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மாவட்ட செயலகம் - அம்பாறை
District Secretariat - Ampara



2019

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வருடாந்த செயலாற்று அறிக்கையும்
கணக்கறிக்கையும்**

Annual Performance Reports & Accounts

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Message of the District Secretary



It gives me pleasure to present this annual performance report of services and projects carried out by District Secretariat, Ampara for the year 2019. This report has been prepared based on financial control of District Secretariat and Divisional Secretariats as per financial circular no 402 of 12.09.2002.

The Ampara District which was established as an administrative district in the year 1961 has filled its half way with the bloody memories of nasty war. The development mechanism which were blocked during these period, now have been generated with the mega power. The Ampara District has special characteristics of unity with multilingual, multi religious and multiculturalism background of Sinhala, Tamil, Muslim and other community. It should be our first task to create an environment within the district for giving opportunity to all the people with the hope of living in the economic and social satisfaction and mutual trust.

The Ampara contributes for paddy production in many years and cow fee production continuously, is recognized as a pioneer district in providing most contribution in the national agriculture products. The most peoples of the district where filled with many natural resources, involve in the agriculture as their livelihood in addition to fresh water fisheries and marine water fisheries. The massive responsibilities have been handed over to implement the government policies efficiently for making better future towards healthy and happiness life of peoples. I am happy to dedicate my gratitude to the religious leaders, political leaders, political authorities and non-governmental organizations for their instruction and cooperation tendered for the administrative activities to achieve targets highlighted in this performance report.

The Divisional Secretariats play major roles to spread the public service at the bottom level. I dedicate my gratitude to Additional District Secretary, Chief Accountant, Director Planning and other Directors, District Engineer, Chief Internal Auditor, Assistant District Secretary, Accountant, Administrative Officers including all staff and Divisional Secretaries of the district including staff officers and other staff for tendering highest support to achieve our target last year through the coordination and management between these offices.

A handwritten signature in blue ink, consisting of a large, stylized 'D' followed by a smaller 'M.L.' and a horizontal line.

D.M.L. Bandaranayake,
District Secretary/Government Agent,
Ampara

1.1 Historical Background of Ampara District

The ancient Sri Lanka consisted of three kingdoms such as Ruhunu, Rajarata and Mayarata. The historical evidence ratifies that the history of Deegawapi or Digamadulla kingdom which was considered as a vital wealthiest resource of Ruhunu kingdom prolongs up to the period of Lord Buddha. In terms of the ancient chronicle stories, Vijaya came to Sri Lanka when Lord Buddha reached the utmost stage of blissful rest of lying on the bed of his nibbana. When Lord Buddha was graciously present in Sri Lanka for the third time at the invitation of king, Manik Akkitha Nagar, it is said that he was graciously present in the Deegawapi area.

Ampara emerged as a settlement of Aryans during the monarchy of Bandugasdeva who ruled the country after Vijaya. The chronicle stories state that Thiyaugamam established by the Prince, Thiyahu who is a brother of the queen of Bandugasdeva king, Kathiyana Kumari was later called in the names of Deegawapi and Digamadulla.

Bandugabaya Prince, son of Dugagamini brought Anuradhapura under his rule and made it as the capital of his monarchy. Thereafter, Digamadulla was ruled as an administrative area under Anuradhapura kingdom. It also prospered as a vital granary. When the Polonaruwa kingdom declined, its reign was pushed to the south western area and Ampara emerged as a forest reserve.

The Major Irrigational Technology of Mahasena expanded from the area of Viththanna in the east to Kandy through Thamankaduwa and Serunuwera. Ruhunu area cannot be easily forgotten for its self-development activity. When we travel around the areas of the Ampara District, we may witness several ruins related with irrigation development that had been developed for a long time.

Professor R.L. Brokiyar says that Galoya was the food land of Veddha society before the historical inscriptions of Sri Lanka was maintained. This is seen in the inscriptions up to the period of 03rd century A.D. established by the prehistoric Aryan society.

The sentences “ye rethiya abaraya ithiya akanatha ithika theramahinda therathuwa” has been inscribed in an inscription located near the Dagoba ruins in the area. In terms of the inscription, the Dagoba has been brought for the development of the Island. This has been introduced as the Dagobas of Mahinda and Iddithiya. This ratified the information/news in Mahawamsa regarding the visit of Mahinda and Iddithiya to Sri Lanka. News confirms that Dagobas were constructed throughout the Island burying tusks/ivories as treasures under them. In the meantime, the letter obtained in Rajagala area says about a woman called Rabitha who is the queen of King Dutugemunu. This is a historically important letter. Likewise, the inscription gives the evidence about the matrimonial relationship between the families of the Queen Nanthamithrai and King Dugemunu. According to this inscription and inscription in Omunugala in the Ampara District prove that the daughter of the king Dutugemunu and son of Nanthamithri got married.

The scholars accept/recognize that the inscription of 10th century as an extra ordinary historical resource. In terms of the inscription, it is proven that Sachchiriya Singha lived in Ampara during his ultimate period. The inscription says that the village referred to in the inscription was a self-sufficient village and things were not brought from the outer areas for the sale. The said inscription further refers to that the area was ruled by the kingdom of Anuradhapura

Historical evidence proves that Ampara was a prominent place during the Polonnaruwa regime. Digamadulla had immensely assisted the campaign led by Maha Vijayabahu to redeem the country

from the Cholar dominance. The inscription also mentions about the wars made by him in his mission. Further information says that Digamadulla had been under the dominance of Suhara and Rabeena. The book published by the University of Sri Lanka on the history of Sri Lanka says that the king Maha Parakiramabahu warred with Suhara Rabeena in Ampara in order to confiscate the tusks/ivories. This book also reveals that the right/entitlement Thalava priests during the period of Sri Lanka history belongs Deegawapi. According to the Deegawapi book explaining the precious terms, the King Keerthi Raja Singhan during the period of 1756 visited Deegawapi and reconstructed the Deegawapi Dagoba and paid the homage to the priest of the viharaya. The inscriptive notes that were seen in the Dagoba entrance on the west until the recent time, that have lost their beauty now belongs the inscriptive tradition of Kandy rule.

The contribution of British in the irrigation development made in the Ampara can be pointed out as an important event after the year of 1818, especially the Governor Henry Road visited the eastern province and provided money for the development of irrigation sector. This was a highly valued event. This was a great reason for the British rulers to provide money to reconstruct the irrigation sector. Reconstruction of water reservoirs in the Divulana, Dadayanthalawa and Sagamam in the Ampara District and commencement of Paddipalai river project in 1880 were held under this plan. Under the Paddipalai river project, Ampara tank and Kondawatuwan tank and construction of dams across the Gal Oya river supply water to about 40000 acres, Ampara district was transformed as a stretch of paddy lands.

Thereafter, the fundamental objectives of the Gal Oya Irrigation Project were streamlined and once again Ampara District was formed as the center of development in the east. It should be noted that the ways and means for irrigating water to the lands by constructing reservoirs in high lands was done under the Gal Oya Project. Gal Oya project is a historical one since it was the first time in Sri Lanka that such a project was implemented in Sri Lanka.

According to Coul Brooke and Gamaran Proposal which helped the British to form a new foundation in the British rule of Sri Lanka, Sri Lanka was divided into five provinces. Ampara area had been included in the eastern province. The eastern province also consisted of the districts Batticaloa and Ampara and the areas of Thamankaduwa and Vinthana. The provinces formed so were later divided into districts. Accordingly, the eastern province consisted of Trincomalee and Batticaloa. Digamadulla and Linthanai were under the Batticaloa district. In 1837, Linthanai was merged with the Badulla district. From 1961 up to the establishment of Ampara district, Digamadulla was not brought under any Administrative Divisions.

1.2-Mission, Vision and Characters of District Secretariat, Ampara

“Vision”

A prosperous district with an awoken community

“Mission”

To build a prosperous district with the community adopting decent and standard living consists in skills, creativity and wellbeing in the fabric of freedom, safety and fascination by managing all the resources of the district complying with good governance mechanism, leading to sustainable development.

“Values”

- **Customer friendly, Service – Sensitive, efficient Staff.**
- **A working culture of instant solutions with modern and innovative approaches.**
- **Trustworthy service for all.**
- **Clean and green environment.**
- **A mechanism of good governance**

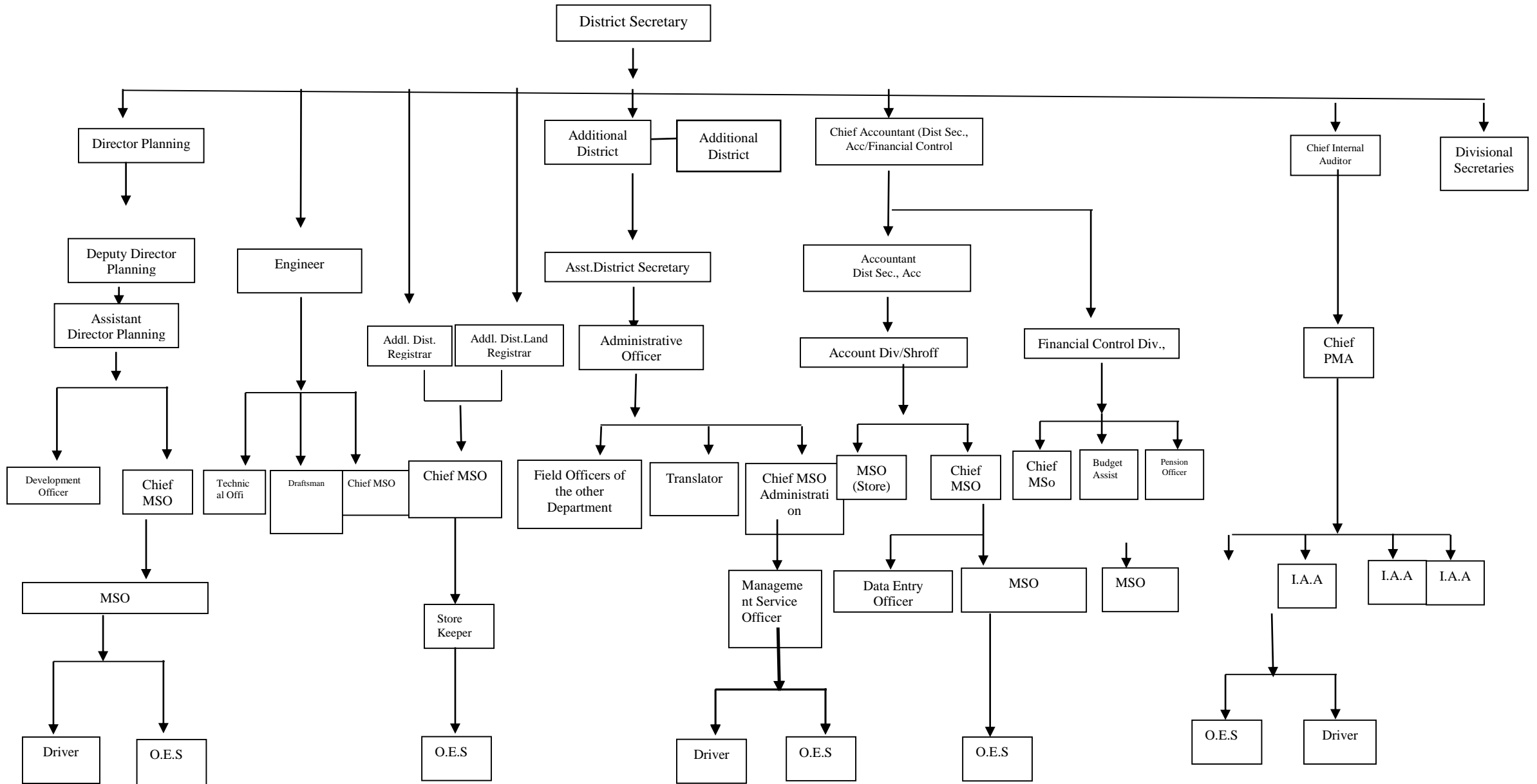
1.3 Duty and Responsible of the Administration Branch of District Secretariat

- Administrative works of the Office
- Administrative responsible (Administration, Leave and Railway Warrants)
- Administrative activities and monitoring activities of DS Divisions
- Administrative Activities of the Grama Niladharies
- Food control activities
- Activities of Paddy Purchasing

Duty and Responsible of the Administration and Coordination Branch of District Secretariat

- Administrative works of the Office
- Social Service Activities
- Cultural and Religious Activities
- Human Resource Development and Skill Development Training Activities
- Appointment activities of Birth, Death and Marriages Registrars and Sudden Death Examiners
- Submission of Name List of Juries to Courts
- Organizing District, National events and various programmed at the District Level
- Activities on the public complaints
- Granting assistant to the peoples through Governmental and non-Governmental Organizations
- Activities of Disaster Management and Tsunami Reconstruction works
- Activities of issuance of permits for guns and explosives items
- Activities of Circuit Bungalow

1.4 Organization Chart of the District Secretariat, Ampara



1.5 District Secretariat and Attached Government Institutions

District Secretariat is situated at the north location away 01km from the center of the town. Most administrative duties of the district will be implemented by this office. The building of the District Secretariat was constructed by using metal under Kaloya Scheme. Most of the peoples call this building as Ampara Kachcheri building. The following offices will be operated at the Kachcheri premises.

SN	Department/Institute/Other Branches
1	District Samurdhi Office
2	District Planning Secretariat
3	Office of the Assistant Commissioner of Elections
4	Office of the Motor Traffic Department
5	General Audit Sub Office
6	District Measurement and Service Unit
7	District Statistical Unit
8	Disaster Management Unit
9	District Sports Unit
10	Office of Deputy Commissioner of Land
11	District Land Resettlement Board
12	District Consumer Affairs Authority Unit
13	Office of Assistant Commissioner of Land (Province)
14	Office of Land Use Planning Department
15	Office of Additional District Registrar
17	Seeds Certifying Office of the Department of Agriculture
18	Eastern Province Office of the Export Development Board

1.6-Grama Niladhary Divisions under the District Secretariat.and Distance from District Secretary's Office

There are 20 DS Divisions and 503 Grama Niladhary Divisions under the District Secretariat.

S.N	D.S Division	No of Grama Niladhary Divisions	Distance from District Secretary's Office(K.M)
1	Dehiyattakandiya	13	160
2	Padiyatalawa	20	84
3	Mahoya	17	60
4	Uhana	55	12
5	Ampara	22	-
6	Damana	33	17
7	Lahugala	12	75
8	Pottuvil	27	83
9	Thirukkovil	22	40
10	Alayadivembu	22	26
11	Akkaraipattu	28	26
12	Addalaichenai	32	29
13	Irakkamam	12	12
14	Nintavur	25	26
15	Karaitivu	17	23
16	Sainthamaruthu	17	26
17	Kalmunai MD	29	30
18	Kalmunai TD	29	30
19	Navithanveli	20	36
20	Sammanthurai	51	20

1.7 Details of the Foreign Funded Projects (if any)

NIL

Chapter 02 Progress and the future Outlook

Briefly explain Special Achievements, Challenges and Future goals

Special Access, Barriers and Intention for the year 2019

The services that were provided by the District Secretariat, Ampaea in the year 2019 and performances as per the action plan, are given below.

01. Permeances for the year 2019

- I. The most of the peoples from Ampara District are living based on the agricultural livelihood. The 80% of farmers who were faced difficulties, got opportunities to involve in the agricultural activities in the year 2019 by using minimum water level of the DS Senanayake tank under adequate water resources management. This district contributed ^{1/5} of the national paddy harvesting.
- II. The Ampara is a unity district with multi religious and multi-cultural community of Sinhala, Tamil, Muslim, Christian and others. There was a golden opportunity to celebrate national independent ceremony in this district with the participation of all community.
- III. Even though 2019 was declared as a disaster year by the Easter attacks on churches and popular places in the Island wide, multi lingual and multi religious peoples of Ampara district succeeded to take immediate measures for sustaining the peace and harmony without arising any single incident within the district.
- IV. It was able to conduct the national program me on “Unit for Nation” at Divisional Secretariat, Uhana successfully by implementing various development programme covering all villages with the contribution of the people.
- V. It was possible to control the affect of fall army worm (sena dalambuwa) successfully on corn cultivation under crop cultivation and compensation were granted to affected farmers by the worm.
- VI. Contributed for the environmental protection under tree planting.
- VII. It was possible to host the national and international surfing competitions in the ArugamBay of Ampara district in the end of 2019 year.
- VIII. Granted good services among multi religious and multi race communities considering their religious such as Buddhist, Hindu, Islam and Christian.
- IX. The president election was conducted successfully without any violence.
- X. It was able to provide the contribution of rice by challenging price increased day by day through the paddy purchasing of mt 12,000 done more than other districts.
- XI. The disaster situation due to monsoon season occurred in the end of year in the eastern province, could be handled successfully and provided relief service to affected peoples.
- XII. The allocation made for development works for the district were utilized maximum to complete all projects successfully.

02. The challenges during the implementation of performances.

- I. It was necessary to follow massive management to provide facilities to the farmers by using limited water resources.
- II. The farmers were mentally disturbed, when the action taken to control fall army worm (sena dalambuwa) affected to corn cultivation.
- III. The peace and harmony were sustained by organizing the moral characters of multi religious and multi communities living in the Ampara district during the Easter attacks.
- IV. All activities were carried out with limited facilities and limited human resources in risk based Divisional Secretariats.

03. Future Goals

- I. Planned to achieve district rice production from 23% to 25% towards sufficiency nation.
- II. Action will be taken to increase harvesting capacity of crop cultivation such as coffee and green gram and diary production.
- III. Minimizing elephant-human attacks by putting electric fence.
- IV. The necessary arrangement will be taken to motivate women entrepreneur from women headed families who are involving in production by using raw materials.
- V. Increasing forest density by 35 through increasing tree planting.
- VI. Contributing to power and energy production using solar methods as per dry climate of the area.
- VII. Getting first place in fresh water fishing harvesting by motivating the peoples engaging in this sector at present.
- VIII. Supporting to encourage the tourism targeted places by adorning charming tourist places.
- IX. Implementation of city planning goals.



Accounting Officer
D.M.L.Bandaranayake
District secretary
Ampara

**3.1 DISTRICT SECRETARY AMPARA
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE PERIOD ENDED 31ST DECEMBER - 2019**

Budget 2019	Note	Actual 2019	Rs. 2018	
- Revenue Receipts				
-	Income Tax	1	-	-
-	Tax on Domestic Goods & Services	2	-	-
-	Tax on International Trade	3	-	-
-	Non Tax Revenue & Others	4	-	-
Total Revenue Receipts (A)		-	-	
- Non Revenue Receipts				
-	Treasury Imprests	5,472,263,988	3,476,980,423	ACA - 3
-	Deposits	1,010,042,555	815,279,772	ACA - 4
46,000,000.00	Advance Accounts	57,686,391	53,942,344	ACA - 5
-	Other Receipt	387,032,340	195,429,019	
Total Non Revenue Receipts (B)		6,927,025,274	4,541,631,558	
Total Revenue Receipts & Non Revenue Receipts C =(A)+(B)		6,927,025,274	4,541,631,558	
Less: Expenditure				
- Recurrent Expenditure				
780,000,000	Wages,Salaries & Other Employment Benefits	5	765,520,841	731,926,197
139,700,000	Other Goods & Services	6	133,177,629	110,597,618
5,300,000	Subsidies,Grants and Transfers	7	4,037,717	4,061,666
-	Interest Payments	8	-	-
-	Other Recurrent Expenditure	9	-	-
925,000,000	Total Recurrent Expenditure (D)		902,736,187	846,585,482
Capital Expenditure				
19,500,000	Rehabilitation & Improvement of Capital Assets	10	13,546,990	18,644,095
108,000,000	Acquisition of Capital Assets	11	36,371,774	54,674,746
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
2,500,000	Capacity Building	14	1,300,264	1,999,372
4,050,000	Other Capital Expenditure	15	2,675,592	-
134,050,000	Total Capital Expenditure (E)		53,894,620	75,318,213
Main Ledger Expenditure (F)			964,939,853	881,260,983
-	Deposit Payments		891,585,582	803,269,074
75,000,000.00	Advance Payments		73,354,271	77,991,909
Total Expenditure (G)=(D+E+F)			1,921,570,659	1,803,164,678
-	Imprest Balance as at 31st December 2019		5,005,454,615	2,738,466,880
H=(C-G)				

3.3 Statement of financial position as at 31st December – 2019

ACA-P

DISTRICT SECRETARIAT - AMPARA

**STATEMENT OF FINANCIAL POSITION
AS AT 31ST DECEMBER - 2019**

	Note	2019 Rs.	2018 Rs.
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA- 6	1,377,458,356	704,267,838
<u>Financial Assets</u>			
Advance Accounts	ACA- 5/5a	211,475,953	195,827,573
Cash & Cash Equivalents	ACA- 3	-	-
Total Assets		1,588,934,309	900,095,411
<u>Net Assets / Equity</u>			
Net Worth		(150,657,709)	(43,748,996)
Property, Plant & Equipment Reserve		1,377,458,356	704,267,838
Rent & Work Advance Reserve	ACA- 5b		
<u>Current Liabilities</u>			
Deposits Accounts	ACA- 4	358,033,542	239,576,569
Imprest Balance	ACA- 3	4,100,120	-
Total Liabilities		1,588,934,309	900,095,411

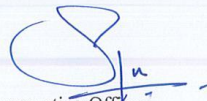
Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 22 and Notes to accounts presented in pages from 23 to 30 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles 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 : S.Hettiarachchi
Secretary, Ministry of Public
Administration, Home Affairs and Provincial
Councils and Local Government
Date : 2020.02. 28

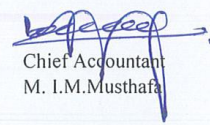


S. Hettiarachchi
Secretary
Ministry of Public Administration,
Home Affairs and Provincial Councils
& Local Government
"NILA MEDURA"
Elvitigala Mw., Narahenpita, Colombo - 05



Accounting Officer
D.M.L. Bandaranayake
District Secretary
Date : 2020.02. 28

D.M.L. Bandaranayake
Government Agent
District Secretary
Ampara District



Chief Accountant
M. I.M. Musthafa
District Secretariat,
Date : 2020.02. 28

M.I.M. Musthafa
Chief Accountant
District Secretariat
Ampara

**3.4 STATEMENT OF CASH FLOWS
FOR THE PERIOD ENDED 31ST DECEMBER - 2019**

	Actual 2019	Rs. 2018
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, fines, Panalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected for the Other Heads	387,032,340	195,429,019
Imprest Received	5,472,263,988	3,476,980,423
Total Cash generated from Operating (a)	5,859,296,328	3,672,409,442
<u>Less: Cash disbursed for:</u>		
Personal Emoluments & Operating payments	897,315,780	842,523,815
Subsidies & Transfer payments	4,037,717	4,061,666
Expenditure On Other Heads	1,968,135,350	1,307,233,508
Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	2,869,488,846	2,153,818,990
NET CASH FLOWS FROM OPERATING ACTIVITIES (C) =(a)-(b)	2,989,807,482	1,518,590,452
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	73,093,054	64,047,931
Total Cash Generated from Investing Activities (d)	73,093,054	64,047,931
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	3,078,979,070	1,489,513,510
Advance Payment	98,220,219	105,135,670
Total cash disbursed for Investing Activities (e)	3,177,199,289	1,594,649,180
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(3,104,106,235)	(1,530,601,249)
NET CASH FLOW FROM OPERATING & INVESTMENT ACTIVITIES(g)=©+(f)	(114,298,753)	(12,010,797)
<u>Cash Flows from Financial Activities (d)</u>		
Local Borrowing	-	-
Foreign Borrowing	-	-
Grants Received	-	-
Deposit Received	1,010,047,714	815,279,772
Total Cash generated from Financial Activities (h)	1,010,047,714	815,279,772
<u>Less- Cash disbursed for :</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit payments	891,648,741	803,269,074
Total Cash disbursed for Financing Activities (i)	891,648,741	803,269,074
NET CASH FLOW FROM FINANCING ACTIVITIES(J)=(h)-(i)	118,398,973	12,010,697
Net Movement in Cash (k) = (g) - (j)	4,100,220	(100)
Opening Cash Balance as at 01st January	(100)	-
Closing Cash Balance as at 31st December	4,100,120	(100)

3.5 Notes to the Financial Statements

Basis of Reporting

1. Reporting Period

The Reporting Period for these Financial Statements is from 01st January to 31st December 2019

2. Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise Specified

3. Recognition of Revenue

Exchange and non-Exchange revenues are recognized on the cash receipts during the accounting Period irrespective of relevant revenue Period

4. Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future Economic benefit associated with the assets will flow to the entity and the cost of the Assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not Applicable.

5. Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E

6. Cash and Cash Equivalents

Cash & cash equivalent include local currency notes and coins on hand as at 31st December

3.6 Performance of the Revenue Collection

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs)	As a% of Final Revenue Estimate
1003-07-02	Department of Registrar General Revenue	25,000,000.00	-	24,745,554.10	98.98
1003-07-03	Forest Department Revenue	2,000,000.00	-	1,709,428.00	85.47
1003-07-05	Ministry Defense & Urban Depart	250,000.00	-	248,030.00	99.21
1003-07-09	Caban Revenue	55,000,000.00	-	54,063,899.93	98.29
1003-07-99	Ministry of Home Affairs Revenue	8,500,000.00	-	8,471,054.37	99.65
2002-01-01	Rent on Government building & Housing	3,200,000.00	-	3,174,106.23	99.19
2002-01-03	Land Revenue	25,900,000.00	-	25,862,673.81	99.85
2002-02-99	Other Revenue	10,000,000.00	-	10,108,673.59	101.08
2003-02-13	Examinations & Other Fees	900,000.00	-	852,310.00	94.70
2003-02-14	Fees under the Motor Traffic Act and Other Receipts	98,000,000.00	-	97,109,688.50	99.09
2003-02-03	Fees Under Registration of Persons	12,100,000.00	-	12,092,336.00	99.93
2003-02-99	Sundries	1,000,000.00	-	905,009.00	90.50
2003-03-02	Fines & Forfeits - Other	1000.00	-	1000.00	100
2003-99-00	Other Receipts	94,000,000.00	-	93,292,462.93	99.24
2004-01-00	Central Government	55,000,000.00	-	54,271,013.40	98.67
2006-02-00	Sale of Capital Assets	125,100.00	-	125,100.00	100

3.7 Summary of Expenditure by Programme for the period ended 31 st December 2019

Expenditure Head :270

Name of Ministry / Department : District Secretariat, Ampara

programme Number given in the Annual Estimates	Title of the Expenditure	Annual Budget Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision 4=(1)+(2)+3)	Total Expenditure (5)	Net Effect Saving /(Excesses) 6= (4)-(5)
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Programme (1)							
(a) Recurent (DGSA 3)	(1) Recurent	925,000,000	-	15,500,000 (15,500,000)	925,000,000	902,736,187	22,263,813
(b) Capital (DGSA 4)	(2) Capital	130,000,000	4,050,000	-	134,050,000	53,894,620	80,155,380
Grand Total		1,055,000,000	4,050,000	-	1,059,050,000	956,630,806	102,419,194

3.8. In terms of F.R. 208 grant of Allocation for expenditure to this Department/District Secretariat / Provincial Council as an agent of the other Ministries / Department

Serial No	Allocation Received from which Ministry / Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
01	Ministry of National Policies, Economic Affairs, Resettlement Rehabilitation, Northern Province Development, Vocational Training & Skill Development and Hindu Religious Affairs.	DCB Programme (104-2-6-1-2506)	93,380,000.00	93,380,000.00	87,680,798.85	93.89
02		RIDP Programme (104-2-6-6-2506)	436,116,142.00	436,116,142.00	119,066,396.55	27.30
03		Religious Programme (104-2-6-7-2509)	10,500,686.00	10,500,686.00	9,773,896.70	93.07
04		Gamperaliya Programme (104-2-6-20-2506)	1,723,600,000.00	1,723,600,000.00	1,681,540,011.31	97.54
05		Resettlement Programme (104-2-14-30-2202)	120,469,665.00	120,469,665.00	108,683,621.00	90.03
06		Resettlement Programme (104-2-14-41-2205)	23,254,250.00	23,254,250.00	19,115,370.00	82.20
07		Resettlement Housing Programme (104-2-14-44-2509)	150,000,000.00	150,000,000.00	141,585,461.41	94.38
08		Ministry of Industry and Commerce ,Resettlement of Protracted Displaced Persons, Co-Operative Development and Vocational training & Skill Development	Infrastructure Development Work (149-2-3-12-2202)	110,229,480.00	110,229,480.00	20,755,967.75

09	Ministry of National Integration & Reconciliation	ONUR (157-1-2-5-2202)	121,071,153.00	121,071,153.00	43,760,796.00	36.14
10		Reconciliation Development (157-1-2-13-2509)	112,120,641.00	112,120,641.00	96,614,184.00	86.16
11		Reconciliation Development (157-1-2-19-2509)	15,580,000.00	15,580,000.00	7,622,058.00	48.92
12	Ministry of Public Enterprise, kandyan Heritage and Kandy Development	Kandyan Heritage (158-1-2-2-2202)	15,540,000.00	15,540,000.00	8,056,615.00	51.84
13	Ministry of Tourism Development & Christian Religious Affairs	Tourism (159-1-2-2-2202)	3,289,011.00	3,289,011.00	2,297,510.00	69.85
14	Ministry of Mega polis & Western Development	Sukitha purawara (162-2-3-23-2506)	32,820,131.00	32,820,131.00	24,413,738.00	74.38
15	Ministry of City Planning	Drainage (166-2-3-39-2506)	6,253,766.00	6,253,766.00	6,253,764.00	99.99
16		Sanitation (166-2-3-9-2506)	3,725,000.00	3,725,000.00	3,070,000.00	82.41
17	Ministry of Telecommunication, Foreign Employment and Sport	Sports Development (194-2-4-1-2506)	19,007,989.00	19,007,989.00	13,551,817.00	71.29
18	Development of Samadhi Development	Infrastructure Development (331-2-2-3-2509)	163,508,715.00	163,508,715.00	117,691,586.00	71.97
19	Presidential Secretariat	"Grama Shakthi" Projects Building Road (001-2-6-11-2202)	80,540,000.00	80,540,000.00	51,711,502.49	64.20
20	Ministry of Buddhasasana and Wayamba Development	Construction & Renovation Work Daham School	27,009,871.87	27,009,871.87	25,888,182.38	95.84

3.9 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 Board of Survey Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	581,014,231.	581,014,231.	-	0%
9152	Machinery and Equipment	618,351,355.	618,351,355.	-	0%
9153	Land	174 929,000.	174 929,000.	-	0%
9154	Intangible Assets	-	-	-	0%
9155	Biological Assets	-	-	-	0%
9160	Work in Progress	3,163,770.	3,163,770.	-	0%
9180	Lease Assets	-	-	-	0%

3.10 Audit General Report

My No:- ENP/AM/A/Dist.Sec/SR/02/2019

District Secretary,
District Secretariat,
Ampara

Summary Report of Auditor General on the financial statement of Ampara District Secretariat as at 31.12.2019 as per the section 11(1) of National Audit Act, No. 19 of 2018.

1. Financial Statement

1.1 Qualified opinion

The financial statement of Ampara District Secretariat as at 31.12.2019 including financial performance statement and cash flow statement for the financial year are to be read along with the provision of the National Audit Act, No. 19 of 2018, has been audited under my direction as per the provision vested in the section of 154(1) of the constitution of Democratic Socialist Republic of Sri Lanka. As per the section 11(1) of National Audit Act, No. 19 of 2018, the financial statement to be handed over to the District Secretariat, Ampara consist my opinion and observation. The report of Auditor General which should be submitted as per the section 10 of National Audit Act, No. 19 of 2018 are to be read along with section 154(6) of the constitution of Democratic Socialist Republic of Sri Lanka, will be summoned to the Parliament in due course. My opinion is that the report has true and fair view on the financial status, financial performance and cash flow of the financial statement of District Secretariat as at 31.12.2019 which was prepared as per the government circular 271/2019 of 03.12.2019 with omission of affect mentioned in the paragraph 1.6.

1.2 Basis for Qualified opinion

I have done my auditing as per Sri Lanka auditing standards (SLAuS). It was explained in the report about my responsibilities and auditors' responsibilities. I believe that I have received sufficiency and appropriateness audit evidence to the basis for my opinion.

1.3 Responsibilities of Chief Accounting Officer and Accounting Officer on the Financial Statement

The responsibilities of Chief Accounting Officer is preparing the financial statement reflecting the true and fair view as per the accepted general audit provisions and the provisions mentioned in the section 38 of National Audit Act, No. 19 of 2018 and is

establishing internal control to prepare the financial statement free from the material misstatement occurred by fraud and mistakes.

The books and reports relevant to the revenue, expenditure, assets and liabilities should be maintained in the proper manner enabling to prepare financial statement on time by District Secretariat as per section 16(1) of National Audit Act, No. 19 of 2018.

As per section 38(1)(C) of National Audit Act, No. 19 of 2018, the Chief Accounting Officer should establish proper internal control system for the financial control of District Secretariat and the system should be reviewed time to time to make necessary changes for the efficient internal control.

1.4 Responsibilities of Auditors on Financial Statement

My objective is submitting report of Auditor General including my opinion and the financial statement free from the material misstatement occurred by fraud and mistakes. Even if the fair assurance is higher level assurance, the auditing is not assuring financial statement free from material misstatement as per the Sri Lanka Audit Standards. As a result of fraud and mistake affect individually and collectively, there will be material misstatement and when those who take economical decision based on this financial statement, it should be considered.

The auditing was made as per the Sri Lanka Audit Standard with sectorial transparent and industrial background. I have notified to the Chief Accounting Officer about the identified audit investigation, the weakness of main internal control and other matters as,

- The basis for my opinion is to get sufficient and appropriate audit evidence and to avoid risk due to fraud and mistakes through planning appropriate auditing procedures, when detecting risk of financial statement from the material misstatement occurred by fraud and mistakes. The affects occurred from fraud is bigger than the material misstatement and improper cooperation, improper documentation, intentionally omitted, avoiding internal control system lead to fraud.
- It is not addressed the opinion to plan appropriate auditing procedures regarding the constructive internal control of District Secretariat.
- Evaluating financial statement frame consist of expression and basis content for transection and circumstance.
- Enough financial statement frame to prepare overall financial statement and free and fair transection of the content have been included.

1.5 The report related to the other legal requirement

The financial statement has been compared and submitted of the review year with previous year amount as per section 6(d) of National Audit Act, No. 19 of 2018.

1.6 Comment on Financial Statement

1.6.1 Financial Performance Statement

1.6.1.1 Advance Received

According to the final report of Treasury, Rs 57,686,391 were mentioned in the financial performance report reduced by Rs 30,750, even though Rs. 57,686,391 were shown for advance receive of government officers for the review year.

1.6.1.2 Advance Payment

According to the ACA-5 form, Rs 73,354,271 were mentioned in the financial performance report reduced by Rs 11,250, even though Rs. 73,365,521 were shown for advance payment of government officers for the review year.

1.6.2 Financial Statement

1.6.2.1 Non-Financial Assets

Even though Rs. 704,267,838 were shown as non-financial assets at the end of previous year of review year, Rs. 1,377,458,356 were shown as non-financial assets balance of the review year by bring forwarding the opening balance of Rs. 1,453,618,053 in the ACA-6 form.

1.6.2.2 Financial Assets

According to Treasury report, even though Rs. 211,464,703 were shown as advance account balance, it was mentioned as Rs. 211,475,953 in the financial assets. Due to this Rs. 11,250 were added additionally in the financial assets.

1.6.2.3 Deposit Account

10.5 million rupees of courts penalty and stamp fees collected from 06 DS Divisions were shown in the deposit account at the end of review year without forwarding to the relevant ministries and departments.

2. Financial Management

2.1 Imprest Management

At the review of monthly planning, requisition and received of imprest of the district Secretariat, it was noticed that 5,472 million rupees were granted reduce by 2,431 million rupees even though the request was made for 7,903 million rupees in the review year.

2.2 Expenditure Management

Rs. 4,050,000 were approved for the Green Clubs Prograamme through the supplementary allocation. However, only Rs. 2,675,592 were spent to the relevant purpose from the allocation received.

2.3 Certification done by Chief Accounting Officer and Accounting Officer

Even though the following matters should be certified by Chief Accounting Officer and Accounting Officer as per the section 38 of National Audit Act, No. 19 of 2018, the action were taken accordingly.

Even though the Chief Accounting Officer and Accounting Officer should prepare the internal control methodology for the financial control of the District Secretariat and they should confirm the active status of the methodology by reviewing time to time and necessary changes should be taken to implement actively and such revisions should be submitted to Auditor General in black and white, the statement of the review was not submitted to the audit.

2.4 Non-Compliance with Act, Rules and Ordinance.

Relation with Act, Rules and Ordinance

Non-Compliance

Establishment Code of Democratic Socialist Republic of Sri Lanka

Section 1.4 Chapter XII	Even if the leave application for the out of the country should be submitted before minimum 03 months' time on the date of leave started, a officer from Divisional Secretariat, Akkaraipattu has applied for the leave within 14 days in November 2019. However, approval for leave was not received up to 23 rd January 2020.
Section 23:18 Chapter XII	The head of department has not submitted the monthly report regarding the leave spending out of the Island.
Financial Regulation 168(2)	Even though the double sided carbon papers should be used, when issuing General 172, this procedure was not followed by Divisional Secretariat, Dehiyattakandiay.
Financial Regulation 177(1)	Even the collected revenue should be paid daily or as soon as quickly, this revenue was paid by Grama Niladhary of Divisional Secretariat, Dehiyattakandiay after 07 months.
Financial Regulation 210(1)	As it is necessary to pay on time for getting rebate for the water bills, the rebate amount were not received by Divisional Secretariats, Sainthamaruthu, Sammanthurai, Akkaraipattu and Ampara due to the failure to pay bill amount on time.

Budget Circular No
4/2019 of 17th June 2019
of Ministry of Finance

As there was a request to implement an action plan for the purpose of saving 5 percentage in the electricity bill, electricity usage were increase by using 02 meters at the Divisional Secretariat, Akkaraipattu.

3. Functional Review and Performance

Audit observation of the functional review, sustainable development and human resource development on revenue, expenditures, assets and liabilities should be included in the report mentioned above paragraph 1.1 submitted as per section 10 of National Audit Act, No. 19 of 2018.

M.N. Abayasiri,
Assistant Auditor General,
For Auditor General.

Chapter 04 – Performance Indicator

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

Specified Indicator	Actual Output as a percentage (%) of the expected out put		
	100% - 90%	75% - 89%	50% - 74%
Rural Water Supply Connected	-	-	35.83%
Rural Access formed	-	-	47.04%
Economic Infrastructure provided	-	-	50.00%
Rural Economic activities Implemented	-	-	63.64%
Social Welfare activities Implemented	-	-	57.21%
Rural Electricity connections given	-	-	40.60%
Livelihood Development provided	-	-	37.86%
Minor Irrigation system formed	-	-	53.75%
Community Development activities Implemented	-	-	67.27%
Vocation & Livelihood Development program provided	-	-	55.56%
Community production Implemented	-	-	56.00%
Supply Facilities & Equipment provided	-	-	60.00%
Sanitary Facilities doves	-	-	53.60%
Playground constructed	-	-	52.34%
Religious Center rehabilitated	-	-	48.89%
Housing Development renovated	-	-	36.15%
Other Infrastructure	-	-	56.17%

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

5.1 Indicate the identified respective Sustainable Development Goals

Performance of the Achieving Sustainable Development Goals (SDG)						
Goal No	Goals / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
				0% - 49%	50%-74%	75% - 100%
1	End Poverty in all its forms everywhere	01) By 2030 Eradicate extreme poverty for all people in our district.	1.)188 Houses were newly constructed for low income families in our district		58.00%	
			2.) 207 Water supply connections were given in the district			
			3.) 100 beneficiaries were benefitted by receiving Livelihood assistance in our district			
		02)Ensure significant mobilization of resources from varieties of sources	4.) There are 70 Economic Development Projects done for enhancing rural production in the district.			
			5.) Water extension line has been given crossing 3 GN divisions in Navithavali DS Division			
2	End Hunger, achieve food security and improved nutrition and promote sustainable agriculture	1.) By 2030, double the agriculture productivity and incomes of Farmers, Fishermen’s and small scale food producers	1.) For easy water flow, a required miner tank has been implemented at Lahugala DS division			86.00%
			2.) 86 development projects include agricultural road ,cannel ,and agro wells were implemented for developing the agriculture			

			3.) Farm organizations, war widows, CBOs, women headed families have started self-employment by receiving equipment provided by ministry of resettlement, National Policy and economic affairs..			
3	Ensure healthy lives and promote well-being for all at all ages	1.) By 2030, reduce by one third premature mortality from non-communicable diseases through prevention and treatment and promote mental health and well-being	1.) 67 Nos of big and small rural playground were renovated and developed for making free diseases life with strong healthy condition 2.) 216 Nos of toilets were constructed and renovated for hygiene		67.00%	
4	Ensure availability and sustainable management of water and sanitation for all	1.) By 2030, achieve equitable access to safe and affordable drinking water for all 2.) By 2030, achieve equitable sanitation and hygiene for all	1.)safely managed drinking water connection provided for 207 needed poor families 2.) 216 toilets were constructed and renovated for hygiene		70.00%	
5	Ensure access to affordable , reliable, sustainable and modern energy for all	1.) By 2030, ensure local access to affordable, reliable and modern energy services	1.)812 electricity connections were supplied to low income families			80.00%
6	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	1.) By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities and equal pay for work of equal value	1.) 122 project implemented covering education, health, rural road, livelihood, fisheries, agriculture, small industry and other infrastructure facilities in the district		65.00%	
7	Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	1)Develop quality , reliable , sustainable and resilient infrastructure including regional and transcoder infrastructure to support economic development	1.) Concrete roads, gravel, bridges, culverts and needed side drainages with rural accesses were developed to sustainable industrialization and foster innovation.			85.00%

		2) Increase the access of small-scalp industrial and other enterprises	2.) supporting infrastructure like agro well, paddy stores , multipurpose buildings and weekly markets and etc were developed to promote inclusive industrialization			
8	Make cities and Human settlement inclusive, safe, resilient and sustainable	01) by 2030, ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums	1.) 188 Houses were newly constructed and 3418 houses were renovated in our district. GAMPERALIYA is the program for house renovation.			92.00%
		02) by 2030 , provide local access to safe, inclusive and accessible, green and public spaces, in particular for women and children older persons and persons with disabilities.	2.) 28 projects have been implemented under the sector of community protection			
9	Ensure sustainable consumption and production patterns	01) by 2030, achieve the sustainable management, and efficient use of natural resources	1.)600 projects from Decentralized Capital Budget were implemented to Support people to develop and strengthening their capacity to move towards more sustainable patterns of consumption and production		58.00%	
10	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels	1)Develop, effective , accountable and transference institutions at all level	1.) Programs that under Social welfare, Public Welfare and Community development, total 439 projects have been created to promote peaceful and inclusive societies for sustainable developments.			75.00%
			2.) Proportion of population that feels safe walking alone around area they live			

5.2 briefly explain the achievement and challenges of the sustainable development goals

- Normally, we are preparing the Action Plan annually by forecasting the allocation but these allocations are not received based on the Action Plan
- Some allocations are received directly from the ministry which are not in line with our Action Plan
- Based on the allocation, we are unable to complete the task in stipulated time
- Some DS divisions in Ampara District still not filled the carder vacancies. Specially Dehiyathakandiya, Padiyathalawa Divisional Secretariats have many vacancies for Development Officers and Technical Officers.
- The village level field officers (SO, GN & EDO) have no enough technical knowledge in inspect the development work being implemented in their responsible villages.
- Allocation should be distributed purposely proportionately based on the SDG Goals in order to cover all sectors and the needs of district.

Chapter 06 – Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	98	78	20
Territory	77	37	40
Secondary	1933	1758	175
Primary	256	225	31

06.2 ** Briefly State how shortage or excess in human resources has been affected to the performance of the institute.

As at 31.12.2019, the total number of approved cadres is 136 and the total number of employees is 115. Accordingly, the number of employees in arrears is 21. There is no shortage of other employees, but two additional District Secretaries are employed. Who are receiving practical training as they employ the services of Skills Development Officers for the shortage of officers. The co-ops can be maintained at optimal levels without compromising the company's performance.

Chapter 06.03 – Human Resource Development

Name of the Program	No.of Staff trained	Duration of the Program	Total Investment (Rs'000)		Nature of the Program (Abroad /Local)	Output/ Knowledge Gained
			Local	Foreign		
Driving Capacity Training	27	1 Day	151,000.00	-	Local	Minimizing the mistakes of drivers
Writing Project Reports (Tamil)	44	2 Day	30,620.00	-	Local	Enhance the Development of the District by Formulating Proper and Accurate Project Proposals .
Use and Maintenance of office Equipment (Tamil)	45	1 Day	21,005.00	-	Local	Minimizing the Wastage in the Office
Use and Maintenance of office Equipment (Sinhala)	30	1 Day	15,115.00	-	Local	Minimizing the Wastage in the Office
Writing Project Reports (Sinhala)	39	1 Day	30,120.00	-	Local	Enhance the Development of the District by Formulating Proper and Accurate Project Proposals .
Event Management (Tamil)	28	1 Day	17,685.00	-	Local	Building on organizational Strength to Minimize Problems with the Office.
Excel (Sinhala)	33	3 Day	61,180.00	-	Local	For making easier the Office Activities
Excel (Tamil)	34	3 Day	61,330.00	-	Local	For making easier the Office Activities
Write and Record Report (Sinhala)	32	1 Day	15,405.00	-	Local	Writing accurate Reports.
Write and Record Report (Tamil)	36	1 Day	18,345.00	-	Local	Writing accurate Reports.
Economic Development Current Sri Lanka (Tamil)	38	1 Day	18,345.00	-	Local	Building a Sustainable, Strength full Economy in Ampara District
Economic Development Current Sri Lanka (Sinhala)	38	1 Day	18,345.00	-	Local	Building a Sustainable, Strength full Economy in Ampara District

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
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)	-	-	-
1.4	Stores Advance Accounts	-	-	-
1.5	Special Advance Accounts	-	-	-
1.6	Others	-	-	-
2	Maintenance of books and registers (FR 445)			
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 emolument 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 report 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)		-	-
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 have 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 Treasury Operations Department on time	Complied	-	-
05	Audit queries		-	-
5.1	All the audit queries has been replied within the specified time 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/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	-	-

07	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	Complied	-	-
08	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 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 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	-	-
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	14%	86%	Implement necessary action to accelerate the Process
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	9%	91%	Implement necessary action to accelerate the Process
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	25%	75%	To accelerate the FR 104 inquiries

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			
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		-	-
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 imp rests 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 FR 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 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.	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 issued by the Auditor General for the previous years have been rectified	Complied	-	-