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வருடாந்த செயலாற்றுகை அறிக்கை
Annual Performance Report



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Department of National Archives

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Annual Performance Report 2021

Department of National Archives

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1 Institutional Profile

1.1 Introduction

The tradition of records management in Sri Lanka has a long history dating back to the reign of the kings. However, the royal records of the kings have been destroyed due to various invasions. The coastal areas of the island were under Portuguese rule from the late sixteenth century onwards until 1638, after which they were conquered by the Dutch within a period of twenty years. During this war, the Portuguese destroyed their records. However, the British seized the documents created by the Dutch administration during their peaceful conquest of the coastal areas in 1796.

Accordingly, the National Archives of Sri Lanka does not hold original documents created during Portuguese rule, but they can be found in Lisbon and Goa. However, more than 7000 volumes of Dutch documents have been preserved over the years. In 1803 the post of “Keeper of the Dutch Records” was created. At the time of British colonial rule, the responsibility for the archives was primarily vested with the Colonial Secretary and the Historical Manuscripts Commission. In 1902, the post of “Government Archivist” was created as an affiliated official post of the Colonial Secretary’s Office. When Sri Lanka achieved independence, the archives was under the purview of the Colonial Secretary.

The Department of Government Archivist was established in 1947 and in 1966 it was renamed the Department of National Archives or National Archives. The title of head of the institution was changed from “Govenment Archivist” to “Director” in 1966. Following the restructuring of the department in 2017, the post was amended to “Director General National Archives”.

The National Archives Act No. 48 of 1973 was amended by the National Archives (Amendment) Act No. 30 of 1981. At present the National Archives is under the Ministry of Buddhasasana, Religious and Cultural Affairs.

The Department of National Archives can be described as a repository of the memory of the nation, an institution that imparts knowledge, and a centre for the transmission of information to the public.

1.2 Vision, Mission, Objectives and Laws

1.2.1 Vision

The effective management and preservation of documentary heritage to protect national identity, accountability and memory.

1.2.2 Mission

To systematically manage and conserve government records and to preserve private archives that reflect the history and culture of the nation.

1.2.3 Objectives and Functions

The objectives and functions set out in the National Archives Act No. 48 of 1973, and the National Archives (Amendment) Act No. 30 of 1981 are as follows:

- Ensuring the official custody and physical safety of public archives
- Providing information for research and investigation purposes
- Approval of schedules for transfer to the National Archives and destruction of records of government institutions.
- Conducting records surveys in public institutions.
- Administration of Presidential Archives and its reference service.
- Maintaining the legal depository of publications produced in the country.
- Conducting training workshops for Records Management and Conservation.
- Administer the ordinances on printing presses, printers and publishers and newspapers.
- Preserving and indexing of deposited private collections.
- Documenting the details and ownership of all historical documents in the country.

1.2.4 Constitution, Regulations and Circulars

- National Archives Act No. 48 of 1973.
- National Archives (Amendment) Act No. 30 of 1981.
- Ordinances enacted under the National Archives Act of No. 48 of 1973
 - Printing Presses Ordinance No. 16 of 1902 (Cap. 178) and its amendments.
 - Printers and Publishers Ordinance No. 01 of 1885 (Cap.179) and its amendments.
 - Newspaper Ordinance No. 5 of 1839 (Cap. 180) and its amendments.
- Regulations of access to public records
 - Government Gazette No. 15 of 15.12.1978.
- Regulations of access to commission records
 - Government Gazette No. 74 of 02.01.1980.
- Disposal action for judicial (court) records
 - Government Gazette No. 21 of 26.01.1979.
- Disposal of Kachcheri (District Secretariat) records
 - Government Gazette No. 99 of 25.07.1980
- Disposal of housekeeping/ephemeral records in public institutions
 - Government Gazette No. 313 of 31.08.1984
- Administrative Regulations on disposal records
 - Section 9:1 to 9:8 of Chapter 28 of the Establishments Code.

■Circulars for preparing of schedules and preservation of public records.

●Public Administration Circular 25/2008 – 17.12.2008

●Public Administration Circular 08/2017 – 29.03.2017.

1.3 Key Functions

1.3.1 Providing research facilities and certifying extracts for the public.

1.3.2 Provide historical and administrative information to public and other institutions

1.3.3 Facilitating access to reprographic copies such as microfilms, scans and digital photography

1.3.4 Providing advice to public institutions and private sector on records management and archives administration.

1.3.5 Providing advice for the establishment of School Archives.

1.3.6 Providing advice to the J. R. Jayawardene Research Centre on professional activities.

1.3.7 Providing advise on microfilming of records.

1.3.8 Providing technical advice to public institutions and private sector on preservation and conservation of records.

1.3.9 Organising and holding exhibitions of historical records.

1.3.10 Producing extracts of documents in courts and giving evidence when summoned.

1.3.11 Conducting research on Sri Lankan history.

1.3.12 Issuing licenses for the export of historical records in Sri Lanka

1.4 Organisational Chart

Please see annex 01.

1.5 Main Divisions

1.5.1 Administration Division (DNA/2)

This division is responsible for the internal administration of the department. It carries out all duties from recruitment of departmental posts up to retirement and the internal assignment of officers, distribution of duties, transfers as well as directing staff to training courses for human resource development. This division also coordinates the professional activities and services of the National Archives with other institutions.

1.5.2 Finance Division (DNA/3)

This division handles all accounting activities of the department, related paperwork and planning activities. All financial matters such as salaries and loan payments activities, preparation of annual accounts, preparation of annual estimates, procurement activities, and submitting financial reports to the line ministry and Treasury are carried out by this division.

1.5.3 Internal Audit Division (DNA/4)

The Internal Audit Division of the Department of National Archives has been established since May 2019. Its main objectives are ensuring that development activities and other administrative activities are carried out in a proper and transparent manner subject to an independent evaluation and report to the Director General, minimisation of the number of cases referred to the Public Accounts Committee by organizing Audit Management Committees as a forum to discuss issues within the Department and acting on the instructions of the Director General for other public affairs of the Department.

1.5.4 Planning Division (DNA/5)

The Planning Division handles planning activities of many projects of the National Archives including preparation of annual action plans related to Sustainable Development Goals and Vistas of Prosperity and Splendour, collection of information and preparation of monthly progress reports related to the action plan submission of progress reports and other relevant

reports to the line ministry. The preparation of the performance report is also mainly carried out by the Planning Division.

1.5.5 Records Management and Accession Division (DNA/6)

It is through this division that documents from public authorities or individuals are mainly accrued to the Department of National Archives.

Public records that are not less than 25 years old under section 9 (2) (e) of the National Archives Act No. 48 of 1973, public records in the event of the closure of a public institution under section 10 of the act, records and manuscripts of historical, cultural or literary value held in private possession or in the possession of any institution under section 12 of the act, should be handed over for permanent preservation to the National Archives. Furthermore, in terms of section 13 of the act, publications of public authorities and specimens issued by the Postmaster General, Governor of the Central Bank and Surveyor General and election literature issued by candidates in an election shall be sent to the Department of National Archives for permanent preservation within thirty days of issue. This division assigns numbers and accession numbers to the records after the documents have been accrued.

Under the National Archives (Amendment) Act No. 30 of 1981, when the term of a President of Sri Lanka expires, the public documents and printed matter of the Presidential Secretariat must be handed over to the Department of National Archives. After receiving these documents, the documents will be forwarded for depositing in the appropriate repositories, after giving section numbers and attachment numbers to the documents.

1.5.6 Confidential Records Division (DNA/7)

Under Section 11 of the National Archives Act No. 48 of 1973, all documents pertaining to a Commission of Inquiry appointed under the Commissions of Inquiry Act or any Committee of Inquiry appointed by a Minister are accepted to be deposited at the National Archives within three months after the submission of the final report of that Commission or that Committee. Those documents are received and deposited by this division. Furthermore, documents handed over by the Presidential Secretariat and the Office of the Cabinet of Ministers in accordance with Section 9(2) of the National Archives Act No. 48 of 1973, are received and deposited by this division after providing instructions on records acquisition following a records survey.

In general there are restrictions imposed on access to these documents and in order to use them within that period of closure the responsible officer of the relevant institution should provide permission. The activities of this division are handled by specially authorised officers who have signed confidentiality agreements.

1.5.7 Public Relations Division (DNA/8)

This division primarily maintains the professional services required by the public. It handles certification of copies of extracts, coordinating the provision of evidence on extracts of records when summoned to courts, accepting search requests for information from records as per local and foreign requirements and providing extracts of them, providing researchers with reader passes for the Research Room, issuing extracts of documents as per research requirements, etc.

While certified copies of translations of Dutch thombos, voters registers, the government gazette, newspapers, crown grants, Sannas, Grain Tax Registers, praveni registers, vihara dewala records etc. are issued as per the requirements of the public and government and non-government organisations, certified copies are also issued in relation to publications and media activities.

1.5.8 Training, Exhibition and Information Division (DNA/9)

This division conducts all activities related to training courses and exhibitions, presents stalls for exhibitions organised by other institutes and educates school children, university students and the public about the deposits of the department and its services rendered. Furthermore, the head of this division is the Information Officer appointed under the Right to Information Act no. 12 of 2016.

1.5.9 Research Room (DNA/10)

The Research Room provides necessary facilities for readers who come for research to use the records. The Research Room contains finding aids, précis and summaries, index cards and other guides to record groups. From the Research Room, readers can access the database of the Times Collection, which is a collection of photographs and newspaper cuttings purchased from the Times of Ceylon Press that was digitised and entered into a database under a project implemented by the National Archives.

1.5.10 Conservation Division (DNA/11)

Preservation, conservation and restoration activities of the records deposited in the National Archives are carried out by the Conservation Division. In addition, it provides technical advice on preservation and conservation of records in government institutions, semi-government institutions, private institutions, and historical records of religious places, and conducts research on records conservation. This division also conducts training courses for book binders and conducts workshops on palm leaf conservation.

1.5.11 Registration of Books and Newspapers Division (DNA/12)

Registration of presses, registration of publications, periodicals, newspapers printed in registered presses and updating of related notes, preparation of a catalogue of legal publications (classification of publications, computerisation), preparation of a catalogue of gazettes, despatching receipts for reports of monthly publications sent by printing presses, collecting corrected monthly publication reports for deficient reports as well as inspection of bookshops to search for unregistered publications, inspection of printing presses, initiation of legal proceedings against printers who do not send printed materials and monthly publication reports, are mainly carried out by this division.

In addition, this division also carries out the task of issuing publications to the National Library and Documentation Services Board, University of Peradeniya, University of Ruhuna and the Department of National Museums for public reference. It also engages in tasks such as assisting the Department of Cultural Affairs to select publications from publications to be issued to the University of Ruhuna for the State Literary Awards and sending reports related to publications to the Department of Census and Statistics.

- Legal deposit

DNA/12 holds the responsibility for the accrual of newspapers and publications published in the island.

- Registration and administration of printing press

Printing presses are governed by the Printing Presses Ordinance and the Printers and Publishers Ordinance. This division handles activities such as registration of printing

presses, closure of printing presses, inspection of printing presses, updating and publishing the list of printing presses and taking legal action against printing presses.

1.5.12 Reprography Division (DNA/13)

Records in a physically vulnerable condition and other vital records are copied onto microfilms in a manner consistent with international standards by this division. In addition, this division handles photography activities at various occasions on behalf of the department and provides extracts from various records using digital cameras to meet the requests of the public. Also, advice is also given on the subject area to external government or private institutions upon request.

1.5.13 Maintenance Division (DNA/14)

This division ensures the proper maintenance of the Heating, Ventilation and Air-Conditioning (HVAC) system, Building Maintenance System (BMS), CCTV system, plumbing system etc, which are essential for archives management. Also, all day to day maintenance work of the department is carried out by this division.

1.5.14 Digital Records Division (DNA/15)

This Division, formerly the Computer Division of the National Archives, was formally reorganised as the Digital Records Division in 2021. It handles updating the website, updating of software, computer network maintenance, software management for archives management and daily computer-related problems in the department. This division is also responsible for the accrual of digital documents and the proper storage and maintenance of such documents.

1.5.15 Audio-Visual Division (DNA/16)

Audio visual documents such as cinematic films, microfilms, folk songs, audio cassettes, black and white photographs, colour slides etc. are deposited in this division. This division examines and issues audio-visual material to the Research Room for researchers. Among other functions carried out by this division are providing facilities for researchers to listen to rare recordings of folk music and issuing copies of them, issuing digital copies of microfilms and the maintenance of audio-visual equipment. The Audio-Visual Division is also responsible for the preservation and conservation of films deposited in the film archives as per accepted standards.

1.5.16 Library (DNA/17)

Books on archival science and the history of the island are deposited in the Department library. In addition it has books on political science, social science, folklore, culture, anthropology, law, foreign relations, literature and various other subjects. This library is maintained for the use of the officers of the Department and for researchers to peruse secondary sources when required together with the use of original documents. The collection of black and white photographs of local and foreign people and various events, and the collection of paper cuttings owned by the Times of Ceylon Limited are deposited at the National Archives and maintained under the supervision of the library. The Horagolla Library which contains a collection of books on various subjects donated by the family of the former Prime Minister S.W.R.D. Bandaranaike is also under this division. Permission from the family of S.W.R.D. Bandaranaike is necessary to access these documents.

1.5.17 Repositories (DNA/19)

The head office of this department has seven repositories and the documents if lined up will extend to 23.5 linear kilometres. The first group of such records includes documents produced by the Dutch East India Company that controlled the coastal areas of Ceylon between 1640–1796. Other records include documents from British rule from 1796 to 1948, records from after independence in 1948, documents collected by the Historical Manuscripts Commission, private collections and maps.

1.5.18 Kandy Branch (DNA/20/1)

The Kandy Branch of the Department of National Archives is situated in the old courts complex at Hemamali Mawatha inside the high security zone attached to the premises of the Dalada Maligawa. In the year under review there was an National Archives Assistant Director, a Senior Archivist (CuD), three Development Officers and two Office Employees Service persons attached to the Kandy Branch of the Department of National Archives.

Judicial Commission Reports (1815–1833), Reports of the Kandyan Commissioners Council (1815–1833), Kandy Kachcheri Records (1821–1970), Kurunegala Kachcheri Records (1834–1949), Kegalle Kachcheri Records (1833–1952), Matale Kachcheri Records (1891–1971), Praveni Pangu Records of Kandy, Matale, Kegalle and Kurunegala (1870–1872) and Vihara Land Records (1854–1870) are safely deposited in the Kandy Branch.

2 Progress and Future Outlook

2.1 Special programmes and achievements

Infrastructure Development

2.1.1 The renovation of the main building in Colombo of the Department of National Archives, which began in 2019, and the installation of central air cooling, fire protection and advanced security systems was completed up to about 53 per cent by December 2021. Due to the imposition of curfew by the government and restriction of staff reporting to work as a result of the COVID-19 pandemic situation, and the non-allocation of funds for the project, there was a significant delay in the construction work

2.1.2 A project to instal a mobile racking system in the main building in Colombo was approved in 2019 for an all-inclusive value of Rs. 340.79 million, due to be started in 2021. Under it, facilities for depositing archives in accordance with the best practices of archives management are to be expanded. Cabinet approval was received on 07.09.2021 to award the consultancy services for the installation of the mobile racking system to the Central Engineering Consultancy Bureau (CECB). The award letter was issued to CECB and after consulting with officers in charge of the repositories and procurement committee members, CECB drafted drawings and bidding documents. However, due to the change in the estimated amount, a cabinet paper seeking approval for the revised amount was resubmitted.

Digital Affairs

2.1.3 A large number of digital documents are being created in Sri Lanka every day. Accordingly, digital materials such as digital publications and documents, radio and television broadcasts, websites and e-mails will form an integral part of the national memory. Therefore, it is essential to establish a reliable digital repository at the National Archives to ensure the continuity and authenticity of the digital documents. The first phase of the project, titled

'Establishment of a Trusted Digital Repository at the National Archives (Stage I)' includes the establishment of a digital repository with a capacity of 500 terabytes to ensure the identity, continuity, and quality of digital information by following international standards of digital preservation.

2.1.4 A draft Cabinet memorandum together with the approval of the Department of National Planning for establishing the digital repository was submitted to the Secretary of the Ministry on 28.01.2021 and Cabinet approval was received on 05.04.2021. Accordingly, the draft of a Memorandum of Understanding with the Information and Technology Communication Agency (ICTA), Ministry of Buddhasasana, Religious and Cultural Affairs, Ministry of Technology and Department of National Archives was submitted to the Secretary of the Ministry on 28.06.2021. The MoU was submitted to the Attorney General's Department by the ministry.

2.1.5 In addition, the appointment of sixteen members nominated for the Steering Committee of the project was approved by the Secretary of the Ministry. Members were also appointed to the necessary consultancy procurement committees and the drafting of procurement documentation was begun. However, as the MoU had not yet been signed, project activities could not be started.

2.1.6 The Revamping of the National Archives Website is being carried out by the Digital Records Division. The Department Consultants Procurement Committee was appointed by the secretary of the ministry on 09.04.2021 and the approval of the secretary was received on 24.09.2021 to award the consultancy for the revamping to the lowest evaluated substantially responsive bidder Lithium Technologies. Accordingly, the agreement was signed on 19.10.2021 and the revamping work of the website was started.

2.1.7 At present, the main server owned by the department is a vital component of the security and management of existing digitised collections and databases such as the Times Collection of digitised photographs and paper cuttings. Furthermore, backups of digital records are securely managed through integrity-checking. In order to minimize the durability risk of digital archives deposited in the National Archives including monitoring of their backup status, updating and management of a Digital Assets Register as per international standards, which was initiated last year, was continued. In addition, the Rapid Assessment Model of the Digital Preservation Coalition was used as a tool to carry out rapid benchmarking of the digital preservation capability of the National Archives in June this year,

with the expectation that the maturity modelling exercise will be renewed in two years for reassessment.

2.1.8 The digital copy of the map collection digitised on the i2S Supra Scanner installed in the Map Division has been securely stored. Furthermore, large documents and newspapers are being digitised and copies are being issued to the public with the same machine. The Map Division completed the following tasks in the year 2021:

- Maps issued to researchers 88
- Copies issued 86
- Cleaning of maps 41
- Digitisation of maps 189
- Quality checking of maps 133
- Digitisation of archives 5318
- OCR of RBN catalogue pages 1197
- Documents digitized on public request 1659

2.1.9 The Map Division also commenced the digitization of record group 25.86 and record group 25.198. The indexing of this last private collection has not yet been completed and 933 documents were classified in a manner revealing of Mr. S. M. Seneviratne's life were deposited in the National Archives. On 20.07.2021, on the occasion of Mr. S. M. Seneviratne's birthday, his son Dr. Indrajith Seneviratne declared the collection of private documents as open to the public. Accordingly, the numbering of the collection was started. Furthermore, document 69/706 which was in a very poor condition was also digitised.

2.1.10 In the year 2021, the Confidential Records Division scanned 1084 pages of Cabinet memorandums and decisions as requested by the Office of the Cabinet, and 184,671 pages of Presidential Commission of Inquiry records, as requested by newly-appointed Presidential Commissions of Inquiry and other government bodies.

2.1.11 When the Computerisation of Indexes Project was temporarily halted in 2019 due to the absence of consultants and data operators, they had computerised 396,777 index cards (44%) of select record groups from record groups 1 to 685, and completed the re-examination and correction of some record groups from 1 to 603. The Department of Management Services provided approval for the extension of the project and restarting of the project on

30.07.2021. Accordingly, while ten data entry operators were recruited on 14.12.2021 following an online call for applications and interview and the project was restarted, by 31.12.2021, 19,488 index cards were computerised.

Records Management Training

2.1.12 Under the project ‘Implementation of Proactive Disclosure Policy and Records Management Guidelines under the Right to Information Act No. 12 of 2016’ carried out by the Right to Information Commission in collaboration with the United Nations Development Programme (UNDP), the National Archives provided online records management training to 15 public authorities including the Department of Labour, Ministry of Women’s Affairs, Ministry of Education, Registrar General's Department, Agricultural and Agrarian Insurance Board, District Secretariat Batticaloa, Export Development Board, Ministry of Home Affairs, Department of Health, Vocational Training Authority of Sri Lanka, National Medicines Regulatory Authority, Sri Lanka Social Security Board, Disaster Management Centre, District Secretariat Badulla and Sri Lanka Police.

2.1.13 During the months of June and July, we participated in extended 4-hour training programmes that were held for officials in each of the above institutions, including more than 1500 public officers in total in the first ever online trainings conducted by the National Archives. Before the extended training, high-level discussions with the relevant authorities of each institution were organised. The Director General National Archives provided the high-level lecture on records management and thereafter conducted the extended records management and conservation trainings together with the Chief Conservation Officer (Archives). Three other specialists delivered lectures on proactive disclosure and technical aspects of digital records management. Pre-training surveys were conducted among officials in the above online training, which reveal that there are substantial gaps in awareness of laws, regulations and best practices of records management in public authorities.

Preservation of Audio-Visual Archives

2.1.14 All tasks such as numbering, inspection, cleaning of magnetic tapes, videocassettes, motion pictures, audiocassettes acquired by the National Archives, as well as numbering, inspection and orderly depositing of microfilms and releasing to the Research Room for public and research purposes and issuing of copies for research needs are carried out by the Audio-Visual Division. In the year 2021, the following tasks were carried out by this division:

- Rewinding and cleaning of 208 positive films, 78 negative (picture and sound) films and 88 documentary films.
- Inspection, cleaning and rewinding of 16 videocassettes (VHS).
- Inspecting and rewinding of 356 microfilms
- Issuing 391 microfilms to the Research Room and receiving back 395 microfilms from the Research Room and depositing them correctly.
- Facilitating access to and copying of folk songs for school students, university students and scholars for research.
- 38 researchers came to consult audio-visual documents and 391 audio-visual documents (reels) were issued to them.

2.1.15 The Audio-Visual Division is also responsible for the conservation of the archived film collection (376 films) obtained from the National Film Corporation and private collections. The examination of 75 randomly selected films from the newly digitised films was completed in the year 2020. The specialist committee appointed for this purpose recommended that 16 digitised films be re-copied on to blu ray discs. The films have been copied and resubmitted by the relevant contractor as recommended and accordingly all activities of this film digitisation project were completed in the year 2021.

Preservation of Paper and Palm Leaf Records

2.1.16 To preserve the written heritage of the nation for future generations, 05 volumes of archives, 06 voters registers, 223 newspapers, 1,657 food ration books, 72 file covers and 26 docketts, 35 miscellaneous document volumes and 09 private records were conserved. In addition, records surveys were conducted in two (02) religious locations that have records important to this country, and conservation work has been carried out for the preservation of published material and palm leaf manuscripts in them.

2.1.17 Selected newspapers were microfilmed for the purpose of preserving the information contained in records in another medium and for the convenience of the public and researchers who use the archives, as well as to minimise the frequent use of the originals. In the year 2021, 28,750 microfilming exposures for the Daily News (new) (2020.04.01 to 2020.12.31)

newspaper, 3,150 microfilming exposures for Daily News (old) (1952.01.01 to 1952.03.31), and 2,300 photographs in response to public requests and other purposes were created.

2.1.18 The Kandy Branch office indexed document numbers 3949-3955 of record group 34 (Matale Praveni shares) and document numbers 780-1797 of record group 30 (Grain Tax) and computerised document numbers 4328-4821 of record group 18 (Commissioner's Records), document numbers 1880-2220 of record group 30 (Commissioner's Records) and 2504-2623 of record group 45 (Commissioner's Records) in the main. Furthermore, the indexing of the Grain Tax Register of the Sabaragamuwa province and the Praveni registry of Kegalle, Kandy was carried out by the Kandy branch office in the year 2021.

Acquisition of Records

2.1.19 As per the programme to acquire public records to fulfil the responsibility to protect national heritage, under Section 9 of the National Archives Law, 171 state records from ministries, departments, statutory boards and courts, 10 documents of closed public institutions under Section 10, 3593 commission and committee documents under Section 11, 01 private document under section 12, 2161 publications under section 13(1) and 5,936 documents have been accessioned during this year. In addition, 3,580 documents of the Cabinet Office, 539 documents of the Presidential Commission of Inquiry into and Obtain information in relation to alleged Political victimization of Public officers Employees of state Corporations, Members of the Armed Forces and Police Service who Held Posts During the Period Commencing 8th January 2015 and Ending 16th November 2019 and 434 documents of the Presidential Commission of Inquiry to Investigate and to Inquire into Serious Acts of Fraud Corruption and Abuse of Power, State Resources & Privileges Occurred during the period of 15th January 2015 and 16th November 2019 were surveyed and transferred to the National Archives. Furthermore, 3,720 records of the Presidential Commission of Inquiry to Investigate and Inquire into and Report or Take Necessary Action on the Bomb Attacks on 21st April, 2019 were handed over to the Confidential Records Division for inspection and accessioning to the National Archives.

Provision of Archival Services

2.1.20 During the year 2021, the number of readers who came to the main office for research is 1404 and 3763 archives, 631 newspapers, 468 books and 393 microfilms were issued to them. Furthermore, 21 researchers visited the Kandy branch office for research work and 1,134 documents were issued for reference. Accepting applications for searches and issuing extracts as per public requests, certifying extracts, and issuing extracts of records as per research needs were carried out at the head office as well as at the Kandy branch office. The number of people who visited the head office for public inquiries was 3,802 and the number who visited the Kandy branch office was 293. In order to submit documents to the courts, 24 appearances in courts were handled from the head office and 04 from the Kandy branch office in 2021. The issuing of document extracts in the year 2021 is as follows:

No.	Type of application at head office in Colombo	Number of applications received	Number of applications issued
i	Crown Grants	555	475
ii	Grain taxes	76	62
iii	Nila pangu, Praveni pangu and Commissioner's Notes	40	40
iv	Temple and Devala lands	19	13
v	Thombu	34	09
vi	Voters Registers	466	434
vii	Government Gazette	1067	1067
viii	Certification of copies of documents	229	229
ix	Local Inquiries (Miscellaneous)	45	31
x	Foreign Inquiries (Miscellaneous)	07	03
xi	Computer scanning	406	406

No.	Type of application at Kandy branch	Number of applications received	Number of applications issued
i	Service Tenure Registers (S.T.R.)	68	55
ii	Grain Tax Registers (G.T.R.)	11	7
iii	Temple and Devala lands register (T.L.R.)	104	75
iv	Commissioner records (T.L.C.P.)		

No.	Type of application at Kandy branch	Number of applications received	Number of applications issued
v	Sannas	22	8
vi	Gazettes	35	33
vii	Title plans	53	39
viii	Local inquiries	13	13
ix	Election rolls	1	1
x	Photocopies	17	15

Legal Deposit Management

2.1.21 A core group of experts consisting Director General National Archives Dr. Nadeera Rupesinghe, Director General of the National Library and Documentation Service Board Mr. W. Sunil and former Director General of the National Library and Documentation Services Board Mr Upali Amarasiri was appointed by the Advisory Committee of the National Library in 2018 to provide recommendations for the revision of legislation pertaining to the legal deposit of publications. Accordingly, a new legal deposit legislation was drafted by the committee. The draft of the core group received approval from the National Library Advisory Committee on 20.08.2019, National Archives Advisory Council on 08.10.2019, and National Library and Documentation Services Board on 28.08.2020. It was subjected to a public-private consultation on 24.10.2019 as well. Draft versions were approved by the staff grade officers of the National Archives after circulation on 23.08.2019 and 20.08.2020 for their comments. It was sent for Cabinet approval in 2021 with the concurrence of the legal officer of the Ministry of Buddhasasana, Religious and Cultural Affairs.

2.1.22 The number of affidavits received for the registration of new printing presses for the year 2021 is 27, according to the second paragraph of the Ordinance on Printing Presses (Authority 178). As of 31.12.2020, the number of registered printing presses was 2,522. As of 31.12.2021, the number of registered printing presses across the districts of the island was 2,549. There are 422 printing presses located within the Colombo Municipal Council limits and 656 printing presses outside the municipal council limits in the Colombo District and 1,471 registered printing presses in other districts.

2.1.23 The number of publications received for registration in the year 2021 under Chapter 2 of the Printers and Publishers Ordinance (Authority 179) is 4,921. They have all been registered and 330 newspapers have been received in the year 2021 under paragraph 2 of the

Newspapers Ordinance (Authority 180). According to the language of the newspapers received, 198 Sinhala, 83 Tamil, 45 English and 04 Sinhala/Tamil/English have been received. One newsletter has also been received for registration.

Recruitment and Promotions

2.1.24 The Department of Management Services has approved the recruitment of 80 vacant departmental posts i.e., 45 Archival Officers, 22 Archival Conservators, 06 Archival Reprography Officers, and 07 Audio-visual Conservators in the year 2021, but as recruitment was postponed under a Cabinet decision and Budget Circular No. 01/2021, all new recruitments were stopped.

Internship Programme

2.1.25 Internships allow undergraduate or graduate students the opportunity to gain new insights into the nature of the National Archives by engaging in meaningful work with our staff. Together with the Department of History, University of Colombo, an internship programme with academic programme credits for 19 undergraduate students specialising in history was organised for the first time. Due to restrictions in travel as a result of the COVID-19 pandemic, the interns worked from home over a period of six months, and attended lectures of the online Training of Trainers Programme on Records Management organised for the department staff. Assigned with work related to archives and records management and legal deposit management, when travel in the country was again possible, the interns visited the various divisions of the department and assisted onsite in records shifting tasks. Together with a first experience in providing on the job training with evaluation, we also gained experience in how to provide interns with unique skills and knowledge specific to the National Archives via an online environment.

National Archives Advisory Council

2.1.26 A meeting of the National Archives Advisory Council was scheduled for 28.12.2021. However, the meeting was cancelled as the resignation letters of Prof. K. N. O. Dharmadasa, Mr. W. D. Ailapperuma and Mr. S. M. Banduseela were received on 25.12.2021 and 26.12.2021, which led to the lack of a minimum of five serving members

of the council apart from the Director General National Archives as per the National Archives Act No. 48 of 1973 (as amended). Accordingly, it is necessary to have the new members to the council appointed in the year 2022.

2.2 Future goals

2.2.1 If the necessary approvals for recruitment are received, we plan to recruit 45 Archival Officers, 22 Archival Conservators, 06 Archival Reprographers and 07 Audio Visual Conservators in the year 2022 from among the approved cadre, and thereby greatly enhance our human resources. Promotions to the 10 Senior Archivist positions will also be carried out on a priority basis, as the shortage of staff grade officers is a severe impediment to the development of the National Archives and security of the records.

2.2.2 As a strategy to develop the skills required for the preservation of evidential records for the protection of cultural heritage and to bequeath it to future generations, registration of the Department of National Archives as an NVQ certifying institution to grant NVQ certification for Audio-Visual and Paper Conservation courses for conservators and reprographers to be recruited to the two-year training grade of the Sri Lanka Technological Service and thereafter opening up the training course for external candidates, is being pursued.

2.2.3 In 2020 and 2021, many of the planned programmes could not be started due to the COVID-19 pandemic situation and lack of relevant approvals for recruitment. Accordingly, the following special tasks have been carried over to the next year.

- Revamping of the website to make it possible to download information available in the department to facilitate access to information as a vital contribution towards the creation of an information society.

- Accruing digital copies of the Gazette, Acts and Bills of Parliament and Hansard as well as providing online access to a computerised collection of indices in order to assist in creating a technology-based society that uses digital records.

- After recruiting Archival Officers, initiating the writing of summaries of record groups following international standards by providing a formal training for the purpose.

2.3 Challenges

2.3.1 The renovation of the main building of the Department of National Archives and installation of central air cooling, fire protection and advanced security systems was scheduled to be completed by December 2020. However, only about 53% of the work was completed by the end of 2021 due to the COVID-19 pandemic.

2.3.2 The department currently employs about 135 out of the 286 approved cadre. 08 senior level officer vacancies, 13 tertiary level officer vacancies and 104 secondary level officer vacancies are of professional officers. The current shortage of professional officers has a severe adverse effect on records and archives management. Moreover, the vacancies in the conservation posts are a massive hindrance to access to records and the preservation of documents which are the most important functions of the National Archives.

2.3.3 At present, the National Archives has only one branch in the Central Province in Kandy. A network of branches should be created in order to facilitate the storage of records of public institutions that are yet to deposit their records at the National Archives, and to enable the public to obtain the services of the department more easily.

2.3.4 The records management training programmes conducted together with the Right to Information Commission and United Nations Development Programme (UNDP) this year reveal that there is both a great demand for increased awareness of best practices in records management and substantial gaps in knowledge of relevant laws and regulations among public officials. The challenge ahead for the National Archives is to ensure that records in public authorities are maintained as per optimum conditions from the point of creation, keeping in mind that the record used today will not be merely a record of the past but a record of the future.



Dr. Nadeera Rupesinghe
Director General National Archives

3 Overall Financial Performance

The overall financial performance for the year ended 31.12.2020 is given below.

3.1 Statement of Financial Performance

Budget 2021		Note	Actual		
			2021	Restated 2020	
Rs.			Rs.	Rs.	
-	Revenue Receipts		-	-	
-	Income Tax	1	-	-	} ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	Total Revenue Receipts (A)		-	-	
-	Non Revenue Receipts		-	-	
-	Treasury Imprests		268,638,000	214,724,000	ACA-3
-	Deposits		12,414,008	13,185,974	ACA-4
-	Advance Accounts		5,874,483	7,231,949	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non Revenue Receipts (B)		286,926,491	235,141,923	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		286,926,491	235,141,923	
-	Remittance to the Treasury (D)		15,000,000	-	
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		271,926,491	235,141,923	
-	Less: Expenditure		-	-	
-	Recurrent Expenditure		-	-	
-	Wages, Salaries & Other Employment Benefits	5	74,408,744	74,289,012	} ACA-2(i)
-	Other Goods & Services	6	51,380,491	42,942,476	
-	Subsidies, Grants and Transfers	7	834,610	387,691	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
-	Total Recurrent Expenditure (F)		126,623,845	117,619,179	
-	Capital Expenditure		-	-	
-	Rehabilitation & Improvement of Capital Assets	10	95,298,801	98,157,428	} ACA-2(ii)
-	Acquisition of Capital Assets	11	46,428,169	3,950,383	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
-	Capacity Building	14	137,000	2,000	
-	Other Capital Expenditure	15	2,001,460	10,712,500	
-	Total Capital Expenditure (G)		143,865,430	112,822,311	
-	Deposit Payments		3,792,187	8,581,680	ACA-4
-	Advance Payments		9,025,663	5,708,200	ACA-5
-	Other Main Ledger Payments		-	-	
-	Total Main Ledger Expenditure (H)		12,817,850	14,289,880	
-	Total Expenditure I = (F+G+H)		283,307,125	244,731,370	
-	Balance as at 31st December J = (E-I)		(11,380,634)	(9,589,447)	
-	Balance as per the Imprest Reconciliation Statement		(11,380,634)	(9,589,447)	ACA-7
-	Imprest Balance as at 31st December		-	-	ACA-3

3.2 Statement of Financial Position


ACA-P

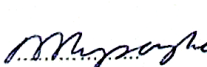
Statement of Financial Position
As at 31st December 2021


	Note	Actual	
		2021 Rs	2020 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	244,375,405	197,947,235
Financial Assets			
Advance Accounts	ACA-5/5(a)	20,560,109	18,114,012
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		264,935,514	216,061,247
Net Assets / Equity			
Net Worth to Treasury		(4,820,363)	1,355,361
Property, Plant & Equipment Reserve		244,375,405	197,947,235
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	25,380,472	16,758,651
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		264,935,514	216,061,247

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from ... to ... and Notes to accounts presented in pages from ... to ... 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 : 2/3/2022


 Accounting Officer
 Name :
 Designation :
 Date : 6/2/2024


 Chief Financial Officer/ Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name :
 Date : 9/1/2028

Deshabandu Prof. Kapila Gunawardana
 Secretary
 Ministry of Buddh Sasana, Religious and
 Cultural Affairs
 No. 135, "Dahampaya",
 Srimath Anagarika Dharmapala Mawatha,
 Colombo 07.

DR. NADEERA RUPESINGHE
 DIRECTOR GENERAL NATIONAL ARCHIVES
 DEPARTMENT OF NATIONAL ARCHIVES
 No. 07, PHILIP GUNAWARDANA MAWATHA,
 COLOMBO 07, SRI LANKA

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 කොළඹ 07.

3.3 Statement of Cash Flows

ACA-C

**Statement of Cash Flows
for the Period ended 31st December 2021**

	Actual	
	2021 Rs.	Restated 2020 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	10,479,446	2,596,096
Imprest Received	268,638,000	214,724,000
Recoveries from Advance	5,901,431	458,625
Deposit Received	12,414,008	103,219
Total Cash generated from Operations (A)	297,432,885	217,881,940
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	124,913,595	111,765,947
Subsidies & Transfer Payments	834,610	387,691
Expenditure incurred on behalf of Other Heads	1,200	429,542
Imprest Settlement to Treasury	15,000,000	267,874
Advance Payments	9,025,863	2,612,771
Deposit Payments	3,792,187	3,812,310
Total Cash disbursed for Operations (B)	153,567,454	119,276,135
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	143,865,431	98,605,805
<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	143,865,431	98,605,805
Total Cash disbursed for Investing Activities (E)	143,865,431	98,605,805
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(143,865,431)	(98,605,805)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	0	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash 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 - Not Relevant

3.6 Performance of Revenue Collection

Rs. ,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As % of Final Revenue Estimate
Nil	Nil	Nil	Nil	Nil	Nil

3.7 Performance of Utilisation of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
	Original	Final		
Recurrent	167,500	167,500	126,623	95.59%
Capital	241,500	241,500	143,865	59.57%

3.8 In terms of F.R. 208 grant of allocations for expenditure as an agent of the other Ministries/ Departments

Rs. ,000

Serial No.	Allocation Received from which Ministry /Department	Purpose of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
			Original	Original		
253	Department of Pensions	Settlement of Debt Balance of Retired Persons of the Department	---	1.2	1.2	100%

3.9 Performance of Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2021	Balance as per financial Position Report as at 31.12.2021	Yet to be Accounted	Reporting Progress as %
9151	Building and Structures	----	----	----	----
9152	Machinery and Equipment	----	244,375	----	23.45%
9153	Land	----	----	----	----
9154	Intangible Assets	----	----	----	----
9155	Biological Assets	----	----	----	----
9160	Work in Progress	----	----	----	----
9180	Lease Assets	----	----	----	----

3.10 Auditor General's Report

My No } CAA/B/DNA/81/2021/FA Your No }

Date } 01st June 2022

Department of National Archives.
Accounting Officer

Auditor General's Annual Descriptive Management Audit Report of the Department of National Archives in terms of Section 11(1) of the National Audit Act No 19 of 2018 the Financial Statement for the-year ended 31st December 2021 .

The audit report is attached herewith.

02. According to the directives mentioned in sub-section 39(2) of the National Audit Act, within 03 months from the date of the report, I, the Secretary of the Treasury and the relevant Minister should be informed about the proposed remedial measures or the measures taken into account.

03. According to sub-section 39(2) of the Act, if there are any reasons for the implementation or non-implementation of any action or matter that I have indicated in this report, please let me know.

Sgd.

H.M. Ranasinghe Banda

Assistant Auditor General
For Auditor General

Copy1. Secretary – Ministry of Buddhasasana , Religious and Cultural Affairs.
2.Secretary- Ministry of Finance.

My No } CAA/B/DNA/81/2021/FA Your No }

Date } 01st June 2022

Department of National Archives.
Accounting Officer

Auditor General's Annual Descriptive Management Audit Report of the Department of National Archives in terms of Section 11(1) of the National Audit Act No 19 of 2018 the Financial Statement for the-year ended 31st December 2021 .

The Financial Statements for the year ended 31st December 2021 comprising the statement of financial performance and cash flow statements of the Department of National Archives for the year ended 31st December 2021 to be read in conjunction with the report on the National Audit Act No. 19 of 2018 of the Constitution of the Democratic Socialist Republic of Sri Lanka. The provisions included were interpreted under my command. This report is issued in terms of Section 11(2) of the National Audit Act No. 19 of 2018 and the accounting officer shall act according to the provisions mentioned in Section 39 of the National Audit Act and take remedial measures or actions taken into account within 03 months from the date of this report. If there are any reasons for the implementation or impossibility of any action or matter that I have indicated in this report, it should be reported to me.

1.2 Comments on the Financial Statement

1.2.1 Accounting deficiencies

(a) Reconsiderations Statement of Advance Accounts to Government Officials

The following observations are made.

Audit Observation	Recommendation	Comments of the accounting officer
<p>(i) According to the credit control account related to the advance 'B' account of government officials, the year-end balance of the advance 'B' account on December 31, 2021 was Rs. 20,824,017 and according to the Treasury books on that date, the balance was Rs. 20,560,109. Accordingly, the difference was Rs 263,908 and it was not investigated and rectified.</p>	<p>This difference should be identified and resolved</p>	<p>This difference is currently being settled</p>
<p>(ii) As of 31 December 2021, while the outstanding loan amount due from the officers who have vacated their service is Rs. 305,930, the value of debt outstanding for more than 05 years within that value was Rs. 264,875. No action was taken to recover or settle the arrears.</p>	<p>Action should be taken to recover these outstanding loan balances</p>	<p>Steps have been taken to recover these old loan balances</p>
<p>(iii) While the total arrears due from retired officers as of 31 December 2021 is Rs. 377,936, from this, the total value of outstanding loans exceeding 01 year was Rs. 207,429 rupees. The debt had not been</p>	<p>Action should be taken to recover these outstanding loan balances</p>	<p>Steps have been taken to settle this amount in the future.</p>

recovered.

(b) Property plant and equipment

Audit monitoring	Recommendation	Comments of the accounting officer
The land of the department's head office and the Kandy branch office had not been acquired in the year 2021 as well as the previous year, the assets including the land and the buildings located there were not valued and accounted under property, plant and equipment in the financial statements.	This land should be taken over, assessed and accounted for.	After receiving recommendations from the Urban Development Authority, the land on which the head office is located can be taken over. The land where the Kandy branch office is located is being taken over.

(c) Failure to maintain records and books

The following observations are made.

Audit monitoring	Recommendation	Comments of the accounting officer
(i) Guarantee document		
According to Finance Regulations 89 (1), a security register containing the details of the officers and employees who must keep a security had not been prepared.	According to Finance Regulation 89(1), a security register containing the details of the officers who must keep a security should be prepared and maintained.	Necessary measures are being taken to prepare the documents in the future after obtaining the advice of the line ministry.

(ii) Credit and Advance Document

(CC-10)

The loan and advance document was not prepared as per Section 05 of State Accounts Circular No. 256/2017 dated July 05, 2017.	As per Section 05 of State Accounts Circular No. 256/2017 dated July 05, 2017, the CC-10 form and the loan and advance document should be prepared based on that form.	I agree with the audit observations.
-------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------

(d) Certifications to be made by the Accounting Officer

Audit monitoring	Recommendation	Comments of the accounting officer
According to the directives of	In accordance with the National	A division has been established.

Section 38 of the National Audit Act No. 19 of 2018, the accounting officer should have made the following certifications, but he has not done so.

Audit Act and related circulars, an internal auditor should be recruited and the internal audit department should be actively maintained.

There is no Internal Auditor.

Although the accounting officer should ensure that there is an effective system for the proper implementation of internal audit tasks, according to the observations mentioned in paragraph 2.3(a) and (c) (ii) of the report, that requirement has not been fulfilled.

(e) Non-compliance with rules and regulations

The instances of non-compliance with the rules and regulations observed in the sample audit tests are analysed and shown below.

Audit monitoring		Recommendation	Comments of the accounting officer
Reference to rules and regulations	Value Rs.	Non-compliance	
(i) Section 40(1) of the National Audit Act No. 19 of 2018	-	Although an internal audit unit should be established and maintained in accordance with this section, the internal audit division remained inactive in the year 2021 due to the vacancy of the internal auditor position and the lack of employees in that division.	It is appropriate to act according to the sections of this Act. There is a division but the officers are vacant.
(ii) Code of Finance Regulations of the Democratic Socialist Republic of Sri Lanka			
• Finance Regulations 138 and 245 (1)	-	Vouchers should not be paid without proof of expenditure. In the year	It is necessary to act according to this financial I will take action to remedy this in the future.

		2021, 41 payment vouchers were used and a total of Rs. 4,052,364 had been paid without guaranteeing the expenditure.	regulation.	
• Finance Regulations 139 and 267 (2)	-	29 defective vouchers were used and a total of Rs.3,261,430 was paid regardless of matters to be completed before making payments as per these financial regulations.	It is necessary to act according to this financial regulation.	I agree with the audit observations
• Finance Regulations 371 (2)	-	Although the interim advance should be settled as soon as the relevant work is completed, it had taken more than three months to recover a total of Rs. 430,000 worth of advances obtained on 10 occasions in the year 2021.	It is necessary to act according to this financial regulation.	I agree with the audit observations.
• Finance Regulations 396 (b)	-	During the period from July 10, 2018 to October 18, 2021, 12 cheques with a total value of Rs. 66,571 issued but not offered for payment had not been resolved according to the relevant financial regulations and bank reconciliation had not been prepared up to February 28, 2022.	It is necessary to act according to this financial regulation.	Steps will be taken to prevent these defects from occurring in the future
(iii) Public Administration Circular No. 30/2016 dated 29 December 2016	-	The fuel consumption of the department's vehicles was not monitored in the years 2020 and 2021 according to this circular.	It is necessary to act according to this circular.	Steps have been taken to check the fuel consumption of all vehicles in the year 2022.

(iv) Public Finance

Circular No.
02/2020 dated 28
August 2020 and
Guideline No. 14

<ul style="list-style-type: none"> • Paragraph 3.9 	-	<p>In preparing the annual performance report of the department for the year 2020 and submitting it to Parliament, the report of the Auditor General as per Section 11(1) of the National Audit Act was not included in the performance report and the report was included as an attachment.</p>	<p>It is necessary to act according to this circular</p>	<p>The Auditor General's report is included as an annex.</p>
<ul style="list-style-type: none"> • Paragraph 10.2 	-	<p>The department had not submitted a draft of the annual performance report for the year 2021 to the Auditor General for inspection</p>	<p>It is necessary to act according to this circular.</p>	<p>The relevant report will be submitted to the audit as soon as possible.</p>
<ul style="list-style-type: none"> • Paragraph 12.2 	-	<p>According to this section, 04 audit and management committees should be held, but only one committee meeting was held in the year 2021</p>	<p>It is necessary to act according to this circular.</p>	<p>I agree with the audit observations.</p>

2. Financial reviews

2.1 Imprest management

Audit monitoring

Although according to the Imprest Summary Report (SA-70) of the year 2021, the value of Advance Receipts was Rs. 272,902,979, in the Financial Performance Statement and according to the records of imprest receipts, the Advance Receipts totaled Rs. 268,638,000. Accordingly, when comparing with Treasury records, the total of advance receipts changed by Rs. 4,264,979 and an explanation for it was not presented to the audit.

Recommendation

This difference should be investigated, identified and resolved

Comments of the accounting officer

While this difference is from other receipts, only receipts directly from the Treasury are recorded in the Financial Performance Statement.

2.2 Entering into liabilities and obligations

Audit monitoring

While there was no allocation of funds in the year 2021 for the project to renovate the main building of the department and install central air conditioning, fire extinguishing and advanced security systems, due to insufficient financial allocation for this work in the year 2022, the completion of the renovation works is being obstructed. Although, as of December 31st 2021, there was a bill of Rs. 7,591,568 to be paid to the Central Consultative Bureau for Engineering Works (CECB) for consulting fees, and a bill of Rs. 20,508,661 to be paid to Central Engineering Services (Pvt) Ltd. (CESL) for the renovation work, in the 2021 financial statements, they were not recorded under liabilities and obligations.

Recommendation

Total liabilities for the year should be identified and accounted for.

Comments of the accounting officer

As there were no adequate financial provisions for the year 2021, they are not recorded as liabilities in the financial report.

2.3 Bank account management

Audit monitoring

During the period from January 21, 2019 to October 27, 2021, deposits totaling Rs. 5011 on 11 occasions were recorded as uncollected deposits without being identified and resolved and monthly bank reconciliations were prepared.

Recommendation

Steps should be taken to correctly identify the deposited money and correct the bank reconciliation.

Comments of the accounting officer

I agree with the auditor's observations.

3 Operational review

3.1 Not obtaining the expected results

Audit monitoring

As of 31st December 2021, because the approved secondary level cadre is 164 and the actual cadre is 53, the number of vacancies is 111. Of that number of vacancies, 61 were professional officers connected to archival matters. Accordingly, the severe shortage of professional officers in the institution has led to delays in records management as well as archives management and their activities.

Recommendation

Action should be taken to provide solutions to this shortage of employees and to fulfil the tasks through the existing staff.

Comments of the accounting officer

Vacancies cannot be filled as recruitment has been temporarily stopped. The necessary preliminary work is being done for this.

3.2 Other observations

Audit monitoring

There is a large amount of valuable assets such as books, documents, old contracts, palm leaf manuscripts and confidential documents of

Recommendation

These assets should be surveyed

Comments of the accounting officer

We have not received the necessary instructions and guidance for this. Necessary

national value in around 700 record groups belonging to the department. These invaluable assets were not disclosed in the financial statements, although the previous year's report had also indicated this. Those assets have not been thoroughly surveyed for many years and the survey reports have not been submitted to the audit.

disclosed in the financial statements,

arrangements have been made to prepare check lists of these documents for each record group once in 02 years.

3.3 Procurement

The following observations are made.

Audit monitoring	Recommendation	Comments of the accounting officer
(a) According to the 2021 procurement plan, 09 procurement tasks with a total value of Rs. 4,052,364 were not completed.	Action should be taken to accomplish the planned tasks during the year and to revise them during the planning period.	Although arrangements were made to make purchases in 2021 based on the remaining provisions, it was not possible to buy in that year and steps are being taken to make purchases in 2022.
(b) The contract for the renovation of the main office building of the department is estimated at Rs. 992 million. The construction work was assigned to the Central Engineering Services (Pvt.) Ltd. The consultancy was assigned to the Central Engineering Consultancy Bureau. The agreed contract period was from 07 January 2019 to 07 July 2020. That period has been extended again until May 18, 2021. A draft cabinet memorandum was submitted to the ministry to extend that period to July 30, 2024. But while approval was not received by April 2022, the renovation of the building and other repairs have not been finished even by May 2022.	Since the work has not been completed, it is necessary to obtain approval for the extension of the contract period, and as money will have to be spent in completing the work in excess of the approved total cost, attention should be paid to that and the work should be completed.	According to the decision of the Cabinet of Ministers received for the draft of the Cabinet memorandum that we have forwarded, a request has been sent to the Budget Department for a discussion on this matter. The relevant approval has been received for inviting bids.
(c) To complete the additional works identified during the construction, an estimate of Rs. 380,382,598 was estimated but the financial allocation for that was not received in the year 2022. Accordingly, approval was received to identify the priority tasks and carry out those priority	It is necessary to identify the priority tasks as per the decision of the Cabinet of Ministers and act accordingly.	According to Budget circular 03/2022, priority tasks will be identified in the future.

tasks. But, five months have passed since the decision of the Cabinet of Ministers to identify and carry out the priority tasks was received, but the priority tasks were not identified until April 2021. Therefore, the renovation work of this building has been delayed considerably.

3.4 Management weaknesses

Audit monitoring

Recommendation

Comments of the accounting officer

The two-storied building including the driver's lounge and carpentry room of the department built in 2015 had suffered various damages and the management had not taken steps to find out about it and rectify the deficiencies or to obtain on-site inspection reports related to the building and solve the existing problems as per those reports.

It has been a long time since this on-site inspection was carried out. It is necessary to obtain this report and take steps accordingly.

An engineer of the Department of Buildings has conducted an on-site inspection of this building on February 10th 2022. We have not received the related report. After receiving the report, I will act according to its recommendation.

4. Human Resource Management

Audit monitoring

Recommendation

Comments of the accounting officer

As of December 31, 2021, the approved cadre is 287. But the number of vacancies on that day was 151 as the serving staff numbered 136. Accordingly, 56% of the senior level positions in the department, 80% of the tertiary level positions and 67% of the secondary level positions have been vacant. The existence of such vacancies had led to the decrease in the daily duties and work of the institution.

About 53% of the total work force is vacant. Due to not taking steps to solve this problem for a very long time, the daily public services of the institution have also been obstructed. Steps should be taken to solve this problem.

As per the National Budget Circular dated 01/2021, the recruitment has been stopped, so the vacancies cannot be filled.

Sgd.

H.M. Ranasinghe Banda
Assistant Auditor General,
For Auditor General

4 Performance Indicators

4.1. Performance indicators (Based on Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75% - 89%	50% - 74%
Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems			√
Archival Management Project		√	
Computerization of Indices at the Department of National Archives			√
Digitization of Film Collection of the Department of National Archives	√		

5 Performance of Achieving Sustainable Development Goals

5.1 The main function of the Department of National Archives is to systematically manage and preserve documentary heritage, and the programmes / projects implemented by the department are in accordance with the following sustainable development goals

5.1.1 The National Archives contributes to equitable quality education under Goal No. 4 by providing information to researchers and students, maintaining research rooms for the public to develop knowledge and skills, and preserving and conserving cultural heritage.

5.1.2 The National Archives has the potential to assist in building resilient infrastructure, promoting inclusive and sustainable industrialization, and fostering innovation under Goal No. 9 by providing a reliable source and online access to information and data, providing the services of trained records managers, archivists and conservators, providing access facilities to digital information, and through ensuring trust and accountability of the government from formal records management.

5.1.3 Through providing a reliable source for factual information, ensuring trust and accountability to the government, and through improving service delivery with timely, quality information, the National Archives contributes to Goal No. 11.4 to strengthen efforts to protect and safeguard the world's cultural and natural heritage.

5.1.4 The National Archives contributes to developing effective, accountable and transparent institutions at all levels under Goal No. 16.6 and to ensuring public access to information and protecting fundamental freedoms in accordance with national legislation and international agreements under Goal No. 16.10 by providing equitable access to information about society, evidence of government decision making, identity, confirmation of rights and entitlements, and through the formalisation of records management.

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
<u>Main Objective</u> Systematic Management of documentary heritage. Preserving cultural heritage and bequeathing it to future generations	Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems	Properly renovated archives building		√	
	Archival Management Project	Obtaining Quality Document storage Boxes and Preservation Equipment		√	
	Computerization and preparation database of indices at the National Archives	Online access to the indices		√	
	Preservation and conservation of the film collection of the National Archives	Formally preserved collection of films.			√

5.2 Achievements and challenges under the Sustainable Development Goals

5.2.1 Achievements under the Sustainable Development Goals.

- Awareness of all divisions and officers of the department about the identified Sustainable Development Goals and Objectives are in line with the role and functional

programmes of the department and including further work to be done in action plans for the coming years and their implementation.

5.2.2 Challenges of the Sustainable Development Goals

- As in the year 2020, in 2021 there are still a large number of vacancies of professional officers in the Department and it has become a great challenge to maintain professional activities in an appropriate manner.
- Due to the COVID-19 pandemic throughout this year, many of the planned programmes could not be launched and initiated programmes could not reach their targets as planned.
- The need to enhance social understanding regarding the essential function of expanding access to information in the records of the National Archives under the Sustainable Development Goals.

6 Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/ (Excess)**
Senior	16	08	08
Tertiary	20	04	16
Secondary	164	53	111
Primary	86	70	16
Total	286	135	151

6.2 How the shortage in human resources has affected performance

By the end of the year 2021, there was an increase in the number of vacancies among departmental professional officers as compared to the beginning of the year, but there was no opportunity to recruit to those posts. Due to the considerable shortage of staff at the senior, tertiary and secondary levels, the department is currently facing many difficulties. At present it is extremely difficult to maintain the records survey and records accession process which is the main function of the department with about 46% of the total cadre. Although it is essential to carry out the recruitment activities for the vacancies promptly, all recruitment activities could not be carried out due to the temporary suspension of recruitment activities for the public service.

6.3 Human Resource Development

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Preparation of Annual Action Plan	01	2021.11.15,22 and 2021.12.01	--	--	Local	Enhancing subject knowledge
Training of Trainers on Records Management	37	15 days from 2021.06.04 to 2021.07.12	---	---	Local (online platform)	Enhancing ability to train public officers on records management
Seminar on Computing Data	02	From 2021.08.01 to 08.17	---	---	Foreign (online platform)	Enhancing subject knowledge
Providing Access to Preserved Digital Content by Digital Preservation Coalition.	01	From 01.09.2021 to 30.09.2021	---	---	Foreign (online platform)	Enhancing subject knowledge

6.4 How training programmes contribute to the performance of the National Archives

6.4.1 At the beginning of the year 2021, training programmes were planned in line with the Human Resource Plan with the aim of providing skills to the departmental officers and staff of the Combined Services to carry out their daily duties in an efficient and systematic manner, but due to the COVID-19 pandemic situation, such programmes could not be implemented.

6.4.2 A special online Training of Trainers on Records Management was arranged for the officers of the National Archives for the first time, in order to gain new knowledge of records management, draw up a new programme of records management training for public authorities and for practice in training in online environments. New theories of records management, such as the records continuum theory, were discussed for the first time. Key take-aways that should be conveyed to public servants on records management were discussed and set down. The course was well attended and will no doubt contribute to the confidence

and interest of our officers in providing public authorities with training in records management targeted to motivate public servants to protect the public record for posterity.

6.4.3 Although it is essential to provide special foreign training to the department officials, the officials could only participate in online training programmes.

7 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	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 Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
2	Maintenance of books and registers (FR445)			
2.1	Maintenance and updating of fixed assets register in terms of Public Administration Circular 267/2018	Complied		
2.2	Maintenance and updating of personal emoluments register/ personal emoluments cards	Complied		
2.3	Maintenance and updating of Register of Audit queries	Complied		
2.4	Maintenance and updating of Register of Internal Audit reports	Complied		

2.5	Preparation and submission of all monthly account summaries (CIGAS) to Treasury on due date	Complied		
2.6	Maintenance and updating of register for cheques and money orders	Complied		
2.7	Maintenance and updating of inventory register	Complied		
2.8	Maintenance and updating of Stocks Register	Complied		
2.9	Maintenance and updating of Register of Losses	Complied		
2.10	Maintenance and updating of Commitment Register	Complied		
2.11	Maintenance and updating of Register of Counterfoil Books (GA – N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	Delegation of financial authority within institute	Complied		
3.2	Communication of delegation of financial authority within the institute	Complied		
3.3	Delegation of authority in such manner so as to pass each transaction through two or more officers	Complied		
3.4	Adherence of controls by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	Preparation of annual action plan	Complied		
4.2	Preparation of annual procurement plan	Complied		

4.3	Preparation of Annual Internal Audit plan	Complied		
4.4	Preparation and submission of annual estimate to NBD on due date	Complied		
4.5	Submission of annual cash flow to TOD on time	Complied		
5	Audit queries			
5.1	Response to all audit queries within the time specified by the Auditor General	Complied		
6	Internal Audit			
6.1	Preparation of internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		
6.2	Response to all internal audit reports within one month	Complied		
6.3	Submission of copies of all internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	Submission of all copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Holding a minimum of 04 meetings of Audit and Management Committee during the year as per the DMA Circular 1-2019	Not Complied	It could not be held properly due to the prevailing COVID-19 epidemic situation	Conducting at least 04 audit and management committees in the coming year
8	Asset Management			

8.1	Submission of information about purchases of assets and disposals to the Comptroller General's Office in terms of paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	Appointment of a suitable liaison officer to coordinate the implementation of the provisions of the circular and sending of details of the nominated officer to the Comptroller General's Office in terms of paragraph 13 of the aforesaid circular	Complied		
8.3	Conduct of boards of survey and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No.05/2016	Complied		
8.4	Dealing with excesses, deficits and other recommendations that were disclosed through the board of survey during the period specified in the circular	Complied		
8.5	Disposal of condemned articles carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	Preparation and submission of daily running charts and monthly summaries of the pool vehicles to the Auditor General on due date	Complied		
9.2	Disposal of condemned vehicles within a period of less than 6 months after condemnation	Not Relevant	No any condemned vehicles	
9.3	Maintenance and updating of vehicle logbooks	Complied		
9.4	Action in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		

9.5	Retesting of fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Transfer of absolute ownership of leased vehicle log books after the lease term	Complied		
10	Management of Bank Accounts			
10.1	Preparation, certification and submission for audit of Bank reconciliation statements by due date	Complied		
10.2	Settlement of dormant accounts that had existed in the year under review or from previous years	Complied		
10.3	Action in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settlement of those balances within a month	Complied		
11	Utilisation of Provisions			
11.1	Expenditure of allocated provisions without exceeding the limit	Complied		
11.2	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	Compliance with limits	Complied		
12.2	Time analysis on the loans in arrears	Complied		
12.3	Settlement of loan balances in arrears for over one year	Complied		

13	General Deposit Account			
13.1	Action as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	Maintenance and updating of control register for general deposits	Complied		
14	Imprest Account			
14.1	Remittance of balance in the cash book at the end of the year under review to TOD	Complied		
14.2	Settlement of ad-hoc sub imprests issued as per F.R. 371 within one month of completion of the task	Complied		
14.3	Ad-hoc sub imprests were issued not exceeding the limit approved as per F.R. 371	Complied		
14.4	Reconciliation of balance of the imprest account with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	Refunds from the revenue in terms of regulations	Not Relevant		
15.2	Crediting of revenue collection directly to revenue account without crediting to deposit account	Not Relevant		
15.3	Forwarding of returns of arrears of revenue to Auditor General in terms of FR 176	Not Relevant		
16	Human Resource Management			
16.1	Payment to staff within the approved cadre	Complied		
16.2	Issuing of duty list in writing to all members of the staff	Complied		
16.3	Submission of all reports to MSD in terms of their circular No. 04/2017 dated 20.09.2017	Complied		

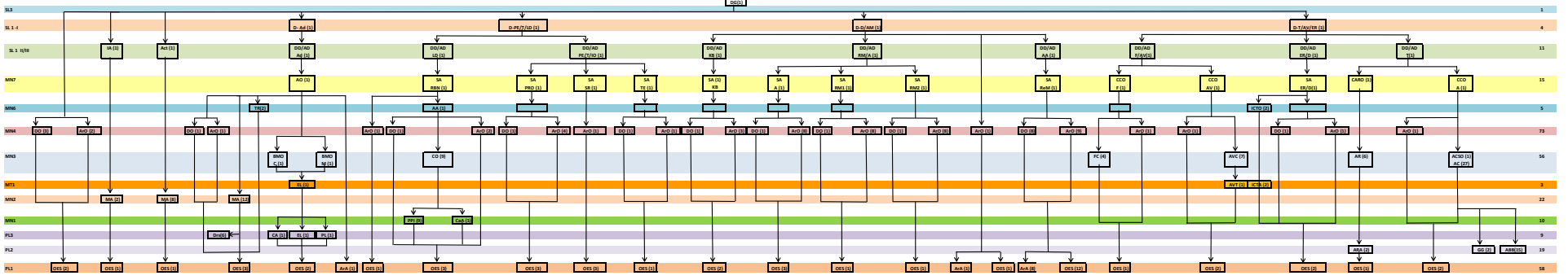
17	Provision of information to the public			
17.1	Appointment of information officer and maintenance and updating of register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Provision of information about the institution via the website to the public, and facilitation of the publication of appreciations / complaints regarding the institution by the public via the website or alternative measures	Complied		
17.3	Submission of bi-annual and annual reports as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	Formulation and implementation of a citizens charter/ citizens client's charter in terms of circular number 05/2008 and 05/2018(1) of the Ministry of Public Administration and Management	Not Complied	Failure to formulate a citizens charter/ citizens client's charter.	In the year 2022, arrangements have been made to prepare the Citizen/Service Beneficiary Charter
18.2	Formulation of a methodology in order to supervise and assess the formulation and the implementation of citizens charter / citizens client's charter as per paragraph 2.3 of the said circular	Not Complied	Lack of preparation of a methodology	
19	Preparation of the Human Resource Plan			
19.1	Preparation of a human resource plan in terms of the format in Annex 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		

19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Not Complied	Inability to provide training opportunities to staff members due to the prevailing COVID-19 pandemic	Ensuring training opportunities in the coming year in the above HR Plan
19.3	Signing of annual performance agreements for the entire staff based on the format in Annex 01 of the aforesaid circular	Not Complied	Failure to sign annual performance agreements.	Sign annual performance agreements for the year 2022.
19.4	Appointment of a senior officer for the responsibility of preparing the human resource development plan, organising capacity building programmes and conducting skill development programmes as per paragraph No.6.5 of the aforesaid circular	Complied		
20	Responses Audit Paras			
20.1	Rectification of shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied		

අමුණුම 01 / இணைப்பு 01 / Annex 01

සංවිධාන සටහන / நிறுவனக் கட்டமைப்பு / Organisational Chart

Organizational Structure - Department of National Archives - 2021



SL3	DG	Director General	DD/AD-RR/A	Deputy Director /Assistant Director (Records Management & Accessions)	SA-A	Senior Archivist (Accessions)	AA	Assistant Archivist	MT1	EL	Electrician	
SL1	D-Ad	Director (Administration)	DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM1	Senior Archivist (Records Management 1)	ICTO	Information & Communication Technology Officer	EL	ICTA	Electrician & Communication Technology Assistant	
	D-P&T/ID	Director (Public Engagement, Training, Legal Deposits)	DD/AD-F/AV	Deputy Director /Assistant Director (Files & Audio Visual)	SA-RM2	Senior Archivist (Records Management 2)	DO	Development Officer	MN1	AVT	Audio Visual Technician	
	D-D/AM	Director (Development & Archival Management)	DD/AD-ER/O	Deputy Director /Assistant Director (Electronic Records & Digitisation)	SA-RM	Senior Archivist (Repository Management)	AO	Archival Officer	MA	MA	Management Assistant	
	D-T/AV/ER	Director (Technical, Audio Visual & Electronic Records)	DD/AD-T	Deputy Director /Assistant Director (Technical)	SA-ER/D	Senior Archivist (Electronic Records & Digitisation)	AVO	Archival Officer (Civ)	PK	PK	Printing Press Inspector	
	DD/AD Ad	Deputy Director/Assistant Director (Administration)			CCO-F	Chief Conservation Officer (F&Ms)	BMO-C	Building Maintenance Officer (Civ)	CA	CA	Cataloguing Assistant	
	IA	Internal Auditor			CCO-AV	Chief Conservation Officer (Audio Visual)			C	C	Carpenter	
	AA	Accountant			CCO-A	Chief Conservation Officer (Archives)			PL	PL	Plumber	
	DD/AD-LD	Deputy Director / Assistant Director (Legal Deposits)			CAEO	Chief Archival Reprography Officer			EL	EL	Electrician	
	DD/AD- PE/T/ID	Deputy Director /Assistant Director (Public Engagement, Training, Information Officers)			MN6	Translator			AVA	AVA	Archival Reprography Assistant	
	DD/AD-KB	Deputy Director /Assistant Director (Kandy Branch)							AVC	AVC	Audio Visual Records Conservator	
									AR	AR	Archival Reprographer	
									ACSO	ACSO	Archival Conservation Supervising Officer	
									AC	AC	Archival Conservator	
											GG	Gold Gilder
											ABB	Archival & Book Binder
											AA	Archival Assistant
											OES	Office Employee Service

