



Performance Report - 2019

District Secretariat - Hambantota

Annual Performance Report for the Year 2019

Name of the Institution - District Secretariat Hambantota

Expenditure Head No – 263

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Chapter 01 – Institutional Profile / Executive summary

1.1. Introduction

Hambantota District

There are two different views about the name Hambantota of them more popular view is the quay to which sea vessel “hamban” come become Hambantota. According to Professor Senarath Paranavitharana this quay become Hambantota because Malay sea vessel arrived at this port. This Land areas coming under Hambantota District is a land mass that provides a good basic to great Sri Lankan history and culture. It was a part of historic Ruhunu Kingdom. There is no much information about pre historic ear before originating arrayah habitats in this and there are evidences to prove that there were two civilized races of called Yaksha & demon. This area has contributed much in the creation of free nation civilization, pure Buddhist culture in Sri Lanka.

They were the ruhunu kings who came forward to save the heritage at a time the Anuradhapura and Polnnaruwa came under south Indian invasions. Also those who supported king Dutugamunu, Datusena and Wijjyabahu to unite the country were Rohanu People. At a time the Buddha sasana faced threats it found security in Rohana Temples. They were rohana paddy lands that provided rice to the country at times people in Anuradhapura Kingdom faced femene and Sinhalese fought for the freedom. Hambantota is important as a part of the great Rohana Region. It is said that up country kingdom got salt from Hambantota saltern when the country under Portuguese rule. Hambantota was further developed as a harbor and an urban habitat area by British. Accordingly they built in Hambantota a Kachcheri, government departments, Schools, a Police station, a Hospital and a court and diverted Hambantota as the leading administrative town.

During British era Hambantota had been divided into three areas as west giruwapaththu, East giruwapaththu and magampaththu. They comprised of 72, 36 and 28 village headman divisions respectively of these three areas and magampaththu was the biggest area in respect of the land extent. Hambantota District which lies to the south east of Sri Lanka is 2609 square kms in extent. This is 1/25 of the total land mass of Sri Lanka. Maximum length of the district is 106 kms while the maximum width is 39kms. The length of the coastal belt is 151 km. of the total land mass of Hambantota District 11.5 square kms are covered by internal reservoirs.

According to latitude and longitude situation, Hambantota District lies between 6.0 to 6.5 north latitude and 80.6 to 81.7 east longitude. This district is bounded by Monaragala , Rathnapura Districts on the north, Matara District on the west and Indian Ocean and Ampara District is on the south and Indian ocean is on the East. Hambantota District is fortunate to have rare geographical feature that are in Sri Lanka such as blow hall and greaser in Tangalle and Sooriyawewa divisional secretarial areas representatively. This greaser is situated close to famous “Madunagala” hermitage off Ambalantota.

Hambantota District natural drainage system comprises of rivers and 19 natural water courses.

River	Length(miles)
Seenimodara Oya	5
Kirama Oya	20
Rakawa Oya	4
Uruboku Oya	26
Kachchigalara Oya	13
Walawa River	85
Karagan Oya	45
Malala Ara	34
Embiligal Oya	85
Kirindi Oya	73
Dambawe Ara	35
Mahasilawa Oya	8
Bhootawa Oya	8
Manik Ganga	71
Katupala Ara	11
Karunda Ara	16
Nambadagas Ara	4
Karambe Ara	3
Kumbukkan Oya	72

Of this walawe river, kirindi oya, menik ganga, uruboku oya, kachchigal ara and kumbukkan oya that flows through the eastern boundary of the district are major water courses. While the water level in these water courses goes up in the “maha” season i.e. north east monsoon period (from November to March) and water level goes down in “yala” season i.e. south west monsoon period(from May to September). Although the Ridiyagama reservoir is the biggest wewa of thirteen major lakes and internal reservoirs in Hambantota district and Muruthawela and lunugamwehera contain the highest amount of water. More amounts of lakes are situated in tissamaharama area.

It has been implemented several major irrigation schemes in the district recently. Udawalawa development project, kirama oya, uruboku oya, liyangastota, ridiyagama, lunugamwehera, mouara and Kekiriobada projects are some of them. Bandagiriya, mahagalwewa, beragama and muruthawela are colonies found in Hambantota district.

The coastal belt that stretches from kudawella on the west to pattalangalle on the east is constituent of very attractive features. Among them peaks, lagoons, bays, sand dunes and river mouths are very important. In addition to them harbors, quays and lagoons that are important with regard to the fisheries industry receive a prominent place. Kudawella, Tangalle, Hambantota and krinda have already been developed with modern facilities. Also there are mini fishery harbors and several lagoons where fisheries industry is done. There are several saltern that contribute countries salt production this along this coastal line. Hambantota saltern, Koholankala and Palatupana salterns are included in it.

The district which comprises abundance of dry and semi-arid climatic condition has wet zonal climatic condition. This shows again the abundance of climatic variance there in. There are mini waterfalls that come down along westward mountain slops of the district. Of them “Bisogala” alias sapugaha dola ella that is about 40 feet high is major one. Average temperature of the district is 27.8 C0 and average rainfall is 111.1 m.m. The district has been divided administratively into 576 grama niladari divisions and 12 divisional secretariat areas. In addition there are 1 Municipal council, 1Urban Council, 10 pradeshiya sabas areas and 04 electorates in the District. Under the other divisions 13 police authoritative areas, 03 zonal educational areas, 16 agrarian service divisions and 10 MOH areas are found in the district.

Total Estimated population of the district in 2019 is 173,453 and 349,753 are males while 363,700 are females. Population density is per sq.k.m. 251. As per races 97.1% is Sinhalese, 0.4 % is Sri Lankan Tamil and 1.1% Sri Lankan moors. According to the religion 96.8% is Buddhists 0.2% is Hindu and 2.5 % is Islamic. Total Land area under paddy cultivation is 36057.40 hectares. 76% percent of paddy cultivation is irrigated by major irrigation schemes. Milk production both buffalo milk and cow milk is done in the district under animal husbandry.

The district where mega development projects are going on at present will achieve unprecedented growth in future. The future development of the district will be made a reality by ongoing mega projects such as international harbor, international airport, administrative complex, international convention center, major irrigation schemes, new railway line, highways, international cricket stadium and tourism projects.

Basic Information of the District

Fact	Detail
District	Hambantota
Province	Southern
Land Area	2609 km ²
No of Divisional Secretariat Divisions	12
No of Grama Niladari Divisions	576
No of Villages	1338
No of Electorate Divisions	4
No of Municipal Councils	1
No of Urban Councils	1
No of Pradeshiya Saba	10
No of Circuit Bungalows and the Government Quarters belongs to the Ministry and District Secretariat	Circuit Bungalows - 01 No of quarters under the District Secretariat - 33
No of Zonal Education Office	3
No of Schools and Teachers	No of Schools - 321 No of Teachers - 8481
No of Member of Parliament in the District	7
No of Member of Provincial Council in the District	11
No of Urban Council and Pradeshiya saba members in the District	142
Population	Male -349,753 Female - 363,700 Total - 713,453



1.2 Vision, Mission, Objectives of the Institution

Vision

“An excellent public service through an efficient district administration”

Mission

“To ensure a sustainable development in the district through proper resource management and coordination according to the public policy fulfilling people's needs efficiently and fairly in a just and cordial”

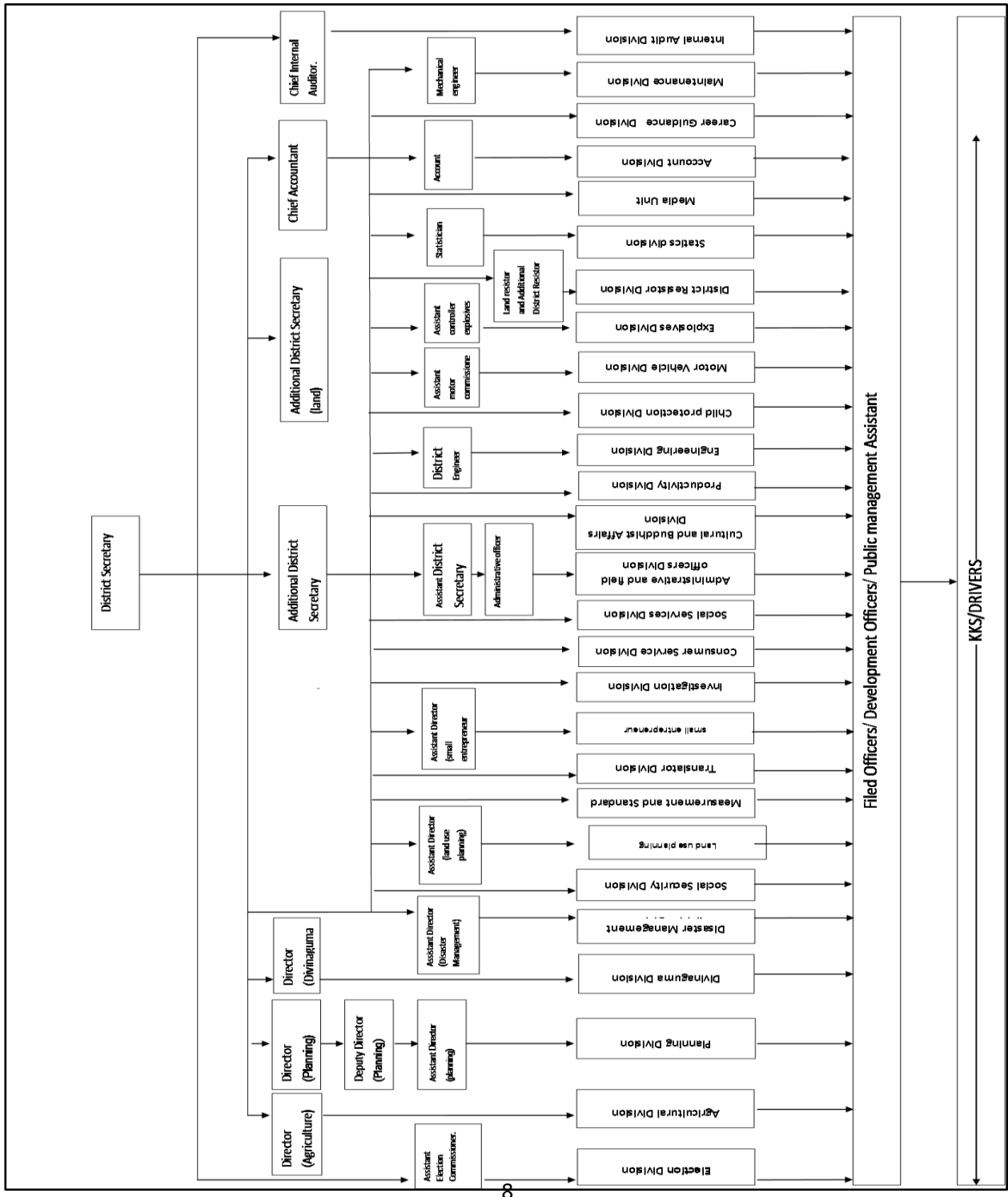
Objectives

- Making Efficiency and Productive District Administration.
- Providing Services Efficiently to uplift Community Satisfaction.
- Establishment Essential Value such as Result oriented Attitudes, Responsibilities, utilizing the Resources Impartiality, Transparency in the government sector.
- Implement Human Resources Management Policy.
- Implement Pension Policy.
- Give Contribution for the programs and projects which are implemented in the district.
- Perform the Economic and Social and Cultural Necessities of the community who live in the District Domain Area.
- Activate the Government agent in the district.
- To transmit and accounting the Revenue and Remit to the Public Treasury.
- Supplying Instants Relief and Resettle the living condition of the community in the Emergency Disaster Situation.

1.3 Key Functions

1. Civil Administration Activities
2. Revenue Collection
3. Monitoring of the Administrative Activities of the Divisional Secretaries
4. Coordinating Development Programs in the District
5. Implementing and Coordinating the Programs of Reducing Poverty in the District
6. Conducting Elections
7. Implementing and Coordinating the Disaster Management Activities in the District
8. Activities Relevant to Firearm and Explosive Licenses
9. Protect Consumer Rights through Market Investigation, Raids and Consumer Empowerment
10. Provide basis on Legal Metrology Field of Trade, Commerce, Production and Industries in the District
11. Conducting Cultural Affairs, Buddhist Affairs and Environmental Development Activities
12. Social Services and Welfare Activities
13. Organizing the National Festival

1.4 Organization Chart



**Details of the Approved Cadre
as at 2019.12.31**

Category	Approved Cadre as Management Service Circular	Existing Cadre	Vacancies
Excecutive			
District Secretary	1	0	1
Additional District Secretary	2	1	1
Director (Planning)	1	1	-
Chief Accountant	1	1	-
Chief Internal Auditor	1	1	-
Assistant District Secretary	1	1	-
Deputy Director/Assistant Director (Planning)	4	3	1
Accountant	1	1	-
S.L. Eng. Service	2	2	-
Sub Total	14	12	3
Tertiary Level			
Administrative Officer	1	1	0
Translator	2	1	1
Sub Total	3	2	1
Secondary Level			
Development Coordinator	1	0	1
Budget Assistant	1	1	0
Development Officer	35	35	-
Technical Officer	2	1	1
Draftsman	1	1	-
Public Management Assistant	33	28	5
ICT Assistant	2	-	2
Technical Assistant	2	2	0
Sub Total	77	68	9
Primary Level			
Driver	10	9	1
Electricians (Departments)	1	0	1
Bungalow Keeper / Cook	1	0	1
Office Employee Service	14	14	0
Sub Total	26	23	3
Grand Total	120	104	16

1.5 Main Divisions of the Department

01. Establishment Branch

- Vision:** An excellent Public service through an Efficient District Administration.
- Mission:** To Ensure a Sustainable Development in the district through proper resource Management and coordination according to the Public Policy, fulfilling people's Needs Efficiently, Fairly, Justifiable and Cordially.
- Aims:** Institutional affairs of all the staff members who are working in District secretariat and Divisional secretariats in the District, conducting training programs for public officers, handling grievances of public and solving them and provision of firearm licenses and explosive licenses.

Activities fulfilled by the Establishment branch

- Institutional affairs of the officers of district secretariat and officers who attached from other ministries and departments.
- Maintaining personal files of divisional secretaries and also institutional affairs and Disciplinary activities of other officers in divisional secretariats.
- All the institutional and disciplinary activities relevant to the 'grama niladharies' in the District.
- Monitoring the Administrative Activities of the Divisional Secretaries.
- Activities relevant to firearm licenses and explosive licenses.
- Activities relevant to repairing of vehicles.
- Some activities relevant to elections.
- Social Services and Welfare Activities.
- Organizing the public functions.
- Provision of quarters to government officers, maintaining them and charging the rent.
- Conducting cultural affairs, Buddhist affairs and environmental development affairs.
- Action taken to provide an effective public service by developing the human resource and productivity through conducting training programs.
- Implementing and handling the disaster management activities through the District.
- All the duties about wild elephant and compensations.

- Duties related to Abin Committees
- Duties related to Right to information Act.
- Duties related to allocating and maintaining the circuit bungalow.
- Duties regarding the problems of land, public petitions and complains of Divisional Secretariats.
- Duties regarding timber including jack.
- Duties regarding the letters received from President Secretary Office.
- Cleaning activities of District Secretariat and Divisional Secretariat

02. Engineering Section

Vision:

Excellent service to the public through effective district administration.

Mission:

The most efficient, fair, just, and made known well in line with the government policy of playing friendly management and coordination of sustainable development in the district confirmation.

Goals and Objectives:

Fulfillment of constructional requirements with in the district for the benefit of the public.

03. Social Service Section

Vision: To be the pioneer in establishing a secure and secure Sri Lanka by the year 2030, by the rights and equality of the community of the internally displaced and disadvantaged.

Mission: To achieve the desired results through the implementation of policies and implementation of programs through rapidly, efficiently and effectively researching through innovative approaches through inter-institutional coordination and professional interventions for the protection of the rights of the targeted community.

Main Tasks: -

01. Vocational training for disabled youths, providing vocational tools for self-employment and directing them to open jobs.
02. Identification and expansion of the job market for disabled persons
03. Conduct research to identify the needs and trends of disabled persons
04. Provide aids for disabled persons and strengthen the families of persons with disabilities.
05. For inclusion of children with special needs, they should be directed to interstitial education in advance.
06. Conducting workshops, seminars and training programs for increasing the knowledge and skills of service personnel.
07. Facilitating the day-to-day activities of the Audio disabled through the provision of identity cards and provision of sign language translation services.
08. Providing care for mentally disabled children without Trustees
09. Providing financial aid for volunteer organizations that are engaged in the welfare of the disabled persons.
10. Provide sports, educational and cultural assistance to visually impaired children.
11. Ongoing Rehabilitation on addicts.
12. Provision of necessary services for disabled persons under community based inclusive development program.
13. Establishment, empowerment and active maintenance of self-help organizations at local level.
14. Implement various programs through integrated approaches.

04. District Planning Secretariat

Vision: Our Vision is to manage resources maximally for the provision of optimum Service to the People in the District and to achieve the good of berg there by in order that Hambantota District to become the most developed District in the Country.

Mission: Provision of a maximum contribution for a sustainable development by fulfilling planning, conducting, evaluating progress review and coordination efficiently so that government policies and programs can be carried out efficiently and productively in order that people in the district contribute National development.

Major Activities

- Holding and operating and operating the district coordination committee, the district agriculture committee and main meeting regard with the other development activities.
- Operating monitoring all the development activities in the District.
- Coordinating and conducting the development activities of the institute relevant to the Line ministries in the District.
- Coordinating the special development projects implemented in the district.
- Administrative and institutional activities of the officers who have attached to the District planning division.
- Preparing District investment plan.
- Preparing a “Sampath Pathikada” which is useful during the usage of resources within the district.

05. Samurdhi Division

Vision: To become a pioneering institution by 2030 to create a poverty-free, empowered, prosperous Sri Lanka.

Mission: To provide effective, productive, fast and effective solutions for the effective implementation of the empowering targeted communities (economic, social, physical, mental, decision making, legal and environmental) and regional disparity, departments, community based organizations and micro finance Participants of the network of professionals and professionals, the government, private sector and political sectors and the local and global organizations. Itvayen poverty-free, prosperous nation through implementation contribute to economic development.

Purposes and Objectives: Reduction of poverty

06. Motor Vehicles Registration Division

Vision: High public popularity through excellent motor vehicle monitoring.

Mission: Dedication for high public popularity by implementing Motor vehicle act and other regulations by using collective effort and modern techno ledge of the motivated staff.

07. Investigation Division

Vision: To become the most efficient and productive unit in the Hambantota district to eliminate the corruption and irregularities in the Hambantota district.

Mission: To act against and controlling corruption and irregularities in order to maintain the administrative structure required for good governance in public institutions in the District Secretary of Hambantota.

Objectives: Build up the confidence of the public that acts with regard to the complaints and grievances of the public and respond favorably to it.

Activities:

- Conduct preliminary inquiries, prepare investigative reports and draft allegations regarding the complaints received against the office activities and the officers in the existing Divisional Secretariats under the district secretariat and District secretary.
- Providing evidence at disciplinary inquiries and conducting a complaint in Formal disciplinary inquiries
- Handling other duties assigned by the District Secretary.

08. Census and Statistical Division

Vision: Becoming the predecessor of the division among the timely information providers for approaching developmental goals.

Mission: To contribute for the social and economic development of the land by providing timely and accurate data in a productive manner through new technology, dedication of the workers and strategic leadership for a prosperous nation in a globalized background.

Aims and objectives: The main objects of the census and statistics section is upgrade and maintain statistics information for preparing plans to accomplish the object in era that unavailable adequate data has become a problem. Sensor and Statistic Section of Hambantota District Secretariat Is being collected data and information of different fields including population, agriculture, sale and service, education health labor power, political and history.

09. Measuring units, standards and services office of the district of Hambantota

Vision: Conducting correct, fair and accountability measuring system for well protected consumers.

Mission: Our mission is to act bearing the obligation of necessary system as the principle measuring institutes which generate equity and justices in the measurement basal regulatory advising and transfer activating.

Aim and objectives: Our aim is to act as the principle measuring institution in Sri Lanka and develop the infrastructure facilities in the fields of fundamental measuring, industrial measuring and legal measuring through implementing the measuring slandered act of no 35 of 1995.

- Implementing the matters assigned by the measuring slandered act no 35 of 1995.
- Conducting District Laboratory.
- Editing measuring cods use in industrial field.
- Clarification balance & measuring equipment use in commercial field.
- Consumer education about legal measuring.
-

10. Consumer Affairs Authority

Vision: Generating a protected consumer in a society by which is honored the good trading virtues.

Mission: Protecting the consumer rights through the consumers strengthening and promoting the good competition among the commercial communities.

Aims and Objectives:

- Protecting consumer rights against providing goods and services which a harmful to lives and wealth.
- Protecting consumers from uncommon trading activities and ensnaring their rights.
- Giving sufficient entrance to get goods and services in a competitive manner in any time.
- Giving relief to consumers against the consumer exploitation which have been done by traders.

Duties of the Consumer Affairs Authority

- A.
 - 1. Limiting agreements between enterprises,
 - 2. Programs about Prices among enterprises,
 - 3. Improper use of dominance in economic development or in Local business inside the market,
 - 4. Removing or controlling the obstacles which affects badly to the competence of locally or internationally business or economic development
- B. Doing Investigations and experiments about improper use of dominance and anti-competitive behaviors.
- C. Promoting and maintaining competition among the supplies who provides objects and services.
- D. Protecting and Promoting the connections and rights of buyers and customers related to the type, quality and the prices of the objects and services.
- E. Informing the customers about the quality, quantity, strength, cleanliness, standard and the price of the objects and services.
- F. Observing Investigations and experiments related to the matters which are mentioned conclusively in this act.
- G. Promoting the competitive price of the market during less effective competitive situations in the market.
- H. Admission of studies related to standards of market and customer services, publishing reports and supplying information for the community.
- I. Admission of studies about effectiveness of public and private sectors.
- J. Promoting Customer Education On health, Safety and security of the customers.
- K. Promoting and exchanging information about market standards and customer
- L. Services with other institutes.
- M. Promoting the establishment of customer associations, helping them and motivating them.
- N. Charging expenses related to the services done by the authority.
- O. Appoint committees as to provide facilities to perform authority tasks.
- P. Perform other relevant things to satisfy the objectives of the authority and to perform duties of the authority effectiveness.

11. Land Use and Planning Section

Vision: Using the district land resource in optimal and sustainable way.

Mission: Our mission is to create a scientific land use plans and concepts from dividing land logically among competitive requirements, such land could be protected environmental balance of the resource and used perpetually and optimally.

Aims and objectives: Protection, conservation and development the land resources as obtaining benefits to the common society.

Duties: -

- Providing land use plans in district, divisional and G.N. divisional levels.
- Identifying underdeveloped and unused state lands which are suitable for various purpose (The program of land bank data)
- Compilation of a qualitative classification of land and compilation of a computerized database.
- Contributing to National Land Use Surveys.
- Conduct District Land Use Planning Committees for identifying and releasing the lands required for various development activities carried out in the district.
- Conducting Divisional Land Use Committees for the submission of recommendations on land allocation and allocation of land in divisional secretariat divisions.
- Conducting awareness programs to educate officers of public and non-government institutions involved in the use of school children and students in the community and the public in order to minimize the adverse consequences due to the erosion practices.
- Conducting awareness programs under the sustainable school development program.
- Planning and implementing projects in relation to the implementation of local land use planning recommendations.
- Conducting programs for the rehabilitation of degraded lands.
- Establishment of rural land use demarcation model.
- Establishing the land use planning models in plot of land level.
- Implementation of special projects for land use problem areas.
- Planning and implementation of projects under the National Environmental Conservation Program (Renaissance).
- Provide land suitability reports to identify suitable lands for different purposes according to the request from different agencies.
- Sustainable school development program.
- Preparing land usage plans based on sub catchment areas.
- Implementing soil and water conservation projects.
- Conducting special studies related to land usage.

12. Land, Marriage, Birth and death registrar office - Hambantota

Vision: A productive public service through the sustainable development.

Mission: To assistance for the community to protect their rights through the registration of legal documents in regard with movable and immovable property and domestic happenings such as marriage, birth and death and issuing the certified copies of said documents.

Aim and Objectives:

- To hold a pleasant and friendly public service
- To complete the activities of received deeds in the same day.
- To issue the certified copies within 20 minutes.

13. Career Guidance and Human Resoures Unit

Vision: Sri Lankan labor force in global level.

Mission: Building a broad, efficient and competitive labor force at global level and using the strength of our human resource for social development.

Goal and Object :

- Build up Sri Lanka labor force with competition, talents and multi-tasking abilities globally.
- Implementing different activities to minimize unemployment
- Establishing a developed complete labor market information system.

Duties:

- Preparing the man power policy and implementing related programs.
- Solving the problem of unemployment.
- Facilitating all the Sri Lankans, who are included and to labor force to identify the
- Correct technical path.
- Planning, Developing and forecasting man power.
- Developing the irregular sections.
- Inspiring job candidates for private sector.
- Providing free public employment service.
- Providing facilities related to man power and employment for the groups under risk and disabled people who live in least developed areas.
- Providing all Sri Lankans, globally and locally accurate labor market information.
- Forecasting local and global labor market trends

14. District Disaster Management Unit

Vision : Towards a Safer Sri Lanka

Mission: Systematically managing natural, man-made disasters and creating a culture of security among the community as well as the nation.

Goals and Objectives: To perform the duties of the Ministry, they are divided into 3 fields. Secure the human lives and property from the disasters caused by natural and human activities. (Prevention, Minimization, Preparation, Research, Development) Secure the Security of the community for a better society (Early warning, sudden operations, and rescue and relief services.). Provide the facilities for implementing programs for minimizing post disasters.

Duties: Following duties have been assigned to the Ministry by the extra ordinary gazette dated 22.11.2010 for achieving these goals.

- Co- ordinate and manage the relief activities during disasters caused naturally and by human activities.
- Creating the projects, Programs and principles about minimizing the disasters and reading.
- Implementing and controlling the above principles, projects and programs during the agreed time period and the estimated resources with the consent of the national planning authority to achieve the goal.
- Co-ordination with the ministry and public organization to assure the duties are done on the time.
- Co-ordinate the awareness programs about disasters caused naturally and caused by human activities.
- Providing relief during disasters caused by floods, droughts, earth slips, epidemiology and other special facts.
- Implementing rescue operations during disasters.
- Implementing early warning system.
- Survey and development activities in the field of housing and building construction technology. Weather surveys and research activities.
- Supervision of all the subjects under the ministry, projects for minimizing disasters.
- Preparation of Programs and planning for disasters.
- Training and awareness programs, sudden responses.

15. Cultural Division

Vision : Bulding together a country with calim,complete,obidient and courteous people.

Mission: Implementing and preparing the programmes for renovation,promoting and generalisations the Art litearutre and culturel affairs that hava Sri Lankan identity .

Aim and objectives:

- Implementing the cultural affairs in Hambantota District as efficient and productively.
- implementing the projecsts that related to the renovation and advertising of art and literature in Hambantota district.
- Providing necessary suport for creations and aid to writers and artiest in hambantota District consider them as the member of the culture.
- Hambantota districtis is considered as a sub culturel district,the programmes are implemented for advertising,promoting and restoration their art andcraft as impartial treated for all sub culturels.
- Building a society with essential values through implementing and arranging programmes that seeping to the all aspect of the society by giving palingensis to all visuval and invisual cultures in Hambantota District.

16. National child protection authority

Vision: Become a great center which create secure and child friendly environment for Sri Lankan children.

Mission: Protecting all the children in Sri Lanka from all type of abuse and ensuring their safety.

Aims and objectives:

- Supporting to prepare a national policy for stopping child abuse and directing victimize children for rehabilitation and their safety
- Co-coordinating activities which against the child abuse, monitoring and taking necessary action relevant to the activities that related to the child abuse.

17. Small Enterprises Development Division

Vision: Enterprise ship business Development for sustainable development.

Mission: Giving active contribution to the national economy through directing the youth to small and medium business field which can be faced for the new challengers

Goals:

- Increasing Employment generation for unemployed youths
- Building up a continuous entrepreneurial culture.
- Giving assistance to the youth to buildup successful businesses.
- Providing consultancy service for the youth to improve their business.
- Giving assistance to improve the state policies in regard with small level business field.
- Increasing market opportunities for small level entrepreneurs.
- Inducing the small level entrepreneurs for export -oriented businesses.
- Training the entrepreneurs in various fields.

18. Social Security Board

Vision: The nation's leading institution for the effective and sustainable social protection.

Mission: Protect the status of senior citizens living becoming effective implementation of the National Institute of Pension and social security systems more secure by state environmental organizations, participation and creativity.

Aims and Objectives: Aware the People in Hambantota District who are not paying state Pensions.

Activities : Be aware of the community in the district and implementing to recruit the people to achieve the above objective

19. Internal Audit Division

Vision: Maintaining a good public service, in accordance with state financial policies.

Mission: Maintaining good public services in the district by providing as an independent party to act in accordance with the guidance of the District Secretariat structure adapted to the financial policies of state institutions.

Goals:

- Maintenance of internal audit in accordance with the Government Auditing Standards.
- Processing conditions to provide excellent service to the public.
- Investigate whether the quality of public service, the public would be fulfilled.
- Knowledge, skills and guidance to the public institutions.
- Acting to prevent the illegal use of public resources.
- Investigation activities

The tasks performed

- Audit of the Hambantota District Secretariat and Divisional Secretariats.
- The testing vouchers of District Secretariat and Divisional Secretariats.
- Management audit committees, and participate in a management audit committee of the Divisional Secretariats.
- The instructions and guidance concerning the financial and internal control.
- Special audits and legal district secretary.

20. Productivity promoting unit

Vision: Becoming the great center for promote productivity.

Mision : Obtaining great living condition for people by means of contribution to the national development and supplying necessary stregthen to face the international competitive through promoting productiviti of Sri Lanka.

Targets :

- Coustermer –first
- Exchanging knowledge.
- Educational culture.
- Team work.
- Productiviti and qualitative services
- Priority to national development.

21. Buddhist affairs division

Vision: Forward to righteous society that protected Buddhist procedure.

Mission: Achieving continuous existence of exemplary Buddhist society and creating righteous and virtue society that caused the awakening of native Buddhist people through implementing and properly organizing the work and task for upliftment, promote and long existence of Buddhist society.

Objectives:

- Inclusion of all Temples and Dhamma School for Development Programs in the Hambantota district
- Organizing programs to minimize the unethical practices of the district
- To get the district to the first place from island wide according to the Dhamma School results
- To receive benefit for all temples and Dhamma schools in the district in same level
- To make the district as a balanced development in physically and spiritually
- Organizing all religious programs according to the Bhikkus instructed.

Activities:

- Coordination of 12 DS divisions and 15 Sasana Rakshaka Balamandala in the district.
- Conducting donations for all temples and Dhamma schools in the district.
- Training Dhamma School teachers and updating information.
- Calling for the district Sasana Rakshaka Balamandala meeting and maintaining of reports.
- Forwarding the requests of Bhikkus to the relevant institutions and follow up.
- Updating of Annual Dhamma School's Teachers and students List.
- Conducting District Dhamma School Students skills district competitions and Coordination of All Island Competition.
- Presenting the annual progress of the development programs.
- Conducting special district programs such as Punyagrama, Daham Sarasaviya and Pali Language promotion.
- Distribution of Dhamma School Books.
- Providing necessary assistance for perahera held in the district.
- Participating Dhamma School events in Divisional Level.
- Organizing of Wariyapola Sri Sumangala Nayaka Thera, Ararika Dharmapala, and other District Commemoration Commemorates.
- Preparation of feasibility studies reports for development programs.
- Perform religious programs on special days such as Vesak and Poson.
- Maintaining dhamma preaching series at the office premises.

22. Agriculture division

Vision: Efficient, productive and strong agricultural division for national prosperity and food security.

Mission: Achieve entrepreneur agriculture that creating globally competitive productions with recognized and commercial friendly as social through the sustainable management of natural resources.

Targets and goals:

- Giving policy assistance relevant to the food related to the agricultural corps.
- Ensuring security of food and nutritious.
- Conducting fixed price for agricultural products.
- Implementing projects on time
- Increasing productions of selected crops.
- Implementing accelerated food production programmes efficient and productively.
- Using foreign fund efficiently and productively.
- Implementing an administration system aiming result and customer friendly.

Performed Duties :

- Feedback, planning and implementing the agriculture development programmes.
- Implementing coordination activities related to the system of providing agrarian technology information.
- Implementing necessary coordination activities to solve the issues that farmers are faced.
- Conducting district agrarian committee and perform relevant duties.
- conducting coordination activities and monitoring all the manure that using in the district.
- Registration the sales men and producers of manure and take an necessary action that relevant to the irregularities of manure.
- Collecting, reporting and summarizing the district agricultural information.

23. Accounts Section

The structure and the task of the accounts section of the District secretariat

Accounts and financial management are very important to fulfill the objectives, vision & Mission of District secretariat. District secretariat is considered as an A grade department in state functional affairs and financial provisions were made for the year 2019 under expenditure head 263 of the government annual expenditure estimate. Also in financial affairs district secretary is responsible as chief accounting officer.

Structure

- Control Accounts section: Supervision and co-ordination of financial activities of project 01 and 02
- Accounts section: General administration and supervision relevant to District secretariat.

Principle activities

Principle activities that should be rendered by the District secretariat in implementing financial management and accounts affairs are as follows.

- Availing from the treasury financial provisions provided from the annual estimate for capital and recurrent expenditure monthly and distribution, management supervision and controlling such allocations.
- Coordinating the Government activities done by the divisional secretariats on grama niladhari division level and revenue collection, making relevant payments and also rendering tasks enforced on it by law.
- Collecting the revenue and remitting the same. Making capital and recurrent expenditure payments of other ministries and departments for which district secretariat acts as an agency.
- Making relevant payments for decentralized budget program implemented at divisional Secretariat level.

Divisional secretariats of the District secretariat

1. Divisional secretariat - Hambantota
2. Divisional secretariat - Tangalle
3. Divisional secretariat - Weerakatiya
4. Divisional secretariat - Katuwana
5. Divisional secretariat - Beliatta
6. Divisional secretariat - Lunugamwehera
7. Divisional secretariat - Okewela
8. Divisional secretariat - Walasmulla
9. Divisional secretariat - Ambalantota
10. Divisional secretariat - Tissamaharamaya
11. Divisional secretariat - Agunukolapelessa
12. Divisional secretariat - Sooriyawewa

Cadre Information of District Secretariat Hambantota

263-District Secretariat HAMBANTOTA																																
Cadre Information as at 2020.01.01																																
Designation	Service	Grade/Class	Salary Code	District Secretariat Hambantota		Divisional Secretariat Hambantota	Divisional Secretariat Tangalle	Divisional Secretariat Weeraketiya	Divisional Secretariat Katuwana	Divisional Secretariat Bellattaya	Divisional Secretariat Lunugamwehera	Divisional Secretariat Oluwela	Divisional Secretariat Walasmulla	Divisional Secretariat Ambalantota	Divisional Secretariat Tissamaharama	Divisional Secretariat Angunukolapassala	Divisional Secretariat Sooriyawewa	Total														
				Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre	Approved Cadre	Actual Cadre											
Senior Level																																
District Secretary	SLAS	Special	SL-3-2016	1	0																						1	0				
Additional District Secretary	SLAS	I	SL-1-2016	2	1																						2	1				
Chief Accountant	SLAcS	I	SL-1-2016	1	1																						1	1				
Auditor	SLAcS	I	SL-1-2016	1	1																						1	1				
Divisional Secretary	SLAS	I	SL-1-2016			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	12	13			
Assistant District Secretary	SLAS	III/II	SL-1-2016	1	1																						1	1				
Assistant Divisional Secretary	SLAS	III/II	SL-1-2016			1	1	2	0	1	1	1	1	1	1	0	1	1	1	1	1	1	1	1	0	1	1	1	0	13	7	
Accountant	SLAcS	III/II	SL-1-2016	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	13	13		
S.L.Eng.Service	SLEngS	III/II	SL-1-2016	2	2																						2	2				
Sub Total				9	7	3	3	4	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	3	46	39	
Tertiary Level																																
Administrative Officer	PMAS	Supra	MN-7-2016	1	1	1	0	1	1	1	0	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	1	13	8			
Administrative Grama Niladhari	PMAS	Supra	MN-7-2016			1	1	1	1	1	0	1	1	1	0	1	0	1	1	1	1	1	1	1	1	1	1	12	9			
Translator	TS	II/I	MN-6-2016	2	1				1																			2	2			
Information and Communication Technology Officer	SLICTS	class2, Grade II/I	MN-4-2016	1	0																						1	0				
Sub Total				4	2	2	1	2	3	2	0	2	1	2	1	2	1	2	2	2	2	1	2	2	2	2	1	2	2	2	28	19
Secondary Level																																
Development Co-ordinator	AS	III/II/I	MN-4-2016	1	0	0	1	1	1	1	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	11	10		
Budget Assistant	DOS	III/II/I	MN-4-2016	1	1																							1	1			
Officer (Development)	DOS	III/II/I	MN-4-2016	0	1																							0	1			
Development Officer	DOS	III/II/I	MN-4-2016	35	25	10	10	10	13	10	11	10	14	10	11	8	6	10	12	10	12	10	11	9	8	9	10	9	11	150	154	
Technical Officer	SLTS	III/II/I	MN-3-2016	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	0	2	1	2	1	2	1	2	0	2	1	26	11	
Draftsman	SLTS	III/II/I	MN-3-2016	1	1																								1	1		
Management Service Officer	PMAS	III/II/I	MN-2-2016	33	24	28	25	28	30	26	23	28	27	27	28	21	20	22	22	23	22	26	24	26	26	22	22	22	21	332	314	
Grama Niladhari			MN-2-2016			30	25	72	70	60	59	56	51	71	72	36	33	27	26	53	49	55	48	44	42	51	39	21	20	576	534	
Communication Technology Assistant	SLICTS	class3, Grade II/II/I	MT-1-2016	2	0	1	0	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	14	6		
Computer Data Operator			MT-1-2016					1					1					0				1						0	3			
Technical Assistant	rtmental	III/II/I	MT-1-2016	2	2	1	0	1	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14	11		
Receptionist			MN-1-2016									1																	1	0		
Sub Total				77	55	72	62	115	117	101	96	99	94	114	116	69	61	64	64	91	86	96	87	84	80	87	74	57	54	1126	1046	
Primary Level																																
Driver	CDS	III/II/I Special	PL-3-2016	10	7	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	34	29	
Electrician	rtmental	III/II/I Special	PL-2-2016	1	0																								1	0		
Bungalow Keeper Cum Cook	rtmental	III/II/I Special	PL-2-2016	1	0																								1	0		
K.K.S.	OES	III/II/I Special	PL-1-2016	14	13	6	4	6	6	6	7	5	4	6	6	5	5	5	4	5	5	6	6	5	4	5	4	4	4	78	72	
Labor	OES	III/II/I Special	PL-1-2016						1	0																						
Electrician-Training					2																								0	2		
Sub Total				26	22	8	5	8	8	9	9	7	6	8	8	7	7	7	6	7	7	8	8	7	6	7	5	6	6	114	103	
Total				116	86	85	71	129	130	115	108	111	104	127	128	81	71	76	74	103	97	109	100	96	89	99	84	68	65	1314	1207	

1.6 There is no funds available for the Hambantota district Secretariat

1.7 There is no foreign funded projects available for the Hambantota district Secretariat.

Chapter 02.

Progress and future vision

- **Special achievements.**

It was able to achieve targets given through coordination and guidance at district and rural regional level in carrying out programs which are introduced by Government in order to achieve 17 sustainable development objectives introduced by Government in 2016.

Further it was able to achieve results as per performance indicators of the action plan, procurement plan and internal audit plan for the year 2019 by implementing them within the time frame of such plans.

- **Challenges**

It was unable to achieve our targets due to unfavorable whether condition existed in the last year in carrying out relevant projects according to annual action plan.

We faced certain obstacles in carrying out such functions according to action plan due to limitation of government allocations and imprest.

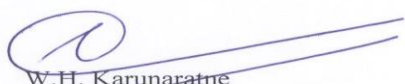
- **Future targets.**

To develop human resource through training programs which is needed for efficient and productive use of the staff and all other resources of the institution.

To set up of a new Divisional Secretariat in Sooriyawewa.

To complete constructions of Divisional Secretariats of Angunakolapelessa and Lunugamwehera and open for public necessities.

To upgrade the development of the district through coordination and providing facilities needed for the implementation of all development programs in the district.


W.H. Karunaratne
District Secretary / Govt. Agent
Hambantota Administrative District.

W.H. KARUNARATHNE
District Secretary/Government Agent
Hambantota.

chapter 03 - overall financial Performance for the Year ended 31st Desember 2019
3.1 Statement of Financial Performance

ACA -F

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

for the period ended 31 December 2019					Rs.
Budget (Current Year)		Note	Current Year	Actual Previous Year	
-	Revenue Receipts				
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	
-	Taxes on International Trade	3	-	-	
-	Non Tax Revenue & Others	4	-	-	
-	Total Revenue Receipts (A)		-	-	
-	Non Revenue Receipts				
-	Treasury Imprests		3,436,248,000	3,412,259,949	ACA-3
-	Deposits		876,397,002	669,451,137	ACA-4
-	Advance Accounts		71,081,915	66,156,983	ACA-5/5(a)/5(b)
-	Other Receipts		549,946,465	1,153,199,375	
-	Total Non Revenue Receipts (B)		4,933,673,382	5,301,067,443	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		4,933,673,282	5,301,067,443	
-	Less: Expenditure				
-	Recurrent Expenditure				
647,650,000	Wages, Salaries & Other Employment Benefits	5	633,910,014	581,706,389	ACA-2(ii)
161,463,870	Other Goods & Services Subsidies, Grants and Transfers	6	155,153,172	156,592,840	
5,500,000	Interest Payments	7	4,616,223	4,903,636	
-	Other Recurrent Expenditure	8	-	-	
36,130		9	36,130	-	
814,650,000	Total Recurrent Expenditure (D)		793,715,539	743,202,865	
-	Capital Expenditure				
24,000,000	Rehabilitation & Improvement of Capital Assets	10	13,940,951	34,411,349	ACA-2(ii)
115,600,000	Acquisition of Capital Assets	11	64,534,798	110,741,219	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
2,400,000	Capacity Building	14	2,251,893	2,656,738	

1,350,000	Other Capital Expenditure	15	1,150,003	174,692,704	ACA-4 ACA-5/5(a)/5(b)
143,350,000	Total Capital Expenditure (E)		81,877,645	322,502,009	
	Main Ledger Expenditure (F)		995,192,894	665,128,766	
	Deposit Payments		905,390,922	575,606,446	
	Advance Payments		89,801,972	89,522,320	
	Total Expenditure G = (D+E+F)		1,870,786,078	1,730,833,639	
	Imprest Balance as at 31st December 2019 H = (C-G)		3,062,887,204	3,570,233,804	
-					

Statement of Financial Position
As at 31st December 2019

ACA-P

	Note	2019 Rs	Actual 2018 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	5,088,775,029	4,979,845,868
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	213,312,140	204,869,591
Cash & Cash Equivalents	ACA-3	4,658,075	-
Total Assets		5,306,745,244	5,184,715,459
<u>Net Assets / Equity</u>			
Net Worth to Treasury		(54,423,102)	(93,280,279)
Property, Plant & Equipment Reserve		5,088,775,029	4,979,845,868
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	267,735,241	298,149,870
Imprest Balance	ACA-3	4,658,075	-
Total Liabilities		5,306,745,244	5,184,715,459

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 6 to 56 and Notes to accounts presented in pages from 57 to 67 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

.....
Chief Accounting Officer
Name :
Designation :
Date : 28/02/2020

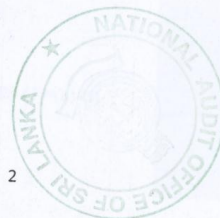
.....
Accounting Officer
Name :
Designation :
Date : 2020/02/28

.....
Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 2020/02/28

S. Hettiarachchi
Secretary
Ministry of Public Administration,
Home Affairs, Provincial Council and
Local Government

C.A. Suneth Lochana
District Secretary/Government Agent
Covering Duties
Hambantota.

W. G. N. Abeywickrama
Chief Accountant
District Secretariat
Hambantota.



3.4 Statement of Cash Flows

ACA-C

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

	Actual	
	Current Year	Previous Year
	Rs.	Rs.
<u>Cash Flows from Operating Activities</u>		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	521,093,695	5,301,067,443
Non Revenue Receipts	-	-
Revenue Collected from the Other Heads	3,436,248,000	-
Imprest Received	3,957,341,695	5,301,067,443
Total Cash generated from Operations (a)		
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	789,099,316	1,232,781,170
Subsidies & Transfer Payments	770,059,929	735,432,319
Expenditure on Other Heads	955,723,190	-
Imprest Settlement to Treasury		-
Total Cash disbursed for Operations (b)	2,514,882,435	1,968,213,489
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	1,442,459,260	3,332,853,954
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	99,934,585	-
Total Cash generated from Investing Activities (d)	99,934,585	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of	1,403,047,652	2,635,605,664
Other Investment	105,694,198	-
Advance Payments	1,508,741,850	2,635,605,664
Total Cash disbursed for Investing Activities (e)	(1,408,807,265)	(2,635,605,664)

NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(d)-(e)	33,651,995	697,248,291
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)		
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	876,397,002	-
Total Cash generated from Financing Activities (h)	876,397,002	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	905,390,922	697,248,291
Total Cash disbursed for Financing Activities (i)	905,390,922	697,248,291
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(28,993,920)	(697,248,291)
Net Movement in Cash (k) = (g) -(j)	4,658,075	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	4,658,075	-

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.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) Recognition of Revenue

Exchange and non exchange revenues are recognised 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 equivalents include local currency notes and coins on hand as at 31st December 2019.

3.6 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of final Revenue Estimate
1002-07-00	Stamp Duty	–	–	17.40	–
1003-07-02	Registration fees relevant to the Department of Register General's	–	–	17,842.10	–
1003-07-03	Private Timber Transport	–	–	250.84	–
1003-07-05	License Taxes relevant to the My/ of Defence & Urban Development	200	200	323.83	161.91%
1003-07-09	Carbon Tax	–	–	67,153.58	–
1003-07-99	Other	–	–	3,126.55	–
2002-01-01	Rent on Government building & housing	37,000	37,000	49,330.36	133.33%
2002-01-02	Rent on Crown forests	–	–	–	–
2002-01-03	Rent from land & other	–	–	3,203.30	–
2002-02-99	Government officer's advance credit interest	8,500	8,500	10,377.90	122.09%
2003-02-03	Fees Under registration of persons	–	–	9,290.75	–
2003-02-06	Fees Under the Fauna & Flora Protection Ordinance	–	–	2.86	–
2003-02-13	Examination & Other fees	–	–	1,279.20	–
2003-02-14	Fees under the Motor traffic Act & Other Receipts	–	–	168,985.39	–
2003-02-99	Land grant charges/ Middle class land grant service charges (sundries)	150	180	348.18	193.43%
2003-07-00	Purchasing Paddy	–	–	114,823.20	–
2003-99-00	Other receipts	7,500	7,500	23,916.20	318.88%
2004-01-00	W&OP	–	–	45,831.85	–
2006-02-02	Sale of capital Assets other	250	250	745.82	298.33%

3.7 Performance of the Utilization of allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	796,000	814,650	793,715.54	97%
Capital	142,000	143,350	81,877.64	57%

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

Serial No:	Allocation Received from Wich Ministry/Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
1	Presidential Secretariat	Capital Allocation	138,738.00	138,738.00	47,548.00	34%
		Recurrent Allocation	-	-	-	
2	Ministry of Digital Infrastructure and Information Technology	Capital Allocation	240.00	240.00	199.00	83%
		Recurrent Allocation		-		
3	Ministry of Science, Technology and Research	Capital Allocation	4,197.00	4,197.00	3,536.00	84%
		Recurrent Allocation	1,370.00	1,370.00	1,177.00	86%
4	Ministry of Mass Media	Capital Allocation	56.00	56.00	55.00	98%
		Recurrent Allocation		-		
5	Ministry of Buddhasana, Cultural and Religious Affairs	Capital Allocation	18,493.00	18,493.00	10,427.00	56%
		Recurrent Allocation	2,484.00	2,484.00	2,105.00	85%
6	Ministry of Finance, Economy and policy development	Capital Allocation	1,838,820.00	1,838,820.00	1,086,643.00	59%
		Recurrent Allocation	87,157.00	87,157.00	60,154.00	69%
7	Ministry of Justice and Prison Reforms	Capital Allocation		-		
		Recurrent Allocation	7,607.00	7,607.00	7,362.00	97%
8	Ministry of Health, Nutrition & Indigenous Medicine	Capital Allocation	40.00	40.00	36.00	90%
		Recurrent Allocation	361.00	361.00	314.00	87%
9	Ministry of Roads & Highways	Capital Allocation	1,460.00	1,460.00	1,459.00	100%

		Recurrent Allocation		-		
10	Ministry of Mahaweli, Agriculture, Irrigation and Rural Development	Capital Allocation	186,832.00	186,832.00	58,706.00	31%
		Recurrent Allocation	452,287.00	452,287.00	402,614.00	89%
11	Ministry of Women & Child Affairs	Capital Allocation	8,545.00	8,545.00	8,024.00	94%
		Recurrent Allocation	199,161.00	199,161.00	189,760.00	95%
12	Ministry of Land & Land Development	Capital Allocation	4,710.00	4,710.00	3,925.00	83%
		Recurrent Allocation	23,387.00	23,387.00	20,104.00	86%
13	Ministry of Housing , Construction & Cultural Affairs	Capital Allocation	426.00	426.00	-	0%
		Recurrent Allocation	200.00	200.00	200.00	100%
14	Ministry of Primary Industries and Social Empowerment	Capital Allocation	2,509.00	2,509.00	2,186.00	87%
		Recurrent Allocation	287,544.00	287,544.00	280,948.00	98%
15	Ministry of Education	Capital Allocation	8,015.00	8,015.00	7,188.00	90%
		Recurrent Allocation		-		
16	Ministry of Public Administration, Disaster Management and Rural Economics Affairs	Capital Allocation	45,621.00	45,621.00	30,608.00	67%
		Recurrent Allocation	12,747.00	12,747.00	11,017.00	86%
17	Ministry of Industries and Supply Chain Management	Capital Allocation	17,010.00	17,010.00	93.00	1%
		Recurrent Allocation		-		
18	Ministry of public Administration, Home Affairs and Provincial Council & Local government	Capital Allocation	1,974.00	1,974.00	1,697.00	86%
		Recurrent Allocation	380,354.00	380,354.00	379,627.00	100%
19	Ministry of National Integration official Languages Social Progress and Hindu Religious Affairs	Capital Allocation	2,464.00	2,464.00	2,063.00	84%
		Recurrent Allocation	6,013.00	6,013.00		
20	Ministry of Megapolis & Western Development	Capital Allocation	61,360.00	61,360.00	37,986.00	62%
		Recurrent Allocation		-		
21	Ministry of Urban Development, Water Supply and Housing ...	Capital Allocation	6,945.00	6,945.00	6,892.00	99%
		Recurrent Allocation		-		
22	Ministry of Women, Child Affairs and Social Security	Capital Allocation	479.00	479.00	59.00	12%
		Recurrent Allocation	114,519.00	114,519.00	112,280.00	98%
23	Ministry of Skills Development, Employment & Labour Relation	Capital Allocation	2,144.00	2,144.00	2,103.00	98%
		Recurrent Allocation	19,499.00	19,499.00	17,092.00	88%
24	Ministry of	Capital Allocation	301.00			62%

	Development Strategies & International Trade			301.00	187.00	
		Recurrent Allocation	2,126.00	2,126.00	1,953.00	92%
25	Department of Buddhist Affairs	Capital Allocation	117.00	117.00	115.00	98%
		Recurrent Allocation	23,366.00	23,366.00	20,118.00	86%
26	Department of Muslim and Cultural Affairs	Capital Allocation	800.00	800.00	783.00	
		Recurrent Allocation	9.00	9.00	9.00	100%
27	Department of Cultural Affairs	Capital Allocation	784.00	784.00	342.00	44%
		Recurrent Allocation	3,475.00	3,475.00	3,393.00	98%
28	Department of Government Information	Capital Allocation		-		
		Recurrent Allocation	100.00	100.00	95.00	95%
29	Department of Social Services	Capital Allocation	2,696.00	2,696.00	2,655.00	98%
		Recurrent Allocation	10,828.00	10,828.00	10,221.00	94%
30	Department of Probation and Child Services	Capital Allocation	1,895.00	1,895.00	1,884.00	99%
		Recurrent Allocation	10,227.00	10,227.00	10,178.00	100%
31	Department of Sport Development	Capital Allocation	137.00	137.00	107.00	78%
		Recurrent Allocation	1,190.00	1,190.00	1,177.00	99%
32	Department For Registration Of Persons	Capital Allocation		-		
		Recurrent Allocation	11,317.00	11,317.00	11,079.00	98%
33	Department of Census and Statistics	Capital Allocation	800.00	800.00	779.00	97%
		Recurrent Allocation	1,297.00	1,297.00	1,223.00	94%
34	Department of pension	Capital Allocation		-		
		Recurrent Allocation	170,055.00	170,055.00	159,652.00	94%
35	Department of Registra	Capital Allocation	1,825.00	1,825.00	1,821.00	100%
		Recurrent Allocation	2,166.00	2,166.00	2,026.00	94%
36	Department of Wildlife Conservation	Capital Allocation		-		
		Recurrent Allocation	5,600.00	5,600.00	5,600.00	100%
37	Land Commissioner General's Department	Capital Allocation		-		
		Recurrent Allocation	449.00	449.00	369.00	82%
38	Food Commissioner's Department	Capital Allocation		-		
		Recurrent Allocation	1,977.00	1,977.00	1,974.00	100%
39	Department of Motor	Capital Allocation		-		

	Traffic	Recurrent Allocation	1,587.00	1,587.00	1,368.00	86%
40	Department of Community Based Correction	Capital Allocation		-		
		Recurrent Allocation	30.00	30.00	30.00	100%
41	Land and Policy Planning Department	Capital Allocation	736.00	736.00	666.00	90%
		Recurrent Allocation	498.00	498.00	483.00	97%
42	Department of Manpower and Employment	Capital Allocation	500.00	500.00	-	0%
		Recurrent Allocation	1,250.00	1,250.00	1,219.00	98%

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 2019.12.31	Balance as per Financial Position Report as at 2019.12.31	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	4,426,056.52	4,426,056.52	-	100%
9152	Machinery and Equipment	372,891.69	372,891.69	-	100%
9153	Land	289,826.82	289,826.82	-	100%
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	-	-	-	-

3. 10 Auditor General's Report

NATIONAL AUDIT OFFICE

My.No: SNP-L/HM/A/HDS/2019 Your No:

Date:28/May/2020

District Secretary,

District Secretariat Office,

Hambantota.

Summary Report of Auditor General as per section 11 (1) of National Audit Act No. 19 of 2018 regarding financial statements for the year ending 31st December 2019 of District Secretariat of Hambantota.

1. Financial Statements

1.1 Qualified Opinion

Financial statement, as at 31st December 2019 of District Secretariat of Hambantota, Financial Performance Report for the year ending by the same day and Financial Statements ending by 31st December 2019 which is consisted of cash flow statements were audited under my direction as per provisions included in article 154(1) of Constitution of Democratic Socialist Republic of Sri Lanka which should be read with provisions of National Audit Act No. 19 of 2018. My opinions and observations towards these financial statements which are forwarded to District Secretariat of Hambantota as per section 11(1) of National Audit Act No. 19 of 2018 are stated in this report. Auditor General's report that should be forwarded as per section 10 of National Audit Act No. 19 of 2018 which should be read with article 154 (6) of Constitution of Democratic Socialist Republic of Sri Lanka will be forwarded to Parliament in due course.

Except the impact made by matters stated in paragraph 1.6 of this report, it is my opinion that Financial Status of District Secretariat of Hambantota as at 31st December 2019, Financial Performance thereof for the year ending by the same day and Cash Flow out of such statements prepared as per provisions of Public Account Circular No. 271/2019 dated 03 December 2019 are true and fair in accordance with accounting principles which generally accepted.

1.2 Basis for the qualified opinion.

Audit was done by me in accordance with audit standards of Sri Lanka (S.L.A.S.). My responsibilities pertaining to financial statements have been further described in the section named responsibility of the auditor. I believe that audit evidences gathered by me in order to make a basis for my opinion are sufficient and suitable.

1.3 Responsibility of Chief Counting Officer and Counting Officer pertaining to the financial statement.

It is the responsibility of the Accounting Officer to decide the internal administration needed to prepare financial statements as per provisions of Public Account Circular No. 271/2019 dated 03 December 2019 and prepare financial statements without quantitative inaccurate statements that might cause due to frauds and mistakes, so that true and fair situation is shown according to accounting principles generally accepted.

Books and reports regarding income, expenditure, assets and liabilities should be duly maintained so that District Secretariat could be able to prepare annual and timely financial statements as per section 16 (1) of National Audit Act No. 19 of 2018.

Accounting Officer should assure that effective internal system of administration has been set up and maintained for the financial administration of District Secretariat as per sub section 38 (1) (C) of National Audit Act and effectiveness of that said system should be reviewed from time to time and needy changes should be made accordingly to maintain the system effectively.

1.4 Responsibility of the Auditor regarding audit of financial statements.

It is my objective to give a fair assurance that as a whole financial statements are free from quantitative false statements that might cause due to frauds and mistakes and issue summary report of Auditor General in which my opinion is included. Although fair assurance is a high level assurance, as per audit standards of Sri Lanka, in auditing it is not an assurance that audit is not always free from quantitative misstatements. Since frauds and mistakes affects individually or corporately, quantitative misstatements might cause and that should be considered by users in making economic decisions based on these financial statements.

The audit was carried out by me with the professional judgment and professional doubt as per audit standards of Sri Lanka. In addition,

- In identifying and assessing risks of quantitative inaccurate statements that might cause in financial statements due to frauds and mistakes, my opinion based on obtaining sufficient and suitable audit evidences and planning suitable audit procedures in order to avoid risks that might cause due to frauds and mistakes. Impact caused by a fraud is more powerful than an impact caused by quantitative inaccurate statements and improper coalition, preparing forged documents, intended avoidance or avoidance of internal administration are the reasons to occur a fraud.
- I do not wish to state an opinion on effectiveness of internal administration of District Secretariat for planning timely needed audit procedures.
- It is to be evaluate that transactions and incidents based for structure and contents of financial statements in which reveals are included have been suitably and fairly included in financial statements.
- As a whole, in presenting financial statements, transactions and incidents based for structure and contents of financial statements have been suitably and fairly included.
- Accounting Officer was made aware of important audit findings, major internal administrative weaknesses and other matters which were identified in my audit.

1.5 Report on other legal requirements.

I do declare following matters as per section 6(d) of National Audit Act No. 19 of 2018.

- Financial statements are tallied with the previous year.
- Following recommendations made by me on financial statements for the previous year had not been carried out.

Para. Ref.	Audit observation	Recommendation
3.4 (b)	Sum of Rs. 29.6 m from Rs. 36 m. given on 04 th September 2018 for 36 People societies of Grama Shakthi in 12 Div. Sec. divisions under Grama Shakthi People movement had not been spent for development task identified.	Actions have to be taken to achieve objectives of the project.
3.7 (b).	Task of removing remains of the ship named 'Rewhera' which had been shrunk in the sea in Uraniya area of Kirinda had been assigned to a fishery Co-op. society. Rs. 3,500,000 which was deposited in District Secretariat by that society had been refunded on	Actions have to be taken in accordance with provisions of Financial Regulation.

31st December 2018. But in that payment following faults were revealed.

- i. In refunding the deposited money, original of receipts of such deposits had not been forwarded with the voucher.
- ii. Information on the basis of selecting the contractor had not been forwarded for the audit.
- iii. No proper agreement with conditions had been signed in between the two parties in assigning the contract.
- iv. Amount of deposited had been refunded when the contractor had given up the contract with no completion.
- v. Since quantity of remains removed from the ship was not reported, there was no evidence that all due money to the revenue were recovered.

5.2	Internal audit program had not been prepared For Grama Shakthi societies established In all Divisional Secretariats.	Internal audit program has to be prepared for Grama Shakthi societies as per Grama Shakthi instruction paper No. 2018-(3) dated 12 July 2018
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1.6 Expressing ideas on financial statements.

1.6.1 Accounting defaults.

1.6.1.1 Non revenue receipts.

In the audit carried out pertaining to receipt of non revenue to District Secretariat in the year of review following observations are made.

(i) Receipt of deposits.

According to treasury books receipt of deposits was Rs. 875,957,552 while it was Rs. 876,397,004 according to department books. Accordingly difference Rs. 439,452 should have been stated under other receipts in financial performance statement, But it had not been so stated.

(ii) Receipt of advance.

- (a) Although balance of receipt of advances according to treasury computer prints was Rs. 81,605,147, it had been stated as Rs. 71,081,815 in the financial performance statement.
- (b) Total balance of advances loans due from 4 officers who were interdicted in Divisional Secretariats of Tissamaharama and Beliatta was Rs. 685,343. Such loan balances were over a period of 4 and 5 years. No action had been taken even in the year of review in order to recover these loan balances.
- (c) There was an unpaid loan balance of Rs. 222,271 over a period from 4 to 5 years from 4 officers who had vacated of post of District Secretariat and Three Divisional Secretariats and no action had been taken even in the year of review to recover such loan balances.

(iii) Other receipts.

Although Rs. 549,946,465 was stated as other receipts in the financial performance statement, it was observed in the audit that such value should be Rs. 550,385,916.

1.6.1.2 Recurrent expenditure

Although Accounting Officer should be responsible in preparing estimates as complete and accurate as possible as per F.R. 50 (II) of Financial Regulation of Democratic Socialist Republic of Sri Lanka and since actions were not taken accordingly, balance allocation of Rs. 5,851,000 from 07 recurrent object codes as per FR 66 and 69 had been transferred to 06 other recurrent object codes.

1.6.1.3 Payment of deposits.

Although payment of deposits was Rs. 905,389, 872 according to computer prints, it was stated in the financial performance statement as Rs. 905,390, 922 resulting an excess of Rs. 1,050.

1.6.1.4 Payment of advances

Although payment of advances was Rs. 90,047,694 according to computer prints, it was stated in the financial performance statement as Rs. 89,801,972 resulting a deficit of Rs. 245,722.

1.6.2 Imprest adjustment account.

Following observations are made.

- (a) Although balance of imprest was Rs. 3,073,165,865 (initial imprest balance of imprest adjustment account) according to financial performance statement, in the imprest adjustment account prepared by District Secretariat initial balance was Rs. 3,042,954,570.
- (b) Following adjustments which should have been made into imprest adjustment account had not been made.
 - Rs. 1,050 payment of deposits for other ministries/ departments.
 - Rs. 11,055,680 advance collected by other ministries/ departments
 - Rs. 778,069 advance incurred by other ministries/ departments.

2. Financial review.

2.1 imprest management

Although the imprest requested from the Treasury by District Secretariat within the year of review was Rs. 8,020,934,000, imprest issued was Rs. 3,436,248,000. Accordingly as a result of non receipt of imprest of Rs. 4,584,686,000 from the Treasury, there had no opportunity to fully utilize allocations made for other development activities under other ministries and departments within the year of review. As an example, due to non receipt of allocation Rs. 173 million made for 384 projects for 11 Divisional Secretariats under Gamperaliya program such projects had not been carried out.

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M.K.D. Renuka
Assistant Auditor General
For Auditor General.

Chapter 4 - Performance Indicators

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

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%-90%	75%-89%	50%-74%
No. of requests received as at target date	100%		
No. of tasks to which allocation made	100%		
Percentage of adhering to required time framework			60%
No. of progress review meetings		75%	
No. of projects completed			50%
Data base	100%		
Efficiency performance index	100%		
Amount of allocation increased	-	-	-
Ordering as at due date	100%		
No. of offices facilitated	100%		

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

5.1 Indicate the Identified respective Sustainable Development Goals

Goal / objective	Target	Indicators of the achievement	progress of the Achievement to Date		
			0%-49%	50%-74%	75%-100%
Build resilient infrastructure, promote inclusive and sustainable industrialization and poster innovation	Develop quality, reliable, sustainable and resilient infrastructure, including regional and transborder infrastructure, to support economic development and human well-being, with a focus on affordable and equitable access for all	Completed extent from buildings of new Divisional Secretariats being constructed.		50%	
	By 2030, upgrade infrastructure and retrofit industries to make them sustainable, with increased resource-use efficiency and greater adoption of clean and environmentally sound technologies and industrial processes, with all countries taking action in accordance with their respective capabilities	No. of tasks to which allocation made			100%

5.2 Achievements and challenges in fulfilling sustainable development targets.

Multi purpose activities are done at District Secretariat and Divisional Secretariats and expenditure is incurred under District Secretariat head of expenditure (263) for fulfilling basic requirements of offices. In addition coordination is made to provide expenditure for various issues of the people through divisional activities relevant to all ministries. Accordingly actions are taken in order to achieve many sustainable development objectives.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved cadre	Existing cadre	Vacancies / (Excess)**
Senior	14	11	3
Territory	4	3	1
Secondary	77	68	9
Primary	26	23	3

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

Since there was no uncontrollable dearth of human resources, dearth or surplus thereof did not affect performance.

06.3 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		
Project management	56	2019.06.10,17	68.15		Local	Knowledge of Project management
Productivity	46	2019.06.20,21	23.34		Local	Knowledge of Productivity
Use and maintenance of office equipments	45	2019.06.24,25	24.09		Local	Knowledge of use and maintenance of office equipments
Investigation duties	55	2019.07.08,09	25.57		Local	Knowledge of Investigation duties

Financial transactions, accounting and reporting	45	2019.07.22,23	26.85		Local	Knowledge of Financial transactions, accounting and reporting
Use of computers, data management and ability of analyzing	30	2019.08.26,28	24.19		Local	Knowledge of use of computers, data management and ability of analyzing
Use of computers, data management and ability of analyzing	31	2019.12.02,03,04	28.19		Local	Knowledge of Use of computers, data management and ability of analyzing
Procurement activities and stores management	49	2019.09.26,27	25.70		Local	Knowledge of Procurement activities and stores management
Principles of good governing	41	2019.09.30/10.01	24.50		Local	Knowledge of principles of good governing
Public Financial management	55	2019.10.28,30	27.89		Local	Knowledge of Public Financial management
Public service, constitutional provisions regarding public service and provisions of Establishment Code	60	2019.11.04,05	31.27		Local	Knowledge of Public service, constitutional provisions regarding public service and provisions of Establishment Code
Institutional and financial rules for Drivers	32	2019.11.28,29	26.12		Local	Knowledge of institutional and financial rules for Drivers
Internal audit	49	2019.12.02,03	29.67		Local	Knowledge of internal audit
Rules and regulations regarding vehicles	31	2019.12.12,13	20.15		Local	Knowledge of rules and regulations regarding vehicles
Customer care and public relationship	34	2019.12.19,20	21.04		Local	Knowledge of customer care and public relationship
Training program on National Audit Act	2	2019.01.28,29	17.00		Local	Knowledge of National Audit Act

Training program on maintenance of personal files	1	2019.03.12	3.00		Local	Knowledge of maintenance of personal files
Stores management and purchasing	1	2019.03.14,15	12.50		Local	Knowledge of stores management and purchasing
Maintenance and operation of electricity generators	1	2019.08.22,23	8.00		Local	Knowledge of maintenance and operation of electricity generators
Training program on damages and losses and financial regulation	2	2019.09.30	6.00		Local	Knowledge of damages and losses and financial regulation
Career development of Office Employees and Drivers for a qualitative work environment	2	2019.10.17	6.00		Local	Knowledge of Career development of Office Employees and Drivers for a qualitative work environment
Post Graduate course on Business Administration	5	01 year	750.00		Local	Knowledge of Post Graduate course on Business Administration

Chapter 07 -Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The Following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers accounts	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	Maintance of books and registers (FR445)			
2.1	Fixed assets register has been maintained and update in terms of pubic administration circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the treasury on due date	Complied		
2.6	Register for cheques and money order has been maintained and update	Complied		
2.7	Inventry 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		
3	Delegation of functions for financial control (FR135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountsants in terms of state Account circular 171/2004 dated 11.05.2014 in using the government payroll software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	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		
5	Audit Queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Not Complied		
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		

6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management 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 Department in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the audit Management Committee has been held duaring the year as per the DMA Circular 1-20019	Complied		
8	Assest Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms paragraph 07 of the Assets Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provision of the circular and the details of the nominated officer was sent to the Comptroller General's office in terms of pharagraph 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 cicular 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 duaring the period specified in the circular	Complied		
8.5	The diposalof condemn articles had been carried out in terms of FR 772	Complied		
9	Vehicle Management			

9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicle had been disposed of within a period of less than 6 month after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103 , 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has ben 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	Advance s to Public Officers Accounts			
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 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 imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R 371	Complied		
14.4	The balance of the imprests 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	Not Complied	We are not revenue officers	
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 termd to 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 the 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/ Citizen's charter has been formulated and implemented by the institution in terms of the circular number 05/2008 and 05/2008(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 / Citizen Client's as per paragraph 2.3 of the circular	Not 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		

END

