

2019

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வருடாந்த செயலாற்றுகை அறிக்கை
Annual Performance Report



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புத்தசாசனம், கலாசாரம் மற்றும் மத அலுவல்கள் அமைச்சு
Ministry of Buddhasasana, Cultural and Religious affairs



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தேசிய நூதனசாலைகள் திணைக்களம்
DEPARTMENT OF NATIONAL MUSEUMS

Annual Performance Report - 2019
Department of National Museums
Expenditure Head No : 208

Department of National Museums
Colombo - 07

(01). Corporate Profile / Summary of Implementation:

The main intension of the Department of National Museums is to provide a perfect service to the nation. In this connection, the department has to go for various types of process and to select the most suitable method. The policy planning which is related to this selection requires various resources that are useful for the department and also considered the country's need.

These policies are implemented by the Department of National Museums mainly through its Colombo National Museum which has possessed a wide range of collection that represent the whole Country. In addition, other regional museums such as Colombo Natural History Museum, Kandy National Museum, Ratnapura National Museum, Galle National Museum, Galle Maritime Museum, Dutch Museum at Fort, Anuradhapura Folk Museum, Independence Memorial Museum , Ruhunu Heritage Museum at Magampura and Ancient Technology Museum are administered by the Department of National Museums. The duty of those Museums is to show the cultural and natural history heritage features which are specific to those areas. Further the scope of the Service of this department becomes broader with the mobile museum service.

1.2. The Vision, Mission and future goals of the department.

(a) Vision of the Department

Towards glorious future through conservation, promotion and propagation of National Heritage.

(b) Mission of the Department

Protect the culture and natural heritage resources scientifically and systematically and their presentation for the evaluation, education and entertainment of the public.

(c) Main intention of the Department

The main intension of the Department of National Museums is to provide a perfect service to the nation.

1.3. The most important works of the department.

The duties of the Department of National Museums could be analysed as follows.

- I. Collection, Registration, Conservation and Protection of museum objects and specimens relevant to the subject areas such as Pre-history, Ethnology, Anthropology, Zoology, Entomology, Geology, Botany.
- II. Conducting researches in the aforesaid fields.
- III. Publishing the Spolia Zeilanica (Collection of research publication) and other magazines and subject related publications for the benefit of the diplomats and apprentices
- IV. Conducting of educational programs such as Lectures, Exhibitions and Seminars for the propagation of knowledge relevant to the History of the country, Art and Sculptures and Natural Sciences.

1.4 Structural Organization: (please refer the annexure 01)

1.5 Main sections and regional museums of the department:

The main sections and regional museums of the Department could be mention as follows.

(a). Various sections of the department.

- Ethnology Section
- Anthropology Section
- Zoology Section
- Entomology Section
- Geology Section
- Botanical Section
- Library of the National Museum
- Education and Publication Section
- Conservation Section

- Administration Section
- Accounts Section
- Internal Audit Section
- Photography Section
- Exhibition & planning Section
- Information technology Section

Regional Museums maintain under the purview of the department

- Colombo National Museum
- National Natural History Museum - Colombo
- National Museum - Kandy
- National Museum - Ratnapura
- National Museum - Galle
- Dutch Museum - Pettah
- Folk Museum -Anuradhapura
- Maritime Museum- Galle
- Independence Memorial Museum – Colombo
- Magampura Ruhunu Heritage Museum – Hambantota
- Ancient Technology Museum – Polonnaruwa.

(02). Progress and future perspectives:

Special programmes, achievements, challenges and future goals:

(a). Special programmes

- In order to celebrate the International Museum day conduct a one day seminar on the topic of **Museums as Cultural Hub: Focus on Collection** on 29th May 2019. At the National Museum Colombo.
- Conduct an internship programme from 05th March 2019 to 05th April 2019 during a one month to a group of students from University of Ruhuna.
- Conduct an internship programme from 09th September 2019 to 08th November 2019 to a group of Tourism and Management of Cultural Resources (Special) students from University of Kelaniya .

- Department of National Museums joined with the Ministry of Housing, Construction & Cultural Affairs organized a programme to conduct lectures for school children named “Sanskruithika Punarjeewana” to cover the all island and run throughout the entire year.

(b) Achievements:

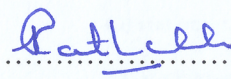
- The Auditorium and the infra-structure facility system at the Magampura Museum were open for the public on 12th January 2019.
- Update the exhibitions in the Independence Memorial Museum – Colombo in order to celebrate the 71st Independence Day.
- Ancient Technology Museum was established on 03rd March 2019 in parallel to the 'Pibidemu Polonnaruwa' project, and implemented under the Rajarata Navodaya Program.
- Open the Wax statue museum on 12th November 2019 affiliates with the Ancient Technology Museum Polonnaruwa.
- Conserve 35 copies of paintings in painting gallery Colombo Museum under the project of conservation.
- Fixed trilingual sign boards for the use of visitors.
- Constructed a separate place for the recycling of garbage in the museum premises.

(c) Future goals:

- Conservation repairs and refurbishment of the exhibition galleries in Dutch Museum .The work is scheduled to be completed by 2020.
- Conservation repair of the building which belongs to the Kandyan era in Ratnapura Museum and the exhibition galleries were reconditioned.
- Establish a Fire Protection System for the national Museum library because there is a very old and very rear collection of books.
- Fully refurbished the surrounding area to gain a balance environment condition as well as an attraction appearance to the historical monument of National Museum building.

(d) Challenges:

- Conservation repairs and other constructions work out by the Department of National Museums are carried out by the Government Construction Agencies. The construction agencies receives an advance or the total cost for the construction at the beginning, but often the construction work is not carried out. As a result, there is no physical progress in line with the financial progress of the respective projects at the end of the year. It is a big challenge with the State Construction Agencies to meet the Departmental targets without carrying out construction work within the relevant time frame.
- Eight out of the 11 museums under the Department of National Museums, have been established in buildings that are considered archaeological monuments which are more than 100 years old. Maintaining and preserving these ancient buildings is a challenging task. What makes this task even a hard challenge is that the Department of National Museums does not have an engineer and a special maintenance unit.
- Eight out of the 11 museums under the Department of National Museums, have been established in the government lands with historical monuments. Department of National Museums does not have the legal liabilities for these lands. This will greatly affect the implementation of new development work. The legal ownership of such lands should be obtained to our Department.



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Sanuja Kasthuriarachchi,
Director General
Department of National Museums.

Statement of Financial Performance
for the period ended 31st December 2019

Rs.

Budget 2019	Note	Actual	
		2,019	2,018
- Revenue Receipts			-
- Income Tax	1	-	-
- Taxes on Domestic Goods & Services	2	-	-
- Taxes on International Trade	3	-	-
- Non Tax Revenue & Others	4	84,730,339	-
- Total Revenue Receipts (A)		84,730,339	-
- Non Revenue Receipts		-	-
- Treasury Imprests		289,719,000	305,740,000
- Deposits		6,398,168	9,062,363
9,500,000.00 Advance Accounts		11,395,444	14,998,295
- Other Receipts			100,484,656
9,500,000.00 Total Non Revenue Receipts (B)		307,512,612	430,285,314
9,500,000.00 Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		392,242,951	430,285,314
Less: Expenditure			
- Recurrent Expenditure		-	-
169,180,000.00 Wages, Salaries & Other Employment Benefits	5	167,205,110	149,256,129
51,820,000.00 Other Goods & Services	6	41,837,833	39,065,666
1,600,000.00 Subsidies, Grants and Transfers	7	1,539,979	1,582,649
- Interest Payments	8	-	-
- Other Recurrent Expenditure	9	234,333	-
222,600,000.00 Total Recurrent Expenditure (D)		210,817,256	189,904,444
Capital Expenditure			
107,000,000.00 Rehabilitation & Improvement of Capital Assets	10	59,313,263	45,676,612
13,900,000.00 Acquisition of Capital Assets	11	5,823,798	10,460,914
- Capital Transfers	12	-	-
- Acquisition of Financial Assets	13	-	-
1,200,000.00 Capacity Building	14	1,056,250	806,500
13,900,000.00 Other Capital Expenditure	15	92,839,085	21,034,762
136,000,000.00 Total Capital Expenditure (E)		159,032,396	77,978,788
19,000,000.00 Main Ledger Expenditure (F)		22,022,868	22,982,986
Deposit Payments		3,431,344	4,000,049
19,000,000.00 Advance Payments		18,591,524	18,982,937
377,600,000.00 Total Expenditure G = (D+E+F)		391,872,520	290,866,218
Imprest Balance as at 31 st December 2019 H			
(368,100,000.00) - (C-G)		370,431	139,419,096

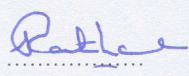


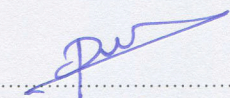
Statement of Financial Position
As at 31st December 2019

		Actual	
	Note	2019	2018
		Rs	Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	10,834,969,981	10,817,342,780
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	46,280,033	40,444,961
Cash & Cash Equivalents	ACA-3	370,431	-
Total Assets		10,881,620,445	10,857,787,741
<u>Net Assets / Equity</u>			
Net Worth to Treasury		33,697,060	30,828,812
Property, Plant & Equipment Reserve		10,834,969,981	10,817,342,780
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	12,582,973	9,616,149
Imprest Balance	ACA-3	370,431	-
Total Liabilities		10,881,620,445	10,857,787,741

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 1 to 57 and Notes to accounts presented in pages from 58 to 73 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.


Chief Accounting Officer
Name :
Designation :
Date : 2020/02/25


Accounting Officer
Name :
Designation :
Date : 2020.02.25


Chief Financial Officer/ Chief Accountant
Director (Finance)/ Commissioner (Finance)
Name :
Date : 2020/2/25

SANUJA KASTHURIARACHCHI
Director General
Department of National Museums
Colombo 07
M.K. Bandula Harischandra
Secretary
Ministry of Buddhism, Cultural and Religious Affairs
8th Floor, "Sethsiripaya"
Battaramulla

W. F. D. P. FERNANDO
Chief Accountant
For the Director General
Department of National Museums



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

	Actual	
	2019	2018
	Rs.	Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	75,297,800	-
Fees, Fines, Penalties and Licenses	-	94,339,703
Profit	-	-
Non Revenue Receipts	689,981	306,747,539
Revenue Collected for the Other Heads	-	-
Imprest Received	289,719,000	-
Total Cash generated from Operations (a)	365,706,782	401,087,242
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	258,449,706	328,170,768
Subsidies & Transfer Payments	-	-
Expenditure on Other Heads	83,570,083	-
Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	342,019,789	328,170,768
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	23,686,993	72,916,474
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	103,500.00	-
Recoveries from On Lending	-	-
Recoveries from Advance	1,573,966	-
Total Cash generated from Investing Activities (d)	1,677,466	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	5,823,798	77,978,788
Advance Payments	18,591,524	-
Total Cash disbursed for Investing Activities (e)	24,415,322	77,978,788
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(22,737,856)	(77,978,788)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	949,137	(5,062,314)
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	2,075,852	-
Total Cash generated from Financing Activities (h)	2,075,852	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Change in Deposit Accounts and Other Liabilities	3,024,989	5,062,314
Total Cash disbursed for Financing Activities (i)	3,024,989	5,062,314
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(949,137)	(5,062,314)
Net Movement in Cash (k) = (g) -(i)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-



3.5 Notes to the Financial statements

3.6 Performance of the Revenue Collections ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected revenue	
		Original	Final	Amount (Rs.)	As a% of Final Revenue Estimate
No	No	No	No	84,820,284	

3.7 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	As a% of final revenue Estimate
	Original	Final		
Recurrent capital	210,000,000 136,000,000	222,600,000 136,000,000	210,752,162 75,439,299	95% 55%

3.7 In terms of F.R. 208 grant of allocations for expenditure to this Department/District Secretariat/provincial council as an agent of the other Ministries/Departments

,000

Serial No	Allocation Received from which ministry/department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation utilization as a% of Final Allocation
			Original	Final		
	Ministry of Internal and Home Affairs and Local Government 155-2-13-2-2509	Urban Development		93,000,000	83,958,419	90%

3.8 Performance of the reporting of Non- Financial Assets

€, ,000

Assets Code	Code description	Balance as per board of Survey Report as at 31.12.2019	Balance as per financial position report as at 31.12.2019	Yet to be accounted	Reporting progress as a %
9151	Building and Structures		800,000,000		
9152	Machinery and Equipment				
9153	Land		33,095,640		
9154	Intangible Assets		10,001,869,340		
9155	Biological Assets				
9160	Work in progress				
9180	Lease assets				

3.9 Auditor general's Report

** The final audit report issued by the Auditor general to be scanned and placed here while submitting to the parliament.

Accounting Officer

Department of National Museum

Auditor General's Consolidated Report of the Department of National Museum

in terms of Section 11(1) of the National Audit Act No 19 of 2018 the Financial Statement for the-year ended 31st December 2019

1. Financial Statement

1.1 Qualified opinion

By virtue of the provision vested in the constitution 154(1) of the constitution of Democratic Socialist Republic of Sri Lanka which shall be read in conjunction with provision of National Audit Act NO 19 of 2018, the audit of the financial statement for the year ended 31st December 2019, and for the year then ended financial performance statement and cash flow statement that make under my direction. This report contains my opinion and observations on the financial statement issued to the department in terms of section 11(1) of National Audit Act No 19 of 2018. The Detailed Annual Management Audit report, relating to the department in terms of the article 10 of National Audit Act No 19 of 2018 which shall be read with constitution 154(6) of the constitution of Democratic Socialist Republic of Sri Lanka will be table in parliament in near future.

In my point of opinion except the effects the matters described in paragraph 1.6 in this report, of those financial statements prepared according to the circular of State Accounts No271/2019 dated on 03rd December 2019 and the financial situation up to 31st December 2019 and for the financial year then ended the financial performance and statement of cash flow statement have been prepared in accordance with the generally accepted Accounting principles. Accordingly its true and fair report.

1.2 Basis for qualified opinion

I conducted my audit quarry according to Sri Lanka Auditing Standards (SLAS). I further described my responsibilities for the financial statements under the section of my report. I believe the audit evidence which I obtain to make a foundation to express my qualified opinion is sufficient and appropriate.

1.3 Responsibility of the Chief Accounting officer and Accounting Officer with regarding the financial statement

The responsibility of the Accounting Officer is take internal controlling decisions to prepare financial statements free from fraudulent statements caused due to the frauds and misconducts and in terms of generally accepted Accounting Principles to express true and fair position should prepare financial statements in terms of the provisions provided the circular of State Accounts No 271/2019 dated on 03rd December 2019.

Should maintain records and registers properly about assets & liabilities, expenditures, all its income etc. By the department to prepare annual and periodic financial statements in accordance to the article 16(1) of National Audit Act No 19 of 2018.

According to the sub section 38(1) (c) of the National Audit Act Accounting officer shall ensure that effective internal control system for the financial control of the department and carry out periodic review to monitor the effectiveness of that system and accordingly implement the changes to maintain the system effectively.

1.4 Responsibility of the Auditor about the auditing of financial Statements

As a whole my objective is to issue Auditor General's consolidated report that include my opinion and provide a fair assurance for the financial statement is free from material misstatements caused to occur frauds and errors. Even though a fair assurance is high level of assurance it is not guarantee always without material misstatements audit conducted in accordance with to Sri Lanka Auditing Standards. Material misstatements can raise due to the effects of the frauds and misconducts individually or collectively and users should notice when take economic decisions on the basis of this financial statements.

As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit..

I also;

- Identify and assess the risk of material misstatements that can be raised due to fraud and misconduct in the financial statement to avoid the risk taking place due to frauds and errors design and perform audit procedures obtain sufficient and appropriate audit evidence that leads to the foundation for my opinion. The impact caused from material statements is more affected than the impact caused from fraud and collusion, forgery, intentional omission or override of internal control would cause a fraud.
- But not for the purpose of expressing an opinion about the effectiveness of internal control in the department in order to design the audit procedure that are appropriate in the circumstances according to the situational position.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management
- As a whole, when submitting the financial statements represent, the underlying transactions and events in a manner that achieves in a fair and suitable manner which base for the structure and content of the financial statement.

I communicate with the Accounting Officer regarding the significant audit findings, major defects in internal control and other matters which came across in my audit.

1.5 Report on other Legal and Regulatory requirements

I express the following facts in terms of section 6(d) of National Audit Act No 19 of 2018.

- a). The financial statement presented for the year under review was compatible with preceding year.
- b). Did not implement the recommendations I have been done regarding with the financial statement for the preceding year.

<u>Paragraph no</u>	<u>Audit Observation</u>	<u>Recommendation</u>
i. 1.6.5	Has been paid Rs.602217/- as Assessment tax for Laksala building which belongs to the department but didn't submit the original copy of the assessment report.	The original copy of the assessment report of Laksala building should submit to audit
ii. 1.2.4(b)	When mentioning the value of opening balance of non financial assets in financial statement for the year 2018, Rs.216,587,551/- shown less from the real balance of the appropriation account for the year 2017 but it didn't correct in the review year even.	Financial statement should be correct by entering the final balance of the year 2017 to the 01 st January 2018.
1.6	Express the opinion about financial statement	
1.6.1	Comments on financial situation	
1.6.1.1	Property and Plant and equipment	

The following observation is made

- a) After the board of survey for the year 2018 many items in the inventory such as office equipment, computers, electrical appliances, office furniture etc, were auctioned in 2019. But the value of those items were not remove in the accounts under disposals.
- b) According to the expenditure record acquire for the capital assets spend Rs. 5,823,798/- . But it has been mentioned in non-financial assessment as Rs. 3,954,457/-. Accordingly it has mention Rs. 1,869341/- less and no explanation for the difference.

1.6.2 Failure to maintain the books and registers

The department doesn't maintain the below mention records and registers and some of records are not maintain properly and not updated. This facts were observed at sample audit.

<u>Name of the Register</u>	<u>Relevant regulation</u>	<u>Observation</u>
i) Register of Fixed assets	According to the 11th appendix of Financial Regulation 502(2)/ Treasury Circular No 842 dated 19 th December 1978.	Not updated and maintain
ii) Register of Fixed assets for computer software	Treasury Circular No 842 dated 19 th December 1978.	No record maintain

iii) Security register	F.R. 89(1)	No record maintain
iv) Inventories of electrical fittings	F.R. 454(2)	No record maintain
v) Stock book on fuel and lubricant	F.R. 1647(d)	No record maintain
vi) Register of automobiles	F.R. 1647(e)	No record maintain
vii) Attendance register for Procurement Committee and Technical Evaluation Committee	Guide lines of state procurement 2.11.2	No record maintain

2. Financial review

2.1 The assurance provide by the Accounting officer

Though the Accounting Officer should give an assurance with regarding the below mention facts in accordance to the provisions of article 38 in National Audit Act No 19 of 2018. But not follow the instructions accordingly.

- a). Accounting officer shall give an assurance to prepared and maintain a proper internal controlling system to control the financial situation of the department and shall make review in time to time to monitor the effectualness of that system and accordingly implement the changes to maintain the system effectively but it is not submitted records of such review to audit.

2.2 Irregular transaction

The following observations are made

- a). Though it should take a proper receipt for each payment in terms of financial regulation 139(4) the Accounting Officer had retain 11 cheques in his possession the total value of Rs. 18, 104,879/- dated 31st December 2018 until 27th May 2019.
- b) The remaining balance total of Rs. 2,201,778/- from 05 projects implemented in 2017 and 01 project in 2018 was settled from the contractor for the renovation of the department canteen.

2.3 Issue and settlement of advance

Department was failed to recover the receivable loan balance of Rs. 1,074,934/- a period of 14years to 25 years as from the officers who vacated the post.

2.4 Operations of bank accounts

- a) Action had not taken to follow the F.R. 393(d) on 12 outstanding cheques valid of Rs. 9,035/- exceed more than 6 months which were not encashed by the department.
- b) When the valid date of a cheque extend did not follow the rules of F.R.391 and Rs. 5,194,149/- had been paid in October 2019 for a cheque issued in December 2018.

3. Review of the operations and performance.

Audit observations relevant to review of the operations, sustainable development, good governess, human resource management regarding with income expenditure, assets and responsibilities have submitted in the financial statement, which are included according to the article 10 of National Audit act No 19 of 2018 mentioned in above chapter1.1.

Chapter 04 – Performance indicators

4.1 Performance indicators of the Institute (Based on the Action Plan)

Special Indicators	Actual output as a percentage(%) of the expected output		
	100-90%	75-89%	50-74%
Copied the exhibit paintings in the painting gallery (conservation) in Colombo Museum	-	80%	-
Conserved the ancient coins in Ethnology Section and stored them properly.	100%	-	-
Renovation of Entomology section.	-	80%	-

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

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
Major targets:					
Collect information, conserve, manage the museum objects in Sri Lanka and assign the real value to the public with the respectability.					
1. Promote the museum to extend museum education.	Establish Polonnaruwa Ancient technology Museum.	Museum equipped with modern technology to introduces outdated technology to the public.			100%
2.optimum conservation of various artefacts for future development	Copied the paintings exhibit in Colombo National Museum.	Copies of the 58 painting conserved			80%
3. To provide knowledge and understanding to people about historical, cultural scientific and artistic heritage.	Conserved ancient coins in Ethnology Section and replace them in order.	8000 coins conserved.			100%

	• Renovation of Entomology gallery.	Open entomology gallery to the public.			80%
	• Commence the basic step of reorganization of Museum Library.	Reorganize the collection of rare books, update them and replace in racks.			100%
	• Update the collection of minerals in Geology section ,photographed the sub collection , update the details ,registered the new donations.	580 minerals			100%
	• Update ,listed and registered the identified unknown specimens of reptiles special group in the collection of conserved wet WHT in Zoology section .	Accomplished the entire registration of 2017 collection.			100%
	• Reconserved the wet conserved Holotype and Paratype collection in Zoology section. P.T.202 H.T.220	Total number of Holotype and Paratype registration-422			100%

5.2 Achievements and challenges of the Sustainable Development Goals:

1. Though funding for sustainable development projects has been approved, often by the end of the year, only a fraction of the appropriations will be received. This is a challenge to achieve sustainable development goals.
2. Post of librarian of the National Museum Library is a position of supra grade. But the position has been vacant for 12 years. The shortage of a supra grade librarian with a subject knowledge is a major challenge in library restructuring process.

Chapter 06 – Human resource profile

06.1 Carder management

	Approved carder	Existing carder	Vacancies/(excess)**
Senior	16	08	08
Territory	05	02	02
Secondary	153	90	63
primary	303	247	56

6.2 How the shortage or excess in human resources has been affected in the performance of the institute.

1. There are 11 vacancies in the senior and tertiary level that are the subjective positions of the department. As a result, a limited number of staff officers have been deployed to supervise the department and regional museums and to conduct research and studies. It has been made a request to the Ministry of Public Administration and Home Affairs to expedite the recruitment process.
2. The department has approved all the recruitment procedures for the recruitment process. It is expected to recruit for the posts of secondary and primary categories.

6.3 Human Resource Development:

Name of the programme	Number of the officers trained	Duration of the programme	Entire investment Rs.		Nature of the program. Local/Foreign	Knowledge gain
Outbound training	43	2019.07.15-16	750000 12480 (Transport)	-	Local	
Advance MS Excel for Junior Officers	01	2019.05.30-31	13000	-	Local	

Salary conversion	05	2019.03.18 -19	42500	-	Local	
Scientific, economical and safe driving for drivers	03	2019.04.04	9750	-	Local	
Systematically maintenance of Accounts books	05	2019.02.28 - 2019.03.01	42500	-	Local	
Duties and performance of leave clerk	02	2019.07.25 -26	17000	-	Local	
Handling and management of power generator	02	2019.10.03 -04	16000		Local	
Salary conversion	01	2019.10.24 -25	8500		Local	
Salary preparation & Revision	01	2019.11.28 2019.12.19	7500		Local	
Install the "Koha" soft wear	03	2019.12.24 2019.12.25	15000		Local	
Upcoming installation of the joint exhibition of Asian civilization	01	2019.05.07 2019.05.11	-	Informal 200 US \$	Foreign	
Upcoming installation of the joint exhibition of Asian civilization	01	2019.08..1 1 2019.08.15	-	Informal 200 US \$	Foreign	
The spectrum of Asia- An Exhibition of Asian civilization	01	2019.09.19 - 2019.09.24	-	Informal 200 US \$ Winter cloths allowance 75 pounds	Foreign	

The British Museum International training program	01	2019.07.08 - 2019.08.16	-	-	Foreign	
The 2 nd ACPCS workshop	01	2019.06.18 - 2019.06.22	-	Informal 200 US \$	Foreign	
The Entrepreneurship development program in Science Museum	01	2019.11.18 - 2019.11.27	-	Informal 400 US \$ Winter clothes allowance 75 pounds	Foreign	

1. Contribute to training programs for the performance of the organization:

1. State Management Officers, drivers, and electricians were directed to selected training programs to update their knowledge with the intention of better service. Newly recruited State Management Officers, who joined with the department without an internal training, were given a training to develop their skills to perform a better duty. And it yield a quality service.
2. Provide a training program to primary level staff personnel to improve their leadership qualities and the purpose of this programme was to give an opportunity to them for positive change in their attitudes and refresh their day –today activities, and enhance their interpersonal social affairs through their personality development too.

Chapter 07 Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Complied		
1.4	Stores Advance Accounts	Not Complied		
1.5	Special Advance Accounts	Not Complied		
1.6	Others			
2	Maintenance of books and registers (FR445)/	Complied		
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		

2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA N20) has been maintained and update	Complied		
03	Delegation of functions for financial control (FR 135)	Complied		
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared			

4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		

5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Not Complied	Due to the vacancy of chief Accountant, had to cover the duties in both positions.	
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of	Complied		

	the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular			
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts	Complied		
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		

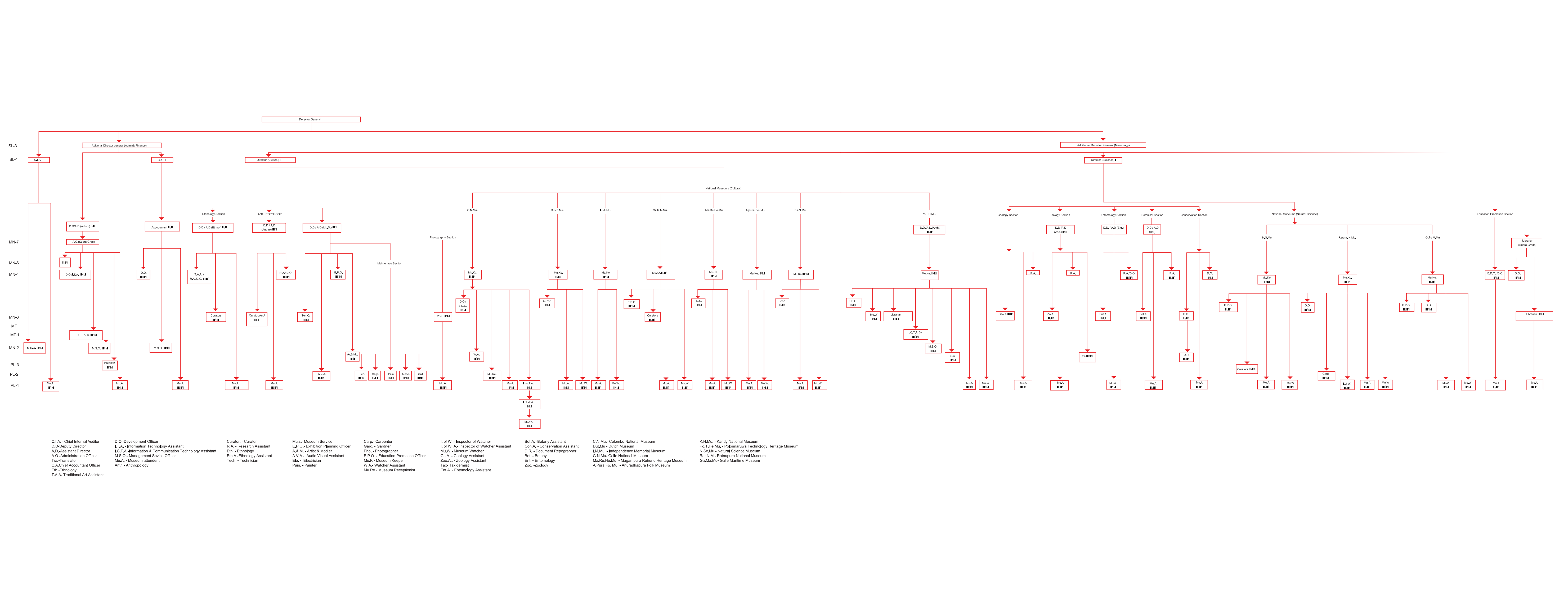
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account	Complied		
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	General Deposit Account	Complied		
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of	Complied		

	FR 176			
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		

17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Not Complied		The Human Resources Plan is being prepared in the year 2020 and is due to be implemented in the future
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan			
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular			

19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular			
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

END



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