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வருடாந்த ஸெயலாற்றுகை அறிக்கை
Annual Performance Report



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தே஑ிய ஑வடிகூடத் திணை஑்கள஑
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Annual Performance Report 2023

Department of National Archives

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1 Institutional Profile

1.1 Introduction

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

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

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

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

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

1.2 Vision, Mission, Objectives and Laws

1.2.1 Vision

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

1.2.2 Mission

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

1.2.3 Objectives and Functions

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

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

1.2.4 Constitution, Regulations and Circulars

- National Archives Act No. 48 of 1973.
- National Archives (Amendment) Act No. 30 of 1981.
- Ordinances enacted under the National Archives Act of No. 48 of 1973
 - Printing Presses Ordinance No. 16 of 1902 (Cap. 178) and its amendments.
 - Printers and Publishers Ordinance No. 01 of 1885 (Cap.179) and its amendments.
 - Newspaper Ordinance No. 5 of 1839 (Cap. 180) and its amendments.
- Regulations of access to public records
 - Government Gazette No. 15 of 15.12.1978.
- Regulations of access to commission records
 - Government Gazette No. 74 of 02.01.1980.
- Disposal action for judicial (court) records
 - Government Gazette No. 21 of 26.01.1979.
- Disposal of Kachcheri (District Secretariat) records
 - Government Gazette No. 99 of 25.07.1980
- Disposal of housekeeping/ephemeral records in public institutions
 - Government Gazette No. 313 of 31.08.1984
- Administrative Regulations on disposal records
 - Section 9:1 to 9:8 of Chapter 28 of the Establishments Code.
- Circulars for preparing of schedules and preservation of public records.
 - Public Administration Circular 25/2008 – 17.12.2008
 - Public Administration Circular 08/2017 – 29.03.2017.

1.3 Key Functions

- 1.3.1 Providing research facilities and certifying extracts for the public.
- 1.3.2 Provide historical and administrative information to public and other institutions
- 1.3.3 Facilitating access to reprographic copies such as microfilms, scans and digital photography
- 1.3.4 Providing advice to public institutions and private sector on records management and archives administration.
- 1.3.5 Providing advice for the establishment of School Archives.
- 1.3.6 Providing advice to the J. R. Jayawardene Research Centre on professional activities.
- 1.3.7 Providing advise on microfilming of records.
- 1.3.8 Providing technical advice to public institutions and private sector on preservation and conservation of records.
- 1.3.9 Organising and holding exhibitions of historical records.
- 1.3.10 Producing extracts of documents in courts and giving evidence when summoned.
- 1.3.11 Conducting research on Sri Lankan history.
- 1.3.12 Issuing licenses for the export of historical records in Sri Lanka

1.4 Organisational Chart

Please see annex 01.

1.5 Main Divisions

1.5.1 Administration Division (DNA/2)

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

1.5.2 Finance Division (DNA/3)

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

1.5.3 Internal Audit Division (DNA/4)

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

1.5.4 Planning Division (DNA/5)

The Planning Division handles planning activities of many projects of the National Archives including preparation of annual action plans related to Sustainable Development Goals and Vistas of Prosperity and Splendour, collection of information and preparation of monthly progress reports related to the action plan submission of progress reports and other relevant reports to the line ministry. The preparation of the performance report is also mainly carried out by the Planning Division.

1.5.5 Records Management and Accession Division (DNA/6)

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

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

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

1.5.6 Confidential Records Division (DNA/7)

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

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

1.5.7 Public Relations Division (DNA/8)

This division primarily maintains the professional services required by the public. It handles certification of copies of extracts, coordinating the provision of evidence on extracts of

records when summoned to courts, accepting search requests for information from records as per local and foreign requirements and providing extracts of them, providing researchers with reader passes for the Research Room, issuing extracts of documents as per research requirements, etc.

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

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

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

1.5.9 Research Room (DNA/10)

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

1.5.10 Conservation Division (DNA/11)

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

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

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

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

■ Legal deposit

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

■ Registration and administration of printing press

Printing presses are governed by the Printing Presses Ordinance and the Printers and Publishers Ordinance. This division handles activities such as registration of printing presses, closure of printing presses, inspection of printing presses, updating and publishing the list of printing presses and taking legal action against printing presses.

1.5.12 Reprography Division (DNA/13)

Records in a physically vulnerable condition and other vital records are copied onto microfilms in a manner consistent with international standards by this division. In addition, this division handles photography activities at various occasions on behalf of the department and provides extracts from various records using digital cameras to meet the requests of the

public. Also, advice is also given on the subject area to external government or private institutions upon request.

1.5.13 Maintenance Division (DNA/14)

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

1.5.14 Digital Records Division (DNA/15)

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

1.5.15 Audio-Visual Division (DNA/16)

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

1.5.16 Library (DNA/17)

Books on archival science and the history of the island are deposited in the Department library. In addition it has books on political science, social science, folklore, culture, anthropology, law, foreign relations, literature and various other subjects. This library is maintained for the use of the officers of the Department and for researchers to peruse secondary sources when required together with the use of original documents. The collection of black and white photographs of local and foreign people and various events, and the collection of paper cuttings owned by the Times of Ceylon Limited are deposited at the

National Archives and maintained under the supervision of the library. The Horagolla Library which contains a collection of books on various subjects donated by the family of the former Prime Minister S.W.R.D. Bandaranaike is also under this division. Permission from the family of S.W.R.D. Bandaranaike is necessary to access these documents.

1.5.17 Repositories (DNA/19)

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

1.5.18 Kandy Branch (DNA/20/1)

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

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

2 Progress and Future Outlook

2.1 Special programmes

2.1.1 It is with immense satisfaction that this report is presented on the accomplishments of the Department of National Archives throughout the year 2023. It has been a landmark year, marked by both substantial progress and ongoing challenges faced by the country. It has been a period of unwavering dedication to fulfil the mandate of the National Archives to preserve and provide access to archives and records for the benefit of Sri Lanka. Some key accomplishments are given below.

Advisory Council

2.1.2 The duration of the National Archives Advisory Council, which last met in the year 2020, had finished in March of 2022. The Advisory Council was reactivated in 2023 and was able to hold six meetings successfully and obtain advice on archives and records management. The following persons were appointed by the Ministry of Buddhasasana, Religious and Cultural Affairs for a period of three years under Section 6 of the National Archives Law No. 48 of 1973 -

- Mr. Thilak Nandana Hettiarachchi, Additional Secretary (Cultural Promotions), Ministry of Buddhasasana, Religious and Cultural Affairs
- Dr Saroja Wettasinghe, Retired National Archives Director General
- Prof. Rohan Samarajiva, Former Chairman, Information and Communication Technology Agency of Sri Lanka
- Mr. Sumith Nakandala, Former Ambassador, Sri Lanka Foreign Service (Retired)
- Mr. Nihal Seneviratne, Retired Secretary General of Parliament.

- Mr. Piyatissa Ranasinghe, Former Director General, Right to Information Commission and Sri Lanka Administrative Service (Retired)

- Mr Nigel Nugawela - Archivist

2.1.3 In addition, Dr. Nadeera Rupesinghe, Director General National Archives was appointed as the Chairman and Ms. Chamila Priyangani, National Archives Assistant Director was appointed as the secretary of the Advisory Council. By the letter dated 31.10.2023, from 01.08.2023 onwards, Dr Prasad Ranasinghe (Cultural Promotions), Ministry of Buddhasasana, Religious and Cultural Affairs was appointed instead of Mr. Thilak Nandana Hettiarachchi.

2.1.4 As the National Archives Advisory Council is empowered to advise the Minister in charge of the National Archives in terms of Section 7 of the National Archives Law, the minutes of each meeting have been forwarded to the Minister of Buddhasasana, Religious and Cultural Affairs.

Infrastructure Development

2.1.5 The renovation of the main building of the Department of National Archives and the installation of central air cooling, fire protection and advanced security systems_which began in 2019, could only be completed up to about 53 per cent by December 2023. In the year 2022, due to the financial instability in the country and the high price of construction materials, the original estimate was revised and the construction work of the project had to be temporarily stopped. By the end of 2023, the technical evaluation committee and the Cabinet Appointed Procurement Committee are carrying out further work as per the decision of the Cabinet of Ministers regarding the extension of the project period and revision of the estimate.

2.1.6 A project to instal a mobile racking system in the main building in Colombo was approved in 2019 for an all-inclusive value of Rs. 340.79 million, and under it, facilities for depositing archives in accordance with the best practices of archives management are to be expanded. Cabinet approval was received on 07.09.2021 to award the consultancy services for the installation of the mobile racking system to the Central Engineering Consultancy Bureau (CECB). Due to the change in the estimated amount, a Cabinet paper was submitted again on 31.07.2023 to the Ministry requesting approval for the revised cost. Accordingly, the approval

of the Cabinet of Ministers for the revised estimate was received on 11.09.2023, for which a Technical Evaluation Committee and a Cabinet Appointed Procurement Committee were appointed and the bid documents are scheduled to be published in January 2024 after taking necessary steps.

Recruitment and Promotions

2.1.7 The approval of the Prime Minister's Committee to Review the Recruitment Process in Public Service to recruit to 56 vacant departmental posts was received on 19.07.2023. Under this, approval has been received to recruit to 4 posts of National Archives Assistant Director, 2 posts of Chief Conservation Officer, 5 posts of Senior Archivist, 3 posts of Archival Reprograper, 18 posts of Conservator and 22 posts of Archival Officer from among Development Officers as well as 2 posts of Building Maintenance Officer from government and semi-government institutions. In the year 2023, such recruitment could not be carried out fully but the written test for the recruitment of Senior Archivists was held on 11.11.2023. Furthermore, the approval of the Prime Minister's Committee to Review the Recruitment Process in Public Service was also received to recruit to 14 Office Assistant posts, 2 Archival Assistant posts and 2 Driver posts from the Multi-Purpose Development Task Force in the year 2023 and recruitment for all such approved posts was completed.

Digital Affairs

2.1.8 Since it is essential to establish a reliable digital repository at the National Archives to ensure the continuity and authenticity of digital archives, it is necessary to adopt international standards on digital preservation under the project 'Establishment of a Trusted Digital Repository at the National Archives (Stage I)'. Its first phase included setting up a digital repository with a capacity of 500 terabytes. However, according to the National Budget Circular 3/2022, this project was temporarily suspended in the year 2022 and the project could not be implemented in the year 2023 due to an issue with regard to the consultancy firm selected for the project.

2.1.9 The Digital Records Division is carrying out the revamping of the National Archives website and it is planned to transform the website to a level where it provides many facilities through the online system instead of the earlier information-only status. Accordingly, the

website is to be developed so that certain services provided by the department can be performed from home without visiting the department. Furthermore, this division updates the Digital Assets Register (DAR) in order to monitor the risks and backup status of existing digital records according to international standards. Accordingly, the Digital Assets Register with a capacity of 34.8TB is being managed.

2.1.10 The digital copies of the map collection digitised using the i2S Supra Scanner installed in the Map Division have been securely stored. Furthermore, large archives and newspapers are being digitised and copies are being issued to the public utilising the same machine. The Map Division completed the following tasks in the year 2023:

- Maps issued to researchers 629
- Copies of maps issued 565
- Quality checking of maps 55
- Quality checking of other documents 968
- Scanned pages of Legal Deposit catalogue 832
- OCR conversion of Legal Deposit catalogue pages 652
- Documents digitised on public request 3573
- Digitisation of other document pages 469

2.1.11 Furthermore, digitization of archives 107/2609 – 2631, quality checking and conversion to PDF format of 482 pages of the August-September 1930 *Veerakesari* newspaper which were in very poor condition, quality checking of 212 pages of archival group 25.198, digitization of 37 pages of archival group 25.262 and conversion of 311 map pages into PDF format was carried out by the Map Division. Also, digitization of 389 pages of archives for the 75th Independence Day Exhibition and 244 pages of newspapers for the *Front Pages of Freedom* commemorative newspaper publication was also carried out.

2.1.12 When the Computerisation of Indexes Project was temporarily halted in 2019 due to the absence of consultants and data operators, 396,777 index cards of select record groups from record groups 1 to 685 had been computerised, and the re-examination and correction of some record groups from 1 to 603 had been completed. The resumption of the project took place on 14.12.2021 and by the end of 2022, about eight hundred and fifty thousand indexes

of selected categories of documents and indexes of documents in the legal deposit have been computerized. Furthermore, the action plan and cost estimate required to complete the project have been prepared and submitted to the Ministry.

Records Management Training

2.1.13 Lectures and awareness programmes about records management and conservation as well as the functions of the department were carried out for executive and non-executive officials of ministries, departments, and other government institutions and lecturers and students of universities. These lectures were conducted in the premises of the National Archives and in those institutions.

- Awareness programmes were conducted on 14.03.2023 for 55 senior officers of the National Defence Academy, on 27.04.2023 for 24 officers of Air Force and on 21.11.2023 for 20 officers of Air Force at the premises of the National Archives.
- Awareness programmes were conducted on 12.05.2023 for 20 officers of the National Library Service Board and in a separate session for a group consisting 30 history teachers from around Sri Lanka organised by ITIHAS, on 17.10.2023 for 80 officers of the Galle Wakwella Training Institute and on 2023.11.13, 2023.11.17 for 124 officers of the offices of the Survey Department throughout the island at the premises of the National Archives.
- On 24.06.2023, 70 students of the Open University of Sri Lanka, on 20.07.2023, 22 officers of library staff of the South Eastern University, on 05.09.2023, 35 students of Royal College Colombo, on 19.09.2023, 26 students of the Department of Library and Information Technology at the University of Kelaniya and on 25.09.2023 and 19.11.2023 58 students of the Department of History of the University of Sri Jayawardenepura visited the various divisions of the department for an awareness programme.

Preservation of Audio-Vsual Archives

2.1.14 All tasks such as numbering, inspection, cleaning of magnetic tapes, video cassettes, motion pictures, audio cassettes, folk music tapes acquired by the National Archives, as well as numbering, inspection and orderly depositing of microfilms and releasing to the Research

Room for public and research purposes and issuing of copies for research purposes are carried out by the Audio-Visual Division. In the year 2023, the following tasks were carried out by this division:

■ Preservation of Audio Visual Archives

- Rewinding and cleaning of 325 positive films, 38 negative (picture and sound) films and 12 documentary films.
- Inspection, cleaning and rewinding of 25 video cassettes (VHS).
- Inspecting and rewinding of 930 microfilms
- 348 microfilms packed in acid-free cartons.
- Digitization of 343 Spool Tapes

■ Accession of Audio Visual Records

- Deposit of compact disc (CD) from the Accession Division
- Deposit of 10 documentaries of the Department of Government Information.
- Deposit of a film from the National Film Corporation.

■ Providing audio-visual archives for public access

- Issuing 923 microfilms to the Research Room.
- Completion and handing over of 156 microfilming work units and scanning work units (CD copies) to Public Relations Division.
- Facilitating access to and copying of folk songs for school students, university students and scholars for research.
- Services were given to 101 researchers who came to consult audio-visual archives.

Preservation of Paper and Palm Leaf Archives

2.1.15 In the year 2013, Dr van den Belt had collated the loose pages of the Colombo thombos of Archives Group No. 1 into the previously bound volumes under a project

sponsored by the Mutual Cultural Heritage (MCH) carried out jointly with National Archives of the Netherlands. Under the sponsorship of the Embassy of the Kingdom of the Netherlands, he arrived in Sri Lanka in 2019 and began the work of supervising the rebinding of the loose pages to the correct volume, but his services had to be abruptly discontinued. Accordingly, again on the recommendation of the advisory council, approval from the secretary to the ministry was obtained and Dr Albert van den Belt arrived in the country in November 2023 on the sponsorship of the Embassy of the Kingdom of the Netherlands. He successfully started the work again with the Chief Conservation Officer (Archives) in November and is due to finish the work in January 2024.

2.1.16 The Conservation Division of the National Archives strives to preserve the written heritage of the nation for future generations. It carried out the conservation of 4 archival volumes, conservation and rebinding of 100 thombos, binding of 333 newspapers, binding of 28 books with thick covers and conservation of Palm leafs, 247 manuscripts (6152 leaves). as well as 2000 flags were also produced. In addition, the Conservation Division carried out 21 record survey duties in various institutions holding important documents for Sri Lanka.

2.1.17 Selected newspapers are microfilmed for the purpose of preserving the information contained in records in another medium and for the convenience of the public and researchers who use the archives, as well as to minimise the frequent use of the originals. In the year 2023, 8,750 microfilming exposures for the Daily News (new) (2021.04.01 to 2021.07.15) newspaper and 4,400 digital images in response to public requests and other purposes were created by the Reprography Division. Furthermore, the Reprography Division created video recordings of a capacity of 40GB for various functions of the department.

Kandy Branch

2.1.18 Computerisation of 1851-1854 documents in record group 30 (grain tax), indexing documents of record group 53 (Department of Agriculture 53/1 – 338), preparation of gazette list from 2005 to 2013, cleaning, packaging and depositing of the household lists in the districts of Kandy, Nuwara Eliya, Kalutara, Galle, Matale, submitting documents to the Kegalle District Court, inspecting the record rooms of the Matale District Secretariat and Department of Animal Production and Health in Gannoruwa were mainly carried out by the year 2023.

Acquisition of Records

2.1.19 As per the programme to acquire public records to fulfil the responsibility to protect national heritage, under Section 9 of the National Archives Law No. 48 of 1973, 2336 public records from ministries, departments, statutory boards and courts, 3329 publications under section 13(1) and 5,665 documents have been accessioned during this year.

2.1.20 1440 documents of the Presidential Commission of Inquiry (Decide on measures to provide relief for the persons who suffered from the violence that occurred in the period from 31st March 2022 to 15th May), 374 documents of the Special Presidential Commission of Inquiry (Examining, information gathering, investigating, reporting the finding and providing recommendations on the tasks undertaken by the anti-corruption committee and its secretariat), 3727 documents of the Presidential Commission of Inquiry to Investigate and Inquire into and Report or take necessary action on the Bomb Attacks on 21st April 2019 were examined and acquired by signing the final franchise forms. Furthermore, 2140 cabinet papers from the year 2007 were examined and the final franchise forms were signed. Furthermore, 159 copies of cabinet memoranda and decisions were issued to the office of the Cabinet of Ministers in the year 2023 from the Confidential Records Division.

Provision of Archival Services

2.1.21 During the year 2023, the number of readers who came to the main office for research is 3,005 and 3,574 archives, 1,595 newspapers, 712 books and 923 microfilms were issued to them and the staff members. Furthermore, 499 readers visited the Kandy branch office and 1,851 documents were issued for reference. Accepting applications for searches and issuing extracts as per public requests, certifying extracts, and issuing extracts of records as per research needs were carried out at the head office as well as at the Kandy branch office. The number of people who visited the head office for public inquiries was 7,059 and in order to submit documents to the courts, 23 appearances in courts were handled from the head office and 1 from the Kandy branch office. The issuing of document extracts in the year 2023 is as follows:

No.	Type of application at head office in Colombo	Number of applications received	Number of applications issued
i	Crown Grants	796	605
ii	Grain taxes	164	136
iii	Nila pangu, Praveni pangu and Commissioner's Notes	150	113
iv	Temple and Devala lands	19	11
v	Thombu	57	18
vi	Voters Registers	889	671
vii	Government Gazette	1751	1751
viii	Certification of copies of documents	350	350
ix	Issuance of Research Room Passes (Domestic / Foreign)	1302	1302
x	Computer scanning	880	875
xi	Sales of Publications	---	690

No.	Type of application at Kandy branch	Number of applications received	Number of applications issued
i	Service Tenure Registers (S.T.R.)	64	36
ii	Grain Tax Registers (G.T.R.)	5	3
iii	Temple and Devala lands register (T.L.R.)	108	80
iv	Commissioner records (T.L.C.P.)		
v	Sannas	27	18
vi	Gazettes	63	48
vii	Local inquiries	6	6
viii	Voters Registers	5	5
ix	Digital Copies	36	36

Legal Deposit Management

2.1.22 The Cabinet memorandum and decision in this connection was forwarded to the line ministry on 20.04.2023 and the line ministry has sent a letter to the Legal Draftsman on

25.05.2023 requesting the Legal Draftsman to prepare the new draft of the legal deposit legislation.

2.1.23 The number of affidavits received for the registration of new printing presses according to the second paragraph of the Printing Presses Ordinance (Authority 178) for the year 2023 is 19. As of 31.12.2022, the number of registered printing presses was 2,565. As of 31.12.2023, the number of registered printing presses across the districts of the island was 2,566. There are 422 printing presses located within the Colombo Municipal Council limits and 662 printing presses outside the municipal council limits in the Colombo District and 1,482 registered printing presses in other districts. Furthermore, 18 printing presses have been closed down in the year 2023.

2.1.24 The number of publications received for registration in the year 2023 under chapter 2 of the Printers and Publishers Ordinance (Authority 179) is 10,232. While they have all been registered and in the year 2023, one newspaper was received for registration under paragraph 2 of the Newspapers Ordinance (Authority 180). According to the language of the newspapers, the newspapers of 198 Sinhala, 83 Tamil, 46 English and 4 Sinhala/Tamil/English newspapers have been received.

Internship Programme

2.1.25 Internships allow undergraduate or graduate students the opportunity to gain new insights into the functions of the National Archives by engaging in meaningful work with our staff. Four students from the Department of History at the University of Colombo From 12.06.2023 to 22.09.2023, two students from the Department of Anthropology at the University of Sri Jayewardenepura from 04.07.2023 to 04.10.2023, nine students from Kelaniya University Department of History and Department of Fine Arts from 18.04.2023 to 07.09.2023 in the meantime have been internship at the head office in Colombo and ten undergraduate students specialising in history at the University of Peradeniya from 18.04.2023 to 26.05.2023, two undergraduate students specialising in history at Ruhunu University from 18.09.2023 to 20.10.2023, at the Kandy office, participated in internship programmes with lectures and practical programmes.

2.2 Achievements

National Policy on Archives and Records Management

2.2.1 In a historic first for Sri Lanka, the Department of National Archives spearheaded the development of a comprehensive National Policy on Archives and Records Management. A dedicated committee, appointed by the Secretary of the Ministry of Buddhasasana, Religious and Cultural Affairs with the approval of the Minister, drafted this policy document. This policy framework will provide crucial guidance in the management of Sri Lanka's archival heritage.

2.2.2 Since a records and archives national policy in Sri Lanka had not been prepared before, such a policy had to be prepared taking into account the current needs of the country and international standards. The lack of a National Policy on Archives and Records Management was seen as an issue to the amendment of the National Archives Law No. 48 of 1948. The National Archives Advisory Council recommended on 18.04.2023 that a national policy should be prepared before amending the legislation.

2.2.3 Accordingly, recognising the need for a national policy, the Ministry of Buddhasasana, Religious and Cultural Affairs appointed a committee on 2023.07.14 to draft a policy. The committee was chaired by Archivist Mr. Nigel Nugawela and its members were Dr. Nadeera Rupesinghe (Director General National Archives), Prof. Rohan Samarajiva (former Chairman of the Information and Communication Technology Agency), Mr. Piyatissa Ranasinghe (former Director General, Right to Information Commission), and Mr. Ravindra Priyantha Lal (specialist in audio-visual archiving). Ms Chamila Priyangani, National Archives Assistant Director, was the convener of the committee.

2.2.4 The committee released the first draft to the public with an island-wide invitation for written submissions from 21.07.2023 to 14.08.2023. Submissions were received from civil society, public servants, clergy, professionals, individuals representing different sectors and interest groups including the visually impaired. Thereafter, a public hearing was held at the Department of National Archives on 25.08.2023 in order to provide a platform for an open discussion and gather valuable opinions from the community.

2.2.5 Furthermore, the committee consulted the Right to Information Commission, the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government,

the Ministry of Technology, the Information and Communication Technology Agency, the National Commission of UNESCO, and the National Archives Advisory Council of the Department of National Archives.

2.2.6 After taking into consideration comments from the public and the consultations, the Committee finalised drafting the National Archives and Records Management Policy. Whilst the Policy primarily addresses public authorities, it also encourages private institutions, faith-based institutions, and individuals to engage with the guidance, policies and standards put forward by the National Archives.

2.2.7 The importance of systematic records management; capacity-building in digital recordkeeping; the retention and disposal of records in public authorities; the prioritisation of resources for preservation; the recognition of rights of access to archives and records; the adoption of international standards; and the commitment to resource allocation, are all included in an overall policy framework intended to guide future decisions.

2.2.8 The Policy outlines requirements and responsibilities in several areas that require immediate attention if archives and records management is to be advanced and its full potential realised across public authorities and private organisations by an independent and professionally managed National Archives. The importance of systematic records management; capacity-building in digital recordkeeping; the retention and disposal of records in public authorities; the prioritisation of resources for preservation; the recognition of rights of access to archives and records; the adoption of international standards; and the commitment to resource allocation, are included in the overall policy framework intended to guide future decisions.

2.2.9 The Policy identifies the key priority issues and points of action that all stakeholders should commit to addressing in the short term. The points of action include the urgent requirement of new legislation and the introduction of measures to strengthen systematic, accountable, and professional archives and records management practices.

2.2.10 The National Policy on Archives and Records Management aims to provide direction and an appropriate framework for action that will inform and shape the management, preservation, and accessibility of our nation's archival records. It recognises the significance of safeguarding our collective memory and embracing technological advancements to ensure that fundamental rights are protected and future generations can access and learn from our

shared history. The policy has been handed over by the committee for the approval of the Cabinet of Ministers, and it is to be submitted to the Cabinet after its Sinhala and Tamil translations.

National Archives and Records Management Legal Framework

2.2.11 By the year 2023, the National Archives Law No. 48 of 1948 has completed 50 years. It was amended only once, in 1981, and it was to be amended based on the approval of the Cabinet of Ministers on 5.12.2012, and necessary action has been taken to some extent in that connection.

2.2.12 As per the cabinet decision dated 29.11.2022, approval has been received for appointing an expert committee consisting of specialists in the subjects of records management, records conservation and digital records management to give suitable recommendations for amending the National Archives Law No. 48 of 1973.

2.2.13 With the approval of the Minister, the Secretary of the Ministry of Buddhasasana, Religious and Cultural Affairs had appointed the Chairman, Members and Convener of the policy committee mentioned above under 2.2.3 on 15.06.2023 to prepare this legal framework, and later the appointment of Ms. Yamuna Ranavana, former deputy legal draftsman took place on 25.09.2023. The Legal Draftsman's Department has informed that it is no longer necessary to deal with the amendments initiated in 2012. Accordingly, the committee decided to prepare a new legal framework based on the above mentioned policy and the draft law is to be finalised by 31.01.2024 and handed over to the Secretary to the Ministry and Minister.

The Universal Declaration on Archives

2.2.14 The Universal Declaration on Archives, which was developed by the International Council on Archives (ICA) and endorsed by UNESCO at its 36th General Conference in Paris in 2011, outlines the significance of archives in society and offers guidance on the efficient management, preservation, and access of archives. The National Archives of Sri Lanka holds institutional membership of the ICA since the year 1964.

2.2.15 The National Archives of Sri Lanka, in support of the Universal Declaration on Archives and its dissemination, celebrated the launch of the declaration in three languages on

09.06.2023, International Archives Day. The chief guest at the event was Minister of Buddhasasana, Religious and Cultural Affairs Vidura Wickramanayaka and the guest speakers were Nalaka Gunawardene, Tanuja Thurairajah and Nigel Nugawela. Public participation was observed at a high level.

2.2.16 As the leading institution entrusted with the preservation and accessibility of Sri Lanka's documentary heritage, the National Archives recognises the importance of the declaration in underlining the role of archives in society. By supporting the declaration, the **National Archives reaffirms its dedication to preserving the nation's history and ensuring that it is accessible to all.** This declaration emphasizes the role of archives in modern societies and promotes a better understanding and knowledge of archives.

2.2.17 The declaration had not been translated into the Sinhala and Tamil languages earlier. The translations were unveiled on June 9th and officially submitted to the the International Council on Archives by the Department of National Archives. By promoting the translation of the Universal Declaration on Archives into as many languages as possible, the International Council on Archives aims to disseminate the message of the importance of archives to as many persons as possible.

2.2.18 Prof. Nirmal Dewasiri (University of Colombo); Prof. Emeritus J.B. Disanayaka (University of Colombo); Prof. Sandagomi Coperahewa (University of Colombo); Prof. Sumathy Sivamohan (University of Peradeniya); Mr. S. Sivagurunathan (Translator and Interpreter); Prof. Sitralega Maunaguru (Eastern University) and Mr. Nigel Nugawela (Archivist & Member, National Archives Advisory Council) served with dedication on the translation committees while the Department of Official Languages provided invaluable support.

2.2.19 The principles espoused in the declaration epitomise fundamental values of preserving and making accessible the historical records of our nation. By endorsing the declaration, we are reiterating our commitment to these values and demonstrating our solidarity with the global archives community.

2.2.20 The Sri Lanka National Archives encourages other organisations and individuals to join in supporting the Universal Declaration on Archives and promote the value of archives in society. Interested parties have the opportunity to sign the document in support of the Universal Declaration on Archives at the National Archives.

Preservation of Intangible Cultural Heritage and Oral History

2.2.21 The archiving of Intangible Cultural Heritage (ICH) is crucial for safeguarding the diverse expressions of human creativity and ensuring the transmission of knowledge and skills to future generations. Archiving ICH preserves a record of practices, traditions, oral histories, performing arts, and craftsmanship that form the bedrock of cultural identity for communities worldwide. By recording and storing ICH elements, we attempt to protect them from disappearance due to globalization, modernization, and social change.

2.2.22 Accordingly, the research and audio-visual recording of the historical Easter drama of Duva and Pitipana in Negombo and the audio-visual recording of the Nethra Pinkama and Shadangam Puja of Buddha statue in Ingiriya Pilimakanda were carried out by the National Archives.

2.2.23 Furthermore, the production and archiving of oral histories hold immense importance in preserving the lived experiences and diverse narratives that often go unrecorded in traditional historical records. Oral histories capture personal perspectives, memories, and reflections, providing invaluable insights into specific events, cultural practices, and social movements. These archives become essential resources for researchers, educators, and future generations, allowing for a multi-faceted understanding of the past, shaping how we comprehend the present, and enabling the creation of a more informed future. As a start of this new programme, interviews were held with Mr. Dharmasiri Bandaranaike, Mr. Karunaratne Amarasinghe, Mr. W. A. Abeyasinghe, Mr. G. P. S. H. De Silva, Mrs. Jayanthi Kuruuthumpala, Professor Walter Marasinghe, Mr. V. Hemapala and Mr. Lushan Bulathsinghala.

International Collaboration

2.2.24 The Department of National Archives holds nearly seven thousand five hundred Dutch archives dating from AD 1640 to 1796. The Dutch National Archives will allocate financial provisions for the years 2024 to 2028 for the digitization of Dutch archives deposited in the National Archives of Sri Lanka through the Netherlands International Heritage Cooperation Programme. This proposal to digitise the archives was first proposed in the year 2010. Based on the discussion held with the Director General National Archives and two members of the National Archives Advisory Council, the approval of the Attorney General was received on 09.06.2023 for the draft memorandum of understanding between the National Archives of Sri

Lanka and the National Archives of the Netherlands for this purpose. Accordingly, the Cabinet of Ministers approved the project on 23.10.2023.

2.2.25 As a result, the Memorandum of Understanding between the National Archives and the National Archives of the Netherlands was signed on 05.12.2023. Minister of Buddhasasana, Religious and Cultural Affairs Vidura Wickramanayake, Cultural Ambassador of the Netherlands for International Cultural Cooperation Dewi van de Weerd, and the Ambassador of The Netherlands to Sri Lanka and the Maldives Bonnie Horbach participated at the event. On behalf of the National Archives of Sri Lanka, Dr. Nadeera Rupesinghe, Director General National Archives and Mr. J.A. (Arjan) Agema, Head of the Digitization Department of the National Archives of the Netherlands representing the Director General National Archives of the Netherlands, signed the agreement.

2.2.26 In order to preserve these archives for future generations, the National Archives of Sri Lanka and the National Archives of the Netherlands will jointly execute a digitization project using modern technology from the years 2024 to 2028. Under a grant from the International Heritage Cooperation Programme of the National Archives of the Netherlands, Dutch archives deposited at the National Archives will be digitised and training programmes on archives and records management, digitization, conservation and 17th century Dutch language will also be implemented through this project.

2.2.27 Although the digitization of the Gnanarthapradipaya newspaper had been proposed since 2015, after receiving the approval of the Attorney General on 06.09.2023 (as above under 2.2.24), steps are being taken to obtain the approval of the Cabinet of Ministers to sign the Memorandum of Understanding between the National Archives and the American Institute for Lankan Studies (AILS).

2.2.28 The Fund for the International Development of Archives (FIDA), which operates under the International Archives Council (ICA), generally supports the management and development of archives in national archives in developing countries, i.e. by supporting archives in the development of specific skills, to help carry out activities related to international development. Accordingly, an application was submitted to FIDA for a grant of 10,000 euros for the installation of Atom and Archivematica software at the National Archives of Sri Lanka.

2.2.29 Furthermore, the approval of the Attorney General was received on 07.07.2023 for the signing of a Memorandum of Understanding between the National Archives of the Maldives

and the National Archives of Sri Lanka for the exchange of expertise and transcripts. A visiting delegation from the Maldives including the Minister of Arts, Culture and Heritage of the Maldives Yumna Maumoon visited the National Archives on 10.07.2023 to discuss the agreement and expressed special interest in sharing the knowledge contained in the private collection of H.C.P. Bell that includes much information related to the Maldives.

“Path to Freedom” exhibition

2.2.30 In conjunction with the 75th Independence Day of Sri Lanka, the Department of National Museums and the Department of National Archives jointly held the "Path to Freedom" exhibition at the National Museum premises from 04.02.2023 to 19.02.2023. During the exhibition, the publication "Front Pages of freedom" was launched.

2.2.31 In this very popular exhibition, several unique archives were displayed. The Kandyan Convention was shown to the public first time. Moreover, many documents related to the struggle were displayed such as the Gazette which named the patriots involved in the rebellion of 1818 as traitors, the archives containing the details regarding the siege of the Kandy Government Agent's office by the rebels during the anti-British rebellion of 1848, the Gazette published for the arrest of Gongalegoda Banda and Puran Appu who led the anti-British struggle of 1848 etc.

Restoration of artefacts

2.2.32 It was confirmed by archives and other evidence from the National Archives of Sri Lanka that six items, including Lewke Disawa's cannon, housed in the Rijksmuseum in the Netherlands, were taken by the Dutch East India Company (VOC) in 1765 during the siege of the Royal Palace in Kandy. Gunay Uslu, Secretary of State for Culture and Media of the Netherlands who had come to Sri Lanka to sign the document of transfer of rights to return those six artefacts to Sri Lanka, and Tharaka Balasuriya, Minister of State for Foreign Affairs led a public lecture organised on 29.08.2023 at the National Archives of Sri Lanka. Secretary of State Uslu, said at the occasion that the six artefacts should never have been in the Netherlands and that they belong to Sri Lanka. She said that the Dutch government expects to develop mutual support through research and knowledge exchange projects with Sri Lanka.

2.3 Future goals

2.3.1 After obtaining necessary approvals for recruitment, we plan to recruit 45 Archival Officers, 24 Archival Conservators, 6 Archival Reprographers and 7 Audio Visual Conservators in the year 2024 from the approved cadre, and thereby greatly enhance our human resources. Promotions for the 10 Senior Archivist positions should also be done on a priority basis on the basis of passing the written test held on 11.11.2023, as the shortage of staff grade officers is a severe impediment to the development of the National Archives and protection of the archives.

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

2.3.3 Due to various problematic situations in the year 2023, many programmes that were planned and started could not be completed and some programmes could not be started. Accordingly, the following special tasks have been carried over to the next year.

- Completing the revamping of the website to make it possible to download information available in the department to facilitate access to information as a vital contribution towards the creation of an information society.
- Accruing digital copies of the Gazette, Acts and Bills of Parliament and Hansard as well as providing online access to a computerised collection of indices in order to assist in creating a technology-based society that uses digital records.
- After recruiting Archival Officers, initiating the writing of summaries of record groups following international standards by providing a formal training for the purpose.

2.4 Challenges

2.4.1 The National Archives Act No. 48 of 1973 has identified the preservation of evidentiary documents in public authorities and private collections as a primary function of the Department of National Archives. Maintaining its reliability and ensuring accessibility in accordance with the highest international standards will continue to be the prime tasks of the National Archives. The National Archives of Sri Lanka is the official repository for archives acquired from public authorities and important private collections. It preserves and protects the archives of Sri Lanka's administrative, legal and cultural heritage spanning nearly 400 years.

2.4.2 The renovation of the main building of the Department of National Archives and installation of central air cooling, fire protection and advanced security systems was scheduled to be completed by May 2021. However, only about 53% of the work was completed by the end of 2023 due to the COVID-19 pandemic, the lack of staff reporting to work due to the financial instability in the country, insufficient allocation and revisions of the cost estimate for the project.

2.4.3 The department currently employs about 149 out of the 286 approved cadre. Eight senior level vacancies, 13 tertiary level vacancies and 99 secondary level vacancies are of professional officers. The current shortage of professional officers has a severe adverse effect on archives and records management. Moreover, the vacancies in the conservation posts are a massive hindrance to access to archives and the preservation of archives which are the most important functions of the National Archives.

2.4.4 I believe that the National Archives of Sri Lanka will have the opportunity to reach a higher level by systematically overcoming these challenges.

Dr. Nadeera Rupesinghe

Director General National Archives

3 Overall Financial Performance

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

3.1 Statement of Financial Performance

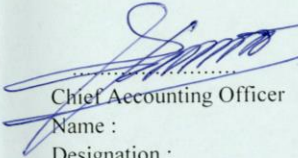
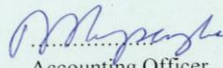
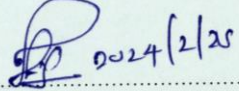
Revised Budget Allocations 2023		Note	Actual		ACA-F
			2023	2,022	
Rs.			Rs.	Rs.	
-	Revenue Receipts		-	-	
-	Income Tax	1	-	-	
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	Total Revenue Receipts (A)		-	-	
-	Non Revenue Receipts		-	-	
-	Treasury Imprests		216,884,191	181,714,916	ACA-3
-	Deposits		3,722,442	4,826,924	ACA-4
-	Advance Accounts		6,512,062	6,141,185	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non Revenue Receipts (B)		227,118,696	192,683,025	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		227,118,696	192,683,025	
-	Remittance to the Treasury (D)		10,031,179	-	
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		217,087,516	192,683,025	
-	Less: Expenditure				
-	Recurrent Expenditure				
109,550,000.00	Wages, Salaries & Other Employment Benefits	5	82,965,748	80,367,670	ACA-2(ii)
79,150,000.00	Other Goods & Services	6	80,050,843	53,619,494	
1,300,000.00	Subsidies, Grants and Transfers	7	960,324	987,003	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
190,000,000.00	Total Recurrent Expenditure (F)		163,976,915	134,974,167	
-	Capital Expenditure				
159,108,097.00	Rehabilitation & Improvement of Capital Assets	10	41,335,397	23,875,146	ACA-2(ii)
7,356,000.00	Acquisition of Capital Assets	11	5,169,328	487,880	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
1,000,000.00	Capacity Building	14	579,101	705,000	
100,535,903.00	Other Capital Expenditure	15	341,269	30,991,708	
-	Total Capital Expenditure (G)		47,425,095	56,059,734	
-	Deposit Payments		282,695.00	305,925	ACA-4
-	Advance Payments		7,307,991.00	5,071,040	ACA-5
-	Other Main Ledger Payments		-	-	
-	Total Main Ledger Expenditure (H)		7,590,686	5,376,965	
-	Total Expenditure I = (F+G+H)		218,992,696	196,410,866	
-	Balance as at 31st December J = (E-I)		(1,905,179)	(3,727,841)	
-	Balance as per the Imprest Adjustment Statement		(1,905,179)	-	ACA-7
-	Imprest Balance as at 31st December		-	-	ACA-3
-			0	-	

3.2 Statement of Financial Position

		ACA-P	
Statement of Financial Position			
As at 31st December 2023			
	Note	2023 Rs	2022 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	250,118,613	244,949,285
Financial Assets			
Advance Accounts	ACA-5/5(a)	20,297,664	19,501,736
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		270,416,277	264,451,021
Net Assets / Equity			
Net Worth to Treasury		(13,043,554)	(10,399,736)
Property, Plant & Equipment Reserve		250,118,613	244,949,285
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	33,341,218	29,901,471
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		270,416,277	264,451,020

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from to and Annexures to accounts presented in pages from to form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.


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

 Chief Accounting Officer Name : Designation : Date :	 Accounting Officer Name : Designation : Date : 20/12/2023	 Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance) Name : Date : 20/12/2023
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Somarathne Vidanapathirana
Secretary
Ministry of Buddhasasana, Religious & Cultural Affairs
No. 135, "Dahampaya"
Srimath Anagarika Dharmapala Mith,
Colombo - 07.

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

A.T. Iresha
Accountant
Department Of National Archive
No.07, Philip Gunawardene Mawatha,
Colombo 07.



3.3 Statement of Cash Flows

ACA-C

**Statement 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	-	-
Revenue Collected on behalf of Other Revenue Heads	1,030,989	3,792,008
Imprest Received	216,882,216	177,727,000
Recoveries from Advance	7,159,616	4,740,037
Deposit Received	3,722,442	186,071
Total Cash generated from Operations (A)	228,795,264	186,445,116
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	162,235,691	130,364,588
Subsidies & Transfer Payments	960,324	987,003
Expenditure incurred on behalf of Other Heads	1,903,430	83,771
Imprest Settlement to Treasury	10,031,179	-
Advance Payments	8,826,160	4,219,148
Deposit Payments	282,695	191,725
Total Cash disbursed for Operations (B)	184,239,479	135,846,235
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	44,555,785	50,598,881
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
Less - Cash disbursed for:		
Capital Expenditure	44,555,785	-
Total Cash disbursed for Investing Activities (E)	44,555,785	-
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(44,555,785)	-
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	(0)	50,598,881
Cash Flows from Financing 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	-	-

3.5 Notes to the Financial Statements - Not Relevant

3.6 Performance of Revenue Collection

Rs. ,000

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

3.7 Performance of Utilisation of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
	Original	Final		
Recurrent	190,000	190,000	163,976	86.3%
Capital	268,000	268,000	47,425	17.6%

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

Rs. ,000

Serial No.	Allocation Received from which Ministry /Department	Purpose of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
			Original	Original		
253	Department of Pensions	Settlement of Debt Balance of Retired Persons of the Department	*- The loan balance is not settled.			

3.9 Performance of Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2023	Balance as per financial Position Report as at 31.12.2023	Yet to be Accounted	Reporting Progress as %
9151	Building and Structures	----	----	----	----
9152	Machinery and Equipment	----	260,119	----	6.19%
9153	Land	----	----	----	----
9154	Intangible Assets	----	----	----	----
9155	Biological Assets	----	----	----	----
9160	Work in Progress	----	----	----	----
9180	Lease Assets	----	----	----	----

3.10 Auditor General's Report

My No } CAA/B/DNA/02/FA/2023/178

Your No }

Date } 31st May 2024

Director General

Department of National Archives.

Head 209 - Auditor General's Summary Report of the Department of National Archives in terms of Section 11(1) of the National Audit Act No 19 of 2018 for the financial statements for the year ended 31st December 2023.

The summary report and financial statements is sent herewith.

Sgd.

R. M. S. S. Perera

Senoir Assistant Auditor General
For Auditor General

Copies: 1. Director General, Department of State Accounts - The summary report and audited financial statements have been sent.
2. Secretary, Ministry of Buddhasasana, Religious and Cultural Affairs.

My No } CAA/B/DNA/02/FA/2023/178 Your No }

Date } 31st May 2023

Director General

Department of National Archives.

Head 209 - Auditor General's Summary Report of the Department of National Archives in terms of Section 11(1) of the National Audit Act No 19 of 2018 for the financial statements for the year ended 31st December 2023.

1. Financial Statements

1.1 Conditional Opinion

Head 209 – The Financial Statement for the year ended 31st December 2023, comprising the Statement of Financial Performance and Cash Flow Statements of the Department of National Archives for the year ended 31st December 2023 to be read in conjunction with the provisions of the National Audit Act No. 19 of 2018, the audit was conducted under my command in terms of the provisions contained in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. This report contains my comments and observations on the financial statements submitted to the Department of National Archives in accordance with Section 11(1) of the National Audit Act No. 19 of 2018. The Annual Descriptive Management Audit Report is issued to the Accounting Officer in due course in terms of Section 11(2) of the National Audit Act No. 19 of 2018. The Auditor General's report to be submitted in terms of Section 10 of the National Audit Act No. 19 of 2018 read in conjunction with Article 154(6) of the Constitution of the Democratic Socialist Republic of Sri Lanka will be submitted to Parliament in due course.

Except to the effect of the matters set out in 1.6 of this report, in my opinion the financial statements give a true and fair view, in accordance with generally accepted accounting principles, of the financial position of the Department of National Archives as at 31 December 2023 and its financial performance and cash flows for the year then ended.

1.2 Basis for Qualified Opinion

My opinion is qualified based on the facts given in section 1.6 of this report. I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibility for the financial statements is further described in the section entitled Auditor's Responsibility. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3 Responsibility of Chief Accounting Officer and Accounting Officer in relation to financial statements

It is the responsibility of the Accounting Officer to decide on the internal control necessary to enable the preparation of financial statements that reflect a true and fair situation and to enable the preparation of financial statements without material misstatements that may result from fraud and errors in accordance with generally accepted accounting principles and the provisions mentioned in Section 38 of the National Audit Act No. 19 of 2018.

According to Section 16(1) of the National Audit Act No. 19 of 2018, the department shall maintain proper books and records of its income, expenses, assets and liabilities so as to prepare annual and periodic financial statements.

In terms of sub-section 38(1)(c) of the National Audit Act, the Accounting Officer shall ensure that an effective internal control system is developed and maintained for the financial control of the Department and the effectiveness of the system should be reviewed from time to time and necessary changes should be made accordingly to run the system effectively.

1.4 Auditor's Responsibility for Auditing Financial Statements

My objective is to provide reasonable assurance that the financial statements as a whole are free from material misstatements resulting from fraud and error and to issue the audit report containing my opinion. Reasonable assurance is a high level of assurance, but it will not always be an assurance that material misstatements will be detected when performing an audit in accordance with Sri Lanka Auditing Standards. The effect of

fraud and error, individually or in the aggregate, could result in material misstatements, the materiality of which depends on the effect on the economic decisions made by users on the basis of these financial statements.

I exercised professional judgment and professional skepticism in the audit as part of the audit in accordance with Sri Lanka Auditing Standards. I further,

- Appropriate audit procedures were planned and performed on occasion to identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, in providing a basis for the audit opinion expressed. The effect of bias is stronger than the effect of material misstatements because they result from negligence, material misstatements, intentional omissions, misrepresentations, or circumvention of internal controls.
- Although not for the purpose of expressing an opinion on the effectiveness of internal control, an understanding of internal control was obtained in order to design appropriate audit procedures as appropriate.
- Evaluating whether the underlying transactions and events are appropriately and fairly included in the financial statements for the structure and content of the financial statements that include disclosures.
- Assessed the overall presentation of the financial statements, including the appropriate and fair inclusion of transactions and events underlying the structure and content of the financial statements and disclosures.

I inform the Accounting Officer about the significant audit findings, major internal administrative weaknesses and other matters identified during my audit.

1.5 Report on other legal requirements

In terms of Section 6(1)(d) of the National Audit Act No. 19 of 2018, I declare the following facts.

- (a) Financial statements are consistent with the previous year.

(b) The recommendations I had made regarding the financial statements related to the previous year had been implemented.

1.6. Opinion on Financial Statements

1.6.1. Non-financial assets

According to Asset Management Circular No. 05/2021 dated December 09, 2021, non-financial assets should be assessed every 05 years, but without taking steps to assess the value of the vehicles owned by the department, Rs. 17,484,320 was mentioned in the last financial statements.

1.6.2. Financial assets

The following observations are made.

- (a) As on December 31, 2023, the final balance of Public Officials Advance “B” account as per departmental books was Rs.20,297,664, but as per treasury books, the balance was Rs.20,285,893. The difference between the balances of Rs.11,772 had not been identified and settled.
- (b) Although the actual expenditure under Finance Code 209-2-2-1302 Machines and Machinery should be Rs.1,684,812, in the programme wise expenditure statement (ACA 2(i)) included in the annual financial statement, the same figure in Programme 02 is mentioned as Rs.16,684,812 and due to that a difference of Rs.15,000,000 was observed between the balances.

1.6.3. Inventory of property and equipment

The following observations are made.

The land where the department's head office is located and the land where the Kandy branch office is located, were handed over to the department on August 26, 2023 and on July 20, 2022 respectively, but the value of those lands had not been assessed and accounted for. Furthermore, the new building B, which has been used for office work since 2012, and the renovation work of the existing main office building A with a

renovation cost of Rs. 470,780,777 as of December 31, 2023, have not been assessed and included in the financial statements.

1.6.4. Imprest balance

In the statement about the imprest account included in the financial statements (ACA – 3) as on December 31, 2023, the balance of the imprest account according to the department books was Rs.1,975 and according to the treasury books the imprest balance was Rs.10,033,154 and the difference between them was Rs.10,031,179.

2. Financial review

2.1. Certifications to be made by the Accounting Officer

According to the provisions of Section 38 of the National Audit Act No. 19 of 2018, the Chief Accounting Officer and the Accounting Officer shall ensure that the department maintains an effective internal control system for financial control and that the effectiveness of the system shall be reviewed periodically and necessary changes shall be made accordingly to make the system effective, those reviews should have been done in writing and a copy of the same should have been submitted to the Auditor General, but statements that such reviews were done were not submitted to the audit.

2.2. Non-compliance with laws, rules and regulations.

The instances of non-compliance with the provisions of the laws, rules and regulations observed during the sample audits were as follows.

Reference to laws, rules and regulations

(a) 268(a) of Financial Regulation No. 1646 of the Democratic Socialist Republic of Sri Lanka.

Non-compliance

The original copy of the monthly summary of journeys of the departmental vehicles along with the original copies of the running charts had not been submitted to the Auditor General before the 15th day of the following month after one month.

(b) Paragraphs 4.5 and 4.6 of Chapter XXIV of the Establishments Code and 113(6) of the Financial Regulations of the Democratic Socialist Republic of Sri Lanka as published by No. 3.1 of State Finance Circular No. 01/2020 dated 28th August 2020. According to the time analysis of the loans receivables related to the advance "B" account of the government officials of the department, the total balance to be recovered from 04 transferred officers is Rs.123,614 over 20 years and Rs.7,152 that has been recovered from 04 officers, the total balance to be offset against each other was Rs. 116,462, the outstanding loan balance of Rs. 1,028,929 for a period of 01 to 03 years due from 11 officers who died, retired, were interdicted and left the service had not been recovered.

3. Operational review

3.1. Planning

Although according to the State Finance Circular No. 02/2020 dated August 28, 2020, the annual action plan for the coming year should be prepared before December 15 of the previous year and the annual procurement plan should be prepared before December 10 of the previous year and copies should be submitted to the Auditor General with the approval of the Chief Accounting Officer, the approved action plan for the year 2023 was submitted for audit on April 22, 2024, and the procurement plan submitted was not approved by the Chief Accounting Officer.

3.2. Asset management

The following observations are made.

- (a) Out of 23 CCTV cameras installed in the new building of the department in the year 2012, only 09 cameras are in working condition, and the remaining 14 cameras which are in inactive condition have not been repaired nor have steps been taken to install enough new cameras.
- (b) The physical progress as on December 31, 2023 of the mobile racking system planned to be completed in the year 2023 at an estimated cost of Rs.50,000,000 for the safe

storage of documents in the Head Office building was only five percent and there was no financial progress.

3.3. Management weaknesses

The following observations are made.

- (a) It was observed that there are problematic conditions in maintaining the functions of the divisions and repositories due to facing problematic situations such as lack of human resources, insufficient infrastructure and modernization facilities for staff, and failure to repair machinery appropriately, in the long-term.
- (b) The project to computerize 500,000 indices, which was started in 2015 under an estimate of Rs.25,300,000, had been arranged to be completed in the year 2019, but due to the lack of technical personnel and not implementing the project according to a proper plan, even by the end of the year 2023, it was not possible to complete the work after spending Rs. 13,489,788 after 09 years of initiation of the project.
- (c) Although the renovation of main office building which was planned to be completed between January 2019 and May 2021 at an estimated cost of Rs.992,230,065 had exceeded a period of 2 years as of December 31, 2023, and the construction work had been left unfinished, and Rs. 470,780,777 had been paid on that day, the financial progress of the project was 47 per cent and physical progress was 53 per cent.
- (d) According to the orders delivered on 19th September 2023 to purchase 2,512 acid-free document storage boxes for depositing archives of the Department for Rs.19,237,273, the department had received the goods on 29 January 2024, and by not following the safety arrangements given to preserve its quality, it was packed on the floor in the warehouse for a period of 03 months until the audit date of May 2, 2024 and there was a risk of invalidating the 05-year warranty due to the stipulated conditions not being met.

(e) As per the Cabinet approval given on April 05, 2021 to set up a 500 terabyte digital repository, at a cost of Rs.120,208,320 within 05 years, an allocation of Rs. 78,300,000 had been given for the year under review, but the project had not been implemented.

4. Good governance

4.1. Audit and Management Committee

According to Management Audit Circular No. DMA/01-2019 dated January 12, 2019, a minimum of 04 audit and management committee meetings per quarter within year should be held, but only two audit and management committee meetings were held during the year under review.

5. Human Resource Management

5.1. Attached staff, actual staff

The following observations are made.

- (a) As of December 31, 2023, 137 posts or 48 per cent of the 286 approved cadre in the department were vacant and it has adversely affected the delay in the management of documents and archives in the department, as well as to achieving the overall performance of the department, including the creation of a next generation of subject-specific officers for the future. Among the vacancies, 50 per cent of senior level positions, 80 per cent of tertiary level positions and 64 per cent of secondary level positions are included in those vacancies.
- (b) Due to the fact that 24 of the 27 employees approved for the post of Archival Conservator in the department were vacant, the preservation of the documents that were in a condition to be preserved had been delayed.

Sgd.

R. M. S. S. Perera
Senior Assistant Auditor General
For Auditor General

4 Performance Indicators

4.1. Performance indicators (Based on Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75% - 89%	50% - 74%
Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems			√
Archival Management Project		√	
Computerization of Indices at the Department of National Archives.			√
Installation of a mobile racking system for the main building ***	---	---	---

*** - According to the National Budget Circular 03/2022, the project, which was temporarily suspended, was started in the last quarter of 2023 and the expected output percentage is below 50%.

5 Performance of Achieving Sustainable Development Goals

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

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

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

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

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

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
<p><u>Main Objective</u></p> <p>Systematic Management of documentary heritage.</p> <p>Preserving cultural heritage and bequeathing it to future generations</p>	Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems	Properly renovated archives building		√	
	Archival Management Project	Obtaining Quality Document storage Boxes and Preservation Equipment			√
	Computerization and preparation database of indices at the National Archives	Online access to the indices		√	
	Installation of a mobile racking system for the main building	Maximum utilization of available space for expansion of facilities for safe depositing.	√		

5.2 Achievements and challenges under the Sustainable Development Goals

5.2.1 Achievements under the Sustainable Development Goals.

- Awareness of all divisions and officers of the department about the identified Sustainable Development Goals and Objectives are in line with the role and functional programmes of the department and including further work to be done in action plans for the coming years and their implementation.

5.2.2 Challenges of the Sustainable Development Goals

- By the end of the year 2023, there were a large number of vacancies of professional officers in the Department and it has become a great challenge to maintain professional activities in an appropriate manner.
- The need to enhance social understanding regarding the essential function of expanding access to information in the records of the National Archives under the Sustainable Development Goals.

6 Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/ (Excess)**
Senior	16	08	08
Tertiary	20	04	16
Secondary	164	59	105
Primary	86	78	08
Total	286	149	137

6.2 How the shortage in human resources has affected performance

By the end of the year 2023, there was an increase in the number of vacancies among departmental professional officers as compared to the beginning of the year, but there was no opportunity to recruit to those posts. Due to the considerable shortage of staff at the senior, tertiary and secondary levels, the department is currently facing many difficulties. At present it is extremely difficult to maintain the records survey and records accession process which is the main function of the department with about 52% of the total cadre. Although it is essential to carry out the recruitment activities for the vacancies promptly, all the essential recruitments could not be carried out due to the temporary suspension of the recruitment activities for the public service.

6.3 Human Resource Development

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Digital Records & Archives Management	31	From 03.04.2023 to 07.04.2023	---	---	Foreign-Online (South Korea)	Enhancing subject knowledge
Advance awareness and build Capacity related to the Search tracking & Clarification of the fate & whereabouts of Missing Persons.	01	21.06.2023	---	---	Local	Enhancing subject knowledge
Training programme on Audio Visual Equipment	10	11.07.2023	---	---	Local	Enhancing subject knowledge
Training in handling central air conditioners etc. equipment in Department of National Archives	08	13.07.2023	---	---	Local	Enhancing subject knowledge
Higher National Diploma in Public Procurement & Contract Administration (HN – DIPPCA)	01	From 26.09.2023 (2023/2024)	138,000/=	---	Local	Enhancing subject knowledge
National Information Technology Conference 2023	02	11.10.2023	30,000/=	---	Local	Enhancing subject knowledge
Cyber Security Capacity Building Programme	02	20.10.2023	---	----	Local	Enhancing subject knowledge
Advanced Course on Translating Thombos	13	From 18.11.2023 to 27.01.2024	---	----	Local	Enhancing subject knowledge

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

6.4.1 At the beginning of the year 2023, training programmes were planned in line with the Human Resource Plan with the aim of providing skills to the departmental officers and staff of the Combined Services to carry out their daily duties in an efficient and systematic manner, In the year 2023, those programmes could not be implemented as scheduled.

7 Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	Following financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
2	Maintenance of books and registers (FR445)			
2.1	Maintenance and updating of fixed assets register in terms of Public Administration Circular 267/2018	Complied (Maintained as computer soft copy.)		
2.2	Maintenance and updating of personal emoluments register/ personal emoluments cards	Complied		
2.3	Maintenance and updating of Register of Audit queries	Complied		
2.4	Maintenance and updating of Register of Internal Audit reports	Complied		

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

4.3	Preparation of Annual Internal Audit plan	Complied		
4.4	Preparation and submission of annual estimate to NBD on due date	Complied		
4.5	Submission of annual cash flow to TOD on time	Complied		
5	Audit queries			
5.1	Response to all audit queries within the time specified by the Auditor General	Complied		
6	Internal Audit			
6.1	Preparation of internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		
6.2	Response to all internal audit reports within one month	Complied		
6.3	Submission of copies of all internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	Submission of all copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Holding a minimum of 04 meetings of Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied		
8	Asset Management			

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

9.5	Retesting of fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Transfer of absolute ownership of leased vehicle log books after the lease term	Complied		
10	Management of Bank Accounts			
10.1	Preparation, certification and submission for audit of Bank reconciliation statements by due date	Complied		
10.2	Settlement of dormant accounts that had existed in the year under review or from previous years	Not Relevant		
10.3	Action in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settlement of those balances within a month	Complied		
11	Utilisation of Provisions			
11.1	Expenditure of allocated provisions without exceeding the limit	Complied		
11.2	Liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account			
12.1	Compliance with limits	Complied		
12.2	Time analysis on the loans in arrears	Complied		
12.3	Settlement of loan balances in arrears for over one year	Complied		

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

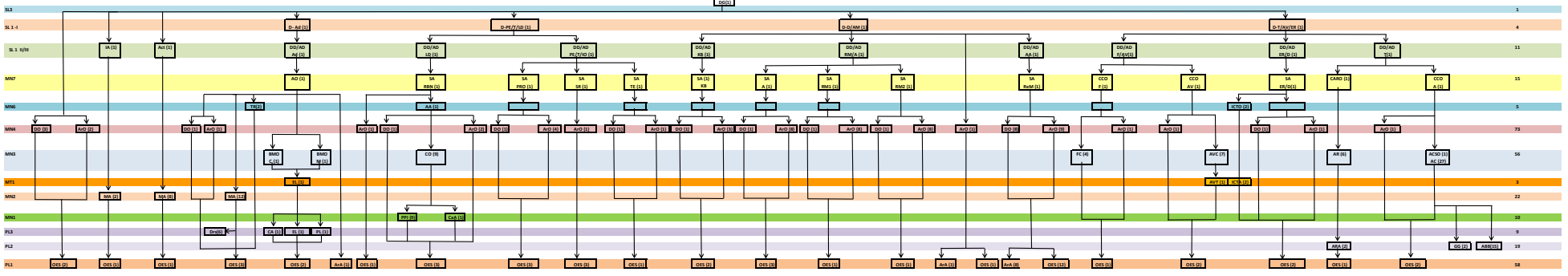
17	Provision of information to the public			
17.1	Appointment of information officer and maintenance and updating of register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Provision of information about the institution via the website to the public, and facilitation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

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

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Organizational Structure - Department of National Archives - 2023



SL 3	D-G	Director General Director (Administration)	DD/AD-RR/A	Deputy Director /Assistant Director (Records Management & Accessions)	SA-A	Senior Archivist (Accessions)	AA	Assistant Archivist	MT1	EL	Electrician
SL 1	D-Ad		DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM1	Senior Archivist (Records Management 1)	ICTO	Information & Communication Technology Officer		ICTA	Information & Communication Technology Assistant
	D-P&T/LD	Director (Public Engagement, Training, Legal Deposits)	DD/AD-F/AV	Deputy Director /Assistant Director (Files & Audio Visual)	SA-RM2	Senior Archivist (Records Management 2)	DO	Development Officer		AVT	Audio Visual Technician
	D-D/AM	Director (Development & Archival Management)	DD/AD-ER/O	Deputy Director /Assistant Director (Electronic Records & Digitisation)	SA-RM3	Senior Archivist (Records Management 3)	AO	Archival Officer		MA	Management Assistant
	D-T/AV/ER	Director (Technical, Audio Visual & Electronic Records)	DD/AD-T	Deputy Director /Assistant Director (Technical)	SA-RuM	Senior Archivist (Repository Management)	AVO	Archival Officer (Conservation)		PP	Printing Press Inspector
	DD/AD-Ad	Deputy Director/Assistant Director (Administration)			SA-ER/D	Senior Archivist (Electronic Records & Digitisation)	BMO-C	Building Maintenance Officer (Civil)		CA	Catalogue Assistant
	IA	Internal Auditor			CCO-F	Chief Conservation Officer (P&Ms)	BMO-M	Building Maintenance Officer (Mechanical)		Cs	Carpenter
	AA	Accountant			CCO-AV	Chief Conservation Officer (Audio Visual)	CO	Cataloguing Officer		Pl	Plumber
	DD/AD-LD	Deputy Director / Assistant Director (Legal Deposit)			CCO-A	Chief Conservation Officer (Archives)	FC	Film Conservator		EL	Electrician
	DD/AD-PE/T/ID	Deputy Director /Assistant Director (Public Engagement, Training, Information Officers)			CABD	Chief Archival Biopreservation Officer	AVC	Audio Visual Records Conservator		ARA	Archival Reprography Assistant
	DD/AD-KB	Deputy Director /Assistant Director (Kandy Branch)			MN6	Translator	AR	Archival Reprographer		GG	Gold Gilder
							ACSD	Archival Conservation Supervising Officer		ABB	Archival & Book Binder
							AC	Archival Conservator		AA	Archival Assistant
										OS	Office Employee Service

