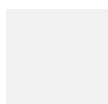


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Message to District Secretary/Government Agent.....



It is my major responsibility to monitor and administrate the administration of Matara District and the Divisions as the Chief Administrative officer of the District Center for Civil administration. Accordingly, to achieve the targets of the development by co-ordinating the Line Ministries and Departments. The Benefits of the development are brought to the rural level and offered the same to its community. Further more, I do proclaim to provide the leadership with a people friendly government service by giving National priorities parallel to the social and economical development as well.

The victories that were achieved on the path of the year 2019, the economical and physical performances obtained from the financial allocations to us, the targets of the future and the challenges are included in this report.

I would like to bestow my sincere thanks to the secretary and the staff officers of the Ministry of Public Administration and Home Affairs, to the Chief Accountant of the District secretariats and the other staff officers, all the other staff members who extended their utmost support in preparation this Performance Report.

Pradeep Rathnayaka
District Secretary/Government Agent
Matara
2020.05.

Annual Performance Report for the Year 2019

District Secretariate Office - Matara

Vote No: 262

Chapter 01 - Institutional Profile/Executive Summary

1.1. Introduction

Matara District Secretariat which is an attractive administrative centre by the side of Nilwala river consists of 16 Divisional Secretariats and 650 Grama Niladari divisions.

Matara district which is situated near Nilwala river close to sea is in between Galle and Hambantota districts in Ruhuna. It possesses an attractive land containing in extent 1282.5 Sq. km. or 128,250 hectare.

In Matara district agriculture based industries could be considered major. Among them tea industry is prominent.

1.2. Vision, Mission, Objectives of the Institution

Vision

To direct the district of Matara towards excellence through an efficient and effective service which brings satisfaction to the public.

Mission

To create a public friendly administrative mechanism and sustainable development in Matara district through strategic management of human, physical and financial resources in accordance with the Government policies.

Objectives

- ❖ Maintaining an efficient and effective District Administrative System.
- ❖ Securing Provision of efficient public service so that the satisfaction of general public could be increased.
- ❖ Establishing in public service a code of ethics consisting result orientation, attitudes, responsibilities, careful use of resources, impartiality, transparency etc.
- ❖ Implementing policies related to the human resources management in public sector
- ❖ Implementing schemes related to the policies on pension of public servants.
- ❖ Organizing Programmes and projects done by different Ministries, Departments Boards and Authorities operating in the district upgrading welfare and development of the people in the district acting as a co-coordinator in financial and non financial resources and follow up.

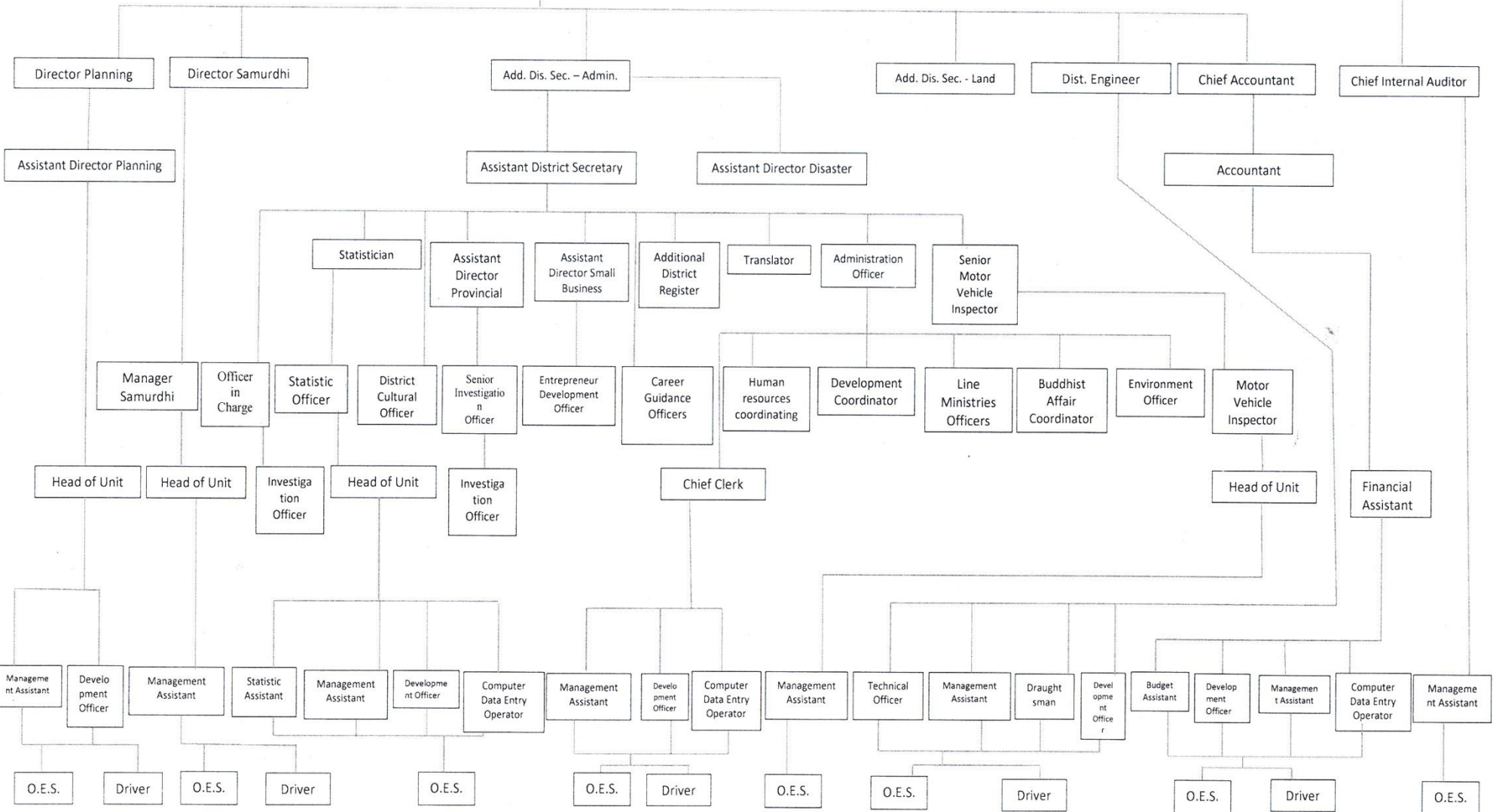
- ❖ Achieving different type of economic, social and cultural requirements of people living within the district through District Secretariat and 16 Divisional Secretariats.
- ❖ Acting as the government agent of the district collect and integrate the accurate, needy information at rural and divisional level and supply them to various Ministries , Departments and non government organizations in order to make correct decisions.
- ❖ Through District Secretariat and Divisional Secretariats collect due revenue of different government Departments and refer them to the treasury.
- ❖ In case of sudden disasters such as floods, Cyclone, drought or tsunami supply quick relief and aid to people and rehabilitate their living condition.

1.3. Key Functions

- ❖ Acting as the head of the District Defense Committee secure the safety of the people living within the territory of the district.
- ❖ Acting as the head of organizing cultural , religious and other state functions in the district .
- ❖ Implementation of decentralized budget, organization, implementation and supervision of development purposes in the district acting as the Secretary of District coordinating Committee and District Development Committee.
- ❖ Acting as the chief of divisional administrative purposes with 16 Divisional Secretaries and take measures in order to increase its efficiency.
- ❖ Using novel information technology and motivate the staff for that in order to increase the productivity and quality of administration purposes.
- ❖ As the deputy head of all ministries and Departments involve in Co-coordinating purposes so that objectives, aims and functions of such institutions are fulfilled.
- ❖ Take necessary measures to hold fair and impartial elections acting as the representative of the Commissioner of elections in elections of all types such as Presidential election, Parliamentary election, Provincial Council election and Local Government election.
- ❖ Take necessary measures needed for the motivation and capacity development of staff of District Secretariat as well as Divisional Secretariats.
- ❖ On behalf of Accounting Officers of various Ministries, Departments, Corporations and Boards to collect, accounting and transfer their revenue to the Treasury and making aware such Accounting Officers.
- ❖ In various disastrous situations like tsunami, droughts and floods, to organize, implement, supervise and follow up disaster management purposes acting as the agent of the government and take measures to restore lives of the affected.
- ❖ Develop assess management systems by supervising local and foreign funded projects.

1.4. Organizational Chart

District Secretary/Government Agent



1.5. Departments under the Ministry/ Main Divisions of the Department / Divisional Secretariats of the District Secretariat

- Matara
- Weligama
- Kaburupitiya
- Hakmana
- Pasgoda
- Kotapola
- Malimbada
- Akuressa
- Dickwella
- Thihagoda
- Mulatiyana
- Devinuwara
- Welipitiya
- Kirinda
- Pitabaddara
- Athuraliya

1.6. Institutions/ Funds coming under the Ministry/ Department/ Provincial Council

Not Applicable

1.7. Details of the Foreign Funded Projects (if any)

Not Applicable

Chapter 02 - Progress and the Future Outlook

Achievements

- Construction of two building complexes in Malimbada and Thihagoda to provide an efficient service to the people, giving the capacity to improve the local administration.
- Establishing of 75 solar power systems in the religious places in order to provide electricity for concessionary rate as an access of a pilot project to populating among the people in the District.
- Establishing of 62 water projects for the people in the Matara District with the intension of providing safety and low priced drinking water.
- Developing of 1656 rural roads in the District to enhance the infrastructure facilities and economy.
- Transforming 492 temporary houses into permanent residences by providing safety and electricity.

Challenges

- The adverse effects of the weather condition.
- Limit of Financial allocation and Imprest.
- Increase of the damage caused by the wild animals.
- Lack of entrepreneurs in the industrial sector due to the insufficient capital.

Future Targets

- To be a self-sufficient district in agriculture.
- To eradicate the Poverty in the district by 2030.
- Consolidate infrastructure facilities to build firm houses in place of slums and shanties in the district by 2030.
- Construction of marine resources and the limits in the district for definite development.
- Provision of water and sanitary facilities to all by 2030.

Chapter 03 - Overall Financial Performance for the Year ended 31st December 2019

3.1. Statement of Financial Performance

ACA -F				
Statement of Financial Performance				
for the period ended 31 st December 2019				
Rs.				
Budget 2018	Note	2019	Actual 2018	
-	Revenue Receipts	-	-	-
-	Income Tax	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		4,643,215,000	5,853,672,354
-	Deposits		378,089,347	429,862,892
-	Advance Accounts		120,493,430	97,064,118
-	Other Receipts		269,998,878	
-	Total Non Revenue Receipts (B)		5,411,796,655	6,380,599,364
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		5,411,796,655	- 6,380,599,364
	Less: Expenditure			
-	Recurrent Expenditure		-	-
889,009,100.00	Wages, Salaries & Other Employment Benefits	5	885,786,160	814,247,816
109,179,910.00	Other Goods & Services	6	107,458,717	94,685,010
11,187,000.00	Subsidies, Grants and Transfers	7	10,939,730	10,573,085
-	Interest Payments	8	-	-
3,990.00	Other Recurrent Expenditure	9	3,990	-
1,009,380,000	Total Recurrent Expenditure (D)		1,004,188,597	919,505,911
	Capital Expenditure			
27,800,000.00	Rehabilitation & Improvement of Capital Assets	10	25,509,206	23,764,793
134,200,000.00	Acquisition of Capital Assets	11	89,896,071	81,290,901
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
3,000,000.00	Capacity Building	14	2,593,393	2,423,013
8,100,000.00	Other Capital Expenditure	15	5,909,314	1,857,602,445
173,100,000.00	Total Capital Expenditure (E)		123,907,983	1,965,081,152
	Main Ledger Expenditure (F)		424,265,771	522,296,040
	Deposit Payments		311,976,608	426,246,854
	Advance Payments		112,289,163	96,049,186
	Total Expenditure G = (D+E+F)		1,552,362,351	3,406,883,103
-	Imprest Balance as at 31st December 2018 H = (C-G)		3,859,434,304	- 2,973,716,261
			-	-

3.2. Statement of Financial Position

		Actual	
	Note	2019 Rs	2018 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	2,277,821,571	1,935,346,480
Financial Assets			
Advance Accounts	ACA-5/5(a)	226,891,833	235,096,100
Cash & Cash Equivalents	ACA-3	6,147,121	-
Total Assets		2,510,860,525	2,170,442,580
Net Assets / Equity			
Net Worth to Treasury		(323,084,088)	(248,767,082)
Property, Plant & Equipment Reserve		2,277,821,571	1,935,346,480
Rent and Work Advance Reserve	ACA-5(b)	-	
Current Liabilities			
Deposits Accounts	ACA-4	549,975,921	483,863,182
Imprest Balance	ACA-3	6,147,121	-
Total Liabilities		2,510,860,525	2,170,442,580

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01. to 49 and Notes to accounts presented in pages from 50. to ...70..... 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.

<p>..... Chief Accounting Officer Name : Designation : Date : 21.02.2020</p> <p style="text-align: center;">S. Hettiarachchi Secretary Ministry of Public Administration, Home Affairs, Provincial Council and Local Government</p>	<p>..... Accounting Officer Name : Designation : Date : 26.02.2020</p> <p style="text-align: center;">Pradeep Ratnayake District Secretary / Government Agent Matara.</p>	<p>..... Chief Financial Officer/ Chief Accountant/ Director (Finance) / Commissioner (Finance) Name : Date : 26.02.2020</p> <p style="text-align: center;">Chandana Mirissage Chief Accountant District Secretariat Office Matara.</p>
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3.3. Statement of Cash Flows

	ACA-C	
Statement of Cash Flows		
for the Period ended 31st December-2019		
	2019 Rs.	Actual 2018 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts		6,200,839,626
Revenue collected for the other heads	269,998,877	
Imprest Received	4,643,215,000	
Total Cash generated from Operations (a)	4,913,213,877	6,200,839,626
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	991,601,112	808,571,455
Subsidies & Transfer Payments	10,939,730	10,653,389
Expenditure on other Heads	3,846,265,317	
Imprest Settlement to Treasury		
Total Cash disbursed for Operations (b)	4,848,806,159	819,224,844
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	64,407,718	5,381,614,781
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	148,283,366	
Total Cash generated from Investing Activities (d)	148,283,366	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of		
Other Investment	123,907,984	1,933,671,716
Advance Payments	148,623,768	
Total Cash disbursed for Investing Activities (e)	272,531,752	1,933,671,716
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(124,248,386)	(1,933,671,716)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	(59,840,668)	3,447,943,066
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	378,146,047	
Total Cash generated from Financing Activities (h)	378,146,047	
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	312,158,258	
Total Cash disbursed for Financing Activities (i)	312,158,258	
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	65,987,789	
Net Movement in Cash (k) = (g) -(j)	6,147,121	3,447,943,066
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.4. Notes to the Financial Statements

Imprest Adjustment Account For the period ended 31st December 2019

Dr.	Amount Rs.	Cr.	Amount Rs.
② Expenditure of other Ministries and Dept. According to FR 208. (Including govt. Adv. Account)	3,844,851,744	Debited by Department of Railway for railway warrant according to FR 208	1,647,755
Credited by other Ministry & Dept. for 262012 Govt. Adv. Account	11,403,536	Debited by other Ministries & Department for 262012 Government Advance Account	1,445,293
Deposit Account of Department of Motor Traffic.	124,950		
Unsettled sub imprest	6,147,121	Balance	3,859,434,304
Total	3,862,527,352		3,862,527,352

3.5. Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original Final	Original Final	Amount (Rs.)	as a % of Final Revenue Estimate
1002.07.00	Stamp Fee	-	-	24,629.00	-
1003.07.02	Registration fees pertaining to Dept. of Registrar General	-	27,550,000.00	28,040,000.00	101.77
1003.07.03	Private timber transportation	-	-	790,787.00	-
1003.07.04	Tax on sle of motor vehicles	-	-	26,000.00	-
1003.07.05	Permit fees related to Defence Ministry	-	610,000.00	486,850.00	79.81
1003.07.09	Carbon tax	-	-	58,261,692.27	-

1003.07.99	Permits – other	-	6,770,000.00	5,771,721.85	85.25
2002.01.01	Rents of Govt. buildings	-	-	1,386,125.89	-
2002.01.99	Rent - other	-	-	194,200.00	-
2002.02.99	Interest – other	-	10,440,000.00	12,215,397.32	117
2003.02.13	Examination and other fees	-	-	807,150.00	-
2003.02.14	Fees and other receipts charge under Motor Traffic Act	-	-	70,039,971.00	-
2003.02.03	Fees under Act of Registration of persons No. 32 of 1968.	-	-	11,583,800.00	-
2003.02.99	Sales and fees - Different receipts	-	2,180,000.00	973,084.97	44.64
2003.04.00	Basic payments for motor cycles for public officers	-	-	-	-
2003.99.00	Selling and fees - other receipts	-	7,900,000.00	13,050,000.12	165.19
2003.07.00	Programme of purchasing of paddy of the government	-	-	2,354,400.00	-
2004.01.00	Social Conservation Contributing funds - Central Government	-	-	63,993,068.18	-
2006.02.00	Selling of capital assets	-	-	-	-

3.6. Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	1,003,000,000.00	1,009,380,000.00	1,004,188,597.00	99.48%
Capital	165,000,000.00	173,100,000.00	123,907,983.00	71.58%

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

Rs. ,000

Serial No.	Allocation Received from Which Ministry /Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
1	Presidential Secretariat	Worship of Tripitakabhi	458,800.00	1,258,000.00	765,801.00	60.87
		Other Investment	10,038,165.00	17,205,780.00	12,564,116.86	73.02
		Programme of national food product and gramasakthi	1,800,000.00	115,434,000.00	51,874,872.00	44.94
		Programme of national food product	2,170,419.45	3,382,919.00	3,262,798.89	96.45
		Smart sri lanka	164,750.00	5,452,909.65	293,076.00	5.37
		other	196,000.00	200,800.00	200,800.00	100.00
2	Prime Minister's Office	Programme of reconciliation mechanisms	242,700.00	242,700.00	242,700.00	100.00
3	Ministry of Digital Infrastructure and Information Technology	Project of school computer lab	240,000.00	240,000.00	231,837.00	96.60
4	Ministry of Mass Media	Training of Right to Information Act	19,000.00	399,850.00	331,454.00	82.89
5	Ministry of Buddhasasana and Wayaba Development	Other	99,900.00	1,739,337.00	1,485,541.01	85.41
		Temple Development	4,244,000.00	10,876,100.00	3,720,193.00	34.21
		Other Investment	9,610,000.00	17,885,959.69	12,988,686.52	72.62
6	Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development, Vocational	Decentralized budget	5,593,645.92	109,698,645.92	50,400,674.04	45.94
		Rural Infrastructure Development Program	607,883.00	1,343,173,042.57	291,538,170.61	21.71
		Religious Centers and Backward Regional Association Program	25,599,250.25	33,686,513.66	16,895,749.36	50.16

	Training & Skills Development and Youth Affairs	Gamperaliya	2,848,323.15	1,760,671,993.15	979,281,896.24	55.62
		Recurrent expenditure	2,407,200.00	110,848,475.00	95,941,195.12	86.55
		Programme	1,500,000.00	3,607,250.00	3,553,241.65	98.50
		Enhancement of vocational training	10,000.00	199,535.00	198,165.00	99.31
7	Ministry of justice	Recurrent expenditure	2,816,200.00	10,303,850.00	9,767,932.30	94.80
		Training workshops	63,450.00	63,450.00	48,015.00	75.67
8	Ministry of Health, Nutrition & Indigenous Medicine	Recurrent expenditure	328,000.00	472,000.00	456,698.00	96.76
		Building construction	243,300.00	273,300.00	273,187.71	99.96
9	Ministry of Foreign Affairs	Regional Foreign Service Consular Office Expenses	288,552.00	288,552.00	288,552.00	100.00
10	Ministry of Highways & Road Development and Petroleum Resources Development	Administration costs of land acquisition	620,000.00	1,220,000.00	1,206,160.56	98.87
11	Ministry of Agriculture , Rural Economic Affairs, Irrigation	Purchasing Paddy for Maha Season 2018/19	30,111,230.00	9,279,787.20	8,974,533.84	96.71
		Recurrent expenditure	9,180,311.00	29,013,406.00	28,868,837.45	99.50
		Repair of vehicles, machinery, furniture and office equipment	858,911.08	858,911.08	772,061.63	89.89
		Development proposals	3,508,471.90	5,420,096.90	3,193,318.34	58.92
		Other Investments	55,000.00	55,000.00	54,960.00	99.93
		Traditional Handicrafts	1,862,480.00	4,810,900.00	3,935,775.30	81.81
12	Ministry of Women & Child Affairs and Dry Zone Development	Recurrent expenditure	760,000.00	2,920,500.00	2,729,160.00	93.45
		Other Investments	702,175.00	4,452,467.39	4,168,234.07	93.62
		Nutrition Allowance	39,000,000.00	232,204,000.00	207,034,900.00	89.16
		Milk glass program for pre school children	6,778,975.00	17,634,675.00	16,931,829.00	96.01
13	Ministry of Lands & Parliamentary Reforms	Salaries and wages	5,749,718.74	17,853,730.90	16,880,609.28	94.55
		Other Investments	10,000.00	43,500.00	18,500.00	42.53
		Land Acquisition Compensation and Interests	5,885,000.00	278,054,785.47	229,589,820.41	82.57

14	Ministry of Housing, Construction & Cultural affairs	Repairing of Buildings	100,219.00	100,219.00	97,300.00	97.09
15	Ministry of Primary Industries and Social Empowerment	Recurrent expenditure	4,948,986.00	6,181,953.32	5,122,149.31	82.86
		Allowances for disabled and elderly persons(over 70 and 100 years)	99,002,000.00	443,792,300.00	439,538,800.00	99.04
		Single Parent Family Program	528,998.00	1,025,258.00	960,928.00	93.73
		District Coordinator Activities	10,400.00	733,329.00	723,212.00	98.62
		Clay Industry Promotion Project	21,055,000.00	21,055,000.00	29,325.00	0.14
16	Ministry of Education	Rehabilitation of School Buildings	21,817,333.00	34,203,533.00	24,783,204.59	72.46
		Construction of School buildings	15,631,383.00	29,002,383.00	13,409,474.23	46.24
17	Ministry of Public Administration , Disaster Management	Training and skills development	514,675.00	514,675.00	256,085.00	49.76
		Recurrent expenditure	3,184,637.28	21,743,910.00	19,848,007.89	91.28
		Resettlement Program	10,088,000.00	88,794,267.41	74,506,618.93	83.91
		Rehabilitation of areas due to flood damage and landslides.	106,000.00	746,660,000.00	74,606,418.45	9.99
18	Ministry of Plantation Industries	Weligama Coconut Disease elimination Program	5,000,000.00	14,000,000.00	11,973,782.50	85.53
19	Ministry of Hill Country New Villages, Infrastructure and Community Development	Other Investments	219,400.00	284,900.00	228,773.00	80.30
20	Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons	Industrial city of Udukawa	284,104.70	1,581,105.15	1,235,237.85	78.12
21	Ministry of Internal & Home Affairs and Provincial Councils and Local Government	Recurrent expenditure	137,743,691.00	446,807,531.00	443,689,269.20	99.30
		Renovation of Circuit Bungalows	100,000.00	34,125,645.43	7,339,760.70	21.51
		Furniture and office equipment	1,000,000.00	1,085,000.00	1,059,252.00	97.63
		Construction of buildings	32,000,000.00	32,000,000.00	21,038,622.70	65.75
		Machinery & Machinery	440,850.00	440,850.00	268,864.38	60.99
		Regional Training Program	792,578.00	857,378.00	554,423.00	64.66
		Other	192,000.00	1,188,985.96	1,014,767.10	85.35

		Payment of office bills of "NILASEWANA"	7,591,100.00	7,591,100.00	7,553,616.00	99.51
		Nilwala Eliya city development Project	200,000,000.00	600,000,000.00	44,374,997.04	7.40
22	Ministry of National Integration, Official Languages, Social Progress and Hindu Religious Affairs	Other Investments	617,306.04	1,829,986.04	1,323,470.00	72.32
		Recurrent expenditure	1,937,951.00	6,262,466.00	5,862,343.26	93.61
23	Ministry of Megapolis & Western Development	Sukitha Purawara city development Program	2,008,180.07	9,982,424.89	1,099,096.92	11.01
24	Ministry of City Planning , water supply	Other Investments	3,029,000.00	5,654,000.00	3,104,000.00	54.90
		Inter Provincial Project Program	4,973,000.00	9,824,135.00	9,824,135.00	100.00
25	Ministry of ports & Shipping and southern Development	Community Water Supply Project	108,240,000.00	115,082,400.00	492,441.06	0.43
		'Dakshina Sanwardhana' Program / Sinharaja Special consolidated Program	100,000,000.00	346,150,609.25	228,292,890.56	65.95
26	Ministry of labour, trade union Relations and social employment	Recurrent expenditure	569,636.04	2,346,146.81	2,346,146.06	100.00
		Disabled and elderly person allowances	46,488,000.00	184,710,400.00	184,564,100.00	99.92
		Single Parent Family Development Programme	174,130.00	144,130.00	144,130.00	100.00
27	Ministry of Tele communication, Foreign Employment and Sports	Recurrent expenditure	6,654,140.00	27,169,261.02	26,238,069.38	96.57
		Awareness programs on emmigration field	40,000.00	210,000.00	210,000.00	100.00
		Developing of Additional Playgrounds	6,079,643.00	6,079,643.00	5,036,236.83	82.84
		Construction of site for fire work training	40,000.00	15,000,000.00	11,428.20	0.08
28	Ministry of Science, Technology & Research	Recurrent expenditure	669,138.12	872,988.32	720,511.13	82.53
		Participating allowance on Training Courses for Officers'	5,040.00	1,356,239.00	269,701.85	19.89
29	Ministry of Development Strategies & International Trade	Recurrent expenditure	2,927,190.00	2,927,190.00	2,836,079.12	96.89

30	Ministry of Science, Technology and Research(New Vote)	Recurrent expenditure	1,056,627.29	3,466,833.05	2,825,916.21	81.51
		Misselaneous Investment	475,000.00	6,914,800.00	5,943,999.14	85.96
		Goods / Equipment	247,000.00	969,500.00	923,728.92	95.28
		Fixing name board	39,500.00	39,500.00	39,500.00	100.00
		Repairing of Laptop	23,400.00	34,250.00	33,200.00	96.93
31	Department of Cultural Affairs	Programme of 'Dolosmaha Pahana' and Literature Festival	1,035,000.00	1,290,000.00	1,242,852.00	96.35
		Recurrent expenditure	1,323,500.00	3,973,500.00	3,872,339.00	97.45
		Furniture and office equipment	60,000.00	60,000.00	57,811.50	96.35
		District Progress Review Meeting	10,000.00	26,000.00	17,980.00	69.15
32	Department of Social Services	Recurrent expenditure	4,220,359.58	12,559,274.00	12,143,676.83	96.69
		Community Based Rehabilitation Program	105,000.00	370,800.00	387,725.00	104.56
		Furniture and office equipment	270,000.00	252,688.10	240,550.70	95.20
33	Department of Probation and Child Care Services	Recurrent expenditure	3,788,540.00	11,896,845.00	11,926,595.97	100.25
		Other Investments	372,000.00	2,353,960.00	2,332,092.30	99.07
		Furniture and office equipment	15,000.00	63,450.00	59,300.40	93.46
34	Department of Christian Religious Affairs	Infrastructure	2,364,674.18	2,711,356.55	2,242,466.06	82.71
35	Department of Motor Traffic	Recurrent expenditure	199,840.00	1,613,180.00	1,330,317.37	82.47
36	Department of Buddhist Affairs	Recurrent expenditure	30,215,038.00	33,465,588.00	30,188,921.29	90.21
		Other Investments	13,563,500.00	13,680,500.00	527,155.00	3.85
		Knowledge Development and Institutional Development	92,220.00	92,220.00	92,220.00	100.00
37	Department of Government Information	Recurrent expenditure	173,876.50	292,075.00	234,665.74	80.34
38	Department of Community Based Corrections	Recurrent expenditure	136,950.00	1,404,875.21	1,319,174.75	93.90
		Purchasing	20,000.00	50,317.55	45,397.00	90.22
		Census of Population and Housing	11,000.00	920,920.00	887,413.00	96.36
39	Department of Muslim Religious and Cultural Affairs	Other Investments	600,000.00	600,000.00	578,428.50	96.40
		Recurrent expenditure	18,000.00	27,000.00	23,955.00	88.72
40	Department of Registrar General's	Allowances for Registrar	403,706.15	2,758,706.75	2,715,795.00	98.44
		Constructions	504,609.06	620,246.38	442,690.88	71.37

41	Department for Registration of Persons	Recurrent expenditure	3,618,230.48	15,064,151.73	15,275,666.64	101.40
42	Department of Inland Revenue	Building construction	5,568,047.49	5,568,047.49	1,259,908.50	22.63
43	Land Commissioner General's Department	Other	9,464.00	9,464.00	9,264.00	97.89
44	Department of Manpower and Employment	Recurrent expenditure	255,000.00	1,161,450.00	1,098,403.78	94.57
		Motivation for Self Employment	151,900.00	508,400.00	473,571.00	93.15
45	Department of Pensions	Widow and Orphanage pension	520,000.00	8,830,037.00	8,795,384.97	99.61
		Recurrent expenditure	846,788.00	1,565,548.00	1,495,498.14	95.53
46	Land Use Policy Planning Department	Recurrent expenditure	192,000.00	768,000.00	724,893.00	94.39
		Other Investments	212,500.00	844,365.00	844,074.74	99.97
47	Department of Sports Development	Recurrent expenditure	455,862.00	2,672,862.00	2,412,840.00	90.27
		Rehabilitation of Kotawila Sports Complex	943,174.84	943,174.84	889,393.27	94.30
		Programme of Developing Sport Skills and Talents	137,500.00	137,500.00	124,700.00	90.69

3.8. Performance of the Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2019	Balance as per financial Position Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	1,093,952,324.93	1,093,952,324.93	-	
9152	Machinery and Equipment	483,159,198.26	483,159,198.26	-	
9153	Land	494,574,150.00	494,574,150.00	-	
9154	Intangible Assets	-	-	-	
9155	Biological Assets	-	-	-	
9160	Work in Progress	206,135,897.42	206,135,897.42	-	
9180	Lease Assets	-	-	-	

3.9. Auditor General's Report**

Attached here with.

Chapter 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%
Performance Index of the Project Completion			63.64%
Performance Index of the Utilization Allocation			63.33%

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

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
End poverty in all its forms everywhere.	Reducing the ratio of all men, women and children who suffer from poverty according to national means by atleast half.	The number of families strengthened under the programme 'Grama Shakthi'	25%		
Ensure availability and sustainable management of water and sanitation for all.	Ability to get safe drinking water for a low price equally for everyone by 2030.	No. of established water projects.			78.26%
Ensure access to affordable, sustainable and modern energy for all.	Ensuring access to reliable modern sources of energy for a low price by 2030.	No of established Solar Power Projects.		68%	

Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation.	Development high Quality, reliable, sustainable and resilient infrastructure facilities which provide access to economic development and human well-being for all.	No of developed rural roads/ No of kilometers		61.28%	
Make cities and human settlement inclusive, safe, resilient and sustainable.	Ensuring access to adequate safe and affordable houses and basic services and developing the hamlets.	No of houses with a temporary roof which were then replaced by a tiled roof.			77.11%

5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals

Achievements

- Establishing of 75 solar power systems in the religious places in order to provide electricity for concessionary rate as an access of a pilot project to populating among the people in the District.
- Establishing of 62 water projects for the people in the Matara District with the intension of providing safety and low priced drinking water.
- Developing of 1656 rural roads in the District to enhance the infrastructure facilities and economy.
- Transforming 492 temporary houses into permanent residences by providing safety and electricity.

Challenges

- The adverse effects of the weather condition.
- Limit of Financial allocation and Imprest.

Chapter 06 - Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	56	55	1
Territory	38	34	4
Secondary	1480	1383	97
Primary	159	156	3

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

Not Affect

06.3 Human Resource Development

Divisional Sectorate	Name of the Program	No. of staff trained	Duration of the program	Total Investment		Nature of the Program (Abroad/ Local)	Output/ Knowledge Gained*
				Local	Foreign		
Mulatiyana	Procurement training programme of National Labour education institute.	02	05 Days	26,000.00	-	Local	Achieving the objectives mentioned in the procurement guidelines by educating the subject officers regarding the relevant field.
	Training programme on Internal Auditing	01	05 Days	13,000.00	-	Local	Preventing the weaknesses through Auditing.
	Training programme on government Payroll System	02	03 Days	36,000.00	-	Local	Obtaining the better knowledge regarding the government Payroll System.
	Getting awareness regarding the act of government information.	262	01 Day	58,096.00	No	Local	Providing a high quality service to the public through this act.
	Office system and Financial regulation	236	01 Day	33,696.00	No	Local	Acquiring a better knowledge about managing government funds without misusing.

	Productivity programmes	114	02 Days	28,000.00	No	Local	Giving a proper knowledge how to maintain files and notes more accurately and clearly.
	Personality development programmes	164	01 Day	17,208.00	No	Local	Building up government officers with a great personality while dealing with the public.
Malimbada	Workshop on improving employees co-operation and developing their personality	150	01 Day	50,000.00	No	Local	Providing a better service to the public by improving the co-operation among the staff.
	Study tour programme/ South Korea training	01	01 week	No	42,840.00	Abroad	Capacity Building for Senior Government Officers of Sri Lanka
	Training programme for Grama Niladhari	20	01 Day	4,340.00	No	Local	Giving a good Knowledge how to do their duty more friendly and effectively.
	Diploma in administrative law.	01	01 year	60,000.00	No	Local	Getting awareness regarding rules and regulations as a government officer.
	Training programme on government Payroll System	02	03 Days	36,000.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.

Akuressa	Training programme on Diploma in administrative law	01	1 year	60,000.00	No	Local	Obtaining a good Knowledge regarding rules and regulations.
Hakmana	Training programme on computer operating	80	01 Day	12,500.00	No	Local	Improving the knowledge regarding computers and how to use a computer more efficiently.
	Training programme on Procurement Process	80	01 Day	25,600.00	No	Local	Educating the subject officers regarding procurement process and how to achieve objectives of procurement guideline.
	Training programme on Disciplinary procedure	100	01 Day	12,800.00	No	Local	Implementing a formal discipling system in the office.
	Training programme on office systems and management	100	01 Day	11,320.00	No	Local	Educating the officers how to maintain office files regulary.
	Training programme on rules and regulations for day to day life.	125	01 day	34,375.00	No	Local	Educating the government officers regarding the General Law.
	Awareness Programme on Government information act.	100	01 Day	13,960.00	No	Local	Educating the officers regarding the government information act.

Weligama	Foreign Tours Programme on Ministerial Work shop on practices of Building and Development Industrial Parks 2019	01	01 week	No	76,973.60	Abroad	Giving awareness about developing infrastructure facilities When developing as a Industrial Zone.
	Training programme on government Payroll System	01	03 Days	18,000.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.
	Training programme on Board of survey	01	01 Day	13,000.00	No	Local	Getting awareness how to do a board of Survey accurately
	Training programme on Public Finance Management	200	01 Day	57,000.00	No	Local	Educating officer how to managing government funds without misusing.
	Government Procurement Procedure	75	01 Day	25,750.00	No	Local	Educating the subject officers regarding procurement process and how to achieve the objectives of procurement guideline.
	Training programme on Computer system use in office	75	01 Day	22,250.00	No	Local	Getting a better training regarding computers to work more efficiently
	Training programme on management of stores.	75	01 Day	22,250.00	No	Local	Educating the officers how to maintain a store in a formal way

	Training programme on disposal of documents	75	01 Day	22,250.00	No	Local	Maintaining the filing system in formal way by disposing unwanted documents
Kotapola	Attitude Development programme for Graduates	57	01 Day	10,590.00	No	Local	Giving a good opportunity for Graduates to work efficiently by developing their attitudes.
	Training programme on government Payroll System	01	03 Days	18,000.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.
	Training programme for Grama Niladari how to maintain an office and its rules	35	01 Day	11,430.00	No	Local	Educating Grama Niladari how to maintain an office in a formal way
	Training programme on commit suicide	74	01 Day	5,700.00	No	Local	Prevention of commit suicide.
	Training programme on Attitude development	400	01 Day	98,900.00	No	Local	Giving a good opportunity to work efficiently by developing their attitudes.
Pitabaddara	Training programme on Public Finance Management	160	01 Day	60,000.00	No	Local	Educating officer how to use government funds without misusing.
Kirinda	Training programme on government Payroll System	01	03 Days	18,000.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.

	Training programme on Disciplinary procedure	80	01 Day	13,560.00	No	Local	Implementing a formal discipling system in the office.
	Identification of timber and related duties	30	01 Day	4,100.00	No	Local	Giving awareness for a high quality public oriented service.
	Training programme on Financial Management	60	01 Day	17,900.00	No	Local	Educating officer how to use government funds without misusing.
	Training programme on Practical technical knowledge	35	01 Day	4,300.00	No	Local	Giving Technical knowledge for drivers.
	Training programme on Local food and nutrition	180	01 Day	22,740.00	No	Local	Building up healthy government officers..
Dickwellla	Staff Training Workshop	100	01 Day	27,100.00	No	Local	Giving knowledge about working More efficiently
	Staff Training Workshop	100	01 Day	27,100.00	No	Local	Giving knowledge about working More efficiently
	Management of state land	125	01 Day	27,100.00	No	Local	Protecting the government lands and utilizing them more effectively.
	Knowledge Management	100	01 Day	27,100.00	No	Local	Building up efficient government officers to supply a good service to the public.
	Event Management	104	01 Day	27,100.00	No	Local	Giving a better knowledge about

							activating programmes more efficiently in the office.
	Divisional Secretary Foreign Training (Seminar on the Belt and Road Construction and Advancement for Sri Lanka)	01	03 Week	No	178,964.87	Abroad	Having a better knowledge regarding foreign language and the new technology.
Dewinuwara	Office Management and Human Resources Management	99	01 Day	25,600.00	No	Local	Giving a better knowledge about activating programmes more efficiently in the office.
	Procurement process, Audit and Investigation	79	01 Day	20,800.00	No	Local	To establish a formal internal control system to avoid the weaknesses identified by auditing in order to achieve the objectives of procurement guidelines.
	Statutory Duties	35	01 Day	9,800.00	No	Local	Giving a better knowledge about Statutory Duties
	Training programme on government Payroll System	02	03 Day	15,500.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.
	Psychological Counseling	102	01 Day	8,100.00	No	Local	Providing a better service to the public by motivating the staff.

Relationship between social work and client	74	01 Day	5,500.00	No	Local	Providing a better service to the public by motivating the staff.
Government Information Act and Establishment Code	32	01 Day	7,000.00	No	Local	Educating the officers regarding the government information act for giving a better service to the public.
Let's build up beautiful child world	72	01 Day	7,200.00	No	Local	Getting awareness to recognize child world and child mind
Project Management	31	01 Day	8,280.00	No	Local	Getting awareness to do the correct project management
Discipline and Office Management	33	01 Day	30,243.00	No	Local	Implementation a Formal Discipline system in the office.
Management Assistant Programme	01		35,000.00	No	Local	Giving awareness for a high quality public oriented service.
Psychological Counseling			8,730.00	No	Local	Providing a better service to the public by motivating the staff.

Welipitya	Procurement Process	01	01 Day	13,000.00	No	Local	Educating the subject officers regarding the relevant field in order to achieve the objectives mentioned in procurement guideline.
	Management Training Course in university of sri jayawardhana pura	01	03 Month	17,500.00	No	Local	Giving awareness about managing office work more efficiently.
	Establishment code and procedural rules	100	01 Day	18,140.00	No	Local	Providing the better service to the public.
	Financial Regulations	175	01 Day	36,235.00	No	Local	Having a proper knowledge how to make use the government funds without misusing.
	Office systems	100	01 Day	32,075.00	No	Local	Providing the better service to the public.
	Training Programme on Disciplinary procedures.	175	01 Day	65,950.00	No	Local	Implementing a formal disciplinary system in the office.
Pasgoda	Diploma of Psychological Counseling in Ruhunu Campus	01	01 Year	60,000.00	No	Local	Providing a better service to the public by motivating.
	Training programme on government Payroll System	02	03 Days	36,000.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.

	Public Relations and Customer Care	98	01 Day	35,000.00	No	Local	Motivating the officers to provide a good service to the public.
	Officers Attitude development for Productivity	106	01 Day	35,000.00	No	Local	Development of attitudes of the officers to work more effectively and efficiently.
Thihagoda	Training programme on government Payroll System	02	03 Day	36,000.00	No	Local	Obtaining the better knowledge regarding the government Payroll System.
Athuraliya	Role of the Grama Niladhari	30	01 Day	10,620.00	No	Local	Educating the officers to do their duties more effectively and friendly.
	Attitude Training	122	01 Day	41,400.00	No	Local	Giving opportunity for officers to work more efficiently by developing their attitudes.
	Awareness on Files	155	01 Day	17,980.00	No	Local	Providing an efficient service by handling the files in correct way.
District Secretariat Office	Productivity Training Programme	45		7,800.00	No	Local	Educating the subject officers the importance of maintaining files and notes in proper way.
	Diploma Training in Procurement	1	01 Year	100,000.00	No	Local	Fulfilling the objectives of the procurement Guide line.
	Trainee Graduate Training	29		6,960.00	No	Local	Establishing efficient government service by

							educating the graduates.
	Korean Training Programme	1	03 Week	No	186,039.20	Abroad	Educating the government officers how to set up a green city.
	Stress Management of staff officers	45		9,910.00	No	Local	Providing a better service to the public by motivating the staff.
	Training programme on Board of Survey	1		28,737.50	No	Local	Educating the officers how to do a board of survey correctly
	Master's in Sociology Degree Course	01	01 Year	92,200.00	No	Local	Giving a better knowledge to understand the mentality of clients and staff members.
	Master's in Sociology Degree Course	01	01 Year	92,200.00	No	Local	Giving a better knowledge to understand the mentality of clients and staff members.

Chapter 07 - Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1.	Annual financial statements	Complied		
1.2.	Advance to public officers account	Complied		
1.3.	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	-		
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 update	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	Delay of receiving the replies from relevant branches.	Acknowledge the sectional heads and subject officers.
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	Complied		

	Regulation 134(2)) DMA/1-2019			
6.2.	All the internal audit reports has been replied within one month	Complied		
6.3.	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4.	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1.	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	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. 01/201	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	Complied		

	772			
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	Complied		

	of the year as per the FR 94(1)			
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 been issued exceeding the limit approved as per F.R. 371	Complied		
14.4.	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1.	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2.	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3.	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Presented to the Relevant Chief Accountant 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 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	Complied		

	ensured in the aforesaid Human Resource Plan			
19.3.	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	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		