



கமீகர஁ ஁ா விதே஁ ர஁கி஁ ஁ம஁த஁஁஁஁
தொழில் ம஁ற஁ம் வெளிநாட்டு வேலைவாய்ப்பு அமைச்சு
MINISTRY OF LABOUR AND FOREIGN EMPLOYMENT



வாரீகி஁ காரீ஁஁஁஁ வாரீ஁஁
வருடாந்த செயலாற்றகை அறிக்கை
ANNUAL PERFORMANCE REPORT

2023

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Ministry of Labour and Foreign Employment

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ஆண்டு முன்னேற்ற அறிக்கை
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Message of the Hon. Minister of Labour and Foreign Employment



It is with utmost pleasure that I share my message with this publication, incorporating the progress achieved during 2023 by the Ministry of Labour and Foreign Employment in succeeding the programme launched to strengthen, stabilize, and sustain the country's economy through the creation of a novel work culture and the programmes expected to be implemented.

In a significant stride towards fortifying the legal and policy framework for the advancement of the labour and foreign employment sectors, the drafting of the new Employment Act is now in its final stage. Further, necessary arrangements are being made to amend the Sri Lanka Bureau of Foreign Employment Act for the advancement in the field of foreign employment, and it is a great achievement of the Ministry to be able to officially launch the Sri Lanka's National Policy and Action Plan on Migration for Employment 2023-2027 on 25.10.2023.

For social security, it is expected to establish a new Social Security Fund and create a new Social Security Scheme that does not burden employers with additional expenses. At the same time, the "Garu Saru" programme has been introduced to foster respect and social acceptance for jobs with low societal regard. The "Smart Youth Club" concept is expected to be launched in 2024 to prepare today's youth for tomorrow's workforce.

Adapting to the latest global trends with a view to providing an efficient and productive service to the public, necessary initial steps are being commenced for digitizing the services offered by the Department of Labour and the Sri Lanka Bureau of Foreign Employment and establishing a National Labour Market Information System integrating all information and services related to the labour sector.

The goal of increasing annual foreign remittances, assigned to this Ministry by His Excellency the President Ranil Wickremesinghe, is currently being reached. To encourage the receipt of foreign labour remittances, a number of programmes have been introduced, such as granting licenses to import fully electric vehicles to Sri Lankans employed abroad, providing additional duty allowances for migrant workers and introducing a concessional loan scheme based on their remittances. Consequently, the foreign exchange reserve, which was 3790 million USD in 2022, increased by 58% to 5970 million USD in 2023.

Similarly, a number of programmes such as the Housing Project with the participation of the National Housing Development Authority for the welfare and protection of migrant workers and their families, the proposed programme to provide higher education opportunities to the children of migrant workers in collaboration with the Kotalawala Defence University, the pilot project to establish day care centers for their children and the establishment of migrant worker societies at the Divisional Secretariat level are expected to be carried out in the year 2024.

Necessary activities are carried out to ensure occupational safety and health of employees and create a safe work culture. There the National Occupational Safety and Health Policy will be revised and the National Institute of Occupational Safety and Health is expected to be expanded to international level.

A series of “GLOCAL FAIR” mobile services programmes have been launched at the district level with the objective of providing the services offered by the institutions affiliated to the Ministry to the public at their hometown.

Likewise, having identified all the activities carried out by our Ministry in 10 Key Results Areas, we are doing the necessary work to approach the development path by quickly making the necessary policy changes to bring about positive change in the government procedures expected by the public. For that, the guidance and cooperation of international organizations such as the International Labour Organization (ILO), the International Organization for Migration (IOM), and the support and cooperation of the organizations representing both employers and employees locally are received. I would also like to take this opportunity to express my gratitude to the Hon. State Minister of Foreign Employment Promotion, Mr. Jagath Pushpakumara and the entire staff including the Secretary to the Ministry, Mr. R.P.A. Wimalaweera, and to the staff officers of all the Institutions affiliated to the Ministry including the heads, who have been instrumental in fulfilling this important role.

Manusha Nanayakkara (M.P.)

Minister of Labour and Foreign Employment

Message of the Hon. State Minister of Foreign Employment Promotion



According to the latest statistics of the Central Bank of Sri Lanka, remittances totaling 5,970 million dollars were received by the end of 2023. This figure represents a remarkable 58% increase from the total remittances of 3,790 million dollars recorded by the end of 2022.

The Ministry of Labour and Foreign Employment, in collaboration with the Sri Lanka Bureau of Foreign Employment and the Sri Lanka Foreign Employment Agency (Pvt) Ltd, are orchestrating numerous initiatives to promote foreign employment and for the betterment of the field of foreign employment. Furthermore, awareness campaigns, self-employment initiatives, and reintegration programs are being implemented to ensure the safety and welfare of migrant workers and their families, as well as those who have returned to Sri Lanka after working abroad. These programs include providing school equipment for the children of migrant worker families, granting scholarships for school and university education, and facilitating referral programs for vocational training opportunities and these programs are taken up to the grassroots level and executed at the district and divisional secretariat levels, by Development Officers (Foreign Employment) attached to the Divisional Secretariats under the aegis of this Ministry.

Under my stewardship, arrangements are being made to conduct progress review meetings for Development Officers (Foreign Employment) at the provincial level in order to enhance the efficiency and effectiveness of the Ministry's programs for migrant workers. They also seek to garner the requisite support and innovative ideas at the provincial level, ensuring future success in the realm of foreign employment. So far, the progress review meetings have been successfully concluded for all provinces.

I extend my heartfelt appreciation to the Hon. Cabinet Minister, the Secretary of the Ministry, and all the dedicated officers, including the Heads of the Statutory Institutions under the Ministry, for their invaluable contributions.

A P Jagath Pushpakumara (M.P.)

State Minister of Foreign Employment Promotion

Message of the Secretary to the Ministry of Labour and Foreign Employment



The Ministry of Labour and Foreign Employment is proudly presenting the Annual Performance Report highlighting its effective role during 2023 and outlining the planned initiatives for 2024. This report details our efforts in safeguarding workers' rights, ensuring job security, establishing industrial peace, and attracting skilled workers to the foreign employment market.

To address current and future challenges as well as to ensure the rights of the working populace, this Ministry has undertaken the significant task of amending existing acts and ordinances. This effort aims to remove and simplify the complexities between these acts, thereby ensuring benefits for all parties involved. This prominent achievement was accomplished in the year 2023. The Ministry is dedicated to amending the existing Acts, Ordinances, rules, and regulations to align with the contemporary world of work while steadfastly safeguarding the rights of the working populace. The new Employment Bill, incorporating provisions from 13 existing Acts, and the amendment to the Sri Lanka Bureau of Foreign Employment Act, which are designed to promote the foreign employment sector, streamline it to adapt to changes in the international labour market, strengthen the existing legal framework, comply with international obligations, and facilitate the local implementation of laws, have been submitted to the Legal Draftsman's Department. With the contribution of all relevant parties, the Sri Lanka's National Policy and Action Plan on Migration for Employment was formulated and launched. Necessary steps are being taken to implement it island-wide.

Further, an extensive study is currently underway to introduce a novel social security scheme aimed at incorporating various benefits for employees, including occupational safety and health, maternity, unemployment, and employee compensation, all without imposing additional costs on employers. Simultaneously, the revision of the Occupational Health and Safety Policy is in its final stages, poised to establish a secure work environment and cultivate a culture of safety across the nation. The anticipated launch of these initiatives in 2024 represents a substantial stride towards enhancing the welfare of the workforce and fostering a safer, more supportive work environment.

The preparation of a National Labour Market Information System, excluding the public sector employment in Sri Lanka, to incorporate all educational and vocational qualifications of the employed and unemployed total labour force and school leavers has been initiated. This system will also include all job opportunities available in the labour market, vocational training opportunities, and the ability to manage entire salary payments and all other related services. It will cover the formal and informal sectors, updating all quantitative and qualitative differences in the workforce. Additionally, it will enable implementation of all policy decisions relevant to the workforce.

Necessary steps have been taken to digitalize the activities of the Department of Labour and the Sri Lanka Bureau of Foreign Employment in order to provide an efficient and productive service to the people through adapting to the latest technology.

It is anticipated that the ongoing initiatives aimed at enhancing the comprehensive family development and care plans for the safety and welfare of migrant workers and their families will be further fortified. Additionally, the implementation of the housing development project and the provision of opportunities for their children to

pursue higher education at the Kothalawala Defence University at a nominal cost are integral components of this endeavor. Furthermore, several welfare programs have been instituted to incentivize the regularization of foreign remittances. These measures include the issuance of fully electric vehicle import licenses to migrant workers, the introduction of a concessional loan scheme predicated on foreign remittances, and the provision of additional duty allowances. Consequently, these initiatives have resulted in a notable 57% increase in labour remittances in the year 2023 compared to 2022.

The Department of Manpower and Employment has introduced the "Dignity of Labour" (GARUSARU) programme to enhance social recognition for blue-collar jobs. The SMART YOUTH CLUB programme has also been launched to guide school leavers to suit the future world of work and entrepreneurship. Additionally, the Department of Labour is currently working to make Sri Lanka a child labour-free zone by 2025.

The Office of the Commissioner for Workmen's Compensation, the National Institute of Labour Studies, the National Productivity Secretariat, the Shrama Vasana Fund, and the National Institute of Occupational Safety and Health, all under the purview of the Ministry, have spearheaded a plethora of initiatives. These endeavors aim to enrich employee welfare, foster a deeper understanding of labour laws and regulations, boost productivity across public and private sectors, nurture a culture of occupational safety, and forge secure, healthy work environments with minimized occupational hazards. Moreover, these entities play a pivotal role in guiding individuals towards promising opportunities in foreign employment.

I would like to express my gratitude to Hon. Manusha Nanayakkara, Minister of Labour and Foreign Employment, and Hon. Jagath Pushpakumara, State Minister of Foreign Employment Promotion, for their leadership, guidance and patronage in fulfilling the above-mentioned tasks. My sincere thanks goes to the staff, including the Additional Secretaries of the Ministry, the Commissioner General of Labour, the Director General of the Department of Manpower and Employment, the Commissioner General of Labour Compensation, the Director General of the National Institute of Occupational Safety and Health and the National Institute of Labour Studies, the Director of the National Productivity Secretariat, the Sri Lanka Bureau of Foreign Employment, the Shram Vasana Fund and the Sri Lanka Foreign Employment Agency Pvt. Ltd, as well as the officers at all levels of these institutions.

R.P.A. Wimalaweera

Secretary

Ministry of Labour and Foreign Employment

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Chapter One

Institutional Profile/ Executive Summary

Institutional Profile/ Executive Summary

Ministry of Labour and Foreign Employment

1.1 Introduction

The prime mission of the Ministry of Labour and Foreign Employment is to formulate and implement policies to enhance the contribution of the local and foreign labour force to economic development by promoting productivity of the country, ensuring social security, providing employment, directing skilled labour to the foreign job market, ensuring social security, industrial peace and protecting the occupational rights of the private and semi-government sector employees. In realizing this mission, the programmes of the ministry have been lined up based on the sustainable development goals and the international conventions ratified by Sri Lanka in terms of Gazette Extraordinary No. 2289/43 dated 22.07.2022

1.2 Vision, Mission and Objectives

Vision

A satisfied, productive labour force

Mission

Furnishing skilled human resources to both domestic and foreign job markets and Contributing towards the socio-economic development through the promotion of industrial peace, social security, workers' rights and productivity

Objectives

- Sri Lanka reaping the rewards of a well-governed labour migration sector that fosters decent, secure and productive employment.
- Ensuring the rights, health, safety, social security, and overall welfare of migrant workers and their families throughout all stages of their migration journey.
- Facilitating Sri Lanka's workforce to effectively access the global labour market and thereby enjoy better socio-economic benefits
- Sri Lanka effectively positioning emigration for employment as a vital component of the country's development.
- Strengthening employer-employee relations through tripartite empowerment.
- Ensuring working conditions and employee rights align with international standards.
- Elimination of child labour.
- Empowering working women, strengthening occupational safety and occupational laws, rights
- Enhancing flexibility in labour laws and procedures.
- Formulating effective strategies to ensure social security of working people.
- Policy guidance for creating a skilled foreign workforce

1.3 Key Functions of the Ministry

1. Formulation, implementation, monitoring and evaluation of policies, programmes and projects, in relation to the subjects of Labour and Foreign employment, based on the policies implemented by the government.
2. Implementation of the National Policy of Sri Lanka on Migration for Employment and the National Policy on Manpower and Employment.

3. Formulation and implementation of policies for labour relations standards, employee administration, welfare and health in line with international standards.
4. Maintain cooperation with International Labour Organization and International Social Security Associations.
5. Administration and regulation of Employees' Provident Fund, private provident Fund and private pension schemes.
6. Industrial relations and arbitration of industrial disputes.
7. Matters relating to formulation of laws and regulations relevant to labour relations and their regulation.
8. Registration of trade unions and introduction and implementation of positive measures for harnessing activities of all trade unions in the public and private sectors for the country's development.
9. Formulating and implementing policies and programmes for enhancing national productivity.
10. Broadening foreign employment opportunities, promotion and adopting measures in collaboration with relevant institutions to upgrade the skills required for such employments.
11. Introducing legal and regulatory measures required to ensure the security of migrant workers.
12. Providing special facilities for expatriate workers and Sri Lankans living abroad to save and invest foreign exchange in Sri Lanka.
13. Implementing special projects to enable those who return to Sri Lanka after foreign employment to commence enterprises.
14. Providing remedies for employment problems of migrant workers and maintaining welfare.
15. Introducing legal reforms to strengthen the process of obtaining compensation entitled to persons who meet with accidents in foreign countries.
16. Regulation of foreign employment agencies.
17. Provision of public services under the purview of the Ministry in an efficient and people friendly manner.
18. Supervision of all other subjects assigned to the Institutions under the purview of the Ministry, i.e. Department of Labour, Department of Manpower and Employment, Sri Lanka Foreign Employment Bureau, National Institute of Labour Studies, National Institute for Occupational Safety and Health, Office of the Commissioner of Workmen's Compensation, National Productivity Secretariat, Foreign Employment Agency of Sri Lanka (Pvt.) Ltd and Shrama Vasana Fund.

Secretary



Diagram 1.1

1.5 Divisions under the Ministry

• Administration and Establishments Division

Overseeing the overall administration, management, maintenance, training and coordination of the Ministry and its affiliated institutions falls under the purview of this division. It is also responsible for human resources management and related functions. Accordingly,

- Maintaining personal files of all public officers attached to the Ministry and the ancillary staff of the Hon. Minister and establishments activities related to them and updating information on the staff
- Establishment and administrative affairs to be concerned at the ministerial level in respect of the officers working in the departments and statutory bodies under the Ministry
- Preparation of cabinet memoranda and taking action in respect of cabinet decisions
- Providing policy contribution to promote and secure industrial cooperation and foreign employment through updating existing laws and enacting new laws
- Providing answers to referrals made by the Consultative Committee and Public Petitions Committee as well as parliamentary questions and refers public complaints forwarded by the Presidential Secretariat and the Prime Minister's Office as well as public grievances received directly from the public to the relevant institutions.
- Administration of vehicles of the Ministry, provision of necessary infrastructure facilities, training activities, management of capital goods and equipment, activities relating to overtime, holiday payments, gratuity insurance and approval of distress loans.

• Development Division

Sri Lanka's association with the International Labour Organization (ILO) as a member nation, safeguarding the labour rights within Sri Lanka through the adoption of internationally accepted conventions and recommendations, addressing labour-related issues and activities related to preparing, enacting, and enforcing relevant acts and ordinances, regulations, and guidelines, in alignment with international conventions pertaining to the field of immigration, fall under the purview of this division.

- Presenting the progress made by Sri Lanka in relation to the implementation of the conventions of the ILO ratified by Sri Lanka to the ILO within the prescribed period.
- Taking action to brief the international community of the progress achieved by Sri Lanka as to the labour sector.
- Taking measures to procure the financial and technical assistance of the ILO for resolving issues pertaining to the field of labour.
- Taking necessary action and extending assistance to draft new laws and amend existing labour laws to be in tune with the present.
- Providing insights, proposals, and relevant reports on emigration matters as requested periodically by the Ministry of Foreign Affairs, the United Nations, and other relevant organizations.
- Entering into new MOUs/agreements related to the field of foreign employment, updating agreements, following up on the performance of agreements
- Activities related to Joint Committee Meetings and all activities related to Regional / Global Dialogue
- Providing subject-specific training to field-attached development officers (Foreign Employment) and maintaining the trainers training pool
- Implementation of programmes related to the field of foreign employment at District and Divisional Secretariat levels through Development Officers
- Conducting arbitration committees on family background reports related to migrant workers, informing committees decisions and steering follow-ups
- Organizing mobile service programmes in the residential areas of the working masses to provide solutions to issues related to the labour sector
- Initiating action to have foreign training provided to officials of the Ministry and institutions thereunder.

● **Planning and Monitoring Division**

Devising plans of the Ministry and all institutions under its purview required for navigating the development plans towards the set targets and the implementation of them, progress review and follow up thereof are the key functions of this division. In addition, the division executes the following duties as well.

- Preparation of the annual action plan, outlining the development goals of the Ministry and its affiliated institutions, and submit it to the relevant stakeholders. Monitor and promote the attainment of targets by preparing, implementing, and evaluating the progress of the annual action plan on a monthly basis, in accordance with the zero-based budget development programme.
- Coordination with the Presidential Secretariat, Ministry of Finance, Department of Project Management and Monitoring and National Planning Department in terms of National Budget Circular and submission of progress reports monthly and quarterly.
- Planning, monitoring and reporting of programmes related to the field of foreign employment implemented at the district and divisional secretariat levels with the support of the Foreign Employment Bureau through the development officers attached to the district secretariats and divisional secretariats
- Publication of a journal annually based on various timely themes of the field of labour.
- Publication of Sri Lanka Employee magazine
- Preparation of the annual performance report detailing the progress achieved by the Ministry and progress report for the committee stage debate of the budget.

● **Finance Division**

The core responsibility of the Accounts Division is to take necessary measures for efficient, effective and economical administration of financial resources allocated from the annual budget to the Ministry in compliance with state policies.

- Conducting Annual Board of Survey as per Public Finance Circular 01/2020
- Preparation of reports related to the agency of the financial authority and carrying out the work of delegation of financial powers
- Preparation of annual budget estimate
- Preparation of annual financial statement
- Preparation of Committee Report on Government Accounts, submission of monthly and quarterly financial reports to the General Treasury and other relevant institutions.
- Updating and maintaining the audit query documents and forwarding the answers to the relevant audit queries to the Auditor General

● **Internal Audit Division**

The internal audit activities of the Ministry are carried out in terms of as per the appointments made in terms of Section 40 of the National Audit Act to ensure that the responsibility of the Chief Accounting Officer is carried out as set out in Section 38(b) and (f) of the said Act and requirements of Circular No. 01/2019 dated 12.01.2019 of the Department of Management Audit and the powers vested in the Internal Audit Division in terms of FR 133 and FR 134.

The responsibility conducting the relevant internal audit activities of the Ministry of Labour and Foreign Employment and institutions under it including Department of Labour, Office of the Commissioner for Workmen's Compensation, National Institute of Labour Studies, National Institute for Occupational Safety and Health, Shramana Vasana Fund, National Productivity Secretariat, Department of Manpower and Employment, Sri Lanka Bureau of Foreign Employment and Sri Lanka Foreign Employment Agency (Pvt.)Ltd., and carrying out special investigations as per the requirement also fall under the scope of internal audit.

Key Functions of the internal audit division are as follows.

- Assessing the effectiveness of the internal audit and control system within the organization.
- Examining the compliance with the Establishment Code of the Government, the Finance Regulations of the Government, and the Finance Regulations and circulars, as well as other supplementary instructions periodically issued by the Ministry of Public Administration and the General Treasury.
- Efficient management of internal audit activities in alignment with the mission and objectives of the Ministry of Labour and Foreign Employment, its departments, and other affiliated institutions, adhering to audit principles and systems.
- Assessing the control systems established to ensure adherence to policies, plans, procedures, laws, and regulations that may significantly impact the activities of the Ministry.
- Evaluating and verifying the measures taken to protect assets and verify the existence of assets
- Evaluation of activities or programs and verification of information to ascertain whether physical and financial progress has been achieved in accordance with the established objectives of the Ministry
- Provide guidance to establish appropriate internal control processes and risk management processes for each division of the organization
- Communicating findings post-audit and submitting necessary corrections thereafter.
- Preparation and implementation of annual audit plan
- Making necessary arrangements for the submission of reports to the Department of Management Audit by the due date.
- Convening the Audit and Management Committee meeting and conducting the necessary activities
- Performing and reporting on specific duties as assigned by management from time to time.

1.6 Institutions under the purview of the Ministry

1.6.1 Department of Labour

During the colonial era, the British authorities implemented the Indian Migrant Labour Ordinance No. 01 of 1923 with the intention of ensuring the welfare of Indian labourers who were brought to Sri Lanka for employment in the commercial cultivation of coffee and tea on plantations. This initiative led to the establishment of the Department of Indian Labour Controller, which eventually evolved into the present-day Department of Labour. Currently, the Department of Labour plays a pivotal role in strengthening the national economy by fostering a robust tripartite relationship among employers, employees, and the government.

A key role of the Labour Department is to uphold the rights of the Sri Lankan private sector and semi-government sector employee community under the labour laws. In 2023, the Labour Department furthered its role by prioritizing and implementing initiatives to ensure industrial harmony at the institutional level. This was achieved through fostering positive relations between employers and employees and safeguarding the rights of employees with the cooperation of employers.

In line with the government's commitment to fostering a more conducive investment climate, the Department of Labour took initial efforts in 2023 to introduce the New Labour Law. This updated legislation aims to simplify the decades-old and intricate labour laws, thereby enhancing employer-employee relations.

Objectives

- Ensuring sustainable industrial peace in private and semi-government sector service establishments.
- Improving the working conditions of employees by creating a healthy work environment and setting labour standards.
- Ensuring the social security of employees.
- Ensuring the occupational safety of women and youth and eliminating child labour.
- Creating a work environment that is conducive to the health conditions of employees and is safe.

Key Functions

- Making arrangements to enhance employer-employee relations at the institutional level by promoting social dialogue.
- Ensuring the protection of workers' rights through the enforcement of labour laws.
- Settlement of industrial disputes through conciliation, collective agreements, and arbitration.
- Provision of social security for employees through the Employees' Provident Fund.
- Addressing the occupational safety and health of employees.
- Dealing with elimination of child labour and protection of employed women
- Making arrangements to protect labour standards by strengthening wages and working conditions

1.6.2 Department of Manpower and Employment

The optimal utilization of a country's limited resources is a critical factor in its progress. The absence of an active and high-quality human resource base for the optimal utilization of existing resources hinders the country's development. Therefore, the development and management of human resources, which are the most important assets of a country, are mandatory and essential components of its development process.

To achieve these objectives, such as developing human resources in Sri Lanka to eliminate youth unemployment and assist in achieving development goals, improving the quality of the workforce, and engaging the youth community in contributing to the national economy through career guidance and job creation, the Department of Manpower and Employment was established, effective from 01.01.2010.

Key Functions

1. Provision of career guidance services.
2. Collection, analysis, and dissemination of labour market information.
3. Provision of public employment services.
4. Building international connections.
5. Carrying out activities related to human resource development.

Objectives

- Increase of the male labour force participation rate from 70% to 73% and the female labour force participation rate from 32% to 34.5% by 2025 and the male labour force participation rate to 75% and the female labour force participation rate to 45% by 2030.
- Doubling the percentage of skilled/professional workers going abroad by 2030 (from 36.5% to 73%) and reducing the percentage of unskilled workers going abroad.
- A policy dialogue to raise Sri Lanka's position on the EDBI Index from 99 to 89 by 2025.
- Providing policy guidance for creating an efficient and ethical workforce to meet domestic and global demand by 2030.

1.6.3 National Institute of Labour Studies

The National Institute of Labour Studies, operating under the Ministry of Labour, was established on September 11, 2007 and enacted by the National Institute of Labour Studies Act No. 12 of 2010. The Institute is governed by a governing body made up of tripartite partners in the field of labour, employer, employee and government employees. The prime role of the National Institute of Labour Studies is to plan and implement necessary training and research activities aimed at cultivating an informed and productive workforce on labour ordinances, laws, rules, and regulations. The institute is currently located and operated on the second floor of the Labour Secretariat building, with the objective of providing more effective services to trade union activists and employees.

Key Functions

- Conducting labour study programmes in collaboration with local or foreign institutions, taking steps to ensure the welfare of workers to make them active participants in the development process.
- Conducting seminars, workshops, conferences and meetings on labour studies and publishing magazines, journals, periodicals and books.
- Conducting research, surveys and making arrangements for courses related to labour studies, establishing and maintaining library and information services.
- Working in close cooperation with national and foreign institutions, organizations, associations and societies with similar objectives
- Conducting courses, including diploma programmes in labour studies, in collaboration with universities and similar institutions and awarding certificates and diplomas as necessary
- Engaging in activities aimed at maintaining industrial peace

1.6.4 National Institute of Occupational Safety and Health

With the aim of creating a safe and healthy workforce in Sri Lanka by following upright occupational safety measures and good health practices, the National Occupational Safety and Health Institute was established as a subsidiary of the Ministry of Labour and Labour Relations by the National Occupational Safety and Health Institute Act No. 38 of 2009.

This institute works on to creating a prolific workforce in Sri Lanka through daily environmental measurement surveys, risk assessment and medical examinations as well as trainings conducted as special programmes, projects and activities carried out on the basis of international cooperation with other countries.

Programmes and activities of the National Institute for Occupational Safety and Health

- Advanced Diploma Course in Occupational Safety and Health
- Diploma Course in Occupational Safety and Health (English Medium)
- Diploma Course in Occupational Safety and Health (Sinhala Medium)
- Certificate Course in Occupational Safety and Health
- Course for Executive Grade Officers on Occupational Safety and Health
- Advanced Certificate in Occupational Safety and Health in Plantation Sector
- Training of boiler operators
- Work study programme on industries
- Training nurses in the industrial sector
- Occupational safety and health for hospital staff
- Occupational safety and health for office staff
- Occupational safety and health in laboratories
- Safe use of chemical substances
- Occupational safety and health for food handlers
- Training program on stress management

1.6.5 Office of the Commissioner for Workmen's Compensation

The Workmen's Compensation Ordinance No 19 of 1934 was enacted to provide for the payment of compensation to workers for accidents caused in the course of employment. The principal enactment was amended on several occasions, the last of which was done by the Act No.10 of 2022. The Workmen's Compensation Court comprises 14 circuit courts covering the entire island with the powers of district judge and magisterial powers. The Office of the Commissioner for Workmen's Compensation has 43 positions including the Commissioner for Workmen's Compensation, 3 posts of Additional Commissioners for Workmen's Compensation who are judicial officers appointed by the Judicial Services Commission and 1 post of Grade 1 of the Sri Lanka Accounting Service and 1 post of the Sri Lanka Administrative Service.

The prime objective of the Office is to cause compensation to be paid to workmen who sustain injuries in the course of employment, who suffer from diseases contracted due to the nature of the employment and to dependents of workmen who die due to accidents in workplaces. Provisions of the Code of Criminal Procedure, Code of Civil Procedure, and Evidence Ordinance are applicable for the workmen compensation court procedure, the appeal procedure is equivalent to that of district court.

Key functions

- Activities pertaining to recovery of compensation from employers for accidents, occupational diseases arising out of in the course of employment in the public or private sector and for dependents in the event of death of a workmen. (According to the last amendment, the maximum compensation that can be granted is Rs. 2,000,000)
- Keeping the custody of the compensation entitled to minor dependants of a deceased workman in National Savings Bank until they reach maturity.
- In circumstances where the employer defaults the payment of compensation, seizing the movable and immovable property of such employer and sell them in public auction to recover compensation.
- Issuance, renewal and cancellation of workmen compensation insurance licenses
- Conducting onsite inspections in event of an accident caused to an employee.
- Causing compensation to be recovered for workmen employed in ships and aircraft registered in Sri Lanka for accidents caused outside Sri Lanka.

1.6.6 National Productivity Secretariat

Subsequent to Sri Lanka obtaining the membership of the Asian Productivity Organization in the year 1966, the National Productivity Organization (NPO) was established and further expanding the scope thereof the National Productivity Secretariat was established in the year 1994. It introduced a range of productivity concepts, tools and technology to various. A host of programmes are conducted annually island-wide for nurturing state, educational, service and production, small and medium scale enterprises and community sectors through productivity concepts and with the constant cooperation of the Asian Productivity Organization, the environment necessary for the establishment of a “knowledge based society” has been created.

Objectives

- Developing organizational excellence and human capital to build a knowledge-based society through training, system and process development and the exchange of excellence.
- Measuring, evaluating and developing productivity in various sectors of the economy.
- Establishing national productivity standards and targets taking into account the different conditions of different sectors and setting leading performance indicators of the relevant sectors.
- Appraisal of new policies of ministries and agencies related to the public sector, with a view to advising on policy adjustments to ensure maximum alignment with productivity movements.
- Attributing productivity consciousness and a culture of creativity through productivity and quality promotion and partnership programs.

Key Functions

- Empowering SMEs through productivity concepts
- Improving Public Sector Procedures
- Implementation of productivity promotion programs targeting government, education, services and production, and community sectors.
- Implementing training programmes relating to productivity subjects
 - Productivity Certificate Course
 - Short term Courses on Productivity
 - Training of Trainers Programmes

- Providing consultancy services on increasing productivity in institutions.
- Conducting following programmes in partnership with the Asian Productivity Organization.
 - Conducting training workshops
 - Conducting e-learning programmes
 - Implementing programmes by securing technical expertise services
 - Implementation of demonstration projects
- Implementing “5S” certification programme
- Carrying out media and publicity programmes
- Conducting National Productivity Awards Ceremony.

1.6.7 Shrama Vasana Fund

Shrama Vasana Fund established to promote welfare of employees by Act No. 12 of 1998 (as amended by Act No. 15 of 2019) is an institution under the purview of the Ministry of Labour and Foreign Employment. Under 06 broad objectives outlined in the Act, the fund since its inception has initiated a number of welfare measures for the betterment of employees.

The main source of funding of ‘Shrama Vasana Fund’ is the income from the Jathika Sampatha lottery of the National Lotteries Board. With the growth of Jathika Sampatha lottery sales, the services to be performed for the welfare of workers can also be developed.

Objectives of the fund

- Promotion of the welfare of employees and their dependants.
- Providing financial and other assistance to employees when the institutions they were working in, are closed down without prior notice
- Providing medical and other facilities to employees and their dependants in times of emergency
- Providing temporary assistance to employees when inquiries are instituted against them
- Providing financial and other benefits to employees or their dependents, in times of distress.
- Presenting gifts to persons who have rendered outstanding service to employee welfare
- Providing financial relief to obtain legal assistance to employees where proceedings in respect of termination of employment of an employee or of an industrial dispute, is initiated or pending under the provisions of any written law, before the Commissioner General of Labour, a Labour Tribunal, an Arbitrator or an Industrial Court or any court of law

1.6.8 Sri Lanka Bureau of Foreign Employment

The Sri Lanka Bureau of Foreign Employment was established by Act of Parliament No. 21 of 1985 as amended by Acts No. 4 of 1994 and No. 56 of 2009, with the aim of controlling and regulating the foreign employment sector in Sri Lanka, protecting the safety and welfare of Sri Lankan workers employed abroad and their family members and promoting and developing employment opportunities for Sri Lankans overseas.

In addition to the 31 main operational units established at the Battaramulla main office premises, the Bureau provides services to the public through 09 provincial Migrant Resource Centers, 07 district offices, 02 training centers, and 03 airport units. With a permanent staff of 1,117 people, this institution significantly contributes to the national economy by bolstering the foreign employment sector in Sri Lanka.

The National Policy and Action Plan on Migration for Employment in Sri Lanka has emphasized the following 04 basic objectives, and the annual action plan of the Sri Lanka Foreign Employment Bureau is aligned with these activities.

1. Controlling labour migration to promote decent and productive employment.
2. Ensuring the protection and safety of migrant workers' rights and the welfare of their families.
3. Promoting employment opportunities for skilled and semi-skilled migrant workers in local and global economies.
4. Improving the benefits of labour migration and its relationship with national development.

Special Priorities (Key Functions) of the Sri Lanka Bureau of Foreign Employment

- Issuance of licenses to operate foreign employment agencies.
- Conducting training programs for foreign job aspirants.
- Registration of Sri Lankans leaving for foreign employment in the Bureau/ recruitment of Sri Lankans for foreign employment.
- Redressal of complaints filed by or on behalf of migrant workers.
- Providing welfare facilities to migrant workers and their family members.
- Enforcement of laws related to the field of foreign employment.
- Promotion of foreign employment opportunities for Sri Lankans.

1.6.9 Sri Lanka Foreign Employment Agency (Pvt.) Ltd.

The Sri Lanka Foreign Employment Agency (Pvt.) Ltd., the only government-owned foreign employment agency, was established in October 1996. It operates as an administrative agency of the Sri Lanka Bureau of Foreign Employment, which is the regulatory body in the field of foreign employment.

Objectives

- The Sri Lanka Foreign Employment Agency is required to operate in accordance with the laws and regulations set forth by the Sri Lanka Bureau of Foreign Employment. These regulations, established under Act No. 21 of 1985, govern the agency's operations. Additionally, the agency must comply with any other relevant statutory laws or legal frameworks.
- Offering jobs upon confirmation of qualifications to professionals, administrators, technicians, industrial sanitation workers, as well as skilled, semi-skilled, or unskilled workers for domestic and non-domestic positions in Sri Lanka or abroad, across all job classifications.
- Entering into Memorandums of Understanding (MoUs) with individuals in the manpower supply trade, insurance, commerce, or industry, as well as with institutions, organizations, and other entities involved in providing such services.
- Developing facilities to enhance the capabilities of the workforce to meet the demands of overseas employment and managing skill development and awareness programs.

Chapter Two

Progress and Future Outlook

Progress and Future Outlook

This Ministry implements a range of programmes to safeguard the rights of the working people, ensure their job security, establish industrial peace in the country and facilitate the placement of skilled workers in foreign job markets.

The labour force of the country is approximately 8.45 million of which 8.1 million are employed. Of these workers, except for those in the public sector, those engaged in their own business and family businesses, it is the responsibility of the Ministry to maintain industrial peace in the country by implementing mechanism for safeguarding the labour rights, occupational safety and health and social security of 3.56 million workers employed in the private and semi government sectors thus contributing to the socioeconomic development of the country.

Similarly, Sri Lanka is in the forefront amongst countries which derive major benefits from migration for employment. Remittances from migrant workers constitute a major share of the country's overall foreign exchange earnings. In the year 2023, Sri Lanka has received an amount of 1,950.8 billion Sri Lanka Rupees in foreign remittances and out of 294,314 people, 162,467 men and 131,847 women have registered to go abroad for work.

In view of this situation, having acknowledged the contribution of migrant workers to the country's economy, a raft of mechanisms and programmes have been initiated for maximizing foreign remittances and send more and more skilled workers for foreign employment instead of unskilled workers.

This chapter contains a summary of the progress achieved by the Ministry and institutions affiliated thereto in the year 2023 through activities carried out for the realization of their respective objectives.

2.1 Progress Achieved by the Ministry

Formulating legal provisions in compliance with recognized national and international socioeconomic situations and labour conventions and standards enabling an investor friendly environment in Sri Lanka and paving the way for the future advancement of the country is a timely responsibility entrusted to the Ministry. The Ministry is also obligated to amend the existing acts and ordinances, rules and regulations to suit the future world of work whilst safeguarding the rights of the working people.

Similarly, the responsibility of strengthening national economy with increased foreign exchange inflow by making available more and more foreign employment opportunities through the formulation of policies and programmes in relation to the foreign employment sector has been entrusted to this Ministry. Towards this end, measures have been taken to send more skilled workers for foreign employment and expand training opportunities for them and facilitate regular and safe migration. In addition, a host of measures have been taken to enhance wellbeing, safety and welfare of migrant workers and their families.

In spite of the economic crisis in the country, the Ministry was able to maintain industrial peace and achieve many a victory for the working class and contribute to increase foreign remittances by expanding foreign employment opportunities.

- **Strengthening the Requisite Legal and Policy Framework to Promote the Field of Labour and Foreign Employment**

Strengthening labour laws with the aim of upholding the occupational rights of workers

Nearly 50 pieces of legislation including the acts and ordinances enacted from the inception of the

Department of Labour in the year 1923 and acts enacted subsequently are currently in force for the welfare and the safeguarding of rights of workers. Necessary measures have been taken by the Ministry to amend the existing labour legislations to counter the existing and emerging challenges faced by the Sri Lankan labour force. The Ministry is currently focusing on identifying complexities in the labour law currently in force and practical issues that arise in their application and amend them so as to offer legal coverage to the tripartite stakeholders, i.e. the employer, the employee and the state.

Preparation of a New Employment Act with provisions meeting current demands

The existing acts and ordinances enforced by the Department of Labour are insufficient to effectively respond to the contemporary socioeconomic changes and the corresponding transformations in the world of work. There is a growing need for a labour law that not only safeguards the rights of the working community but also supports the sustainability of businesses and enhances the attraction for foreign investors. Similarly, there is a necessity to streamline and simplify the Acts, thereby eliminating complexities and ensuring benefits for all parties involved. To achieve this objective, the committee held 08 rounds of discussions with various stakeholders, including trade unions and employers. Their views were solicited on how the provisions of the 13 Acts currently in force should be amended. Subsequently, the New Employment Act, formulated by the committee appointed with Cabinet approval, has been submitted to the Department of Legal Draftsmen for further processing.

Amending the Shop and Office Employees Act, No. 19 of 1954:

There is a pressing need to amend the Shops and Offices Act to align with the welfare of employees and contemporary needs. Steps have been initiated to enact the necessary amendments to address these concerns.

- Providing opportunities for women employees working in knowledge process outsourcing organizations (KPOs), business process outsourcing organizations (BPOs), and business organizations located in other countries, as well as in offices where the accounts and administrative work of those companies are carried out, to engage in night work.
- Empowering the authority to issue orders related to providing transportation facilities, security, and general amenities at the workplace for women employed in night work.
- Requiring employers to provide equal pay for equal work or services performed, regardless of gender.

The bill is scheduled for debate in Parliament.

Amending the Employees' Provident Fund Act No. 15 of 1958:

The Employees' Provident Fund Act should be amended to align with the welfare of employees and the current socio-economic situation. Provision is made to avail the benefits of Employees' Provident Fund when an employee retires under a Voluntary Retirement Scheme or before the completion of the age of 55 years on account of current world of work requirements.

- **Strengthening the necessary legal and policy framework for the promotion of foreign employment**
Updating and expanding the scope of National Policy and Action Plan on Migration for Employment Sri Lanka 2023 – 2027:

National Policy and Action Plan on Migration for Employment Sri Lanka, updated with the participation of all stakeholders, was approved by the Cabinet of Ministers on 04.09.2023. It was officially unveiled on 25.10.2023 with the participation of all stakeholders, marking a significant step forward in the approach to labour migration in this country. In the first quarter of 2024, it is expected that the National Advisory Committee on Migration for Employment will be convened and operational committees will be established at the national, provincial and district levels as an initial step in the implementation of the National Policy on Migration for Employment Sri Lanka.

Amending Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985:

This Ministry has identified the proposed amendments to the Sri Lanka Bureau of Foreign Employment Act with the participation of the officers of the Sri Lanka Bureau of Foreign Employment and all stakeholders and forwarded the draft with the proposed amendments to the Legal Draftsmen's Department of the government. A series of meetings regarding the recommendations presented by the Legal Draftsmen's Department of the government were held under the chairmanship of the Honorable Minister with the participation of officials of Sri Lanka Bureau of Foreign Employment and the ministry. The decisions taken there have been sent to the Legal Draftsmen's Department.

- **Strengthening Labour Force and Maintaining International Labour Standards**

This Ministry fulfils its obligation to safeguard domestic labour rights in accordance with the commitments made by Sri Lanka as a member country of the International Labour Organization and other internationally recognised conventions and recommendations, leveraging these commitments to address challenges in the labour sector.

The ministry also undertakes the task of ensuring that Sri Lanka fulfils its obligations and responsibilities concerning labour to the International Labour Organization and other multilateral agencies. It formulates labour policies, fosters national-level social dialogues, and seeks international support for human resource development. In pursuit of these objectives for 2022, the following measures have been implemented.

1. Empowerment and Protection of Labour Force

- I. Serving as the facilitator of the National Labour Advisory Council (NLAC) with tripartite representation. The following measures were taken by conducting four meetings during the year 2022.
 - I. It was decided to amend the Shop and Office Workers Act to increase women's participation in the labour force.
 - II. Proposals were submitted to streamline the administrative process followed for obtaining 30% entitlement of the EPF.
 - III. It was proposed to increase the minimum salary up to Rs. 21,000/- by the addition of two budgetary relief allowances.
 - IV. Issues on the payment of a daily wage of Rs.1000/- in the plantation sector were submitted by the trade union leaders and discussions were carried out in that regards.
- II. The appointment of a committee with tripartite representation to identify and address issues arising in the labour market due to the current economic crisis was directed by the Hon. Minister of Labour and Foreign Employment. This committee will be tasked with organizing related activities and developing solutions. Furthermore, the Minister has instructed the establishment of a committee comprising representatives from the Ministry of Labour and Foreign Employment, the General Treasury, the Central Bank of Sri Lanka, the International Labour Organization, and the Employees' Provident Fund. This committee will convene a discussion session, with the participation of the Hon. Minister of Labour and Foreign Employment, to present proposals for providing social security and insurance facilities for the unemployed.
- III. Amending the Acts and Ordinances, policies related to the labour sector and conducting ministerial committee meetings on issues, trends, labour laws and policies regarding the initiation of new acts.
 1. Holding two discussions for the amendment of Shop and Office Employees Act.
 - Granting the opportunity for female employees employed by Knowledge Process

Outsourcing (KPO) institutions, Business Process Outsourcing (BPO) Companies and offices handling business activities and accounting administration activities of companies of other countries.

- Delegating authority to prepare orders relevant to the provision of transport facilities, safety and common amenities of the place of work for female works employed at night.
 - Ordering employers to pay equal salary disregarding gender for equal work or services.
 - Preparing the Cabinet Paper regarding the proposed Memorandum of Understanding to be signed between the Ehime Prefecture of Japan and the Foreign Employment Division of the Ministry of Labour and Foreign Employment.
- IV. Carrying out all coordinating activities of projects and workshops conducted with the technical collaboration of the International Labour Organization.
 - V. Submitting answers to the questionnaire on labour statistics to be sent annually to the International Labour Organization.
 - VI. Obtaining information from the relevant institutions and submitting two reports as to the complaint lodged by trade unions alleging the violation of freedom of association and the failure of the government of Sri Lanka to ensure productive compliance with Convention No. 87 of the International Labour Organization.
 - VII. Submitting reports on the visit of the United Nations Special Rapporteur, Mr. Tomoya Obokata, to Sri Lanka to investigate and report on the causes and consequences of contemporary slavery, including traditional slavery, indebtedness, forced labour, sexual slavery, child marriage, and slave marriages.
 - VIII. Updating annual information of the International Social Security Organization.
 - IX. Compiling reports on emerging trends of the labour sector for the use of the Ministry of Foreign Affairs and other ministries.
 - X. Submitting visa request letters to the Foreign Ministry for International Labour Organization (ILO) officers visiting Sri Lanka to provide technical assistance.
 - XI. Making necessary arrangements required for tabling the conventions and recommendations adopted by the International Labour Organization in Parliament.



Photograph 2.1 - National Labour Advisory Council meeting

Memoranda of understanding (MoUs)/ Agreements:

The government of Sri Lanka has entered into a number of agreements for the promotion of foreign employment sector, human capacity development, international social security programme, training programmes, legal affairs and reciprocal relationships. Twenty One (21) such agreements/ MoU are currently in force.

Under this initiative, the new (MoUs)/agreements are outlined as follows.

- The MoU between the Government of Sri Lanka and Japan related on agriculture and other fields was signed on 07 June 2023.
- The MoU on establishing a Migrant Resource Center (MRC) managed by the New Zealand Government-funded International Center for Migration Policy Development (ICMPD) was signed on 11.12.2023
- Through the Ministry of Foreign Affairs, drafts have been exchanged regarding the signing of MoUs/Agreements with the following countries.
 - Romania - Employment and manpower sectors
 - Italy - Migration and mobility partnership
 - Turkey - Proposed agreement on labour migration between the Government of Sri Lanka and the Government of Turkey



Photograph 2.2 - Signing of Memorandum of Understanding with Japanese Government

- Reviewing existing MoU/ bilateral agreements with destination countries in relation to foreign employment
- Information regarding the review of the following agreements/Memorandums of Understanding (MoUs) has been conveyed to the respective states through the Ministry of Foreign Affairs. Bilateral discussions are underway to exchange ideas on this matter.
 - Seychelles - Manpower sector
 - Republic of Korea - Sending and receiving workers under employment license system
 - Malaysia - Recruitment, employment and bringing back of workers.

Joint Committee Meetings:

Nominations have been submitted to the Omani authorities for the upcoming joint committee meeting under the Memorandum of Understanding between Sri Lanka and Oman in the field of labour and training. Future joint committee meetings are planned to be convened as well.

Global/Regional Forums:

- **Colombo Process**

The fifth (5th) and sixth (6th) thematic working group meetings on pre-departure and empowerment chaired by the Philippines were held in the Philippines and Thailand from 14,15-03-2023 and 16,17-08-2023 respectively.

The aim was to optimize the benefits of labour migration by interviewing future solutions for migrant workers in Asia while protecting migrant rights. Similarly, the progress of the action plan for the years 2023-2027 was also discussed. Under the leadership of the Government of Sri Lanka, the Regional Consultative Process on Foreign Employment and Contract Labour for Asian Countries; The Colombo Process held its Thematic Working Group Meetings (TAWGs) from 12 to 14 December, bringing together representatives from 11 Colombo Process member countries and civil society as well as UN agencies.

The event included a joint meeting of three Thematic Working Groups (TAWG). Namely Identification of Skills and Qualifications (S&Q), Cost-Efficient, Fast and Secure Transfer of Remittances, and Fair and Ethical Recruitment Practices (FERP), as well as publication of Reintegration Guidelines Manual.

- **Abu Dhabi dialogue**

The Seventh (7) Cabinet Meeting of the Abu Dhabi Dialogue is scheduled to be held on the 10th and 14th of February 2024 in Abu Dhabi.

- **Global Compact for Migration for safe, orderly and regular migration (GCM)**

The Department of Migrant Workers of the Republic of the Philippines, in collaboration with the International Organization for Migration (IOM), the International Labour Organization (ILO), and the United Nations Network, Asia-Gulf Cooperation Council (GCC), convened a Senior Officials Dialogue on Sustainable Development Goal 10.7 and the Global Compact for Safe, Orderly, and Regular Migration 17 Achievement in Taguig City, Philippines, on May 30-31, 2023.

In this dialogue, the opportunity was given to discuss the problems of the common interests of building labour mobility about the existing regional consultation processes including the Colombo process and the Abu Dhabi dialogue.

- **Safe and regular labour migration for Sri Lankans –Stage IV**

The project titled “Safe and regular migration for Sri Lankans” was implemented jointly with the Switzerland Embassy in Sri Lanka under the direction of the Ministries of Labour and Foreign Affairs. The project is in its fourth stage as of now. The primary objective of this project is to strengthen the wellbeing of Sri Lankan migrant workers and their family members. The ILO and IESC serve as the national partners of this project while SAFE in the Anuradhapura District, VOCIE in the Puttalam district, FIRM in the Vavunia District, SAMADANA in the Kandy District and CHRCD in the Kurunegala District are the district partners. For the year 2024, Rs. 175 million has been allocated for this project.

Project to uplift the economy of people who have returned from overseas employment / members of their families and the concerned community

As per the National Covid-19 response plan for migrant workers, one project involving the production and marketing of coconut shell charcoal and eco-friendly bags, as well as another project related to chili processing, were implemented in 2023. These initiatives were financed by the Japanese government through the intervention of the International Organization for Migration and the International Labour Organization. Thus far, a total of 20 projects across 09 districts have been successfully completed and handed over to the respective communities. The total expenditure incurred for these projects amounts to Rs. 144,021,133.74.

Establishing an Integrated Guidelines and Referral System (IGRS) to improve foreign and domestic employment in Sri Lanka

The Ministry established an Integrated Guidelines and Referral System (IGRS) to improve foreign and domestic employment in Sri Lanka with the support of the International Organization for Migration in

collaboration with relevant stakeholders. The implementation of this project provides a unique opportunity to find solutions to the main challenges facing the field of foreign employment and to sustainably achieve government policies and objectives.

As the initial step, a Project Steering Committee (PSC) was established to offer strategic advice and guidance on its implementation. The committee, chaired by this Ministry, includes representatives from relevant agencies such as the International Organization for Migration in Sri Lanka (IOM Sri Lanka). The project was officially launched on July 15, 2023, and is currently progressing successfully.

Formation of Migrant Labour Associations:

The initiative to establish migrant workers' associations, aimed at uniting migrant workers, their families, returned migrants, and prospective overseas workers, empowering them within society, and integrating them as active members, began through the intervention of Development Officers (Foreign Employment). This effort focuses on enhancing their knowledge, skills, and attitudes. A total of 3662 migrant labour associations have been established across the island. Additionally, the formation of regional and district-level migrant labour associations has begun. District-level migrant labour associations have been established in the districts of Gampaha, Matale, Galle, Matara, Hambantota, Trincomalee, Puttalam, Ratnapura, and Kegalle.

2.1.1 Labour Sector

Department of Labour

- **Accelerating economic growth by securing industrial peace**

The Department of Labour envisions contributing to the development of a nation characterized by enduring industrial peace, essential for fostering an internationally competitive economy. As such, ensuring industrial peace stands as a fundamental and indispensable function of the Department.

Basically, the Department of Labour operates based on four main functions: facilitating dialogue between employers and employees, conducting joint labour investigations, addressing complaints related to the loss of statutory rights, and resolving industrial disputes. Additionally, it takes judicial action to safeguard the occupational rights of workers.

- **Facilitating a dialogue between employer- employee**

To foster a healthy work environment in both the private and semi-government sectors, the Department conducts programs to educate both employers and employees about labour laws. These programs are held in institutions within these sectors. Additionally, the department also organizes and conducts awareness programs for officers in other government entities where awareness of labour laws is essential for their duties.

Table 2.1 Awareness programs conducted from 01.01.2023 to 31.12.2023

Nature of the Programme	Programme Name	No. of programmes conducted	No.of Participants / No. of Beneficiaries
Promoting Social dialogue	Social dialogue promotion programs conducted by Human Resource Development Division	367	25,975
	Social dialogue promotion programs conducted by district and sub-labour offices	193	9274
	District Advisory Council Programs	79	2245
	Regional Social Platform Programs (Via Zoom)	33	Via Zoom

Promoting occupational safety	Awareness programs conducted on occupational safety	147	4849
Promoting occupational health	Educational and training programs for employers and employees	80	2439
	Awareness programs for employers and employees	349	36,394
Protecting the rights of women and youth in employment and the elimination of child labour	Awareness programs on labour laws related to women and children for female employees.	28	840
	Awareness programs conducted in the year 2023 on establishment of child labour free zones under the project of elimination of child labour from Sri Lanka	10	1800
TOTAL		1286	32,635

Positive change brought about through awareness programmes

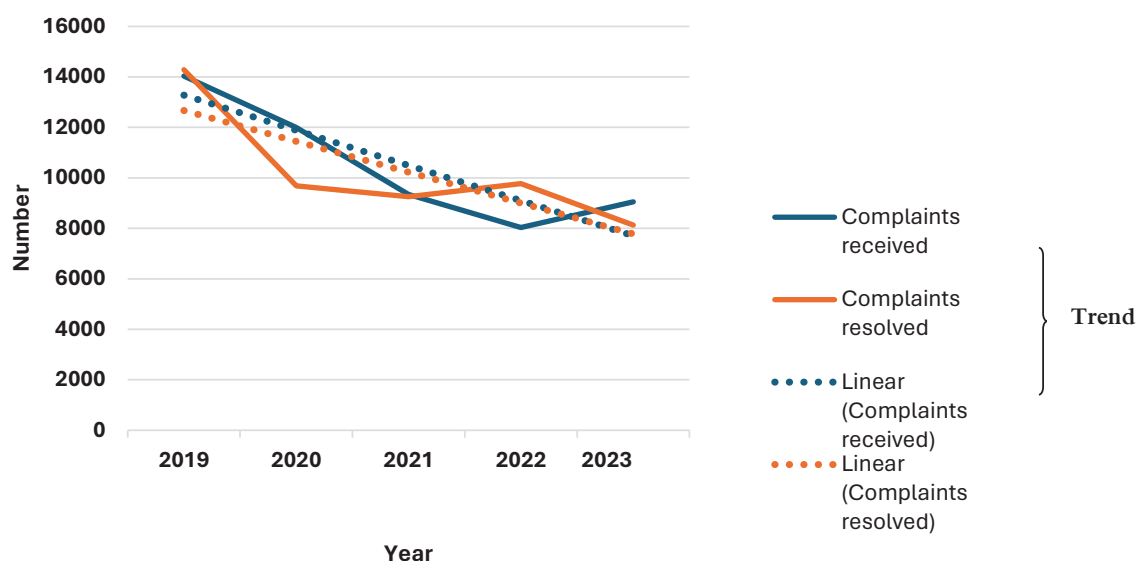
By conducting programs at the institution level to promote social discourse, in the year 2023, it was possible to end the strikes in two manufacturing institutions through negotiations. This effort contributed to national economic growth by reintegrating approximately 1325 lost man-days back into the local economy's production process. Additionally, industrial disputes in six other institutions, which had significantly impacted production and service supply, were successfully resolved. To sustain this positive change, social dialogue circles were established to facilitate ongoing discourse between the two groups of employees in these institutions.

- **Reduction in the number of fatal accidents in workplaces. (The number of fatal accidents in 2022 was 66 and in 2023 it has reduced to 64.)**
- **Conducting inspections**
The details regarding inspections conducted between 01.01.2023, and 31.12.2023, to ensure employers' compliance with employment regulations, address issues, and enhance employer-employee relationships, are as follows.

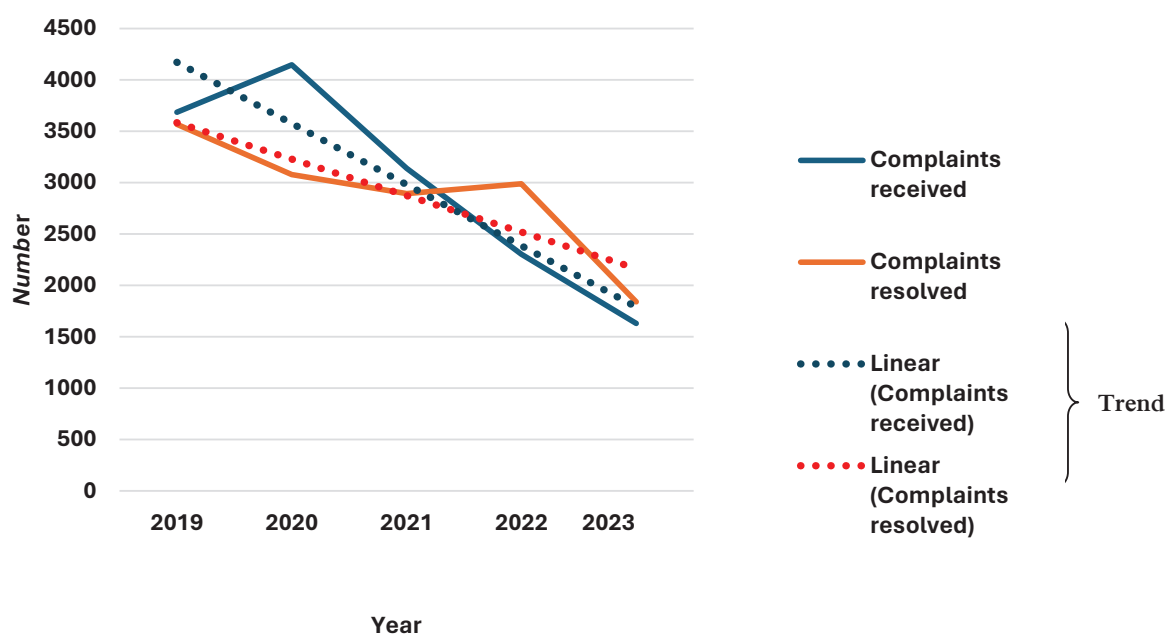
Table 2.2 Inspections conducted - Progress from 01.01.2023 to 31.12.2023

Inspection	Number
Number of Labour Inspections conducted by Labour Officers in District and Sub Labour Offices	65,453
Number of investigations conducted on child labour and employment of women	482
Number of inspections conducted related to the safety of employees	3044
Number of inspections carried out on occupational health of employees	2445
Total	71,424

- **Redressal of complaints of infringement of statutory rights and settlement of industrial disputes**
Complaints on infringement of constitutional rights and industrial disputes made by employees or trade unions to the department's head office and district and sub-offices were dealt with. Similarly, requests made to the Commissioner General of Labour to have a formal investigation conducted by a person who is not satisfied with a complaint investigation or an institution investigation that has been carried out were re-investigated as necessary.



Graph 2.1 Receipts and resolutions of complaints on infringement of constitutional rights from 2019 to 31.12.2023



Graph 2.2 Receipt and settlement of complaints on industrial disputes from 2019 to 31.12.2023

- Interventions made during strikes**

As soon as a situation is observed where an industrial dispute may escalate into a strike, the department will take steps to control the situation. If a strike occurs, necessary interventions will be made to resolve it. The details of strikes reported from 01.01.2023 to 31.12.2023, are as follows.

Table 2.3 Reported data on strikes - 01.01.2023 to 31.12.2023

Field	No. of strikes recorded	No. of employees participated	No. of man-days lost
Plantations	04	842	1797
Construction	-	-	-

Manufacturing	02	101	4662
Mining and quarrying	-	-	-
Accommodation and food supplies	-	-	-
Semi- government	-	-	-
Other services	01	70	70
Total	07	1013	2329

- **Persuading employers and employees to enter into collective agreements**

By entering into collective agreements, the employees are entitled to more privileges than the rights granted by the labour laws and regulations, as well as the employer parties are able to reach the relevant conditions in order to obtain more effective service from the employees.

Social discourse encourages employers and employees to enter into such collective agreements. Including the 31 collective agreements published in the Gazette from 01.01.2023 to 31.12.2023, the number of collective agreements in force as of 31.12.2023 is 225.

- **Conducting arbitrations**

Industrial disputes which cannot be settled by the Regional Offices or by the Industrial Relations Division of the Head Office shall be referred to Compulsory Arbitration or to the Industrial Court. During the period from 01.01.2023 to 31.12.2023, 263 disputes, including 86 disputes referred for arbitration, were to be dealt with in the year 2023. Among them, the investigations of 158 disputes have been completed in the year 2023 and 111 grants have been given and 47 grants will be given in the future. Accordingly, as of 31.12.2023, further work was being done on 91 disputes.

- **Registration of trade unions**

It is mandatory under the Trade Union Ordinance to register every trade union with the Registrar of Trade Unions of the Department of Labour. Accordingly, from 01.01.2023 to 31.12.2023, the number of Trade Unions/Confederations registered in the Department is 128. The total number of trade unions valid as on 31.12.2023 is 2122. During the year 2023, 59 trade unions have been cancelled.

- **Protection and promotion of labour standards**

Updating and securing wages and working conditions of private sector employees is a key role of the department. Accordingly, from 01.01.2023 to 31.12.2023, the following activities were carried out in relation to that subject area.

Table 2.4 Protecting and promoting labour standards in 2023

Matter	Progress				
	Balance as on 01.01.2023	Receipt of requests	Approvals	Refusals	Balance as on 31.12.2023
Approval of 05 day work week.		387	364	6	17
Checking of the legal validity of collective agreements.	7	42	48	1	0
Granting approval for requests for deductions from wages under the Wages Board Ordinance and the Shop and Office Employees Act	97	258	162	74	119
Providing explanations and interpretations for the inquiries made by employees and employees regarding the Acts and Ordinances	-	68	68 (Ad-dressed)	-	-

- **Ensuring decent work environment for employee's occupational safety**

Employees in factories are at risk of physical injury or even death due to electrical, heat, air pressure,

excessive light, and noise. Therefore, it is the responsibility of the Department to minimize the occurrence of accidents. One of the main legal provisions related to the occupational safety, health, and welfare of workers in factories in Sri Lanka is the Factories Ordinance No. 45 of 1942 and the regulations enacted under it.

The Department mainly carried out the following activities to ensure a safe work environment.

Table 2.5 Activities performed during the period from 01.01.2023 to 31.12.2023

Activities	Number
Factories registered under new regulations of Factories Ordinance from 01.01.2023 to 31.12.2023	1170
Inspected and approved building plans	259
Examination and submission of test reports for high-risk machines by authorized officers.	12,212
Total factories inspected 2859	3,044
Using energy 26	
Not using energy 20	
Construction sites 139	
Establishment of formal safety committees to enhance employee safety	435

- **Activities undertaken to ensure the occupational safety and health of the employees**

In order to ensure the health and safety of the workplaces, the Department will investigate under scientific methods whether there are any health issues or accidents at the workplaces and take measures to prevent those accidents and inform about the measures to be taken to prevent them. Accordingly, the following activities were carried out from 01.01.2023 to 31.12.2023.

Table 2.6 Activities carried out for ensuring occupational health and safety of employees

Activities	Number
Environmental measurements	321
Biological tests	1722
Occupational health and safety audits	402
Intervening and resolving problematic situations to ensure occupational health and safety	Institutions - 10 Employees - 3437

Similarly, a project was implemented in the year 2023 to improve the occupational safety and health of the employees of the factories located in the industrial estates located in 03 industrial zones in the Colombo district where small and medium scale factories are located. The following three industrial estates were selected for that.

1. Padukka, Panaluwa Industrial Estate operating under Industrial Development Board - (22 Factories)
2. Homagama, Katuwana Industrial Estate operating under Urban Development Authority - (63 Factories)
3. Ratmalana Industrial Estate operating under the Industrial Development Board

- **Safeguarding the occupational rights of employed women and young persons and eradicating child labour**

One of the primary responsibilities of the Department is to promote productive contribution of women's labour by enforcing labour laws covering women at workplaces and recommend necessary amendments to such laws by reviewing them periodically.

Similarly, eradicating child labour with the contribution of all stakeholders, enforcing labour legislation applicable to children less than 18 years of age and recommending amendments to existing laws to be compatible with prevailing social issues too are key responsibilities of this Department.

Table 2.7 Progress in protecting the rights of women, youth and children in employment

Matter	Progress/ Number			
	Balance as on 01.01.2023	Complaints received	Settlements	Balance as on 31.12.2023
Conducting investigations related to complaints received on child labour	70	87	144	13
Investigations into complaints received on infringement of working conditions related to employment of women at night	11	7	14	4
Endorsement of employment of women at night			456 (Endorsements)	

Under the project aimed at eradicating child labour in Sri Lanka, initiatives were launched in schools and children's clubs located in vulnerable areas identified for child labour. These efforts were specifically designed to establish child labour-free zones. The programs were successfully implemented across 10 districts in 2023, including Galle, Gampaha, Puttalam, Matara, Badulla, Monaragala, Nuwara Eliya, Kandy, Kalutara, and Trincomalee.



Photograph 2.3 - Child Labour Programme



Photograph 2.4 - Launch of "Wadaliya" publication on the occasion of International Women's Day

- Social security of employees**

The Employees' Provident Fund, established by the Employees' Provident Fund Act No. 15 of 1958 with the principle objective of ensuring a secured retirement for the country's workforce in the semi-government and private sectors is administered by the Department of Labour. The fund is administered by the Department of Labour and the Monetary Board of the Central Bank is in charge of the management of its funds. The role expected to be performed under this Act, which was subjected to amendments from time to time is as follows.

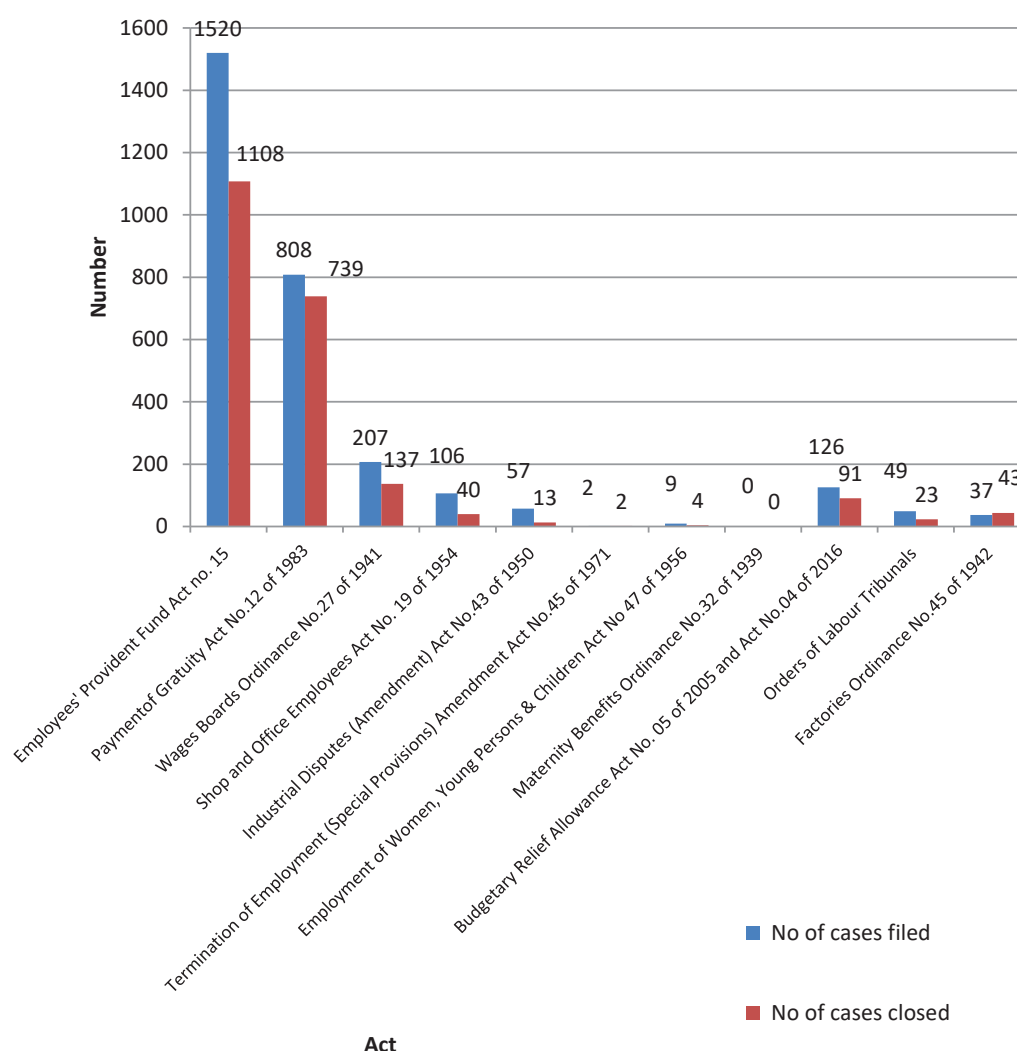
- Registration of employers for the Employees' Provident Fund
 - Registration of members for the Employees' Provident Fund
 - Recovering contributions from employers who default the contributions
 - Issuing payment orders for the payment of benefits to employees
 - Monitoring the approved provident funds.
- **Payment of benefits of EPF:** In the year 2023, 195,537 decision letters have been forwarded regarding the payment of benefits of the Employees' Provident Fund.
 - **Sending notices to employees who default contributions:** First notices and red notices are issued for employees who fail to make contributions as stipulated and if such notices are not properly responded to, action is taken to constitute legal action and recover the contributions together with the surcharge and account them. Accordingly, in the year 2023, the total amount collected through the issuance of the first and final notices is 2015 million rupees.
 - **Measures taken to promote the Employees' Provident Fund and improve the efficiency of service delivery to clients**
 - A new software application has been developed for registering employees under the Employees Provident Fund, enhancing the efficiency of this process. The software has been successfully installed in the district labour offices at the main office premises, leading to more streamlined registration procedures. Plans are underway to implement this new system in other labour offices as well, with further enhancements and improvements expected in the future.
 - The final stages of software system improvements are underway to enhance electronic services related to the Employees' Provident Fund. These enhancements will streamline processes such as employer registration, employee enrollment, member detail verification (including names and membership numbers), benefits application submission, and post-submission application status checks.
 - The introduction of a digital format has greatly facilitated beneficiaries in checking their basic eligibility for availing the 30% advance benefits of the Employees Provident Fund through an online mode. This system, implemented in the first quarter of 2023, has processed the basic qualifications of 2076 members to date, guiding them through the necessary steps to obtain their benefits.
 - To enhance accessibility and efficiency, services related to the Employees' Provident Fund have been decentralized to regional offices as required. As part of this initiative, Sub-Labour Offices in Mannar, Yatianthota, and Warakapola have been designated. Additionally, arrangements have been made to establish benefit payment branches in these regions.
 - Four mobile service programs were organized with the support of the Central Bank of Sri Lanka to address issues arising from a lack of awareness about the Employees' Provident Fund among members. These programs aimed to educate both members and employees. Services provided during these programs included employee registration, correction of member name registration errors, and access to account balance information for Employees' Provident Fund members.
 - **Legal protection for safeguarding the occupational rights of workers**
The Department of Labour actively enforces several Acts to safeguard the rights of employees. To ensure consistent implementation of these Acts, the department takes legal action against any violators, thereby securing the rights of employees and promoting a fair work environment.

Accordingly, the progress related to the court actions taken by the department from 01.01.2023 to 31.12.2023 is as per the table below.

Table 2.8 Performance of Cases by Courts - From 01.01.2023 to 31.12.2023

Court	Balance brought forward to the year 2023	No. of cases assigned till the year 2023	No. of cases closed as of 31.12.2023
Supreme Court	114	25	0
Court of Appeal	324	112	05
High Court	86	57	36
Commercial High Court	217	10	04

**Cases filed and closed in Magistrate's Courts from
From 01.01.2023 to 31.12.2023**



Graph 2.3 Cases filed and closed in Magistrate's Courts from 01.01.2023 to 31.12.2023

Note - The above table presents the information about the judicial actions taken by the Regional Labour Offices.

The Ministry of Labour and Foreign Employment has commenced drafting a New Employment Act following Cabinet approval. This act aims to introduce a more flexible simplified and unified labour law, aligning with new socio-economic trends while promoting positive employer-employee relationships. Accordingly, the Department of Labour will provide the necessary support for this initiative, with discussions on the bill ongoing within a committee comprising the Department of Labour, the Attorney General's Department, the Legal Draftsmen's Department, and the Bar Association of Sri Lanka. The aim is to finalize the bill by the end of 2023.

Furthermore, recognizing the necessity to update laws to align with current socio-economic conditions, preliminary efforts were made to amend the Employees' Provident Fund Act No. 15 of 1958.

- **Communication activities of the Department of Labour**

- **Publications**

The following publications were published by the Department of Labour for raising people's awareness on the field of labour

- Kathikawatha Magazine
 - Manuals related to industrial safety
 - Installation of billboards to educate the public and employees regarding industrial safety
 - Survey of hours worked and labour costs
 - Labour Statistics Annual Report 2022

- **Official social media activities of the Department**

The required documents for clients including application forms, forms, instructions and labour ordinances as well as Wages Board Council decisions to be followed by employers have been posted on the department's website www.labourdept.gov.lk.

- **Library of the Department of Labour**

The Department of Labour maintains the main library in Sri Lanka with regard to regulations, books and publications related to the labour sector. This will facilitate the staff of the Department of Labour, Ministry of Labour and Foreign Employment and other institutions under it, as well as external readers, to refer to all the Ordinances, Books, Publications etc. pertaining to the field of Labour Law. Further development of the library facilities carried out in the year 2023.

- **Observance of major celebrations**

- Commemorative program for the 100th anniversary of the Department of Labour
- International Women's Day Celebration Program 2023
- World Day against Child Labour Program - 2023
- Guiding the department towards its goals by monitoring its functions

- **Human Resource Development of the Department of Labour**

- Day today staff administration including identification of staff requirements of the Department of Labour, recruitment as required, promotions of officers, conduct of efficiency bar examinations, performance evaluation, granting of increments, transfers, retirement of officers, leave affairs of the officers and disciplinary activities of staff were also carried out.
- An allocation of Rs 6,000,000.00 was received for the year 2023 for local training programs. Out of which the expenditure on 31.12.2023 is Rs. 4,062,418 and the expenditure as a percentage of the provision is 68%. Information regarding this is given in the sixth chapter

- **Infrastructure Development of Labour Department**

- With the aim of enhancing service delivery to clients across the island, the department focused on improving infrastructure at both the head office and regional offices throughout the country.

- Accordingly, necessary minor repairs were conducted at the Regional Offices, while interior design enhancements were made to the “Mehewara Piyesa” Building and the Labour Secretariat Building.

Table 2.9 Infrastructure development in the Department of Labour

Project	Physical progress as on 31.12.2023
Preparation of interior designs of 8th, 9th, 10th, 11th, 12th, 13th and 14th floors of the Mehewara Piyesa building	100%
Preparation of interior designs of 3rd, 4th, 5th and 6th floors of Labour Secretariat Building.	Procurement is in progress.

Department of Manpower and Employment

- **Career guidance, maintaining labour market information and public employment services**
The Department of Manpower and Employment implements various programs for the development and management of the country's human resources.

Table 2.10 Progress of the Department Manpower and Employment

	Program/Activity	Progress from 01/01/2023 to 31/12/2023		Beneficia-ries
		Physical	Finance (Rs. Mn.)	
1	Creating a skilled workforce that meets the demands of the labour market.			
	Conducting district job fair	28	2.718	16,822
	Conducting district career fair	35		10,495
	Conducting regional job fair	203		33,775
	Producing propaganda videos	13	0.492	
2	Labour market information research			
	Case studies on Success Cases	4	0.209	
	Policy Sessions on LMI issues	3	0.065	
	Individual Study Reports 7	90%	0.226	
3	Conducting career guidance programs			
	Conducting career guidance programs for Grade 9 students	1791	2.282	55,362
	G.C.E (O/L) career guidance programme	2685		72,049
	G.C.E (A/L) career guidance programme	1339		38,259
	Career guidance week	212	2.852	10,318
	Producing propaganda videos	8	0.793	
4	Public Employment Service			
	Registration of job aspirants	98,739		98,739
	Registration of job vacancies	51,348		51,348
	Referral of job aspirants for employment	84,776		84,776
	Employment of job aspirants	14,015		14,015
	Providing career guidance services	65,198		65,198
	Referral for training	26,093		26,093

	Newspapers to National PES Center And Vacancy Advertisement Dissamination	100%	0.037	4932 News- papers Vacancies Distributed
	Enhancing the PES delivery system	100%	0.130	
	Northern Province Employment Programme			
	Registration of job aspirants	8829		
	Employment of job aspirants	1894		
	Referral for training	3218		
	on the Job Training	126		
	Directed to the RPL	536		
5	Establishing an internal management information system for a functional labour market			
	1.Procorns (Department Website)	100%	0.772	
	2.Website Development	70%		
	3. Awereness Programe	100%		
6	Eastern Province Disabled Persons Employment Programme			
	Business organizations		9.764	160
	Beneficiaries			903
	Beneficiaries for job fairs			196
	Sending for employment			44

- Career guidance activities**

Career guidance services are offered with the objective of creating a human resource in sync with local and foreign labour market while directing the total energy of human resources of the country efficiently and effectively for the development of the country. For these career guidance programmes, tools such as psychometric tests, aptitude tests, written and practical tests, interviews, various observational tests are used. The career guidance programmes are conducted individually and collectively and in groups by means of personal consultancy and guidance, basic awareness programmes, workshops and practical activities.

Table 2.11 Placement in employment-DMP&E

	District	Placed in employment	Self Employed/ Entrepreneurs
1	Colombo	924	102
2	Gampaha	288	47
3	Kalutara	699	92
4	Kandy	986	185
5	Matale	750	133
6	Nuwaraeliya	437	111
7	Galle	733	283
8	Matara	950	508
9	Hambanthota	660	140
10	Jaffna	953	464
11	Mannar	425	200

12	Vavuniya	263	113
13	Mulativ	3	17
14	Kilinochchi	250	85
15	Batticaloa	346	269
16	Ampara	315	663
17	Trincomalee	139	15
18	Kurunegala	1,339	280
19	Puttalam	100	163
20	Anuradhapura	536	33
21	Polonnaruwa	128	86
22	Badulla	1,171	100
23	Monaragala	291	61
24	Ratnapura	656	176
25	Kegalle	673	139
	Total	14,015	4,465

- **Assignment of calculated financial values to programs carried out during the year without financial allocation**

The total financial value allocated for programs including the Parent Awareness Program, Self-Employment Motivation Program, Need-Based Training Programs, RPL Program Awareness, Teacher Awareness Program, Job Aspirant Awareness Program, Entrepreneurship Development One Day Program, and Career Guidance Services amounts to Rs. 21,013,000.00. These initiatives have collectively reached a significant number of beneficiaries, totaling 105,065 participants.

- **Sectoral progress**
- **The following programs have been implemented in 2023 to develop the labour market.**
 - Market potential for lily related innovations
 - Recycling of polythene and plastic as a means of income generation
 - Palm related products for the export market
 - Development of promotional models based on handloom textile businesses - 50%
 - Commercial coconut shell charcoal production
 - Areca leaf related products
 - Development of promotional models based on betel production
- **Brain Storming Sessions**
 - The need for a labour market information system
 - Economic potential for job creation and promotion through Ayurvedic medicinal products
 - Aging of the Sri Lankan population
- **Individual Research**
 - Survey of employment decline in apparel sector
 - Survey of employment decline in construction sector.
 - Women's labour force participation in Sri Lanka and difficulties in women's access to employment
 - Survey of the employability of the disabled community
 - Survey of expectations of returning migrant workers

- Comparative study of public employment services in other countries
- Current policies, problems and solutions in general education
- **Human resource management**
 - Overall coordination of the "Garu Saru" program implemented in relation to raising the dignity and economic status of workers engaged in the informal sector in Sri Lanka. In the year 2023, the basic stages of the "Garu Saru" program have been started in relation to the dignity of the services of three-wheeler drivers, local domestic workers, electricians, preschool teachers, private bus driver and conductor professionals, tilers, masons and carpenters.
 - Hotel training programs are being arranged at the district level in collaboration with the Sri Lanka Tourism Hotel Management Institute. A pilot project is currently underway in the Galle district..
 - Implementation of awareness programs regarding the importance of obtaining RPL certificates to prospective employers who are looking to work abroad.
- **Programs conducted under professional guidance**
 - "Nana Jaya" Career Guidance Program
 - Skill Scan Clinic program
 - Making videos
 - A program to provide practical experience for Advanced level students and school leavers to enter the world of work with competence.
 - Landscaping program
 - Technical training for self employment



Photograph 2.5 - Discussion on "Garu Saru" programme

- **Public Employment Services**

25 District Public Employment Service Centers have been established with the aim of efficiently providing effective employment opportunities in the private sector to the Sri Lankan workforce. The progress of these centers is as follows.

- Making arrangements to conduct 28 district job fair programs and 203 regional job fair programs to ensure representation from each district.
- Making arrangements to conduct 50 job fair programs.
- Under the initiative of the Public Employment Services Department, starting the registration of employment agencies from May 2023 and accordingly registering 62 private institutions and obtaining the existing vacancies in those institutions.
- Advertising those job vacancies through district Whatsapp groups, accepting job applications using Google Forms through the same groups and forwarding the applications to the respective registered private institutions.
- Registration of job aspirants through 25 Google Forms in 25 districts to collect and analyze statistics

- on job aspirants in the district.
- The Public Employment Service Division of the Head Office purchased weekend newspapers, including Silumina, Lankadeepa, Sunday Observer, Veerakesari (Tamil), and Thinakaran, and forwarded the available job vacancies published in those newspapers to the departmental WhatsApp group and the job aspirant groups at the district level creating awareness among job aspirants on available vacancies. In the year 2023, the total number of job vacancies published in the above newspapers was 5159.
- 620 job requests referred by the President's Office were forwarded to the relevant District Public Employment Service Centers for private sector job opportunities, and the progress was reported to the President's Office.
- 08 job requests forwarded by the Prime Minister's Office were forwarded to the relevant District Public Employment Service Centers for providing job opportunities in the private sector, and the progress was reported to the Prime Minister's Office.
- Making arrangements to hold a special career fair program on 06/06/2023 at Battaramulla Diyatha Premises with the participation of private institutions, training institutes with the aim of directing job aspirants of the Western Province to local/foreign jobs with the support of our department under the guidance of the Ministry of Education, Cultural & Arts, Sports & Youth Affairs & Information Technology, Western Province.
- Conducting Glocal Fair 2023 Special Mobile Service Program at Muttaveli Stadium in Jaffna District on 15/07/16 2023 with the support of Jaffna District Secretariat under the initiative of the Ministry of Labour and Foreign Employment.
- Preparation of 13 videos in collaboration with district media units from 13 districts to educate school students, school leavers, and job aspirants about the services offered by district public employment service centers.

National Institute of Labour Studies (NILS)

- **Creating awareness among tripartite stakeholders for better industrial relations**
- **Education on labour law, industrial relations and human resource development**

To achieve its objectives, the National Institute of Labour Studies conducts courses in three main disciplines: Labour Law and Industrial Relations, Human Resource Management and Workplace Productivity. The institute is currently providing these courses in three languages as a quality service to the public sector and private sector clients. These courses are offered in the form of diploma and short term courses, certificates, trainings and workshops.

In the year 2023, 09 diploma courses, 47 short-term courses and 18 certificate courses have been successfully conducted. An income of 17.03 million rupees has been generated through these courses. About 1,137 applicants have participated in this.

- **Courses focused on professional development and courses pertaining to foreign relations.**

In 2023, 04 vocational certificate courses in general management and labour migration were successfully conducted for staff of foreign employment agencies in Colombo and Kurunegala. Additionally, a certificate course in health care management was also conducted. Similarly a course on heavy machinery was conducted jointly with the National Institute of Labour Studies and the State Development and Construction Corporation.

A program on labour relations and labour laws targeting the staff of plantation companies in the Nuwara Eliya area, a program targeting trade union representatives of plantation companies and a diploma course on social dialogue and labour relations were also successfully conducted.

- **Decent Work Project**

For the following project proposals presented by our organization on behalf of the Decent Work Project, an allocation of Rs. 2,090,000.00 has been granted for implementation this year.



Photograph 2.6 - Diploma Awarding Ceremony of National Institute of Labour Study

Accordingly, an expenditure of Rs.1,100,000.00 has been incurred for conducting an advanced certificate course to provide training in industrial relations, labour law and human resource management to government officials engaged in enterprise development activities and 09 programs have been conducted at a cost of Rs. 961,490.00 to create a conducive work environment within tea and rubber factories and plantations on behalf of strengthening employer-employee relations.

- **Examinations**

On institutional requirement, the National Institute of Labour Studies conducts staff recruitment examinations, efficiency bar examinations and examinations for evaluation and promotions on the request of public sector corporations and statutory institutions as well as private sector institutions.

During the year 2023, the Institute conducted 49 examinations and revenue amounting to Rs. 7.4 million was generated from examinations conducted for external institutions. The number of applicants sat these examinations was 1245.

National Institute of Occupational Safety and Health (NIOSH)

- **Improving occupational safety and health**

To mitigate occupational accidents in workplaces, the National Institute of Occupational Safety and Health (NIOSH) conducts diploma courses, certificate courses, and various training programs related to occupational safety and health to train the occupational safety officers.

In addition, 206 environmental surveys have been conducted to check whether the working environment is suitable for the employees working in the factories and 1050 medical checkups have been conducted in the year 2023 to check whether the health status of the working professionals is proper. By the year 2023, 12 risk assessment surveys have been conducted, one per month. In addition, 24 Onsite Trainings have been conducted in the year 2023.



Photograph 2.7 - National Occupational Safety and Health Conference

Special Programs of National Institute for Occupational Safety and Health

Table 2.12 Special programs conducted - NIOSH

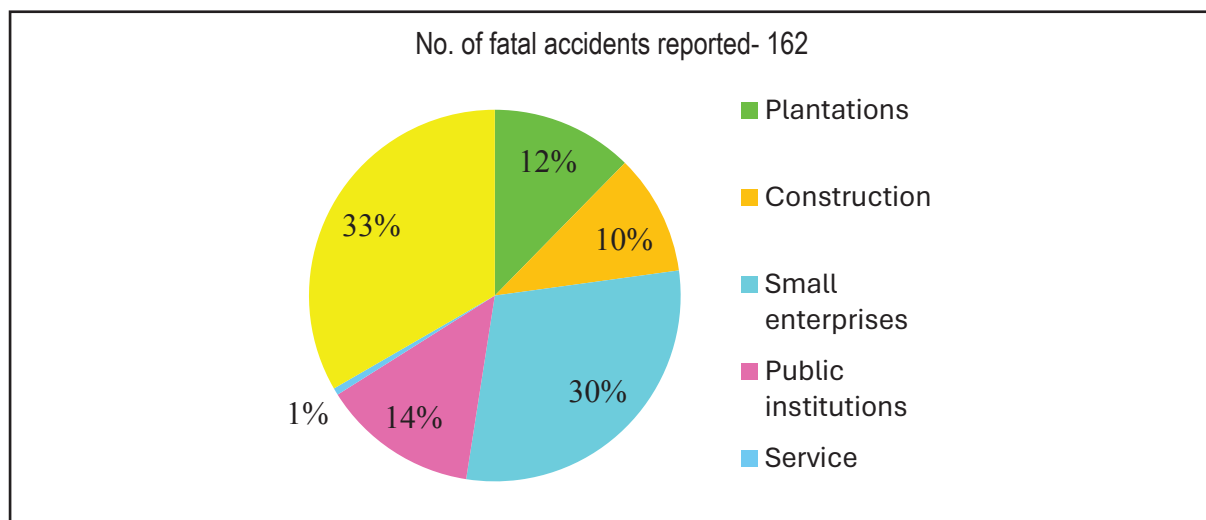
	Course	No. of courses conducted	No. of participants	Financial Progress (Rs.Mn.)
01	Diploma course on National Occupational Safety and Health (English & Sinhala Medium)	3	90	10.08
02	Certificate course on National Occupational Safety and Health	5	139	7.16
03	Foundation course on National Occupational Safety and Health	1	14	0.23
04	Special course for officers of the Executive Grade	3	64	1.92
05	Care givers course conducted by Surado Campus to cover the scope of related occupational safety and health.	1	643	4.39
06	Conducting a Care Givers course for members of low income families under the financial support of the International Labour Organization and the Safe Foundation	1	100	0.4

The Office of the Commissioner for Workmen's Compensation

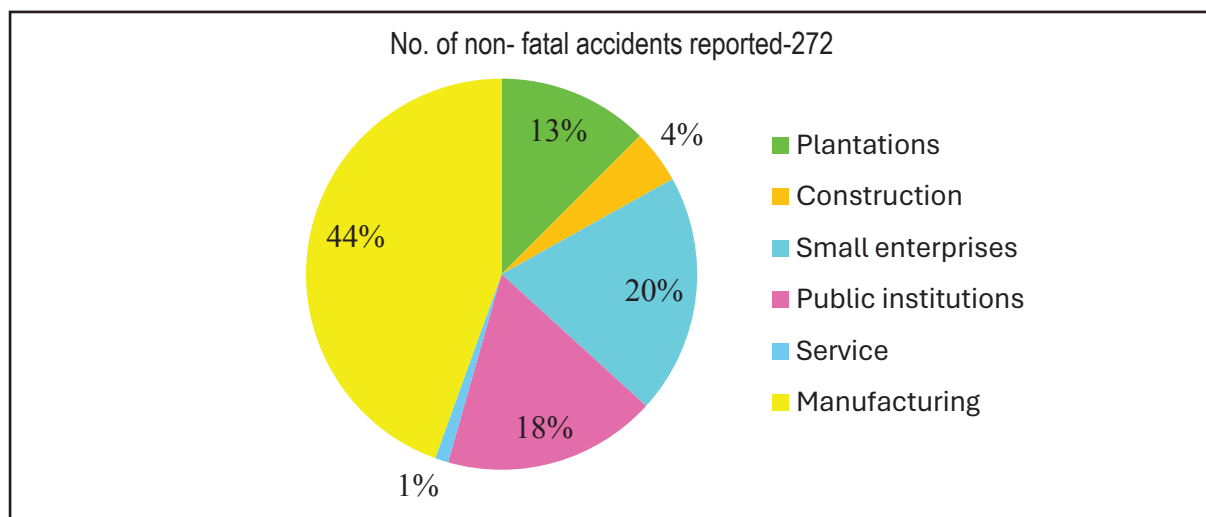
• Payment of compensation for occupational accidents

The Office of the Commissioner for Workmen's Compensation pays compensation to workmen who sustain injuries in the course of employment, who suffer from diseases contracted due to the nature of the employment and to dependents of workmen who die due to accidents in workplaces. The information regarding the amount of accidents reported and the amount of compensation paid are as follows.

1. No. of fatal and non-fatal accidents reported in the year 2023



Graph 2.4 Number of fatal accidents reported



Graph 2.5 Number of non-fatal accidents reported

Nature of fatal and non-fatal accidents reported in the year 2023

Table 2.13 Nature of fatal and non-fatal accidents reported

Nature of the accident	No. of fatal accidents	No. of non-fatal accidents
Falling from a higher place	09	05
Electrification	12	05
Fire/Chemicals/ Waste	08	06
Factory machinery and other machinery	06	27
Road accidents	43	24
From animals	08	09
Slipping/falling or colliding	11	160

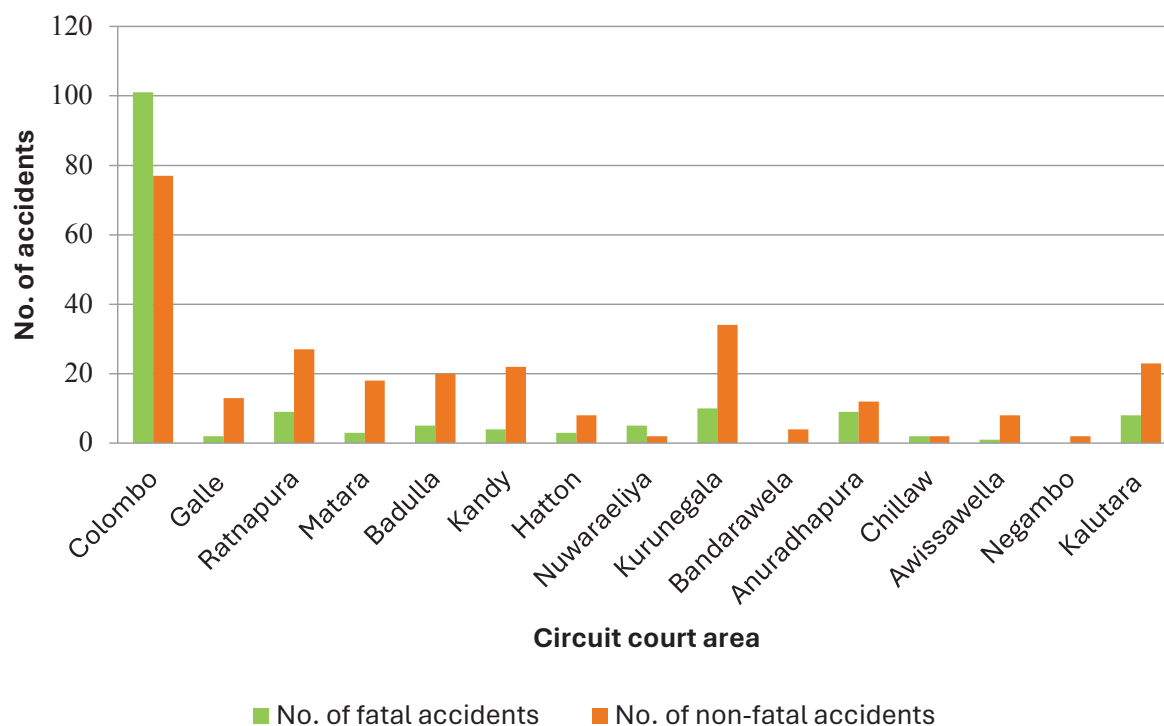
Accidents caused by falling objects	05	05
Water	02	-
Other	58	31
Total	162	272

Nature of damage caused in non-fatal accidents reported from 01.01.2023 to 31.12.2023

Table 2.14 Nature of damage caused in non-fatal accidents

Damage	No. of accidents
Temporary minor injuries	62
Burns	06
Loss of fingers	51
Fractures	26
Amputation of hand/ a part of the palm	30
Damages to vertebrae/spinal cord	20
Loss of toes /feet	23
Damages to eyes	18
Other	36
Total	272
Total	162

No. of accidents reported by circuit court areas



Graph 2.6 No. of accidents reported by circuit court areas

Progress in the payment of compensation

Table 2.15 Progress in the payment of compensation – OCWC

Activity	Physical		Financial (Rs.Mn.)	
	Expected Amount	Actual Amount	Expected Amount	Actual Amount
Number of fatal and non-fatal case files closed	300	385	120	183.1
Agreements	80	61	7	9.1
Opened minors' accounts	100	129	20	49.7
Released minors' accounts	150	184	20.2	31.8

The National Productivity Secretariat

- **Promoting productivity of the public and private sectors**

The National Productivity Secretariat implements productivity promotion programmes enabling the delivery of more efficient and qualitative service by the public and private sectors of Sri Lanka. The relevant improvements were made by devising suitable mechanisms for minimizing the time spent within the premises of the institution by clients thus enhancing institutional efficiency and effectiveness, analyzing customer service processes currently being for developing more satisfactory and efficient customer service processes, conducting a census on customer and employee satisfaction, conducting discussions with upper management and the staff and submitting a report with process amendments to the senior management. The institute implemented the following programs in the year 2023.

- **Empowering SMEs through productivity concepts**

In the year 2023, this program is being implemented by selecting one entrepreneur from each divisional secretariat to cover all the divisional secretariats. The five S concept, kaizen and waste minimization productivity concepts have been introduced to these entrepreneurial organizations, and through this, it is expected to develop income generation, waste and cost reduction, job creation, diversification based product production in these organizations.

- **Improving Public Sector Processes**

This program will be implemented in order to provide optimal service to the public by identifying the processes that need to be improved in the public sector institutions and addressing them. Currently, this program is being implemented all over the island covering all the regional secretariat divisions. The program is implemented according to the SMAIS methodology, which consists of the steps of identification of appropriate processes, data collection and measurement, data analysis, improvement and standardization. Currently, nearly 200 processes are being selected and improvements are being made, and in the year 2024, one Productivity Development Officer attached to the each Divisional Secretariat selecting 2 new processes and taking necessary measures to improve them is currently being arranged.

- **Preparation of Master Plan on Productivity**

On the intervention of the Asian Productivity Organization, the Korean Development Institute (KDI) has agreed to prepare a Master Plan on Productivity for Sri Lanka. For this, two rounds of discussions have been held online, and this plan will be processed focusing on the areas of Food Processing, Fisheries, Tourism, and the Apparel Sector, which have positive effects on the Sri Lankan economy. The related parties will be informed about this in the future, and a representative group belonging to the Asian Productivity Organization and the Korean Development Institute is scheduled to visit the island in the 4th week of March to discuss the future activities with the relevant stakeholders.

- **Making the National Productivity Secretariat a certified body of the Asian Productivity Organization**
In 2023, the National Productivity Secretariat was prepared to become a certified body of the Asian Productivity Organization in order to more effectively fulfill the requests received annually from various institutions to conduct training programs, productivity promotion programs, consulting service programs, audit programs, etc. For a selected group, programs including theoretical and practical lectures are being implemented under the resource contribution of Asian Productivity Organization, and the first program was started on February 20, 2023. This selected group will serve as certified productivity experts of the Asian Productivity Organization.

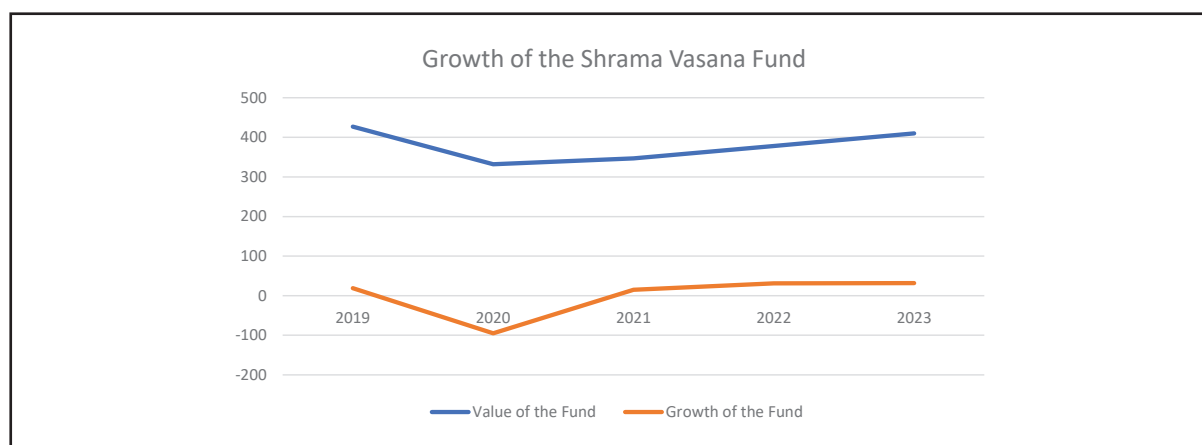
Shrama Vasana Fund

- **Welfare of workers**
Shrama Vasana Fund conducts welfare programmes for uplifting the living standard of the labour community. Accordingly, eye clinics, medical camps, scholarships and school equipment for children of deceased workers, technical education for livelihood assistance and other welfare activities are conducted island-wide.

The programs conducted by Shrama Vasana Fund for the year are as follows.

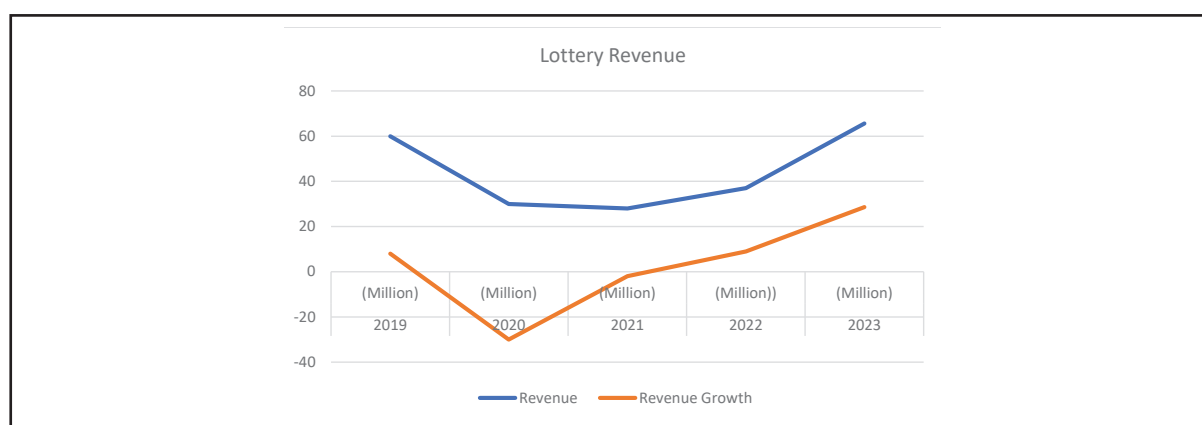
- **Awareness programs**
24 programs have been held in different parts of the country with the aim of creating awareness among the employees as well as the employers of the institutions about the problematic situations that arise regarding the labour law act and ordinances.
- **Educational assistance programs**
With the aim of uplifting working families, 08 programs to provide educational assistance to the children of low-income working families were carried out in different areas. More than 3245 children were benefited and school equipment worth 23.44 million rupees was provided for them.
- **Fatal accident scholarship program**
These programs are implemented for the children who are still studying, whose parents have died or become completely disabled due to accidents in factories in Sri Lanka.
The children (from pre-school education to university education i.e. age 3-25 years) of deceased or fully disabled female employees are eligible for this, and a fixed deposit of Rs.50,000 and educational equipment are awarded to these children. In the year 2023, for 90 scholarship winners, benefits of Rs. 5.73 Million have been given.
- **Legal aid program**
This program is implemented to provide relief to employees in cases of unfair dismissal, sudden closure of establishments without prior notice, and when a complaint has been filed before the Workers' Compensation Commissioner. Under this program, legal aid has been provided to 46 individuals, legal aid for appeals and revisions for three, and legal aid for arbitration proceedings for three.
- **Medical assistance program**
For providing medical assistance relief to 11 employees suffering from an occupational disease / industrial disease developed while working, a sum of Rs. 620,000.00 has been spent.

Growth of the Shrama Vasana Fund



Graph 2.7 Growth of the Shrama Vasana Fund

Lottery Revenue



Graph 2.8 Lottery Revenue

2.1.2 Foreign Employment Sector

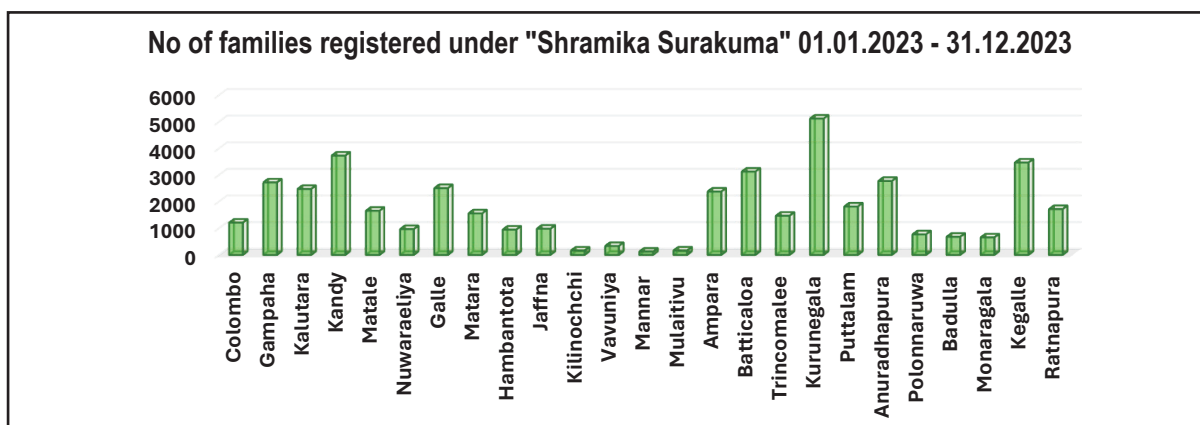
- Protection, welfare and empowerment of migrant workers and their family members

Issuing family background reports;

A new circular No. 02/2023 dated 31.03.2023 titled “Obtaining a report on the protection programme of underage children of women expecting to migrate for employment”, has been issued with the objective of providing protection to underage children of female migrant workers. It has been amended by Circular No. 02/2023 (1) issued on 18.04.2023. Accordingly, 82,461 family background reports have been recommended by Development Officers (Foreign Employment) in the year 2023.

Implementation of ‘Shramika Surakuma’ Program;

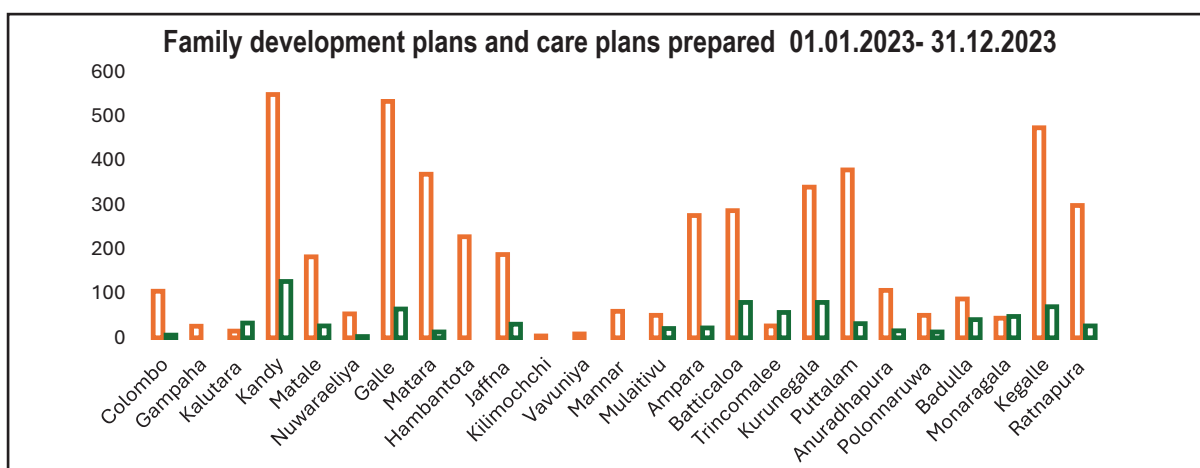
Under this programme, “Family Development Plans” are prepared and implemented with the objective of uplifting the socioeconomic status of registered migrant worker families and “Care Plans” are drawn up and executed targeting socially vulnerable children of migrant worker families. Under this, the number of migrant worker families registered in the year 2023 is 43,605.



Graph 2.9 Registration under "Shramika Surakuma"

4,747 family development plans and 812 care plans have been prepared in the year 2023 targeting migrant families registered under the "Shramika Surakuma" program.

In addition, the SLBFE provides educational scholarships for children of immigrant families, provides school equipment, provides self-employment loans for returned workers, provides self-employment and housing loans for disabled people, refers to vocational training programs and conducts medical clinics. etc. Referral to programs is done by development officers.



Graph 2.10 Family development plans and care plans prepared by Development Officers

- **Conducting awareness programmes**

Development Officers attached to the Ministry are implementing awareness programs at the divisional level targeting the migrant community and in the year 2023, 9,371 awareness programs have been conducted island wide.

The areas are safe migration, reintegration, self-employment skill development and career guidance, child protection, drug prevention, gender-based violence prevention, awareness on not being a victim of human trafficking.

- **Progress of the Training of Trainers unit**

With the financial assistance of Swiss Development Cooperation, for the capacity development of the trainer training unit, training programs on 5 guidelines prepared under the following topics were implemented in Sinhala and Tamil medium under the direction of Helvitas Sri Lanka.

01. Psychosocial Support and FirstAid
02. Grief Management

- 03. Public Relations and Customer Care
- 04. Preparation of Development Plans
- 05. Preparation of Care Plans

In addition, two training programmes were conducted in Sinhala and Tamil medium under the updated training module. A training programme on data analysis sponsored by the International Labour Organization was given to selected officers of the Training of Trainers Unit.

With the support of the International Organization for Migration, under the Facilitation of Helvitas Sri Lanka, training programmes were provided in Sinhala and Tamil mediums for the Training of Trainers Unit on Reintegration.

As of 31.12.2023, 637 training programmes have been carried out for capacity building and community empowerment of Foreign Employment Development Officers across the island on the themes of Safe Migration, Psychosocial Support, Child Protection and Care, Trafficking of Persons and Human Trafficking, Preparation of Development Planning, Preparation of Child Protection Plans, re-socialization of Migrant Workers, with the resource contribution of the officers of the Trainer's training unit

- **Economic and social empowerment of returned migrant workers**

Under this program, the identification of people who are expected to engage in self-employment or other income-generating activities at the district and regional level was carried out by the Development Officer (Foreign Employment) attached to the district and divisional secretariats, and the information of 1,026 beneficiaries has been received by this ministry. According to that information, the information of 274 beneficiaries in need of equipment was forwarded to the Sri Lanka Bureau of Foreign Employment, to be connected to the program of providing equipment for self-employment implemented by that agency.

- **Assistance in imparting technical or vocational training to school leavers of migrant worker families**

Data and information were collected at the Divisional Secretariat level to support the children of migrant worker families who have completed their schooling and wish to undergo industrial or vocational training, with the aim of securing local or foreign employment, but face economic difficulties in doing so.

Accordingly, information has been received regarding 956 children from 119 Divisional Secretariats in 10 districts (Gampaha, Jaffna, Kilinochchi, Batticaloa, Kurunegala, Puttalam, Polonnaruwa, Badulla, Monaragala, and Kegalle). This information has been forwarded to the Sri Lanka Bureau of Foreign Employment, instructing them to liaise with vocational training institutes under the Ministry of Education.

- **Progress review and special progress review meetings to monitor the duties of Development Officers**

Special progress review meetings were conducted in the Central, Sabaragamuwa, North Central, Eastern, Northern, and Southern provinces under the guidance of Hon.Minister of Labour and Foreign Employment Mr. Manusha Nanayakkara. These meetings, headed by the Hon. State Minister of Foreign Employment Promotion, included officials from the Ministry and the Sri Lanka Bureau of Foreign Employment. The purpose of these meetings was to monitor and review the progress of the Development Officers attached to the district and divisional secretariats under this ministry at the district and divisional level for the migrant community and for the promotion of foreign employment.

The Foreign Employment Division has conducted 13 online meetings to monitor the progress of the Development Officers attached to the District and Divisional Secretariats and the District Development Officer has conducted 56 quarterly progress review meetings at the district level.

- **Securing the support of provincial councils to enhance and promote foreign employment opportunities.**

A meeting convened at the Ministry premises on 30.01.2023, chaired by the Hon. Minister of Labour and Foreign Employment and attended by the Honorable Minister of State for Foreign Employment Promotion, aimed to garner provincial-level support for the advancement of foreign employment. Provincial governors, chief secretaries, and ministry secretaries from provincial councils participated in it. The meeting successfully identified the job training capacities of each provincial council, enhancing the effectiveness of foreign employment promotion efforts.

In parallel to this discussion, discussions were held under the patronage of the Hon. State Minister of Foreign Employment Promotion in the three areas of Hotel and Hospitality Services, Vocational Training and Agriculture. Further discussions were held on the measures that can be taken to promote foreign employment through these three areas. Accordingly, the agricultural diploma holders who have passed the National Vocational Qualification Certificate (NVQ) levels 05 and 06 will be directed to Japanese overseas jobs and since there is a high demand for caregiver services, necessary steps will be taken to facilitate appropriate training programs and the acquisition of NVQ certificates in order to create a qualified group for that.

- 31 young people with NVQ certificate awarded by the Central Provincial Council were interviewed and selected for foreign jobs with the participation of licensed foreign employment agencies.
- A list of 1147 Diploma holders who have passed the Advanced National Diploma in Agricultural Production Technology and the National Diploma awarded by the Vocational and Training Centre of the Department of Agriculture was directed to the Sri Lanka Bureau of Foreign Employment. According to this list, it is planned to conduct interviews from time to time.
- A Memorandum of Understanding (MoU) is to be signed between the Sri Lanka Institute of Tourism and Hotel Management and the Sri Lanka Bureau of Foreign Employment to facilitate training of trained personnel in the field of hospitality services at the Badulla and Galle Training Centres as per the emerging requirement.
- The Information Technology Division of the Bureau is taking necessary steps to obtain up-to-date information of trained trainees at the Training Centres of the Tertiary and Vocational Education Commission (TVEC). This will enable obtaining up-to-date information of trainees in vocational training for Licensed Foreign Employment Agencies.

Implementation of “Career Fair” programmes

- **Progress of the programs implemented by the Sri Lanka Bureau of Foreign Employment**

Sri Lanka Bureau of Foreign Employment fulfills its role in protecting and empowering migrant workers and their family members at all three stages of the foreign employment process ie; The pre-departure phase (including decision-making, pre-departure training and departure), the employment phase (covering employed workers and their family members) and the return and reintegration phase (including socialization, acceptance and appreciation care). The Sri Lanka Bureau of Foreign Employment works on achieving these objectives through its operational process.

- **Administration and regulation of foreign employment sector**

Table 2.16 Issuing licenses to licensed foreign employment agencies, approving foreign employment orders and registration for foreign employment

Description		No.
Issuing licenses for foreign employment agencies	No. of new licenses issued	144
	No of licenses renewed (annual renewals)	961

Registration/renewal of employment agencies and companies in foreign countries that recruit Sri Lankans, in Bureau.	No. of employment agencies/companies in host countries registered	1,123
	No. of employment agencies/companies in host countries registration renewed	844
Granting approval for foreign job orders and notices submitted by the Foreign Employment Agencies	No. of job orders approved	4,260
	No. of foreign employment notices approved	1,341
Registration for foreign employment	No. of approvals granted to licensed foreign employment agencies to recruit Sri Lankans for foreign job vacancies and sending them abroad.	146,622
	No of migrant workers registered to leave for foreign employment through private channels	92,851
	No of migrant workers renewed their registration for foreign employment through private channels	48,803
	No. of migrant workers registered through SLBFE for employment in South Korea, Japan and Israel	7,015
	No. of migrant workers who registered through diplomatic missions in foreign countries	2,797
	No. of migrant workers who renewed registration through diplomatic missions in foreign countries	4,609



Photograph 2.8 - Discussion on Korean job orders

Table 2.17 Instituting legal action against licensed employment agencies/ other parties which are not licensees regarding recruitment for foreign employment

Description	No.
No of investigations conducted	1,336
No. of complaints resolved	921
No of successful raids in respect of illegal recruitments	25
No. of cases filed in courts against licensed/non-licensed parties for violation of laws	137
No. of times appeared in courts/ labour tribunal for cases filed against licensed/non-licensed parties for violation of laws	4,121

Table 2.18 Redressal of complaints from or on behalf of migrant workers and anti-trafficking activities - SLBFE

Description		Year 2023
Redressal of complaints received by or on behalf of migrant workers	No. of complaints received	13,381
	No. of complaints resolved	9,786
Addressing complaints received in relation to resolving business issues	No. of complaints received	2,145
	No. of complaints resolved	547
Redressal of Human Trafficking Complaints.	No. of complaints received by the Bureau's Anti-Human Trafficking Unit	71
	No. of complaints referred to the Crime Investigation Department from complaints received related to human trafficking	61

Table 2.19 Welfare programmes being implemented for migrant workers and members of their families- SLBFE

Description		Number	Value (Rs.Mn)
Payment of insurance premia for migrant workers by Bureau	Number of insurance premiums paid	194,247	428.25
Payment of insurance compensation for migrant workers (including expenditure for bringing back, medical expenses and compensation for deaths)	Number of insurance compensations paid	782	129.35
Implementation of an Employer's Insurance Scheme for Women Workers employed in the Domestic Sector in the Middle East Region	Number of employees covered by the Foreign Employers Insurance Coverage	44,156	
	Number of Employees Applied for Insurance Claims	38	
	Amount of Insurance Claims paid	17	7.03
Providing welfare facilities to the migrant workers who returned to Sri Lanka due to various difficulties while working abroad and their family members who come to the Bureau regarding the complaints and grievances of the workers working abroad.	Number of persons benefited	6,991	9.861
Repatriation of migrant workers who have been subjected to various inconveniences with the intervention of foreign missions	Number of migrant workers benefited		
	• By Employee Welfare Fund • By insurance • Other Sources	17 98 1,507	4.35
Provision of other welfare benefits under the Employees Welfare Fund. (Providing necessary welfare facilities through the Sri Lankan Missions abroad to the migrant workers who faced various difficulties while working abroad, providing necessary welfare facilities to the migrant workers whose registration expired after getting registered with the Bureau)	Number of persons benefited	1,414	142.375
Providing necessary equipment/materials to workers to start/improve self-employment	Number of persons benefited	115	5.701
Assistance for medical treatment to migrant workers and their family members	Number of persons benefited	22	1.217

Distribution of school equipment for the children of migrant workers	Number of children benefited	1,416	13.588
Provide necessary financial assistance to the needy children of migrant workers	Number of children benefited	3	0.675
Grant of scholarships to children of migrant workers	Number of students benefited	2,064	53.92
Implementation of “Manusavi” pension scheme for migrant workers.	Number of migrant workers who have applied for pension contributions	18,757	
	Number of migrant workers who have been qualified for pension contributions	61	
Providing a dry ration grant to families of domestic assistants leaving for foreign employment for the first time.	Number of migrant workers benefited	52	0.52
Evaluation of expatriate workers who have been registered with the Bureau more than 06 times and engaged in foreign employment.	Number of migrant workers benefited	97	0.77



Photograph 2.9 - Implementation of welfare programs for migrant workers

Table 2.20 Conducted Training Programmes- SLBFE

Program	No. of Programs	No. of Participants
Housekeeping Assistant of domestic sector-Middle East (National Vocational Qualification Level III)	307	7,373
Housekeeping Assistant training of domestic sector for East Asian and European countries (National Vocational Qualification Level III)	43	1,030
Caregiver Training (National Vocational Qualification Level III)	74	2,609
Training Programme Conducted for Experienced Domestic Housekeeping Assistants	46	693
Training for workers leaving for non-domestic employment	2,028	57,201
Pre-migration training-South Korea	88	3,643
Pre-migration Training-Japan Technical Intern Training Programme (TITP)	15	115
Special Language Training (Japanese)	30	616
Special Language Training (English)	27	902

- Registration of job aspirants through job bank**

Persons seeking foreign employment have been facilitated to register in the online job bank run by the Sri Lanka Bureau of Foreign Employment. Foreign job aspirants can register in person through the Bureau's website, as well as through the Head Office and Provincial Offices. It is valid for a maximum period of 2 years from the date of submission of the application to the Job Bank. Through this job bank, foreign employers and licensed employment agencies are facilitated to find foreign job aspirants.

Table 2.21 Registration of job aspirants through the job bank -SLBFE

Description	Year 2023
No of job aspirants registered	35,825
Out of the registered applicants, the number migrated for employment	7,739

Table 2.22 Recruitment by the SLBFE for employment –SLBFE

Country	Description	Year 2023
	No. of persons migrated under normal license system	3,704
South Korea	No. of persons who migrated to their former place of work itself	1,421
	No. of persons migrated under special license system	1,205
Japan	No. of persons who left under Technical Intern Training Program (TTIP)	90
Israel	No. of persons who left for employment as caregivers	595

Table 2.23 Conducting programs / mobile services for foreign job aspirants and public awareness about foreign employment opportunities and safe labour migration - SLBFE

Description	Year 2023
No. of programmes conducted.	364
No. of participants	19,244

Table 2.24 Conducting career fair programs at regional and district level to promote foreign employment opportunities - SLBFE

Description	Year 2023
No. of carrer fair programmes conducted	72
No of job aspirants registered	24,721
Number of participating licensed employment agencies	335

- Enhancing Service Quality**

ISO 9001:2008 quality certificate was obtained for the Head Office of the Sri Lanka Bureau of Foreign Employment on 06.11.2012 under the implementation of the ISO 9001:2015 quality management program.

In parallel, ISO 9001:2008 quality certificate was obtained by Airport and “Sahana Piyesa” (Katunayake), 09 Provincial Offices, 07 District Offices and 02 Training Centres with effect from 06.11.2012 .

Arrangements are made to change this quality certificate which has been issued to the head office and other offices to ISO 9001:2015 from 26.04.2018, and this standard certificate remains valid until 25.04.2024.

- Special Programs implemented by the Sri Lanka Bureau of Foreign Employment**

- The "GLOCAL - 2023" program, organized by the line ministry under the guidance of the Hon. Minister of Labour and Foreign Employment, Mr. Manusha Nanayakkara, took place on July 15th and 16th, 2023, at Muttraveli Stadium, Jaffna. To ensure the program's success, the Sri Lanka Foreign Employment Bureau actively supported and implemented the following initiatives.
- Under the initiative, several programs were conducted focusing on the Northern Province. These included holding a foreign career fair with the participation of licensed foreign employment agencies, granting educational scholarships and school equipment to the children of migrant workers registered

under bureau in the Northern Province, conducting competitions to improve the aesthetic abilities of the children of the Northern Province, and organizing programs to educate foreign job aspirants about legal and safe migration for employment. Additionally, financial assistance was provided to returned migrant workers registered with the Sri Lanka Bureau of Foreign Employment to start or enhance self-employment.

- As per the recommendation of the Special Committee of Parliament and under the initiative of the National Task Force against Trafficking in Persons (NAHTTF), the Sri Lanka Bureau of Foreign Employment has received support to establish a Safe Migration Promotion Unit (SMPU) at the Katunayake Bandaranaike International Airport and provide the necessary physical resources.
- Under the Technical Intern Training Program (TITP-IM Japan) implemented by the Sri Lanka Bureau of Foreign Employment, interns who complete their training period abroad and return to Sri Lanka will be offered an allowance of 200,000 Japanese yen per year by the Japanese company they worked for. This internship program lasts for either 3 or 5 years. From 01.01.2023, to 31.12.2023, an amount of Rs. 73,510,252.18 has been awarded to forty-six (46) trainees.
- The program of providing vouchers worth Rs 10,000.00 each to the family members of women who are leaving for foreign employment in the domestic sector for the first time was held at the Sri Lanka Bureau of Foreign Employment on 24.11.2023.
- The "Manusavi" Migrant Worker Multipurpose Loan Scheme was launched on 04.12.2023 through licensed commercial banks in association with the Central Bank of Sri Lanka.
- The following programs were implemented in conjunction with the special program "Vides Shramika Harasara," organized by the Sri Lanka Bureau of Foreign Employment, on the occasion of International Migrant Day on December 18th.
 - Awarding air tickets and documents to the first 30 individuals who departed for agricultural jobs in Israel.
 - Providing 4.5 lakh rupees for the flight ticket required for Chamodi Vihangi, a daughter of a foreign worker studying at Ambagasdowa Rajakiya Vidyalaya, Welimada, and representing Sri Lanka in an international judo tournament held in Japan.
 - Presenting a set of band instruments worth one million rupees to Dencil Kobbekaduwa Vidyalaya, Uragasmanhandiya, Karandeniya Divisional Secretariat, which is the Divisional Secretariat with the highest number of individuals departing for foreign employment.

• **Making financial contributions**

- On the intervention of the Hon. Minister of Labour and Foreign Employment, Mr. Manusha Nanayakkara, the Sri Lanka Bureau of Foreign Employment gave an amount of 07 billion rupees to the General Treasury.
- Sri Lanka Bureau of Foreign Employment donated 100 million rupees for the purchase of necessary medicines for the Maharagama Apeksha Hospital.

• **Enhancing the quality and standards of licensed foreign employment agencies.**

In the event that it is confirmed that a migrant worker or a foreign job aspirant has suffered a financial loss due to any action of a licensed foreign employment agency, the system was amended to charge the relevant licensee and pay the loss to the aggrieved party.

- Considering the nature of the complaints submitted to the bureau, the value of the bank guarantee to be given will be Rs. 30 lakhs and from January 01, 2024 Efforts have been made to increase it up to Rs. 50 lakhs.
- It is stipulated that the space of a building in which a foreign employment agency is run must be at least 1,000 square feet or more.
- Introducing a Diploma in International Migration Studies in collaboration with the University of Colombo for licensed foreign employment agents and other stakeholders.

- Implementation of a certificate course in labour migration and office management for employees of licensed foreign employment agencies with the National Institute of Labour Studies.
- The 'Golden Award 2022' ceremony took place on 14.03.2023 at the Bandaranayake Memorial International Conference Hall, Colombo. It aimed to recognize and evaluate employment agencies that made significant positive contributions in 2022, taking into account aspects such as foreign employment, complaints, and accusations.

- **Signing of Memoranda of Understanding (MoUs).**

Table 2.25 Signing of Memoranda of Understanding (MoUs).- SLBFE

Agreement / Matter	Date of Agreement Signed
Bilateral Memorandum of Understanding between the Sri Lanka Bureau of Foreign Employment and General Incorporated Foundation IM Japan for sending skilled workers to Japan through the SSW programme.	17.02.2023
Cooperation agreement related to sending Sri Lankans as technical trainees in the field of agriculture in Ehime Prefecture, Japan.	07.06.2023
Memorandum of Understanding between the Sri Lanka Bureau of Foreign Employment, Sri Jinaratana Institute of Education affiliated to Gangarama Temple and Korean Cluelife Institutes to establish a training center aimed at providing skilled workers for Korean ship building jobs	10.06.2023
The agreement reached with the Sri Lanka Bureau of Foreign Employment and Japan's IM Japan to get employment opportunities in Japan under the SSW (Specified Skilled Workers) category for Sri Lankan youth with specific skills.	11.10.2023



Photograph 2.10 - Meeting with Korean Ambassador



Photograph 2.11 - Meeting with Saudi Arabian High Commissioner

- **Reimbursement of training course fees.**

The Bureau reimburses vocational training course fees for migrant workers who have attained NVQ level IV or higher and are seeking foreign employment, up to a maximum of Rs.100,000.00.

- **Implementation of Online Payment Gateway:**

The Bureau has implemented an online payment facility (Online Payment Gateway) from 24.03.2023 in collaboration with the People's Bank to make payments through the online system in order to perform the services provided to Sri Lankan migrant workers and licensed foreign employment agencies more easily and efficiently.

- **Conducting standby mobile service programs**

A mobile service program was conducted on December 9, 2023, at Vidyaloka Vidyalaya, Galle. The event saw the participation of 23 institutions, including state and non-state banking institutions, state enterprise

development institutions, four institutions providing local job opportunities, and the International Organization for Migration. The program aimed to encourage and guide returning migrant workers to start small and medium-scale industries in Sri Lanka.

Sri Lanka Foreign Employment Agency Pvt. Ltd.

- **Progress of programs implemented by Sri Lanka Foreign Employment Agency Pvt. Ltd.**
 - In the year 2023, 659 workers have been sent for foreign employment.
 - Registration of nearly five thousand skilled workers aspire to go abroad by participating in various job promotion programs.
 - Under category E7, 221 welders were sent abroad for the first time from the country for the Korea.
 - 59 juki machine operators were sent to Russia.
 - 14 juki machine operators were sent to Serbia.
 - A group of 17 juki machine operators were sent to Moldova.
 - The official website of the Sri Lanka Foreign Employment Agency Pvt. Ltd. is upgraded with modern features.
 - 46 agricultural workers were sent to Jordan.

- **Decent Work Programme**

If Sri Lanka is to access the path of development, decent work has to be promoted. Decent work fosters equal opportunities for men and women to secure productive work in an environment of freedom, equity, social protection and human dignity. A significant factor involving decent work is that the mere job creation is not expected and the jobs so created should be acceptable. Decent work is based on four major elements: Job Creation, Promotion and National Productivity, Entitlements at Work, Social Protection and Social Dialogue. In addition to these 4 major elements, programmes are implemented covering the subject areas of productivity promotion and ensuring gender equality.

For the implementation of various programs and projects under the Decent work Program, A provision of Rs. 14,173,345.00 was allocated in the year 2023 and the related financial progress is as follows.

Table 2.26 Progress of Decent Work Programme -2023

Sector in which the project was carried out	Provisions Allocated (Rs.)	Expenditure as on 31.12.2023 (Rs.)	Expenditure percentage
Department of Labour			
Human Resources Development Division	5,809,500.00	3,420,274.25	59%
Women and Children's Affairs division	3,723,845.00	2,994,967.42	80.4%
Industrial Safety Division	1,930,000.00	1,708,000.00	88.5%
Planning, Research, Training and Publications Division	620,000.00	620,000.00	100%
National Institute of Labour Studies	2,090,000.00	2,061,490.00	98.6%
Total	14,173,345.00	10,804,731.67	76.23%

- **Planning, Research and Development Activities**

- **Ministry Office**

- This Ministry annually publishes a research journal based on various timely themes in the field of labour. Accordingly, the call for research articles based on the theme of "Protecting and Comforting Workers" in the year 2023 has been completed and they have been evaluated by an expert committee with extensive knowledge on the subject of labour and will be published as an e-journal.



Photograph 2.12 - Mobile service program held in Jaffna district

- The "GLOCAL FAIR - 2023" mobile services program took place at Muttraveli Stadium in Jaffna on July 15th and 16th, 2023. The event aimed to bring the services offered by institutions under the Ministry of Labour and Foreign Employment closer to the public. With 13,800 attendees, the program was a resounding success.
- All the coordination activities related to the implementation of the Decent work program were carried out and its progress is shown under Table No. 2.27.
- Carrying out all activities related to the publication of Sri Lanka Sevaka magazine. Issue II of Group No. 72 and Issue I of 73 were published in relation to the period under review of the Sri Lanka Sevaka magazine, which is currently published semi-annually.
- Preparation of the annual action plan including the development goals carried out by the Ministry and the institutions under it and forward it to the relevant parties. Monitoring and encouraging the achievement of targets by preparing, implementing and evaluating the progress of the annual action plan under the zero-based budget development program every month.
- As per the National Budget Department Circulars, coordinate with the Presidential Secretariat, the Ministry of Finance, Department of Project Management and Monitoring and the Department of National Planning and submit monthly and quarterly progress reports.
- Preparation of Annual Performance Report including the progress achieved by the Ministry in the year 2023
- Preparing the progress report for submission to the budget committee debate of the Parliament, which approves the budget allocations for the Ministry in 2024.

• **Administrative and Establishments Activities**

- From January 2023 to December 31, 2023, this Ministry has submitted 41 Cabinet Memoranda to the Cabinet and Cabinet decisions have been received for 39 of them.
- Recommendations have been submitted to the Director General of the National Budget Department for the payment of a one-time relief allowance to 45 July strikers who have reached the age of 65, in accordance with the relief provisions for the July strikers.
- During the period under review, 480 public complaints were received, all of which have been forwarded to the relevant departments for further action. Additionally, 45 reply reports have been received from those departments.
- The department received 20 requests under the Right to Information Act and information were provided for all of them.
- During the period under review, 255 Ministry officials have participated in the training courses conducted by various institutions. These officers have been referred for courses like personal file management, project report preparation, extrinsic leadership and personality development workshops and post-graduate courses and related information is given in Chapter 6.
- Training programs have been implemented for the development officers employed in the Foreign Employment Division of the Ministry. These training programs have been conducted in the form

of awareness about current foreign employment opportunities, awareness about the new family background report circular and training of trainers.

In addition, the following establishments activities were carried out during the period under review.

Table 2.27 Progress of establishments activities

S.No	Activities	Progress
01	Answers for oral questions in parliament	20
02	Reports forwarded to the Public Petitions Committee	03
03	Submission of annual reports for the approval of cabinet	12
04	Presenting annual reports to Parliament	16
05	Observations for Cabinet Memoranda	23

• Financial Progress of the Ministry

Necessary measures have been taken for efficient, effective and economical administration of financial resources allocated from the budget of 2023 to the Ministry and institutions under its purview in compliance with state policies.

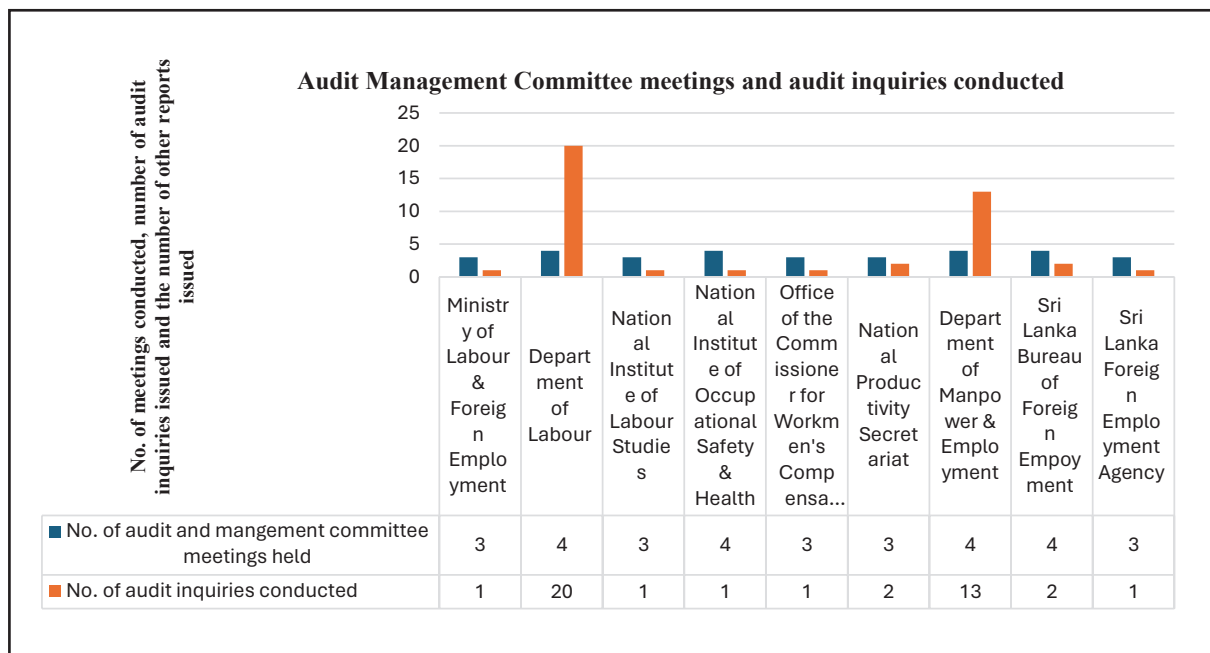
Table 2.28 Utilizing treasury provisions

	Institution	Expenditure (Rs.) '000	
		Recurrent	Capital
1	Ministerial office		
	Labour sector	245,312	16,804
	Foreign employment sector	686,491	296,926
2	National Institute of Labour Studies	-	-
3	National Institute of Occupational Safety and Health	-	-
4	Office of the Commissioner for Workmen's Compensation	39,674	7,723
5	National Productivity Secretariat	522,570	36,579
	Total	1,494,047	358,032
6	Department of Labour	2,535,084,	131,303
7	Department of Manpower and Employment	533,384	34,107
	Total	2,027,431	523,442

• Internal Audit Activities

The scope of the internal audit includes the responsibility of conducting internal audit activities of the Ministry of Labour and Foreign Employment and the institutions thereunder, i.e. the Department of Labour, Office of the Commissioner for Workmen's Compensation, National Institute of Labour Studies, National Institute of Occupational Safety and Health, Shrama Vasana Fund, National Productivity Secretariat, Department of Manpower & Employment, Sri Lanka Bureau of Foreign Employment and Sri Lanka Foreign Employment Agency and special inquiries.

- Duties carried out



Graph 2.11 Audit Management Committee meetings and audit inquiries conducted

Notes:

- Quarterly reports are issued for the 04 quarters incorporating relevant information of all institutions.
- Preliminary report is presented having called for information at the beginning of the year from all institutions under the purview of the Ministry.
- Discussion minutes of relevant meetings and reports of meetings at the end of the meeting of each institution are prepared and presented for Audit and Management Committee meetings.

2.2 . Future Outlook of the Ministry

It is incumbent upon the Ministry to establish legal provisions that align with the current national and international socio-economic conditions, fostering an investment-friendly environment in Sri Lanka. This ministry is also obliged to safeguard the rights of the working people, while amending existing laws and regulations to align with the evolving world of work. Additionally, the primary goal is to dispatch skilled workers with updated technical expertise to foreign labour markets. Apart from countries with established markets, efforts will be made to explore new labour markets and facilitate employment in nations where Sri Lankan workers are yet to make significant inroads. For this purpose, the Ministry has focused on the following aspects in formulating future plans and activities.

Vision, Mission and Objectives of the Ministry

- Tasks and functions assigned to the Ministry by Special Gazette Notification No. 2289/43 dated 22/07/2022.
- Sustainable development goals related to the Ministry
- Matters covered by the international conventions and agreements that Sri Lanka has ratified regarding labour and foreign employment.

2.2.1. Labour sector

Strengthening the legal framework applicable to the field of labour

It has been recognized that there is a pressing need to make the outdated labour laws relevant to today's world of work and to remove the complexities between the Acts and simplify them to ensure benefits to all parties

Accordingly,

i. Preparation of a New Employment Act with provisions meeting current demands.

Making amendments to the Labour Acts and Ordinances has already initiated and the Cabinet of Ministers approved the drafting of the Employment Bill in consultation with the trade unions, employers and various stakeholders to formulate a simple labour law in a manner that suits the present world of work. Accordingly, while removing the anomalies between the Acts, a bill has been prepared incorporating flexible working conditions. Thus, covering the Knowledge Process Outsourcing (KPO) organizations, Business Process Outsourcing (BPO) organizations and Information Technology Enabling Services (ICT Enabling Services) and by making provisions for upholding the rights of women employees in those organizations, it is expected to increase female employment. Accordingly, the Bill is being prepared by the Special Committee appointed for this purpose.

In line with the government's policy of creating a more conducive environment to encourage investment, the Department of Labour initiated preliminary work in 2023 to introduce a new, simplified labour law. This law aims to promote better labour and employee relations, replacing the decades-old and complicated labour laws. The department is poised to continue its work in this direction.

ii. Amending the National Institute of Occupational Safety and Health Act

The amendment to the National Institute of Occupational Safety and Health Act is expected to be made with a view to foster a culture of occupational safety in Sri Lanka and create a safe, healthy and occupational hazard-reduced working environment.

- Implementation of the National Occupational Safety and Health Management System as a National Standard in Private Sector Institutions

- Training and Empowerment of Safety Officers to achieve Occupational Health Standards by performing and regulating relevant functions
- Determining minimum qualifications of Safety Officers
- Establishment and Regulation of Standards by Regulating Institutions Providing Personal Protective Equipment
- Developing the National Institute of Occupational Safety and Health as the Centre for Excellence in the field

It is expected to develop the human resource needed to create a safe and healthy workforce within a conducive work environment as well as generate income streams via this process.

iii. Amending the Shrama Vasana Fund Act

The Shrama Vasana Fund Act is set to be amended to broaden its welfare functions, incorporating daily wage workers into the definition of employees.

iv. Introducing a new social security system for workers

Currently, employers bear the costs of health and occupational safety benefits, maternity benefits, redundancy benefits, and workers' compensation benefits. To provide these benefits without adding to the employer's burden and to offer social security and insurance facilities for the unemployed, new methods are being explored, and a related study has been initiated.

v. Establishment of a Digitized National Labour Market Information System in respect of the entire labour force of Sri Lanka (excluding public servants) under the Ministry

It is expected to establish a National Labour Market Information System with the aim of providing the necessary services transparently and at a low cost, with easy access to both employer and employee, through flexible procedures, digital and automated solutions. This initiative aims to digitalize the services offered by the Department of Labour while fostering seamless coordination with other Ministries and Government Institutions that provide services related to the Ministry's functions, including all affiliated institutions, through a unified platform. Measures will be taken to collect all information such as payment of electronic wages, insurance schemes for the unemployed, maternity benefits, compensation rewards and unemployment under a unique identifier for the clients.

- The Department of Labour aims to designate all districts of Sri Lanka as 'child labour-free zones' by 2025. In 2024, the department plans to establish a system to secure commitments from free trade zones under the Sri Lanka Board of Investment, industrial colonies under the Industrial Development Board, and estates under regional plantation companies to become child labour-free zones. Additionally, a series of special inspections and raids are planned for the fishing sector, specifically targeting the elimination of child labour.
- It has been planned to place a new software system to carry out the registration of new members under the Employees Provident Fund at the district level. Accordingly, it has been planned to establish a new software system in all district and sub-labour offices and to start new member registration after training the officials. The use of this new software system allows the employee to register for the Employee Provident Fund by giving fingerprints at the respective district or sub-labour office at the time of employment. This will provide an efficient service to the clients by minimizing the problems that may arise when the employee gets the benefits of the Employees Provident Fund by incorporating the correct employee data into the software system at the initial stage.
- Conducting a preliminary census on the small and medium scale industries in the Colombo, Kalutara and Gampaha districts with the objective of reducing the accidents and diseases associated with the small and medium scale industries in these three districts and making necessary recommendations for the development of the occupational safety and health of the

- said industries after obtaining measurements of the working conditions of those industries and making regular follow-ups.
- The future plans of the Department of Labour include expediting the provision of online services through its website and preparing research theses on relevant labour topics in collaboration with local universities.
 - Among the future goals of Department of Manpower and Security, providing career guidance for the selection of basket subjects for 9th-grade students in all government schools across the island in 2024, in collaboration with the Ministry of Education and the Ministry of Skill Development, preparing skilled workers for the future labour market, implementing a series of continuous awareness sessions on local and foreign labour market trends for school students and job play a vital role. Additionally, it also aims to direct at least 30,000 skilled workers to the local and foreign labour markets during year 2024.

The future plans of the National Institute of Labour Studies include the implementation of the following new strategies aimed at generating income

- Developing new relationships with external agencies
- Further identifying the target market through a survey
- Improving the Quality of Classroom Programmes
- Introducing new programmes
- Commencement of Diploma Course in Labour Law and Industrial Relations under NVQ Level V
- Preparation of Background for Conducting Special Workshops
- Conducting Training Courses in other areas
- Increasing the number of online programmes
- Promoting Marketing Strategies

Among the programs planned for the year 2024 by the National Occupational Safety and Health Institute, the following programs plays a key role.

- Opening foreign degree opportunities in Korea as safety and mechanical engineering professionals for young professionals in the field of occupational safety and health.
- Expanding environmental operations and monitoring services provided to industry by the National Institute of Occupational Safety and Health.
- Introducing practical training on occupational safety and health for migrant workers.
- Expand training opportunities for industrialists in occupational safety and health.
- Introducing a vision screening program for industrial workers.

The National Productivity Secretariat expects to implement the following programs as its future plans.

Empowering SMEs through productivity concepts

The program is being implemented by the National Productivity Secretariat under the leadership of the Ministry of Labour and Foreign Employment, and the program is currently being implemented across the island. The selected productivity concepts have been introduced to entrepreneurial organizations, and through this, it is expected to develop income generation, waste and cost reduction, job creation, and product production based on diversification in those organizations.

Improving Public Sector Processes

This program will be implemented in order to provide optimal service to the public by identifying the processes that need to be improved in the public sector institutions and addressing them. Currently, this program is being implemented all over the island covering all the regional secretariat divisions. The program is implemented according to the SMAIS methodology, which consists of the steps of identification of appropriate processes, data collection and measurement, data analysis, improvement and standardization. Currently, nearly 200

processes are being selected and improvements are being made, and in the year 2024, one Productivity Development Officer attached to the each Divisional Secretariat selecting 2 new processes and taking necessary measures to improve them is currently being arranged.

The public sector is planning to improve its performance through several key strategies. These include building trust by being more transparent and efficient, using resources like people and infrastructure more effectively, encouraging a culture of always trying to get better, and making sure the public sector is strong and can help the country develop. These changes aim to make government organizations more modern and better able to meet the country's needs.

Preparation of Master Plan on Productivity

On the intervention of the Asian Productivity Organization, the Korean Development Institute (KDI) has agreed to prepare a Master Plan on Productivity for Sri Lanka. For this, two rounds of discussions have been held online, and this plan will be processed focusing on the areas of Food Processing, Fisheries, Tourism, and the Apparel Sector, which have positive effects on the Sri Lankan economy. The related parties will be informed about this in the future, and a representative group belonging to the Asian Productivity Organization and the Korean Development Institute is scheduled to visit the island in the 4th week of March to discuss the future activities with the relevant stakeholders.

Making the National Productivity Secretariat a certified body of the Asian Productivity Organization

In 2023, the National Productivity Secretariat was prepared to become a certified body of the Asian Productivity Organization in order to more effectively fulfill the requests received annually from various institutions to conduct training programs, productivity promotion programs, consulting service programs, audit programs, etc. For a selected group, programs including theoretical and practical lectures are being implemented under the resource contribution of Asian Productivity Organization, and the first program was started on February 20, 2023. This selected group will serve as certified productivity experts of the Asian Productivity Organization.

2.2.2. Foreign employment sector

The legal and policy framework of the country should be aligned with current trends in foreign employment. Basic policy decisions have been made, and further necessary actions are being taken to implement them.

Awareness programs targeting provincial and district levels on Sri Lanka's national policy and action plan on migration for employment are planned to be conducted across the island.

It is further hoped to facilitate safe, orderly, and regular immigration processes while ensuring the protection of the rights of migrant workers.

Furthermore, amendments are being made to the Sri Lanka Bureau of Foreign Employment Act aimed at regulating intermediaries and empowering migrant workers.

In addition to legal reforms, further necessary steps are to be taken to create an environment conducive to effective foreign employment, to implement measures that will secure the rights and well-being of migrant workers and their families.

i. Amending the Sri Lanka Bureau of Foreign Employment Act

Efforts are being made to amend the Sri Lanka Bureau of Foreign Employment Act to accommodate the growth of the foreign employment sector, to streamline the foreign employment sector to adapt to international labour market changes, to strengthen the existing legal framework, to comply with international obligations and to facilitate the implementation of laws locally.

ii. Encouraging Sri Lankan migrant workers to remit their earnings to Sri Lanka through lawful channels

- Introducing a Multifaceted Loan Scheme based on foreign remittances

It is expected to provide loan facility at subsidized interest rate subject to a maximum of Rs.2 million based on the amount of remittances sent by the migrant workers. These endeavors will be carried out in collaboration with the Central Bank of Sri Lanka and the banking system of the country.

- Providing an additional duty free allowance based on foreign remittances

Migrant workers will be given an additional duty free allowance based on the amount of foreign exchange remitted by them in addition to the current duty free allowance based on the period of stay abroad for goods purchased at the airport duty-free shopping when returning to the country. Circulars have been prepared for this purpose and wide awareness should be created.

iii. Digitization of Sri Lanka Bureau of Foreign Employment

It is expected to implement a Sri Lanka Integrated Foreign Placement Solution at zero cost to the Government of Sri Lanka and address the following challenges faced by the Sri Lanka Bureau of Foreign Employment

- Exploitation and abuse of migrant workers
- Human trafficking
- Illegal recruitment practices
- Lack of proper system for monitoring recruitment agents and agencies
- Delays in the approval process
- Illegal remittance issues
- Lack of a single online platform to monitor the entire process and journey of migrant workers employers and other stakeholders

This initiative seeks to establish a comprehensive digital platform designed to monitor the entire process and journey of migrant workers, ensuring effective engagement with all relevant stakeholders.

iv. Increasing the inflow of labour remittances into the country

To achieve this, it is essential to explore new countries or destinations for overseas employment. In developed countries, there is a growing demand for nursing and elderly care services. Therefore, efforts are being made to identify new countries and new sectors for employment opportunities.

It is proposed to sign 04 new MoUs (including renewals) with 04 destination countries during the year 2024. Further strengthening and continuous implementation of the programmes such as family development plans and care plans currently carried out by the Ministry for the safety and welfare of migrant workers and their family members, and further expansion of awareness activities on effective and safe migration at regional level.

Implementation of the Sri Lanka National Policy and Action Plan on Migration for Employment, and holding committee meetings of the National Advisory Committee on Migration for Employment related to this policy and establishing district committees.

Strengthening deployment to promote foreign employment at field level through the capacity building of Development Officers (foreign employment) who are employed attached to the district and divisional secretariats by this ministry.

Solidifying the existing mechanism for integration of returning migrant workers into the local labour market with the support of other relevant ministries and institutions

Establishment of a joint mechanism at the regional, district and national levels for those who have completed their jobs and are returning, in close coordination with this Ministry and the Sri Lanka Bureau of Foreign Employment through the establishment of Migrant Workers' Associations at the rural, regional and district levels

Establishment of Migrant Workers' Associations aims to empower migrant workers and members of their families in society and to socialize them as active members through the development of their knowledge, skills and attitudes. Holding a National Level Migrant Workers' Association Conference as an initiation.

Among the programs envisioned by the Sri Lanka Bureau of Foreign Employment, several are of prime importance.

- The Sri Lanka Bureau of Foreign Employment and the Kotalawala Defense University jointly entered into an agreement to implement a scholarship program for the children of migrant workers.
- Implementation of housing programs for migrant workers with National Housing Development Authority (NHDA) and licensed banks.
- Initiation of a pilot project to establish day care centers for children of migrant workers in Karadeniya and Kurunegala areas.
- The implementation of an Emergency Evacuation Response Plan for the safety of migrant workers is being undertaken in collaboration with the World Labour Organization and the National Project Coordinator for Safe Labour Migration.
- Necessary activities are also underway to establish employment and welfare units in the Sri Lankan embassies in Romania and Japan.

The Sri Lanka Foreign Employment Agency has received the below mentioned job orders for future recruitment for foreign jobs and the challenge and future goal is to send the qualified personnel abroad for the relevant jobs by inviting applications.

Table 2.29 Job Order Quantity (Sri Lanka Foreign Employment Agency)

Country	Job Category	Amount
Russia	Juki machine operator	50
Russia	Agricultural worker	50
Russia	Poultry farm worker	50
Singapore	Health care Assistant	30
Moldova	Juki machine operator	30
Romania	Public Service Assistant	65
Romania	Welder, Electrician, Pizza Maker	95
Israel	Mason / Carpenter / Barbender	510
Total		880



R.P.A. Wimalaweera

Secretary

Ministry of Labour and Foreign Employment

Chapter Three

Overall Financial Performance for the Year
Ended 31 December 2023

Overall Financial Performance

3.1 Statement of Financial Performance

for the period ended 31st December 2023

ACA-F

Statement of Financial Performance for the period ended 31st December 2023

Revised Budget Allocations 2023	Note	Actual 2023 Rs.	Actual 2023 Rs.	Rs.
- Revenue Receipts		-	-	
- Income Tax	1	-	-	
- Taxes on Domestic Goods & Services	2	-	-	
- Taxes on International Trade	3	-	-	ACA-1
- Non Tax Revenue & Others	4	-	-	
- Total Revenue Receipts (A)		-	-	
- Non Revenue Receipts		-	-	
- Treasury Imprests		1,398,857,000	1,434,681,000	ACA-3
- Deposits		392,874,198	239,079,354	ACA-4
- Advance Accounts		49,933,627	45,546,282	ACA-5
- Other Main Ledger Receipts		-	-	
- Total Non Revenue Receipts (B)		1,841,664,825	1,719,306,636	
- Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		1,841,664,825	1,719,306,636	
- Remittance to the Treasury (D)		3,403,513	-	
- Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		1,838,261,312	1,719,306,636	
Less: Expenditure				
- Recurrent Expenditure				
1,240,850,000 Wages, Salaries & Other Employment Benefits	5	1,173,168,363	1,168,025,258	
357,400,000 Other Goods & Services	6	233,726,563	223,246,945	
93,550,000 Subsidies, Grants and Transfers	7	87,151,535	106,691,603	ACA-2(ii)
- Interest Payments	8	-	-	
200,000.00 Other Recurrent Expenditure	9	1,243	299,913	

1,692,000,000	Total Recurrent Expenditure (F)		1,494,047,704	1,498,263,719	
	Capital Expenditure				
33,800,000	Rehabilitation & Improvement of Capital Assets	10	15,197,606	13,272,944	ACA-2(ii)
7,500,000	Acquisition of Capital Assets	11	3,401,810	2,541,672	
5,000,000	Capital Transfers	12	-	4,905,994	
-	Acquisition of Financial Assets	13	-	-	
3,700,000	Capacity Building	14	1,673,371	15,278,269	
359,000,000	Other Capital Expenditure	15	337,759,987	137,128,128	
409,000,000	Total Capital Expenditure (G)		358,032,774	173,127,007	
	Deposit Payments		401,712,784	232,470,071	ACA-4
	Advance Payments		48,469,040	46,125,155	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		450,181,824	278,595,226	
	Total Expenditure I = (F+G+H)		2,302,262,302	1,949,985,952	
-	Balance as at 31st December J = (E-I)		(464,000,990)	(230,679,316)	
	Balance as per the Imprest Adjustment Statement		(464,000,990)	(230,679,316)	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3

3.2 Statement of Financial Position As at 31st December 2023

ACA-P

Statement of Financial Position As at 31st December 2023

	Note	Actual 2023 Rs.	2022 Rs.
Non Financial Assets			
Property, Plant & Equipment	ACA-6	926,280,143	925,861,071
Financial Assets			
Advance Accounts	ACA-5/5(a)	122,197,608	123,662,195
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		1,048,477,751	1,049,523,266
Net Assets / Equity			
Net Worth to Treasury		113,779,927	106,405,928
Property, Plant & Equipment Reserve		926,280,143	925,861,071
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	8,417,681	17,256,267
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		1,048,477,751	1,049,523,266

Detail Accounting Statements in ACA format Nos. 2 to 7 presented in pages from 7 to 39 and Annexures to accounts presented in pages from 40 to 44 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
Date : 2024.05.30

R P A Wimalaweera
Secretary
Ministry of Labour and Foreign Employment
7th Floor, "Mehewara Piyesa"
Narahenpita, Colombo 05.



Accounting Officer
Date : 2024.05.30

J. A. D. S. Nishamini
Chief Accountant
Ministry of Labour
6th Floor, "Mehewara Piyesa"
Narahenpita,
Colombo 05.



Chief Finance Officer
Date : 2024.05.30

R T B A A Rathnayake
Chief Financial Officer
Ministry of Labour and Foreign Employment
6th Floor, "Mehewara Piyesa"
Narahenpita, Colombo - 05

3.3 Statement of Cash Flows for the year ended 31.12.2023

ACA-C

Statements of Cash Flows for the period ended 31st December 2023

	Actual 2023 Rs.	2022 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	22,248,628	-
Revenue Collected on behalf of Other Revenue Heads	71,802,809	67,603,030
Imprest Received	1,398,857,000	1,434,681,000
Recoveries from Advance	47,037,138	45,546,282
Deposit Received	392,874,198	238,730,729
Total Cash generated from Operations (A)	1,932,819,773	1,786,561,041
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	1,352,377,314	1,346,754,108
Subsidies & Transfer Payments	87,151,535	106,991,515
Expenditure incurred on behalf of Other Heads	651,227	26,058,595
Imprest Settlement to Treasury	3,403,513	-
Advance Payments	43,047,540	38,216,664
Deposit Payments	401,712,784	232,167,333
Total Cash disbursed for Operations (B)	1,888,343,913	1,750,188,215
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	44,475,860	36,372,826
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	8,220,000	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	8,220,000	-

Less - Cash disbursed for:		
Capital Expenditure	52,695,860	36,372,826
Total Cash disbursed for Investing Activities (E)	52,695,860	36,372,826
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(44,475,860)	(36,372,826)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.4 Notes to Financial Statements

Basis of reporting

1) Period of reporting

The reporting period for these financial statements is from 01 January to 31 December 2023.

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) Revenue recognition

Exchange and non-exchange revenue are recognized as income in the period in which the cash is received, regardless of the period in which they are due.

4) Recognition and measurement of property, plant and equipment

Assets are recognized as property, plant, and equipment when it is probable that future economic benefits associated with the asset will flow to the entity and the asset can be reliably measured.

Property, plant and equipment are recognized at cost and revalued value is used where the cost model is not applicable.

5) Property, plant and equipment reserve

This reserve account is the corresponding account of property, plant and equipment.

6) Cash and cash equivalent

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2023.

* In cases where there are transactions specific to a particular reporting entity, revisions can be made as needed in those forms. Also, the disclosure required for those particular transactions may be included under "Reporting Basis".

* Only the accounting policies relevant to its reporting entity should be disclosed under the reporting basis.

3.5 Performance in Revenue Collection

Table 3.1 Performance in revenue collection

Rs.,,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Revenue Collected	
		Original Estimate	Final Estimate	Amount (Rs)	As a % of the final revenue estimate
A blank report					

3.6 Performance in the utilization of allocated provisions

Table 3.2 Performance in the utilization of allocated funds

Rs.,000

Type of provision	Provisions allocated		Actual expenditure	Provisions utilized as a % of the final provision
	Original Estimate	Final Estimate		
Recurrent	1,692,000	1,691,100	1,494,047	88.35%
Capital	409,000	409,900	358,032	87.35%

3.7 Financial Provisions granted to this Ministry as an agent of other Ministries/ Departments in terms of F.R.208

Table 3.3 Financial Provisions granted to this Ministry as an agent of other Ministries/Departments in terms of F.R.208

Rs.,000

S.No	Ministry/ Department from which provisions received	Objective of the provision	Provision		Actual expenditure	Provisions utilized as a % of the final provision
			Original provision	Final provision		

3.8 Performance in reporting non-financial assets

Table 3.4 Performance in reporting non-financial assets

Rs.,000

Asset Code	Code description	Balance as per the Board of Survey report as at 31.12.2020	Balance AS AT 31.12.202 as per report on financial position	To be accounted in future	Reporting progress as a %
9151	Buildings & structures	31,823	31,823	-	100%
9152	Machinery	893,921	893,921	-	100%
9153	Lands	-	-	-	-
9154	Intangible assets	535	535	-	100%
9155	Biological assets	-	-	-	-
9160	Work in progress	-	-	-	-
9180	Assets leased	-	-	-	-

3.9 Report of the Auditor General



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



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எனது இல. }
My No. }

LSW/B/MOL/SR/01/2023

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Your No. }

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திகதி }
Date }

2024 මැයි 31 දින

Chief Accounting Officer,
Ministry of Labour and Foreign Employment

Head 193 - The summary report of the Auditor General on the Financial Statements of the Ministry of Labour and Foreign Employment for the year ended 31 December 2023 in terms of Section 11(1) of the National Audit Act, No. 19 of 2018.

1. Financial Statements

1.1. Opinion

Head 193 - The audit of the financial statement of the Ministry of Labour and Foreign Employment for the year ended 31 December 2023, comprising of the Statement of Financial Position as at 31st of December 2023, the statement of financial performance and cash flow statement for the year then ended, and the Notes to the Financial Statements including the details of significant accounting policies, was conducted under my direction in pursuance of the provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with the provisions of the National Audit Act No. 19 of 2018. My comments and observations on these financial statements submitted to the Ministry of Labour and Foreign Employment in terms of section 11(1) of the National Audit Act, No.19 of 2018, are mentioned in this report. The audit report will be submitted to Parliament in due course in pursuance of provisions in Article 154(6) of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read in conjunction with Section 10 of the National Audit Act, No.19 of 2018.

In my opinion, the financial position of the Ministry of Labour and Foreign Employment as at 31st of December 2023, and its statements of financial performance and cash flow for the year then ended, give a true and fair view in accordance with Generally Accepted Accounting Principles.

1.2. Basis of the Opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibility under those Auditing Standards is further described under the “Auditor’s Responsibility for the Audit of the Financial Statements” section of this report. It is of my belief that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

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No. 306/72, Polduwa Road, Battaramulla, Sri Lanka.



- 1.3. Responsibilities of Chief Accounting Officer and Accounting Officer for the Financial Statements
The Chief Accounting Officer is responsible for the preparation of financial statements that give a true and fair view in accordance with Generally Accepted Accounting Principles and provisions stipulated in Section 38 of the National Audit Act, No.19 of 2018 and for the determination of such internal control that is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

As per Section 16(1) of the National Audit Act, No.19 of 2018, the Ministry is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable the preparation of annual and periodic financial statements of the Ministry.

In terms of Sub-section 38(1)(c) of the National Audit Act, the Chief Accounting Officer shall ensure that an effective internal control system is formulated and maintained for the financial management of the Ministry and carry out periodic reviews to monitor the effectiveness of such systems and accordingly make any alterations as required for such systems to be effectively carried out.

- 1.4. Auditor's Responsibility for the Audit of the Financial Statements

My objective is to provide a reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but it is not a guarantee that an audit conducted in accordance with SLAuSs will always detect material misstatements. As material misstatements can arise from the individual or aggregate impact of fraud and error, they could be expected to influence the economic decisions made by users based on these financial statements.

I have exercised professional judgment and maintained professional skepticism throughout this audit, and conducted it in accordance with Sri Lanka Auditing Standards. Further, I also:

- Have obtained sufficient and appropriate audit evidence, in identifying and assessing the risks of material misstatements in financial statements, whether due to fraud or error, and designing appropriate audit procedures to overcome the risks that arise due to fraud or error depending on the circumstance, is the basis for my opinion. The impact of a fraud is higher than that of a material misstatement, and a fraud could transpire due to collusion, forgery, intentional omissions, or the override of internal control.
- Have obtained an understanding of the internal control of the EPF in order to design audit procedures that are appropriate in the circumstances, but I do not intend to express an opinion on the effectiveness of the institution's internal control.
- Evaluation of the reasonableness of the accounting policies and accounting estimates used, and the appropriateness of the related disclosures made by the management.
- Have evaluated the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



I make the Chief Accounting Officer aware of the significant audit findings, including any significant deficiencies in internal control and other matters that I identified during my audit.

1.5. Report on Other Legal Requirements

I hereby state following matters in terms of Section 6 (1) (d) of the National Audit Act, No. 19 of 2018.

- (a) That the financial statements are consistent with the preceding year,
- (b) The recommendations made by me on the financial statements of the preceding year had been implemented.

2. Financial Review

2.1 Management of Expenditure

A 100 percent saving of Rs. 16,400,000 provision was observed for 4 capital expenditure subjects. Among this there was an allocation of Rs. 5,000,000 for setting up the office of the National Institute of Labour Studies and an allocation of Rs. 10,000,000 for partitioning of internal rooms on the 17th floor remained unspent.

2.2. Advance B Accounts for Public Officers

The following observations are made.

- (a) As of December 31, 2023, a total of Rs. 1,746,710 is receivable from the officials who have left the service of the Labour Division, Foreign Employment Division, and National Productivity Secretariat. This amount includes Rs. 393,914 outstanding for 5 to 10 years and Rs. 138,501 outstanding for 10 to 20 years.
- (b) The distress loan balance of Rs. 230,000 of an officer who died on December 29, 2022 while working in the labour department had not been recovered by December 31, 2023.

2.3. Non-compliances with Laws, Rules, and Regulations

Reference to Laws, Non-compliance Rules, and Regulations

- (a) F.R. 104 (4) Despite a full inquiry report related to the loss should be submitted within 3 months from the date of loss/its detection, although more than two years have passed since the financial fraud of Rs. 5,133,519 that occurred during the salary processing of the National Productivity Secretariat, the proceedings in this regard have not been carried out according to the said regulations and further an amount of Rs. 1,665,178 was due.
- (b) F.R. 610 and Public Finance Circular No. 30/94 dated 20 April 1994 Under the aid of the Asian Productivity Organization, an allocation of US\$40,000 was approved in the year 2021 to establish organic fertilizer production projects in three Districts. Out of this amount, US\$28,000 (Rs. 5,699,900) was retained in the bank accounts of the Productivity Secretariat without complying with the circular instructions.



3. Operational Review

3.1. Performance

3.1.1. Vision and Mission

- (a) Although steps have been taken to perform the tasks of formulation, implementation, following up and evaluation of the policies and programmes related to subjects of institutions under the Ministry and the administration of Employees Provident Fund, the following tasks have not been properly completed.
 - (i) Implementation of the National Policy of Sri Lanka on Manpower and Employment.
 - (ii) Amending the Sections and Regulations of Employees' Provident Fund Act, No. 15 of 1958 for the administration of private provident funds.
 - (iii) Providing special facilities for expatriate workers and Sri Lankans living abroad to save and invest foreign exchange in Sri Lanka.
 - (iv) Implementation of special programs to enable those who return to Sri Lanka after foreign employment to commence enterprises.
 - (v) Amending the Sri Lanka Bureau of Foreign Employment Act, No. 21 of 1985
 - (vi) Formulating new rules for proper management system to protect occupational safety, health and welfare.
 - (vii) Amending the Shramam Vasana Fund Act to expand the welfare activities carried out.
 - (viii) Carrying out reforms to the Unified Labour Law to suit current needs.

3.1.2. Failing to meet the anticipated level of completion.

The following observations are made.

- (a) Development Officers of the Foreign Employment Division throughout the island conduct a registration under the "Shramam Surakuma" program at the discretion of the workers, but the benefits received by the families of registered workers under this program were not confirmed.
- (b) As the Civil Procedure Code, the Criminal Procedure Code and the Evidence Ordinance must be applied in proceedings in the Workmen's Compensation Court on behalf of an employee who suffers an accident or death and as both parties must be given fair and just opportunities, in terms of the provisions of the Workmen's Compensation Ordinance No. 19 of 1934, it has been revealed that the compensation process has been delayed. As per the information related to the 52 files submitted to the audit in the year 2023, it was observed that 20-43 cases were called for a period of 4-12 years, while there were 08 files related to fatal accidents, but the related processes were completed.
- (c) Although the court decided that the compensation should be entitled to the prejudiced party while employed, due to the non-payment of compensation by the employer according to the relevant order, as of December 31, 2023, the amount of unpaid compensation to the employees in 54 cases was Rs.12,344,117. Among them, there were 11 cases that exceeded 10 years after the warrants were issued, 22 cases between 5-10 years and 11 cases between 1-4 years.



- (d) Although the compensation due to the minor children of employees who die due to fatal accidents while at work should be invested in a fixed deposit in the name of Compensation Commissioner at the National Savings Bank until they reach the age of maturity and released to them when they reach the age of maturity, even if the minor reaches the age of 40 years, the value of unexempted fixed deposits related to the 110 accounts was Rs.638,296. According to the balance confirmations of the said accounts on 28 October 2021, the value with interest was Rs.3,383,043. Rs.235,000 not fully exempted for 18 years in 2021 and fixed deposit value not fully exempted for 18 years in 2022 was Rs.375,000.
- (e) Cases are initiated when employers fail to provide a satisfactory response within six weeks to requests made to the Workers' Compensation Commissioner for compensation by an employee or his dependent related to fatal and non-fatal accidents. However, in a review of 35 files, 11 cases were observed where it took 11 to 115 months for the client to apply for hearing and convene the first hearing.

3.1.3. Abandonment of projects.

Prioritizing the task of elevating the living standards of the people of low-income families by making a change mental and attitude wise, the National Productivity Secretariat had initiated working in the action plan of 2023 to implement a program to create productive family units. As an initial step of this program, a training session was conducted for 73 selected officers at a cost of Rs. 338,436. After this training, no progress was observed in the objectives of the project, except for an experience-sharing program in the Kegalle Meegasthana village in 2023 and a site visit of the cashew collection centers in the Puttalam Vananthaavilluva village in 2023 and the project activities remained stalled due to the focus on an organizational process improvement project. An amount of Rs. 336,516 was spent on training activities and a site visit.

3.2. Foreign aid projects

The following observations are made.

- (a) The Asian Productivity Organization had agreed to grant US\$90,000 for the project to distribute medical equipment to Mahiyangana and Theldeniya hospitals. In 2021, an advance of US\$63,000 was received for this project and US\$27,000 intended for another project (Fertilizer project) was utilized towards the completion of this initiative. Although the medical equipment distribution project was completed in April 2023, this amount has not yet been reimbursed due to the delay in the reimbursement process. Due to the lack of prompt organization of the necessary procurement activities, it has not been possible to purchase two originally planned items, and in a situation where the foreign exchange rate continued to decline from the year 2021 to the year 2023, an expenditure of US\$ 2021 had to be incurred in excess of the approved aid amount.
- (b) In the year 2021, the Asian Productivity Organization had given US\$28,000 as an advance out of the US\$40,000 approved for the implementation of an organic fertilizer project.
 - (i) There was a delay of over six months from November 2021 to June 28, 2022 to obtain the approval of the Secretary of the Ministry of Labour for the project.
 - (ii) The procurement of this project had been delayed until December 2022 and out of the aid

money, Rs. 2,091,854 were spent on a project in Mahiyangana Base Hospital, Rs. 31,960 were spent on a project in Teldeniya Hospital and the remaining Rs. 1,671,874 were spent to buy air tickets to go for overseas training in Thailand and Pakistan. The project fell short of its initial objectives.

3.3. Asset Management

05 vehicles owned by the ministry underwent servicing, including minor repairs to the engine, brake systems, and other motor components. However, there is no information confirming that they are currently in running condition. Additionally, the daily driving records for these vehicles and the logbooks for 04 of them were not submitted for audit.

3.4. Uneconomical Transactions

The following observations are made.

- (a) By the end of 2023, the Productivity Secretariat had incurred an expenditure of Rs.4,852,095 for the maintenance of the ebreeze computer system, which was procured at an initial cost of Rs.1,465,200 in 2015. The system was utilized for human resource management and short message services (SMS) at the head office, but it was not employed for more effective activities such as administration, training, and leave management of productivity secretary development officers across the island. Consequently, the funds allocated for this purpose were not economically effective.
- (b) For the Sethsiripaya Second Phase 10th Floor premises, which houses the Productivity Secretariat, the cost per square foot for rent and service charges increased by 50 percent for the period from January 2023 to January 2025 and a contract was entered into with a corporate private company for this. From the year 2023, the monthly rent is Rs.3,548,342 and the annual rent value is Rs.30,578,901. To minimize the aforementioned rent costs, no consideration was given to utilizing space owned by the Department of Labour under the Ministry of Labour and Foreign Employment.

3.5. Management Inefficiencies

Because the computer system does not include essential administrative information such as the date and nature of accidents, the date of summons, the date of trial, and the deposit of compensation, it is necessary to manually check the files and documents for verification. This makes it challenging to quickly retrieve file information and poses a risk of losing information if a file is misplaced.

4. Good governance

4.1. Provision of services to the general public

According to Section 13 (1) of Part iv of the Workmen's Compensation (Amendment) Act (No. 10 of 2005), the amount of compensation deposited with the Compensation Commissioner should be distributed to the persons entitled to it, but as of December 31, 2023, the amount of compensation remained in the undistributed general deposit account was Rs.4,689,859.

4.2. Internal Audit

In terms of Section 38 (b) and (e) of the National Audit Act, although the internal audits are to be carried out in terms of the Appointments made in terms of section 40 of the said Act and Finance Regulations 133 and 134 to ensure that the responsibility of the Chief Accounting Officers is fulfilled, during the year 2023, it was not observed that formal internal audit programs had been implemented in the National Institute of Occupational Safety and Health, Shrama Vasana Fund, and National Institute of Labour Studies under the supervision of the Ministry.

5. Human Resource Management

The following observations are made.

- (a) Formal and systematic supervision regarding the leave taken by the Productivity Development Officers, who are stationed throughout the island and attached to the Office of the Productivity Secretariat was not observed. Additionally, it was observed that the leave taken by some officers through the system had not been approved, and the official leave records were not maintained properly. Due to inadequate monitoring of leave through the ebreez system, no measures were taken to address weaknesses such as the failure to remove transferred officers from the system and the lack of oversight on official leave.
- (b) The shortage of relevant officers for the post of Additional Workmen's Compensation Commissioner, a judicial officer appointed by the Judicial Service Commission of the Office of the Commissioner for Workmen's Compensation, and Assistant Compensation Commissioner (Administration), a position in the Sri Lanka Administrative Service, has continued since 2015.

H.M. De Soysa
Senior Assistant Auditor General
For Auditor General

Chapter Four

Performance Indicators

Performance Indicators

4.1 Performance Indicators of the Ministry (Based on the Action Plan)

Table 4.1 Performance indicators of the Ministry

	Specific indicators	Actual outcome as a percentage (%) of expected outcome		
		100% - 90%	75% - 89%	50% - 74%
1	No. of legislations newly enacted/ amended for upholding the labour rights*	1	1	1
2	No. of annual reporting for conventions ratified of the ILO	100%		
3	The percentage of payments of benefits of EPF within 14 days		69%	
4	Percentage of achievement of targeted activities in 2023 in view of the sustainable goal of making Sri Lanka a country free of child labour by 2025	100%		
5	Growth percentage in new collective agreements reached compared to last year			35% **
6	Growth percentage in the number of safety and health committees established in the institutions compared to the previous year		80%	
7	Number of cases disposed of in respect of occupational accidents (fatal and non-fatal)	117%		
8	No. of persons to whom training and education was given on productivity concepts	100%		
9	No. of career guidance programmes conducted for schoolchildren	131%		
10	Progress of expanding & updating the scope of Sri Lanka national policy on migration for employment	100%		
11	No. of Joint Committee Meetings / Discussions held		75%	
12	No. of meetings and discussions held/ participated for fostering regional and global cooperation	100%		
13	Attending meetings under thematic working groups to monitor employment of workers and licensing			50%
14	Establishment of Integrated Guidelines and Referral System (IGRS) within the Ministry	100%		
15	Conducting awareness programs on human trafficking and safe migration	100%		
16	Monitoring the progress regarding the prevention of trafficking in persons and providing the relevant report to the Ministry of Defense	100%		
17	No. of family development plans prepared and implemented for migrant worker families	95%		
18	No. of care plans prepared for vulnerable children of migrant worker families	90%		
19	No. of care plans prepared for vulnerable children of migrant worker families	100%		
20	No. of programs conducted for capacity building of District / Regional Development Officers	100%		

21	No. of training programs for capacity development of officials of the Ministry	100%		
22	Issuance of new licenses to foreign employment agencies	√		
23	Renewals of licenses of foreign employment agencies	√		
24	Approvals for foreign employment orders submitted by licensed employment agencies	√		
25	Foreign Employment Agency/Employment Agency Registrations/ Registration Renewals through Sri Lanka Mission Offices.	√		
26	Registration/ Renewal of Registration of migrant Workers in Bureau through Sri Lanka Mission Offices.		√	
27	Grants of approval to recruit Sri Lankans for foreign employment opportunities by licensed employment agencies.	√		
28	Registration of Sri Lankans leaving for foreign employment through private channels at the Bureau.			√
29	Resolution of complaints from the public against licensed employment agencies and other non-licensed parties			√
30	Housing donations for disabled migrant workers.	√		
31	Providing concessions under Workers Welfare Fund (WWF) to migrant workers / their family members in need of assistance.	√		
32	Repatriation of migrant workers who have suffered various hardships abroad, in coordination with foreign missions.	√		
33	Resolution of complaints submitted by/on behalf of migrant workers.	√		
34	Provision of National Vocational Qualification Level III (NVQ Level III) for migrant workers. (No. of persons)			√
35	18 days literacy training for foreign job aspirants. (No. of persons)			
36	Provision of pre-departure training for foreign job aspirants.	√		
37	Provision of training for experienced Domestic Housekeeping Assistants.			√
38	Provision of required pre-departure training for job aspirants in Korean.	√		
39	Provision of required pre-departure training for job aspirants in Japan.	√		
40	Conducting awareness programs for trainees/job aspirants. (No. of persons)	√		
41	Conducting mobile service programs/ career fairs to create awareness on foreign employment opportunities for the public/ youth.	√		
42	Delegations for foreign employment promotional functions. (Sending delegation)	√		
43	Visits of foreign delegations for foreign employment promotion functions. (Representatives visits)	√		
44	Sending job aspirants for employment in Korea under the work permit system.	√		
45	Sending Job aspirants for employment in the State of Israel.			√
46	Sending job aspirants for employment in Japan	√		
47	Providing assistance to returned migrant workers from foreign employment to start/improve self-employment			

Note

- * - The final output is not certain as the activities are carried out as the requirements arise. Therefore cannot be presented as a percentage
- ** - 35% percentage growth in reaching collective agreements is a positive situation.

Chapter Five

Performance of the Achieving Sustainable
Development Goals (SDGs)

Performance of the Achieving Sustainable Development Goals (SDGs)

5.1 Identified sustainable development goals

Table 5.1 SDGs relevant to the Ministry

Target /Goal		Targets	Progress of achievements up to now
04	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills for employment, decent jobs and entrepreneurship	96 awareness programs were conducted to facilitate seekers to identify foreign job opportunities. 2,525 training programs for foreign employments have been conducted and 88,279 people have received the training. - Under the Skill Development Program, 967 awareness programs have been conducted to identify foreign employment opportunities, refer them for training, and provide facilities for professional training for foreign employment aspirants. 2,658 training programs for foreign employments have been conducted and 74,182 people have received the training.
05	Achieve gender equality and empower all women and girls	5.1 End all forms of discrimination against all women and girls everywhere.	The Women's Day celebration program organized by the Department of Labour in conjunction with the International Women's Day on 08.03.2023 with the theme "She is the Pride of Nation" was held on 16.03.2023 under the chairmanship of Hon. Minister of Labour and Foreign Employment Mr. Manusha Nanayakkara.
		5.2 Eliminate all forms of violence against all women and girls in the public and private spheres, including trafficking and sexual and other types of exploitation	Investigations were conducted and completed during the year regarding 14 complaints received on violations of conditions of employment of women at night work.
		5.6 Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels.	A special group survey of institutions where women are engaged in night work was conducted covering 508 institutions. 31 violations of service conditions were reported and warnings were given to those institutions for violating the conditions.

08	Promote inclusive and sustainable economic growth, employment and decent work for all	8.3	Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage formalization and growth of micro-, small- and medium-sized enterprises including through access to financial services	• 4,747 family development plans have been prepared for identified migrant families. • 812 care plans have been prepared for vulnerable children of migrant worker families. • Development Officers conducted 9,371 awareness programs and other support service programs targeting migrant families. • With the intervention of foreign diplomatic missions, 1,622 migrant workers in various hardships were repatriated and 1,414 benefited with welfare facilities. • Payments have been made for 195,029 insurance premiums on behalf of migrant workers.
		8.5	Offering productive and decent employment opportunities for all men & women including youths and persons with disabilities by 2030.	In terms of labour laws, average hourly earnings of employees of the private and semi-government sectors do not vary by sex, age, occupation and persons with disabilities. • With the aim of achieving the sustainable goal of making Sri Lanka a country free of child labour by 2025, programs were implemented in 2023 in 10 selected districts (Galle, Gampaha, Puttalam, Matara, Badulla, Monaragala, Nuwara Eliya, Kandy, Kalutara, and Trincomalee) to address child labour risks identified in those areas.
		8.7	Taking effective measures immediately for eradicating forced labour, ending female slavery and human trafficking, proscribing worst forms of child labour including recruitment of child soldiers and ending all forms of child labour by 2025.	• In 2023, investigations were conducted into 144 complaints regarding child labour. Legal action was taken for 6 out of the 12 complaints where child labour was found, and further work is being done on the remaining 6 complaints. • With the sustainable goal of making Sri Lanka a country free of child labour by 2025, arrangements were made to declare the districts of Gampaha, Kalutara, Badulla, and Galle as 'Child Labour Free Zones.' Committees were appointed, action plans were prepared, and workshops related to these districts were conducted. • In 2022, 160 complaints about child labour were investigated. In 11 of these complaints, legal action was taken as child labour was alleged.

10	Reduce inequality within and among countries	8.8	Upholding labour rights, promoting safe and secure work environment for all workers including migrant women, migrants and those engaged in hazardous jobs.	- In 2023, the department received reports of 64 fatal accidents and 1479 non-fatal accidents in workplaces. The department investigated these accidents, took relevant legal measures, and informed employers about the causes to prevent future occurrences. Additionally, legal action was taken against 37 employees for violations of the Factories Ordinance during the year. - Employees have been afforded the opportunity to form, maintain, and exercise their rights to promote company and bargaining freedom. In 2023, 128 trade unions were registered, bringing the total number of valid trade unions in Sri Lanka to 2122 as of 31.12.2023.
10.7	Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies.	10.7	Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies.	- Updating and expanding the scope of Sri Lanka's National Policy on Migration for Employment - The National Policy and Action Plan on Migration for Employment in Sri Lanka, updated with the participation of all stakeholders, was approved by the Cabinet on 04.09.2023. It was officially launched on 25.10.2023 with the participation of all stakeholders, marking a significant step forward in the approach to labour migration in this country. - Amending the Sri Lanka Bureau of Foreign Employment Act No. 21 of 1985 - This ministry, in collaboration with officers from the Sri Lanka Bureau of Foreign Employment and all stakeholders, has identified proposed amendments to the Sri Lanka Bureau of Foreign Employment Act. The draft of the proposed amendments has been forwarded to the Legal Draftsman's Department. - Signing cooperation agreement with Japan related to agriculture and other fields - The Fifth (5th) and Sixth (6th) Thematic Working Group Meetings on Pre-Emigration and Empowerment, chaired by the Philippines in the Colombo Process, were held in the Philippines from March 14 to 15, 2023, and in Thailand from August 16 to 17, 2023, respectively. Under the leadership of the Government of Sri Lanka, the Regional Consultative Process on Foreign Employment and Contract Labour for Asian Countries, known as the Colombo Process, held its Thematic Working Group Meetings (TAWGs) from December 12 to 14. The Reunification Guidelines Manual was released during this event. - A meeting was held in Taguig City, Philippines, on May 30 and 31, 2023, to achieve the 17th objective of the Global Compact for Migration (GCM).

5.2 Achievements and challenges in fulfilling SDGs

Out of the SDGs to be realized by Sri Lanka by the year 2030, the goal that is directly relevant to the Ministry of Labour in terms of the mission of the Ministry is goal 08 which is the promotion of inclusive and sustainable economic growth, employment and decent work for all. Accordingly, the vision and mission of the Ministry of Labour is in accord with this goal and the final outcome of all activities of the Ministry of Labour and its affiliated institutions is to successfully realize this goal. Thus, the overall progress of the ministry reflects the progress in achieving the 08th goal. That aside, the 04st, 05th and 10th goals, i.e. Ensuring comprehensive, equitable and quality education, Achieving gender equality and empower all women and girls, Reducing inequality within and among countries, too are relevant according to the functions assigned to the Ministry. The Annual Action Plan is designed and implemented in such a way to directly and indirectly contribute to the achievement of Sustainable Development Goals/ targets applicable to the foreign employment sector. In addition, the activities incorporated in other action plans connected with the subject scope of the sector too are implemented.

In preparing the Annual Action Plan so as to enable the achievement of SDGs, the following challenges were encountered.

- Non-availability of adequate financial provisions
- Absence of methodology. Tools and relevant data for assessing outcome and impact. The need for the national level intervention in this regard.
- As a result of SDGs not being indicated directly in relation to the foreign employment sector, difficulties were experienced in preparing the Action Plan.

Chapter Six

Human Resource Profile

Human Resource Profile

6.1 Cadre Management

Table 6.1 Staff of the Ministry as at 31.12.2023

Post	Approved cadre	Existing cadre as of 31.12.2023	No. of vacancies	No. of vacancies as a percentage of approved cadre
Senior level	443	295	148	33%
Tertiary level	910	651	259	28%
Secondary level	5,035	4,816	219	4%
Primary level	856	732	124	14%
Total	7,244	6,494	750	10%

6.2 How the shortage or surplus of human resources has affected the performance of the institution

The shortage of human resources of the Ministry and institutions under its purview is as follows.

	Shortage
• Senior Level	148
• Tertiary Level	259
• Secondary Level	219
• Primary Level	124
	750

Due to this human resource shortage, the officers have to perform the duties of vacant posts in addition to their prescribed duties. In particular, the shortage of executive officers has given rise to practical problems in situations where decisions have to be made within the institutional hierarchy and responsibilities have to be assumed such as financial powers as well in situations where guidance and regularization need to be facilitated. The excessive workload resulting from overseeing duties of vacant posts in addition to duties assigned, may cause fatigue and mental stress. Since this situation adversely affects the overall efficiency of the Ministry, it is observed that there is a possibility of a decline in the efficiency of the Ministry.

6.3 Human Resources Development

6.3.1 Participation of officers of the Ministry in local training programmes

Table 6.2 Training Programs held for Labour Ministry Staff – 2023

	Name of the Programme	No. of employees trained	Duration of the programme (Hours)	Overall investment (Rs.)	Knowledge acquired
1	Electronic Government Procurement (e-GP)	6	2	Free of charge	Awareness on Electronic Government Procurement

2	Professional Certificate in EB	1	80	20,000.00	Handling the subjects assigned with greater efficiency & accuracy.
3	Management of personal files	1	8	5,000.00	Handling the subjects assigned with greater efficiency & accuracy.
4	Workshop on strengthening Sri Lanka's Cyber Security	2	6	Free of charge	Awareness on Cyber Security
5	Workshop on Business Writing	1	24	Free of charge	Handling the subjects assigned with greater efficiency & accuracy.
6	Workshop on Government Payroll System	1	24	18,000.00	Handling the subjects assigned with greater efficiency & accuracy.
7	Conducting preliminary inquiries	2	16	19,000.00	Handling the subjects assigned with greater efficiency & accuracy.
8	How to minimize Audit Issues in Public institutions	2	16	15,000.00	Handling the subjects assigned with greater efficiency & accuracy.
9	Knowledge of public accounting methodology and preparation of final accounts	1	16	7,500.00	Handling the subjects assigned with greater efficiency & accuracy.
10	Eastern University Field visit	200	3	25,000.00	
11	Leadership in Public Sector Organization	2	24	Free of charge	Handling the subjects assigned with greater efficiency & accuracy.
12	National Law Conference	1	32	25,000.00	Handling the subjects assigned with greater efficiency & accuracy.
13	Basic office procedures	40	4	Free of charge	Handling the subjects assigned with greater efficiency & accuracy.
14	Accounting role and practice	1	12	10,000.00	Handling the subjects assigned with greater efficiency & accuracy.
15	Control of office equipment	1	12	7,500.00	Handling the subjects assigned with greater efficiency & accuracy.
16	Transportation Management	1	7	6,000.00	Handling the subjects assigned with greater efficiency & accuracy.
17	Transportation Management	1	7	6,000.00	Handling the subjects assigned with greater efficiency & accuracy.
18	Cyber Security	95	3	25,000.00	Awareness on Cyber Security

19	Professional development of Office Assistants and Drivers for a quality work environment	6	8	25,000.00	Handling the subjects assigned with greater efficiency & accuracy.
20	Writing office memos and official letters	3	8	15,000.00	Handling the subjects assigned with greater efficiency & accuracy.
21	Preparing salaries of public officials	2	8	10,000.00	Handling the subjects assigned with greater efficiency & accuracy.
22	Maintenance of a personal file	1	8	9,500.00	Handling the subjects assigned with greater efficiency & accuracy.
23	Procurement process	a	80	25,000.00	Handling the subjects assigned with greater efficiency & accuracy.
24	Skill development of Development Officers	3	16	30,000.00	Handling the subjects assigned with greater efficiency & accuracy.
25	Role & responsibility of Leave Clerk	1	8	9,500.00	Handling the subjects assigned with greater efficiency & accuracy.
26	Workshop on new Audit and resolving issues	2	8	12,000.00	Handling the subjects assigned with greater efficiency & accuracy.
27	Skill development of Drivers	2	16	20,000.00	Handling the subjects assigned with greater efficiency & accuracy.
28	Maintenance of a personal file	1	16	9,500.00	Handling the subjects assigned with greater efficiency & accuracy.
29	Workshop on letter Writing	3	8	18,000.00	Handling the subjects assigned with greater efficiency & accuracy.
30	Project Management	2	16	19,000.00	Handling the subjects assigned with greater efficiency & accuracy.
31	"Cloud" System	30	4	4,000.00	Handling the subjects assigned with greater efficiency & accuracy.
32	Workshop on protecting the rights of workers of the deaf community	30	3	4,000.00	New knowledge
33	Preparing salaries of public officials	3	8	15,000.00	Handling the subjects assigned with greater efficiency & accuracy.
34	Loss or damage and inquiries under FR 104	1	8	5,000.00	Handling the subjects assigned with greater efficiency & accuracy.

35	Office document management and book binding	3	16	25,000.00	Handling the subjects assigned with greater efficiency & accuracy.
36	Writing office memos and official letters	1	8	5,000.00	Handling the subjects assigned with greater efficiency & accuracy.
37	Role and responsibility of accounts clerks	1	16	9,500.00	Handling the subjects assigned with greater efficiency & accuracy.
38	Internal audit and internal control systems	1	16	9,500.00	Handling the subjects assigned with greater efficiency & accuracy.
39	Maintenance of a personal file	1	16	9,500.00	Handling the subjects assigned with greater efficiency & accuracy.
40	Official Language Proficiency Training Program (Tamil 150 Hours) (Development Officers and Management Service Officers)	34		112,500.00	Handling the subjects assigned with greater efficiency & accuracy.
41	Official Language Proficiency Training Program (Tamil 100 Hours) Office Assistants and Drivers)	04		-	Handling the subjects assigned with greater efficiency & accuracy.
42	Basic office procedures	72		34,190.00	Handling the subjects assigned with greater efficiency & accuracy.
43	Introduction to Microsoft Outlook & Teams	39		-	Handling the subjects assigned with greater efficiency & accuracy.
44	Cloud Application for Data Management	08		-	Handling the subjects assigned with greater efficiency & accuracy.
45	Basic project management	28		28,010.00	Handling the subjects assigned with greater efficiency & accuracy.

Department of Labour

Table 6.3 Participation of Labour Department officials in local training programmes - 2023

Se. No.	Name of the Programme	No. of employees trained	Duration of the programme	Overall invest-ment (Rs.)	Output/knowledge gained
1	Orientation programme for Amature Assistant Labour Commissioners (SLAS)	2	03 Days		Providing knowledge required for official duties and service induction training.
2	Induction Training Workshop for New Management Service Officers	16	04 Days	34,610.00	Providing knowledge required for official duties and service induction training..

3	Residential training program for Deputy Labour Commissioners, Assistant Labour Commissioners and senior labour officers in zones and District and Sub Labour Offices under it.	53	03 Days	406,610.00	Making officers aware of the latest amendments to labour laws and updating knowledge on the use of EPF databases
4	Training program related to updation of public deposit account	Zoom	01 Day		Maintenance and updation of public deposit account
5	Conducting a training program on maintenance of case register	Zoom	01 Day		Enhancing knowledge on maintenance of case register
6	Conducting a training program on settlement of Labour Commissioner Account	Zoom	01 Day		Enhancing knowledge on settlement of Labour Commissioner Account
7	Series of Labour Officer Awareness Training Program - 2023	130	04 Days	544,980.00	Updating the knowledge on regular execution of the labour inspection process, the method of investigation of employee complaints according to the standard procedure, new labour laws introduced, litigation etc.
8	Training Program on Payment Division Operations of EPF	Zoom	01 Day		Providing the services of Employees Provident Fund Division more efficiently to the clients
9	Training Program on Employees' Provident Fund Division (Sinhala Medium)	Zoom	01 Day		Providing the services of Employees Provident Fund Division more efficiently to the clients
10	Series of Labour Officer Awareness Training Program - 2023	121	04 Days	473,360.00	Updating the knowledge on regular execution of the labour inspection process, the method of investigation of employee complaints according to the standard procedure, new labour laws introduced, litigation etc.
11	Awareness program on E - ROC system	Zoom	01 Day		Developing capacity to extracting information on registered companies through E-ROC system where necessary
12	Training of officers on implementation of complaint management system	Zoom	01 Day		Enhancing knowledge about the use of the complaint management system and discussing solutions to problems that arise in practice

13	Induction training workshop for Office Assistants	25	01 Day	19,250.00	Providing knowledge required for official duties and service induction training..
14	Training officers on the EPF Monitoring System	Zoom	01 Day		Enhancing knowledge regarding EPF monitoring system
15	Progress Review Program and Training Workshop for Arbitrators chaired by Hon. Minister	53	01 Day	73,240.00	Efficient arbitral proceedings
16	Residential training program for Deputy Labour Commissioners, Assistant Labour Commissioners and senior labour officers in zones and District and Sub Labour Offices under it.- North East Zone	33	02 Days	268,625.00	Making officers aware of the latest amendments to labour laws and updating knowledge on the use of EPF databases
17	Induction Training Workshop for New Management Service Officers	58	03 Days	74,010.00	Providing knowledge required for official duties and service induction training.
18	Training on the Magistrate Court Process for Legal Officers of the Department of Labour and Case Officers of the Magistrate Courts	15	01 Day	38,149.00	Training on the Magistrate Court process
19	Training programme on Office Procedures and Establishments Code for Management Services Officers and Development Officers	63	01 Day	25,880.00	Up-to-date knowledge required to perform daily duties efficiently
20	Training Program on Employees' Provident Fund Division (Tamil Medium)	Zoom	01 Day		Enhancing knowledge on affairs of Employees' Provident Fund Division
21	Integrated Training Program on Industrial Safety and Occupational Health	80	02 Days	177,360.00	Enhancing knowledge on Industrial Safety and Occupational Health
22	Awareness program on maintaining the Public Evidence Register up-to-date	28	01 Day	21,850.00	Maintaining the Public Evidence Register up-to-date
23	Developing an e-library	1		2,500.00	Improving library efficiency

24	Transportation Management	2		12,000.00	Efficient transportation management
25	Internal audit and internal control systems	4		38,000.00	Enhancing knowledge on internal audit activities
26	Preparation of procurement plans	5		60,000.00	Enhancing knowledge on preparation of procurement plans
27	Post Graduate Course in Public Administration and Management	1		90,000.00	Improving the knowledge required for duties of officers
28	Post Graduate Course in Public Administration and Management	1		90,000.00	
29	Post Graduate Course in Public Administration and Management	1		75,000.00	
30	Post Graduate Course in Public Administration and Management	1		90,000.00	
31	Post Graduation in Law	1		250,000.00	
32	Higher National Diploma in Procurement & Contract Administration	1		69,000.00	

Sri Lanka Bureau of Foreign Employment

Table 6.4 Participation of Sri Lanka Bureau of Foreign Employment officers in local training programmes - 2023

	Name of the program	No. of employees trained	Duration of the programme	Overall investment (Rs.)	Output/knowledge gained
01	Labour laws and its new trends	38	02 Days	518,000.00	• Shop and Offices Act • Labour Disputes Act • Establishment Code • Trade union activities
02	Effective customer service and telephone etiquette	30	01 Day	134,000.00	• Job role and responsibility of an office assistant • Providing efficient and effective services to clients • Office ethics
03	Informing the airport staff about the services of the Immigration and Emigration Department and updated Bureau services.	80	02 Days	140,722.00	• The services of the Immigration and Emigration Department and the immigration and emigration arrangements to be known by the Airport Bureau Officers. • About updated bureau services

04	Information Technology Knowledge for Managers	35	01 Day	85,125.00	• Method of conducting meetings through online method • To popularize the use of e-mail • Etiquette to be followed in e-mail
05	Financial management	43	02 Days	457,116.00	• Money management • Estimating capital expenditure • Receipts and Payments Management • Fund management • Physical survey of fixed assets
06	Internal audit in accordance with accepted methodologies	10	05 Days	290,000.00	• Basic knowledge of Internal Audit • Reporting matters related to internal audit • Procurement procedures
07	Behavioral interviews	19	01 Day	405,650.00	• Fundamentals for conducting a successful interview • Effective interview process • Art of asking questions in interviews • Qualities of an effective interviewer • Conducting interviews through online mode.
08	Process of prosecuting suspects	20	02 Days	295,620.00	• Application of Code of Criminal Procedure Act and Evidence Ordinance Act in investigations • Obtaining the support of the court for the investigation process and obtaining the support of government and non-government institutions • How to get the authority to conduct investigations and what should be the scope of investigations
09	Training Program for Development Officers	07	01 Day	4,656.00	• To inform about the duties of various sections of the Bureau.

10	Windows Network Administration	01	10 Days	15,000.00	• Data Transmission • Introduction to Local Area Network • Network Devices • IP Addressing • Client OS Installation • Workgroup Network • Server OS Installation
11	Customer service and telephone etiquette	24	02 Days	240,000.00	• Duties of Telephone Operators • Providing customer service • Telephone etiquette
12	Training program on increasing self-efficacy and mastering critical skills	25	02 Days	590,070.30	• Accountability for activities • Orientation to the objective • Time management • Effective communication • Continuous self improvement
13	Use of IT systems for internal audit.	12	10 Days	348,000.00	• IT Systems Based Auditing
14	Using MS Excel for data analysis	68	02 days for each 04 teams	884,000.00	• Basic introduction of MS Excel application • Calculation and Reporting • Dealing with pivot tables and popular function • Data visualization with charts & pivot charts • Data Analysis
15	Training for Drivers	05	02 Days	60,000.00	• Methodical driving training
16	Mediation and stress management	27	02 Days	384,816.00	• Mediation • Stress management • Providing customer service
17	Preliminary investigation procedure	10	02 Days	166,015.56	• Employee discipline management, objectives and policy • Types of misconduct • Dealing with misconduct • Process of disciplinary procedures
18	Customer service and telephone etiquette	30	02 Days	360,000.00	• Providing customer service • Telephone etiquette • Job role

19	Customer Care & Personnel Grooming	27	01 Day	-	• Providing customer service • Personnel Grooming
20	New Approaches of Performance Management	33	01 Day	198,000.00	• Importance of scientific performance management system • Appraisal process • Appraisal interview • Avoiding appraisal problems • Performance planning, managing, evaluation and rewarding

Department of Manpower and Employment

Table 6.5 Participation of Department of Manpower and Employment officers in local training programmes - 2023

	Name of the program	No. of employees trained	Duration of the programme	Overall investment (Rs.)	Knowledge gained
1	Construction machinery selection and maintenance management	02	01 Day	12,000.00	• Detection of heavy machinery • Periodic maintenance • Reference for repairs • Maintaining files related to heavy machinery
2	Corporate Procurement and Supply Chain Management	02	01 Day	14,000.00	• Linkage between supply chain and procurement • Procurement principles • Administration of supply contracts • Stock counting • Public procurement process
3	Training Workshop on New Income Tax Policies	05	01 Day	32,500.00	• New Income Tax Policies of the government
4	The Smart Secretary/ Personal Assistant	21	01 Day	113,400.00	• Your relationship with your boss • Screening calls • Scheduling meetings and appointments • Reminders • Home vs. office
5	Versatile Business Manager	03	01 Day	22,500.00	
6	Advance Certificate in Public Procurement & Asset Management	04	10 Days	120,000.00	• Strategic procurement planning • Bid opening process • Preparing bid documents • Contract payments • Contract administration

7	Workshop on improving drivers' attitudes and professional knowledge	10	02 Days	95,000.00	Enhancing the attitudes, knowledge and skills of officers at the primary level
8	Preparation of 2024 procurement plans	03	01 Day	40,500.00	Preparation of formal procurement plans
9	One-day training workshop on conducting the annual stores survey and disposing of unusable goods.	01	01 Day	13,500.00	- Misuse of goods - Annual stores survey

1	Advanced Certificate in HRM	1	03 Months	41,250.00	On Human Resource Management
2	Master in HRM	1	2 Yr	82,500.00	
3	Diploma in HRM	1	01 Yr	82,500.00	
4	Diploma in Business English	1	01 Yr	48,750.00	On Business English
5	Diploma in Professional English	(2nd Installments)	01 Yr	46,875.00	On Professional English
			01 Yr	46,875.00	
			01 Yr	46,875.00	
			01 Yr	46,875.00	
6	Diploma in Human Recourse Management	1	01 Yr	42,750.00	On Human Resource Management
7	Master in Philosophy	(2nd Installments)	02 yr	22,500.00	On Philosophy
8	Mater in Public Management	(2nd Installments)	02 yr	118,125.00	On Public Management
9	Mater in Business Management	1	02 yr	146,250.00	On Business Management
10	Diploma in English	1	01 Yr	30,000.00	About the English language
11	Diploma in Professional English	1	01 Yr	60,000.00	Professional English skills
12	Diploma in HRM	1	01Yr	36,000.00	On Human Resource Management
13	Diploma in HRM	1	01Yr	36,000.00	
14	CCTV Installation & Networking	1	04 Days	30,000.00	CCTV Installation & Networking
15	AWS Course	5	45 Hours	99,500.00	Information Technology
16	ASSP Net Core MVC Web Application	3	68 Hours	35,875.00	ASSP Net Core MVC Web Application
17	Graduate Diploma in IT	1	03 Months	160,000.00	Information Technology
18	Diploma in HRM	1	01Yr	36,000.00	On Human Resource Management
19	Diploma in HRM	1	01Yr	36,000.00	
20	SQL Server & Data Base Training Course	3	40 hours	475,000.00	SQL Server & Data Base
23	Master of Phishyology	(2nd Installments)	05 yr	103,845.15	On Philosophy

24	Master of HRM	1	02 Yr	75,000.00	On Human Resource Management
25	Higher Certificate in Transport Management	1	20 Days	60,000.00	On Transportation Management
26	Diploma in Software Engineering	1	02 Yr	300,000.00	Software Engineering
27	Master in Business Studies	1	01 Yr	225,000.00	On Business Studies
28	Master of Political Science	1	02 Yr	45,000.00	On Political Science
29	Master in Service Management	1	02 Yr	150,000.00	On Service Management
30	Executive Diploma in Business Management	1	01 Yr	106,125.00	On Business Management
31	Master in Sociology	(2 nd Installments)	01Yr	37,500.00	On Sociology

National Productivity Secretariat

Table 6.6 Training Programs of National Productivity Secretariat

	Name of the programme	No. of employees trained	Duration of the programme	Overall investment (Rs.)	Output/ knowledge gained
	Training program on office functions	71	01 Day	15,760.00	Effective performance of office functions in all officers of the institution

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Table 6.7 Training Programs of National Productivity Secretariat

	Name of the programme	No. of employees trained	Duration of the programme	Overall investment (Rs.)	Output/ knowledge gained
	Graphic Design	15	16 Hours	32,000.00	Advertisement design

6.3.2 Participation of ministry officials in foreign training courses

Table 6.8 Participation of ministry officials in foreign training courses

	Name of the programme	No. of employees trained	Duration of the programme	Overall investment	Output/knowledge gained
01	Fourth Meeting of the SAICM Intersessional Process in Nairobi, Kenya	01	From 27th February - 03rd March 2023	Not available	Knowledge on sound management of chemicals
02	Human Resources Development Services of Korea (HRDS) to participate for the 2023 EPS Sending Agency and HRD Korea EPS Center Staff Workshop, South Korea	02 (FE)	From 25th - 27th January 2023	Not available	Knowledge on strengthening cooperation for the employment permit system

03	International Tripartite Meeting on “Supporting Grass Roots Activities through the International Employer’s and Worker’s Network (SGRA), Cambodia	01	From. 16th-17th February 2023	USD 600*2	Supporting Grass Roots Activities through the International Employer’s and Worker’s Network (SGRA)
04	South Asian Tripartite Training Course on “Evidence- based Policy Making for Decent Work”, New Delhi, India.	01	From 10th - 13th April 2023	Not available	Knowledge on Policy making process
05	APO Accreditation Body Council, Ulaanbaatar, Mongolia	01	From 13th -16th March 2023	Not available	Governing Body Council meeting
06	3rd International Conference on Occupational and Environmental Diseases and the 9th AOSHRI Meeting, Rama Gardens Hotel Bangkok, Thailand	02	From 15th -17th March 2023 From 22nd March 2023	Not available	To sign MOU with Changsgin University to award a degree in safety engineering and to award internships for NIOSH student
	South Korea	02(FE)	From 19th -27th March 2023	Not available	To get new business relationship with new parties presented to SLFEA and to strengthen the business relationship already established with three recruitment agencies in Korea
07	Conference on Productivity and Green Growth in India	01	From 14th – 16th June 2023.	Not available	To get a knowledge in Green growth and productivity enhancement
08	Seminar on Implementing 2030 Agenda for Sustainable Development for Developing Countries-Women and Children, China	01	From 11th - 24th April 2023	Not available	To get a knowledge Implementing 2030 Agenda for Sustainable Development for Developing Countries-Women and Children
09	Seminar on South-South Cooperation for Developing Countries, China	01	From 04th - 17th April 2023	Not available	To get a knowledge South-South Cooperation for Developing Countries
10	ITEC Programme on Specialized Programme on Big Data Technologies and Machine Learning, India	01	From 14th -16th June 2023	Not available	To get knowledge in Big Data Technologies and Machine Learning
11	65th session of Governing Body (GBM), Mongolia	01	From 24th-26th May 2023	Not available	
12	Signing of Memorandum of Cooperation between Sri Lanka Bureau of Foreign Employment and Ehime Prefecture/ Japan	01	From 06th -08th June 2023	Not available	Signing MOU

13	Invitation to the Regional Symposium on women migrant workers: Bilateral labour migration agreement, Nepal	02(FE)	From 16th -18th May 2023	Not available	To get a knowledge and best practices of the policy initiatives of women migrant worker & Bilateral labour migration agreement
14	Academy on Labour Migration Course" in ITCILO, Turin, Italy	01 (FE)01	from 10th – 21st July 2023	Not available	To get a knowledge on Labour Migration
15	Study tour to Thailand on Social Protection	02(FE)	From 30th May – 02nd June 2023	Not available	Understand the best practices in Social Protection
16	ADB: 13th ADBI-OECD-ILO Roundtable on Labour Migration in Asia Integrating Skills Development and Certification into the Labour Migration Cycle, Amari Watergate Hotel, Bangkok, Thailand	02	From 27th -28th June 2023	Not available	
17	Promoting Employment Support for Persons with Disabilities in Sri Lanka in Japan	01	from 07th – 18th June 2023	Not available	To get a knowledge in Promoting Employment Support for Persons with Disabilities
18	Training Workshop on Public Finance Management for Social Protection, Ha Noi, Viet Nam	01	From 06th -09th June 2023	USD 200*2 (Ministry-01 and NPS – 01)	To get a knowledge in Public Finance Management for Social Protection
19	Training Course on Customer Experience Design for Productivity	01	from 19th - 23rd June 2023	Not available	To get knowledge in improve product design by reflecting customer expectations
20	Multicounty Observational Study Mission on Best Practices in Lean and Digital Transformation for SMEs, Turkiya	02	From 2023/06/18 - 2023/06/25	Not available	To get a knowledge in Lean and Digital Transformation for SMEs
21	MTCP: Occupation Safety and Health Management for Asian Countries in Malaysia	01	From 09th -20th October 2023	Not available	To get knowledge Occupation Safety and Health Management for Asian Countries
22	Multicountry Observational Study Mission on Millennial Leaders to Drive Rural Development, Indonesia	01	from 11th – 13th July 2023	Not available	To get knowledge in Rural Development initiatives
23	JICA Knowledge Co-Creation Program: Promotion of Employment of Persons with Disabilities, Japan	02	From 21st September – 13th October 2023	Not available	To get knowledge on Promotion of Employment of Persons with Disabilities
24	9th Workshop for International Labour Migration Statistics in the Asia-Pacific Region, South Korea	01	from 14th – 16th November 2023	Not available	Knowledge on using migration Statistics and data analysis in policy making

25	Fifth Session of the International Conference on Chemicals Management (ICCM5) in Bonn, Germany	04	From 25th -29th September 2023	USD 200*2 (NPS)	Get a knowledge Chemicals Management
26	Study tour on Social Protection, Jakarta, Indonesia	01	From 04th – 07th September 2023	USD 200	Understand the Social Protection scheme of Indonesia
27	Training Course on Services Quality Management in the Retail Industry	03	04th-08th September 2023	Not available	To improved understanding of service quality management concept in the retail sector
28	Training Course for Assessors of the Productivity Specialists Certification program, Islamabad, Pakistan	05	From 04th -08th September 2023	Not available	To get a knowledge Services Quality Management in the Retail Industry
29	Conference on Women's Leadership in Public Sector Organizations for Productivity Enhancement	01	From 27th – 28th September 2023	USD 200*2 (Ministry-02) USD 200*2 (NPS – 02)	To get knowledge in gender Equality and social inclusiveness in the working environment
30	Invitation to the Regional Roundtable on Investing in the Care Economy, Manila, Philippines	02	From 28th September – 01st October 2023	Not available	Understands about in care economy best practices and policy initiatives
31	64th Workshop Meeting of Heads of NPOs, Ankara, Turkiye.	01	From 17th - 19th October 2023		
32	Training Course on Design and Evaluation of Innovation Policies in Manila, Philippines	01	From 23rd – 27th October 202		To enhance the knowledge on Innovation Policies
33	Joint International Conference, "The role of social dialogue and its institutions in combating inequalities in the world of work, Athens, Greece	01	From 23rd -24th November 2023		Understanding on Social dialogue & its best practices
34	TVET Capacity Building Program for Government Officials and Vocational Trainers in Sri Lanka, Korea	01	From 31st October – 08th November 2023		Understanding the best practices related to TVET Sector
35	Development of Public Sector Productivity Specialists, Manila, Philippines	01	From 06th – 17th November 2023		To get a knowledge the concepts, approaches, tools and techniques needed by certified public sector productivity specialists

36	Training Course on Green Productivity, Vietnam	05	From 30th October – 10th November 2023		To get a knowledge local industries in enhancing competitiveness and resilience in green productivity
37	Conference on Tourism 4.0 for Rural Development, Jakarta, Indonesia	01	From 08th – 09th November 2023		To get a knowledge the latest developments in Tourism 4.0 including technologies
38	Asian Workers Compensation Association (AWCA) 6th General Assembly, Kuala Lumpur, Malaysia	01	08th November 2023		Understanding the best practices in a South Asian region
39	Workshop on Social Entrepreneurship for Productivity Persons with Disabilities, Vientiane, Lao PRD	01	From 14th -17th November 2023		To get knowledge Social Entrepreneurship for Productivity Persons with Disabilities
40	Development of Productivity specialists, Kuala Lumpur, Malaysia	01	From 06th – 17th November 2023		Using productivity techniques for organizational growth
41	Workshop on Digitalization of Recruitment and Emigration Processes for Migrant Workers in ASEAN in Quezon City, Philippines	01	From 13th - 14th December 2023		To get knowledge Workshop on Digitalization of Recruitment and Emigration Processes for Migrant Workers in ASEAN in Quezon City, Philippines
42	Sub Regional High Level Technical Meeting on Statistics of International Labour Migration in South Asia, Kathmandu,	01	From 28th -30th November 2023		Enhancement of knowledge on labour migration statistics for policy making
43	Workshop on Supporting Youth in Entrepreneurship for persons with Disabilities	01	From 07th- 10th November 2023		To get a knowledge Supporting Youth in Entrepreneurship for persons with Disabilities
44	Workshop on Digitalization of Recruitment and Emigration Process for Migrant Workers in ASEAN, Philippines	01	From 13th -14th December 2023		To get a knowledge Digitalization of Recruitment and Emigration Process for Migrant Workers

Sri Lanka Bureau of Foreign Employment

Table 6.9 Participation of Sri Lanka Bureau of Foreign Employment officers in foreign training courses

	Name of the programme	No. of employees trained	Duration of the programme	Overall investment	Output/knowledge gained
01	Annual EPS sending agency workshop in South Korea	02	25.01.2023-27.01.2023	1>086>480.00	Find common grounds in facilitating EPS process and share the best practices to foster further growth of the Employment Permit System (EPS)
02	05th hybrid Thematic Area Working Group (TWAG) in Philippines	01	14.03.2023-16.03.2023	-	Pre-Departure Orientation and Empowerment
03	06th Thematic Area Working Group (TWAG)	01	16.08.2023-17.08.2023	48>000.00	
04	Regional symposium on Women Migrant Workers: Bilateral Labour Migration Agreement (BLMA) as Instrument for Change in Nepal	01	16.05.2023-18.05.2023	48>415.00	Bilateral Labour Migration Agreement (BLMA) as Instrument for Change
05	Asia – Gulf Cooperation Council Senior Official Dialogue on GCM Implementation in Philippines	01	30.05.2023-31.05.2023	57>840.00	The Global Compact for Migration Implementation
06	13th ADBI-OECD-ILO Roundtable on Labour Migration in Asia Integrating Skills Development and Certification into the Labor Migration Cycle in Thailand	01	27.06.2023-28.06.2023	8>600.00	Labour Migration in Asia Integrating Skills Development and Certification into the Labor Migration Cycle
07	9th Workshop for International Labour Migration Statistics in the Asia-Pacific Region in South Korea	01	14.11.2023-16.11.2023	167>124.00	Migration Statistics in the Asia-Pacific Region in South
08	Sub-Regional High Level Technical meeting on Statistics of International Labour Migration in South Asia	02	28.11.2023-30.11.2023	82>180.00	Statistics of International Labour Migration in South Asia

6.3.3 Contribution of training programmes for the performance of the Ministry

Several objectives are expected to be achieved through raining programmes offered to the officers of the Ministry. The foremost amongst them are the capacity development of officers and human resources development. Being motivated to use new media and technology for professional development in a backdrop of limited funds and resources, these training programmes serve to boost their occupational productivity. Similarly, by developing attitudes of officers and improving their language proficiency, they will be able to provide more friendly service to the general public and cause effective institutional interrelations to be forged. Creating a highly experienced, accomplished and contended group of officers in the public service by directing the relevant officers for training needs identified through a meticulous study is the general objective of these training programmes.

The planning of training programmes of officers has been carried out under the following key components.

- Orientation programme
- Leadership and attitude development training
- Subject related training

Chapter Seven

Compliance Report

Compliance Report

Compliance Report

Table 7.1 Compliance Report

	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 relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Others			
2	Maintenance of books and registers (FR 445)			
2.1	Fixed assets register has been maintained and updated in terms of Public Administration Circular 267/2018.	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and updated.	Complied		
2.3	Register of Audit queries has been maintained and updated.	Complied		
2.4	Register of Internal Audit reports has been maintained and updated.	Complied		
2.5	All 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 updated.	Complied		
2.8	Stocks Register has been maintained and updated.	Complied		

2.9	Register of Losses has been maintained and updated	Complied		
2.10	Commitment Register has been maintained and updated.	Complied		
2.11	Register of Counterfoil Books (GA - N20) has been maintained and updated.	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been			
3.2	delegated within the institute.	Complied		
3.3	The delegation of financial authority has been communicated within the institute.	Complied		
3.4	Authority has been delegated so that each transaction is signed by two or more officers	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared.	Complied		
4.2	The annual procurement plan has been prepared.	Complied		
4.3	The annual Internal Audit plan has been prepared.	Complied		
4.4	The annual estimate has been prepared and submitted to the National Budget Department (NBD) on due date.	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time.	Complied		
5	Audit queries			
5.1	All the audit queries has been replied within the time specified 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.	Complied		
6.2	Answers have been submitted to all internal audit reports within a period of one month.	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018.	Complied		

6.4	In terms of Financial Regulation 134(3), copies of all internal audit reports have been submitted to the Auditor General	Complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2016-9.	Complied	The meeting of the Audit and Management Committee scheduled to be held in the 4th quarter was postponed to January 2024 due to difficulties in the arrival of the auditors of the National Audit Office.	This is not a regular practice
8	Asset Management			
8.1	Asset Management	Complied		
8.2	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		
8.3	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		
8.4	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		
8.5	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular.	Complied		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date.	Complied		

9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning.	Complied		
9.3	The vehicle logbooks had been maintained and updated.	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident.	Complied		
9.5	The fuel consumption of vehicles has been retested 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 logbooks has been transferred after the lease term.	Complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date.	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled.	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through 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			
12.1	The limits had been complied with.	Complied		
12.2	A time analysis had been carried out on the loans in arrears.	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits.	Complied		

13.2	The control register for general deposits had been updated and maintained.	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to Treasury Operations Department.	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task.	Complied		
14.3	The ad-hoc sub imprests had been issued without 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		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176.	Complied		
16	Human Resource Management			
16.1	The staff has been maintained 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.	Complied		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation.	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures.	Complied		
17.3	Biannual and Annual reports have been submitted as per section 08 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.	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular.	Complied		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan.	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular.	Not complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity-building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular.	Complied		
20	Responses to Audit Paragraphs			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

-  7 මහල, “මෙහෙවර පියෙස”, නාරාහේන්පිට, කොළඹ 05
7 ஆவது தளம், “மேஹேவர பியச நாராஹேன்பிட்டி கொழும்பு 05
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தொழில் மற்றும் வெளிநாட்டு வேலைவாய்ப்பு அமைச்சு
MINISTRY OF LABOUR AND FOREIGN EMPLOYMENT