

ජාතික අධ්‍යාපන කොමිෂන් සභාව

වාර්ෂික වාර්තාව

2013

தேசிய கல்வி ஆணைக்குழு

வருடாந்த அறிக்கை

2013

National Education Commission

Annual Report

2013



National Education Commission

Annual Report-2013

Function

Established under Act No. 19 of 1991 for the purpose of submission of recommendations relating to National Education Policies to His Excellency the President, the National Education Commission performs the major functions indicated below.

- (a) to make recommendations to the President, on educational policy in all its aspects, with a view to, ensuring continuity in educational policy and enabling the education system to respond to changing needs in society, including an immediate review of educational policy and plan or plans and the making of recommendations to the President, on a comprehensive National Education Policy;
- (b) to review and analyse periodically, the National Education Policy and Plan or plans in operation and where necessary, to recommend to the President, changes in such Policy, Plan or Plans;
- (c) to advise the President on any other matter relating to education which may be referred to it by the President, for its advice.

The Commission

The first Commission was appointed for the period from 1991 - 1996. The second Commission had been in effect from 01st October 1996 up to the end of September 2001. The third Commission was in operation from 01st October 2001 up to 30th May 2004. The fourth Commission was functioning from 01st July 2004 up to March 2006. The fifth Commission commenced its functions on 10th April 2006 and its term of office expired on April 09, 2011. The 6th Commission having launched its official functions by holding its inaugural meeting on 20th November 2012 is performing the role assigned to it as per Act No 19 of 1991 in effective and efficacious manner.

The composition of the Commission is as indicated below.

- (a) Chairman of the University Grants Commission established under University Act No. 16 of 1978.
- (b) Chairman of the Tertiary and Vocational Education Commission established under the Tertiary and Vocational Education Act No. 20 of 1990.
- (c) A member appointed by the President on the recommendation of the Minister in charge of the subject of Education and Higher Education.
- (d) A member appointed by the President on the recommendation of the Minister in charge of the subject of Finance.
- (e) A member appointed by the President on the recommendation of the Minister in charge of the subject of Provincial Councils.
- (f) Ten other members to be appointed by the President from among persons who have excelled in the field of education, administration and management or have shown exceptional abilities in a certain Profession. The Chairman, Vice Chairman (Policies) and Vice Chairman (Planning) appointed under Section 5 should serve the Commission on full time basis.

However, from year 2004 both Vice Chairman posts: Policies and Planning are covered by one Vice Chairman.

Presently, this Commission is located at No. 126, Nawala Road, Nugegoda. The Secretary of the Commission appointed by the President is in charge of the administrative functions. At present the permanent staff of the Commission consists of 25 employees. The Organizational Structure of the Commission is indicated in Annexure V.

Summary of the Performance- 2013

(1) Introduction

The role performed by the National Education Commission can be categorized into three major roles as:

1. An appraisal of the Educational Policies of the country through reviewing and analysing of plans.
2. Modernising the remaining Educational Policy proposals according to the current needs.
3. Recommending optimal educational policies to the President based on the reviews, analysis, appraisal and modernization mentioned under item 1 and 2.

Three standing committees have been appointed by the National Education Commission under the three spheres of education in order to accomplish the above roles.

1. Standing Committee on General Education.
2. Standing Committee on University Education.
3. Standing Committee on Tertiary and Vocational Education.

The three standing Committees are consisted of 15 to 20 key stakeholders including professionals of the field, with achieved distinction in the allied profession and experts from private sector with acclaimed recognition in the field. For the year 2013, the following experts chaired the three Standing Committees.

1. Standing Committee on General Education- Mr. Ariyaratne Hewage
2. Standing Committee on University Education-Prof. Kshanika Hirimburegama
3. Standing Committee on Tertiary and Vocational Education - Prof. Dayantha Wijesekara

They have been committed in their capacities to perform the duties of the office receiving only a nominal honorarium of 1000 LKR per a session of meeting. The performance of the NEC in year 2013 can thus be summed up as the aggregation of the knowledge and research competencies of the permanent committee members and the members of NEC amalgamated with the long term experience of the staff of the NEC. Such performance can be listed as follows:

(2) Performance of the Standing Committees

2.1 The Standing Committee on General Education

The policy framework on general education was declared in 2003, thus inviting the need of formulating of a new policy for general education of the country. Pioneering the task, NEC commenced initiatives in 2013 following the fivefold phases of policy cycle. The Standing committee on general education was thus actively established as 18-member committee chaired by Mr. Ariyarathna Hewage. The committee included members from the Financial Commission, University of Vocational and Technology, Ministry of Education, University of Colombo, Uva Provincial Educational Office, Commission of

New Inventions, Department of Education, Siyane National College of Education, Galewela and Gampaha Regional Education Offices, Veyangoda Vidyaloka College, Colombo Davi Balika Vidyalaya and World Bank Education Project.

The first task of the Committee was the compilation of the Road Map to be followed by the Standing Committee for the preparation of New Policy Cycle on General Education. Based on the road map, a list of chapter topics was drafted. After several rounds of discussions, such chapter topics were prioritised finalising the draft and decided upon the field where the prime attention is required.

Having advertised in newspapers in all three national languages, and in the web space of the commission, the views and submissions for a new policy framework on education were collected from the concerned stakeholders.

A series of media briefings were held with the sponsorship from the Ministry of Information and Media. The responses of the concerned groups and the stakeholders were satisfactory due to the coverage given by the media. Consequently, such concerned groups and stakeholders were called for open forums of discussions on the policy framework on general education. Such steps have paved the way for unveiling the critical areas and subject fields which deems special attention.

Based on such initiatives and rounds of discussions, it was decided to study on the new framework under 10 distinct fields of subjects. The teams of three to four experts in each domain were selected and were given the task of submitting study report for each concerned field. Such fields under concern were as follows.

1. Curriculum Development
2. The Professional Development of Teachers And Teacher Educators
3. Evaluation And Assessment System
4. Quality Assurance And Accreditation
5. Education Planning And Management
6. Development Of The Learning Environment
7. Investment on Education
8. Career Guidance.
9. Medium Of Instruction And International Languages
10. Development of Special And Non-Formal Education

At the end of the year 2013, the teams of study are engaged on their concerned field surveys having Terms of Reference (TOR).

2.2 The Standing Committee on University Education.

The Standing Committee on University Education held a series of Committee meetings with the aim of achieving the final target of finalising the New Policy Cycle on University Education with the collaboration of different concerned groups and the stakeholders. Following areas are emphasized on such meetings:

1. The need of a National Policy for University Education
2. Giving education in mother tongue as mentioned specially in 'Mahinda Chintana forward' vision
3. Establish a Board for the University Education to verify and empower the National Quality.
4. Reviewing the University Admission policy
5. Guiding the students, teachers and principals' community on University Education
6. Establishing University Collages in local level affiliating with National Universities
7. Establishing a diverse education system for higher education
8. Implementing affiliated Degree Programmes
9. Establishment of sectoral approaches to the Government Universities.
10. Introducing a National Quality Framework on Post Graduate Education.
11. Preparing a General Guidelines in order to maintain discipline in Universities.
12. Paying attention on student unrest in Universities.
13. Post graduate education in Medical field.
14. Getting public comments on discipline for Government and Non-Government Universities in Sri Lanka.

Parallel to these Committee meetings, National Education Commission has organised several rounds of discussions with the ground level stakeholders and interested groups through several field survey with some members of Standing Committees, Chairman, Vice Chairman and Secretary including academic Staff members of National Education Commission using straight messaging system. The structured discussions methodology was used for collecting opinions from the representatives of Academic staff, Non-Academic staff, Administrative staff and students of following institutions.

These discussions were organised simultaneously with rounds of physically observing of the premises.

1. University of Sri Jayawardanapura.
2. University of Moratuwa.
3. Post Graduate Institute of Medicine

During these discussions, special focus was given to the following issues.

1. Lack of Academic and Non-Academic, Assistant staff.
2. Non-availability of Capacity Development Programmes for Non-Academic and Administrative staff.
3. Lack of specialist qualified staff

2.3 Standing Committee on Tertiary and Professional Education.

This committee is also appointed from among persons who have excelled in the relevant field. It was discussed on the Road Map to be followed by the Standing Committee for the preparation of the Policy Cycle on Tertiary and Vocational Education. It is decided to pay special attention to the following matters on preparing the road map.

- Conceptualizing Tertiary Education
- Diversity of Tertiary and Vocational Education
- Overlapping and gaps of the fields of tertiary and vocational education and training
- Career guidance and consultation
- The quality of the programme implemented via the local quality standards institutions
- Mutual relationships existing among the General, Higher and Vocational and technical educational sectors.
- Vocational institutions, International qualifications awarding Institutions, International quality awarding Institutions, training activities of public and private sector institutions, recruiting institutions.

(3) Special tasks entrusted to The National Education Commission.

3.1 Providing study reports for Cabinet papers

The National Education Commission has submitted the relevant reports by appointing the relevant sub committees and conducting proper studies, as requested. Topics mentioned below are among the submitted recommendations to the secretary of the Cabinet and the Secretary to the President.

3.1.1 Study and Report on the facts in the Cabinet Paper on the proposals with recommendation on National Level Conference on the G. C. E. (O/L) results.

The National Education Commission was given the above proposal by the Secretary to the President for a study and reporting on this regard. Three-member committee: Prof. Lakshman Jayathillake, Mr. R. A. A. K. Ranawaka, and Prof. Jayasena Kottegoda studied and forwarded recommendations to the minister of cabinet.

3.1.2 Study and Report on the facts in the Cabinet Paper on the proposals with on implementation recommendation of Lessons Learnt and re-conciliation Commission –establishment of multi-ethnic mixed schools.

National Education Commission was received the above proposal by the Secretary to the President for studying and reporting and The Commission having studied the proposal, made recommendation to the Secretary to the President.

3.1.3 Study and Report on facts in the cabinet paper on mechanism of functioning of the International and private schools.

- A) Making the subjects: Mother Tongue, Religion and History compulsory to the students in the age of compulsory education in the International and Private Schools.
- B) Facilitating the government approved non-funded private schools with the same facility as of government funded private schools.
- C) Formalising the conduct of International and Private Schools.

Having assigned to study and to report to the Secretary to the President, the Commission consequently appointed subcommittee to study and report the proposal (A). The subcommittee included Prof. S. Sandarasegaram, Dr. Hiranthi Wijemanna and Pushpa Kalubowila, who are the members of the National Education Commission.

Based on the report of the subcommittee, the commission submitted the final recommendations to the Secretary to the President.

3.2 Reports submitted to the Presidential Secretariat office

In addition to the above mentioned functions, National Education Commission was assigned by the Presidential Secretariat and the Cabinet Secretariat on the special studies on government policies.

Among them, the priority was given to the report: 'Study Report of the committee (appointed by the cabinet) on the official language proficiency gained by the government public officers'. National Education Commission was assigned by the Presidential Secretariat to submit a report within the six months of period with recommendation on: the proposal of 'inclusion of the other official language as a second language in addition to the mother tongue as compulsory subject for the G. C. E. (O/L) Examination from the year 2017'. The National Education Commission is currently engaged in relevant surveying and analysing activities.

(4) Special studies implemented by the National Education Commission

4.1. Creating a database for Type 3 schools

Majority of the small schools are included in Type 2 and Type 3 as the classification of schools by the Ministry of Education. There were 7139 numbers of schools in the Type 2 and Type 3 by 2012. Further, the majority of these schools are located in rural, plantation and semi-urban areas. It is observed that creating a database on the qualitative and quantitative performance of such schools shall make the process of formulation policies easier. Therefore, data collection is started for all functioning Type 3 schools in Sri Lanka in year 2013.

The methodology for data collection was to obtain the service of 130 in-service teacher advisors to gather data through prepared questionnaires. Having conducted a pilot survey through few selected schools, the actual data collected from all 374 schools in Type 3 in the Western Province. These data are being analysed as appropriate for a database by the end of the year 2013.

Proposals to increase performance

1. Timely institutional plans

1.1 Vision and Mission

The National Education Commission is still using the original statements of vision and mission formulated within the mandate offered by the Act No.19 of 1991. The statements are fairly outdated and solely based on the causes of establishing the National Education Commission in 1991. Thus, the vision and mission of the National Education Commission should be reviewed identifying the changes and tendencies took place in the global education arena, and to be aligned with the objective of creating knowledge centered society proposed in Mahinda Chinthana - Forward Vision, which remains the principal government policy statement.

1.2 Institutional values and aims

The institutional values of the National Education Commission should be identified and are to be improved to achieve the changing new vision and mission. A scholastic workshop is being planned with the members of the present Commission on identifying such values and objectives.

2. Allocation of resources

2.1 Financial resources

Project proposals with specific objectives for year 2014 are to be submitted, in order to obtain grants for the National Education Commission. Initiatives have already been taken on this regard.

2.2 Human resources

At present, the staff of the National Education Commission has been limited to 28 personals. Research and surveys being the crucial functions of the commission, having a skilled and a professional human resource deems attention. Establishing new cadre positions and filling of all the existing vacancies are in progress at present. In addition to that, preparation of appropriate job descriptions for the entire staff is also in progress.

The Report on Administration

1. The Commission

- (a) The National Education Commission chaired by Prof. Lakshman Jayathillake for the year 2013.
- (b) Dr. (Mrs.) Jayanthi Gunasekara was appointed by the President as the Vice chairperson of the National Education Commission for the year 2013.
- (c) Upon the appointments of the president, Mr. Chandraratne Pallegama served up to 01. 04. 2013 and Mrs. P. G. D. Pradeepa Serasinghe has been currently in service since 01.04.2013 as the Secretaries of the National Education Commission.

2. Externally funded Projects

None of such projects funded externally has been undertaken by the National Education Commission in year 2013. However, the financial sponsoring, was provided by the World Bank project on creating a school education system leads towards a knowledge hub, for the activities implemented under the policy cycle initiatives of compilation of policy for general education conducted at/by the Sri Lanka Institute of Development Administration.

Report of the Movement of Non-Current Assets - 2013

Expenditure Head No : 012

Name of Ministry / Department / District Secretarial : National Education Commission

Object Code & Assets Category		Asset Code & Name		Acquisition	
					Rs.
		BAI	Bike	1	152,040.00
		SC	Steel Cupboard	6	80,700.00
		C_3	Cushioned Arm Chair - Steel	13	61,600.00
		BA	Book Almairah	1	20,000.00
		COM-LTC	Laptop Computer	3	386,500.00
		PSC	Scanner	1	13,250.00
		T_25	L Shaped Table	2	99,800.00
		T_26	Steel Claricle Table (50"*30")	3	37,350.00
		C_15	Typist Rotatable Chair	3	13,500.00
		FC	Filling Cabinet	1	14,900.00
		EK	Electric Kettle	1	3,900.00
		CHB	Clip Chart Board	3	33,566.40
		COM-DT	Data Traveller	3	6,670.00
		COM-KB	Computer Key board	1	1,250.00
		PC	Photocopy Machine	1	291,200.00
					1,216,226.40

**National Education Commission
Actual Expenditure - 2013**

Object Code	Description	Net Provision	Actual Expenditure
	RECURRENT EXPENDITURE	27,003,800.00	25,244,406.97
	Personal Emoluments		
1001	Salaries and Wages	9,440,000.00	8,442,011.49
1002	Overtime and Holiday Payments	660,000.00	658,971.30
1003	Other Allowances	4,900,000.00	4,336,401.71
	Travelling Expenses	100,000.00	99,889.00
1101	Domestic	100,000.00	99,889.00
1102	Foreign		
	Supplies	2,116,191.00	2,072,225.03
1201	Stationery and Office Requisites	250,000.00	246,931.01
1202	Fuel	1,700,000.00	1,661,513.04
1203	Diets and Uniforms	91,191.00	89,541.00
1205	Other	75,000.00	74,239.98
	Maintenance Expenditure	1,475,000.00	1,371,434.55
1301	Vehicle	900,000.00	892,363.32
1302	Plant and Machinery	500,000.00	455,561.23
1303	Buildings and Structures	75,000.00	23,510.00
	Services	8,312,609.00	8,263,473.89
1402	Postal & Communication	600,000.00	588,955.05
1403	Electricity and Water	900,000.00	874,279.44
1404	Rents & Local Taxes	5,268,800.00	5,265,321.60
1405	Other	1,543,809.00	1,534,917.80
	CAPITAL EXPENDITURE	4,050,000.00	2,618,596.44
	Rehabilitation and Improvement of Capital Assets		
2002	Plant, Machinery & Equipment	50,000.00	-
	Acquisition of Capital Assets		
2101	Vehicles		
2102	Furniture & Office Equipment	200,000.00	152,040.00
2103	Plant Machinery & Equipment	900,000.00	772,986.40
	HUMAN RESOURCE DEVELOPMENT	400,000.00	291,200.00
2401	Knowledge Enhancement & Institutional Development		
	OTHER CAPITAL EXPENDITURE	500,000.00	498,000.00
2502	Investments	2,000,000.00	904,370.04
	TOTAL	31,053,800.00	27,863,003.41

Appropriation Account - 2013

Expenditure Head No:12

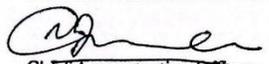
Name of Ministry / Department / District Secretariat: National Education Commission

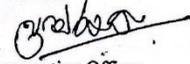
Programme Number given in Annual Estimates	Title of the Programme given in Budget Estimates	(1)	(2)	(3)	(4)	(5)	(6)	Page No. (Reference to relevant DGSA 2 format)
		Provision in Budget estimates	Supplimentary Provision and Supplimentary Estimate Allocation	Transfers in terms of F.R.66 and F.R.69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excess) (4-5)	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1	Recurrent	26,075,000	928,800	2,116,191 -2,116,191	27,003,800	25,244,407	1,759,393	3
	Sub Total (Recurrent)	26,075,000	928,800	--	27,003,800	25,244,407	1,759,393	
1	Capital	3,350,000	700,000	--	4,050,000	2,618,596	1,431,404	4
	Sub Total (Capital)	3,350,000	700,000	--	4,050,000	2,618,596	1,431,404	
	Grand Total	29,425,000	1,628,800	--	31,053,800	27,863,003	3,190,797	

EXAMINED
AUDIT OBSERVATIONS ARE ANNEXED


H. M. KARUNARATNA
 Deputy Auditor General
 for Auditor General.
 Date: 20/11/2014

Detailed Accounting Statements in DGSA format Numbers 2 to 10 presented in pages from 2 to 15 and other Notes presented in pages from 16 to 20 are integral parts of this Appropriation Account. We hereby certify that the figures in this account, other detailed Statements and Notes are correct and relevant accounts were reconciled with Accounts were reconciled with Treasury Books of Accounts and found correct.


 Chief Accountanting Officer
 Name :
 Designation :
 Date : 31st March 2014
Prof. Lakshman Jayatilleke
 Chairman
 National Education Commission
 126, Nawala, Road, Nugegoda
 Sri Lanka.


 Accounting Officer
 Name :
 Designation :
 Date :
P. G. D. Pradeepa Serasinghe
 Secretary
 National Education Commission
 126, Nawala Road, Nugegoda.


 Chief Accountant/Director (Finance)/ Commissioner (Finance)
 Name : **S. M. Ariyaratna De Alwis**
 Date : 2014.03.31 Deputy Secretary
 National Education Commission
 126, Nawala Road, Nugegoda.
 ඊ. ඩී. ආරියරත්න ධර්මසිරි
 නියෝජ්‍ය ලේකම්
 ජාතික අධ්‍යාපන කොමිෂන් සභාව
 126, නවල පාර, නුගේගොඩ.

Annex III

**National Education Commission
2013 Year**

The Sixth Commission initiated its official functions by holding its inaugural commission meeting on 20th November 2012.

Membership of the Commission

Chairman : Prof. Lakshman Jayathillake
Vice -Chairperson: Dr. (Mrs.) Jayanthi Gunasekara

The members appointed by virtue of the office:

Chairman, University Grant Commission	Prof. Gamini Samaranyaka at 15.01.2013 Prof. Mrs. Kshanika Hirimburegama from 19.02.2013
Chairman, Tertiary and Vocation Education Commission	Prof. Dayantha Wijesekara
Representative of the Ministry of Education (Secretary)	Mr. Gotabaya Jayaratne at 30.07.2013 Mr. Anura Dissanayake from 17.09.2013
Representative of the Ministry of Finance and Planning (Director, National Budget Department)	Mrs. Ayanthi De Silve
Representative of the Ministry of Local Government and Provincial Councils(Secretary)	Mr. R. A. A. K. Ranawaka

Appointed Members:

Ven. Prof. Bellanwila Wimalarathana Thero
Dr. Sunil Jayantha Navaratne
Mr. Ariyaratna Hewage
Ms. Pushpa Kalubowila
Prof. Jayasena Kottegoda
Prof. S. Sandasegaram
Dr. Hiranthi Wijemanna
Mrs. Anoja Wijesekara

Secretary

Mr. Chandrarathna Pallegama - Up to 01.04.2013
Mrs. P.G.D. Pradeepa Serasinghe - From 01.04.2013

An Entry Quoted from Auditor General's Draft Report for 2013 Received by National Education Commission on 29.10.2014 regarding Special Expenditure Units from Head 1 to 22

Part I

Summary report on special expenditure unit heads and relevant accounts

1. Summary report on special expenditure unit heads and the Departments, Offices and Commissions

Head	Name of Department, Office or Commission
12	National Education Commission

2. Accounts

2.1 Appropriation Account
(A) Total provision and expenditure

Total provisions allocated by National Education Commission were Rs. 31,053,800 and of which Rs. 27,863,003 had been utilized at the end of the Year under review. Accordingly, Rs. 3, 190, 797 of net provision or 10% was remaining and its range was between 12 to100 present. Details are given below. As at 31st of December 2013

Expenditure	Net Provision	Utilization	Balance	As a Percentage of Net Provision
	Rs.	Rs.	Rs.	
Recurrent	27, 003, 800	25,244,407	1,759,393	6.5
Capital	4,050,000	2,618,596	1,431,404	35.3
Total	<u>31,053,800</u>	<u>27,863,003</u>	<u>3,190,797</u>	

2.2 Advance Accounts for Public Officers

Limitations imposed by the Parliament

Limitations and actual values imposed pertaining to the parliament for the advance accounts of National Education Commission given below.

Advance Account No	Expenditure		Receipts		Debit Balance	
	Maximum Limit	Actual	Minimum Limit	Actual	Maximum Limit	Actual
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
01201	1,500,000	759,659	600,000	858,611	6,000,000	2,648,335

2.3 Imprest and General Deposit Account

2.3.1 Imprest Account

Imprest balance of National Education Commission imprest account No. 7002/0000/00/0256/0013/000 was Rs. 994,887 as at 31st of December 2013.

2.3.2 General Deposit Account

Balance of National Education Commission general deposit account No. 6000/0/15/14 was Rs. 30,000 as at 31st of December 2013.

Part II

1. Detailed report pertaining to each head

Head No.12 - National Education Commission

1.1 Scope of the Audit

The appropriation account of National Education Commission for the year ending on 31st of December 2013 consist of financial reports, reconciliation statements, books, registers and other reports were audited under the provisions of Article 154(1) of the Constitution of Democratic Socialist Republic of Sri Lank. The Management Audit Report for the year under review was sent to the Chairman of the Commission on 11th of August 2014. The said report has been prepared in order to carry out a comprehensive audit on audit observations of accounts and reconciliation statements, ideas submitted and discoveries, scope and size of reviews and inquiries of accounts and reconciliation statements submitted for auditing within the limitations of my staff and rest of the resources and time.

1.2 Responsibility of Chief Accounting Officer on Accounts and Reconciliation Statements

The responsibility of Chief Accounting Officer is to maintain, prepare and reasonably submit the appropriation account and reconciliation statements in accordance with Article 148, 149, 150 and 152 of the Constitution of Democratic Socialist Republic of Sri Lank. This responsibility also includes planning, implementation and maintenance of an internal administration conducive to the preparation and due submission of accounts and reconciliation statements which are free of notably false statements submitted as a result of such frauds or errors.

1.3 Audit Observations

It was observed that the appropriation account and reconciliation statements of National Education Commission were satisfactorily prepared other than general observations (a) to (d) hereof and 1.4 to 1.8 main audit discoveries of following paragraphs according to financial reports and books for the year ending on 31st of December 2013.

Observation	Answer
<p>(a) <u>Non maintenance of registers and books.</u> Registers were not updated relevant regulations.</p> <p>The Register of Fixed Assets: Treasury Circular No.842 dated 10th of December 1978, Public Finance Circular No. 354 dated 4th of August 1998 and Management Auditing Circular No. D and A 2009/2</p>	<p>(A) Assets of the Commission have already been registered as per Public Account Circular dated 12.07.2013. accordingly, the Register of Fixed Assets has also been updated. (A copy of the updated Register of Fixed Assets has been submitted as annex 1).</p>

<p>dated 11th of October 2009.</p> <p>The Register of Computer Accessories and Software. Treasury Circular No. IAI/2002/02 dated 28th of November 2002</p> <p>(b) Budget Variation</p> <p>(I) Whole provision of Rs. 50,000 provided for under the one expenditure vote was remained.</p> <p>(II) As a result of over provision for 5 expenditure votes and also failure to implements the planned process, upon utilizing provisions created, a residue of Rs.1,430,894/- which was in the range of 14% and 69%.</p> <p>(C) Imprest Account</p> <p>(I) As per Financial Regulation No. 371, Even though maximum Interim Imprest that can be issued for a Staff Officer at one occasion has been increased up to Rs.50,000 with Treasury approval, Interim Imprest with total value Rs.998,500 has been issued for 4 officers ranging from Rs.50,000 to Rs.130,000 by exceeding the said Rs.50,000 limit on 16 occasions.</p> <p>Rs. 239,000 or 37% of Advance money out of Rs. 638,000 given on 21 occasions within the year under review for meetings and workshops of the commission has been repaid without expending. And also, spending for purposes other than the requested process for which the advance has been obtained, offering advance in the absence of estimates and obtaining advance money by unsettlement of previous advances have also been observed.</p>	<p>(B) There was no expenditure incurred during the said period as there was no advancement to machinery and no imprest received from the Treasury for some expected expenditures as and when necessity arise.</p> <p>90% of estimated money under capital and recurrent votes (Appropriation Account D.G.S: A:5) has been incurred. There was no room to exceed further this expenditure under the prevailed circumstances.</p> <p>(A) Treasury approval had been obtained for maintaining Ad-hoc Imprest of the Commission at Rs. 50,000 limit. A requirement has been created during the last settlements to utilize money for essential affairs on the approval of the Chief-Accounting officer as and when implementing programme plans which had been amended as par with imprest received rate. The expected performance has been achieved as required and the government has not sustained any financial loss.</p> <p>(B) Non participation of committee members for meeting was the reason for un utilizing 37% advance. Participation of committee members for committee meetings is beyond the National Education Commission's per view.</p> <p>Settling advance has been delayed due to the reason that an officer has to assigned to three areas to pay money for several projects within a week due to lack of such officers. All advances have been granted in accordance with project plans which were duly approved in advance.</p> <p>A request has been made to the Ministry of Finance to increase ad-hoc imprest up to Rs.100,000 in order to prevent recurrence of circumstances mentioned in (a) and (b) above and, the approval has already been granted to increase imprest up to Rs.75,000/- to date</p>
---	--

<p><u>1.4 Good Governance and Accounting procedure</u></p> <p>1.4.1 <u>Annual Action Plan</u> The action plan prepared for the year 2013 had not been approved by the National Education Commission due to the reason that the action plan was not allocated the time or time range within which each function has to be performed and, estimated cost and officers responsible for each function.</p> <p>1.4.2 <u>Annual Procurement Plan</u> Even though a procurement plan had been prepared to acquire Rs. 850,000 worth capital assets, goods worth Rs. 805,256 that was not included in the procurement plan had been purchased, the procurement plan had not been updated as per Paragraph 4.2.1 (e) of the Procurement manual</p> <p>1.4.3 <u>Internal Auditing.</u> No internal auditing has been carried out from the beginning up to date.</p> <p>1.4.4 <u>Implementation of Committee on Auditing and Management.</u> Committee on Auditing and Management had not been implemented</p> <p><u>1.5 Asset Management</u></p> <p>1.5.1 <u>Holding Annual Inventory Surveys</u> Action had not been taken in accordance with Financial Regulations on unusable goods as pointed out by the reports of Survey Boards pertaining to year 2013.</p> <p><u>1.6 Incompliance</u> Incompliance with laws, rules and regulations.</p>	<p>Measures will be taken to prepare the action plan more comprehensively in the future.</p> <p>The former commission was not in operation when estimates were prepared. With the commencement of duly functioning of the new Commission, purchases were made according to urgent requirement of such meetings and projects.</p> <p>There is no post for the Internal Auditor for National Education Commission in the Recruitment Procedure approved by the Department of Management Services.</p> <p>The Chief Internal Auditor of the Presidential Secretariat has been appointed for Committee on Management Auditing and, the said officer has been requested in writing to get this Commission audited by an internal auditor of the Presidential Secretariat.</p> <p>Has been finished on 17.07.2014.</p>
---	--

No. of Financial Regulation	Value	Incompliance	
a) R 137	19,000	Two vouchers have been settled without getting relevant approvals.	<p>Payments have been made with approval. The approval is mentioned in attached entries in the vouchers. Based on approval in the entries, Payments were Rs.5,000 and Rs.14,000 only.</p> <p>A mistake.</p> <p>Actions have been taken to prevent recurrence of mistakes of this nature in this future.</p>
b) F.R 138 and 245(i)	176,536	Even though, each and every voucher should be certified by the certifying officers, 8 vouchers had been settled without required certification.	
c) F.R 237 (b)	65,036	Payments have been made without certifying as to the purchased goods, received such goods and entered some in the stock book.	
d) F.R 262 (2)	322,120	"Paid" seal had not been placed in five vouchers of payment.	
e) F.R 262 (3)	218,817	Date of payment and signatures had not been placed on 9 vouchers paid.	
f) F.R 454		Purchase and issue of consumer goods had not been entered from January to July 2013.	
g) F.R 715 (3)		Stock books had not been supervised.	<p>Supervision of stock books is being carried out under the guidance of Auditor General's Department at the moment.</p>
h) F.R 753 (1) (2)		Receipt and issued order receipts have not used such transactions.	
i) F.R 754		Stationery and Consumer good stock books had not been balanced as at 31 st of December 2013 and stock inspection not been carried out.	
j) F.R 772		Action had not been taken, as per F.R 772, on 42 unusable goods mentioned in inventory survey report as at 31 st of December 2013.	<p>Measures have already been taken on unusable goods as per F.R 772.</p> <p>It was unable to achieve an organized division of work due to retirement of Administrative Officer, Maternal Leave of Programme Officer (Finance) and lack of staff. Such vacancies have already been filled and issues of this nature would be prevented to the great extent in future.</p>

1.7 Performance

Observations on the progress of the Commission in accordance with action plan for the year 2013 are as follows.

(a) Completely Incompleted Activities

(i) Sub activity 1 - Collection of information for development mechanism from schools system through service advisers.

(ii) Sub activity 2 - Preparation of policy proposals for the development of national universities.

(b) Activities that have not been sufficiently completed.

(i) Sub activity 3 - Preparation of policy proposals and strategies for the development of small schools. Even though, it was planned to prepare policy proposals for developing small schools by collecting information from selected schools located in all 9 provinces, throughout the island. No other activity performed expect collecting of information from schools of Western Province.

(ii) Sub activity 4 - Preparation of printed media standards so as to use Sinhala Language and to communicate in Sinhala in offices including education system as well. Even though it had been planned to collect information from respective parties, preparation of report and to distribute some among schools and gather their opinions, to prepare policy proposals at the end, had been projected, but failed to perform some as planned, expects holding of two rounds of discussions on standardization and usage of Sinhala Language.

This activity has to be carried out pertaining to all 9875 schools in Sri Lankan school system. This activity cannot be completed within the physical and human resource limit available of the National Education Commission within a short span. Collecting data pertaining to Type 3 schools in Western Province only has been completed in the year 2013.

This activity has to be completed through a long process of consultation. The embark on the process only taken place in 2013 by way of target group discussions which were attended by Members of Subcommittee on Higher Education at the field visits at a few selected universities. The next step of the process is underway.

The project had to be confined to small schools in Western province owing to lack of physical and human resources in the year 2013. The project has been expanded to cover up another 4 provinces in the year 2014. Analysis of data is being carried out in parallel with collection of data.

The policy draft had to be prepared in accordance with the facts revealed at discussions attended by various parties. Accordingly, further action is being taken at present.

<p>(C) Planning</p> <p>(i) The corporate plan for the period of year 2013 - 2016 had not been approved by National Education Commission and, estimated expenditure for each activity to be performed in respective years and physical targets related to each activity had not been incorporated into the said plan.</p> <p>(ii) As per the guidelines of section 5.1.2 of Public Enterprises Circular No.PED/12 dated 02nd of June 2003, physical resources of the commission and outcomes of operational reviews of past three years had not been incorporated into the corporate plan.</p> <p>1.8 Informal Transactions</p> <p>(a) A motorbike and a photo copy machine had been purchased expending Rs. 152,040 and Rs. 291,200 respectively (Without a technical evaluation).</p> <p>(b) Suppliers had been selected in purchasing 8 types of office equipment worth Rs. 335,450, even without publishing specifications as set out in the guidelines of Government Procurement Manual</p> <p>(c) 03 laptops worth Rs. 386,500 and 05 M.S Windows Office Packages had been purchased considered to be an urgent requirement in the absence of technical evaluation and approval of the Procurement committee.</p>	<p>Relevant measures are being taken in 2014 to avoid the relevant shortcomings.</p> <p>(a) Purchasing a Motorbike The Chief Accounting Officer who is also the chairman of the procurement committee is a professor in Mechanical Engineering. Accordingly, the necessary technical evaluation has been carried out.</p> <p><u>Purchasing the Photocopy Machine</u> Expert Advice has been offered by a Chartered Engineer of the Ministry of Irrigation and Water Resource management.</p> <p>(b) Purchases have been made under the supervision of Chief Accounting Officer with the approval of Procurement committee for using imprest received at the last moment. The procurement committee has acted according to the approval given on reasonable grounds.</p> <p>(c) Specifications given by the officers who use laptop have been accepted by procurement committee and purchases have been made according to formal procedure. Laptop have been incorporated into inventories. The issue paper has been filed for the computer issued for the Chairman. Issuance of the said computer is mentioned in the inventory. Approval for purchases has been given by the Chief Accounting Officer.</p>
---	---

1.9 Human Resource Management

(a) No. of approved cadre and actual cadre
Approved cadre and actual cadre as at 31 of December 2013 is as follows.

Service Category	Approved No.	Actual No.	No. of Vacancies
i) Senior Level	03	03	-
ii) Tertiary Level	11	04	07
iii) Secondary Level	10	09	01
iv) Primary Level	<u>12</u>	<u>12</u>	<u>-</u>
	<u>36</u>	<u>28</u>	<u>08</u>

There were 8 vacancies to be filled. At the end of the year under review.

(a) Human Resource management

No. of Vacancies have been reduced up to 03 due to recruitments. Measures are being taken to fill such vacancies at present.

Organizational Structure of National Education Commission

