



# DEPARTMENT OF MANAGEMENT SERVICES

## ANNUAL PERFORMANCE REPORT 2014

GENERAL TREASURY  
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## Vision

To be the pioneer in Public Sector Cadre Management,  
Remuneration Management and Consultancy

## Mission

To provide the necessary management service assistance to the public sector  
organizations to maintain an optimum public service

**From the Director General .....**

Considering the economic development goals of the country and timely needs of human resource in various fields of the public sector, during the year 2014, the challenging task of maintaining an appropriate and optimum cadre in the public sector could be successfully achieved.

The major function of the Department of Management Services is to manage the human resource of the government sector properly and effectively in order to deliver the public service accurately, efficiently and amicably to the satisfaction of the public in the process of achieving rapid economic and social development goals set out by the government which advances through a new development approach with a new strength. It is with great pleasure I state that the Department could contribute significantly to accomplish the said task in the year 2014.

My heartiest thanks should go to the Secretary to the Treasury and the Deputy Secretaries to the Treasury and the Heads of Departments in the Treasury for their guidance and assistance. I take this opportunity to thank the officials of the National Pay Commission, Finance Commission and other Line Ministries for the corporation extended in the task. Finally, I wish to express my sincere thanks to the staff of the Department that played its role properly with team spirit and dedication in an organized manner.

N. Godakanda  
Director General

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# **1. Introduction**

## **1.1 Inception**

The Department of Management Services was established under the Ministry of Finance & Planning as a Grade I Department in 1999. Since then the Department has been contributing for effective Human Resource Management of the public sector in performing the tasks such as recognizing the optimum cadre at institutional level in consideration of service requirements in the national, provincial and local government levels, determining salaries for the posts so recognized and granting approval for schemes of recruitments and promotions. Special focus on factors such as financial status of the country, potentials for development and creation of a skilful workforce for the public service is highly essential in this concern. In this task, the Department has made an enormous contribution to maintain the optimum/appropriate level of human resources required for the public sector through active involvement in cadre reviews in collaboration with other related institutions to meet the timely requirements.

## **1.2 Objectives**

This Department functions with several objectives to achieve the following goals in order to establish a more effective human resource in public sector.

- i. Cadre management in the Public Sector.
- ii. Determination of salaries and allowances in line with the National Wages Policy.
- iii. Conducting surveys on cadre in the Public Sector.

## **1.3 Functions**

- (i) Providing services to the National Pay Commission /apex bodies.
- (ii) Introduction, implementation and monitoring of relevant reforms to the public sector.
- (iii) Conducting surveys on setting up missions & objectives, introduction of systems & procedures, providing staff and submitting recommendations to relevant authorities.
- (iv) Identifying duplication of functions in the Public Sector Institutions with the objective of restructuring and the sizing of the Public Institutions.

- (v) Conducting organizational reviews and cadre reviews, improving systems, building up and strengthening organizational structure with a view to ensure efficiency and efficacy.
- (vi) Formulating approved criteria and standards for cadre management.
- (vii) Identifying excess staff, redeployment and making suggestions for termination of service.
- (viii) Identifying the needs of improving the physical environment and the areas to be mechanized /automated, computerized and outsourced.
- (ix) Studying / reviewing of service minutes and service conditions taking the development needs into account; submission of proposals thereon.
- (x) Examining and making recommendations after scrutinizing proposals on re-employment of retired officers in the public sector and appointment of consultants.
- (xi) Maintaining cadre information systems in Public Service and Provincial Public Service.
- (xii) Carrying out studies on recruitment policy, skills development training and planning of succession as well as assisting relevant authorities to implement such matters.
- (xiii) Management of salaries and bonuses, incentive schemes, welfare schemes of Public Sector and such other remuneration packages and studying and making recommendations on superannuated benefit schemes in the public sector.

## 2. CADRE MANAGEMENT

In the matter of Human Resources Management, function of the Department of Management Services consists of the following tasks.

- Granting approval for creation of posts
- Granting approval to fill in vacancies
- Identifying the posts to be suppressed
- Revision of designations
- Granting cadre approvals and determination of salaries of public sector projects personnel
- Granting approvals for schemes of recruitment and promotions of the State Corporations, Statutory Bodies and fully government owned companies.

An appropriate cadre of the public sector is an essential component in maintaining a satisfactory performance of the role assigned to the public sector. Accordingly, tasks attended by the Department of Management Services during the year 2014 with the view to maintaining an optimum cadre in public sector, in consideration of emerging requirements in the areas of government Ministries, Departments, Provincial Councils, Local Government Institutions, State Projects and Statutory Institutions along with development goals of the country have been mentioned below.

### 2.1 Public sector employment and sectoral composition

By 31.12.2014, the total number employed in the public sector was 1,302,258. The cadre composition of public sector which consists of Ministries, Departments, Institutions, Public Enterprises Including Banks and Financial Institutions, Provincial and Local Government Institutions and Security forces is given below.

**Table 01 Public Sector Cadre Composition – 2014**

<b>Administrative Level</b>	<b>Approved Cadre</b>	<b>Actual Cadre</b>
National Level	844,948	703,600
Provincial and Local Authorities	392,698	377,445
<b>Entire Public Service</b>	<b>1,237,646</b>	<b>1,081,045</b>
Public Enterprises and Banks	245,339	221,213
<b>Entire Public Sector</b>	<b>1,482,985</b>	<b>1,302,258</b>

Source: Department of Management Services

## 2.2 Cadre Management of Public Sector 2014

With the view to efficient and effective public service delivery in order to facilitate the economic development activities in accordance with the new policies of the government, Department of Management Services has taken action to maintain an optimum cadre for public sector which consists of Ministries, Departments, Provincial Councils, Local Government Institutions and Statutory Institutions in the year 2014.

As per the Public Administration Circular No.06/2006, public sector comprises four categories of staff namely senior, tertiary, secondary and primary levels. The table 02 given below depicts the classification of the service level wise number of public sector cadre.

**Table 02 - Service level wise classification of number of public sector cadre - 2014**

Administrative Level	Service Level				Total
	Senior	Tertiary	Secondary	Primary	
National	26,251	24,760	692,825	180,977	<b>924,813</b>
Provincial	13,781	15,463	236,789	61,423	<b>327,456</b>
Local Authorities	1049	882	15,798	32,260	<b>49,989</b>
<b>Total</b>	<b>41,081</b>	<b>41,105</b>	<b>945,412</b>	<b>274,660</b>	<b>1,302,258</b>
<b>Percentage (%)</b>	3	3	72	22	<b>100</b>

Source: Department of Management Services

Engineers, Judicial, Legal and Medical Officers and Executives who hold the managerial responsibilities engage three percent (3%) of the total cadre representing the senior level. Tertiary level captures officers such as Administrative Officers, Planning, Accounting, Regulatory, Taxation Staff, Enforcement Officers, Translators, etc.. entrusted with supervisory activities assisting the senior level that contributes three percent (3%) of the entire public sector. Development Officers, Management Assistants, Nurses, Teachers, Soldiers of Tri Forces and Police Constables and others service at the secondary level represent seventy two percent (72%) of the total public sector employment. This shows the nature of public service in Sri Lanka that engages a large number of Teachers, Nurses, extension officers and field level human resource and rural development to provide island wide education, health and rural centric services in the country. Service categories such as Drivers, Office Aides, etc., who represent twenty two percent (22%) of the total cadre of the public sector, provide primary supportive services.

### 2.2.1 Creation of posts- 2014

In creation of posts, factors such as functions assigned to the institutions, financial capability of the country, budgetary allocations and timely need for creation of posts were taken into consideration. The Table 03 given below depicts the classification of the posts approved for Ministries, Departments, Provincials Councils and Statutory Institutions with figures of 2011-2014.

**Table 03** **Creation of Posts (2011 – 2014)**

Institution	2011		2012		2013		2014	
	No.of Post	Percentage (%)	No.of Posts	Percentage (%)	No.of Post	Percentage (%)	No.of Post	Percentage (%)
Ministries / Departments	2,893	73.3	38,368	78.1	15,315	77.0	5,326	50
Provincial Councils and Local Authorities	523	13.2	8,572	17.4	3,093	16.0	3,926	37
Statutory Institutions	534	13.5	2,217	4.5	1,330	7.0	1,422	13
<b>Total</b>	<b>3,950</b>	<b>100</b>	<b>49,157</b>	<b>100</b>	<b>19,738</b>	<b>100</b>	<b>10,674</b>	<b>100</b>

Source: Department of Management Services

Accordingly, fifty percent (50%) of new posts created during the year 2014 were for Ministries and Departments.

### 2.2.2 Granting approval for filling of vacant posts -2014

In terms of the Management Services Circular No. 03/2014 dated 31.03.2014, the authority of Director General of Management Services has been delegated to the Secretaries of relevant Line Ministries and Chief Secretaries of Provincial Councils in order to fill vacancies which have occurred due to promotions / retirement / resignation and death in connection with the officers falling under the PL, RS, MN, MT, GE and SL salary scales stated in Public Administration Circular No.06/2006. However, the prior approval of the Management Services Department was further required to fill vacancies that were not covered by the above Circular. Accordingly, taking the exigencies of service into account, approvals were granted to fill 7,663 vacant posts considering the requests of public institutions including Ministries, Departments and Provincial Councils by the Department during the year 2014.

**Table 04 Granting approval for filling of vacant posts – 2014**

<b>Institution</b>	<b>No. of posts</b>	<b>Percentage (%)</b>
Ministries	5,349	70
Departments	710	9
Provincial Councils & Local Authorities	-	-
Statutory Bodies	1,604	21
<b>Total</b>	<b>7663</b>	<b>100</b>

Source: Department of Management Services

### 2.2.3 Suppression of posts and revision of designations

The role of the Management Services Department is not limited to granting approval for filling of vacancies and creation of posts. Detection of ineffective and inappropriate posts existing in public institutions, suppression of such posts with concurrence of the relevant institutions, revision of designations and consolidation of posts corresponding to the nature of duties are also considered as the main functions assigned to the Department. In this exercise the Department makes use of the database and the staff of the Research Division effectively. The following table indicates the comparative data of the posts which were suppressed during the period of 2011-2014.

**Table 05 Suppression of Posts (2011 – 2014)**

<b>Institution</b>	<b>No. of Posts Suppressed</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Ministries	32	95	179	421
Departments	512	1853	494	15
Provincial Councils & Local Authorities	62	66	1	30
Statutory Bodies	66	8	33	0
<b>Total</b>	<b>672</b>	<b>2022</b>	<b>707</b>	<b>466</b>

Source: Department of Management Services

### 2.2.4 Recruitment of Project Staff and Remuneration Management

In terms of Management Services Circular No. 33 dated 05.04.2007, the responsibility lies with the Department of Management Services to grant approval for creation of cadre required for various development projects at national and provincial level so as to complete the projects work within the expected time period. The department was able to have the fullest cooperation of the relevant line Ministries, Provincial Councils, the Department of External Resources, Department of National Planning and the Department of Project Management and Monitoring in accomplishing this task during the year 2014.

**Table 06 Approval for Project Staffs-2014**

<b>Serial No.</b>	<b>Project</b>	<b>No. of Posts</b>
01	Kiwul Oya Reservoir Project	12
02	ADB Funded Water Resources Development Investment Project	67
03	Morana Water Project	95
04	Climate Resilience Improvement Project	847
05	Kalugal Oya Reservoir Project	26
06	Moragahakanda – Kaluganga project	251
07	Uma Oya Multipurpose Development Project	29
08	Project of Sustainable (Energy) Bio Mass Power Production and Dissemination of New Bio Power Technology in Sri Lanka	10
09	Capacity Building Project For Quarantine Pandemic Species of Sri Lanka	06
10	Sri Lanka Community Forestry Management Project	03
11	Addressing Climate Change Impaction Marginalize Agricultural Communities , Living Mahaweli River Basin of Sri Lanka	15
12	Digitalization of Terrestrial Television Broadcasting in Sri Lanka	27
13	Strategic Cities Development Project	152
14	Strategic Defense Communication Network	09
15	Akuregoda Defense Headquarters Complex Project	2004
16	Participatory Coastal Zone Restoration And Sustainable Management Project	10
17	Relocation of Police Headquarters - Mirihana	13
18	Police Information and Communication Project	13
19	Metro Colombo Solid Waste Management Project	83
20	Special Project – National Housing Development Authority	104
21	Fisheries Harbor Development Project	17
22	Construction of Rural Bridges Project	05
23	National Agribusiness Development Programme	14
24	Training of Frontline Officers in Community Development in Conflict Affected Areas	21
25	Puraneguma Project	35
26	Strengthening the Resilience of Post Conflict Recovery and Development to Climate Change Risks Management in Sri Lanka	13
27	Revenue Administration Management Information System (RAMIS) Project	51

Source: Department of Management Services

### **2.2.5 Provincial Council Cadre Review**

To ensure a quality, effective and efficient public service in the Provincial Councils established under the 13<sup>th</sup> Amendment of the Constitution, the optimum/ appropriate number of posts was approved based on Provincial Council cadre review carried out in 2013. However, additional number of posts has been approved in 2014 due to establishment of new institutions and service expansion.

### 3. SALARIES AND REMUNERATION MANAGEMENT

Management of salaries, bonus, incentive schemes and remuneration are great importance among the functions entrusted to the Department of Management Services. In this task, the decisions are made by the Department in collaboration with the National Pay Commission and the Ministry of Public Administration and Home Affairs, taking the observations and recommendations of such institutions into consideration. The Department provides consultation for practical issues of salaries and remuneration for the inquiries made by Ministries and Departments, too. As per the Management Services Circular No. 30, the restructuring programmes and consultation relating to the payment of allowances of statutory institutions as per the Public Administrations Circular No. 06/2006 was noteworthy. The Circulars issued during the year 2014 by the Department in relation to the above are as follows.

**Table 07 Management Services Circulars - 2014**

<b>Circular No. and Date</b>	<b>Subject</b>
MSD 01/2014– 2014.01.06	Revision of the Cost of Living Allowances of Government Corporations, Statutory Boards and Project Staffs as per the Budget Proposals 2014
MSD 02/2014– 2014.02.11	Payment of Research Allowance as per the Budget Proposals 2014
MSD 03/2014– 2014.03.31	Approval for Creation of Posts and Filling of Vacancies in the Public Service, Provincial Public Service including Local Authorities
MSD-04/2014– 2014.09.25	Implementation of Official Language Policy and Payment of Incentives for the Officers of Public Corporations, Statutory Bodies, State Banks and Fully Owned Government Companies
MSD-05/2014– 2014.11.21	Payment of Bonus to Employees of Government Corporations and Fully Owned Government Companies for the Year 2014

Source: Department of Management Services

## **4. RESEARCH, INFORMATION AND DATA BASE**

### **4.1 Research Activities**

In fulfilling the tasks assigned, the Department has to work in close collaboration with other relevant institutions. In the circumstances such as introducing cadre related reforms required to the public sector, restructuring the public institutions and maintaining an optimum cadre in the public sector, formulating cadre norms and standards with respect to the public sector, submitting observations and recommendations, making decisions and giving suggestions through studying salaries, allowances and other remuneration of the public sector and reviewing Service Minutes, Service Terms and Conditions for various public service categories are all performed by the department.

To accomplish these tasks in a proper manner without delay there must be an efficient Research Unit for the Department. The main role of the Research Unit in the Department is to collect information, analyze them and furnish reports in support of arriving at policy decisions in the successful accomplishment of departmental functions. For the purposes of investigations/ surveys the officers of the Research Unit are directed to relevant institutions for collecting information personally.

### **4.2 Information and Database**

To maintain an accurate data and information base in respect of human resources in the public service is of great importance for the policy decision making process. In this context, the Department of Management Services holds a broad responsibility as the pioneer public institution specialized in cadre & remuneration management & consultancy in the public sector. To cater to the need of a proper and effective computerized database, actions were taken to design a database during the period 2012-2014 and now it functions successfully providing data of approved and actual cadre in the public sector.

Presently, the facility of retrieving the accurate cadre information with respect to the public sector human resource has been provided through this database. Accordingly, reports on exact information as required in respect of cadre classifications by salaries, services & categories etc are easily obtainable through the database. As a result, the functions of the Department have become more convenient and the degree of accuracy of data has also been improved. Actions have been taken to update the database appropriately.

### 4.3 Submission of Observations on Cabinet Memoranda

One of the major functions of the Department is to make observations for the Cabinet Memoranda on matters such as establishment issues, salaries and allowances which come under the scope of the Department. The number of cabinet papers for which the Department of Management Services has submitted its recommendations in 2014 is given in table 08 with classification.

**Table 08 Classification of Observations on Cabinet Memoranda**

No.	Subject/Field	No. of Memoranda
01	Appointments / Recruitments	81
02	Extension of Service	123
03	Creation of new posts	07
04	Remuneration	48
05	Service Minutes & Recruitment Procedures	58
06	Disciplinary Matters	05
07	Recruitments on Contract basis	62
08	Other	65
	<b>Total</b>	<b>449</b>

Source: Department of Management Services

In 2014, issues pertaining to the appointments, extension of service and remuneration were significant among the observations made by the Department for Cabinet Memoranda. Besides, the Department participated in regular Cabinet Sub – Committee on Establishment matters. The data in relation to the number of observations made from 2004 to 2014 on Cabinet Memoranda is given in the following table.

**Table 09 Observations of Cabinet Memoranda (2004– 2014)**

Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>No. of Cabinet Memoranda</b>	562	605	820	780	750	1272	598	1019	399	499	449

Source: Department of Management Services

#### **4.4 Committee Representation, Coordination and Communication**

In the matter of achieving the development objectives and establishment matters, the officers of the department actively took part in the following conferences and discussions, representing the Ministry of Finance and Planning and Secretary to the Treasury.

- Cabinet Sub- committee on Establishment matters.
- Committees appointed by the cabinet with representatives from the Department.
- Committee on Public Accounts (COPA)
- District Secretary / GA Conference
- Governors' Conference
- Provincial Chief Ministers' Conference
- Provincial Chief Secretaries' Conference
- Discussions with National Pay Commission
- Project Progress Review and Steering Committees
- Board of Directors Meetings and Committees on Audit and Management
- Procurement and Technical Evaluation Committees

The officers of this department have served as members of interview boards at requests made by various institutions. Besides, discussions on cadre issues of public institutions are held on regular basis with the parties concerned. This department maintains an effective communication in order to ensure an efficient methodology for Management of Human Resource in the public sector.

## 5. ESTABLISHMENT DIVISION

Maintenance of a higher job- satisfaction of the staff is one of the most important factors in fulfilling of the duties entrusted with the department efficiently and effectively. Therefore steps were taken by the Establishment Division to renovate the physical setting of the Department as a conducive environment which enhances the job satisfaction of the staff in order to provide assistance for the rest of staff to work as an efficient group with team spirit.

The Department has carried out the services in the expected level in 2014 by maximum utilization of its human and physical resources without any impact on its performance. The summary of the total cadre as at 31.12.2014 is given in Table 10.

**Table 10** **Details of cadre as at 31.12.2014**

No.	Post	Approved Cadre	Existing Cadre	Vacancies
01.	Director General	01	01	00
02.	Additional Director General	02	01	01
03.	Director	07	05	02
04.	Deputy Director / Assistant Director	10	06	04
05.	Accountant	01	00	01
06.	Assistant Director (ICT)	01	00	01
07.	Administrative Officer	01	01	00
08.	Translator	01	01	00
09.	Research Assistant	07	05	02
10.	Development Officer	02	03	-01
11.	IT Assistant	01	01	00
12.	Public Management Assistant	29	26	03
13.	Information & Communication Technology (ICT) Assistant	03	01	02
14.	Document Assistant	01	00	01
15.	Driver	07	07	00
16.	K.K.S	07	07	00
	<b>Total</b>	<b>81</b>	<b>65</b>	<b>16</b>

Source: Department of Management Services

The schedule 01 given below depicts the staff of the Department as at 31.12.2014.

**Schedule 01** **Staff as at 31.12.2014**

<b>Serial No.</b>	<b>Name</b>	<b>Post</b>
01.	Mrs. N.Godakanda	Director General
02.	Mr.A.R.Uduwawala	Additional Director General
03.	Mr.S.R.W.M.R.P.Sathkumara	Director
04.	Mrs.D.H.S.Pullaperuma	Director
05.	Mrs. S.H.D.Kaluthanthri	Director
06.	Mrs.M.K.S.Jayasena	Director
07.	Mrs.S.N.Attanayaka	Director
08.	Mr.M.A.Karunarathne	Assistant Director
09.	Miss.Chamika Maduwanthi	Assistant Director
10.	Mr.W.H.G.G.Kosala	Assistant Director
11.	Mrs.W.D.Sepalika	Assistant Director
12.	Miss.M.D.Abeygunawardana	Assistant Director
13.	Mr.C.G.Kannangara	Assistant Director
14.	Mrs.A.R.P.Dayani Rajapaksha	Administrative Officer
15.	Mrs.P.D.D.Samarasekara	Translator
16.	Mr.M.W.Jayantha	Research Assistant
17.	Mr.R.K.A.Krishantha	Research Assistant
18.	Mr.S.M.D.Samaraweera	Research Assistant
19.	Mrs.M.M.A.N.Malporu	Research Assistant
20.	Mr.B.M.Sarath	Research Assistant
21.	Mr.M.P.S.Salgadu	Information Technology Assistant
22.	Miss.E.N.Ranasinghe	Development Officer
23.	Mrs.S.S.Elpiyiyage	Development Officer
24.	Miss.H.S.A.Henepola	Development Officer
25.	Mrs.M.D.R.Ranjani	Public Management Assistant
26.	Mrs.A.M.M.Shyamali	Public Management Assistant
27.	Miss.G.N.H.Abayawardhana	Public Management Assistant
28.	Mr.M.N.M.Usama	Public Management Assistant
29.	Mrs.J.A.N.Dedunu	Public Management Assistant
30.	Mrs.S.H.S.Pavithra	Public Management Assistant
31.	Miss.K.I.Perera	Public Management Assistant
32.	Mrs.K.S.S.R.Senevirathne	Public Management Assistant
33.	Miss.H.L.Mangalika	Public Management Assistant
34.	Mrs.A.M.S.S.K.Arampath	Public Management Assistant
35.	Mr.R.A.Wijesinghe	Public Management Assistant
36.	Mr.S.S. Biyanwila	Public Management Assistant
37.	Mrs.A.I.L.Sirisena	Public Management Assistant
38.	Mr.R.W.A.H.Rajasekara	Public Management Assistant
39.	Mr.W.M.Chaminda Kusum	Public Management Assistant

40.	Mr.L.P.Vithanage	Public Management Assistant
41.	Mrs.M.H.N.Geethika	Public Management Assistant
42.	Mrs.A.K.D.P.Somasiri	Public Management Assistant
43.	Miss.K.D.M.K.D.Kappagoda	Public Management Assistant
44.	Mr.L.H.A.P.M.Dayarathne	Public Management Assistant
45.	Mrs.H.B.C.M.Dasanayake	Public Management Assistant
46.	Mrs.J.K.Sudarshani	Public Management Assistant
47.	Mrs.T.Shirani	Public Management Assistant
48.	Mrs.W.C.A.Mekala Jeewani	Public Management Assistant
49.	Mr.W.S.Sandaruwana	Public Management Assistant
50.	Mrs.M.D.P.S.R.Pathirana	Public Management Assistant
51.	Miss.Hiranthi Deegala	Information & Communication Technology Assistant
52.	Mr.T.K.Shaam Nishantha	Driver
53.	Mr.K.P.Sirisoma	Driver
54.	Mr.G.P.D.C.P.Gunarathne	Driver
55.	Mr.D.M.Ajith Sisira Kumara	Driver
56.	Mr.D.Upali	Driver
57.	Mr.B.A.Sunil Jayarathne	Driver
58.	Mr.B.A.Ranjith Kumara	Driver
59.	Mr.T.G.Ananda	K.K.S
60.	Mr.A.N.C. De Alwis	K.K.S
61.	Mr.W.Nandana	K.K.S
62.	Mr.Susantha Prabath	K.K.S
63.	Mr.P.A.Thilakasiri Appuhami	K.K.S
64.	Mr.Gamage Nimal	K.K.S
65.	Mr.W.A.Neel Asanka	K.K.S

Source: Department of Management Services

### 5.1 Age and Gender wise classification of Staff

**Table 11 Age and Gender wise classification of Staff – 2014**

Serial No	Age group	Female	Male
01	Below 25	01	00
02	26 – 35	10	08
03	36 – 45	15	11
04	46 – 50	05	10
05	51 – 55	03	01
06	Above 55	01	00
<b>Total</b>		<b>35</b>	<b>30</b>

Source: Department of Management Services

## 5.2 Transfers

Transfers were affected according to the normal procedure of the public service. Accordingly, in 2014, 22 officers left the department on transfers.

### Schedule 02 Officers who left the Department on transfers in 2014

Serial No.	Name	Post	Date of Transfer
01	Mr.M.G.Lalith Ananda	Director	2014.01.03
02	Mrs.W.P.Sewwandi	Assistant Director	2014.10.13
03	Mrs.W.M.Priyanthi	Public Management Assistant	2014.01.01
04	Mrs.Y.N.Kaluarachchi	Public Management Assistant	2014.01.01
05	Mrs.K.P.Padmakanthi	Public Management Assistant	2014.01.01
06	Mrs.A.M.Guanarathne Manike	Public Management Assistant	2014.01.01
07	Mrs.D.P.S.Jayasekara	Public Management Assistant	2014.01.01
08	Mrs.Rathuwadu Ramani	Public Management Assistant	2014.01.01
09	Mrs.J.A.J.D.N. Jayakodi	Public Management Assistant	2014.01.01
10	Mrs.H.U.K.Rathnayake	Public Management Assistant	2014.01.01
11	Mrs.W.J.Perusinghe	Public Management Assistant	2014.01.01
12	Mrs.R.A.I.Ranathunge	Public Management Assistant	2014.01.22
13	Mrs.Vineetha Vithranage	Public Management Assistant	2014.01.22
14	Mrs.G.M.Liyanage	Public Management Assistant	2014.03.17
15	Mrs.A.P.D.C.N.Vas Gunawardana	Public Management Assistant	2014.03.25
16	Mr.W.D.J.U.Samaranatha	Public Management Assistant	2014.09.01
17	Mrs.M.M.Aluthge	Public Management Assistant	2014.09.10
18	Mr.Ajith Samaraweewra	Driver	2014.01.08
19	Mr.D.M.J.B.Dasanayake	Driver	2014.02.06
20	Mr.M.K.Yasawardana	Driver	2014.04.28
21	Mr.M.P.J.Gunaradana	Driver	2014.06.13
22	Mr.W.P.A.Hemasiri	K.K.S.	2014.01.08

Source: Department of Management Services

There were 27 officers who joined this department on transfers. They were experienced officers who had served in various public institutions

**Schedule 03                      Officers who were transferred to the Department of Management Services during the year 2014**

<b>Serial No.</b>	<b>Name</b>	<b>Designation</b>	<b>New appointment</b>
01.	Mrs.D.H.S.Pullaperuma	Director	2014.09.01
02.	Mrs.S.H.D.Kaluthanthri	Director	2014.10.14
03.	Mr.C.G.Kannangara	Assistant Director	2014.04.30
04.	Miss.M.D.Abeygunawardana	Assistant Director	2014.07.25
05.	Mr.W.M.Chaminda Kusum	Public Management Assistant	2014.01.01
06.	Mr.L.P.Vithange	Public Management Assistant	2014.01.01
07.	Mr.W.D.J.U.Samaranatha	Public Management Assistant	2014.01.01
08.	Mrs.R.A.I.Ranathunge	Public Management Assistant	2014.01.01
09.	Mrs.Vineetha Vitharange	Public Management Assistant	2014.01.01
10.	Mrs.M.H.N.Geethika	Public Management Assistant	2014.01.06
11.	Mrs.G.M.Liyange	Public Management Assistant	2014.01.08
12.	Mrs.A.K.D.P.Somasiri	Public Management Assistant	2014.01.10
13.	Miss.K.D.M.K.D Kappagoda	Public Management Assistant	2014.01.10
14.	Mr.L.H.A.P.M.Dayarathne	Public Management Assistant	2014.01.10
15.	Mrs.H.B.C.M.Dassanyake	Public Management Assistant	2014.01.13
16.	Mrs.J.K.Sudarshani	Public Management Assistant	2014.01.20
17.	Mrs.T.Shirani	Public Management Assistant	2014.02.25
18.	Mrs.W.C.A.Mekala Jeewani	Public Management Assistant	2014.03.05
19.	Mr.W.S.Sandaruwana	Public Management Assistant	2014.03.12
20.	Mrs. M.D.P.S.R.Pathirana	Public Management Assistant	2014.09.02
21.	Mr.Ajith Samarweera	Driver	2014.01.01
22.	Mr.M.P.Jayasiri Gunawardana	Driver	2014.04.24
23.	Mr.D.M.Ajith Sisira Kumara	Driver	2014.05.19
24.	Mr.D.Upali	Driver	2014.06.19
25.	Mr.B.A.Sunil Jayarathne	Driver	2014.08.04
26.	Mr.A.G.Ranjith Kumara	Driver	2014.11.05
27.	Mr.W.A.Neel Asanka	K.K.S.	2014.04.23

Source: Department of Management Services

### 5.3 Training Programmes

#### 5.3.1 Local Training Programmes

An annual training programme is scheduled for the department with the intention of improving the performance of officers of the Department, taking the needs of the staff as well as the functions of the Department into consideration. Training programmes provided in 2014 are as follows.

**Table 12 Participation in Training Programmes – 2014**

<b>Serial No.</b>	<b>Field of Training</b>	<b>Training Institute</b>	<b>No. Participated</b>
01.	The Role of the K.K.S's for High Labour Productivity	National Institute of Labour Studies	02
02.	Maintaining of Personal Files	Skills Development Foundation	01
03.	Induction Training Programme for newly Recruited Public Management Assistant	Sri Lanka Institute of Development Administration	02
04.	Certificate in SLIDA Computer Driving	Sri Lanka Institute of Development Administration	01
05.	The Workshop for Attitudes Improvement of the Staff	Skills Development Foundation	53
06.	The Regular Maintaining of Accounting Books	Skills Development Foundation	02
07.	Duties and Responsibilities of Leave Clerks	Skills Development Foundation	01
08.	Residential Training Programme eGovernment for Staff Grade Officers of Public Sector	Sri Lanka Institute of Development Administration	01
09.	Tamil Language Training Programme in 12 days	Institute of National Languages Education & Training	01
10.	New CIGAS Training Programme	Department of State Accounts	01
11.	Functions of Government Accounting System and Financial Controls	Skills Development Foundation	01
12.	Provisions of Establishment Code and Procedural Rules on Establishment Matters in Public Service	Skills Development Foundation	03
13.	Conducting of Formal Disciplinary Inquiry	Skills Development Foundation	01
14.	Role of Accounting Clerks	Skills Development Foundation	01

Source: Department of Management Services

### 5.3.2 Foreign Training Programmes

Foreign Training opportunities were granted to officers of the Department enabling them to obtain foreign exposure and experience to develop their subject knowledge in 2014 too. Accordingly 06 officers got such opportunities, details of which are given below.

#### Schedule 05 Foreign Training - 2014

No.	Name	Post	Training Obtained	Country	Duration
01	Mr.M.A.Karunaratne	Assistant Director	Innovation Change Learning for a Changing Asia	Philippines	2014.09.09 - 2014.09.10
02	Miss.P.C.Maduwanthi	Assistant Director	Studying post Graduate Degree	Japan	2014.08.16 - 2016.10.03
03	Mr.S.R.W.M.R.P.Sathkumara	Director	Economic Development Strategy	Korea	2014.07.20 - 2014.08.02
04	Mr.K.R.Uduwawala	Additional Director General	National Government Administration for Senior Officials	Japan	2014.11.09 - 2014.11.29
05	Mr.S.R.W.M.R.P.Sathkumara	Director	Training Programme on Capacity Building SLAS Grade I - Second Country Study Visit	Malaysia	2014.11.09 - 2014.11.21
06	Mrs. S.H.D.Kaluthanthri	Director	Asian Regional Cooperation and Integration Roundtable Discussion / Conference	Philippines	2014.11.17 - 2014.11.18

Source: Department of Management Services

#### 5.4 Annual Official Mail

The number of letters received during the year 2014 was 7231. These letters were related to various types of matters. Most of them were in relation to creation of new posts, seeking approval for filling of vacant posts, Schemes of Recruitments and requests for observations and recommendations, clarifications of matters and general establishment matters.

**Table 13**                      **Number of letters received in 2014**

<b>No.</b>	<b>Month</b>	<b>No. of letters</b>
01	January	415
02	February	489
03	March	544
04	April	514
05	May	493
06	June	541
07	July	836
08	August	700
09	September	657
10	October	630
11	November	661
12	December	751
	<b>Total</b>	<b>7231</b>

Source: Department of Management Services

## 6. FINANCE DIVISION

The allocation made by the Budget Estimate 2014 for the Human Resource Management Project under the operational programme of the Department was Rs. 38,820,000 under the Head 242, whereas the actual expenditure was Rs. 35,281,255.04 Accordingly, the Department has economically utilized the provision expending 90.8% only of the total allocation. The following is the financial progress report for the year 2014.

**Table 14 Financial Progress Report**

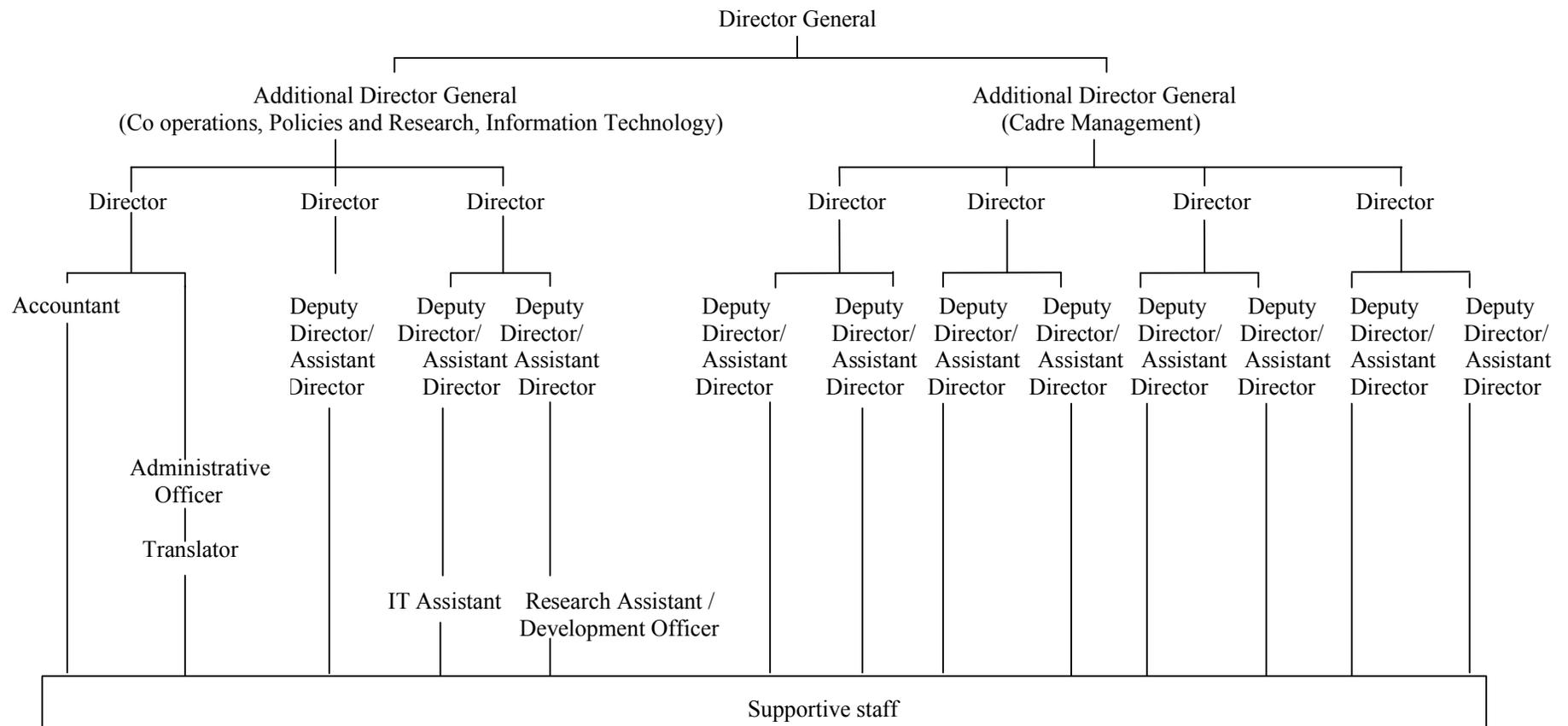
Details of Expenditure		2013			2014		
		Approved Provision (Excluding blocked Provision)	Total Expenditure	Percentage of Expenditure	Approved Provision	Total Expenditure	Percentage of Expenditure
		(Rs.)	(Rs.)		(Rs.)	(Rs.)	
<b>Recurrent Expenditure</b>		<b>35,200,000.00</b>	<b>32,777,099.21</b>	<b>93.00</b>	<b>36,720,000.00</b>	<b>33,818,294.18</b>	<b>92.00</b>
<b>Personnel Emoluments</b>		<b>24,700,000.00</b>	<b>23,608,354.85</b>	<b>95.00</b>	<b>26,925,000.00</b>	<b>25,295,516.00</b>	<b>93.94</b>
1001	Salaries & Wages	17,000,000.00	15,259,204.69	89.00	17,000,000.00	15,386,291.45	90.50
1002	Overtime and Days Pay	700,000.00	818,713.66	1.16	900,000.00	885,202.44	98.30
1003	Other allowances	7,000,000.00	7,530,436.50	1.07	9,025,000.00	9,024,021.83	99.90
<b>Travelling Expenses</b>		<b>1,000,000.00</b>	<b>893,691.18</b>	<b>89.00</b>	<b>600,000.00</b>	<b>455,548.08</b>	<b>75.92</b>
1101	Local	200,000.00	128,445.00	64.00	150,000.00	108,062.50	72.00
1102	foreign	800,000.00	765,246.18	95.00	450,000.00	347,485.58	77.20
<b>Supplies</b>		<b>4,000,000.00</b>	<b>3,784,035.79</b>	<b>94.00</b>	<b>4,660,000.00</b>	<b>4,211,755.06</b>	<b>90.30</b>
1201	Stationary & office requisites	800,000.00	1,488,982.90	1.86	1,950,000.00	1,852,595.22	95.00
1202	Fuel	3,000,000.00	2,049,947.19	68.00	2,500,000.00	2,186,813.54	87.40
1203	Food, Beverage & Uniforms	150,000.00	245,105.70	1.63	170,000.00	158,386.30	93.10
1205	Other	50,000.00	0.00	0.00	40,000.00	13,960.00	34.90
<b>Maintenance Expenses</b>		<b>1,100,000.00</b>	<b>1,028,196.64</b>	<b>93.00</b>	<b>1,200,000.00</b>	<b>779,398.28</b>	<b>64.90</b>
1301	Vehicles	800,000.00	877,795.12	1.09	900,000.00	675,959.64	75.10
1302	Machinery & equipment	300,000.00	150,401.52	50.00	300,000.00	103,438.64	34.40
<b>Service</b>		<b>3,500,000.00</b>	<b>2,656,612.75</b>	<b>75.00</b>	<b>2,535,000.00</b>	<b>2,307,054.49</b>	<b>91.00</b>
1401	Transport	1,500,000.00	1,060,440.00	70.00	775,000.00	630,044.51	81.30
1402	Post and Telecommunication	1,500,000.00	1,099,998.91	73.00	1,160,000.00	1,148,646.90	99.00
1405	Other	500,000.00	496,173.84	99.00	600,000.00	528,363.08	88.00
<b>Transfers</b>		<b>900,000.00</b>	<b>806,208.00</b>	<b>89.00</b>	<b>800,000.00</b>	<b>769,022.03</b>	<b>96.10</b>
1506	Interest on Property Loan for Public Servants	900,000.00	806,208.00	89.00	800,000.00	769,022.03	96.10

<b>Capital Expenditure</b>		<b>15,200,000.00</b>	<b>3,491,068.95</b>	<b>22.00</b>	<b>2,100,000.00</b>	<b>1,462,961.38</b>	<b>69.60</b>
Rehabilitation and Improvement of Capital Assets		<b>10,900,000.00</b>	<b>269,328.85</b>	<b>2.00</b>	<b>1,100,000.00</b>	<b>654,971.38</b>	<b>59.50</b>
2001	Buildings and Constructions	10,000,000.00	0.00	0.00	-	-	-
2002	Machinery and Equipment	400,000.00	18,654.00	4.00	200,000.00	24,854.50	12.40
2003	Vehicles	500,000.00	250,674.85	50.00	900,000.00	630,116.88	70.00
<b>Acquisition of capital Equipment</b>		<b>3,500,000.00</b>	<b>2,728,436.10</b>	<b>77.00</b>	<b>600,000.00</b>	<b>582,125.00</b>	<b>97.00</b>
2102	Furniture and Office Equipment	3,000,000.00	2,728,436.10	90.00	600,000.00	582,125.00	97.00
2013	Machinery and Equipment	500,000.00	500,000.00	0.00	-	-	-
<b>Skills Development</b>		<b>800,000.00</b>	<b>493,304.00</b>	<b>61.00</b>	<b>400,000.00</b>	<b>225,865.00</b>	<b>56.40</b>
2401	Staff Training and Capacity Development	800,000.00	493,304.00	61.00	400,000.00	225,865.00	56.40
<b>Total</b>		<b>50,400,000.00</b>	<b>36,268,168.16</b>	<b>71.00</b>	<b>38,820,000.00</b>	<b>35,281,255.04</b>	<b>90.80</b>

Source: Accounts Division, Department of Management Services

## Organization Structure

### Department of Management Services



Supportive Staff – Information and Communication Technology Assistant, Public Management Assistant, Document Assistant, Driver, KKS