



Department of Immigration & Emigration

Performance Report

2015

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Department of Immigration and Emigration

Performance Report.

Year 2015.

Introduction

In accordance with the provisions of Immigrants and Emigrants Act No 20 of 1948, the powers have been vested in the Department of Immigration and Emigration to control the entry into Sri Lanka of persons other than citizens of Sri Lanka and regulate the departure from Sri Lanka of citizens and persons other than citizens of Sri Lanka and remove from Sri Lanka, the undesirable persons who are not citizens of Sri Lanka. Issuing of passports for the citizens of Sri Lanka, granting the citizenship of Sri Lanka for the children born in foreign countries to Sri Lankan citizens and granting the citizenship of Sri Lanka for the persons other than Sri Lankans and who apply for the citizenship of Sri Lanka are also carried out by this Department.

Vision

- ❖ To be the best Immigration Service in the region.

Mission

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

Key Functions of the Department

- Issuing of passports for Sri Lankans and matters incidental thereto
- Issuing of visas for foreigners and matters incidental thereto
- Activities related to grant of dual citizenship
- Border Control
- General administration and Financial administration

Legal Authority

- ❖ The Constitution of the Democratic Socialist Republic of Sri Lanka.
- ❖ Citizenship Act No. 18 of 1948 and amendments thereto.
- ❖ Immigrants and Emigrants Act. No 20 of 1948 and amendments thereto.
- ❖ Citizenship Act of Indian and Pakistan Residents No. 03 of 1949.
- ❖ Immigrants and Emigrants Regulations of 1956 and amendments thereto.
- ❖ Indo - Ceylon Agreement (Implementation) Act No. 14 of 1967 (Sirima - Shastri pact)
- ❖ Grant of Citizenship to Stateless Persons Act No. 39 of 1988.
- ❖ Grant of Citizenship of Persons of Indian Origin Act No. 35 of 2003.
- ❖ All regulations and orders related to the above mentioned Acts.
- ❖ Circulars and instructions issued by the Controller General.

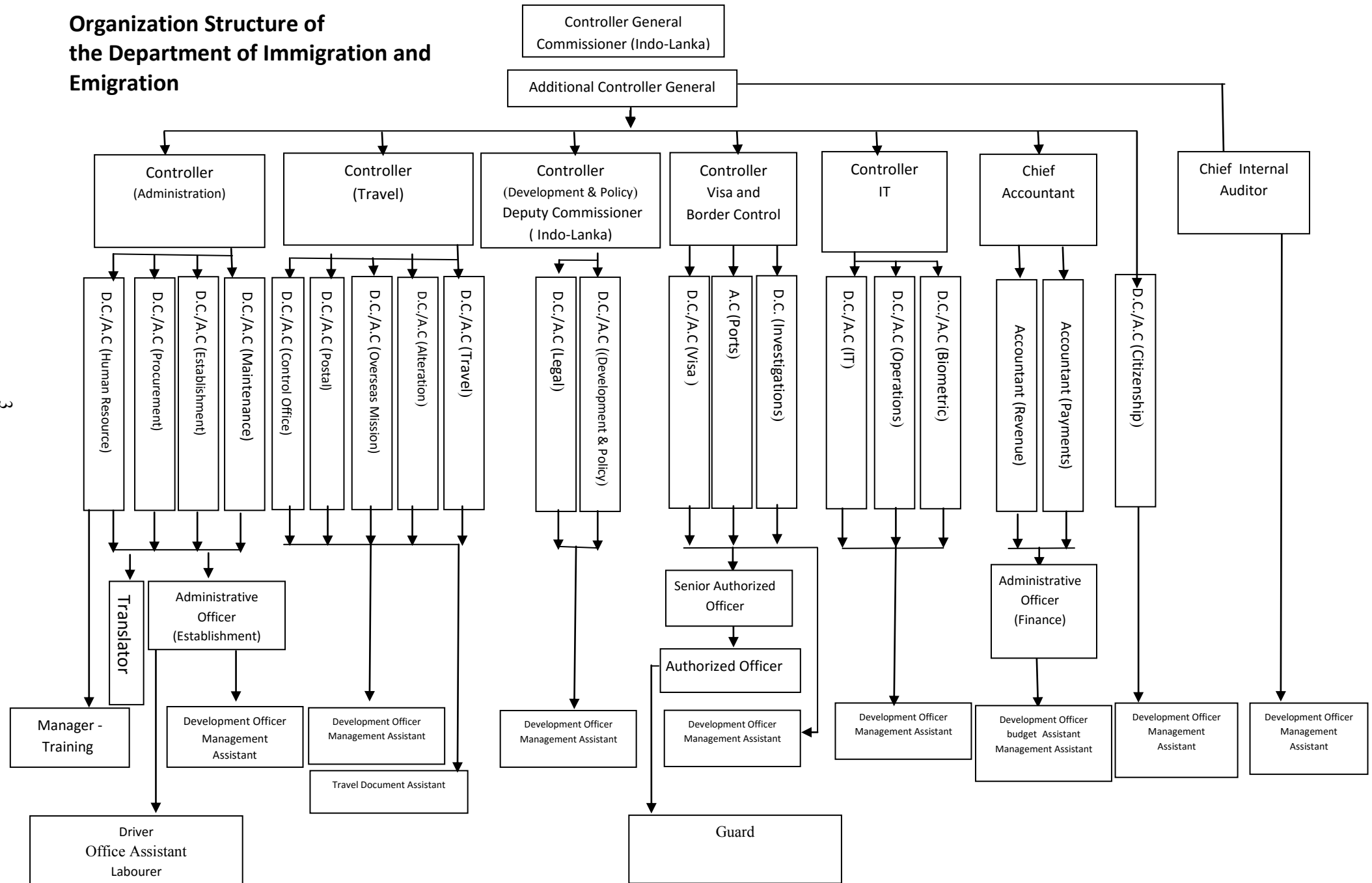
Information regarding the staff

The responsibility is entrusted to the Controller General as the chief executive officer as well as the Chief Accounting Officer of the Department while responsibilities of each division are entrusted to an Additional Controller General, 05 Controllers and a Chief Accountant under his direction and supervision.

Information regarding approved cadre for the year - 2015

Designation	Category of employees	Approved cadre	Actual cadre	Vacancies
Controller General	SLAS (Special)	01	01	-
Additional Controller General	SLAS (Special)	01	01	-
Controller	SLAS I	05	05	-
Chief Accountant	SLAcS I	01	01	-
Deputy / Assistant Controller	SLAS II / III	39	38	01
Deputy / Assistant Controller	Departmental	10	07	03
Accountant	SLAcS II	02	02	-
Internal Auditor	SLAcS I	01	01	-
Administrative Officer	P.M.A. Service Supra Grade	02	02	-
Translator	Translators' Service	02	01	01
Senior Authorized Officer	Departmental	36	15	21
Authorized Officer	Departmental	358	339	19
Budget Assistant	Ancillary Services	01	01	-
Training Manager	Ancillary Services	01	01	-
Development Officer	Ancillary Services	20	17	03
Public Management Assistant	P.M.A. Service	368	320	48
Travel Document Assistant	Departmental	35	31	04
Guard	Departmental	02	02	-
Receptionist	Departmental	01	01	-
Driver	Drivers' Service	30	30	-
K.K.S	K.K.S Service	104	102	02
Casual Labourer		10	05	05
Total		1030	923	107

Organization Structure of the Department of Immigration and Emigration



01. Administration Division

General administration activities , training and Human Development activities and procurement activities are carried out under the supervision of Controller (Administration)

01:1 Administration Branch

Staff

Designation / Service	Number
Deputy Controller (Administration)	01
Assistant Controller (Maintenance)	01
Administrative Officer	01
Translator	01
Public Management Assistant Officers	18
Drivers	30
Office Assistants (K.K.S)	06
Labourers	05

Main activities carried out for the year 2015 are as follows.

01. Recruitments

a) Recruitments / promotions of Authorized officers

No new recruitments have been made for the year 2015. 05 Senior Authorized officers have been promoted to the posts of Assistant Controller on 03.06.2015.

b) Recruitments for the post of Travel Document Assistant

04 Posts of Travel Document Assistants have fallen vacant for the year 2015 and no new recruitments have been made for the year 2015.

02. Efficiency bar examinations

Efficiency bar examination for the Authorized officers in respect of the year 2015 was conducted on 12.10.2015 and 19.10.2015.

03. Transfers and Retirements - 2015

Service	No. of the officers who have been transferred to the Department	No. of the officers who have been transferred from the Department	No. of retired officers
Sri Lanka Administrative Service	07	11	03
Assistant Controller (Departmental)	-	-	01
Authorized officers	-	-	02
Public Management Assistants' Service	69	45	06
Office Assistants' Service (K.K.S)	30	21	02
Drivers' Service	10	03	02
Total	116	80	16

01:2 Training and Development Branch.

Training and Development branch is functioned under the supervision of the Controller (Administration)

Staff - 2015

Designation / Service	Number
Training Manager	01
Public Management Assistant Officers	03
Office Assistants (K.K.S)	01

Major duties and functions of this division are,

- Planning
- Organizing
- Conducting of Human Resource Development Programmers
- Co-ordination of all other related activities through identification of training needs of all the officers who have been attached to the Department of Immigration and Emigration.
- Relevant measures are taken having identified foreign training opportunities.
- In addition to the annual allocations for the Training and Development activities , various programmers are carried out by this Division having identified the training opportunities of the staff through external institutions , Embassies, international organizations and non governmental organizations.

Training programmes conducted in the year 2015.

Training programme	Dates on which training programmes were conducted	Target group	No. of participants
Facial Image Comparison Training (Auditorium , Development and Training Division)	08.01.2015	Authorized officers	25
Training programme for the officers who have been attached to the Department under the annual transfer basis (Auditorium , Development and Training Division)	06.02.2015 to 12.02.2015	Management Assistant officers and Office Assistants (K.K.S)	20
Facial Image Comparison Training (Auditorium , Development and Training Division)	10.02.2015 to 13.02.2015	Authorized officers	100
Facial Image Comparison Training (Auditorium , Development and Training Division)	16.02.2015 to 17.02.2015	Senior Authorized officers	11
Awareness programme for owners of photo studios regarding biometric passports - Colombo	10.03.2015	Owners of Authorized photo studios	480

Awareness programme for owners of photo studios regarding biometric passports - Colombo	13.03.2015	Owners of Authorized photo studios	625
Awareness programme for owners of photo studios regarding biometric passports - Vavunia	26.03.2015	Owners of Authorized photo studios	100
Awareness programme for owners of photo studios regarding biometric passports - Matara	28.03.2015	Owners of Authorized photo studios	170
Awareness programme for owners of photo studios regarding biometric passports - Kandy	01.04.2015	Owners of Authorized photo studios	425
Awareness programme for owners of photo studios regarding biometric passports - Batticaloa	02.04.2015	Owners of Authorized photo studios	130
Training programme for the officers who have been attached to the Department under the annual transfer basis (Auditorium , Development and Training Division)	11.05.2015 to 18.05.2015	Public Management Assistant officers and Office Assistants (K.K.S)	32
Awareness programme for the staff of the Travel Division (Sri Lanka Foundation Institute, Colombo)	06.06.2015	All the officers who are attached to the Travel Division	150
Workshop on Professional Skills promotion for drivers (Sri Lanka Foundation Institute, Colombo)	20.06.2015	All the officers in Drivers' Service	30
Preparation of hand book Pertaining to biometric passport -(Negombo)	04,05.07.2015	Staff officers and Resource persons.	50
Training programme for the relevant officers on the methodology of obtaining finger prints regarding the new process of issuing passports. (Auditorium , Development and Training Division)	10.07.2015 to 17.07.2015	Relevant officers who are attached to the Travel and Computer Divisions.	150
Training programme on customer care excellence (Sausiri paya, Wijerama Mawatha, Colombo 07	18.07.2015	Executive officers , Staff officers, Public Management Assistant officers, Staff of Office Assistants (K.K.S)	160

Awareness programme on the new process of issuing Biometric passports (Sri Lanka Foundation Institute, Colombo)	28.07.2015	Divisional secretaries and the representatives of Divisional secretariats	315
Training programme on document examination conducted by the officers of Canadian and American Embassies (Auditorium, Training and Development Division)	10.08.2015 to 13.08.2015	Senior Authorized officers and Authorized officers	30
Productivity promotion work shop (Friendly public service through proper attitudes) (ICTAD)	26.08.2015	Authorized officers	57
Productivity promotion work shop (ICTAD)	04.09.2015	Authorized officers	34
Productivity promotion work shop (ICTAD)	11.09.2015	Authorized officers	47
Training programme on document examination conducted by the officers of Canadian and American Embassies. (Auditorium , Development and Training Division)	14.09.2015 to 17.09.2015	Senior Authorized officers, Authorized officers	40
Productivity Promotion workshop (Hector Kobbekaduwa, Agrarian Research and Training Institute Wijerama Mawatha, Colombo 07)	18.09.2015	Authorized officers	50
Training programme on document examination conducted by the officers of Canadian and American Embassies. (Auditorium , Development and Training Division)	21.10.2015 to 23.10.2015	Senior Authorized officers, Authorized officers	60
Training programme on document examination conducted by the officers of Canadian and American Embassies	21.12.2015 to 22.12.2015	Senior Authorized officers, Authorized officers	45
Productivity Promotion workshop. (Hector Kobbekaduwa, Agrarian Research and Training Institute Wijerama Mawatha, Colombo 07)	28.12.2015	Authorized officers	60

In addition , Tamil classes were conducted for the officers attached to the Department in the year 2015.

1:3 Procurement Branch

Procurement branch is functioned under the supervision of Controller (Administration)

Staff - 2015

Designation / Service	Number
Assistant Controller (Procurement)	01
Development Officers	01
Public Management Assistant Officers	02

Value of the equipments procured for the year 2015 is as follows.

Name of the item procured	Value of the items (Rs)
Office equipments	577,002.50
Air conditioners	7,122,886.26
Printers and machines	2,197,940.00
Accessories related to Computer System	18,713,079.99
Scanners	2,332,000.00
Total	30,942,908.75

02. Travel Division

Travel Branch , Passport Processing Branch, Passports Alteration Branch , Overseas Missions Branch and Postal Branch are mainly functioned under the supervision of Controller (Travel).

02:1 Travel Branch

Travel branch is the branch to which the majority of people who come to obtain services from the Department. Issuance of a passport including correct information with international recognition to the passport applicants who expect to travel abroad for foreign employments, medical treatments and foreign tours. In addition to the Head Office, 03 regional offices have been established in the Districts of Kandy, Vavuniya and Matara and the process of receiving of passport applications through Divisional Secretariats has been suspended from the year 2015.

This branch is functioned under the supervision of Controller (Travel).

Staff - 2015

Designation / Service	Number
Deputy Controller	01
Assistant Controllers	18
Development Officers	09
Public Management Assistant Officers	39
Office Assistants (K.K.S)	24

Progress of the Issuance of passports - 2015

Head Office

Diplomatic	Official	All Countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
471	1305	234132	161451	15330	2	412691

Regional offices

	Official	All Countries	Middle East Countries	Emergency Certificates (Dambadiwa Pilgrimages)	Total
Kandy	5	25697	8564	7306	41572
Vaunia	-	13830	4721	650	19201
Matara	3	13773	2227	1894	17897

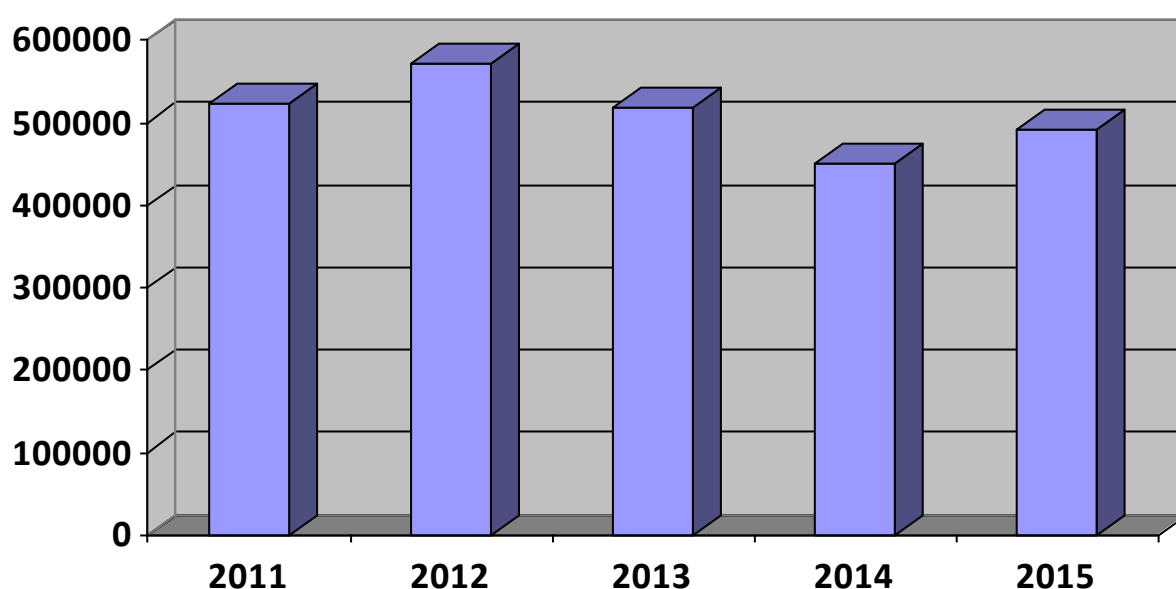
Total Number of passports issued in the year 2015

Diplomatic	Official	All Countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
471	1313	287438	176963	25180	2	491367

Issuance of passports from 2011 to 2015 (As per the categories of passports)

Year	Diplomatic	Official	All countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
2011	358	995	285724	196516	39611	8	523212
2012	288	899	303524	230482	35697	4	570894
2013	338	998	284231	214352	17611	6	517536
2014	309	1043	234943	198815	14786	6	449902
2015	471	1313	287438	176963	25180	2	491367

Issuance of passports from 2011 to 2015



Special activities carried out by the Travel Division.

The project for inclusion of biometric data in the process of issuing passports

01. A methodology has been initiated to obtain a high quality photograph of the passport applicant to the data system of the department through online. The project for inclusion of biometric data in the process of issuing passports could be completed due to the commencement of processing of passports using biometrics (finger prints and photographs)
02. Objectives of the project -
 - i. Removing of the possibility to obtain more than one passport by a person submitting a different identity.
 - ii. Minimizing the misuse of Sri Lankan passport for migration to the foreign Countries in an informal manner , criminal activities committed beyond the territory of the country including human trafficking and terrorist activities.

Obtaining photographs for passports in conformity with the criteria of International Civil Aviation Authority , forwarding those photographs to the computer system of the Department through online and obtaining bio data of the passport applicants and storing them in the computer system are carried out as the first phase of the Biometric passport project.

As the second phase of the project, personal data and finger print data are compared with all the data including bio data that are stored in the departmental data stores when an applicant is applying for a passport.

Accordingly, as a one item of the first phase of the project, 8 awareness workshops for 1547 owners of photo studios who have fulfilled the qualifications as at 31.12.2014 have been conducted in the Districts of Colombo, Vavuniya, Kandy, Matara and Batticaloa for 5 days from 10th March to 2nd April 2015.

No. of photo studios applied for , registered and involved in the project for inclusion of biometric data in the process of issuing passports as at 31.12.2015

Province	District	No. of photo studios applied	No. of photo studios registered	No. of photo studios involved
Western Province	Colombo	379	346	221
	Gampaha	267	251	148
	Kalutara	101	92	43
Central Province	Kandy	99	94	62
	Mathale	29	28	16
	Nuwara eliya	34	30	17
Eastern Province	Ampara	51	48	32
	Batticola	43	35	21
	Trincomalee	20	20	8
Sabaragamuwa Province	Kegalle	54	53	38
	Rathnapura	93	85	60
North Central	Anuradhapura	44	42	23
	Polonnaruwa	18	16	10
Uva Province	Badulla	35	31	16
	Monaragala	29	27	9
North Western Province	Kurunegala	160	154	95
	Puttalam	73	68	44
Southern Province	Galle	143	133	54
	Matara	75	66	38
	Hambanthota	41	34	11
Northern Province	Jaffna	23	23	10
	Kilinochchi	4	4	3
	Mannar	8	6	5
	Mullaitivu	0	0	0
	Vavuniya	4	4	4
Total		1827	1690	988

1827 applications have been received to the department by 31.12.2015 to register photo studios and 1690 photo studios have been registered on payment of money. 998 photo studios out of 1154 photo studios which have been fulfilled the qualifications have been connected with the department through online after concluding the observation proceedings. Accordingly , action has been taken to complete the observation proceedings of 166 remaining photo studios during the year 2016.

Mobile Unit of receiving passport applications.

It was an essential matter to provide finger prints by personally attending the department to obtain a passport immediate after the implementation of new methodology of the issuing passports under the biometric passport project. Mobile unit was introduced to issue passports for very important persons and incapable persons and the persons who are suffering from special diseases and who are unable to personally attend the department.

30 persons have obtained their passports by using the mobile unit from 10.08.2015 up to 31.12.2015.

02.02 Passport Processing Branch

Passport Processing branch is functioned under the supervision of Controller (Travel).

Activities are carried out as follows after the relevant inspections of applications forwarded to the Processing branch from Travel and Overseas Missions branches for the processing of new passports.

Activities related to data entry, validating , capturing , printing , observation print , quality assurance . laminating of passports. inspecting , comparing and scanning of 4th page and final quality control are carried out by this branch and thereafter passports issued under one day service are sent to the Travel Branch and passports issued under normal service are sent to the Postal Branch and passports to be sent to the Foreign Missions are sent to the Overseas Mission Branch.

Data entry , validating and observation print are carried out after the relevant inspections of applications submitted for the alteration of passports from Alteration Branch.

Staff - 2015

Designation / Service	Number
Deputy Controller.	01
Assistant Controllers.	02
Development Officer.	01
Public Management Assistant Officers.	46
Travel Document Assistants.	19
Office Assistants. (K.K.S)	09

02.03 Passports Alteration Branch

Passports Alteration Branch is functioned under the supervision of Controller (Travel).

Staff - 2015

Designation / Service	Number
Deputy Controller	01
Public Management Assistant Officers	06
Office Assistants (K.K.S)	02

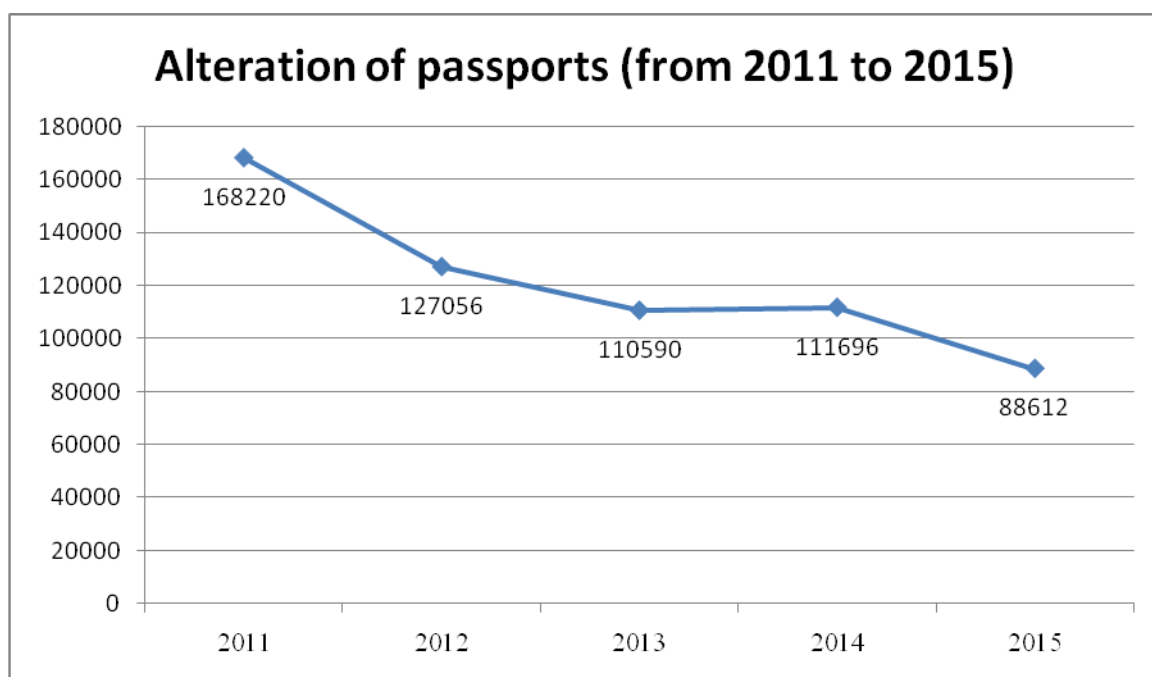
Alteration of passports - 2015

Category	Quantity
Validation for all Countries	-
Validation for one foreign journey	397
Cancellation of single journey	1289
Inclusion of dual citizenship	209
Removal of children from the passport	2190
Inclusion of Identity card number	2003
Inclusion of children	794
Inclusion of maiden name	48
Change of name	3265
Inclusion of name after marriage	1898
Other alterations (free of charge)	9
Other alterations 01	20844
Other alterations 02	330
Other alterations 03	7
Change of name (Other)	2
Inclusion of designation	54400
Inclusion of designation (free of charge)	880
Extension of the period of time	-
Inclusion of new photographs of children	47
Total	88612

Alteration of passports (from 2011 to 2015)

Category	2011	2012	2013	2014	2015
Validation for all Countries	15,746	1,496	2,557	473	-
Validation for one foreign journey	957	667	541	-	397
Cancellation of single journey	1,356	1,264	1,309	1151	1289
Inclusion of dual citizenship	-	-	-	11	209
Removal of children from the passport	2,659	2,656	2,361	2219	2190
Inclusion of Identity card number	1,906	1,496	1,671	2070	2003
Inclusion of children	2,529	2,207	1,856	1496	794
Inclusion of maiden name	24	34	40	16	48
Change of name	4,449	3,984	3,399	3119	3265
Inclusion of name after marriage	2,211	2,224	2,036	2033	1898
Other alterations (free of charge)	121	137	151	81	9
Other alterations 01	29,043	33,316	27,462	28,669	20844
Other alterations 02	1,418	1,363	995	913	330
Other alterations 03	56	28	27	17	7
Change of name (Other)	0	2	7	3	2
Inclusion of designation	46,542	47,347	55,655	66,922	54400
Inclusion of designation (free of charge)	1	2	2	-	880
Extension of the period of time	59,084	28,740	10,384	2,368	-
Inclusion of new photographs of children	118	93	137	135	47
Total	168,220	127,056	110,590	111,696	88612

Inclusion of children in parents' passports will no longer be allowed after 10.08.2015. Accordingly , with effect from that date every person should obtain a separate passport irrespective of age.



02.04 Overseas Missions Branch

Overseas Missions Branch is functioned under the supervision of Controller (Travel).

Staff - 2015

Designation / Service	Number
Deputy Controller	01
Assistant Controller	01
Development Officers	01
Public Management Assistant Officers	15
Travel Assistant	01
Office Assistants (K.K.S)	04

Activities Carried out by the Overseas Missions Branch

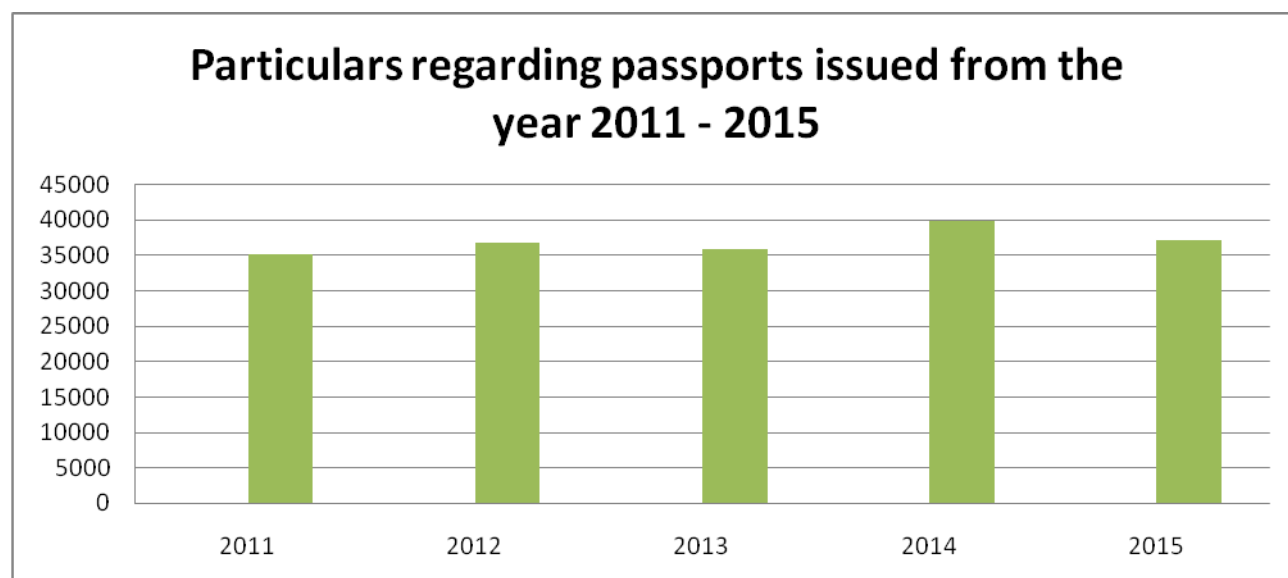
- Issuance of passports for the applications received from Foreign Missions.
- Granting of approval to issue temporary passports and alterations to the passports of Sri Lankans who are residing in foreign countries.
- Providing reports confirming the accuracy related to the passports of Sri Lankans who are residing in foreign countries, when requests are made by Foreign Missions.

Passports issued by this branch in the year 2015

Month	No of Passports
January	2027
February	3152
March	3551
April	4082
May	3052
June	3573
July	3497
August	3951
September	3307
October	3112
November	1833
December	1908
Total	37045

Particulars regarding passports issued from the year 2011 - 2015

Month	2011	2012	2013	2014	2015
January	2385	2813	2117	2829	2027
February	1815	1731	2225	3312	3152
March	3037	3752	3329	3768	3551
April	3387	3426	3298	3446	4082
May	5190	3785	3219	2921	3052
June	3931	3770	4256	3346	3573
July	3073	3169	3271	3858	3497
August	2773	2956	1027	3329	3951
September	2304	2609	3524	3297	3307
October	2050	3343	3015	3632	3112
November	2825	2610	3918	2010	1833
December	2213	2721	2512	4080	1908
Total	34983	36685	35711	39828	37045



PASSPORT APPLICATIONS ACCEPTED BY THE FOREIGN MISSIONS IN 2015

Country		Embassy	Applications Received	
			AC	ME
1	Australia	Canberra	590	
		Melbourne	1161	
		Sydney	433	
2	Austria	Vienna	25	
3	Bahrain	Manama	100	494
4	Bangladesh	Dhaka	44	
5	Belgium	Brussels	29	
6	Brazil	Brasilia	3	
7	Canada	Ottawa	424	
		Toronto	1119	
8	China	Beijing	58	
		Guangzhou	4	
		Shanghai	1	
		Chengdu	2	
9	Cuba	Havana	1	
10	Egypt	Cairo	40	
11	France	Paris	2825	
12	Germany	Berlin	403	
		Frankfurt	1214	
13	India	New Delhi	18	2
		Chennai	178	1
		Mumbai	10	3
14	Indonesia	Jakarta	11	
15	Iran	Tehran	5	
16	Iraq	Bagdad	4	
17	Israel	Tel Aviv	325	
18	Italy	Rome	5046	
19	Japan	Tokyo	472	
20	Jordan	Amman	18	389
21	Kenya	Nairobi	18	
22	Korea	Seoul	764	
23	Kuwait	Kuwait	242	4413
24	Lebanon	Beirut	27	479
25	Malaysia	Kuala Lumpur	247	
26	Maldives	Male	24	56

Country		Embassy	Applications Received	
			AC	ME
27	Myanmar	Yangon	2	
28	Nepal	Kathmandu	3	
29	Netherland	The Hague	43	
30	Nigeria	Nigeria	6	
31	Norway	Oslo	84	
32	Oman	Muscat	142	352
33	Pakistan	Islamabad	12	
		Karachchi	23	19
34	Philippine	Manila	15	
35	Poland	Warsaw	3	
36	Qatar	Qatar	613	3255
37	Russian Federation	Moscow	21	
38	Saudi Arabia	Riyadh	244	2255
		Jeddah	100	836
39	Seychelles	Victoria	18	
40	Singapore	Singapore	197	
41	South Africa	Pretoria	82	
42	Sweden	Stockholm	138	
43	Thailand	Bangkok	20	
44	Turkey	Ankara	4	
45	Uganda	Kampala	17	
46	United Arab Emirates	Abu Dhabi	218	817
		Dubai	1065	2253
47	United Kingdom	London	2147	
48	Switzerland	Geneva	1232	
49	USA	New York	260	
		Washington	512	
		Los Angeles	245	
50	Vietnam	Hanoi	3	
Total			23354	15624
Grand Total			38978	

02.05 Postal Branch

Main function of this Branch is sending passports to the applicants by registered post after processing the passports applied under the normal service and handing over the passports applied under normal service to the applicants under the “today issue” System.

Postal branch is functioned under the supervision of Controller (Travel).

Staff - 2015

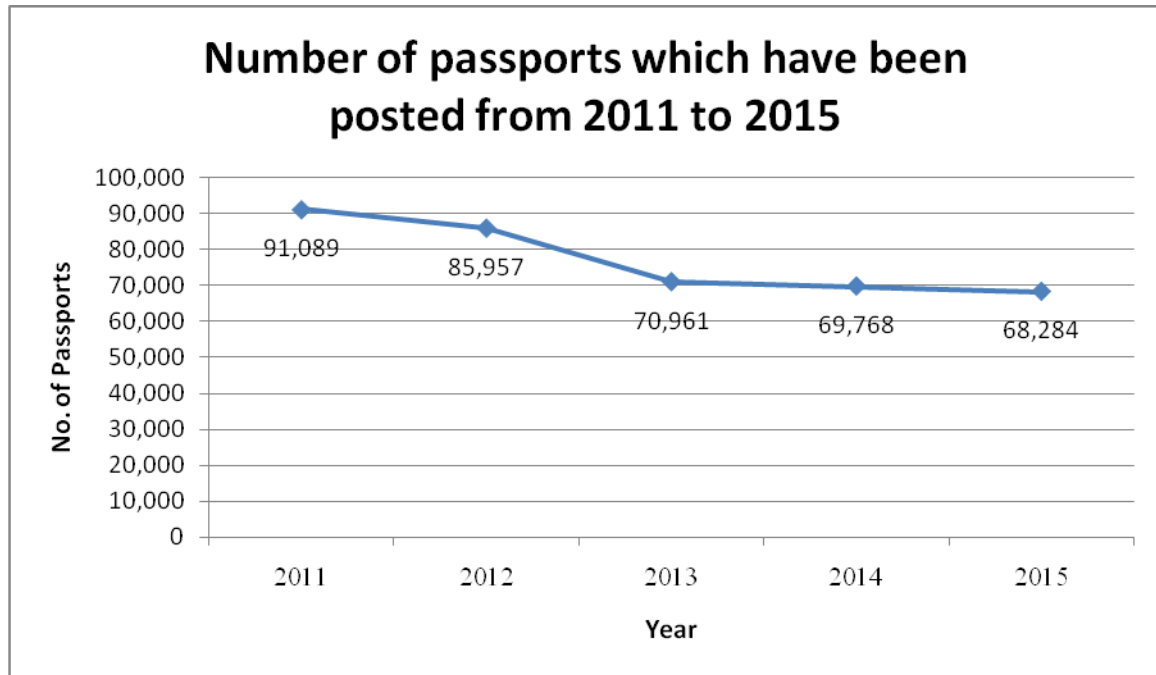
Designation / Service	Number
Assistant Controllers.	01
Public Management Assistant Officers.	07
Warden	01
Office Assistants. (K.K.S)	03

No. of passports which have been posted in each month- 2015

Month	No. of Passports
January	4,185
February	4,535
March	7,284
April	5,387
May	4,533
June	7,988
July	6,561
August	6,722
September	7,225
October	6,875
November	6,328
December	4,194
Total	71,817

No. of passports which have been posted from 2011 to 2015

Year	2011	2012	2013	2014	2015
No. of Passports	91,089	85,957	70,961	69,768	71,817



03 Policy, Development and Reform Division

Indo - Lanka Citizenship Branch, Policy and Development Branch and Legal Branch are functioned under the supervision of Controller (Policy, Development and Reform) / Deputy Controller (Indo - Lanka)

03.01 Policy, Development and Reform Branch

Policy, Development and Reform Branch is functioned under the supervision of Controller (Policy, Development and Reform).

Staff - 2015

Designation / Service	Number
Deputy Controller	01
Public Management Assistant Officers	02
Office Assistants (K.K.S)	01

Activities performed in the year 2015,

01. Preparation of action plan for the year 2014
02. Preparation of performance report for the year 2014.
03. Preparation of monthly and quarterly progress reports to be sent to the various institutions through the Department.
04. Coordination, monitoring and supervision of the progress of capital and other projects.
05. Co-ordination of policy activities between the Ministry and other institutions.
06. Drafting of Cabinet memoranda in accordance with the requirements of the Department and taking action to obtain the approval of Cabinet of Ministers.

Cabinet Memoranda submitted in the year 2015

01. Cabinet Memorandum on agreement entered into between Sri Lanka and India for exemption of the persons who possess diplomatic passports and Official Passports from obtaining visas.
02. Cabinet Memorandum on amendment of Immigrants and Emigrants Act for the issuance of Sri Lankan passports including biometric information (finger prints and photographs)

03. Cabinet Memorandum with regard to obtain provisions required to establish the Department of Immigration and Emigration in the building of the Secretariat for Personal Identification , which is being constructed at Battaramulla.
04. Cabinet Memorandum on Disaster Recovery support system for printing foreign passports and computer system for personalization.
05. Cabinet Memorandum on obtaining a plot of land of 100 perches from the State owned Gampaha, Katana, Kaludiyawalawatta land for the Department of Immigration and Emigration.
06. Cabinet Memorandum on the procurement of 1.5 million of “N” series blank passports (travel documents) from M/S Hitech Padu Berhad of Malaysia for Department of Immigration and Emigration as a repeat order.
07. Cabinet Memorandum on establishment of Advance Passenger Process and Passenger Name Record System at the Department of Immigration and Emigration.
08. Cabinet Memorandum on preparation of a service Minute for the Authorized officers of the Department of Immigration and Emigration.
09. Cabinet Memorandum on the establishment of Regional offices of the Department of Immigration and Emigration, Department of Registration of Persons and Regional offices and Wayamba Development Authority and Wayamba secretariat at Kurunegala.

Special activities performed in the year 2015

01. Activities with regard to obtain 100 perches from Gampaha, Katana, Kaludiiyawalawatta land from Divisional secretary , Katana and initiating of fundamental steps for construction of Immigration and Emigration Law Enforcement Centre (Construction work is scheduled to be commenced in the year 2016)
02. Obtaining the approval from the relevant institutions to construct the building after the architectural plan has been designed by the Department of Buildings to construct a new three storied building with a view to expanding a rest room for the staff officers at Bandaranaike International Airport, Katunayake (Construction work is scheduled to be commenced in the year 2016)
03. Initiating of fundamental steps for the establishment of the Department of Immigration and Emigration in the building of Secretariat for Personal Identification at Battaramulla.
04. Finalizing of the basic plans with the assistance of Divisional secretariat, town and gravets, Trincomalee in order to construct a parapet wall for the protection and settlement of the boundaries of the land owned by the Department of Immigration and Emigration which is situated in Trincomalee. (Construction work is scheduled to be commenced in the year 2016.)

03.02 Indo Lanka Citizenship Branch

Controller General holds, *ex officio*, the office of the Commissioner of Registration of Persons of Indian Origin and Controller (Policy, Development and Reform) holds, *ex officio*, the office of the Deputy Commissioner of Registration of Persons of Indian Origin.

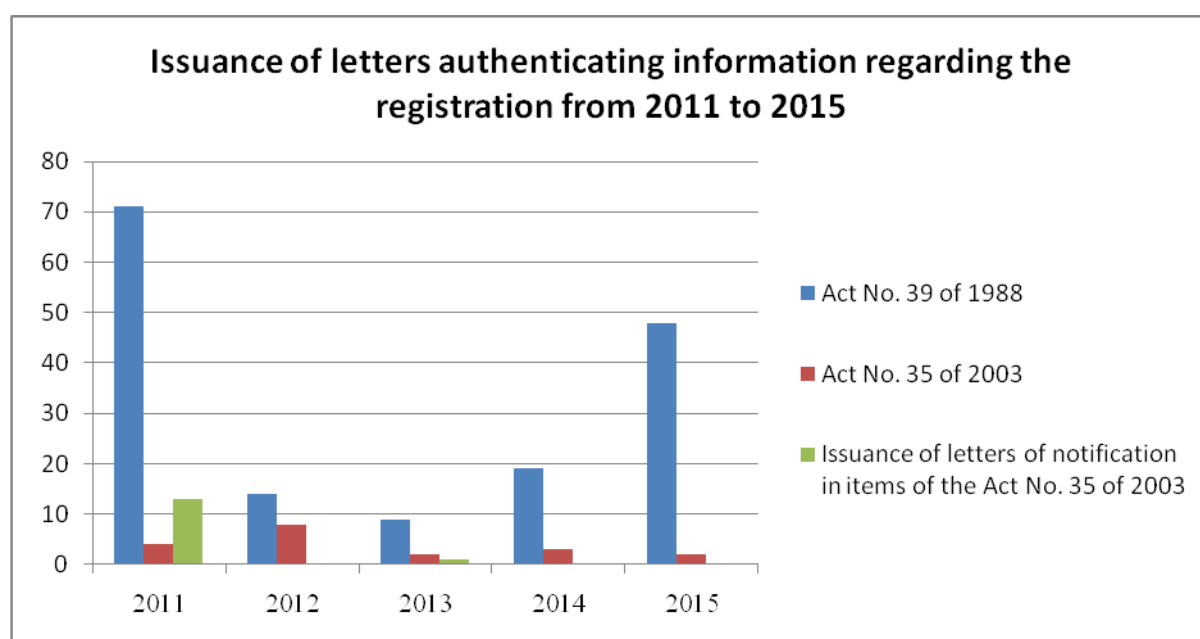
Staff - 2015

Designation / Service	Number
Public Management Assistant Officers	01

This Division issues letters authenticating the information regarding the registration of persons of Indian Origin who have obtained citizenship in Sri Lanka by registration, When it is required.

Issuance of letters authenticating information regarding the registration from 2011 to 2015

Act	2011	2012	2013	2014	2015
Act No. 39 of 1988	71	14	09	19	48
Act No. 35 of 2003	04	08	02	03	02
Issuance of letters of notification in terms of the Act No. 35 of 2003	13	-	01	-	-



03.03 Legal Branch

Legal branch is functioned under the supervision Of Controller (Policy, Development and Reform)

Staff - 2015

Designation / Service	Number
Deputy/ Assistant Controller	01
Authorized Officers	01
Public Management Assistant Officers	02
Office Assistants (K.K.S)	01

Providing of the necessary instructions and assistance to implement the legal authority which has been empowered by Acts and Ordinances to the Department of Immigration and Emigration, assisting in the performance of the activities of the department efficiently through taking action to amend relevant Acts and Ordinances.

Activities carried out by the Legal Branch

01. Providing necessary instructions for legal issues related to the Department.
02. Providing the assistance to amend the Acts and ordinances related to the Department.
03. Providing necessary instructions for the inquiries on rules and regulations in respect of the Department received from the various government and private institutions.
04. Taking action to provide necessary information and documents for the case proceedings maintained by the various government institutions and private institutions.
05. Taking legal action against the persons who violate Immigrants and Emigrants Act and other Acts, Ordinances, rules and regulations related to the Department.
06. Providing the assistance to execute the orders, when foreign travels are prohibited to the persons by courts.
07. When the officers serving in this department are summoned for the cases with regard to the cases instituted before the court, taking action to prepare the necessary documents in this regard and provide legal advice to the officers who appear before the court.
08. Providing instructions for the investigations required to take legal actions against the persons who violate the Immigrants and Emigrants Act after identification of them and taking action to file the cases against them in the court.

09. Preparation of observation reports regarding the cases filed naming the Controller General of Immigration and Emigration or any other officer who performs duties on behalf of him as respondents and providing the necessary assistance to the Attorney - General when he appears on behalf of the relevant officers.
10. Preparation of various agreements including lease agreements entered in to between this Department and - external parties and signing them.
11. Taking action to make necessary orders / regulations in respect of the Acts related the Department as per the requirements.

Activities Carried out by the Legal branch during the year 2015

01. Obtaining summons and warrants from the Magistrate Court, Colombo related to the cases filed by the Department and taking action to refer the summons, and warrants to the relevant persons.
02. When summons are issued to the Controller General or any other officer to give the evidence before the court, preparation of relevant information and files and taking action to make relevant officers participated in the court proceedings on relevant days.
03. 682 letters regarding court orders with incomplete information that can not be executed have been sent to the relevant courts.
04. 04 reply letters have been sent for the letters received from Special Police Criminal Investigation Division inquiring the relevant information on various persons who involved fraudulent activities. 23 reply letters have also been sent for the letters received from the various Police Stations in respect of the fraudulent activities committed by the persons.
05. Necessary information and evidence have been provided for 08 occasions in which the Department has been named as respondent for the complaints submitted by the Human Rights Commission. Further, relevant information and evidence requested by the Commission to Investigate Allegations of Bribery or Corruption have been provided. Observation reports with regard to 04 fundamental cases filed in the Supreme Court naming the Department as a respondent have been prepared and submitted. Giving evidence as a witness at the prosecution of a formal disciplinary inquiry conducted at NARA institution in relation to a female officer of the same institution.
06. Preparation of lease agreements entered into between relevant parties with regard to building and houses which are required to maintain the activities of the Department and taking necessary action to register the relevant agreements. (Head Office - Colombo, Regional offices in Kandy, Trincomalee, Matara and Mattala)
07. Observations have been made for 20 agreements entered into between the Department and local institutions in respect of the activities related to the Department.

08. Observations have been made with regard to 2 bilateral agreements on visa exemption related to the Immigration and Emigration activities between the Government of Sri Lanka and other states.
09. Taking action to amend the Immigrants and Emigrants Act No. 20 of 1948 to grant the legal authority to use the biometric system in the process of issuing passports.
10. Regulations with regard to biometric passports have been prepared and submitted to the Department of Legal Draftsman for the approval.
11. Participation in the meeting on National Coordinating committee on Readmissions conducted at the Ministry of Foreign Affairs.
12. Representing the Joint Readmission Committee conducted at the city of Brussels.
13. Taking action to draft a final agreement to sign implementing protocol entered into with Poland in accordance with the agreement entered into between the European community and Democratic socialist Republic of Sri Lanka on readmission of persons residing without authorization.

Report pertaining to the number of occasions appeared before the Commission to Investigate Allegations of bribery or Corruption / Court by the officers in Legal Branch representing the Department from 01.01.2015 to 31.12.2015

Giving evidence before Commission to Investigate Allegations of Bribery or Corruption.	Cases filed in the Court of Appeal.	Cases filed by the Department.	No. of occasions appeared before the court, when Controller General or his representative was summoned to give evidence before the Court.
02	01	18	79

04. Visa and Border Control Division

Visa, Ports and Investigation Branches are functioned under the supervision of Controller (Visa and Border Control).

Entry of non Sri Lankan citizen to Sri Lanka is controlled by the section III of the Immigrants and Emigrants Act No 20 of 1948. Under this Act issuing and extending of visa for the foreigners who arrived in Sri Lanka is carried out in accordance with Immigrants and Emigrants Regulations No 02 - 35 of 1952 in order to ensure the national security of the country. Valid visas are issued by this Division to the foreigners who arrive in Sri Lanka in order to stay in this country legally. The main objective of implementing visa policies in issuing visas is to contribute to the national development whilst ensuring the national security. It seems that a significant growth of visa income during this year.

04.01 Visa Branch

Visa Branch is functioned under the supervision of Controller (Visa)

Staff - 2015

Designation / Service	Number
Deputy Controllers	02
Assistant Controller	01
Authorized Officers	02
Development Officer	01
Public Management Assistant Officers	29
Travel Document Assistants	02
Office Assistants (K.K.S)	08

Progress of the year 2015

The numbers of prior approvals granted, issuance of new visa and extensions of visas during the period from 01.01.2015 to 31.12.2015 are as follows.

Serial No.	Description	Amount
01	Prior approvals granted.(ETA)	1,736,520
02	Issuance of new visa (Resident Visa)	20,131 ★
03	Extensions of Visa - Resident Visa	23,220 ★
	Tourist Visa	59,135
04	SAARC Visa	943
05	Dual Citizenship (Sri Lankan)	816
Total		1,840,765

★ Detailed information as per the categories is as follows.

Extensions and issuances of resident visa - 2015

(Serial No. 02 and 03)

Category	Extensions	Issuances	Fax messages sent to the Embassies	Landing Endorsement
Persons who are serving in investment Boards	4083	2733	3138	97
Children born to Sri Lankan parents	160	215		
Under section 5.2 of citizenship Act		1		
Under section 5.1 of citizenship Act		1		
Clergy	925	293	226	35
Court Orders	125	34		
Diplomatic	2	4	384	5
The persons who were Sri Lankan citizens	2244	1727		
The persons who arrived in Sri Lanka on medical grounds	362	383		
Nongovernmental organizations	149	74	222	48
The persons who joined to the government service	567	475	636	30
The persons who are serving in the private sector	2639	4333	1405	135
Registered Indians	37			
The persons who came for religious purposes	355	511	721	65
Resident Guest Visa (RGV)	36	8		
Spouses of Sri Lankan citizens	3797	1212		
SSRV (My Dream Home)	137	67		
Official	3416	3632	2603	179
Student / Scholarship holders	4186	4428		
Total	23220	20131	9335	594

Special Activities carried out by Visa Branch

1. Cancellation of visas already issued or blacklisting them as per the information revealed in the interviews held for issuing visas or subsequent to the investigations into the complaints received to the Controller General of Immigration and Emigration or upon the requests of the institutions which issue visas and the related persons.
2. Under the special situations regarding national security that arose in the year 2014, security clearances were continuously obtained from State Intelligence Service with regard to the arrivals of Pakistani, Afghan, Egyptian and Syrians Nationals.
3. The number of Maldivian students, their dependants and custodians who stay in Sri Lanka on Student Visa 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 is problematic. They arrive in the country without prior approval on tourist visas and having stayed here for 03 months on tourist visa they immediately apply for resident visas without paying the due fees. It seemed that recommendation is not obtained from any institution regarding their courses and the information available for granting student visas is not sufficient. Hence, proper policies should be formulated without delay to issue student visa to Maldivians. Accordingly , student visas were issued only to the persons who followed full time courses and a special data form was prepared to obtain the necessary information through relevant educational institutions. Foreign Bhikkhu and Bhikkhuni students were granted visa free of charge. Granting of visa to them has been initiated from April 2015 by charging fees. It seems that visa branch could achieve a significant income through this process.
4. 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 Ebola 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.
5. Since methodology of scanning of applications has not been implemented during the last year, an issue has arisen to find a space to keep the visa files.
6. One day service for the issuance of visa has been initiated from 01.09.2015 and process of applying Business ETA through online has been initiated from 07.12.2015. Business ETA can be obtained to a particular person or a third party on behalf of him through Head Office and Foreign Missions of Sri Lanka.
7. Scanning machines for the usage of visa sticker have been fixed and visa stickers were printed. This method is use to issue visas with standard security methodologies.

8. A committee has been appointed with the inclusion of following officers in order to review the methodology of issuance of Visa used so far and update it to suit the current situation.

- a) Mr.W.A.D.U.Nishshanka - Chairman
(Commissioner of Department of Registration of Persons)
- b) Mr. Viani Gunathilaka - Member
(Additional Controller General, Department of Immigration and Emigration)
- c) Mr. Ranjith Wimalasooriya - Member
(Director of Combined Services.)
- d) Mr. W.A.D. Karunathilaka - Member
(Controller) (Administration),Department of Immigration and Emigration.)
- e) Mr. W.M.M.B. Weerasekara - Member
(Controller (Visa), Department of Immigration and Emigration.)
- f) Mr. M.A.P.I. Gunawardhana - Member
(Deputy Controller (Visa) Department of Immigration and Emigration.)
- g) Mr.M.T. Zainul Rila - Member
(Senior Authorized Officer, Department of Immigration and Emigration.)

A review report on methodology of the issuance of visa was prepared having conducted 14 sessions by this committee.

9. Introduction of one day service to issuance of Visa from 01.09.2015

10. Progress review meeting of the branch has been conducted twice every month and shortcomings and issues have been solved through discussions.

04.02 Ports Branch

Ports branch is functioned under the supervision of Controller (Visa)

Staff 2015

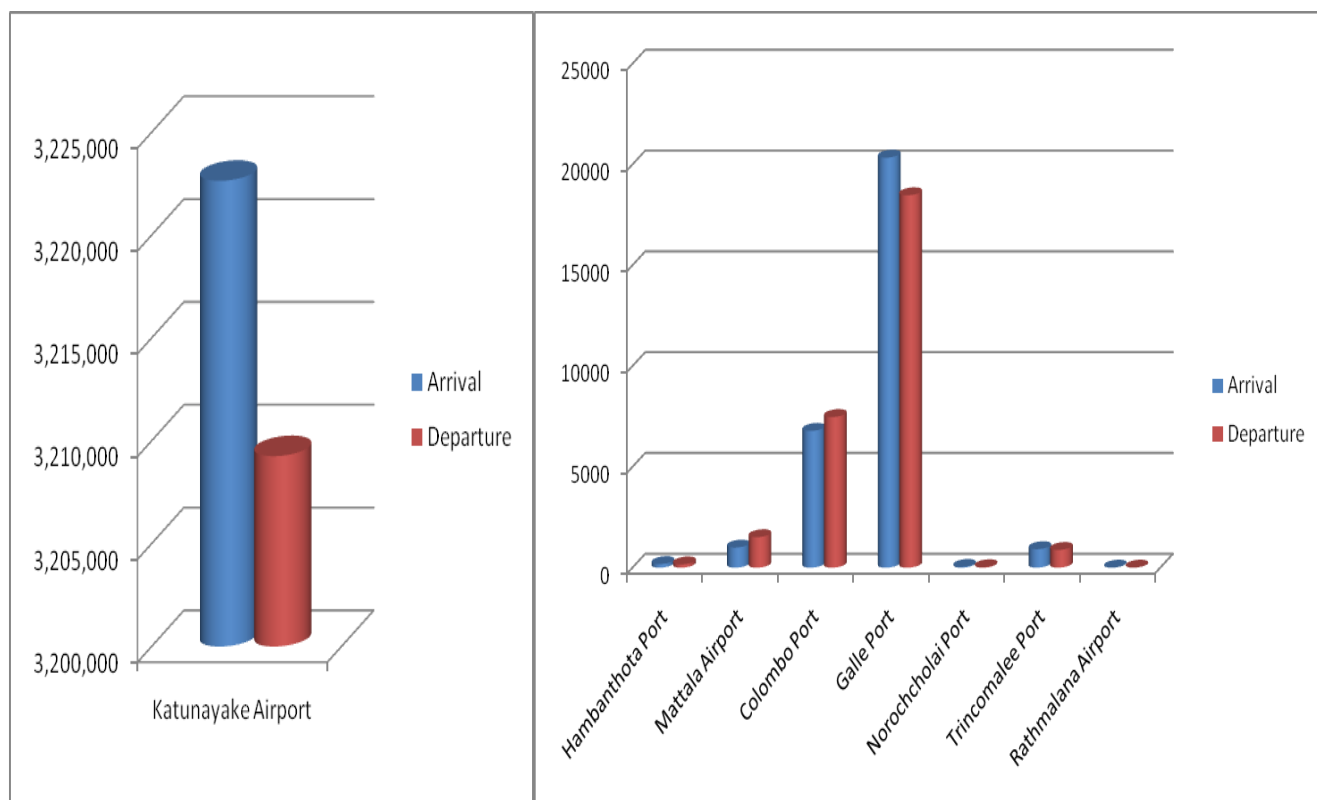
Designation / Service	Number
Assistant Controllers	02
Senior Authorized Officers	30
Authorized Officers	313
Public Management Assistant Officers	09
Office Assistants (K.K.S)	03

Designated ports of entry into Sri Lanka and departure from Sri Lanka

1. Bandaranayake International Airport - Katunatake
2. Mattala Rajapaksha International Air Port
3. Colombo Airport - Ratmalana
4. Palali Airport
5. Koggala Airport
6. Colombo Port
7. Galle Port
8. Magam Ruhunupura Mahinda Rajapaksha Port
9. Trincemalee Port
10. Kankasanthurai Port
11. Thalaimannar Pier
12. Norochcholai Port
13. Oluwil Port

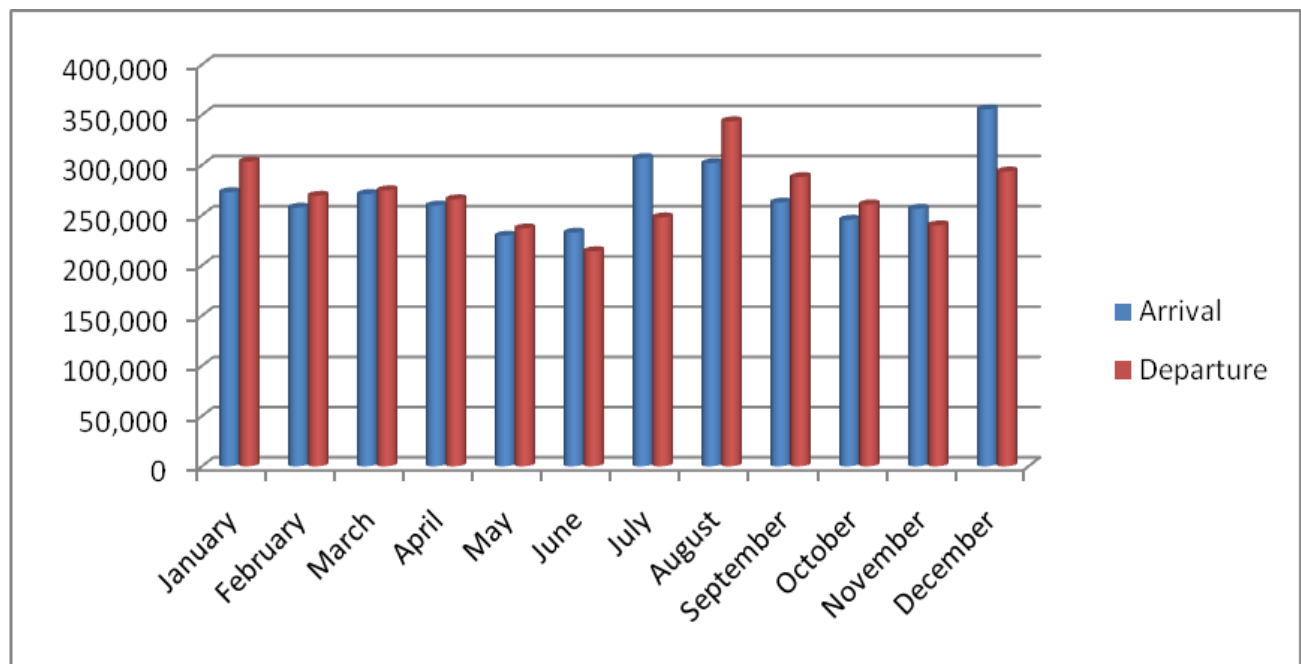
**Number of persons who have Arrived in Sri Lanka and Departed from
Sri Lanka through each port - 2015**

Serial No	Port	Arrival	Departure	Total
1	Katunayake Airport	3,222,647	3,209,259	6,431,906
2	Hambanthota Port	178	163	341
3	Mattala Airport	997	1,513	2,510
4	Colombo Port	6,786	7,474	14,260
5	Galle Port	20,339	18,474	38,813
6	Norochcholai Port	38	21	59
7	Trincomalee Port	917	877	1,794
8	Ratmalana Airport	2	2	4
	Total	3,251,904	3,237,783	6,489,687



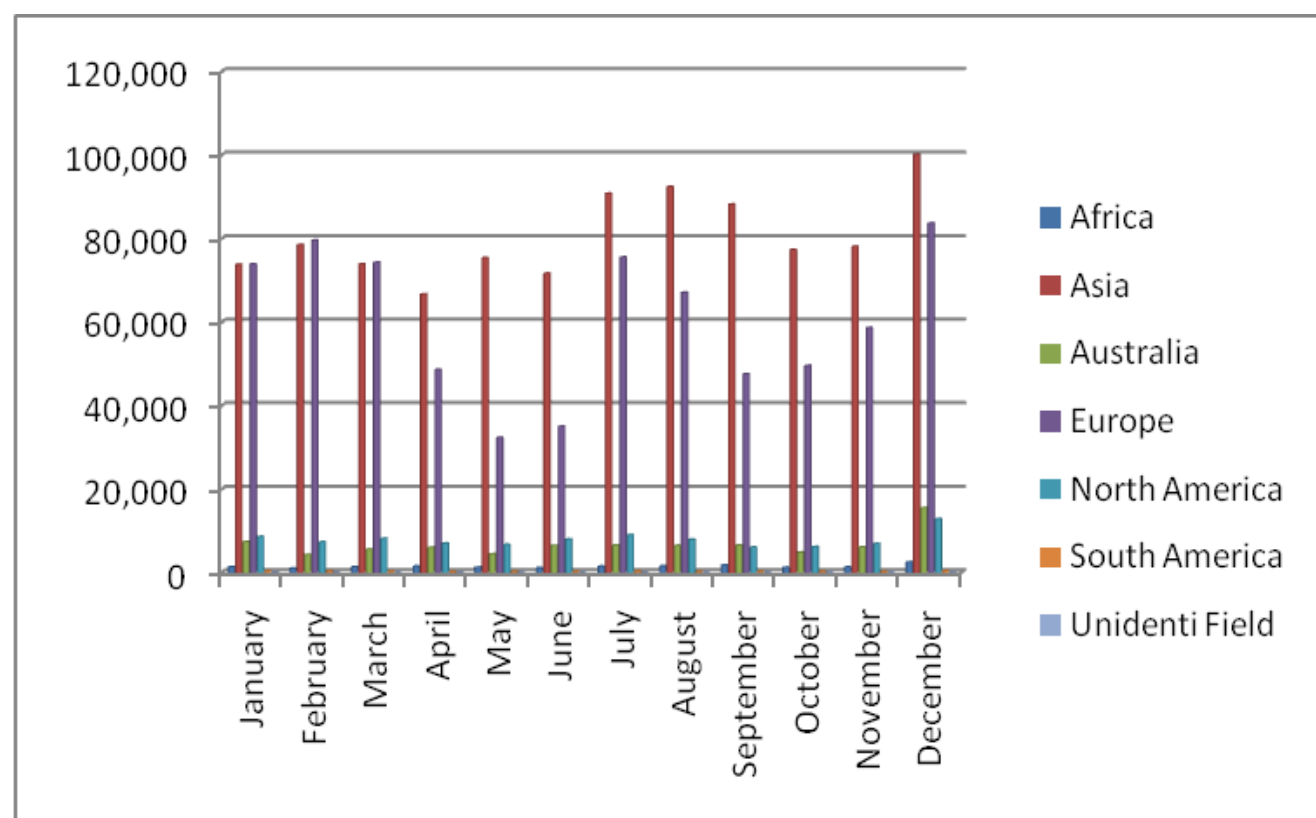
**No of Sri Lankans and foreigners who arrived in Sri Lanka and departed
from
Sri Lanka in each month -2015**

Month	Arrival			Departure		
	Sri Lankan Citizens	Foreigners	Total	Sri Lankan Citizens	Foreigners	Total
January	107,562	165,428	272,990	109,948	193,429	303,377
February	86,378	171,136	257,514	97,162	172,144	269,306
March	107,324	163,679	271,003	107,147	167,664	274,811
April	129,494	130,114	259,608	119,376	146,468	265,844
May	109,073	120,467	229,540	110,293	126,517	236,810
June	110,075	122,535	232,610	101,124	113,023	214,147
July	123,064	183,779	306,843	102,720	145,038	247,758
August	125,952	175,791	301,743	138,284	205,240	343,524
September	112,106	150,509	262,615	132,509	155,435	287,944
October	105,999	139,473	245,472	113,433	147,331	260,764
November	105,032	151,447	256,479	100,204	139,764	239,968
December	140,345	215,142	355,487	124,547	168,983	293,530
Total	1,362,404	1,889,500	3,251,904	1,356,747	1,881,036	3,237,783



No of foreigners who arrived in Sri Lanka as per Continents - 2015

Month	Africa	Asia	Australia	Europe	North America	South America	Uniden tified	Total
January	1,367	73,791	7,333	73,873	8,623	371	70	165,428
February	1,055	78,487	4,277	79,564	7,322	344	87	171,136
March	1,376	73,868	5,581	74,255	8,162	320	117	163,679
April	1,518	66,668	5,962	48,641	7,013	228	84	130,114
May	1,235	75,369	4,438	32,347	6,697	265	116	120,467
June	1,144	71,660	6,454	34,991	7,980	215	91	122,535
July	1,512	90,790	6,554	75,528	9,010	320	65	183,779
August	1,550	92,397	6,459	67,073	7,948	251	113	175,791
September	1,792	88,169	6,563	47,533	6,057	291	104	150,509
October	1,195	77,332	4,838	49,529	6,172	275	132	139,473
November	1,337	78,100	6,126	58,627	6,896	243	118	151,447
December	2,526	100,065	15,502	83,656	12,858	431	104	215,142
Total	17,607	966,696	80,087	725,617	94,738	3,554	1,201	1,889,500



No of Sri Lankans who arrived in Sri Lanka according to ports - 2015

Port	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	107,316	86,174	107,128	129,321	108,657	109,835	122,874	125,702	111,933	105,776	104,814	139,856	1,359,386
Mattala Airport	99	43	35	22	33	56	63	52	45	60	35	37	580
Colombo Port	50	52	60	55	70	54	56	67	54	40	76	61	695
Galle Port	91	102	87	70	108	118	63	124	68	113	95	177	1,216
Trincomalee Port	6	7	14	26	205	12	8	7	6	10	12	214	527
Total	107,562	86,378	107,324	129,494	109,073	110,075	123,064	125,952	112,106	105,999	105,032	140,345	1,362,404

No of foreigners who arrived in Sri Lanka according to ports - 2015

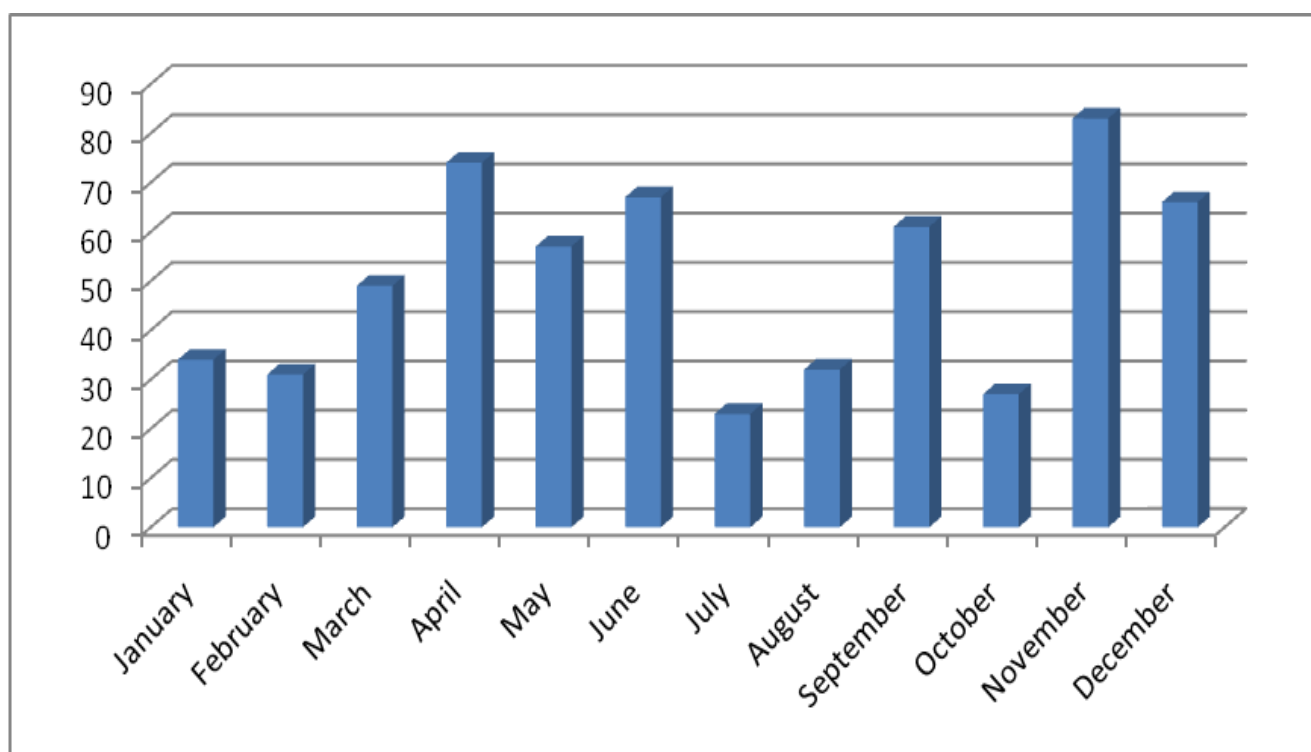
Port	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	162,888	168,900	161,020	127,834	118,246	120,298	181,694	173,802	148,692	137,507	149,221	213,159	1,863,261
Hambanthota Port	6	25	61	14	10	15	10	3	10	13	7	4	178
Mattala Airport	79	65	37	11	27	25	65	19	37	12	18	22	417
Norochchola i Port	0	0	0	0	0	0	0	0	0	10	25	3	38
Colombo Port	749	474	729	559	447	546	424	476	344	390	576	377	6,091
Galle Port	1,685	1,642	1,781	1,647	1,726	1,642	1,557	1,468	1,371	1,512	1,560	1,532	19,123
Ratmalana Airport	0	0	0	0	0	0	0	0	0	0	2	0	2
Trincomalee Port	21	30	51	49	11	9	29	23	55	29	38	45	390
Total	165,428	171,136	163,679	130,114	120,467	122,535	183,779	175,791	150,509	139,473	151,447	215,142	1,889,500

Number of foreigners who have not been allowed to enter into the country
(Refused entry) – 2015

Country	January	February	March	April	May	June	July	August	September	October	November	December	Total
Bangladesh	2		2		2	8		1				2	17
India	12	20	17	48	17	16	17	5	14	11	8	13	198
Sweden	1												1
Tunisia	2												2
Palestine	1												1
Cameron	1		2										3
Pakistan	4	2		6	17	4	5	5	5	3	30	23	104
China	3	2	4	1		1	1	1	5	1	8	2	29
Lebanon	4												4
Afghanistan	1		11	4	11	4		4	8	8	14	15	80
Russia	1			3	3				1	1			9
Indonesia	1												1
France		1							1			1	3
Saudi Arabia		1							1				2
Kazakhstan		1											1
Kyrgyzstan		1											1
Australia		1								1	1		3
Hungarian		1											1
Nigeria		1	2	1							1		5
America			2										2
Iran			3	1		1		1		1			7
Azerbaijan			1										1
Casks Republican			1										1
Germany			1									1	7
United Arab emirates			1										1
Ukraine			1	3									4
Italy				2	1								3
England				1	1				1			3	6
Ivorian				2									7
Hon-Kong				1									1
Madagascar					1								1
New Zealand					1								1
Maldives					1								1
Canada				1	1						1	1	4
Sierra Leone						1							1
Turkey						2							2
Mali						1							1

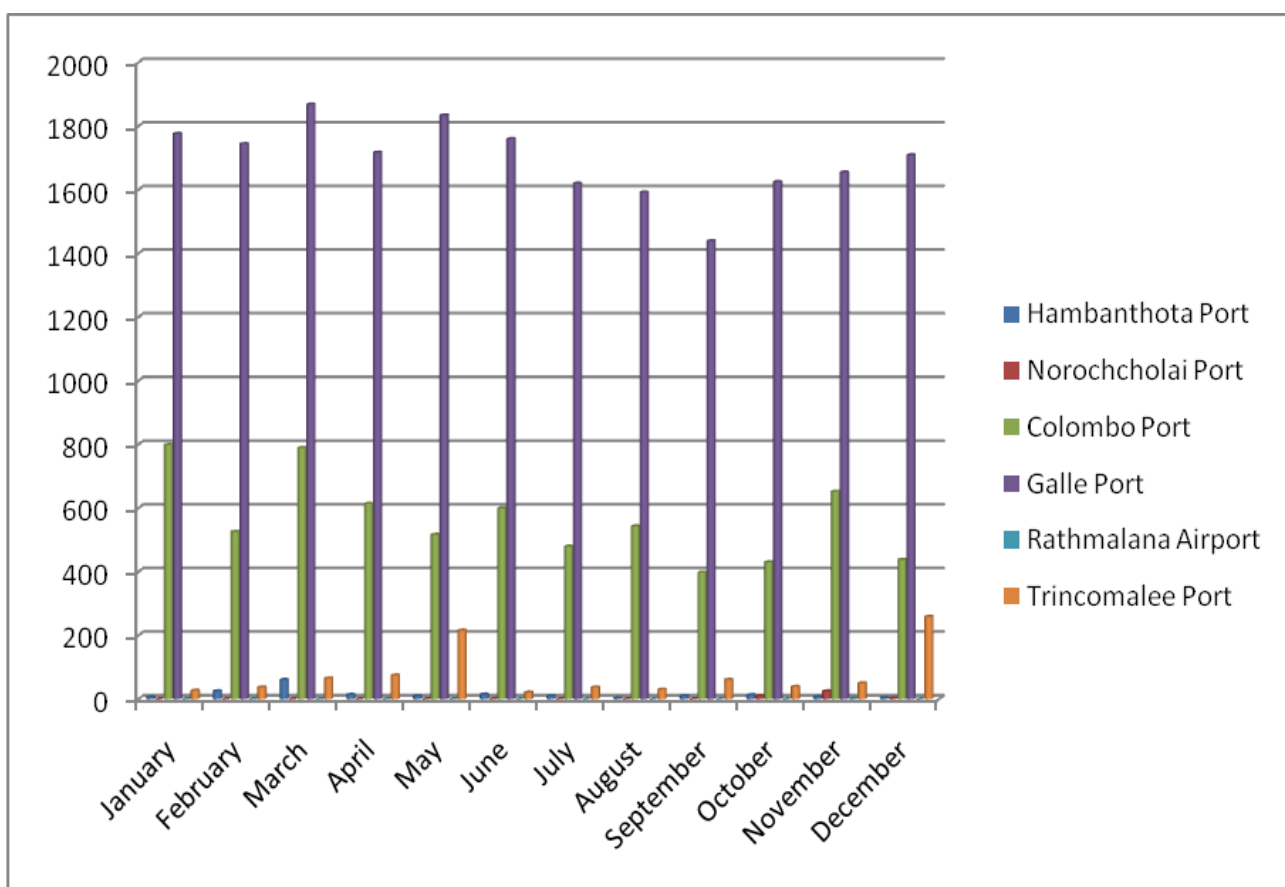
Country	January	February	March	April	May	June	July	August	September	October	November	December	Total
Syria						3		2	3				8
Seychelles						1							1
Nepal						13			13				26
Thailand						3		3	1		15		22
Netherland						1		1					2
Greece									1				1
Philippines									1				1
Ghana									1				1
Chad									4				4
Spanish											1		1
Egypt	1										4	3	8
Malaysia												1	1
Myanmar												1	1
Iraq								5					5
Total	34	31	49	74	57	67	23	32	61	27	83	66	598

Foreigners who have not been allowed to enter into the country
(Refused entry) – 2015



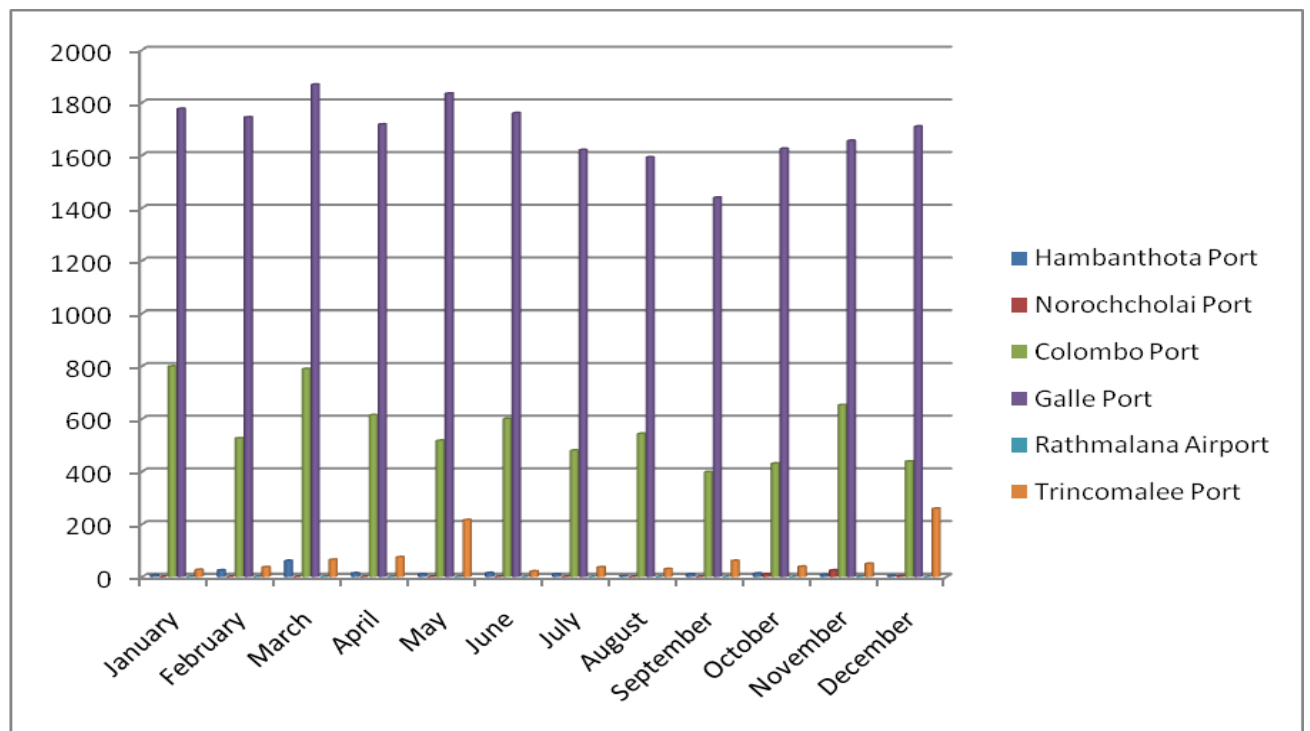
Arrival of Naval Crew - 2015

	Hambanthota Port	Norochcholai Port	Colombo Port	Galle Port	Rathmalana Airport	Trincomalee Port	Total
January	6	0	799	1,776	0	27	2,608
February	25	0	526	1,744	0	37	2,332
March	61	0	789	1,868	0	65	2,783
April	14	0	614	1,717	0	75	2,420
May	10	0	517	1,834	0	216	2,577
June	15	0	600	1,760	0	21	2,396
July	10	0	480	1,620	0	37	2,147
August	3	0	543	1,592	0	30	2,168
September	10	0	398	1,439	0	61	1,908
October	13	10	430	1,625	0	39	2,117
November	7	25	652	1,655	2	50	2,391
December	4	3	438	1,709	0	259	2,413
Total	178	38	6,786	20,339	2	917	28,260



Departure of Naval Crew - 2015

	Hambanthota Port	Norochcholai Port	Colombo Port	Galle Port	Rathmalana Airport	Trincomalee Port	Total
January	19	0	726	1,644	0	16	2,405
February	10	0	573	1,634	0	16	2,233
March	5	0	1,045	1,730	0	148	2,928
April	7	0	634	1,631	0	85	2,357
May	79	0	529	1,546	0	226	2,380
June	13	0	575	1,467	0	38	2,093
July	6	0	497	1,507	2	50	2,062
August	2	0	567	1,663	0	24	2,256
September	15	0	375	1,393	0	67	1,850
October	7	0	450	1,555	0	31	2,043
November	0	18	570	1,394	0	107	2,089
December	0	3	933	1,310	0	69	2,315
Total	163	21	7,474	18,474	2	877	27,011



Issuance of bonds (stickers) to Naval crew - monthly income - 2015

Month	No of stickers issued	Income (value of a unit - Rs.1000)
January	4256	4,256,000
February	3249	3,249,000
March	4417	4,417,000
April	4049	4,049,000
May	3362	3,362,000
June	4408	4,408,000
July	3390	3,390,000
August	3509	3,509,000
September	3175	3,175,000
October	3511	3,511,000
November	3350	3,350,000
December	4165	4,165,000
Total	44841	44,841,000

Granting of approval to dispatch passports through courier service - 2015

Ports branch grants approval to dispatch passports to a country where embassies are located in order to obtain visas which are required to enter the countries where embassies are not located in Sri Lanka.

(e.g :- Passports are dispatched to New Delhi , India through Courier Service to obtain New Zealand Visas.)

Permission has been granted to Courier 28820 of passports under the approval of the department and an amount of Rs. 1000/- is charged for one passport. An income of Rs. 28820000/= has been earned by dispatching passports through courier service.

Dispatch of passports through Courier Service 2014 - 2015

Year	2014	2015
No. of passports	26286	28820

04.03 Investigation Branch

Investigation branch is functioned under the supervision of Controller (Visa)

Staff - 2015

Designation / Service	Number
Assistant Controllers	02
Senior Authorized Officers	01
Authorized Officers	07

42 investigations have been made during the year 2015 and legal actions have been taken against 86 persons.

Removing from the country of foreigners who have been detained at Mirihana camp - 2015.

Nationality	Number
Armenia	1
Bangladesh	44
Cameroon	1
China	49
France	2
German	1
India	39
Iran	12
Iraq	13
Afghanistan	1
Kazakhstan	1
Lebanon	1
Mali	1
Nigeria	5
Pakistan	41
Palestine	4
Russia	4
Syria	3
Somalia	2
Turkey	1
Ukraine	6
Korea	1
Thailand	10
Malaysia	1

Nationality	Number
Sweden	2
Georgia	3
Ghana	3
Netherland	1
South Africa	1
Yemen	1
Sudan	1
Azerbaijan	1
Singapore	1
Uzbekistan	1
Total	259

Sri Lankan refugees who came to Sri Lanka for resettlement under the coordination of the Office of the United Nations High Commissioner for Refugees - 2015

Country	No of persons who arrived in Sri Lanka
India	186
Indonesia	3
United Kingdom	24
Australia	51
Total	264

Participation in training programmes under National Counter Human Trafficking Resource Center (NCHTRC)

- Providing the assistance to the strategic plans for the elimination of human trafficking from 2015 - 2019.
- Providing the assistance for Standard Operating Procedure (S.O.P.) with regard to human trafficking.
- Participation in discussion conducted by Regional immigration officers at Australian High Commission on 25.02.2015. Actions to be taken against the foreigners who violate visa laws have been discussed at that meeting.

Special activities carried out by the Investigation Division.

1. An office at Oluvil port has been opened for the Department of Immigration and Emigration.
2. Preparation of fundamental plan related to demarcate an area for the construction of offices and hostels in order to carry out Immigration and Emigration activities at Kankasanthurai and Manner ports.
3. Conducting of training programmes for Senior Authorized Officers and Authorized Officers.

05. Information Technology Division.

Information Technology Division is functioned under the supervision of Controller (Information Technology)

Staff - 2015

Designation / Service	Number
Assistant Controllers (Information Technology)	01
Authorized Officers	05
Development Officers	01
Public Management Assistant Officers	03
Travel Document Assistants	03
Office Assistants (K.K.S)	01

Maintenance of existing software and hardware uninterruptedly and development of information system by introducing new methodologies while providing maximum service to the general public so as to incurring the minimum cost to the government are the main responsibilities of the Information Technology Division.

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

In addition to the major functions mentioned above , following special tasks were also carried out by this division.

- (1) 1. Carrying out identified improvements for 5 existing computer software modules to suit the public requirements and upgrading the service productivity.
2. The Division has taken necessary fundamental steps to establish the proper computer system at new building complex which is being constructed at Battaramulla for the Department. Decisions have to be taken through many discussion sessions with all parties in order to proper performance of this challenging task that should be carried out by maintaining the entire data system actively.
3. Completion and implementation of the first phase of the project for issuance of biometric passports in the year 2015 and planning to complete the second phase during the first three months in the year 2016.

(2) Stolen and Lost Travel Document Unit (SLTD)

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

The NCB and the SLDM have sent 7874 passports to the Department from 01.01.2015 up to 31.12.2015 and 6709 passports have been sent to the data system of INTERPOL.

03. Integrated Enquiry Management System. (IEMS)

The Integrated Enquiry 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 activities with regard to the verification of the accuracy of passport information are also carried out by this Division before issuing visa, when it is required. Replies have been made to 2189 inquiries by our department from 01.01.2015 up to 31.12.2015.

No	Institution	Total
01	German Embassy	222
02	France Embassy	104
03	Norwegian Embassy	161
04	Switzerland Embassy	384
05	Netherland Embassy	1
06	American Embassy	86
07	Italy Embassy	23
08	Australian High Commission	42
09	Canadian High Commission	52
10	United Kingdom High Commission	182
11	Indian Assistant High Commission	1
12	Sri Lankan High Commission in England (Accuracy is confirmed before submitting the application, when Sri Lankans who are residing in England applying for a passport.)	911
13	Financial Intelligence Unit of Central Bank of Sri Lanka	11
14	Ministry of Foreign Affairs	4
15	Thailand Embassy	5
	Total	2189

06. Accounts Division

Accounts Division is functioned under the supervision of Chief Accountant. Members of staff in this division are as follows.

Staff - 2015

Designation / Service	Number
Accountant (Revenue)	01
Accountant (Payments)	01
Administrative Officer (Finance)	01
Budget Assistant	01
Development Officers	03
Public Management Assistant Officers	20
Shroff	36
Office Assistants (K.K.S)	06

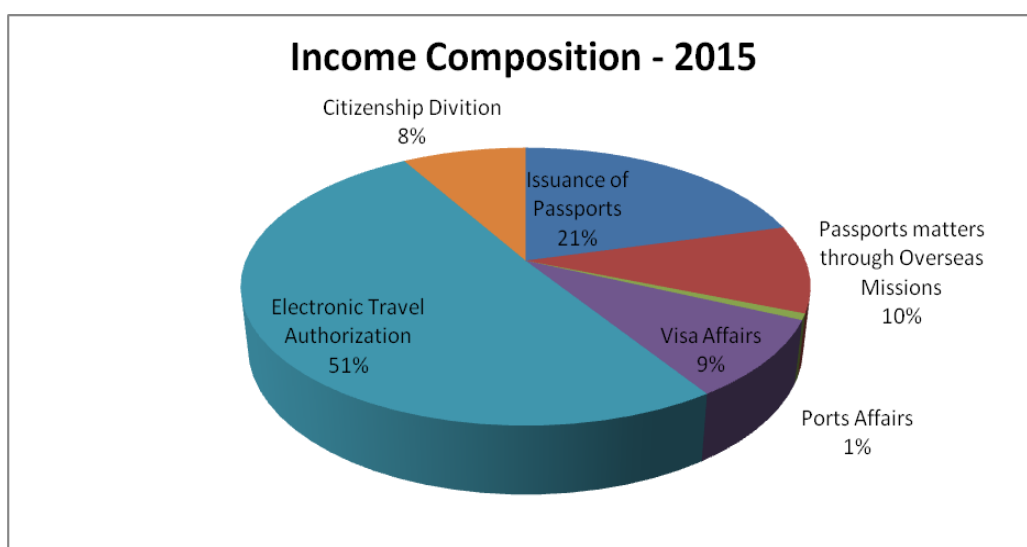
The major responsibility of Finance Division is the financial management of the Department of Immigration and Emigration. This Department is an income generating department and management of income and expenditure , maintenance of public officers' advance account within the prescribed limits, preparation of annual / monthly reports of this department in terms of Treasury circulars (annual budget estimate , annual revenue estimate , appropriation account , monthly income summaries) and submitting those reports to the Treasury on due date and direction of financial matters in accordance with Financial Regulations are also carried out by this Division.

Income targets and Progress

The estimated total income target of the Department in the year 2015 was Rs. 8107 million and the actual income earned was Rs.10108 million. Accordingly , an income exceeding the estimated income has been reported and it is a growth of 25% than the expected income target. Increase of issuances of ETA due to the arrival of tourists more than expected level and quickening the process of issuance Of dual citizenship certificates are the reason for the increase of such income.

Income earned by the Department through the major income sources in the year 2015 is as follows.

	Income (Rupees)
i. Issuances and alterations of passports	- 2,104,719,692.05
ii. Services related to passports through Overseas Missions	- 1,027,633,543.64
iii. Ports activities	- 74,065,000.00
iv. Issuances / Extensions of Visa	- 917,471,393.80
v. Electronic Travel Authorization (ETA)	- 5,133,896,060.00
vi. Citizenship Division	- 850,008,800.00
Total	- 10,107,794,489.49



Income Analysis 2011 – 2015

Year	Total income of Passports	Income of Overseas Mission	Port	Visa	ETA	Citizenship	Total income
2011	2,011,602,589	963,519,650	35,885,000	595,177,260	-	105,972,500	3,764,657,745
2012	2,166,041,265	935,513,122	49,219,000	696,896,744	2,104,201,938	169,181,850	6,181,251,604
2013	2,083,192,052	1,062,648,099	71,397,000	751,379,693	3,510,925,846	35,253,730	7,524,092,870
2014	2,133,527,428	,064,296,091	72,488,000	800,098,823	4,034,041,937	46,422,010	8,150,894,948
2015	2,104,719,692	1,027,633,544	74,065,000	917,471,394	5,133,896,060	850,008,800	10,107,794,490

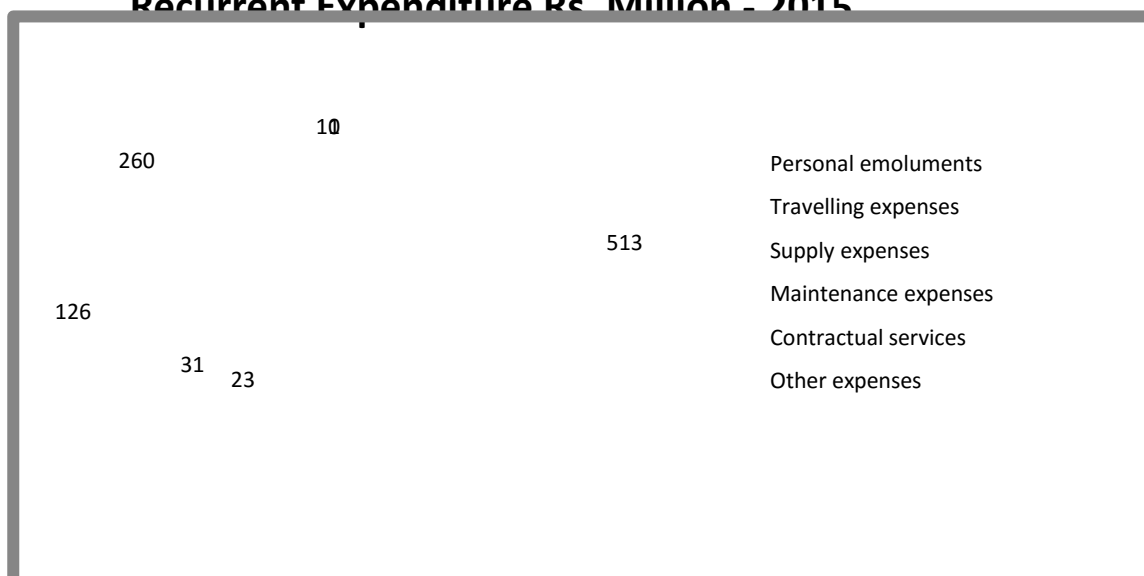
☆ Electronic Travel Authorization system has been implemented from the year 2012.

Estimated Cost and actual Cost in the year 2015

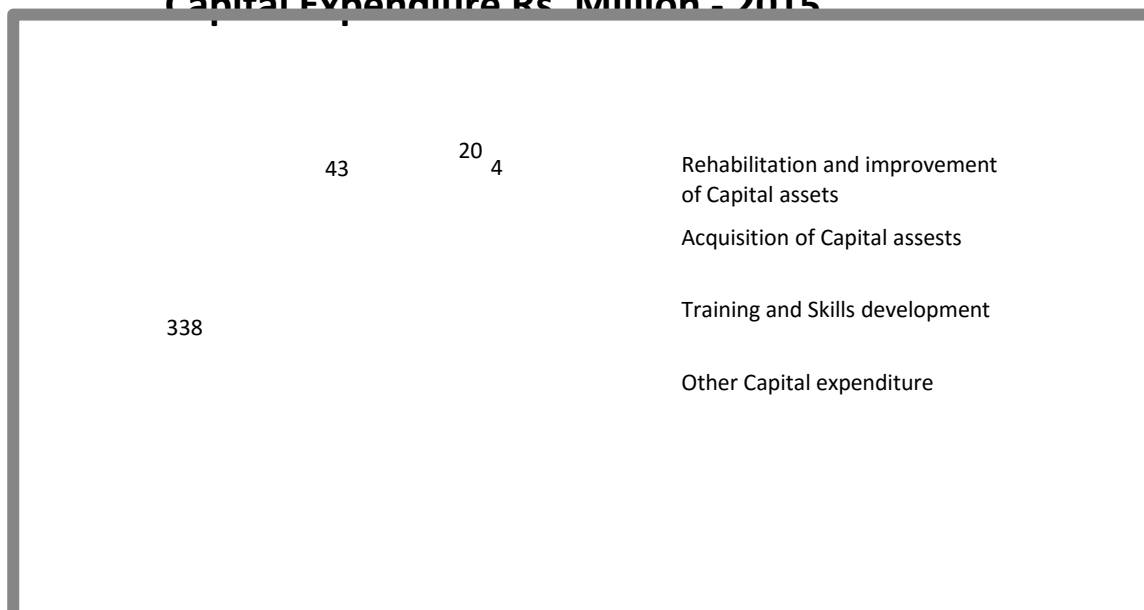
The total amount of estimated allocations for the expenditure of the Department in the year 2015 was Rs. 1,807.28 million. Out of such amount, a sum of Rs. 989.38 was allocated for recurrent expenditure while a sum of Rs. 817.90 was allocated for capital expenditure. Total actual expenditure in the year 2015 was Rs. 1,372.28 million and Rs. 966.08 million out of such amount was spent for the recurrent expenditure while Rs. 406.20 million was spent for the capital expenditure of the Department. The Department has incurred capital expenditure mainly for purchasing blank passports and also purchasing and maintenance of computer Software and Hardware in the year 2015.

Expenditure Composition - 2015

Recurrent Expenditure Rs. Million - 2015



Capital Expenditure Rs. Million - 2015



Financial Progress - Year 2015

Operational Programmes - 01

Project - 01 and 02 General Administration and Control of Immigration and Citizenship.

Classification of expenditure	Total estimate (Rs.)	Actual estimate (Rs.)	Financial Progress (%)
Recurrent expenditure	989,380,000	966,082,000	98
Personal emoluments	514,935,000	513,033,000	100
Travelling expenses	27,850,000	23,653,000	85
Supplies	36,950,000	31,800,000	86
Maintenance expenses	133,000,000	126,400,000	95
Contractual services	264,400,000	260,166,000	98
Other recurrent expenditure	12,245,000	11,030,000	90
Capital expenditure	817,900,000	406,202,000	50
Rehabilitation and improvement of Capital assets	46,400,000	43,483,000	94
Acquisition of Capital assets	110,500,000	20,362,000	18 *
Training and Skills development	5,000,000	4,225,000	85
Other investments	656,000,000	338,132,000	52 **
Total	1,807,280,000	1,372,284,000	76

☆ Since the people of the area protested against the construction of Detention Center at Minuwangoda , construction work had to be suspended. As a result of that , allocations have remained.

☆ Since the approval of the cabinet of Ministers to award the tender for the procurement of blank passports has been granted in October / November in the year 2015, estimated amount of 500,000 blank passports could not be purchased. As a result of that, allocations have remained.

07. Citizenship Division

Statutory powers have been vested to the Citizenship Division by Citizenship Act No 18 of 1948. Powers have been vested in the Secretary of relevant line Ministry, ex officio, to execute the Citizenship Act. Since provisions and executive procedures of Citizenship Act are directly joined to the process of issuing passports through foreign missions which are governed by the Immigrants and Emigrants Act, Citizenship Division has been established in the Department of Immigration and Emigration. Executive powers of the Secretary are executed by a Assistant Secretary and such powers are executed by a Deputy Controller of the Citizenship Division. Other members of staff are as follows.

Staff - 2015

Designation / Service	Number
Assistant Controllers.	02
Development Officers.	01
Public Management Assistant Officers.	26
Office Assistants.	04

Main function of this Division.

Provisions of Citizenship Act No. 18 of 1948 are executed by the Citizenship Division in accordance with the following matters.

Registration of Citizenship under section 5 (2) of the Act.

Registration of children who born to one or both Sri Lankan parents who are residing in foreign countries is carried out by this Division.

Granting Sri Lankan Citizenship again under section 8 of the Act.

Activities are carried out to grant Sri Lankan Citizenship again to the persons whose Citizenship of Sri Lanka has ceased due to obtaining of citizenship in another country.

Taking action as per section 11 of the Act.

Registration of a person whose mother or father is a Sri Lankan citizen is fail to register until the age of 22 years.

Taking action as per section 12 of the Act.

Granting of Sri Lankan Citizenship for foreign women who get married to a Sri Lankan spouse.

Taking action as per section 13.

Granting of Sri Lankan citizenship to a person who is not entitle to obtain the citizenship under section 11 and 12 of the citizenship Act and who has rendered distinguished Public Service or his eminent in Professional, Commercial, industrial or agricultural life and intends to live as an ordinary citizen in Sri Lanka.

Taking action as per section 13 (a) of the Act.

Taking action to grant citizenship of Sri Lanka by registration to a person who has been granted a visa or endorsement for a period of five years and has been registered in a Resident Guest Scheme approved by the Government for foreign investors and professionals.

Granting dual citizenship as per section 19 of the Act.

Section 19 (2)

Granting of Sri Lankan Citizenship to a person whose Citizenship of Sri Lanka has ceased due to obtaining the citizenship in foreign countries, whilst being a citizen of the said countries.

Section 19 (3)

Granting of Dual citizenship to the persons who are staying in foreign countries with resident visa , whilst being a citizen of Sri Lanka.

Taking action as per section 20 of the Act.

Section 20 (1)

Where a person born on or before 15.11.1948 by descent and is also on that date a citizen of any other country, that person shall on the 31.12.1952 or on the day on which he attains the age of 22 years whichever day is in his case the latter , cease to be a citizen of Sri Lanka , unless before that day he renounces citizenship of that other country in accordance with the law therein in force in that behalf and notifies such renunciation to a prescribed officer.

Section 20 (2)

where a person is a citizen by descent and that persons, by operation of law , is at the time of his birth or becomes thereafter , also a citizen of any other country, that person shall, 31.12.1952 or on the day immediately succeeding the date of the expiration of a period of twelve months from the date on which he so becomes a citizen of that other country or on the day on which he attains the age of twenty - two years whichever day is in his case the latest, cease to be a citizen of Sri Lanka, unless before that day he renounces citizenship of that other country in accordance with the law therein in force in that behalf and notifies such renunciation to a prescribed officer.

Section 20 (3)

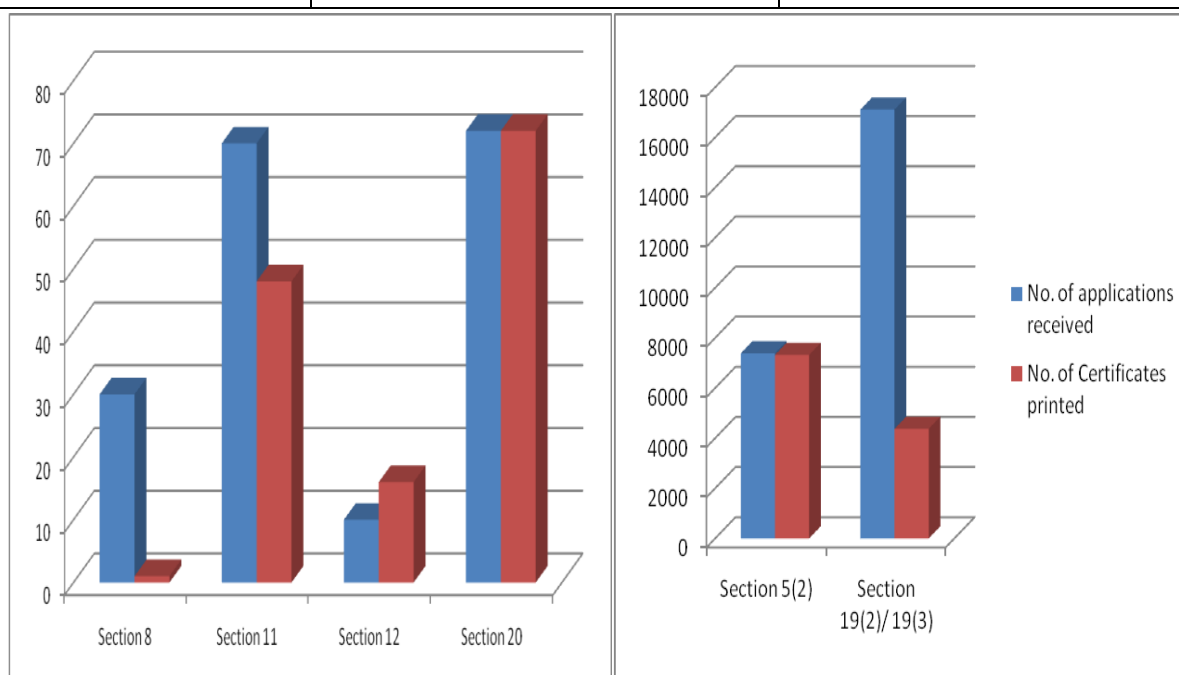
A person who is a citizen of Sri Lanka by descent shall cease to be a citizen of Sri Lanka if he voluntarily becomes a citizen of any other country.

Section 20 (4)

Taking action to terminate the Sri Lankan Citizenship of a person who does not renounce the Citizenship of his foreign country during a period of 03 months and applies for a Sri Lankan Citizenship again under section 20 (4).

**Certificates issued in accordance with the Citizenship Act from
01.01.2015 to 31.12.2015**

Section	No. of applications received	No. of certificates printed
5(2)	7385	7320
8	30	01
11	70	48
12	10	16
19(2) / 19(3)	17109	4373
20	72	72



Special Tasks, achievements and challenges

Granting of Dual Citizenship in terms of section 19 of the Act No. 18 of 1948 has been initiated on 23.03.2015 under a new methodology. Accordingly , number of certificates awarded during the year 2015 is as follows.

Date on which ceremony was Conducted	Venue	No. of Certificates awarded
30.04.2015	Bandaranaike Memorial International Conference Hall	180
11.06.2015	Auditorium, Ministry of Foreign Affairs	412
17.11.2015	Temple Trees	2538
Total		3130

08. Internal Audit Division.

Internal Audit Division is functioned under the supervision of Accountant (Internal Auditor)

Staff - 2015

Designation / Service	Number
Public Management Assistant Officers	02

Objectives.

Participating in the system of internal control of the financial operations of the Department and carry out a continuous survey and an independent appraisal of such operations and the soundness and adequacy of the internal checks adopted in the prevention and detection of errors and frauds.

Functions of Internal Audit

- ✓ Ascertaining whether the system of internal check and control obtaining in the department for the prevention of errors and frauds is effective in design as well as in actual operation.
- ✓ Ascertaining the reliability of the accounting and other records and seeing that the accounting methods employed provide the information necessary for the participation of correct financial statements.
- ✓ Appraising the quality of performance of staff in carrying out the responsibilities assigned to them.
- ✓ Ascertaining the extent to which the department's assets are safeguard from losses of all kinds.
- ✓ Ascertaining whether the Establishments Code , Financial Regulations of Government and other supplementary instructions issued from time to time by the Ministry in charge of the subject of public Administration and by the Treasury are being followed.
- ✓ Ascertaining the effectiveness of the system of internal control adopted in preventing as well as detecting waste idle capacity and extravagance.
- ✓ Examining the accounting procedure of the department and its operations which have any financial implications and verifying the safety, economical and proper use of property and assets of the department.

Activities carried out during the year 2015

- 16 observation reports have been submitted with regard to the matters revealed from the internal audit queries carried out in respect of various fields and divisions of the department during the year 2015.
- 04 Audit and Management Committee meetings have been conducted during the year 2015.
- Coordination of providing answers related to 16 audit queries forwarded by the Auditor General during the year 2015.

09. Welfare Activities

Special activities carried out by the welfare society in the year 2015

Welfare Society of the Department of Immigration and Emigration comprises around thousand members of staff and it carries out various religious, social and cultural programmes for the wellbeing of the members, their families and the entire society in general . The objectives of all such activities is to create a physically and mentally sound work force and to provide the public with a more qualitative service through the efficient and satisfactory services rendered by them.

Serial No	Date	Programme
01	01.01.2015	New Year festival, evaluating of the staff of the Department who have served effectively in the last year. "Ran Sapaththuwa" short drama which won several awards including 'best drama' presented by our department for state short drama festival in the year 2014 was evaluated and presented awards.
02	01.01.2015	Even though canteen had been conducted for a long period of time by awarding tenders, it has been found that it is not useful to offer the canteen to tenderers. Therefore the conduct of canteen has been commenced by recruiting employees to the welfare society and by providing all materials from the society. Not allowing to use any flavors harmful to human being is the special feature here.
03	03.02.2015	Conducting medical investigations for the staff of the Department in collaboration with Nawaloka Hospital.
04	11.03.2015	Test for Glucoma was carried out for the staff with the participation of the technicians in Eye Hospital, Colombo and also Eye Clinic was conducted in order to give an opportunity to staff to obtain spectacles in concessionary price.
05	10.04.2015	Organizing an educational trip to Colombo National Museum for the staff members' children who are having education with the participation of the staff and Mr.Aruna Padmaperuma attached to the Bird Science Department, University of Colombo.
06	16.05.2015	A friendly cricket match was held between each division of the Department and Authorized officers' team won the match.
07	08.06.2015	Donation of 2 emergency drug trollies to the Lady Ridgeway Hospital on account of Poson Poya Day.
08	29.07.2015	A badminton tournament was held at P.Saravanamuttu stadium as a rehearsal session of Public service Cricket Tournament.
09	05.09.2015	Annual get together was held at P. sarvanamuttu ground with the participation of the staff and their families.

Serial No	Date	Programme
10	05.12.2015	Conduct of “Sevaka Sangraha” program with the participation of the staff members with singing abilities in association with commercial service of Sri Lanka Broad Casting Corporation.
11	29.12.2015	Final get together was held at “Apegama” Battaramulla with the participation of the staff and their family members.
12	30.12.2015	Conducting of farewell party for the officers who retired from the service and who have been transferred during the year 2015.