Ministry of Finance, Economy and Policy Development

Department of the Registrar of Companies

Performance Report - 2019

Expenditure Head - 297

Contents

01. Institutional Profile/ Executive Summary

1.1 Introduction

Subsequent to the British colonization of Sri Lankan economy in the year 1815, British nationals had taken action to expand the scope of the Sri Lankan business sector by initiating cultivation of export agricultural crops such as coffee, tea and rubber. With a view to facilitate business activities, Registration of companies in Sri Lanka was commenced in 1861 under the Joint Stock Companies Ordinance. During the British rule period up to 04 February 1948, companies were registered under the Joint Stock Banking Ordinance of 1897 and the Companies Ordinance No. 51 of 1938. The Department of the Registrar of Companies had been established under the said Ordinance and vested with the powers to execute Trademark Ordinance, Business Name Ordinance and Cheettu Ordinance and Societies Ordinance. In 1980, the Department of National Intellectual Property was established under the provisions of the Code of the Intellectual Property Act, No. 02 of 1979 and it had been entrusted with the mandate to execute the Trademark Ordinance in 1981.

Whilst the business sector in Sri Lanka has been operated with its own identity after gaining independence, the Companies Act, No. 17 of 1982 had been enacted in 1982 facilitating the business sector. This act had been in force for nearly 25 years and thereafter simplifying the said act, the Companies Act, No.07 of 2007 has been came into operation from 03 May 2007 facilitating to attract large scale investors taken into consideration the expansion of the economy of Sri Lanka.

1.2 Vision and Mission of the Institution

Vision

Develop and foster a trusted business environment by making available an effective regulatory regime capable of instilling a culture of good governance covering the business sector in Sri Lanka.

Mission

The Department of the Registrar of Companies in accordance with the economic and trade policy of the Government of Sri Lanka and endeavors to give a legal standard to business and other institutions under the Acts administered by it and regulate their functions.

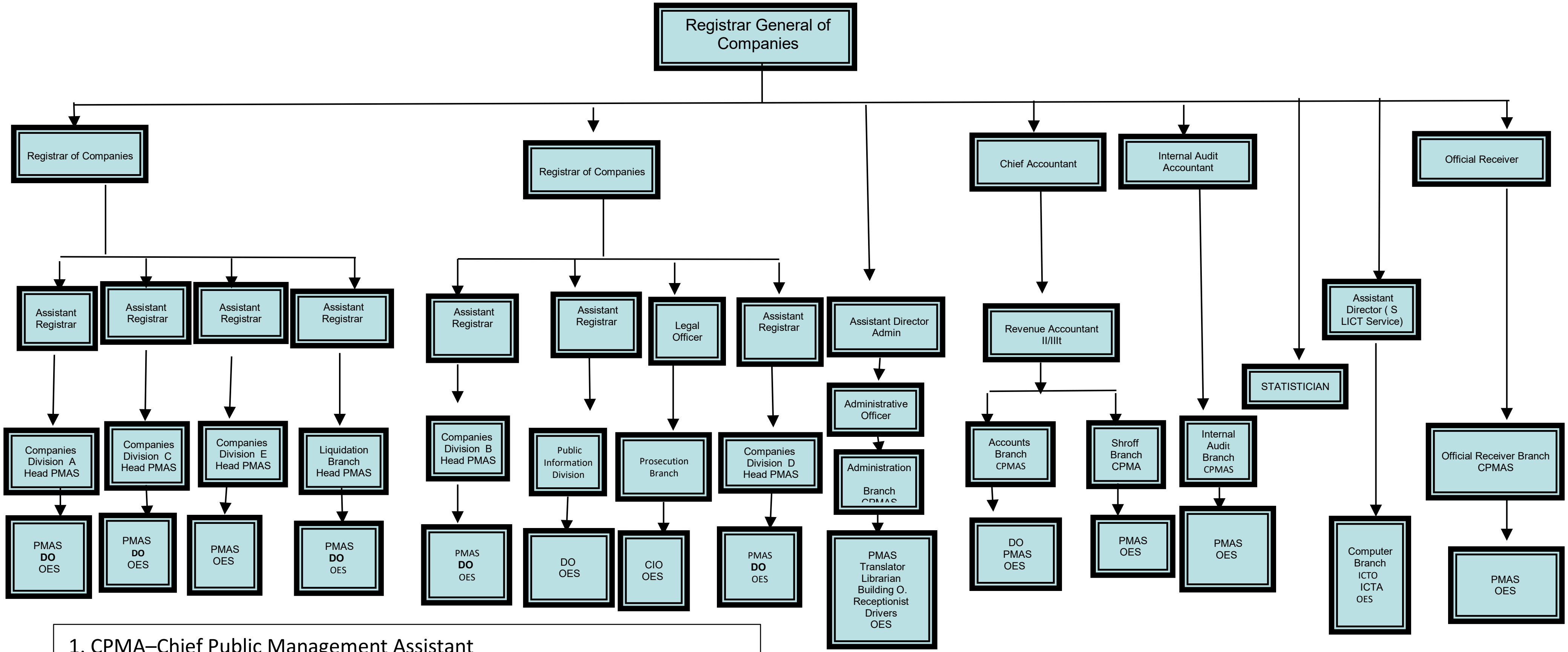
1.3 Objectives and Key Functions

The main function entrusted to the Department is to implement, administer and enforce the below mentioned Acts and Ordinances.

- The Companies Act, No. 07 of 2007
- The Societies Ordinance – Chapter 123
- The Cheettu Ordinance No. 61 of 1935
- The Public Contract Act, No. 03 of 1987

1.4 Organization Chart

Department of the Registrar of Companies



1. CPMA–Chief Public Management Assistant
2. DO – Development Officer
3. PMAS – Public Management Assistant Service
4. ITA – Information Technology Assistant
5. ICTA – Information & Communication Technology Assistant
6. ICTO – Information & Communication Technology Officer
7. CIO – Companies Inspector Officers
8. OES – Officer Employees Service
9. Building O. – Building Overseer
10. OR – Official Receiver

1.5 Main Divisions of the Department and Their Functions

i. Information Division
ii. Division for Name Approval and Incorporation of New Companies
iii. Divisions for Updating Information of Companies and Registration of Documents
iv. Liquidation Division
v. Re-registration Division
vi. Division for Registration of Societies
vii. Division for Registration of Company Secretaries and Auditors
viii. Public Contracts Division
ix. Record Room and Reference Division
x. Litigation Division
xi. Accounts Division
xii. Establishment Division
xiii. Internal Audit Division
xiv. Information Technology Division

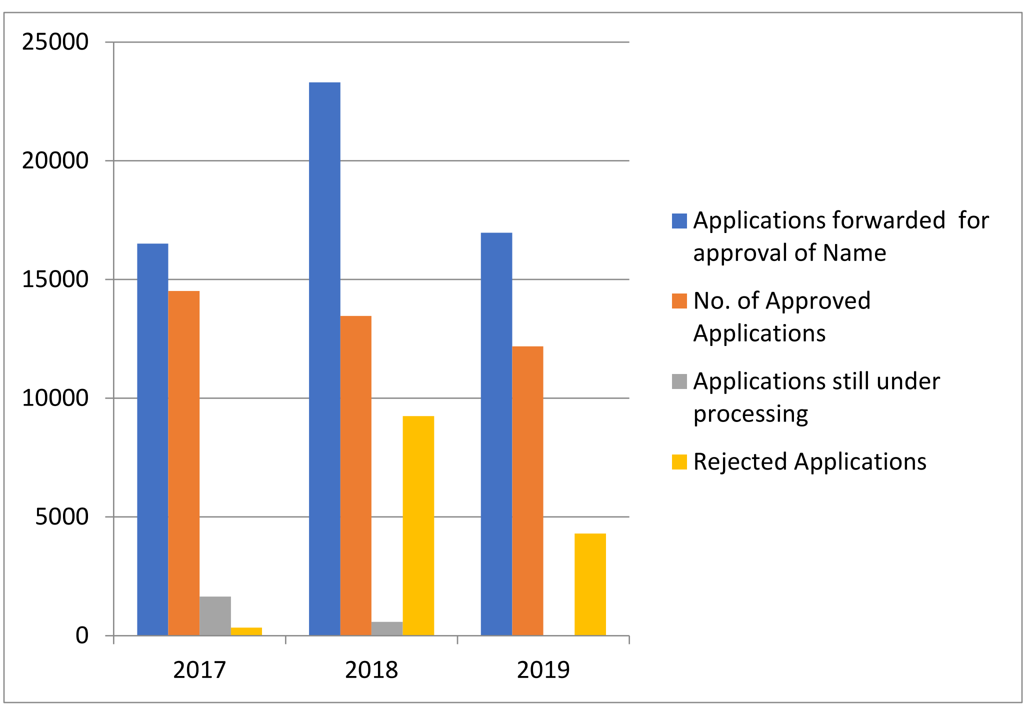
Details of the Divisions and their Functions

i. Information Division

Two well-trained and experienced Senior Officers who have sound knowledge for giving replies to public enquires swiftly have been assigned to this division. All documents brought by public are subject to scrutinize by them before accepting the said documents to the Department. This procedure ensures a minimum inconvenience to the public and avoids delay in issuing certified copies of registered documents.

ii. Division for Name Approval and Incorporation of New Companies

Description	Physical Progress		
	2017	2018	2019
Applications forwarded for approval of Company Names	16,512	23,304	16,967
No. of Approved Applications	14,525	13,474	12,184
Applications still under processing	1,650	588	05
Rejected Applications	337	9,245	4,308



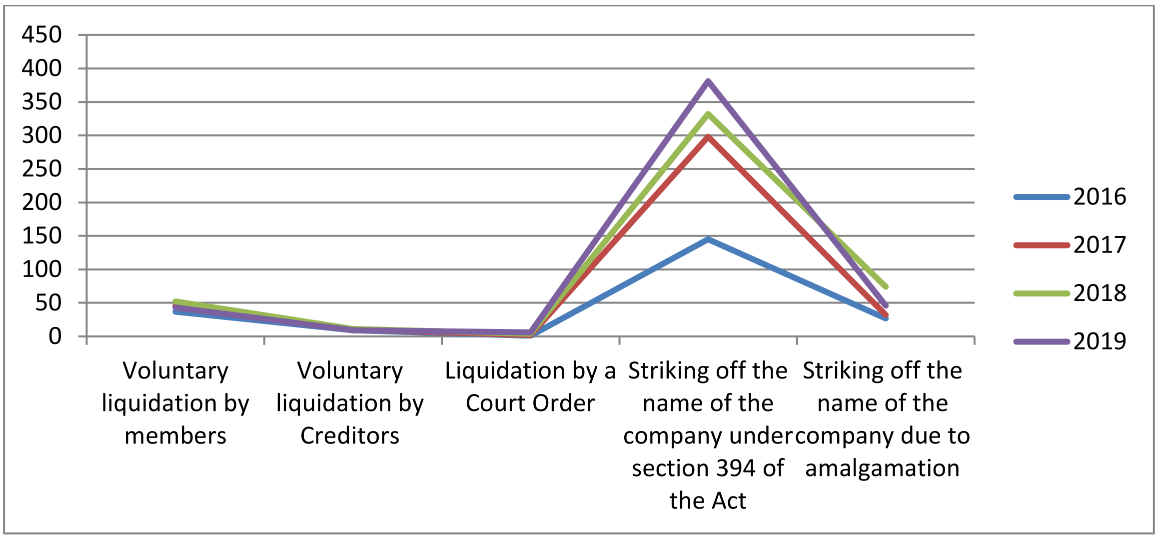
iii. Divisions for Updating Information of Companies and Registration of Documents

Main functions entrusted to this department include registration of documents and issuing of certified copies of the documents. The duties of these divisions are carried out with the assistance of 15 Development Officers and 27 Management Service Officers. Each division is functioning under the supervision of an Assistant Registrar of Companies. These divisions are undertaking the main functions of this Department. As at the end of year 2019, five divisions were functioning in the Department to update details of Companies.

iv. Liquidation Division

(No of Companies subject to dissolution and cancellation (up to 31.12.2019)

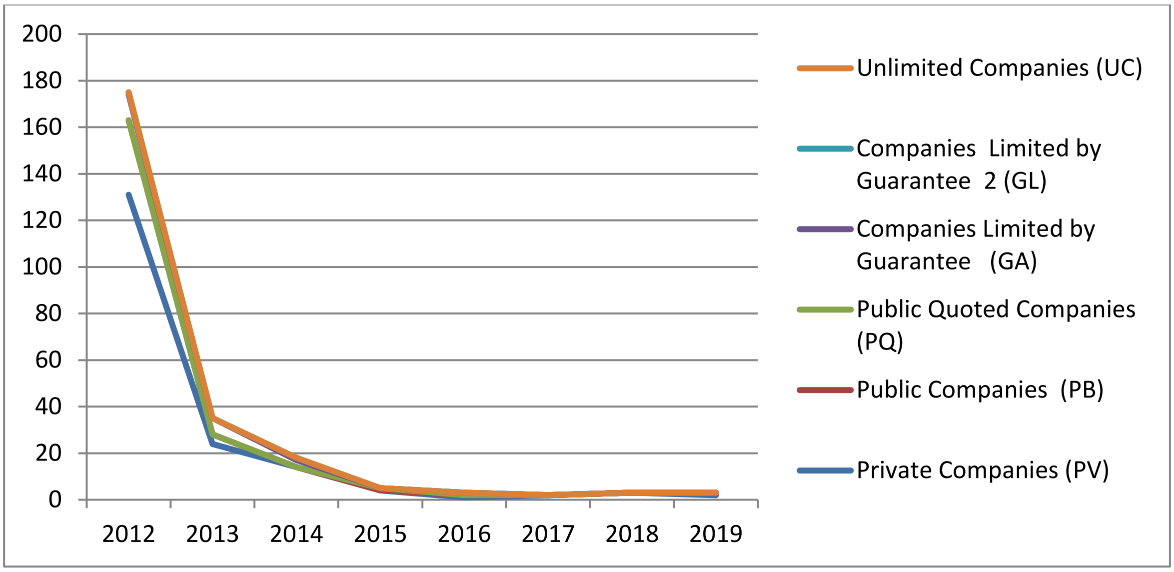
	2016	2017	2018	2019
Voluntary liquidation by members	37	46	52	43
Voluntary liquidation by Creditors	09	10	11	09
Liquidation by a Court Order	01	02	04	06
Striking off the name of the company under section 394 of the Act	145	298	332	381
Striking off the name of the company due to amalgamation	27	32	74	46
Total	219	388	473	485



v. Re-registration Division

This division was established in May 2007 with the enactment of the Companies Act, No. 07 of 2007 to facilitate re-registration of companies. This division is headed by an Assistant Registrar of Companies. Total number of re-registered companies from May 2007 to 31.12.2019 stood at 25,704.

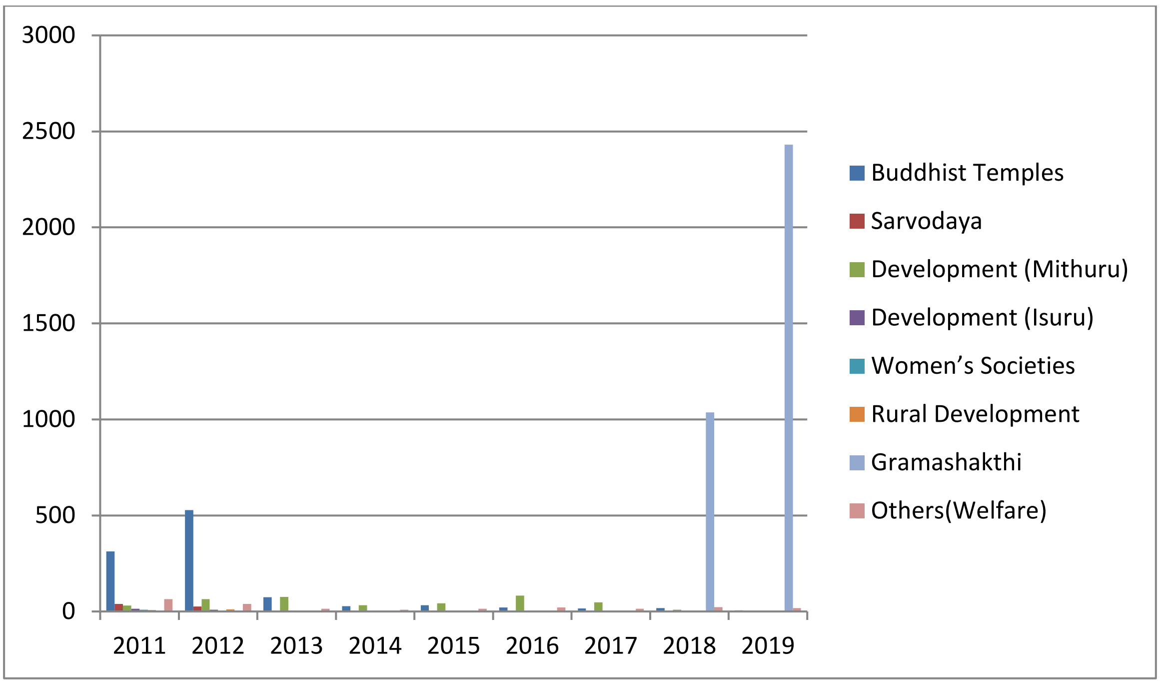
Type of Company / Year	Private Companies(PV)	Public Companies (PB)	Public Quoted Companies (PQ)	Companies limited by Guarantee (GA)	Companies limited by Guarantee 2 (GL)	Unlimited Companies (UC)	Total
2012	131	32	0	11	1	0	175
2013	24	4	0	7	0	0	35
2014	14	0	0	3	1	0	18
2015	4	0	1	0	0	0	5
2016	1	1	0	1	0	0	3
2017	2	0	0	0	0	0	2
2018	3	0	0	0	0	0	3
2019	2	1	0	0	0	0	3



vi. Division for Registration of Societies

Division for registration of Societies is also functioning under the supervision of an Assistant Registrar of Companies. Two Management Service Officers too have been assigned to this division. This division undertakes the registration of new societies and updating of the details of the societies. The number of total registered societies was 16,026 as at 31.12.2019.

Type of Society	2011	2012	2013	2014	2015	2016	2017	2018	2019
Viharasthana	313	528	75	28	32	21	16	18	06
Sarvodaya	39	26	-	-	-	-	-	-	-
Mithuru Sanwardhana	34	64	76	33	43	83	48	09	-
Isuru Sanwardhana	14	09	04	-	-	-	-	-	-
Kantha Samithi	09	02	-	-	-	-	-	-	-
Grameeya Sanwardhana	08	11	-	-	-	-	-	-	-
Gramashakthi	-	-	-	-	-	-	-	1037	2431
Others (Welfare)	64	39	14	10	15	21	15	22	18
Total	**481**	**679**	**169**	**71**	**90**	**125**	**79**	**1086**	**2455**

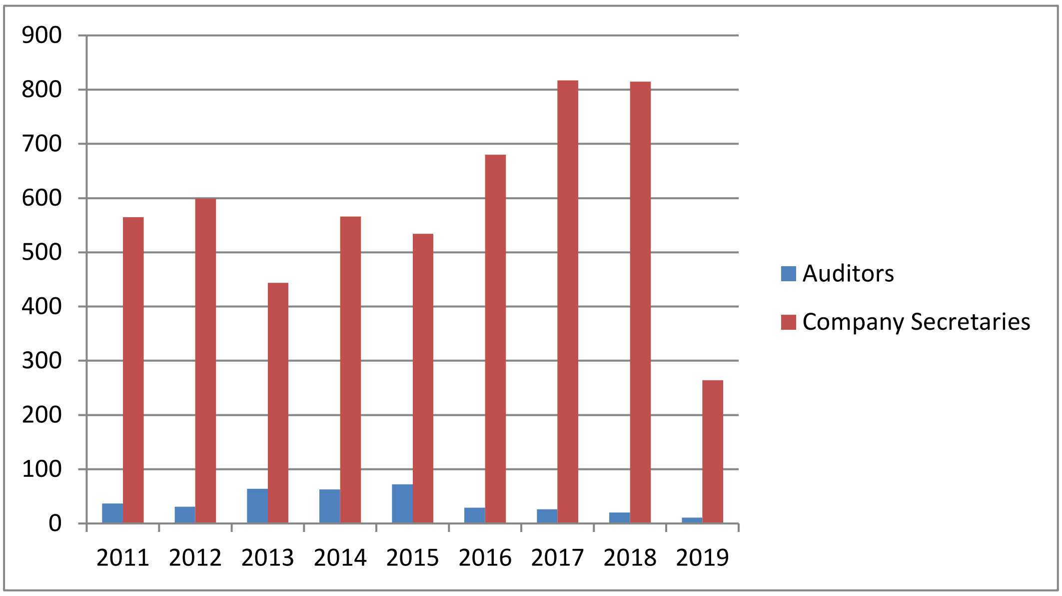


vii. Division for Registration of Company Secretaries and Auditors

This division undertakes the registration of Company Secretaries from the applicants who fulfill requisite qualifications in terms of Company Regulations 1987 (in respect of the Company Secretaries) and also the registration of Auditors from the applicants who fulfill requisite qualifications in terms of Company Regulations 1964 (in respect of the Auditors). 264 Company Secretaries and 11 Auditors have been registered as at 31.12.2019.

Registration of Company Secretaries and Auditors

Year	Auditors	Company Secretaries
2011	37	565
2012	31	599
2013	64	444
2014	63	566
2015	72	534
2016	29	680
2017	26	817
2018	20	815
2019	11	264



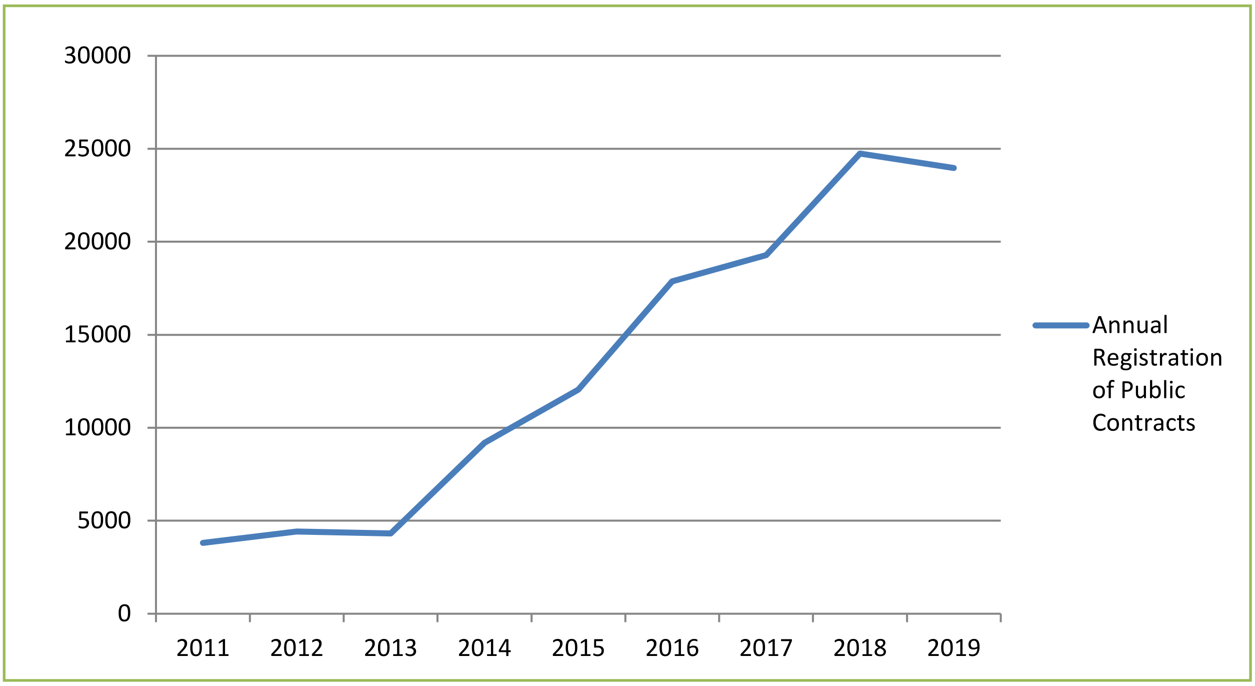
viii. Public Contracts Division

This division engages in registration or renewal of every renderer or every person who acts an agent, sub agent, representative or nominee under the Public Contract Act, No. 03 of 1987 with respect to applications received for contracts where the contract cost exceeds Rs. 5.0Mn and registration and renewals of contracts also.

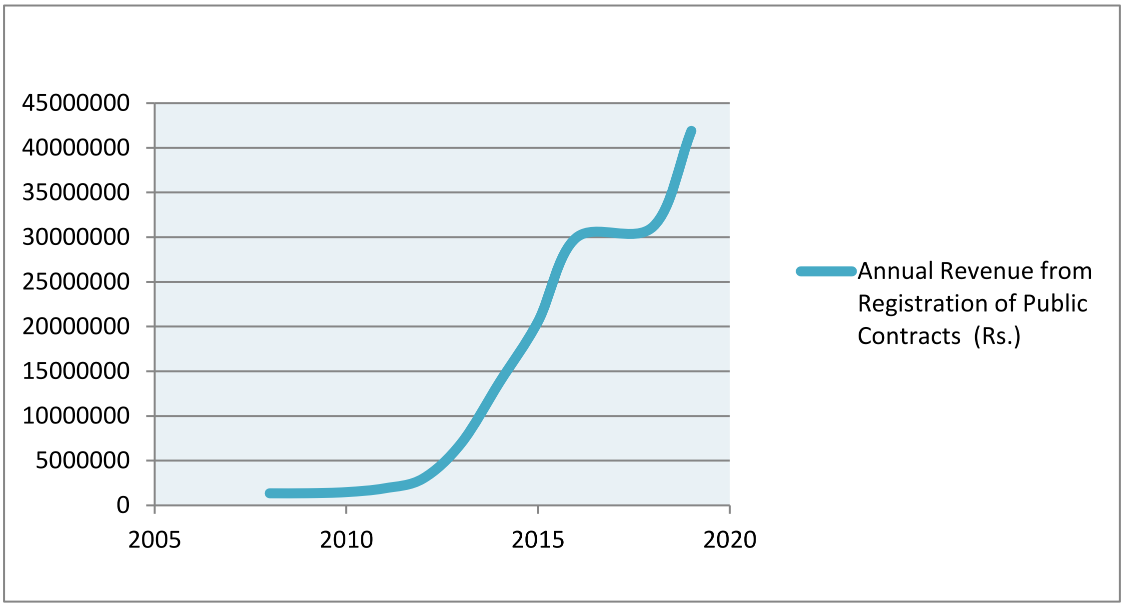
Registration of Public Contracts

Year	No. of Contracts	Revenue (Rs.)
2011	3809	1,909,000.00
2012	4414	2,998,000.00
2013	4320	6,966,000.00
2014	9196	13,794,000.00
2015	12046	20,568,000.00
2016	17875	29,949,500.00
2017	19275	31,174,500.00
2018	24743	39,502,500.00
2019	23962	41,895,000.00

Annual Registration of Public Contracts



Annual Revenue from Registration of Public Contracts (Rs.)



ix. Record Room and Reference Division

The Record Room is functioning under the supervision of an Assistant Registrar of Companies and subordinate staff consists of Management Service Officers and office Assistants. Since the no. of files to be kept at the Record Room is increasing gradually, the need to computerize the departmental process is highly imperative and it is mostly required for the record room indeed.

x. Litigation Division

The instituting of legal actions on behalf of the department is carried out by a staff consisting of four officers. It engages in instituting legal proceedings against companies and directors who violate conditions stipulated under provisions of the Companies Act. Instituting legal action against new cases amounting to 133 has been undertaken during 2019.

xi. Accounts Division

This division has been established in order to carry out accounting activities of the department in the proper manner. The duties assigned to this division are carried out by by Budget Assistants, Management Service Officers and Development Officers under the supervision of the Chief Accountant.

xii. <u>Establishment Division</u>

This division has been established in order to ensure administration activities of the department are being carried out properly. The division is headed by the Administrative Officer and the division consists of Management Service Officers and Development Officers

xiii. <u>Internal Audit Division</u>

The Internal Audit Division was established in 2016 and an Accountant and subordinating staff consisting 02 officers have been appointed to carry out its functions. This division is responsible for the auditing in respect of the departmental activities.

xiv. <u>Information Technology Division</u>

Information Technology Division can be recognized as one of the important divisions in this department which provides an imperative service. The division is headed by an Assistant Director of the Sri Lanka Information and Communication Technology Service.

The functions of this division has been expanded extensively with the introduction of "eRoc Online Process" for the registration of all the companies in the island instead of the manual process which had been in use. It was first inaugurated in April 2018.

With the introduction of this new process, the Information Technology Division has taken several steps towards identifying shortcomings in terms of practical aspects and provided quick solutions for the same. It further enables to carry out company registration process efficiently and effectively within a short period of time in Client Oriented manner.

Some of the significant steps taken can be elaborated as below.

- Introduction of a user friendly process.
- Time taken for registration of a company has been reduced to the maximum possible extent.
- Provide facilities to pay relevant fees through online.
- System Generated Application can be obtained by entering details into the computer instead of submitting self-prepared applications and other relevant formats.
- Clients can retrieve the details of the companies registered by them by simply entering User Login Details at any time and any location.
- The clients who visit the Department of Registrar of Companies for registration purposes are provided with computer facilities by the Information Technology Division.
- Necessary action has already been taken to provide information and guidance on "eRoc Online Process" to clients when it's required.
- Necessary action has already been taken to provide technical guidance when it's required.
- Conducting awareness programmes.

1.6 Company Fund

The company fund has been established under section 479 of the Companies Act, No. 07 of 2007. It is maintained in such manner as the Secretary to the Ministry of Finance, Economic and Policy Development may direct in consultation with the Registrar General. Two-thirds (2/3) of every fee or charge prescribed, levied or recovered under this Act by the Registrar General shall be paid into the Fund. All sums of money required to defray any expenditure incurred by the Registrar-General in the exercise of powers under this Act can be paid out of the Fund.

02. Progress and the Future Outlook

2.1 Special Achievements

- According to the evaluation programme done by the Department of State Accounts, Department of the Registrar of Companies had received Certificate of Excellent Performance awarded by Parliament of Sri Lanka for the financial years 2015 and 2016.

2.2 Challenges

- To complete the e-RoC project intended for computerization of the departmental work process within the specified time period.
- To formalize the work of already established Information Technology Division under a Director (Information Technology) in view of regularizing the online departmental work process under e-RoC project.
- The staff of the Information Technology has to be expanded and trained in line with present functions assigned to it.
- To expand and modernize the Department Building in compliance with the work of e-RoC project (it has already been commenced).

2.3 Future Goals

- To take necessary action to provide efficient service through online work process within minimum time period with respect to all the activities related to the Acts regulated by this Department.
- To enable Sri Lanka to achieve higher rank in the "Ease of Doing Business Index" and facilitate to create conducive and enabling environment to business enterprises.

D.N.R. Siriwardhena

Registrar General of Companies

ACA -F

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

Rs.

Budget 2019		Note	Actual 2019	Actual 2018	
-	**Revenue Receipts**		287,605,130	153,167,506	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	ACA-1
288,000,000.00	Non Tax Revenue & Others	4	287,605,130	153,167,506	ACA-1
-	**Total Revenue Receipts (A)**		287,605,130	153,167,506	
-	**Non Revenue Receipts**		-	-	
-	Treasury Imprests		-	-	ACA-3
-	Deposits		121,495	41,360	ACA-4
3,700,000.00	Advance Accounts		7,681,262	7,212,571	ACA-5
-	Other Receipts		4,044,381	3,343,340	
-	**Total Non Revenue Receipts (B)**		**11,847,138**	10,597,271	
-	**Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)**		**299,452,268**	163,764,777	
	Less: Expenditure				
-	**Recurrent Expenditure**		-	-	ACA-2(ii)
67,100,000.00	Wages, Salaries & Other Employment Benefits	5	65,305,354	57,476,582	ACA-2(ii)
-	Other Goods & Services	6	-	-	ACA-2(ii)
-	Subsidies, Grants and Transfers	7	-	-	ACA-2(ii)
900,000.00	Interest Payments	8	893,282	556,785	ACA-2(ii)
-	Other Recurrent Expenditure	9	-	-	ACA-2(ii)
-	**Total Recurrent Expenditure (D)**		**66,198,636**	58,033,367	
	Capital Expenditure				
-	Rehabilitation & Improvement of Capital Assets	10	-	-	ACA-2(ii)
	Acquisition of Capital Assets	11	-	-	ACA-2(ii)
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	ACA-2(ii)
-	Capacity Building	14	-	-	ACA-2(ii)
-	Other Capital Expenditure	15	-	-	ACA-2(ii)
-	**Total Capital Expenditure (E)**		-	-	
	Main Ledger Expenditure (F)		**11,173,851**	11,144,283	
	Deposit Payments		121,495	41,360	ACA-4
8,600,000.00	**Advance Payments**		11,052,356	11,102,923	ACA-5
	Total Expenditure G = (D+E+F)		77,372,487	69,177,650	
-	**Imprest Balance as at 31st December 2019 H = (C-G)**		222,079,781	94,587,127	

Statement of Financial Position
As at 31st December 2019

	Note	Actual 2019 Rs	2018 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	-	-
Financial Assets			
Advance Accounts	ACA-5/5(a)	22,007,427.00	18,636,333.00
Cash & Cash Equivalents	ACA-3	50,705,312.00	15,215,769.00
Total Assets		**72,712,739.00**	**33,852,102.00**
Net Assets / Equity			
Net Worth to Treasury		-	-
Property, Plant & Equipment Reserve		-	-
Rent and Work Advance Reserve	ACA-5(b)	22,007,427.00	18,636,333.00
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Imprest Balance	ACA-3	50,705,312.00	15,215,769.00
Total Liabilities		**72,712,739.00**	**33,852,102.00**

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 5 to 52 and Notes to accounts presented in pages from 53 to 60 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 Finacial 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 : S.R. Attygalle
Designation : Secretary
Date : 2020.02

....
Accounting Officer
Name :
Designation :
Date : 2020.02.27

D. N. R. SIRIWARDHANA
Registrar General of Companies
Department of Registrar of Companies
400, D. R. WIJEWARDENA MAWATHA,
COLOMBO 10.

....
Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 2020.02.27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
'Samagam Medura'
Wijewardena Mawatha,
Colombo 10

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

	Actual 2019 Rs.	2018 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	287,605,130	153,167,506
Profit	-	-
Non Revenue Receipts	532,080	10,029
Revenue Collected for the Other Heads	-	-
Imprest Received	-	-
Total Cash generated from Operations (a)	**288,137,210**	**153,177,535**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	57,185,070	50,443,126
Subsidies & Transfer Payments	-	-
Expenditure on Other Heads	95,333	-
Imprest Settlement to Treasury	222,135,312	94,715,769
Total Cash disbursed for Operations (b)	**279,415,715**	**145,158,895**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	8,721,495	8,018,640
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	-	-
Total Cash generated from Investing Activities (d)	-	-
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	-	-
Advance Payments	-	-
Total Cash disbursed for Investing Activities (e)	-	-
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	-	-
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	8,721,495	8,018,640
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	-	-
Total Cash generated from Financing Activities (h)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	8,600,000	7,977,280
Repayment of Foreign Borrowings	-	-
Deposit Payments	121,495	41,360
Total Cash disbursed for Financing Activities (i)	**8,721,495**	**8,018,640**
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(8,721,495)	(8,018,640)
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

Company Fund Established In terms of Companies Act No 07 of 2007

Statement of Financial Position as at 31.12.2019

	Notes	2019.12.31	2018.12.31
		(Rs.)	(Rs.)
Assets			
Current Assets			
Cash and Cash Equivalents	11	12,941,705	28,703,406
Receivable Income	12	1,336,233	2,371,791
Advance Payments	13	755,758	695,639
Guarantee deposit from the Security Services		25,000	25,000
Investment - Treasury Bonds	14	765,444,981	
Investment - Treasury Bills	15	363,940,199	1,306,954,781
Receivable Treasury Bonds Interest	16	88,355,414	39,020,319
Receivable Treasury Bills Interest	17	23,674,074	63,084,274
		1,256,473,364	1,440,535,210
Non-Current Assets			
Investment on Shares		90,275,000	90,275,000
Plant, Property & Equipment	18	341,157,898	339,834, 017
Continuing Work Account	19	72,888,758	14,788,450
Advance Payment to DST	20	1,062,510,912	1,172,934,008
Investment Treasury Bond	21	3,128,897,791	2,164,537,163
		4,695,730,360	3,782,368,728
Total Assets		5,952,203,723	5,223,303,928
Liabilities			
Current Liabilities			
Accrued Expenditure	22	17,732,654	5,092,332
General Deposit Account	23	55,047	163,095
		17,787,701	5,255,427
Non-Current Liabilities			
Total Liabilities		17,787,701	5,255,427
Net Assets		**5,934,416,023**	**5,218,048,511**
Net Assets / Equity			
Accumulated Surplus / Deficit	24	5,934,416,023	5,218,048,511
Total Net Assets / Equity		**5,934,416,023**	**5,218,048,511**

Company Fund -
Financial Performance Statement for the
year ended 31.12.2019

	Notes	2019	2018	2017
Revenue				
Receipts of the Registrar General of Companies	1	**437,891,762.01**	**440,465,000,41**	**400,604,774.70**
Other Revenues		**355,655,341.73**	**299,811,379.61**	**233,093,519.52**
Interest of treasury bonds	2	274,093,415.77	179,471,877.76	232,979,314.52
Interest of treasury bills	3	71,066,508.96	108,657,226.70	
Interest of treasury bills - Liquidation			1,503,354.15	
Rent from Building	4	10,120,000.00	9,600,000.00	9,600,000.00
Rent from the Canteen	5	12,000.00	12,000.00	12,000.00
Other Revenues	6	363,417.00	566,921.00	102,205.00
Total Revenue		**793,547,103.74**	**740,276,380.02**	**633,698,294.22**
Expenditure				
Salaries, Wages and Employee Benefits	7	(19,471,564.70)	(26,806,266.35)	(16,989,601.58)
Supplies and Consumables	8	(62,036,873.88)	(47,597,488.78)	(42,560,721.14)
Depreciation	9	(11,248,385.22)	(8,852,047.40)	(10,812,935.44)
Other Expenditure	10	(350.00)	(800.00)	(305.90)
Total Expenditure		**(92,757,174.10)**	**(83,256,602.53)**	**(70,363,564.06)**
Surplus		**700,789,929.64**	**657,019,777.49**	**563,334,730.16**

Company Fund established under the Provision of Companies Act No.07 of 2007

Receipt and Payment Statement for the year ended 31.12.2019

	Rs	Rs
Opening balance of the Cash book		
Balance of the account numbered 100153298050		28,783,405.52
Add : Cash receipts during the year		
Receipts of Company Registrar (Cash, Cheque) - 143100153298050	642,276,341.35	
Receipts of Company Registrar (Internet – Sampath Bank)	220,689,878.50	
Receipts of Company Registrar (Internet – Nation Trust Bank)	30,683,487.50	
Receipts of Public contract (VAT)	5,575,475.00	
Advance Recovery from Deputy Secretary to Treasury	110,423,185.51	
VAT Receipt for tenders	27,000.00	
Receipts of Money Orders	157,395.00	
Rent from buildings	11,720,000.00	
Receipts after being matured treasury bills	2,182,015,800.53	
Other Deposits	138,098.67	
Rent from canteen	12,000.00	
Other Revenues	363,417.00	3,204,082,079.06
		3,232,865,484.58
Less: cash payments during the year		
Overtime and holiday payments	14,108,172.06	
Travelling Expenses – Local	147,121.10	
Travelling Expenses – overseas	2,352,055.45	
Stationary and office necessities	4,814,216.23	
Fuel	1,517,517.00	
Uniforms	112,000.00	
Medical Supplies	9,919.05	
Other (1205)	1,018,220.00	
Vehicle Maintenance	612,617.60	
Plant and equipment (maintenance)	2,721,969.16	
Buildings (maintenance)	698,149.09	
Transportation expenses	2,614,015.00	
Postal and communications	2,951,052.77	
Electricity and Water	13,353,172.87	
Amount of Rate	2,116,800.00	
Other Expenses (1409)	19,064,458.61	
Building and Construction – Advancement	900,107.50	
Plant and Equipment – Advancement	525,721.60	
Furniture and Office equipment	315,819.00	
Plant and equipment	622,407.00	
Training and Skills Development	133,500.00	
Restructuring	68,834,242.22	
Payments to Deputy Secretary to Treasury - To head 20.03.02.10	226,853,316.00	
Payments to Deputy Secretary to Treasury - To head 20.03.02.12	4,398,500.00	
Payments to Deputy Secretary to Treasury - To head 10.03.07.08	129,280,000.00	
Payments to Com. Gen. of I. R. - VAT	101,577,169.35	
Bank Charges	350.00	

Treasury Bills Bonds investment	2,617,994,214.30	
Payback from the revenue	30,829.99	
Pay back from deposits	246,146.40	3,219,923,779.35
Closing balance of the Cash book		
Balance of the account numbered 100153298050		12,941,705.23
		3,232,865,484.58

Company Fund - Cash Flow Statement (indirect)
Cash Flow Statement for the year ended 31.12.2019

	Rs	Rs
Cash flows from Operating Activities		
Surplus of the Income Expenditure Account		700,789,930
Adjustments		
Depreciations	11,248,386	
Interest Income	(345,159,925)	
		(333,911,539)
		366,878,391
Changes in Working Capital		
Receivable Income	1,035,558	
Advance Payments	(60,120)	
Advances to DST	110,423,186	
Accrued Expenditure	12,640,322	
General Deposit Account	(108,048)	
		123,930,898
Net Cash Flow from Operating Activities		490,809,289
Cash flows from Investment Activities		
Cash on maturity of Treasury Bonds	1,863,046,398	
Investment on Treasury Bonds/ Bills	(2,617,994,214)	
Purchasing of Fixed Assets	(70,672,576)	
Interest Received	318,969,403	
Net Cash Flow from Investment Activities		
		(506,650,989)
Net Increase in Cash and Cash Equivalents		(15,841,700)
Cash balance as at 01.01.2019	28,783,406	
Cash balance as at 31.12.2019	12,941,705	
		15,841,700

Note-(i)

Statement of Losses and Waivers

(Losses under F.R. 106 and F.R. 113)

Expenditure Head No : 297 **Ministry / Department / District Secretariat : Department of the Registrar of Companies**

Programme No. & Title : 01 Administratioı

(i) **Statement of Losses Recovered/Written off/Waived off during the year.**

	Value	No.of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00		
Over	Rs. 25,000.01		
	Total		

Classification of the cases by nature of Losses.	No.of Cases	Value (Rs.)
1		
2		
3	No	
4		
Total		

(ii) **Statement of Losses being held to be Written off/Waived off or recoverable so far**

	Value	No.of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	No	
Over	Rs. 25,000.01		

Age Analysis per (ii)

Less than five years	No.of Cases		No
	Amount	Rs.	
5-10 years	No.of Cases		No
	Amount	Rs.	
	No.of Cases		No
Over 10 years	Amount	Rs.	

Classification of the cases by Nature of Losses	No.of Cases	Value (Rs.)
1		
2	No	
3		
4		
Total		

Note- Details on losses under F.R.106 and waives under F.R. 113 accounted under object code no 1701 and such losses and waivers expected to be accounted in coming years should be included.

………………………………………………………

Chief Financial Officer /Chief Accountant/Director (Finance)/ Commissioner (Finance)

Date : 2020.02.27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400 D.R. Wijewardena Mawatha

Note-(ii)

Statement of write off from books

Expenditure Head No : 297 **Ministry / Department / District Secretariat : Department of the Registrar of Companie**
Programme No. & Title : 01 Administration of the Companies Act

1 **Statement of losses and waivers under F.R. 109 during the year**

	Value		No. of Cases	Value (Rs.)
(i)	Below Rs. 25,000.00	....	....	....
(ii)	Over Rs. 25,000.01	....	....	....
	Total			

2 **Statement of write off from the book and recoveries under F.R. 109 during the year**

Nature of Loss	Opening balance which was not written off	Value of loss	Recoveries	Value written off from the book	Balance carried forward which was not written off	Reference No. of Approval for write off from the book
	Rs.	Rs.	Rs.	Rs.	Rs.	
1						
2						
3						
4						
5						
6						
Total						

Note - Excluding losses and waivers to be accounted in Note(i), only any other losses and waivers under F.R.109 should be included in this format.

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2020.02.27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400 D.R. Wijewardena Mawatha,
Colombo - 10

Note-(iii)

Statement of Liabilities and Commitments

Ministry/Department/District Secretariat: Department of the Registrar of Companies
Expenditure Head No: 297
Programme No. & Title: 01 Administration of the Companies Act

Name of the Person/Institution	Commitment No	Month	Date	Head	Programme	Project	Sub Project	Object Code	Finance Code	Details of Item	Commitment	Commitment Balance	Liability Date	Liability Amount	Revised Liability	Paid Liability	Liability Balance
1. Ministries/Government Department																	
....																	
....																	
Total	No								No								
2. State Corporations/Statutory Boards																	
....																	
....																	
Total																	
3. Others (Private Parties)																	
....																	
....																	
Total																	
Grand Total																	

Nature of payments/Liabilities should be recognized separately as follows.

1. Ministries/Government Departments
2. State Corporations/Statutory Boards
3. Private Parties

Liabilities are transactions of which payments have not been made to the relevant parties, although goods, services or assets and services pertaining to construction contracts have been received during the respective accounting year.

Commitments are contracts or written agreements which have been entered in to with the external parties in order to obtain goods and services during the respective accounting year, although the relevant assets or services have not been received.

....
Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2020.02.27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400, D.R. Wijewardena Mawatha,
Colombo 10.

Note(iv)

Statement of Liabilities - (i)

Statement of Commitments in terms of FR 94 (2) and (3)

Name of Ministry / Department / District Secretariat : Department of the Registrar of Companies

Expenditure Head No. : 297

Programme No. & Title : 01 Administration of the Companies Act

Name of the Person/Institution	Description of Commitments	Project	Sub Project	Object Code	Financing Code	Maximum Commitment Ceiling In terms of FR 94(2) Provisions (Rs.)	Total Cost Estimate In terms of FR 94(3) (Rs.)	Commitment & Liability Amount (Rs.)
1. Ministries/Government Department	No							
....								XX
....								XX
Total								
2. State Corporations/Statutary Boards								
....								XX
....								XX
Total								
3. Others (Private Parties)								
....								XX
....								XX
Total								
Grand Total								

....

Chief Financial Officer/Chief Accountant/Director(Finance)/Commissioner(Finance)

Date : 2020.02 . 27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400, D. R. Wijewardena Mawatha,
Colombo - 10

Note-(v)

Statement of Liabilities - (ii)

Provision Transferred to the Deposit Account in terms of FR 215 (3) (b) & (c)

Name of Ministry / Department / Districr Secretariat : Department of the Registrar of Companies
Expenditure Code : 297
Programme No. & Title : 01 Administration of the Companies Act

Name of the Person/Institution (To be identified at the time of Transfering the Provision to Deposit Accounts.) *	Description of Liability	L/C No.	Particular of Vote details from which Provisions were Transfered				Deposit Account No.	Amount Transferred (Rs.)
			Project	Sub Project	Object Code	Financing Code		
1. Ministries/Government Department								
....								XX
....	No							XX
Total								
2. State Corporations/Statutary Boards								
....								XX
....								XX
Total								
3. Others (Private Parties)								
....								XX
....								XX
Total								
Grand Total								

Chief Financial Officer/Chief Accountant/Director(Finance)/Commissioner(Finance)
Date : 2020.02 . 27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400, D.R. Wijewardena Mawatha
Colombo 10

Note-(vi)

Statement of Claims under Reimbursable Foreign Aid

Ministry / Department / District Secretariat : Department of the Registrar of Companies

Programme No. & Title : 01 Administration of the Companies Act

		Rs.
(1)	Provision in Estimates - 2019 under Reimbursable Foreign Aid including Supplimentary provisions	
(2)	Total Expenditure disbursed during the year 2019, against (I) above	....
(3)	Total of Reimbursement Cliams outstanding as at 01st January 2019	....
(4)	Total of Reimbursement Claims made during the year 2019, in respect of years 2018 & prior years (if any)	....
(5)	Total of Reimbursement Claims made during the year 2019, in respect of year 2019	....
(6)	Total of Claims disallowed by the Donor, during 2019 (if any), in respect of Claims 2018 or prior years (if any)	....
(7)	Total of Claims disallowed by the Donor, during 2019 (if any), in respect of Claims 2019	No
(8)	Total of Reimbursements received during the year 2019, in respect of years 2018 or prior years	....
(9)	Total of Reimbursements received during the year 2019, in respect of years 2019	
(10)	Total of reimbursement Claims outstanding as at 31st December 2019 [(3+4+5) - (6+7)] - (8+9)	....
(11)	Total of Reimbursement Claims made after 31/12/2019 in respect of 2019 up to the finalization of theFinancial Statements	....
(12)	Total of Reimbursement received after 31/12/2019 up to the finalization of the Financial Statements	....
(13)	Total of Reimbursement Claims outstanding as at the date of presenting the Financial Statements (10 + 11 - 12)	....

....

Chief Financial Officer /Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Date : 2020.02 . 27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400 D.R. Wijewardena Mawatha,
Colombo - 10

Note-(vii)

Statement of Missing Vouchers

Ministry / Department / District Secretariat : Department of the Registrar of Companies
Expenditure Head No : 297
Programme No. & Title : 01 Administration of the Companies Act

Date	Voucher No.	Name of Payee	Nature of Payment	Amount (Rs.)
		No		

....
Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2020.02.27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
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Colombo - 10

Note-(viii)

The Status Report as at 31/12/2019 on Bank Accounts opened in terms of Treasury Operation Circular No. 3/2015 of 23.10.2015

Expenditure Head No. : 297 **Ministry / Department / District Secretariat :** **Department of the Registrar of Companies**

Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2019 (Rs.)	Balance as Per Cash Book as at 31/12/2019 (Rs.)	Total Value of Cheques not yet Presented to Bank as at 31/12/2019 (if exceeds 6 months)	Month of Last Bank Reconciliation Prepared
1	People's Bank	143100199027300	1810694			12//2019

I hereby certify that the above information is true and correct.

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2020.02 . 27

LAKSHMI DAHANAYAKE
Chief Accountant
Department of The Registrar of Companies
"Samagam Medura"
400 D.R. Wijewardena Mawatha,
Colombo - 10

3.5 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original Estimate	Final Estimate	Amount (Rs.)	as a % of Final Revenue Estimate
1003.07.08	Company Registration Levy	-	-	129,280,000	-
2003.02.10	Fees of Registrar General of Companies	200,000,000	250,000,000	226,853,316	90.74%
2003.02.12	Fees levied under Public Contract Act	38,000,000	38,000,000	41,895,000	110.25%

3.6 Performance of the Utilization of Allocations

297

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original Allocation	Final Allocation		
Recurrent	68,000,000	68,000,000	66,198,636	97.35%
Capital	-	-	-	-

Company Fund

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original Allocation	Final Allocation		
Recurrent	73,671,100	74,847,800	68,211,456	91.13%
Capital	261,400,000	145,900,000	71,331,797	48.8%

3.7 In terms of F.R.208 grant of allocation for expenditure to this Department

Rs. ,000

Serial No.	Allocation Received from Which Ministry/ Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original Allocation	Original Allocation		
	None	-	-	-	-	-

3.8 Performance of the Reporting of Non-Financial Assets

Rs. ,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				
9152	Machinery				
9153	Lands				
9154	Intangible Assets	No			
9155	Biological Assets				
9160	Work in Progress				
9180	Leased Assets				

- **The fixed assets are not being accounted under CIGAS. It is being brought into accounts under the accounts of the Company Fund.**

04. Performance Indicators

4.1 Performance Indicators of the Institute

Specific Indicators	Actual Output as a Percentage (%) of the Expected Output		
	100% - 90%	75% - 89%	50% - 74%
Incorporation of the Companies	114%		
Registration of the Documents	91%		
Registration of the Societies	100%		
Registration of Company Secretaries			31%
Registration of Public Contracts	96%		

Yearly wise Registration Details of Companies under the Companies Act, No.07 of 2007

Category	2012	2013	2014	2015	2016	2017	2018	2019
Private Limited Liability Companies	6,783	5,735	6,594	7,526	8,003	9,413	11,123	11,034
Public Limited Liability Companies	192	53	80	57	57	61	43	51
Companies Limited by Guarantee	46	34	41	113	48	43	160	71
Societies	124	112	91	30	140	148	59	177
Foreign Companies	38	38	37	35	41	42	41	30
Off-Shore Companies	1	0	1	1	0	0	0	0
PLC Companies	0	0	0	4	2	1	0	0
Newly Registered Companies	7,184	5,972	6,844	7,766	8,291	9,708	11,426	11,363
Total Registered Companies	34,471	40,443	47,287	55,053	63,344	73,052	84,478	95,841
Re- Registered Companies	175	35	18	5	3	2	3	3
Total Re-Registered Companies	25,008	25,043	25,061	25,066	25,069	25,071	25,074	25,077
Grand Total	**59,470**	**65,477**	**72,339**	**80,110**	**88,404**	**98,123**	**109,552**	**120,918**
Companies Strike Off	312	514	408	342	214	388	473	485
Total No. of Strike Off Companies	617	1,131	1,539	1,881	2,095	2,483	2,956	3,441
Total no. of functioning Companies	**58,853**	**64,346**	**70,800**	**78,229**	**86,309**	**95,640**	**106,596**	**117,477**

05. Performance on the Achieving Sustainable Development Goals (SDG)

5.1 Identified Sustainable Development Goals

Goal/ Objective	Targets	Indicators of the Achievements	Progress of the Achievements to date		
			0% - 49%	50% - 74%	75% - 100%
Increase the no. of companies sought registration	**Private Limited Liability Companies** **Public Limited Liability Companies** **Companies Limited by Guarantee** **Off-Shore Companies**	No. of Registered Companies			%100
Increase no. of registered Societies	Mutual Assistance Socities and Socities with special enforeable powers	No. of Registered Socities			%100
Increase no. of registered public contracts		Registered Contractors, Agents and Public Contracts			%100
To achieve higher place in the "Ease of Doing Business Index" (To reach 70th position in the Index)		(Ease of Doing Business Index)			

5.2 Achievements and challenges in accomplishment of Sustainable Development Goals

Challenges

- Due to lack of online facilities to general public, they are not in a position to submit applications for registration of companies and societies through online.

Achievements

- Through online access to registration purposes enables registration without documents.
- Reduce the time required for such work.
- Enhance the efficiency and effectiveness of the work process of the Department.
- Ability to engage in registration activities either from home or office, without visiting the Department.

06. Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies
Senior	14	09	05
Tertiary	04	02	02
Secondary	107	91	16
Primary	31	29	02

6.2 How the shortage in human resources has been affected to the performance of the Institute

- Despite a significant number of registrations have been undertaken by this Department on daily basis in respect of all divisions entrusted with the task of registrations, the availability of human resources is not sufficient. The shortage of human resources in the cadre positions accounts for major impediment towards discharging duties and encounters difficulties as well.

6.3 Human Resource Development

Name of the Programme	No. of Staff Trained	Duration of the Programme	Total Investment(Rs.000)		Nature Of the Programme(Local/Abroad)	Output/Knowledge Gained
			Local	Abroad		
Asia Pacific Joint Group Review Meeting	01	2019.01.08 - 2019.01.10	-	680,798/=	Abroad	
Transforming Registries into Cross Border Enablers – Beyond national	01	2019.04.07 – 2019.04.11	-	434,821/=	Abroad	
Asia Pacific Group of Money Laundering	01	2019.08.18 – 2019.08.23	-	788,609/=	Abroad	
Present Office Procedures and Office Management	02	2019.05.30 - 2019.05.31	17,000/=	-	Local	Knowledge gained has been applied according to the nature of the duties.
Establishment Code and Financial Regulations	02	2019.06.20 - 2019.06.21	17,000/=	-	Local	Knowledge gained has been applied according to the nature of the duties.
Public Sector Accounting Procedures and Bringing Treasury Transactions into the Books	02	2019.07.04 - 2019.07.05	17,000/=	-	Local	Knowledge gained has been applied according to the nature of the duties.
Web Development Using PHP & MYSQL	01	2019.07.29 -2019.07.31	18,000/=	-	Local	Knowledge gained has been applied according to the nature of the duties.
Disciplinary Management in Public Institutions	01	2019.08.05 - 2019.08.07	12,000/=	-	Local	Knowledge gained has been applied according to the nature of the duties.
Salaries and Salary Revisions within Establishment Code	07	2019.11.28 - 2019.11.29	52,500/=	-	Local	Knowledge gained has been applied according to the nature of the duties.

07. Compliance Report

S. No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
01	**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 Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others - Accounts of the Company Fund	Complied		
02	**Maintenance of Books and Registers (F.R.445)**			
2.1	Fixed Assets Register has been maintained and updated in terms of Public Administration Circular 267/2018.	Complied		
2.2	Personal emoluments register/ Personal emoluments cards have been maintained and updated.	Complied		
2.3	Register of Audit Queries has been maintained and updated.	Complied		
2.4	Register of Internal Audit Reports has been maintained and updated.	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 updated.	Complied		
2.7	Inventory Register has been maintained and updated.	Complied		
2.8	Stocks Register has been maintained and updated.	Complied		

2.9	Register of Losses has been maintained and updated.	Complied		
2.10	Commitment Register has been maintained and updated.	Complied		
2.11	Register of Counterfoil Books (GA — N20) has been maintained and updated.	Complied		
03	**Delegation of functions for financial control (F.R. 135)**			
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 control 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		
04	**Preparation of Annual Plans**			
4.1	The Annual Action Plan has been prepared.	Complied		
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 Department of Treasury Operations on time.	Complied		
05	**Audit Queries**			
5.1	All the audit queries have been replied within the time specified by the Auditor General.	Complied		
06	**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/l-2019.	Complied		
6.2	All the internal audit reports have been replied within one month.	Complied		
6.3	Copies of all the internal audit reports have 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 have been submitted to the Auditor General in terms of F.R. 134(3).	Complied		
07	**Audit and Management Committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee have been held during the year as per the DMA Circular 1-2019.	Complied		
08	**Asset Management**	Complied		
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 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.	Complied		
8.3	The board of survey was conducted and the relevant reports submitted to the Auditor General on due date	Complied		

	in terms of Public Finance Circular No.05/2016.			
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 F.R. 772	Complied		
09	**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 FR. 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 of29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term.	Not Applicable		
10	**Management of Bank Accounts**			
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 F.R. 94(1).	Complied		
12	**Advances to Public Officers Account**			
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.	Not Applicable	Action to be taken within 03 months to settle loan balances on instances of vacation of post, transfers and interdictions	
13	**General Deposit Account**			
13.1	The action had been taken as per FR 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 Department of Treasury Operations.	Complied		
14.2	The ad-hoc sub imprests issued as per FR 371 settled within one month from the completion of the task.	Complied		

14.3	The ad-hoc sub impress had 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 F.R. 176	Complied		
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 du 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 05/20180) 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.	Complied		
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.	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular.	Complied		
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.	Complied		
20	**Responses Audit Paras**			
20.1	The shortcomings pointed out in the audit paragraphs	Complied		

	issued by the Auditor General for the previous years have been rectified.			