2022

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வருடாந்த செயலாற்றுகை அறிக்கையும் கணக்குகளும்

Annual Performance Report & Accounts

දිස්ත්‍රික් ලේකම් කාර්යාලය - පුත්තලම

மாவட்ட செயலகம் - புத்தளம்

District Secretariat - Puttalam

273

රාජ්‍ය පරිපාලන, ස්වදේශ කටයුතු, පළාත් සභා හා පළාත් පාලන අමාත්‍යාංශය

பொது நிர்வாக, உள்நாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளுராட்சி அமைச்சு

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

Contents

Chapter 01 – Institutional Profile / Executive Summary

1.1 Introduction

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

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

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

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

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

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

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

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

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

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

1.2. The Vision, Mission and Objectives

Vision

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

Mission

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

Objectives:

I. To empower the citizens through good and inclusive governance with Efficient, Equitable, just and cordial service delivery.

II. To take all efforts in order to provide people friendly& People –oriented public service with the view to obtain optimal beneficiary satisfaction.

III. To fulfill environmental, economic,Socio and Cultural needs of the people conforming to the government policy collaboration with other state institutions as well as non-governmental organizations

IV. To Support the concerned authorities in order to ensure peace and stability of the district through enforcement of law and order.

1.3 Key function of the District Secretariat

I. All statutory duties required for District Administration.

II. Implementation and management of poverty alleviation initiatives.

III. Administration activities of disaster, relief and rehabilitation projects.

IV. Planning and overseeing of district level development projects.

V. Co-ordination of election activities.

VI. Administration and execution of Special Projects carry out at District Level

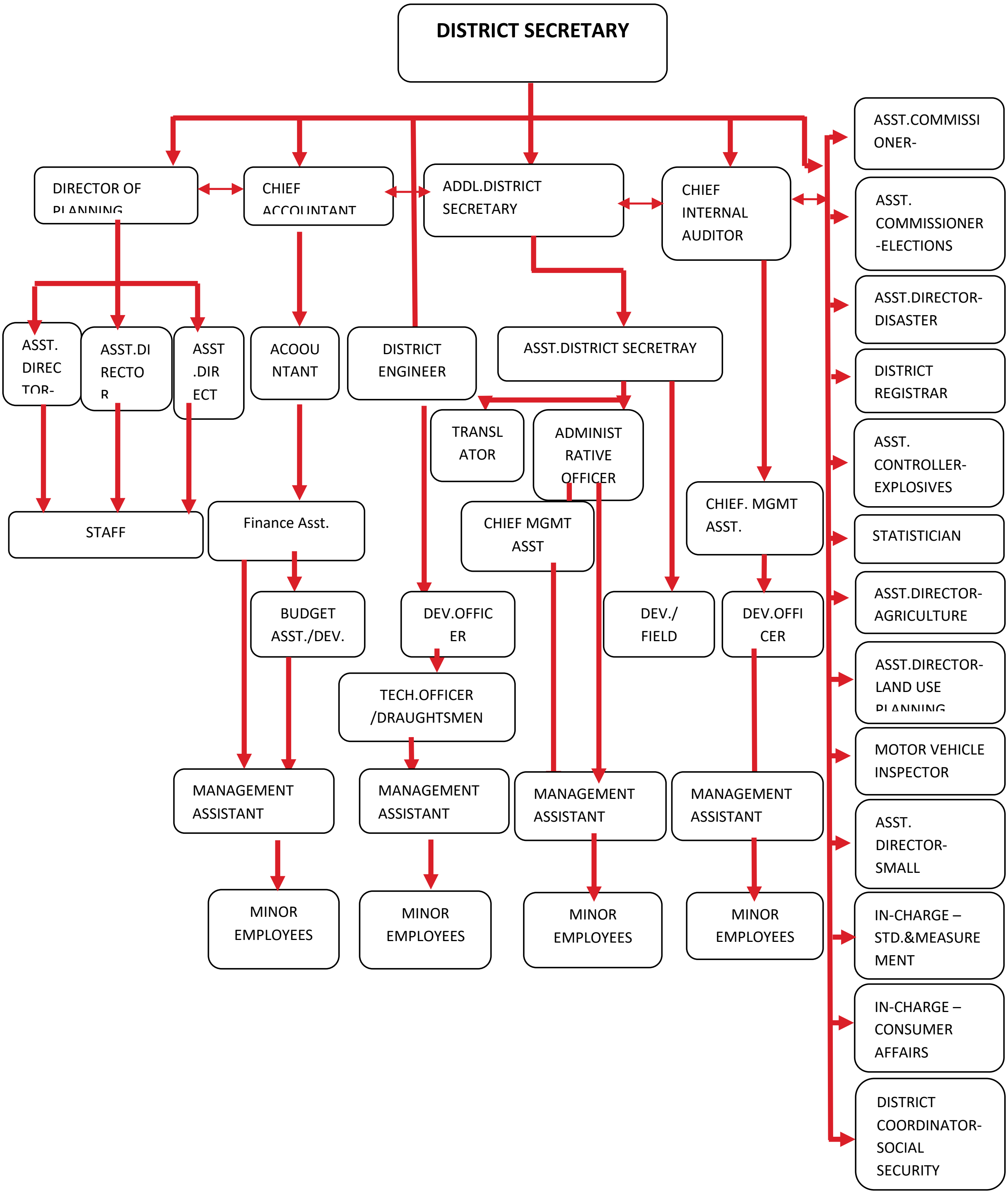
VII. Coordination of the other line Ministry/Departments activities.

VIII. Monitoring various foreign funded projects and give directions towards the accepted developments policies.

IX. Taking action to overcome the challenges of economic development and social development.

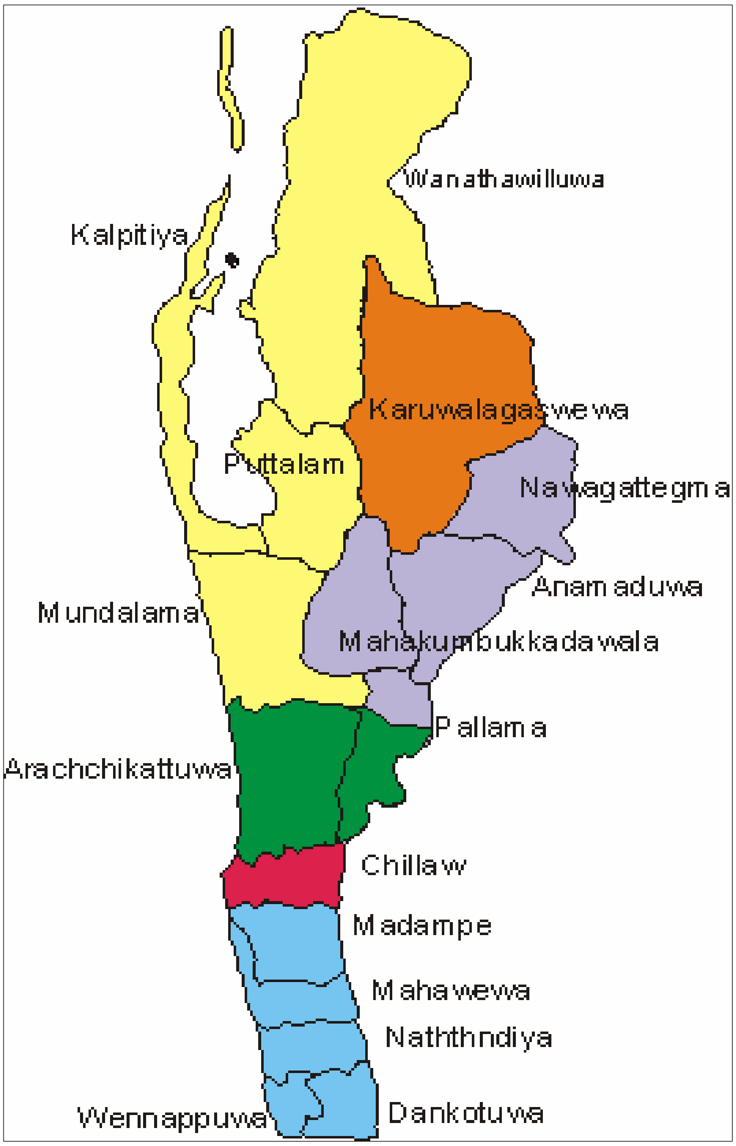
X. Assisting the provincial Council in its activities.

1.4. Organization Chart



1.5 Divisional Secretariats of the District

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



1.6 Institutions / funds coming under the District Secretariat

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

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

a) Name of the Project - Nil

b) Donor Agency

c) Estimated Cost of the Project – Rs. Mn

d) Project Duration

Chapter 02 – Progress and the Future Outlook

Briefly explain Special Achievements, challenges and future goals

Challenges and Future Goal

Challenges

1.Human-elephant conflict

2. Disaster situation due to dry weather and monsoon rains

3. Inequality in the distribution of human and physical resources in the district

4. Global pandemic situation and human lifestyle and overcoming its impact on social and economic transformation.

5. Under -utilization of existing resources in the district

Future Goal:

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

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

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

3.Overall Performance for the year ended 31st Decmber 2021

3.1 Statement of Financial Performance

				ACA -F	
	Statement of Financial Performance				
	for the period ended 31st December 2022				
			Actual		
Budget 2022		**Note**	**2022**	**Restated 2021**	
Rs.			**Rs.**	**Rs.**	
-	**Revenue Receipts**		-	-	
-	Income Tax	**1**	-	-	
-	Taxes on Domestic Goods & Services	**2**	-	-	ACA-1
-	Taxes on International Trade	**3**	-	-	
-	Non Tax Revenue & Others	**4**	-	-	
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**		-	-	
-	Treasury Imprests		2,814,365,000	4,111,132,000	ACA-3
-	Deposits		169,406,578	482,159,759	ACA-4
-	Advance Accounts		68,109,003	86,017,999	ACA-5
-	Other Main Ledger Receipts		-	-	
-	**Total Non Revenue Receipts (B)**		**3,051,880,581**	**4,679,309,758**	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		**3,051,880,581**	**4,679,309,758**	
	Remittance to the Treasury (D)		55,223,500	-	
-	**Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)**		**2,996,657,081**	**4,679,309,758**	
	Less: Expenditure				
-	**Recurrent Expenditure**				
754,500,000	Wages, Salaries & Other Employment Benefits	**5**	727,243,204	682,528,742	
150,000,000	Other Goods & Services	**6**	140,726,696	316,856,170	ACA-2(ii)
10,500,000	Subsidies, Grants and Transfers	**7**	7,661,055	304,906,761	
-	Interest Payments	**8**	-	-	
-	Other Recurrent Expenditure	**9**	-	-	
915,000,000	**Total Recurrent Expenditure (F)**		**875,630,955**	**1,304,291,673**	
	Capital Expenditure				
15,700,000	Rehabilitation & Improvement of Capital Assets	**10**	14,417,540	13,346,102	
26,000,000	Acquisition of Capital Assets	**11**	25,794,132	112,272,527	
-	Capital Transfers	**12**	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	**13**	-	-	
1,300,000	Capacity Building	**14**	495,370	398,175	
356,000,000	Other Capital Expenditure	**15**	298,055,517	4,184,946	
399,000,000	**Total Capital Expenditure (G)**		**338,762,559**	**130,201,749**	
	Deposit Payments		246,645,457	454,469,557	ACA-4
	Advance Payments		58,218,921	80,713,743	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		**304,864,378**	**535,183,300**	
	Total Expenditure I = (F+G+H)		1,519,257,891	1,969,676,722	
	Balance as at 31st December J = (E-I)		**1,477,399,190**	**2,709,633,036**	
	Balance as per the Imprest Reconciliation Statement		1,477,399,190	2,709,633,036	ACA-7
	Imprest Balance as at 31st December			-	ACA-3
1,314,000,000	-		**1,477,399,190**	**2,709,633,036**	

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2022

	Note	Actual 2022 Rs	2021 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	2,773,482,729	2,731,475,762
Financial Assets			
Advance Accounts	ACA-5/5(a)	178,532,192	188,422,275
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		2,952,014,921	2,919,898,037
Net Assets / Equity			
Net Worth to Treasury		9,499,596	(57,849,201)
Property, Plant & Equipment Reserve		2,773,482,729	2,731,475,762
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	169,032,596	246,271,475
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		2,952,014,921	2,919,898,037

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 29 and Notes to accounts presented in pages from 30 to 38 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Finacial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

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

....
Chief Accounting Officer
Name : Neel Bandara Hapuhinne
Designation : Secretary - Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
Date : 20.02.2023

Neel Bandara Hapuhinne
Secretary
Ministry of Public Administration, Home Affairs, Provincial Councils & Local Government
Home Affairs Division

..........................2.16
Accounting Officer
Name : H.M.S.P.Herath
Designation : District Secretary
Date :

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

....
Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name : H.M.M.H.Kandanegedara
Designation : Chief Accountant
Date : 2023. 02. 16

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

2

3.3 Statement of Cash Flows

		ACA-C
Statement of Cash Flows for the Period ended 31st December 2022		
	Actual	
	2022 Rs.	**Restated 2021 Rs.**
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	260,185,335	208,453,679
Impresst Received	2,814,365,000	4,111,132,000
Recoveries from Advance	84,814,379	100,952,932
Deposit Received	169,414,528	482,165,009
Total Cash generated from Operations (A)	**3,328,779,242**	**4,902,703,621**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	867,207,650	999,294,842
Subsidies & Transfer Payments	7,661,055	304,906,761
Expenditure incurred on behalf of Other Heads	1,732,718,834	2,907,897,226
Imprest Settlement to Treasury	55,223,500	-
Advance Payments	80,695,638	105,982,030
Deposit Payments	246,645,457	454,469,557
Total Cash disbursed for Operations (B)	**2,990,152,133**	**4,772,550,417**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	**338,627,109**	**130,153,204**
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	135,450	48,545
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	**135,450**	**48,545**
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	338,762,559	130,201,749
Total Cash disbursed for Investing Activities (E)	**338,762,559**	**130,201,749**
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	**(338,627,109)**	**(130,153,204)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	**0**	**0**
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	
Opening Cash Balance as at 01st January	-	
Closing Cash Balance as at 31st December	-	-

3.4. Notes to the Financial Statements

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2022.

2) Basis of Measurement

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

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) Recognition of Revenue

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

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

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

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

5) Property, Plant and Equipment Reserve

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

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2022.

ACA - 2

Summary of Expenditure by Programme for the period ended 31st December 2022

Expenditure Head No : 273

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Rs.

Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision (4)=(1)+(2)+(3)	Total Expenditure (5)	Net Effect Savings / (Excesses) (6)=(4)-(5)
Programme (1)	(1) Recurrent	915,000,000	-	(8,700,000)	915,000,000	875,630,955	39,369,045
				8,700,000			
	(2) Capital	399,000,000	-	-	399,000,000	338,762,559	60,237,441
	Sub Total	**1,314,000,000**	**-**	**-**	**1,314,000,000**	**1,214,393,513**	**99,606,487**
Programme (2)	(1) Recurrent						
	(2) Capital						
	Sub Total	**-**	**-**	**-**	**-**	**-**	**-**
	Grand Total	**1,314,000,000**	**-**	**-**	**1,314,000,000**	**1,214,393,513**	**99,606,487**

Chief Financial Officer /Chief Accountant/Director (Finance)/ Commissioner (Finance)

Date : 2023 . 02 . 16

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

ACA - 2(i)

Statement of Expenditure by Programme

Expenditure Head No : 273 | **Ministry / Department / District Secretariat :District Secretariat-Puttalam**

Rs.

Expenditure Code	Programme (1)					Programme (2)					Total Expenditure
	Provisions				Expenditure	Provisions				Expenditure	
	Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision		Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision		
	(1)	(2)	(3)	(4)=(1)+(2)+(3)	(5)	(6)	(7)	(8)	(9)=(6)+(7)+(8)	(10)	(11)=(5)+(10)
Recurrent Expenditure											
Personal Emoluments											
1001 - Salaries & Wages	509,000,000		(8,700,000)	500,300,000	489,466,784	-	-	-	-	-	489,466,784
1002 - Overtime & Holiday Payments	16,700,000			16,700,000	14,404,426	-	-	-	-	-	14,404,426
1003 - Other Allowances	237,500,000			237,500,000	223,371,993	-	-	-	-	-	223,371,993
Travelling Expenditure											
1101 - Domestic	17,000,000			17,000,000	16,085,892	-	-	-	-	-	16,085,892
1102 - Foreign	-										
Supplies											
1201 - Stationery & Office Requisites	13,050,000		2,600,000	15,650,000	15,644,485	-	-	-	-	-	15,644,485
1202 - Fuel	19,800,000		3,100,000	22,900,000	22,426,272	-	-	-	-	-	22,426,272
1203 - Diets & Uniforms	2,350,000			2,350,000	2,329,100	-	-	-	-	-	2,329,100
1204 - Medical Supplies											-
1205 - Other				-							-
Maintenance Expenditure											
1301 - Vehicles	19,000,000			19,000,000	16,953,028	-	-	-	-	-	16,953,028
1302 - Plant and Machinery	4,000,000		1,200,000	5,200,000	4,480,104	-	-	-	-	-	4,480,104
1303 - Building and Structures	2,500,000			2,500,000	2,456,097	-	-	-	-	-	2,456,097
Services											
1401 - Transport	600,000			600,000	588,710	-	-	-	-	-	588,710
1402 - Postal & Communication	8,650,000		1,800,000	10,450,000	10,006,472	-	-	-	-	-	10,006,472
1403 - Electricity & Water	9,750,000			9,750,000	7,219,302	-	-	-	-	-	7,219,302
1404 - Rents & Local Taxes	1,100,000			1,100,000	459,267	-	-	-	-	-	459,267
1406 - Interest Payment for Leased vehicles											
1408 - Lease Rental for Vehicles Procured under Operational Leasing											
1409 - Other	43,500,000			43,500,000	42,077,969	-	-	-	-	-	42,077,969
											-
Transfers											-
1501 - Welfare Programmes											-
1502 - Retirement Benefits											-
1503 - Public Institutions											-
1504 - Development Subsidies											
fees											
1506 - Property Loan Interest to Public Servants	10,500,000			10,500,000	7,661,055	-	-	-	-	-	7,661,055
1507 - Grants to Provincial Councils											
1508 - Other											
Interest Payment and Discounts											
1601 - Interest Payment for Domestic Debt											
1602 - Interest Payment for Foreign Debt											
1603 - Discounts on Treasury Bills and Treasury Bonds											
Other Recurrent Expenditure											
1701 - Losses & Write off											
1702 - Contingency Services											
1703 - Implementation of the Official Languages Policy											
Grand Total	**915,000,000**	**-**	**-**	**915,000,000**	**875,630,955**	**-**	**-**	**-**	**-**	**-**	**875,630,955**

3.5 Performance of the Revenue Collection

Capital Expenditure											
Rehabilitation & Improvements of Capital Assets											
2001 - Building & Structures	8,200,000			8,200,000	8,200,000						8,200,000
2002 - Plant, Machinery & Equipment	500,000			500,000	230,880						230,880
2003 - Vehicles	7,000,000			7,000,000	5,986,660						5,986,660
Acquisition of Capital Assets											
2101 - Vehicles											
2102 - Furniture & Office Equipment	2,000,000			2,000,000	1,890,748						1,890,748
2103 - Plant, Machinery & Equipment	2,000,000			2,000,000	1,904,568						1,904,568
2104 - Buildings & Structures	22,000,000			22,000,000	21,998,816						21,998,816
2105 - Lands & Land Improvements											
2106 - Software Development											
2108 - Capital Payment for Leased Vehicles											
Capital Transfers											
2201 - Public Institutions											
2202 - Development Assistance											
2203 - Grants to Provincial Councils											
2204 - Transfers Abroad											
Institution											
Acquisition of Financial Assets											
2301 - Equity Contribution											
2302 - On-Lending											
Capacity Building											
2401 - Staff Training	1,300,000			1,300,000	495,370						495,370
Other Capital Expenditure											
2501 Restructuring											
2502 Investments											
2503 Contingency Services											
2504 Contribution to Provincial Councils											
2505 - Procument Preparedness											
2506 - Infrastructure Development											
2507 - Research and Development											
2509 - Other	356,000,000			356,000,000	298,055,517						298,055,517
Grand Total	**399,000,000**	-	-	**399,000,000**	**338,762,559**	-	-	-	-	-	**338,762,559**
Total Recurrent & Capital Expenditure	**1,314,000,000**	-	-	**1,314,000,000**	**1,214,393,513**	-	-	-	-	-	**1,214,393,513**

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)

Date : 2023 . 02 . 16

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

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Expenditure Head No. : 273

Rs.

Imprest Account No.	Imprest Balance as at 1st January 2021			Imprest Received			Imprest Settlement			Imprest Balance as at 31st December 2022			Imprest Balance as at 31st December 2022 as per Entity Books	Imprest Balance as at 31st December 2022 as per Treasury Books
	1			2			3			4				
	Unsettled Sub Imprests	Unsettled Imprests (Excluding Unsettled Sub Imprests)	Total	Treasury	Other Sources	Total	Expenditure	Cash Remit to Treasury	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total	*5	6
	1(i)	1(ii)	1(iii)	2(i)	2(ii)	2(iii)=2(i)+2(ii)	3(i)	3(ii)	3(iii)=3(i)+3(ii)	4(i)	4(ii)	4(iii)=4(i)+4(ii)	5=1(iii)+2(iii)-3(iii)	
312/21														
312/22	0	0	0	2,814,365,000	327,239,043	3,086,380,543	3,031,157,043	55,223,500	3,086,380,543	-	-	-	-	-

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

(1) Remitted to the Treasury but not updated cash book balance as at 31/12/2022 0

(2) Other reasons- ....

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

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

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date :

* This Balance should be shown in the Statement of Financial Performance

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2023 . 02 . 16

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

3.5 Performance of the Revenue Collection

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amt. (Rs..)	As a % of final estimate
2002.02.99	Interest-Other	10,000,000.00	10,000,000.00	10,110,113.41	101.1%
2003.02.99	Sale Proceeds &Charges-Dept. Sale	200,000.00	520,000.00	337,304.36	65%
2003.03.02	Sale Proceeds &Fine & Forfeit-other	2,000.00	3,000.00	1,300.00	43.3%
2003.99.00	Sale Proceeds – Other receipts	8,000,000.00	8,770,000.00	18,631,958.69	212.45 %

3.6 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as % of Final Utilization
	Original	Final		
Recurrent	915,,000,000	915,,000,000	875,630,955	95.7%
Capital	399,000,000	399,000,000	338,762,559	85%

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

Rs. ,000

Se. No	Ministry/Department and Expenditure Descriptions/Category	Purpose of provision	Alocation		Actual Expenditure	Allocations utilized, as % of final allocations delivered
			Original	Final		
1	Ministry of Health	Recurrent expenditure	4.45	4.45	4.45	100%
		Kidney disease prevention	2.62	2.62	2.62	100%
		Purchase of office equipment	0.07	0.07	0.07	99%
2	Ministry of Public Security Recurring Expenditure	Recurrent Expenditure	0.66	0.66	0.66	100%
3	Ministry of Transport and Highways	Rural Raod Developemnt Programme	20.18	20.18	20.18	100%
4	Buddhasasana Ministry of Culture and Religious Affairs	Literary Festival	0.55	0.55	0.50	91%
		Sustainable Punya Grama Programme	0.97	0.97	0.97	100%
5	Ministry of Agriculture	Recurrent Expenditure	25.13	25.13	24.78	99%
		Fertilizer subsidy	227.47	227.47	0.19	0%
6	Ministry of Finance, Economic Stabilization and National Policy	Recurrent Expenditure	3.13	3.13	3.11	99%
7	Ministry of Tourism and Lands	Recurrent Expenditure	5.29	5.29	5.282	100%
		One Day Training Workshop	0.59	0.59	0.20	34%
8	Ministry of Industries	Recurrent Expenditure	2.43	2.43	2.35	97%
		Capital Expenditure	0.08	0.08	0.07	88%
9	Ministry of Home Affairs	Purchasing of Books for library ar Circuit bungalow	0.25	0.25	0.25	100%
		Recurrent Expenditure-Circuit bungalow	1.75	1.75	1.75	100%
		Repairs to the circuit bungalow	0.03	0.03	0.03	100%
		Recurrent Expenditure	532.94	532.94	530.84	100%
		Rehabilitation and improvement of Capital Asets	0.97	0.97	0.50	51%
10	Mininstry of Environment	Recurrent Expenditure	0.52	0.52	0.52	99%
		Environment conservation program by promoting green entrepreneurship	1.44	1.44	1.44	100%
		Lets protect Rivers project	0.03	0.03	0.03	100%
11	Mininstry of Land	Recurrent Expenditure	5.29	5.29	5.28	100%

12	Ministry of Women Child Affairs and Social Empowerment	Recurrent Expenditure	1.36	1.36	1.33	98%
		Prosperity Development Programme	68.28	68.28	67.98	100%
		Samurdhi Arunalu Enterprise and Livelihood Development Programme	15.10	15.10	10.08	67%
		Diriya Pathway Income Program	0.49	0.49	0.49	100%
		Disability Allowance	103.90	103.90	103.90	100%
		Allowance for kidney patients	46.92	46.92	46.91	100%
		Guru Abhimani	14.85	14.85	14.54	98%
		Allowance for Aged people	361.16	361.16	360.98	100%
		Nutrition allowance fo r Pregnant mothers	144.14	144.14	129.24	90%
		Building repairs	0.51	0.51	0.51	100%
		Providing support for high-risk children	0.19	0.19	0.18	92%
		Providing breakfast for preschool children	21.52	21.52	2.62	12%
13	Ministry of Technology	Payment of monthly electricity bills of the Regional Unit of the Registration of Persons Department	0.39	0.39	0.36	92%
14	Ministry of Labor and Foreign Employment	Recurrent Expenditure	1.38	1.38	1.29	93%
		Progress Review Meeting	0.21	0.21	0.21	100%
15	Minisry of Youth and Sports	Recurrent Expenditure	0.69	0.69	0.65	94%
		For programs conducted at Divisional Secretariat level	2.04	2.04	2.04	100%
16	Ministry of Irrigation	Recurrent Expenditure	1.09	1.09	1.09	100%
		Mininstry's Expenditure	0.78	0.78	0.74	94%
17	Departmnet of Buddhist Affairs	Recurrent Expenditure	11.54	11.54	11.23	97%
		Daham Pasal's Teachers Allowance	8.87	8.87	8.87	100%
18	Department of Muslim Religion & Cultural Affairs	Recurrent Expenditure	0.02	0.02	0.02	88%
19	Department of Christian Religious Affairs	Recurrent Expenditure	0.33	0.33	0.33	100%
20	Department of Cultural Affairs	Recurrent Expenditure	1.59	1.59	1.57	99%
		Artist Treats - 2022 Program	1.01	1.01	1.01	100%
		Dolasmahe Pahana Programmae	0.10	0.10	0.10	100%
21	Government Information Department	Recurrent Expenditure	0.11	0.11	0.10	98%
22	Department of Social Services	Recurrent Expenditure	13.15	13.15	12.81	97%
		National Program on Community Based Rehabilitation	0.26	0.26	0.26	100%
		National Amateur Athletics Festival for Persons with Disabilities	0.16	0.16	0.16	100%
23	Department of Probation & Child Protection	Maintaining school equipment resource reserves	0.61	0.61	0.61	100%
		World Children's Day Programme	0.52	0.52	0.51	99%
		Recurrent Expenditure	0.41	0.41	0.39	96%

24	Department of Sports Development	Talent recognition program	0.43	0.43	0.43	100%
		LifeSavingTraining Course	0.35	0.35	0.35	100%
		Recurrent Expenditure	0.13	0.13	0.12	92%
25	Department of Registration of Persons	Recurrent Expenditure	17.36	17.36	17.31	100%
26	Department of Census & Statistics	Recurrent Expenditure	1.61	1.61	1.54	96%
27	Department of Pensions	Civil Pension Paymnet	15.51	15.51	15.35	99%
		Recurrent Expenditure	1.91	1.91	1.87	98%
		W&O.P	6.29	6.29	6.24	99%
28	Department of Wildlife Conservation	Compensation of Wild Elephant Attack	1.94	1.94	1.94	100%
29	Deaptrmnet of Commissioner General's of Land	Recurrent Expenditure	0.03	0.03	0.03	98%
30	Department of Textile Industry	Payment of monthly allowances to employees of privatized enterprises during 1980-1982	7.44	7.44	7.30	98%
31	Department of Motor Traffic	Recurrent Expenditure	0.82	0.82	0.65	80%
32	Department of Community Based Corrections	Recurrent Expenditure	0.02	0.02	0.02	100%
33	Department of Land use Policy planning	Recurrent Expenditure	0.48	0.48	0.47	98%
		Development Projects	0.51	0.51	0.50	98%
		Office Repairs	0.03	0.03	0.03	82%
34	Department of ManPower and Employment	Recurrent Expenditure	0.66	0.66	0.55	82%
		Implementation of a career fair program in the job fair program	0.09	0.09	0.09	100%
35	Ministry of Justice,Human Rights and Reforms	Sinhala Tamil Language Communication Training Course	2.91	2.91	2.91	100%
		Damisara Coexistence Society	0.10	0.10	0.10	100%
		Recurrent Expenditure	0.10	9.85	9.80	99%
36	Department of Multipurpose Development Task Force	Recurrent Expenditure	253.21	253.21	246.66	97%
37	State Mininstry of Public Security & Disaster Management	Getting a land with a house for resettlement	1.60	1.60	1.60	100%
		compensation for House damage due to natural disasters	3.47	3.47	3.46	100%
		Recurrent Expenditure	21.70	21.70	21.57	99%
			1,999.17	2,008.92	1,730.03	86%

3.8. Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per board of Survey Report as at 31.12.2022	Balance as Financial Position Report as at 31.12.2022	Yet to be accounted	Reporting Progress as a %
9151	Building & Structure	1,379,687,254	1,379,687,254	Referred for Assessment.	90 %
9152	Machinery & Equipment	336,484,525	336,484,525		100%
9153	Land	1,057,657,000	1,057,657,000		100%
9154	Intangible Assets				
9155	Biological Assets				
9160	Work to progress				
9180	Lease Assets				

3.9 Auditor General's Report

Chapter 04 – Performance Indicators

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

Specific Indicators	Actual Output as a Percentage(%) of the expected output		
	75%-100%	50%-74%	0%-49%
Human Resource Development- Local & Foreign Training			38.5%
Adopting a procurement plan	95%		
Optimal utilization of allocations made from annual estimates	91%		
Directing all the allocations received to the district towards the desired targets	95%		
Internal control over the efficient and effective operation of allocations	95%		
Green productivity and polythene free environment	80%		
Use of technology and software	95%		
Implementing income generating projects	90%		
Implementing environmental protection programs	89%		

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

5.1 Indicate the Identified respective Sustainable Development Goals

Goals/objectives	Achievements	Indicators	Progress achieved up to now		
			0%-49%	50%-74%	75%-100%
01. **Eradicate all forms of poverty everywhere**	Reducing the proportion of women and children of all ages suffering from all forms of poverty by at least half	·Providing employment opportunities for17719 youths in poverty-stricken families			99%
		· Training programs -356 were conducted			87%
		·Providing loans to 40 individuals to startup businesses		50%	
		·Engaged 60434 families for Revenue generation programme and Home Productivity Programs			97%
		· Conducted 455 Awareness prog. On Prevention of Drugs			77%
		·Providing self-employment assistance for297 individuals.			101%
		· 512 Entrepreneurship Development Programs were implemented.			86%
		· Savings promotion programs120 were implemented		68%	
		43 Awareness Program on Financial Management for Migrant Family Members were conducted.			96%
02. .**Promoting sustainable agriculture by eliminating hunger, achieving food security and high nutritional status.**	Eradicate hunger by 2030, and ensure that poor and vulnerable populations, including children, have access to adequate food that is safe and nutritious throughout the year	· 208 Awareness Programme on food and nutrition were conducted		60%	
		· Directing10 young Agri Entrepreneurs			100%
		· Promotion of minimum 1 farm lands with minimum investment of Rs -1 million		65%	
		· 251 Awareness progrsamme on post-harvest technology			116%
03. Ensuring a healthy life and promoting well-being at all ages	Reduce 1 / 3rd of all premature deaths caused by non-communicable diseases by 2030 and promote mental health and wellbeing	· Conducted 26 Awareness Programme on alcohol and drug use and moral education		53%	
		· Conduct 90 mobile counseling clinics	46%		
		· Conducting 90 Sports Competition			93%
		· Conducting 24 medical clinics		69%	
		· Conducting 32 Rural Sports Ground Development			120%
		· Providing sports equipment and training on sports			200%
		· Construction of Fitness Centers 12 in all Divisional Secretariat Divisions.		67%	

04. Ensuring a perfect, fair quality education and promoting access to lifelong education for all.	Ensuring that all girls and boys complete free, equitable and high quality primary and secondary education so that effective learning outcomes can be achieved by 2030.	Directing 600 youths who fulfilled the secondery education to effective tertiary education			1000%
		Providing career guidance for 3630students			572%
		Conducting 33 awareness programs			79%
		· Providing 3371 scholarship benefits			96%
05. Achieve gender equality and empower all women and girls.	Elimination of all forms of discrimination against women and girls in all areas.	Conducting 225 psychosocial counseling support programs for victims of violence			82%
		•46 Awareness program on child labor eradication		58%	
		• Establishment of Internet Software System 12 to protect vulnerable children			100%
06. To ensure water and sanitation facilities for all and sustainable management of them.	By the year 2030, all will be able to achieve equal hygiene and fitness, and eliminate outdoor excretion and focus on the special needs of women, girls and vulnerable persons in particular.	Construction of toilets for 1059 families who do not have sanitary toilets.			87%
		· Implementing 225 awareness programs for school children and adults			82%
		Conducting Art Competitions & 23 Distribution of Posters among School children		70%	
		· Providing necessary facilities to 477 families through obtaining aids from NGOs			139%
07. Ensuring affordable, reliable, sustainable and modern energy supply for all	Ensuring that all people have access to reliable, modern sources of energy at affordable prices by 2030.	• To formulate a mechanism to provide electricity to 662 families who are living without electricity.			88%
08. Promote perfect nutrition, sustainable economic growth and full and productive employment for all.	Prohibiting child labor, protecting labor rights and promoting a safe working environment for all employees	Provision of career guidance services and entrepreneurship development-5241			251%
		• Identify persons between the ages of 18-60 years and 16 training programmes 995 were conducted for them to create employment opportunities plan.			205%
		• Collecting Information and Identifying Adult Entrepreneurs 103		64%	
09. Build strong infrastructure, promote inclusive and sustainable industrialization and encourage innovation.	Provide support to local technology development and research and innovation in developing countries; create a conducive policy environment for diversifying industries and adding value to products	· Providing assistance for 02 persons to enter the market	13%		
		Implementation of Strategic Plan (Lead to Lead) to develop the professional skills of school leavers			100%

10. Reduce inequality within and between countries	To empower and promote the social, economic and political interaction of all, irrespective of age, sex, disability, ethnicity, nationality, religion or reality or any other situation.	Implementing 13699 social security benefits			100%
		• Taking measures to empower the 3402 families who are eligible for the empowerment..			83%
11. Making cities and settlements perfect, secure, strong and sustainable	Reducing individual impacts by 2030, including the city's air quality and urbanization and other waste management.	· Preparation of land use plans 5	17%		
12. Ensuring sustainable consumption and production patterns.	Refraining and Reducing waste generation, reusing through recycling by 2030	· Carrying out 1437 projects at institutional, divisional and district levels			96%
13. Climate change and Prompt action of their impacts	Reducing the number of families affected by the climate to 10% per annum	·Implementation of 02 development projects to minimize the damages caused by floods	33%		
		· Implementation of 61065 trees planting projects		60%	
14. Conservation and economical use of Sea , marine and marine resources for sustainable development	Reducing garbage dumping to the sea to 20%	· Implementation of coastal clean-up programs 04			100%
15. Sustainable use of global ecosystems, sustainable forest management, Acting against deforestation, restoration, protection and promotion, stop land degradation and rehabilitation and biodiversity destruction.	Population using safely managed drinking water delivery services	Implementation of Agricultural Practice Improvement 14 Project (ESA) in Environmental sensitive zone.			100%
		· Implementation of 07 tree planting programs			100%
16. Creating peaceful and inclusive communities for sustainable development, Provide opportunities for justice for all and build comprehensive institutions with effective accountability at all levels.	Give everyone a legal identity by 2030, including birth registration	· Conducting 06 awareness programs for Awareness of public			86%

5.2 Achievements and challenges in achieving the Sustainable Development Goals

Challenges

1. Despite various awareness programs to reduce the use of alcohol and drugs which have contributed to many causes such as poverty, loss of health and quality education, the number of drug addicts is increasing day by day.

2. Due to the prevailing drought conditions in Puttalam district which is in dry most of the year, the destruction of crops has caused serious problems in ensuring safe, nutritious and adequate food for all the people

3. Floods caused by heavy rains in Central Province, Kurunegala District and Anuradhapura Districts flow through the Puttalam district to the sea. Even though Puttalam has not experienced heavy rains due to the geographical location of the district, floods are a frequent challenge

4. The economic crisis facing the year 2022 has become a major challenge.

Chapter 06- Human Resource Profile

6.1 Cadre Management

Grade	Approved Cadre	Existing Cadre	Vacancy/ / (Excess)**
Senior	56	49	07
Tertiary	40	23	17
Secondary	1154	960	194
Primary	177	123	54

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

The concerned authorities have been informed to fill the existing vacancies. An internal program has been used to continuously carry out the duties related to senior and tertiary vacant positions. (Duty coverage, work supervision, performance of duties) Development Officers are employed for the vacancies of secondary grades and carry out the duties continuously. Multitasking Officers are deployed to continuously perform the duties related to the primary vacant posts.

6.3 Human Resource Development

Ser.No	Programmes	Number of trained employees	Program Duration (Days)	Total investment	Program Nature (Local / Foreign)	Output / Acquired Knowledge *
1	Training on office procedures	357	Day 01	99,220	Local	Increase the productivity of the subject duties due to the development of skills in the relevant subjects
2	Public relations and customer service	270	Day 01	51,500	Local	
3	Project planning, management and monitoring	210	Day 01	70,990	Local	
4	Public procurement and asset management	145	Day 01	33,100	Local	
5	Online Training in Office Management and Administration - COMA (Online)	59	Day 01	10,000	Local	
6	Training program on improving productivity and efficiency	118	Day 01	37,270	Local	
7	Development of positive thinking and attitudes	60	Day 01	10,000	Local	
8	Land Duties Awareness Training Program File management	208	Day 01	28,100	Local	
9	File Management	161	Day 01	50,190	Local	
10	Diploma in Contract and Procurement Management	01	Day 40	105,000	Local	

Chapter 07- Compliance Report

S.No.	Applicable Requirement	Compliance Status(Complied/Not Complied	Brief Explanation for Non Compliance	Correct Action proposed to avoid non-compliance to future
1.	**The following financial statements/accounts submitted on due date**			
1.1	Annual Financial Statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
2	**Maintenance of Books and Registers (FR445)/**			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		

2.8	Stock Register has been maintained and update	Complied		
2.9	Register of losses has been maintained and update	Complied		
2.10	commitment Register has been maintained and update	Complied		
2.11	Register for Counterfoil books (GA-N20) has been maintained and update	Complied		
3	**Delegation of Function for financial control (FR 135)**			
3.1	The financial Authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated whiten the institute	Complied		
3.3	The authority has been delegated in such a manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 01.05.2014 in using the Government Payroll Software Package_	Complied		
4	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	**Audit Queries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General	Complied		

	in terms of Financial Regulation 134(2)) DMA/1-2019			
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	**Audit and Management committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	**Asset Management**			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/16	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
	The disposal of condemn articles had	Complied		

8.5	been carried out in terms of FR 772			
9	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		

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

	FR 176			
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing All reports have been submitted to MSD in terms of their circular	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	**Provision of information to the public**			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Ac	Complied		
18	**Implementing citizens charter**			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of 05/2008 and 05/2018(1) of Ministry of Public Administration and Management_	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per	Complied		

	paragraph 2.3 of the circular			
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure Administration Circular No.02/2018 Dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	**Establishing the e-Local Government System**			
20.1	(20.1) The citizens have been provided with the facility to submit applications online in accordance with the Local Government Circular No. 2018/e-Local Government-01 dated 19.07.2018	Not Applicable		
20.2	The citizens have been provided with the facility to make payments online.	Not Applicable		
20.3	'Front Offices' and Customer Service Centers have been introduced in order to provide a people-friendly service .	Not Applicable		