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வருடாந்த ஸெயலாற்றறுகை அறிக்கை
Annual Performance Report



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தே஑ிய ஑வடிகூடத் திணைக்கள஑
Department of National Archives

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Annual Performance Report



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Annual Performance Report 2024

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 “Archivist and Librarian”, later changed to “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

Safeguarding national identity, accountability and memory.

1.2.2 Mission

Systematically managing the creation, collection, preservation and accessibility of public and private archives and records

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
- Development of disposal regulations related to transfer of records 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 digital imaging
- 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 records 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 and Achievements

2.1.1 This report is presented with great satisfaction regarding the achievements of the Department of National Archives throughout the year 2024. It has been a special year, marked by both substantial progress and ongoing challenges faced by the country. Below are some of the key achievements during a period of unwavering commitment by the National Archives in fulfilling its responsibility to preserve and provide access to archives and records for the benefit of Sri Lanka.

National Archives Advisory Council

2.1.2 In the year 2024, the Advisory Council successfully held four meetings on 31.01.2024, 23.04.2024, 23.10.2024 and 11.12.2024 and had the opportunity to receive advice on archives and records management. During these meetings, extensive discussions were held on amendments to the regulations and policies related to the Department of National Archives, as well as information security. After each meeting, the meeting minutes have been forwarded to the Minister of Buddhasasana, Religious and Cultural Affairs.

National Policy on Archives and Records Management and Revision of National Archives Law

2.1.3 In the year 2023, the committee appointed to draft the National Policy considered the community views obtained from a public hearing and the draft was finalised by after taking into account the advice received from the Right to Information Commission, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Ministry of Technology, Information and Communication Technology Agency, UNESCO National Commission and National Archives Advisory Council and finalised the National Policy on Archives and Records Management. It was thereafter submitted for Cabinet approval together with the Framework Legislation for National Archives and Records Management in March of

2024. However, it was informed that the policy should be forwarded through the Department of National Planning and that the proposed legal framework can be presented after approval of the policy. The Director General of the Department of National Planning by letter dated 13.06.2024 has instructed that the draft policy should be submitted in accordance with the common format provided by the Department of National Planning.

2.1.4 For that purpose, the previously appointed expert committee was reappointed from 2024.08.01 to 2024.12.31 as per the letter dated 2024.09.04 of the then Secretary of the Ministry of Buddhasasana, Religious and Cultural Affairs. Furthermore, as per the instructions received to obtain representation from the Department of National Planning, the Deputy Director of the Department of National Planning, D.H.R.D. Wijesinghe, was appointed as a member of the Committee. Accordingly, the committee held three sessions on 2024.10.30, 2024.11.20 and 2024.11.26 and prepared the final draft as per the national policy model. The draft was presented to the National Archives Advisory Council which met on 2024.12.11 and the views of that Council were obtained. It was recommended that public comments and suggestions be sought again before submitting the drafts prepared in Sinhala and English to the Cabinet. Accordingly, they have been submitted to the Hon. Minister and Secretary, Ministry of Buddhasasana, Religious and Cultural Affairs for approval on 31.12.2024.

Dutch Grant for Research on Palm Leaf Collections of Sri Lankan Origin

2.1.5 Following an international call for research proposals on collections with a colonial context by the Dutch Research Council (NWO, Nederlandse Organisatie voor Wetenschappelijk Onderzoek), the Department of National Archives of Sri Lanka won a competitive grant of €384,248, along with five partners, including the Vrije Universiteit in the Netherlands, to conduct research on the Dutch palm leaf collections with a Sri Lankan origin. Under the grant award titled “Whose Knowledge, Whose Values? Palm Leaf Manuscripts and the Question of Colonial Collections in Dutch Heritage Institutions”, six consortium parties from Sri Lanka and the Netherlands, namely the Department of National Archives, Vrije Universiteit, Wereldmuseum, Leiden University Library, University of Colombo and the Collective for Historical Dialogue & Memory, have been awarded the opportunity to conduct collaborative research on palm leaf collections in the Netherlands from 2025 to 2029.

2.1.6 The Director General National Archives is the Project Leader, and the Co-Applicant/Programme Leader is Professor Wayne Modest of the Free University. The Dutch palm

leaf records of Sri Lankan origin date back at least to the time of Dutch East India Company (VOC) rule on the island. They lack a comprehensive index, which will be prepared as a first step under this project, followed by digitisation and further research on the collections.

2.1.7 In this regard, the submission of the relevant proposal to the Dutch Research Council in the year 2024 was recommended by the Department of National Planning by letter dated 24.04.2024 and the Department of External Resources by letter dated 08.05.2024. On being awarded the grant, the Attorney General has provided his observations by letter dated 20.12.2024 regarding the agreement to be signed while the Ministry of Foreign Affairs, Foreign Employment and Tourism submitted their observations on 13.12.2024. Accordingly, the amended agreement will be sent for the approval of the Cabinet of Ministers. The project work is scheduled to start on 25.01.2025

2.1.8 The main objective of this project is to identify and document the Sri Lankan palm leaf collections currently housed in Dutch collections, to conduct research on conservation techniques to ensure their long-term durability, and to further enhance knowledge of Sri Lankan history through research on their content, significance and meaning. This Dutch grant is a valuable opportunity to conduct research on collections with a colonial context and to collaborate with researchers in the Netherlands. Furthermore, the promotional programmes planned under the project will facilitate the dissemination of research results to the public.

2.1.9 Furthermore, the National Archives is obliged to restitute records of importance to Sri Lanka under Section 8 of the National Archives Law No. 48 of 1973 (as amended). Accordingly, this project is of timely importance to provide an opportunity to prove ownership of information and evidence of Sri Lankan history from the seventeenth and eighteenth centuries in the records currently held in the Netherlands. The research results will be essential for the claim to restitute these records.

Digital Affairs

2.1.10 Establishment of a Trusted Digital Repository

In order to ensure the integrity and authenticity of digital archives, the establishment of a trusted digital repository at the National Archives was deemed essential and under the project titled ‘Establishment of a Trusted Digital Repository (Stage I),’ setting up a repository with a capacity of 500 terabytes in accordance with international standards for digital preservation has been included. Under the project, it was intended that an agreement would be signed with ICTA, but due to issues arising in relation to this, it was not possible to implement the project. Four joint meetings of the Ministry Consultants Procurement Committee (CPCM) and

Technical Evaluation Committee (TEC) were held to select new consultants and service providers, and according to the decision of the Department Procurement Committee dated 28.08.2024, it is necessary to obtain approval from the Cabinet of Ministers to select a professional foreign company to establish Atom and Archivematica software and to obtain server computers and capacity. Furthermore, as the total estimated cost of the project has increased and certain components of the project have been revised, the amended project plan was forwarded to the Department of National Planning on 07.10.2024. In addition, the National Archives was awarded a grant of 7000 euros for 2024 from the Fund for the International Development of Archives (FIDA), which operates under the International Archives Council (ICA) and generally supports the management and development of archives in national archives in developing countries. The grant will be utilised for the installation of Atom and Archivematica software under the Establishment of a Trusted Digital Repository at the National Archives project, and the Cabinet of Ministers approved the receipt of the grant on 14.10.2024. As it was not possible to carry out the procurement for the software services, the ICA deferred the grant till 2025 on behalf of the National Archives.

2.1.11 Project to digitise Dutch Archives with the National Archives of the Netherlands

On 22.04.2024, Dutch representatives, including Mr. Michiel Valkenburcht, Cultural Policy Officer of the Netherlands Ministry of Foreign Affairs, and Ms. Lichelle Fisser, Desk Officer of the Netherlands Ministry of Foreign Affairs, visited the National Archives via the Ministry of Foreign Affairs along with Mr. Chryshane Mendis and Ms. Kari Doreen, representatives of the Netherlands Embassy in Sri Lanka, and discussed the project to digitise Dutch archives with the National Archives of the Netherlands, the project to reconstruct the loose pages of Dutch thombos led by Mr. Albert Van den Belt, and the proposed project to conduct research into the Sri Lankan palmleaf collections deposited in the Netherlands. In April 2024, the drafting of the budget estimate for the project to digitise the Dutch archives by the National Archives of Sri Lanka and the National Archives of the Netherlands commenced. The draft budget estimate for project staff, project coordination officers, conservation items and conservation materials was prepared for the years 2024-2028. Later, the estimate was prepared for six months of the year 2025 at the request of the National Archives of the Netherlands. Furthermore, a letter was submitted on 06.11.2024 to the Ministry of Public Administration and Home Affairs to obtain approval for the payment of allowances for this project.

2.1.12 Project to digitise genealogical archives with FamilySearch International - USA

Under this project, the records selected for digitisation include archives relating to births, marriages, and deaths maintained by the Registrar General's Department; food control lists of the Department of Food Commissioner; records on the registration of Indian citizens maintained by the Department of Immigration and Emigration; information on personal identity card issuance maintained by the Department for Registration of Persons; and the official British government publication known as the Civil Lists. The approval of the National Archives Advisory Council for the digitisation of these archives with FamilySearch International - USA was obtained on 24.04.2024. Discussions regarding the agreement required for the digitisation of these archives were held with the Secretary to the Line Ministry and Mr. Steve Nickel and Mr. Derek Au, senior representatives for the Asia region of FamilySearch, along with Mr. Harold Sandarasagara, an associate of FamilySearch in Sri Lanka.

2.1.13 Project to digitise *Gnanarthapradeepa* newspaper with the American Institute for Lankan Studies (AILS)

On 06.12.2024, representatives of the American Institute for Lankan Studies, including Mr. John Rogers, Director of the American Institute for Lankan Studies, Ms. Ramla Wahab-Salma, Executive Director of the American Institute for Lankan Studies, Mr. James Nye, Bibliographer of the University of Chicago and South Asia Region, along with officials from the Digital Records Division of the National Archives, prepared the draft project budget.

2.1.14 The Digital Records Division carried out the revamping of the National Archives website and the website was launched in June 2024 after transforming the website from what was previously an information-only site to one that provides online facilities. Accordingly, the website was developed to an advanced level to allow certain services to be accessed remotely from home without having to physically visit the the National Archives. 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.

2.1.15 The digital copies of the map collection digitised using the i2S Supra Scanner installed in the Map Division have been securely stored. Furthermore, this scanner is used to digitise large-format archives and newspapers stored in the National Archives, and copies are issued to the public as needed. The Map Division completed the following tasks in the year 2024:

- Maps issued to researchers – 526
- Copies of maps issued – 587
- Digitisation of maps – 100 pages
- Digitisation of other documents – 7041 pages
- Digitisation of legal deposit catalogue – 1020 pages
- OCR conversion of Legal Deposit catalogue – 1813 pages
- Documents digitised on public request – 533 pages
- Newspaper digitised on public request – 4975 pages
- Converting digitised documents from TIFF to PDF/A or JPEG formats – 6894 pages

2.1.16 Among these, RG 25.262/1, RG 25.86/6003-6271, RG 33/6580, RG 57/6500, RG 77/12, RG 25.314, RG 25.338, RG 25.198, RG 21/3 (second copy of the Kandyan Convention), Blue Books, 1766 Treaty Copies, Chilaw Sannas Volume, Ratnapura Sannas Volume II, National Flag Committee Reports, Glossary of Archival Science, first book printed in Ceylon in 1737, Circulars Received from the Presidential Office, first *Silumina* newspaper (30.03.1930) and Doyle's Diary (1810-1813) have been digitised in the TIFF format and converted to PDF/A or JPEG formats. The Legal Deposit index pages (1995–1999) were also digitised and converted to OCR.

2.1.17 Due to the absence of consultants and data operators the Computerisation of Indexes Project was temporarily halted in 2019. At that point, 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 project was recommenced on 14.12.2021 and by the end of 2022, about eight hundred and fifty thousand indexes of selected record groups and indexes of documents in the Legal Deposit have been computerised. However, according to the letter issued by the Department of Management Services dated 12.11.2024, the necessary steps were taken to conclude the project by 31.12.2024.

Accrual of Records

2.1.18 Under the programme to accrue public records to fulfil the responsibility to protect national heritage, 2604 public records under Section 9, 75 records under section 11, and 4894 publications under section 13(1) of the National Archives Law No. 48 of 1973, totalling 7,125

documents, were accrued from ministries, departments, statutory boards and courts during this year.

2.1.19 07 records of the Presidential Commission of Inquiry to Make Recommendations for Election Law Reforms, 02 records of the National Delimitation Committee on Demarcation of Wards for Local Authorities were examined and acquired by signing the final franchise forms. Furthermore, 2168 cabinet papers from the year 2008 were examined and the final franchise forms were signed.

2.1.20 In a very special achievement of the year 2024, the necessary work was begun to accrue the old records of the Kandy District Court to the National Archives from 13.08.2024. The historical case records of the Kandy District Court, which were the basis for the unique book ‘A Gazetteer of the Central Province of Ceylon’ written by A. C. Lawrie, who served as the Kandy District Judge from 1873 to 1892 and in the Supreme Court of Sri Lanka from 1892 to 1901, provide further evidence for the analysis of the monarchic system, the ancient law, tradition, customs and thought patterns of the Kandyans. It has been observed in the records surveys conducted by the National Archives over many years that the Kandy District Court possesses those case records.

2.1.21 In accordance with the powers vested in the Director General National Archives under Section 9(1) of the National Archives Law, No. 48 of 1973, many sacks of case records deposited in the Kandy District Court dating back to the colonial era before 1948 have already been listed by the officers of the Kandy branch of this Department at the Kandy District Court Complex from 13.08.2024 to 30.08.2024 together with the officers of the District Court. It is certain that the content of those records reflects the social and cultural context of the public and the case records that existed until Sri Lanka became a republic in 1972 should also be preserved.

2.1.22 Since the physical condition of these old case records piled up inside the sacks is very poor, they should be handled very carefully. The most appropriate method would be to hand over the sacks containing the records to the National Archives as they are, to be handled only by trained conservators at the National Archives for the first time. However, as discussed with the judicial officers, the scheduling of those records has begun within the court complex itself. Under this, 1021 case records have been listed for transfer and packaged and sealed by the National Archives and the District Court. However, due to the election season, this activity

had to be temporarily stopped from 30.08.2024 on being informed by the Registrar of the Kandy District Court. In addition, a records survey conducted at the Kurunegala District Court in order to accrue old case records, are among the main tasks carried out by the Kandy branch office in the year 2024.

2.1.23 In order to further streamline the acquisition of court records, the Regulations relating to the Retention and Disposal of Records in Gazette No. 21 dated 26.01.1979, issued under Section 16(1) (a) and (h) of the National Archives Law No. 48 of 1973, should be amended. The existing regulations for the disposal of case records that have been created so far and those that will be created in the future in the courts of Sri Lanka are not sufficient.

2.1.24 Therefore, it is necessary to appoint a committee of knowledgeable and experienced professionals to amend these regulations. For this purpose, and to streamline the acquisition of old case records existing in the courts as mentioned above, a discussion was held with the Judicial Service Commission chaired by the Chief Justice on 23.10.2024. It was proposed to appoint a committee with Registrars representing all courts, the Attorney General's Department, the Legal Draftsman's Department, the university community, the Bar Association of Sri Lanka, legal academics and researchers to revise the existing regulations. These regulations will be revised by analysing the legal provisions as well as the needs of stakeholders such as judges, lawyers, police, researchers and future users. The committee will hold discussions with the judiciary and other relevant parties including the National Archives Advisory Council, and the draft regulations will also be opened for public consultation.

Public Programming and Records Management Training

2.1.25 Programmes were conducted within the departmental premises as well as lectures held at relevant institutions to educate executive and non-executive officers of ministries, departments, and other government institutions, as well as university academics and students, on records management and conservation, as well as the functions of the department. The following groups participated in these programmes and had the opportunity to visit the divisions of the Department of National Archives and learn about them.

2.1.26 In the year 2024, a special series of programs was implemented to educate the public and state sector about the role of the Department of National Archives under the theme "It's an **Open House!** Explore the inner workings of the Sri Lanka National Archives" and as other special opportunities. The following participants, amounting to almost 600 persons,

participated in these programmes and had the opportunity to visit the divisions of the Department of National Archives and learn about them.

- 50 officers of the National Defence Academy on 26.03.2024.
- 17 students of the University of Peradeniya on 10.05.2024.
- 16 students of the University of Rajarata on 06.06.2024.
- 244 members of the public at two sessions each day organised over 6 days, during International Archives Week from 10.06.2024 to 15.06.2024
- 10 bookbinding trainees on 15.07.2024.
- 24 officers of the Air Force on 26.07.2024.
- 22 students of Royal College, Colombo on 09.08.2024.
- 23 officials from the Land Settlement Department for the first session and 20 members of the public for the second session on 30.08.2024.
- 20 officers of the Department of Wildlife on 13.09.2024.
- 20 members of the public for the first session and 20 students of Ladies' College, Colombo for the second session on 27.09.2024.
- 25 officials of the Galle Heritage Foundation and foreign delegates accompanying them on 03.10.2024.
- 16 officers of the Department of English of the University of Colombo on 11.10.2024.
- 50 persons from among the public on 25.10.2024, 08.11.2024 and 29.11.2024.
- 20 officers from the Kesbewa Pradeshiya Sabha on 13.12.2024
- 20 officers from the Ministry of Health on 27.12.2024

2.1.27 In addition, lectures on public records management for library-related officials were held at the National Library Services Board on 2024.02.06 and 2024.07.25.

2.1.28 On the occasion of the celebration of the International Archives Day, a series of special programmes to educate the public on the theme "Conservation of Audio Visual Heritage and Intangible Heritage" was conducted from 09.06.2024 to 15.06.2024. The main

programme of International Archives Week was held on the first day, 09.06.2024, and the educational programme on the conservation of archives including intangible cultural heritage was conducted on the fourth day, 12.06.2024. On all other days, programmes were organised for the public to visit the National Archives. Also, a selected film from Sri Lankan cinema preserved in the National Archives, which marks the era of black and white films, was successfully screened every day during that week.

Preservation of Audio-Visual Archives

2.1.29 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 2024, the following tasks were conducted by this division:

■ Preservation of Audio Visual Archives

- Inspection, cleaning and rewinding of 28 video cassettes (VHS).
- Inspecting and rewinding of 328 microfilms
- 116 microfilms packed in acid-free cartons.

■ Accession of Audio Visual Records

- Deposit of compact disc (CD) from the Accession Division
- Acquisition of 100 films from the National Film Corporation
- Acquisition of 3 films as personal collections.

■ Providing audio-visual archives for public access

- Issuing 1160 microfilms to the Research Room and receiving back 1160 microfilms from the Research Room and deposited them correctly.
- Completion and handing over of 1497 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 151 researchers who came to consult audio-visual archives.

Preservation of Intangible Cultural Heritage and Oral History

2.1.30 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. ICH documentation preserves records of values, practices, traditions, oral histories, performing arts and crafts that are the basis of the country's cultural identity, in line with the paradigms provided by UNESCO. Recording and preserving ICH elements will allow traditional or customary knowledge to be harnessed for sustainable development, while also seeking to protect ICH from disappearing due to current globalization, modernization, and social change.

2.1.31 Accordingly, a puppet show in the Tamil Catholic tradition held in Pesale, Mannar was recorded. Furthermore, audio and video recordings were made of the annual Madu Mangalyaya at the ancient Pattini Devalaya in Panadura, along with the traditional initiation ceremony for new students.

2.1.32 Moreover, the production and documentation of oral history play a vital role in preserving vivid personal experiences and diverse narratives that are often left unrecorded in traditional historical records. Oral history captures personal perspectives, memories, and interpretations, providing valuable insight 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. Accordingly, the oral histories of Mahamarakkala Mudiyansele Mayura Dias and puppet artist S.S. Fernando were recorded.

Preservation of Paper and Palm Leaf Archives

2.1.33 In the year 2013, Dr Albert 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. On the recommendation of the Advisory Council, approval from the

secretary to the line 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 and he successfully completed the work with the Chief Conservation Officer (Archives) from November 2023 to January 2024.

2.1.34 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 3 archival volumes, conservation and rebinding of 79 thombos, binding of 390 newspapers, binding of 73 books with thick covers, binding 55 books with thin covers and conservation of palm leaves, 143 manuscripts (62,670 leaves). Additionally, 4,000 flags were cut, 3,000 papers were cut in various sizes, 385 gold gilding was printed, and first aid for 25 thombos was carried out. In addition, the Conservation Division carried out 12 records survey duties in various institutions holding important records for Sri Lanka.

2.1.35 Selected newspapers are microfilmed for the purpose of preserving the information contained in documents 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 2024, 13,750 microfilm exposures for the Daily News (new) (2021.07.01 to 2021.12.31) and 5,200 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.

Provision of Archival Services

2.1.36 During the year 2024, the number of readers who came to the main office for research is 3,240 and 3,289 archives, 1,408 newspapers, 666 books and 1,199 microfilms were issued to them and the staff members. Furthermore, 375 readers visited the Kandy branch office and 1,492 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 6,609 and in order to submit documents to the courts, 13 appearances in courts were handled from the head office and 04 from the Kandy branch office. The issuing of document extracts in the year 2024 is as follows:

No.	Type of application	Received	Issued
At head office in Colombo			
i	Crown Grants	677	605
ii	Grain taxes	230	208
iii	Nila pangu, Praveni pangu and Commissioner's Notes	93	81
iv	Temple and Devala lands	30	24
v	Thombu	60	20
vi	Voters Registers	902	772
vii	Government Gazette	1542	1542
viii	Certification of copies	384	384
ix	Issuance of Research Room Passes (Domestic / Foreign)	1414	1414
x	Computer scanning	965	963
xi	Sales of Publications	---	450
At Kandy branch			
xii	Service Tenure Registers (S.T.R.)	63	44
xiii	Grain Tax Registers (G.T.R.)	12	8
xiv	Temple and Devala lands register (T.L.R.)	09	09
xv	Commissioner records (T.L.C.P.)		
xvi	Sannas	34	18
xvii	Gazettes	100	91
xviii	Title plans	21	16
xix	Local inquiries	03	03
xx	Voters Registers	09	09
xxi	Digital Copies	35	35

Furthermore, 114 copies of cabinet memoranda and decisions were issued to the office of the Cabinet of Ministers, Copies of files relating to 4 complaints to the Commission to Investigate Bribery and Corruption were also released,

Legal Deposit Management

2.1.37 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 2024 is 20. As of 31.12.2023, the number of registered printing presses was 2,566. As of 31.12.2024, the number of registered printing presses across the districts of the island was 2,541. There are 415 printing presses located within the Colombo Municipal Council limits and 678 printing presses outside the municipal council limits in the Colombo District and 1,448 registered printing presses in other districts. Furthermore, 45 printing presses have been closed down in the year 2024.

2.1.38 The number of publications received for registration in the year 2024 under chapter 2 of the Printers and Publishers Ordinance (Authority 179) is 8,210. While they have all been registered and in the year 2024, three newspapers were received for registration under paragraph 2 of the Newspapers Ordinance (Authority 180). According to the language of the newspapers, A total of 334 newspapers were received, including 200 Sinhala, 84 Tamil, 46 English, and 4 Sinhala/Tamil/English, by language.

Infrastructure Development

2.1.39 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 commenced in 2019, has been completed up to 67% by December 2024. The original estimate was revised due to the financial instability in the country in 2022 and the significant increase in the prices of construction materials, and construction work was temporarily halted until a decision was made on extending the project period and revising the estimate. Following the approval by the Cabinet of the project extension and revised estimate on May 28, 2024, construction resumed in June 2024.

2.1.40 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 were published in January 2024 after taking necessary steps.

2.1.41 The bid documents were opened on 15.02.2024, and the Technical Evaluation Committee has given recommendations for the re-calling of bids on 05.04.2024 citing major deviations in all the bids submitted. Accordingly, the approval of the Cabinet Appointed Procurement Committee was given on 09.04.2024 to re-call bids. The decision of the Cabinet of Ministers regarding re-calling of bids was received on 30.06.2024 and bids were recalled on 28.08.2024. Bid documents were opened on 2024.10.03. The decision of the Technical Evaluation Committee regarding the selection of the contractor was received on 2024.10.30 and the decision of the Procurement Committee was received on 2024.11.07. The contract was awarded to the selected contractor on 2024.12.10 and the advance payment was made on 2024.12.24.

Recruitment and Promotions

2.1.42 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 in year 2023. Under this, approval was received to recruit to 4 National Archives Assistant Directors, 2 Chief Conservation Officers, 5 Senior Archivists, 3 Archival Reprograpers, 18 Archival Conservators and 22 Archival Officers from among Development Officers as well as 2 Building Maintenance Officers from government and semi-government institutions. Accordingly, the interview for the officers who passed the written examination for the post of Senior Archivist were conducted on 25.10.2024. Furthermore, the merit-based recruitment interview for the post of Senior Archivist was held on 19.07.2024. In addition, the competitive examination for the recruitment of the post of Archival Reprograper was held in March 2024 and the competitive examination for the post of Archival Conservator and Audio Visual Conservator was held in April 2024, and the recruitment for the other posts has been referred to the Public Service Commission for approval.

Internship Programme

2.1.43 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. Nineteen students from the University of Peradeniya from 2024.03.25 to 2024.05.10 and from 2024.03.25 to 2024.05.20, sixteen students from the University of Rajarata from 2024.06.01 to 2024.11.30, seven students from the University of Sri Jayewardenepura from 2024.06.10 to 2024.09.10, and eleven students from the University of Kelaniya from 2024.08.20 to 2024.10.05 and from 2024.10.01 to 2024.11.01, were interns at the head office

in Colombo and seventeen students from the University of Peradeniya from 2024.03.25 to 2024.05.10 and from 2024.03.25 to 2024.05.15, and eight students from the University of Rajarata from 2024.06.03 to 2024.11.29, were interns at the Kandy office, participating in lectures and practical programmes under their internship programmes.

2.2 Future goals

2.2.1 Since the shortage of staff grade officers is a serious obstacle to the development of the Department of National Archives and the preservation of records, the Senior Archivist officers whose interviews were conducted on 25.10.2024 should be given posts in a formal manner and the written test should be conducted again for the failed officers as soon as possible. Interviews should be conducted based on the results of the written test conducted in March and April 2024 for the recruitment of the posts of Archival Conservator, Archival Reprographers and Audiovisual Conservator and suitable persons should be recruited for the relevant posts.

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

2.2.3 Due to various challenges that arose in 2024, it was not possible to complete certain planned and initiated programmes, nor to commence some others. Accordingly, the following special tasks have been carried forward into the upcoming year.

- 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.

- Initiate work to prepare regulations for the retention and disposal of records in public authorities. It is mandatory to prepare regulations for the disposal of records in each public authority, including the regulations for the disposal of records last issued in 1984.

- After recruiting Archival Officers, initiating the transfer of indices of archival groups following the international standard (ISAD-G) by providing a formal training for the purpose.

2.3 Challenges

2.3.1 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 and ensuring their authenticity, reliability, integrity and usability 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.

2.3.2 The preparation of Records Retention and Disposal Regulations, which is the only mechanism available to streamline records management in public authorities and the accrual of records to the National Archives, has been seriously delayed. While specific attention should be paid to this, the existing vacancies and the large number of such regulations that have to be issued are a major challenge. However, steps have been taken to begin this work in the coming year.

2.3.3 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, due to the COVID-19 pandemic, the country's unstable financial situation, insufficient funding for the project, and a final decision on extending the project period and revising the estimates, construction work was temporarily halted. Although construction work resumed in June 2024, only 67% of the work has been completed by the end of 2024.

2.3.4 During the reviewed year, only approximately 148 staff members were in active service out of the 286 approved positions within the department. Among the professional cadre, there were 8 vacancies at the senior level, 13 at the tertiary level, and 99 at the secondary level. The significant shortage of professional officers has severely impacted archives and records

management activities. Furthermore, vacancies in conservation positions present major obstacles to two of the core functions of the National Archives: providing access to archives and ensuring their preservation.

2.3.5 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 31.12.2024 is given below.

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance
for the period ended 31st December 2024

Revised Budget Allocations 2024 Rs.	Note	Actual	
		2024 Rs.	2023 Rs.
-	Revenue Receipts	-	-
-	Income Tax	1	-
-	Taxes on Domestic Goods & Services	2	-
-	Taxes on International Trade	3	-
-	Non Tax Revenue & Others	4	-
-	Total Revenue Receipts (A)	-	-
-	Non Revenue Receipts	-	-
-	Treasury Imprests	447,718,000	216,884,191
-	Deposits	14,977,259	3,722,442
-	Advance Accounts	9,605,981	6,512,062
-	Other Main Ledger Receipts	-	-
-	Total Non Revenue Receipts (B)	472,301,240	227,118,695
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	472,301,240	227,118,695
-	Remittance to the Treasury (D) Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)	5,193,120	10,031,179
-	Revenue Receipts E = (C)-(D)	467,108,120	217,087,516
-	Less: Expenditure	-	-
-	Recurrent Expenditure	-	-
116,361,600	Wages, Salaries & Other Employment Benefits	5	108,186,646
111,719,888	Other Goods & Services	6	80,367,964
1,435,112	Subsidies, Grants and Transfers	7	1,189,580
-	Interest Payments	8	-
-	Other Recurrent Expenditure	9	-
229,516,600	Total Recurrent Expenditure (F)	189,744,190	163,976,915
-	Capital Expenditure	-	-
557,400,000	Rehabilitation & Improvement of Capital Assets	10	128,096,708
8,600,000	Acquisition of Capital Assets	11	7,511,162
-	Capital Transfers	12	-
-	Acquisition of Financial Assets	13	-
1,000,000	Capacity Building	14	338,794
686,000,000	Other Capital Expenditure	15	146,875,685
1,253,000,000	Total Capital Expenditure (G)	282,822,349	47,425,095
-	Deposit Payments	225,666	282,695
-	Advance Payments	9,519,335	7,307,991
-	Other Main Ledger Payments	-	-
-	Total Main Ledger Expenditure (H)	9,745,001	7,590,686
-	Total Expenditure I = (F)+G+H)	482,311,540	218,992,696
-	Balance as at 31st December J = (E- I)	(15,203,420)	(1,905,180)
-	Balance as per the Imprest Adjustment Statement	(15,627,245)	(1,905,180)
-	Imprest Balance as at 31st December	423,825	-
-		(15,203,420)	(1,905,180)

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2024

	Note	2024 Rs	Actual 2023 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	384,505,460	250,118,613
Financial Assets			
Advance Accounts	ACA-5/5(a)	20,199,247	20,297,664
Cash & Cash Equivalents	ACA-3	423,825	-
Total Assets		405,128,532	270,416,277
Net Assets / Equity			
Net Worth to Treasury		(27,893,564)	(13,043,554)
Property, Plant & Equipment Reserve		384,505,460	250,118,613
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	48,092,811	33,341,218
Unsettled Imprest Balance	ACA-3	423,825	-
Total Liabilities		405,128,532	270,416,277.00

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 1 to 59 and Annexures to accounts presented in pages from 60 to 68 form an integral part of these Financial Statements. The Financial Statements have been prepared in accordance with the Government Financial Regulations 150 & 151 and State Accounts Guideline No. 06/2024, dated 16.12.2024 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 : 2025-03-25


Accounting Officer

Name :

Designation :

Date : 2025.02.25


Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)

Name :

Date : 25.02.2025

A.M.P.M.B. Atapattu
Secretary
Ministry of Buddhasasana, Religious and Cultural Affairs
No. 135, Srimath Anagarika Dharmapala Mawatha,
Colombo 07.

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ජාතික ලේඛනාගාර අධ්‍යක්ෂ ජනරාල්
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අංක. 07, පිලිප් ගුණවර්ධන මාවත,
කොළඹ 07.

R.I.D. Karunaratne
Accountant
Department Of National Archives
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 2024**

	Actual	
	2024 Rs.	2023 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected on behalf of Other Revenue Heads	12,434,821	1,030,989
Imprest Received	447,718,000	216,882,216
Recoveries from Advance	8,794,419	7,159,616
Deposit Received	14,977,259	3,722,442
Total Cash generated from Operations (A)	483,924,499	228,795,263
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	187,979,436	162,235,691
Subsidies & Transfer Payments	1,189,580	960,324
Expenditure incurred on behalf of Other Heads	423,825	1,903,430
Imprest Settlement to Treasury	5,193,120	10,031,179
Advance Payments	9,180,631	8,826,160
Deposit Payments	225,666	282,695
Total Cash disbursed for Operations (B)	204,192,258	184,239,479
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	279,732,241	44,555,784
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	279,732,241	44,555,785
Total Cash disbursed for Investing Activities (E)	279,732,241	44,555,785
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(279,732,241)	(44,555,785)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C)+(F)	-	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-
Net Movement in Cash (K) = (G) + (J)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statements - 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	216,000	229,510	189,744	82%
Capital	1,253,000	1,253,000	282,822	22%

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 31.12.2024	Balance as per financial Position Report as at 31.12.2024	Yet to be Accounted	Reporting Progress as %
9151	Building and Structures	----	----	----	----
9152	Machinery and Equipment	----	383,389	----	55%
9153	Land	----	----	----	----
9154	Intangible Assets	----	1,116	----	----
9155	Biological Assets	----	----	----	----
9160	Work in Progress	----	----	----	----
9180	Lease Assets	----	----	----	----

3.10 Auditor General's Report

My No } CAA/B/DNA/224/2024/FA

Your No }

Date } 19th May 2025

Accounting Officer

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 2024.

I am sending herewith copies of the said report and audited financial statements.

Sgd.

R. S. Katugampola

Senoir Assistant Auditor General

For Acting 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/224/2024/FA

Your No }

Date } 19th May 2025

Accounting Officer

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 2024.

1. Financial Statements

1.1 Conditional Opinion

Head 209 – The Financial Statement for the year ended 31st December 2024, comprising the Statement of Financial Performance and Cash Flow Statements of the Department of National Archives for the year ended 31st December 2024 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 of the Department of National Archives for the year ended 31st December 2024 present fairly, in all material respects, the financial position, financial performance and cash flows of the Department in accordance with the basis of preparation of the financial statements set out in Note 1 to the financial statements.

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 Emphasis of matter - Basis of preparation of financial statements

Attention is directed to Note 1 of the financial statements, which outlines the basis on which these financial statements have been prepared.

The financial statements have been prepared for the needs of the Department of National Archives, the Treasury and Parliament in accordance with Government Finance Regulations 150 and 151 and Public Accounts Guideline No. 06/2024 dated 16th December 2024, as amended on 21st February 2025. Therefore, these financial statements may not be suitable for other purposes. My report is intended solely for the use of the National Archives, the Treasury and the Parliament of Sri Lanka. My opinion on this matter will not be modified.

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

The Accounting Officer is responsible for preparing financial statements that present a true and fair view of all material aspects in accordance with Government Financial Regulations 150 and 151 and Public Accounts Guidelines No. 06/2024 dated 16th December 2024 as amended on 21st February 2025, and for determining such internal control as is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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.

1.5 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.

1.6. Opinion on Financial Statements

1.6.1. Payment of other general ledger accounts

The value of the outstanding balance of Rs. 423,825, which was to be settled by the Election Office as of December 31st, 2024, should have been recorded under net changes in cash in the cash flow statement for the year ended December 31, 2024, but was recorded as expenses incurred for other expenditure heads under cash flows generated from operating activities. In the Statement of Outstanding Accounts (ACA – 3) for the year 2024, this value, if settled, should have been recorded, and if not, under the reasons for non-settlement, but it had not been recorded accordingly.

1.6.2. Non-financial assets

- (a) Although it is mandatory to obtain a valuation for every vehicle once every 5 years as per Section 1.3.1 of the Non-Financial Assets Valuation Guidelines issued by the Office of the Comptroller General on 31st December 2018, the value of the vehicles owned by the Department was stated as Rs. 17,484,320 in the final financial statements of the year under review without any valuation.
- (b) Although it is mandatory to conduct a valuation of lands and buildings every 05 years as per Section 2.3 of the Non-Financial Assets Valuation Guidelines issued by the office of the Comptroller General on 31st December 2018, the land and building of the Kandy Branch Office of the Department had not been valued and included in the financial statements of the year under review.
- (c) Although the Government Valuation Department had issued a valuation report on 17th April 2024, valuing the land and building where the Department's head office is located at Rs. 3,668,702,000 that valuation had not been included in the financial statements of the year under review.
- (d) In terms of paragraphs 03 and 04 of Asset Management Circular No. 04/2018 dated 31st December 2018, non-financial assets with a value exceeding Rs. 5,000 should be identified and reported as a financial threshold in the reporting of non-financial assets, but an electric kettle with a value of Rs. 3,000 had been capitalized.

1.6.3. Financial assets

Although the balance in the Government Officers' Advance "B" Account as on 31st December 2023 was Rs. 20,297,664, the balance as on 01 January 2024 was shown as Rs. 20,285,893. Accordingly, the difference was Rs. 11,772.

1.6.4. Imprest balance.

Although the amount remitted to the Treasury as of December 31st, 2024 was Rs. 193,120, a TOD/IMP/06 form was submitted for only Rs. 19,119.98 and the debit notice for that was also not submitted for audit. The TOD/IMP/06 form for Rs. 174,000 was submitted to the Treasury on May 15, 2025, and the debit notice was not submitted for audit. For that reason, the audit could not assure itself of the correctness of the Rs. 193,120 remitted to the Treasury.

2. Report on other legal requirements

I hereby declare the following in accordance with Section 6(1)(d) of the National Audit Act, No. 19 of 2018.

- (a) The financial statements are consistent with the previous year.
- (b) The recommendations I had made regarding the financial statements for the previous year had been implemented.

3. Financial review**3.1. Expense management**

- (a) Due to the fact that estimates were not prepared with proper study, the total net provision for 15 recurrent expenditure votes was Rs. 49,044,974 the expenditure was Rs. 16,224,580 and the provision balance was Rs. 32,820,393. The balance ranged from 20 per cent to 88 per cent of the net provision.
- (b) The total net provision of 09 capital expenditure votes was Rs. 1,101,200,000, while the expenditure was Rs. 254,727,668 and the provision balance was Rs. 846,472,331. The balance ranged from 23 per cent to 99 per cent of the net provision.
- (c) The total allocation of Rs. 1,500,000 allocated for 02 recurrent expenditure votes remained.

- (d) The total provision of Rs. 123,500,000 allocated for 03 capital expenditure votes remained.
- (e) Rs. 2,000,000 allocated for the expenditure votes 209-1-1-1409-138/11 and Rs. 7,699,406 had been transferred during the year under Financial Regulation 66 and only Rs. 2,131,262 had been utilized out of the net provision of Rs. 9,699,406. Accordingly, the provisions obtained through Financial Regulation 66 transfers had not been utilized by the end of the year and the savings as a percentage of the total net provision remained at 78 percent.

3.2. Getting into debt and obligations

- (a) After spending Rs. 682,277 out of the Rs. 700,000 allocated for one recurrent expenditure item, there was a balance of Rs. 17,723 remaining, but the balance had been exceeded and a liability of Rs. 2,532,328 had been incurred.
- (b) The Statement of Liabilities - (i) (Annex iv) form, as per Public Accounts Guidelines No. 06/2024, had not been completed and included in the financial statements.

3.3. 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

Paragraphs 4.5 and 4.6 of Chapter XXIV of the Establishment Code of the Democratic Socialist Republic of Sri Lanka and Sections (e) and (f) of Financial Regulations 11.3 and Guidelines No. 01 of the Democratic Socialist Republic of Sri Lanka promulgated by Public Finance Circular No. 01/2020 dated 28th August 2020.

Non - compliance

As of December 31st, 2024, the outstanding debt of Rs. 254,876 due from employees who had left the service had not been settled in accordance with the circular.

3.4. Deposits.

In accordance with Financial Regulation 571(3), the overdue deposits had not been credited to the relevant account or to the government revenue as appropriate, and no confirmation had been obtained from the relevant parties regarding the value of the deposit amount of Rs. 65,321.

4. Operational review**4.1. Performance****4.1.1. Planning**

Although paragraph 3 of Public Finance Circular No. 02/2020, dated August 28th, 2020, stipulates that the annual action plan for the upcoming year must be prepared by December 15th of the current year, and the annual procurement plan by December 10th with both documents requiring approval from the Chief Accounting Officer and submission to the Auditor General the action plan for the year 2025 was submitted for audit only on February 21st, 2025, and had not received approval from the Chief Accounting Officer.

4.1.2. Failure to perform duties

- (a) The estimated allocation for the year 2024 for the establishment of a mobile racking system for the main building of the department was Rs. 543,000,000, but only Rs. 126,875,685 was utilised during the year. Although this project should be completed expeditiously with the provisions of the year 2024 as per the Cabinet Decision No. ୧୭୧/24/0906/620/015-1 and 24(ii)(b) dated 12th June 2024, bids were called for this project several times from 15th February 2024 to 07th November 2024, the contract was awarded to the contractor on 10th December 2024 and only an advance payment was made on 24th December 2024. Although the responsibility for implementing this project has been assigned to the Director (Administration) of National Archives, the financial progress of this development project was 23 per cent and there was no physical progress.
- (b) Although the contract was awarded on 26th December 2018 for the renovation of the main building of the department and installing central air cooling, fire protection & advanced security systems and the renovation work was commenced, the

construction work of the project was temporarily suspended. The Cabinet Decision No. අමප/24/0839/020/16 and 43.18(i) and (ii) dated 28th May 2024 had been extended till 31st December 2026 and it had been ordered to take necessary steps to complete the work within a specific time frame. However, the estimated allocation for the year 2024 was Rs. 550,000,000 and Rs. 123,195,665 had been utilized during the year. Accordingly, the financial progress was about 22 per cent.

- (c) Approval was granted by the Cabinet Decision No. අමප/21/0511/305/010-1 dated 20th April 2021 to establish a trusted digital repository, and a provision of Rs. 120,000,000 was allocated for this project in the year 2024. On August 28th, 2024, the Department Procurement Committee has decided to engage a foreign professional company for the installation and maintenance of Atom and Archivemata software, procure the necessary server infrastructure and storage capacity, and submit a Cabinet paper for approval. However, by December 31st, 2024, no action had been taken to implement these decisions.

4.1.3. Annual Performance Report

Performance reports had not been submitted to the Auditor General along with the financial statements in accordance with Section 16 (2) of the National Audit Act, No. 19 of 2018.

4.2. Asset management

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 or enough new cameras have not been installed.

4.3. Management weaknesses

- (a) 2,512 acid-free document storage boxes purchased for Rs. 19,237,273 for the deposit of archives of department were not used for the intended purpose and were stored from 29th January 2024 until the date of the financial statements without paying attention to the security arrangements required to preserve the quality of the boxes, and due to the purchase of 2,512 acid-free deposit boxes before the mobile racking system was properly installed and completed, the objectives of the purchase had not

been fulfilled by not using them for the intended purpose for more than one year out of the 05-year warranty period.

- (b) The Department was levied late fees of Rs. 127,157 in January, March and April for non-payment of monthly electricity bills in the months of December, January and March 2023. Also, since 2023, electricity services have been temporarily disconnected on several occasions due to non-payment of bills, and power disconnection notices have been issued on several occasions in 2024 as well. Due to these power disconnections, the daily activities of the department were disrupted and the air conditioning system in the repositories could not be maintained continuously.

5. Good governance

5.1. Internal Audit

Although an Internal Audit Unit is required to be established and maintained in accordance with Section 40(1) of the National Audit Act, No. 19 of 2018, the Internal Audit Division remained inactive as of December 31st, 2024, due to the vacancy of the Internal Auditor position since May 01st, 2024.

5.2. Audit and Management Committee

According to Management Audit Circular No. DMA/01-2019 dated January 12th, 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.

6. Human Resource Management

6.1. Attached staff, actual staff

- (a) Although the approved cadre as of December 31st, 2024 was 286, the actual cadre was 148, leaving 138 vacancies, which was 48 per cent of the approved cadre. This

number of vacancies consisted of 09 executive level posts, 15 tertiary level posts, 110 secondary level posts and 04 primary level posts, which had adversely affected the functioning of the department.

- (b) It was observed that the major functions of the Department, namely archives and records management, access to archives and preservation of archives, have been severely affected due to the severe shortage of professional officers, namely the Director National Archives, Deputy Director National Archives (Films and Audio visual), Deputy Director National Archives (Digital Records and Digitization), Deputy Director National Archives (Technical), Internal Auditor, Senior Archivist, Chief Conservation Officer (Films), Chief Conservation Officer (Audiovisual), Chief Conservation Officer (Archives), and Translator.

Sgd.

R. S. Katugampola.

Senior Assistant Auditor General

For Acting 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	√		
Computerisation of Indices at the Department of National Archives ¹			√
Installation of a mobile racking system for the main building ²	---	---	---

¹ As per the letter from the Department of Management Services dated 12.11.2024, the necessary steps were taken to complete the project by 31.12.2024.

² The contract was awarded to the selected contractor on 10.12.2024 and the advance payment was made on 24.12.2024.

5 Performance of Achieving Sustainable Development Goals

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

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

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

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

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

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

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 2024, 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	07	09
Tertiary	20	05	15
Secondary	164	54	110
Primary	86	82	04
Total	286	148	138

6.2 How the shortage in human resources has affected performance

Although preliminary recruitment procedures were initiated at the beginning of the year to fill departmental professional vacancies, it was not possible to finalize those appointments by the end of 2024. Due to the significant staff shortage across the senior, tertiary, and secondary levels, the department continues to operate under considerable difficulty. 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 swift recruitment for vacant positions is essential, delays in the release of examination and interview results have hindered the completion of the necessary recruitment processes.

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		
Advanced course on translating Thombos	13	The days of 20,13,06 and 27,01.2024	13,500/=	---	Local	Enhancing subject knowledge
Online lecture series to develop knowledge of public sector human resources	03	The days of 28, 27, 22.03.2024 and 04,02.04.2024	---	---	Local	Enhancing subject knowledge
Establishment Code, Procedural Rules and Office Methods	Department staff	14.05.2024	---	---	Local	Enhancing subject knowledge
Training in Accounting Promotion	02	05.06.2024	14,000/=	---	Local	Enhancing subject knowledge
The Training Program "Supilipan Niladhari"	01	20.06.2024	---	---	Local	Enhancing subject knowledge
Salary Conversion Training Program	01	04 and 03.06.2024	---	---	Local	Enhancing subject knowledge
Training on financial regulations	35	From 12.06.2024 to 25.06.2024	9,900/=	----	Local	Enhancing subject knowledge
Seminar on Friendship-City Cultural Exchange for Indian Ocean Rim Countries	01	From 12.06.2024 to 25.06.2024	----	145,100/=	Foreign (China)	Enhancing subject knowledge
Records and Archives Management Programme	20	From 05.07.2024 to 27.07.2024	---	----	Foreign-Online(South Africa)	Enhancing subject knowledge
Training on Disciplinary Procedures	76	18.07.2024	3,350/=	---	Local	Enhancing subject knowledge

International Workshop on Archives	01	From 14.07.2024 to 21.07.2024.	---	64,000/=	Foreign (Shanghai)	Enhancing subject knowledge
Training on preparing government officials' advance B account	01	01.08.2024	7,000 /=	---	Local	
Administrative Officers Capacity Training Program	01	From 02 to 04.10.2024	15,000/=	---	Local	
Training on Archives and Records management	18	26.10.2024	121,046.13	---	Local	
One-day workshop on sustainable use of books and paper documents	10	03.12.2024	30,000/=	---	Local	
Discipline and ethics training for drivers and office assistants	09	08 and 07.12.2024	---	---	Local	
2024 RAMP Working- Level meeting	03	From 11.12.2024 to 14.12.2024	---	175,000/=	Foreign (South Korea)	
Film Preservation & Restoration Workshop	03	From 07.11.2024 to 15.11.2024	---	178,995/=	Foreign (India)	

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

6.4.1 At the beginning of the year 2024, 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 2024, many of those programmes were able to be implemented as scheduled.

6.4.2 Although it was essential to provide specialised foreign training to departmental officers, officers were only able to participate in a few training programmes.

7 Compliance Report

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

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

4.3	Preparation of Annual Internal Audit plan	Not Complied	The position of Internal Auditor has become vacant.	Preparation of the Internal Audit Plan for the year 2025
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	Not Complied	The position of Internal Auditor has become vacant.	The PACIS software of the Ministry of Public Administration has been updated to 15.07.2024 to fill vacancies.
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	Not Complied		
6.4	Submission of all copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Not Complied		
7	Audit and Management Committee			
7.1	Holding a minimum of 04 meetings of Audit and Management Committee during the year as per the DMA Circular 1-2019	Not Complied	The position of Internal Auditor has become vacant.	Holding at least 04 audit and management committees in the coming year
8	Asset Management			

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

9.5	Retesting of fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Transfer of absolute ownership of leased vehicle log books after the lease term	Complied		
10	Management of Bank Accounts			
10.1	Preparation, certification and submission for audit of Bank reconciliation statements by due date	Complied		
10.2	Settlement of dormant accounts that had existed in the year under review or from previous years	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		

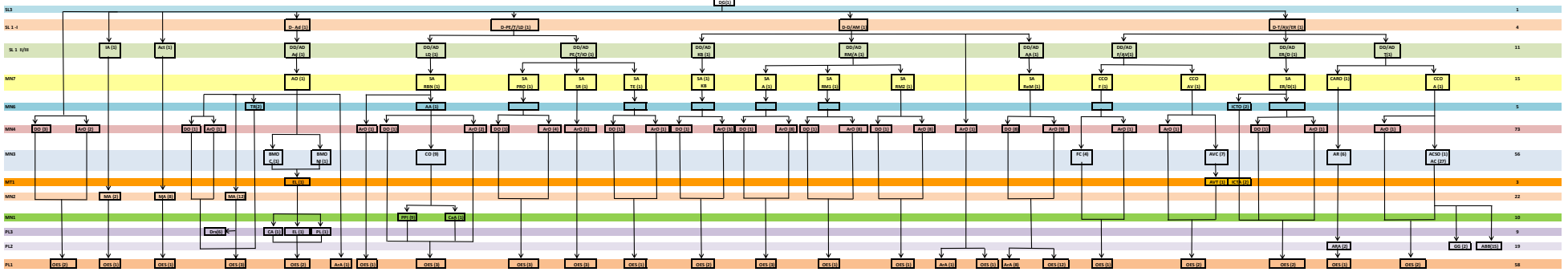
17	Provision of information to the public			
17.1	Appointment of information officer and maintenance and updating of register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Provision of information about the institution via the website to the public, and facilitation 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	Complied		
19.3	Signing of annual performance agreements for the entire staff based on the format in Annex 01 of the aforesaid circular	Not Relevant	It has been informed that the signing of annual performance agreements is no longer required as per the letter No. MPA/HRD/ADMIN/circular/01/2023 dated 30.11.2023 of the Secretary to the Ministry of Public Administration.	
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 - 2024



SL 3	DG	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				SA-RM1	Senior Archivist (Records Management 1)	ICTO	Information & Communication Technology Officer		ICTA	Information & Communication Technology Assistant
	D-PE/T/L/D	Director (Public Engagement, Training, Legal Deposits)	DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM2	Senior Archivist (Records Management 2)	DO	Development Officer		AVT	Audio Visual Technician
	D-D/AM	Director (Development & Archival Management)	DD/AD-F/AV	Deputy Director /Assistant Director (Film & Audio Visual)	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-ER/O	Deputy Director /Assistant Director (Electronic Records & Digitisation)	SA-RuM	Senior Archivist (Repository Management)	AVO	Archival Officer (Civil)		PP	Printing Press Inspector
	DD/AD-Ad	Deputy Director/Assistant Director (Administration)	DD/AD-T	Deputy Director /Assistant Director (Technical)	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 (PRes)	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)	AVC	Audio Visual Records Conservator		EL	Electrician
	DD/AD-PE/T/I/D	Deputy Director /Assistant Director (Public Engagement, Training, Information Officers)			CABO	Chief Archival Biopreservation Officer	AR	Archival Reprographer		ARA	Archival Reprography Assistant
	DD/AD-KB	Deputy Director /Assistant Director (Kandy Branch)			MNS	Translator	ACSO	Archival Conservation Supervising Officer		ABB	Archival & Book Binder
							AC	Archival Conservator		AuA	Archival Assistant
										OES	Office Employee Service

