

2019

Annual Performance Report

Department of Christian Affairs

Annual Performance Report

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Chapter - 01

1. Profile of the institution/ Summary on its implementation



Department of Christian Religious Affairs Introduction

Programmes are implemented by the Department of Christian Religious Affairs with a view to ensure the maintenance and enhancement of Christian Religion and culture

Vision

Taking action for the wellbeing of Christian community

Mission

Promotion of values, ethics and faiths in Christian culture and religion
in consistent with the social recognitions

Objective

Formulation and supervision of policies and programs with a view
to enhance religious values of people
in order to build a moral society

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Main Activities

1. Carrying out development activities at national religious places declared by Catholic Church and Pilgrimages Ordinance.
2. Granting funds for annual church feasts at public religious places.
3. Assistance in Development.
4. Providing aids for reconstruction and development activities at Christian churches for which economic assistance has become dire necessity.
5. Enhancement of Christian religious education and evaluation of the services of Christian Daham School Teachers.
6. Promotion of Christian religious, literature and arts.
7. Conducting quiz competition in order to enhance knowledge in Bible.
8. Making contribution for Easter programs which is highly adored by Christian community.
9. Making contribution for Christmas festival highly respected by Christians and organization of state Christmas festival
10. Organization of ceremonies which are important at national as well as religious aspects.
11. Implementation of spiritual and personality development programs for the benefit of Christian community.
12. Reconstruction and development of Churches.
13. Making recommendations for visa for both foreign laymen and clergies who arrive for religious activities and recommendations for visa for pilgrims.
14. Provision of concessions for religious institutions on water, electricity and duties.
15. Making recommendations for issuance of passports and identity cards for local Christian clergies.
16. Special projects launched by the Department of Christian Religious Affairs.
17. Issuance of registration certificates for Catholic Churches, Daham Schools, and religious Institutions and maintenance of a data base.

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Department of Christian Religious Affairs

Even though, the Christian community living in Sri Lanka has conducted religious observances joining with religious centers for centuries, no direct link has been established between such religious organizations and government. However, they always had the freedom of religion under each government. During the past decade, the role to be performed by the government on Christian community and their religious centers under concept “**All religions should be treated at one and the same level**” has been expanded and developed. In the meantime, the attention of government was significantly drawn to the clergy and devotees of Christianity. As a result of this trend, the mutual trust and relationship has been developed systematically within Christian religious body as well as between religious centers and government.

The religious places situated both in urban and rural areas serve as the institutions which lay the foundation to enhance ethics, virtues and morals whilst conducting Christian religious observances. Our service is to provide assistance and sponsorship through government and other institutions, which is necessary to make a generation enriched with morality and to develop Christian community in spiritual and attitudinal aspects making religious places the center for the purpose whilst joining with Roman Catholic Church and the Christian churches affiliated to national Christian Board.

This Department which was established in May 1999 by a Cabinet Memorandum as the Department of Christian Religious Affairs and Cultural Affairs under the Ministry of Cultural Religious Affairs has seen a gradual evolution facing various changes within later years under different Ministries and Ministers. Since 01st August 2007, the Department of Christian Religious Affairs has been developed in a more proper and systematic way becoming a more active institution. Accordingly, the role of the Department was implemented under following four divisions.

Administration Division
Development Division
Accounts Division
Internal Audit Division

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❖ Administration Division

1. Maintaining all establishment activities relevant to personal files of all the officers in the staff.
2. Maintaining systematically the procedures of recruitment and other activities relevant for recruitment of new officers to the vacancies.
3. Providing establishment information and reports which are requested from time to time.
4. Performing duties relating to local and overseas training of officers.
5. Maintaining public Administration Circulars, Department Circulars and all other circulars with necessary updating.
6. Settling of bills connecting to expenses for telephone, water, electricity, building and other miscellaneous purposes and ensuring maintenance.
7. Performing all duties relating to provision of security services, provision of sanitary services, servicing computers, photocopiers and fax machines and duties relating to other contracted services.
8. Maintaining particulars of daily attendance with necessary updating, issuing duty leave, railway warrants, settling and maintaining the file for railway concessionary tickets.
9. Duties pertaining to Agrahara Insurance.
10. Receiving applications for loans and submitting them to the Accounts Division after completion
11. Performing all duties relating to maintenance of vehicles and transport.
12. Making recommendations for visa for both foreign laymen and clergies who arrive for religious activities and recommendations for visa for pilgrims.
13. Granting concessions for religious institutions on water, electricity bills and granting relief for duty
14. Making recommendations for the issuance of identity cards and passports for local Christian Priests.
15. Issuance of registration certificates for Catholic Churches, Daham Schools, and religious Institutions and maintenance of a.
16. Provision of information to outside parties under Right to Inform Act.

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❖ Development Division

The role of the Development Division is planning of projects in order to achieve the objectives of the Department utilizing funds received by the Department from the allocations of General Treasury and funds from other sources, reporting the progress organizing and coordinating activities which are implemented relevant to enhance social and religious upliftment and projects implemented with funds which are received centering religious places and providing necessary funds to the projects implemented at divisional and district level and reviewing the progress.

The Development Division performs the above role in the following manner.

1. Carrying out development activities at national religious places declared by Catholic Church and Pilgrimages Ordinance.
2. Granting funds for annual church feasts at public religious places.
3. Granting funds for reconstruction of Christian churches which are maintained amidst severe economic problems and which are more than hundred years old.
4. Providing aids for reconstruction and development activities at Christian churches for which economic assistance has become dire necessity.
5. Providing aids for the reconstruction and development activities at Christian Religious Institutions, which need economic assistance
6. Enhancement of Christian religious education
7. Providing uniforms for teachers of Daham schools
8. Providing allowances for teachers of Daham schools
9. Promotion of Christian religious, literature and arts
10. Evaluation of Christian Artists
11. Purchase of the publications of Christian writers and providing books to libraries at Daham schools
12. Making contribution for Christmas festival highly respected by Christians
13. Issuance of Christmas stamp and organization of State Christmas Festival
14. Making contribution for Easter programs which is highly adored by Christian community
15. Organization of ceremonies which are important at national as well as religious aspects
16. Implementation programs with the objective of improving Christian community through spiritual and personality

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Accounts Division

The role of the accounts Division is to perform and direct accurately the financial responsibility which is the final process of all the tasks performed by Establishments Division and Development Division under the supervision of Director and Accountant of the Department.

The above role is performed in the following manner.

- 01 To receive vouchers connecting to all payments, confirm the accuracy in figures, examine as to whether the source documents relevant to voucher are received in sufficient manner, confirm as to whether the proper authority has been received for payment within financial regulations and various limits and finally to submit for certifying the expense.
- 02 To maintain cash book for the purpose of making payments accurately including certified vouchers in the cash books and issuing cheques.
- 03 To carry out activities relating to preparation of salaries and maintain documents for salary deductions.
- 04 To prepare annual appropriate account as per the instructions of the relevant circular and prepare answers for audit queries.
- 05 To maintain petti cash advances and petti cash book including bank transactions. To maintain cash box ensuring the daily cash balance.
- 06 To maintain stores. To issue and receive goods and maintain necessary documents.
- 07 To prepare annual estimates and collect data in respect of relevant parties.
- 08 To maintain expenditure ledger. To reconcile the actual expenditure with the provisions of budget from time to time and transfer allocations as per Financial Regulations 56 if provisions are not sufficient for the coming period. To take action to transfer and obtain additional provisions.
- 09 To maintain general deposit account and take action to send monthly accounts reports before due date.
- 10 To check Treasury printed reports, prepare and send the monthly application for imprest to the General Treasury before due date.
- 11 To carry out all procurement activities and call tenders. To hand over inventoried goods purchased in the above manner to the officer in charge of the subject and to prepare vouchers and submit them for payment.
- 12 To remit stamp charges and withholding tax recovered when making payments to the Department of Inland Revenue before due date.
- 13 To prepare monthly bank reconciliation statement.
- 14 To transfer allocations to external government institutions and take action to account relevant credit notices.

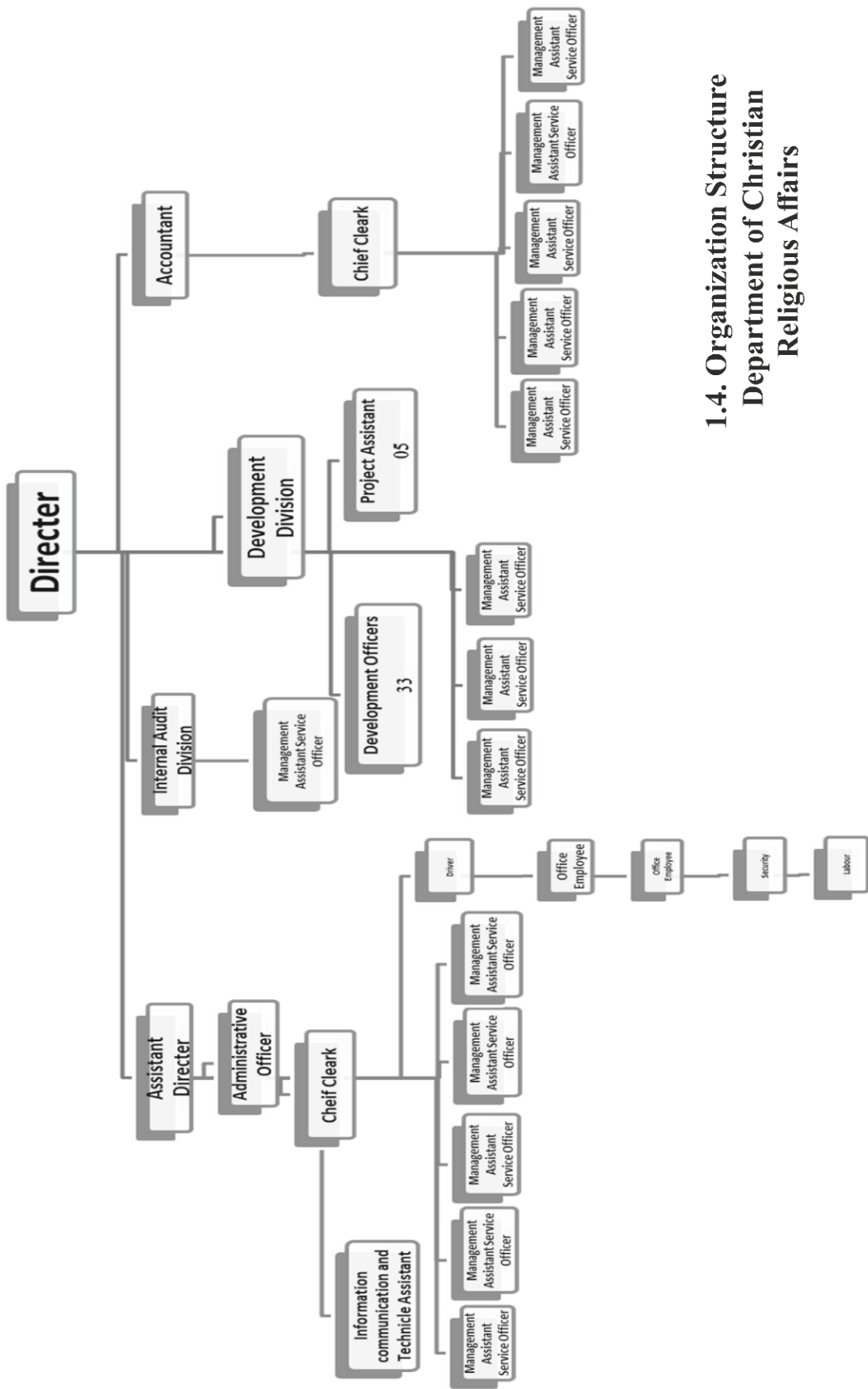
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❖ Internal Audit Division

This Division carries out internal audit activities in order to ascertain whether administration, development, and accounts division of the Department are performed adhering to relevant provisions and regulations.

The above role is performed in the following manner.

1. Preparation of the internal audit plan and getting approval for the same.
2. Carrying out internal audit activities in terms of internal audit plan.
3. Preparation of quarterly internal audit reports.
4. Issuance of audit queries
5. Conducting the meetings of Audit and Management Committee
6. Submitting reports for to Accounts Committee and preparation of answers for audit queries



1.4. Organization Structure
Department of Christian
Religious Affairs

Chapter -02

Progress and future vision

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Department of Christian Religious Affairs – 2019

Progress and future vision

Department of Christian Religious Affairs is a Government Department, which delivers its services for the benefit of the Christian Community of more than two million with the staff of nearly 45 officers.

Main objectives of the Department are the development of Christian Religious places, Churches, making contributions for the religious festivals at national level such as Christmas, Easter, organization of spiritual and Christian religious programmes and protection and promotion of Christian Arts and Crafts.

This Department proves an annual performance at higher level. Even though the Department had to cancel and postpone many programmes organized due to the situation arisen after attack on Easter on 21. 04. 2019, it made every effort to avoid adverse effects, which might cause to Christian Community, by way of utilizing the allocations made to the Department at the maximum level.

Accordingly Department could hold competitions , which were to be held as centered programmes, by way of distributing them among various areas and engaging officers of the Department in those areas. As a result of these measures Department could achieve the goals whilst reducing Government's expenses.

However the Department could not achieve the expected level of performance in financial aspects along with physical performance due to non-receipt of imprest from the General Treasury at the end of the year. Filling of vacancies in the posts including the post of Director of the Department remains as a grave challenge. Further the Department is maintained at rented buildings rented from its establishment and still the Department could not obtain a building despite various efforts made at different occasions for the purpose.

The amount of allocation received annually is not sufficient comparatively to the requested amount of allocations. However the Department will be able to look forward to ensure an optimum service to the Christian Community if the amount of allocations made to the Department is increased adequately.

M.ChatURI Pinto
Director,
Department of Christian Religious Affairs

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02. 01 Progress and Future Vision Projects and Programmes implemented in 2019 Performance Indicators of the institution (Based on the action plan)

Serial No	Project/ programme	Budget allocations 2019 (Rs. M.)	Progress		Special comments
			Physical progress %	Financial progress %	
01	Implementation of spiritual and personality development programs and programmes for prevention of drugs	2	80%	20%	Programmes could not be conducted due to non-receipt of imprest and the attack on 21/04 (On Easter day).
02	Organization of other national and religious events and various other activities	1.53	100%	100%	
03	Supplement on Easter and Easter programme	2.3	100%	100%	
04	Competition for selecting paintings for Christmas postal stamp	7	100%	100%	
	All Island carol competition		80%	80%	
	Printing of Christmas greeting card		100%	80%	
	Grants for the programmes organized by various institutions	7.3	80%	40%	Grants could not be made for the majority of programmes due to non-receipt of imprest at sufficient level
	Organization of State Christmas Festival				
	Providing aids for reconstruction and development activities at Christian churches/ institutions for which economic assistance has become dire necessity and ensuring facilities for the pilgrims during feasts at Churches		100%	100%	
05	Dharmaprabhashwara Urthmachara Ceremony	4	100%	77%	Due to non-receipt of imprest
06	Conducting drama workshops and competitions		100%	77%	Due to non-receipt of imprest
07	Providing uniforms to Daham school teachers.	26	20%	65%	Due to non-receipt of imprest
08	Conducting feasts at the Churches declared under Pilgrimage Ordinance	12	100%	88%	Funds could not be granted to 02 Churches due to non-receipt of imprest.

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	Competition on the knowledge on Holy Bible - 2019	6	100%	90%	Colombo Diocese didn't participate due to the attack on Easter
				100%	Lack of participation of children at Diocese level due to the attack on Easter
	Daham education - 2019		100%	90%	
	Granting the allowance for library books to Daham school teachers	75.5	100%	99%	Balance Rs Due to non-receipt of imprest
	Making contribution for development activities of Daham schools and various institutions	10.65	100%	98.27%	Balance Rs. 184,565.20 Instructions have been given by the Ministry of Finance to freeze 10% of the allocations as per National Budget circular No 5/2019 .
	Making contribution for the constructions, reconstructions, and development of infrastructure facilities of Churches	23.5	100%	96%	Balance Rs..246,155/41 Instructions have been given by the Ministry of Finance to freeze 10% of the allocations as per National Budget circular No 5/2019
	Development of the infrastructure facilities of Churches declared under Pilgrimage Ordinance	14.48	100%	43%	Action was taken to freeze an allocation of Rs. 7.7 million as per the letter referred from Department of National Budget dated 08/07/2019 from the
					allocation of Rs. 14.48 million approved by the budget
	Development of the infrastructure facilities at Madu Church	199.5	100%	37.9%	Due to non-receipt of imprest

Chapter - 03
Financial Performance for the year end
31 December 2019

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3. Statement of Financial Performance

Statement of Financial Performance for the period ended 31 st December 2019					Rs.	
Budget 2019	Note	Actual 2019	Actual 2018			
- Revenue Receipts		-	-			
- Income Tax	1	-	-	ACA-1		
- Taxes on Domestic Goods & Services	2	-	-			
- Taxes on International Trade	3	-	-			
- Non Tax Revenue & Others	4	-	-			
- Total Revenue Receipts (A)		-	-			
- Non Revenue Receipts		-	-			
- Treasury Imprests		185,212,435	198,609,930	ACA-3		
- Deposits		1,444,482	263,222	ACA-4		
- Advance Accounts		1,534,495	1,860,720	ACA-5		
- Other Receipts		1,755,739	1,216,055			
- Total Non Revenue Receipts (B)		189,947,151	201,949,927			
- Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		189,947,151	201,949,927			
Less: Expenditure						
- Recurrent Expenditure		-	-			
23,000,000 Wages, Salaries & Other Employment Benefits	5	22,710,067	20,373,622	ACA-2(ii)		
14,958,000 Other Goods & Services	6	9,583,430	9,342,524			
146,002,000 Subsidies, Grants and Transfers	7	125,138,029	-			
- Interest Payments	8	-	-			
- Other Recurrent Expenditure	9	14,590	137,383,436			
183,960,000 Total Recurrent Expenditure (D)		157,446,116	167,099,582			
- Capital Expenditure						
800,000 Rehabilitation & Improvement of Capital Assets	10	277,191	103,773	ACA-2(ii)		
1,700,000 Acquisition of Capital Assets	11	764,055	971,912			
10,650,000 Capital Transfers	12	10,464,585	6,999,260			
- Acquisition of Financial Assets	13	-	-			
750,000 Capacity Building	14	739,830	399,600			
37,985,000 Other Capital Expenditure	15	66,752,233	40,461,601			
51,885,000 Total Capital Expenditure (E)		78,997,894	48,936,146			
Main Ledger Expenditure (F)		3,418,410	2,510,529			
Deposit Payments		968,441	262,872	ACA-4		
Advance Payments		2,449,969	2,247,657	ACA-5		
Total Expenditure G = (D+E+F)		239,862,420	218,546,257			
Imprest Balance as at 31 st December 2019						
- H = (C-G)		(49,915,269)	(16,596,330)			

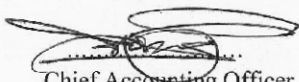
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ACA-P

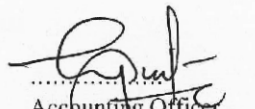
Statement of Financial Position As at 31st December 2019

	Note	2019 Rs	Actual 2018 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	26,890,353	26,259,763
Financial Assets			
Advance Accounts	ACA-5/5(a)	6,208,076	5,292,602
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		33,098,429	31,552,365
Net Assets / Equity			
Net Worth to Treasury		5,727,710	5,288,277
Property, Plant & Equipment Reserve		26,890,353	26,259,763
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	480,366	4,325
Imprest Balance	ACA-3	-	-
Total Liabilities		33,098,429	31,552,365

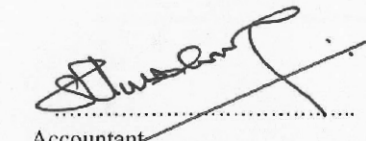
Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 50 and Notes to accounts presented in pages from 51 to 63 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.


Chief Accounting Officer
Name :
Designation :
Date : 26/02/2020

M.K. Bendula Harischandra
Secretary
Ministry of Buddhasasana, Cultural and Religious Affairs
8th Floor, "Sethsiripaya"
Battaramulla


Accounting Officer
Name :
Designation :
Date : 26/02/2020
M. Chathuri Pinto
Director (Attd.)

Department of Christian Religious Affairs
16/1, Shady Grove Avenue,
Cotta Road, Colombo 08.


Accountant
S.K. Kusalakumaran
Date : 25.02.2020

S.K. Kusalakumaran
Accountant
Department of Christian Religious Affairs

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ACA-C

Statement of Cash Flows for the Period ended 31st December 2019

	2019 Rs.	Actual 2018 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	1,755,739	-
Revenue Collected from the Other Heads	-	-
Imprest Received	185,212,435	199,825,985
Total Cash generated from Operations (a)	186,968,174	199,825,985
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	32,148,477	150,175,175
Subsidies & Transfer Payments	120,564,710	-
Expenditure on Other Heads	394,667	-
Imprest Settlement to Treasury	473	910
Total Cash disbursed for Operations (b)	153,108,327	150,176,085
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	33,859,847	49,649,900
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	1,299,585	1,117,830
Total Cash generated from Investing Activities (d)	1,299,585	1,117,830
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	33,373,641	50,768,080
Advance Payments	2,261,832	-
Total Cash disbursed for Investing Activities (e)	35,635,473	50,768,080
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(34,335,888)	(49,650,250)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	(476,041)	(350)
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	1,444,482	-
Total Cash generated from Financing Activities (h)	1,444,482	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	968,441	350
Total Cash disbursed for Financing Activities (i)	968,441	350
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	476,041	(350)
Net Movement in Cash (k) = (g) -(i)	-	350
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

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ACA-3

Imprest Account as at 31st December 2019

Department : Department of Christian Religious Affairs
Expenditure Head No. : 203.00

Imprest Account No.	Imprest Balance as at 1 st January 2019			Imprest Received			Imprest Settlement			Imprest Balance as at 31 st December 2019			Rs.
	1			2			3			4			
	Unsettled Sub Imprests	Unsettled Imprests (Excluding Unsettled Sub Imprests)	Total	Treasury	Other Sources	Total	Expenditure	Cash	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total	
	1(i)	1(ii)	1(iii)	2(i)	2(ii)	2(iii)	3(i)	3(ii)	3(iii)	4(i)	4(ii)	4(iii)	5
7002/000/0/00/0404/0017/000				185,212,435	1,826,512	187,038,947	187,038,474	473	187,038,947				473

1. Please show reasons for difference between 4 and 5 above .

- (1) Remitted to the Treasury but not updated cash book balance as at 31/12/2019
(2) Other reasons-

Rs 473

Rs 473

State if these balances were settled as at the date of signing the report and if not, reason for not settling the balances.
I hereby certify that the above information is true and correct.

Accountant
S.K. Kusalakumaran
Date 25.02.2020
S.K. Kusalakumaran
Accountant
Department of Christian Religious Affairs

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ACA-5

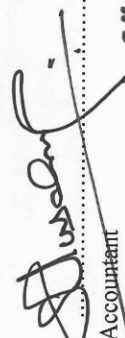
Advance Accounts as at 31st December 2019

Expenditure Head No : 203

Department : Department of Christian Religious Affairs

Rs

Name of Advance Account	Advance Account Number	No. of Advance Accounts	Balance as at 1 st January 2019 (1)	Maximum Limits of Expenditure Rs3,000,000		Minimum Limits of Receipts Rs 800,000		Maximum Limits of Debit Balance Rs12,000,000	Maximum Limits of Liabilities	Balance as per Treasury Books as at 31 st December 2019
				Debits during the year		Credits during the year				
				(2)		(3)		Balance as 4=(1)+(2)-(3)		
				In Cash	Through Cross Entries	In Cash	Through Cross Entries			
(1) Advance to Public Officers	8493/0/0/02/03/0011	1	5,292,602	2,261,832		1,299,585		6,254,849		6,254,849
(2) Other Advances	8493/0/0/02/03/0012			188,137		234,910		(46,773)		(46,773)
(3) Miscellaneous Advances										
Total			5,292,602	2,261,832	188,137	1,299,585	234,910	6,208,076	-	6,208,076


 Accountant
 S.K. Kusalakumaran
 Date : 25.02.2020
 Department of Christian Religious Affairs

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Statement of Expenditure for the period ended 31 st December 2019									
Department : Department of Christian Religious Affairs									
ACA-2(ii)									
Expenditure Head No : 203	Expenditure Code	Provisions				Expenditure		Net Effect	
		Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Savings / Excess	Reasons for the Variance
	Finance Code	(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(8)=(4)-(7)	(9)=(8)/(4)*100
1201 Stationery & Office Requisites	11	650,000		350,000	1,000,000	692,416	-	307,584	31
1202 Fuel	11	1,250,000			1,250,000	664,310	-	585,690	47
1203 Diets & Uniforms	11	12,000		(8,000)	4,000	4,000	-	-	-
1205 Other	11	500,000		90,000	590,000	548,023	-	41,977	7
Total (b)		2,412,000		432,000	2,844,000	1,908,749	-	935,251	
Maintenance Expenditure									
1301 Vehicles	11	1,500,000			1,500,000	614,999	-	885,001	59
1302 Plant and machinery	11	350,000			350,000	324,596	-	25,404	7
1303 Building and Structures	11	60,000		(32,000)	28,000	3,040	-	24,960	89
Total (c)		1,910,000		(32,000)	1,878,000	942,635	-	935,365	
Services									
1401 Transport	11	120,000			120,000	88,451	-	31,549	26
1402 Postal & Communication	11	600,000		(50,000)	550,000	366,180	-	183,820	33
1403 Electricity & Water	11	400,000			400,000	292,157	-	107,843	27

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Statement of Expenditure for the period ended 31 st December 2019										ACA-2(ii)		
Department : Department of Christian Religious Affairs										Rs.		
Expenditure Head No : 203	Expenditure Code	Finance Code	Provisions			Expenditure			Net Effect			
			Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess as a % of Revised Estimate	Reasons for the Variance	
			(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100	
1404 Rents & Local Taxes		11	4,916,000		(1,335,000)	3,581,000	2,319,707	-	2,319,707	1,261,293	35	In terms of NBD circular No 07/2019 Department was unable to move to a new office premises and unable to pay the advance to the new building on time.
1409 Other		11	3,400,000			3,400,000	2,623,928	-	2,623,928	776,072	23	Imprest not received.
Total (d)			9,436,000		(1,385,000)	8,051,000	5,690,423	-	5,690,423	2,360,577		
Total Expenditure on Other Goods & Services (a+b+c+d)			14,958,000		(985,000)	13,973,000	9,583,430	-	9,583,430	4,389,570		
NOTE - 7 - OBJECT CODE WISE CLASSIFICATION OF TRANSFERS, GRANTS & SUBSIDIES												
Transfers												
1501 Welfare Programme		11			970,410	970,410				970,410	100	When apply the FR 66 application through new online system, request fund to 13-1501 object code due to the technical error this new vote created..
1506 Property Loan Interest to Public Servants		11	450,000			450,000	315,976	-	315,976	134,024	30	Not apply for property loans as expected.
1508 Other		11	22,052,000			22,052,000	9,992,725	3,780,054	13,772,779	8,279,221	38	Imprest not received.. Some events cancelled due to the security reasons.
2-1409 Other(Promoting Christian Religious Affairs)		11	4,000,000			4,000,000	3,008,690	-	3,008,690	991,310	25	Imprest not received.

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Statement of Expenditure for the period ended 31 st December 2019										ACA-2(ii)
Department : Department of Christian Religious Affairs										Rs.
Expenditure Code	Provisions				Expenditure			Net Effect		
	Finance Code	Annual Budgetary Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)*100
NOTE - 14 Capacity Building										
2401 Staff Training	11	750,000		-	750,000	739,830	-	739,830	10,170	1 Casual Savings.
Total (e)		750,000		-	750,000	739,830	-	739,830	10,170	
NOTE - 15 Other Capital Expenditure										
10 2205 Capital Grants to Non Public Institution		23,505,000			23,505,000	20,995,480	1,595,707	22,591,187	913,813	4 Casual Savings.
11 2205 Capital Grants to Non Public Institution(Develop the Infrastructure Facilities for Pilgrims-Thalawila, wahakotte, Madu)		14,480,000		-	14,480,000	132,500	6,145,915	6,278,415	8,201,585	Expenditure control in terms of NBD circular No 05/2019 & 07/2019
15 2205 Capital Grants to Non Public Institution(Improve Infrastructure Facilities at Madhu Church)			199,500,000	-	199,500,000	-	37,882,631	37,882,631	161,617,369	Not received imprest by District Secretariat Mannar for this project
Total (f)		37,985,000	199,500,000	-	237,485,000	21,127,980	45,624,253	66,752,233	170,732,767	
Programme (1)										
Total Expenditure on Public Investments (a+b+c+d+e+f)		51,885,000	199,500,000	-	251,385,000	33,373,641	45,624,253	78,997,894	172,387,106	
Grand Total (Notes 5 to 15) - Total Expenditure		235,845,000	199,500,000	-	435,345,000	186,086,828	50,357,182	236,444,010	198,900,990	

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3.5. Performance in the utilization of allocations made

Type of allocation	Allocations, which have been made		Actual expenditure	Utilized allocations as a percentage of finalized allocation
	First allocation	Final allocation		
Recurrent	183,960.000	183,960.000	157,446,116	85%
Capital	51,885,000	251,385.000	78,997,894	31%

3.6. Allocations granted to this Department as a representative of another Ministry / Department as per F.R.208

Serial No	Ministry./ Department from which allocations were made	Objective of allocation	Allocations		Actual expenditure	Utilized allocations as a percentage of finalized allocation
			First allocation	Final allocation		
1.	Ministry of National Policies, Economic Affairs, Resettlements, and Rehabilitation, Northern Province Development, Vocational Training, Skill Development and Youth Affairs .	Granting allowance to Graduates	460,000.00		394,666.66	85.8%

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3.7. Performance in the reporting of financial assets

Rs. .000					
Asset Code	Code description	Balance as at 31.12.2019 as per reports of Board of Survey	Balance as at 31.12.2019 as per statement of financial position	To be accounted in due course	Reporting progress as a percentage %
9151	Building and structures	1,398,800.00	1,398,800.00	—	—
9152	Machinery and equipment	25,491,553 00	25,491,553 00	—	—
9153	Lands	—	—	—	—
9154	Intangible assets	—	—	—	—
9155	Biological assets	—	—	—	—
9160	Works in progress	—	—	—	—
9180	Lands provided on lease rent	—	—	—	—

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3.10 Report of the Auditor General

Accounting Officer, Department of Christian Affairs

Head- 203, Compilation report of the Auditor General on the Financial Statements of the Department of Christian Religious Affairs for the year ended 31 December 2019 in terms of Section 11 (1) of National Audit Act No 19 of 2018.

1.1 Qualified Opinion

The audit of the financial statements of the Department of Christian Religious Affairs for the year ended 31 December 2019 comprising the statement of financial performance and cash flow statements *as* at 31 December 2019, 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 provisions of the National Audit Act No. 19 of 2018. My comments and observations on these financial statements submitted to the Department of Christian Religious Affairs as per section 11 (1) of the National Audit Act No 19 of 2018 are included in this report. The report of the Auditor General, which should be read in conjunction with Article 154 (6) of the Democratic Socialist Republic of Sri Lanka and submitted as per section 10 of the National Audit Act No 19 of 2018, will be submitted to the Parliament in due course.

In my opinion, the accompanying financial statements, which have been prepared as per the provisions of Public Accounts Circular No 271/2019 dated 03 December 2019, give a true and fair view of the financial position of the Department as at 31 **December 2019**, and of its financial performance and its cash flows for the year then ended in accordance with generally accepted **Accounting Standards**.

1.2 Basis for Qualified Opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities, under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

1.3 Responsibilities of Accounting Officer for the Financial Statements

Accounting Officer is responsible for the preparation of financial statements in accordance with the provisions of Public Accounts Circular No 271/2019 dated 03 December

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2019 in order to give a true and fair view in accordance with *generally accepted Accounting Standards*, and for such internal control as management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

As per Section 16(1) of the National Audit Act No. 19 of 2018, the Department is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable annual and periodic financial statements to be prepared of the Department.

Accounting officer should ensure for the preparation and maintenance of an effective internal control system as per sub section 38 (1) (c) of National Audit Act and further necessary changes should be made to ensure productive maintenance of the system making a review from time to time on the productivity of the system.

1.4 Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

.....

As part of an audit, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Company's internal control.
- Evaluate that the transactions and events, which made the basis for the content and structure of financial statements in which disclosures are included, are included in financial statements

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in true and fair manner.

- Evaluate the overall presentation, structure and content of the financial statements, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

I communicate with those charged with governance regarding, among other matters, significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

1.5. Report on other legal requirements

I hereby declare the following matters as per section 6 (d) of National Audit Act No 19 of 2018.

(a) The financial statements presented is consistent with the preceding year

(b) Recommendations made by me on the financial statements in relation to previous year have been implemented.

2. Financial Review

2.1 Management of expenditure

Even though the Department has obtained the total allocation required for 14 recurrent votes and 7 capital votes during the year under review, Rs. 193,841,404 i.e. allocation for the range from 23% up to 100% has been kept without spending from the total allocations.

2.2. Advance account

An amount of Rs. 100,558 had to be recovered by 31 December 2019 from an officer who had vacated his post in March 2018 and Rs. 80,558 out of the above balance had not been recovered even by 20 May 2019.

3. Operational review and performance

Audit observations, which are relevant to the operational review, sustainable development, good governance and human resource management in respect of the income, expenditure, assets and liabilities shown in the financial statements submitted, are included in the report submitted as per section 10 of the National Audit Act No 19 of 2018 shown in para 1.1 above.

H.G.Sarath
Assistant Auditor General,
For Auditor General

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Chapter 04 – Performance Indicators

Performance Indicators of the Institution (Based on the action plan)

Main responsibility	Tasks planned for provision of Grants as per annual action plan	Main performance indicators as mentioned in annual action plan	Estimated annual cost (Rs. M.) if applicable	Progress		Reasons for deviations, if any
				Physical % (Quantitative) %	Financial%	
Recurrent Expenditure						
203-02-01-0-1508	Organization of Spiritual personality development programmes and Prevention of drugs programmes	Granting contribution for 25 programmes	2	80%	20%	Programmes could not conducted due to non-receipt of petty cash and attack on Easter on 21/04
203-02-01-0-1508	Organization of other national and religious events and other different activities	Granting contribution for 03 programmes	1.53	100%	100%	
203-02-01-0-150	Supplement on Easter and Easter programmes	All Sri Lankan readers (Works of Christian writers and Christian community for all readers.) Provision of grants for 29 Easter programmes	0.6	100%	100%	
	Competition for selecting paintings for Christmas postal stamp	To all Sri Lankans (Nearly 1000 paintings were received for competition)		100%	100%	

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			7			
203-02-01-0-1508	All Island Carol competition	Participation of 31 groups in three media	7	80%	80%	
	Printing of Christmas greeting card	Officers of public institutions performing duties with the Department and whole Catholic community		100%	80%	
	Grants for programmes organized by various institutions	For 33 Christmas programmes		80%	40%	It has become impossible to make grants for majority of programmes due to not receiving petty cash at sufficient level
	Organization of State Christmas Festival	State Christmas Festival was not conducted on the request made by Bishops Council considering the attack on Easter. However concurrently to this event, books and equipment were granted to libraries of Catholic Daham schools in Galle diocese. .(That year it was planned to hold State Christmas Festival in Gall diocese)				
	Providing aids for reconstruction	Number of the Churches/ Institutions, to		100%	100%	

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	and development activities at Christian churches institutions for which economic assistance has become dire necessity and making facilities for pilgrims at special churches during feasts	which financial aids are granted (Part of vote 203-02-01-1508)				
203-02-01-0-1508	Dharma Prabhashwara Uththmachara Festival	Awarding 47 awards	40	100%	77%	Non receipt of petty cash
203-02-01-02-1409	Conducting drama workshops and competitions	Conducting 08 drama workshops Drama competition in Sinhala and Tamil media. Awarding prizes and cash prizes to 6 groups , who won first, second and third Awarding cash awards to 20 who prove talents and awarding certificates to 10 out of them		100%	77%	Non receipt of petty cash
203-02-01-03-1501	Providing uniforms for Daham school teachers	For 15093 teachers	26	20%	65%	

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						Non receipt of imprest
203-02-01-04-1508	Conducting annual feasts at the Churches declared under Pilgrimages Ordinance	Providing aids for 14 Churches.	12	100%	88%	Aids could not be provided to 02 churches due to non-receipt of imprest.
5-1508	quiz competition in order to enhance knowledge in Bible 2109	Conducting quiz competition on Bible for the benefit of all the Catholic children of Sri Lanka. This measure will improve the knowledge of children on Holy Bible and they are given marks at University entrance	6	100%	90%	Colombo Diocese did not participate in due to attack on Easter. Lack of participation of children at Diocese level due to attack on Easter. 100%
203 – 02 – 01 -05 - 1508	Daham Education - 2019	Conducting seminars and peogrammes to Catholic children and Daham school teachers by Development Officers and catechists at Diocese level.		100%	90%	100%
203-02-01-13-1501	Granting allowance to Daham School teachers for library books	To 15093 Daham School teachers		100%	99%	

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						Non receipt of petty cash
Capital expenditure						
Development Assistants - 2019 (Vote 203-02-01-0-2205)	Making contribution for development of Daham schools and development of various institutions	Number of Churches/ institutions which receives financial aids	10.65 (Allocation of Rs. 10,649,150/= except the freed amount of Rs. 850/=)	100%	98.27%	Balance 184,565.20 Instructions have been provided by the Ministry of Finance to freeze 10% of allocations as per Budget Circular No. 05/2019.
Constructions, rehabilitations and development of infrastructure facilities of Churches - 2019 (Vote 203-02-01-10-2205)	Making contribution for constructions, rehabilitations and development of infrastructure facilities of Churches	Number of Churches/ institutions which receives financial aids	23.5 (Allocation of Rs. 22,837,342.50 except the freed amount of Rs. 667,657/)	100%	96%	Balance Rs.246,155/41 Instructions have been provided by the Ministry of Finance to freeze 10% of allocations as per Budget Circular No. 05/2019
203-02-01-11-2205	Development of infrastructure facilities of Churches declared under Pilgrimage Ordinance	For 05 Churches	14.48	100%	43%	Action was taken to freeze Rs. 7.7 million out of Rs. 14.8 million of allocation approved by budget proposals, as per the letter of Department of National Budget sated 08/07/2019.
203-02-01-15-2205	Development of infrastructure facilities of Madu Church	Developing 6km of the internal road system by laying carpet	Rs. 199.5million		37.9%	
						Non receipt of petty cash

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Chapter 05- Performance in the achievement of Sustainable Development Goals (SDG)

Identified sustainable development objectives

Goa/objective		Goa;s	Indicators of achievements	Percentage of achievements up to now
				0%-49% 50%-74% 75%- 100%
1409	Purchase of publications on Christianity and programme for Daham schools libraries	Ensuring a perfect , fair and qualitative education and ensuring the opportunity to receive education during the whole life time	To enrich all with the knowledge and skills for promotion of sustainable development by year 2030, with he inclusion of education on sustainable development, sustainable lifestyles, human rights, peace, promotion of a culture devoid of violence, evaluation of global citizenship and cultural diversity, contribution for sustainable development in cultural aspects	75%-100%
	Janawandana, Christian art and cultural affairs	Ensuring a perfect , fair and qualitative education and ensuring the opportunity to receive education during the whole life time	To enrich all with the knowledge and skills for promotion of sustainable development by year 2030, with the inclusion of education on sustainable development, sustainable lifestyles, human rights, peace, promotion of a culture devoid of violence,	75%-100%

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			evaluation of global citizenship and cultural diversity, contribution for sustainable development in cultural aspects.	
1508	Assisting to Churches and other religious organizations in financial requirements	Ensuring a stable infrastructure facilities, encouraging innovations by promoting perfect and sustainable industrialization	9.1 Development of qualitative and reliable infrastructure facilities among regional and national boundaries , which are stable and can face disasters paying attention to ensure access for all for the economic development and wellbeing of humans.	75%-100%
	Organization of spiritual personality development programmes and prevention of drug programmes	Promotion of the welfare of all ensuring healthy life for the all people in every age category	Taking preventive measures to avoid the usage of harmful alcohol and dangerous drugs and strengthening the treatment procedures Implementation of the work plan of World Health Organization for controlling the use of tobacco by way of strengthening the plan.	50%-74%
	Organization of programmes on Easter feasts	Enhancing the spiritual life of every Christian	Directing the Christian society towards peaceful life	75%-100%
	Organization of Nation Christmas Festival	Communicating the message of love which is symbolized by the birth of Jesus, through this national festival.	Directing the Christian society towards peaceful life	50%-74%
	Organization of other national and religious events and various activities	Enhancing the spiritual life of every Christian	Directing the Christian society towards peaceful life	75%-100%
1508-02	Project for the promotion of Christian religious literature	Personality building through acting, writing etc.	Enhancing Christian art and literature and evaluation of those who are interested in Christian arts and literature. Presenting veteran artists to future generations	75%-100%
1409-03	Providing uniforms to Daham school	Ensuring a perfect , fair and qualitative education	To enrich all with the knowledge and skills for	75%-100%

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	teachers	and ensuring the opportunity to receive education during the whole lifetime	promotion of sustainable development by year 2030, with the inclusion of education on sustainable development, sustainable lifestyles, human rights, peace, promotion of a culture devoid of violence, evaluation of global citizenship and cultural diversity, contribution for sustainable development in cultural aspects.	
1501-04	Holding feasts at Churches declared under Pilgrimage Ordinance	Building towns and settlements as perfect , well protected and sustainable areas	Strengthening the efforts made to protect and preserve natural and cultural heritages of the world.	75%-100%
1508-05	Religious education and Daham school activities	Ensuring a perfect , fair and qualitative education and ensuring the opportunity to receive education during the whole life time	To enrich all with the knowledge and skills for promotion of sustainable development by year 2030, with the inclusion of education on sustainable development, sustainable lifestyles, human rights, peace, promotion of a culture devoid of violence, evaluation of global citizenship and cultural diversity, contribution for sustainable development in cultural aspects.	75%-100%
1508-13	Dahemi Diriya allowance for Daham school teachers	Ensuring a perfect , fair and qualitative education and ensuring the opportunity to receive education during the whole life time	To enrich all with the knowledge and skills for promotion of sustainable development by year 2030, with the inclusion of education on sustainable development, sustainable lifestyles, human rights, peace, promotion of a culture devoid of violence, evaluation of global citizenship and cultural diversity, contribution for sustainable development in cultural aspects.	75%-100%
			diversity, contribution for sustainable development in cultural aspects.	

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Capital expenditure				
2205-10	Making contribution for constructions, rehabilitations and development of infrastructure facilities of Churches	Building towns and settlements as perfect , well protected and sustainable areas	Strengthening the efforts made to protect and preserve natural and cultural heritages of the world.	75%-100%
2205-11	Enhancing facilities required by pilgrims visit the religious places declared under Pilgrimage Ordinance	Building towns and settlements as perfect , well protected and sustainable areas	Strengthening the efforts made to protect and preserve natural and cultural heritages of the world.	50%-74%
2205-15	Development of infrastructure facilities at Madu Church I	Building towns and settlements as perfect , well protected and sustainable areas	Strengthening the efforts made to protect and preserve natural and cultural heritages of the world.	50%-74%

It has become difficult to identify precisely the sustainable development goals as most of the services delivered by the Department cannot be measured quantitatively. However during this time Department could achieve the sustainable development goals identified in the vision and mission of the institution. Since it has to postpone or cancel most of the programmes organized at diocese and national level due to attack on Easter and it has made adverse effects to the efforts for achievement of sustainable goals. However Department made every effort to achieve the goals of sustainable development as far as possible with the application of alternative approaches.

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Chapter 06 – Human Resource Profile

6.1. Management of cadre

	Approved cadre	Existing staff	Vacancies/ (In excess)
Senior	03	01	02
Tertiary	01	01	00
Secondary	55	39	16
Primary	07	05	02

6.2. Cadre Management

03 posts except the post of Assistant Director out of the 04 posts i.e. Director, Assistant Director, Accountant, and Administrative Officer of the Department have fallen vacant. The duties of the post of Director have been performed by Assistant Director and a retired officer has been engaged in the post of Accountant. The vacant post of Administrative Officer has been filled on 29.08.2019. 11 posts of Development Officer have fallen vacant and action has been taken to get the programmes, competitions and development works at areas, where there were no Development Officers, covered by other officers of the Department. Therefore the human resources of the Department have been utilized at the maximum level to ensure performance whilst motivating the existing human resources.

6.3. Human Resource Development

Name of the programme	Number of employees trained	Duration of the programme	Total investment (Rs'000)		Nature of the programme (Local/foreign)	Output/ knowledge gained
			Local	Foreign		
Conducting Tamil classes for second language	13	From January to December	232650		Local	Enhancement of language skills in Tamil, the second language
Discipline and office ethics for drivers	1	2019.01.24,25	8500		Local	Enhancement of discipline and knowledge on office practices
Office systems and office management	3	2019.01.28,29	25500		Local	Development in office systems and office management
Role and responsibility of the post of Shroff/Cashier	1	2019.01.21	5000		Local	Enhancement of the role and responsibility in the post of Shroff/Cashier
Training program on computer hardware & PC maintenance	1	2019.01.28,29	13000		Local	computer hardware & PC maintenance development

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Management of personal files	1	2019.02.14,15	13000		Local	Enhancement of the skills in management of personal files
Advanced Excel	2	2019.02.13,20,27	30000		Local	Enhancement of skills in Advanced Excel
Procurement of items relevant to information technology and evaluation	2	2019.02.21,22	17000		Local	Enhancement of skills on Procurement of items relevant to information technology and evaluation
Series of Seminars specially designed for the employees of public	2	2019.04.02,05	14400		Local	Enhancement of skills for maintaining office functions and facing for examinations for promotions and efficiency bars.
service for proper maintenance of office systems and efficiency bar examinations and promotions						
Certificate course on internal auditing	1	2019.06.04,1,18,25	13000		Local	Enhancement of skills on internal auditing
Preparation of project proposals	3	2019.05.06,07	21000		Local	Enhancement of skills on the preparation of projects
Three day workshop on Database management in MS access	3	2019.06.12,19,26	45000		Local	Enhancement of skills on Database management in MS access
Certificate course on English language	1	Four months from 29.062019	20000		Local	Proficiency in official language
Public accounting process and accounting transactions of General Treasury	1	2019.07.04,05	8500		Local	Enhancement of skills on Public accounting process and accounting transactions of General Treasury
Vocational development of new Management Assistants	5	2019.07.18,19,25,26	50000		Local	Enhancement of the profession of new Management Assistants
Training for the creation of experts on procurement procedure within public finance management	1	2019.07.18,19,25,26	13500		Local	Becoming experts on procurement procedure within public finance management

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Web Development		2019.07.29,30,31	18000		Local	Enhancement of skills on Web Development
Training on essential information technology skills for officers, who are not Information Technology Officers.	1	2019.08.20,21	13000		Local	Enhancement of skills on essential information technology skills for officers, who are not Information Technology Officers.
Office systems	1	2019.08.22,23	6000		Local	Enhancement of knowledge on office systems
Ethics and discipline for Drivers and minor staff	1	2019.10.10,11	8500		Local	Enhancement of ethics and discipline in Drivers and minor staff
Capacity development training workshops	32	2019.11.22,23,24	164280		Local	Capacity development of officers of the Department

Nearly 30%40% from those, who come to the Department, is Tamils and nearly 95 out of the staff are Sinhala officers. Under such circumstance it has become critical to provide training in Tamil language to ensure communication between two parties, priority has been given for Tamil training. This measure has caused for the enhancement of performance of the Department whilst improving communication skills of the staff.

Every possible opportunity is taken to provide training to officers in relation to the subjects performed by them and in order to ensure smooth functioning at the time of transferring officers performed special duties, which need special training; action has been taken to provide training to other officers also under the limits of existing provisions.

Since the team spirit is highly necessary in the works of Department, a workshop has been conducted mainly focusing on motivation and team spirit, and that workshop has caused for the performance of the whole staff.

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Chapter 07– Report of compliance

Serial Number	Requirement which should be made applicable	Condition of the compliance (Complied/ not complied)	Brief explanations, if the answer is 'not complied'	Measures for rectifications in order to avoid such situations in future
1.	Following financial statements/ accounts have been submitted on due date			
1.1.	Annual financial statements	Complied with		
1.2.	Advance B account of public officers	Complied with		
1.3.	Advance account of business and production (Trade advance account)	Not applicable		
1.4.	Store advance account	Not applicable		
1.5.	Special advance account	Not applicable		
1.6.	Other	Not applicable		
2.	Maintenance of books and registers(F.R.445)			
2.1.	Maintenance of Fixed Assets Register with necessary updating as per Public Administration circular No 267/2018	Complied with		
2.2.	Maintenance of personal emolument registers/ cards with necessary updating	Complied with		
2.3.	Maintenance of audit queries register with necessary updating	Complied with		
2.4.	Maintenance of internal audit reports register with necessary updating	Complied with		
2.5.	Preparation of all monthly accounts summaries(CIGAS) and submitting them to General Treasury on due date	Complied with		
2.6.	Maintenance of cheques and money order register with necessary updating	Complied with		
2.7.	Maintenance of inventory with necessary updating	Complied with		
2.8.	Maintenance of stock register with necessary updating	Complied with		
2.9.	Maintenance of losses and damages register with necessary updating			
2.10.	Maintenance of liability register with necessary updating	Complied with		
2.11.	Maintenance of counterfoil register with necessary updating (GAN20)	Complied with		
3.	Delegation of tasks for financial control (F.R. 135)			
3.1.	Delegation of financial authority within the institution	Complied with		

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3.2.	Awareness on the delegation of financial authority within the institution	Complied with		
3.3.	Delegation of authority so as to grant approval for every transaction by two or more officers	Complied with		
3.4.	Taking action under the control of Accountants when government salaries software used as per Public Accounts Circular No 171/2004 dated 11.05.2014	Complied with		
4.	Preparation of annual plans			
4.1	Preparation of annual action plan	Complied with		
4.2.	Preparation of annual procurement plan	Complied with		
4.3.	Preparation of annual audit plan	Complied with		
4.4.	Preparation of annual estimate and submission of the same to Department of National Budget on due date	Complied with		
4.5.	Submission of annual cash flow statement to the Department of Treasury Operations on due date	Complied with		
5.	Audit queries	Complied with		
5.1.	Answering to all audit queries made by Auditor General on the dates prescribed by Auditor General	Complied with		
6	Internal audit			
6.1	Preparation of internal audit plan communicating with Auditor General at the beginning of the year as per F.R. 134(2)DMA/1-2019	Complied with		
6.2	Answering for every internal audit report within a month	Complied with		
6.3	Submission of copies of all internal audit reports to the Department of Management Audit as per sub section 40 (4) of the National Audit Act No 19 of 2018	Complied with		
6.4	Submission of the copies of all internal audit reports to Auditor General as per F.R. 134 (3)	Complied with		
7.	Audit and Management Committees			
7.1	Conducting at least 04 meetings of Audit and Management Committee as per DMA Circular No - 2019 during the relevant year	Complied with		
8.	Assets management			
8.1	Submission of information on purchase and disposal of assets to Office of the Controller General as per Chapter 07 of Asset Management Circular No 01/2017	Complied with		
8.2	Appointment of an officer suitable to ensure coordination of the implementation of the provisions of above circular as per Chapter 13 of the same and reporting the particulars of the officer to the Office of the Controller General	Complied with		

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8.3	Conducting Board of Surveys as per Public Finance Circular No 05/2016 and submission of reports on due date to Auditor General	Complied with		
8.4	Making rectifications on surpluses, deficits revealed by annual Board of Survey and taking action as per other recommendations within the time prescribed in the Circular.	Complied with		
8.5	Disposal of unserviceable items as per F.R. 772	Complied with		
9	Management of vehicles			
9.1	Preparation of daily running charts and monthly summaries and submission of them to Auditor General on due date.	Complied with		
9.2	Disposal of vehicles within a period of not less than 06 months after becoming unserviceable	Sent to Ministry to write off under 109 and no response is received in this regard 109		
9.3	Maintenance of log books of vehicles with necessary updating	Complied with		
9.4	Taking action as per F.R. 103, 104, 109 and 110 regarding every vehicle accident	Complied with		
9.5	Reinsertion on fuel consumption of vehicles as per provisions of Public Administration Circular No 30/2016 dated 29.12.2016.	Complied with		
9.6	Getting the ownership transferred after the term of lease.	Complied with	Action has been taken to get the ownership of vehicle no KX 8144 transferred from RMV R.M.V.	
10	Management of Bank Accounts			
10.1	Preparation and certification of bank reconciliation reports on due dates and submission for auditing	Complied with		
10.2	Settling inactive bank accounts which have been brought forward from year under review or before	Complied with		
10.3	Taking action on the balances which have been revealed by Bank Reconciliation Statement and to be adjusted as per financial regulations and settling them within a month.			
01.	Utilization of allocations			
11.1	Making expenses so as not to exceed the limits of allocations	Complied with		
11.2	To make liabilities so as not to exceed limits of future allocations at the end of the year after utilizing the provided allocations as per F.R. 94 (1)	Complied with		
02.	Advance B account of public officers			
12.1	To be complied with limits	Complied with		
12.2	Making a time analysis on loan in arrears	Complied with		
12.3	Settling balances of loans in arrears for more than one year.	Complied with		
13	General Deposit Account	Complied with		

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13.1	Taking action on deposits of which the term expired, as per F.R. 57.1	Complied with		
13.2	Maintenance of the control account for general deposit account with necessary updating	Complied with		
14	Imprest account			
14.1	Remitting the balance of the cash register to the Department of Treasury Operations at the end of the year under review	Complied with		
14.2	Settling real time imprest issued as per F.R. 371 for within one month from the conclusion of the work	Complied with		
14.3	Issuance of real time imprest so as not to exceed approved limit as per F.R. 37.1	Complied with		
14.4	Reconciling the balance of imprest account with the books of General Treasury	Complied with		
15	Revenue Account			
15.1	Making refunding from the collected income adhering to relevant regulations	Complied with		
15.2	Crediting collected income directly to the income without crediting to deposit account	Complied with		
15.3	Submission of the reports on income in arrears as per F.R.176 to the Auditor General	Not applicable		
16	Human Resources Management			
16.1	Maintaining the staff within the approved cadre limit	Complied with		
16.2	Issuance of duty lists in writing to all members of the staff	Complied with		
16.3	Submission of all reports to the Department of Management Services as per MSD Circular No 04/2017 dated 20.09.2017	Complied with		
17	Providing information to General Public			
17.1	Appointment of an Information Officer as per Rights to Information Act and other regulations and maintenance of a register for issuance of information with necessary updating	Complied with		
17.2	Information of the institution are available in website and facilities have been made to general public to extend their suggestions and complaints through website or alternative ways	Complied with		
17.3	Submission of reports once or twice a year as per section 08 and 10 of Rights to Information Act	Complied with		
18	Implementation of Citizen Charter			
18.1	Formulation and implementation of a Citizen/ Client Charter as per Public Administration Circulars No 05/2008 and 05/2008 (1)	Complied with		
18.2	Preparation of a methodology by the institution to supervise and evaluate the formulation and implementation of Citizen/Client Charter as per para 2.3. of the aforesaid circular	Complied with		

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19	Formulation of Human Resources Plan			
19.1	Preparation a human resources plan as per the format in annex 02 of Public Administration Circular No 02/2018 dated 24.01.2018.	Complied with		
19.2	Ensuring a training opportunity of not less than 12 hours per year for every member of the staff in the above mentioned human resource plan	Complied with		
19.3	Signing performance agreements with the whole staff based on the specimen indicated in annex 01 above	Relevant training has not been provided to the Department. Training is expected as it is impossible practically to implement agreement introduced.		
19.4	Appointment of a senior officer entrusting the responsibilities on preparation of human resource plan, developing capacity development programmes and	Complied with		
	implementation of skill development programmes as per para 6.5. of the above mentioned circular.			
20	Making responses to audit paras			
20.1	Rectification of weaknesses pointed out by Audit Paras issued by the Auditor General for previous years.	Complied with		