

ANNUAL REPORT

2012

Official Languages Commission

4th Floor

“Bhasha Mandiraya”

341 /7, Kotte Road,

Rajagiriya.

**The Honorable Minister of National Languages And Social
Integration Mr. Vasudeva Nanayakkara.**

Hon. Minister

The Official Languages Commission

Presents

The Annual Report

For The Period of

January The First , 2012 to

December the thirty first , 2012

To the Parliament of The Democratic Socialist Republic of Sri
Lanka

Through your good office

Pursuant to the

Section 32 of the

Official Languages Commission Act

No 18 of 1991

Yours respectfully,

Nimal R Ranawake

Chairman

Official Languages Commission

Annual Report for the Year 2012

The Official Languages Commission is a statutory body established in terms of the Official Languages Commission Act No.18 of 1991 to monitor and supervise compliance with the provisions of Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka.

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, and to take action against those responsible when such compliance is deliberately prevented or perverted. The Commission accepts and investigates into complaints from citizen 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.

03. OBJECTS

The general objects of the Commission are:

- (a) to recommend principals 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 Constitution;
- (c) to promote the appreciation of the Official Languages and acceptance ,maintenance and continuance of their status equality and right of use;
- (d) To conduct investigations both on its initiatives and in response to any complaints received, and to take remedial actions as provided for, by the provisions of the Act.

04. Main Functions

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

1. Advisory – On matters on policy.

* Recommendations

2. Monitoring – regarding the compliance by the state machinery of the constitutional provisions on use of Languages.

*Language Audits

3. Educative – On the status or use of the relevant Languages.

*Language training for public servants

*Awareness creation programmes for public servants and the general public.

4. Investigative – On complaints regarding violation of language rights laid down in the Constitution.

* Investigations

05. Organizational Structure

(a)(i).The members of The Official Languages Commission are appointed by His Excellency The President.

(ii).The members of the present Commission were appointed for a three year term with effect from 05.08.2011.

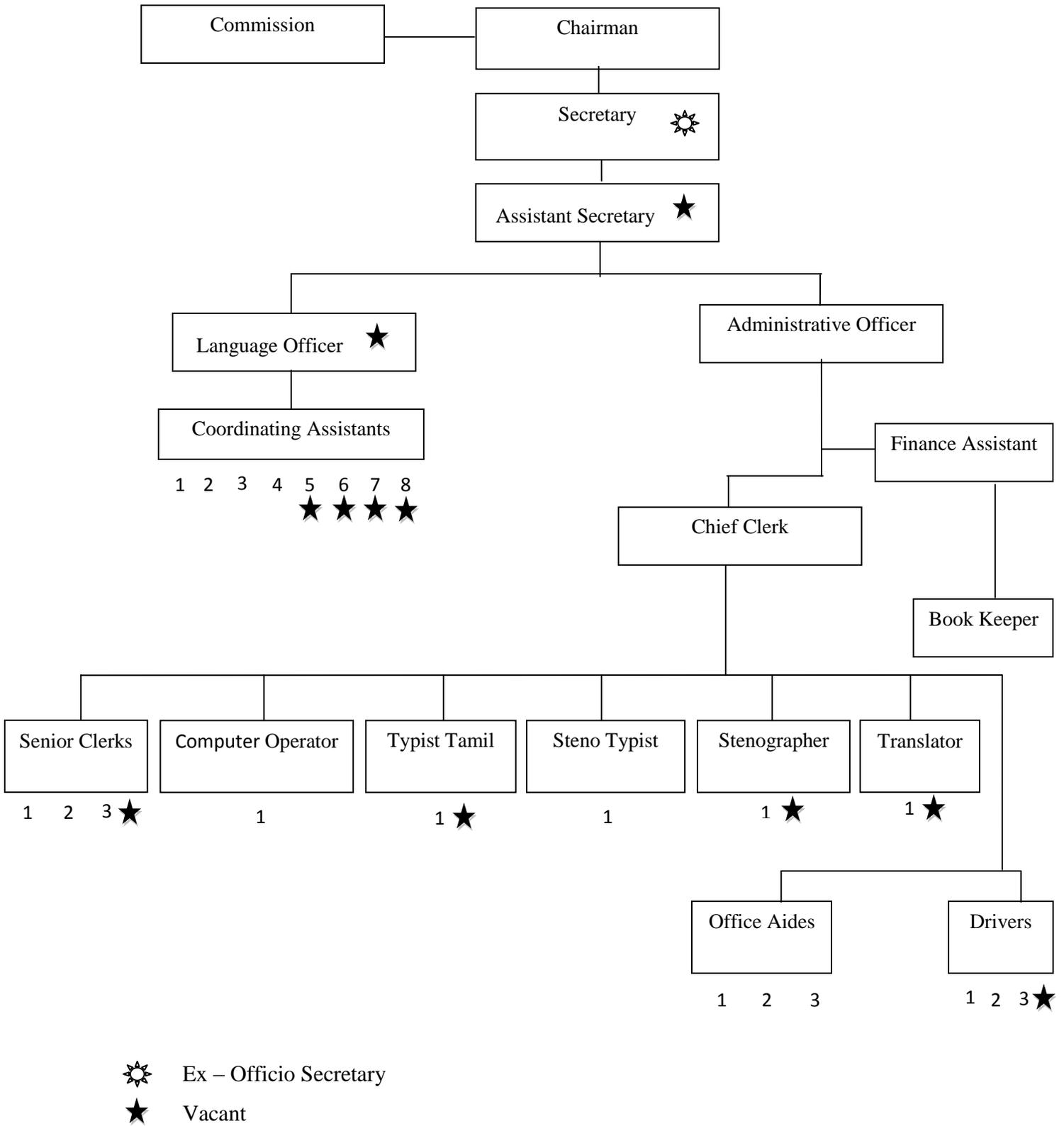
(iii) Over the year under review the Commission consisted of the following members.

1.Mr. Nimal R Ranawake Attorney at- Low,Chairman	01.01.2012-	31.12.2012
2.Mr. Neil Dias, Attorney at- Low	Member	do
3.Dr. Sunimal B.W. Fernando	Member	do
4.Prof P. Balasundarampillai	Member	do
5.Mr. Tissa De Silva	Member	do
6.Mr.M.I.M. Mohideen	Member	do

Mr. J.C. Ranepura Sri Lanka Administrative Service, Class II, functioned as the Ex-Officio Secretary of The Official Languages Commission from 01.01.2012 to 29.08.2012.

Mr. J.D.C. Jayasinghe Sri Lanka Administrative Service, Class II, functioned as the Ex- Officio Secretary of The Official Languages Commission from 11.09.2012 to 31.12.2012.

(b) Organizational structure of the OLC as at 31/12/2013



(c) Staff

Staff of the Commission at 2012/12/31

Designation	Approved Carder	Actual Carder	Comments
1.Assistant Secretary	01	00	01 vacant
2.Language Officer(Trilingual) Cum Research Officer	01	00	01 vacant
3.Administrative Officer	01	01	
4.Finance Assistant	01	01	
5.Coordinating Assistants	08	03	05 vacant
6.Chief Clerk	01	01	
7.Management Assistants	09	03	06 vacant
8.Translator(Sinhala/Tamil)	01	01	01 vacant
9.Translator (Tamil/English)	01	00	01 vacant
10.Drivers	03	02	01 vacant
11.Office Aides	03	03	
Total	30	14	16 vacant

Part ii

The Official Languages Commission carried out programme under 04 main categories during the year 2012, namely awareness programmes. Language Audits, monitoring, survey and investigation.

06. Public Awareness

The Official Languages Commission expected to enhance knowledge about The Official Languages Policy and Languages Rights among the general public by conducting awareness programmes. The objective of the Commission was to create general awareness among general public regarding the Languages Rights so that the general public will demand for their Language rights. To meet the demand the general public the government will be compelled to create a public service comprising with officials capable of transacting business with citizens in accordance with the Official Languages Policy .To achieve their target to a certain extent the Commission had Launched Public awareness programmes through the mass media during the year 2012.

Printed Media

The Commission had published a number of notifications for creating awareness regarding the Language Rights and Official Languages Policy including the messages of good wishes for the public on special and important festivals and occasions celebrated by Sri Lankans.

ද්විභාෂාවෙන් හඳුයංගම ව බැඳුණු එකම ශ්‍රී ලාංකේය ජාතියක් ගොඩනගමු

අපගේ අළුත් අවුරුදු කණිවිඩය

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ අධිකරණ ජනාධිපති මහින්ද රාජපක්ෂ මැතිතුමන් සහ ජාතික භාෂා හා සමාජ රැකවැරදීමක අමාත්‍ය මහත්මයාණනි වාසුදේවි මාතාසාක්කාර මැතිතුමන් අදාළව සිටින ලක් විකිසනව විකසනවත් පිරිස සිංහල හා දමිළ අළුත් අවුරුදුදාස් වර්ෂායි ප්‍රාර්ථනා කරමු.

භාෂාව ප්‍රශ්නයක් වූ විට... භාෂා ප්‍රශ්නය විසඳුමු විට...

සියළු රාජ්‍ය ආයතන ප්‍රධානීන් වෙත,
ඔබ ආයතනය මගින් මහජනයා වෙත තිබුණු සරු ලබන සියළුම ආකෘතිපත්‍ර, නිල ලේඛන සහ තොරතුරු පත්‍රිකා රාජ්‍ය භාෂා ප්‍රතිපත්තියට අනුකූලව ලැබුණි පරිවර්තනයක් සහිතව සිංහල සහ දමිළ භාෂා වලින් නිකුත් කළාය. මෙය ව්‍යවස්ථාපිත අවශ්‍යතාවයයි.

පැමිණිලි හා විමර්ශන සඳහා දිගු අංකය
☎ 0112-87-86-87

රාජ්‍ය භාෂා කොමිෂන් සභාව
සභාපති/ සාමාජිකයන් සහ කාර්ය මණ්ඩලය

ද්විභාෂාවෙන් හඳුයංගම ව බැඳුණු එකම ශ්‍රී ලාංකේය ජාතියක් ගොඩනගමු

ලක්වැසි සියලු ජනතාවට අසිරිමත් නත්තලක් වේවා !

සමාජ ඒකාබද්ධතාව ජනවාර්ගික සබඳතාවෙන් පෝෂණය කරමු.

සිංහල ශ්‍රී ලාංකේය පුරවර්ෂයන්ට සිංහල රාජ්‍ය ආයතන වෙතින් සිංහල හා දමිළ භාෂාවන්ගෙන් සම් අවශ්‍යතා ඉටුකර ගැනීමට අවස්ථාවක් ඇතිවේ.

සිංහල රාජ්‍ය ආයතන ප්‍රධානීන් වෙත,
ඔබ ආයතනය මගින් මහජනයා වෙත තිබුණු සරු ලබන සිංහල ආකෘති පත්‍ර, නිල ලේඛන සහ තොරතුරු පත්‍රිකා, රාජ්‍ය භාෂා ව්‍යවස්ථාපිත සහ දෙමිළ භාෂාවලින් සහ සන්ධ්‍යා භාෂාව වන ඉංග්‍රීසි භාෂාවෙන් සහ පරිවර්තනයකින් සැපයීමට තිබුණු සරු රාජ්‍ය ආයතන ප්‍රතිපත්තිය යටතේ ව්‍යවස්ථාපිත අවශ්‍යතාවයි.

මේ සඳහා ඔබට අවශ්‍ය පරිවර්තන සහය ලබාගැනීම සඳහා රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ ලිපිනය වන්නේ www.languagesdept.gov.lk වෙබ් අඩවියට පිවිසීමයි. ඔබගේ භාෂාවෙන් අතර අදාළ වෙබ් අඩවියට පිවිසීමට අවශ්‍ය වන්නේ 12/2003(1) යටතේ සිදු කළ සහය.

සිංහල පුරවර්ෂයන් වෙත,
පොදුගත් ස්වාභාවයේදී ඔබගේ භාෂාවෙන් ප්‍රකාශ කරන්නේ සරු ගැනීමේ සැකිලිවත් පොදුගත් ස්වාභාවයේදී සිටින සිලිගිරියට පොදුගත්වීම් වාසලින් භාෂාවෙන් සිංහල හෝ දමිළ පොදුගත් කරන්නේ සරු තොරතුරු, පොදුගත් අලුතින් ලෝක ඔබට ඉල්ලා සිටිය හැක.

ඉහත භාෂා අයිතිවාසිකම් උරුමයකට වී ඇති සියලුම පුරවර්ෂයන්ට සහයකර සහ රාජ්‍ය භාෂා කොමිෂන් සභාව වෙත පැමිණිලි ඉදිරිපත් කළ හැකිය.

පැමිණිලි හා විමර්ශන සඳහා සෘජු දුරකථනය 0112-87-86-87

රාජ්‍ය භාෂා කොමිෂන් සභාව
සභාපති/අග්‍රාමාත්‍ය
සහකාරී මහල, "සාකා මන්දිරය"
341/7, කොට්ටේ පාර, රාජගිරිය. oic@slnet.lk

During the year 2012 printed media notifications have been published targeting following festivals and occasions.

1. New Year 2012.
2. Sinhala – Hindu New Year.
3. Vesak Festival.
4. Social Integration Week.
5. Christmas Festival.
6. Deepavali Festival.
7. Hadji Festivals.
8. Ramasan Festivals.

Electronic Media Notifications

A publicity campaign through the Television and the Radio was launched to create awareness among general public regarding the Official Languages Commission and its role.

1. A Short documentary was televised on Rupavahini to celebrate the Social Integration Week.
2. A Bilingual documentary was broadcasted on (Sri Lanka Broadcasting Corporation) Sri Lanka Radio to celebrate the Social Integration Week.

07. Awareness Creation for public officers

The objectives of this programmes is to create awareness regarding the responsibility of public officers in implementing the Official Languages Policy in government institutions. The primary objective / prime target of this programme was to identify the constraints faced implementing Official Languages Policy and put into effect of the recommendation of for this purpose discussions have been held with selected government institutions situated in various parts of the Island. The Institutions where discussions were held are as follows.

- i. An awareness creation programme was conducted for Divisional Secretaries, Officers – in – charge of Police Station, Heads of Hospitals in Trincomalee District.

- ii. An awareness creation programme was conducted for Divisional Secretaries, Officer's –in – Charge of Police Stations and Heads of Hospitals in Batticaloa District.
- iii. A discussion was held with the State Pharmaceutical Corporation of Sri Lanka, Cosmetic Devices and Drugs Authority, Medical Supplies Division of The Ministry of Health, Sri Lanka Association of Drug Manufacturers, and Board of Sri Lanka for Drug Manufacturing.
- iv. Discussion with the Police Media Spokesman regarding the Implementation of Official Languages policy in Police stations.
- v. Discussion with the Postal Department regarding the preparation of postal stamp in all three Languages.
- vi. Discussion with the chair Persons of the Provincial Road Passenger Transport Boards, and the chairman of the Sri Lanka Transport Board.
- vii. A workshop was held for preparations of circulars used by the State Bank in all three Languages.



Discussion held with government banks, on 12/09/2012

- viii. A discussion was held with the Secretary of the Ministry of Public Administration and Home Affairs regarding the implementation of the Official Languages Policy in government institutions.
- ix. Discussion with Auditor General to obtain assistance of the officers of the Government Audit Divisions for implementation of the Official Languages Policy in Government institutions.

The Commission has issued recommendation at this discussion to avoid incidents of non – compliance with the Official Languages Policy

identified by the Commission. Some of such recommendations issued by the Commission are as follows.

- i. Preparation instruction / information regarding drugs in Sinhala and Tamil Languages.
- ii. To obtain advice from the Attorney General regarding the responsibility of accepting complaints written in Sinhala and Tamil at the Police Stations and the recommendation is to paste the complaints into the Information Book obtain translations and take further action.
- iii. Displaying of trilingual destination boards on private buses and buses belonging to Sri Lanka Transport Board.
- iv. Preparation of all documents issued to the general Public by State Banks in all Three Languages.
- v. It was decided to issue general circulars to state institutions regarding the Implementation of the Official Languages through the Ministry of Public Administration and Home Affairs.

08. Conducting of Languages Audits

Table I - Institution which were subjected to Languages Audits.

State Institution		Date
1	District Secretariat, Colombo	2012.04.29
2	Municipal Council, Dehiwala –Mt Lavinia	2012.03.29
3	District Secretariat, Gampaha	2012.04.30
4	District Secretariat, Kalutara	2012.05.30
5	Labour Department	2012.05.10
6	Departement of Motor Traffic	2012.05.10
7	District Secretariat, Kegalle	2012.05.10
8	Police Station, Kegalle	2012.05.29
9	General Hospital, Kegalle	2012.05.29
10	Divisional Secretariat, Mawanella	2012.05.29
11	Police Station, Mawanella	2012.05.06
12	Base Hospital, Mawanella	2012.05.06
13	Police Station, Beruwala	2012.06.29
14	District Hospital, Beruwala	2012.06.29
15	Police Station, Galle	2012.06.30
16	Teaching Hospital, Karapitiya	2012.06.30
17	Divisional Secretariat, Akkaraipattu	2012.12.27
18	Divisional Secretariat, Kalmunai	2012.12.27
19	Police Station, Akkaraipattu	2012.12.27

20	Police Station, Kalmunai	2012.12.28
21	District Hospital, Akkaraipattu	2012.11.20
22	Ashroff Memorial Hospital, Kalmunai	2012.11.20
23	Divisional Secretariat, Ampara	2012.11.21
24	Police Station, Ampara	2012.11.21
25	General Hospital, Ampara	2012.11.21
26	Base Hospital, Akkaraipattu	2012.11.20
27	General Hospital, Polonnaruwa	2012.12.19
28	Police Station, Polonnaruwa	2012.12.19
29	Divisional Secretariat, Thamankaduwa	2012.12.19
30	Divisional Secretariat, Lankapura	2012.12.19
31	Police Station, Pulasthigama	2012.12.19
32	Base Hospital, Pulasthigama	2012.12.19



09. Conducting of Survey

The Commission had carried out survey to ascertain the status of implementation of the Official Languages Policy, to identify the constraints and requirements.

- i. Urgent Assessment Survey regarding the implementation of the Official Languages Policy in Police Stations, Divisional Secretariats and Hospitals in the Eastern Province.
- ii. A Survey was conducted at Deyata Kirula Exhibition Stall - 2012 to ascertain the general awareness regarding the Official Languages Policy among the general public. About 950 persons were interviewed at this exhibition
- iii. A Survey was carried out to ascertain whether the exhibitions Stalls were prepared in compliance with the Official Languages Policy at Deyata Kirula Exhibition – 2012. The numbers of exhibition stalls surveyed were about 390.
- iv. A Survey was conducted to ascertain whether the documents issued by State Banks when dealing with general public are in accordance with the Official Languages Policy.

A pilot project regarding the implementation of the Official Languages Policy was launched at the Colombo Municipal Council. It is expected to carry out a survey to ascertain all the name boards , public Documents belonging to the Municipal Council , are available in both Languages and find out the availability of facilities and human resources to provide bilingual services.

Investigations into Complaints

One of the main objectives of the Commission is investigates into complaints received from public regarding violation of Languages Rights .The following table indicate the complaints which have been investigated into during the year 2012.

Investigations into Complaints

One of the main objectives of the Commission is to investigations into complaints received from citizens regarding violation of Language Rights. Table IV below indicates the details of the complaints inquired into during the year 2012.

Table iv – The Complaints received by the Commission during the year 2012.

	Complaint	Action Taken
01.	Non –availability of facilities for Tamil Citizens to obtain services in their mother Language from the Labour Department.	The Commissioner of Labour had informed that there are 19 Tamil Language skilled officers at the Head Office and 128 Officers are serving in District Offices and Tamil Officers provide Services in Offices in Northern and Eastern Provinces.
02.	Invitation sent by the Secretary Ministry of Social Services for the festival held at Kalawewa on 03.12 2012 under the leadership of the Hon. Minister was in Sinhala Language only.	The Secretary had informed even though the invitation was printed only in Sinhala Language since the majority of the invitees were using Sinhala Language, a Tamil Translation was sent when inviting Tamil speaking invitees.
03.	Notice Board and name boards displayed at the Kotte. Municipal Complexes were only in Sinhala Language.	No investigation was carried out as it was revealed that the complaint was faulty.
04.	All the plans issued by the Survey General's Department are prepared in Sinhala and English Languages only.	It has been reported that plans in Northern and Eastern Provinces are prepared in English medium as well as a limited number of plans in Tamil medium. However it is also reported that they are experimenting a system in which Tamil letters could be used in software and they will be able to prepare plans by computer in Tamil medium in future.
05.	Land procedure Code had not been published in Tamil Language.	It has been reported that the Land Procedure Code has been updated and action is being taken to publish in all three Languages. It has also

		been reported since the Land Development Ordinance, Taking Over Possession of Lands and Land Settlement Ordinance and regulations under the Land Procedure Code will be published in all Three Languages as Statutes so that any person will be able to peruse relevant regulations.
06.	Addressing a letter in Sinhala Language to a Tamil citizen by the Coordinating Secretary of The Ministry of Coconut Development and Janatha Estate Development and sending Sinhala and English copies of the paper notifications published on 02.12.2011 regarding the Registration of Suppliers.	The Coordinating Secretary of the Ministry has informed that the relevant paper notification had been published in all three Languages.
07.	Addressing a letter in Sinhala Language to a Tamil citizen by the Bank of Ceylon.	The Manager of The Bank of Ceylon has informed that a translation of The said letter has been sent and it has been noted to comply with the Official Languages Policy.
08.	Cessation order and assessment tax arrears recovery notice issued by the Municipal Council Dehiwala is only in Sinhala Language.	The Municipal Commissioner has informed that the Cessation Order and the assessment tax arrears recovery notice issued by the Dehiwala – Mt. Lavinia Municipal Council has been prepared trilingual in Sinhala, Tamil and English and they will be issued to the public in the future.
09.	Failure to write the term Aluthgama Thunduwa via Kotakanatta in Tamil Language at Aluthgama Bus Stand.	The Depot Manager, Aluthgama has informed that the relevant board has been prepared in Tamil Language.
10.	Application forms issued by the Colombo Municipal Council to obtain approval for construction of buildings are in Sinhala and English Languages only.	The Municipal Secretary has informed that the relevant application has been published in all three Languages.

11.	The direction issued by the Divisional Engineer. Water Supply and Drainage Board to consumers for changing name in the water bill is only in Sinhala Language.	It has been reported that the relevant directions have been printed in all three Languages.
12.	All the notice boards displayed at the entrance gate to Galle on the high way runs from Kottawa to Pinnaduwa are only in Sinhala Language.	The Project Director has informed that all the sign and direction boards created by the Southern Transport Development Project have been prepared in accordance with the Official Languages Policy.
13.	The letter issued by the Commissioner of Motor Traffic regarding the Change of possession of a motor vehicle is only in Sinhala Language.	It has been reported that the relevant letter has been prepared in all three Languages.
14.	The Forms issued by the Employees Provident Fund Board are only in Sinhala Language	It was observed at the Language Audit conducted by the Officers of The Official Languages Commission that all the forms have been prepared in Tamil Language.
15.	The Senior Citizen Card and the application for the senior citizen card issued by the Thimbirigasyaya Divisional Secretariat is available in Sinhala Language only.	The Divisional Secretary has informed that the relevant application form has been prepared in Sinhala and Tamil Languages.
16.	The name tags attached to the Uniform of the Police Officers are only in English Language.	It has been reported that the Inspector General of Police had given instructions to suspend wearing name tags since the preparation of name tags in Tamil will take sometime and will require additional provisions for this purpose.
17.	The letter issued by the Divisional Office of The Land Settlement Department Ratmalana to the general public regarding the extent of Land and the confirmation of the ownership is available only in Sinhala Language.	The Tamil and English Translations of the said letter have been submitted to the Commission.

18.	The notice boards at various places in the country are displayed only in Sinhala Language.	It is informed that the necessary steps have been taken by the Commission.
20.	Although there are more than 250 Tamil and Muslim employees Tamil is not used for the administrative purposes at Pulmudai Branch Office of the Sri Lanka Mineral Sand Corporation, Trincomalee District in Eastern Province which functions under the Ministry of State Resources and Enterprise Development.	Secretary of the relevant Ministry has informed that action had been taken to create a post of Tamil Translator in terms of Management circular No.30 to ease the official duties of Tamil and Muslim employees and action will be taken to recruit a Tamil Translator once the scheme of recruitment is approved. Further it was informed that Tamil translations have been provided to these employees even before, and a monthly allowance has been paying to the officer who performs translation duties.
21.	Usage of Languages in dialogues in Tele – Dramas and film televised in Rupavahini is not proper.	No investigation was carried out as there was no response from the complainant to the letter addressed requesting specific details regarding the complaint.
22.	The minutes of the monthly meeting held at the Divisional Secretariat are circulated only in Sinhala Language.	The Divisional Secretary has informed that measures have been taken to explain the minutes in Tamil Language.
23.	Private medical Certificates issued by the Health Services Department to the patients are only in Sinhala and English Languages.	The relevant form has been prepared in all three Languages and a copy has been forwarded to the Commission.
24.	The Report B/570 2011 submitted by Head Quarters Inspector Jaffna is only in Sinhala Language.	
25.	Statement of a Tamil Citizen has been recorded in the information book in Sinhala Language at the Police Station Uppuveli.	It has been reported that all the officers of the police station have been directed to record complaints in accordance with the Official Languages Policy.

26.	The letter requesting to appear for the interview held for selection for appointment on the results of the open competitive Examination held on 12.02.2012 for recruitment to the post of Prison Guards in the Department of Prisons was only in Sinhala.	It has been reported that it was not possible to send letters to Tamil medium candidates as there was no Sinhala - Tamil Translator and every possible steps will be taken to avoid repetition of such happening in the future.
27.	The application form to be filled in for obtaining the monthly allowance and Samurdhi allowance Rs.1000/- from the National Saving Bank which was approved for elderly citizens from the previous budget in terms of the decision of the government is available only in Sinhala and English Languages.	The relevant forms have been prepared in Sinhala /English and Tamil/English and copies have been forwarded to the Commission. The Commission has directed the authorities concerned that either the application should be printed in the same paper in all three Languages or print them separately and mark using a stamp or print the term "This form is available in all three Languages" on the surface of each form.
28.	Sinhala words in the letter head of the Office of The Medical Officer of Health are not clear.	The Commission has directed to rectify the shortcoming.
29.	Application form used for registration of organizations in The Department of Muslim Religious and Cultural Affairs is available only in Tamil and English Languages.	A Copy of the trilingual form has been referred to the Commission for information.
30.	The name boards and notice Boards displayed at the Castle Street Hospital for Woman are not in compliance with the Official Languages Policy.	It has been reported that action is being taken to prepare relevant name boards and notice boards in all Three Languages.
31.	The Lists of duties of Justices of the Peace prepared by the Ministry of Justice are issued only in Sinhala Language.	

32.	The Gazette No. 1679/40 dated 10.11.2010 containing regulations regarding creation, extension and implementation of new Judicial Districts under the Judicial Procedure Code was only in English Language.	The Secretary to The Ministry of Justice has informed that the relevant Gazette has been published in all three Languages.
33.	Announcements were not made in Tamil or English Languages at the Stations when the Intercity Train which plied from Colombo to Kandy, on 08.08.2012 Morning, departing Kandy and arriving Colombo on the same day.	To minimize the complaints from the railway Commuters for not making announcements in three languages a programme was conducted for 150 railway employees for training as announcers who could make announcements in all three Languages.
34.	The Tamil version of the name board of the National Film Corporation erected facing, Bullers Road is incorrect.	It has been reported that the relevant name board has been corrected.
35.	When produced the Birth Certificate written in Tamil Language the applicant was asked to produce a Sinhala Translation of same.	It has been reported that a request has been made to the Ministry of Public Administration and Home Affairs to provide services of a Translator and action is being taken to obtain services of Tamil Officers serving in the office currently.
36.	Name boards displayed near the counter of the Post Office, Avissawella are only in Sinhala Language.	The Post Master, Avissawella has informed that the relevant name boards have been prepared in all three Languages.
37.	No Tamil skilled Officer is available to response to the telephone calls dialed to Police Emergency Number 119.	The DIG Disciplinary conduct has informed that 10 Police Officers who can speak Tamil Language and 11 Police Officers who have followed the Tamil course and acquired proficiency in Tamil have been engaged in The Police Emergency Centre No 119 established under the Police Command and Information Division, They are required to work an eight hour duties on shift basis daily and it has been noted to attach some more trained officer to this unit in future.

38	To call the next consumer, the common practice of the Employees' Provident Fund office is to announce and display the number at the inquiry counters. The announcement is made only in English Languages	The Superintendent of the fund has informed that action has been taken to improve the public address system only to make a sound when calling a new number, so that they can be heard by everyone.
39	Applications for recruitment of Judges are only in English Language and conducting of the relevant examination only in English Languages.	Secretary of the Judicial Service Commission has informed the Commission that so far no decision has been taken to conduct an examination for recruitment of Judges.
40	The letter head of the Municipal Council, Rathnapura is not in compliance with the Official Languages Policy.	Municipal Commissioner has informed that the relevant letter head has been proposed in all Three Languages.
41	The annual financial statement circulated among members by the Employees' Trust Fund Board is only in Sinhala Language	Copies of the annual financial statements printed in all Three Languages have been submitted to the Commission.
42	No announcements were made in Tamil Languages from 4.00p.m. to 5.00a.m. on 24-05-2014 at Fort Railway Station.	There were continual complaints that the announcements are not made in all three Languages in Railway Station. To solve that problem 150 railway employees were trained to make announcements in all Three Languages.
43	Refusal to record in Tamil Languages the complaint made to the Police Station Velliadi	The Officer – in – Charge has informed that all the complaints are recorded in Tamil Language and Translated into Sinhala subsequently and when performing court duties all the plaints are prepared in Tamil and submitted to the courts.
44	Invitation for the meeting held on 03.04.2012 for establishment of Construction, Human Resources Development and Management Inter-Ministerial operational Committee and publication of its functions and the agenda / description of the procedure was only in Sinhala Languages	The List of invitees and the agenda had been sent in English the Link Language but the description of the meeting had been sent in Sinhala Language. However it has been informed that in future action will be taken on such matters in accordance with the Official Languages Policy.
45	The application form to be filled in for obtaining benefits under the Employees' Provident Fund which is issued by the Office of the Assistant Commissioner of	The Commissioner General of Labour has informed that the "K" form which is prepared for obtaining Employees' Provident Fund Benefits has been

	Labour, Panadura (Applicants photograph should be) is only in Sinhala Language.	printed since 1990 and relevant instruction manual also has been printed in all Three Languages by now.
46	The form to be filled in for registration as a voter is available only in Sinhala at the Elections Office, Ratnapura Town.	Deputy Commissioner of Elections, Ratnapura has informed that it had been rectified and informed the complainant accordingly.
47	The sound tape provided for responding to telephone calls received at the Sri Lanka Medical Council is only in English Language.	The Registrar of the Sri Lanka Medical Council had informed that the conversion of the respective sound tape has been assigned to Telecommunication Institute.
48	Recording of statement of Tamil citizens in Sinhala Language at the investigations conducted by the Terrorist Investigations Unit	DIG – Staff has informed That the final statements of Tamil person had been recorded in Sinhala Language with the assistance of a Translator and also have recorded in Sinhala Language with the assistance of a Translator and also have recoded statements in their mother Language and pasted into the complaint Book and obtain Sinhala Translation of those complaints with help of a Translator.
49	The term/name “Balangoda” in wrongly spelt in Tamil in the name board erected behind the Road Development Authority on Balangoda – Kaltota Road.	Executive Engineer Road Development Authority, Pelmadulla has informed the Commission that the Tamil version of the name board erected behind the Road Development Authority at Kaltota Street, Balangoda is corrected.
50	The statement of recoveries during the period in Sri Lanka Tele – com Bills are indicated only in English Language.	Chief Valuation Officer has informed that the relevant recoveries are indicated - in three Languages.
51	The notices displayed for information of Students in the University of Peradeniya are available only in Sinhala Language.	Vice- Chancellor has informed that all the notices displayed by the University will be made available in accordance with the OLP in future.
52	Addressing a letter to the complainant regarding the formal by the Addalachena Divisional Secretary Disciplinary Inquiry to be held only in Sinhala Language.	District Secretary Ampara has informed that Tamil version of the charge sheet has been provided to the complainant by the Divisional Secretary, Addalachenai.



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கணக்காய்வாளர் தலைமை அறிபுதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



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02. ඉහත සඳහන් ලිපිය සමග එවන ලද මාගේ වාර්තාවේ ඉංග්‍රීසි අනුවාදය මේ සමග එවා ඇත.

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- පිටපත :- 01. ලේකම්, ජනාධිපති ලේකම් කාර්යාලය
 02. ලේකම්, මුදල් හා ක්‍රමයම්පාදන අමාත්‍යාංශය.

අංක 306/72 පොල්දූව පාර,
 බත්තරමුල්ල, ශ්‍රී ලංකාව

இல. 306/72, பொல்துவ வீதி,
 பத்தரமுல்லை இலங்கை

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கணக்காய்வாளர் தலைமை அறிபதி திணைக்களம்
AUDITOR GENERAL'S DEPARTMENT



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எனது இல.
My No

JP/D/OLC/FA/2012/10

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உமது இல
Your No.

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Date

29 October 2013

Chairman
Official Languages Commission

Report of the Auditor General on the Financial Statements of the Official Languages Commission for the year ended 31 December 2012 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 2012 comprising the statement of financial position as at 31 December 2012 and the statement of financial performance, statement of changes in equity 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 31May 2013.

අංක 306/72 පොල්දූව පාර,
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1.2 Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of those financial statements in accordance with Sri Lanka Public Sector 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.

1:3 Auditors' 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. Sub-sections (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

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

2. Financial Statements

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 2012 and its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

2:2 Comments on Financial Statements

2.2.1 Accounting Deficiencies

In terms of Sri Lanka Public Sector Accounting Standards No.07, the fully depreciated motor vehicles and machineries valued at Rs.2,174,888 had not been revalued and brought to account.

2.2.2 Lack of Evidence for Audit

A schedule consisting of details of the property, plant and equipment totalling Rs.15,981,687 had not been presented.

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

The following non-compliances were observed at the test check carried out in respect of transactions.

Reference to Laws, Rules,
Regulations, etc.

Non - compliance

(a) Government Financial
Regulations

(i) F.R 231

Particulars relating to each service had not been entered in the voucher in each instance so as to enable to check as far as possible, without reference to any other document.

(ii) F.R 264

Even though every payment should be supported by a receipt from the payee in acknowledgement of the amount mentioned in the voucher, 11 payment vouchers valued at Rs.751,817 had not fulfilled those requirements.

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 deficit of Rs.4,707,830 as against the surplus of Rs.1,359,451 for the preceding year. It was observed that there was a deterioration of Rs.6,067,281 in the financial results for the year under review as compared with the preceding year. Increase of depreciation, expenditure on implementation of official language policy and other expenditure by Rs.2,597,637, Rs.1,459,978 and Rs.1,547,759 respectively and decrease of income by Rs.461,907 had mainly attributed for the deterioration in the financial results as compared with the preceding year.

3.2 Analytical Financial Review

(a) The operating income for the year under review had decreased by 4 per cent as compared with the preceding year. Particulars are given below.

	2012 Rs.	2011 Rs.	Changes Rs.
Government grant for recurrent expenditure.	10,997,000	11,450,000	(453,000)
Miscellaneous income	6,314	27,838	(21,524)
Income from sale of books	6,502	379	6,123
Loan interest	46,485	39,991	6,494
Total	11,056,301	11,518,208	(461,907)

(b) The expenditure had increase by a percentage ranging between 101 per cent and 1,711 per cent during the year under review as compared with the preceding year. Particulars are given below.

Expenditure	2012 Rs.	2011 Rs.	Changes Rs.	Percentage of Increase of Expenditure as compared with the preceding year %
Other Expenditure	196,303	87,374	108,929	125
Renovation and Maintenance of Assets	660,168	329,226	330,942	101
Implementation of Policies on Official Languages	3,764,782	1,755,812	2,008,970	114
Depreciation	2,749,478	151,841	2,597,637	1,711

4. Operating Review

4.1 Performance

The following observations are made.

(a) According to the Action Plan for the year 2012, it was proposed to exhibit 04 permanent notice boards containing the language rights at four Divisional Secretariats. However, only one notice board had been fixed.

(b) Even though it was proposed to exhibit 50 permanent plaques prepared in two languages containing matters relating to language rights at the Government institutions by spending Rs.200,000, this work also had not been implemented.

(c) Seventy complaints had been received during the year relating to violation of language rights and out of these, enquiries for 21 complaints had not been completed. Of these, 16 complaints had remained over 02 months.

(d) Twenty nine language audits had been conducted during the year under review whereas issuing final report in that regard had delayed for more than 06 months. Follow up action had not been carried out in that regard after issuing the final report.

4.2 Uneconomic Transactions

The following observations are made.

(a) While conducting the Railway Announcement Training Programme in the month of July 2012 it was planned to produce an audio and video combined tape so as to enable to utilise for a self study. Even though money had been paid to the resource provider for preparing its video copy, the relevant combined tape had not been presented even up to May 2013.

(b) Even though a 04 days training had been provided to Railway Work Assistants and Substitute Labourers of the Department of Railway in order to carry out tri languages announcement, it had been carried out without checking the basic qualification relating to the language ability and as such it was unable to obtain the expected results.

4.3 Personnel Administration

Even though the approved posts of the staff of the Commission were 29, of these, 16 posts had remained vacant by 31 December 2012. Details are given below.

<u>Post</u>	<u>Approved Cadre</u>	<u>Actual Cadre</u>	<u>Number of Vacancies</u>
Executive Grade	03	01	02
Non executive Grade	20	07	13
Others	06	05	01
	----	----	-----
Total	29	13	16
	=====	=====	=====

5. Accountability and Good Governance

----- Internal Audit -----

An Internal Audit Division had not been established within the Institution and the internal audit had been carried out by the Internal Audit Division of the Ministry during the year 2012.

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) Accounting
- (b) Assets Management
- (c) Annual Performance

W.P.C.Wickramaratne
Acting Auditor General



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அரசகரும மொழிகள் ஆணைக்குழு
OFFICIAL LANGUAGES COMMISSION

මූල්‍ය ප්‍රකාශන - 2012

நிதி அறிக்கை - 2012

Financial Statement- 2012

රාජ්‍ය භාෂා කොමිෂන් සභාව , 04 හතරවන මහල "භාෂා මන්දිරය", 341/7, කෝට්ටේ පාර ,රාජගිරිය.
அரசகரும மொழிகள் ஆணைக்குழு, 04 ஆம் மாடி, "பாஷா மந்திரய", 341/7, கோட்டே வீதி, இராஜகிரிய.
OFFICIAL LANGUAGES COMMISSION , 04TH FLOOR , "BHASHA MANDIRAYA", 341/7, KOTTE ROAD, RAJAGIRIYA.

OFFICIAL LANGUAGES COMMISSION
STATEMENT OF FINANCIAL POSITION
As at December 31,2012

	Note	2011 Rs	2012 Rs
ASSETS			
Current assets			
Cash and Cash equivalent		2,341,966.26	26,372.95
Inventories	4	1,025,540.00	1,020,680.00
Prepayments	5	53,320.00	43,680.00
Loan Given to Employee	6	929,608.60	1,316,573.14
Unsettled Sub Imprest		-	7,694.00
		<u>4,350,434.86</u>	<u>2,415,000.09</u>
Non Current assets			
Property, Plant and Equipment	7	1,833,785.20	9,591,979.35
Total assets		<u><u>6,184,220.06</u></u>	<u><u>12,006,979.44</u></u>
LIABILITIES			
Current Liabilities			
Payable	8	384,131.18	292,575.05
Provision for Gratuity	9	775,994.37	898,139.87
		<u>1,160,125.55</u>	<u>1,190,714.92</u>
Non-current liabilities			
		-	-
Total liabilities		<u>1,160,125.55</u>	<u>1,190,714.92</u>
Net Assets		<u><u>5,024,094.51</u></u>	<u><u>10,816,264.52</u></u>
NET ASSETS/EQUITY			
Accumulated Surplus/ Deficit	10	<u><u>5,024,094.51</u></u>	<u><u>10,816,264.52</u></u>

The annexed notes to the Financial Statements form an integral part of these financial statements. Figures in Bracket Indicate deductions.

The Financial Statements have been prepared in accordance with Sri Lanka Public Sector Accounting Standards and the requirement of financial regulation and relevant government circulars

The Board of Director is responsible for preparation and presentation of these financial statement. Signed for and on behalf of the Board

Nimal R. Ranawaka
(Chairman)

(Director)

K.A.C.Shamantha
(Accounting Supervisor)

OFFICIAL LANGUAGES COMMISSION
STATEMENT OF FINANCIAL PERFORMANCE
For the year ended December 31,2012

	Note	201 Rs	2012 Rs
Revenue			
Recurrent transfer from the treasury		11,450,000.00	10,997,000.00
Other Revenues	11	68,208.10	59,301.10
Total Revenue		<u>11,518,208.10</u>	<u>11,056,301.10</u>
Expenses			
Wages Salaries and Employee Benefits	12	5,831,323.38	6,334,836.37
Supplies and Consumable Used	13	565,262.59	1,141,444.27
Depreciation	7	151,840.55	2,749,477.85
Repair And Maintenance	14	329,225.52	660,167.56
Utilities and Other Service	15	788,926.18	817,120.01
Other expenses	16	87,374.00	196,302.75
Implementation of Official Language Policy programmes	17	2,304,804.00	3,764,782.28
Audit fees		<u>100,000.00</u>	<u>100,000.00</u>
Total Expenses		10,158,756.22	15,764,131.09
Surplus/ Deficit for the Period		<u><u>1,359,451.88</u></u>	<u><u>(4,707,829.99)</u></u>

The annexed notes to the Financial Statements form an integral part of these financial statement. Figures in Bracket Indicate deductions.

OFFICIAL LANGUAGES COMMISSION
 STATEMENT OF CHANGES IN EQUITY
 For the year ended December 31, 2012

	Capital Grant by the Treasury	Recurrent Grant by the Treasury	Total Treasury grant	Grant by Donor Agencies	Accumulated Fund	Total
Balance as at 31 December 2010					2,690,267.63	2,690,267.63
Capital Grant From the treasury	975,000.00					975,000.00
Previous year adjustment Festival Advance Recoveries					(625.00)	(625.00)
Surplus / (deficit) for the year 2011					1,359,451.88	1,359,451.88
Balance As at 31 December 2011	975,000.00				4,049,094.51	5,024,094.51
Capital grant From the Treasury	10,500,000.00					10,500,000.00
Previous year adjustment					(4,707,829.99)	(4,707,829.99)
Surplus / (deficit) for the year 2012						
Balance As at 31 December 2012	11,475,000.00	-	-	-	(658,735.48)	10,816,264.52

The annexed notes to the Financial Statements form an integral part of these financial statement. Figures in Bracket Indicate deductions.

OFFICIAL LANGUAGES COMMISSION
CASH FLOW STATEMENT
For the year ended December 31,2012

	NOTE	2011 Rs.	2012 Rs.
Cash Flow from the operating Activities			
Surplus/ (Deficit)		1,359,451.88	(4,707,829.99)
Non- current Movement			
Depreciation	7	151,840.55	2,749,477.85
(Increase)/Decrease in Prepayment		(26,420.00)	9,640.00
(Increase)/Decrease in Inventories		1,415.00	4,860.00
(Increase)/Decrease in Loan advance given		(49,469.40)	(386,964.54)
(Increase)/Decrease in Sub Imprest		-	(7,694.00)
Increase/(Decrease) in payable		11,235.96	(91,556.13)
Increase/(Decrease) in gratuity provision		(101,170.00)	122,145.50
Increase/(Decrease) in audit fee payable		100,000.00	
Increase/(Decrease) in Deposit payable		(238,756.81)	
Net Cash Flow From operating Activities		1,208,127.18	(2,307,921.31)
Cash Flow From the Investment Activities			
Purchase of Plant and Machinery	7	(225,422.50)	(10,507,672.00)
Net Cash Flow From Investment Activities		(225,422.50)	(10,507,672.00)
Cash flow From Financing Activities			
Capital Grant From the Treasury		975,000.00	10,500,000.00
Capital Grant From the Donor agencies		-	-
Net Cash flow From Financing Activities		975,000.00	10,500,000.00
Net increase/ (decrease) in Cash and Cash Equivalent		1,957,704.68	(2,315,593.31)
Cash and Cash equivalent at beginning of the year		384,261.58	2,341,966.26
Cash and Cash equivalent at the end of the year		2,341,966.26	26,372.95

The annexed note to the Financial Statements form an integral part of these financial statement. Figures in Bracket Indicate deductions.

OFFICIAL LANGUAGES COMMISSION
NOTE TO THE FINANCIAL STATEMENT
For the year ended December 31,2012

1 Reporting Entity

The Official Languages Commission is fully Government owned statutory institute incorporated by the Languages Commission Act No 18 of 1991. The Commission is come under the purview of Ministry of National Languages and Social Integration. The Registered office of the commission is situated at 4th Floor, "Basha Mandiraya" 341/7, Kotte Road, Rajagiriya.

1.1 Principle Activities and the Nature of the Operation

The principle Activity of the commission to monitoring the Official Languages Policy implementation.

1.2 Number of Employee

The Existing Number of employees of the Commission as at 31st December 2012 was 14 (2011 - 15). Approved Carder for year 2012 is 29.(2013-29)

1.3 responsibility of Financial Statement

The Board of directors is responsible for preparation and Presentation of these Financial Statements

2 Basis for Preparation

2.1 Statement of Compliance

The financial Statements comprise Statement of Financial Position, Statement of Financial Performance, Cash Flow statement and statement of Changes in Equity and Notes to the Financial Statement. The Financial Statements have been prepared in accordance with Sri Lanka Public Sector Accounting Standards as laid down by the Institute of Chartered Accountant of Sri Lanka together with Ministry of Finance and Planning and Auditor General's department and the requirement of financial regulation and relevant government circulars

2.2 Basis of Measurement

The financial Statements have been prepared on historical cost basis except employee retirement gratuity which is based on the Gratuity Act No 12 of 1983. No adjustment has been made for inflationary factors in financial statement.

2.3 Presentation Currency

The Financial Statements are presented in Sri Lankan Rupees.

2.4 Use of Estimates and Judgments

The preparation of financial Statements requires management to make estimates ,Judgments and assumptions that affect the application of Accounting Policies, reported assets, liabilities, incomes and expenses. The estimates and assumptions are based on historical experiences and various other factor that are believed to be reasonable under the circumstances. The actual result may differ from the estimate.

Information about significant areas of estimates and uncertainty that have the most significant effects on the amount recognizes in the financial statement are,

Provision for Employee Gratuity (Note 9)
Impairment of Assets (Note 3.1)

2.5 Materiality and Aggregation

Each material class of similar items is presented separately. Items of dissimilar classes or functions are presented separately unless they are immaterial.

2.6 Comparative Information

Comparative Information has been reclassified wherever conform to the current year's presentation

3 Significant Accounting Policies

The accounting policies are consistence with those uses in the previous year and have been consistently applied by the entity

3.1 Assets and base of their Valuation

Property, Plants and Equipments

Recognition and Measurement

The property, plant and equipment are recorded at cost of purchase or construction together with any incidental expenses thereon. These assets are stated at cost less accumulated depreciation which are provided on the basis specified bellow.

The cost of property, plant and equipment includes expenditure that is directly attributable to the acquisition of the assets. When the assets are transferred to the commission from the general treasury or any other government institute the cost incurred by that institutes to acquire the assets or if the assets is used one the revaluation amount is recorded as the assts cost.

Assets that are fully depreciated and not in usable condition but is being used by the commission is at revalued or impaired due to inability to assess it's useful life time. However information about these type of assets will be disclosed as note to Financial Statements.

Depreciation

Depreciation is recognized in profit and loss on a straight line basis over the estimated useful lives of items of each part of items of property, plant and equipment. The commission policy is to identify the full year depreciation for the year of purchase and not charge the depreciation for the year of disposal.

The useful life lives for the current and comparative year as follows,

Plant and Machinery	5 year
Office Equipment	10 year
Motor Vehicle	4 year

3.2 Inventories

Inventories are stated at lower of cost and net realizable values. The net realizable values is the estimated selling price less estimated cost of completion and selling expenses. The inventory comprise of Publication of the commissions. The realizable price of these publications is the selling price since prices are fixed. No selling cost allowed to inured in this regard.

3.3 Prepayment and Payable

Prepayment and payable are stated at actual cost incurred and cost to be incurred under contract.

3.4 Loan given to Employee

The Loan given to employees are stated at cost. No provision are made for bad or unrecoverable loan since it is not allowed. The bad or unrecoverable loan are stated in the financial statements as disclosure.

3.5 Provision for Gratuity

Provision for Gratuity Calculated in accordance with Gratuity Act No 12 of 1983. The half of Last month basis salary of existing permanent employees is provided for the year.

3.6 Revenue

The cash imprest for recurrent expenditure released by the General treasury for the year is recognized as revenue. The Cash imprest for capital expenditure or direct transfer of capital assets are recognized as direct capitalization of commission's Accumulated fund

3.7 Expenditure

Expenses are recognized in the Statement of Financial Performance on the basis of direct association of cost incurred and the earning of specific items of income. All the expenditures running the commission activities and maintain property, plant and equipment and implementation of Official Language Policy have been charged to the Statement of financial Performance

3.8 Cash Flow Statement

Cash Flow Statement has been prepared using the indirect method

OFFICIAL LANGUAGES COMMISSION
NOTE TO THE FINANCIAL STATEMENT
For the year ended December 31,2012

4 Inventories		2011	2012
Publications		Rs.	Rs.
Name of the publication			
English Sinhala Glossaries		93,950.00	93,050.00
Tamil English Glossaries		44,010.00	43,290.00
Tamil Special Glossaries		630.00	630.00
40 hours crash Course Book		886,950.00	883,710.00
Total		1,025,540.00	1,020,680.00

5 Prepayment			
News paper Periodical		53,320.00	43,680.00
		53,320.00	43,680.00

6 Loan Advances given to Employees

Loan Advance Type	Balance as at 31.12.2011	Addition	Capital Recoveries	Balance as at 31.12.2012
Festival Advances	-	40,000.00	40,000.00	-
Distress Advances	929,608.60	576,671.00	188,706.46	1,317,573.14
Special Advances	-	10,000.00	11,000.00	(1,000.00)
Total	929,608.60	626,671.00	239,706.46	1,316,573.14

No bad debt or unrecoverable loan balances for the current accounting year

7 Property, Plant and Equipment

7.1 Cost or Revaluation Value

Description	Balance as at 01.01.2012	Addition During the	Disposal During the	Balance as at 31.12.2012
Motor vehicle	1,835,250.00	10,500,000.00	-	12,335,250.00
Plant and Machinery	339,637.75	7,672.00	-	347,309.75
Office Equipment	3,299,126.90	-	-	3,299,126.90
Total cost or Revaluation Value	5,474,014.65	10,507,672.00	-	15,981,686.65

7.2 Accumulated Depreciation

Motor vehicle	1,835,250.00	2,625,000.00	-	4,460,250.00
Plant and machinery	339,637.75	1,534.40	-	341,172.15
Office Equipment	1,465,341.70	122,943.45	-	1,588,285.15
Total Depreciation	3,640,229.45	2,749,477.85	-	6,389,707.30

7.3 Net Book Value

1,833,785.20	9,591,979.35
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OFFICIAL LANGUAGES COMMISSION
 NOTE TO THE FINANCIAL STATEMENT
 For the year ended December 31,2012

	2011 Rs	2012 Rs
8 Payable		
Refundable Deposit	-	1,335.00
Un-presented cheque	-	21,951.00
Electricity bill	-	33,228.00
Advertising	40,000.00	20,160.00
Traveling	196.00	5,725.00
Telephone SLT bill	-	19,925.77
Vehicle Hiring Charges	20,762.00	-
Vehicle repair	33,185.00	-
Overtime	25,740.18	1,799.28
Fuel and Lubricants	14,248.00	-
Audit Fee Payable	250,000.00	188,451.00
	<u>384,131.18</u>	<u>292,575.05</u>
9 Provision for Gratuity		
Balance Brought Forward	877,164.37	775,994.37
Addition during the year	115,420.00	122,145.50
Payment During the year	(216,590.00)	-
Balance Carried Forward	<u>775,994.37</u>	<u>898,139.87</u>
10 Accumulated Fund		
Balance Brought forward before previous year adjustment	2,690,267.63	5,024,094.51
Add		
Fund received from The Treasury for Capital Expenditure	975,000.00	10,500,000.00
Balance Brought forward before previous year Adjustment	3,665,267.63	15,524,094.51
Festival Advance Recoveries for previous year	(625.00)	-
Accumulated Fund before Surplus/(Deficit)	3,664,642.63	15,524,094.51
Surplus/ (Deficit) for the year	1,359,451.88	(4,707,829.99)
Balance Carried forward	<u>5,024,094.51</u>	<u>10,816,264.52</u>
11 Other Revenue		
Employee Loan Interest	39,990.80	46,484.69
Sales of Publications	379.00	6,502.00
Sundry income	27,838.30	6,314.41
	<u>68,208.10</u>	<u>59,301.10</u>

OFFICIAL LANGUAGES COMMISSION
NOTE TO THE FINANCIAL STATEMENT
For the year ended December 31,2012

	2011 Rs	2012 Rs
12 Wages Salaries and Employee Benefits		
Salaries and Wages	3,511,653.12	3,692,079.12
E.P.F. Contribution	505,280.74	504,277.24
E.T.F. Contribution	126,320.18	125,998.53
Overtime	362,917.14	481,001.83
Salary Allowanced	1,101,487.30	987,285.00
Gratuity Expenses	115,420.00	122,145.50
Special Salary Allowances	108,244.90	410,049.15
Photo Copy Allowance For K.K.S	-	12,000.00
	<u>5,831,323.38</u>	<u>6,334,836.37</u>
13 Supplies and Consumable Used		
Stationery	172,758.18	446,013.77
Uniform	12,360.00	15,445.00
News Paper and Periodicals	64,310.00	112,344.00
Fuel and Lubricant	315,834.41	567,641.50
	<u>565,262.59</u>	<u>1,141,444.27</u>
14 Repair And Maintenance		
Vehicle Hiring Charges	160,000.00	459,238.00
Building Maintenance	10,780.00	-
Office Equipment Maintenance	49,830.52	54,063.12
Computer Repair	9,650.00	17,300.00
Motor Vehicle Repair	98,965.00	22,471.94
Insurances and Licenses	-	107,094.50
	<u>329,225.52</u>	<u>660,167.56</u>
15 Utilities and Other Services		
Telephone, Email and Internet	175,590.52	217,198.35
Electricity	346,395.27	352,528.68
Cleaning Services	143,535.02	143,911.98
Postal Charges	25,975.00	103,481.00
Other	97,430.37	-
	<u>788,926.18</u>	<u>817,120.01</u>

OFFICIAL LANGUAGES COMMISSION
 NOTE TO THE FINANCIAL STATEMENT
 For the year ended December 31,2012

	2011	2012
	Rs	Rs
16 Other expenses		
Cost of Book Sold	-	4,860.00
Traveling	87,374.00	165,661.50
Petty Cash and Other Expenses	-	25,781.25
	<u>87,374.00</u>	<u>196,302.75</u>
17 Implementation of Official Language Policy programmes		
Research and Survey	-	2,509.50
Training	118,100.00	168,292.50
Field visits	195,792.00	344,130.50
Work shops and Seminars	922,457.00	262,725.50
staff Training	270,529.50	-
Board Meeting Expenses	4,500.00	435,971.00
Other	244,433.00	25,240.70
Advertising	548,992.50	968,903.78
Traslation Expenses	-	242,569.80
CIDA Canada Tour Expenses		30,480.00
Dayata Kirula Expenses		1,283,959.00
	<u>2,304,804.00</u>	<u>3,764,782.28</u>