



කාර්ය සාධන වාර්තාව

நிருவாக அறிக்கை Performance Report 2014

ආගමන හා විගමන දෙපාර්තමේන්තුව குடிவரவு குடியகல்வுத் திணைக்களம் Department of Immigration & Emigration

ආගමන හා විගමන දෙපාර්තමේන්තුව, අංක 41, ආනන්ද රාජකරුණා මාවත, කොළඹ 10.
குடிவரவு குடியகல்வுத் திணைக்களம் இல 41, ஆனந்த ராஜகருணா மாவத்தை, கொழும்பு-10.
Department of Immigration & Emigration, N0 41, Ananda Rajakaruna Mawatha, Colombo 10.
දුරකථන අංකය/தொலைபேசி இல/Telephone No- +94 11 5329400

www.immigration.gov.lk

Contents

1. Introduction	1
❖ Vision	1
❖ Mission	1
❖ The Key Functions of the Department	1
2. Details of the Staff	2
❖ Organization Structure of the Department	3
❖ Training & Development Unit	4-6
3. Issuance and Amendment of Passports	7
❖ Head office	7
❖ Regional Offices	8
❖ Amendments and Renewal to passports	9
❖ Issue of passport for Sri Lankans citizens who stay in foreign countries	10
4. Visa and Border Management Activities	11
❖ Issue and extension of visas	11-15
❖ Ports and Investigation Unit	15-22
❖ Investigation Unit	23-26
5. Information Technology Operations	27-28
6. Citizenship Division	29
7. Indo-Lanka Citizenship Division	30
8. Development, Policy & Reform Division	31-32
9. Financial Management	33-35
10. Procurement Activities	36
11. Welfare Affairs	37-39

Department of Immigration & Emigration

Performance Report

2014 year

01. Introduction

Issue passports to the Sri Lankan citizens under the provision of the Immigration & Emigration Act No 20 of 2948, control and legalize the entry of persons to the island who are not Sri Lankan citizens and Remove undesirable persons who are not Sri Lankan citizens remaining in the country violating Immigration & Emigration Act. Also this department grants citizenship through registration of children born abroad to Sri Lankan parents and grant citizenship to the persons of non Sri Lankan, who are applied Sri Lankan Citizenship.

Vision

- ❖ To be the best immigration service in the region

Mission

- ❖ We regulate the entry and exit of persons, and provide citizenship services, while safeguarding the nation's security & social order, and promoting economic.

The Key Functions of the Department

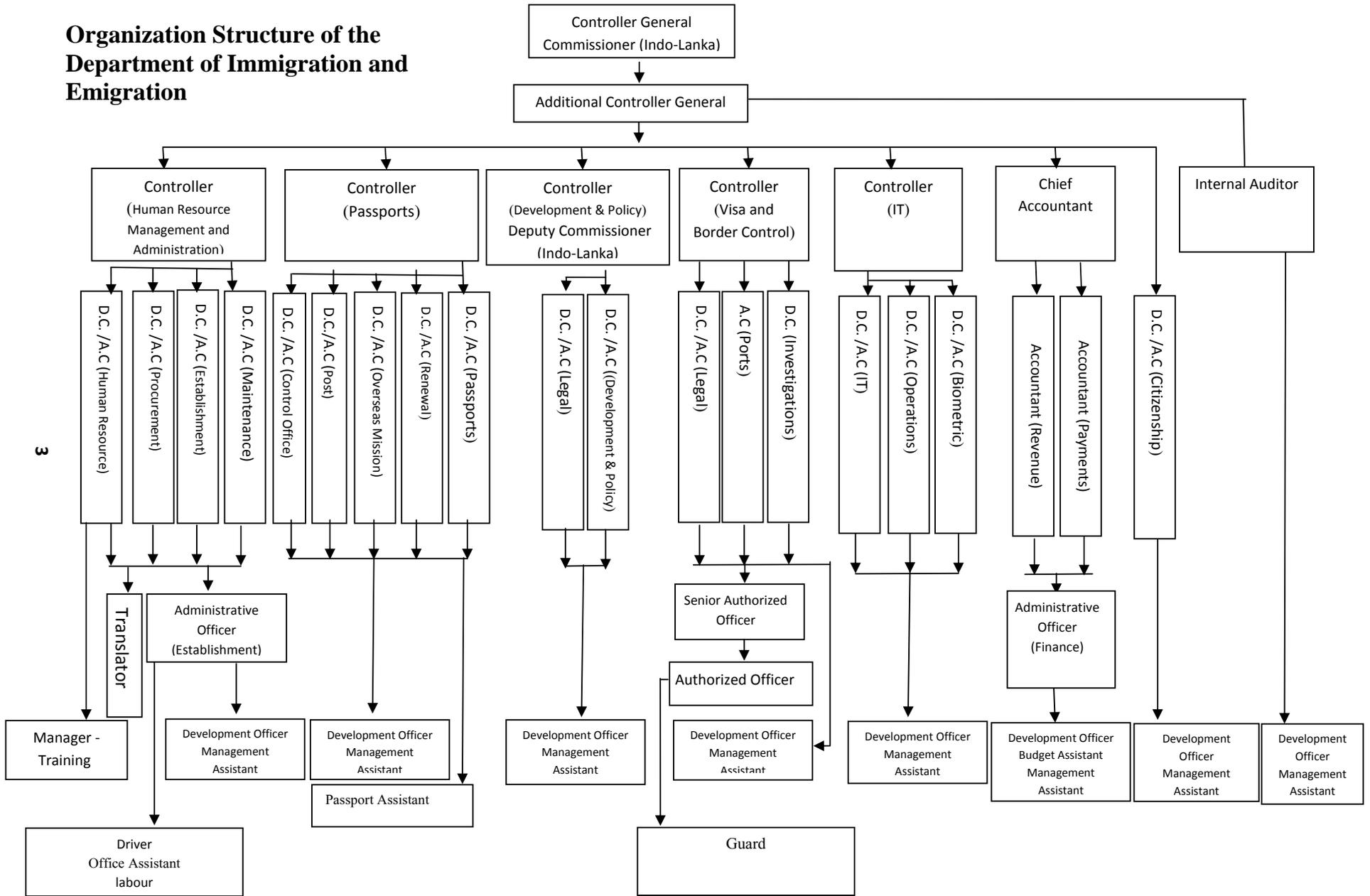
- ❖ Issuing passport and matters incidental thereto, issuing Visas and matters incidental thereto, removing irregular migrants who have come to Sri Lanka from other countries, border management, registering the births of Sri Lankan children who born in other countries, handling matters related to obtaining dual citizenship and registration of persons of Indian origin are the main function of the Department of Immigration & Emigration.

02. Details of the Staff

The controller General is responsible as the Executive Officer as well as the Chief Accounting Officer of the Department and the responsibilities of each section have been delegated among 5 Controllers and the Chief Accountant under his direction and supervision. The departmental hierarchy is depicted in the organizational structure of department that had been illustrated in page 2. Information on the entire cadre of the Department is mentioned below.

Designation	Type of staff	Approved cadre	Actual cadre	Vacancies / Excess
Controller General	S.L.A.S(Special)	01	01	-
Additional Controller General	S.L.A.S(Special)	01	00	01
Controller	S.L.A.S I	05	05	-
Chief Accountant	S.L.Ac.S I	01	01	-
Deputy/Assistant Controller	S.L.A.S II / III	39	37	02
Deputy Controller	Departmental	02	01	01
Assistant Controller	-Do-	08	03	05
Accountant	S.L.Ac.S II	02	02	-
Internal Auditor	S.L.Ac.S I	01	01	-
Administrative Officer	P.M.A.Service Supra Grade	02	02	-
Senior Authorized Officer	Departmental	36	21	15
Systems Analyst	S.L.I.T.S.	01	-	01
Authorized Officer	Departmental	358	352	06
Budget Assistant	Ancillary Service	01	01	-
Translator	Translator Service	02		02
Manager Training	Ancillary Service	01	01	-
Development Assistant	Ancillary Service	20	20	-
Management Assistant	P.M.A. Service	368	305	63
Data Entry Officer	Departmental	35	31	04
Receptionist	Departmental	01	01	-
Driver	Driver Service	29	24	05
Office Assistant	Office Assistant Service	104	101	03
Guard	Departmental	03	03	-
Total		1021	913	108

Organization Structure of the Department of Immigration and Emigration



(I) Recruitments

a. Recruitments Promotion of Authorized Officers

No new Recruitments were made for year 2014. Officers have been engaged on acting basis till the recruitments procedure for senior Authorized officers is approved.

b. Recruitment for the post of passport Assistant

No new Recruitments were made for year 2014. Steps were taken to prepare salary conversions and pay salaries in arrears if any, to the officers absorbed with effect from 02.05.2015 to the post of passport Assistant.

(ii) Efficiency bar Exams

Efficiency bar Examination of Authorizer Officers was conducted on 5th March 2014 at the Auditorium of Airport Aviation Services (SL) Limited, Bandaranayake International Airport. The results of this exam were released on 2nd June 2014.

(iv) Transfers and retirements (year 2014)

Service	Transferred to the Department	Transferred, from the Department	Retired
Sri Lanka Administrative Service	12	06	-
Assistant Controller (Departmental)	-	-	01
Authorized Officer	-	-	03
Public Management Assistant Service	57	24	12
Office Assistant Service	22	10	04
Driver Service	-	02	02
Total	91	42	22

Training & Development Unit

- * Planning
- * Organizing
- * Conducting
- * Evaluation and managing all other related activities through identification and analyzing training needs of the entire staff of the Department.

The training need identification process will having twice a year and in between different requirements also occurring due to dynamic environmental conditions. The trainings are mainly focused the internal staff while supporting the other stakeholder institutions. The Training & Development Unit is headed by the Training Manager while having four supportive staff.

Summary of the training programme is given below:

Sr. No	Date of Programme held	Topic of the programme/Workshop	To Whom	No. of persons
01	1.1.2014-8.1.2014	Orientation Programme	Officers/Staff attached to the Department under Annual Transfer Basis	30
02	9.1.2014	Deliver of Healthy Sanitary Service	Staff of the Sanitary Service	25
03	10.1.2014	Role of Internal Security	Staff of the Security Services	20
04	16.1.2014	Office Systems & Practical Issues	Regional Office Staff	55
05	20.1.2014-24.1.2014	Document Examination & Passenger clearance	Authorized Officers	80
06	20.2.2014	Report Writing-English	Executive Officer & Authorized Officers	35
07	17.3.2014-21.3.2014	Computer Training	Managements Assistants	50
08	25.4.2014	Seminar on preparation for competitive Exam	Office Staff	15
09	8.5.2014-9.5.2014	Computer Training Office Package	Managements Assistants	20
10	15.5.2014-16.5.2014	Writing of Legal Reports	Authorized Officers	40
11	16/15.5.2014	Prevention of Child Abuse	Authorized Officers	50
12	6.6.2014	Computer Training Office Package	Managements Assistants	15
13	9.6.2014-10.6.2014	Document Examination & Passenger Clearance	Authorized Officers	20
14	17.6.2014-18.6.2014	Document Examination & Passenger Clearance	Authorized Officers	20
15	25.6.2014-26.6.2014	Document Examination & Passenger Clearance	Authorized Officers	20
16	9.7.2014-11.7.2014	Computer Training Power Point Presentation	Authorized Officers	30
17	21.8.2014	Process of Issuing travel document	Officers of the Divisional Secretariats	40
18	5/4.9.2014	Computer Training	Authorized Officers	15
19	12/11.9.2014	Orientation Training	Managements Assistants (late reporters)	40
20	15.10.2014-17.10.2014	Computer Training	Immigration Officers	40
21	20.11.2014	Process of Issuing travel document	Officers of the Divisional Secretariats	45
22	23/22.12.2014	Customer Care	Senior Authorized Officers	25

Training programmes - 2014



03. Issuances and Amendments of passports

Passport section is the section to which the majority of people come to obtain services. In addition to the head office, 03 regional offices have been established to cover the functions of issuance, renewal and amendment of passports.

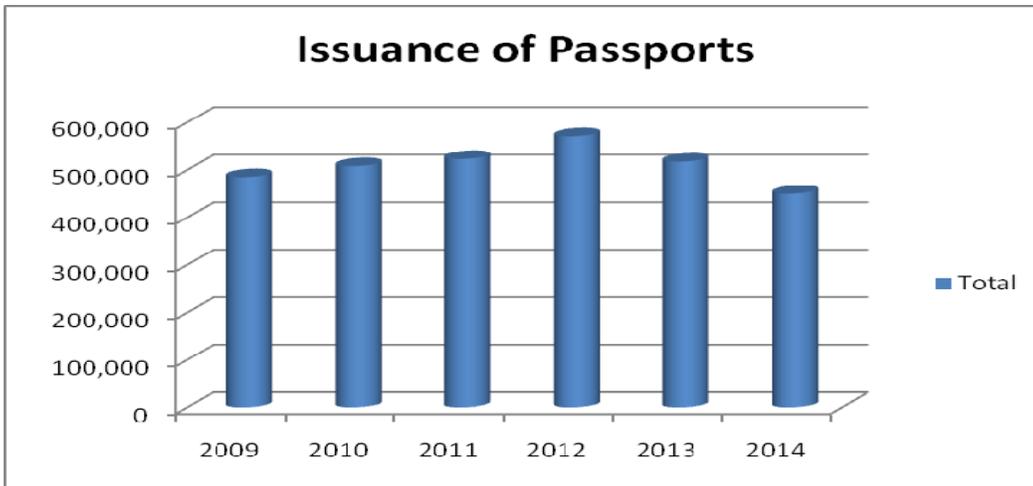
Head Office

Issuance of Passports 2014

	All countries	Emergency Certificates	Middle Eastern countries	Identification Certificates	Diplomatic	Official	Total
Head Office	234,943	14,786	198,815	06	309	1,404	449,902

Issuance of Passports -2009 to 2014 (Types of Passports)

	All countries	Diplomatic	Emergency Certificates	Identification certificates	Middle Eastern countries	Official	Total
2014	234,943	309	14,786	6	198,815	1,043	449,902
2013	284,231	338	17,611	6	214,352	998	517,536
2012	303,524	288	35,697	4	230,482	899	570,894
2011	285,724	358	39,611	8	196,516	995	523,212
2010	278,242	396	28,792	7	199,621	891	507,949
2009	251,544	309	22,601	18	209,858	680	485,010



People who have come to get the passport by one day service from the head office



Regional Offices Issuance of Passports 2014

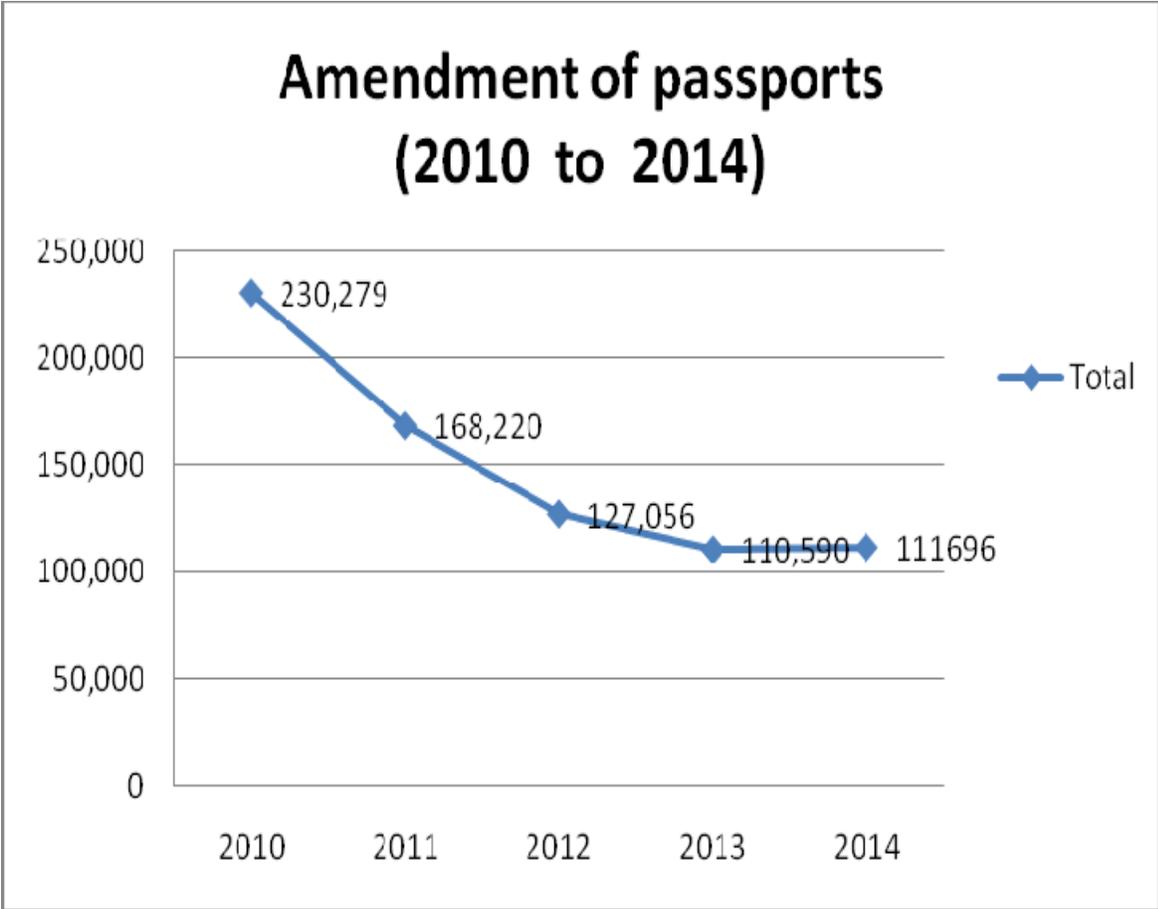
	All countries	Emergency Certificates	Middle Eastern countries	Diplomatic	Total
Kandy	26,601	5,052	9,748	01	41,402
Vavuniya	14,245	485	4,990	-	19,720
Matara	12,733	1,235	2,437	01	16,406

Amendments and Renewal to passports

The number of amendments and renewals done in the year 2014 was 87486.

Amendment of passports (2010 to 2014)

Type	2010	2011	2012	2013	2014	Total
Validating for all countries	17,742	15,746	1,496	2,557	473	38014
Validating for a single journey	1,165	957	667	541	-	3330
Canceling single journey limit	1,527	1,356	1,264	1,309	1151	6607
Change of Dual citizen	-	-	-	-	11	11
Removal of children from the passport	2,384	2,659	2,656	2,361	2219	12279
Inclusion of the NIC	2,513	1,906	1,496	1,671	2070	9656
Inclusion of children	2,706	2,529	2,207	1,856	1496	10794
Inclusion of maiden name	38	24	34	40	16	152
Altering the name	4,275	4,449	3,984	3,399	3119	19226
Inclusion of the married name	2,323	2,211	2,224	2,036	2033	10827
Other amendments (free)	111	121	137	151	81	601
Other amendments 01	28,970	29,043	33,316	27,462	28669	147460
Other amendments 02	1,027	1,418	1,363	995	913	5716
Other amendments 03	28	56	28	27	17	156
Change of name (other)	0	0	2	7	3	12
Changing the designation	50,046	46,542	47,347	55,655	66922	266512
Changing the designation (free)	1	1	2	2	-	6
Extension of validity period	115,337	59,084	28,740	10,384	2368	215913
Inclusion of photos of the children	86	118	93	137	135	569
Total	230,279	168,220	127,056	110,590	111696	747841



Issue of passport for Sri Lankans citizens who stay in foreign countries

Applications of the Sri Lankans living overseas are directed to the Foreign Mission Division. Accordingly, 39811 clients have applied to the said division in the year 2014 to obtain foreign passports.

04. Visa Section and Border Control Activities

The Section III of the Immigration and Emigration Act No.20 of 1948 control the entry of Non-Sri Lankan citizens to Sri Lanka. Under this issue and extension of visas to foreigners who arrive in Sri Lanka is carried out in accordance with the Immigration and Emigration Regulations No. 02 to 35 of 1952 in order that the national security is confirmed. This section undertakes the activity of issuing legally valid visas to foreigners who arrive in Sri Lanka to stay in this country. The main objective of implementing visa policies in issuing visas is to contribute to the national development whilst ensuring the national security.

Issue and extension of visas

Progress of the year 2014

The numbers of prior approvals granted, new visas issued and extensions of visas during the period from 01.01.2014 up to 31.12.2014 are as follows.

No.	Types of visa	Total
01	Prior Approvals granted	12,482
02	New visas issued (Resident visas)	19,298
03	Extensions of visas 1. Resident visas 2. Tourist visas	22,008 54,322
04	Saarc visas	664

Issue and extension of Residency visa in each category

From 01.01.2014 to 31.12.2014

<u>Category</u>	<u>Extension</u>	<u>Issue</u>	<u>Fax sent to Embassy</u>	<u>Landing (Endorsement)</u>
Employed under the BOI s	4015	2364	2948	129
Children of SL parents	141	169		
Under section 5.2 of citizenship Act		1581		
Under Section 5.11 of citizenship Act		471		
Clergy	852	266	242	29
Official	243	589	240	21
Dual citizens (Sri Lankan)		269		
Ex - Sri Lankans	2106	1475		
NGOs	460	257	462	103
Employed in the to private Sector	2337	2432	1720	103
Registered Indians	35	3		
On Religious purposes	317	429	648	26
RGS Visa	19	13		
Spouses of Sri Lankan Citizens	3343	1016		
SSRV	132	53		
On state Service	3760	3805	3382	49
Students / Scholarship holders	3868	3097	1747	168
Court Orders	83	12		
On medical reasons (arrivals)	284	240	1	
Diplomatic	13	757	175	5
Total	22008	19298	11565	633
		41306	12198	
Total		53504		

In addition to the task mentioned above the following activities were carried out within this year.

1. Cancellation of the visas already issued and blacklisting them as per the information revealed in the interviews held for issuing visas or subsequent to the investigation into the complaints received by the Controller for Immigration and Emigration or upon the request of the institutions or persons that were instrumental in getting the visas issued.
2. Under the special situation that arose in the year 2014, clearance was obtained from the State Intelligence Service in regard to the arrivals of Pakistan, Nigerian and Syrian nationals to the country.
3. It was made mandatory to obtain the recommendation of the National Secretariat for Non Governmental Organizations in issuing the visas and in the extension of the visas of the foreigners that arrived for the activities of NGO during the post war period.
4. The number of Maldivian students, their dependants and custodians who stay in Sri Lanka on student visas has increased largely over past several years. It seemed that the facility available for Maldivian students and their dependants who arrive in this country on tourist visas to convert their visas into student visas having arrived here is problematic. They arrive in the country without prior approval on tourist visas and having stayed here for 3 months on tourist visas immediately apply for resident visas without paying the due fees. It seemed that recommendation is not obtained from any institution in regard to their courses and the information available for granting student visas is not sufficient. Hence issue of student visas to Maldivian citizens further has to be done on suitable policies. Accordingly student visas were issued only to the persons who followed full time courses and a special form was prepared to obtain the necessary information for it from the relevant educational institutions.
5. Facility available for obtaining visas through Electronic Travel Authorization System in Nigeria, Kenya, Gambia, Sudan, Gabon, Uganda, and Congo was suspended temporarily due to the E-bola epidemic that spread in those countries and arrangements were made to accept visa applications only through the Embassies in the aforesaid countries. Visas were issued upon a medical examination recommended by the Ministry of Health.
6. The methodology of computerizing the applications was not implemented over past several years and there arose a problem in finding space to keep the visa files which had got accumulated.
7. Only two writing tables were available for the visa applicants to fill in their applications and these two tables were not sufficient at all for that task. Due to that reason two new larger writing tables were kept in the visa division. In addition, two television sets provided by the Welfare Society were also installed for the use of the persons who arrived to obtain the services of this Division.
8. The controller of the Visa Division, Mr. M. N. Ranasinghe received a promotion as the Controller General of the Department on 14th October, and the Visa division functioned under the supervision of the Senior Deputy Controller, Mr. I. C. Pathiraja.

9. One Assistant Controller of the Passport Division was deployed in the service of the Visa Division once a week in order to provide an understanding about the activities of the Visa Division. The number of visa counters available was not sufficient for this task and due to that reason a new counter was opened using the space allocated for the entrance to the Division and the entrance was shifted to another place.
10. To solve the problems that arose due to the no availability of a permanent officer for the sixth counter which was used for issuing receipts for resident visa applications, a lady officer who was attached to this Department on a new appointment as a development officer was deployed for the service of that counter having provided a training to that officer.

Projects expected to be implemented in the year 2015.

1. Making arrangements for the use of visa sticker.
2. Avoiding the defects of the Visa information system having updated it and enhancing the ability of using the Information system for data analysis.
3. Developing more suitable visa policies for each visa group.
4. Streamlining the management of files by taking steps to scan visa applications and ancillary documents.
5. Introducing a number system to deal with the service recipients of the Visa Division and streamlining the public address system.

Electronic Travelling Authorization (ETA)

Granting of Tourist ETA, Business ETA, Transit ETA and Gratis ETA was carried out in a successful manner under Electronic Travel Authorisation system in the year 2014. The following new applications and activities were installed to the ETA system in order to enhance its quality and to carry out its activities without problems.

1. Changing the system in order that methodology of error handling in applications could be done automatically. This provided opportunity to take remedial measures as soon as an error arose in the system.
2. Introducing new Approval Notice Forms for Tourist, Business, Transit and Gratis ETA
3. Uploading the details related to exemptions granted through agreements made between Sri Lanka and other countries in one web site and updating the aforesaid details.
4. Adopting a methodology to grant approval for ETA applications received from Pakistan, Afghanistan and Indian nationals upon special supervision by the State Intelligence Service under the instructions of the Ministry of Defence and Urban Development.
5. Issue of Business ETA from the counter of the airport has been stopped with effect from 16.07.2014 due to some problems that arose in issuing the Business ETA from the airport.
6. Making changes in the ETA system under the instructions of the Ministry of External Affairs and the Ministry of Health in order to adopt a precautionary policy in regard to African citizens arriving in Sri Lanka due to the Ebola virus that spread in the African sub continent.
7. Installing a methodology in the system to inform the relevant applicants in regard to temporary suspension of ETA.

8. Developing the system in order that the details of the On Arrival ETA issues could be uploaded to the Front End system.
9. Developing the system in order that the Business ETA for the functions organized by state institutions in which foreign representatives participate could be obtained from the ETA counter at the entrance of the airport.
10. Introducing the ETA Match Function System in order to relieve the foreigners from the difficulties that they have to undergo at the arrival counters of the airport due to the changes in the details in passport and erroneous ETA caused due to the fact of incorporating wrong details in ETA applications.
11. Incorporating the details of payments of all members in the ETA receipt which is issued when making payments for ETA as groups.
12. Making several changes in the system in order to get rid of the Sluggish functioning of the ETA system and make it effective.

Ports and Investigation Unit

Main duty of this division is border management and the division supplies other supportive services and investigation in addition to regulating passenger travelling through ports of Sri Lanka.

Air Ports

1. Bandaranaike International Air Port
2. Ratmalana Air Port
3. Palali Air Port
4. Mattala Rajapaksha International Air Port

Ports

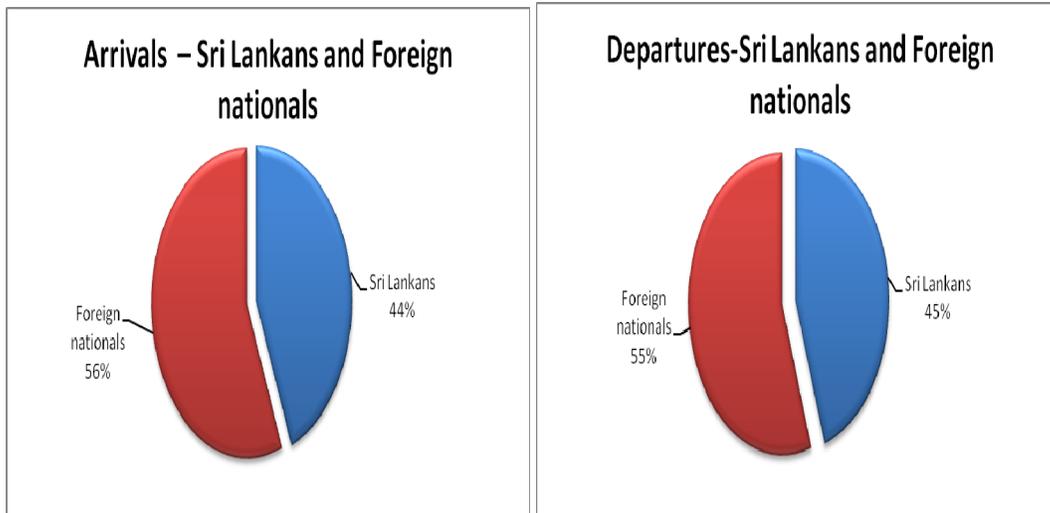
1. Colombo port
2. Galle port
3. Magampura Ruhunupura Mahinda Rajapaksha port
4. Trincomalee port
5. Kankasanthurei port
6. Thaleimannar pier
7. Norochholei port
8. Oluwil port

Department of Immigration & Emigration office in Magampura Ruhunupura Mahinda Rajapaksha Port



Arrivals and Departures – 2014 (Sri Lankans and Foreign nationals)

	Arrivals	Departures
Sri Lankans	1263679	1311258
Foreign nationals	1610530	1604679
Total	2874209	2915937



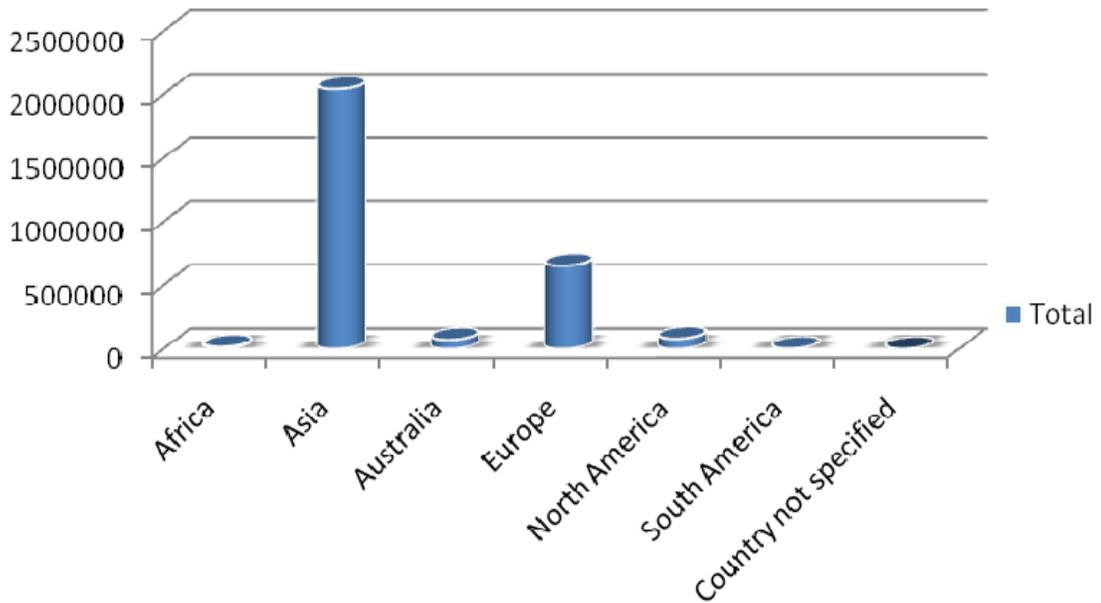
Arrivals and Departures through each Port - 2014

Index No.	PORT	Arrival	Departure
1	BANDARANAIKE INTERNATIONAL AIRPORT	2840257	2884765
2	PORT OF HAMBANTHOTA	122	173
3	MATTALA RAJAPAKSA INTERNATIONAL AIRPORT	4052	3256
4	PORT OF COLOMBO	6710	7196
5	PORT OF GALLE	22658	20143
6	PIER OF MANNAR	0	1
7	PORT OF TRINCO	398	384
8	RATMALANA AIRPORT	12	19
	TOTAL	2874209	2915937

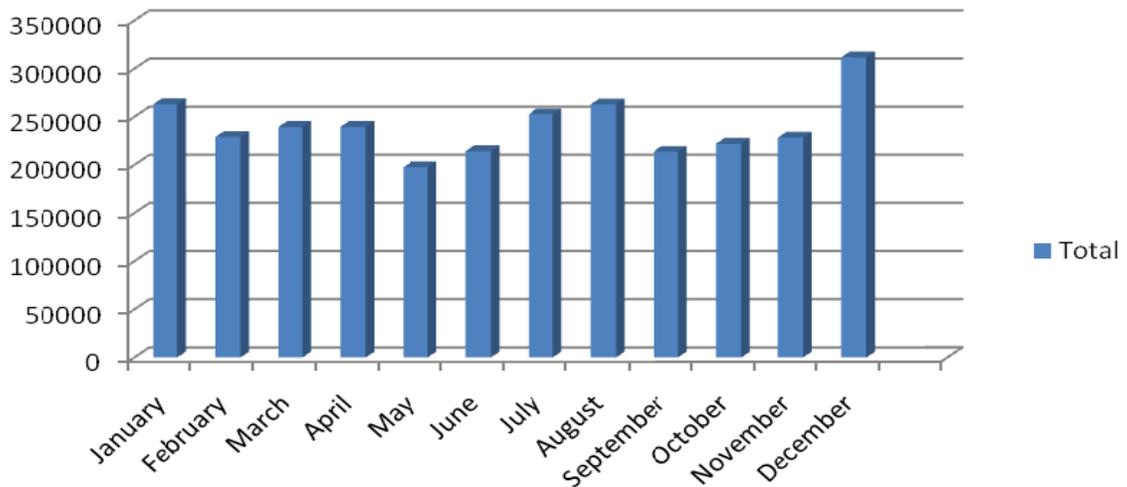
Breakdown of foreign nationals who arrived in Sri Lanka each month
(Based on the continent) 2014

	Africa	Asia	Australia	Europe	North America	South America	Country not specified	Total
January	1291	173672	6889	73290	7673	322	77	263214
February	981	140127	4167	77318	6051	269	84	228997
March	1219	162238	4495	64506	6716	278	79	239531
April	1441	174226	6539	50803	6189	203	65	239466
May	1381	160528	3845	25992	5510	215	166	197637
June	1280	170214	5539	29309	7752	132	123	214349
July	1247	172478	6489	64013	8014	219	56	252516
August	1574	190817	5670	57852	6757	190	83	262943
September	1142	165091	5426	37059	4470	240	100	213528
October	1540	164019	4795	45334	5962	242	110	222002
November	1241	162192	5781	53113	5610	272	135	228344
December	2100	208116	13669	76395	10908	428	75	311691
Total	16437	2043718	73304	654984	81612	3010	1153	2874218

Arrivals in Sri Lanka – 2014 (Breakdown on the basis of Continent)



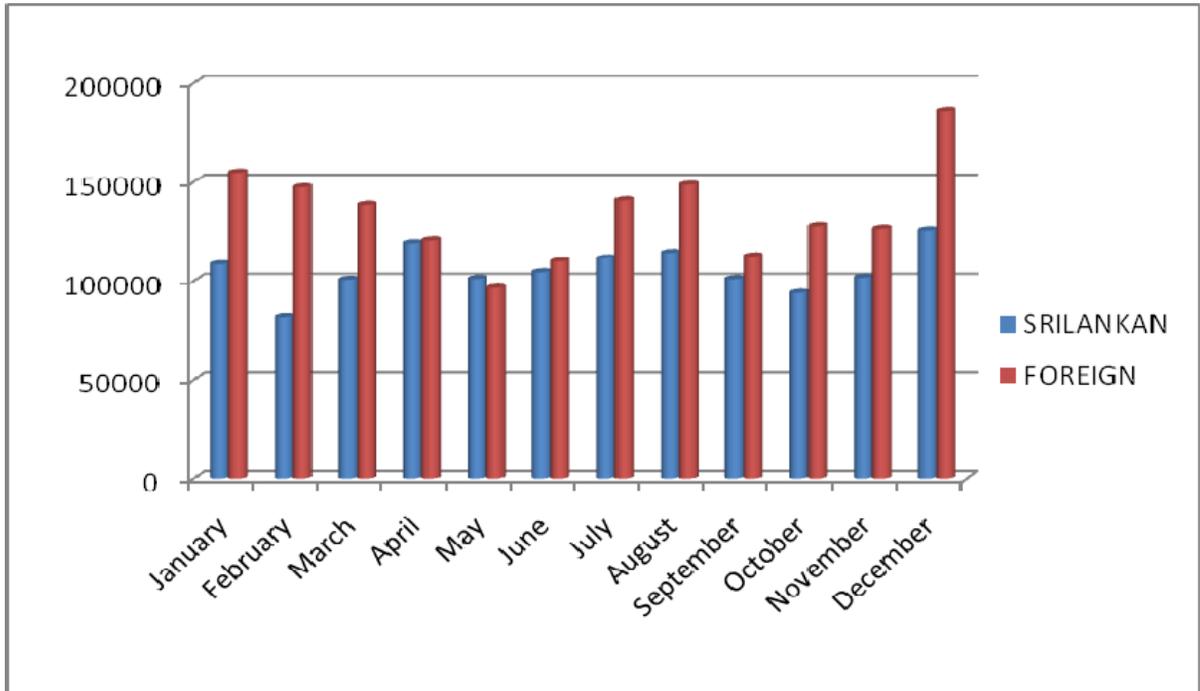
Arrivals – 2014 (breakdown on monthly basis)



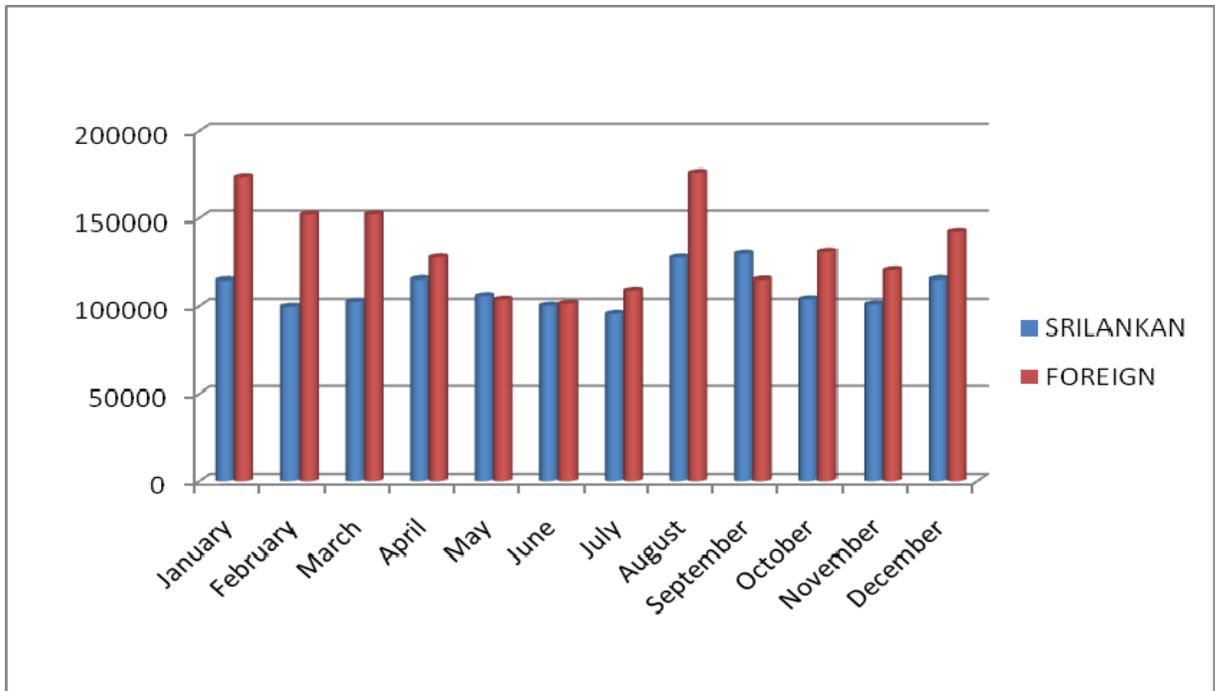
Arrivals and Departures According to the months – 2014

Month	ARRIVAL			DEPARTURE		
	SRILANKAN	FOREIGN	TOTAL	SRILANKAN	FOREIGN	TOTAL
January	108513	154701	263214	114613	173806	288419
February	81517	147480	228997	99665	151997	251662
March	100688	138843	239531	102454	152194	254648
April	119014	120452	239466	115186	127841	243027
May	101126	96511	197637	105712	103736	209448
June	104452	109897	214349	100331	101372	201703
July	111459	141057	252516	95517	108942	204459
August	114226	148717	262943	127767	176085	303852
September	101019	112509	213528	129879	114948	244827
October	94113	127880	221993	103925	130882	234807
November	101694	126650	228344	101001	120233	221234
December	125858	185833	311691	115208	142643	257851
Total	1263679	1610530	2874209	1311258	1604679	2915937

Arrivals According to the months – 2014



Departures According to the months - 2014



Arrival of Naval Crew

Each person from naval crew entering Sri Lanka is charged Rs. 1000/= State Tax. In addition they should sign a bond prior of getting approval to enter Sri Lanka.

This fee should be paid by their local representative to the Department of Immigration & Emigration. A sticker with a bar code is issued to the representative in the port.

Control of Internal Immigration

❖ Sending a Sri Lankan Passport out of Sri Lanka (Courier)

Sending a Sri Lankan Passport out of Sri Lanka without the written approval of Controller General of Immigration & Emigration is an offence.

Sending a Sri Lankan Passport out of Sri Lanka to obtain Visa from certain country will be allowed only if there is no embassy / high Commission of that Country in Sri Lanka.

Required documentation

1. A letter from the passport holder explaining reasons to send the passport away.
 2. A letter authorizing the third person to carry the passport on behalf of the passport holder.
 3. A letter from the 3rd person confirming that the passport will be returned to the owner upon completion of the task. (eg. after obtaining Visa)
- ❖ Submitting letters containing information of Immigration and Emigration of Sri Lankan workers employed abroad to Foreign Employment Bureau.
 - ❖ Conducting a resource centre to smuggling eradicate people.

Investigation Unit

A foreign national entering/ Staying in Sri Lanka without a valid passport or visa is an offence under immigration and Emigrations Act Foreigners violating Immigration and Emigration Act can be taken into custody, detained and exiled from Sri Lanka.

	Month	Number Detained	Number of Removed
1	January	31	13
2	February	18	20
3	March	13	15
4	April	18	09
5	May	05	05
6	June	06	17
7	July	04	13
8	August	11	01
9	September	01	05
10	October	03	06
11	November	09	08
12	December	12	12
	Total	131	124

Persons entered & Removed to Mirihana decantation centre in 2014
as categorized by nationality.

	Nationality	Number entered	Number of Removed
1	Bangladesh	6	8
2	British	5	2
3	Eritrean	2	2
4	Canadian	2	2
5	Chinese	10	5
6	French	1	1
7	German	4	2
8	Indian	53	51
9	Iranian	11	9
10	Irish	1	1
11	Liberian	1	1
12	Maldivian	0	1
13	Mali	1	2
14	Myanmar	7	7
15	Nigerian	0	3
16	Pakistan	10	10
17	Palestinian	3	3
18	Russian	2	2
19	Spanish	1	1
20	Syrian	7	7
21	Turkish	3	3
22	Ukrainian	1	1
	Total	131	124

Staying in Sri Lanka after expiration of period allowed

If a person is found to be staying in Sri Lanka after expiration of the allowed period he will be taken into custody, detained and exiled from the country. Further his name will be blacklisted restraining him entering the country once again.

If any person was found at the departure point he/she will be subject to visa fees/ fines and his/her name will be entered in the search list. He or She may be interviewed upon arrival of the country next time.

If he/she does not pay any fine he/she will be entered in the black list and will be restrained from entering Sri Lanka Again.

Specific Tasks, Achievements and Challenges

- * Sending 329 Pakistanis and 88 Afghans home staying in Sri Lanka as asylum seekers.
- * Controller General awarded a plaque on 01.01.2014 to Deputy Controller, Ports & Investigation as commendation of service for the progress of all airports, port and border management work.

Bonds issued for foreign staff – year 2014

	Month	Bond Income	Courier Income
1	January	4,138,000.00	1,734,000.00
2	February	3,678,000.00	1,774,000.00
3	March	3,753,000.00	2,223,000.00
4	April	3,931,000.00	2,055,000.00
5	May	4,016,000.00	2,435,000.00
6	June	3,319,000.00	2,841,000.00
7	July	3,624,000.00	2,617,000.00
8	August	4, 132,000.00	2,437,000.00
9	September	3,826,000.00	2,098,000.00
10	October	3,771,000.00	2,144,000.00
11	November	3,588,00.00	2,114,000.00
12	December	4,418,000.00	1,769,000.00
	Total	46,194,000.00	26,241,000.00

05. Information Technology Operations

IT Division which performs some vital functions related to the Department of Immigration and Emigration has primarily been assigned with the duty of ensuring smooth functioning of existing hardware and software while developing the system through introduction of new methods.

Furthermore, this division is responsible for updating and maintaining service agreements with external institutions that provide service related to the computer system of the department and monitoring the same.

(1) In addition to above, this division performs the following special tasks.

- 1) Upgrading the present computer software five modules to suit public requirements.
- 2) Developing software to support common Sinhalese fonts used in word processing in all divisions of the department with guidance of ICTA.
- 3) Carrying out necessary work to sustainable establishment of computer system in the new building complex of the department at Battaramulla.
- 4) Planning to upgrade Advance passenger Information (API) method to Advance Passenger Processing (APP) to receive data about passengers through air lines. This process is used regarding the passengers boarded in another country and scheduled to be arriving at an Air Port in Sri Lanka, on the guidance of Ministry of State Defence and Urban Development for safer Immigration and Emigration.
- 5) Establishing a modern server Room in a new premises at Bandaranaike International Air Port to meet the requirements of Institution of Air port Air services.

(2) Lost / Stolen Passport Desk (SLTD)

Information pertaining to stolen or lost travel documents which is provided by the police stations is transmitted to the Department either directly or through the NCB or the SDM. After those cases are investigated, the relevant passports are cancelled and information is sent to the INTERPOL. Action has been taken to prevent individuals using such passports to leave the country. The main objective of the SLTD is to prevent such illegal actions.

Between 01.01.2014 and 31.12.2014, the NCB and the SLDM have sent 7865 passports to the Department and Information pertaining to 5348 have been sent to the INTERPOOL database

(3) Integrated Information Management System (IEMS)

The Integrated Information Management system has been established to provide information and statistics related to immigration and emigration. Foreign diplomatic/ consular missions in Sri Lanka maintain direct relations with this Division and use the support of this Division to verify travel documents before issuing visa when required. Between 01.01.2014 and 31.12.2014 the Department responded to 2630 inquiries made by different diplomatic consular mission.

Summary of Inquiries – 2014

No.	Institution	Total
01	German Embassy	469
02	French Embassy	88
03	Norwegian Embassy	86
04	Swedish Embassy	302
05	Netherland Embassy	03
06	US Embassy	359
07	Italian Embassy	15
08	Australian High Commission	104
09	Canadian High Commission	133
10	UK High Commission	183
11	Indian Assistant High Commission	02
12	Sri Lanka High Commission in UK	872
13	Financial Intelligence Unit of Sri Lanka Central Bank	05
14	Ministry of External Affairs	09
	Total	2630

06. Citizenship Division

The Citizenship Division has been mandated under Citizenship Act no. 18 of 1948. Executive power to implement the Citizenship Act is vested with the Secretary to the Ministry of the relevant Line Ministry. Since the provisions of the issuing travel documents through Overseas Missions which are governed under the Immigration and Emigration Act, the Citizenship Division has been established in the department of Immigration and Emigration.

The Citizenship Division implements the following under the provisions of the citizenship Act no. 18 of 1948.

1. Registering Children born abroad to Sri Lankan parents under sections 5(2) of the Act.
2. Granting dual citizenship under section 19 of the Act.
3. Granting citizenship through registration under Sections 11, 12, 13 and 13a of the Act.
4. Handling matters related to citizenship by descent under Sections 5a and 8 of the Act.

Certificates issued under the Citizenship Act between 01.01.2014 to 31.12.2014

Section	Applications received	Certificates printed
5(2) Section	8155	8450 *
8 Section	06	05
11 Section	54	22
12 Section	13	10
19 Section	293	255
Renunciation of citizenship 19(1)	87	87

* Certificates issued in 2014 which cannot be issued in previous year.

Special Tasks carried out in year 2014

01. All data in the ledgers regarding dual citizenship were entered to the system.
02. Issue of duplicate certificates by the system for dual citizenship commenced in 2014.
03. Initial steps were taken to incorporate other data to citizenship data system.

07. Indo – Lanka Citizenship Division

Main role of this division is to grant citizenship to people of Indian origin living in Sri Lanka and related work. The relevant laws applicable in this regard are as follows.

- 1) Citizenship Act No 18 of 1948
- 2) Citizenship Act of Indian and Pakistan residents No. 03 of 1949
- 3) Implementation Act of Indu Lanka Agreement No14 of 1967 (Srima – Shastree agreement)
- 4) Act to grant citizenship to replaced people, No 39 of 1988
- 5) Act to grant citizenship to people of Indian Origin No. 35 of 2003

In addition to above this division held the responsibility to grant citizenship to people of Chinese origin residing in Sri Lanka according to Act No. 38 of 2008. This Act ceased to be in force in 30.10.2013. Accordingly the role of this division in this regard came to an end. As well 94 persons of Chinese origin have been awarded with Sri Lankan citizenship during the period 2008 to 30.10.2013.

The following table indicates the status of issue of citizenship certificates to people of Indian origin under Acts No. 39 of 1988 and 35 of 2003.

	2009	2010	2011	2012	2013	2014
39 of 1988	172	106	71	14	09	19
35 of 2003	24	61	04	08	02	03
Issue of Notice Under No. 35 of 2003	57	23	13	-	01	-

In addition this division issues letters confirming registration for those who obtained citizenship in Sri Lanka by registration. 60 Such letters have been issued in the year 2014.

08. Development, Policy & Reform Division

Official activities such as the preparation of the Action plan of the year 2014, Preparation of the administration report of the year 2013, Formulation of the progress reports which should be sent by the department to various institutions and Sending them to the relevant institutions, Preparation of cabinet memoranda in accordance with the needs of the department and Obtaining the approval of the cabinet of Ministers for them are prominent among the activities carried out by this Division in the year 2014. The cabinet memoranda prepared in the year 2014 and the approvals received for them are as follows:

Cabinet Memoranda submitted in the year 2014

- 01.** Cabinet memorandum in regard to the introduction of biometric passports.
- 02.** Cabinet memorandum in regard to amending the Citizenship Act No. 18 of 1948 in order to streamline the process adopted in granting dual citizenship and establishing the project named Expatriate Sri Lankans.
- 03.** Cabinet Memorandum in regard to the Agreement between the Democratic Socialist Republic of Sri Lanka and the Romania Government for the Exemption of Diplomatic Passport Holders from Obtaining Visas.
- 04.** Cabinet memorandum for amending the Immigration and Emigration Act No. 20 of 1948 in order to provide necessary legal provisions for use of biometric information for the process of issuing Sri Lankan passports.
- 05.** Cabinet Memorandum for obtaining necessary provisions to establish the Immigration and Emigration Department in the building of the Secretariat for Personal Identification , which is being constructed in Battaramulla.
- 06.** Cabinet Memorandum in regard to Remedial Service System for the defects in the computer system for printing and personification of passports.

In addition to that the special task assigned to this Division in the year 2014 was to make arrangements to establish this Department in the year 2015 in the building of the Secretariat for personal Identification, which is being constructed in Battaramulla. In carrying out this task assessment of the financial and physical resources required for it and the preparation of the partitioned plan were done along with the co-ordination activities with Buildings Department and the other relevant institutions.

Legal Activities

Legal activities of the department are carried out under the direction of a Deputy Controller through the Development and Policy Division. The legal activities and duties carried out in the year 2014 are mentioned below.

1. Liaising with the Attorney General's Department and the Legal Draftsman's Department to make amendments to the Immigration and Emigration Act No. 20 of 1948 in relation to the project of issuing bio-metric passports and making necessary recommendations for it.
2. Taking action to give evidence in open courts providing relevant documents on 123 occasions on behalf of the Department in regard to cases filed by the Criminal Investigation Department and other legal enforcement institutions in which the Immigration and Emigration Controller had been named as a witness.
3. Liaising with the Attorney General's Department for the preparation of the required observations and the submission of necessary documents in regard to 04 petitions filed in Supreme Court, in which the department had been named as a respondent whilst the Controller General had been made a respondent on a personal basis.
4. 648 letters were prepared and sent to the relevant registrars of courts in regard to the defects found in the court orders which had been forwarded to this department by them to be executed.
5. The Deputy Controller (Legal) appeared in Colombo Magistrate Court on 13 occasions in the year 2014 in regard to the cases filed by this Department.
6. Necessary observations were made in regard to 06 lease agreements made by this Department and steps were taken to renew them for the year 2013.
7. Steps were taken to provide necessary information on behalf of the department on 9 occasions in regard to complaints made to the Human Rights Commission against the Department of Immigration and Emigration.
8. Necessary observations were made in regard to 24 agreements made by this Department with local institutions.

09. Financial Management

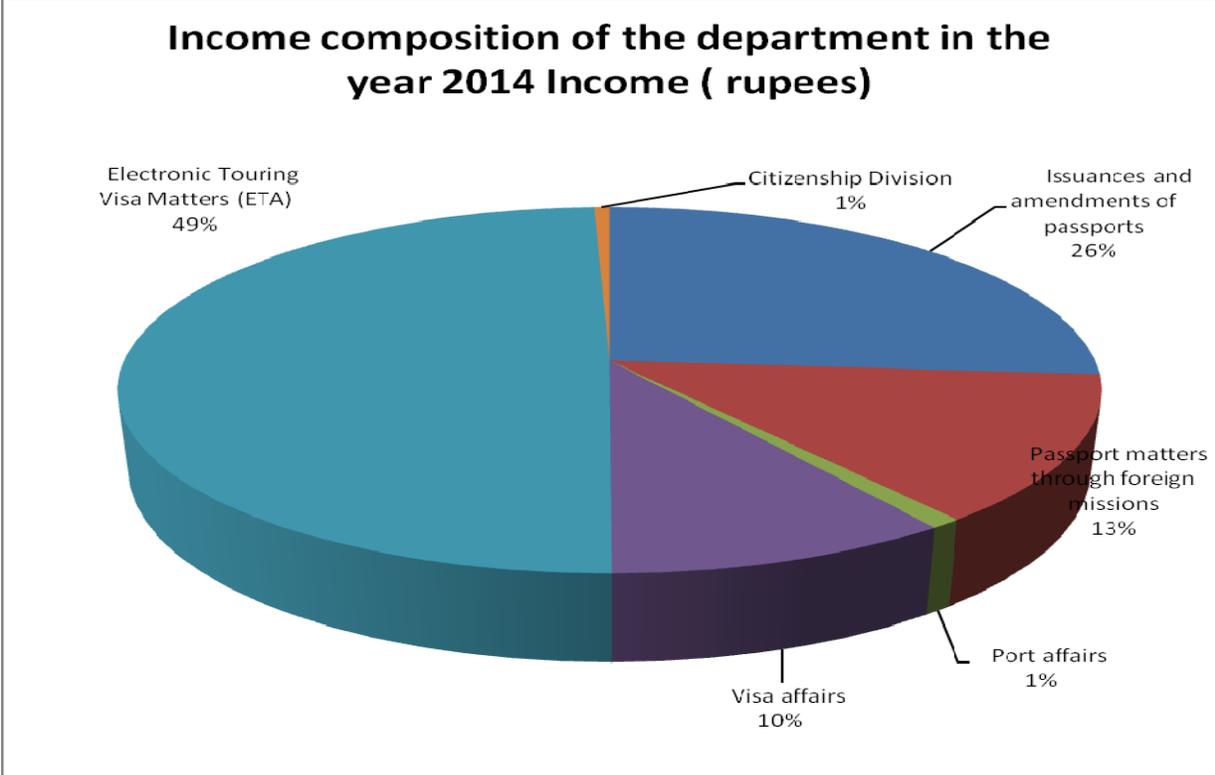
The Major responsibility of the Finance Section is the financial management of the Department of Immigration and Emigration. Management of incomes and expenditure, maintenance of the advance accounts of the public officers within the prescribed limits, operation of the financial matters and presentation of the final annual accounts in terms with the treasury regulations are carried out under the supervision of the three officers Chief accountant, Accountant (payments) and Accountant (Income) in this Department which is an income generating entity.

I. Target of Income and Progress

The estimated total income target of the Department for the year 2014 was Rs. 7,173.25 million and the actual income earned was Rs 8,150.90 million. Accordingly, an income exceeding the estimated income has been reported and it is a growth of 14% than the expected income target.

The incomes generated by the Department through the major income sources in the year 2014 are as follows.

		<u>Income (Rupees)</u>
i	Issuances and amendments of passports	2,133,548,086.72
ii	Passport matters through foreign missions	1,064,296,090.86
iii	Port affairs	72,488,000.00
iv	Visa affairs	800,098,822.78
v	Electronic Travel Authorization Visa Programme (ETA)	4,034,041,937.35
vi	Citizenship Division	46,423,010.00
	Total	<u>8,150,895,947.71</u>



II. Estimated Cost and Actual Cost

The total amount of allocations allocated for the expenses of the department in the year 2014 was Rs. 2,432.0. Out of this amount, Rs. 937.45 Million was allocated for recurrent expenditure and Rs. 1,495.1 Million was allocated for Capital expenditure. The total actual expenditure of the year 2014 was Rs. Million 1,453.45 and 55.9 % and 44.1% out of the said amount have been spent on behalf of the recurrent and capital expenditures of the Department respectively. The department has incurred capital expenses mainly on purchasing blank passports and visa sticker in the year 2014.

Expenditure Performance 2014

No	.	Activities	Estimate 2014 (Rs.000)	Progress	
				Financial in Rs,	%
1		Personal Emoluments	424,400	418,611	98.64
2		Other Recurrent Expenditure	456,450	394,043	86.33
		Recurrent Expenditure	880,850	812,654	92.26
		Rehabilitation and Improvement of Capital Assets			
3	2001	Buildings and Structures	4,100	3,828	93.37
4	2002	Plant, Machinery and Equipment	55,000	22,861	41.57
5	2003	Vehicles	3,500	3,492	99.77
		Acquisition of Capital Assets			
6	2102	Furniture and Office Equipment	1,500	1,498	99.87
7	2103	Plant, Machinery and Equipment	23,000	14,523	63.14
		Capacity Building			
8	2401	Staff Training	6,000	2,178	36.30
		Other Capital Expenditure			
9	2502	Investments			
		01. Blank Travel Documents & Related Deliverables	600,000	578,845	96.47
		02. Bio- Metric Passport	600,000	-	
		03. Machine Readable Visa Sticker	15,000	-	
		04. Document Scanning - Visa/ CIT	150,000	-	
		05. Visa Sticker Label	30,000	13,574	45.25
		06. Issuing of Dual Citizenship Cards	2,000	-	
		07. Queus Mgt. System for Travel /Visa Division	5,000	-	
		Total Capital Expenditure	1,495,100	640,799	42.86
		Total Expenditure	2,375,950	1,453,453	61.17

10. Procurement Activities

The Procurement Division takes action to prepare a fresh Procurement plan at the beginning of every year. Goods and services are then purchased in line with the Procurement plan. Progress made in year 2014 is given below.

Item	Value (Rs)
Office Equipment	338,897.00
Air Conditioners	2,830,358.71
Printers, fax machines and photo copiers	835,600.00
Vehicles	-
Total	4,320,800.71

11. Welfare Affairs

Special activities performed by the Welfare society

In the year 2014

Various religious, social and cultural activities were performed by the welfare society of the Department of Immigration and Emigration which comprises of approximately 1000 members of the department, in view of enhancing the well being of its members and the members of their families and generally of the greater society. The objective of the activities performed by this society is to generate a physically and mentally sound work force and to offer the public with a more qualitative service through the efficient and satisfactory services rendered by such a work force.

Serial Number	Date	Programme
1.	1/1/2014	Provision of sets of exercise books as per the number of schooling children of the member
2.	3/1/2014	Participation of athletes to the Public Service Athletics Meet
3.	21/3/2014	General Meeting
4.	7/4/2014	Badminton Tournament
5.	7/5/2014	Carom Tournament
6.	7/5/2014	Conducting a fair including food items produced using organic fertilizer in view of advertising poison free food.
7.	12/5/2014	Dharma Deshana for the wesak poya
8.	23/5/2014	Opening of the "Welcome" Communication Centre
9.	5/6/2014	Provision of a sum of Rs.1, 210,000 for the inter-division trip as 2000/= per member.
10.	14/6/2014	Inter-division cricket tournament in the Railway grounds

11.	20/6/2014	“Sara Hasara Concert” performed to introduce the staff members of the department with the skills of singing- Colombo District Secretariat Auditorium
12.	9/7/2014	Blood donation programme- Donation of 98 pints of blood to the blood bank
13.	10/7/2014	Esala Bana- Bana preaching with the participation of Bandarawela Amithananda Thero
14.	11/7/2014	Organizing the Rasadeepani programme to enhance aesthetic appreciation of the department-This was held in the department with the participation of Ven. Rambukkana Siddhartha thero, Mr, Mahinda Dissanayake , Mr. Mahinda Chandrasekara and Mr. Prem Ranjith Wijewickrama
15.	18/11/2014	“Anandaneeya Nadaramanee” Musical concert was held in the Musaeus College Auditorium the Welfare society- with the musical performances of Rohana Siriwardena, Nirosha Wirajini, T .M. Jayaratne, Lakshman Wijesekara, Nirmala Ranathunga, Samitha Mudunkotuwa and Rohana Weerasinghe.
16.	30/12/2014	Year End celebration

Conducting a fair including food items produced using organic fertilizer in view of advertising poison free food – 07.05.2014

