



தீநி கெபுமீபந் ஸமீபாடக டேபார்தமேன்ருவ

சட்ட வரைஞர் திணைக்களம்

Legal Draftsman's Department

2022

காரீய ஸா஢ந லாரீகாவ

செயலாற்றுகை அறிக்கை

Performance Report

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சட்ட வரைஞர் திணைக்களம்

Legal Draftsman's Department

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2022

ANNUAL PERFORMANCE REPORT FOR THE YEAR 2022
LEGAL DRAFTSMAN'S DEPARTMENT
Expenditure Heading No: 230

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Chapter 01 - Institutional Profile / Executive Summary

1.1 Introduction

1.2 Vision, Mission, Objectives of the Institution

1.3 Key Functions

1.4 Organizational Chart

1.1 Introduction

The Legal Draftsman's Department is an "A" grade Government Department. The Department functions under the direct supervision of the Ministry of Justice as per the *Gazette* Extraordinary No. 2187/27 dated 09.08.2020 on subjects and functions of the Ministries.

The main function of the Legal Draftsman's Department is the transformation of the Government policies on diverse subjects into legislation in accordance with the Constitution and the decisions approved by the Cabinet of Ministers. In that process of transforming Government policies into legislation, the Department drafts Bills to enact new legislation and to amend existing legislation and revises subordinate legislation submitted by various Ministries of the Government. The other duties entrusted to this Department include participating to the Parliamentary Select Committee meetings convened to review Bills and carrying out necessary actions while coordinating with the Parliament when Bills are taken up for debate. This Department provides services to all Ministries and Departments of the Government including all State Corporations and Statutory Bodies. This Department also provides legal advice to diverse Ministries and Departments of the Government with regard to the drafting of diverse Bills and subordinate legislation.

1.2

VISION

To assist the Government of Sri Lanka to ensure good governance, by transforming government policies into legislation.

MISSION

In transforming government policies into legislation, the drafting of such legislation in accordance with the Constitution, in all three languages Sinhala, Tamil and English.

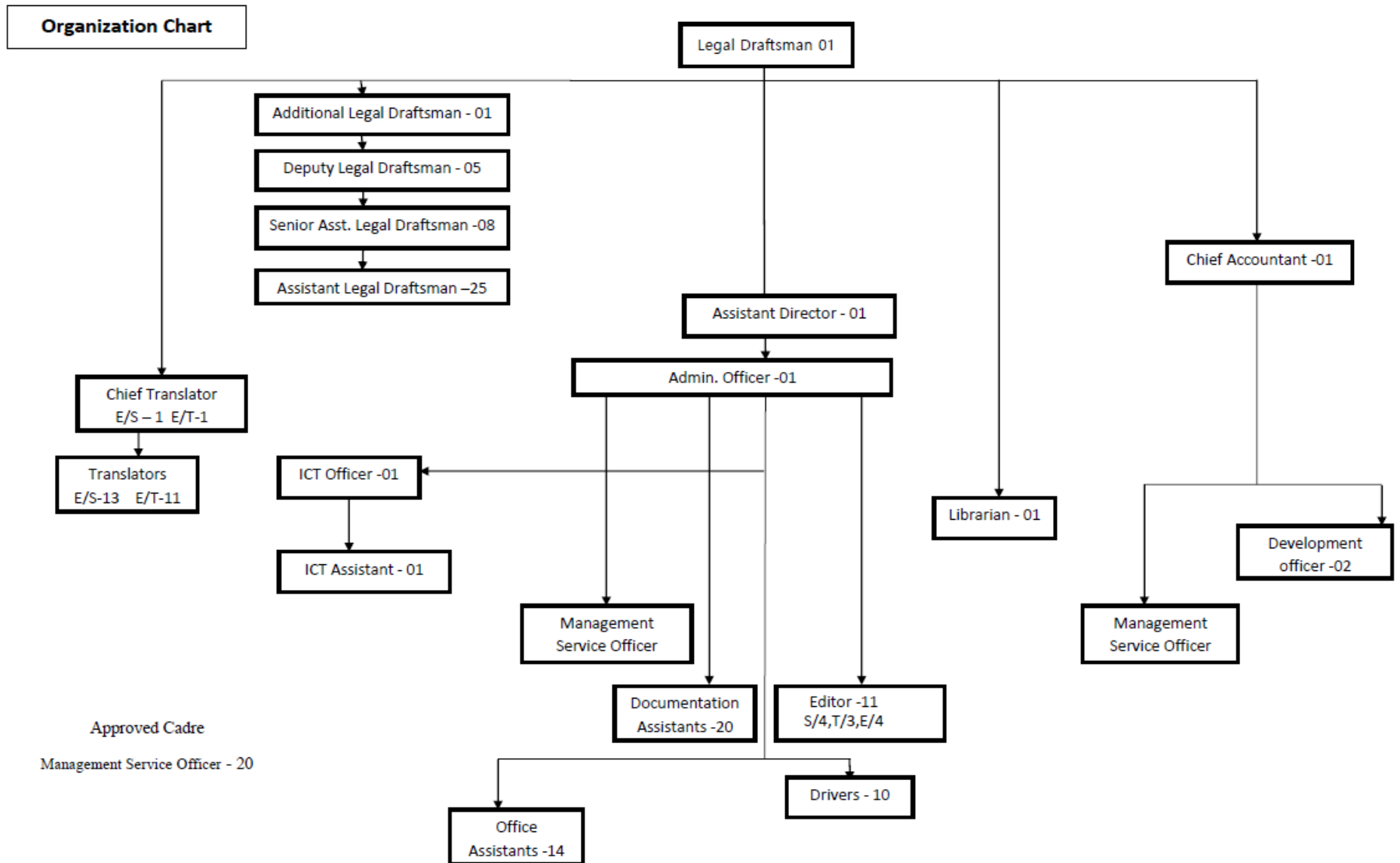
1.3 Key Functions of the Department in relation to the drafting of Bills:-

- (1) Drafting of Bills in all three languages to enact new legislation and to amend existing legislation;
- (2) Revision and (where necessary) drafting of subordinate legislation in all three languages;
- (3) Performing of Parliamentary duties connected with the drafting of legislation;
- (4) Drafting of Provincial Council Statutes where necessary;
- (5) Revision of Private Members' Bills (Incorporation Bills) in all three languages.

This Department also provides legal advice in respect of drafting of Acts, subordinate legislation and Provincial Council Statutes.

The unique feature of this Department is that it does not have a structured work programme of its own. The reason for this is that the work programme of the Department is prepared on the Legislation necessities of the Ministries of the Government and the various Departments under such Ministries, upon the required policies being approved by the Cabinet of Ministers. The performance record of the Legal Draftsman's Department therefore has been structured on the basis of the requests submitted by the relevant linear Ministry throughout any particular year in respect of primary legislation, amending of legislation and subordinate legislation and successful completion of such requests. Any form of legislation which belongs to the scope of drafting of legislation, the fundamental function of the Department, shall be completed in all three languages prior to the releasing of such legislation to the requesting Ministry or Department.

1.4 Organization Chart



Chapter 02 — Progress and the Future out look

Progress Review– 01.01.2022 – 31.12.2022

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)*		(10)	(11)**	(12)
	Nature of the duty	The number of requests that were submitted as Preliminary or completed drafts, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments as at 01.01.2022 (Balance brought forward)	The number of requests of which the drafting has not been completed as at 01.01.2022 (Balance brought forward)	The number of new requests that were received from parties within this year	The number of requests that has been completed in three languages in this year and previous years but were resent for further amendments	Total (2+3+4+5)	The number of requests that has been completed in three languages and returned to the relevant parties as at 31.12.2022 (Each instance of Final Drafts that were completed in three languages for several times and were submitted to the relevant parties are included in this.)	The number of files that were closed due to absence of instructions for a long period of time	The number of requests that were submitted as Preliminary or Completed drafts as at 31.12.2022, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments		Total (7+8+9)	The number of requests in respect of which the drafting has not been completed as at 31.12.2022	Actual output as a percentage (%) ((10/6)*100)
									**Attorney -General	Other Ministries and Departments			
1	Drafting of Bills (Principal Legislation and Amending Legislation)	202	29	56	11	298	53	79	23	112	267	31	90%
2	Private Members' Bills (Incorporation)	13	13	22	2	50	10	0	28		38	12	76%
3	Revision of Subordinate Legislation	125	48	210	33	416	210	26	123		359	57	86%
4	Provincial Council Statutes	9	1	1	0	11	0	0	11		11	0	100%
	Total	349	91	289	46	775	273	105	297		675	100	87%

* Explanatory Note relevant to the 9th and 11th columns is on the next page.

** Only Bills to enact new legislation and amending legislations are referred directly by this Department to the Attorney – General.

***Note: -**

Column (9) of the table -The number of requests that were submitted as preliminary or completed drafts, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments, and (11)- the number of requests in respect of which the drafting has not been completed

Certain requests that have been attended to by this Department and finalised by sending out in all three languages are resent with fresh instructions for further amendments mainly due to the instructing agencies keep changing the policy. However, when such a request is received, irrespective of it being earlier finalized, this Department has to attend to it dedicating the same time and attention given to a fresh request. Moreover, requests for such amendments to completed drafts are sent even after the final draft is sent out in all the three languages and sometimes the procedure is repeated a number of times. The following gives a few examples: -

Name of the Bill	Number of times the Bill has been sent out (as at 31.12.2022)
Animal Welfare Bill	21
National Eye Bank Trust of Sri Lanka Bill	24
National Building Research Institute Bill	18

Therefore, even if a request has been attended to and completed by this Department, it could still be reflected in “requests that has not been completed”.

Accordingly,

1.Bills (Principal Legislation and Amending Legislation)

Requests for Bills (Principal Legislation and Amending Legislation) which have not been completed are thirty one. Those are requests which were received on or closer to 31.12.2022 or those in respect of which instructions or observations of the relevant Ministries, Departments and Institutions have been received on or closer to 31.12.2022 or those which are still under discussion.

2. Private Members' (Incorporation) Bills

There are twelve requests in relation to Private Members Bills which revision has not been completed. Those are requests which were received on or closer to 31.12.2022 or those in respect of which instructions or observations of the relevant Ministries, Departments and Institutions have been received on or closer to 31.12.2022 or those which are still under discussion.

3. Revision of Subordinate Legislation

There are fifty seven requests in relation to subordinate legislation where revision has not been completed. Those are requests which were received on or closer to 31.12.2022 or those in respect of which instructions or observations of the relevant Ministries, Departments and Institutions have been received on or closer to 31.12.2022 or those which are still under discussion.

4. Provincial Council Statutes

There is no request in relation to Provincial Council Statutes which revision has not been completed.

Special Achievements

Although the assigned role and scope is wide, there is relatively less staff in the department to fulfill this role. Since there are vacancies in that staff, it is a special achievement for this department to be able to perform the tasks assigned to the department successfully and effectively despite such problems.

Challenges

1. In terms of paragraph 2.2 of Chapter XXXIII of the Establishment Code, after the Cabinet has determined the Government's legislation programme and the order of priority, the Secretary to the Cabinet has to communicate such Cabinet decisions to each Secretary and the Legal Draftsman for their information. However, no communication in respect of the order of priority has taken place up to date and since it is not possible to identify the priorities in relation to the drafting of legislation, identifying the order of priority has become the main challenge of the department.
2. It has become a challenge for the department to meet its goals with the majority of new officers as many Senior Legal Draftsman with years of experience in drafting legislation have retired in the recent past.
3. 57 out of approved posts of the Department are vacant and it is a challenge to maintain the performance of the Department with above 1/3 of its approved cadre being vacant. Measures are being taken to fill the vacancies but it takes some time to adopt the procedure.
4. Even if officers are recruited to the Departmental posts, the inability to retain them in the service due to the deficiencies in salary schemes is another challenge faced by the Department.

Future goals

The unique feature of this Department is that it does not have a structured work programme of its own. The reason for this is that the work programme of the Department is prepared on the Legislation necessities of the Ministries of the Government and the various Departments under such Ministries, upon the required policies being approved by the Cabinet of Ministers. The

performance record of the Legal Draftsman's Department therefore has been structured on the basis of the requests submitted by the relevant linear Ministry throughout any particular year in respect of primary legislation, amending of legislation and subordinate legislation and successful completion of such requests. Any form of legislation which belongs to the scope of drafting of legislation, the fundamental function of the Department, shall be completed in all three languages prior to the releasing of such legislation to the requesting Ministry or Department.

Apart from the aforesaid facts, it is essential to restructure the Legal Draftsman's Department and Cabinet Memorandum specifying the method of restructuring has been submitted. Inquiries are made from time to time in this regard.

- (a) To date, the aggregate of approved cadre for the Legal draftpersons in various posts in the Department including the Legal Draftsman is forty and with the growth of the number of Ministries and State Ministries, the work load of the Legal draftpersons in the Legal Draftsman's Department has increased. Therefore it is proposed to increase the total cadre up to hundred and fourteen (114) by seventy four (74). It must be considered that special measures have to be taken including the amendment of the procedure of recruitment.
- (b) Measures have been suggested in the aforementioned proposal to retain the Translators, Editors and Documentation Assistants in the service in this Department in a closed departmental service considering the unique and highly technical nature of the duties performed by them.



Accounting Officer/ Head of the Department

Name:

Designation:

Date: 2023/09/20

Dilrukshi Samaraweera
President's Counsel,
Legal Draftsman,
Legal Draftsman's Department,
No. 80, Adhikarana Mawatha,
Colombo 12.

Chapter 03 - Overall Financial Performance for the Year

3.1 Statement of Financial Performance

ACA -F

**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	-	-
-	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		130,846,000	120,052,000
-	Deposits		39,310	28,725
-	Advance Accounts		6,022,124	4,998,650
-	Other Main Ledger Receipts		-	-
-	Total Non Revenue Receipts (B)		136,907,434	125,079,375
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		136,907,434	125,079,375
-	Remittance to the Treasury (D)		6,020	14,636
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		136,901,414	125,064,739
-	Less: Expenditure			
-	Recurrent Expenditure			
101,650,000	Wages, Salaries & Other Employment Benefits	5	100,311,266	94,852,480
33,345,000	Other Goods & Services	6	31,582,085	20,532,834
685,000	Subsidies, Grants and Transfers	7	616,461	561,112
-	Interest Payments	8	-	-
-	Other Recurrent Expenditure	9	-	-
135,680,000	Total Recurrent Expenditure (F)		132,509,812	115,946,426
-	Capital Expenditure			
-	Rehabilitation & Improvement of Capital Assets	10	-	-
100,000	Acquisition of Capital Assets	11	53,000	5,194,442
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
1,000,000	Capacity Building	14	632,890	600,000
50,000	Other Capital Expenditure	15	-	28,800
1,150,000	Total Capital Expenditure (G)		685,890	5,823,242
-	Deposit Payments		46,360	21,675
-	Advance Payments		4,597,162	5,186,232
-	Other Main Ledger Payments		-	-
-	Total Main Ledger Expenditure (H)		4,643,522	5,207,907
-	Total Expenditure I = (F+G+H)		137,839,224	126,977,575
-	Balance as at 31st December J = (E-I)		(937,810)	(1,912,836)
-	Balance as per the Imprest Reconciliation Statement		(937,810)	(1,912,836)
-	Imprest Balance as at 31st December		-	-

3.2 Statement of Financial Performance as at 31st December 2022

ACA-P

Statement of Financial Position As at 31st December 2022

	Note	Actual 2022 Rs	2021 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	100,411,680	103,024,723
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	11,995,560	13,420,522
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		112,407,240	116,445,245
<u>Net Assets / Equity</u>			
Net Worth to Treasury		11,995,560	13,413,472
Property, Plant & Equipment Reserve		100,411,680	103,024,723
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	-	7,050
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		112,407,240	116,445,245

Detail Accounting Statements in ACA format Nos. 2 to 7 presented in pages from 7 to 25 and Annexures to accounts presented in pages from 26 to 31 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these 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 : 2023/02/28

Wasantha Perera
Secretary
Ministry of Justice, Prison Affairs and
Constitutional Reforms
No. 19, Sri Sangaraja Mawatha,
Colombo 10.

Accounting Officer

Name :

Designation : Legal Draftsman

Date : 27.02.2023

No. 80, Adhikarana Mawatha,
Colombo - 12.

Chief Accountant

T. T. Nilanthi Fernando

Chief Accountant

Department of Legal Draftsman

Colombo - 12.

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

	Actual	
	2022 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	4,414,284	3,885,466
Imprest Received	130,846,000	120,052,000
Recoveries from Advance	5,940,029	4,709,594
Deposit Received	39,310	28,725
Total Cash generated from Operations (A)	141,239,623	128,675,785
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	131,650,236	114,737,331
Subsidies & Transfer Payments	616,461	561,112
Expenditure incurred on behalf of Other Heads	4,350,642	2,874,445
Imprest Settlement to Treasury	6,020	14,636
Advance Payments	4,597,162	5,182,932
Deposit Payments	46,360	21,675
Total Cash disbursed for Operations (B)	141,266,881	123,392,131
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	(27,258)	5,283,654
<u>Cash Flows from Investing Activities</u>		
Interest	543,683	539,588
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	169,465	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	713,148	539,588
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	685,890	5,823,242
Total Cash disbursed for Investing Activities (E)	685,890	5,823,242
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	27,258	(5,283,654)
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	-	-

3.5 Notes to the Financial Statements

Basis of Reporting

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 and the historical cost of certain assets has been modified upto the revaluated value. The preparation of accounts will be done 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 recognized 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 revaluation reserve account is the corresponding account of PP&E.

6. Cash and Cash Equivalents

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

3.6 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
Not applicable					

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent Capital	135,680	135,680	132,510	98%
Capital	1,150	1,150	686	60 %

**3.8 In terms of F.R. 208 grant of allocation for expenditure to this Department/
District Secretariat/Provincial Council as an agent of the other
Ministries/Departments**

Rs, 000

Serial No.	Allocation Received from which Ministry/ Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
1	Department of Law Commission of Sri Lanka	For water, electricity, security and fuel bills	1,733	1,846	1,638	89 %
2	Ministry of Justice - Mediation Board Commission	For water, electricity, security and fuel bills	819	930	766	82 %
3	Ministry of Justice - Sri Lanka Judges' Institute	For water, electricity, security and fuel bills	1,140	1,340	1,175	88 %
4	Ministry of Public Administration and Home affairs	Payment of salary of newly appointed Development officers	561	561	561	100 %
5	Department of Pensions	Settlement of loan balances	211	211	211	100 %

3.9 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 per financial Position Report as at 31.12.2021	To be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152-2.1	Vehicles	59,495,000.00	59,495,000.00	-	100 %
9152	Machinery	40,916,680.31	40,916,680.31	-	100%
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-

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		
						100% - 90%	75% - 89%	50% - 74%
Nature of the duty	The number of requests (Including the requests that has not been completed in the previous year)	The number of requests which has been completed in three languages and returned to the relevant parties as at 31.12.2022 (Each instance of Final Drafts that were completed in three languages for several times and were submitted to the relevant parties are included in this.	The number of files that were closed due to absence of instructions for a long period of time	The number of requests that were submitted as Preliminary or Completed drafts as at 31.12.2022, but are awaiting observations and instructions of the Attorney-General or other Ministries and Departments	The number of requests in respect of which the drafting has not been completed as at 31.12.2022	It must be noted that a request that has been attended to and completed by this Department and sent out as a Final Draft may be resent with fresh instructions for further amendments mainly due to the instructing agencies keep changing the policy. However, when such a request is received, irrespective of it being earlier finalized, this Department has to attend to it dedicating the same time and attention given to a fresh request. Moreover, request for such amendments to completed drafts are sent even after the Final Draft is sent out in all three languages and sometimes the procedure is repeated a number of times.		
Drafting of Bills (Principal Legislation and Amending Legislation)	298	53	79	135	31			
Private Members' Bills (Incorporation)	50	10	0	28	12			
Revision of Subsidiary Legislation	416	210	26	123	57			
Provincial Council Statutes	11	0	0	11	0			

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

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%- 100%
16.1			Fulfilled according to requests received		
16.2					
16.3					
16.4					
16.5					

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

While working towards the sustainable objectives, the department has been drafting Bills to enact new legislation, Bills for amending existing legislation, and revising subsidiary legislation submitted by the various Ministries of the government, in such a way as to achieve the maximum efficiency and productivity. Necessary steps such as attending the parliamentary selection committee meetings for reviewing the Bills and coordinating with Parliament while the Bills are debated in Parliament have been taken.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies
Senior	42	25	17
Tertiary	28	11	17
Secondary	55	37	18
Primary	24	20	04

6.2

The approved cadre to perform the overall duties of the Department is 149. However, the actual number of staff in the Department in 2022 to perform the said duties was only 93. As stated below, there are 56 vacancies existing with regards to the employment in various employment levels. Those vacancies directly affect the performance of the Department. The following steps have been taken to reduce such impact.

Senior Level

- (a) 03 posts of Deputy Legal Draftsman are vacant as at 31.12.2022
- (b) 08 vacancies exist in the post of Senior Assistant Legal Draftsman. In terms of the approved scheme of recruitment, Assistant Legal Draftspersons who are presently in service have to complete the required period of service of ten years to be eligible to fill the said vacancies. 14 Assistant Legal Draftspersons have fulfilled the said requirement as at 21.02.2021 and the necessary steps are being taken to fill the said vacancies.
- (c) There are 06 vacancies in the post of Assistant Legal Draftsman. Requested the Ministry of Finance through the Ministry of Justice to provide the approval to fill the vacancies in those positions immediately by the letter dated 17.11.2022. The Secretary to the Ministry of Justice has informed by the letter dated 29.11.2022 that the request was submitted to the Committee on the Review of the Public Service Recruitment Process headed by the Secretary to the Prime Minister.

- (d) At the time of the officer who served in the post of Assistant Director requested for transfer, the Director General of Combined Services has been informed through the Ministry of Justice by the letters dated 10.06.2022 and 01.12.2022 to provide a suitable successor.

Tertiary Level

- (a) One post of Chief Translator and 16 posts of Translators are vacant as at 31.12.2022, namely, 08 posts of English/ Sinhala Translators and 08 posts of English/Tamil Translators. The Ministry of Justice has sent a reminder letter dated 11.25.2022 to the Ministry of Finance asking for immediate approval to fill the vacancies in these posts.

The discrepancies in the salary scheme have made it difficult to retain them in service. As such, the necessary steps are being taken to amend the approved salary scale for this post and 07 graduates in translation have been recruited on contract basis for a period of one year.

Secondary Level

- (a) The post of Secondary Librarian is vacant from 14.04.2020. The Director General of Combined Services has been informed of this vacancy by the letters dated 22.06.2022 and 26.09.2022.
- (b) The Director General of Combined Services was informed through the Ministry of Justice urging to make necessary actions to appoint a suitable officer for the post of Information and Communication Technology Assistant by the letter dated 28.09.2022.
- (c) 02 vacancies exist in the post of Management Service Officer as at 31.12.2022. The Director General of Combined Services has been last informed of the said vacancies by the letter of the Secretary to the Ministry of Justice dated 25.08.2020.
- (d) There are 09 vacancies in the post of Documentation Assistant and 06 vacancies in the post of Editor as at 31.12.2022. Though the calling of applications was concluded, the recruitment process has been temporarily held up due to the Budgetary Circular number 03/2022. The letter dated 05.12.2022 regarding the recruitments to this post was sent to the Ministry of Justice to submit to the Committee on Review of Public Service Recruitment Process. Retaining of these officers has become difficult due to the weak salary scheme.

Primary Level

- (a) There are 02 vacancies in the cadre of Drivers. The Director General of Combined Services has been informed in this regard. The Director General has requested to fill up the vacancies of this post immediately by the letter of the Ministry of Justice MOJ/E08/03/05/2015 and dated 18.12.2021 which addressed to the Department of Multi-Task Development Performance Force. One vacancy has been covered by a Multi-Task Development Performance Force Assistant who reported to the service of this department on 23.03.2022.
- (b) There are 02 vacancies in the post of office assistant. Request has been made from the Secretary to the Ministry of Justice by the letter dated 27.01.2022 to provide a Multi-Task Development Performance Assistant. One vacancy has been covered by a Multi-Task Development Performance Assistant who reported to the service of this department on 23.03.2022.

6.3 Human Resource Development

Name of the Programme	Number of staff trained	Duration of the programme	Total Investment (Rs. '000)		Nature of the programme (Abroad/ Local)	Output/ Knowledge Gained
			Local	Foreign		
Workshop on Promoting the role of women in preventing, investigating and prosecuting cybercrime – Costa Rica	01	10 th – 11 th November 2022	-	US \$ 280	Abroad	
Doctor of Philosophy in Law	02	01 year	Rs. 500,000.00 (Rs. 250,000.00 x 2)	-	Local	
Training programme on maintenance of the government vehicles	01	01 day 15 th March, 2022	Rs. 5,000.00	-	Local	To develop the knowledge of the officer who has been assigned the subject. This helps to make the work of the department more efficient.
Public sector salary payment Training programme	01	01 day 09 th day of June, 2022	Rs. 5,000.00	-	Local	To develop the knowledge of the officer who has been assigned the subject. This helps to make the work of the department more efficient.

Chapter 07— Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/ accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance Accounts to public officers	Complied		
1.3	Business and Manufacturing Advance Accounts (Commercial Advance Accounts)			
1.4	Stores Advance Accounts	These Accounts are not relevant to Legal Draftsman's Department		
1.5	Special Advance Accounts			
1.6	Others			
2	Maintenance of books and registers (FR 445)			
2.1	Updating and maintaining the Fixed assets register in terms of Public Administration Circular 267/2018	Complied		
2.2	Updating and maintaining Personal emoluments registers/ Personal emoluments cards	Complied		

2.3	Updating and maintaining the Register of Audit queries	Complied		
2.4	Updating and maintaining the Register of Internal Audit reports	Complied		
2.5	Preparation and submission of all the monthly account summaries (CIGAS) to the Treasury on due date	Complied		
2.6	Updating and maintaining the Register for cheques and money orders	Complied		
2.7	Updating and maintaining Inventory register	Complied		
2.8	Updating and maintaining Stocks Register	Complied		
2.9	Updating and maintaining the Register of Losses	Complied		
2.10	Updating and maintaining Register of liabilities	Complied		
2.11	Updating and maintaining Register of Counterfoil Books (GA-N20)	Complied		
3	Delegation of functions 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 within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	complied		
3.3	The delegation of the authority is in such a manner so as to pass each transaction through two or more officers	complied		

3.4	In using the government payroll Software Package, acting under the supervision of Accountants in terms of the State Account Circular No. 171/2004 dated 11.05.2014	complied		
4	Preparation of the Annual Plans			
4.1	Preparation of the Annual Action Plan	complied		
4.2	Preparation of the Annual Procurement Plan	complied		
4.3	Preparation of the Annual Internal Audit Plan	An Internal Audit Unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice		
4.4	Preparation and submission of the annual estimate to the Department of National Budget on due date	complied		
4.5	Submission of the annual cash flow statement to the Department of Treasury Operations on due date	complied		
5	Audit			
5.1	Answering to all audit queries by the date specified by the Auditor General	complied		
6	Internal Audit			
6.1	Interms of the Financial Regulation 134(2) DMA/1-2019, preparation of the Internal Audit Plan at the beginning of the year, having consulted the Auditor General	An Internal Audit unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice		

6.2	Answering to all the Internal Audit Reports within a month	complied		
6.3	In term of the section 40(4) of the National Audit Act, No. 19 of 2018, submission of the copies of all Internal Audit Reports to the Department of Management Audit.	<div style="border-left: 1px solid black; border-right: 1px solid black; padding: 10px;"> <p>An Internal Audit unit has not been established at the Legal Draftsman's Department. Audit is performed by the Internal Audit Unit of the Ministry of Justice.</p> </div>		
6.4	In terms of the Financial Regulation 134(3), submission of the copies of all Internal Audit Reports to the Auditor General			
7	Audit and Management Committees			
7.1	As per the DMA Circular 1-2019, holding a minimum 04 meetings of the Audit and Management Committees	complied		
8	Asset Management			
8.1	In terms of the paragraph 07 of the Asset Management Circular No. 01/2017, submission of the information on purchases and disposals of assets, to the Comptroller General's Office	complied		
8.2	In terms of Paragraph 13 of the said circular, appointing a suitable Liaison Officer to coordinate the implementation of the provisions of the said circular, and reporting the details of such officer to the Comptroller's Office	complied		

8.3	In terms of the Public Finance Circular No. 05/2016, conducting the boards of survey and submitting the relevant reports to the Auditor General on due date.	complied		
8.4	Carrying out the excesses, deficits disclosed through the annual board of survey and other recommendations during the period specified in the circular.	complied		
8.5	In terms of Financial Regulations 772, carrying out the disposal of condemn articles	complied		
9	Management of Vehicles			
9.1	Preparation and submission of daily running charts and the monthly summary reports of the Pool vehicles to the Auditor General on due date.	complied		
9.2	Disposal of condemned vehicles within a period less than 6 months of condemnation.	complied		
9.3	Updating and maintaining the vehicle logbooks.	complied		
9.4	Taking actions with regard to every vehicle accident in terms of the FR 103, 104, 109, and 110	complied		
9.5	Re – examination of fuel consumption of vehicles in terms of the provisions of paragraph 3.1 of the Public Administration Circular No. 30/2016 dated 29.12.2016	complied		
9.6	Transferring the absolute ownership of the leased vehicle logbooks after the leasing term	complied		

10	Management of Bank Accounts			
10.1	Preparation of bank reconciliation statements, and certifying and submitting them for auditing by the due date.	complied		
10.2	Settlement of dormant accounts that had been existed in the year under review or since previous years.	complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month.	complied		
11	Provision and Utilization			
11.1	Spending the provisions allocated without exceeding the limit.	complied		
11.2	Approaching the liabilities not exceeding the provisions that remained at the end of the year after the utilization of the provided provisions as per the FR 94(1).	complied		
12	Advance Accounts to Public Officers			
12.1	Compliance with the limits	complied		
12.2	Carrying out a time analysis on the loan arrears	There are no loans in arrears in the advance account with regard to the Legal Draftsman's Department.		
12.3	Settlement of loan balances in arrears for over a year			

13	General Deposit Accounts			
13.1	Taking actions on lapsed deposits in terms of FR 571	There are no lapsed deposits in General Deposit Account relevant to the Legal Draftsmen's Department.		
13.2	Updating and maintaining the control register for general deposits	complied		
14	Imprest Account			
14.1	Settlement of subimprests in the cash book at the end of the year under review within one month from the completion of the task	complied		
14.2	Settlement of ad-hoc subimprests issued in terms of FR 371 within one month from the completion of the task	complied		
14.3	Issuance of ad-hoc subimprests not exceeding the limit approved by the F.R. 371	complied		
14.4	Monthly reconciliation of balance of imprest account with the Treasury books	complied		
15	Revenue Account			
15.1	Making refunds from the collected revenue in terms of the regulations	Revenue Account is not relevant to the Legal Draftsman's Department		
15.2	Directly crediting the collected revenue to the revenue account without crediting to the deposit account			
15.3	Submission of the reports on arrears of revenue to the Auditor General in terms of FR 176			

16	Human Resource Management			
16.1	Maintaining the staff within the approved cadre	complied		
16.2	Issuance of duty lists in writing to all members of the staff	complied		
16.3	Submission of all the reports to the Department of Management Services in terms of the Management Services circular No. 04/2017 dated 20.09.2017	complied		
17	Provision of information to the public			
17.1	Appointing an Information officer, and updating and maintaining a register of information in terms of the Right to Information Act and Regulations	complied		
17.2	Information on the institute have been provided through the website, and the public has been facilitated to appreciate/allege the institute through the website or any other means	complied		
17.3	Submission of bi – annual or annual reports in terms of sections 08 and 10 of the Right to Information Act	Not Applicable		
18	Implementation of the Citizens Charter			
18.1	Formulation and implementation of a Citizen's Charter/ Client's Charter in terms of the circular No. 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Not Applicable		

18.2	Formulation of a methodology by the Institution to monitor, and assess the formulation and the implementation of Citizen's Charter/ Client's charter in term of the paragraph 2.3 of the said circular	Not Applicable		
19	Preparation of the Human Resource Plan			
19.1	Preparation of a human resource plan in terms of the format under Annexure 02 of the Public Administration Circular No.02/2018dated 24.01.2018.	Complied		
19.2	In the human resource plan,ensuring of providing a minimum training opportunity which is not less than 12 hours per year for each member of the staff	Complied	The staff has been provided with the required training.	
19.3	Signing of Annual Performance Agreements for the entire staff based on the format of Annexure 01 of the aforesaid circular	Not Complied		
19.4	Appointing a Senior Officer by assigning the responsibility of preparing the human resource development plan, organizing capacity building programs, and conducting skill development programs as per paragraph No. 6.5 of the aforesaid Circular.	Not Complied		
20	Responding to the Audit Paragraphs			
20. 1	Rectification of short comings highlighted in the audit paragraphs issued by the Auditor General for the previous years	Complied		