

# ANNUAL REPORT

# 2011

**Official Languages Commission**

**4<sup>th</sup> Floor  
“BhashaMandiraya”  
341 /7, Kotte Road,  
Rajagiriya.**

**The Honourable Minister of National Languages and Social Integration**

**Hon. Minister**  
***The Official Languages Commission***

**Presents**

**The**

**Annual Report**

**For the period of**

**January the first, 2011 to**

**December the thirty first, 2011**

**To the Parliament of the Democratic**

**Socialist Republic of Sri Lanka**

**Through your good office**

**Pursuant to the**  
**Section 32 of the**

**Official Language Commission Act**

**No. 18 of 1991**

**Yours respectfully**

**Nimal R Ranawaka**  
**Chairman**  
**Official Languages Commission**

## **The Annual Report for the year 2011**

The Official Languages Commission is a statutory body established in terms of the Act No. 18 of 1991.

### **01. Our Vision**

The mandate of the Commission is to monitor and supervise the compliance of the constitutional provisions relating to the use of the Official Languages and the Link Language by the government, to advise the government on measures necessary to ensure compliance of those provisions, to create awareness in regard to the Language Policy of the state and to take action against those responsible when such compliance is deliberately prevented or perverted. The Commission accepts and investigates into complaints from citizens who allege that their linguistic rights have been violated or about to be violated and to give them redress in terms of the provisions of the Official Languages Commission Act.

### **02. Our Mission**

Our mission is to promote the creation of a public service comprising officials capable of transacting business with any citizen of the state in either of the two Official Languages and in the Link Language on any given day at any location.

### **03. Objects**

The general objects of the Commission are as follows.

- a) To recommend principles of policy, relating to the use of the Official Languages, and to monitor and supervise compliance with the provisions contained in chapter iv of the constitution;
- b) To take all such actions and measures as are necessary to ensure the use of the Languages referred to in article 18 of the Constitution (hereinafter referred to as “The relevant languages) in accordance with the spirit and intent of chapter iv of the Constitutions;

- c) To promote the appreciation of the Official Languages and the acceptance, maintenance, and continuance of their status, equality and right of use;
- d) To conduct investigations both on its own initiative and in response to any complaints received, and to take remedial action as provided for, by the provisions of this Act.

#### **04. Main Functions**

The Commission therefore has four main functions to achieve these objects.

- 1. Advisory - On matters on policy.
- 2. Monitoring - Regarding the compliance by the state machinery of the constitutional provisions on use of Languages.
- 3. Educative - On the status or use of the relevant languages.
- 4. Investigative - On complaints regarding violation of Languages rights laid down in the Constitution.

#### **05. Organizational Structure**

The members of the Official Languages Commission are appointed by His Excellency the President. All six members appointed for a period of three years with effect from 16. 08. 2010 resigned from office before the expiry of the term. Accordingly they held the membership only during the period mentioned below.

a)

(i)

- 1. Mr. N. Selvakkumaran                      Chairman                      from 16.08.2010 - up to April 2011  
Dean, Law Faculty  
University of Colombo
- 2. Mr. Prasantha Lal De Alwis,              Member                      from 16.08.2010 - up to April 2011  
Attorney at Law
- 3. Dr. Thusitha Thennakon                      Member                      from 16.08.2010 - up to April 2011

- |                              |        |                                    |
|------------------------------|--------|------------------------------------|
| 4. Prof. Umarani Comaraswamy | Member | from 16.08.2010 - up to April 2011 |
| 5. Prof. M. A. M. Nuhman     | Member | from 16.08.2010 - up to April 2011 |
| Professor Emeritus           |        |                                    |
| 6. Dr. Sunimal B.W. Fernando | Member | from 16.08.2010 - up to April 2011 |

Mr. Senarath Gunasena, Sri Lanka Administrative Service, Class I

Secretary – Ex. Officio from 01. 01. 2011 – 17. 03. 2011

The Commission appointed with effect from 18. 08. 2011 consisted of following members.

(ii)

- |  |          |                         |
|--|----------|-------------------------|
| 1. Mr. Nimal R Ranawaka, Attorney-at-Law | Chairman | 18.08.2011 – 31.12.2011 |
| 2. Mr. Neil Dias, Attorney-at-Law        | Member   | 18.08.2011 – 31.12.2011 |
| 3. Dr. Sunimal B. W. Fernando            | Member   | 18.08.2011 – 31.12.2011 |
| 4. Prof. P. Balasundarampillai           | Member   | 18.08.2011 – 31.12.2011 |
| 5. Mr. Tissa De Silva                    | Member   | 18.08.2011 – 31.12.2011 |
| 6. Mr. M. I. M. Mohideen                 | Member   | 18.08.2011 – 31.12.2011 |

Mr. J. C. Ranepura Sri Lanka Administrative Service, Class II

Secretary – Ex- officio from 20.03.2011 – 31.12.2011



## Staff

Staff of the Commission as at 31. 12. 2011

	<b>Designation</b>	<b>Approved of cadre</b>	<b>Actual cadre</b>	<b>Comment</b>
1.	Assistant Secretary	01	00	01 Vacant
2.	Language Officer (Trilingual) and Research Officer	01	00	01 Vacant
3.	Administrative Officer	01	01	
4.	Finance Assistant	01	01	
5.	Research Assistant	03	01	02 Vacancies
6.	Coordinating Assistant	05	02	03 Vacancies
7.	Chief Clerk	01	01	
8.	Senior Clerk(Sinhala)	01	01	
9.	Senior Clerk(Tamil)	01	00	Vacant
10.	Senior Clerk(English)	01	01	
11.	Book Keeper	01	00	Vacant
12.	Computer Operator	01	01	
13.	Translator(Sinhala/Tamil)	01	00	Vacant
14.	Stenographer(English)	01	00	Vacant
15.	Steno/Typist(English)	01	01	
16.	Typist(Tamil)	01	00	Vacant
17.	Drivers	03	02	01 Vacant
18.	Office Aides	03	03	
	<b>Total</b>	<b>28</b>	<b>15</b>	

### Note :-

Under the provisions of sections 13(4) of the Official Languages Commission Act, the Chairman appointed the Secretary to be incharge of the day to-day administration of the Commission.

## Part II

The term of office of the Commission which existed from the beginning of the year 2011 ended on April 2011 due to resignation of Commission members. Afterwards the day- to-day administration of the Commission was under the supervision of the Secretary of the Commission. The Commission was re-appointed on 18. 08. 2011.

The Commission had approved an Action Plan at the beginning of the year 2011 and had commenced activities according to the plan. However these activities had been carried out under the supervision of the Secretary due to the resignation of the Commission. Afterwards, as soon as the Commission was re-appointed the Action Plan was implemented with suitable amendments.

### **06. Language Audits**

Language Audit is a physical survey carried out in public institutions by officers of the Official Languages Commission to gather information on the status in relation to the implementation of the Official Languages Policy. Language Audits are conducted mainly in Police Stations, Hospitals, Divisional Secretariats, Pradeshiya Sabhas and Urban Councils which provide direct services to the general public. A team from the Official Languages Commission comprising Language Officer, Research Assistant, Coordinating Assistant and Supportive staff carries out the Language Audits. Because of the existing vacancies of the Official Languages Commission during the year under review officers such as Administrative Officer, Chief Clerk, Senior Clerk (English) have been engaged for this purpose.

In certain government institutions after the Language audits it was followed by a seminar cum workshop for awareness creation on the implementation of the Official Languages Policy. On such occasions Chairman and Secretary have participated as resource persons.

The Official Language Commission has developed a questionnaire to gather information for Language Audits. This questionnaire is sent out to the relevant institution which is identified for Language audit for completion and return.

After obtaining the required information officers of the Official Languages Commission visits the relevant institution and check the details given in the questionnaire through observations and test checks and doubts are corrected. Through this physical test status of the implementation of the Official Languages Policy in the relevant institution is evaluated. Afterwards head of the relevant institution is requested to explain in writing the reason for failing to comply with the Official Languages Policy and given a specific timeframe to rectify the shortcoming and report. The Commission takes follow up action accordingly. Table I shows a summary of Language Audits conducted in the year 2011.

Table I: - Institutions where Language Audits were conducted in the year 2011

Government Institutions		Date
1.	Monaragala District Secretariat	29.03.2011
2.	Monaragala District Hospital	29.13.2011
3.	Badalkumbura Divisional Secretariat	30.03.2011
4.	Badalkumbura Police Station	30.03.2011
5.	Horowpathana Divisional Secretariat	10.08.2011
6.	Horowpathana Police Station	10.08.2011
7.	Horowpathana Periphery Hospital	10.08.2011
8.	Kahatagasdigiliya Divisional Secretariat	29.08.2011
9.	Kahatagasdigiliya Police Station	29.08.2011
10.	Kahatagasdigiliya Bus Depot	29.08.2011
11.	Anuradhapura Divisional Secretariat	06.09.2011
12.	Nuwaragampalatha East Divisional Secretariat	06.09.2011
13.	Rambewa Divisional Secretariat	29.11.2011
14.	Rambewa Rural Hospital	29.11.2011
15.	Nachchaduwa Divisional Secretariat	30.11.2011
16.	Hidogama Police Station	30.11.2011
17.	Kekirawa Divisional Secretariat	27.12.2011
18.	Kekirawa Police Station	27.12.2011
19.	Kekirawa District Hospital	27.12.2011
20.	Anuradhapura Teaching Hospital	28.12.2011



Horowpathana Divisional Secretariat



Horowpathana Police Station

## 07. Creating Public Awareness

The Official Languages Commission carry out awareness creation programmes for general public to enhance their knowledge about the Official Languages Policy. The Commission provided leaflets for distribution at the exhibition stall created by the Ministry of National Languages and Social Integration at DeyataKirula, National Exhibition and Monaragala in 2011. The facts regarding the Official Languages Policy had been included in these leaflets in very simple language.

Action had been taken to give publicity by electronic and printed media regarding the role of the Official Languages Commission. This opportunity is used for creating awareness among general public regarding violation of Language rights and obtaining redress from the Official Languages Commission.

## 08. Creating awareness among public officials

Awareness creation programmes have been carried out for public officers to enhance their knowledge about the Official Languages Policy. The main objective of the programme is to create awareness regarding the existing legal obligation and responsibility of officers of government institutions in implementing the Official Languages Policy. Table II shows the public awareness creation programmes held in 2011

Table II: - Institutions where Awareness creation programmes were held on the Implementation of the Official Languages Policy in the year 2011

	<b>Institution</b>	<b>Date</b>
1.	Horowpathana Divisional Secretariat	10.08.2011
2.	Horowpathana Police Station	10.08.2011
3.	Horowpathana Peripheral Hospital	10.08.2011
4.	Anuradhapura District Secretariat	06.09.2011
5.	Nachchaduwa Divisional Secretariat	30.11.2011
6.	Anuradhapura General Hospital	28.12.2011



Horowpathana Divisional Secretariat



Horowpathana Police Station

## 09. Monitoring and Survey

Official Languages Commission carried out 02 surveys during the year 2011. One of them is the survey carried out with regard to the implementation of the Official Languages policy in State Banks and the other is the urgent assessment survey conducted targeting 77 government institutions in Western Province.

### Survey conducted in respect of State Banks

This survey was conducted in respect of National Savings Bank, People's Bank, Bank of Ceylon, State Mortgage and Investment Bank. For the sample survey Head Office and two branch offices were selected. (Table III)

Table III: - Bank Head office and Branches surveyed

<b>Bank</b>	<b>Address</b>	<b>Date of audit</b>
<b>I. State Mortgage and Investment Bank</b>		
Head office	No. 269, Galle Road, Colombo 03.	17.08.2011
Battaramulla Branch	No. 108, Main Street, Battaramulla.	09.08.2011

<b>II. People's Bank</b>		
Head office	No. 75, Chithampalam A Gardinar Mawatha, Colombo 03.	05.08.2011
Thimbirigasyaya Branch	No. 146, Havelock road, Colombo 05	02.08.2011
Union Place Branch	No. 221, Union Place, Colombo 02.	02.08.2011
Kotahena Branch	No. 185, George R. De. Silva Mawatha, Colombo	05.08.2011
<b>III. Bank of Ceylon</b>		
Head office	No. 41, Galle Road, Colombo 03	12.08.2011
City Office	No. 41, Bristol Street, Colombo 03	12.08.2011
Maradana Branch	No. 94, Rev. S. Mahinda Mawatha, Maradana	12.08.2011
Grandpass Branch	No. 730, Sirimavo Bandaranayaka Mawatha, Colombo 14	12.08.2011
<b>IV. National Savings Bank</b>		
Head Office	No.255, Galle Road, Colombo 03	05.08.2011
Maligawaththa Branch	No.129/A, Jayantha Weerasekara Mawatha, Colombo 10	05.08.2011
Wellawaththa Branch	No. 350, Galle Road, Colombo 04	04.08.2011

The general observation of the survey was that the loan agreement forms used by all the banks were in English Language only. Further it was also observed that some banks issued documents in accordance with the Official Languages Policy while some other

Banks issue documents not in accordance with the policy. Therefore Commission had decided to obtain relevant documents from all the banks audited.

## **Urgent Assessment Survey – Western Province**

This survey was conducted by the Commission which was appointed with effect from 18.08.2011. 77 institutions including Police Stations, Divisional Secretariats, Hospitals and Court Complexes were surveyed under this programme. Human resource requirement for this survey was provided by Mr. Karunathilaka Athukorala, Lecturer, Sectional Head, Social Science Section and University of Peradeniya. Criteria for follow up action on the implementation of the Official Languages Policy were identified through this survey.

### **10. Special Programmes Relevant to the Implementation of the Official Languages Policy**

Huge number of complaints have continue to be receiving by the Commission to the effect that the announcement in Railway Stations regarding the running of trains were not made in all three Languages. The observations of the General Manager Railways revealed that there was ashortage of skilled employees and there were no separate group of officers for making announcement. Considering the above facts Official Languages Commission with the assistance of the Human Resource Development Institute of the Colombo University provided a trilingual announcement training to a group of 150 officers who have been engaged for making announcements by the Department of Railways.



Workshop for training of officers of the Department of Railways for making announcements in all three Languages – Human Resources Development Institute, University of Colombo

## 11. Investigation into Complaints

Investigation into complaints received by the Commission regarding violation of Official Languages Policy is a special task performed by the Commission. Complaints received in various ways are inquired into by the Commission.

- i. Written complaints received by the commission
- ii. Oral complaints made to the Commission
- iii. Complaints which appear in the print media
- iv. Complaints received via email
- v. Complaints received over the telephone
- vi. Complaints made to the number assigned by the Commission

The Commission had received 87 complaints during the year under review. In addition 35 complaints received last year were also investigated during the year under review. The particulars regarding those complaints are shown in Table IV.

Table IV: - Complaints received by the Commission in the year 2011

01	<p>Name boards in Tamil Schools in Sabaragamuwa Province are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Provincial Director of Education, Sabaragamuwa had informed that the name boards of Tamil Medium Schools of Sabaragamuwa Province will be made in accordance with the Official Languages Policy by 29<sup>th</sup> February 2012.</li> </ul>
02	<p>Negligence of public officers regarding language rights and indifferent treatment.</p> <ul style="list-style-type: none"> <li>- As the complaint was not specific, complainants were requested to provide details of institutions and persons concerned specifically, but no response.</li> </ul>

03	<p>Tamil version of the name board of the Pharmaceutical Corporation at Lipton Circle is spelt incorrectly.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Tamil version has been corrected.</li> </ul>
04	<p>Name Board displayed by the Police Traffic Division is not in accordance with the Official Languages Policy.</p> <ul style="list-style-type: none"> <li>- Commission had been receiving complaints continually in this regard and a discussion was held with Mr. Ajith Rohana, then Police Media Spokesmen on 28.03.2012 and undertook to prepare notice board that are displayed by the Police Traffic Division in all three languages.</li> </ul>
05	<p>Leaflets issued for creating awareness regarding National Health Service Exhibition was not in accordance with the Official Languages Policy.</p> <ul style="list-style-type: none"> <li>- Provincial Director of Health Services, Western Province has informed that they had displayed notice boards in Tamil Language for the exhibition and action will be taken to publish notices in all three Languages when required in future.</li> </ul>
06	<p>Recording of complaints in Police stations in the Northern Province in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Commission had been receiving complaints continually in this regard and a discussion was held with Mr. Ajith Rohana, then Police Media spokesman on 28.03.2012 and it had been decided to issue an internal circular to Police Stations by the Police Department stipulating that complaint should be recorded in the Language of the complainant or hand written complaint in the Language of the complainant should be attached to the information book to enable the Police to initiate investigations.</li> </ul>
07	<p>Name Board in the center of Kaduwela Town is in English Language only.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Name Board has been prepared in Sinhala and Tamil Languages.</li> </ul>

08	<p>Person who are waiting to collect medicine on prescriptions at Rajya Osusala are called out to collect medicine only in English Language.</p> <ul style="list-style-type: none"> <li>- Chairman, Pharmaceutical Corporation has informed that the creations of video displaying words “Token No” and “Counter No” for showing on a television screen in Sinhala and Tamil Languages have been completed in accordance with the Official Languages Policy.</li> </ul>
09	<p>The announcement regarding the commencement of train journey from (Colombo) Fort Railway Station is made in Sinhala and English Languages only.</p> <ul style="list-style-type: none"> <li>- Commission had been receiving complaints continually in this regard and therefore Commission involved in training of 150 employees of the Department of Railways for announcing.</li> </ul>
10	<p>Causing delays and errors in Tamil and English translations of circulars issued by the Department of Pensions.</p> <ul style="list-style-type: none"> <li>- Director General of Pensions had informed that this was due to a paucity of human resources. Therefore, a request had been made to the Secretary to the Ministry of Public Administration to attach required officers to the Department of Pensions.</li> </ul>
11	<p>Most of the Name Boards displayed at Lak Sathosa stalls are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Director Lanka Sathosa Ltd had informed that steps have been taken to display Name Boards and price lists in Lak Sathosa stalls in all three Languages.</li> </ul>
12	<p>Non availability of an officer who is capable of performing duties in the Tamil Language at the Divisional Secretariat, Dehiwala.</p> <ul style="list-style-type: none"> <li>- Divisional Secretary, Dehiwala had informed that there are two officers who are capable of performing duties in Tamil Language.</li> </ul>

13	<p>The form issued to Grama Niladarees for distribution of coconut fertilizer is only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- It has been reported that the relevant form had been issued in all three Languages.</li> </ul>
14	<p>The Notice Board erected for displaying words “කුණු දැමීමෙන් බලාගෙනයි” by the Ministry of Defense in certain locations are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Additional Secretary to the Ministry of Defense had informed that action will be taken to display the said notice in Tamil Language, too.</li> </ul>
15	<p>The Notice Board displayed at Eye Hospital Junction by the Mental Health Unit of the Health Ministry is in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Steps had been taken to prepare the relevant notice board in Tamil Language and install at the said location.</li> </ul>
16	<p>Main Name Board of the Institute of Bio- Chemistry, Molecular Biology and Bio-Technology is in English Language only.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Name Board had been prepared in Sinhala and Tamil Languages.</li> </ul>
17	<p>Circulars which have been sent to the Tamil Schools in the Central Province are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Secretary of the Ministry of the Education Ministry Central Province had informed that instructions have been issued to Zonal Education Directors to issue circulars to Tamil Schools together with a Tamil translation.</li> </ul>

18	<p>Circulars which have been sent to Northern and Eastern provinces by the Buddhist Affairs Ministry are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- It has been informed that action will be taken to send all the circulars in Tamil Language in future.</li> </ul>
19	<p>Circulars which have been sent to Northern and Eastern Provinces by the Land Commissioner General's Department are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Land Commissioner General had informed that steps had been taken to send circulars in all three Languages and send Tamil translations of circulars sent only in Sinhala prior to this.</li> </ul>
20	<p>Circulars which have been sent to Northern and Eastern Provinces by the Department of Cultural Affairs are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Director of Cultural Affairs has informed that all the circulars will be sent in all three Languages in future.</li> </ul>
21	<p>Circulars which have been sent to Northern and Eastern Province by the Forest Conservation Department are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- The Director General of Forest Conservation had informed that he has given instructions to send all official documents and circulars together with a Tamil translation.</li> </ul>
22	<p>Tamil translation of the main name board of the Sri Lanka Press Council is not correct.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Tamil translation of the name board has been rectified.</li> </ul>

23	<p>Tamil translation of the main name board of Moratuwa Divisional Secretariat is not correct.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Tamil translation of the name board has been rectified.</li> </ul>
24	<p>Tamil translation of the main name board of the Sri Jayawardanapura Kotte Divisional Secretariat is not correct.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Tamil translation of the name board has been rectified.</li> </ul>
25	<p>Tamil translation of the main name board of Samurdhi Association of the Sri Jayawardanapura Kotte Divisional Secretariat is not correct.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Tamil translation of the main name board has been rectified.</li> </ul>
26	<p>Name Boards displayed in Ayurveda Hospital Borella are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Director of the Hospital had informed that action is being taken to prepare name boards in accordance with the Official Languages Policy.</li> </ul>
27	<p>Station Master (Security Section) Railway Station, Batticaloa forced Tamil officers to write the information book in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- General Manager Railways had reported that no such problem that interrupt the duties or inconvenience the officers by using Sinhala Language had occurred and no such influence had been made on them to work only in Sinhala Language.</li> </ul>

28	<p>Application form issued by the Department of Immigration and Emigration for renewal of passport is in Sinhala only.</p> <ul style="list-style-type: none"> <li>- Controller General of Immigration and Emigration had printed the application form used for the renewal of passport and the leaflet containing the instructions in all three Languages. However a particular of the applicant is requested in form.35 in English for easy reference for international affairs and public awareness had also been created in this regard.</li> </ul>
29	<p>Tamil translation of the main name board of the Metropolitan Branch of the Inland Revenue Department is not correct.</p> <ul style="list-style-type: none"> <li>- It has been reported that steps have been taken to rectify the Tamil version.</li> </ul>
30	<p>Letters which have been sent to pensioners by Ambagamuwa Divisional Secretariat were in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- The Divisional Secretary, Ambagamuwa had informed that this had happened because letters were posted in two stages and action will be taken to ensure to avoid such happening in future.</li> </ul>
31	<p>Although the National Anthem appears in Text Books in Sinhala and English Languages but not in Tamil Language.</p> <ul style="list-style-type: none"> <li>- Commissioner General of Educational Publications had not printed National Anthem in Sinhala and English in English Text Books published by the Department but only an English translation of letters have been inserted.</li> </ul>

32	<p>When providing information to media by the Information Department, regarding crimes the name is mentioned if the respondent is either a Tamil or Muslim person but the name is not mentioned if the respondent is a Sinhala person.</p> <ul style="list-style-type: none"> <li>- This matter has been referred to the Secretary to the Ministry of National Languages and Social Integration.</li> </ul>
33	<p>Application forms and agreements to be filled by officers of government institutions under the Western Provincial Council to go abroad are available in English Language only in their respective offices.</p> <ul style="list-style-type: none"> <li>- The complainant had been requested to submit copies of relevant documents/forms since he has not mentioned the relevant institution or the forms used by them specifically, but no response.</li> </ul>
34	<p>Name Boards displayed at the Head Quarters of Sri Lanka Transport Board are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- Chairman, Sri Lanka Transport Board had informed that steps will be taken to display name boards in all three Languages.</li> </ul>
35	<p>Communications addressed to Ministers/Members of Parliament by Ceylon Electricity Board regarding the prevailing situation were only in Sinhala.</p> <ul style="list-style-type: none"> <li>- Chairman, Electricity Board had informed that the relevant letters have been sent to Hon. Ministers/Members of Parliament only in Sinhala Language and had expressed regret regarding the incident.</li> </ul>

36	<p>Inserting details in the identity card of a lady of the Tamil community in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- The Commissioner General of Registration of Persons had informed that it could be rectified if a request is made with the birth certificate as this would have happened due to an oversight.</li> </ul>
37	<p>Failure to implement the Official Language Policy in Thimbirigasyaya and Colombo Divisional Secretariats and Colombo Municipal Council.</p> <ul style="list-style-type: none"> <li>- Respective Heads of institutions have informed the Commission regarding the steps they have taken to implement the Official Languages Policy in the relevant three institutions.</li> </ul>
38	<p>The term “Police” marked on the side of the body of the vehicles belonging to Sri Lanka Police is only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Inspector General of Police had informed that steps have been taken to mark relevant term in all three Languages when new vehicles are imported.</li> </ul>
39	<p>The new scheme of recruitment and promotions of the Sri Lanka Foreign Employment Bureau is in English Language only.</p> <ul style="list-style-type: none"> <li>- General Manager of the Foreign Employment Bureau had informed that the relevant scheme had been translated into Sinhala and Tamil Languages, as well.</li> </ul>
40	<p>Interview for the post of Muslim Marriage Registrar of Siyambalagaswewa Division of Kuliypitiya Horombawa East Divisional Secretariat Division, Kurunegala District was held in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Registrar General had informed that oral test was held in Sinhala to examine proficiency in the second languages of the candidates.</li> </ul>

41	<p>An application form issued by the Motor Traffic Department for obtaining vehicle license is in English only.</p> <ul style="list-style-type: none"> <li>- It is reported that the forms are printed in English as the data could be stored in computers in English Language only but however action is now being taken to re-design/vamp the data system so that the data in Sinhala and Tamil languages could be stored after the re-vamping is completed.</li> </ul>
42	<p>Announcements in Air Planes belonging to Sri Lankan Air Line(Limited) are made in Sinhala and English Languages only.</p> <ul style="list-style-type: none"> <li>- Chairman, Air Line Limited had informed that announcements in Air Planes are made in all three Languages but certain announcements are made in English due to international involvements.</li> </ul>
43	<p>Translation of Acts and Rules into Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Complainant had been requested to send a copy of the Act as he has not mentioned the institutions and the Act specifically but not responded.</li> </ul>
44	<p>Violation of Official Languages Policy by Police Officers.</p> <ul style="list-style-type: none"> <li>- Complainant withdrew the complaint.</li> </ul>
45	<p>Notice Board displayed at the Fisheries Corporation Fish stall at Horana is only in Sinhala and English.</p> <ul style="list-style-type: none"> <li>- It is reported that it has been prepared in Tamil Language as well.</li> </ul>
46	<p>Tamil Translation of the main name board of the Crime Division, Western Province (North) is not correct.</p> <ul style="list-style-type: none"> <li>- Action has been taken to rectify the translation.</li> </ul>

47	<p>Notice Boards displayed at the Mt. Lavinia Courts are in Sinhala only.</p> <ul style="list-style-type: none"> <li>– Registrar of the Courts has informed that notice boards have been prepared in all three languages.</li> </ul>
48	<p>Tamil Translation of the Establishment Code is not available.</p> <ul style="list-style-type: none"> <li>– Director General of Establishment had informed that steps have been taken to translate the Establishment Code into Tamil Language.</li> </ul>
49	<p>Denial of incentive payment for Language proficiency to a Senior Asst. Registrar of the University of Peradeniya.</p> <ul style="list-style-type: none"> <li>– This had been referred to the Department of Official Languages for appropriate action.</li> </ul>
50	<p>Issuing of Death Certificate of a person of Tamil Community in Wellwatta area in Sinhala Language.</p> <ul style="list-style-type: none"> <li>– Registrar General had informed that steps will be taken to appoint a Tamil medium Births and Deaths Registrar to cover the entire Thimbirigasyaya Division.</li> </ul>
51	<p>Tamil versions of the name boards on approach roads to the Parliament are incorrect.</p> <ul style="list-style-type: none"> <li>– Action had been taken to rectify the errors.</li> </ul>
52	<p>Invigilator with Tamil knowledge had not been appointed to Monnekulama Examination Centre where 65 Tamil medium students appeared for year 5 Scholarship Examination.</p> <ul style="list-style-type: none"> <li>– The Commissioner General of Examination had informed that Invigilators with Tamil knowledge had been appointed to the relevant Examination Centre.</li> </ul>

53	<p>Tamil translation of the Letter Head of the Sri Lanka Navy Head Quarters is incorrect.</p> <ul style="list-style-type: none"> <li>- It has been reported that the Letter Heads have been printed correctly.</li> </ul>
54	<p>Allocation of a lesser time period for broadcasting commentary on Cricket in Tamil Language by the Sri Lanka Rupavahini Corporation.</p> <ul style="list-style-type: none"> <li>- When inquiries were made Chairman, Rupavahini Corporation had informed the Commission that the period had been increased.</li> </ul>
55	<p>Although trilingual forms were available for Registration of Births at the Castle Street Women's Hospital non – Sinhalese persons are forced to fill in the forms in Sinhala Language by the Medical Registrar.</p> <ul style="list-style-type: none"> <li>- Registrar General had informed that the Medical Registrar had been severely warned to refrain from doing so.</li> </ul>
56	<p>Postal Letters addressed in Tamil Language are not delivered to the relevant places.</p> <ul style="list-style-type: none"> <li>- Divisional Superintendant of Post Offices, Kaluthara had informed that the letters in St. Joy's Estate have been delivered through a Tamil person and to deliver letters in Dodangoda Estate and Kallunala Estate through the Estate Superintendent.</li> </ul>
57	<p>Application forms issued by the Secretariat for Disabled Persons to obtain support equipment required for disabled persons are available in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- It has been reported that the application form had been printed in Tamil language as well.</li> </ul>

58	<p>Addressing a letter in Sinhala Language to a Tamil Officer regarding the assumption of duties at the polling station in Colombo District at the Local Authorities Elections.(08.10.2011)</p> <ul style="list-style-type: none"> <li>- The Commissioner General of Elections had agreed to communicate with Tamil Officers in their own Language in future.</li> </ul>
59	<p>Name Board of the Art Faculty of the University of Colombo is only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- It has been reported that the name Board had been prepared in all three Languages.</li> </ul>
60	<p>The forms issued by the Government Printing Department are only in Sinhala or Sinhala and English Languages only.</p> <ul style="list-style-type: none"> <li>- Action is being taken by the Ministry of National Languages and Social Integration in this regard.</li> </ul>
61	<p>Destination boards of buses belong to Sri Lanka Transport Board and Road Passenger Transport Authority are in Sinhala Language only.</p> <ul style="list-style-type: none"> <li>- After the discussion held with the authorities of the Sri Lanka Transport Board and Road Passenger Transport Board, Commission recommended the displaying of trilingual destination boards by 21.12.2012 throughout the country.</li> </ul>
62	<p>The wordings “Community Water Project, Karamba” (ප්‍රජා ජලව්‍යාපෘතිය,කරඹ) is written only in Sinhala on the water tank constructed at Karamba on Puttalam – Kalpitiya Road which runs via Palavia.</p> <ul style="list-style-type: none"> <li>- Step had been taken to write the Tamil version of the relevant text.</li> </ul>

63	<p>The Department of Registration of Companies uses only English Language for the discharge of all the Official duties.</p> <ul style="list-style-type: none"> <li>- Registrar General of Companies had informed that they use Official Languages in the discharge of official duties.</li> </ul>
64	<p>Descriptions on drug packages are not in Sinhala and Tamil Languages.</p> <ul style="list-style-type: none"> <li>- After the discussion had with the relevant Heads of institutions it was recommended that drug packages and devices should contain details and instructions in accordance with the official Languages Policy.</li> </ul>
65	<p>Unable to obtain copies of Births, Marriages and Deaths Certificates in Sinhala from the District Secretariat, Jaffna</p> <ul style="list-style-type: none"> <li>- Registrar General had informed that the steps had been taken to register Births, Marriages and Deaths of citizens at the Jaffna District Registry and instructions have been given to refer Births Marriages and Deaths in Divisional Level to the District Registrars Offices.</li> </ul>
66	<p>Recording of complaints and statements of Tamil speaking persons in Police Stations under the Senior Superintendent of Police, Batticaloa Division are only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Superintendent of Batticaloa Division had informed that Tamil and Muslim officers have been engaged in 12 Police Stations under Batticaloa Division to record complaints and statements of Tamil citizens and to discharge traffic duties.</li> </ul>
67	<p>Street name boards of Kalmunai Municipal Council are not in Sinhala language.</p> <ul style="list-style-type: none"> <li>- Kalmunai, Municipal Commissioner had informed that steps had taken to display name boards in all three languages.</li> </ul>

68	<p>Embarkation form is available only in English Language.</p> <ul style="list-style-type: none"> <li>- Commissioner General of Immigration and Emigration had informed that this form had been issued in all three languages.</li> </ul>
69	<p>Recording of complaints and statements of Tamil speaking persons at Police Stations under the Senior Superintendent Police, Vavuniya Division is in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Superintendent of Police Vavuniya Division had informed that the complaints and statements of persons in some Police Stations were recorded in their own Language. However Commission did not agree with his observation and recommended to use Tamil for maintenance of records and transaction of all business as the Language of administration in Northern Province is Tamil.</li> </ul>
70	<p>Street name boards of Thirappana Pradeshiya Sabha displayed only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Chairman, Thirappana Pradeshiya Sabha had informed that the name boards displayed at present are supplied by a private organization and special attention will be focused in this regard in future.</li> </ul>
71	<p>Recording of complaints and statements of Tamil persons at police Stations under the Senior Superintendent of Police Trincomalee, Division are only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- It has been reported that general awareness have been created among all the officers in-charge of Police Stations regarding this and all the Tamil and Muslim officers and officers who have completed the Tamil training at the Police In-services Training Institutes have been attached to the Police Stations. Further Superintendent of Police Trincomalee had informed that he had given instructions to all the Officers - in - charge to provide a Tamil translation of the complaint to the person concerned when conducting an investigation into complaint of a Tamil person.</li> </ul>

72	<p>Street Name Boards displayed by Maharagama Urban Council are only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Secretary of the Maharagama Urban Council had informed that the list of street names have been referred to the Department of Official Languages for Tamil and English Translations. Accordingly as soon as the translations are received necessary steps will be taken.</li> </ul>
73	<p>Recording of complaints and statements of Tamil speaking persons in Sinhala at Police Stations under the Senior Superintendents of Police, Ampara Division.</p> <ul style="list-style-type: none"> <li>- Police Superintendent Ampara had informed that he had taken steps to engage Police officers who had studied Tamil Language to all the Police Stations under the Senior Superintendent of Police, Ampara Division and Officers In – charge and all officers of the 15 Police stations have been informed accordingly.</li> </ul>
74	<p>Street name boards in Thirukkivil Pradeshiya Sabha limit not displayed in Sinhala Language.</p> <ul style="list-style-type: none"> <li>- Chairman, Pradeshiya Sabha Thirukkivil had informed that all the street name boards controlled by the Thirukkivil Pradeshiya Sabha have been prepared in accordance with the Official Languages Policy.</li> </ul>
75	<p>Letter Head of Batticaloa District Secretariat is not in accordance with the Official Languages Policy.</p> <ul style="list-style-type: none"> <li>- It is reported that the Letter Head had been prepared in accordance with the Official Languages Policy.</li> </ul>
76	<p>Announcements regarding the running of trains were not made in Tamil at Galoya, Anuradhapura, Mahawa and Polgahawela, Railway Stations</p> <ul style="list-style-type: none"> <li>- Since there were complaints to the Commission continually to the effect that the announcement regarding the running of trains not made in all three Languages, the Commission involved in training of 150 Railway employees to make announcements in all three Languages.</li> </ul>

77	<p>Recording of complaints and statements of persons speaking Tamil in Sinhala Languages at Police Stations in Senior Superintendent of Police Mannar Division.</p> <ul style="list-style-type: none"> <li>- Superintendent of Police Mannar Division has informed that there are 70 Tamil officers who have Tamil Language proficiency, 15 Muslim officers and 02 Female officers in Mannar Division and they have been attached to all the Police Stations and Officers In- charge of Police Stations have been instructed to engage officers who are proficient in Tamil to record complaints and to conduct investigations into complaints received by all the Police Stations.</li> </ul>
78	<p>Opanayaka Police Station Name board had been wrongly written in Tamil.</p> <ul style="list-style-type: none"> <li>- It is reported that the Name board had been written in Tamil rightly now.</li> </ul>
79	<p>Announcements regarding the running of trains were not made in all three Languages at Peradeniya Railway Station.</p> <ul style="list-style-type: none"> <li>- Station Master had informed that action had been taken to make announcements in all three Languages.</li> </ul>
80	<p>Pasting notices only in Sinhala Language at Public Markets to the effect that the Colombo Municipal Council had published paper notifications for calling for tenders for beef stalls for the year 2012.</p> <ul style="list-style-type: none"> <li>- Municipal Treasurer had informed that the relevant notification had been published in Dinamina, Thinakaran, and Daily News on 04. 11. 2011 in all three Languages and only Sinhala notification has been pasted in public markets. Commission recommended such notices also should be displayed in all three Languages.</li> </ul>

81	<p>Communicating in Sinhala Languages with a person of the Tamil community by the Revenue Department of the Western Provincial Council.</p> <ul style="list-style-type: none"> <li>– After calling for observation from the Deputy Commissioner of Revenue Western Province a Tamil translation had been sent to the complaint.</li> </ul>
82	<p>Wordings “මේ මුදල් නෝට්ටුව ශ්‍රී ලංකාව ඇතුළත ඕනෑම මුදලක් ගෙවීම සඳහා නීතියෙන් වලංගුය” printed on currency notes issued with effect from 01. 01. 2011 are only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>– Superintendent of Currency Department had informed that corresponding Tamil version will be included when currency notes are printed in future.</li> </ul>
83	<p>Change of designation of Driver as “Vehicle Driving Technician”</p> <ul style="list-style-type: none"> <li>– Informed the complainant that it does not come under the purview of the Commission.</li> </ul>
84	<p>Agrahara Insurance forms and Insurance Corporation Medical benefit forms are only in Sinhala and English.</p> <ul style="list-style-type: none"> <li>– Chairman, National Insurance Trust Fund had informed that Agrahara Insurance forms had been issued in all three Languages.</li> </ul>
85	<p>Failed to provide nomination papers in Sinhala and a copy of Election by Laws for the Election of office bearers at the Open University</p> <ul style="list-style-type: none"> <li>– Senior Assistance Registrar of the Open University had informed that the two amendments made in the year 2010 &amp; 2011 to the students Society By – Law No 03 of 2000 had been translated into Sinhala and Tamil Languages.</li> </ul>

86	<p>Sending of letters in Sinhala Language to Batticoloa and Trincomalee sub offices by the Colombo Youth Services Head Office.</p> <ul style="list-style-type: none"> <li>– Director National Youth Service Council had informed that all the letters will be sent in Tamil.</li> </ul>
87	<p>The buses belongs to Lake house which runs to Jaffna carries the message “සුභ අනාගතයක් නිදහස් ශ්‍රී ලංකාවක්” on both sides of the body only in Sinhala Language.</p> <ul style="list-style-type: none"> <li>– Chairman United News Paper Co. Ltd had informed that the relevant vehicles had been obtained on rental basis and this had been referred to the relevant company.</li> </ul>



**විගණකාධිපති දෙපාර්තමේන්තුව**  
**கணக்காய்வாளர் தலைமை அறிபதி திணைக்களம்**  
**AUDITOR GENERAL'S DEPARTMENT**



මගේ අංකය  
எனது இல  
My No.

JF/E/OLC/FA/2011

මගේ අංකය  
உமது இல  
No.

දිනය/திகதி  
Date

27 June 2012

Report of the Auditor General on the Financial Statements of the Official Languages Commission for the year ended 31 December 2011 in terms of Section 14 (2) (c) of the Finance Act, No. 38 of 1971.

The audit of financial statements of the Official Languages Commission for the year ended 31 December 2011 comprising the balance sheet as at 31 December 2011 and the income statement and cash flow statement for the year then ended and a summary of significant accounting policies and other explanatory information was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 13 (1) of the Finance Act, No. 38 of 1971 and Section 17(3) of the Official Languages Commission Act, No. 18 of 1991. My comments and observations which I consider should be published with the Annual Report of the Commission in terms of Section 14 (2) (c) of the Finance Act appear in this report. A detailed report in terms of Section 13 (7) (a) of the Finance Act was issued to the Chairman of the Commission on 09 May 2012.

### 1.2 Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Sri Lanka Accounting Standards and for such internal control as the management determines is necessary to enable the preparation of financial statements that are free from material misstatements whether due to fraud or error.

අංක 306/72 පොල්දූව පාර,  
වත්තරමුල්ල, ශ්‍රී ලංකාව

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### 1.3 Auditor's Responsibility

-----

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Sri Lanka Auditing Standards. Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatements of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Commission's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements. Subsections (3) and (4) of Section 13 of the Finance Act, No. 38 of 1971 give discretionary powers to the Auditor General to determine the scope and extent of the audit.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified audit opinion.

### 1.4 Basis for Qualified Audit Opinion

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My opinion is qualified based on the matters described in paragraph 2.2 of this report.

2. Financial Statements  
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2:1 Qualified Opinion  
-----

In my opinion, except for the effects of the matters described in paragraph 2.2 of this report, the financial statements give a true and fair view of the financial position of the Official Languages Commission as at 31 December 2011 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Accounting Standards.

2:2 Comments on Financial Statements  
-----

2.2.1 Sri Lanka Accounting Standards  
-----

(a) Sri Lanka Accounting Standards – 03

- i The comparative figures had not been given in the schedules presented with the financial statements in terms of Standard 03.
- ii A statement on changes in equity had not been submitted along with the financial statements in terms of Standard 03.

(b) Understatement of Accumulated Fund by Rs.41,100 on the basis of incorrect accounting of disposal of assets in previous years had not been adjusted in the financial statements in terms of Accounting Standards 10.

(c) The accounting policy on employees' retirement benefits had not been disclosed with the financial statements in terms of Standard 16.

(d) Sri Lanka Accounting Standards – 18

- i The machinery, plant and equipment at a cost of Rs.2,174,888 fully depreciated and shown at zero value but being used at present had not been revalued and brought to account in terms of Standard 18.

- ii Even though assets purchased during the year under review should be depreciated proportionately in terms of Standard 18, the depreciation policy of the Commission had not been prepared accordingly.

#### 2.2.2 Non-compliance with Laws, Rules, Regulations and Management Decisions.

-----  
The following non-compliances were observed.

Reference to Laws, Rules, Regulations, etc.	Non - compliance
-----	-----
(a) Government Financial Regulations	
-----	
i F.R 392 (c)	The relevant entries had not been made in the registers while issuing a new cheque instead of a cancelled cheque valued at Rs.19,042.
ii F.R 1646	Action had not been taken to submit the daily running charts for each month along with the original copies of the monthly summaries relating to distance travelled by two vehicles belonging to the Institution to the Auditor General before 15 <sup>th</sup> day of the month follows by the Head of the Department himself.

## (b) Circulars

- |   |   |
|---|---|
| <p>-----</p> <p>i Public Finance Circular No.353(5) of 31 August 2004</p> | <p>Action in terms of Circular had not been taken to disposed of a van operating uneconomically.</p>  |
| <p>ii Public Finance Circular No. 428 of 28 May 2008</p>                  | <p>An amount exceeding Rs.1000 in one instance and sums totalling Rs.23,997 in 13 instances had been paid from petty cash contrary to the circular instructions.</p>                |
| <p>iii Public Administration Circular No. 41/90 of 10 October 1990</p>    | <p>The testing of fuel consumption of motor vehicles once in 06 months and the recording of monthly performance summaries of motor vehicles in the Log Books had not been done.</p> |

## 3. Financial Review

## 3.1 Financial Results

-----

According to the financial statements presented, the working of the Commission for the year under review had resulted in a surplus of Rs.1,359,452 as compared with the corresponding surplus of Rs.1,556,368 for the preceding year. Accordingly, it was observed that the financial results for the year under review had decreased by Rs.196,916. the decrease in receipts of imprest for the Treasury and miscellaneous income by Rs.500,000 and Rs.15,993 respectively and increase in travelling expenses, expenditure for supplies, expenditure for utilities and other services and depreciation by Rs.55,946, Rs.316,160, Rs.168,790, Rs.78,475 and Rs.21,481 respectively had been main reasons for the decrease in the financial results for the year under review as compared with the preceding year.

### 3.2 Analytical Financial Review

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The following matters were observed.

#### (a) Decrease of Income

---

The operating income for the year under review had decreased as compared with the preceding year. Particulars are given below.

	2011	2010	Changes	
	Rs.	Rs.	Rs.	%
	-----	-----	-----	-----
Receipt of imprest from Treasury for recurrent expenditure.	11,450,000	11,950,000	(500,000)	(4.18)
Miscellaneous income	27,838	43,830	(15,992)	(36.49)
Donation for printing of books	-	456,500	-	(100.00)
Other income	-	5,243	-	(100.00)

(b) Increase of Expenditure  
-----

The expenditure had shown an increase in expenditure between 5 per cent and 178 per cent during the year under review as compared with the preceding year. Particulars are given below.

	2011 Rs.	2010 Rs.	Changes Rs.	%
	-----	-----	-----	-----
Employees Remuneration	5,831,323	7,071,973	(1,240,650)	(17.54)
Travelling Expenses	87,374	31,428	55,946	178.01
Supplies	1,114,255	798,095	316,160	39.61
Renovation and Maintenance of Assets	329,226	492,953	(163,727)	(33.21)
Utilities and Other Services	788,926	620,136	168,790	27.22
Implementation of Policies on Official Languages	1,755,812	1,677,338	78,474	4.68
Depreciation	151,841	130,360	21,481	16.48

4. Operating Review  
-----4.1 Performance  
-----

- i According to the Action Plan, the following non achievement of targets was observed at the examination of performance report.

Name of the Programme	Provision	Number of Programmes Planned	Number of Programmes Conducted	Non achievement of Targets
-----				
Rs.				
Awareness Programmes for Government Servants	600,000	12	07	(05)
Examination and Review Programmes	600,000	04	01	(03)
Preparation and Printing of Hand Book on "Sanwada Weki"	800,000	02	-	(02)
Public Awareness Programme	500,000	04	02	(02)

- ii It was unable to examine the performance of two Programmes such as Review of Complaints and finding out whether the notices published by the Government Institutions are in accordance with the Government Policies due to not showing the details of those programmes in the Action Plan.

#### 4.2 Management Inefficiencies

-----

Opportunity had been given to reconstruct Website of the Commission free of charge under the project for reconstruction of Websites of the Government Institutions by the Sri Lanka Information and Communication Technology Agency. The above opportunity had been lost due to inability to provide necessary information by the Commission.

#### 4.3 Delayed Projects

-----

Even though a sum of Rs.322,514 had been spent from the year 2004 to year 2007 relating to the committee meetings for the purpose of compiling 03 hand books on “Sanwada Weki”, only one hand book had been handed over up to 18 April 2012.

#### 4.4 Personnel Administration

-----

Out of 28 approved posts, 13 posts had remained vacant by 31 December 2011 and action had not been taken for recruitment of those posts. Particulars of staff were as follows.

<u>Category</u>	<u>Approved Cadre</u>	<u>Actual Cadre</u>	<u>Number of Vacancies</u>
Executive Grade	01	-	01
Non executive Grade	20	10	10
Others	07	05	02
	----	----	-----
Total	28	15	13
	=====	=====	=====

#### 5. Accountability and Good Governance

-----

##### 5.1 Action Plan

-----

Responsibility of the management relating to achievement of objectives and targets within the planned period had not been clearly shown while preparing Action Plan in terms Section 5:1:2 of the Public Enterprises Circular No. PED/12 of 02 June 2003.

##### 5.2 Internal Audit

-----

Internal audit is carried out by the Internal Audit Unit of the Ministry. Internal audit had not been carried out for the year 2011.

5.3 Audit and Management Committee  
-----

Action in terms of Public Finance Circular No.PF/PE 3 dated 19 November 1999 had not been taken to establish Audit and Management Committee and to conduct the meetings of the Audit and Management Committee.

6. Systems and Controls  
-----

Deficiencies in systems and controls observed during the course of audit were brought to the notice of the Chairman of the Commission from time to time. Special attention is needed in respect of the following areas of control.

- (a) Internal Control
- (b) Accounting
- (c) Assets Management
- (d) Performance
- (e) Financial Control

H.A.S.Samaraweera  
Auditor General



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**OFFICIAL LANGUAGES COMMISSION**  
**BALANCE SHEET AS AT 31<sup>st</sup> DECEMBER 2011**

ASSETS	NOTE	2010		2011	
		Rs	Cts	Rs	Cts
<b>Non - Current Asset</b>					
Property, Plant and Equipments	1	1,760,203.25		1,833,785.20	
<b>CURRENT ASSETS</b>					
Inventories- Glossary & Books	2	1,026,955.00		1,025,540.00	
Pre-Payments	10	26,900.00		53,320.00	
Cash and Cash Equivalents	-	384,261.58		2,341,966.26	
Advance to officers - Distress Loan		880,139.20		929,608.60	
- Festival advance		625.00			
		4,079,084.03		6,184,220.06	
<b>FUND AND LIABILITIES</b>					
Accumulated Fund	3	2,690,267.63		5,024,094.51	
<b>LIABILITIES</b>					
Accrued expenses	4	122,895.22		134,131.18	
Provision for gratuity		877,164.37		775,994.37	
Deposit Payable		238,756.81			
Provision for Audit fee		150,000.00		250,000.00	
		4,079,084.03		6,184,220.06	

.....  
Chairman

Date.....

.....  
Accountant

Date... 2012/02/15

**OFFICIAL LANGUAGES COMMISSION**  
**INCOME STATEMENT FOR THE YEAR ENDED 31ST DECEMBER 2011**

INCOME	NOTE	2010		2011	
		Rs.	Cts.	Rs.	Cts.
Imprest received from Treasury for Recurrent Expenditure		11,950,000.00		11,450,000.00	
Sundry Income		43,830.38		27,838.30	
Net Book sales income	2	(12,631.00)		379.00	
Loan interest		35,707.56		39,990.80	
Donation for books printing		456,500.00		-	
Other income		5,243.33			
		<b>12,478,650.27</b>		<b>11,518,208.10</b>	
<b>LESS</b>					
<u>Expenditure</u>					
Personal Emoluments	5	7,071,972.71		5,831,323.38	
Traveling		31,427.50		87,374.00	
Supply & Requisites	6	798,095.37		1,114,255.09	
Repairs & maintenance of Assets	7	492,953.08		329,225.52	
Utility & Other Services	8	620,135.98		788,926.18	
Implementation of OLP	9	1,677,337.54		1,755,811.50	
Depreciation	1	130,360.30		151,840.55	
Audit fee		100,000.00		100,000.00	
		<b>10,922,282.48</b>		<b>10,158,756.22</b>	
Expenditure over income for the year		<b>1,556,367.79</b>		<b>1,359,451.88</b>	

**Official Languages Commission**  
**Cash flow statement for the year ended 31st December 2011**

	2010	2011
<b>Cash flow generated from operating activities</b>		
Operating Profit/ Loss	1,556,367.79	1,359,451.88
Previous year adjustment	-	
Adjustment for Depreciation	130,360.30	151,840.55
Subimprest		
<b>Operating profit before charges in working capit</b>	<b>1,686,728.09</b>	<b>1,511,292.43</b>
Increase / Decease in Inventories	(885,185.00)	1,415.00
Increase / Decease in Debtors	-	
Increase / Decease in Pre Payments	(17,720.00)	(26,420.00)
Increase / Decease in payable	(698,685.65)	11,235.96
Increase / Decease in Destrss loan	27,392.00	(49,469.40)
Increase / Decease in Festival advance	(625.00)	
Increase / Decease in current liabilities	100,000.00	100,000.00
Increase / Decease in Provision for grativity	170,191.34	(101,170.00)
Increase / Decease in Deposit payable	(79,117.57)	(238,756.81)
<b>Net cash flow from operating activities</b>	<b>(1,383,749.88)</b>	<b>(303,165.25)</b>
<b>Cash flow from investment activities</b>		
Increase in fixed assets	(163,760.00)	(225,422.50)
<b>Net cash flow from Investment Activities</b>	<b>(163,760.00)</b>	<b>(225,422.50)</b>
<b>Net cash flow from operating activities</b>		
Treasury Contribution - Capital	50,000.00	975,000.00
<b>Cash flow from financial activities</b>	<b>50,000.00</b>	<b>975,000.00</b>
<b>Net ach flow from financial activities</b>		
Net increase/ decrease in cash	189,218.22	1,957,704.68
Cash at 01-01-2011	195,043.36	384,261.58
Cash at 31-12-2011	384,261.58	2,341,966.26

## OFFICIAL LANGUAGES COMMISSION

Notes to the accounts for the year ended 31st December, 2011.

## Note 1

## Significant Accounting Policies

## 1.1 General Policies.

The Balance sheet, Income Statements, Cash flow Statement and Notes to the Accounts of the Official Languages Commission have been prepared in accordance with the Accounting Standards issued by the Institute of Chartered Accountants of Sri Lanka. The Financial Statements of the Official Languages Commission are prepared under historical cost basis and presented in S.L.Rupees.

## 1.2 Comparative Information

Previous Year's figures and phrases have been re - arranged wherever necessary to conform the current year's presentation.

## 1.3 Accrual Basis of Accounting

Financial statements, except for cash flow information, have been prepared under accrual basis of accounting. Payments made up to 15th January 2011 on behalf of the year 2011 have been accounted as accrued expenses.

## 1.4 Event occurring after the Balance Sheet Date.

All material events occurring after the balance sheet date have been considered and whenever necessary adjustments or disclosures have been made in the respective notes to the financial statements.

## 1.5 Property, Plant &amp; Equipment are recorded at cost.

The cost of Property, Plant and Equipment is the cost of purchase or construction together with any expenses incurred in bringing the assets to its working condition for its intended use.

## 1.6 Depreciation

The provisions for depreciation is calculated by using straight line Basis on the cost of all Property Plant & Equipment. Rates for Depreciation are as follows. The policy of the organization is to effect depreciation on fixed assets during the year of purchases and not to effect depreciation for the year of disposal assets purchased. Rate of the Depreciation are as follow.

Motor Vehicles	25%
Office Equipment	10%
Plants & Machinery	20%

## 1.7 Income

Imprest received from the General Treasury for the recurrent expenditure have been recognized as income of the Official Languages Commission.

## 1.8 Expenditure

All expenditure incurred in the running of the Commission and in maintaining the Property, Plant & Equipment in a state of efficiency has been charged to revenue in arriving at the Income over Expenditure for the year.

## 1.9 Inventories

Inventory items such as text books and glossaries are recorded at cost.

## Schedule of Fixed assets -2011

## Note 1

Rate	Motor Vehicles 25%		Plants & Machinery 20%		Office Equipment 10%		Total	
	Rs.	Cts	Rs.	Cts	Rs.	Cts	Rs.	Cts
Cost Balance as at 01.01.2011	1,835,250.00		339,637.75		3,073,704.40		5,248,592.15	
Additions during the Year					225,422.50		225,422.50	
Disposals during the Year								
<b>Balance as at 31.12.2011</b>	<b>1,835,250.00</b>		<b>339,637.75</b>		<b>3,299,126.90</b>		<b>5,474,014.65</b>	
Accumulated Depreciation Balance as at 01.01.2011	1,835,250.00		339,637.75		1,313,501.15		3,488,388.90	
Charge for the Year					151,840.55		151,840.55	
Charge on Disposals								
<b>Balance as at 31.12.2011</b>	<b>1,835,250.00</b>		<b>339,637.75</b>		<b>1,465,341.70</b>		<b>3,640,229.45</b>	
Written down value as at 31.12.2011					<b>1,833,785.20</b>		<b>1,833,785.20</b>	

**Note 02****Inventory (Books)-2010**

Name of the publication	Unit Prices Rs.	# of books	Value as at 01.12.2012	Sold	Balance
English sinhala Glosaries	50.00	1901	95,050.00	22	1879
Tamil English Glosaries	45.00	985	44,325.00	7	978
Tamil special Glosaries	45.00	14	630.00		14
40 hours crash book	90.00	9855	886,950.00		9855
<b>Total</b>		<b>12755</b>	<b>1,026,955.00</b>		<b>12755</b>

**Book Sales**

Name of the publication	Selling Prices Rs.	# of books	Value	Cost of goods soled	Profit
English sinhala Glosaries	65.00	22	1,430.00	1,100.00	330.00
Tamil English Glosaries	52.00	7	364.00	315.00	49.00
Tamil special Glosaries	52.00		-	-	-
<b>Total</b>		<b>29</b>	<b>1,794.00</b>	<b>1,415.00</b>	<b>379.00</b>

**Note - 03****Accumulated Fund**

Accumulative fund as at 01-01-2011	2,690,267.63
<b>Add</b>	
Funds received from Treasury for capital expenditure	975,000.00
Balance before adjustments	3,665,267.63
<b>Less - Adjustment for previous year (2010) Festival advance Recoveries</b>	<b>(625.00)</b>
Accumulative fund as at 31-12-2011 befour adjust the profit/loss	3,664,642.63
Add - Income Over Expenditure	1,359,451.88
<b>Cumilative Fund as at 31-12-2011</b>	<b>5,024,094.51</b>

**Note -04****Accrual Expenses**

Vehicle hiring charges	20,762.00
Repairs to Vehicles	33,185.00
Over time	25,740.18
Trvelling expences	196.00
Advetising	40,000.00
Fuel and Lubrication	14,248.00
<b>Total</b>	<b>134,131.18</b>

## Note -5

## Personnel Emoluments

Salaries and Wages	3,511,653.12
E.P.F. Contribution	505,280.74
E.T.F. Contribution	126,320.18
Overtime	362,917.14
Allowances	1,101,487.30
Gratuity	115,420.00
Other	108,244.90
<b>Total</b>	<b>5,831,323.38</b>

## Note -6

## Supply and Requisites

Stationery	172,758.18
Uniforms	12,360.00
News papers and periodicals	64,310.00
Advertising	548,992.50
Fuel and Lubricant	315,834.41
<b>Total</b>	<b>1,114,255.09</b>

## Note -7

## Repairs &amp; Maintenance

Vehicle hiring charges	160,000.00
Buildings	10,780.00
Maintenance of Office Equipment	49,830.52
Computers	9,650.00
Maintenance of Motor Vehicles	98,965.00
<b>Total</b>	<b>329,225.52</b>

## Note -8

## Utility services

Telephone, E-mail and Inter-net	175,590.52
Electricity	346,395.27
Janitorial Service	143,535.02
Postal Charges	25,975.00
Others	97,430.37
<b>Total</b>	<b>788,926.18</b>

## Note -9

## Implementaion of OLP

Training	118,100.00
Field visits	195,792.00
Work shops and seminars	922,457.00
Others	270,529.50
Staff training	4,500.00
Board Meeting Expenses	244,433.00
<b>Total</b>	<b>1,755,811.50</b>

## Note -10

## Pre payments

New papers and periodicals	53,320.00
<b>Sub Total</b>	<b>53,320.00</b>

Official Languages Commission  
Trial Balance for the year ended 31 December 2011

Motor vehicle	1,835,250.00	
Plant and Machinery	339,637.75	
Office Equipment	3,299,126.90	
Provision for Depreciation -Motor vehicle		1,835,250.00
Provision for Depreciation -Plant and Machinery		339,637.75
Provision for Depreciation -Office Equipment		1,465,341.70
Depreciation -Office Equipment	151,840.55	
Inventories - Glossaries & Books	1,026,955.00	
Advances to Government Officers - Distress Loan	929,608.60	
- Festival Advance	625.00	
Depreciation -Motor vehicle		
Depreciation - Plant and Machinery		
Depreciation -Office Equipment		
Pre-payments	53,320.00	
Accumulated fund		2,690,267.63
Provision for Gratuity		775,994.37
Provision for Audit fee		250,000.00
Accrued expenses		134,131.18
Sundry Income		27,838.30
Government Grant -Capital		975,000.00
Government Grant -Recurrent		11,450,000.00
Sales of Books		1,794.00
Loan Interest		39,990.80
Cash Balance as at 31st Dec.2011	2,341,966.26	
Salaries and Wages	3,511,653.12	
E.P.F. Contribution	505,280.74	
E.T.F. Contribution	126,320.18	
Overtime	362,917.14	
Allowances	1,101,487.30	
Gratuity	115,420.00	
Others	108,244.90	
Travelling - Local	87,374.00	
Stationery	172,758.18	
Uniforms	12,360.00	
News papers and periodicals	64,310.00	
Others	97,430.37	
Fuel and Lubricant	315,834.41	
Vehicle hiring charges	160,000.00	
Buildings	10,780.00	
Office Equipment	49,830.52	
Computer	9,550.00	
Motor Vehicles	98,965.00	
Telephone, E-mail and Inter-net	175,590.52	
Electricity	346,395.27	
Janitorial Service	143,535.02	
Postal Charges	25,975.00	
Advertising	548,992.50	
Training	118,100.00	
Field visits	195,792.00	
Work shops and seminars	922,457.00	
Others	270,529.50	
Staff training	4,500.00	
Board Meeting Expenses	244,433.00	
Audit Fee	100,000.00	
<b>TOTAL</b>	<b>19,985,245.73</b>	<b>19,985,245.73</b>