

# Annual Performance Report for the year 2019

Name of the Institution District Secretariat, Mullaitivu

Expenditure Head No 267

Chapter 01 – Institution Profile /Executive Summary

Chapter 02 – Progress and the Future Outlook

Chapter 03 – Overall Financial Performance For the year2019

Chapter 04 – Performance indicators

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

Chapter 06 – Human Resource Profile

Chapter 07 – Compliance Report

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## **1.1. Introduction**

### **1.1.1 Location and Area:-**

Mullaitivu District is one of the newly created Districts in Sri Lanka in 1979, which was covered by Mannar, Trincomalee and Vavuniya Districts. This District occupies the Eastern part of the main land of Northern Province. Mullaitivu District has Kilinochchi district on its Northern border, Trincomalee district and Vavuniya district and part of the Mannar district in the south, Mannar district in the West and the sea in the East. It covers land area approximately 2516.9 sq. Km (including forest area excluding large inland water). This District accounts for 3.8% of the country's total area.

### **1.1.2. Climate and Physical Features**

#### **Climate and Soil:-**

Dry Zone - bimodal rainfall pattern. Average annual rainfall varies from 1300 mm to 2416mm. Temperature range from 23.0 c to 39.30 C

#### **Physical Features**

The physical feature of Mullaitivu District is flat land, generally sloping to the East and North, in the Western part, towards West and South. This district has 70km of coastal belt and four lagoons viz Kokkulai, Nayaranu, Nanthikadal and Mathalan with high potentials for prawn culture. The evaluation varies from sea level to 36.5 meters. Major soil groups are reddish brown earth and red yellow lato soils which are suitable for cultivation.

#### **Land Use:-**

This District consists of different Eco-Systems such as forest land, shrub land, Coconut plantation, Agriculture land and water bodies etc. Total land area (Including forest area and excluding large inland water bodies) is 251,690 hectares. Approximately 167,850 hectares which is 64.1% of the total land area consists of forest, agriculture covers nearly 44,040 hectares (16.9%), range land accounts for 13,650 hectares (5.2%) another 26,150 hectares constitutes of water and homestead and build up land accounts for 5.1%.

### **1.1.3. Economic conditions and Lifestyle of the people of the District**

Major portion of the population is engaged in Agriculture sector which includes fishing and livestock, other occupations are in the industrial activities, employment in the government sector and private establishments.

#### **Economy:-**

The economy of the district mainly depends on Agriculture and fishing. Livestock and Forestry play a supplementary role in the district Economic activities. Nearly 23680 and 4850 families are engaged in Agriculture and fishing sector respectively.

#### **Agriculture:-**

The Agriculture sector is the main income generating source in this district. Totally 80% Farmers depend in this sector. District has total ha 16499.3 of suitable land to undertake the paddy cultivation. Details are as follows.

Major - 7993.9 ha

Minor - 4337 ha

Rain fed - 4167.9 ha

03 Major Tanks & 17 Medium Tanks feed the paddy land of 7993.9 ha and The 228 Minor Tanks feed paddy land of 4337.5 ha in this district

#### **Fishing:-**

This district has a coastal belt of 70 km and four lagoons namely Mathalan, Nanthikadal, Nayaru & Kokulai which are very suitable for fishing development. These lagoons are famous for crab and prawn cultivation. There are possibilities for inland fishing development in Major Tanks. Fishing sector takes important place in generating employment opportunities and income facilities to considerable number of families in this district. Still deep-sea fishing is not allowed by concerned authorities

### **1.1.4. Water Resources:-**

This district has water resources to use for the agriculture. There are no tanks for the irrigated

Cultivation. There are 03 Major tanks, 17 Medium tanks and 228 Small tanks in this district.

The rain water is the main resource for the agriculture

### 1.1.5. Basic Information of the District Secretariat

➤ Administration:-

Administratively this district constitutes part of Wannu Electoral District. The district has six administrative divisions and covers 136 Grama Niladhari Divisions and 632 villages in this District.

No	AGA/DS Divisions	Number of GNN Divisions	Number of Villages
1	Maritimepattu	46	219
2	Puthukkudiyiruppu	19	179
3	Oddusuddan	27	114
4	Thunukkai	20	35
5	Manthai East	15	68
6	Welioya	09	17
	Total	136	632

➤ Population:-

This district had a population of 77,515 as per 1981 census of population. Due to the situation prevailed in this district no census was taken during 1991 and 2001. The district had an estimated population of 180,401 in December 2001, which accounts for 1.07% of the total population.

The resettled population in this district as at 31.12.2019 was 138321 Details are as follows.

A.G.A.Division	Resettled Population	
	No.of Families	No.of Members
Maritimepattu	13935	42977
Puthukkudiyiruppu	13794	41139
Oddusuddan	6623	20626
Thunukkai	4167	12632
Manthai East	3177	9758
welioya	3336	11189
Total	45032	138321

## Health

06 MOH Divisions are functioning in the District. A District General Hospital ,03 Base Hospitals,07 Divisional Hospitals , 08 Primary Medical Care Units ,38 Gramodhaya Health centers,01Anti-malaria combines Unit , 01 Mental Health Unit , 01 STD Clinic ,01 Chest Clinic ,01 Rabies Control Unit and also functioning under the Regional Director of Health Services in Mullaitivu District.

### ➤ **Education:-**

Two Educational Zone (Mullaitivu & Thunukkai) Student populations of 29876 attend in 126 functioning schools including 03 National School (1AB-14, 1C-15, II-36, III-61) with 2118 teachers.

### **1.1.6. Basic Statistical Information of the Mullaitivu District**

- Province : Northern
- District :Mullaitivu
- Electorate :Vanni
- Electoral Division : 11
- Divisional Secretariats : 06
  - Maritimpattu,
  - Puthukudiyiruppu,
  - Oddusuddan,
  - Thunukkai,
  - Manthai East,
  - Welioya
- Essential Contact numbers : 021-229-0039, 021-229-0045
- Number of GN Divisions : 136
- Number of Villages : 632
- No of Piradesiya sabhas : 04

➤ Main city	:Mullaitivu
➤ Total Land area	: 2516.9 sq Km
➤ Population (2019)	:138321
➤ Population density - per sq km	: 51.78
➤ Total number of families	: 45032
➤ Number of schools	: 126
➤ Average annual temperature	: 23.0 C – 39.30 C
➤ Average annual rainfall	: 1476 mm

## **1.2. Vision, Mission, Objectives of the Institution**

### **Vision**

Being a most prime Institution in performing sustainable public services with environmentally friendly approach

### **Mission**

Possessing dynamic task groups at all levels to lead the district to-towards sustainable development through constructive good governance process and through empowering human life with an effective & efficient administration and innovative resource management, in line with the policy framework of the Government.

### **Objectives**

01. Implementation of the Project activities for the improvement of the self-economic. Issue the Livelihood assistance. Issue basic facilities (House, Toilet & Well) conduct the awareness Programmes and drug prevention to save the income of the people

02. Enhance the friendly working environmental  
Encourage the Internal Customers and show easy way to the External Customers to receive their Service

03. Infrastructure  
Improving the infrastructure Facilities

#### 04. Civil and Land documents

Issuing and solve the problems related with the civil and Land documents to the people in the district.

05. Build the healthy Society drug prevention, Nutrition, Dengue Prevention, Pure drinking water and Kidney Protection.

#### 06. Agriculture and Livestock

Make arrangement to expand the activities the agriculture and livestock to implement the life of the people in the district

#### 07. Industrial and Business Development

Make opportunities to deliver the job in the Sectors of small industrial enterprises, tourism and fishing.

#### 08. Resource Utilization

i. Use the physical and Human resources with efficiency and maximum level

ii. Confirm the development through the protection of the natural resources. (Forest and coastal areas)

#### 09. Sports, Education and cultural Development

Contribute to the education development and implement the sports development and cultural improvements.

#### 10. Green Productivity Development

Carry out the activities towards the Institutions' Vision joint with the concept of the Green productivity.

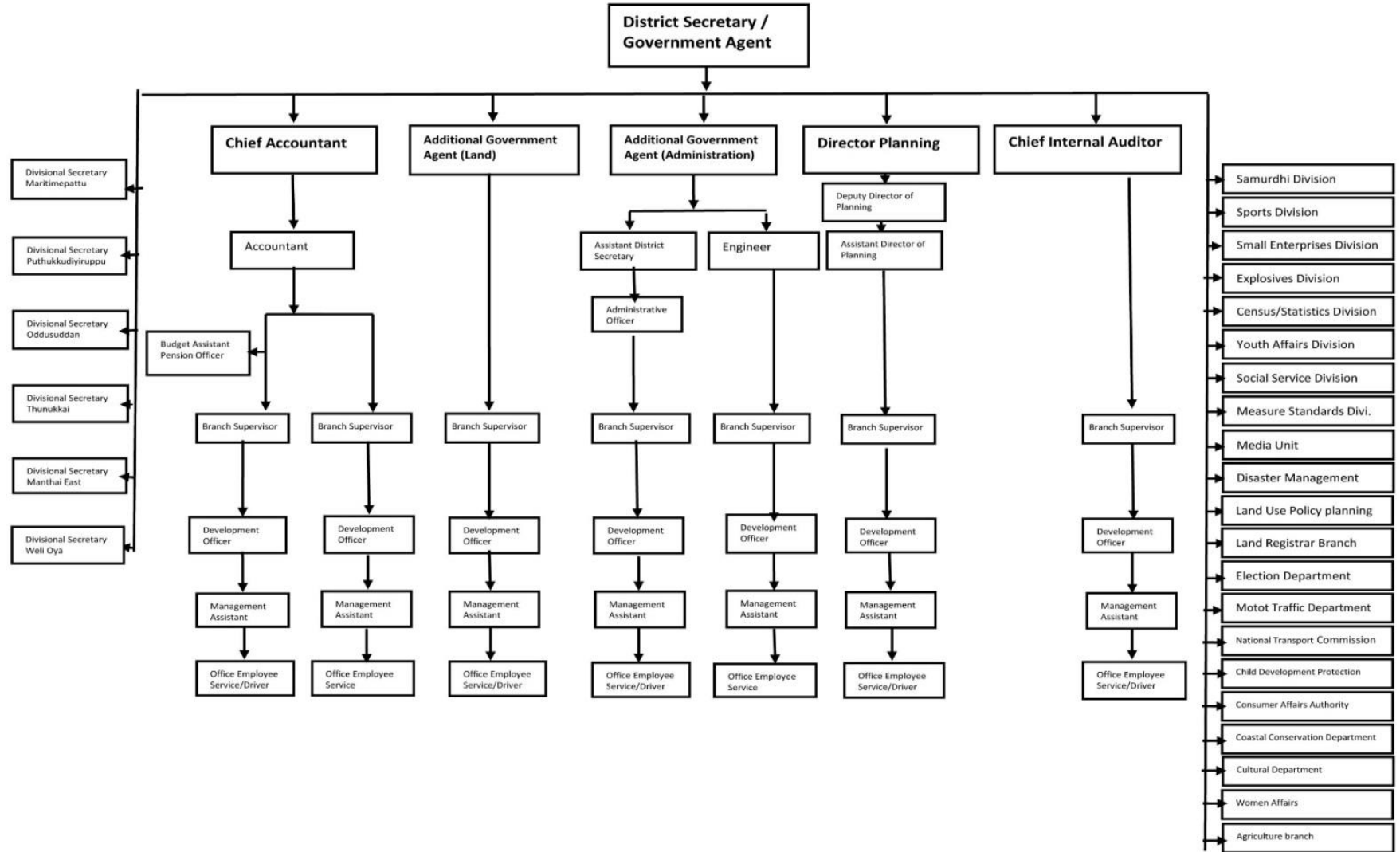
11. Identify the women headed families, Children, elders and special needed person and implement their wellness.

### **1.3 Key Functions**

1. Bringing District and Divisional administration to the grass root level by providing the following services
  - ❖ Implementation of Development activities relating to work plan.
  - ❖ Providing better service to the General public.
2. Efficient and effective use of financial resources including proper maintained of inventory assets.
3. Payment of pension with efficiency.
4. Coordinating of development activities in Mullaitivu District under Decentralized Budget/RIDP/Gamperaliya /Resettlement/Rural Economy Development Programme.

5. Payment of Paddy advance to purchase the paddy from the farmers.
6. Disaster management activities.
7. District rehabilitation and construction activities.
8. Deliver the service for the people of displaced persons and activities regarding resettlement programe
9. Construction of the infrastructure facilities to the IDPS and proper maintaince.
10. Land Registration activities (deed registration).
11. Samurdhi Development activities.
  - ❖ Providing Livelihood, Relief and Scholarships.
12. Social Security and cultural activities.
13. Issuing motor transport department licenses.
14. Election records and voter cards distribution.
15. Development of the sports sector activities.
16. Development and train industrial initiatives.
17. Women Empowerment.
18. Child protection.
19. Provision of training to officers and youths.

### 1.4 Organization chart



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

01. Divisional Secretariat, Maritimpattu,
02. Divisional Secretariat, Puthukudiyiruppu,
03. Divisional Secretariat, Oddusuddan,
04. Divisional Secretariat, Thunukkai,
05. Divisional Secretariat, Manthai East,
06. Divisional Secretariat, Welioya

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

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

- a. Name of the Project
- b. Donor Agency
- c. Estimated Cost of the Project – Rs.Mn
- d. Project Duration

## Chapter 02 – Progress and the Future Outlook

### Briefly explain Special Achievements, Challenges and future goals

#### To be signed by CAO/AO/Head of Institution

##### 1.1. Message of the District Secretary/ Government Agent



It is a great pleasure for me to submitting the Annual Performance Report and Accounts of District Secretariat, Mullaitivu for the year 2019. This report contains of programmes, projects and activities implemented through District Secretariat and Divisional Secretariats and the line Ministries and Departments.

The fund was allocated by the Treasury according to the 2019 budget has been utilized fully economically and efficiently. These funds utilized effectively to achieve the targets of Government vision to expedite the services for the people.

Last year there were many improvements to decrease the poverty through the continuous Development works on the Sectors of housing scheme, drinking water, livelihood, agriculture, irrigation; fishing, livestock, education & health And Rs 2800 million were invested in this works. I wish to thank to the Ministry of Public Administration, Home Affair and Provincial Councils & Local Government. other Ministries and Departments for their better instructions, guidance and the participation. Further I wish to thanks to all who helped and give their Cooperation to achieve the goal of “leave from poverty” of our district

I sincerely thanks to the all staff who dedicated them to serve the people with an effectiveness and dedication service in District and Divisional Secretariats.

K.Vimalanathan,  
District Secretary/Govt.Agent,  
Mullaitivu District.

## Chapter 03 – Overall Financial Performance For the year 2019

### 3.1. Statement of Financial Performance

ACA - F

**Statement of Financial Performance**  
for the period ended 31<sup>st</sup> December 2019

Rs.

Budget 2019	Note	Actual		
		2019	2018	
-	<b>Revenue Receipts</b>	-	-	
-	Income Tax	1	-	} ACA-1
-	Taxes on Domestic Goods & Services	2	-	
-	Taxes on International Trade	3	-	
-	Non Tax Revenue & Others	4	-	
-	<b>Total Revenue Receipts (A)</b>		-	
-	<b>Non Revenue Receipts</b>		-	
-	Treasury Imprests	3,084,285,444.50	1,536,131,647.00	ACA-3
-	Deposits	256,854,223.36	284,598,030.81	ACA-4
-	Advance Accounts	12,210,229.99	14,085,872.00	ACA-5/5(a)/5(b)
-	Other Receipts	-	-	
-	<b>Total Non Revenue Receipts (B)</b>	<b>3,353,349,897.85</b>	<b>1,834,815,549.81</b>	
-	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>	<b>3,353,349,897.85</b>	<b>1,834,815,549.81</b>	
	<b>Less: Expenditure</b>			
-	<b>Recurrent Expenditure</b>			
150,000,000.00	Wages, Salaries & Other Employment Benefits	5	162,707,415.88	} ACA-2(ii)
57,375,000.00	Other Goods & Services	6	58,172,196.74	
625,000.00	Subsidies, Grants and Transfers	7	482,555.37	
-	Interest Payments	8	-	
-	Other Recurrent Expenditure	9	-	
208,000,000.00	<b>Total Recurrent Expenditure (D)</b>		<b>221,362,167.99</b>	
	<b>Capital Expenditure</b>			
12,400,000.00	Rehabilitation & Improvement of Capital Assets	10	10,864,391.73	} ACA-2(ii)
231,200,000.00	Acquisition of Capital Assets	11	23,021,951.13	
-	Capital Transfers	12	-	
-	Acquisition of Financial Assets	13	-	
1,400,000.00	Capacity Building	14	1,267,155.40	
-	Other Capital Expenditure	15	-	
245,000,000.00	<b>Total Capital Expenditure (E)</b>		<b>35,153,498.26</b>	
	<b>Main Ledger Expenditure (F)</b>		<b>242,927,484.15</b>	
	<b>Deposit Payments</b>		234,510,235.29	ACA-4
	<b>Advance Payments</b>		8,417,248.86	ACA-5/5(a)/5(b)
	<b>Total Expenditure G = (D+E+F)</b>		<b>499,443,150.40</b>	
-	<b>Imprest Balance as at 31<sup>st</sup> December 2019 H = (C-G)</b>		<b>2,853,906,747.45</b>	<b>1,282,525,794.23</b>



### 3.2. Statement of Financial Position

ACA-P

#### Statement of Financial Position As at 31<sup>st</sup> December 2019

	Note	Actual	
		2019 Rs	2018 Rs
<b>Non Financial Assets</b>			
Property, Plant & Equipment	ACA-6	1,301,542,692.64	1,009,232,766.32
<b>Financial Assets</b>			
Advance Accounts	ACA-5/5(a)	33,398,321.96	37,191,303.09
Cash & Cash Equivalents	ACA-3		-
Unsettle Sub imprest		1,286,625.16	
<b>Total Assets</b>		<b>1,336,227,639.76</b>	<b>1,046,424,069.41</b>
<b>Net Assets / Equity</b>			
Net Worth to Treasury		(49,510,700.86)	(23,373,731.66)
Property, Plant & Equipment Reserve		1,301,542,692.64	1,009,232,766.32
Rent and Work Advance Reserve	ACA-5(b)		
<b>Current Liabilities</b>			
Deposits Accounts	ACA-4	82,909,022.82	60,565,034.75
Imprest Balance (Unsettle Sub imprest)	ACA-3	1,286,625.16	-
<b>Total Liabilities</b>		<b>1,336,227,639.76</b>	<b>1,046,424,069.41</b>

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 05 to 52 and Notes to accounts presented in pages from 53 to 63 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.

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 Chief Accounting Officer  
 Name :  
 Designation : **S. Hettiarachchi**  
 Date : 25.02.2020  
 Add. District Secretary  
 For District Secretary  
 Mullaitivu

.....  
 Accounting Officer  
 Name :  
 Designation :  
 Date : 25.02.2020  
**K. Kanakeshwaran**  
 Add. District Secretary  
 For District Secretary  
 Mullaitivu

.....  
 Chief Financial Officer/ Chief Accountant/  
 Director (Finance)/ Commissioner (Finance)  
 Name :  
 Date : 25.02.2020  
**M. Jesureginold**  
 Chief Accountant,  
 For Govt. Agent / District Secretary  
 District Secretariat  
 Mullaitivu.



### 3.3. Statement of Cash Flow

For the Period ended 31 December 2019

	2019 Rs.	Actual 2018 Rs.
<b>Cash Flows from Operating Activities</b>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts		1,567,834,313.39
Revenue Collected from the Other Heads	56,057,364.26	-
Imprest Received	3,084,285,444.50	-
<b>Total Cash generated from Operations (a)</b>	<b>3,140,342,808.76</b>	<b>1,567,834,313.39</b>
<b>Less - Cash disbursed for:</b>		
Personal Emoluments & Operating Payments	220,206,542.62	196,019,994.97
Subsidies & Transfer Payments	482,555.37	478,043.38
Expenditure on Other Heads	2,909,734,345.69	1,312,007,193.62
Imprest Settlement to Treasury	-	-
<b>Total Cash disbursed for Operations (b)</b>	<b>3,130,423,443.68</b>	<b>1,508,505,231.97</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)</b>	<b>9,919,365.08</b>	<b>59,329,081.42</b>
<b>Cash Flows from Investing Activities</b>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	15,958,085.00
Recoveries from Advance	14,985,119.13	-
<b>Total Cash generated from Investing Activities (d)</b>	<b>14,985,119.13</b>	<b>15,958,085.00</b>
<b>Less - Cash disbursed for:</b>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	35,153,498.26	65,888,422.18
Advance Payments	10,808,348.86	13,975,128.00
Unsettle Sub imprest	1,286,625.16	-
<b>Total Cash disbursed for Investing Activities (e)</b>	<b>47,248,472.28</b>	<b>79,863,550.18</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)</b>	<b>(32,263,353.15)</b>	<b>(63,905,465.18)</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (g)=(c) + (f)</b>	<b>(22,343,988.07)</b>	<b>(4,576,383.76)</b>
<b>Cash Flows from Financing Activities</b>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	256,854,223.36	-
<b>Total Cash generated from Financing Activities (h)</b>	<b>256,854,223.36</b>	<b>-</b>
<b>Less - Cash disbursed for:</b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	234,510,235.29	(4,576,383.76)
<b>Total Cash disbursed for Financing Activities (i)</b>	<b>234,510,235.29</b>	<b>(4,576,383.76)</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)</b>	<b>22,343,988.07</b>	<b>4,576,383.76</b>
<b>Net Movement in Cash (k) = (g) -(i)</b>	<b>(0.00)</b>	<b>-</b>
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>	<b>-</b>	<b>-</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>	<b>-</b>	<b>-</b>

3



### 3.4. Notes to the Financial Statements

### 3.5 .Performance of the Revenue collection

Rs.000

Revenue code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs)	as a % of Final Revenue Estimate
1003.07.02	Register Department Registration fee	460000.00	4600000.00	4387550.00	
1003.07.03	Private timber transport	105000.00	105000.00	74547.82	
1003.07.05	Public Security License fee	16500.00	16500.00	26345.00	
1003.07.09	License Taxes & others			6023250.04	
1003.07.99	Licence Taxes & others	52000.00	52000.00	13294.02	
2001.01.01	Rent	925000.00	925000.00	1310367.38	
2002.02.99	Interest - others	1850000.00	1850000.00	1986416.42	
2003.01.00	Departmental Sale	52500.00	52500.00	0.00	
2003.02.03	Sales Proceed- Registrar person Fee			1397950.00	
2003.02.06	Sales Proceed- Fauna & dual citizenship			42662.50	
2003.02.13	Examination Fees			149000.00	
2003.02.14	Motor traffic act & other fee			13043635.25	
2003.02.99	Administration fees	55000.00	55000.00	0.00	
2003.99.00	Other Receipts	550000.00	550000.00	2748816.81	
2004.01.00	Social security contribution			11086829.02	
2006.02.02	Sales of capital asset- others	55000.00	55000.00	102540.00	
2003.07.00	Paddy Sales			13664160.00	
		4121000.00	4121000.00	56057364.26	

### 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	20,800,000.00	223,030,000.00	<b>221,362,167.99</b>	<b>99.25%</b>
Capital	245,000,000.00	245,000,000.00	35,153,498.26	14.34%

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

Rs.000

Serial No	Allocation Received from which Ministry/Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a% of final Allocation
			Original	Final		
01.	1-Presidential Secretariat	Capital	94,345,370.50	94,345,370.50	79,622,839.01	84.40%
		Recurrent	000	000	000	
02	51.Ministry of Digital	Capital	720,000.00	720,000.00	720,000.00	100%
		Recurrent	000	000	000	
03	52.Ministry of Science, Technology	Capital	441,225.00	441,225.00	441,225.00	100%
		Recurrent	197,500.00	197,500.00	197,408.00	99.95%
04	55.Ministry of Mass media	Capital	83,400.00	83,400.00	64,455.00	77.28%
		Recurrent	00	00	00	

05	101.Ministry of Buddhasasana	Capital	6,205,686.00	6,205,686.00	2,235,010.69	36.02%
		Recurrent	98786.25	98786.25	35,281.75	35.72%
06	104.Ministry of National Policies and Resettlement	Capital	2,510,032,930	2,510,032,930	1,786,750,401.51	71.18%
		Recurrent	35,882,300.00	35,882,300.00	27,158,509.50	75.69%
07	110.Ministry of Justice	Capital	00	00	00	
		Recurrent	1,871,200.00	1,871,200.00	1,764,671.00	94.31%
08	118.Ministry of Agriculture	Capital	31,952,360.94	31,952,360.94	22,108,965.37	69.19%
		Recurrent	148,260,731.00	148,260,731.00	147,733,105.59	99.64%
09	120.Ministry of Women and Child Affairs	Capital	4,056,600.00	4,056,600.00	4,038,098.97	99.54%
		Recurrent	38,440,635.00	38,440,635.00	37,529,989.28	97.63%
10	122.Ministry of land	Capital	146,502,550.00	146,502,550.000	146,404,349.40	99.93%
		Recurrent	484,148.00	484,148.00	456,996.00	94.39%
11	124.Ministry of Labour trade union relation	Capital	000	000	000	
		Recurrent	206,547,252.78	206,547,252.78	201,763,700.00	97.68%
12	130.Ministry of Public & Disaster Management	Capital	9,682,324.50	9,682,324.50	9,643,701.83	99.60%
		Recurrent	11,219,174.00	11,219,174.00	10,332,161.92	92.09%
13	149.Ministry of Industry and commerce	Capital	418,160,000.00	418,160,000.00	203,188,051.02	48.59%
		Recurrent	000	000	000	
14	155.Ministry of Internal and Home Affairs	Capital	644,759.70	644,759.70	583,724.10	98.25%
		Recurrent	82,761,082.71	82,761,082.71	81,314,063.73	100%
15	157.Ministry of National Integration and Official Languages	Capital	000	000	000	
		Recurrent	266,686,034.73	266,686,034.73	266,686,034.73	100%
16	194.Ministry of Telecommunica	Capital	305,366.94	305,366.94	255,341.94	83.62%

	tion, Digital Infrastructure and Foreign Employment	Recurrent	4,588,647.00	4,588,647.00	4,473,547.35	97.49%
17	201.Department of Buddhist Affairs	Capital	83000.00	83000.00	70,000.00	84.34%
		Recurrent	676,370.00	676,370.00	560,640.00	82.89%
18	206.Department of Cultural Affairs	Capital	12000.00	12000.00	7,285.00	60.71%
		Recurrent	931,500.00	931,500.00	680,280.25	73.03%
19	216.Department of Social Services	Capital	179,600.00	179,600.00	179,595.00	100%
		Recurrent	1,689,765.25	1,689,765.25	1,091,919.02	64.62%
20	217.Department of Probation & Child Care Services	Capital	537,800.00	537,800.00	531,239.00	98.78%
		Recurrent	2,667,490.00	2,667,490.00	2,417772.73	90.64%
21	219.Department of Sports Development	Capital	137,500.00	137,500.00	000	
		Recurrent	730,435.00	730,435.00	716,797.00	98.13%
22	227.Department For Registration of Persons	Capital	000	000	000	
		Recurrent	3,788,300	3,788,300	3,419,193.00	90.26%
23	252.Department of Census & Statistics	Capital	246,660.00	246,660.00	230,660.00	93.51%
		Recurrent	452,084.39	452,084.39	437,639.25	96.80%
24	253.Department of Pensions.	Capital	000	000	000	
		Recurrent	889,535.00	889,535.00	813,659.95	91.47%
25	254.Redistrar General Department	Capital	000	000	000	
		Recurrent	352,975.00	352,975.00	278,068.75	78.78%
26	267 District Secretariat Mullaitivu	Capital	245,000,000.00	245,000,000.00	35,153,498.26	14.35%
		Recurrent	223,030,000.00	223,030,000.00	35,153,498.26	15.76%
27	304.Department of Meteorology.	Capital	6,700,000.00	6,700,000.00	488,536.00	7.29%
		Recurrent	000	000	000	
28	307.Department of Motor Traffic	Capital	000	000	000	
		Recurrent	150,000.00	150,000.00	112,585.03	75.06%

29	326.Department of Community Based Corrections	Capital	000	000	000	
		Recurrent	6,000.00	6,000.00	6,000.00	100%
30	327.Department of Land Use Policy Planning	Capital	244,590.00	244,590.00	242,590.00	99.18%
		Recurrent	161,500.00	161,500.00	114,245.92	70.74%
31	328.Department of Manpower and Employment	Capital	73,200.00	73,200.00	62,517.45	85.41%
		Recurrent	136,000.00	136,000.00	101,203.04	74.41%

### 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	911592797.15	911592797.15	-	100%
9152	Machinery and Equipment	307949895.49	307949895.49	-	100%
9153	Land	82000000.00	82000000.00	-	100%
9154	Intangible Assets	-	-	-	
9155	Biological Assets	-	-	-	
9160	Work in Progress Lease Assets	3048559.55	3048559.55	-	100%
9180	Assets	-	-	-	

### **3.9 Auditor General's Report**

\*\*The final audit report issued by the Auditor General to be scanned and placed here while submitting to the parliament.

Summary Report of the Auditor General on the Financial Statements of the District Secretariat, Mullaitivu for the year ended 31 December 2019 in terms of section II (I) of the National Audit Act No.19 of 2018.

#### **1. Financial Statements**

##### **1.1 Preconceived Opinion**

The Statement of financial as at 31st December 2019 of District Secretariat Mullaitivu and Financial Performance for the year ended as at that date including the cash flow which was included in the financial statements for the year ended 31st December 2019 were audited under the section 154 (1) of the constitution of Democratic Socialist Republic of Sri Lankans to be read with the National Audit Act No 19 of 2018. Our comments and observation are found in this report which will be submitted to the District Secretariat Mullaitivu according to the Section 11(1) of National Audit Act No 19 of 2018 Auditor General Report will be submitted 10 of National Audit Act 19 of 2018 to be read along with the article 154

In my opinion its reflect the fair condition and real commutation theory, except the impact of the matter mentioned in paragraph 1.6 of this statements those financial statement prepared in accordance with the circular of the government account circular No 271/2019 3rd of December 2019. The financial statements of the District Secretariat of Mullaitivu and financial performance and cash flow which was ended as at 31st December 2019.

##### **1.2 The basis for Preconceived opinion**

I have done the audit according to the Sri Lanka Audit standard my responsibility in regard to financial statement has been described in auditor responsibility section. I believed that I have sufficient and suitable auditory evidence to provide my opinion.

##### **1.3 Responsibility of the Chief Accounting Officer and Accounting Officers related to the financial Statements.**

In General responsibility of the Accounting Officer is to prepare the financial statements and determine internal control and make statements absence of errors or fraud accordance with the provision of the Government Accounts Circular No.271/2019 of 3<sup>rd</sup> December 2019 in accordance with accepted accounting theory and reflecting the read and reasonable condition.

In order to prepare periodical annual financial statement by the District Secretariat according to the section 16(1) of National Audition Authority Act No 19 of 2018, reports and books should be maintained properly in relation to the income, expenditure, assets and liabilities.

According to the sub section 38(1) (c) of National Audit Authority Act, necessary changes must be made to develop and implement the construction control system for the financial control and periodic review of the efficiency procedure to be certified by the accounting officers at the District Secretariat.

#### **1.4 Responsibility of the auditors related to the audit of financial statements.**

It is our objective to submit a report of the Auditor General incorporated with my suggestion and obtaining reasonable confirmation of total financial statements. Leaving out and free from the fraud and errors, nevertheless the reasonable /certification is nature of top level, while auditing the account in accordance with the Sri Lanka accounting and auditing standard, it is not at all a confirmation that it will not have erroneous statements. As the fraud and corruption impacts individually or collectively, there is possibility of having erroneous statements and as such it should be taken into consideration while taking economical decision based on these statements who use them.

Auditing of account was carried out by me according to the field transparency and with back ground of the field of professionalism.

- The basis for my suggestion is that the identification of danger of the financial statements revealing the fraud and errors, and planning the appropriate accounting method suited to the circumstance and obtaining the relevant accounting evidence, the impact occasioned due to fraud is greater than the fair statement of account impact. The reason for the area of fraud is wrong combination, preparation of wrong documents, deliberate outs, and avoidance of internal control.
- In order to plan the appropriate accounting procedure suited to the circumstance, it was not considered to disclose the secession about the effectiveness of the internal control of the District Secretariat.
- The structure of the accounting statements containing transparency the issues and receipts required for contents and to do the assessment of the appropriate and other incidents are incorporated in the financial statement.
- While preparing the financial statement and the structure of the financial statement and the issues and receipts are all totally appropriately and reasonably incorporated. Evaluate whether incidents and fairly incorporated in to the financial statements.

Important audit finding major internal control weaknesses and other related matter in our audit have been informed to the accounting officers.

## 1.5 Report related to the other legal requirements

According to the section 6 (D) 06 National Audit Act No 19 of 2018 I am informs following Matters.

### 1.6 Commands on the

#### 1.6.1 Finance Performance report

##### 1.6.1.1 Receipt of Revenue

###### a) Write off

The rent recovery which recovered from the quarters of the government servants belongs to the District Secretariats for a sum of rupees 846,136 was not shown in the reverse year.

##### 1.6.1.2 Recurrent Expenditure

There are different between the treasury printout and the financial performance report shown as 217,070.because they were indicated as 162924.486 in treasury printout and Rs 162924.486 in financial performance report on the salary, wages and the other allowance.

#### 1.6.2 Failed to maintained ledgers and books

It was observed due to the auditing that the ledgers of District Secretariats not maintained projectly and same are not updated.

Category of Ledgers	Relevant Regulation	Observation
Fixed assets Register	Treasury circular 842 dated 1978 December 19 and FR502(2)	Not Updated
Fixed assets register of Computer space parts and software	Treasury circular IVI/2002/02 dated 28 Nov 2002	Not updated
Register of losses	FR 110	Not updated
Register of electric equipment	FR 454(2)	Not maintained
Register of TP	FR 845(1)	Not maintained
Register of procurement committee & evaluation committee	Court procurement guide file 2.11.2	Not maintained
Bid calmly Register	Court procurement guide file 5.2.1	Not maintained

## 2. FINANCIAL REVIEW

### 2.1 Imprest Management

It was observed that as an allocation for a sum of Rs.14510038.00 has not been used to the renovation of building of District Secretariats, purchase of furniture and equipment office equipment.

### 2.2 Expenditure Management

The following observations were observed

### 2.2 Expenditure Management

The following observations were observed

- a) The provision for the District Secretariat and 06 divisional secretariats are 245 million. Out of this provision 60% or total Rs.148.58 has not been used except the amount of 25% or total amount 61.25. To this provision, Rs.190 million was allocated for the works of the construction of District Secretariat (stage II) in the review year in January and April. The action has not been taken to use allocation due to the quotation called by the ministry of internal home affairs, provincial council & Local Government. And delay of the evaluation and it was returned as mentioned as for the national budget circular 5/2019 dated 24<sup>th</sup> September 19.
- b) In the review year a Maritimé pattu Ds office has liability (Rs.72,1550) on the expenditure of the training and capacity building. Though a sum of Rs.30000 was released in the current year that liability was not settled.

### 2.3 usage of the allocation released to the other ministries & Department

In the review year the wants were not done by using the allocation used were released by the provincial secretariat. Six Ministries and department. But it was certified as completed by prepared vouchers it also scan as totally for Rs.756.15 million.

### 2.4 Not matched with the laws, ethics & regulations

Connection with the laws ethics, regulations and management allocation

	value	Unidentified
Public Administrative circular	Rs	
I. No.14/99-11 June 1999	516,000	The disless loan was paid to 4 officers without honer declaration in DS office PTK.  The due to the 2 years loan

II. No.26/88-30 1988

916,483

which were paid to 34 officers without the approval of defense Ministry

### **2.5 paying advance and settlement**

The such imprest for Rs 1,286,675. Paid to the election office by district Secretariat for the section was not settled

The proper action has not been taken an the due to retired , the officers who were served VOP and dead is 555632 as per the establishment code chapter 4 for 4-26 year.

### **2.6 Deposits.**

For a sum of Rs.18,724,083 are deposited from the period of 3 month to 5 years under the category of 170, 38 retention money ,06 refundable but the action has not been taken to refund this account.

### **2.7 implementation of Bank Account**

The action has not been taken and the uncashed cheques for Rs.21200 are 6 months by tow Divisional secretariats as per the suitable socialists democreation financial regulation 396.

## **3 performance Revenue and performace**

One the revenus, expenditure , Asset, liability which indicated in the setteled financial statement, and the obsrevation. The performance review, Sustainable development, good Government and resource development will to included in the report according the national audit act No of 19. 2018 para 1.1.

A.J.L.Vimalaradna  
Assistant audit suprennant  
For Audit Suprennant

## Chapter 04 - Performance indicators

### 4.1 Performance indicator of the Institute (Based on the Action plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100 -90	75-89	50-74
No of families provided by Livelihood Assistance to commence their Activities.	✓		
No of Families provided with Revolving Loans to start the Income generation projects under Gramashakthy & Samurdhi Programs.	✓		
Establishment of small & Medium enterprises	✓		
Provide Housing Assistance	✓		
No of families included under samurdhi Relief Program.	✓		
Establish Home gardens	✓		
Produce Paddy	✓		
Produce Grains	✓		
Produce Vegetable		✓	
Produce Milk		✓	
Produce Meat	✓		
Produce eggs		✓	
Renovate Tanks	✓		
Construct Agro wells	✓		
New Buildings Constructed for Health Institutions	✓		
Facilities upgraded for Health Centers	✓		
Control Dengue disease	✓		
Construct/ Renovate Class room buildings	✓		

Construct Science Labs buildings	✓		
Establish / Renovate Smart Class Rooms	✓		
Construct/ Renovate Preschools	✓		
Provide free Pipe line water connection	✓		
Complete New open dug Wells	✓		
Construct Tube Wells	✓		
Renovate open dug Wells	✓		
Install water purifying systems	✓		
Establish community water supply scheme	✓		
Provide free Electricity Connection	✓		
Renovate Rural Roads	✓		
Renovate Religious places	✓		
Establish Children Park	✓		
Renovate Play Grounds	✓		

## 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 %		
			0-49	50-74	75-100
<b>1. No Poverty</b>	Livelihood support	69 families provided by Livelihood Assistance to commence their Livelihood Activities.			✓
	Capital accumulation	2,485 Families provided by Revolving Loans for Income generation projects under Gramashakthy &			✓

		Samurdhi Programs.			
	Enterprise Development	15 number small & Medium enterprises Established			✓
	Decent Habitation	Housing Assistance Provided to 1,520 families			✓
<b>2. Zero Hunger</b>	Relief programs	24,245 families included under samurdhi Relief Program.			✓
	Food for all	13,581 Home gardens established.			✓
	Increased food production	76,135 MT Paddy produced.			✓
	Increased food production	6,390 MT Grains Produced.			✓
	Increased food production	15,392 MT Vegetable produced		✓	
	Increased food production	9,438 Lit Milk produced per day		✓	
	Increased Food Production	2,982kg Meat Produced per day			✓
	Increased Food Production	2,450 eggs produced per day		✓	
	<b>3. Zero Hunger</b>	Agriculture infrastructure Development	27 Tanks renovated		

	Agriculture infrastructure Development	216 Agro wells constructed			✓
4. Good Health & Wellbeing	Improved Health Institutions	14 New Buildings Constructed for Health Institutions			✓
	Improved Health Institutions	Facilities upgraded for 05 Health Centers			✓
	Improved Health Institutions	Dengue disease in under control.			✓
5. Quality Education	Improved Education Facilities	53 Class room buildings constructed / Renovated			✓
	Improved Education Facilities	03 Science Labs buildings constructed.			✓
	Smart Education System	17 smart Class Rooms established / Renovated			✓
	Primary Education for all	Constructed / Renovated Preschools 70			✓
6. Clean Water & Sanitation	Clean water facilities	141 free Pipe line water connection provided			✓
	Sufficient water sources	8 open dug Wells completed			✓
	Sufficient water sources	1 Tube Wells constructed			✓
	Sufficient water sources	26 open dug Wells renovated			✓
	Clean water facilities	10 water purifying systems installed.			✓
	Sanitation facilities	3 families provided by Sanitation			✓

	Clean water facilities	19 community water supply scheme established			✓
7.Affordable Clean Energy	Electricity to all	22 Solar Water Pump Provided			✓
		511 free Electricity Connection provided			✓
8.Industry Innovation & Infrastructure	Easy access	108.765 km Rural Roads Renovated			✓
9.Sustainable Cities & Communities	Permanent settlements	309 Religious places renovated			✓
	Improved Recreations	32 Children Park established			✓
	Improved Recreations	164 Play Grounds Renovated			✓
10.Reasonable Consumption & Production	Increased production	Paddy Production 76,135 MT			✓
	Increased production	Production of Other Grains 9,736MT			✓
	Increased production	Production of Vegetable 13,574 MT			✓
	Increased production	Milk Production 9,438 Lit/ day		✓	
	Increased production	Egg Production 2982 Nos/ day		✓	
	Increased production	2,450 kg meat Produced per day			✓
11.Life on Land	Tree Plant	2627 Tree Planted			✓

## 5.2 Briefly explain the achievements and challenges of the sustainable development Goals

Today's development challenges cannot be dealt with in isolation as they are all interconnected. The climate crisis, rising inequalities, marginalized social groups, limited access to justice, environmental degradation, and job threats from evolving digital economies are all complex and vital.

## Chapter 06- Human Resource profile

### 6.1 Cadre management

	Approved Cadre	Existing Cadre	Vacancies/(Excess)
Senior	37	21	16
Territory	28	8	20
Secondary	563	375	188
Primary	75	47	28

### 6.2 \* Briefly State how the shortage or excess in human resources has been affected to the Performance of the institute

1. The acting arrangement has been executed for the senior level office and the acting salary is paid to the office concerned. The overtime payment is made to the secondary & primary level office to complete the work.
2. ICT office was executed by the ministry.

### 6.3 Human Resource Development

Name of the Program	No.of staff trained	Duration of the program	Total investment (Rs,000)		Nature of the program (Abroad/Local)	Output/Knowledge Gained
			Local	Foreign		
"Association of public Finance Accounts Training"	1	1 Day	2000.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
"Positive thinking & Personality Development"	62	4 Hours	5720.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
Changing of Attitude	75	4 Hours	6220.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
Recent changes to Accounting,Auditing	1		6000.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
PC Maintanance & Trouble shooting	16	3 Days	20265.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related

						Attitudes
Yoga Training Programme	14	15 hours	10120.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
Basic Computer Operation Programme	25	1 Day	15240.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
"Public Procurement & Contract Administration"	48	2 Days	42035.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
Communication Skills	46	2 Days	33926.00		Local	"Developing great professionals in the global company setting, Enabling improved personal development among employees."
"Induction Training Programme for Newly recruited Graduate Trainees"	86	2 Days	42690.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes

Team building training programme	40	2 Days	43840.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
Leadership training programme	41	2 Days	43320.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
Out bound training programme	22	3 Days	256170.00		Local	Enhance Knowledge of Employees, Improve Job Related Skills, Develop Proper Job-Related Attitudes
"Foreign Training (Mrs.R.Ketheeswaran, G.A)"	1		57014.40		Abroad	"Developing great professionals in the global company setting, enabling improved personal development among employees."
Certificates printing	-	-	15000.00	-	-	-

"Foreign Training (K.Thanapalasundaram,Addl.G.A)"	1		49510.00			"Developing great professionals in the global company setting, Enabling improved personal development among employees."
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\*Briefly state how the training program contributed to the performance of the institution

### 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
<b>1</b>	<b>The following financial statements/accounts have been submitted on due date</b>			
1.1	Annual financial statements	<b>Complied</b>		
1.2	Advance to public officers account	<b>Complied</b>		
1.3	Trading and Manufacturing advance accounts (Commercial Advance Accounts)	-		
1.4	Stores Advance Accounts	-		
1.5	Special Advance Accounts	-		
1.6	Others	-		
<b>2</b>	<b>Maintenance of books and registers(FR 445)</b>			
2.1	Fixed assets register has been maintained and update in terms of public Administration circular 267/2018	<b>Complied</b>		
2.2	Personal emoluments register/personal emoluments cards has been maintained and update	<b>Complied</b>		
2.3	Register of Audit Queries has been maintained and update	<b>Complied</b>		
2.4	Register of internal Audit reports has been	<b>Complied</b>		

	maintained and update			
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	<b>Complied</b>		
2.6	Register for cheques and money orders has been maintained and update	<b>Complied</b>		
2.7	Inventory register has been maintained and update	<b>Complied</b>		
2.8	Stocks Register has been maintained and update	<b>Complied</b>		
2.9	Register of Losses has been maintained and update	<b>Complied</b>		
2.10	Commitment Register has been maintained and update	<b>Non complied</b>		<b>Action have been taken to maintain the commitment register</b>
2.11	Register of counterfoil books(GA-N20)has been maintained and update	<b>complied</b>		
<b>03</b>	<b>Delegation of functions for financial control (FR 135)</b>			
3.1	The financial authority has been delegated within the institute	<b>Complied</b>		
3.2	The delegation of financial authority has been communicated within the institute	<b>Complied</b>		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	<b>Complied</b>		
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	<b>Complied</b>		
<b>4</b>	<b>Preparation of Annual Plans</b>			
4.1	The annual action plan has been prepared	<b>Complied</b>		
4.2	The annual procurement plan has been prepared	<b>Complied</b>		
4.3	The annual Internal Audit plan has been prepared	<b>Complied</b>		
4.4	The annual estimate has been prepared and submitted to the NSB on due date	<b>Complied</b>		
4.5	The annual cash flow has been submitted to the Treasury operations Department on time	<b>Complied</b>		
<b>5</b>	<b>Audit Queries</b>	<b>Complied</b>		

5.1	All the audit queries has been replied within the specified time by the auditor general	<b>Complied</b>		
<b>6</b>	<b>Internal Audit</b>			
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	<b>Complied</b>		
6.2	All the internal audit reports has been replied within one month	<b>Complied</b>		
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	<b>Complied</b>		
6.4	All the copies of internal audit reports has been submitted to the auditor general in terms of financial Regulation134(3)	<b>Complied</b>		
<b>7</b>	<b>Audit and Management Committee</b>			
7.1	Minimum 04 meetings of the Audit and Management committee has been held during the year as per the DMA Circular 1-2019	<b>Complied</b>		
<b>8</b>	<b>Asset Management</b>			
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	<b>Complied</b>		
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 officer in terms of paragraph 13 of the aforesaid circular	<b>Complied</b>		
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	<b>Complied</b>		
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	<b>Complied</b>		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	<b>Complied</b>		
<b>9</b>	<b>Vehicle Management</b>			
9.1	The daily running charts and monthly summaries of the pool vehicles had been	<b>Complied</b>		

	prepared and submitted to the Auditor General on due date			
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	-		
9.3	The vehicle logbooks had been maintained and updated	<b>Complied</b>		
9.4	The action has been taken in terms of FR 103,104,109 and 110 with regard to every vehicle accident	<b>Non complied</b>		
9.5	The fuel consumption of vehicle 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	<b>Complied</b>		
<b>10</b>	<b>Management of Bank Accounts</b>			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	<b>Complied</b>		
10.2	The dormant accounts that had existed in the year under review or since previous years settled			
10.3	The action has 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	<b>Complied</b>		
<b>11</b>	<b>Utilization of provisions</b>			
11.1	The provisions allocated had been spent without exceeding the limit	<b>Complied</b>		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	<b>Complied</b>		
<b>12</b>	<b>Advances to public Officers Account</b>			
12.1	The limits had been complied with	<b>Complied</b>		
12.2	A time analysis had been carried out on the loans in arrears	<b>Complied</b>		
12.3	The loan balances in arrears for over one year had been settled	<b>Non complied</b>		
<b>13</b>	<b>General Deposit Account</b>			
13.1	The action had been taken as per FR 571 in relation to disposal of lapsed deposits	<b>Complied</b>		
13.2	The control register for general deposits had	<b>Complied</b>		

	been updated and maintained			
<b>14</b>	<b>Imprest Account</b>			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	<b>Complied</b>		
14.2	The ad-hoc sub imprests issued as per FR 371 settled within one month from the completion of the task	<b>Complied</b>		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per FR 371	<b>Complied</b>		
14.4	The balance of the imprest account had been reconciled with the Treasury books Monthly	<b>Complied</b>		
<b>15</b>	<b>Revenue Account</b>			
15.1	The refunds from the revenue had been made in terms of the regulations	<b>Complied</b>		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	<b>Complied</b>		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	<b>Complied</b>		
<b>16</b>	<b>Human Resource Management</b>			
16.1	The staff had been paid within the approved cadre	<b>Complied</b>		
16.2	All members of the staff have been issued a duty list in writing	<b>Complied</b>		
16.3	All reports have been submitted to MSD in terms of their circular on 04/2017 dated 20.09.2017	<b>Complied</b>		
<b>17</b>	<b>Provision of information to the public</b>			
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	<b>Complied</b>		
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	<b>Complied</b>		
17.3	Bi-Annual and Annual report have been submitted as per section 08 and 10 of the RTI Act	<b>Complied</b>		
<b>18</b>	<b>Implementing citizens charter</b>			

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	<b>Complied</b>		
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	<b>Complied</b>		
<b>19</b>	<b>Preparation of the Human Resource Plan</b>			
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	<b>Complied</b>		
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	<b>Complied</b>		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	<b>Complied</b>		
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	<b>Complied</b>		
<b>20</b>	<b>Responses Audit Paras</b>			
20.1	The shortcoming pointed out in the audit paragraph issued by the Auditor General for the previous years have been rectified	<b>Complied</b>		

**END**