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1.1 Introduction

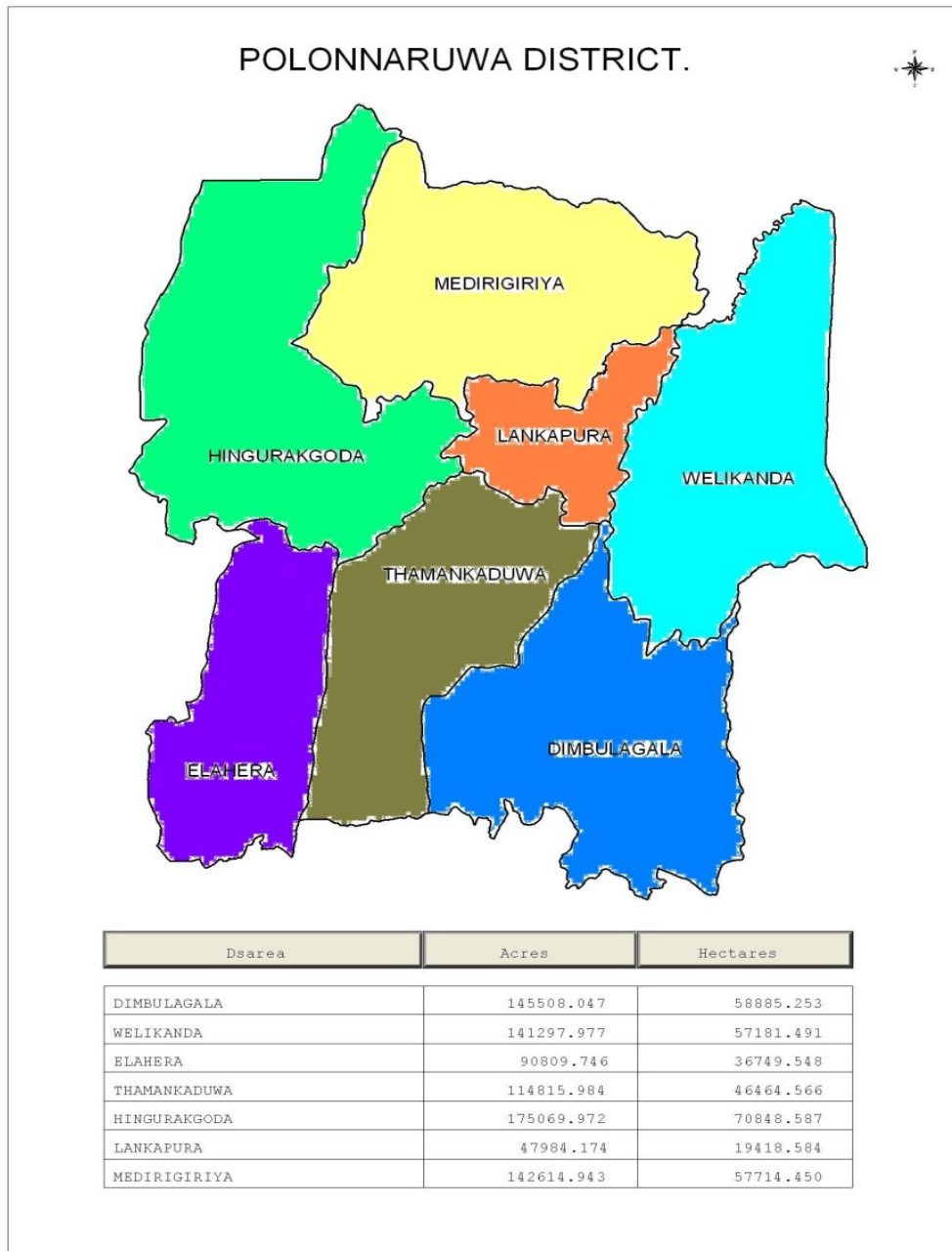
The annual performance report of Polonnaruwa District Secretariat for year 2019 is hereby Submitted in terms of the section 2:4 of the Public Finance Circular No: 402 of 12.09.2002

This report has been prepared to prove the Performance by analyzing data and information of finance and other functions of District and 07 Divisional Secretariats of the District.

On .2020
At District Secretariat,
Polonnaruwa

W.A. Dharmasiri
Government Agent/District Secretary
Polonnaruwa

Introduction of Polonnaruwa District



District Boundaries

Polonnaruwa district is situated in a plain valley of Mahaweli river in North Central Province in Sri Lanka and 216 kilometers away from Colombo and further it is the main city of the district as well. Total land extent of the district is 3466.36 square kilometers. District is located between Northern latitude 7°40" – 8° 21" and Eastern longitude 80° 44" – 81° 20" and elevation is 50-500 meters. District is being bounded to Trincomalee, Batticaloa, Ampara, Matale and Anuradhapura districts.

Historical Value of Polonnaruwa District.



Anuradhapura kingdom was collapsed in 1017 A.D. , when king Mihidu the Fifth taken to India by Chola King Raja Raja and his son Rajendra. Then Polonnaruwa became the capital of Sri Lanka. “Solees” called Polonnaruwa even as “Jananathapuram”. Kings in Anuradhapura developed Polonnaruwa as a secondary city as the availability of water resources and soil conducive for paddy cultivation. In this context Elahera Canal was constructed by Wasaba in 67-111 A.D and Minneriya and Kaudulla reservoirs were constructed by King Mahasen in 365-406 A.D. Thopawewa and Girithale reservoirs were respectively constructed by Upatissa the First and Aggabodhi the second. Polonnaruwa was located in a significant place in security aspect.

King Wijayabahu the Great (1055-1110 A.D) became the first king of Polonnaruwa who liberated the country from “Solees” . He renovated all the reservoirs and temples in the area and initiated economical development of the country. Then Jayabahu, Wickramabahu and Gajabahu became kings of Polonnaruwa. Subsequently, the most prolific ruler of Polonnaruwa king Parakkramabahu the Great became king of Polonnaruwa. (1153– 1186 A.D) He could develop not only Polonnaruwa but also the whole country and Sri Lanka became the “Granary of the East”. After the demise of king Parakkramabahu the Great king Nissankamalla , queen Leelawathi became the monarchs of Polonnaruwa.

Administration as well as the economy was in total disarray due to poor governance of kings at that time and Kalin-ga Maga (1214 A.D) exploited the situation and invaded the Rajarata area and accordingly the kingdom was shifted the south eastern part of the country and this area was covered by forest. Refurbishment of archeological monuments that were covered by forest and earth was started by the Department of Archeology formed during British rule. Such activities are presently done by Central Cultural Fund. Currently Polonnaruwa has named as a world heritage city.

At present vast development being taking place in Polonnaruwa under “Pibidemu Polonnaruwa” project which is implemented under the patronage of His Excellency Maithreepala Sirisena the former president of Democratic Socialist Republic of Sri Lanka.



1.2 Vision & Mission



Vision

*TO BECOME THE MOST
PROSPEROUS DISTRICT IN
SRI LANKA*



*OUR MISSION IS THE EFFECTIVE
COORDINATION AND MANEUVER
OF RESOURCES AND INSTITUTES
TO ACCOMPLISH THE PUBLIC
REQUIREMENTS EFFICIENTLY,
REASONABLY, LEGITIMATELY AND
AMIABLY TO ENSURE A
SUSTAINABLE DEVELOPMENT IN
THE
DISTRICT.*



1.2 Aims of District Secretariat

- ◆ Providing an efficient Service.
- ◆ Uplifting living status of rural community.
- ◆ Securing & preservation of cultural values and norms.
- ◆ Readiness to be protected and provide protection from natural disasters.
- ◆ Coordination of activities at divisional and village level.

1.3 Major Activities of District Secretariat.

- ◆ Acting as the district representative of the government.
- ◆ Coordinating government departments and institutions.
- ◆ Implementing district development plan through district coordinating committee.
- ◆ Allocating funds for District and Divisional administrative development affairs and controlling finance.
- ◆ Updating voters registries in the Polonnaruwa district and issuing respective certificates.
- ◆ Conducting elections noticed by the government.
- ◆ Organizing national & district level festivals.
- ◆ Determining district prices and implementing disaster and welfare, forest resources, environment, housing constructions, insurance, land use and agricultural development committees.
- ◆ Coordinating affairs related to Samurdhi programme with divisional secretariats.
- ◆ Training and guiding of small enterprises development programme.
- ◆ Certifying and maintaining of measurement instrument under due standards.
- ◆ Coordinating the registration of land deeds, births, deaths & marriages.
- ◆ Implementing provisions of Consumer Protection Act.
- ◆ Issuing driving licenses and implementing provisions of motor vehicle ordinance..
- ◆ Co-ordinating pensions programme.
- ◆ Career Guidance Activities
- ◆ Awereness of productivity improvement.
- ◆ Maintaining and updating statistics of various fields in the district.
- ◆ Issuing permits for fire arms, explosives and timber information.
- ◆ Establishment activities of the officers of District and Divisional secretariats.

1.5 Departments and Departmental Sections under Ministries/ Divisional Secretariats under District Secretariats.

Divisional Secretariats under District Secretariat

1. Dimbulagala Divisional Secretariat
2. Elahera Divisional Secretariat
3. Hingurakgoda Divisional Secretariat
4. Lankapura Divisional Secretariat
5. Medirigiriya Divisional Secretariat
6. Thamankaduwa Divisional Secretariat
7. Welikanda Divisional Secretariat

Main sections/offices under District Secretariat

1. Internal Audit Section
2. Social Development Section
3. Women' Affairs Development Section
4. Small Enterprises Development Section
5. District Statistics Section
6. Career Guidance Section
7. District Agriculture Director's Office.
8. District Disaster Management Unit.
9. District Samurdhi Development Department
10. District Motor Traffic Office
11. District Elections Office.
12. District Land Use Policy Planning Office
13. District Planning Office
14. District Census & Statistics Office
15. District Deputy Land Commissioner's Office
16. District Consumer's Affair's Authority
17. District Social Security Board.
18. District Measurement & Standard Service Office.

1.6 Institutional Funds under Ministry/Department/Provincial Council

Not Applicable

1.7 Information on Foreign Funded Projects (If any) -

Not Applicable

02. Paragraph - Progress & Vision

Special Achievements , Challenges & Future Targets-

At present facing a challenge of preparing a proper methodology to evaluate public services directly provided by District Secretariat and Divisional Secretariats in terms of Public Administration Circular No: 02/2008 and Home Affairs Accounts Circular 02/2018.

In addition to this identifying procedures which hinder to provide instantaneous public service and drawing attention to recognize more creative methodologies connected with modern technology to assure an efficient and effective public service.

Expected to appear for Productivity Competition 2020..

On .2020
At District Secretariat,
Polonnaruwa

W.A. Dharmasiri ,
Government Agent/District Secretary,
Polonnaruwa .

Chapter 03 - Overall Financial Performance of the Year

3.1 - Financial Performance Statement

ACA -F

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

Rs.

Budget 2019	Note	Actual 2019	Actual 2018	
-	Revenue Receipts	-	-	
-	Income Tax	1	-	
-	Taxes on Domestic Goods & Services	2	-	ACA-1
-	Taxes on International Trade	3	-	
-	Non Tax Revenue & Others	4	-	
-	Total Revenue Receipts (A)	-	-	
-	Non Revenue Receipts	-	-	
-	Treasury Imprests	462,041,153	606,448,721	ACA-3
-	Deposits	1,030,543,252	566,067,721	ACA-4 ACA-5/5
-	Advance Accounts	34,443,383	31,801,326	(a)/5(b)
-	Other Receipts	233,342,838	123,036,624	
-	Total Non Revenue Receipts (B)	1,760,370,627	1,327,354,392	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	1,760,370,627	1,327,354,392	
	Less: Expenditure	-	-	
	Recurrent Expenditure	-	-	
349,000,000	Wages, Salaries & Other Employment Benefits	5	323,395,683	
62,650,000	Other Goods & Services	6	63,928,143	ACA-2(ii)
2,350,000	Subsidies, Grants and Transfers	7	2,219,442	
-	Interest Payments	8	-	
15,000,000	Other Recurrent Expenditure	9	-	
429,000,000	Total Recurrent Expenditure (D)	439,727,974	389,543,268	
	Capital Expenditure	-	-	
10,500,000	Rehabilitation & Improvement of Capital Assets	10	11,773,911	
25,500,000	Acquisition of Capital Assets	11	418,234,499	
-	Capital Transfers	12	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	
2,000,000	Capacity Building	14	1,257,268	
450,000,000	Other Capital Expenditure	15	-	
488,000,000	Total Capital Expenditure (E)	462,689,402	431,265,678	
	Main Ledger Expenditure (F)	856,352,108	506,545,445	
	Deposit Payments	815,753,604	470,531,063	ACA-4 ACA-5/5
	Advance Payments	40,598,504	36,014,382	(a)/5(b)
	Total Expenditure G = (D+E+F)	1,758,769,483	1,327,354,391	
	Imprest Balance as at 31st December..... H = (C-G)	1,601,143	-	

3.3- Statement on Financial Status

ACA-P

**Statement of Financial Position
As at 31st December 2019**

	Note	Actual	
		2019 Rs	2018 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	2,355,593,819	1,648,577,233
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	101,353,624	95,198,504
Cash & Cash Equivalents	ACA-3	1,601,144	-
Total Assets		2,458,548,587	1,743,775,737
<u>Net Assets / Equity</u>			
Net Worth to Treasury		2,355,593,819	1,648,577,233
Property, Plant & Equipment Reserve		(649,332,460)	(440,697,932)
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	750,686,084	535,896,436
Imprest Balance	ACA-3	1,601,144	-
Total Liabilities		2,458,548,587	1,743,775,737

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 60 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.

3.4 - Cash Flow Statement

ACA-C

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

	Actual	
	2019 Rs.	2018 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected for the Other Heads	233,342,838	-
Imprest Received	462,041,153	761,286,672
Total Cash generated from Operations (a)	695,383,991	761,286,672
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	439,727,974	425,557,651
Subsidies & Transfer Payments	-	-
Expenditure on Other Heads	-	-
Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	439,727,974	425,557,651
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	255,656,017	335,729,021
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	34,443,383	-
Total Cash generated from Investing Activities (d)	34,443,383	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	462,689,402	431,265,678
Advance Payments	40,598,504	-
Total Cash disbursed for Investing Activities (e)	503,287,906	431,265,678
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(468,844,523)	(431,265,678)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	(213,188,505)	(95,536,657)
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	1,030,543,252	-
Total Cash generated from Financing Activities (h)	1,030,543,252	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	815,753,604	95,536,657
Total Cash disbursed for Financing Activities (i)	815,753,604	95,536,657
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	214,789,648	(95,536,657)
Net Movement in Cash (k) = (g) -(j)	1,601,143	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	1,601,143	-

3.5 Financial Statement Notes

**Statement of Losses and Waivers
(Losses under F.R. 106 and F.R. 113)**

**Expenditure Head No : 275 Ministry / Department / District Secretariat : District Secretariat - Polonnaruwa
Programme No. & Title : 1 Operational Programme**

(i) Statement of Losses Recovered/Written off/Waived off during the year.

	Value	No. of Cases	Total Amount (Rs.)
Be-low	Rs. 25,000.00	7	69,190
Over	Rs. 25,000.01	9	2,146,661
Total		16	2,215,851

Classification of the cases by nature of Losses.

	(Rs.)	No. of Cases	Value (Rs.)
1 Accident 57-8976	1996.10.21	9 Accident PC-4786	2014.06.27
2 Accident KB-0935	2011.11.11	10 Accident NA-9120	2015.11.01
3 Accident KQ-8217	2012.07.17	11 Accident KQ-8217	2016.06.26
4 Accident PC-2752	2012.09.28	12 Accident PD-9254	2016.06.27
5 Accident NA-9120	2013.03.30	13 Accident PL-4706	2017.08.24
6 Accident PD-9254	2013.05.03	14 Accident NA-9120	2017.12.17
7 Accident 251-3556	2013.08.24	15 Accident PA-5006	2018.09.19
8 Accident PA-4979	2013.10.31	16 Accident PA-4979	2018.10.23
			413,124

(ii) Statement of Losses being held to be Written off/Waived off or recoverable so far

	Value	No. of Cases	Total Amount (Rs.)
Be-low	Rs. 25,000.00	3	22,075
Over	Rs. 25,000.01	9	3,264,635
Total		12	3,286,710

Classification of the cases by Nature of Losses

	(Rs.)	No. of Cases	Value (Rs.)
1 Accident 53-7324	2005.02.09	7 Accident 252-9909	2014.05.21
2 Accident 251-3556	2005.05.26	8 Accident PL-4706	2017.08.24
3 Accident PA-4979	2009.11.17	9 Accident PA-5006	2017.12.14
4 Accident 57-8976	2010.07.25	10 Accident PA-5006	2018.04.25
5 Accident PA-4977	2011.11.09	11 Accident LM-9315	2018.06.05
6 Accident 251-3556	2013.08.24	12 Accident PA-4979	2018.10.23
			2,092,266

Age Analysis per (ii)

	No. of Cases	Amount
Less than five years		
		Rs. 1,178,444
5-10 years		
		Rs. 750,169
Over 10 years		
		Rs. 1,358,097

Note- Details on losses under F.R.106 and waivers under F.R. 113 accounted under object code no 1701 and such losses and waivers expected to be accounted in coming years should be included.

Note-(ii)

Statement of write off from books

Expenditure Ministry / Department / District Secretariat : District Secretariat - Polonnaruwa
Head No : 275 at - Polonnaruwa
Programme No. & Title : 1 Operational Programme

1 Statement of losses and waivers under F.R. 109 during the year			
	Value	No. of Cases	Value (Rs.)
	Below Rs.		
(i)	25,000.00	7	69,190
	Over Rs.		
(ii)	25,000.01	9	2,146,661
Total		16	2,215,851

2 Statement of write off from the book and recoveries under F.R. 109 during the year

Nature of Loss	Opening balance which was not written off	Value of loss	Recoveries	Value written off from the book	Balance carried forward which was not written off	Reference No. of Approval for write off from the book
	Rs.	Rs.	Rs.	Rs.	Rs.	
1 Accident 57-8976	29,225	29,225	-	29,225	-	PO/DIS/E09/11/02
2 Accident KB-0935	187,820	736,593	-	187,820	-	PO/DIS/E09/05/13
3 Accident KQ-8217	11,800	30,000	-	11,800	-	PO/DIS/E09/05/15
4 Accident PC-2752	7,850	135,360	-	7,850	-	PO/DIS/E09/11/14
5 Accident NA-9120	812	17,040	-	812	-	PO/DIS/E09/05/17
6 Accident PD-9254	11,798	67,984	-	11,798	-	PO/DIS/E09/05/16
7 Accident 251-3556	149,450	149,450	51,450	-	98,000	PO/DIS/E09/05/18
8 Accident PA-4979	112,369	422,098	-	112,369	-	PO/DIS/E09/05/19
9 Accident PC-4786	72,129	187,750	-	72,129	-	PO/DIS/E09/05/21
10 Accident NA-9120	11,475	119,059	-	11,475	-	PO/DIS/E09/06/25
11 Accident KQ-8217	92,038	538,969	-	92,038	-	PO/DIS/E09/06/26
12 Accident PD-9254	12,364	138,305	-	12,364	-	PO/DIS/E09/06/27
13 Accident PL-4706	570,569	570,569	503,200	-	67,369	PO/DIS/E09/06/28
14 Accident NA-9120	13,091	67,454	-	13,091	-	PO/DIS/E09/06/29
15 Accident PA-5006	933,980	933,980	933,980	-	-	PO/DIS/E09/06/35
16 Accident PA-4979	241,700	241,700	164,450	-	77,250	PO/DIS/E09/06/36
Total	2,458,470	4,385,536	1,653,080	562,771	242,619	

Note - Excluding losses and waivers to be accounted in Note(i), only any other losses and waivers under F.R.109 should be included in this format.

Note-(iii)

Statement of Liabilities and Commitments

Ministry/Department/District Secretariat: District Secretariat - Polonnaruwa
Expenditure Head No: 275
Programme No. & Title: 1 Operational Programme

Name of the Person/Institution	Commitment No	Month	Date	Head	Programme	Project	Sub Project	Object Code	Finance Code	Details of Item	Commitment	Commitment Balance	Liability Date	Liability Amount	Revised Liability	Paid Liability	Liability Balance	
1. Ministries/Government Department																		
Civil Security Service	C34	December	31	275	1	2	0	1409	11	-	-	-	2019.12.31	183,000	-	-	183,000	
Post Master General	C32	December	31	275	1	2	0	1402	11	-	-	-	2019.12.31	37,750	-	-	37,750	
Pradeshya Sabawa - Welikanda	C36	December	31	275	1	2	0	1403	11	-	-	-	2019.12.31	19,600	-	-	19,600	
Total														240,350			240,350	
2. State Corporations/Statutory Boards																		
.....																		
Total																		
3. Others (Private Parties)																		
Nadimi Book shop	C39	December	31	275	1	1	0	2002	11	-	-	-	2019.12.31	25,000	-	-	25,000	
Nishantha Motors	C11	December	31	275	1	1	0	2002	11	-	-	-	2019.12.31	99,500	-	-	99,500	
Office Staff (Welikanda)	C35	December	31	275	1	2	0	1002	11	-	-	-	2019.12.31	54,733	-	-	54,733	
Office Staff (Welikanda)	C37	December	31	275	1	2	0	1002	11	-	-	-	2019.12.31	2,839	-	-	2,839	
Office Staff (Welikanda)	C40	December	31	275	1	2	0	1002	11	-	-	-	2019.12.31	2,000	-	-	2,000	
Galle City Suppliers (Pvt)Ltd	C33	December	31	275	1	2	0	1201	11	-	-	-	2019.12.31	38,500	-	-	38,500	
Multi Purpose co-operative Society (Dimbulagala)	C38	December	31	275	1	2	0	1202	11	-	-	-	2019.12.31	118,939	-	-	118,939	
Office Staff (District Secretariat-Polonnaruwa)	DST002	December	31	275	1	1	0	1002	11	-	-	-	2019.12.31	41,417	-	-	41,417	
Grand Total														382,928			382,928	
																	623,278	

Nature of payments/Liabilities should be recognized separately as follows.

1. Ministries/Government Departments
2. State Corporations/Statutory Boards
3. Private Parties

Liabilities are transactions of which payments have not been made to the relevant parties, although goods, services or assets and services pertaining to construction contracts have been received during the respective accounting year. Commitments are contracts or written agreements which have been entered in to with the external parties in order to obtain goods and services during the respective accounting year, although the relevant assets or services have not

Note(iv)

Statement of Liabilities - (i) Statement of Commitments in terms of FR 94 (2) and (3)

Name of Ministry / Department / District Secretariat : District Secretariat - Pol-
onnaruwa

Expenditure Head No. : 275

Programme No. & Title : 1 Operational Programme

Name of the Person/Institution	Description of Commitments	Project	Sub Project	Object Code	Financing Code	Maximum Commitment Ceiling In terms of FR 94(2) Provisions (Rs.)	Total Cost Estimate In terms of FR 94(3) (Rs.)	Commitment & Liability Amount (Rs.)
1. Ministries/Government Department								
.....								XX
.....								XX
Total								
2. State Corporations/Statutory Boards								
.....								XX
.....				No				XX
Total								
3. Others (Private Parties)								
.....								XX
.....								XX
Total								
Grand Total								

Note-(v)

Statement of Liabilities - (ii)

Provision Transferred to the Deposit Account in terms of FR 215 (3) (b) & (c)

Name of Ministry / Department / District Secretariat : District Secretariat - Pol-
onnaruwa
Expenditure Code : 275
Programme No. & Title : 1 Operational Programme

Name of the Person/Institution (To be identified at the time of Transferring the Provision to De- posit Accounts.) *	Description of Liability	L/C No.	Particular of Vote details from which Pro- visions were Transferred			Deposit Account No.	Amount Trans- ferred (Rs.)
			Project	Sub Pro- ject	Object Code		
1. Ministries/Government Depart- ment Total							XX XX
2. State Corporations/Statutory Boards Total			No				XX XX
3. Others (Private Parties) Total							XX XX
Grand Total							

Note-(vi)

Statement of Claims under Reimbursable Foreign Aid

Ministry / Department / District Secretariat : District Secretariat - Polonnaruwa

Programme No. & Title : 1 Operational Programme

Rs.

(1)	Provision in Estimates - 2019 under Reimbursable Foreign Aid including Supplementary provisions	No
(2)	Total Expenditure disbursed during the year 2019, against (I) above	No
(3)	Total of Reimbursement Claims outstanding as at 01 st January 2019	No
(4)	Total of Reimbursement Claims made during the year 2019, in respect of years 2018 & prior years (if any)	No
(5)	Total of Reimbursement Claims made during the year 2019, in respect of year 2019	No
(6)	Total of Claims disallowed by the Donor, during 2019 (if any), in respect of Claims 2018 or prior years (if any)	No
(7)	Total of Claims disallowed by the Donor, during 2019 (if any), in respect of Claims 2019	No
(8)	Total of Reimbursements received during the year 2019, in respect of years 2018 or prior years	No
(9)	Total of Reimbursements received during the year 2019, in respect of years 2019	No
(10)	Total of reimbursement Claims outstanding as at 31 st December 2019 [(3+4+5) - (6+7)] - (8+9)	No
(11)	Total of Reimbursement Claims made after 31/12/2019 in respect of 2019 up to the finalization of the Financial Statements	No
(12)	Total of Reimbursement received after 31/12/2019 up to the finalization of the Financial Statements	No
(13)	Total of Reimbursement Claims outstanding as at the date of presenting the Financial Statements (10 + 11 - 12)	No

Note-(vii)

Statement of Missing Vouchers

Ministry / Department / District Secretariat : District Secretariat - Polonnaruwa
Expenditure Head No : 275
Programme No. & Title : 1 Operational Programme

Date	Voucher No.	Name of Payee	Nature of Payment	Amount (Rs.)
		No		

Note-(viii)

The Status Report as at 31/12/2019 on Bank Accounts opened in terms of Treasury Operation Circular No. 3/2015 of 23.10.2015

Expenditure Head No. : 275

Ministry / Department / District Secretariat : District Secretariat - Polonnaruwa

Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2019	Balance as per Cash Book as at 31/12/2019	Total Value of Cheques not yet Presented to Bank as at 31/12/2019 (if exceeds 6 months)	Month of Last Bank Reconciliation Prepared
1	Bank Of Ceylon New Town	0007042222	5,000	-	-	2019 December
2	Bank Of Ceylon Elaheera	0007042228	5,306,377	-	-	2019 December
3	Bank Of Ceylon Hingurakgoda	0007042231	3,000	-	-	2019 December
4	Bank Of Ceylon New Town	0007042234	12,276,896	-	-	2019 December
5	Bank Of Ceylon Medirigiriya	0007042225	16,072,552	-	-	2019 December
6	Bank Of Ceylon Lankapura	100129027026	9,396,140	-	-	2019 December
7	Bank Of Ceylon Kaduruwela	0007042237	3,000	-	-	2019 December
8	Bank Of Ceylon Welikanda	100139027027	2,520,820	-	-	2019 December
9	Bank Of Ceylon Thaprobena	0007042219	3,000	-	-	2019 December

3.6 Performance on Revenue Collection

Revenue Code	Description	Revenue Estimate		Revenue Collected	
		Original Estimate	Final Estimate	Amount (Rs.)	As a percentage of Final Estimate
	Not	Applicable			

3.7 Performance Utilization of Allocated Funds

Rs ,000

Type of Fund	Allocated Funds		Actual Expenditure	Utilized funds as a percentage of finalized final funds
	Original Allocation	Final Allocation		
Recurrent	429,000,000	442,845,000	439,727,974	99%
Capital	488,000,000	492,050,000	462,689,402	94%

Funds granted to this Department /District Secretariat/Provincial Council as a representative of other Ministries/Departments under F.R. 208

Serial No:	Ministry /Department which Fund Granted	Expectation of the Fund	Funds		Actual Expenditure	Utilization of funds as a percentage of finally granted funds.
			Original Fund	Final Fund		
		Grama Shakthi people programme.	57,537,000.00	57,537,000.00	23,037,922.92	40
		Food Production National Programme	11,189,000.00	11,189,000.00	9,906,083.48	89
		Smart Sri Lanka/Food Production/Grama Shakthi	42,111,446.45	42,111,446.45	6,439,288.82	15
		Smart Sri Lanka/ICG Software	39,965.00	39,965.00	39,965.00	100
1	President's Office	Conversion of "Thripitaka" as a World Heritage.	525,000.00	525,000.00	372,443.00	71
		Let's solve our disputes by ourselves president programme.	1,534,000.00	1,534,000.00	1,155,653.65	75
		Kidney patient's data system/ distilled water system.	4,331,540.20	4,331,540.20	3,136,214.39	72
51	Ministry of Digital Infrastructure & Information Technology.	Renovation of classrooms and purchasing computer chairs under school computer laboratory programme.	720,000.00	720,000.00	537,096.35	75
52	Department of Science Technology & Research	Programmes proposed to be implemented under Vidatha resources centers/ Vidatha Kadamandiya.	2,043,341.00	2,043,341.00	1,892,440.10	93
55	Ministry of Media	Right to information.	104,400.00	104,400.00	71,925.00	69
		Improvements to under developed Daham Schools.	6,050,000.00	6,050,000.00	2,568,750.00	42
101	Ministry of Buddhasasana	Bills in Hand for 2018/ renovations to under developed temples.	7,523,898.47	7,523,898.47	3,663,235.32	49
		Punya Grama programme.	1,704,760.00	1,704,760.00	1,459,110.00	86

104	MINISTRY OF NATIONAL POLICIES, ECONOMIC AFFAIRS, RESETTLEMENT & REHABILITATION, NORTHERN PROVINCE DEVELOPMENT, VOCATIONAL TRAINING & SKILLS DEVELOPMENT AND YOUTH AFFAIRS	Rural infrastructure development (indiscernible)	7,881,542.84	7,881,542.84	4,210,581.09	53
		Rural infrastructure development (Bills in hand 2018)	4,587,398.06	4,587,398.06	3,050,389.82	66
		Thurunu Diriya Loan programme	6,200.00	6,200.00	5,140.00	83
			1,056,663.57	1,056,663.57	1,056,663.57	100
		Decentralized budget programme	68,153,469.34	68,153,469.34	57,567,320.52	84
		Gamperaliya expedite rural development programme.	945,433,292.48	945,433,292.48	738,086,872.60	78
		Rural infrastructure development	198,534,027.78	198,534,027.78	135,770,508.59	68
		Improvements to religious centers.	4,500,000.00	4,500,000.00	2,613,812.31	58
		Youth Empowerment Programme.	2,893,250.00	2,893,250.00	2,893,081.53	100
		Settlement of bills in hand under fisheries development proposals 2018	5,643,568.99	5,643,568.99	823,495.39	15
		Rural development programme	82,155.00	82,155.00	0.00	0
118	MINISTRY OF AGRICULTURE, RURAL ECONOMIC AFFAIRS, LIVESTOCK DEVELOPMENT, IRRIGATION AND FISHERIES AND AQUATIC RESOURCES	Clay items production development programme.	188,810.00	188,810.00	90,165.00	48
		Rural economic promotion programme.	9,900,000.00	9,900,000.00	6,528,343.42	66
		Plant & machinery	99,000.00	99,000.00	98,000.00	99
		Development Programmes (Agriculture Sector)	4,408,125.00	4,408,125.00	3,519,466.08	80
		Divisional child protection action plan	40,000.00	40,000.00	40,000.00	100
		District Child Protection Committee meeting	487,400.00	487,400.00	410,077.03	84
120	MINISTRY OF WOMEN & CHILD AFFAIRS & DRY ZONE DEVELOPMENT	Diriya Manpetha & Jeevithayata Arunellak programme	1,388,380.00	1,388,380.00	1,136,142.00	82
		Model village guideline.	3,500.00	3,500.00	3,500.00	100
		District progress review meeting, Pilot project of "Welikeliye Pitu athara"	532,450.00	532,450.00	490,749.28	92
		District & Divisional child council meetings.	258,000.00	258,000.00	255,624.00	99
122	MINISTRY OF LAND & PARLIAMENTARY AFFAIRS	Land Kachcheries and mobile programmes (Bimsaviya)	110,050.00	110,050.00	106,000.00	96
123	MINISTRY OF HOUSING CONSTRUCTIONS & CULTURAL	Obtaining water & electricity facilities for Welikanda Cultural center.	923,709.23	923,709.23	774,586.82	84
		Office equipment for Welikanda cultural center.	419,825.00	419,825.00	419,625.00	100
		Construction of Welikanda cultural center.	5,552,512.00	5,552,512.00	5,552,511.74	100

124	MINISTRY OF PRIMARY INDUSTRIES SOCIAL EMPOWERMENT	Solitary parent family development programme	30,000.00	30,000.00	30,000.00	30,000.00	100
		Counseling programme	748,575.00	748,575.00	748,575.00	517,988.50	69
		Training programmes	506,880.00	506,880.00	506,880.00	93,930.00	19
		Construction of Buildings	349,315.00	349,315.00	349,315.00	349,315.00	100
130	MINISTRY OF PUBLIC ADMINISTRATION & DISASTER MANAGEMENT	Renovations for the Dam of Kandegama reservoir	19,838,911.05	19,838,911.05	19,838,911.05	18,318,395.79	92
		Training programmes for Disaster Relief Officers	6,840.00	6,840.00	6,840.00	5,740.00	84
		Development & Refurbishment for Secured center.	2,889,425.13	2,889,425.13	2,889,425.13	2,871,055.63	99
		Nanwanu Sri Lanka Entrepreneurship development programme.	20,000,000.00	20,000,000.00	20,000,000.00	0.00	0
149	MINISTRY OF INDUSTRY AND COMMERCE, RESETTLEMENT OF PROTRACTED DISPLACED PERSONS AND CO-OPERATIVE DEVELOPMENT AND SKILLS DEVELOPMENT	Infrastructure development	3,500,000.00	3,500,000.00	3,500,000.00	1,268,610.44	36
		Economically empowering the woman through small scale industries associated with garments.	1,063,205.42	1,063,205.42	1,063,205.42	147,639.40	14
		Capacity building Training programmes for Voluntary Organizations	55,000.00	55,000.00	55,000.00	40,125.00	73
		Reconciliation Society Projects	175,000.00	175,000.00	175,000.00	174,746.75	100
157	MINISTRY OF NATIONAL INTEGRATION; OFFICIAL LANGUAGES; SOCIAL PROGRESS AND HINDU RELIGIOUS AFFAIRS	Official Languages Day and Associated programmes	129,725.00	129,725.00	129,725.00	129,650.00	100
		Infrastructure development for promotion of National Integration & Reconciliation	0.00	0.00	0.00	0.00	0
		Settlement of bills in hand 2018	7,977,073.71	7,977,073.71	7,977,073.71	7,946,934.60	100
		Appointment of Amity Committees	25,000.00	25,000.00	25,000.00	0.00	0
162	MINISTRY OF MEGA POLIS & WESTERN DEVELOPMENT	Sukitha Purawara small town development programme	35,194,622.06	35,194,622.06	35,194,622.06	30,646,062.82	87
166	MINISTRY OF CITY PLANNING WATER SUPPLY & HIGHER EDUCATION	Supply of sanitary facilities to low income generated communities under SACOSAN programme	195,000.00	195,000.00	195,000.00	135,000.00	69
194	MINISTRY OF TELECOMMUNICATION FOREIGN EMPLOYMENT & SPORTS	Rural Road Project	11,847,265.22	11,847,265.22	11,847,265.22	118,466.80	1
		Awareness programmes relevant to emigration field.	90,000.00	90,000.00	90,000.00	90,000.00	100
		Rural playground development	806,000.00	806,000.00	806,000.00	806,000.00	100
		Training programmes	35,350.00	35,350.00	35,350.00	29,335.00	83
201	DEPARTMENT OF BUDDHIST AFFAIRS	Daham school teacher training project /Daham Sarasavi Buddhist diploma course.	1,105,000.00	1,105,000.00	1,105,000.00	907,655.00	82
		Improvements to Daham school sanitary facilities.	1,700,000.00	1,700,000.00	1,700,000.00	1,100,000.00	65
		Facilitating to ease Sasarakshaka activities	140,000.00	140,000.00	140,000.00	29,816.75	21
202	MINISTRY OF MUSLIM RELIGIOUS AFFAIRS & CULTURAL AFFAIRS	Development of Mosques and Muslim cultural centers	500,000.00	500,000.00	500,000.00	500,000.00	100

206	DEPARTMENT OF CULTURAL AFFAIRS	District progress review meeting	128,000.00	128,000.00	128,000.00	100
		Purchase of furniture & Office Equipment	0.00	0.00	0.00	206
216	DEPARTMENT OF SOCIAL SERVICE	Community Based rehabilitation programmes	278,800.00	278,800.00	272,455.00	98
217	DEPARTMENT OF PROBATION & CHILDCARE SERVICE	District Progress Review Meeting/Implementation of Protection plan/ Formal parenting	762,900.00	762,900.00	756,105.47	99
		Divisional child development programme on child rights / payment of dedicated parent aids	260,000.00	260,000.00	251,941.80	97
219	DEPARTMENT OF SPORTS DEVELOPMENT	Identification & improvement of sports skills	137,500.00	137,500.00	90,765.00	66
243	DEPARTMENT OF DEVELOPMENT FINANCE	Construction of electricity fence at Medirigiriya grain care center.	1,039,507.50	1,039,507.50	0.00	0
252	DEPARTMENT OF CENSUS & STATISTICS	Census of Population & Housing 2021	42,849.00	42,849.00	42,789.00	100
		Census of Population & Housing 2021	538,592.00	538,592.00	532,563.00	99
286	DEPARTMENT OF LAND COMMISSIONER GENERAL	Plant & Machinery	33,276.25	33,276.25	33,276.25	100
		Construction of Buildings	295,152.08	295,152.08	74,402.08	25
		Vehicles	155,100.00	155,100.00	155,100.00	100
		Staff Training	50,500.00	50,500.00	50,500.00	100
		Purchase of furniture & office equipment	5,500.00	5,500.00	5,500.00	100
		Software Development (e-slim)	164,500.00	164,500.00	163,093.50	99
287	DEPARTMENT OF LAND TITLE SETTLEMENT	Divisional Office - Internal reservations	1,000,000.00	1,000,000.00	1,000,000.00	100
327	DEPARTMENT OF LAND USE POLICY PLANNING	Development Projects	80,480.00	80,480.00	79,140.00	98
		Development Projects	188,000.00	188,000.00	187,977.40	100
		Awareness for job seekers	291,040.00	291,040.00	289,215.00	99
		Stationary & Postal charges	21,500.00	21,500.00	15,466.56	72
328	DEPARTMENT OF MANPOWER & EMPLOYMENT	Divisional Job Fair/Entrepreneurship development programmes	37,250.00	37,250.00	37,250.00	100
		Awareness for parents/Self employment motivation	78,900.00	78,900.00	76,013.00	96
	Total		1,512,995,214.83	1,512,995,214.83	1,090,280,804.36	72

Serial No:	Ministry/Department which Fund Granted	Expectation of the Fund	Total Fund	Actual Expenditure	Percentage of Expenditure
1	DEPARTMENT OF SCIENCE TECHNOLOGY & RESEARCH	Recurrent Expenditure	359116.00	271179.62	76
2	MINISTRY OF BUDDHASASANA	Recurrent Expenditure	687286.05	687286.05	100
3	MINISTRY OF NATIONAL POLICIES, ECONOMIC AFFAIRS, RESETTLEMENT & REHABILITATION, NORTHERN PROVINCE DEVELOPMENT, VOCATIONAL TRAINING & SKILLS DEVELOPMENT AND YOUTH AFFAIRS	Recurrent Expenditure	8142700.00	7704629.51	95
4	MINISTRY OF JUSTICE	Recurrent Expenditure	3705975.00	3453545.00	93
5	MINISTRY OF AGRICULTURE, RURAL ECONOMIC AFFAIRS, LIVESTOCK DEVELOPMENT, IRRIGATION AND FISHERIES AND AQUATIC RESOURCES	Recurrent Expenditure	288330277.50	285540391.05	99
6	MINISTRY OF CHILD DEVELOPMENT & WOMEN AFFAIRS	Recurrent Expenditure	152893580.00	145292427.00	95
7	MINISTRY OF HOUSING CONSTRUCTIONS & CULTURAL	Recurrent Expenditure	1138615.00	518815.00	46
8	MINISTRY OF PRIMARY INDUSTRIES AND SOCIAL EMPOWERMENT	Recurrent Expenditure	312747200.00	305596155.44	98
9	MINISTRY OF PUBLIC ADMINISTRATION & DISASTER MANAGEMENT	Recurrent Expenditure	22669877.62	19037274.56	84
10	MINISTRY OF NATIONAL INTEGRATION, OFFICIAL LANGUAGES, SOCIAL PROGRESS AND HINDU RELIGIOUS AFFAIRS	Recurrent Expenditure	3587820.00	3394955.17	95
11	MINISTRY OF LABOUR, TRADE UNION & SOCIAL EMPOWERMENT	Recurrent Expenditure	143428108.00	141318911.93	99
12	MINISTRY OF TELECOMMUNICATION, FOREIGN EMPLOYMENT & SPORTS	Recurrent Expenditure	8519649.00	8018887.56	94
13	MINISTRY OF SCIENCE TECHNOLOGY & RESEARCH	Recurrent Expenditure	167736.00	156936.00	94
14	DEPARTMENT OF BUDDHIST AFFAIRS	Recurrent Expenditure	16706355.00	15834282.50	95
15	MINISTRY OF MUSLIM RELIGIOUS AFFAIRS & CULTURAL AFFAIRS	Recurrent Expenditure	9000.00	8220.00	91
16	DEPARTMENT OF CULTURAL AFFAIRS	Recurrent Expenditure	1635500.00	1587837.85	97
17	DEPARTMENT OF GOVERNMENT INFORMATION	Recurrent Expenditure	235300.00	183714.79	78
18	DEPARTMENT OF SOCIAL SERVICES	Recurrent Expenditure	3970371.22	3970371.22	100
19	DEPARTMENT OF PROBATION & CHILD CARE SERVICES	Recurrent Expenditure	5571992.18	5571992.18	100
20	DEPARTMENT OF SPORTS DEVELOPMENT	Recurrent Expenditure	2632107.00	2509339.02	95
21	DEPARTMENT OF REGISTRATION OF PERSONS	Recurrent Expenditure	4927945.06	4873290.14	99
22	DEPARTMENT OF FINANCE DEVELOPMENT	Recurrent Expenditure	8000000.00	8000000.00	100
23	DEPARTMENT OF CENSUS & STATISTICS	Recurrent Expenditure	1607967.46	1556195.56	97
24	DEPARTMENT OF PENSIONS	Recurrent Expenditure	63738930.17	59748748.36	94
25	DEPARTMENT OF REGISTRAR GENERAL	Recurrent Expenditure	975337.50	918075.00	94
26	DEPARTMENT OF WILD LIFE CONSERVATION	Recurrent Expenditure	16384667.62	16384667.62	100
27	DEPARTMENT OF LAND COMMISSIONER GENERAL	Recurrent Expenditure	25807756.24	25807756.24	100
28	DEPARTMENT OF MOTOR TRAFFIC	Recurrent Expenditure	804000.00	795553.12	99
29	DEPARTMENT OF COMMUNITY BASED CORRECTION	Recurrent Expenditure	4500.00	3659.41	81
30	DEPARTMENT OF LAND USE POLICY PLANNING	Recurrent Expenditure	148500.00	143412.00	97
31	DEPARTMENT OF MANPOWER & EMPLOYMENT	Recurrent Expenditure	369500.00	364300.15	99
	Sub total		1099907669.62	1069252809.05	97

3.9 PERFORMANCE OF REPORTING NON FINANCIAL ASSETS

Asset code	Description	Balance as at 31.12.2019 as per the Report of Board of Survey	Balance as at 31.12.2019 as per Financial Status Report	Supposed to be accounted in future	Reporting progress as a percentage
9151	Building Structures	697,652,671.74	697,652,671.74	697,652,671.74	100%
9152	Plant & Machinery	234,154,921.88	234,154,921.88	234,154,921.88	100%
9153	Lands	202,976,600.00	202,976,600.00	202,976,600.00	100%
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Ongoing Work	1,220,809,625.34	1,220,809,625.34	1,220,809,625.34	100%
9080	Leased out Assets	-	-	-	-

3.10 Auditor General's Report**

**In presenting to the parliament , the scanned final audit report of Auditor General should include here.

Chapter 04 - Performance Indicators

4.1 Performance indicators of the institution (Based on action plan)

Specialized Indicators	Actual output as a percentage of Expected output		
	100%-90%	75%-89%	50%-74%
Improving the efficiency of the staff through broadening the office space.	√		
Improving the sanitary facilities of office staff as well as public	√		
Improving the efficiency of the staff through providing new machinery & office equipment.		√	
Development of Human Resources through officer training programmes.		√	

Chapter 05 - Sustainable Development Goals (SDG) Performance of Achieving

5.1 Indicate the identified relevant Sustainable Development Goals

Target / Goal	Targets	Success indicators	Percentage of Success so far		
			0%-49%	50%-74%	75%-100%

No action had been taken during year 2019 to achieve sustainable development goals and necessary steps have been taken to concentrate on the same in upcoming year.

5.2 Give a brief description on Successes and challenges in achieving Sustainable Development Goals .

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Available Cadre	Vacancies (Over Staff)**
Senior	41	26	15
Tertiary	28	18	10
Secondary	979	761	218
Primary	92	71	21

6.2 **Give a brief description on impact of scarcity or excess of staff for the performance of the institute.

Due to unavailability of senior level officers , decision making is somewhat delayed and available officers are severely pressurized and finally efficiency and effectiveness of the office is gone down.

6.3 Human Resource Development

Name of the Programme	No: of Employees Trained	Duration	Overall Investment (Rs. ,000)		Nature of the Programme (Local / Foreign)	Output / knowledge Acquired *
			Local	Foreign		
Establishment & Financial rules associated with the Government drivers	19	2019.06.06–2019.06.07	22,320.00	-	Local	Through improving the attitudes of the of officers through above programmes , efficient and effective service could be obtained from them
Public Service , rules & regulations of the constitution pertaining to public service, regulations of the Establishment code.	50	2019.07.29, 2019.08.05	31,320.00	-	Local	
Public Finance Management	59	2019.10.03	15,230.00	-	Local	
Office procedures & Rituals	60	2019.10.10-2019.10.11	25,060.00	-	Local	
♦ Give a brief description on impact of training programmes for the performance of institute .						

Through improving knowledge & attitudes of officers an efficient and effective service could be obtained from them

- Give a brief description on impact of training programmes for the performance of the institute. .

Chapter 07 - Conformity Report

No	Relevancy of Requirement	Conformity Status (Conformed /Not Conformed)	If not conformed , brief clarification for the same	Accurate actions proposed to avoid non conformity in future
1	Following financial statements/accounts have been produced on due dates.			
1.1	Annual Financial Statements	Conformed		
1.2	Government officer's advance account	Conformed		
1.3	Enterprise & Production advance account (Commerce advance account))	Not Conformed.		
1.4	Stores Advance account	Conformed		
1.5	Special Advance account	Conformed		
1.6	Other	Conformed		
2	Maintenance of books & registers (F.R .445)			
2.1	Maintenance of updated fixed assets regis- try in terms of Public Administration Cir- cular 267/2018	Conformed		
2.2	Maintenance of updated personnel Emol- ument registries /personnel Emolument cards	Conformed		
2.3	Maintenance of updated audit query registries.	Conformed		
2.4	Maintenance of updated internal audit report registry.	Conformed		
2.5	Preparation of all monthly account sum- maries (CIGAS) and submitting the same to General Treasury on due date.	Conformed		
2.6	Maintenance of updated cheques and cash order registry.	Conformed		
2.7	Maintenance of updated inventory regis- try.	Conformed		
2.8	Maintenance of updated stock registry	Conformed		
2.9	Maintenance of updated damages & loss- es registry.	Conformed		
2.10	Maintenance of updated credit registry	Conformed		
2.11	Maintenance of updated counter foil reg- istry.(GA- N20)	Conformed		

No	Relevancy of Requirement	Conformity Status (Conformed /Not Conformed)	If not conformed , brief clarification for the same	Accurate actions proposed to avoid non conformity in future
3	Delegation for financial control (F.R 135)			
3.1	Financial powers have been delegated within the institute .	Conformed		
3.2	Awareness within the institute regarding delegation of financial powers.	Conformed		
3.3	Powers have been delegated as each transaction is certified by two or more officers.	Conformed		
3.4	In utilization of the government salary software package in terms of Public Finance Circular No: 171/2004 dated 11.05.2014 it is under the supervision of accountants.	Conformed		
4	Preparation of Annual Plans			
4.1	Preparation of Annual Action Plan	Conformed		
4.2	Preparation of Annual Procurement Plan	Conformed		
4.3	Preparation of Annual Internal Audit Plan	Conformed		
4.4	Preparation of Annual Estimates and presenting the same to National Budget Department by due date.	Conformed		
4.5	Presenting annual cash flow statements to Department of Treasury Operations by due date.	Conformed		
5	Audit Queries			
5.1	Answering all audit queries to the date prescribed by the Auditor General.	Not Conformed	Delaying in collecting information	Providing relevant instructions at Audit Committees.
6	Internal Audit			
6.1	Preparation of Internal Audit Plan after having discussions with Auditor General at beginning of the year in terms of F.R. 134(2) DMA/1-2019	Conformed		
6.2	Answering every internal audit query within a period of one month.	Conformed		
6.3	Presenting every copy of internal audit reports to Audit Management Department in terms of Sub Section 40 (4) of the National Audit Act No: 19 of 2018	Conformed		

No	Relevancy of Requirement	Conformity Status (Conformed /Not Conformed)	If not conformed , brief clarification for the same	Accurate actions proposed to avoid non conformity in future
6.4	Presenting every copy of internal audit reports to the Auditor General in terms of 134(3) Financial Regulations.	Conformed		
7	Audit Management Committees			
7.1	Conducting at least 04 Audit Management Committees during the year under review in terms of DMA Circular 1-2019.	Conformed		
8	Assets Management			
8.1	Submission of information to Comptroller General's Office regarding purchase and dispose of assets in terms of chapter 07 of the Assets Management Circular No; 01/2017	Conformed		
8.2	In terms of Chapter 13 of the said circular , appointing a suitable coordinating officer to coordinate the implementation of regulations of said circular and inform about such officer to Comptroller General's Office	Conformed		
8.3	Having conducted boards of surveys and directing the respective reports to the Auditor General by prescribed dates in terms of Public Finance Circular No: 05/2016.	Conformed		
8.4	Taking action as stipulated in the circular concerned regarding disclosed excess , shortages and recommendations through annual board of survey.	Conformed		
8.5	Dispose of condemned items as stipulated in F.R. 772.	Conformed		
9	Vehicle Management			
9.1	Submission of daily running charts and monthly summaries for pool vehicles to Auditor General on time.	Conformed		
9.2	Dispose of vehicles less than six months after condemned.	Conformed		
9.3	Maintenance of vehicular log entry books with due updates.	Conformed		
9.4	Taking action as stipulated in F.R. 103,104,109, and 110 regarding every vehicle accident.	Conformed		
9.5	Recheck of fuel consumption of vehicles in terms of chapter 3.1 of the Public Administration circular No: 2016/30 dated 29.12.2016.	Conformed		
9.6	After completion of higher purchase period , taking over the sole ownership of vehicles to log entry books.	Conformed		

No	Relevancy of Requirement	Conformity Status (Conformed /Not Conformed)	If not conformed , brief clarification for the same	Accurate actions proposed to avoid non conformity in future
10	Bank Accounts Management			
10.1	Preparation of Bank Reconciliation Statements on due dates and presenting the certified version for auditing.	Conformed		
10.2	Settlement of inoperative bank accounts brought forward from preceding years or during the year under review.	Not Applicable		
10.3	Taking action as per Financial Regulations regarding balances that has to be adjusted and disclosed through bank reconciliation statements and settling such balances within a period of one month.	Conformed		
11	Funds Utilization			
11.1	Utilizations of given funds without exceeding their limits.	Conformed		
11.2	Entering in to liabilities not exceeding the balance funds limits at the end of the year after utilizing the funds received in terms of F.R. 94(1)	Conformed		
12	Government Officers Advance Account			
12.1	Adhering to limitations	Conformed		
12.2	Conducting a time analysis on arrears loan balances.	Conformed		
12.3	Settling outstanding loan balances continuing for more than one year.	Not Conformed	Further activities regarding arrears loan balances have not been concluded.	Taking action as required.
13	General Deposit Account			
13.1	Taking action on lapsed deposits in terms of F.R. 571	Conformed		
13.2	Maintenance of updated control accounts for General Deposit Accounts	Conformed		
14	Imprest Account			
14.1	Remitting the balance of cash book at the end of the year under review to Treasury Operational Department.	Conformed		
14.2	Settlement of issued Ad Hoc Sub Imprest within one month from the respective duty in terms of F.R. 371.	Conformed		
14.3	Issuing Ad Hoc Sub Imprest not exceeding the approved limits in terms of F.R. 371.	Conformed		
14.4	Monthly reconciliation of the balance of Imprest Account with the books of Treasury.	Conformed		

No	Relevancy of Requirement	Conformity Status (Conformed /Not Conformed)	If not conformed , brief clarification for the same	Accurate actions proposed to avoid non conformity in future
15	Revenue Account			
15.1	Repayment from collected revenue in terms of respective regulations.	Not Applicable		
15.2	Directly crediting the collected revenue to revenue account without crediting to deposit account.	Not Applicable		
15.3	Submission of outstanding revenue reports to the Auditor General in terms of F.R. 176	Conformed		
16	Human Resources Management			
16.1	Keeping up the staff within approved Cadre limits.	Conformed		
16.2	Issuing written duty lists to the each member of the staff.	Conformed		
16.3	Submission of all the reports to Management Service	Conformed		
17	Providing Information to the Public			
17.1	Appointing an Information Officer and maintaining an updated registry of provided information in terms of the regulations of Right to Information Act.	Conformed		
17.2	Providing information of the institute through it's website and either by website or any other option giving opportunity for public to post their commendations or charges.	Conformed		
17.3	Submission of reports annually or biannually in terms of section 08 and 10 of the Right to Information Act.	Conformed		
18	Implementation of Citizen Charter			
18.1	Compilation and implementation of a Citizen/Client charter in terms of Ministry of Public Administration & Management Circular No: 05/2008 and 05/2018 (1)	Conformed		
18.2	Formation of a methodology by the institute it self to monitor and evaluate the compilation and implementation of a Citizen/Client charter in terms of Chapter 2.3 of said circular.	Conformed		

No	Relevancy of Requirement	Conformity Status (Conformed /Not Conformed)	If not conformed , brief clarification for the same	Accurate actions proposed to avoid non conformity in future
19	Compilation of Human Resources Plan			
19.1	Preparation of a Human Resources Plan based on annexure Form 02 of Public Administration Circular No; 02/2018 and dated 24.01.2018	Not Conformed	Having prepared an action plan.	Action will be taken to prepare a Human Resources Plan from next year.
19.2	Assuring at least a training opportunity not less than 12 hours for each member of the staff during the year through said Human Resources Plan .	Not Conformed	Training opportunities are given only for the officers who have applied for training.	Work according to the Human Resources Plan from next year.
19.3	Signing annual performance agreements for whole staff based on the form stipulated in annexure 1 of the above circular.	Not Conformed	Concentrated only on annual performance.	Action will be taken to prepare annual performance agreements
19.4	Appointing a senior officer entrusting the responsibility of preparing Human Resources Management Plan, Capacity Building Programmes. Implementation of Skill Development Programmes in terms of Chapter 6.5 of the said circular.	Not Conformed	Not implementing the Human Resources Plan	Action will be taken to appoint a responsible officer according to the Human Resources Plan from next year.
20	Reactions for Audit Paragraphs			
20.1	Rectifying the faults highlighted by audit paragraphs issued by the Auditor General for previous years.	Conformed		

The End