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Performance Report for 2022

Name of the Institute: - Land Use Policy Planning Department. Vote 327

01 Chapter - Institutional Profile/Summary of Implementation

1.1 Introduction

The Land Use Policy Planning Division was established in 1983 with the objectives of preparing and approving the National Land Use Policy for Sri Lanka and introducing a scientific land use planning methodology and this Division was upgraded to a Department status in 2010.

The approved cadre of the Department is 697 and all the activities are being supervised and directed by the Director General of the Department. Administration activities are coordinated by Director (Admin.) and Deputy/Assistant Director (Admin.) while Account Activities are coordinated by Chief Accountant and Accountant. Land use planning activities from the village level to the national level are coordinated by Director, Deputy Directors, and Assistant Directors in disciplines of Land Use Planning, Agronomy, Agricultural Economics, Sociology and Information Systems.

Assistant Directors (District Land Use) had been appointed to supervise the activities of the district land use planning offices located in the District Secretariates to implement the activities of the department at the district level. All land use planning activities are being implemented by Land Use Planning Officers/Development Officers attached to the district offices and Divisional Secretariates.

1.2 Vision

“Manage the land resource of Sri Lanka in an optimum and sustainable manner”

Mission

Formulation of policies, preparation of plans and facilitating their implementation to achieve the optimum and sustainable utilization of land resources while maintaining environmental balance.

Objectives

Land use policy planning department has been given the responsibility to organize the subject activities under the following objectives according to the extraordinary gazette no. 1654/21 in 2010.

01. Create a legal background to implement the National Land Use Policy adopted for Sri Lanka.
02. Prepare a National Land Use Plan for Sri Lanka.
03. Provide technical guidelines so as to utilize the limited land resource for the betterment of human beings while maintaining environmental equilibrium.
04. Issue recommendations and directives to establish the protection and future existence of land resource in development plans based on the land resource.
05. Launch programmes so as to expand the knowledge, training and education on scientific land use planning.

1.3 Main activities of the Land Use Policy Planning Department

In order to achieve the objectives of the department mentioned in 1.2, the main activities are given below by considering the Extra Ordinary gazette no. 2215/20 issued on 16.02.2021.

- Prepare a National Land Use Policy for Sri Lanka and timely amend it according to the needs.
- Prepare land use plans at different levels including land use recommendations. Identify stakeholder institutions for the implementation of the recommendations of land use plans and coordination.

Preparation of land use plans are carried out under two main categories by considering the development needs.

Preparation of land use plans at the Macro level

Preparation of land use plans at provincial, district and divisional levels has come under the macro level. Priority was given to the preparation of divisional level land use plans and timely updating for all Divisional Secretary Divisions (DSDs) excluding DSDs belonging to urban development areas by considering the practical needs and convenience for implementation. Further, district zoning plans are being prepared with other stakeholder institutions by considering future development needs.

Preparation of land use plans at the Micro level

Preparation of land use plans for micro watersheds through a participatory approach, planning conservation measures for selected areas to minimize the landslide risks, preparation of land use plans for selected villages and implementation of their recommendations, preparation of plans to rehabilitate degraded agricultural lands come under micro level. In addition, the below activities are also carried out by the department.

- Provide technical recommendations in order to facilitate the decision-making process to regulate land use.
- Provide land suitability reports for the lands based on the request made by various institutions.
- Establish and maintain an updated land use information system.
- Implementing a program to provide investment opportunities in government lands and to provide a hundred thousand plots of land to the youth in coordination with banks and other relevant institutions to encourage youth entrepreneurship.
- Identify the issues in unused lands that can be used and underutilized lands and implement the mechanisms to optimize the productivity of these lands.
- Conduct surveys at different levels to collect the data for land resource productivity (e.g., National land use survey, Survey on land ownership and tenure)
- Implement the Modle village project by establishing proper land use at village level aiming the poverty eradication.
- Coordinate district and divisional land use planning committees.
- Aware various community groups on scientific land use.

In carrying out the above functions, this Department mainly works in collaboration with a number of leading government agencies including the Ministry in charge of Lands.

As land use planning is a multidisciplinary subject, it is always worked with other line agencies through an integrated approach.

The following Ministries, Departments and Institutions are involved in the functions of the Department at different levels and in different contexts. The data and information of this department as well as technical knowledge are used for the activities of those institutions. This integrated approach has enabled the Department to implement the recommendations contained in the various levels of planning as well as expand the opportunities for land resource management.

Institution		Involvement in the Department's activities
01.	Ministry of Lands	Activities of the department are guided and directed by the Ministry based on the policies and existing legislative provisions
02.	Ministry of Environment	Membership of National level Environment conservation committee/ Join various projects of the Ministry (e.g., Project to combat land degradation)
03.	Land Commissioner General's Department	Provide land suitability reports
04.	District Secretary/Divisional Secretary	Guiding to implement the land use planning activities at district and divisional levels and conducting district/divisional land use planning committees
05.	National Physical Planning Department	Represent the zoning plans committee and provide information
06.	Urban Development Authority	Provide information for the preparation of zoning plans for urban areas.
07.	Ministry of Plantation Industries	Mapping of areas with major plantation crops
08.	Department of Agriculture	Provide land use maps and data
09.	Land Reform Commission	Submission of land suitability reports, evaluation of project proposals and representation of technical committees.
10.	Ministry of Forest Conservation and Wildlife	Obtain protected area and forest cover maps and share land use spatial data
11.	Department of Irrigation	Provide updated land use data for river basins

1.4 Organizational Chart

Land Use Policy Planning Department is a “Grade A” department, with an approved carder of 697. The department is under the Ministry in which the subject of lands is assigned. The Head office of the Department has consisted with Administration, Accounts, Development, GIS and Internal Audit Divisions with 25 district offices network that were established Islandwide. Development programmes of the Department are being implemented by 25 district offices and officers attached to the divisional level with the technical guidance of the Head office. The organizational structure is given on page 05.

1.5 Main Divisions of the Department

- (1) Administration Division
- (2) Accounts Division
- (3) Development and Planning Division (includes district and divisional offices)
- (4) Information System Division
- (5) Internal Audit Division

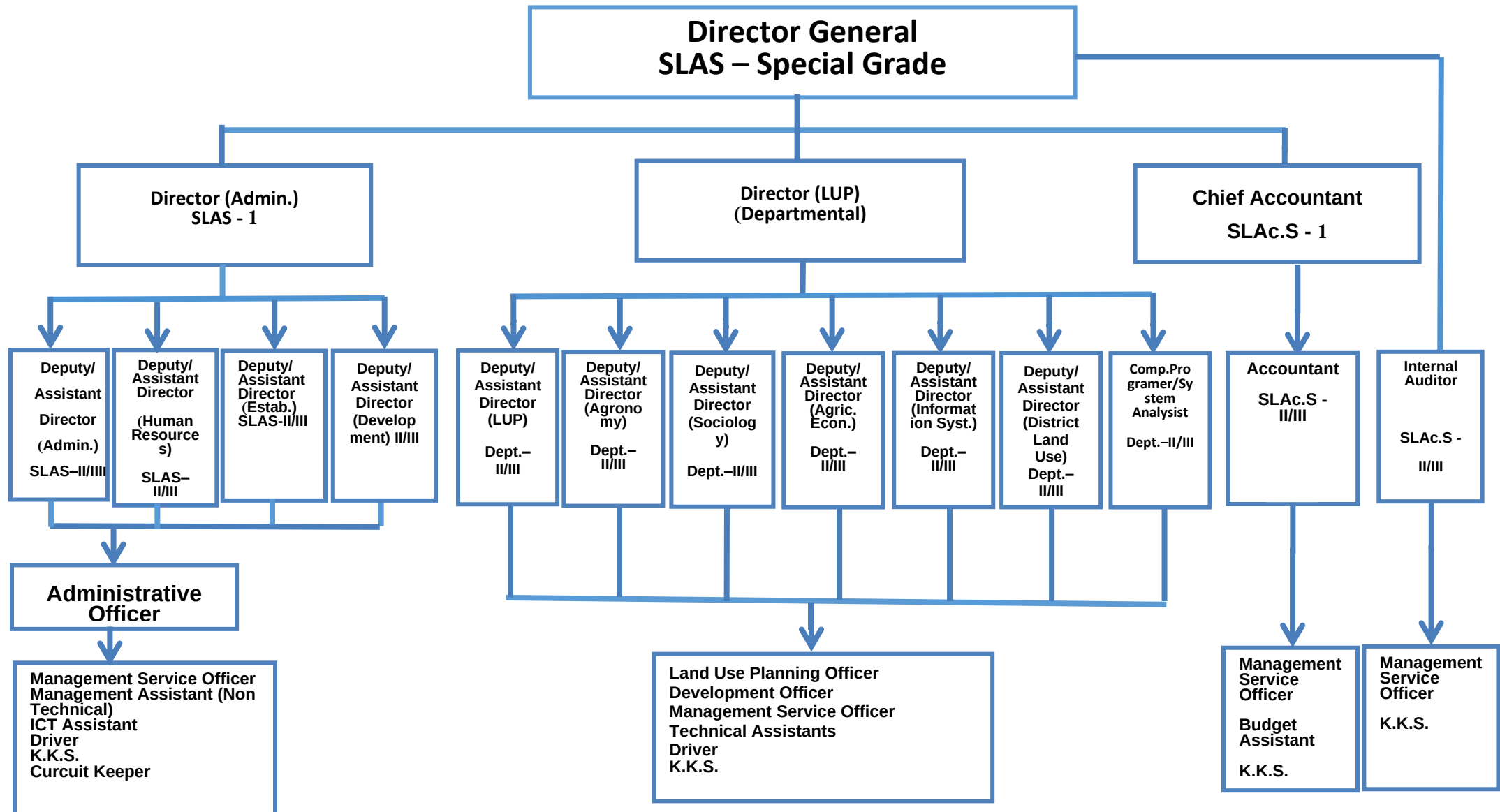
1.6 Institutional Funds coming under the Department

Not applicable

1.7 Details of the Foreign Funded Projects

Not applicable

Organization Structure–Land Use Policy Planning Department



02. Chapter- Progress and the Future Outlook

Special Achievements, challenges and future goals

Challenges

- Unavailability of the legal framework for land use planning
- Preparation and implementation of proper zoning plans to regulate the land that has been used in an improper manner
- Preparation of land use plans at various levels and implement other development activities with limited budget allocation.

Future Goals

- Amend and obtain the approval for National Land Use Policy.
- Preparation of land use plans at various levels by considering the development needs.
- Update land use/land cover data and provide them to the requested parties for development needs
- Study the potential of using global developments in modern technology for land use planning.
- Regularize land management by conducting various levels of awareness on sustainable land management.
- Identify unused and underutilized lands and take necessary steps to direct them to optimal land use
- Preparation of appropriate zoning plans for districts in coordination with relevant institutions for optimal land management.
- Conduct a national level survey to collect data and information on land ownership and tenure which are essential for planning and providing the data to required parties.
- Conduct a national level survey to collect data on water sources in Sri Lanka and create a database.

Progress

Main activities planned according to the Annual Action Plan	Estimated Annual cost (Rs. m.)	Progress		
		Physical Progress		Financial Progress %
		Output	Percentage %	
01. Collecting, updating and sharing land use data and preparing land use plans.	7.4	1.1. 24103 ha Unused lands and 329525 ha underutilized lands have been identified.	100%	95%
1.1. Identification of unused, underutilized lands and make recommendations.		1.2. First draft of the zoning plan was completed.	85%	
1.2. Preparation of zoning plans for Districts.		1.3. updating maps 95% was completed.	95%	
1.3. National land use survey.				
02. Preparation of village/micro watershed land use plans to use the lands in a sustainable manner.	2.6	Activities of scheduled 100 projects have been completed.	100%	96%
03. Develop land use planning guidelines, preparation of strategies and land use planning publicity activities.	-	Guidelines for the Annual Action Plan and translation of the land use planning guidelines have been completed	100%	-
04. Amending National Land Use Policy	0.54044	cumulative progress 90%	90%(cumulative)	100%
05. Survey on land ownership and tenure	1.92806	Field activities of 121 D.S. Divisions have been completed.	90%	88%
06. Conduct District land use planning committees.	0.439	86 committees conducted	86%	72%
07. Conduct Divisional land use planning committees.	1.2115	433 committees conducted	100%	89%
08. Conduct monthly progress review meetings at district offices	0.561	278 meetings conducted	93%	88%
09. Conduct quarterly progress review meetings at the Head Office	0.32	4 meetings conducted	100%	43%

03 – Overall Financial Performance of the year

Overall Financial Performance for the Year ending at 31st December 2022

3.1 Statement of Financial Performance

ACA-F

Financial Performance for the Year ending at 2022.12.31

Budget 2022 Rs.	Note	Actual	
		2022 Rs.	Adjusted 2021 Rs.
- Revenue Receipts		-	-
- Income Tax	1	-	-
- Taxes on Domestic Goods & Services	2	-	-
- Taxes on International Trade	3	-	-
- Non tax revenue & others	4	-	-
- Total Revenue Receipts(A)		-	-
- Non-Revenue Receipts		-	-
- Treasury Imprests		448,020,000	419,948,000
- Deposits		1,180,945	2,323,983
- Advance Accounts		17,775,377	16,230,316
- Other receipts of main Ledger Accounts		-	-
- Total Non-Revenue Receipts (B)		466,976,322	438,502,299
- Total Revenue Receipts & Non-Revenue Receipts(C) = (A)+(B)		466,976,322	438,502,299
Remittance to the Treasury (D)		56,576	160,431
Nett revenue receipts and Non revenue receipts (E) = (C)-(D)		466,919,746	438,341,868
Less: Expenditure			
- Recurrent Expenditure			
424,000,000 Wages, Salries & Other Employment Benefits	5	415,501,292	371,123,831
57,250,000 Other Goods & Services	6	49,917,294	51,998,935
7,000,000 Subsidies, Grants and Transfers	7	4,787,372	5,056,665
- Interest Payments	8	-	-
- Other Recurrent Expenditure	9	-	26,988
488,250,000			
Total Recurrent Expenditure (F)		470,205,958	428,206,419

Capital Expenditure				
8,000,000	Rehabilitation & Improvement of Capital Assets	10	6,232,510	7,961,673
6,000,000	Acquisition of Capital Assets	11	5,857,612	23,893,607
-	- Capital Transfers	12	-	-
-	- Acquisition of Financial Assets	13	-	-
2,000,000	Skill Development	14	737,834	1,256,273
15,000,000	Other Capital Expenditure	15	13,790,189	47,507,750
31,000,000	Total Capital Expenditure (G)		26,618,145	80,619,303
	Deposit Payments		1,048,280	2,506,559
	Advance Payments		12,065,063	14,846,389
	Other main Ledger Expenditure		-	-
	Main ledger expenditure (H)		13,113,343	17,352,948
	Toatal Expenditure I = (F+G+H)		509,937,446	526,178,670
519,250,000	Balance at 31st Dec. J = (E-I)		(43,017,700)	(87,836,802)
	Balance as per closing statement		(43,017,700)	(87,836,802)
	Imprest Balance as at 31st December		-	-
			(43,017,700)	(87,836,802)

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position as at 31st December 2022

	Note	Actual	
		2022	2021
		Rs.	Rs.
<u>Non-Financial Assets</u>			
Property, Plant & Equipment	ACA-6	536,439,327	536,899,932
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	45,176,867	50,897,694
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		581,616,194	587,797,626
<u>Net Assets/Equity</u>			
Net Worth to Treasury		45,040,202	50,893,694
Property, Plant & Equipment Reserve	ACA-5(b)	536,439,327	536,899,932
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	136,665	4,000
Imprest Balance	ACA-3	-	-
Total Liabilities		581,616,194	587,797,626

Detail Accounting Statements in ACA format Nos. 2 to 7 presented in pages from 06 to 23 and Notes to accounts presented in pages from 24 to 32 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 Financial Statements, notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

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

.....
Chief Accounting Officer

Name:

Designation:

Date:

.....
Accounting Officer

Name:

Designation:

Date:

.....
Chief Accountant

Name:

Date:

3.3 Statement of Cash Flows

Statement of Cash Flows for the Period ended 31st December 2022

ACA-C

	Actual	
	2022	Restated
	Rs.	2021
		Rs.
<u>Cash Flows from Operating Activities</u>		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non-Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	21,605,006	21,233,630
Imprest Received	448,020,000	419,948,000
Recoveries from Advance	20,480,193	18,489,981
Deposit Received	1,180,945	2,323,983
Total Cash generated from Operations (A)	491,286,144	461,995,594
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	453,108,139	409,367,580
Subsidies & Transfer Payments	4,787,372	5,056,665
Expenditure incurred on behalf of Other Heads	5,165,775	988,072
Imprest Settlement to Treasury	56,576	160,431
Advance Payments	13,959,954	16,148,048
Deposit Payments	1,048,280	2,506,559
Total Cash disbursed for Operations (B)	478,126,096	434,227,335
NET CASH FLOW FROM OPERATING ACTIVITIES (C)=(A)-(B)	13,160,048	27,768,239
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-

Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	13,160,048	27,768,239
Total Cash disbursed for Investing Activities (E)	13,160,048	27,768,239
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(13,160,048)	(27,768,239)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash 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	-	-

3.4 Notes to Financial Statements

3.5 Performance of the Revenue Collection

Rs. '000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As a % of Final Revenue Estimate
	No revenue				

3.6 Performance of the Utilization of Allocation

₹. '000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	488,250,000.00	487,210,000.00	470,205,958.35	97%
Capital	31,000,000.00	32,040,000.00	26,618,144.28	83%

3.7 Interm of F.R. 208 grant of allocations for expenditure to this Department/District Secretariat/Provincial Councils an agent of other Ministries/Departments Rs.

Serial No.	Allocation Received from which Ministry/Department	Purpose of the Allocation	Allocation Rs		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
01	Ministry of Public Services, Provincial Councils and Local Government	For the payment of salaries of Development Officers	4,577,550.00	4,577,550.00	4,355,850.34	95%
02	Department of Pension	Recovering the balance due to the Advanced B Account from the Retired Public Officers	809,925.00	809,925.00	809,925.00	100%

3.8 Performance of the Reporting Non – Financial Assets Rs. “000”

Assets Code	Code Description	Balance as per Board of Survey reported as at 31.12.2022	Balance as per financial Position Report as at 31.12.2022	Yet to be Accounted	Reporting Progress as a %
9151	Buildings and constructions	102,052,958.66	102,052,958.66	-	100%
9152	Machinery and Equipment	249,727,440.90	249,727,440.90	-	100%
9153	Lands	182,648,927.50	182,648,927.50	-	100%
9154	Computer Software	2,010,000.00	2,010,000.00	-	100%

3.9 Auditor General's Report

See Annex - I

04 - Chapter-Performance indicators

Performance indicators of the Institute (Based on the Action Plan)

Main Activities planned according to the Annual Action Plan	Specific Indicators	Actual output as a percentage (%) of the expected output			
		100%-90%	75%-89%	50%-74%	<50%-
01. Collecting, updating and sharing land use data and preparing land use plans.					
1.1 Identification of unused, underutilized lands and make recommendations.	Extents of unused/underutilized lands identified	✓	-	-	-
1.2 Preparation of zoning plans for Districts.	Number of zoning plans completed.	-	✓	-	-
1.3 National land use survey.	Number of 1:10.000 map sheets updated	✓	-	-	-
02. Preparation of village/micro watershed land use plans to use the lands in a sustainable manner.	Number of village/micro watershed plans completed	✓	-	-	-
03. Develop land use planning guidelines, preparation of strategies and land use planning publicity activities.	Number of guidelines prepared	✓	-	-	-
04. Amending National Land Use Policy	Updated /revised policy	✓	-	-	-
05. Survey on land ownership and tenure	Number of DS divisions completed	✓	-	-	-
06. Conduct District land use planning committees	Number of committees conducted	-	✓	-	-
07. Conduct Divisional land use planning committees	Number of committees conducted	✓	-	-	-
08. Conduct monthly progress review meetings at district offices	Number of meetings held	✓	-	-	-
09. Conduct quarterly progress review meetings at the Head Office	Number of meetings held	✓	-	-	-

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

5.1 Identified respective Sustainable Development Goals.

Activities of the Department (According to Action Plan)	Target/ Objective	Targets	Indicators of the achievement	Progress of the Achievement to date (According to the year end physical progress)		
				0%-49%	50%-74%	75%-100%
01 Collecting, updating and sharing land use data and preparing land use plans 1.1 Identification of unused, underutilized lands and make recommendations.	15	15.1	-	-	-	✓
1.2 Preparation of zoning plans for Districts	9,12,13	9.1,12.2, 13.1,13.3				✓
1.3 National land use survey.	15	15.1				✓
02 Preparation of village/micro watershed land use plans to use the lands in a sustainable manner	1,2,6	1.2, 2.4, 6.5, 6.6	-	-	-	✓
03. Development of land use planning guidelines, preparation of strategies and provide publicity to land use planning	16	16.1	-	-	-	✓
04. Amending National Land Use Policy	12 13	12.2, 13.1,13.3	-	-	-	✓
05 Survey on land ownership and tenure	9	9.5	-	-	-	✓
06 Conduct District land use planning committees	15	15.1, 15.2, 15.3	-	-	-	✓
07. Conduct Divisional land use planning committees	15	15.1, 15.2, 15.3	-	-	-	✓
08. Conduct monthly progress review meetings at district offices	-	-	-	-	-	✓
09. Conduct quarterly progress review meetings at the Head Office	-	-	-	-	-	✓

5.2 Briefly explain the achievements, and challenges of the Sustainable Development Goals

This Department is basically engaged in a planning process and therefore achievements should be obtained by implementation programmes carried out by other stakeholder agencies. Hence, it is hard to obtain rapid achievements. Since it takes a long time to see the outcome by implementing the recommendations of these plans, it is a challenge to link achievements with outcomes directly.

06 - Chapter- Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/(Excess)**
Senior	41	20	21 vacant
Tertiary	1	-	01 vacant
Secondary	558	522	36 vacant
Primary	97	78	19 vacant

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

Even though many vacancies exist at senior level, actions have been taken to manage the situation by appointing officers on contract and covering up basis. As such, duties at the head office and district level are being carried out without a problem.

06.3 Human Resources Development

Name of the Program	No. of staff Trained	Duration of the Program	Total Investment (Rs' 000)		Nature of the Program (Local / Abroad)	Output/ Knowledge Gained*
			Local	Foreign		
Training on Administration and Accounting for all Management services officers and Management assistants (Non-technical)	60	01 Day	0.028	-	Local	Obtain an efficient service through improved knowledge and understanding
Computer (Excel/Access) Training for field officers	110	01 Day	0.083	-	Local	Obtain an efficient service through improved knowledge and understanding
Training on Stress Management for head office staff	85	01 Day	0.017	-	Local	Obtain an efficient service through stress management
Training on finance regulation	36	01 Day	0.050	-	Local	Obtain an efficient service through improved knowledge and understanding
GIS training	330	03 days(10 programmes)	0.316	-	Local	Obtain an efficient service through improved knowledge and understanding
SW map software introducing training	30	02 Days	0.246	-	Local	Obtain an efficient service through improved knowledge and understanding
Training on data collection and mapping water sources	25	01 Day	0.020	-	Local	Obtain an efficient service through improved knowledge and understanding
Post Graduate Degree	01	One year	0.025	-	Local	Obtain an efficient service through improved

						knowledge and understanding
--	--	--	--	--	--	-----------------------------

***Briefly state the training program contributed to the performance of the institution.**

- Subject matter trainings given to district/divisional officers help to do their activities practical and effective manner.
- Efficient service can be obtained by developing knowledge and understanding.

07 - Chapter- Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/ Not complied)	Breif explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future.
1	The following financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied	-	-
1.2	Advance to public officers account	Complied	-	-
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Account)	-	-	-
1.4	Stores Advance Accounts	-	-	-
1.5	Special Advance Accounts	-	-	-
1.6	Others	-	-	-
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 have been maintained and updated	Complied	-	-
2.3	Register of Audit queries has been maintained and updated	Complied	-	-
2.4	Register of Internal Audit reports has been maintained and updated	Complied	-	-
2.5	All 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 updated	Complied	-	-
2.7	Inventory register has been maintained and updated	Complied	-	-
2.8	Stock Register has been maintained and updated	Complied	-	-
2.9	Register of Losses has been maintained and updated	Complied	-	-

2.10	Commitment Register has been maintained and updated	Complied	-	-
2.11	Register of Counterfoil Books (GAN20) has been maintained and updated	Complied	-	-
03	Delegation of functions for financial control (FR135)			
3.1	The financial authority has been delegated within the institute.	Complied	-	-
3.2	The delegation of financial authority has been communicated within the institute	Complied	-	-
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied	-	-
3.4	The controls have been adhered to by the accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied	-	-
04	Preparation of Annual Plans			
4.1	Preparation of Annual Action Plan	Complied	-	-
4.2	Preparation of Annual procurement plan	-	-	-
4.3	Preparation of annual internal audit plan	-	-	-
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	-	-
05	Audit queries			
5.1	All the audit queries have been replied within the specified time by the Auditor General	Complied	-	-
06	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied	-	-
6.2	All the internal audit reports have 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 have been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied	-	-
07	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	Two meetings have been held	-	-
08	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 were conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied	-	-
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied	-	-

8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied	-	-
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09	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	Complied	-	-

	through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month			
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	Complied	-	-
13	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 not 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	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	-	-	-
15.2	The revenue collection had been directly credited to the revenue	-	-	-

	account without credited to the deposit account			
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	-	-	-
16	Human Resource Management			
16.1	Maintaining staff within the approved carder limit	Complied	-	-
16.2	All members of the staff have been issued a duty list in writing	Complied	-	-
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied	-	-
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation	Complied	-	-
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied	-	-
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied	-	-
18	Implementing citizens charter			
18.1	A citizen's charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	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 paragraph 2.3 of the circular	Complied	-	-

19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 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	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	-	-	-