



வார்டிகை கார்ட்டு ஸா஁ன வார்டாவ
வருடாந்த ஸெயலாற்றுகை அறிக்கை
Annual Performance Report
2022



ராஜ்ய ஸாஜா டெபார்ட்மென்டாவ
அரசகரும மொழிகள் திணைக்களம்
Department of Official Languages

ராஜ்ய பரீபாடன, ஸீவடேஷ கடுயூறு, பலாந் ஸஹ ஸா பலாந் பாலன அமோக்யா஁ஸ

பொது நிருவாக, ஁ளநாட்டலுவல்கள், மாகாண சபைகள் மற்றும் ஁ளஸூராட்சி அமைச்சு

Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government



Department of Official Languages

Annual Performance Report 2022

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Ministry of Public Administration, Home Affairs, Provincial
Councils and Local Government

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1.1 Introduction

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

This Department, with its proud history of 65 years as at 2022, is a public institution that functions with responsibility to ascertain the language rights of the general public. For this purpose, the Department of Official Languages performs functions such as providing translation services to meet the requirements of the government, improving language skills of public officers, compiling glossaries, compiling language textbooks and dictionaries, planning language promotion programmes with the aim to create a society with advanced language skills and providing the opportunities to facilitate tasks with the use of modern technology. The Department is currently governed by the Ministry of Public Services, Provincial Councils and Local Government, and headed by the Commissioner General of Official Languages.

The Annual Performance Report of the Department of Official Languages for the year 2022, prepared as per the National Audit Act No. 19 of 2018, is hereby presented.

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Vision

A peaceful trilingual society enriched with co-existence.

Mission

“To facilitate and coordinate the effective implementation of the Official Languages Policy with the objective of achieving inter-ethnic peace and harmony.”

Objectives

Developing language skills of public officers with the aim of protecting the right of the public to obtain services in a preferred language out of Sinhala, Tamil and

Creating a society enriched by Sinhala, Tamil, English and foreign languages skillsthat could contribute towards economic development.

Ensuring the delivery of an efficient translation service as the Official Translator of the government.

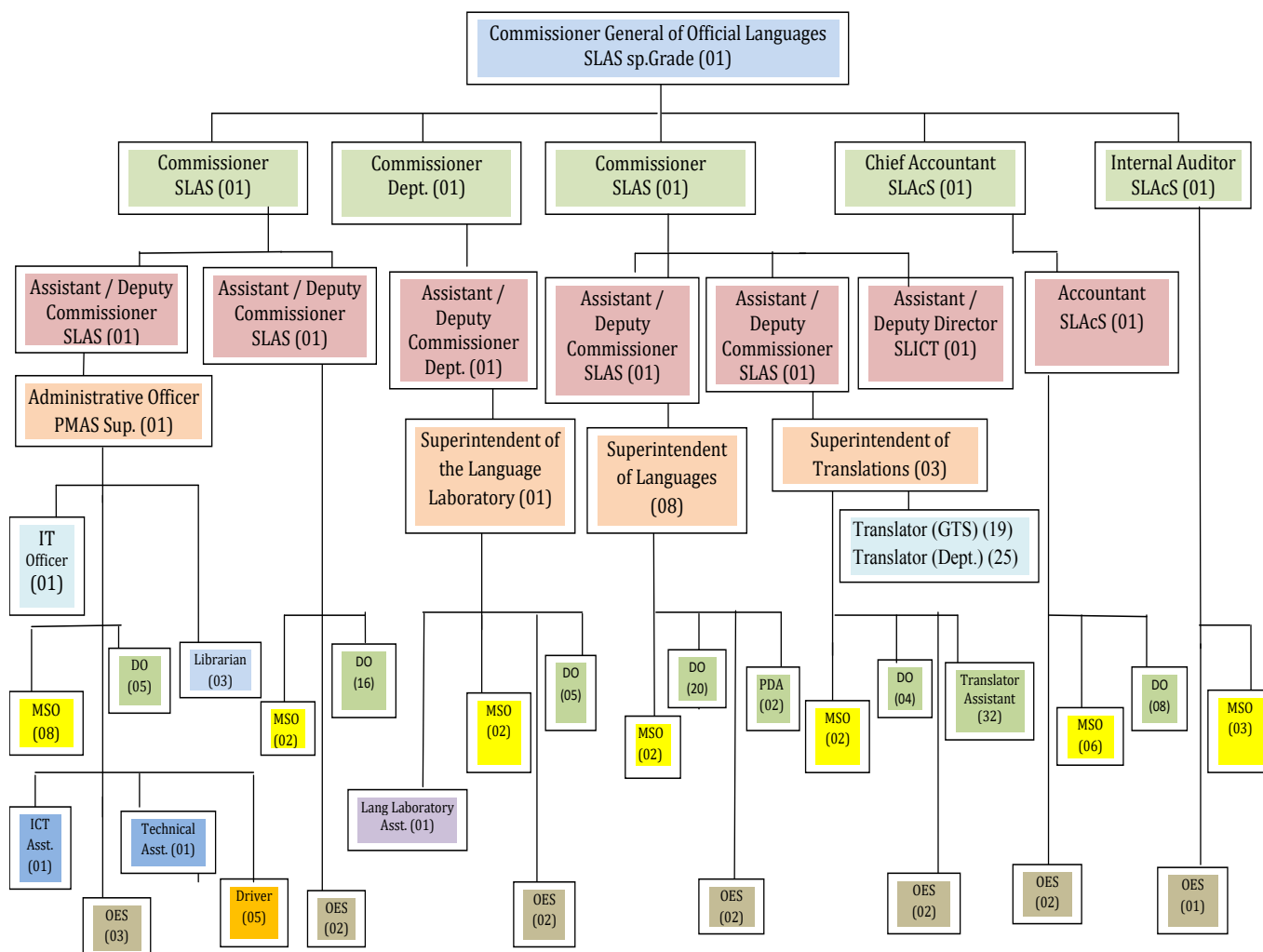
Utilizing modern technology and facilitating the promotion, learning and use of the national languages.

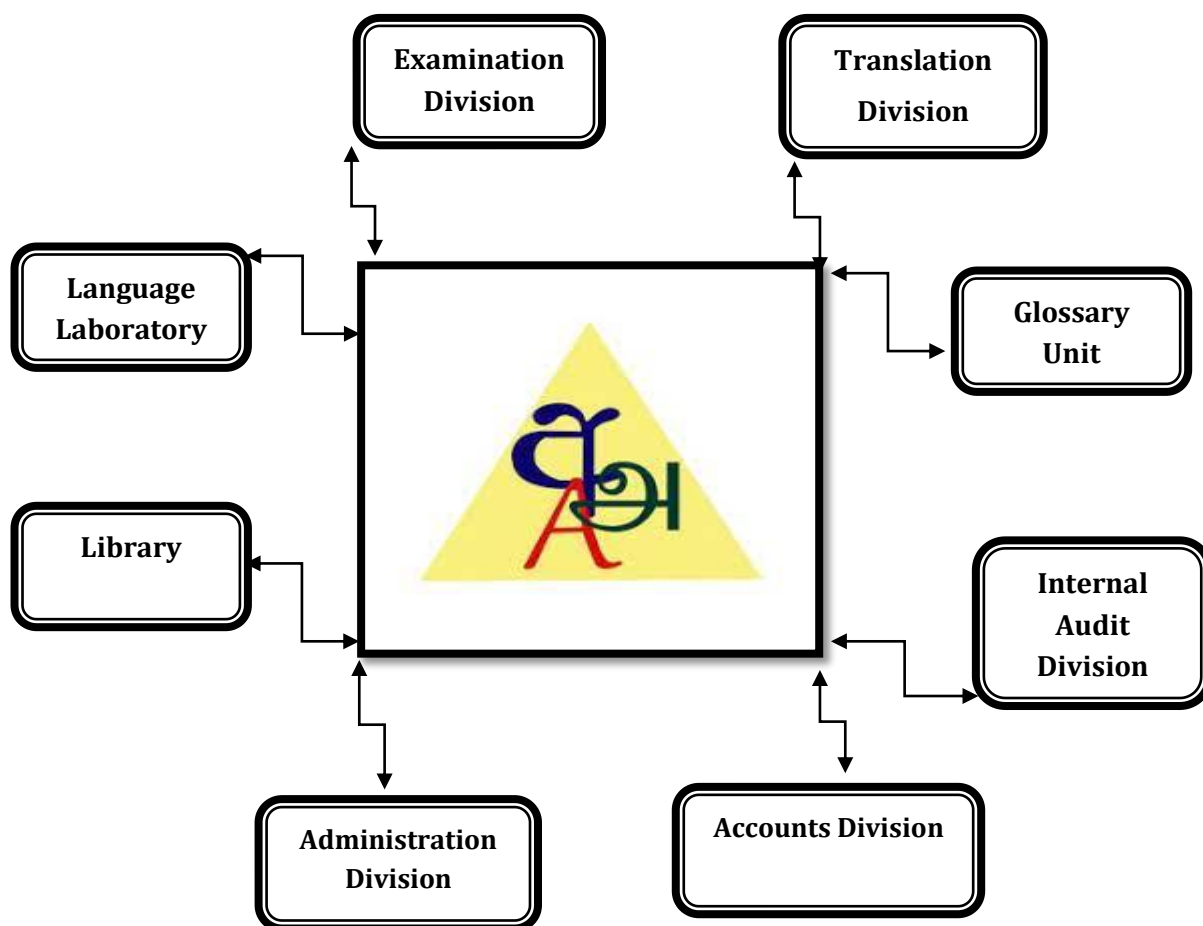
Organising courses to promote national and foreign language skills.

1.3 Key Functions of the Department

1. Providing **translation services** to government and semi-government institutions. (Sinhala, Tamil, English)
2. **Compiling Sinhala, Tamil, and English glossaries** for various subjects.
3. Conducting the **National Languages Qualifications (NLQ) examination** quarterly.
4. Conducting Sinhala and Tamil languages courses island-wide for officers who are required to obtain official language proficiency as per **Public Administration Circular No.18/2020**.
5. **Teaching Sinhala, Tamil, English and foreign languages** using modern technology, and conducting examinations.
6. Compilation and sale of textbooks, support materials (books) and CDs relevant to acquiring official languages proficiency as well as **promoting language learning**.
7. Conducting language proficiency examinations and selection tests for the staffs of external institutions.
8. Facilitating the conducting of language courses at the request of external institutions.
9. Providing practical training to students following translation courses at universities and recognized educational institutions.
10. Celebrating days of national significance such as Sinhala Language Day, Tamil Language Day and International Translation Day.

Staff Information Registry – Department of Official Languages





Chapter 02 - Progress and Future Outlook

2.1 Progress Achieved by the Department in the Year 2022

01. Translation Division



The Department of Official Languages was established on the 01st of October 1955 for the purpose of facilitating the implementation of Sinhala and Tamil languages as Official Languages; and the Department has been functioning as the Official Translator of the Government subsequent to the passing of the Official Languages Act in 1956.

The pioneering service provided by this Department in terms of translation tasks during its early days can be confirmed by referring to annual control reports. At present, providing translation services is a significant role carried out efficiently by the Department by translating important, approved documents of the government, as well as proofreading documents based on standards methods and using modern technology. The progress achieved by the Department in the year 2022 as the official translator of the government with the objective of ensuring a high-quality translation service is as follows.

Main Functions:-

- Providing translation services to government and semi-government institutions.
- Preparing question papers for and marking answer sheets of translation related examinations.
- Providing the necessary practical training for undergraduates following degrees on translation studies.
- Facilitating translation services through the www.bashawa.lk website.

The actions taken regarding the translation requests forwarded by government and semi-government organizations in 2022 are as follows.

Task	Amount Received	Amount Completed
Requests Received for Sinhala/ English, Sinhala/ Tamil, Tamil/English Translations	229	213
No. of Pages Translated	3328	2568
Requests Received for Sinhala/English, Sinhala/Tamil, Tamil/English Proofreading	54	52
No. of Pages Proofread	1224	1223
Sub Total(No. of Pages)	4552	3792

Main Functions Performed by the Translation Division in 2022

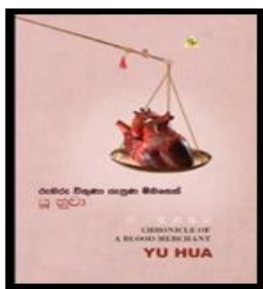
- Compiling the Translator's Handbook (Sinhala / English)
- Translating the Establishment Code from Sinhala to Tamil
- Providing the necessary training (90 hours) to 50 undergraduates reading Translation Studies for their Bachelor's degree at the University of Kelaniya and University of Sabaragamuwa
- Broadcasting a radio programme on Sri Lanka Broadcasting Corporation called "Rajya Bhasha Paasala" which teaches Sinhala and Tamil languages

Although 44 posts have been approved for translators in the cadre of the Department of Official Languages, the number of translators working at the translation division as at present is 17. The aforementioned progress has been achieved by the Department with 27 vacant posts. In addition to the above tasks, on 28.12.2022, the Department also conducted the selection test to update the Language Facilitators Pool established to extend translation services.

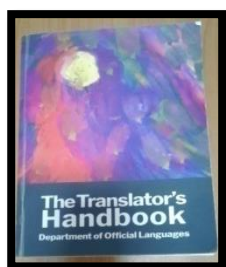
The anniversary of the Department which fell on 01.10.2022 and the International Translation Day was celebrated at the Department. Several colourful events marked the occasion. Further, a competition for translated short stories was held and certificates were awarded to the winners.

In addition to that, in 2021, the Department of Official Languages, the "Official Translator of the Government", took the first step towards actively contributing to the betterment of the field of literary translation as well as Sri Lankan literature by translating a masterpiece from world literature into Sinhala. To this end, the Department published and launched the Sinhala translation of the Chronicle of a Blood Merchant written by the distinguished Chinese writer, Yu Huwa. In appreciation of the service provided by the translator of the above publication, Mr. Chulananda Samaranayake, a senior translator, lecturer and litterateur, was awarded with a special honorary award by the Department of Official Languages.

"*Ruhira Wikuna Yapuna Minisek*", the translation of the book named *Chronicle of a Blood Merchant* by the Chinese writer, Yu Huwa.



Mr. Chulananda Samaranayake being presented with a special honorary award by the Commissioner General of Official Languages.



In addition to that, a translator's handbook was written for the first time in Sri Lanka at the Department of Official Languages. This remarkable book titled *The Translator's Handbook* is a fruition of the knowledge and experience of the translators of the Department.

A copy of the book written on the history of the Department



Celebration of the anniversary of the Department



The anniversary of the Department of Official Languages which fell on 01.10.2022 was celebrated with the participation of the Prime Minister, and the book on the history of the Department was launched at the event.

The Department celebrates days of national importance yearly and the programmes were centered on students from low-income families in rural areas. The Sinhala Language Day celebration was focused on the Walapane Zonal Education Office and was successfully carried out with the participation of students from 24 schools in that Education Zone. Dr. Rathna Sri Wijesinghe contributed as a resource person for the event by conducting the expert lecture at the event. Further, several long-term programmes were initiated in the previous year for the effective and efficient implementation of translation activities. All of the above were implemented continuously in this year as well. The main objective of such programmes was to provide a high-quality, productive and accurate document to the reader /user by facilitating the use of modern technology in order to improve the knowledge of the translators.

Special Tasks Planned for Year 2022

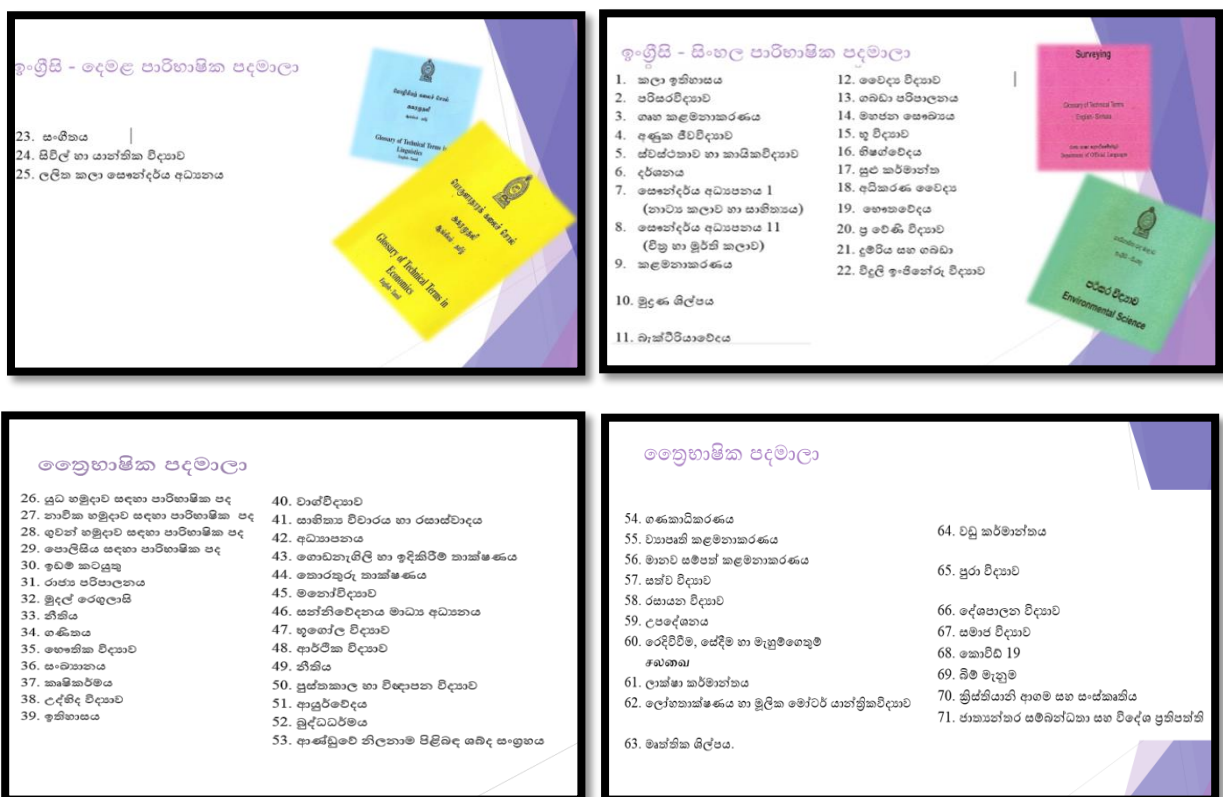
- ✓ Recruiting 25 Translators.
- ✓ Planning 03-day short term programmes to train government employees to compose letters in English language.
- ✓ Creating a Translation Management System.
- ✓ Publishing the Translator's Handbook (English / Tamil)
- ✓ Celebrating days of importance to the Department.

02. Glossary Unit



With the implementation of the official language laws through the Official Language Act No.33 of 1956, the Department of Official Languages was assigned with the role of compiling glossaries in addition to the role of the Official Translator of the Government. The Glossary Unit, which was accordingly established, compiles trilingual / bilingual glossaries with the aim of facilitating the ability to learn/understand various subject areas in Sri Lanka's national languages. Updating older glossaries, coining new terms, compiling glossaries for new terms that schools, universities and other educational institutions come across during their studies, as well as assist all government institutions and their affiliated institutions with nomenclature-related consultations, assist by coining new terms at the request of the government and other institutions, and coining terms as per requirements that arise during translations are the duties carried out by the Glossary Unit.

The Department has been compiling bilingual glossaries since 1956, and commenced compiling trilingual dictionaries in 2013, and as at present, the Glossary Unit has compiled 80 glossaries in various subject areas.



At present, the website of the Department of Official Languages provides the facility to access the latest glossaries compiled on new subject areas after extensive research on such subject areas based on timely requirements.



80 glossaries relating to 80 different fields, including the glossary of Covid-19 terms, have so far been made available online through the Termino-Hub web page.



The Mobile App which consists of Glossaries



The significant achievements we have achieved in this journey include the launching of the terminology website with a new interface under the name “Termino-Hub” as well as the releasing of the mobile App consisting of glossaries created for Apple and Android operating systems. The mobile App can be found and downloaded under the search term “Glossary technical term/department of official language” from Google-Play.

Tasks Carried Out by the Glossary Unit in the Year 2022

- I. Compiling a glossary on the subject of Sports.
- II. Compiling a glossary on the subject of Cinema.
- III. Compiling a glossary of abbreviations.
- IV. Releasing 07 updated glossaries to the internet through the Termino-Hub website.

Glossaries Planned to be Compiled in 2023

- I. Glossary on Gender (Trilingual).
- II. Glossary on Tourism and Hotel Management.
- III. Glossary based on social media jargon.
- IV. Converting the Glossary on the Establishment Code into a trilingual glossary.

03. Language Laboratory



One of the main objectives of implementing the Official Languages Policy is to build a society enriched with language skills. The Language Laboratory performs the functions of setting the necessary background to improve the language skills of public officers and building a society enriched with language skills. Accordingly, it carries out the necessary activities to facilitate language promotion, language learning and language use.

Main Functions:-

- ❑ **Planning of Language Courses Island wide as per Public Administration Circular 18/2020.**
- ❑ **Organizing training workshops for language instructors.**
- ❑ **Planning language training programs as per the requests of government and semi-government institutions.**
- ❑ **Conducting computer-based pre-assessment tests for Sinhala and Tamil subjects for the National Languages Qualification (NLQ) Examination.**

Following the issuance of the Public Administration Circular No.18/2020 with effect from 16.10 of the year 2020, Sinhala and Tamil language courses for public officers are being conducted island-wide. Accordingly, the nature of the courses to be completed by public officers in terms of the Public Administration Circular No.03/2016, is as follows.

Primary – Category 1 - 100 hours,

Secondary – Category 2– 150 hours,

Tertiary/ Senior Level- under Category 1 -200 hours

After the due completion of the relevant course, a certificate will be issued and the relevant officer will be exempted from the language proficiency examination.

The number of courses commenced island-wide during this year is 618. Accordingly, to pay the allowances for the instructors, the provisions allocated to the Department as well as allocated provisions of the institutions for which the courses were conducted were utilized.



Commencement of Sinhala and Tamil language courses island-wide as per the P.A. Circular No.18/2020



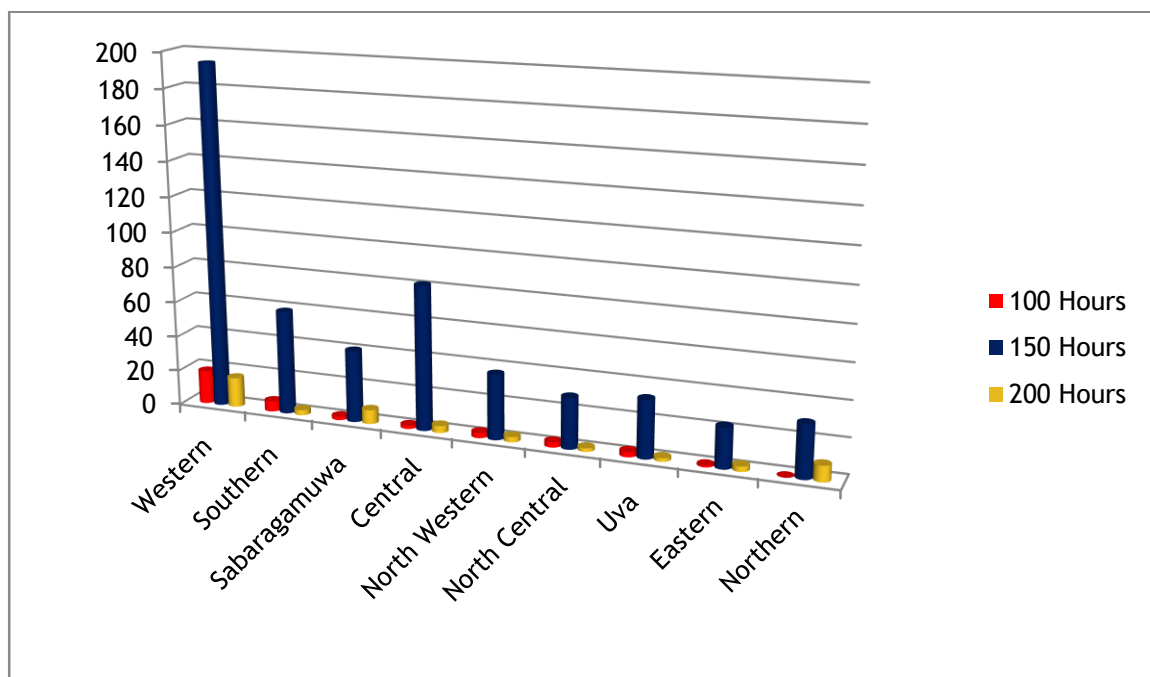
The Detail Summary of Language Courses Conducted in terms of Public Administration
Circular No.18/2020 from 01.01.2022 to 31.12.2022.

		200 Hours	100 Hours	Total
No. of Courses Commenced	51	529	38	618
No. of Courses Completed (This includes courses commenced in 2021 and completed within 2022.)	76	444	36	556

The progress of conducting language courses on a district-level in the year 2022.

District	Progress of Conducting Courses as per P.A Circular NO.18/2020								
	No. of Courses Commenced			No. of Courses Completed			No. of Courses on Ongoing		
	100	150	200	100	150	200	100	150	200
Colombo	13	142	15	05	67	03	08	75	12
Gampaha	05	25	01	04	20	01	01	05	00
Kalutara	01	27	01	00	11	01	00	16	00
Galle	01	28	01	01	25	01	00	03	00
Matara	04	12	01	04	08	00	00	04	01
Hambantota	01	19	01	01	14	01	00	05	00
Kurunegala	02	25	02	01	15	01	01	10	01
Puttlam	01	12	01	01	09	01	03	00	00
Kandy	00	30	00	01	22	00	00	08	00
Matale	01	29	01	01	20	01	00	09	00
Nuwara-Eliya	00	23	03	00	15	02	00	08	01
Anuradhapura	02	09	01	01	09	01	01	00	00
Polonnaruwa	01	20	01	01	16	01	00	04	00
Kegalle	00	09	03	00	08	00	00	01	03
Rathnapura	02	32	05	01	21	02	01	11	03
Badulla	03	17	02	03	17	02	00	00	00
Monaragala	00	16	00	00	16	00	00	00	00
Jaffna	00	13	03	00	03	02	00	12	01
Kilinochchi	00	04	01	00	03	00	00	01	01
Vavuniya	00	08	02	00	06	01	00	02	01
Mannar	00	01	02	00	00	01	00	01	01
Mullativ	00	04	01	00	02	00	00	02	01
Ampara	01	14	03	01	11	03	00	03	00
Batticaloa	00	02	00	00	01	00	00	01	00
Trincomalee	00	07	00	00	05	00	00	02	00
Total	39	528	51	26	344	25	15	183	26

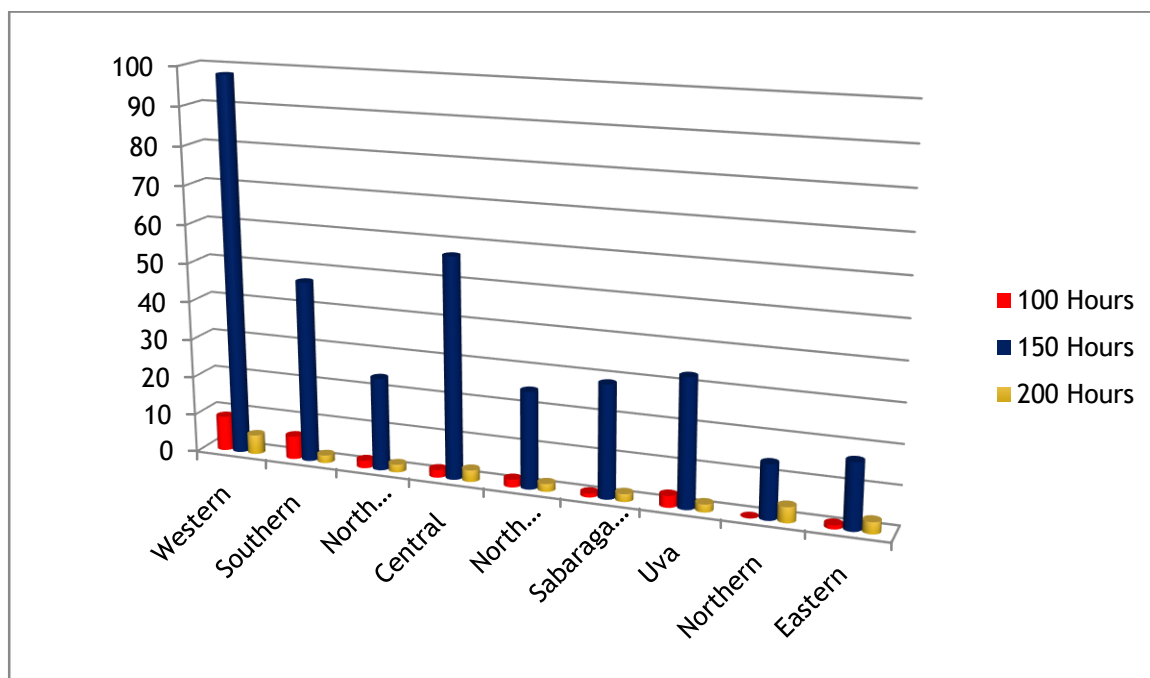
Number of courses commenced on district-level in the year 2022



Data sheet of the number of courses commenced on district-level in the year 2022

Province	100	150	200
Western	19	194	17
Southern	06	59	03
Sabaragamuwa	02	41	08
Central	02	82	04
North Western	03	37	03
North Central	03	29	02
Uva	03	33	02
Eastern	01	23	03
Northern	00	30	09
Total	39	528	51

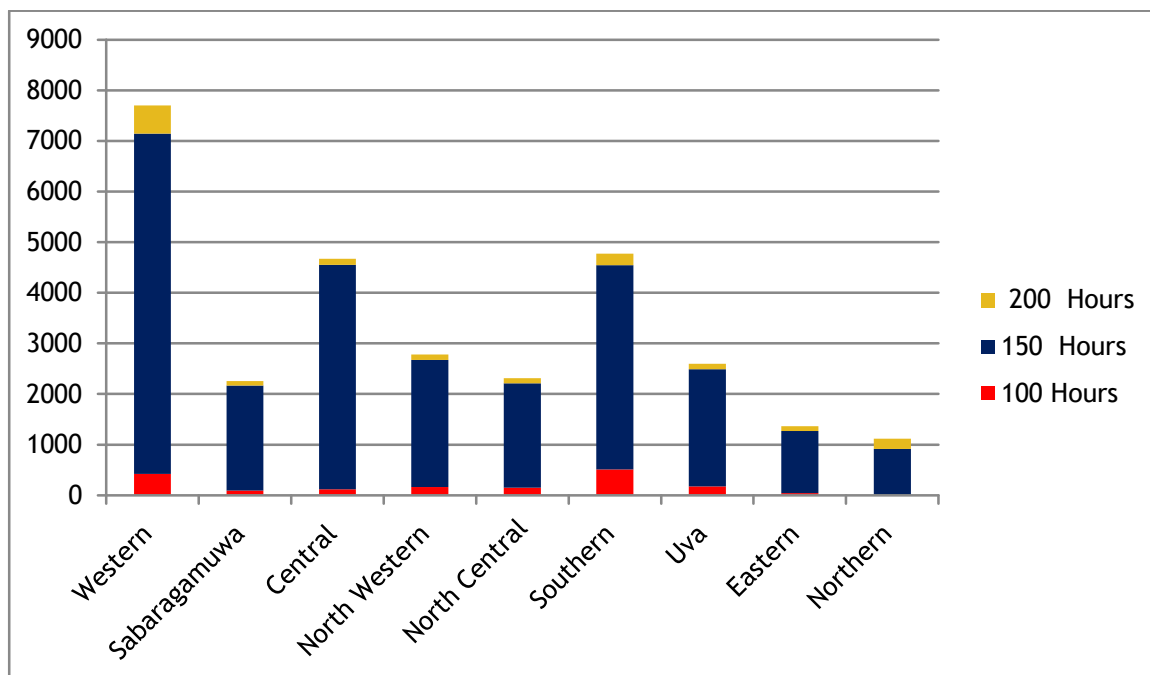
Number of courses completed on district-level in the year 2022.



Data sheet of the number of courses completed on district-level in the year 2022.

Province	100	150	200
Western	09	98	05
Southern	06	47	02
Sabaragamuwa	01	29	02
Central	02	57	03
North Western	02	24	02
North Central	02	25	02
Uva	03	33	02
Eastern	01	17	03
Northern	00	14	04
Total	26	344	25

Number of certificates issued for courses completed on district-level in the year 2022.



Data sheet of the number of certificates issued for courses completed on district-level in the year 2022.

Province	100	150	200
Western	424	6724	559
Southern	513	4032	227
Sabaragamuwa	95	2073	88
Central	117	4433	126
North Western	159	2512	112
North Central	152	2061	98
Uva	176	2312	112
Eastern	42	1226	99
Northern	00	914	202
Total	1678	26287	1623

A few moments captured during the process of conducting language courses island-wide.....

Commencement of courses as per P.A. Circular No.18/2020



Participants of the courses engaging in learning activities



Conducting of pre assessment tests



Awarding certificates to officers who have successfully completed courses



Conducting Courses at the Request of External Institutions

1. Conducting a 100-hour basic Tamil language training course for 30 monks at the Ministry of Buddhasasana, Religious and Cultural Affairs.
2. Conducting a 50-hour basic Tamil language course at Arthur C. Clarke Institute for 64 officers.
3. Conducting a 50-hour basic Tamil language course for the officers of the Local Loans and Development Fund.
4. Selecting a group of language instructors employed in the Police Department through interviews and conducting an instructor training program for them.
5. Conducting 02 training workshops on writing official letters for the officers of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government.
6. Conducting a training workshop for the officers of the Department of Census and Statistics on writing official letters.

Programmes to Be Implemented in the Year 2023

1. Organising language courses island-wide as per Public Administration Circular No. 18/2020.
2. Commencing courses related to Sinhala, Tamil, English and foreign languages and translation studies.
3. Conducting the computer-based pre-assessment tests related to the National Languages Qualification Examination.
4. Preparing learning aids for foreign employment oriented language training programmes.
5. Opening a special advance account required to commence foreign language courses targeting foreign employment.

04. Examination Division



Improving the language skills of government employees and acting as the language proficiency evaluator of public officers is a significant process carried out by the Department of Official Languages as another aspect of the implementation of the official language policy. For this purpose, the Examination Division carries out the tasks of conducting oral and written examinations to assess the Official Languages Proficiency of Public Officers, conducting examinations and providing allowances to encourage officers with bilingual proficiency, issuing results and certificates, as well as conducting language-related tests and preparing question papers at the request of external institutions.

Given below are the main functions of the Examination Division which aims to ensure the right of the public to receive services in the language of their choice out of Sinhala, Tamil and English by acting as the language proficiency evaluator of Public Officers.

Main Functions:-

- Conducting language proficiency exams as per Public Administration Circular No.1/2014 and Management Services Circular No. 4/2014.
- Conducting the National Language Qualifications (NLQ) Examination four times a year as per Public Administration Circular No.18/2020.
- Conducting language examinations / preparing and standardizing question papers at the request of external institutions.
- Conducting informational programmes and training programmes for language examiners.

The Progress of the Examination Division in the Year 2022

1. **Oral Examinations as per Public Administration Circular No.1/2014 were carried out this year for the last time. Accordingly, examinations were held for 22,449 applicants in the year 2022.**

The progress of the Language Proficiency Examinations carried out at the Department as per Public Administration Circular No.1/2014 is as follows.

Language	Level	No. of Applicants	No. of Applicants who Sat for the Exam	No. of Candidates Who Passed
Sinhala	I	1141	672	641
	II	2596	1517	1360
	III	6436	4095	3990
	IV	212	55	54
Tamil	I	1695	516	421
	II	6390	1852	1427
	III	3939	1295	1171
	IV	40	17	16
Total		22,449	10,019	9,080

2. National Languages Qualification (NLQ) examination was held for 61 Sinhala medium candidates.

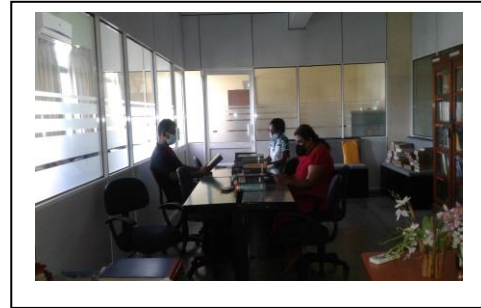
The National Language Qualification (NLQ) Examination, which was introduced under Public Administration Circular No.18/2020 to provide incentives to public officers, and for anyone in general to get an evaluation of their language ability, was held at the Department on 29.12.2022. It consisted of four main components; namely written test, listening test, oral test and reading test.



3. Necessary arrangements were made for 06 requests received from external institutions in relation to preparation of question papers and evaluation of answer sheets and conducting examinations.

- I. Conducting a selection test for translator trainers -02.02.2022
- II. Preparation of question papers and evaluation of answer sheets for the recruitment examination for the posts of Hansard Reporter (Sinhala, Tamil, and English) / Committee Reporter (English) / Stenographer (English) at the Parliament of Sri Lanka.
- III. Preparation of question papers and evaluation of answer sheets for the recruitment examination of Sworn Translators conducted by the Ministry of Justice.
- IV. Preparation of question papers and evaluation of answer sheets for the examination of selection of officers for the translator training conducted by the Secretariat of the Governor of the Northern Province.
- V. Conducting the examination for the selection of Language Facilitators for the Police Department.- 08.08. 2022
- VI. Conducting a selection test for the Language Facilitators' Pool of the Official Languages Department -02.12. 2022

05. Library



While the library held a significant position in the past society as an institution that preserves and stores knowledge; in the present day, the service it provides is immense and it can truly be described as a repository of knowledge. As the scope of the Department of Official Languages is grounded in academic work, the library, which is an integral part of the work environment, provides the necessary background to provide a high-quality and effective service.

The Library of the Department is another division that is maintained systematically, and it provides an immense service to improve the knowledge and skills of the officers of the Department of Official Languages. It has a reference section and a borrowing section, and is rich with a well-maintained, valuable collection of books.

The library consists of encyclopaedias, dictionaries, a collection of Sinhala, Tamil, English and foreign language books, glossaries, periodicals, a collection of newspapers and a collection of government publications. In addition to that, the library also maintains a bulletin board newspaper called "Makaranda" with the aim of enhancing the knowledge and creative skills of the officers of the Department. During this year, books were indexed through the "Koha" computer software and the users were facilitated to accomplish their tasks with more ease. Accordingly, an efficient service is being provided to the officers of the Department with the latest improvements made with the assistance of the said computer software.

The Commissioner General of Official Languages Officially inaugurating the new computer-based system with the Koha software at the Library of the Department.



The Commissioner of Official Languages borrowing a book by using the new software.



2.2 Future Goals and Challenges of the Department

Division	Future Goals
Translation Division	Establishment of one translator service under the Department of Official Languages by unifying all translator services.
	Compilation of the Translator's Handbook (English/Tamil) and creating an e-Library for translators for the advancement of the field of translation.
	Absorption of 100 graduates currently serving in the public service as Sinhala and Tamil translators into the translation service under 04 phases.
	Conducting educational workshops for government institutions on drafting official letters (in English) and improving basic English language skills.
	Creating a translation management system.
Language Laboratory	Conducting bilingual courses island-wide with the contribution of exceptional and effective resource persons as per Public Administration Circular No.18/2020.
	Conducting language courses through an online learning methodology.
	Commencement of basic, advanced and spoken Sinhala, Tamil, English and foreign languages courses and translation studies courses.
	Preparation of learning aids for foreign employment oriented language training programs.
	Opening a special advance account required to commence foreign language courses targeting foreign employment.
Examination Division	Conducting National Languages Qualifications (NLQ) Examination four times a year to assess Sinhala and Tamil language proficiency.
	Conducting tests to evaluate the level of mother language competency of public officers who joined the service in English medium (as per 3.3 of P.A. Circular 18/2020).
	Conducting oral tests related to the language proficiency requirement of officers of semi-government institutions including public corporations and statutory bodies as per Management Services Circular No.1/2023.
Glossary Unit	Researching and compiling glossaries such as the Glossary on Gender (Trilingual), Glossary on Tourism and Hotel Management, Glossary based on social media jargon, and converting the Glossary on the Establishment Code into a trilingual glossary.
	Conducting monthly expert lectures and discussion programs with the intention to improve language and literary appreciation.
	Making the necessary arrangements to solve language-related problems through a selected panel of experts.
Accounts Division	Achieving a high score at the financial and performance evaluation conducted by the Committee on Public Accounts in the coming years.
Administration Division	Setting up computer networking in all sections of the Department.
	Conducting training programs and making necessary arrangements to develop the abilities and skills of all the officers of the Department.
Miscellaneous	Formulating the Languages Act relevant to the Department.
	Launching a YouTube channel to promote language skills and create awareness among language users about the functions of the Department.
	Creating a Museum of the significant milestones of the Department of Official Languages with the contribution of the experts who have been actively involved in the functions of the department as resource persons from its early days.

Challenges

1. The difficult to enroll external resource persons with language expertise required in the compilation of books, glossaries as well as in examination-related tasks under existing approved payment methods.
2. Therequirement for an approved system of allowance for the National Language Qualifications Examination (NLQ Examination).
3. Filling the existing vacancies of staff grade officers.
4. Carrying out transfers of officers with special skills who have been improving such special talents while serving at the Department, withoutimpeding the functions of the department.

Statement of Financial Performance for the Period Ended 31st December 2022

Budget 2022 Rs.		Note	Actual		
			2022 Rs.	2021 Rs.	
-	Revenue Receipts		-	-	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	
-	Taxes on International Trade	3	-	-	
-	Non-Tax Revenue & Others	4	-	-	
-	Total Revenue Receipts (A)		-	-	
-	Non-Revenue Receipts		-	-	
-	Treasury Imprests		165,000,000	122,460,000	ACA-3
-	Deposits		1,833,935	510,137	ACA-4
5,200,000.00	Advance Accounts		8,699,865	6,263,981	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non-revenue Receipts (B)		-	-	
5,200,000.00			175,533,800	129,234,118	
5,200,000.00	Total Revenue Receipts & Total Non-revenue Receipts C = (A)+(B)		175,533,800	129,234,118	
-	Remittances to the Treasury (D)		-	-	ACA-2(ii)
-	Net Revenue Re-ceipts & Non-Revenue Receipts E = (C)-(D)		175,533,800	129,234,118	
-	Less: Expenditure		-	-	
-	Recurrent Ex-penditure		-	-	
116,700,000.00	Wages, Salaries & Other Employment Benefits	5	103,918,813	98,545,710	ACA-2(ii)
28,300,000.00	Other Goods & Services	6	21,878,551	18,996,036	
1,000,000.00	Subsidies Grants & Transfers	7	609,358	856,690	
-	Interest Payments	8	-	-	
25,000,000.00	Other Recurrent Expenditure	9	30,558,672	17,229,615	

171,000,000.00	Total Recurrent Expenditure (F)		156,965,394	135,628,051	
	Capital Expenditure				
1,500,000.00	Rehabilitation & Improvement of Capital Assets	10	1,296,450	5,102,263	ACA-2(ii)
1,000,000.00	Acquisition of Capital Assets	11	848,135	2,500,333	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
500,000.00	Capacity Building	14	490,530	127,000	
-	Other Capital Ex-penditure	15	-	-	
3,000,000.00	Total Capital Expenditure (G)		2,635,115	7,729,596	
	Deposit Payments		1,469,324	557,298	ACA-4
	Advance Payments		4,951,280	8,082,168	ACA-5
	Other Main Ledger Payments		-	-	
	Main Ledger Expenditure (H)		6,420,604	8,639,466	
	Total Expenditure I = (F+G+H)		166,021,113	151,997,113	
	Balance as at 31st December J = (E-I)		9,512,687	(22,762,995)	
	Balance as per the Imprest Reconciliation Statement		9,512,687	(22,762,995)	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3
			9,512,687	(22,762,995)	

3.2 Statement of Financial Position

පිටුව 3

2022 අගෝස්තු 31 දින
මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය

ප්‍රධාන කොටස	මිලියන රුපියලකින්	මිලියන රුපියලකින්	මිලියන රුපියලකින්
මුදල් සහ මුදල් සමාන දෑ	382,866,525		
විදේශීය මුදල්	10,298,563		
විදේශීය මුදල්	401,265,086		

මුදල් සහ මුදල් සමාන දෑ

මුදල් සහ මුදල් සමාන දෑ	මිලියන 6	382,866,525
මුදල් සහ මුදල් සමාන දෑ	මිලියන 5/5 (අ)	10,298,563
මුදල් සහ මුදල් සමාන දෑ	මිලියන 5	401,265,086

මුදල් සහ මුදල් සමාන දෑ

මුදල් සහ මුදල් සමාන දෑ	මිලියන 4	312,609
මුදල් සහ මුදල් සමාන දෑ	මිලියන 3	401,265,086

මුදල් සහ මුදල් සමාන දෑ මිලියන 401,265,086 ක් වේ. මෙය මුදල් සහ මුදල් සමාන දෑ මිලියන 382,866,525 ක් සහ මුදල් සහ මුදල් සමාන දෑ මිලියන 10,298,563 ක් වලින් සමන්විත වේ. මුදල් සහ මුදල් සමාන දෑ මිලියන 401,265,086 ක් වේ. මෙය මුදල් සහ මුදල් සමාන දෑ මිලියන 382,866,525 ක් සහ මුදල් සහ මුදල් සමාන දෑ මිලියන 10,298,563 ක් වලින් සමන්විත වේ.

මුදල් සහ මුදල් සමාන දෑ මිලියන 401,265,086 ක් වේ. මෙය මුදල් සහ මුදල් සමාන දෑ මිලියන 382,866,525 ක් සහ මුදල් සහ මුදල් සමාන දෑ මිලියන 10,298,563 ක් වලින් සමන්විත වේ. මුදල් සහ මුදල් සමාන දෑ මිලියන 401,265,086 ක් වේ. මෙය මුදල් සහ මුදල් සමාන දෑ මිලියන 382,866,525 ක් සහ මුදල් සහ මුදල් සමාන දෑ මිලියන 10,298,563 ක් වලින් සමන්විත වේ.

මුදල් සහ මුදල් සමාන දෑ මිලියන 401,265,086 ක් වේ. මෙය මුදල් සහ මුදල් සමාන දෑ මිලියන 382,866,525 ක් සහ මුදල් සහ මුදල් සමාන දෑ මිලියන 10,298,563 ක් වලින් සමන්විත වේ. මුදල් සහ මුදල් සමාන දෑ මිලියන 401,265,086 ක් වේ. මෙය මුදල් සහ මුදල් සමාන දෑ මිලියන 382,866,525 ක් සහ මුදල් සහ මුදල් සමාන දෑ මිලියන 10,298,563 ක් වලින් සමන්විත වේ.

Statement of Cash Flow
for the Year Ended 31st December 2022

	Actual	
	2022 Rs.	2021 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	4,144,922	13,578,678
Profit	-	-
Non-Revenue Receipts	4,967,692	4,832,264
Revenue Collected under Other Revenue Heads	-	-
Imprest Received	165,000,000	122,460,000
Advances Received	6,766,494	6,195,127
Deposits Received	1,833,935	510,137
Total Cash Flow generated from Operations (a)	182,713,043	147,576,206
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	157,944,205	135,851,920
Subsidies & Transfer Payments	609,358	856,690
Expenditure on Other Heads	17,695,006	475,475
Imprest Settlement to Treasury	-	-
Advances Paid	4,951,280	8,169,668
Deposits Paid	1,469,324	557,298
Total Cash Flow disbursed for Operations (b)	182,669,174	145,911,050
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (a)-(b)	43,869	1,665,155
<u>Cash Flow from Investing Activities</u>		
Interest	782,446	772,227
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	21,820	62,950
Recoveries from On Lending	-	-
Total Cash Flow generated from Investing Activities (d)	804,266	835,177
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investments	848,135	2,500,333
Total Cash Flow disbursed for Investing	848,135	2,500,333

Activities (e)		
NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(d)-(e)	(43,869)	(1,665,155)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	0	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash Flow generated from Financing Activities (h)	-	-
<u>Less - Cash disbursed for:</u>		
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	-	-

3.5 Revenue Collection Performance

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Preliminary Estimate	Final Estimate	Amount (Rs.)	As a % of the Final Estimate
20.03.99.00	Sales and Charges	8000,000.00	8000,000.00	4,144,921.72	51.81 %
20.02.02.99	Interest and Other	8000,000.00	8000,000.00	697,828.52	87.23%

3.6 Performance of Utilization of Allocated Provisions

Type of provision	Allocated provision		Actual expenditure	Allocations utilized as % of the final allocation finalized
	Preliminary provision	Final provision		
Capital Expenditure	3,000,000.00	3,000,000.00	2,635,115.00	87.84%
Recurring Expenditure	171,000,000.00	171,000,000.00	156,965,394.00	91.79%

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

Serial No.	Department / Ministry from which the Allocation was Received	Purpose of the Allocation	Allocation (Rs.)		Actual Expenditure	Allocation Utilization as a % of the Final Allocation
			Initial Allocation	Final Allocation		
01	Ministry of Public Administration, Home Affairs Provincial Councils and Local Government	Issuing the required additional provisions to conduct Language Proficiency Courses as per P.A. Circular No.18/2020	18,355,956.13	18,355,956.13	17,695,006.13	96.39

3.8 Performance of Reporting Non-financial Assets

Asset Code	Code Description	Balance as per Board of Survey Report as at 31.12.2022 (Rs.)	Balance as per Financial Statement as at 31.12.2022 (Rs.)	To be accounted in the future	Reporting progress as a %
9151	Buildings and Structures	147,000,000.00	147,000,000.00	-	100 %
9152	Machinery	74,374,307.99	74,374,307.99	-	100 %

9153	Lands	160,000,000.00	160,000,000.00	-	100 %
9154	Intangible Assets	2,224,350.00	2,224,350.00	-	100 %
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-



PAF/C/OLD/FS/02/22/18

உமது இல.
Your No.

2023 මැයි 25 දින

කොමසාරිස් ජනරාල්
රාජ්‍ය භාෂා දෙපාර්තමේන්තුව

රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2022 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

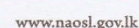
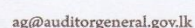
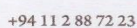
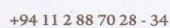
යථෝක්ත වාර්තාව මේ සමඟ එවා ඇත.

කේ.ආර්.ටී. මැණිකේ
ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට

කේ.ආර්.ටී. මැණිකේ
ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට

පිටපත - අධ්‍යක්ෂ ජනරාල් - රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව

No. 306/72, Polduwa Road, Battaramulla, Sri Lanka.





ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

} PAF/C/OLD/FS/01/22/08

ඔබේ අංකය
உமது இல.
Your No.

}

දිනය
திகதி
Date

} 2023 මැයි 25 දින

කොමසාරිස් ජනරාල්

රාජ්‍ය භාෂා දෙපාර්තමේන්තුව

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2022 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 මතය

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2022 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2022 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 රාජ්‍ය භාෂා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව 2023 මැයි 25 දින නිකුත් කර ඇත. 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.

රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ මූල්‍ය ප්‍රකාශනවලින් 2022 දෙසැම්බර් 31 දිනට රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ ප්‍රකාශය පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

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1.2 මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතිවලට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මෙම විගණන ප්‍රමිති යටතේ වූ මාගේ වගකීම, මෙම වාර්තාවේ මූල්‍ය ප්‍රකාශන විගණනය සම්බන්ධයෙන් විගණකගේ වගකීම යන කොටසේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම 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 සැම 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, වෙනනාන්විත මහභරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මත භරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සම්ප්‍රදායිත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, 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 කරමි.

1.5 වෙනත් තෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

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

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

2. මූල්‍ය සමාලෝචනය

2.1 බැරකම් හා බැඳීම්වලට එළඹීම

සමාලෝචිත වර්ෂයේ දෙසැම්බර් 31 දිනට දෙපාර්තමේන්තු පොත් අනුව බැරකම් රු.1,352,352ක් වුවද, භාණ්ඩාගාර පොත් අනුව බැරකම් රු.3,164,591ක් වූයෙන් ඒ අතර රු.1,812,239 වෙනසක් පැවතුණි.

3. මෙහෙයුම් සමාලෝචනය

3.1 කළමනාකරණ දුර්වලතා

(අ) මොරටුව විශ්ව විද්‍යාලය විසින් සකස් කරන ලද පිරිවැය රු.10,810,000 ක් වූ සිංහල, දෙමළ මෘදුකාංගයේ නිරවද්‍යතාවය පිළිබඳ සහතිකයක් රාජ්‍ය භාෂා කොමසාරිස් ජනරාල් විසින් 2022 පෙබරවාරි 14 දින ව්‍යාපෘති අධ්‍යක්ෂවරයාගෙන් ඉල්ලා තිබුණද, එය ලබාදී නොතිබුණි.

(ආ) රාජ්‍ය සේවකයන් හා අර්ධ රාජ්‍ය සේවකයන් විසින් සම්පූර්ණ කළ යුතු වාරික, ලිඛිත හා කථන භාෂා ප්‍රවීණතා පාඨමාලා සඳහා 2016 සහ 2018 වර්ෂවල මිලදීගෙන තිබූ රු.6,221,749 ක් වටිනා ග්‍රන්ථ 37,297 ක් අලෙවි නොකර ගබඩාවෙහි නිෂ්කාර්යව පැවතුණි.

4. මානව සම්පත් කළමනාකරණය

4.1 අනුමත කාර්ය මණ්ඩලය, තර්ජන කාර්ය මණ්ඩලය හා පුරප්පාඩු

(අ) සමාලෝචිත වර්ෂයේ දෙසැම්බර් 31 දිනට ජ්‍යෙෂ්ඨ මට්ටමේ තනතුරු පුරප්පාඩු 05 ක්, තෘතීයික මට්ටමේ තනතුරු පුරප්පාඩු 35ක්, ද්විතීයික මට්ටමේ තනතුරු පුරප්පාඩු 13 ක්, හා ප්‍රාථමික මට්ටමේ පුරප්පාඩු 03 ක් වශයෙන් තනතුරු පුරප්පාඩු 56 ක් පැවතිණි.



(ආ) රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ භාෂා පරිවර්තක සහකාර සේවයට බඳවාගෙන ප්‍රාදේශීය ලේකම් කාර්යාල, දිස්ත්‍රික් ලේකම් කාර්යාල, පළාත් පාලන ආයතන හා වෙනත් රජයේ ආයතනවල සේවයේ යොදවා තිබුණු නිලධාරීන් 35 දෙනෙකු සඳහා සමාලෝචිත වර්ෂයේදී දෙපාර්තමේන්තු මුදලින් රු.16,549,744 ක් වැටුප් හා දීමනා ගෙවා තිබුණි. මෙම නිලධාරීන්ගෙන් 23 දෙනෙකු 2023 මැයි මස වන විටත් දෙපාර්තමේන්තු මුදලින් වැටුප් ගෙවමින් වෙනත් ආයතනවල සේවයේ යොදවා තිබුණි.

කේ. ආර්. ඩී. මැණිකේ
ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට

පිටපත : අධ්‍යක්ෂ ජනරාල් - රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව

Chapter 04 - Performance Indicators

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

Serial No.	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100%-90%	75%-89%	50% - 74%
Capital Expenditure					
Creating a Favourable Working Environment for All Employees (2001)					
	Renovation of the Language Laboratory	No. of Sections	✓	-	-
Creating a Favourable Working Environment for All Employees (2002)					
	Machinery Repair (Repairing the Elevator)	No. of Items	✓	-	-
Acquiring Machines and Machinery (2103)					
	Purchase of other machinery, equipment and air conditioners	No. of Items	✓	-	-
Improvement of Procedures (2106)					
	Developing Software	No. of Systems	✓	-	-
Improving Knowledge, Skills and attitudes of the Staff (2401)					
	Directing the officers of the Department to various capacity development and training programmes	No. of Programmes	✓	-	-
Recurrent Expenditure					
1) Facilitating to Ensure a Higher Quality Translation Service (1703-1)					
01	Carrying out translation work in three languages as per the requirement of government and semi-government institutions	No. of Pages	✓	-	-
02	Updating the pool of external resource persons established for translation purposes	No. of Resource Persons	✓	-	-
2) Facilitating Language Promotion, Language Learning and Language Use (1703-2)					
01	Establishing an advisory board to advise on language issues	No. of Advisory Boards	✓	-	-
02	Compilation of Sinhala, Tamil and English language glossaries to accomplish educational, translation and administrative objectives	No. of Glossaries	✓	-	-
03	Recruiting instructors for the courses conducted by the Language Laboratory and planning training programs	No. of Programmes	✓	-	-
04	Organising courses at the request of external institutions	Courses are organized based on the requests received	✓	-	-
05	Publishing a book written on the history of the Department	No. of Books	✓	-	-
06	Celebrating the Sinhala Language Day – (02 nd of March). International Translation Day, Anniversary of the Department	No. of Events	✓	-	-
(3) Improving the Language Proficiency of Public Officers to Ensure the Language Right of the					

Public to Receive Services in a Language of their Choice (Sinhala/Tamil/English) (1703-3)					
01	Conducting Official Languages Proficiency examinations as per Public Administration Circular No. 1/2014	No. of Candidates	✓	-	-
02	Conducting the National Languages Qualification (NLQ) exams	No. of Candidates	✓	-	-
03	Preparing, and standardizing question papers and conducting examinations at the request of Government and Semi-Government Institutions	Depends on the number of requests received	✓	-	-
(4)To Create a Society Rich in Sinhala, Tamil, English and Other Foreign Language Skills in Order to Contribute to Economic Development. (1703-4)					
01	Organising language training courses for public officers as per Public Administration Circular No.18/2020	No. of Courses (Island-wide)	✓	-	-
02	Implementation of a Computer Based Assessment System for the assessment of Sinhala and Tamil language proficiency	No. of Examinations	✓	-	-

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

5.1 The Relevant Identified Sustainable Developments Goals

Goal / Target	Indicators	Achievement Indicators	Progress in achievements so far		
			0% - 49%	50% - 74%	75% - 100%
(1) Target 16.6: Develop effective, accountable and transparent institutions at all levels	(1) 16.6.2 Proportion of the population satisfied with their last experience of public services	(1.1) Carrying out translations in the three languages: Sinhala, Tamil and English.			√
		(1.2) Conducting Language Proficiency Examinations in terms of P.A. Circular No.1/2014			√
		(1.3) Organizing Sinhala and Tamil language promotion programmes in terms of the P.A. Circular No.18/2020.			√
		(1.4) Conducting the National Languages Qualification Examination in terms of the P.A. Circular No.18/2020.			√
		(1.5) Compiling trilingual, bilingual glossaries in Sinhala, Tamil and English languages and releasing to the internet through the TerminoHub website in order to facilitate educational, administrative and translation tasks.			√
		(1.6) Selecting schools from rural education zones within divisional secretariats, and celebrating Sinhala Language Day and Tamil Language Day at such schools.			√
		(1.7) Updating instructors' pools relevant to language courses, planning training courses, preparing learning aids, facilitating users to peruse such with the use of modern technology, with the aim of facilitating language promotion, language learning and language use.			√
		(1.8) Designing languages courses and question papers, as well as conducting Selection Tests as per requests of external institutions.			√

5.2 Achievements and Challenges in Accomplishing Sustainable Development Goals

The Department of Official Languages successfully carried out all the targeted tasks for the year 2020 with the aim of fulfilling the Sustainable Development Goals by the year 2030.

The following are prominent among the issues that occurred in the implementation of the above.

1. Difficulty in providing a higher-quality translation service due to the shortage of Sinhala- Tamil translators.
2. Since the payments approved under government circulars for resource persons are at a minimal level, it is difficult to obtain the consultation of a third-party with subject expertise for academic tasks and for integrating modern technology (compiling textbooks, compiling books).

Chapter 06 - Human Resources Profile

6.01 The List of Staff Members of the Department of Official Languages as at 31.12.2022 is as follows.

Nature of the Post	Post	Service	Grade	Salary Code	Total Number of Approved Cadre	Existing Cadre	Number of Vacancies
Senior Level	Commissioner General of Official Languages	Sri Lanka Administrative Service	Special	SL 3	01	01	00
	Commissioner	Sri Lanka Administrative Service	I	SL 1	02	02	00
	Commissioner	Departmental Service	I	SL 1	01	00	01
	Chief Accountant	Sri Lanka Accountants' Service	I	SL 1	01	01	00
	Internal Auditor	Sri Lanka Accountants' Service	I	SL 1	01	01	00
	Assistant Commissioner	Sri Lanka Administrative Service	III /II	SL 1	04	02	02
	Assistant Commissioner	Departmental Service	III /II	SL 1	01	00	01
	Accountant	Sri Lanka Accountants' Service	III /II	SL 1	01	01	00
	Assistant Director	Sri Lanka Information and Communication Technology Service	III /II	SL 1	01	00	01
	Total				13	08	05
Tertiary Level	Administrative Officer	Public Management Assistant Service	Supra	MN 7	01	01	00
	Superintendent of Languages Laboratory	Departmental Service	-	MN 7	01	01	00
	Superintendent of Languages	Departmental Service	-	MN 7	08	00	08
	Superintendent of Translations	Departmental Service	II /I	MN7	03	00	03
	Information and Communication Technology Officer	Sri Lanka Information and Communication Technology Service	2-II /I	MN 6	01	01	00
	Translator	Government Translators' Service	II /I	MN 6	19	08	11
	Translator	Departmental Service	II /I	MN 6	25	12	13
	Total				58	23	35
Secondary Level	Translator Assistant	Departmental Service	-	MN 4	32	32	00
	Project Development Assistant	Departmental Service	-	MN 4	02	02	00
	Development Officer	Development Officers' Service	III /II /I	MN 4	60	60	00
	Librarian	Sri Lanaka Librarians' Service	III /II /I	MN 3	03	00	03
	Management Services Officer	Management Service Officers' Service	III /II /I	MN 2	25	16	09
	Language Laboratory Assistant	Departmental Service	III /II /I	MT 2	01	01	00
	Information and Communication Technology Assistant	Sri Lanka Information and Communication Technology Service	3-III /II /I	MT 1	01	01	00
	Technical Assistant	Departmental Service	III /II /I	MT 1	01	00	01
	Total				125	112	13
Primary Level	Driver	Combined Drivers' Service	III /II /I/sp	PL 3	05	03	02
	Office Employee Service	Office Employee Service	III /II /I/sp	PL 1	14	13	01
	Total				19	16	03
	Sub Total				215	159	56

6.02 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies	Excess
Senior	13	08	05	-
Tertiary	58	23	35	-
Secondary	125	112	13	-
Primary	19	16	03	-

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

1. **Shortage of Staff Grade Officers** – Causes difficulties in the efficient execution of administration and supervision of Departmental tasks.
2. **Shortage of Translators** - As the Department does not have the human resources capacity to complete all the translation requests received from government institutions, it is compelled to reject certain requests. This in turn causes damage to the reputation of the Department.
3. **Shortage of Management Services Officers** – Causes unnecessary delays in the internal administration and accounting activities of the Department.

6.04 Capacity Development of the Staff

Name of the Programme	No. of Officers Trained	Duration of the Programme	Total Investment (Rs.)	Nature of the Programme Local / Foreign	Output / Knowledge Obtained
Approved Procedures and Regulations on Expenses and Payments in Public Institutions	04	01 day	32,000.00	Local	Budget and financial allocation, financial responsibility, delegation of financial authority, responsibility and duties of authorisation, approval, certification and payment, preparation of vouchers and payment documents and receipts, documents required for payment activities, factors to consider during salary and procurement payments, responsibility of the Cashier and cash security, knowledge of imprest and sub-imprest.
Principles of the Standard Audit Procedure	02	01 day	7000.00	Local	Providing the basic knowledge, training and awareness for internal audit of government institutions. Gaining knowledge on preparing internal audit plans, risk assessment, writing internal audit queries, analyzing reports, organizing effective audits and management committee meetings.
Diploma in Sinhala	01	01 year	20,000.00	Local	Development of the knowledge and skills of Sinhala language, literature and culture of public and private sector professionals. Providing basic knowledge, training and awareness of internal audits of government institutions.

Providing a Proper Understanding of the Office Communication Process	01	02 days	7000.00	Local	Guidance on efficient and effective management of office work, nature of office communication and its importance, office communication process, written and oral communication, office mail and its functions, knowledge on drafting of official letters, preparation of reports, writing office notes.
Office Management and Financial Regulations	05	02 days	50,000.00	Local	Acquiring knowledge on office procedures and principles, basic features of a formal office system, colour coding system in public service, office layout and surroundings, utilization and maintaining of office machinery, maintaining, planning and preparing specimen forms, maximum hours of productivity at an office, duties and responsibilities of the head of a branch, scope of public finance and the legal structure.
Development of the skills of Development Officers and Management Services Officers	02	02 days	20,000.00	Local	Guidance towards improving the understanding of office environment, letter compilation and filing, report writing and presentation, personality development, public relations and customer satisfaction by developing the knowledge skills and good attitudes of the officers for the purpose of making the functions of the institution more effective.
The Role and Responsibilities of the Clerk in Charge of Leave	01	01 day	5000.00	Local	Gaining knowledge about all leave relevant to permanent employees and officers recruited on contract basis in the service of Ministries, Departments and Semi-Government Institutions, and updating the leave register.
Maintenance of Government Vehicles	01	01 day	5000.00	Local	Maintenance of government vehicles and keeping of relevant records, vehicle maintenance, purchase of spare parts, handling of damages and losses, notification of misuse.
Payroll Processing of Public Officers	02	03 days	36,000.00	Local	Gaining knowledge about salary and wage structure of public officers, methods of payment and rejection of annual salary increments, salary conversion, and salary for acting in a post and allowances, interbank payment methods.

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

- ❖ These programmes have enabled the officers to expand the knowledge required to carry out the functions of the institution with the intention of achieving the objectives of the Department.
- ❖ Assist in providing a more productive service to the public due to the improvement in knowledge and skills along with the development in attitudes.
- ❖ Resulted in improved interpersonal relationships between officers while performing their duties, and resulted in improved motivation among officers.

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

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief Explanation for Non-Compliance	Corrective Actions Proposed to Avoid Non-Compliance in Future
01 The following financial statements / accounts have been submitted on the due date.				
1.1	Annual Financial Statements	Complied	-	-
1.2	Advances to Public Officers Account	Complied	-	-
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not relevant	-	-
1.4	Stores Advance Accounts	Not relevant	-	-
1.5	Special Advance Accounts	Not relevant	-	-
1.6	Other	-	-	-
02 Maintenance of books and registers (FR445)				
2.1	Updating and maintaining the Fixed Assets Register in terms of Public Administration Circular 267/2018	Complied	-	-
2.2	Updating and maintaining the Personal Emoluments Register / Personal Emolument Card	Complied	-	-
2.3	Updating and maintaining the Audit Query Register	Complied	-	-
2.4	Updating and maintaining the Internal Audit Reports	Complied	-	-
2.5	Preparing all the monthly summary of accounts (CIGAS) and forward to the Treasury on the due date	Complied	-	-
2.6	Updating and maintaining the Register of Cheques and Money Orders	Complied	-	-
2.7	Updating and maintaining inventories	Complied	-	-
2.8	Updating and maintaining the Stock Register	Complied	-	-
2.9	Updating and maintaining the Register of Losses	Complied	-	-
2.10	Updating and maintaining a Record of Liabilities	Complied	-	-
2.11	Updating and maintaining the Register of Counterfoil Books (GA-N20)	Complied	-	-
03 Delegation of functions for financial control (FR 135)				
3.1	Delegating the financial authority within the institution	Complied	-	-
3.2	Communicating the specifics of the delegation of financial authority within the institution	Complied	-	-
3.3	Delegating the authority in a manner that each transaction shall be passed through two or more officers	Complied	-	-
3.4	Operating under the control of the accountant when using the Government Payroll Software Package in terms of State Account Circular 171/2004 dated 11.05.2014	Complied	-	-
04 Preparation of Annual Plans				
4.1	Preparing the Annual Action Plan	Complied	-	-
4.2	Preparing the Annual Procurement Plan	Complied	-	-
4.3	Preparing the Annual Internal Audit Plan	Complied	-	-
4.4	Preparing the annual estimate and forwarding to the Department of National Budget on due date	Complied	-	-

4.5	Forwarding the annual statement of cash flow to the Treasury Operations Department on time	Complied	-	-
05 Audit Queries				
5.1	Responding to all audit queries within the time period specified by the Auditor General	Complied	-	-
06 Internal Audit				
6.1	Preparing the internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied	-	-
6.2	Responding to all the internal audit reports within one month	Complied	-	-
6.3	Forwarding copies of all the internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied	-	-
6.4	Forwarding all the copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied	-	-
07 Audit and Management Committee				
7.1	Holding a minimum of 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied	-	-
08 Asset Management				
8.1	Forwarding the information regarding purchases and disposals of assets to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied	-	-
8.2	Appointing a suitable liaison officer to coordinate the implementation of the provisions of the circular and forwarding the details of the nominated officer to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied	-	-
8.3	Conducting the boards of survey and forwarding the relevant reports to the Auditor General on due date in terms of Public Finance Circular No. 01/2020	Complied	-	-
8.4	Taking measures in relation to the excesses and deficits that were disclosed through the board of survey and other relating recommendations during the period specified in the circular	Complied	-	-
8.5	Carrying out the disposal of condemned articles in terms of FR 772	Complied	-	-
09 Vehicle Management				
9.1	Preparing and forwarding the daily running charts and monthly summaries of the pool vehicles submitted to the Auditor General on due date	Complied	-	-
9.2	Disposing condemned vehicles within a period of less than 6 months upon being condemned	Not Complied	No condemned vehicles as at present	-
9.3	Maintaining and updating the vehicle logbooks	Complied	-	-
9.4	Taking action in terms of F.R. 103, 104, 109 and 110 with regard to every motor vehicle accident	Complied	-	-
9.5	Re-examining the fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Not Complied	-	-

9.6	Getting the absolute ownership of the leased vehicle log books transferred after the lease term	Complied	This is not practical due to the quantity of fuel provided and the limit of provisions allocated.	. -
10 Management of Bank Accounts				
10.1	Preparing the bank reconciliation statements, getting them certified and forwarding them for audit by the due date	Complied	-	-
10.2	Settling the dormant accounts that had existed in the year under review or since previous years	Complied	-	-
10.3	Taking measures in terms of the Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settling such balances within one month	Complied	-	-
11 Utilization of Provisions				
11.1	Spending the provisions allocated without exceeding the limit	Complied	-	-
11.2	Upon utilizing the allocated provisions, incurring commitments (liabilities) in a manner that does not exceed the remainder of provisions as at the end of the year as per the FR 94(1)	Complied	-	-
12 Advance Accounts of Public Officers				
12.1	Complying with the limits	Complied	-	-
12.2	Carrying out a time analysis on the loans in arrears	Complied	-	-
12.3	Settling the loan balances in arrears for over one year	Complied	-	-
13 General Deposit Account				
13.1	Taking actions regarding lapsed deposits as per F.R.571	Complied	-	-
13.2	Updating and maintaining the control register for general deposits	Complied	-	-
14 Imprest Account				
14.1	Remitting the balance in the cashbook at the end of the year under review to the Treasury Operations Department	Complied	-	-
14.2	Settling the ad-hoc sub imprests issued as per F.R. 371 within one month from the completion of the task	Complied	-	-
14.3	Issuing the ad-hoc sub imprests without exceeding the limit approved as per F.R. 371	Complied	-	-
14.4	Reconciling the balance of the imprest account monthly with the Treasury books	Complied	-	-
15 Revenue Account				
15.1	Making refunds from revenue in terms of the regulations	Complied	-	-
15.2	Crediting the revenue collection directly to the revenue account without crediting it to the deposit account	Complied	-	-
15.3	Forwarding the returns of arrears of revenue to the Auditor General in terms of FR 176	Not relevant	-	-

16	<i>Human Resource Management</i>			
16.1	Maintaining the staff within the limit of the approved cadre	Complied	-	-
16.2	Providing all members of the staff a duty list in writing	Complied	-	-
16.3	Forwarding all reports to Department of Management Services in terms of the Circular No.04/2017 dated 20.09.2017	Complied	-	-
17	<i>Provide Information to the Public</i>			
17.1	Appointing an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulations	Complied	-	-
17.2	Providing information about the institution to the public through its website and facilitating the public to forward their appreciations/allegations about the Department through the website or alternative methods.	Complied	-	-
17.3	Submitting bi-annual or annual reports as per Section 08 and 10 of the Right to Information Act	Complied	-	-
18	<i>Implementation of the Citizens Charter</i>			
18.1	Formulating and implementing a Citizens Charter/ Citizens Client's Charter by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied	-	-
18.2	Devising a methodology in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens Clients Charter, as per paragraph 2.3 of the circular, by the institution	Complied	-	-
19	<i>Preparation of the Human Resource Plan</i>			
19.1	Preparing a human resource plan in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018	Complied	-	-
19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Complied	-	-
19.3	Signing of annual performance agreements by the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied	-	-
	Appointing a senior officer and assigning him/her the responsibilities of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied	-	-
20	<i>Responses for the Audit Paras</i>			
20.1	Rectifying the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied	-	-

...END...