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Chapter 01

Institutional Profile/Executive Summary

1.1 Introduction

In considering the relative location of Kalutara District situated at the western province, it is bounded north by Colombo District, East by Rathnapura district and south by Galle district and West by the ocean. The absolute location of it can be indicated roughly as north latitude $6^{\circ} 19' 30''$ – $6^{\circ} 49' 30''$ and east altitude $79^{\circ} 51' 30''$ – $80^{\circ} 22' 45''$.



Kalutara district consists of two korales, eight Paththus and two thotamunas and the eastern edge/ limit of the district consists of scattered land and few mountain ranges connected to the mountain which slopes from the central hill middle and the western limits consist more or less plains. The Kalu ganga and the Benthara ganga originating from the eastern limit, and the branch rivers like Hik ganga and Kuda ganga and the Mavak oya mainly demarcate the hydrological system.

Historical Background of Kalutara District

Factors have been revealed through excavation that the contemporaries of “Balangoda Manawayaya” had lived in the cave situated at Bulathsinhala and Pahiyangala ruin increases the historical values of the district. Kaluthara Bodhiya is treated as one of the Bo-trees among the other 32, planted at the era of King Devanampiyathissa. Kalutara Bodhiya and the Chaithyaya are an ancient sacred which are admired by Buddhist, non Buddhist as well as foreigners.

It has been mentioned that a warrior named Raigam Bandara ruled about 50 years before western invasion.

Land Use of Kalutara District

Tea plantations, were limited to the mountainous areas are now being developed throughout the district with the deterioration of the rubber plantation which covered major part of the district land use apart from that export crop cultivation such as coconut, cinnamon, pepper are in the central parts. Paddy cultivation has expanded through the plains and the lowlands and the Sinharaja forest located in south east, illustrates the forestry features.

1.2 Vision, Mission & Objectives of the Institution

Our Vision



Excellence through Efficient and Effective Public Service.....

Our Mission

Our mission is to make sustainable development in the District, creating an efficient administrative system through effective resource management according to the government policies.....

Objectives and Values of the District Secretariat

Objectives

- March towards sustainable development system according to the government policies in keeping with the time frame.
- March towards to fulfill the public requirements with continuous faith.
- Act towards Economic, Sociological, Religious, Cultural and Educational development within the district without a division among the people

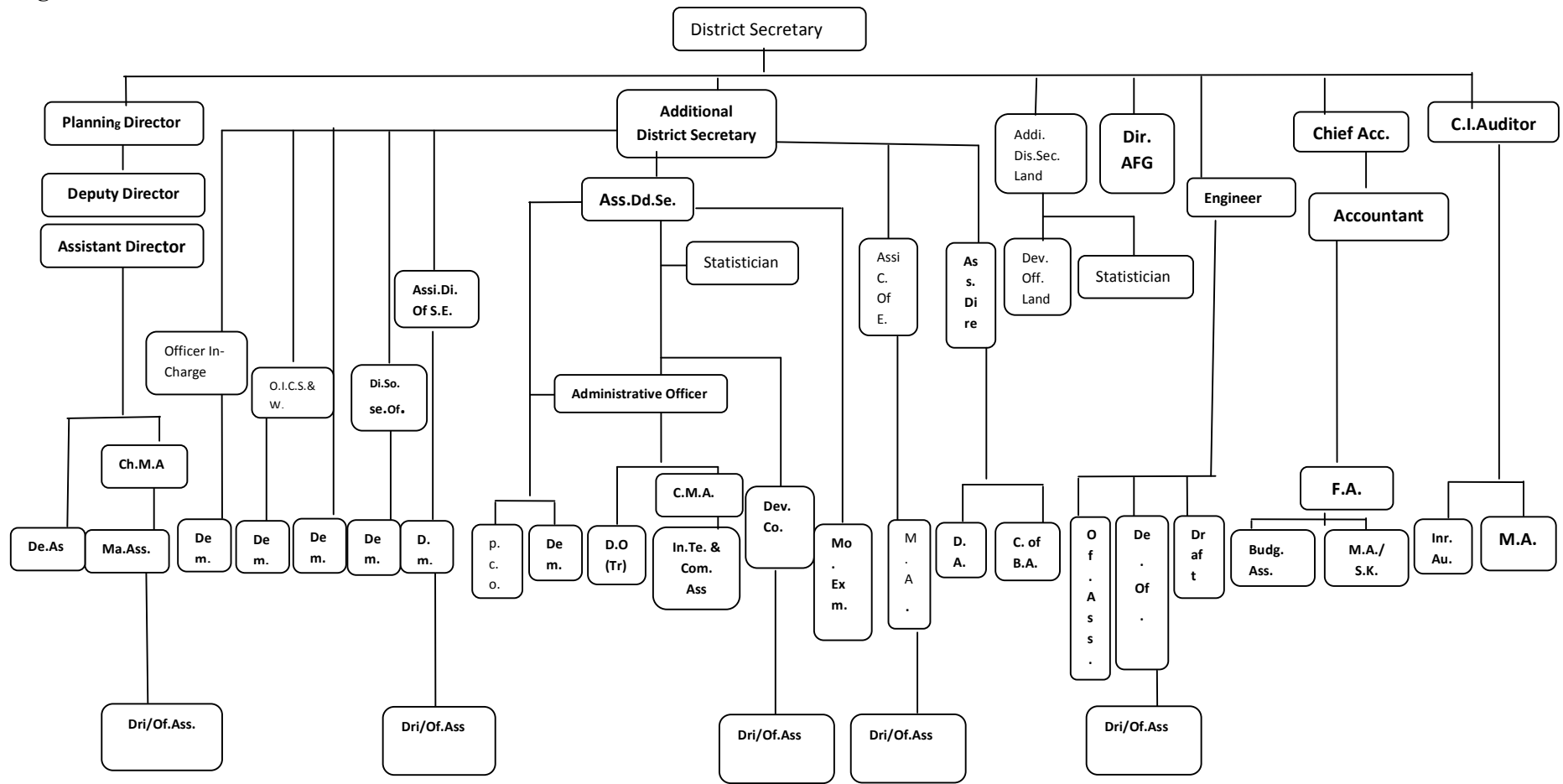
Values

- Safeguard the creditability through specific activities always applicable to our conduct and moral.
- Always act with maximum honor to internal and external customers in taking every decision applicable to them.

1.3 Key Functions

- Administration.
- Administration and Supervision of Divisional Secretariat.
- Social services activities.
- Cultural and Buddhist affairs.
- District development activities, construction and maintenance activities.
- Duties regarding timber licenses and other licenses.
- District environmental development activities.
- Agricultural development activities.
- Activities regarding the committee of pricing.
- Duties regarding Election.
- Training Programs for Human Resources Development and Productivity.
- Administration of Grama Niladharies.
- Duties regarding the recruitment of Birth, Death and Marriage Registrars and Coroners.
- Preparation of the register of Jury members and produce it to the court.
- Conduct National Festivals and various welfare activities.
- Duties regarding public complaints.
- Provision of the assistance of Government and non-government organization to the General public of the district required
- Departmental duties for disaster relief services and renovation activities.
- Recruiting District committee for price fixing.
- Registration of suppliers.
- Disciplinary activities.

1.4 Organizational Chart



- | | | | | | | |
|--|----------|--|------------|--|------|-----------------------|
| Ass.Dd.Se - Assistant District Secretary | C.B.A. | - Coordinator of Buddhist Affairs | M.A. | - Management Assistant | T.O. | - Technical Officer |
| Assi.Di.of S.E. - Assistant Director of Small Enterprises | A.C.S.W | - Officer in-Charge Surveying & Weighing | D.O. | - Development Officer | T.A. | - Technical Assistant |
| Statistician - Statistician | D.S.S.O. | - District Social Service Officer | P.C.O. | - Public Communication Officer | D. | - Draftsmen |
| Assi.C.O.E. - Assistant Controller Of Explosive | A.O. | - Administrative Officer | I.O. | - Investigation Officer | S.K. | - Store Keeper |
| Assi.Dire.Of Cu. - Assistant Director of Culture | C.M.A. | - Chief Management Assistant | D.O.T | - Development Officer (Training) | I.A. | - Internal Auditor |
| Dir.Aggr. - Director Agriculture | C.F.A. | - Chief Financial Assistant | I.T.& C.A. | - Information Technology & Communication Assistant | | |
| A.S.C. - Assistant Samurधि Commissioner | D.A. | - Development Assistant | D.C. | - Development Coordinator | | |

1.5 Main Divisions of the Department / Divisional Secretariats of the District Secretariat

Main Divisions of the District Secretariat

- Accounts Division
- Administration Division
- Development Division
- Engineering Division
- Social Services Division
- Training Division
- Explosives Controlling Unit
- Media Unit
- Disaster Relief Services Division
- Investigation Division

Divisional Secretariats of the District Secretariat

- Kalutara Divisional Secretariat
- Dodangoda Divisional Secretariat
- Beruwala Divisional Secretariat
- Matugama Divisional Secretariat
- Ingiriya Divisional Secretariat
- Bandaragama Divisional Secretariat
- Panadura Divisional Secretariat
- Madurawala Divisional Secretariat
- Millaniya Divisional Secretariat
- Agalawatta Divisional Secretariat
- Horana Divisional Secretariat
- Bulathsinhala Divisional Secretariat
- Walallawita Divisional Secretariat
- Palindanuwara Divisional Secretariat

Chapter 02

Progress and the Future Outlook

2.1 Special Achievements

- Achieving the 2nd place of the Island, at the National Awards last year (Inter-Departmental Category).
- Providing a more effective service to the public by expanding the facilities of the Divisional Secretariats' buildings.

Challenges

- Natural Disasters happened throughout the year.
- Drinking water problem occurred as the saltwater mixed in to the “Kalu” river
- Delay in granting the ownership of the state lands to the public of the District.

Future Goals

- To become a District with a mechanism to face the disasters successfully.
- To provide Clean Drinking Water by 2021 through the Alutgama, Matugama and Agalawatta Integrated Water Supply Project.
- Minimizing land ownership issues by increasing the issuance of land grants.

U.D.C. Jayalal

District Secretary / Government Agent

Kalutara Administrative District

Ministry of Home Affairs

Additional Secretary

Chapter 03

3.1 Statement of Financial Performance

ACA - F

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

Budget 2019		Note	Actual		
			2019	2018	
-	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		6,127,618,156	5,648,034,129	ACA-3
-	Deposits		588,138,579	597,786,916	ACA-4
-	Advance Accounts		119,192,926	88,567,341	ACA- 5/5(A)/5(B)
-	Other Receipts		411,817,120	225,957,754	
-	Total Non Revenue Receipts (B)		7,246,766,781	6,560,346,140	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		7,246,766,781	6,560,346,140	

	Less: Expenditure				
-	Recurrent Expenditure		-	-	} ACA-2(ii)
860,799,000.00	Wages, Salaries & Other Employment Benefits	5	857,645,269	760,736,542	
89,919,000.00	Other Goods & Services	6	87,228,117	97,294,344	
9,780,000.00	Subsidies, Grants and Transfers	7	9,420,472	199,869	
-	Payments of interests	8	-	9,263,551	
-	Other Recurrent Expenditure	9	-	-	
<u>960,498,000.00</u>	Total Recurrent Expenditure (D)		954,293,858	867,494,306	
	Capital Expenditure				} ACA-2(ii)
54,000,000.00	Rehabilitation & Improvement of Capital Assets	10	52,681,406	68,249,342	
159,500,000.00	Acquisition of Capital Assets	11	144,101,974	144,097,448	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
1,500,000.00	Capacity Building	14	1,443,937	1,494,730	
<u>31,700,000.00</u>	Other Capital Expenditure	15	27,589,075	797,154,621	
<u>246,700,000.00</u>	Total Capital Expenditure (E)		225,816,392	1,010,996,141	
	Main Ledger Expenditure (F)		552,706,413	686,359,838	
	Deposit Payments		417,947,121	579,672,678	} ACA-4 ACA-5/5(A)/5(B)
	Advance Payments		134,759,292	106,687,160	
	Total Expenditure G = (D+E+F)		1,732,816,663	2,564,850,285	

1,207,198,000.00	Imprest Balance as at 31st December 2019 H = (C-G)	5,513,950,118	3,995,495,855
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3.2 Statement of Financial Position

ACA - P

Statement of Financial Position As at 31st December 2019

	Note	Actual	
		2019 €.	2018 €.
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	2,428,280,700.56	1,980,865,952.56
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	284,499,497.45	284,286,829.28
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		2,712,780,198.01	2,265,152,781.84

Net Assets / Equity

Net Assets		(344,812,141.02)	(174,874,351.91)
Property, Plant & Equipment Reserve		2,428,280,700.56	1,980,865,952.56
Rent and Work Advance Reserve	ACA-5(b)		

Current Liabilities

Deposits Accounts	ACA - 4	629,311,638.47	459,161,181.19
Imprest Balance	ACA - 3	-	-
Total Liabilities		2,712,780,198.01	2,265,152,781.84

Detail Accounting Statements in above ACA format Nos. 1 to 6 presented in pages from 1 to 50 and Notes to accounts presented in pages from 51 to 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 :

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

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

Note :- The signed financial report is forwarded for your consideration by 12- A

3.3 Statement of Cash Flows

ACA - C

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

	2019 Rs.	2018 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	5,916,159,710
Revenue collected by other Departments/ Ministries	337,035,305	-
Imprest Reciepts	6,127,618,156	-
Total Cash generated from Operations (a)	6,464,653,461	5,916,159,710
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	719,821,243	1,259,047,588
Subsidies & Transfer Payments	9,420,397	1,374,295,592
Expenditure incurred on other Heads	5,482,037,140	-
Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	6,211,278,780	2,633,343,180
Net Cash Flow from Operating Activities (C)=(a)-(b)	253,374,682	3,282,816,530

Cash Flows from Investing Activities

Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
	-	-
Recoveries from On Lending	5,438,494	-
Total Cash generated from Investing Activities (d)	5,438,494	-

Less - Cash disbursed for:

Purchase or Construction of Physical Assets & Acquisition of Other Investment	219,971,716	2,948,930,055
Advance Payment	72,941,291	-
Total Cash disbursed for Investing Activities (e)	292,913,007	2,948,930,055

NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e) **(287,474,513)** **(2,948,930,055)**

NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f) **(34,099,832)** **333,886,475**

Cash Flows from Financing Activities

Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Receipts	242,394,157	-
Total Cash generated from Financing Activities (h)	242,394,157	-

Less - Cash disbursed for:

Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	208,294,325	333,886,475
Total Cash disbursed for Financing Activities (i)	208,294,325	333,886,475
CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	34,099,832	(333,886,475)
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statements

3.6 Performance of the Revenue Collection

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	-	-	499,650.00	-
1003.07.02	Registration Fees for Registrar General's Department	-	-	31,676,646.79	-
1003.07.03	Private Timber Transport	-	-	1,049,875.00	-
1003.07.05	License Fees related to the Ministry of Defense	-	-	868,400.00	-
1003.07.09	Vehicle Emission tax	-	-	116,999,323.84	-
1003.07.99	Other	-	-	7,902,476.99	-
2002.01.01	Rentals of Government Buildings	-	-	1,696,721.07	-
2002.02.99	Other	-	-	12,563,350.11	-
2003.01.00	Departmental Marketing	-	-	360.00	-
2003.02.14	Charges and other receipts charged under the Motor Traffic Act	-	-	98,622,569.87	-
2003.02.03	Fees under the Registration of Persons Act	-	-	19,026,790.00	-
2003.02.99	Other	-	-	6,874,662.43	-
2003.99.00	Other Receipts	-	-	55,041,170.67	-
2004.01.00	Central government	-	-	58,109,473.98	-
2003.02.13	Examination and other Fees	-	-	884,450.00	-
2003.02.12	Fees charged under the State Contract Act	-	-	1200.00	-

3.7 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	945,000,000.00	960,498,000.00	954,293,858.00	99%
Capital	246,700,000.00	246,700,000.00	225,816,392.00	91%

3.8 In terms of F.R.208 grant of allocations for expenditure to the District Secretariat as an agent of the other Ministries/ Departments

Serial No	Allocation Received From Which Ministry/Department	Purpose of the Allocation	Allocation		Actual Expenditure	Utilization as a % of Final Allocation
			Original	Final		
1	001 The President's Office	“President sadaham Yatra“ Dhamma Preaching programme		342,106.50	342,106.50	100%
		Grama Shakthi People’s Movement/ Smart Sri Lanka Programme		99,310,800.00	47,361,399.87 ** 8,715,859.20	56%
		Smart Sri Lanka Programme / Grama Shakthi awareness programme		7,870,400.00	4,809,717.31 ** 932,742.59	72%
		“Thripitakabi Wandana” programme		663,760.00	592,624.49	89%
		Kidney Prevention Programme		3,269,955.00	2,957,582.96 ** 80,000.00	92%
		Food Production Programme		6,603,048.00	5,005,337.27	78%
		National Programme on Environmental conservation/ “Let’s solve our disputes” School Programme		519,200.00	486,675.00	94%
		Establishment of Smart Sri Lanka Regional Units		6,168,380.00	4,801,874.63 **1,348,706.80	99%
2	002 Prime Minister's Office	For research on issues faced by women due to the Micro Finance Loan Schemes		51,050.00	48,550.00	95%

3	051 Ministry of digital Infrastructure & Information Technology	For School Computer Labs Project		7,819,158.34	6,577,817.60 ** 1,241,340.74	100%
		For the programme of making “Thripitakaya” a national heritage		63,800.00	63,800.00	100%
4	101 Ministry of Buddhasasana, Cultural & Religious Affairs	For the programme of making “Thripitakaya” a national heritage		192,884.00	192,884.00	100%
		Sustainable Punya Grama Programme		198,570.00	167,591.26	84%
		Development of underdeveloped Dhamma Schools		5,942,703.39	4,012,004.74 ** 1,825,219.14	98%
		Development of underdeveloped temples		11,788,829.79	8,425,247.66 ** 2,907,367.32	96%
		Sustainable Punya Grama Programme		6,257,300.00	4,291,862.00	69%
		Allowances		86,620,000.00	74,338,293.79	86%
5	Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development & Youth Affairs	Travelling Expenses		336,600.00	285,008.64	85%
		Travelling Expenses		93,750.00	93,750.00	100%
		Stationery		120,000.00	119,885.00	100%
		Telephone & Mail		132,500.00	132,100.00	100%
		Water & Electricity		31,580.32	31,580.31	100%
		Other		40,816.00	40,816.00	100%
		Stationery		21,000.00	21,000.00	100%
		Youth development Programmes		3,398,962.50	3,398,962.41	100%
		Decentralized Projects		176,634,647.54	94,638,165.73 **75,935,966.46	54%
		Rural Infrastructure		329,000,804.58	90,869,698.68 **70,799,278.98	49%
		Development of Religious Centers		24,789,898.99	1,856,395.00	74%
		Regional Infrastructure Development Programme		7,954,782.71	7,954,782.71	100%
		Gamperaliya Programme		2,514,115,607.99	1,970,038,593.72 **394,810,768.34	94%
		To enhance the vocational Training		124,146.00	113,256.00	91%
		Machinery		280,000.00	248,500.00	89%

		Renovation of Buildings		170,000.00	122,993.30	72%
		To enhance the vocational Training		20,000.00	-	0%
		Stationery		17,000.00	16,900.00	99%
6	1 10 Ministry of Justice, Human Rights & Legal Reforms	For Mediation Training Programme		10158550	9,209,782.00	91%
		Travelling Expenses		204,000.00	163,381.00	80%
7	111 Ministry of Health, Nutrition and Indigenous Medicine	Stationery		16,500.00	16,500.00	100%
		For the Local Food and Nutrition Programme		100,000.00	88,400.00	88%
		For Ayurvedic Conservation Council		90,000.00	90,000.00	100%
		Construction of		1,199,154.00	522,390.87 **676,763.13	99%
		Salary		11,552,020.00	11,538,063.37	100%
8	& 118 Ministry of Mahaweli, Agric ulture, Irrigation Rural Development	Allowances		4,038,496.00	4,038,398.75	100%
		Overtime		25,000.00	11,957.20	48%
		Travelling Expenses		60,000.00	59,459.48	99%
		Stationery		90,000.00	89,900.50	100%
		Uniforms		4,000.00	4,000.00	100%
		Telephone		23,554.00	23,553.46	100%
		Other		120,000.00	119,900.00	100%
		Vehicle Maintenance		92,180.00	92,180.00	100%
		Fuel		25,000.00	10,000.00	40%
		Other		378,000.00	374,194.00	99%
		Water & electricity		19,384.85	19,084.85	98%
		machinary Maintenance		6,500.00	6,500.00	100%
		For vehicle emission testing		86,680.00	86,680.00	100%
		Fuel		20,000.00	18,750.00	94%
		To purchase furniture & Office Equipments		100,000.00	100,000.00	100%
		District agriculture Committee		1,255,000.00	1,242,605.00	99%
		Construction of Pinwatta fisheries Community Hall		4,775,099.83	4,774,729.55	100%
		For Handcrafts Development Programme		1,095,638.00	594,640.57 **145,109.50	67%
		Kitul Development project		1,617,354.28	1,608,279.27	99%
		For rural economic promotion programme		15,745,389.29	9,517,681.26 **5,488,937.92	95%
Clay Production Villages Development Project		149,525.00	148,391.25	99%		

		“Diyawara Piyasa” Fisheries Housing and Sanitary Facilities Development Project		3,946,250.00	3,203,625.00 **48,750.00	82%
		Travelling Expenses		618,000.00	460,570.00	75%
9	120 Ministry of Women & Child Affairs and Social Security	Travelling Expenses		360,000.00	343,956.60	96%
		Stationery		54,750.00	50,250.00	92%
		Nutrition allowance for Pregnant mothers		318,804,000.00	279,226,263.59 **29,934,891.53	96%
		Breakfast programme for pre-school children		13,953,400.00	13,162,620.00	94%
		Stationery		37,500.00	35,000.00	93%
		“Lama Diriya” Programme		1,728,000.00	1,699,000.00	98%
		Setting up stalls for the exhibition & Marketing of women’s products		1,464,325.00	1,458,253.00	100%
		Office Equipment		5,665,739.45	5,543,156.95	98%
		For the District Child Development Committee		1,465,300.00	1,388,058.00	95%
		Early childhood development minimum standards programme		1,477,400.00	1,378,500.50	93%
		For Proposed programmes through children’s basic research		424,400.00	422,400.00	100%
		Awareness Programmes		20,000.00	20,000.00	100%
		Programme of implementing Special Projects		23,050.00	23,050.00	100%
		Salary		4,340,860.00	4,123,210.49	95%
		10	122 Ministry of Lands & Land Development	Allowance		1,323,539.16
Travel Expenses				309,890.60	300,743.70	97%
Provision for Incentive Allowance Under Bim sawiya				80,000.00	**22,000.00	0%
Loan Interest				50,641.18	50,641.18	100%
For land acquisition				97,777,573.75	68,766,573.75 **29,011,000.00	100%
Water & Electricity Bills of Cultural Centers				6,726.00	6,725.62	100%
11	123 Ministry of Buddhasasana, Cultural & Religious Affairs	Purchasing Office equipments		350,000.00	349,547.00	100%
		Other expenditures of Cultural Centers		793,630.00	357,200.00 **376,200.00	92%

		Construction of Cultural centers		23,499,189.00	22,148,225.25	94%
		Renovation & resettlement of School Buildings and property damaged due to disasters		38,508,307.00	33,724,247.20 **1,959,386.09	93%
12	126 Ministry of education			53,489,166.00	29,574,605.72 **16,047,445.96	85%
		Salary		5,215,115.00	5,116,427.32	98%
13	13 Ministry of Defense	Allowance		1,604,400.00	1,597,275.99	100%
		Travelling Expenses		342,000.00	325,472.00	95%
		Stationery		54,000.00	53,999.92	100%
		Loan Interest		59,080.60	59,080.60	100%
		Provisions for relief works		15,962,775.33	15,343,889.43	96%
		Travel Expenses		540,000.00	520,777.39	96%
		Purchasing Office equipments		72,000.00	72,000.00	100%
		Resettlement of affected families		281,931,763.71	230,851,438.12 **35,637,826.22	94%
		Development of Safe Centers		4,597,177.79	2,180,701.35 **2,272,037.30	97%
		Rehabilitation of Affected Areas		555,577,000.00	541,475,444.66	97%
		Purchasing water tanks for distribution of drinking water		1,363,417.00	1,363,417.00	100%
		For implementing disaster mitigation projects		18,201,671.81	9,905,127.54	54%
		For training Courses		952,600.00	805,348.00	85%
		To implement Productivity Projects		45,400.00	45,400.00	100%
		14To Develop Infrastructure		2,909,214.36	1,801,141.15 **1,086,393.05	99%

**Bills in Hand Amount as at 31.12.2019

14	140 Ministry of Hill Country New Villages Infrastructure and Community Development	For the Housing Project of “Wogan” State		21,403,061.96	12,712,612.25 **4,268,265.00	79%
		For Infrastructure and Community development Projects		639,650.00	569,300.00	89%
		Salary		275,661,730.00	275,251,611.05	100%
15	155 Ministry of Public Administration, Home Affairs, Provinci al Councils and Local Government	Allowance		111,776.00	102,416.00	92%
		Allowance		92,391,000.00	92,178,255.27	100%
		Salary		86,984.00	86,984.00	100%
		Overtime		300,000.00	298,470.99	99%
		Travelling Expenses		2,700,000.00	2,550,024.64	94%
		Stationery		420,200.00	418,615.09	100%
		Fuel		255,600.00	255,585.00	100%
		Uniforms		28,000.00	28,000.00	100%
		Other		30,000.00	30,000.00	100%
		Vehicle Maintenance		576,000.00	576,000.00	100%
		Repairing Machinery		175,000.00	175,000.00	100%
		Postal & communication		966,000.00	822,293.17	85%
		Water & electricity		110,000.00	99,281.45	90%
		Rentals & Local Taxes		16,128.00	16,128.00	100%
		Other		125,000.00	122,653.00	98%
		Property Loan Interest		2,097,700.00	2,082,027.05	99%
		Other		100,000.00	100,000.00	100%
		For the celebration of state Poson Festival		1,150,000.00	1,130,925.00	98%
		Other		60,000.00	60,000.00	100%
		For the renovation of regional offices of the Department of Registration of Persons		2,049,338.90	1,682,318.13 **138,399.00	88%

		Renovation of Office Buildings		2,860,000.00	2,826,674.96	99%
		Purchasing Furniture		4,198,618.00	3,914,949.41	93%
		For the Loudspeakers of the Auditorium		6,000,000.00	6,000,000.00	100%
		For the “Nila Sewana” Offices		27,219,700.00	27,080,207.67	99%
		Regional Training Programmes/ Updating web sites		683,350.00	391,750.00	57%
		Salary		3,801,454.00	3,801,156.29	100%
16	157 Ministry of National Integration, Official Languages, Social Progress and Hindu Religious Affairs	Allowance		1,899,616.00	1,589,746.90	84%
		Loan Interest		53,575.15	50,086.27	93%
		Travelling expenses		275,600.00	242,389.38	88%
		Stationery		84,000.00	75,225.00	90%
		Mail & communication		8,000.00	1,995.87	25%
		Entertainment Expenses		12,000.00	8,850.00	74%
		Projects Related to National Integrity Programme		843,250.00	518,450.60	61%
		To Develop Social Infrastructure		22,978,366.35	16,758,886.21 **2,368,770.14	83%
		To Strengthen the Reconciliation Committees		11,157,685.80	7,629,513.37 **3,161,367.25	100%
		To Celebrate the New Year Festival		75,000.00	75,000.00	100%
		For Training Workshops		209,000.00	206,600.00	99%
		To the Evaluation of Students who got “A” Passes for the Second Language at the G.C.E. O/L Examination 2018		478,470.00	474,560.00	99%
		For the purchasing of Office Equipments		23,000.00	15,457.50	67%
		“Sukitha Purawara” Programme/ “Sihilel Dehena” Programme		166,441,313.85	59,521,281.24 **65,587,475.40	74%

Bills in Hand Amount as at 31.12.2019

17	162 Ministry of Megapolis & Western Development	For the South Asian conference on sanitation		1,050,000.00	300,000.00 **750,000.00	29%
18	166 Ministry of Urban Development, Water Supply & Housing Facilities	For the Project of Town Planning		4,373,558.77	2,722,844.47 **1,457,114.18	75%
		Emerging Small Town Water Supply Scheme of Emerging Small Towns- Land Acquisition		352,610.00	352,610.00	100%
		Rural Water Supply & Sanitation Development Programme		2,418,967.50	159,620.00 **2,259,347.50	95%
		Sinharaja Special integrated Rural development Programme		102,754,731.21	102,118,552.21	99%
19	176 Ministry of Ports and shipping & Southern Development	Salary		5,281,254.61	3,242,482.63	61%
20	193/124 Ministry of Primary Industries & Social Empowerment	Allowance		1,723,375.90	1,178,070.40	68%
		Salary		1,907,576.00	2,246,516.38	118%
		Allowance		452,100.00	678,171.25	150%
		Travelling Expenses		272,120.00	190,580.00	70%
		For Paying Interest of Officers' Housing Loans		123,478.61	66,816.09	54%
		Disability Living Allowance		124,655,000.00	117,531,700.00	94%
		For Senior Citizens' Allowance (Senior Citizens Over 70 years Old)		435,207,900.00	425,392,900.00	98%
		For Senior Citizens' Allowance (Senior Citizens Over 100 years Old)		1,233,800.00	960,000.00	78%
		Stationery		33,000.00	30,600.00	93%
		Travelling Expenses		48,000.00	45,880.00	96%
		For Paying Interest of Officers' Housing Loans		105,451.96	54,577.99	52%
		Disability Living Allowance		17,271,000.00	17,519,000.00	101%
		For Senior Citizens' Allowance (Senior Citizens Over 70 years Old)		216,204,000.00	212,699,100.00	98%
		For Senior Citizens' Allowance (Senior Citizens Over 100 years Old)		570,000.00	400,000.00	70%
Single-Parent Family Development Programme		495,850.00	361,350.00	73%		

		To Purchase Office equipments/ To District Coordination	715,889.97	651,258.78	91%
		For Training Programmes	135,000.00	135,000.00	100%
		Single-Parent Family Development Programme	369,850.00	241,400.00	65%
		To District Coordination	4,400.00	4,400.00	100%
		Salary	15,034,824.00	13,459,947.07	90%
21	194 Ministry of Skills Development, E mployment and Labour Relations	Allowance	4,812,400.00	4,811,644.17	100%
		Travelling Expenses	1,008,000.00	862,174.55	86%
		Other	13,330.00	13,330.00	100%
		Stationery	149,000.00	149,000.00	100%
		School Computer Laboratories	897,956.81	721,183.90	80%
		Rural Playgrounds Development	7,931,137.15	7,931,067.47	100%
		For Monthly Progress Review Meetings	3,610.00	3,610.00	100%
		For Awareness Programmes related to Migration Sector	180,000.00	179,935.00	100%
		Salary	96,000.00	8,956.60	9%
		22	052 Ministry of Higher Education, Technology & Innovation	Salary	180,000.00
Travelling Expenses	537,434.00			507,084.66	94%
Stationery	76,897.50			71,394.02	93%
Postal & Communication	53,975.00			47,027.76	87%
Electricity & Water	145,291.23			123,549.50	85%
Renovation of buildings	24,000.00			24,000.00	100%
Assessment Tax	9,504.00			9,504.00	100%
Overtime	337,811.50			326,595.43	97%
Travelling Expenses	112,000.00			111,919.00	100%
Stationery	6,500.00			6,045.00	93%
Postal and Communication	14,000.00			2,000.00	14%
Electricity & Water	49,000.00			36,237.68	74%
Assessment Tax	1,444.00			1,444.00	100%
Cleaning Allowance	12,000.00			11,000.00	92%
For the Proposed Programmes as per the Action Plan of the Vidatha Resource Centres	3,472,104.00			2,600,004.72	75%
Purchasing of Goods & Equipment	296,000.00			218,524.80	74%
For the Renovations of Vidatha Resource Centers	708,421.50			180,972.00	26%
Purchasing of Goods & Equipment	148,700.00			148,700.00	100%
For the Proposed Programmes as per the Action Plan of the Vidatha Resource Centres	504,106.00			435,196.00	86%
Other	16,000.00			16,000.00	100%
For the Purchasing of Computers	330,000.00	207,790.00	63%		

		To Repair Computers		18,500.00	18,500.00	100%	
		Travelling Expenses			1,136,750.00	893,687.96	79%
23	201 Department of Buddhist Affairs	Other		99,540.00	92,500.00	93%	
		Skills Evaluation Programme of Dhamma School Students		67,540.00	67,540.00	100%	
		For Distribution of Dhamma School Text Books		382,951.00	371,813.66	97%	
		Cremation Ceremony		234,500.00	185,500.00	79%	
		National “Sil Matha” Conference		215,500.00	214,920.00	100%	
		Stationery		60,000.00	60,000.00	100%	
		For the Progress Review Meeting		12,000.00	12,000.00	100%	
		For Expenses of Dhamma School Teaching Certificate Examination		68,680.75	15,000.00	22%	
		Dhamma School		33,340,000.00	30,900,000.00	93%	
		Allowance					
		To pay the Lecture Fee of the “Daham Sarasavi Buddhism Diploma” Higher Course		117,000.00	107,400.00	92%	
		For the Refreshments of the “Daham Sarasavi Buddhism Diploma” Higher Course		155,000.00	148,090.00	96%	
		Training Courses		41,750.00	36,150.00	87%	
		Programme of Developing Mosques & Muslim Cultural Centres		800,000.00	790,575.38	99%	
24	202 Department of Muslim Religious and Cultural Affairs	Travelling Expenses		489,000.00	458,384.50	94%	
25	206 Department of Cultural Affairs	Stationery		94,500.00	94,500.00	100%	
		For the “Dolosmaha Pahana” Programme		300,000.00	275,000.00	92%	
		Fuel		36,000.00	-	0%	
		Assistance for Artists		2,010,000.00	1,930,000.00	96%	

		Cultural Stoles/ “Sooriya Udana Kap Nidahas Kireeme Shanthi Karma”		75,000.00	75,000.00	100%
		Assistance For “Kalayathana”		662,500.00	656,500.00	99%
		Art Festival		20,000.00	20,000.00	100%
		Assistance for Writers		50,000.00	49,850.00	100%
		Divisional, District & National Literary Festivals		705,000.00	660,000.00	94%
		District Progress Review Meeting		24,000.00	24,000.00	100%
		Office Equipment		180,000.00	139,622.21	78%
		Travelling Expenses		57,800.00	57,095.65	99%
26	210 Department of Government Information	Stationery		12,000.00	12,000.00	100%
		Newspapers		15,540.00	15,540.00	100%
		Postal & Communication		38,351.44	38,351.41	100%
		For the Prevention of Drugs Programme		40,560.00	40,560.00	100%
		Salary		7,676,625.00	7,308,634.93	95%
27	216 Department of social Services	Allowance		2,019,600.00	1,938,369.15	96%
		Travelling Expenses		432,000.00	392,516.70	91%
		Stationery		76,500.00	76,500.00	100%
		Property Loan Interest		398,963.53	377,243.33	95%
		Maintenance & Administrative Expenses		50,000.00	50,000.00	100%
		For Community Based Rehabilitation Programme		366,100.00	265,101.87	72%
		Overtime		69,147.23	69,125.70	100%
		National Sports Festival for the Disabled		297,620.00	297,620.00	100%
		Community Based Disabled Rehabilitation Programme		332,600.00	331,344.00	100%
		Office Equipment		180,000.00	157,119.75	87%
		Salary		8,288,120.00	8,121,818.75	98%

28	217 Department of Probation and Child Care Services	Allowance		1,900,507.14	1,900,507.14	100%
		Travelling Expenses		434,000.00	420,664.00	97%
		Stationery		54,000.00	54,000.00	100%
		Property Loan Interest		286,832.92	286,832.92	100%
		“Susumata Senasuma” Mobile Program for Child Problems of Estate Community		1,335,915.00	1,321,488.50	99%
		Child Development Committee Programme/ Payment of Foster Parent Assistance		956,500.00	955,172.00	100%
		Office Equipment		15,000.00	15,000.00	100%
		Renovation of Buildings		128,417.40	124,677.09	97%
		Travelling Expenses		141,000.00	25,170.50	18%
29	219 Department of Sports Development	Nutrition Allowance for Athletes		701,000.00	386,500.00 **165,000.00	57%
		Sports Complex Maintenance Expenses		300,000.00	130,815.20	44%
		Stationery		94,067.00	84,950.00	90%
		To Develop Play Grounds		12,527,586.24	12,303,688.87	98%
		Talent Identification Programmes in Sport		85,547.00	85,547.00	100%
		State festival of Oil Anointing		1,214,220.30	1,182,922.01	97%
30	220 Department of Ayurveda	Assistance for “Sanrakshana Sabha” Projects		55,250.00	20,250.00	37%
		Salary		9,991,311.00	9,688,922.99	97%
31	227 Department for Registration of Persons	Allowance		3,198,151.00	3,153,543.81	99%
		Stationery		850.00	850.00	100%
		Travelling Expenses		7,650.00	7,650.00	100%
		Overtime		10,080.04	10,080.04	100%
		Loan Interest		16,313.80	16,313.80	100%

		Allowance		84,237.66	57,348.69	68%
32	252 Department of Census and Statistics	Travelling Expenses		511,400.00	511,300.00	100%
		Stationery		34,000.00	33,917.00	100%
		Fuel		108,785.00	96,410.00	89%
		Postal & Communication		64,700.00	62,201.27	96%
		Monitoring and Supervision Of Crop Supervision		68,950.00	68,453.83	99%
		Vehicle Repairs		20,210.00	20,210.00	100%
		Electricity & Water		105,940.67	105,940.53	100%
		Other		262,722.00	201,240.80	77%
		Machinery Repairs		42,184.47	42,184.47	100%
		Lease Rental		5,328.00	5,328.00	100%
		To Conduct the Population & Housing Census		1,004,500.00	978,064.00	97%
		Renovation of Buildings		445,366.77	445,366.77	100%
		To Purchase Office Equipment		14,800.00	14,800.00	100%
		Overtime		380,000.00	345,162.17	91%
33	253 Department of Pensions	Travelling Expenses		224,000.00	178,346.60	80%
		To Pay Civil Pensions		203,500,000.00	203,099,457.53	100%
		Widowers and Orphans Pension		95,000,000.00	92,926,273.21	98%
		Postal & Printing		1,100,000.00	991,627.52	90%
		Loan Settlement		4,935,429.10	4,935,429.10	100%
		To Pay Incentives		1,534,424.00	1,520,298.73	99%
		To Pay the Registrar's Allowance		2,985,313.75	2,913,145.00	98%
34	254 Registrar General's Department	Fiscal & Legal Expenses		44,750.00	32,750.00	73%

35	286 Land Commissioner General's Department	Allowance		10,000.00	-	0%
36	326 Department of Motor Traffic	Overtime		25,000.00	23,145.00	93%
		Machinery Repairs		60,000.00	20,000.00	33%
		Machinery Repairs		40,000.00	23,694.60	59%
		Electricity & Water		500,000.00	467,168.18	93%
		Security Services		563,730.00	467,730.00	83%
		Driving License Test Fee		190,000.00	190,000.00	100%
		Other		140,000.00	133,000.00	95%
		Other Administrative Expenses		110,000.00	13,220.00	12%
		Postal & Communication		120,000.00	118,705.39	99%
		Buildings & Constructions		1,250,000.00	**1,246,108.42	100%
		Assessment Tax		15,120.00	15,120.00	100%
		Office Equipment		18,000.00	18,000.00	100%
		Stationery		35,000.00	27,500.00	79%
37	326 Department of Community Based Corrections	Travelling Expenses		408,000.00	407,994.30	100%
38	327 Department of Land Use Policy Planning	Stationery		21,000.00	21,000.00	100%
		Land Use Planning Committee		524,000.00	518,579.25	98%
		Travelling Expenses		811,000.00	803,873.84	99%
39	328 Department of Manpower & Employment	Stationery		42,700.00	40,700.00	95%
		Postal & Communication		48,000.00	48,000.00	100%

		For Divisional Job Fair		189,900.00	189,900.00	100%
		Awareness Programme		115,900.00	113,800.00	98%
		Establishment of District Employment Centre		107,500.00	106,050.00	99%
		Postal and Communication		194,421.00	21,500.00	11%
40	195 Ministry of Industrial Export and Investment Promotion	Salary		600,610.00	600,610.00	100%
		Allowance		211,700.00	211,700.00	100%
		Travelling Expenses		6,000.00	300.00	5%
		Office Equipments		73,400.00	44,611.05	61%
41	149 Ministry of Industry and Co mmerce, Resettle ment of Protracted Displaced Persons Coopera tive Development an d Vocational Training and Skills Development	A For the Projects under “Nanwamu Lanka” Enterprise Development Programme		39600000.00	120980.00	0.3%
42	290 Department of Fisheries and Aquatic Resources	awareness Programmes		15,750.00	-	0%
43	248 Department of Excise	Renovation of Buildings		1130000.00	-	0%
	055 Ministry of Mass Media	For the Awareness Programme on Right to Information Act		633,150.00	575150.00	91%

3.9 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2019	Balance as per financial Position Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	1,163,096,663.06	1,163,096,663.06	-	-
9152	Machinery and Equipment	224,889,736.01	224,889,736.01	-	-
9153	Land	709,744,100.00	709,744,100.00	-	-
9160	Work in Progress	330,550,201.00	330,550,201.04	-	-

04 - 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%
Registration of Unregistered Birth & Death Certificates			57.84%
Issuance of Revenue License	91.17%		
Registration of Businesses		76.47%	
Issuance of National Identity Cards	100%		
Issuing formal licenses for unauthorized lands			73.86%

Chapter 05

Performance of the achieving sustainable Development Goals

5.1 Identified respective Sustainable Developments Goals

Target	Sustainable Development Goals	Objective	Development Activities	Indicators of the achievement	Progress of the Achievement to date		
					0% - 49%	50% - 74%	75%- 100%
Build strong infrastructure , encourage innovations by promoting sustainable industrialization	9	Establishment of a strong rural road network which can be used efficiently and effectively and a proper drainage system	Gamperaliya, Decentralized Budget Programme, Infrastructure Development Programme, “Sukitha Purawara” Small Towns Development Programme, Development of Rural stadiums and Development of Sport Infrastructure, Carpeting Roads under Sinharaje Integrated Rural Development Programme, Tar Paving of Roads, Concreting Roads, Construction of Gravel Roads, Construction of Abutment Walls of the Roads, Culverts/ Bridges, Construction of Bridges, Establishment of Small Irrigation Systems, Community Halls, Multipurpose Buildings, Construction of “Sewa Piyasa”, Construction of Toilets	The length of the developed roads			75%
Ensure water and sanitation facilities for all and sustainable management of them.	6	Water Supply	Community Based Water Supply Programmes, Increasing Domestic Water Supply Connections under Construction of Tube Wells to improve rural Water Supply and Sanitation, Construction of Wells	Number of families who were given water supply connection			90%

Ensuring affordable, reliable, sustainable and modern energy supply for all	7	Electricity	Establishment of Household Electrical Connections under Gamperaliya, Decentralized Budget Programme for enhancing Electricity Supply	Number of families who were given electricity supply			99%
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5.2. Achievements and challenges of the Sustainable Development Goals

There are several key factors in achieving the sustainable development goals in the rural sector, which is the largest in our economy. The majority of the rural populations, who follow an agricultural life style, belong to the small farming group.

Grain, Potatoes, Sweet Potatoes, Coconut, Arecanuts, Jack, Breadfruit, Commercial Vegetables, Small Tea States, Rubber Plantations, Paddy Cultivation, Fruits all these prove that our District still belongs to a rural agro-economy.

There's a rapid urbanization and rapid growth of population in our District. There's only a very little migration of young workers to the sub-urban employment opportunities of the District. Many young people who join the agricultural workforce are mostly not well educated and unskilled people.

In order to keep people in the rural sector further, it's essential to have a livelihood which helps to uplift them socio-economically. Services are rare in the village. There's shortage in industries appropriate to the service. There are sufficient labour and land for those who engaged in any sort of agriculture. The agricultural sector is underemployed.

However, the government is shifting from time to time according to the electoral process in our country. Accordingly the policy frameworks of each government are different and there is no national policy. Therefore the programmes vary from year to year. Accordingly, the implemented projects will also change. As a result long term programmes will not be implemented.

Further, even if the existing government selects project proposals with the participation of rural people, due to politicization, that priority will not be given at the time of implementing those projects

Although allocation is given to different Ministries for various programmes, they are not appropriate to the sustainable development goals. It is needed to develop sustainable development goal centered programmes, as many of the officers are not well aware of the Sustainable Development Goals.

Further, environmental, economical and social issues can be found in implementing programmes in order to the inter-institutional linkages between the organizations are poor. The District has developed 75% of its roads, culverts and bridges with the objective of building a strong rural road network. The goal of water and sanitation facilities for all has been achieved by giving 90% water supply connections. It is also reaching the goal of ensuring sustainable and modern energy supply by providing 99% indoor electricity connections.

Chapter 06
Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	13	12	01
Territory	04	03	01
Secondary	96	92	04
Primary	28	24	04

6.2 ** Whether the shortage or excess in human resources has been affected to the performance of the institute

Although there's a shortage of human resources, the actions have been taken in order to maintain the performance of the institute properly.

6.3 Human Resource Development

Name of the Program	No. of staff trained	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		
Website Update	28	02 Days	21,124		Local	
E - Mail Handling	22	01 Day	10,310		Local	
Basic Computer Skills (2 Group)	25	05 Days	26,120		Local	
Ms Word (2 Group)	62	05 Days	50,470		Local	
Ms Word & Powerpoint (2Group)	48	05 Days	52,225		Local	
Graphic Designing	50	05 Days	53,530		Local	
Access & Cristal Reporting (3 Group)	28	05 Days	28,800		Local	
Procurement Process – Divisional Secretariat, Walallawita	45	01 Day	15,000		Local	
Procurement Process	45	01 Day	20,250		Local	
Public Relations & Customer Care	48	01 Day	18,000		Local	
Pension Preparation & Salary Conversion	48	01 Day	19,400		Local	
Disciplinary Procedure	46	01 Day	23,100		Local	
Training on State Lands	150	01 Day	41,358		Local	

Course for the Exemption of the Officers of Public Management Assistant Service Grade I, from the Requirement of Passing the Efficiency Bar Examination	50	10 Days	139,770		Local	
How to Assist the Office Works? (Office Employees)	43	01 Day	23,100		Local	
Training on Right to Information Act I	90	01 Day	19,260		Local	
Training on Right to Information Act II	86	01 Day	16,215		Local	
Office System & Disciplinary Procedure	185	01 Day	59,400		Local	
How to Support Office Duties? (Management Service Officers)	95	01 Day	32,600		Local	
How to Support Office Duties? (Development Officers)	95	01 Day	32,600		Local	
How to Support Office Duties? (Field Officers)	95	01 Day	32,600		Local	
Public Financial Management & Asset Management	190	01 Day	57,600		Local	

Chapter 07
Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance Corrective	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date	Complied		
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 (FR445)			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		

2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and updat	Complied		
3	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 has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	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 to some Audit Queries	Replies have to be taken from Divisional Secretariats	Obtaining answers from Divisional Secretariats by visiting those places

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	Not complied to some Audit Queries	Replies have to be taken from Divisional Secretariats	Obtaining answers from Divisional Secretariats by visiting those places
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of 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		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts			
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			
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 imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books	Complied		

	monthly			
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		

