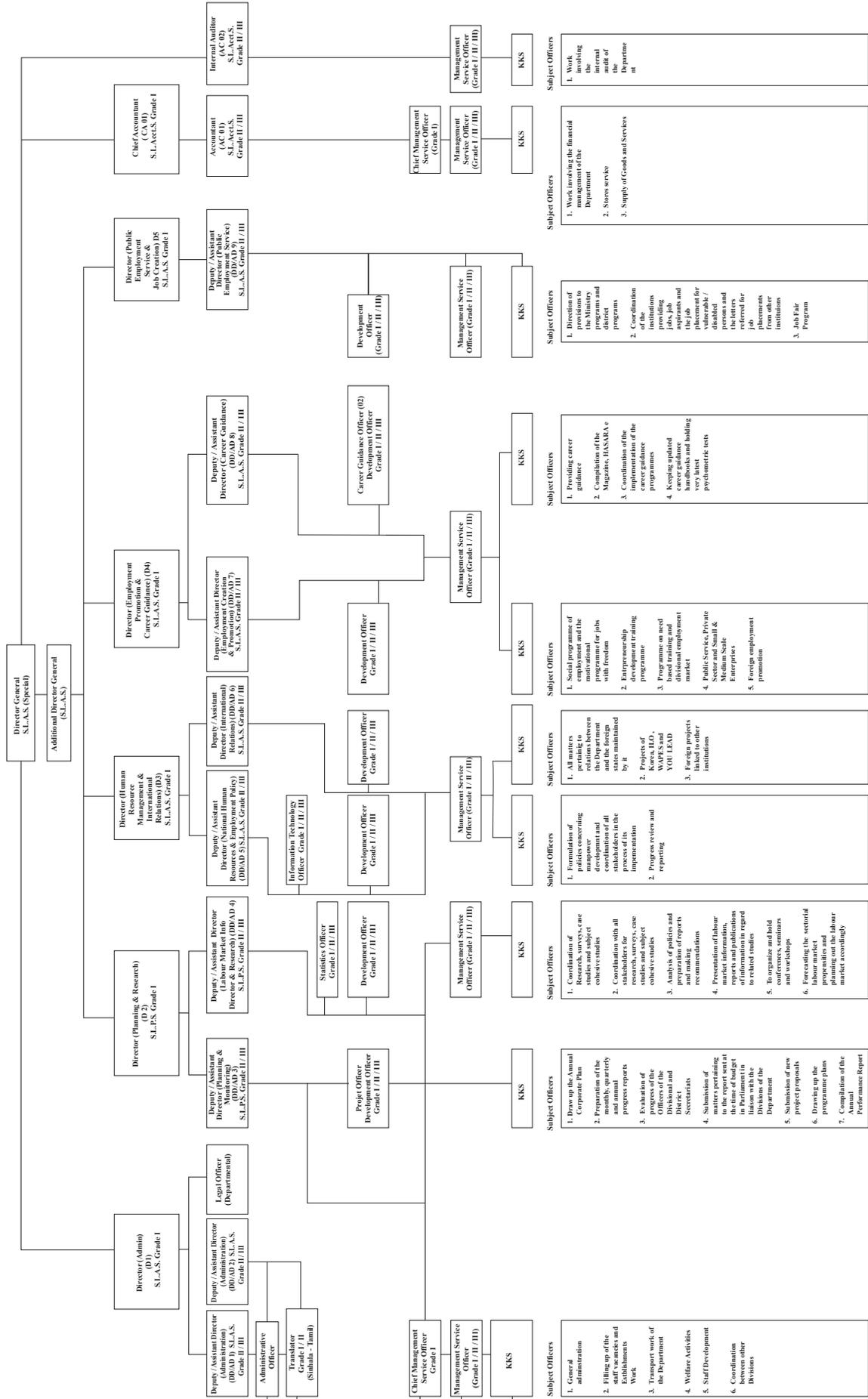
1.2 Vision, Mission and the Objectives



Objectives:

1. Establish a Comprehensive Labour Market Information Database by 2023
2. Facilitate to increase the male labor force participation from 70% to 73% and female from 32% to 34.5% by 2025 and 75% male and 45% female by 2030.
3. Facilitate to doubled (36.5% to 73%) the skilled and professional migrations while demotivating non-skilled by 2030
4. Lobby a dialogue to increase the EDBI (Ease of Doing Business) rank from 99 up to 89 by 2025.
5. Ensure that career guidance is provided to every child and youth by 2030
6. Provide policy guidance for creating competent and ethical workforce in meeting the local and global demand by 2030

1.4 Organization Chart



1.4 Staff Information

Staff Officers absorbed into the Department on Transfer

Serial No.	Name	Post	Date of assuming duties
1	Mrs. B.H.C. Shiromali	Director (Human Resources Management & International Relations)	18.01.2021
2	Mrs. S.N. Mayadunne	Assistant Director	01.02.2021
3	Mrs. M.K.S. Jayasena	Director (Job Creation, Promotion, Career Guidance & Public Employment Service)	16.02.2021
4	Mr. B.S.N. Perera	Director (Planning & Research)	05.07.2021
5	Mr. A.S.R. Bandara	Assistant Director (Administration)	02.08.2021
6	Mr. A.D.L.K. Priyawansa	Assistant Director (Career Guidance)	10.08.2021
7	Mrs. R.J. Abeyratne	Accountant	21.09.2021

Staff Officers gone on Transfer out of the Department

Serial No.	Name	Position	Date of transfer
1	Mrs. H.G.K. Deepashika	Asst. Director (Career Guidance)	06. 08. 2021

▪ Approved and Actual Cadre as at 31.12.2021

Srl. No.	Post	Related Service	Approved Cadre	Actual Cadre	Vacancies
1	Director General	SLAS (Special)	1	1	0
2	Additional Director General	SLAS (Special)	1	0	1
3	Director (Administration)	SLAS I	1	1	0
4	Director (Employment Promotion & Career Guidance)	SLAS I	1	1	0
5	Director (Manpower Planning & Research)	SLAS I	1	1	0
6	Director (Human Resource Management & International Relations)	SLAS I	1	1	0
7	Director (Public Employment & Job Creation)		1	0	1

8	Chief Accountant	SLAcS I	1	1	0
9	Accountant	SLAcS II / III	1	1	0
10	Internal Auditor	SLAcS II / III	1	0	1
11	Asst. Director (Administration)	SLAS II / III	1	1	0
12	Asst. Director (Planning & Progress Monitoring)	SLPS II / III	1	1	1
13	Asst. Director (Labour Market Information & Research)	SLPS II / III	1	1	1
14	Asst. Director (Career Guidance & Employment Promotion)	SLAS II / III	2	1	1
15	Asst. Director (National Human Resources & Employment)	SLAS II / III	1	1	0
16	Asst. Director (International Relations)	SLAS II / III	1	1	0
17	Asst. Director (Public Employment & Job Creation)	SLAS II / III	2	0	2
18	Legal Officer	Departmental	1	0	1
19	Administrative Officer	PMS (Supra)	1	0	1
20	Translator	Translators Service I/II	1	0	1
21	Information & Communication Technology Officer	SLICT Service II/III	1	0	1
22	Statistics Officer	Field / Office Based II/III	1	0	1
23	Career Guidance Officer*	Departmental	85	28	0
24	Project Officer	Allied Service	3	3	0
25	Human Resource Development Assistant	Allied Service	560	545	15
26	Public Management Assistant	PMS I/II/III	35	23	12
27	Driver	Drivers Service	8	4	4
28	Office Employees Service (KKS)	OES II/III	7	6	1
Total			723	612	112

*The above positions of Career Guidance Officers are the posts given to the relevant officers as exclusive to them. Therefore, the said post will be abolished upon the retirement of the officers who are in service as at present. As such, notes have been made reckoning that there exist no vacancies.

1.5 Divisions of the Department

Upon assignment of the entity named Smart Sri Lanka which has been given priority under the “Vistas of Prosperity” policy framework to this Department as per the letter No.MOYS/YAD/07/03/01 dated 11.12.2020 of the Secretary, Ministry of Youth and Sports, measures were taken towards the reorganization of this Department’s hitherto existed institutional structure in order to achieve its objectives in a manner that assumes more productivity and efficiency.

Accordingly, the institutional structure comprised of four previously existed Divisions named,

- Administration Division,
- Accounts Division,
- Career Guidance and Employment Creation Promotion Division, and,
- Manpower Planning, Development and Research Division;

was subject to be reestablished to consist of following dedicated Divisions and Units with the aim of rendering the specific services far more effectively.

- Administration Division,
- Accounts Division,
- Planning and Research Division,
- Employment Creation Promotion and Career Guidance Division,
- Human Resources Management and International Relations Division,
- Public Employment Service Division,
- National Career Guidance Center, and,
- Internal Audit Division.

• **Divisions of the Department**

Srl. No.	Division	Introduction
01	Administration Division	To operate, evaluate and upgrade the Departmental establishment affairs and general administration work to assist its higher management in order to achieve an excellent performance by way of contributing towards the process of the internal control for fulfilling the mission of the Department.
02	Accounts Division	The financial administrative work of the Department is carried out by this Division and a sum amounting to Rs.468 million was handled during the year 2021 while attending to the tasks of paying salaries and wages, the overall flow of the financial management, stores management and providing information to the auditors.
03	Planning and Progress Monitoring Unit	To assist the management by preparing various plans for the Department, maintaining the relationship between the District Secretary and the Human Resource Development Officers serving at the divisional level, the Development Officers and the Head Office while obtaining the physical and financial progress of such officers, analyzing them, preparing progress reports and referring them to the relevant parties.
04	Labour Market, Information & Research Unit	To provide necessary information on the labour market to all stakeholders in an easy-to-use mode In order to make efficient and effective decisions pertaining to the national labour market, for the purpose of policymaking, and also, for the use of programme makers of educational, training and skill development programmes in the field of education.
05	Employment Creation, Promotion and Career Guidance Division	To contribute towards building the workforce in a skillful manner in keeping with the global labour market while providing the right career guidance services for the career selection and career development of the clients of the career guidance service.
06	Human Resources Management & International Relations Division	There are three Divisions in operation under this wing.
	1. Human Resources Management Division	To make an impact on and assist the National Council for Human Resource Development to implement the national human resources and employment policies that have met with the approval of the Cabinet of Ministers as of now and to introduce the necessary amendments thereto.

	2.International Relations Division	To liaise with the projects implemented in this country by international organizations In relation to the scope of the Department.
	3. Information technology Division	To provide necessary facilities and knowledge to the officers of the Department and conduct propaganda work of the Department.
07	Public Employment Service Division	To set up and manage Public Employment Service Centers in all 25 districts with the objective of providing lucrative employment opportunities for the Sri Lankan workforce in the private sector.

1.6 Role of the Departmental Divisions

Srl. No.	Division	Role
01	Administration Division	<ol style="list-style-type: none"> 1.Maintaining the personal files of the officers 2. Identifying the training needs of the officers and directing them for training programmes 3. Implementing the transfer policy 4.Routine Mail Operations 5.Recruitment, disciplinary control Departmental operations and administration work 6. Work involving transportation
02	Accounts Division	<ol style="list-style-type: none"> 1. Payment of salaries and wages 2. Management of overall financial flow 3. Store Keeping 4. Provision of information to Audit Officers
03	Planning and Progress Monitoring Unit	<ol style="list-style-type: none"> 1. Preparation of the Strategic Plan in participation and liaison with all Divisions of the Department 2. Preparation of the Annual Action Plan in participation and liaison with all Divisions in keeping with the Strategic Plan of the Department and setting annual targets accordingly for the officers attached to District and Divisional Secretariats

		<p>3. Preparation of project proposals and referral to the National Planning Department for approval</p> <p>4. Preparation of monthly, quarterly and annual progress reports of the Department</p> <p>5. Preparation of Annual Performance Report and referral for tabling in Parliament</p> <p>6. Appraisal of officers of the Department posted at the district and divisional level annually</p> <p>7. Conducting the following meetings, participating in such meetings, preparing reports and distributing the information</p> <ul style="list-style-type: none"> • Fortnightly meeting attended by staff officers • Meetings of District Coordinating Officers • Semi-annual and annual progress review meetings • District monthly progress review meeting • Monthly progress review meeting chaired by the Secretary of the Ministry • The progress review meeting chaired by the Hon. Minister of the Ministry • Management Audit Committee Meeting • Management Audit Committee Meeting of the Ministry <p>8. Carrying on of a data system on the physical and financial progress of all officers of the Department assigned to the offices of the District Secretariats and Divisional Secretariats.</p>
04	Labour Market, Information & Research Unit	<p>1. Preparation of educational reports</p> <p>2. Implementation of various deliberative programmes with stakeholder institutions</p> <p>3. Preparation of educational reports on labour markets</p> <p>4. Preparation of monthly magazines and tabloids</p> <p>5. Social integration of labour market information</p> <p>6. Compilation of the Socio Economic Data Manual</p>
05	Employment Creation, Promotion and Career	<p>1. Conducting entrepreneurship development programme</p>

	Guidance Division	<ol style="list-style-type: none"> 2. Conducting district job fair and district vocational fair 3. Job posting in private sector 4. Provision of career guidance services for school students 5. Updating of the career guidance manuals 6. Preparation of Hasara magazine 7. Provision of career guidance services
06	Human Resources Management Division	<ol style="list-style-type: none"> 1. Submitting recommendations and proposals to relevant institutions related to promotion of the respective fields under the human resources employment policy. 2. Making recommendations and suggestions on the management and effective use of human resources in Sri Lanka
07	International Relations Division	<ol style="list-style-type: none"> 1. Educating the officers of the Department about the global job market and future job opportunities. 2. Educating the community about the foreign employment opportunities and coordination of necessary training opportunities
08	Information Technology Division	<ol style="list-style-type: none"> 1. Facilitating online meetings 2. Devising and monitoring of the departmental internal management information systems 3. Implementation of pilot projects related to the digitalization of departmental activities 4. Management of the Department's website and the Job Portal where job seekers and job providers are registered 5. Management of the online data system containing potential career information 6. Maintaining social media networks available with the Department and FB, YouTube, Twitter, LinkedIn, and TikTok 7. Continuous furnishing of answers to the issues referred to the Department online
09	Public Employment Service	<ol style="list-style-type: none"> 1. Registration of job seekers 2. Registration of private sector institutions 3. Making job matches according to the qualifications of job aspirants and referring them to interviews

		<ol style="list-style-type: none">4. Placements to jobs and its follow-up matters5. Provision of career guidance services6. Making the job aspirants aware of the job vacancies7. Provision of facilities for access to training8. Collection and publication of statistics on the status of employment9. Guidance for overseas employment opportunities10. Organization and conduct of the Programme of District Employment Fairs
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02

Chapter

**Progress
and
Vision Forward**

2. Progress and Vision Forward

2.1 Progress of the Development Programmes under Capital Vote as of 31.12. 2021

Name of the Programme	Amount allocated (Rs.m.)	Revised Provision as at 31.8.2021(Rs.m.)	Financial Progress as at 31.12.2021 (Rs.m.)	Financial Progress %	Physical Progress %
Jobs Net Programme 328 -1-1-2-2509	3	2.5	1.348	54%	60%
Human resources development with job skills targeting the demand of the labour market 328 -1-1-6-2509	7	5	4.692	93%	154%
Establishment of a labour market information system 328 -1-1-8-2509	20	2	1.945	97%	65%
Implementation of the career guidance programmes 328 -1-1-9-2509	6.5	6.5	5.925	91%	128%
Establishment of the Public Employment Service 328 -1-1-11-2509	5.5	3.5	1.332	38%	78%
Establishment of a management information system for labour market information 328 -1-1-12-2509	5	2	2.000	100%	35%
International Labour Organization (ILO) Project	2.299	2.299	1.777	77%	100%

Name of the Programme	Amount allocated (Rs.m.)	Revised Provision as at 31.8.2021(Rs.m.)	Financial Progress as at 31.12.2021 (Rs.m.)	Financial Progress %	Physical Progress %
to promote inclusion of persons with disabilities in the economic sector through job placement and self – employment guidance in the Northern Province of Sri Lanka 328-1-1-14-2509(13)					
Smart Sri Lanka Project 194-2-10-1-2509	135.233	135.233	83.582	61%	79%
Total	184.532	159.032	102.601	76.375%	87.375%

- **Targets reached as of 31.12.2021**

	Programme /Activity	Progress from 01.01.2021 to 31.12.2021		Beneficiaries
		Physical	Financial (Rs.m.)	
	<u>Providing career guidance services for targeted beneficiaries (Number of sessions)</u>			
1	G.C.E. O/L career guidance programme	1682	5.925	56,156
	G.C.E. A/L career guidance programme	553		20,131
	Self-employment motivation programme	331		10,043
	Overcoming career challenges programme	148		4,980
	Career guidance programme for undergraduates (Intenal / External)	19		1,411
	Awareness programme for teachers	149		7,017
	Awareness programme for parents	435		20,075
	2	Revision of the career guidance beneficiary manuals		100%

3	Entrepreneurship development programme	109	4.692	2,678
4	Divisional job fair programme	113		16,236
Beneficiaries provided with Career Guidance Services				138,709
<u>Labour Market Study / Publications</u>				
5	Study Reports	65%	0.172	
	Posting the Socio- Economic Data Book on the website	100%	0.015	
	Making compact discs containing labour market information – Posting it on the website	100%	-	
6	Conducting the Career Guidance Week	100%	10.600	
7	Production of video films (9 video films for G.C.E. O/L students)	100%		
8	Registration of job seekers	70,124	-	70,124
	Registration of job vacancies	26,281		26,281
	Job placement	7,759		7,759
9	District Job Fair and National Job Fair - Online	14	-	3,737

	District	Direct Job Placements		Engagement of Self-Employed / Entrepreneurs
		Through District Public Employment Service Centres	At the level of Divisional Secretariats	
6	Nuwara Eliya	81	505	20
7	Galle	12	214	19
8	Matara	83	89	28
9	Hambantota	125	242	16
10	Jaffna	286	157	24
11	Mannar	216	33	145
12	Vavuniya	151	-	66
13	Mullaitivu	0	-	-
14	Kilinochchi	33	-	-
15	Batticaloa	63	41	33
16	Ampara	4	71	18
17	Trincomalee	17	10	101
18	Kurunegala	183	580	32
19	Puttalam	32	82	-
20	Management Anuradhapura	77	30	-
21	Polonnaruwa	31	36	7
22	Badulla	189	556	6
23	Management Moneragala	1	69	13
24	Ratnapura	30	569	26
25	Kegalle	35	382	7
	Total	2,512	5,247	707
	Full Total	7759		707

- **Life Talk Special Programme**

One of the remarkable programmes of the Career Guidance Week was the series of lectures titled “Life Talk’. The position of the job security of the general public in the face of Covid-19 pandemic prevailed in the island was on a minimal level and it was predictable that the percentage in unemployment was gradually on the rise. We, in our observations, were well aware of the importance of the career guidance in this scenario. As such, a series of online lectures was set in motion during the month of August for selected beneficiary segments (i.e. - teachers of Grade 9, GCE (O/L) and GCE (A/L) and the parents).

We were in a position to be able to educate over 21,000 children in the media of Sinhala and Tamil languages through this series of lectures that lasted over a period of 17 days on the trot. During the programme of the Career Guidance Week, arrangements were put in place to conduct virtual lectures / webinars online from 6.00 p.m. to 7.00 p.m. during the period from Oct. 04 to Oct. 09 under the community awareness activity campaign. Resource persons representing the public sector, international agencies, private sector institutions and the universities got in touch with this programme for providing their knowledge on the subject of Career Guidance.

The purpose of this programme was to hold a deliberative and intellectual dialogue online to fill the hiatus in the need for a strong intervention for the people who are affected in the face of the social and economic problems prevalent in Sri Lanka. As such, this programme was beamed online across the Department’s FB Page and YouTube Channel (Inspired Career) via Zoom Technology, covering the entire island.

Special Programmes	Date & Time	Name of the Programme	No, of Programmes
Life Talk Programme	Every Thursday from 1 to 29 July 2021 From 5.00 p, m, to 6.00 p, m.	Awareness Programmes for Teachers	4
Life Talk Programme	From 2 August to 21 August (On Mondays, Wednesdays, Thursdays & Saturdays	Awareness Programme for A / L Students Monday evening from 6.30 p.m. - 7.30 p.m.	15
		Awareness Programme for O / L Students Thursday evening from 6.30 p.m. - 7.30 p.m.	
		Awareness Programme for Grade 9 Students Wednesday evening from 5.00 p.m. - 6.00 p.m.	
		Awareness Programmes for Teachers Thursday evening from 5.00 p.m. - 6.00 p.m.	
		Awareness Programmes for Parents Saturday	

Special Programmes	Date & Time	Name of the Programme	No, of Programmes
		night from 8.00 p.m. - 9.00 p.m.	
Life Talk Programme – Programmes held in parallel to the Career Guidance Week	From 6.00 p, m,to 7.00 p, m. in Sinhala Medium & 7.30 p, m,to8.30 p, m. in Tamil Medium every day from the 14 th to 30 th of the month of September 2021	Introduction to the Career Guidance and its Importance	Sinhala Medium-17 Tamil Medium-17
		Psychometric tests and theory	
		Personality and you	
		Soft skills	
		Let's mould the world of work	
		Let's dream and Let's plan	
		Higher education and vocational training courses	
		Decision making	
		The contribution of the youth community towards the development of the country	
		Preparing the applications and facing the interviews	
		How to become a successful entrepreneur?	
		The importance of marketing	
		Winning factors about success - 7 Habits	
		Labour productivity and the economy of Sri Lanka	
		Thinking and thinking creatively	
Time management of memory keeping			
New Technology and Youthfulness			
Special guest lectures during the Career Guidance Week	From 4/10/2021 to 9/10/2021 From 6.00 p.m. to 7.00 p, m.	1. International experience on the job market and work force Ms. Thilaka Jayasundara	6
		2. New job market trends arisen with the Covid 19 pandemic Mr. Erandika Dissanayake	
		3. Cultural barriers associated with entrepreneurship Dr. M.T. M Mahesh	
		4. Entrepreneurship and Labour Market	

Special Programmes	Date & Time	Name of the Programme	No, of Programmes
		Prof. S. Santhirasekaram	
		5. Think unique and enlighten your Career Dr. Kishu Gomes	
		6. Stories of successful entrepreneurs Mr. Ponnaiah Nallarathnam Mr. T Mayooraan	
Life Talk Programme – Programmes held during the month of December 2021	From 6.00 p, m, to 7.00 p, m. every day from the 1 st to 31 st of the month of December 2021	Sonduru Vila - Awareness programme for pre-school teachers on Mondays from 6 p.m. to 7 p.m.	4
		Sonduru Piyasa - Programme for Newlywed Couples and Pregnant Women on Tuesdays from 6 p.m. to 7 p.m.	4
		Senehase Piyasa - Awareness Programme for Parents on Wednesdays 6 p.m. to 7 p.m.	5
		Abhimanaye Donkaraya - Awareness Programme for Teachers on Thursdays 6 p.m. to 7 p.m.	5
		Piyapath - Awareness Programme for Youth Community on Fridays 6 p.m. to 7 p.m.	3
		Forum of Intellectuals - Awareness Programme for Public Officers on Saturdays 6 p.m. to 7 p.m.	2
		Kshema Bhumi - Awareness Programme for Entrepreneurs and New Job Aspirants on Sundays 6 p. m. to 7 p.m.	3
No, of Life Talk Programmes = 85 Total Beneficiaries= 89,750			

Assumption of monetary value calculated for the programmes carried out without financial provisions during the year 2021

Serial No.	Programme	Cost per beneficiary if the programme was carried out under the financial provisions (A)	No. of Beneficiaries (B)	Financial value calculated (A)* (B)
01	Online Awareness Programme for O/L Students	100.00	56156	5615600.00
02	Online Awareness Programme for A/L Students	100.00	20131	2013100.00

03	Online Undergraduate Programme	100.00	939	93900.00
04	Online Awareness Programme for Teachers	100.00	6723	672300.00
05	Online Awareness Programme for Parents.	100.00	9679	967900.00
06	Online Winning Career Challenges Programme	100.00	1984	198400.00
07	Online Self Employment Programme	100.00	1113	111300.00
08	Online Entrepreneurship Development Programme	100.00	1776	177600.00
09	Online Awareness Programme for Job Seekers	100.00	8613	861300.00
10	Online Divisional Job Fair	100.00	680	68000.00
11	Special Programmes	100.00	61703	6170300.00
12	Life Talk	100.00	89750	8975000.00
Full Total				25,924,700.00

2.1 Divisional Progress

2.1.1 Labour Market Information Division – Progress of the year 2021

Srl. No.	Tasks proposed	Progress of the Programmes undertaken	Financial Summary(Rs.)	
			Amount set aside	Amount expended
01	Study Reports	7 Reports were prepared and finalized.	-	172,000
02	Labour Market Study Reports(Sectorial Studies)	Preliminary Concept Paper has been prepared. All criteria (TOR) have been made.	-	
	Agriculture Sector		-	
	Health Sector		-	
	Generation of employment through herbal plants allied to Ayurveda Sector			
	Study on the workers engaged in employment after migrating to Sri Lanka		-	

03	Susanveda	Youth and the Production Economy - Reports have been prepared and finalized under the topics of Sports and the Entrepreneurship, Agro-ecology and School Education for Human Development.	203,785	203,785
04	Making out Compact Disks (CDs) embodying Labour Market Information (LMI Data CD)	The Compact Disks (CDs) embodying Labour Market Information were not made and the information thereof will be published on the website of the Department.	-	-
05	Annual LMI Bulletin	To be issued during the first quarter of 2022.	-	-
06	Socio- Economic Data Book	This will be published in Sinhala, Tamil and English languages and posted on the website of the Department.	156.10.50	156.10.50
07	Training (GIS & SPSS)	Training of Departmental officers on the GIS Software and the SPSS Software.	1,000,000	826,807.80
	Total		1,391,395	1,218,202

2.1.2 Job Creation, Promotion and Career Guidance Division – Progress of the year 2021

Serial No.	Tasks proposed to be executed in respect of the year 2021	Progress of the Programmes undertaken
01	Compilation of the Handbook of Entrepreneurship – Sinhala Medium	Compilation of the Handbook of Entrepreneurship and uploading it to the website of the Department – Sinhala Medium
02	Compilation of the Handbook of Entrepreneurship – Tamil Medium	Compilation of the Handbook of Entrepreneurship and uploading it to the website of the Department – Tamil Medium
03	Programme for referring the students who were unsuccessful at the GCE O/L Examination 2020 to vocational education and training	Putting in place a programme to refer the children who have ended up their education following the GCE (O/L) Examination failure to vocational education and training.

▪ Making the Video Films

75 videos were prepared based on the experiences of successful entrepreneurs and uploaded to the “Inspired Career” YouTube channel of our Department every week on Fridays.

The Job Creation, Promotion and Career Guidance Division of the Department produced only 54 videos of 20 minute duration each on the Career Guidance Programmes implemented by it at the district and divisional levels and recorded only 130 copies each thereof due to the health risk that was prevalent in the country.

Accordingly, these video films have been made under the main aspects and topics as stated below.

Serial No.	Programme	Media	Topics
01	Programme to educate the GCE (A/L) students	Sinhala	1. Let’s be the Heirs of a Proud Nation
			2. You are Marvelous

			3. Higher education opportunities and vocational training opportunities
			4. Exploration of the World of Work
			5. New trends in the World of Employment
			6. Let's overcome the Challenges
			7. Let's set up ourselves on one sole and firm resolve
02	Programme to educate the undergraduates	Sinhala	8. For a proud nation's behalf
			9. Soft Skills
			10. New jump onto the innovation and world of work through creativity
			11. You are Marvelous
			12. Art of the career decision making
			13. Let's make out Winners – To Life Successfulness through Planning
			14. Winning factors for Success
03	Entrepreneurship Development Programme	Sinhala	15. Concept of Marketing
			16. Consumer Care
			17. Development of Goods
			18. Accounting and the Business Plan
			19. Factors to be considered in Marketing
			20. Luck's Jolly Way
			21. Nature of the Anger

04.	Overcoming the Career Plans Programme	Sinhala	22. Interview
			23. Goals for Life Successfulness
			24. World of Work
			25. Overcoming the Professional Planning
			26. Skills of Youthfulness in the 21st Century
			27. Bio-data Sheet and the Covering Letter
			28. Let's build our lives by ourselves
05	Programme to educate the teachers	Sinhala	29. Importance and objective of the Career Guidance
			30. Soft Skills to be triumphant in life
			31. Role of the Career Guidance Teacher
			32. New Trends in the World of Work
			33. Let's control the stress through work management
			34. Role of the Teacher showing the right path to school children
			35. Importance of the Personality to make the education successful
			36. Let's understand the Career Key Psychometric Test based on the theory of John Holland
			37. Career Decision Making based on Career Guidelines
			38. Creativity and Entrepreneurship
			39. Towards a Proud Nation

06	Self-employment Motivation Programme	Sinhala	40. Why you should select a self-employed job?
			41. Setting up of the entrepreneurship goals
			42. Several self-employable effective ideas of self-employment
			43. Personal Entrepreneurship Skills
			44. Method of Selecting Business Ideas
07	Programme to educate the Grade 9 students	Sinhala	45. Let's overcome the challenges of education to be triumphant over the challenges in your young age at Grade 9
			46. Towards a Proud Nation
			47. Let's select Clustered Subjects
			48. If you are to win the life in contentment
			49. Biographies
08	Programme to educate the parents	Sinhala	50. Role of the Mother and the Father
			51. Do you recognize your child?
			52. It is the education you should be in pursuit for a safe future
			53. Child blessed with virtues and wisdom
			54. Love in our home of pleasantness

- **Implementation of the Career Guidance Week (From 04.10.2021 to 10.10.2021)**

A Career Guidance Week was planned out in order to socially integrate the concept of career guidance which is among one of the foremost functions of the Department and the arrangements were made to conduct it online over the period from 04.10.2021 to 10.10.2021. During this week, Competitions involving Essays of Prose and Poetry, Oratory Contests, Arts and Quiz Competitions were conducted online for the students of schools learning in the 9th, 10th and 11th Grades.

Accordingly, raising awareness among the children and the adult community including teachers and parents on this concept was recognized as filling up of a hiatus that had existed in the society over a long period of time and the aim of this programme was to make a contribution towards the building up of a qualitative and skillful labour force, having brought about a clear understanding and motivation on the career oriented direction ahead of them in the future.

- **Programmes implemented during the Career Guidance Week**

Among the programmes implemented during Career Guidance Week, yet another special programme was the "Enrichment" lecture series. The purpose of this programme was to raise awareness of the importance of the subject of career guidance and its practices. As such, this programme was implemented through Zoom technology to cover the whole island.

- **Enrichment Stage – 01 (Community Awareness Programmes)**

Srl. No.	Date	Topic	Resource Person	No. of Participants
01	2021.06.07	Introduction and explanation of the purpose	Mrs. Anusha Gokula Fernando	478
02	2021.06.08	Explaining the future activities of the Department	Mr. Wijekoon	336
03	2021.06.09	The career guidance and its importance	Mrs. Thushari Anuruddhika	384
04	2021.06.10	The career key and its role	Mr. Priyantha Wijegunasekara	426
05	2021.06.11	The role of the career advisor	Mr. Ranasinghe Bandara	289
06	2021.06.12	The importance of the vocational education	Mrs. Sandya	262
07	2021.06.13	The personality of an officer	Mrs. Vijitha Daluwatte	284
	Total			2459

• **Enrichment Stage – 02 (Tamil Medium) - Awareness Programmes**

Srl. No.	Date	Topic	Resource Person	No. of Participants
01	21.06.2021	Introduction to the future activities of the Department	Mrs. Anusha Gokula Fernando - Director General Mr. N. Sanjeevan (Assistant Director)	171
02	22.06.2021	Career Guidance	Mr. U. Sureshkumar [HRDO] - Batticaloa District Mr. A. Karunaratna [DO] - Batticaloa District	152
03	23.06.2021	The career guidance and its importance	Mrs. Jancy Lambert [HRDO] - Mannar District Mrs. Thulasi Kumari [HRDO] – Mannar District	143
04	24.06.2021	Planning the career goals and objectives	Mrs. K. Sivapriya [HRDO] - Jaffna District Mr. Liston Rajanikanth [HRDO] - Jaffna District	148
05	25.06.2021	The role of the career guidance advisor	Mr. N. Kangatharan [HRDO] - Ampara District Mr. N. Arulanandam [HRDO] - Ampara District	156
06	26.06.2021	The career key and its role	Mr. B. Sribavan [HRDO] - Kilinochchi District Mrs. P. Sivagowry [HRDO] - Mannar District	128
07	27.06.2021	Career key test	Mr. B. Sribavan [HRDO] - Kilinochchi District	122
08	28.06.2021	Personality development of the officer	Mr. A. Karunaratna [DO] - Batticaloa District Mr. U. Sureshkumar [HRDO] - Batticaloa District	114
09	29.06.2021	Presentation skills	Mr. Karunakaran [HRDO] - Jaffna District	142
10	30.06.2021	Soft skills to win life	Mr. S.Sivasorupan [HRDO] - Kilinochchi District Mr. S. Sureshkumar [HRDO] – Vavuniya District Mrs. B. Krishnanthy [DO] – Vavuniya District	161
11	01.07.2021	The importance of vocational education	Mr. J. Thusiraj [DO] - Mullaitivu District Mrs. Jessina Fahmy [HRDO] - Trincomalee District	136
12	02.07.2021	Programme Overview	Director General	165
		Total		1,738

• **Enrichment Stage – 03 (Awareness Programmes)**

Srl. No.	Date	District	Topic
1	16.07.2021	Kalutara	The adolescent child and the role of the parents
2	17.07.2021	Gampaha	To be triumphant at A/L
3	18.07.2021	Colombo	Let's select the right subjects for the future world of work
4	19.07.2021	Galle	Introduction to entrepreneurship according to “Career Key Test”
5	20.07.2021	Matara	“You Are Your Child's Guide” Guidance Programme for parents
6	21.07.2021	Hambantota	Covering Letter and the Bio-data Sheet
7	22.07.2021	Kandy	Motivational process for job seekers and those in pursuit of the vocational training
8	23.07.2021	Matale	Motivation and the learning methods
9	24.07.2021	Badulla	Establishing educational purposes for Ordinary Level and Advanced Level students and achieving examination goals
10	25.07.2021	Moneragala	If you aspire to be a successful entrepreneur
11	26.07.2021	Kurunegala	Strategies of achieving educational targets
12	27.07.2021	Anuradhapura	Communication skills a career advisor should possess
13	28.07.2021	Ampara	Measures to be followed in organizing and conducting the Self Employment Promotion Programme
14	29.07.2021	Matara	Let's mold the world of work through creative thinking

Career Guidance Week 2021 - Live Webinar Video Transmission of the YouTube Channel, "Inspired Career"

Date	Resources Persons	Topic	Medium	No. of Viewers
10/4/2021	Mrs. J.M.T. Jayasundera	Foreign experience in the market and the labour force	Sinhala	757
10/5/2021	Mr. Erandika Dissanayake	New job market trends with the Covid -19 pandemic	Sinhala	516
10/6/2021	Dr. Mahesh	Socio-cultural barriers related to entrepreneurship	Sinhala	532
10/7/2021	Prof. S. Santhirasekaram	Entrepreneurship and the labor market	Tamil	427

Career Guidance Week– Webinar Series of Lectures (Question & Answer Session)					
Date	Discussion conducted by	Resources Persons	Topic	Media	No. of Viewers
10/8/2021	Mrs. Shanika Mayadunne Director -NHREP	Dr. Kishu Gomez	Think uniquely and brighten your career	Sinhala	1142
10/9/2021	Mr. Vanaraja Loganathan HRDA-Jaffna	Mr. Ponnaiah Nallaratnam and Mr. M. Ainthavi	Biographies of successful Entrepreneurs	Tamil	221
Total					3,595

- **Cost Analysis**

	Physical Job Fair Programme	Online Job Fair Programme
01	The total amount spent physically for the job fair programmes held in 08 districts during the year 2019 - Rs. 3,312,263.88 Expenditure incurred by the Department - Rs.1,836,763.00	The total amount spent for the job fair programme conducted online covering 25 districts during the year 2021 was Rs.16,000.00 only.
02	Job Placement Progress No. of participants / No. of people who were kept informed of- 11,935 Number of persons placed on employment - 1,719 $1719/11,935 \times 100 = 14.40 \%$ Cost of job placement per person - $3,312,263.88/1,719 = \text{Rs. } 1,926.85$	Job Placement Progress No. of participants / No. of people who were kept informed - 3,967 Number of persons placed on employment - 460 $460/3,967 \times 100 = 11.59\%$ Cost of job placement per person- $16,000/460 = \text{Rs. } 34.78$

Career Guidance Week 2021 – Applications Accepted							
2021/9/12 20:00:03							
Residential District	Oratory Competition	Poetry Competition	Arts Competition	I.Q. Competition	Prose Competition	Prose Competition for Adults (Open)	Full Total
Colombo	432	398	392	1201	170	80	2673
Matara	375	408	361	1223	159	94	2620
Jaffna	440	547	268	846	192	40	2333
Kurunegala	345	470	287	896	134	91	2223
Kandy	304	389	267	847	112	117	2036
Ampara	224	599	332	648	177	30	2010
Batticaloa	163	592	364	599	164	46	1928
Kalutara	217	339	213	798	127	51	1745
Galle	218	356	242	724	88	111	1739
Hambantota	288	200	153	918	73	33	1665
Gampaha	180	312	241	399	120	210	1462
Anuradhapura	190	245	188	625	93	48	1389
Puttalam	143	257	239	460	76	51	1226
Badulla	116	176	135	310	75	33	845
Mannar	76	212	98	279	84	15	764
Moneragala	110	150	128	264	61	27	740
Ratnapura	107	150	106	259	64	36	722
Matale	89	135	90	290	40	25	669
Nuwara Eliya	60	137	99	283	38	29	646
Kegalle	73	124	95	174	48	43	557
Vavuniya	43	143	94	127	42	32	481
Polonnaruwa	54	57	70	237	28	28	474
Kilinochchi	61	112	51	166	46	12	448

Mullaitivu	43	132	47	134	32	10	398
Trincomalee	26	53	21	30	14	12	156
Full Total	4377	6693	4581	12737	2257	1304	31949
Applications Rejected							
Age limit exceeded as per the circular	216	418	223	625	179	22	1583
No Attachment (Arts /Poetry/ Essay /Declaration) *		1439	1135		455	151	3316
Double Applications	259	537	342	774	131	59	1966
Incomplete Applications	5	22	102	7	16	1	153
	Oratory Competitio n	Poetry Competitio n	Arts Competitio n	I.Q. Comp.	Prose Competitio n	Contest for Adults	Full Total
<i>**It is reminded that the figures shown in the report may vary as per the recommendations of the Competition Evaluation Committee.</i>							

- **Details of the competitions held during the Career Guidance Week**
 - **Number of Persons kept informed of through the Career Guidance Week**

Programme	No. kept informed of
Enrichment Stage - 01	2,459
Enrichment Stage - 02	1,738
Enrichment Stage - 03	3,014
“Life Talk” Programme	1,579
Live video transmissions via the YouTube Channel of the Department	21,766
Career Guidance Week2021 – Inspired Career	3,595

Live webinar series transmissions via the YouTube Channel	
Job Fair Programmes	3,967
Competitions of the Career Guidance Week	38,967
Total	77,085

E

Total cost incurred on the Programme - **Rs. 7,206,464.20**

Number of persons kept informed of - **77,085**

Cost per person for keeping people informed of - $7,206,464.20/77,085 = \text{Rs. } 93.48$

- Progress of the online job fair programme held concurrently with the Career Guidance Week

	District	Date	No. of job seeker participants	No. of private job provider agencies participated	No of training institutes attended	Referrals to training	No. of persons placed on jobs
1	National Job Fair Programme (Anuradhapura, Polonnaruwa, Nuwara Eliya, & Puttalam)	2021/10/07	250	12			24
	National Job Fair Programme (Vavuniya, Mannar, Mullaitivu, Trincomalee, & Ampara)	2021/10/08	264	20			51
	National Job Fair Programme (Colombo, Gampaha, Badulla, Moneragala & Kegalle)	2021/10/09	730	22			76
2	Hambantota	2021/10/07	106	13	2		28
3	Matara	2021/10/07	320	13	3		33
4	Kandy	2021/10/07	183	10			26
5	Kilinochchi	2021/10/07	58	6			0
6	Matale	2021/10/07 & 08	155	12			20
7	Kurunegala	2021/10/08	455	15	4	18	38
8	Jaffna	2021/10/08	205	10			23
9	Ratnapura	2021/10/08	186	16		9	12
10	Kalutara	2021/10/08	458	13	1		10
11	Batticaloa	2021/10/09	142	18			42
12	Galle	2021/10/09	455	19	1		77
	Total		3967				460

2.1.3 Information Technology Division

Action was taken to redesign the Department's website, YouTube channel and its FaceBook Page and disseminate them among the general public in a short period of time.

By November 2021,

- The website has been perused by about 60,000 viewers (www.dome.gov.lk)
- The YouTube Channel has been subscribed by 2530 users. (Inspired Career) - ([https://www.youtube.com/c/Inspired career](https://www.youtube.com/c/Inspired%20career))
- Followers on Facebook Page were 7700. (<https://www.facebook.com/dome.gov.official>)

Work has begun to redesign the Department's YouTube Channel giving it a new outlook. Accordingly, the caption, "Yes We Can" has been switched to "Inspired Career" and action is being taken to release it in a freshened up dimension.

Establishment of Management Information System (MIS)–The Firm, Bellvantage has been entrusted with the task of developing the relevant software after conducting preliminary discussions to establish the Internal Management Information System of the Department.

Life talk Programme - This sub-division undertakes to host the coordination of the entire programme and also, makes some of the programmes operational.

2.1.4 International Relations Division

The inaugural programme of the Entrepreneurship Promotion Programme of the disabled community in the Northern Province initiated in collaboration with the International Labour Organization (ILO) will be implemented over a period from 17.02.2021 to 31.03.2022.

The Division will also see to the implementation of the consultative programme for policy formulation between Sri Lanka and South Korea. The project is scheduled to take place between the period from 2022 to 2026.

In addition, work necessary to launch a project to strengthen the Public employment service is underway in order to assist the migrant workers. The International Labour Organization (ILO) has agreed to support this project as well.

The Human Resources Management and International Affairs Division also publishes articles having regard to Departmental activities on the Department's website every month.

Continuing to establish a Labour Market Information System and striving to bring up the Human Resource Management and Employment Policy to a functional level and taking necessary onward action with local and foreign agencies involved in the Employment Policy and Human Resources Development in order to maintain regular relationships with them can be cited as the strategic plans of the vision forward of the Human Resources Management and International Affairs Division.

- Project to place the disabled persons in the Northern Province of Sri Lanka in employment and encourage them to contribute towards the economy through career guidance - ILO affiliate Project

	Name of the Programme	District	No. of Programmes held	No. of Beneficiaries	No. of job placements	Expenditure
1	Capacity building training programme for officers at PES Centres	Vavuniya&Mannar	1	27	-	52,198.50
		Mullaitivu, Jaffna & Kilinochchi	1	25		67,510.20
Total				50		
2	Identifying job aspirants (employability status by self-awareness programmes)	Mannar	5	100	-	125,000.00
		Jaffna	15	295		374,019.10
		Vavuniya	4	80		100,000.00
		Kilinochchi	4	80		100,000.00
		Mullaitivu	6	110		136,750.00
Total				665		
3	Awareness programme for job seekers in parallel to district job fairs (For the purpose of facing interviews)	Mannar	1	50	10	105,000.00
		Jaffna	1	150	15	336,700.00
		Vavuniya	1	40	3	94,000.00
		Kilinochchi	1	40	10	94,000.00
Total			41	995 38		1,491,177.80

2.1.5 The tasks carried out by the Public Employment Service Division in 2021

- Submitting the funds for the purchase of weekend Sinhala, Tamil and English newspapers to the District Job Centers to find vacancies in the private sector institutions in the District.
- Directing the 1642 job requests submitted by the President's Office under the 'Conversation with the Village' (Gama Samaga Pilisandarak) Programme to the relevant District Job Centers for referring the job aspirants to employment in the private sector and taking action to pursue the progress thereof.
- Directing the 1362 job requests sent by the Office of the Prime Minister to the relevant District Job Centers for referring the job aspirants to employment in the private sector and taking action to pursue the progress thereof.
- Conducting the virtual district job fair programmes online in parallel to the Career Guidance Week and thereby contributing to the reduction of unemployment in the country.

- Facilitating the work of the Department in a better way by providing Tab Computers to the Officers attached to the Department in the Divisional Secretariats, under the Smart Sri Lanka Programme.
- Providing essential office equipment to the officers of the Divisional Secretariats.
- Making available necessary provisions to the district and divisional officers for the purchase of tool kits required when holding training programmes for them.
- Taking action to modernize District Job Centers in the districts of Galle, Matara, Trincomalee and Mannar.

Renovation of Job Centres



Programmes to donate Tabs



From the Job Fair Programme held for disabled persons in Jaffna District

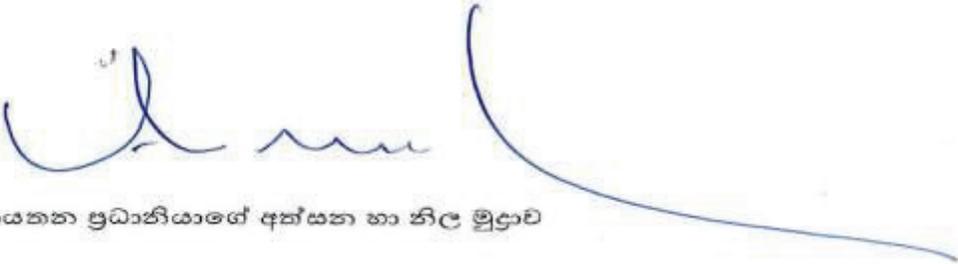


From the Job Fair in Mullaitivu District



Future Goals – 2022 -2026

1. Establishment of the Youth Human Resource Database during the year 2023.
2. Undertake research to identify issues related to the labour force participatory rate and bring about a dialogue and social deliberation on policy changes linked to improving the labour force participatory rate.
3. Conduct 8 researches and 2 case studies to identify new employment opportunities in relation to 10 subject areas earmarked in the year 2022.
4. Introduction of standardizations and regulations for the field of career guidance.
5. Provide career guidance services to 40,000 school children preparing for GCE (O/L) Examination.
6. Conduct 6 brain storming sessions with the participation of the stakeholders concerned in regard to the subjects of the Department and the Ministry and exchange knowledge with the related parties.
7. Make recommendations for minimizing the rate of leaving the respective training courses by the trainees joining the vocational training institutes, before the completion of their training.



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Planning and Progress Monitoring Unit

The Planning and Progress Monitoring Unit is a sub-unit functioning under the Planning and Research Division and is managed under the supervision of the Director (Planning and Research). The staff of this unit consists of an Assistant Director, Human Resource Development Assistants and Development Officers.





Officers of the Department were afforded the opportunity of gaining exposure to overseas training during the year 2021 by which move the Department expected the continuance of its performance at a very high level. However, in comparison to previous years, there was a drop in the number of officers we could afford to get involved to take part in such training in the face of the Covid - 19 pandemic that was prevalent in the country. Our resolve in this exercise was to deliver a far more orderly and efficient service to the general public.

03

Chapter

**Overall Financial
Performance of the Year**

3.1 Statement of Financial Performance

Statement of Financial Performance for the period ended on 31.12.2021

Rs. 000

Budget 2021		Note	Actual	
			2021 Rs.	2021 Rs..
	Receipts of Income			
	Income tax	1	-	-
	Tax on Domestic Goods and Services	2	-	-
	Tax on international trade	3	-	-
	Non-Tax Revenue and Other	4	-	-
	Total Receipts of Income (A)		-	-
	Non- Revenue Receipts			
	Treasury Imprest		482,763,864	405,870,000
	Deposits		2,030,760	1,459,802
	Advance Accounts		16,035,498	12,761,513
	Other Main Ledger Accounts Receipts			
	Total Non- Revenue Receipts (B)		500,830,122	420,091,315
	Total Income Receipts and Non- Revenue Receipts C = (A) +(B)		500,830,122	420,091,315
	Remittances to Treasury(D)		6,927,868	-
	Net Income Receipts and Non- Revenue Receipts E = (B + D)		493,902,254	420,091,315
	Less : Expenditure			

	Recurrent Expenditure			
361,330,000	Salaries, Wages and Other Employee Benefits	5	357,391,941	341,520,825
72,820,000	Other Goods and Services	6	67,398,501	60,755,460
7,500,000	Subsidies, Grants and Transfers	7	7,383,501	8,485,417
-	Interest Payments	8	-	-
100,000	Other Recurrent Expenditure	9	-	13,025
441,750,000	Total Recurrent Expenditure (F)		432,173,943	410,774,727
	Capital Expenditure			
2,750,000	Capital Expenditure Rehabilitation and Improvement	10	2,528,217	4,740,849
1,500,000	Acquisition of Capital Assets	11	1,492,361	11,605,351
-	Capital Transfer	12	-	-
-	Acquisition of Financial Assets	13	-	-
2,500,000	Capacity Building	14	2,362,771	541,822
49,299,500	Other Capital Expenditure	15	19,022,863	18,399,800
56,049,500	Total Capital Expenditure (G)		25,406,212	35,287,822
	Deposit Payments		2,208,119	1,201,756
	Advance Payments		17,380,270	10,474,062
	Other Main Ledger Accounts			

	Payments		-	-
	Main Ledger Expenditure (H)		19,588,389	11,675,818
	Total Expenditure I = (F + G + H)		477,168,544	457,738,367
	Balance as at 31 December I = (E+I)		16,733,710	(37,647,052)
	Balance as per Imprest Reconciliation Statement		16,733,710	(37,647,052)
	Imprest Balance as at 31 December		-	-

3.2 Statement of Financial Position

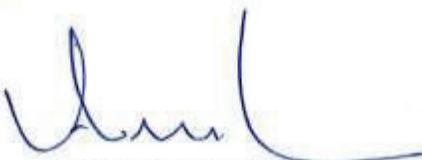
Statement of Financial Position as at 31 December 2021

	Note	Actual	
		2021 (Rs.)	2020 (Rs.)
Non-Financial Assets			
Property, Plant and Equipment	ACA 6-	139,304,754	95,997,889
Financial Assets			
Advance Accounts	ACA5 -/A	39,010,612	37,665,840
Cash and Cash Equivalents	ACA3 -		
Total Assets		178,315,366	133,663,729
Net Assets / Stock			
Net Assets		38,818,712	37,296,581
Property, Plant and Equipment Reserve		139,304,754	95,997,889
Rent and Works Advance Reserve	ACAB)5-B		
Current Liabilities			
Deposit Accounts	ACA4-	191,900	369,259
Imprest Balance	ACA3-		
Total Liabilities		178,315,366	133,663,729

3.2. Statement of Financial Position

Statement of Financial Position as at 31 December 2021

The Accounts Information presented in the above Forms, ACA 1 to ACA 6 set out in Pages 1 to 25 as well as the details of Accounts contained in the Notes bearing Page Nos. 26 to 57 are the parts incorporated in this Final Account itself. As revealed in the Notes to these Financial Statements, most appropriate accounting policies have been applied. We hereby certify that the figures set out in the Final Account above and the Notes to Accounts relevant to it and the other accounts information have been reconciled with the Treasury Books of Account and that they correspond to those figures.

 ප්‍රධාන ගණන් දීමේ නිලධාරී නම තනතුර දිනය	 ගණන් දීමේ නිලධාරී නම තනතුර දිනය	 ප්‍රධාන ගණකාධිකාරී නම තනතුර දිනය
අනුරාධ විජේකෝන් ලේකම් කරුණ සහ දිවා අමාත්‍යාංශය නො. 09, පිලිස් කුණවර්ධන මාවත, කොළඹ 07.	අනුෂා හේතුසු ප්‍රනාන්දු අධ්‍යක්ෂ ජනරාල් මිහිඟිය හා රැකියා දෙපාර්තමේන්තුව 9 වන මහල, පොර්ට්ලන්ත - දෙවන අදියර කොළඹ 07.	ඒ. මෝහනරාජ් ප්‍රධාන ගණකාධිකාරී මිහිඟිය හා රැකියා දෙපාර්තමේන්තුව

3.3. Cash Flow Statement

Cash Flow Statement for the year ended 31 December 2021

	Actual	
	2021	2020
	Rs.	Rs.
Cash flow generated from Operational Activities		
Total Tax Receipts	-	-
Fees, Surcharges, Fines and Licenses	-	-
Profit	-	-
Non-Revenue Receipts	21,482,750	17,148,479
Revenue collected by other Departments / Ministries		
Imprest Receipts	482,763,864	405,870,000
Advance Recoveries	17,497,872	12,761,513
Deposit Receipts	2,030,760	1,459,802
Cash flow generated from operational activities (A)	523,775,246	437,239,794
Less: Cash Outlay		
Personal Emoluments and Operational Costs	409,306,985	383,625,281
Subsidies and Transfers	7,383,501	8,485,417
Expenditure incurred on Other Expenditure Heads	66,688,340	462,655
Imprests paid off to the Treasury	6,927,868	-
Advance payments	17,389,493	10,474,062
Deposit Payments	2,208,119	1,201,756
Net cash flow expended on Operational Activities (B)	509,904,306	404,249,171
Net Cash Flow generated from Operational Activities (C) = (A) - (B)	(13,870,940)	(32,990,623)
Cash Flow generated from Investment Activities		
Interest	-	-
Dividends	-	-
Provisions to dispose of Claims and Sale of Physical Assets	-	-
Sub-loan Recoveries	-	-

Advance Recoveries	-	-
Cash Flow generated from Investment Activities (D)	-	-
Less: Cash Outlay		
Physical Asset Constructions or Purchases and Aquisition of Other Investments	13,870,940	32,990,623
TotalCash Flow expended on Investment Activities (E)	13,870,940	32,990,623
Net Cash Flow generated from Investment Activities (F)=(D)-(E)	13,870,940	32,990,623
Net Ccash Flow generated from Operations and Investment Activities (G)=(C) + (F)	-	-
Cash Flow generated by Financial Activities		
Domestic Borrowing	-	-
Foreign Borrowing	-	-
Receipts of Grants	-	-
Receipts of Deposits	-	-
Total Cash Flow generated from Financial Activities (H)		
Less: Cash Outlay	-	-
Domestic Loan Repayments	-	-
Foreign Loan Repayments	-	-
Deposit Repayments	-	-
Total Cash Flow expended on Financial Activities (I)	-	-
Cash Flow generated from Financial Activities (J)=(H)-(I)	-	-
Net changes in currencies (K) = (G) +(J)	-	-
Opening Cash Balance as at 01 January	-	-
Closing Cash Balance as at 31 December	-	-

3.4 Performance in the Revenue Collection

Income Code	Details of Income Code	Income Estimate		Income collected	
		Original Estimate	Final Estimate	Amount	As % of the Final Income Estimate
Not applicable					

3.5 Performance in the utilization of the Provisions Allocated

Rs. '000

Type of Provision	Provisions Allocated		Actual Expenditure	Utilized Provisions as % of the Used Up Final Provision
	Original Provision	Final Provision		
Recurrent	441,750	441,750	432,174	98
Capital	53,750	56,049	25,406	45

3.6 Provisions made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments in terms of FR 208

Donor Institution	Purpose of the Donation	Amount donated

3.7 Performance in the Reporting of Non-Financial Assets

Rs. '000

Asset Code	Code Description	Balance as at 31.12.2021 as per the Goods Survey Report	Balance as per the Report of the Financial Position as at 31.12.2021	To be Accounted for in the future	Reporting Progress as %
9151	Buildings and Structures				
9152	Machines & Equipment	139,305	139,305		100
9153	Lands				
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in progress				
9180	Leased Assets				



Labour Market Information and Research Unit

This Section was set up to make efficient and effective decisions as the Sri Lankan affiliate of the International Labour Market Network and to make available user-facile labour market information required by all stakeholders for the purpose of formulating policies as well as for making educational programmes and training and skills development programmes by the programme makers in the field of education.



3.8 Audit Report



ජාතික විගණන කාර්යාලය
தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

SYA/A/DOME/02/21/13

ඔබේ අංකය
உமது இல.
Your No.



2022 මැයි 31 දින

අධ්‍යක්ෂ ජනරාල්
 මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව

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

- 1. මූල්‍ය ප්‍රකාශන
- 1.1 තත්ත්වගණනය කළ මතය

මිනිස්බල හා රැකියා 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 සමඟ 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 මිනිස්බල හා රැකියා 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 සමඟ 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.

මෙම වාර්තාවේ 1.6 ඡේදය දක්වා ඇති කරුණුවලින් වන බලපෑම හැර, මූල්‍ය ප්‍රකාශනවලින් 2021 දෙසැම්බර් 31 දිනට මිනිස්බල හා රැකියා 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 තත්වගණනය කළ මතය සඳහා පදනම

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණු මත පදනම්ව මාගේ මතය තත්වගණනය කරනු ලැබේ. ශ්‍රී ලංකා විගණන ප්‍රමිත වලට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදුකරන ලදී. මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් මාගේ වගකීම, විගණකගේ වගකීම යන වගන්තියේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබාගෙන 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 තත්වයක් 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 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

සමස්ථයක් 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 බලපෑම 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 ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකමුසුබවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වේතනාන්විත මහඟුරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මහ ඟුරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සඵලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවූවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි 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 සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

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

1.5 වෙනත් නෛතික අවශ්‍යතා 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.

1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1 මූල්‍ය කාර්යසාධන ප්‍රකාශය

(අ) 2021 නොවැම්බර් 26 දිනැති රාජ්‍ය ගිණුම් මාර්ගෝපදේශ අංක 2021/03 වක්‍රලේඛයේ 3.1 ඡේදය පරිදි CIGAS වෙබ් යෙදුම් පද්ධතියෙන් ලබාගත් SA 21 ආකෘතියේ පිළියෙල කරන ලද අවසාන භාණ්ඩාගාර ශේෂ පිරික්සුම ඉදිරිපත් කළ යුතු වුවද, 2021 දෙසැම්බර් මාසයට අදාළ ශේෂ පිරික්සුම මූල්‍ය ප්‍රකාශනයට අමුණා තිබුණි.

(ආ) මාර්ගෝපදේශ අංක 2021/03 හි 7.2 ඡේදයෙහි වාර්තාකරණ ආයතනය විසින්, වෙනත් ආදායම් ගණන්දීමේ නිලධාරීන් වෙනුවෙන් එකතු කරනු ලබන ආදායම, අග්‍රිම සැසඳුම් ප්‍රකාශය තුළ ගැලපීම් කළ යුතු බවත් ඉකුත් වර්ෂ සංසන්දනාත්මක සංඛ්‍යාද ඒ අනුව දැක්විය යුතු බවත් සඳහන් වේ. නමුත් මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව විසින් ඉදිරිපත් කරන ලද අග්‍රිම සැසඳුම් ප්‍රකාශයේ වෙනත් ආදායම් ශීර්ෂ වෙනුවෙන් මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව විසින් එකතු කරන ලද ආදායම් ලෙස රු.21,482,750ක් දක්වා තිබුණද ඉකුත් වර්ෂ සංසන්දනාත්මක සංඛ්‍යා තොරතුරු දක්වා නොතිබුණි.

(ඇ) එක් එක් වැය විෂය සංකේතාකයක් යටතේ සෑම වැය විෂයයක් වෙනුවෙන්ම මුළු ශුද්ධ ප්‍රතිපාදන හා සත්‍ය වියදම අතර වෙනස හා එම වෙනසට හේතු ඒ.සී.ඒ. - 2 (ii) ආකෘතියෙහි දැක්විය යුතු වුවද 328-1-1-2-2509 (වෙනත්) හා 328-1-1-6-2509 (වෙනත්) යන වැය විෂයයන් හි රු.3,958,574 ක ඉතිරියට හේතු දක්වා නොතිබුණි.

(ඈ) 328-1-1-1002 වැය විෂයයේ ඉතිරියට හේතුව ලෙස කොට්ඨාස වසංගතය හේතුවෙන් අපේක්ෂිත වියදම් සිදු නොවීම ලෙස දක්වා තිබුණද, එම වැය විෂයයට මුදල් රෙගුලාසි 66 යටතේ රු.830,000ක් හෙවත් ඇස්තමේන්තු ප්‍රතිපාදනයෙන් සියයට 83ක් ප්‍රතිපාදනය සලසාගෙන තිබුණු බව නිරීක්ෂණය විය. ඒ අනුව අධි ප්‍රතිපාදන සලසා ගැනීම ඉතිරියට හේතු වී තිබුණු බව නිරීක්ෂණය විය.

1.6.2 මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය

1.6.2.1 මූල්‍ය නොවන වත්කම්

මූල්‍ය ප්‍රකාශන සමග ඉදිරිපත් කර තිබුණු ඒසීඒ - 6 ආකෘතිය පරිදි අපහරණය කළ බවට සඳහන් කර තිබුණු රු.5,343,130 ක වත්කම් සම්බන්ධයෙන් විස්තරාත්මක තොරතුරු විගණනයට ඉදිරිපත් නොකිරීම හේතුවෙන් විගණනයේදී එම වටිනාකමේ නිවැරදිතාවය තහවුරු කර ගැනීමට නොහැකි විය.

2. මූල්‍ය සමාලෝචනය

2.1 වියදම් කළමනාකරණය

මූලධන වැය විෂයන් 06 ක් හා පුනරාවර්තන වැය විෂයන් 04 ක් සඳහා අධි ප්‍රතිපාදන සලසා තිබීම හේතුවෙන් ප්‍රතිපාදන උපයෝජනය කිරීමෙන් පසු රු.32,850,307 ක් වූ ඉතිරිය එම වැය විෂයයන්ට අදාළ ශුද්ධ ප්‍රතිපාදනයෙන් සියයට 25 සිට සියයට 100 දක්වා පරාසයක පැවතුණි.

2.2 බැරකම් හා බැඳීම් වලට එළඹීම

(අ) රාජ්‍ය ගිණුම් මාර්ගෝපදේශ අංක 2021/02 හා 2021/10/26 දිනැති ව්‍යුලේඛයේ 3.5 ඡේදයේ පරිදි 2021 වර්ෂය තුළ යම් දෙපාර්තමේන්තුවක් විසින් වෙනත් රජයේ හෝ පෞද්ගලික ආයතනයකින් භාණ්ඩ හා සේවා ලබා ගෙන ඇත්නම් ඊට අදාළ බිල්පත් 2021 දෙසැම්බර් 31 දින හෝ ඊට පෙර පියවා ගිණුම් ගත කිරීමට පියවර ගත යුතු බවට දක්වා තිබුණද 2021 දෙසැම්බර් 31 දිනට අවස්ථා 28ක දී ඇතිකරගත් රු.4,563,252ක බැරකම් අදාළ ව්‍යුලේඛ උපදෙස් පරිදි ගිණුම්ගත කිරීමට කටයුතු කර නොතිබුණු බව නිරීක්ෂණය විය.

(ආ) රාජ්‍ය ගිණුම් මාර්ගෝපදේශ අංක 2021/02 හා 2021/10/26 දිනැති ව්‍යුලේඛයේ 4.5 ඡේදය පරිදි එක් එක් වියදම් ශීර්ෂ වෙනුවෙන් මු.රෙ. 94 (1) ට අනුකූලව බැඳීම් හා බැරකම් වාර්තාවක්, පළමු භාණ්ඩාගාර ගිණුම් ප්‍රකාශනය සමග නිකුත් කරනු ලබන බව හා තවදුරටත් සිදු කළ යුතු ගැලපීම් තිබේ නම් එකී ගැලපීම් සිදු කර පළමු පරිපූරක ගිණුම් සාරාංශය මගින් වාර්තා කළ යුතු වේ. තවද එලෙස වාර්තා නොකරන කිසිදු බැඳීමක් හෝ බැරකමක් 2022 වර්ෂය තුළ නිරවුල් නොකළ යුතු බව දක්වා තිබුණද මූල්‍ය ප්‍රකාශනයේ සටහන් අංක (iii) හි සඳහන් අවස්ථා 19 දී ඇතිකරගෙන තිබුණු රු.8,313,448 ක් වූ බැරකම් හා මූල්‍ය ප්‍රකාශනයේ දක්වා නොතිබුණු අවස්ථා 04 දී ඇතිකරගෙන තිබුණු රු.3,018,942 ක් වූ බැඳීම් හා බැරකම් සම්බන්ධයෙන් ව්‍යුලේඛයේ උපදෙස් පරිදි නව සිගාස් වෙබ් යෙදුම වෙත උඩුගත කර (upload) නොතිබුණු බව නිරීක්ෂණය විය.

(ඇ) රාජ්‍ය ගිණුම් මාර්ගෝපදේශ අංක 2021/02 හා 2021 ඔක්තෝබර් 26 දිනැති වක්‍රලේඛයේ 4.5 ඡේදය පරිදි එක් එක් වියදම් ශීර්ෂ විසින් මු.රෙ. 94(1) ට අනුකූලව නව සිගාස් වෙබ් යෙදුම වෙත උඩුගත කරන ලද බැඳීම් වාර්තාවක් පලමු භාණ්ඩාගාර ගිණුම් ප්‍රකාශනය සමග නිකුත් කරනු ලබන බවත් බැඳීම් හා බැරකම් පිළිබඳ තවදුරටත් සිදුකළ යුතු ගැලපීම් තිබේ නම් එකී ගැලපීම් සිදු කර පළමු පරිපූරක ගිණුම් සාරාංශය මගින් වාර්තා කළ යුතු බවට උපදෙස් දී තිබුණද මූල්‍ය ප්‍රකාශනයේ සටහන III හා භාණ්ඩාගාර පරිගණක මුද්‍රිත සටහන (SA-92) සමග අවස්ථා 16 රු. 4,501,964 ක් වැඩියෙන් හා අවස්ථා 16 රු. 829,205 ක් බැරකම් අඩුවෙන් දක්වා තිබුණු බැවින් අදාළ උපදෙස් පරිදි කටයුතු කර නොතිබුණු බව නිරීක්ෂණය විය.

2.3 අත්තිකාරම් නිකුත් කිරීම හා පියවීම

2.3.1 මුදල් රෙගුලාසි 371(5) පරිදි කාර්යය නිම කළ වහාම ලබාගත් තත්කාර්ය අතුරු අග්‍රිමය නිරවුල් කළ යුතු වුවද නිලධාරීන් හතර දෙනෙකු වෙත අවස්ථා 13 දී ලබා දී තිබුණු අග්‍රිම මුදල් පියවීම දින 17 සිට දින 165 දක්වා කාල ප්‍රමාදයකින් නිරවුල් කර තිබුණු අවස්ථාවක් නිරීක්ෂණය විය.

3. මෙහෙයුම් සමාලෝචනය

3.1 කාර්ය සාධනය

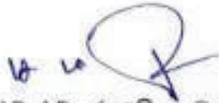
3.1.1 අපේක්ෂිත කාර්යසාධන මට්ටම ලබා නොගැනීම

- (අ) රැකියා පියස වැඩසටහන යටතේ වූ කොරියානු ජනරජයේ රැකිරීම් හා කම්කරු අමාත්‍යාංශය විසින් කොරියානු - ශ්‍රී ලංකා ප්‍රතිපත්ති උපදේශනාත්මක වැඩසටහනට අදාළ ව්‍යාපෘතිය සේවා නියුක්ති ප්‍රතිපත්ති සහ ශ්‍රම වෙළඳපොළ සක්‍රීයකරණ වැඩසටහන් මහජන රැකියා සේවා සංවිධානය කිරීම, ව්‍යුහය හා වැඩසටහන් පිළිබඳ ඵලදායී ක්‍රමවේද හුවමාරු කිරීම යන ක්ෂේත්‍ර යටතේ 2017 වර්ෂයේ සිට ක්‍රියාත්මක වී තිබුණි. ඒ අනුව 2020 ජූනි 23 දින ශ්‍රී ලංකාවේ මහජන රැකියා සේවය නඟා සිටුවීම සඳහා තොරතුරු සන්නිවේදන තාක්ෂණ යටිතල පහසුකම් සංවර්ධනයට අදාළ ව්‍යාපෘති සංකල්ප පත්‍රිකාව ඇගයීම සඳහා 2020 නොවැම්බර් 18 වන දින ජාතික ක්‍රම සම්පාදන දෙපාර්තමේන්තුවේ ඒකගතාවය ලබාගෙන තිබුණි. කොරෝනා වසංගතය හේතුවෙන් මෙම ව්‍යාපෘතියට අදාළව කිසිදු ක්‍රියාකාරකමක් 2021 වසරේ සිදු වී නොතිබුණු බැවින් මෙම ව්‍යාපෘතියට අදාළව ප්‍රගතියක් අත්කරගෙන නොතිබුණු බව නිරීක්ෂණය විය.
- (ආ) ශ්‍රම වෙළඳපොළ ඉල්ලුම ඉලක්ක කර ගනිමින් රැකියා කුසලතා සහිත මානව සම්පත් සංවර්ධනය වෙනුවෙන් ශ්‍රම වෙළඳපොළ තොරතුරු පද්ධතියක් ස්ථාපිත කිරීම සඳහා රු.මිලියන 20ක් ඇස්තමේන්තු ප්‍රතිපාදන සලසා ගෙන තිබුණද එයින් රු.මිලියන 1.9 ක් එනම් සියයට 9 ක් පමණක් වැයකර තිබුණි. මේ අනුව ශ්‍රම වෙළඳපොළ තොරතුරු පද්ධතිය ස්ථාපිත කිරීම 2021 දෙසැම්බර් 31 දිනට නිමවී නොතිබීම හේතුවෙන් අපේක්ෂිත අරමුණු ඉටු කර ගැනීමට නොහැකි වී තිබුණු බව නිරීක්ෂණය විය.
- (ඇ) සියුන් සඳහා වෘත්තීය මාර්ගෝපදේශ වැඩසටහන් ක්‍රියාත්මක කිරීම යටතේ සියුන් සඳහා වූ ව්‍යාපෘති වැඩසටහන සැලසුම් කළ පරිදි ක්‍රියාත්මක කිරීමට කටයුතු කර නොතිබුණු බව නිරීක්ෂණය විය.
- (ඈ) ශ්‍රම වෙළඳපොළ තොරතුරු සඳහා කලමණාකරණ තොරතුරු පද්ධතියක් ස්ථාපනය (වැය විෂය - 328-1-1-12-2509) කිරීම වෙනුවෙන් 2021 දෙසැම්බර් 10 දින මෘදුකාංග ආයතනයක් තෝරා ගැනීමට ප්‍රසම්පාදන කටයුතු පමණක් ආරම්භ කර තිබුණු අතර ඒම ව්‍යාපෘතියේ ප්‍රගතියක් අත්කරගෙන නොතිබූ බව නිරීක්ෂණය විය.

- (ඉ) ශ්‍රී ලංකාවේ උතුරු පළාතේ ආබාධ සහිත පුද්ගලයන් ආර්ථික අංශයට ඇතුළත් කර ගැනීම සඳහා රැකියා ගත කිරීම හා ස්වයං රැකියා සඳහා මහ පෙත්වීම සඳහා වූ ලෝක කම්කරු සංවිධාන ව්‍යාපෘතිය (වැය විෂය - 328-1-1-14-2509 (13)) යටතේ රු. මිලියන 2.299ක ඇස්තමේන්තු ප්‍රතිපාදනයන් රු. මිලියන 1.777ක් වැයකර උතුරු පළාතේ දිස්ත්‍රික්ක 05ක ප්‍රතිලාභීන් 680ක් හඳුනා ගෙන තිබුණද අතර එයින් 45 දෙනෙකු පමණක් රැකියාගත කර තිබුණු බව නිරීක්ෂණය විය.
- (ඊ) රැකියා පියස වැඩසටහන සඳහා රු.3,000,000 ක් වූ ඇස්තමේන්තු ප්‍රතිපාදන මුදලින් රු.1,348,000 ක් වියදම් කර තිබුණු අතර එය ප්‍රතිපාදනයෙන් සියයට 45ක් වී තිබුණි. තවද, රැකියා අපේක්ෂිතයන් 145,175ක් ලියාපදිංචි කිරීමට ඉලක්ක ගත කර තිබුණද 70,124ක් පමණක් ලියාපදිංචි කර තිබුණි. ඒ අනුව රැකියා අපේක්ෂිතයන් ලියාපදිංචි කිරීමේ ප්‍රගතිය සියයට 48 කි. 2021 රටකුළ පැවති කොවිඩ් වසංගත තත්වය හමුවේ රට වරින් වර වසා දැමීම හේතුවෙන් නියමිත ඉලක්ක ලඟකර ගැනීමට නොහැකි වී තිබුණු බවට අධ්‍යක්ෂ ජනරාල්වරයා විසින් මේ සම්බන්ධයෙන් කරුණු දක්වා තිබුණි.
- (උ) වෘත්තීය මාර්ගෝපදේශනයට හා රැකියා නිර්මාණ ප්‍රවර්ධනයට අදාළව යෝජනා වැඩසටහන් 09 ක් සඳහා 2021 වර්ෂයට අදාළව රු.මිලියන 184.5ක ඇස්තමේන්තු ප්‍රතිපාදන සලසා දී තිබුණු අතර සංශෝධිත ඇස්තමේන්තුව අනුව රු.මිලියන 159ක ප්‍රතිපාදන සලසා දී තිබුණි. මෙම වැඩසටහන් ක්‍රියාත්මක කිරීම සඳහා සමාලෝචිත වර්ෂයේ දී රු.මිලියන 104.6 ක් වියදම් කර තිබුණු අතර එමගින් රැකියා අපේක්ෂකයින් 77,124 ක් ලියාපදිංචි කර මෙරට ආර්ථිකය ශක්තිමත් කිරීම සඳහා මෙම රැකියා විරහිත තරුණ තරුණියන් හට පෞද්ගලික අංශයේ රැකියා 7,759 ක් පමණක් ලබාදී තිබුණි. 2021 රටකුළ පැවති කොවිඩ් වසංගත තත්වය හමුවේ රට වරින් වර වසා දැමීම හේතුවෙන් පසුගිය වසර තුළ නියමිත ඉලක්ක ලඟකර ගැනීමට නොහැකි වී තිබුණු බවට මේ සම්බන්ධයෙන් අධ්‍යක්ෂ ජනරාල්වරයා විසින් කරුණු දක්වා තිබුණි.

4. මානව සම්පත් කළමනාකරණය

2021 දෙසැම්බර් 31 දිනට දෙපාර්තමේන්තුවේ ජ්‍යෙෂ්ඨ මට්ටමේ පුරප්පාඩු 04 ක්, තෘතීය මට්ටමේ පුරප්පාඩු 05 ක්, ද්විතීක මට්ටමේ පුරප්පාඩු 26 ක් හා ප්‍රාථමික මට්ටමේ පුරප්පාඩු 05 ක් ඇතුළු මුළු පුරප්පාඩු 40 ක් පැවතුණි. අධ්‍යක්ෂ තනතුරු 04 ක්ද, අභ්‍යන්තර විගණක, තොරතුරු හා සන්නිවේදන තාක්ෂණ නිලධාරී හා භාෂා පරිවර්තක එක තනතුරක් බැගින්ද, සංවර්ධන නිලධාරී තනතුරු 15 ක් හා කළමනාකරණ සේවා නිලධාරීන් 11ක් ඇතුළු මුළු සේවක උපතනාවයන් සම්පූර්ණ කර ගැනීමට දෙපාර්තමේන්තුව අපොහොසත් වී තිබුණි.


එච්.එම්. රණසිංහ බණ්ඩා
ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට

04

Chapter

**Performance
Indicators**



Public Employment Service Centers

District Job Centres have been set up with the objective of providing gainful employment opportunities for Sri Lankan labour force in the private sector in an efficient way. These District Job Centres are operational in all 25 districts of the island.



4.1 Performance Indicators of the Institution (Based on Action Plan)

Specific Indicators	Actual Output as a percentage (%) of projected Output		
	100% -90%	89% - 75%	74% - 50%
Registration of job seekers			48%
Registration of vacancies		80%	
Job placement			33%
No. of career guidance programmes for school children			64%
No. of programmes to motivate self-employed jobs	106%		
Starting up self-employment and enterprises			20%

05

Chapter

**Performance in Achieving
Sustainable Development Goals**

5.1 Identified Sustainable Development Goals

Targets/Objectives	Targets	Achievement Indicators	Progress in achieving Success to-date		
			0% - 49%	50 – 74%	75 – 100%
Sustainable Development Goal (SDG) 4 – Ensuring inclusive, equitable and quality education and availing opportunities to lifelong learning for all	Target 4.3 : To be able to have access to high quality technical, vocational and tertiary education including university education for all women and men at an affordable price by the year 2030	Provision of career guidance exposure to the students appearing for GCE O/L Examination			89%
		Provision of career guidance exposure to the students appearing for GCE A/L Examination	42%		
		To conduct 310 awareness programmes for parents per year throughout the island as from the year 2021			140%
	Target 4.4 : To increase to a substantial level the number of young persons and adults with relevant skills including technical and vocational eligibilities towards conducive employment, decent work and	To conduct 310 self -employment motivation programmes during the year 2021			106%
		To conduct 25 entrepreneurship development			436%

Targets/Objectives	Targets	Achievement Indicators	Progress in achieving Success to-date		
			0% - 49%	50 – 74%	75 – 100%
	entrepreneurship by the year 2030	programmes throughout the island during the year 2021			
Sustainable Development Goal (SDG) 8 – Promoting sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	Target 8.5 : To provide gainful and conducive employment opportunities for all women and men including young persons and persons with disabilities, by the year 2030	Registration of 145,175 job seekers during the year 2021	48%		
		Registration of 32,600 job vacancies during the year 2021			80%
		Placement of 23,745 job seekers in employment during the year 2021	33%		
		To generate 3,560 entrepreneurs and self-employed persons during the year 2021	20%		
		To give exposure on career guidance to 44,628 job seekers during the year 2021		69%	

Targets/Objectives	Targets	Achievement Indicators	Progress in achieving Success to-date		
			0% - 49%	50 – 74%	75 – 100%
		To direct 16,117 job seekers for training during the year 2021		51%	

5.2 Achievements and challenges in accomplishing sustainable development goals in brief

Challenges

1. Duplication in the delivery of services for the same group of beneficiaries for the same purpose when officers from different Departments take care of it and the resultant discrepancy among officers in the matters of official understanding.
2. Difficulty in providing services extensively and maintaining such services qualitatively due to the allocations set apart being restrictive under the medium-term budgetary provisions annually for the activities involving the career guidance, employment creation and its promotion.
3. Non-availability of a management information system for progress evaluation.
4. Inadequacy of provisions received for the continuous development of knowledge, attitudes and skills of the officers.

06

Chapter

**Human Resources
Profile**

6.1 Cadre Management as at 31.12.2021

	Approved Cadre	Existing Cadre	Vacancies
Senior	20	14	6
Tertiary	4	0	4
Secondary	683	599	84
Primary	15	10	5

6.2 Impact on the dearth of human resources on the performance of the institution

According to the table above, 6 out of 20 executive level posts are vacant and out of these, 04 vacancies are for posts in the Sri Lanka Administrative Service. The Director General of Combined Services, having considered the requests made to have these vacancies filled, has taken action to fill most of the existing Staff Grade Vacancies in this Department by this year. Even though an Internal Audit Division for our Department which is coming under the category of A Grade has been set up, no Internal Auditor has been appointed for it and a request has been made to provide us with a suitable officer. At present, an officer from the Management Service Officers Service and three Development Officers have been attached to the Division concerned and the work involving audit matters is continued to be carried on.

The posts of Administrative Officer, Translator, IT Officer and Statistics Officer approved as Tertiary Level positions too remain vacant as at present. In order to continue with the work of the Department, a lady officer from the Management Service Grade I acts in the vacant post of the Administrative Officer for the time being.

Of Secondary Level positions, there are three vacancies for officers in the Management Service and there exist vacancies also for the posts in the Development Officers Service.

Apart from that, there are 05 vacancies in the Department at its Primary Level too as at 31.12.2021.

6.3 Development of Human Resources

Summary of Staff Training 2021			
Srl. No.	Description	Period	Expenditure (Rs.)
	Inland Training		
1	Series of Brain Storming Training Programmes	From 2021.02.01 to 2021.04.23	85,384.00
2	Training Workshop for District Coordinators 2021	2021.02.11,12&13	522,264.50
3	Making payments for the Diploma in Diplomacy and World Affairs	2021	40,000.00

4	Capacity Building Training Programme for Drivers and KKS	2021.02.11,12 & 13	85,195.00
5	Training Workshop for the Officers in Central Province	2021.03.05,06&07	486,650.00
6	Training Workshop for new Graduate Trainees	2021.03.01,03,08 & 09	15,450.00
6	Training Workshop for the Officers in the Career Guidance Division	2021	21,270.00
7	Making payments for the Training Programme on Procurement	2021	40,000.00
8	Training Programme for Officers in the Career Guidance Division	2021	155,680.00
9	Making payments for the National Diploma in Career Guidance (for 01 Officer)	2021	30,000.00
10	Training Programme on Government Payroll System	2020.06.14,16 & 18	50,000.00
11	Training Workshop on Personal File Management	2020.06.21,22 & 23	20,000.00
12	Reimbursement of the charges on the series of Online Enrichment Training Programmes	2021	7,450.00
13	Diploma Course in English Language	2021	75,000.00
14	Reimbursement of the charges for the National Diploma Course in Career Guidance - 2018/19 Batch	2021	780,000.00
15	Diploma Course in Consultancy	2021	60,000.00
16	Making payments for the Tamil Language Training Programme	2021	15,000.00
Total Expenditure			2,489,343.50

6.4 Contribution of the training programmes towards the performance in the institution

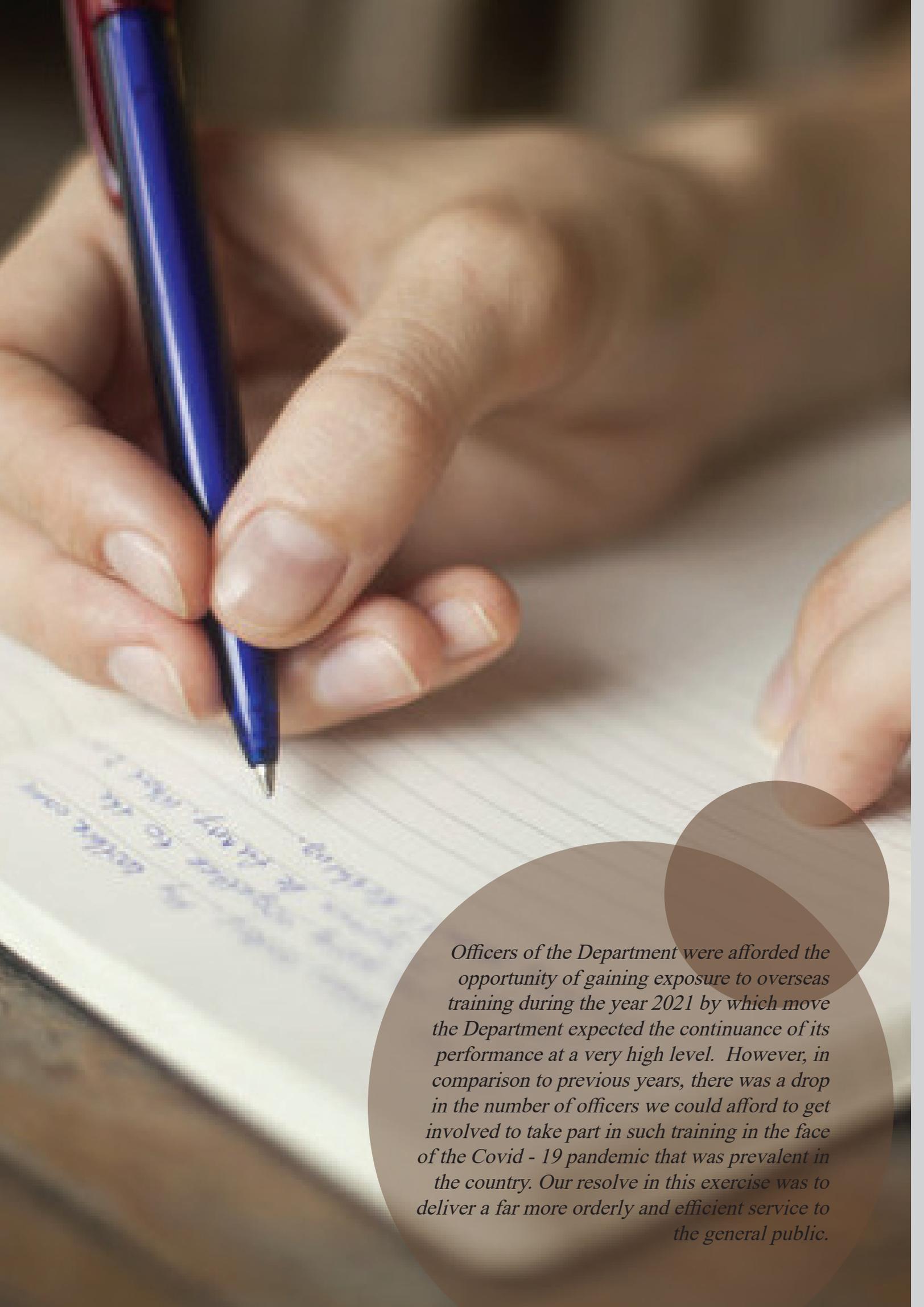
Officers of the Department were afforded the opportunity of gaining exposure to overseas training during the year 2021 by which move the Department expected the continuance of its performance at a very high level. However, in comparison to previous years, there was a drop in the number of officers we could afford to get involved to take part in such training in the face of the Covid - 19 pandemic that was prevalent in the country. Our resolve in this exercise was to deliver a far more orderly and efficient service to the general public.

By this way, we were able to train officers of the Department at a cost of about Rs. 2.4 million towards the betterment of the Department with a view to providing a vigorous people-oriented service.



Department of Manpower & Employment

The basic need for a country's development is the resources it inherits. It is an undeniable fact that the progress of a country is achieved through the proper management of resources geared to the generation of wealth.



Officers of the Department were afforded the opportunity of gaining exposure to overseas training during the year 2021 by which move the Department expected the continuance of its performance at a very high level. However, in comparison to previous years, there was a drop in the number of officers we could afford to get involved to take part in such training in the face of the Covid - 19 pandemic that was prevalent in the country. Our resolve in this exercise was to deliver a far more orderly and efficient service to the general public.

07
Chapter

Compliance Report

No.	Requirement to be made relevant	Compliance Status (In compliance / Not in compliance)	Brief explanation if not in compliance	Correct decisive measures to prevent non-compliance in the future
1	Financial Statements / Accounts stated below have been submitted on the due date			
1.1	Annual Financial Statements	In compliance		
1.2	Advance Account of Public Officers	In compliance		
1.3	Business and Product Advance Accounts (Commercial Advance Accounts)	Not relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Specil Advance Accounts	Not relevant		
1.6	Other	Not relevant		
2	Maintenance of Books and Registers (FR445)			
2.1	Maintaining the Fixed Assets Register having it updated in terms of Public Administration Circular 267/2018	In compliance		
2.2	Maintaining the Personal Emoluments Registers /Personal Emoluments Cards having them updated	In compliance		
2.3	Maintaining the Audit Queries Register having it updated	In compliance		
2.4	Maintaining the Internal Audit Reports Register having it updated	In compliance		
2.5	Preparation of all Monthly Accounts Summaries as per CIGAS and submission of them to the General Treasury on the due date	In compliance		
2.6	Maintaining the Cheques and Money Orders Register having it updated	In compliance		
2.7	Maintaining the Inventory Register having it updated	In compliance		

2.8	Maintaining the Stocks Register having it updated	In compliance		
2.9	Maintaining the Damages and Losses Register having it updated	In compliance		
2.10	Maintaining the Liability Register having it updated	In compliance		
2.11	Maintaining the Counterfoil Books Register (GA-N20) having it updated	In compliance		
03	Delegation of Duties for Financial Control (FR 135)			
3.1	Delegation of financial powers within the institution	In compliance		
3.2	Keeping informed of the delegation of financial powers within the institution	In compliance		
3.3	Delegation of financial powers in order that every transaction is approved by two or more officers	In compliance		
3.4	Being subject to the control of the Accountants when using the government paysheet software package in terms of Public Accounts Circular No. 17/2004 dated 11.05.2014	In compliance		
4	Preparation of the Annual Plans			
4.1	Preparation of the Annual Action Plan	In compliance		
4.2	Preparation of the Annual Procurement Plan	In compliance		
4.3	Preparation of the Annual Internal Audit Plan	In compliance		
4.4	Preparation of the Annual Estimate and submission of it to the National Budget Department on the due date	In compliance		
4.5	Submission of the Annual Cash Flow Statement and submission of it to the Department of Treasury Operations on the due date	In compliance		

5	Audit Queries			
	Submission of answers to all audit queries on the date stipulated by the Auditor General	In compliance		
6	Internal Audit	In compliance		
6.1	Preparation of the Annual Audit Plan in terms of FR134(2) DMA/-2019 in consultation with the Auditor General at the beginning of the year	In compliance		
6.2	Furnishing answers to all internal audit reports within a period of one month	In compliance		
6.3	Submission of the copies of all internal audit reports to the Department of Management Audit in terms of subsection 40(4) of the National Audit Act, No. 19 of 2018	In compliance		
6.4	Submission of the copies of all internal audit reports to the Auditor General in terms of FR 134(3)	In compliance		
7	Audit and Management Committees			
7.1	Holding at least 04 Audit and Management Committee meetings during the respective year as per DMA Circular 1 – 2019	In compliance		
8	Assets Management			
8.1	Submission of information on the purchase and disposal of assets to the Office of the Comptroller General in terms of Chapter 07 of the Assets Management Circular No. 01/2017	In compliance		
8.2	Appointment of a suitable Liaison Officer to coordinate the implementation of the provisions of the circular referred to above in terms of its Chapter 13 and reporting the information about the said Officer to the Office of the Comptroller General	In compliance		
8.3	Conduct of inventory surveys in terms of Public Finance Circular No.	In compliance		

	05/2016, and submission of the relevant reports to the Auditor General on the due date			
8.4	Attending to the excesses, shortages and other relevant recommendations revealed in the Annual Inventory Survey within the period of time stipulated in the circular	In compliance		
8.5	Attending to the disposal of condemned items in terms of FR 772	In compliance		
9	Management of Vehicles			
9.1	Preparation of Daily Running Charts and Monthly Summary Reports for pool vehicles and submission of them to the Auditor General on the due date	In compliance		
9.2	Disposal of vehicles within a period less than 06 months after subjecting them to condemnation	In compliance		
9.3	Maintaining the Logbooks of Vehicles after having them updated	In compliance		
9.4	Taking action in terms of FR 103, 104, 109 and 110 in case of every vehicle accident	In compliance		
9.5	Re-inspection of the fuel combustion of vehicles in terms of provisions referred to in para 3.1 of the Public Administration Circular No. 2016/30 dated 29.12.2016	In compliance		
9.6	Transfer of the full ownership of the log books of leased out vehicles after the lapse of the period of lease	In compliance		
10	Management of Bank Accounts			
10.1	Submission of Bank Reconciliation statements to the audit on the due date after having them prepared and certified	In compliance		
10.2	Settlement of the inactive bank accounts brought forward during or prior to the year under review	In compliance		

10.3	Settlement of the balances revealed in the Bank Reconciliation Statements and those to be adjusted within one month having acted in accordance with the Financial Regulations governing such balances	In compliance		
11	Utilization of the Provisions			
11.1	Defrayal of expenditure so as not to exceed the limits of the provisions provided for			
11.2	Getting into liabilities so as not to exceed the limit of the remaining provisions at the end of the year after the utilization out of the provisions made under FR 94(1)	Not in compliance	Essential expenditure has to be borne in excess of the limited provisions made available due to non-provision of the necessary allocations	Provision of the funds requested for the essential expenditure
12	Advance Accounts of Public Officers			
12.1	Consistency with the limits	In compliance		
12.2	Conducting a time analysis of the outstanding debt balances	In compliance		
12.3	Settlement of the debt balances outstanding over a period more than one year	In compliance		
13	General Deposit Account			
13.1	Taking action on overdue deposits in accordance with FR 571	In compliance		
13.2	Maintaining the Control Account for General Deposits having it updated	In compliance		
14	Imprest Account			
14.1	Remitting the balance lying in the Cash Book to the Department of Treasury Operations at the end of the year under review	In compliance		

14.2	Settlement of the ad hoc sub imprest issued under FR 371 within one month after completion of the relevant activity	In compliance		
14.3	Issuance of the ad hoc sub-imprest so as not to exceed the approved limit in accordance with FR 371	In compliance		
14.4	Reconciliation of the Imprest Account balance with the Treasury Book on monthly basis	In compliance		
15	Revenue Account			
15.1	Making the refunds out of the income collected in accordance with the relevant regulations	Not relevant		
15.2	Crediting the income collected direct to the revenue without crediting it to the Deposit Account	Not relevant		
15.3	Submission of the returns of income in arrears to the Auditor General in accordance with FR176	Not relevant		
16	Management of Human Resources			
16.1	Maintaining the staff within the approved limit of the cadre	In compliance		
16.2	Issuance of the duty lists in writing to all members of the staff	In compliance		
16.3	Submission of all reports to the Management Services Department of Management Services in accordance with MSD Circular No. 04/2017 dated 20.09.2017	In compliance		
17	Provision of information to the general public			
17.1	Appointment of an Information Officer in accordance with the Right to Information Act and other regulations and maintaining an updated register for furnishing information	In compliance		

17.2	Information about the institution has been made available on the website and the facilities to enable the general public express their commendations / censures concerning the institution through the website or by other alternative means have been provided.	In compliance		
17.3	Submission of reports twice or once a year, in accordance with sections 08 and 10 of the Right to Information Act	In compliance		
18	Implementation of the Citizens' Charter			
18.1	Formulation and implementation of a Citizens' / Clients' Charter in terms of the Ministry of Public Administration and Management Circular No. 05/2008 and 05/2018(1)	In compliance		
18.2	Putting in place a method by the institution to monitor and evaluate the formulation and implementation work of the Citizens' / Clients' Charter as per para 2.3 of the said circular	In compliance		
19	Formulation of the Human Resources Plan			
19.1	Drawing out a Human Resources Plan based on the model in Annex 02 of the Public Administration Circular No. 02/2018 dated 24.01.2018	In compliance		
19.2	Ensuring a training opportunity over durations not less than 12 hours per year for all members of the staff in the Human Resources Plan referred to above	In compliance		

19.3	Signing up of Annual Performance Agreements meant for the entire members of the staff on the basis of the model shown in the Annex 01 of the Circular referred to above	Not in compliance	This could not be implemented in 2021 owing to difficulties experienced in bringing down officers from all over the island to the Head Office for the purpose of preparing the Performance Agreements incorporating the entire staff.	Circulating Performance Agreement forms through District Coordinators in order to get them signed
19.4	Appointment of a senior officer entrusted with responsibilities for the preparation of the Human Resources Plan and the Capacity Building Plan as well as the implementation of the Skill Development Programmes in accordance with para 6.5 of the above Circular	In compliance		
20	Responding to the Audit Paragraphs			
20.1	Rectification of the shortcomings in regard to the preceding years pointed out in the audit paragraphs issued by the Auditor General	In compliance		

