



Annual Performance Report for the Year 2020

Judicial Service Commission Secretariat

ANNUAL PERFORMANCE REPORT OF THE JSC - 2020

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ABBREVIATIONS

01.	ASST. SEC.	- Assistant Secretary
02.	JUDGES & PLT	- Judges and Presidents of Labour Tribunals
03.	INT. AUD.	- Internal Auditor
04.	ASST. I.O.	- Assistant Investigation Officer
05.	ADMN. OFF.	- Administrative Officer
06.	P. AST.	- Programme Assistant
07.	ICT ASST.	- Information and Communication Technical Assistant
08.	CT. TYP.	- Court Typist
09.	CT. STENO.	- Court Stenographer
10.	CT. INT.	- Court Interpreters
11.	P.M.A.	- Public Management Assistant
12.	CT.B.B.	- Court Book Binder
13.	CT. CLERK	- Court Clerk
14.	SPO	- Scheduled Public Officers
15.	STAT. OFF.	- Statistical Officer
16.	O.E.S.	- Office Employee Service
17.	CT. ADMIN DIVISION	- Court Administration Division
18.	HRM DIVISION	- Human Resource Management Division
19.	IT DIVISION	- Information Technology Division

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நீதிச் சேவைகள் ஆணைக்குழுச் செயலகம், கொழும்பு 12.

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Institutional Profile and Executive Summary

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ABOUT US

1.1 The Judicial Service Commission (JSC)

The Judicial Service Commission is established under Article 111 D of the Constitution. The objective of establishing the Judicial Service Commission as an independent Commission is to safeguard the independence of the Judiciary. The Judicial Service Commission shall consist of the Chief Justice and two other Judges of the Supreme Court appointed by the President, subject to the provisions of Article 41 C of the Constitution. The Chief Justice shall be the Chairman of the Commission. A Secretary to the Commission shall be appointed by the Commission from among senior Judicial Officers of the Courts of First Instance.

His Lordship the Chief Justice Jayantha Jayasuriya PC functions as the new Chairperson of the Judicial Service Commission from 29th April 2019. His Lordship B.P. Aluwihare PC, Judge of the Supreme Court and His Lordship K. Sisira J. De Abrew, Judge of the Supreme Court function as the other two members of the Commission. Mr. H.S. Somaratne, High Court Judge functions as the Secretary to the Judicial Service Commission. Mr. P.M.T. Bandara, District Judge (Class I Grade I of the Judicial Service), Mr. D.M.D.C. Bandara, District Judge (Class I Grade I of the Judicial Service) and Miss. Anandi Kanagarathnam, District Judge (Class I Grade II of the Judicial Service) function as Senior Assistant Secretaries of the Commission. In addition to the above, Miss. Anandi Kanagarathnam also holds the office as the Secretary to His Lordship Chief Justice.

In year 2020, the composition of the staff of the Judicial Service Commission Secretariat consisted of Executive Officers, Staff Officers, Management Assistants and Minor Staff.

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In order to achieve efficient dispensation of justice without any undue delays and also to strengthen the process of administration of Justice various courts have been established all over the island as shown below under the purview of the Judicial Service Commission.

I.	Permanent High Court at Bar	- 02
II.	Commercial High Court	- 01 (In 03 Court Halls)
III.	Provincial High Courts	- 33
IV.	Civil Appellate High Courts	- 22
V.	District Courts	- 31
VI.	District/Magistrate's Courts	- 52
VII.	Magistrate's Courts	- 49
VIII.	Juvenile Magistrate's Courts	- 02
IX.	Labour Tribunals	- 37

The staff operating under Secretary to the Judicial Service Commission renders their fullest support in performing the functions of the Judicial Service Commission.

The Judicial Service Commission has taken steps to make efficient the process of administration of justice required to strengthen the democracy of Sri Lanka by maintaining checks and balances with the executive and legislature whilst safeguarding the independence of the judiciary.

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1.2 Key Functions of the Judicial Service Commission Secretariat

- Providing recommendation to His Excellency the President regarding the appointments and disciplinary control of High Court Judges.
- Transfers of High Court Judges.
- Training of High Court Judges.
- The appointments, promotions, transfers and disciplinary control of the Judges of the Courts of First Instance i.e. District Judges, Magistrates and Presidents of the Labour Tribunals.
- The appointments, promotions, transfers and disciplinary control of the officers in the Scheduled Public Officers' Service i.e. the Court staff.
- Proper supervision and the management of the entire courts system as mandated by the constitution.
- Appointment of Commissioner for Workmen's Compensation and appointment of Deputy/Assistant Commissioners as per Workmen's Compensation Ordinance No. 19 of 1934. Commissioner of Workmen's Compensation is mandated to provide for the payment of compensation to workmen who are injured in the course of their employment.
- The appointment, training and disciplinary control of Quazis who exercise the Family Court Jurisdiction of Muslim Community under the Muslim Marriage and Divorce act.
- Appointment of the Chairman and Members of the Administrative Appeals Tribunal under the Administrative Appeals Tribunal Act No 04 of 2002. Administrative Appeals Tribunal is the appellate body in respect of the decisions of the Public Service Commission and the National Police Commission.
- Appointment of a panel consisting of not more than 09 persons for the purpose of establishing the Agrarian Board of Review under the Agrarian Development Act No 46 of 2000 as amended by the Agrarian Development Act No 46 of 2011. Agrarian Board of Review is the appellate body in respect of decisions by Agrarian Tribunals.

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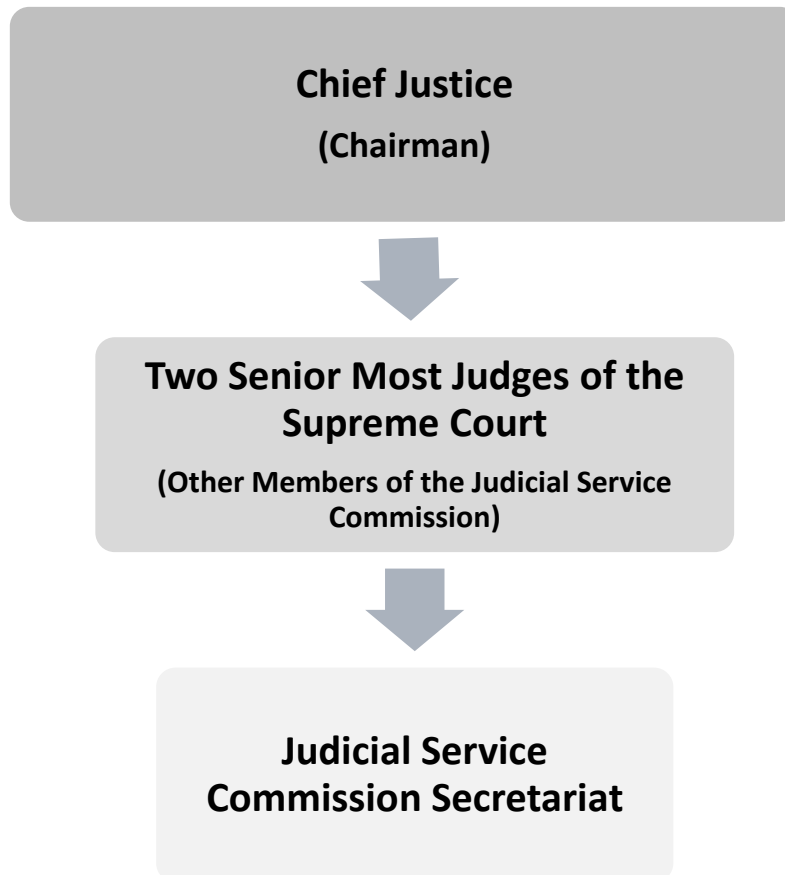
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- Functions as the Information Officer and the Designated Officer for all District Courts, Magistrate's Courts and the entire Scheduled Public Officers carder as regards to the requests made under the Right to Information Act No 12 of 2016.
- Providing recommendation for the appointment of 16 members including the Chairman of the Land Acquisition Board of Review which is mandated to entertain appeals as per the Land Acquisition Act No. 09 of 1950.
- The appointment of the Chairman and other Members of the Elders Maintenance Board which determines the maintenance applications of parents who are not looked after by children, in terms of Protection of the Rights of Elders Act No 09 of 2000 as amended by Act No 05 of 2011.

1.3 Organizational Structure of the Judicial Service Commission and the Judicial Service Commission Secretariat

Organizational Structure of the Judicial Service Commission

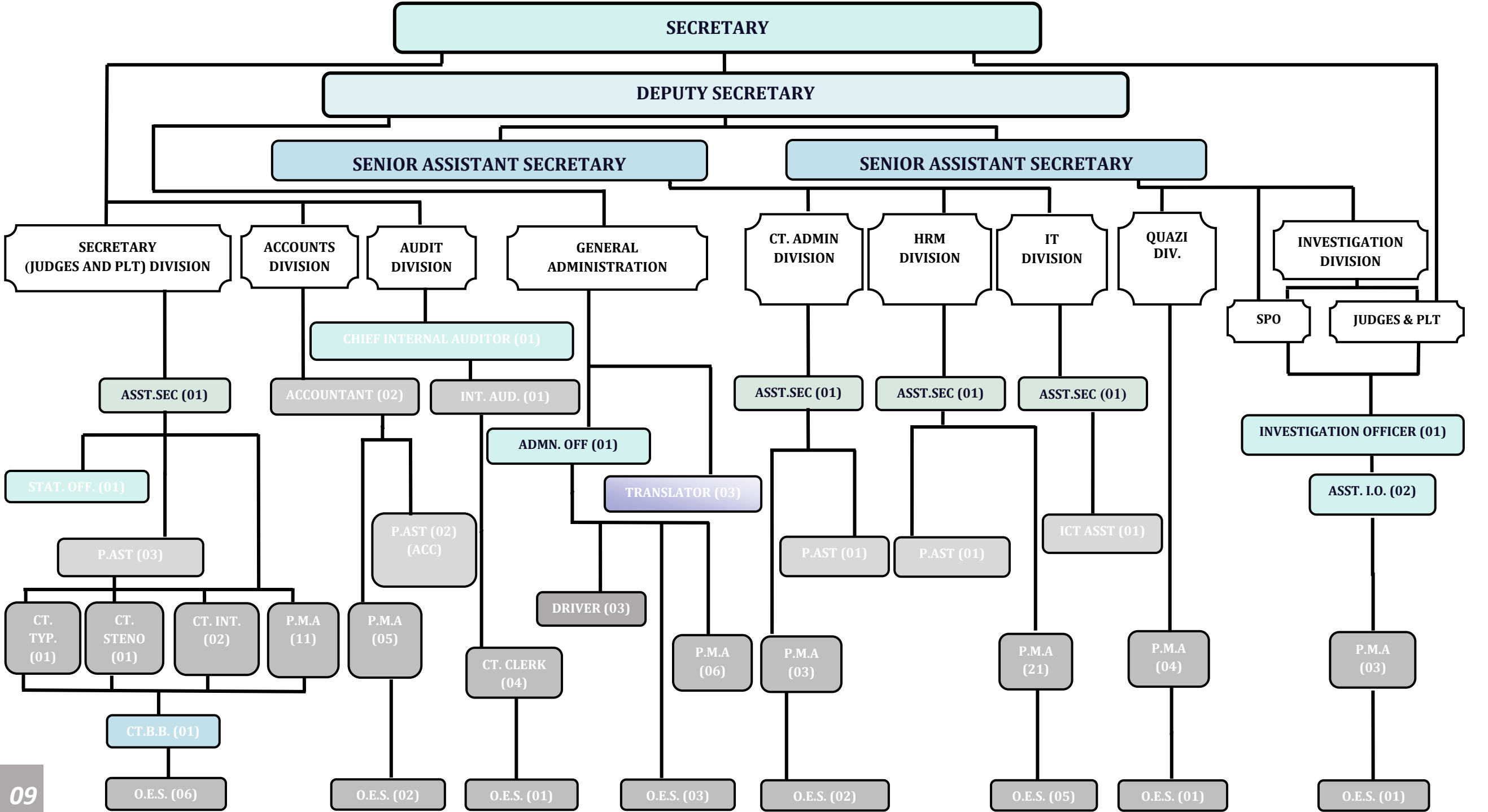


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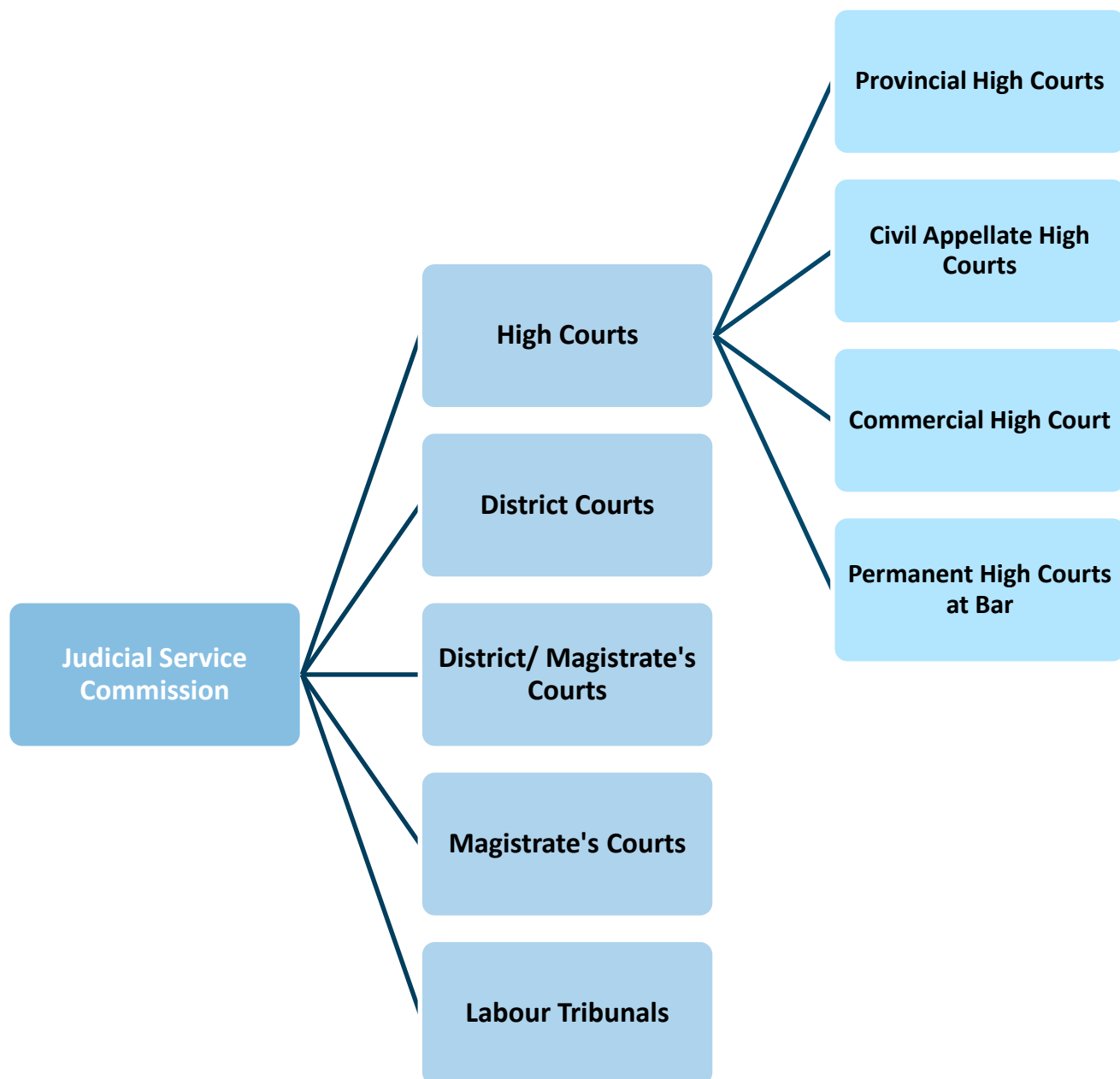
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Organizational Structure of the Judicial Service Commission Secretariat



Organizational Structure of the Court System



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Progress of the Organization and Proposed Measures to Enhance the Progress of the Organization

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2.1 Measures Taken and the Progress Made By the Judicial Service Commission in the Year 2020 to Facilitate, Accelerate, Make Efficient and Strengthen the Administration of Justice

The Judicial Service Commission has made valuable contributions to strengthen and avoid delays in the administration of justice by coordinating with all stake holders and institutions that comes under the purview of the Judicial Service Commission.

- The main task of the Judicial Service Commission in the year 2020 was to facilitate the maintaining of the law and order situation of the country in the face of COVID 19 pandemic, by ensuring that the courts of 1st instance functioned continuously.
- To ensure the above amidst various difficulties (due to COVID 19 pandemic), Judicial Service Commission regularly held Commission meetings (physically and remotely) and took necessary decisions to ensure the continuous functioning of the Courts.
- Also at all instances JSC took steps to provide required guidance and instructions by way of circulars (more than 10) as to how the court functions should be held amidst COVID 19 pandemic. Operation of the said circulars were continuously monitored by the Judicial Service Commission.
- Provided necessary directions and guidance to the Judges to minimize the prison overcrowding, in order to prevent the spread of COVID 19 pandemic within the prisons.
- Made provisions (within the mandate of the Judicial Service Commission) to utilize new technology to conduct remote Court hearings. (To extend remand of prison inmates remotely)
- Apart from the above, Judicial Service Commission took prompt action to minimize the difficulties faced by various stake holders of the Justice Sector (Lawyers, Police Officers, Prison Officers, Coroners etc..) in the face of COVID 19 pandemic, as and when it was required.

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In addition, in the year 2020 from January 1st to December 31st, Judicial Service Commission has held 39 meetings and following measures/decisions have been taken accordingly.

- More than 1,000 public petitions have been attended to by the Judicial Service Commission received in relation to case delays, grievances against Judges, grievances against Court Staff and in relation to other administrative issues. Solutions have been provided by the Judicial Service Commission as far as possible having made the necessary inquiries from respective courts. Similarly more than 58 requests forwarded under the Right to Information Act have also been attended to within the shortest possible time period.
- Further the Judicial Service Commission based on case statistics called have taken steps to convert;
 - Circuit Courts as permanent Magistrate's Courts depending on the number of cases,
 - Establishment of Combined Courts,
(Eg: Establishing Dehiattakandiya Magistrate's Court as a Combined Court)
 - Splitting of Combined Courts as Permanent Magistrate's Courts and as Permanent District Courts. (Splitting of a combined court into two main courts is considered in instances where a combined court is no longer capable of effectively tackling the case load).

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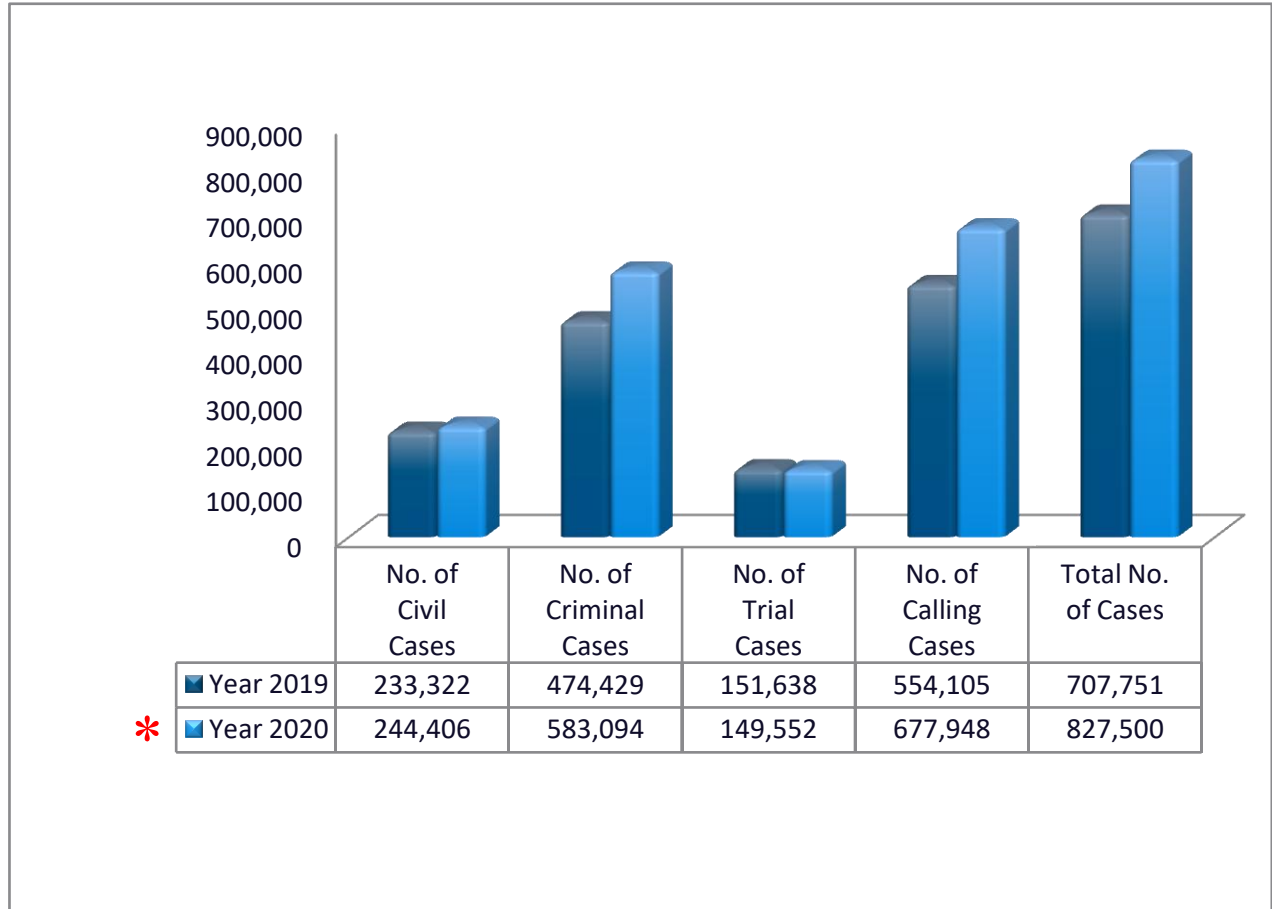
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- In comparison to 2019 Case statistics (no. of cases) of 2020 in all District and Magistrate's Courts are given below,

Case Statistics of District and Magistrate's Courts 2019 and 2020



* The increase in the number of cases in 2020 (as compared to 2019) is largely due to the disruptions occurred in holding normal court functions throughout the year 2020, as a result of covid-19 pandemic.

- The Judicial Service Commission by way of circulars has prescribed the minimum number of contested judgments/orders to be pronounced by a Judicial Officer within an incremental year, with the view of expediting the disposal of trial/inquiry matters.

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During the COVID 19 pandemic the said circulars were adopted with necessary changes.

- To strengthen the process of expediting Civil and Criminal cases, experienced Judges have been appointed to Courts with large volumes of cases. To ensure that the vacancies of Judges do not arise, process to recruit Judicial Officers has been initiated.
- Called for applications for the post of Chairman of the Administrative Appeals Tribunals which is the appellate body against the decisions of the Public Services Commission and the Police Commission.
- Selection and nomination of Judicial Officers for the Programmes/Workshops/Seminars organized and conducted by the “Sri Lanka Judges’ Institute”, with the aim of improving the knowledge, skills and attitudes of the Judicial Officers.
- Nomination of Judicial Officers for other Programmes/Workshops/ Seminars.
- With the view of motivating the Judges, Judicial Service Commission has put in place a proper promotional criteria, a proper transfer policy as well as a proper criteria regarding granting of increments. Judicial Service Commission has also intervened to provide official bungalows and official vehicles etc. for Judicial Officers with aim of achieving the same goal.
- Close supervision of the implementation of Circular No. 422 issued by the Judicial Service Commission to ensure the disposal of Court Productions expeditiously with the use of new technology. Accordingly all Magistrates have been directed to hold at least 05 auctions annually.
- In terms of the new service minute issued on 11/09/2018 (No. 2088/26 extraordinary gazette), measures have been taken to fill up the Scheduled Public Officers carder vacancies promptly.

Accordingly in 2020,

- 47 Grade III Court Interpreters,
- 76 Grade III Court Stenographers,
- 47 Grade III Court Typists have been recruited to fill up the carder vacancies.

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- A proper transfer policy, promotional criteria and disciplinary control policy have been put in place for the Court staff (Scheduled Public Officers).
- Efficiency Bar Examinations of all service categories have been held duly. Accordingly in 2020, 19 Registrars have been promoted to Grade I, 27 Court Interpreters have been promoted to Grade I, 482 Court Clerks have been promoted to Grade I, 89 Court Stenographers have been promoted to Grade I, 83 Court Typists have been promoted to Grade I and 05 Book Binders have also been promoted to Grade I.
- Judicial Service Commission takes prompt action regarding the complaints received against Judges and Scheduled Public Officers. There is a proper mechanism to hold investigations and if necessary inquiries (disciplinary actions) in accordance with Article 111 H of the Constitution.
- Accordingly in 2020, 34 such Investigations have been conducted and out of that 18 have been completed. 22 Formal Disciplinary inquiries have commenced in 2020 and out of that 16 have been completed.
- To kick start the Court Automation Programme a decision was taken to restart the Steering Committee on Court Automation.
- Initiated the implementation of Case Management Systems (CMS) (in collaboration with USAID) in respect of Colombo High Court No.04, Commercial High Court, Nugegoda District Court, Nugegoda Magistrate's Court and Labour Tribunals 01 and 13 of Colombo.
- Title deed of the land of the Judicial Service Commission Secretariat premises was obtained.

Judicial Service Commission Secretariat currently functions at a temporary premises comprising of precast buildings and container boxes, since the old Judicial Service Commission Secretariat building is in a dilapidated condition. Therefore it is pertinent to note that amidst various logistical issues the Judicial Service Commission Secretariat has achieved a lot during the COVID – 19 pandemic period.

Although it is necessary to increase the staff/corder of the Judicial Service Commission Secretariat in proportionate to the expansion of the court system, that has not been possible due to space constrains. It is to be specially noted that adhering to the health protocols

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pertaining to COVID – 19 while being housed in container boxes and precast buildings was a real challenge that the Judicial Service Commission Secretariat had to meet out in the year 2020.

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2.2 Steps Expected To Be Taken In Order To Enhance the Progress of the Institution

- More effective and efficient utilization of the tools used in 2020 to administrate and supervise the court system and the institutions that falls within the purview of the Judicial Service Commission.
- Identify Courts with backlog of cases and to take special measures to clear such backlogs expeditiously.
- Identify the old cases and to encourage the taking up of such cases on priority basis. Further, to encourage the taking up of such cases on day today basis and/or in short intervals with the view of disposing such cases expeditiously.
- Formulate a performance appraisal system to regulate the performance of Labour Tribunal Presidents.
- Recruitment of Judicial Officers on a regular basis to ensure that the carder vacancies do not arise.
- Filling up of carder vacancies in the Scheduled Public Officers service to ensure the work at court registries are not hampered due to staff shortages.
- Continue to conduct the training programs held at present to improve the knowledge, efficiency and attitudes of the Scheduled Public Officers and organizing of additional training programs.
- Appointment of Judicial Officers and necessary staff to newly established courts as and when infrastructure is ready to commence court functions.
- Taking measures to expedite the implementation of Court Automation Project.

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Financial Review of 2020

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		ACA - F	
Statement of Financial Performance			
for the period ended 31 st December 2020		Rs.	
Budget 2020	Note	Actual 2020	Actual 2019
- 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		89,266,000	64,746,000
- Deposits		72,006	121,863
- Advance Accounts		2,747,311	6,360,608
- Other Receipts		4,231,202	22,124,301
- Total Non Revenue Receipts (B)		96,316,519	93,352,772
- Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		96,316,519	93,352,772
- Less: Expenditure		-	-
- Recurrent Expenditure		-	-
- Wages, Salaries & Other Employment Benefits	5	61,085,419	59,476,508
- Other Goods & Services	6	33,111,410	23,581,676
- Subsidies, Grants and Transfers	7	221,137	244,744
- Interest Payments	8	-	-
- Other Recurrent Expenditure	9	-	-
- Total Recurrent Expenditure (D)		94,417,966	83,302,928
- Capital Expenditure		-	-
- Rehabilitation & Improvement of Capital Assets	10	-	-
- Acquisition of Capital Assets	11	228,250	2,976,258
- Capital Transfers	12	-	-
- Acquisition of Financial Assets	13	-	-
- Capacity Building	14	47,000	211,000
- Other Capital Expenditure	15	-	-
- Total Capital Expenditure (E)		275,250	3,187,258
- Main Ledger Expenditure (F)		265,248	6,648,146
- Deposit Payments		51,091	121,863
- Advance Payments		214,157	6,526,283
- Total Expenditure G = (D+E+F)		94,958,464	93,138,332
- Imprest Balance as at 31 st December 2020 H = (C-G)		1,358,055	214,440



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Imprest Adjustment Acc 2020

Advance B 12 credit	1,342,783	Other Heads - 306	63,100
Other Heads - 20	161,444		
		Advance B 12 Debit	116,158
		To imprest Acc	1,324,969
	<u>1,504,227</u>		<u>1,504,227</u>

Imprest Acc2020

From imprest adjustment Acc	1,324,969	b/b/f	1,358,055
cash to treasury	33,086		
unsettle	-		
	<u>1,358,055</u>		<u>1,358,055</u>

S. M. Eranga Lakmali
2021/02/24

S. M. Eranga Lakmali
Accountant
Judicial Service Commission
Colombo 12.

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ACA-P

Statement of Financial Position

As at 31st December 2020

	Note	Actual 2020 Rs	2019 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	63,671,254	63,443,004
Financial Assets			
Advance Accounts	ACA-5/5(a)	5,968,964	8,502,118
Cash & Cash Equivalents	ACA-3	-	166,771
Total Assets		69,640,218	72,111,893
Net Assets / Equity			
Net Worth to Treasury		5,948,049	8,502,118
Property, Plant & Equipment Reserve		63,671,254	63,443,004
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	20,915	-
Imprest Balance	ACA-3	-	166,771
Total Liabilities		69,640,218	72,111,893

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 54 and Notes to accounts presented in pages from 55 to 66 form and integral parts 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 to in agreement.

Chief Accounting Officer

Name :

Designation :

Date :

H. Sanjeewa Somaratne
Secretary
Judicial Service Commission
Colombo 12

Accounting Officer

Name :

Designation :

Date :

H. Sanjeewa Somaratne
Secretary
Judicial Service Commission
Colombo 12

Chief Financial Officer / Chief Accountant/

Director (Finance)/ Commissioner (Finance)

Name :

Date :

S. M. Eranga Lakmal
Accountant
Judicial Service Commission
Colombo 12.



ANNUAL PERFORMANCE REPORT OF THE JSC - 2020

Statement of Cash Flows for the Period ended 31st December 2020

ACA-C

	Actual 2020 Rs.	2019 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	42,175	22,679
Revenue Collected for the Other Heads	1,920,910	19,834,710
Imprest Received	89,266,000	64,746,000
Total Cash generated from Operations (a)	91,229,085	84,603,389
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	90,442,168	78,027,163
Subsidies & Transfer Payments	221,137	244,744
Expenditure on Other Heads	161,444	166,771
Imprest Settlement to Treasury	33,086	7,332
Total Cash disbursed for Operations (b)	90,857,835	78,446,010
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (a) - (b)	371,250	6,157,379
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	3,500	419,150
Total Cash generated from Investing Activities (d)	3,500	419,150
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	275,250	3,187,258
Advance Payments	98,000	3,366,571
Total Cash disbursed for Investing Activities (e)	373,250	6,553,829
NET CASH FLOW FROM INVESTING ACTIVITIES (F) = (d) - (e)	(369,750)	(6,134,679)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g) = (c) + (f)	1,500	22,700
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	49,591	99,163
Total Cash generated from Financing Activities (h)	49,591	99,163
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	51,091	121,863
Total Cash disbursed for Financing Activities (i)	51,091	121,863
NET CASH FLOW FROM FINANCING ACTIVITIES (J) = (h) - (i)	(1,500)	(22,700)
Net Movement in Cash (k) = (g) - (j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

ANNUAL PERFORMANCE REPORT OF THE JSC - 2020

Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2020.

2) Basis of Measurement

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

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

3) Recognition of Revenue

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

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

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

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

5) Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E.

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2020.



ANNUAL PERFORMANCE REPORT OF THE JSC - 2020

Reasons for not Tallying the Financial Statements

Reference to the
Audit Report for
Year 2019

1. The Audit Report had pointed out that the value of Rs.211,000.00 spent for staff trainings being shown under operational activities in ACA(C) format is incorrect and it has been removed from the cash flow for the expenses for operational activities and has been included under the cash flow for the expenses for investment operations.
- As comparison should be maintained when submitting financial statements, the errors that have been pointed out by the Audit Report have been rectified and accurate new values have been included for the past year.

1.2.1



2021/02/24

S. M. Eranga Lakmali
Accountant
Judicial Service Commission
Colombo 12.

4(ii)



ANNUAL PERFORMANCE REPORT OF THE JSC - 2020

3.5 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
	Not applicable				

3.6 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	106,610	106,610.00	94,417.966	88.56%
Capital	5,450	5,450	275.250	5.05%

3.7 In terms of F.R.208 grant of allocations 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		
	NO					

අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලය, කොළඹ 12.

நிதிச்சேவை ஆணைக்குழுச் செயலகம், கொழும்பு 12.

Judicial Service Commission Secretariat, Colombo 12.

ANNUAL PERFORMANCE REPORT OF THE JSC - 2020

3.8 Performance of the Reporting of Non-Financial Assests

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2020	Balance as per Financial Position Report as at 31.12.2020	Yet to be Accounted	Reporting Progress as a%
9151	Building and Structures	2,612.225	2,612.225		
9152	Machinery and Equipment	61,059.029	61,059.029		
9153	Land		*		
9154	Intangible Assets		-		
9155	Biological Assets		-		
9160	Work in Progress		-		
9180	Lease Assets		-		

*Steps have been taken to assessed the land value at present.

3.9 Auditor General's Report

*Refer to page 28 for Auditor General's summary report dated 30.06.2021.

අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලය, කොළඹ 12.

நிதிச்சேவை ஆணைக்குழுச் செயலகம், கொழும்பு 12.

Judicial Service Commission Secretariat, Colombo 12.

ANNUAL PERFORMANCE REPORT OF THE JSC - 2020



ජාතික විගණන කාර්යාලය தேசிய கணக்காய்வு அலுவலகம் NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

JPA/A/JSC/02/2020/FA/77

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2021 ජුනි 30 දින

ලේකම්, (ප්‍රධාන ගණන්දීමේ නිලධාරී)

අධිකරණ සේවා කොමිෂන් සභාව

ශීර්ෂය 07 - අධිකරණ සේවා කොමිෂන් සභාවේ 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

1. මූල්‍ය ප්‍රකාශන

1.1 මතය

අධිකරණ සේවා කොමිෂන් සභාවේ 2020 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධි විධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධි විධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව අධිකරණ සේවා කොමිෂන් සභාව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළයුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

අධිකරණ සේවා කොමිෂන් සභාවේ මූල්‍ය ප්‍රකාශනවලින් 2020 දෙසැම්බර් 31 දිනට අධිකරණ සේවා කොමිෂන් සභාවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා එහි මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ ප්‍රකාශයපොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

අංක 306/72, පොල්දළු පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව.

இல. 306/72, பொல்துளவு வீதி, பத்தரமுல்லை, இலங்கை.

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අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලය, කොළඹ 12.

நிதிச் சேவை ஆணைக்குழுச் செயலகம், கொழும்பு 12.

Judicial Service Commission Secretariat, Colombo 12.

ANNUAL PERFORMANCE REPORT OF THE JSC - 2020



ජාතික විගණන කාර්යාලය
நாடுவிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

1.2 මතය සඳහා පදනම

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

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ප්‍රධාන ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව කොමිෂන් සභාව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව කොමිෂන් සභාවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ප්‍රධාන ගණන්දීමේ නිලධාරීසහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සෑම විටම 'ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් අනාවරණය කර ගන්නා' බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ

ANNUAL PERFORMANCE REPORT OF THE JSC - 2020



ජාතික විගණන කාර්යාලය
நாடுவிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

වැරදි තනි හෝ සාමූහික ලෙස බලපෑම නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මක භාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකසුමවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුෂ්ඨාන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වේතනාත්මක මගහැරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මග හැරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සඵලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන යොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ප්‍රධාන ගණන්දීමේ නිලධාරී දැනුවත් කරමි.

1.5 වෙනත් තෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

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

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සම්භ අනුරූප වන බව,
- (ආ) ඉකුත් වර්ෂයට අදාළමූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

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1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1 අග්‍රිම ගිණුම් ශේෂ

2020 දෙසැම්බර් 31 දින භාණ්ඩාගාරයට පියවන ලද නමුත් භාණ්ඩාගාරමුද්‍රිත සටහන්වල ඇතුළත්ව තිබූ රු.33,086 ක අග්‍රිම ශේෂය, මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශයේ මූල්‍ය වත්කම් යටතේ මුදල් හා මුදල් සමාන දෑ වලද, ජංගම වගකීම් යටතේ අග්‍රිම ශේෂයේද දක්වා නොතිබුණි.

1.6.3 මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය

1.6.3.1 මූල්‍ය නොවන වත්කම්

සමාලෝචිත වර්ෂයේදී වෙන්දේසි කර තිබූ භාණ්ඩ හා උපකරණ අයිතම 9ක පිරිවැය හඳුනාගෙන මූල්‍ය නොවන වත්කම් පිළිබඳ ප්‍රකාශයේ (ACA-6) අපහරණයන් ලෙස ඉවත් කර නොතිබූ අතර මූල්‍ය තත්ත්ව ප්‍රකාශයේ මූල්‍ය නොවන වත්කම් ශේෂයද ඒ අනුව නිවැරදි නොවුණි.

02. මූල්‍ය සමාලෝචනය

2.1 අත්තිකාරම් නිකුත් කිරීම හා පියවීම

2020 දෙසැම්බර් 31 දින වන විට වසර 03 කට වැඩි කාලයක සිට එක් නිලධාරියෙකුගෙන් අයවිය යුතු රු.185,000 ක ණය ශේෂයක් පැවතුණි.

2.2 නීති රීති හා රෙගුලාසිවලට අනුකූල නොවීම

නියැදි විගණන පරීක්ෂණයේ දී නිරීක්ෂණය වූ නීතිරීති හා රෙගුලාසිවල විධිවිධාන වලට අනුකූල නොවූ අවස්ථා පහක පරිදි වේ.

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නීති රීති, විධිවිධාන වලට යොමුව

අනුකූල නොවීම

(අ) 2020 අගෝස්තු 28 දිනැති අංක 02/2020 දරන රාජ්‍ය මුදල් චක්‍රලේඛයේ 10.1 ඡේදය යටතේ මාර්ගෝපදේශ අංක 06

මුදල් ප්‍රවාහ ප්‍රකාශය දළ පදනමින් පිළියෙල කළයුතු වුවත් හරස් සටහන් මගින් ලැබීම් හා ගෙවීම් ඉවත් කර මුදල් ප්‍රවාහ ප්‍රකාශය පිළියෙල කර තිබුණි.

(ආ) 2018 ජනවාරි 24 දිනැති අංක 02/2018 දරන රාජ්‍ය පරිපාලන චක්‍රලේඛය

අමුණුම 01 හා 02 ආකෘති පදනම් කර ගනිමින් චක්‍රලේඛය ප්‍රකාරව මානව සම්පත් සැලසුම් සකස්කර තිබුණත් වැඩසටහන් ක්‍රියාත්මක කිරීමට කටයුතු කර නොතිබුණි.

2.3 මූල්‍ය කාර්ය සාධන ප්‍රකාශය

වැටුප්, වෙනත් සහ අනෙකුත් සේවක ප්‍රතිලාභ සඳහා 2020 අයවැය ප්‍රතිපාදනය රු.66,100,000 ක් වුවත් එය මූල්‍ය කාර්යසාධන ප්‍රකාශයේ රු.63,500,000 ක් ලෙස දක්වා තිබීම නිසා මුළු ඇස්තමේන්තුගත පුනරාවර්තන ප්‍රතිපාදනය රු.106,610,000 ක් වෙනුවට රු.104,101,000 ක් දක්වා තිබුණි.

03. මෙහෙයුම් සමාලෝචනය

3.1. වත්කම් කළමනාකරණය

රුපියල් 2,500,000 ක් වටිනා Jaguar වර්ගයේ මෝටර් රථයක් අවුරුදු 03 ක කාලයක සිට නිශ්ක්‍රීයව තිබුණි.

3.2 කළමනාකරණ දුර්වලතා

සමාලෝචිත වර්ෂයේදී කොමිෂන් සභාව පැවති ගොඩනැගිල්ල ප්‍රතිසංස්කරණය සඳහා රු.5,000,000 ක ප්‍රතිපාදන ලබාදී තිබුණද ප්‍රතිසංස්කරණ කටයුතු ආරම්භ නොකිරීම නිසා ප්‍රතිපාදන සම්පූර්ණයෙන්ම ඉතිරි තිබුණි. 2017 වර්ෂයේ සිට ප්‍රතිසංස්කරණ කටයුතු වල අවශ්‍යතාවය නිසිපරිදි ඉටුකර නොමැති නිසා වසර 03 කට වැඩි කාලයක සිට නිලධාරීන් තාවකාලික බහාලුම්වලින් සකස්කළ ගොඩනැගිලිවල රාජකාරි කටයුතු සිදුකරමින් තිබුණි.

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ජාතික විගණන කාර්යාලය
நாடுவிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

4. යහපාලනය

4.1 අභ්‍යන්තර විගණනය

2017 ජූලි 18 දිනැති අංක DMS/1021/VOL 1 දරන කළමනාකරණ සේවා දෙපාර්තමේන්තු ලිපිය මගින් අධිකරණ සේවා කොමිෂන් සභාවේ අභ්‍යන්තර විගණන ඒකකයක් පිහිටු වීම සඳහා කාර්ය මණ්ඩලය අනුමත කර තිබුණද සමාලෝචිත වර්ෂය අවසන් වන විටත් බඳවා ගැනීම් සිදුකර නොතිබුණු බැවින් අභ්‍යන්තර විගණන ඒකකයක් පිහිටුවා නොතිබුණි. එසේම 2018 අංක 19 දරන ජාතික විගණන පනතේ 40 (1) වගන්තිය ප්‍රකාරව අභ්‍යන්තර විගණන ඒකකයක් පිහිටුවීමට කටයුතු කර නොතිබුණි.

5. මානව සම්පත් කළමනාකරණය

5.1 අනුයුක්ත කාර්ය මණ්ඩලය , තත්‍ය කාර්ය මණ්ඩලය හා පුද්ගල පඩිනඩි සඳහා වියදම

(අ) අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලයේ තනතුරු 16 ක පුරප්පාඩු 77 ක් පැවැති අතර තනතුරු 08 ක අතිරික්ත කාර්ය මණ්ඩලය 24 ක්ව පැවතුණි.

(ආ) පුරප්පාඩු සම්පූර්ණ කර ගැනීමට කටයුතු නොකර කොළඹ මහාධිකරණයෙන් වැටුප් ගෙවන කාර්යාල කාර්ය සහායක සේවයේ සේවකයෙකු 2018 ජනවාරි 16 දින සිට කාවකාලිකව කොමිසමේ සේවයට ලබා ගෙන තිබුණි.

(ඇ) ධාවන තත්ත්වයේ වාහන 04 ක් සඳහා රියදුරන් දෙදෙනෙක් පමණක් සේවයේ යොදවා තිබුණි.

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සහකාර විගණකාධිපති
විගණකාධිපති වෙනුවට

Performance Indicators

අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලය, කොළඹ 12.

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Performance Indicators

4.1 Action Plan of the Institution for Year 2020

No	Specific Indicators	Actual output as a percentage (%) of the expected output		
		100% - 90%	89% - 75%	74% - 50%
A - 1	Recruitment and appointment of the Judges of the Courts of First Instance being District Judges, Magistrates and Presidents of the Labor Tribunals	-	-	-
A - 2	Take actions regarding the promotions, annual salary increments, transfers and various requests of Judicial Officers	100%	-	-
A - 3	Maintain personal files and leave files of Judicial Officers	100%	-	-
A - 4	Recruitment and appointment of Commissioner for Workmen's Compensation and Deputy Commissioner for Workmen's Compensation and recruitment and appointment of Members to Agrarian Boards of Review, Administrative Appeals Tribunals and Elders Maintenance Board	100%	-	-
A - 5	Preparation and issuance of various circulars related to Judicial Officers and the Judicial system	100%	-	-
A - 6	Obtain statistics of cases in Courts monthly through e-mail messages and computerize said statistics	-	85%	-
A - 7	Transfers of Scheduled Public Officers and Accounts Assistants, Development Officers, Programme Assistants	95%	-	-
A - 8	Take actions regarding the petitions received against Scheduled Public Officers	-	75%	-
A - 9	Provide Translators for foreign language translations and provide Sign Language Translators for other cases	100%	-	-
A - 10	Attachment of Interpreters and Stenographers	100%	-	-
A - 11	Conduct Efficiency Bar Examinations	-	-	67%
A - 12	Conduct competitive examinations for recruitments and relevant interviews according to the new Service Minute	90%	-	-
A - 13	Disciplinary Control and Investigation work related to officers from High Court Judges to Court Book Binders	-	80%	-
A - 14	Perform the administrative work related to 65 Quazi Courts all over the island (Recruitment of Quazi Judges and take actions against the complaints received against them)	-	80%	-
A - 15	Maintain training programmes of Scheduled Public Officers and Development Officers who are Non-Scheduled Public Officers	-	-	50%

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B - 1	Take actions regarding the petitions received by the Judicial Service Commission in respect of the judicial service	-	80%	-
B - 2	Matters related to Right to Information Act	90%	-	-
C - 1	Take necessary actions to repair the old office building of the Judicial Service Commission Secretariat	-	-	-
C - 2	Conduct general administrative and accounts work	100%	-	-

4.2 Performance Indicators formulated based on the Action Plan of the Institution

The under-mentioned Performance Indicators (which can be quantified) have been formulated having obtained the average of the indicators (A, B and C) referred to in Action Plan of the Institution under 4.1 referred to above.

No	Performance Indicators	Actual output as a percentage (%) of the expected output		
		100% - 90%	89% - 75%	74% - 50%
A	Taking action to recruit, appoint, attach, transfer, promote, train and disciplinary control of the posts falling under the purview (as per the constitution or other legislations) of the Judicial Service Commission.	-	77%	-
B	Responding to complaints made by the general public to the Judicial Service Commission and requests made under the Right to Information Act.	-	85%	-
C	General administration and accounts work of the Judicial Service Commission.	100%	-	-

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Performance in Achieving Sustainable Development Goals (SDG)

අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලය, කොළඹ 12.

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Performance of the achieving Sustainable Development Goals

5.1 Identified Sustainable Development Goals

Goal/Objective	Targets	Indicators of the achievement	Progress of the achievement to date		
			0% - 49%	50% - 74%	75% - 100%
Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels	Promote the rule of law at the national level and ensure equal access to justice for all and to develop effective, accountable and transparent institutions at all levels	Number of requests made by Right to Information Act and percentage of responses	-	-	90%
		Number of petitions received related to SPO's and staff and percentage of responses	-	-	75%
		Number of petitions received related to litigations and percentage of responses	-	-	80%

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Summary of the Staff of the Judicial Service Commission

අධිකරණ සේවා කොමිෂන් සභා ලේකම් කාර්යාලය, කොළඹ 12.

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Summary of the Cadre of the Judicial Service Commission for 2020

6.1 Summary of the Cadre Details of the Judicial Service Commission Secretariat

Position	Approved Cadre	Existing Cadre	Vacancies/(Excess)
Senior	15	09	06
Tertiary	04	01	03
Secondary	73	42	31
Primary	25	12	13
Contract Basis	0	0	0
Total	117	64	53

6.2 Management of Cadre Shortage at the Judicial Service Commission Secretariat

As at 31.12.2020, existing cadre of the Judicial Service Commission secretariat stood at 64. Number of cadre vacancies as a percentage of the approved cadre was $((53/117) \times 100)$ 45%. 20 of the above vacancies were filled by the Scheduled Public Officer service.

Since the Judicial Service Commission Secretariat is functioning at a temporary premise as at present, cadre vacancies cannot be filled due to space constraints.

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6.3 Human Resources Development

Summary of the Training Programs Conducted for Officers Employed at the Judicial Service Commission Secretariat – 2020

No.	Training Program	No. of Days Conducted	No. of Employees Participated
1	Personal Filing - Miloda	03	01
2	Certificate Course in Government Procurement Management - Miloda	05	01

Summary of Training Programs Conducted for Scheduled and Non-Scheduled Officers in the Judicial Service 2020

No.	Training Program	Medium	No. of Days Conducted	No. of Programs Conducted	No. of Employees Participated
1	Public Relations and Communication Training Program conducted by the USAID CORE Justice Institute 29.08.2020 & 30.08.2020 Kurunegala 05.09.2020 & 06.09.2020 Galle 26.09.2020 & 27.09.2020 Chilaw	Sinhala	02	03	140
2	Training Programs on Civil Law, Criminal Law, General Administration and Office Management and Disciplinary Procedures	Sinhala	03	02	40
3	Training Program on Accounting	Sinhala	02	01	20

(Due to the outbreak of **COVID 19** epidemic in the country throughout the year 2020, some of the training programs that were scheduled to be conducted could not be conducted as planned.)

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Compliance Report

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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	The following Financial statements/ accounts have been submitted on due date			
1.1	Annual Financial Statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and manufacturing Advance Accounts (Commercial Advance Accounts)	Not applicable		
1.4	Stores Advance Accounts	Not applicable		
1.5	Special Advance Accounts	Not applicable		
1.6	Others	-		
2	Maintenance of books and registers (FR445)			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		

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2.8	Stocks register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	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		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		

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4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
6.2	All the internal audit reports has been replied within one month	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Not Complied	An internal audit unit has not been established due to insufficient space available	Reconstruction of the old Judicial Service Commission building
8	Asset Management			

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8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Not Complied	Though Board of survey was completed by the due date, people from outside could not be called due to Covid-19 pandemic	Will proceed to submit on due date in future
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Not Complied	People from outside could not be called due to Covid-19 pandemic	Will proceed to submit on due date in future
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Not Complied	Though monthly summary reports have been prepared but they have not been submitted to the Auditor General	Will be conducted accurately in future
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Not Complied	Bids didn't reach even the assessed value	Complete disposal of the motor bicycle and look in to the

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				possibility of reusing the motor vehicle after repairing
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Not applicable		
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	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account			

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12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Not Complied	Relevant officer has vacated post	Actions have been taken to charge according to the Establishments Code and relevant circulars
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Not applicable		
13.2	The control register for general deposits had been updated and maintained	Not applicable		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		

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15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	No arrears revenue		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Not Complied	The reports could not be prepared on due dates as a minimum number of staff is called to work due to Covid-19	Will proceed to send on due dates in future
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Principles of Citizen Charter are followed.		

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18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular			
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Not Complied	The entire basis requirements which are necessary to obtain information have not been completed	Being prepared
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Not Complied	The entire basis requirements which are necessary to obtain information have not been completed	Human Resource Plan is being prepared
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not Complied	The entire basis requirements which are necessary to obtain information have not been completed	Being prepared
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Not Complied	-	Will take relevant action in future
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

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