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Chapter 01 – Institutional Profile / Executive Summary

1.1 Introduction

Puttalam District, the homeland of the Sri Lankan chronicle, covers an area of 3072 sq. Km including internal Water bodies. The Puttalam administrative district which is bounded by Kala Oya in the North, Kurunegala District in the East, Ma Oya in the South and the Indian Ocean in the West is 120 km in length and about 50 km in width.

The district which is bounded by two river basins in the North and South is rich with the rivers such as the Mee Oya, the Deduru Oya, the Battulu Oya and the Sengal Oya that flowing through it and meet the diverse needs of the people of the district

Paddy cultivation is the main livelihood of the people of the district, which is fed by the advanced irrigation system that has existed since ancient times. The Kottukachchiya farmer's colony, the Karawita farmer's colony and the Neelabemma farmer's colony in the district, which comprises the tanks and anicuts, constructed based on the Inginimitiya reservoir, Tabbowa reservoir and the recently built Sengal Oya reservoir, which have been constructed across the Mee Oya contribute the bulk of the paddy harvest.

In Kalpitiya, there are a large number of farmers who have successfully cultivated red onion, red chilly, cabbage, beetroot, carrot, gherkin, watermelon and tobacco using ground water. Cashew cultivation in Arachchikattuwa and Anamaduwa areas, as well as large scale crops such as papaya, dragon fruit, kilo Pere and oranges in the Kalpitiya, Wanathavilluwa and Karuwalagaswewa areas of Puttalam have been able to meet the local fruit requirement and earn foreign exchange through exports.

Fishing is the main livelihood of the coastal people living in the district, which has 150 km lengthy coastal line. Shrimp farming in tanks set up adjacent to the coastal line also contributes to foreign exchange earnings. In addition, the fresh water fisheries industry taken place via using the rivers, lakes and tanks of the district have contributed immensely to the domestic economy.

Wilpattu Sanctuary covers an area of 1317 square kilometers and maintains the biodiversity of the district. Anawilundawa Sanctuary is one of the world famous Ramsar wetland. The Sanctuary and its system serve as natural habitat and the important refuge for the migratory birds.

Puttalam District has a special attraction for foreign tourists due to its close proximity to the Katunayaka International Airport and the presence of religious places such as Munneswaram Devalaya and Talawila church which have respected very much by foreign devotees. Dolphin watching on the Kalpitiya coastal belt and the opportunity to travel to the islands like Battalangundu attract the attention of foreigners as well as local tourists. There are 116 hotels in the Puttalam District to cater to the needs of the local and foreign tourists.

Since Puttalam district is a district with a variety of mineral reserves, there are many industries associated with it. Due to the presence of a natural limestone deposit in the Aruvakkadu area in Vanathavilluwa, a cement factory has been built in Puttalam. The silica sand required for the manufacture of glass and ceramics in Sri Lanka is available in Nattandiya and Madampe areas, a number of industries based on silica sand can be found in these areas. In Dankotuwa and Wennappuwa, tile related industries are found because the clay required for this industry is available in the area. Puttalam District can be identified as a multi-ethnic multi-religious community living with coexistence and harmony - empowered by the means of agriculture, fisheries, tourism and overseas employment.

1.2. The Vision, Mission and objectives

Vision

Our vision is to uplift the living standard of the people through successfully harnessing the physical and human resources.

Mission

Our mission is to fulfill the community's need through efficient, equitable, just and cordial services, successfully harnessing the resources and the institutions with proper guidance and coordination, conducive to sustainable development activities of the district.

Objectives:

I. To empower the citizens through good and inclusive governance with Efficient, Equitable, just and cordial service delivery.

II. To take all efforts in order to provide people friendly& People –oriented public service with the view to obtain optimal beneficiary satisfaction.

III. To fulfill environmental, economic,Socio and Cultural needs of the people conforming to the government policy collaboration with other state institutions as well as non-governmental organizations

IV. To Support the concerned authorities in order to ensure peace and stability of the district through enforcement of law and order

1.3 Key function of the District Secretariat

I. All statutory duties required for District Administration

II. Implementation and management of poverty alleviation initiatives

III. Administration activities of disaster, relief and rehabilitation projects,

IV. Planning and overseeing of district level development projects,

V. Co-ordination of election activities,

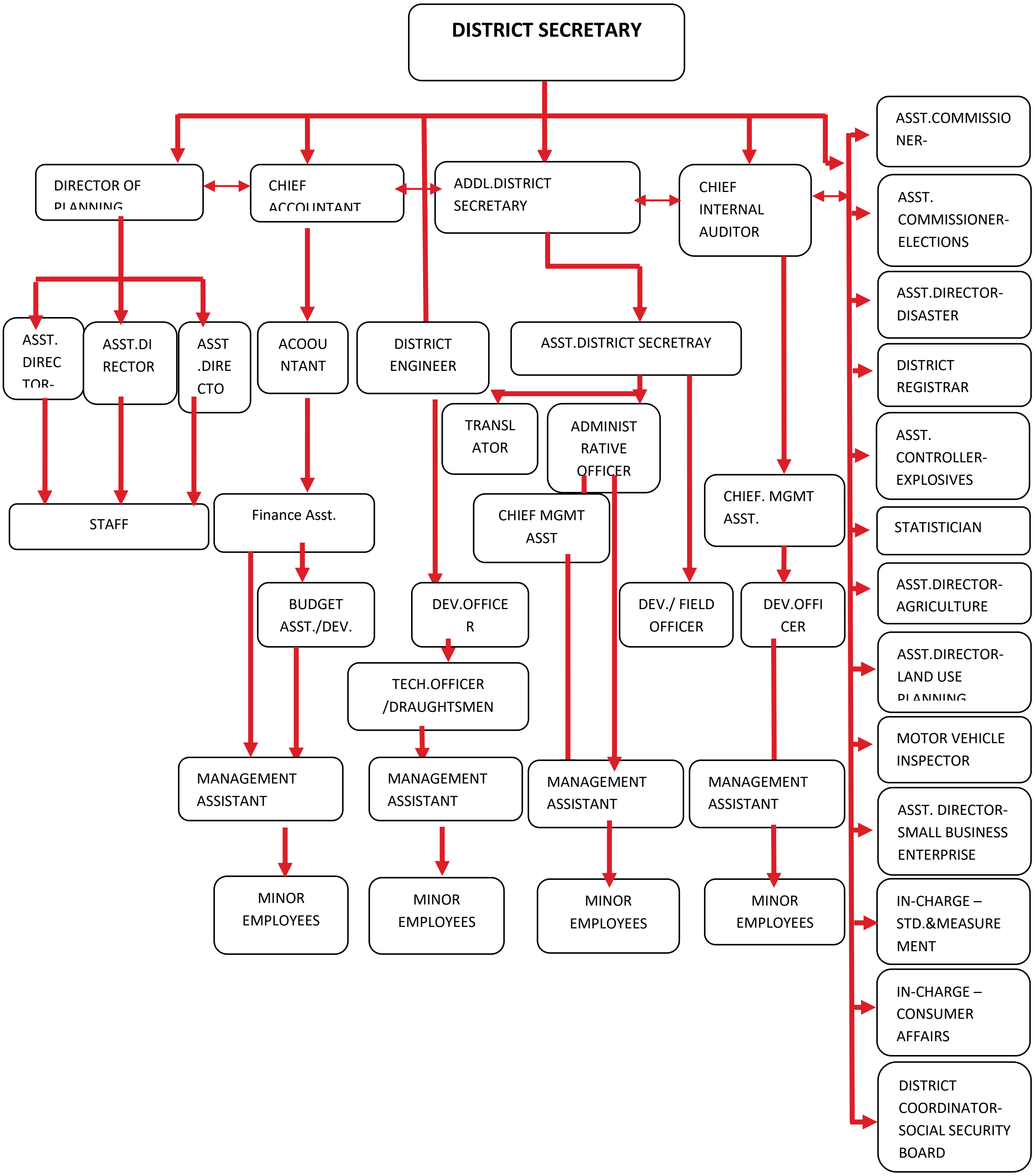
VI. Administration and execution of Special Projects carry out at District Level

VII. Coordination of the other line Ministry/Departments activities

VIII. Monitoring various foreign funded projects and give directions towards the accepted developments policies.

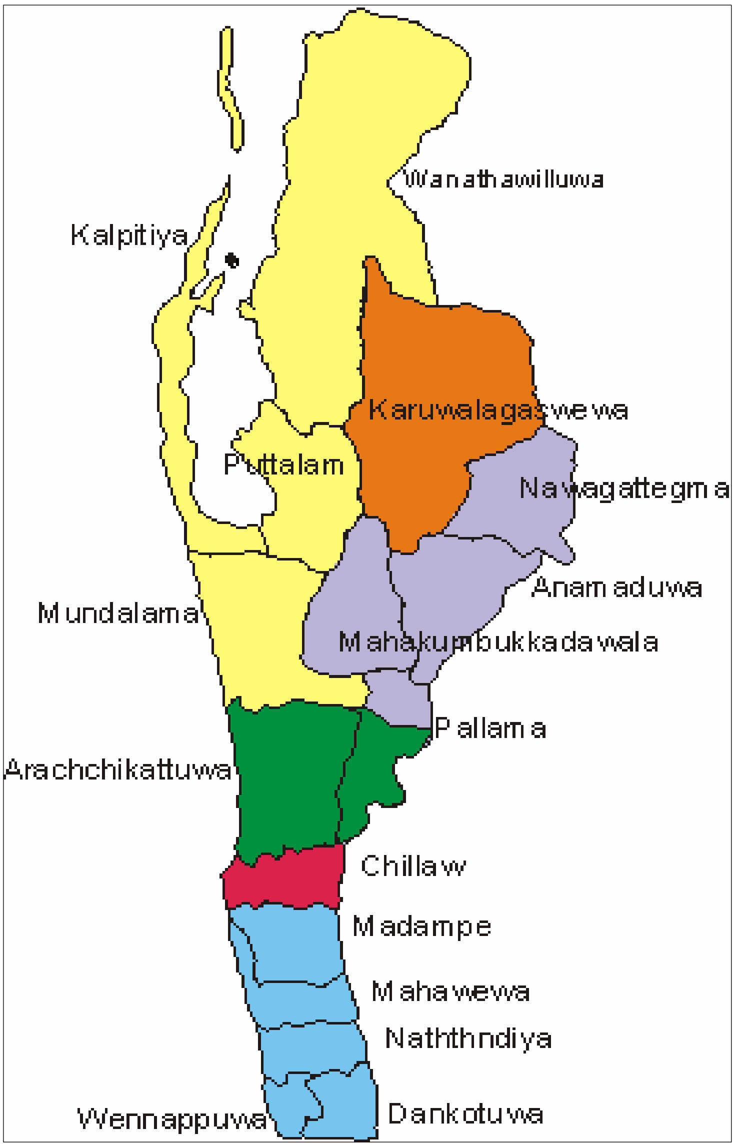
IX. Assisting the provincial Council in its activities.

1.4. Organization Chart



1.5 Divisional Secretariats of the District Secretariat.

1. Wanathawilluwa
2. Karuwalgaswewa
3. Puttalam
4. Kalpitiya
5. Nawagaththegama
6. Anamaduwa
7. Mahakumbukkadawala
8. Mundel
9. Pallama
10. Arachchikattuwa
11. Chilaw
12. Madampe
13. Mahawewa
14. Nattandiya
15. Wennappuwa
16. Dankotuwa



1.6 Institutions / funds coming under the District Secretariat

1. District Samurdhi Office
2. Planning Secretariat
3. Census & Statistic office
4. Elections office
5. Land and District Registrar’s Office
6. Small Business Enterprise Unit
7. District Disaster Management Centre
8. Land Use Planning Office
9. District Agriculture Office
10. Motor Traffic Branch
11. Cultural Unit
12. Buddhist/Hindu/Muslim Affairs Divisions
13. Non-Governmental organization Division
14. Foreign Employment
15. Social Service Division
16. Productivity Unit
17. Employment and Human Resource Division
18. Child and Women Affairs Division
19. Unit of Social Security Board
20. Provincial Land Office
21. Media Unit
22. Disaster Relief Service Division
23. Price Control Division
24. Standard & Measurement Unit
25. Consumer Affairs Division

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

a) Name of the Project - Nil

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

Special Achievements

- 19 Samurdhi Banks were promoted to 'A' Grade by 2019. (There were 19 A-Graded banks in 2018 and these were become 38 in 2019)

Challenges and Future Goal

Challenges

1. Human-Elephant conflict
2. Consistently Facing situation of natural disaster and dry weather condition
3. High rate of female participation in the labor force.

Future Goal:

1. Reduce poverty and unemployment.
2. Healthy people with improved nutrition.
3. Disciplinary Society with drug free generations.
4. Clean water and sanitation facility for all residents
5. Self-sufficiency in food production
6. Encouraging renewable energy use
7. Empowering women

3.Overall Performance for the year ended 31st Decmber 2019

3.1 Statement of Financial Performance

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	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	ACA-1
-	Non Tax Revenue & Others	4	-	-	ACA-1
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**		-	-	
-	Treasury Imprests		3,472,642,613	3,758,868,277	ACA-3
-	Deposits		329,048,205	356,157,203	ACA-4
-	Advance Accounts		64,492,939	62,034,146	ACA-5
-	Other Receipts		303,078,582	169,852,187	
-	**Total Non Revenue Receipts (B)**		**4,169,262,339**	**4,346,911,813**	
-	**Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)**		**4,169,262,339**	**4,346,911,813**	
	Less: Expenditure				
-	**Recurrent Expenditure**		-	-	ACA-2(ii)
640,500,000	Wages, Salaries & Other Employment Benefits	5	634,052,366	586,324,514	ACA-2(ii)
103,900,000	Other Goods & Services	6	99,564,147	83,576,845	ACA-2(ii)
9,100,000	Subsidies, Grants and Transfers	7	8,654,220	8,740,295	ACA-2(ii)
-	Interest Payments	8	-	-	ACA-2(ii)
-	Other Recurrent Expenditure	9	-	-	ACA-2(ii)
753,500,000	**Total Recurrent Expenditure (D)**		**742,270,732**	**678,641,654**	
	Capital Expenditure				
9,700,000	Rehabilitation & Improvement of Capital Assets	10	9,160,026	8,094,744	ACA-2(ii)
93,400,000	Acquisition of Capital Assets	11	73,550,288	92,292,757	ACA-2(ii)
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	ACA-2(ii)
1,900,000	Capacity Building	14	1,035,789	1,498,233	ACA-2(ii)
12,150,000	Other Capital Expenditure	15	4,118,029	-	ACA-2(ii)
117,150,000	**Total Capital Expenditure (E)**		**87,864,131**	**101,885,734**	
	Main Ledger Expenditure (F)		**351,589,134**	**436,100,077**	
	Deposit Payments		276,716,746	357,826,963	ACA-4
	Advance Payments		74,872,389	78,273,113	ACA-5
	Total Expenditure G = (D+E+F)		**1,181,723,998**	**1,216,627,465**	
870,650,000	**Imprest Balance as at 31st December 2019 H = (C-G)**		**2,987,538,341**	**3,130,284,349**	

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2019

	Note	Actual 2019 Rs	2018 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	2,557,529,195	2,471,319,507
Financial Assets			
Advance Accounts	ACA-5/5(a)	184,883,274	174,503,824
Cash & Cash Equivalents	ACA-3	3,608,204	-
Total Assets		**2,746,020,673**	**2,645,823,331**
Net Assets / Equity			
Net Worth to Treasury		(132,565,562)	(90,613,553)
Property, Plant & Equipment Reserve		2,557,529,195	2,471,319,507
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	317,448,836	265,117,377
Imprest Balance	ACA-3	3,608,204	-
Total Liabilities		**2,746,020,673**	**2,645,823,331**

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 7 to 32 and Notes to accounts presented in pages from 33 to 42 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 Ficial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

....	....	....
Chief Accounting Officer	Accounting Officer	Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name :	Name :	Name :
Designation :	Designation :	
Date : 26/02/2020	Date : 2/21	Date : 2020.02.21

S. Hettiarachchi
Secretary
Ministry of Public Administration, Home Affairs and Provincial Councils & Local Government
"NILA MEDURA"
Elvitigala Mw., Narahenpita, Colombo - 05.

L.J.M.G. Chandrasiri Bandara
District Secretary
Puttalam

H.M.M.H. KANDANEGEDARA,
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM.

3.3 Statement of Cash Flows

ACA-C

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

	Actual 2019 Rs.	2018 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	4,302,953,472
Revenue Collected for the Other Heads	303,078,582	-
Imprest Received	3,472,642,613	-
Total Cash generated from Operations (a)	**3,775,721,195**	**4,302,953,472**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	733,266,265	668,573,029
Subsidies & Transfer Payments	8,654,220	8,740,295
Expenditure on Other Heads	2,973,937,067	3,142,426,785
Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	**3,715,857,552**	**3,819,740,109**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	**59,863,643**	**483,213,363**
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	77,397,948	54,361,351
Total Cash generated from Investing Activities (d)	**77,397,948**	**54,361,351**
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	87,864,131	101,885,734
Advance Payments	98,125,565	77,862,017
Total Cash disbursed for Investing Activities (e)	**185,989,696**	**179,747,751**
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	**(108,591,748)**	**(125,386,400)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	**(48,728,105)**	**357,826,963**
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	329,055,255	-
Total Cash generated from Financing Activities (h)	**329,055,255**	**-**
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	276,718,946	357,826,963
Total Cash disbursed for Financing Activities (i)	**276,718,946**	**357,826,963**
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	**52,336,309**	**(357,826,963)**
Net Movement in Cash (k) = (g) -(j)	**3,608,204**	**-**
Opening Cash Balance as at 01st January	**-**	**-**
Closing Cash Balance as at 31st December	**3,608,204**	**-**

3.4 Notes to the Financial Statement

Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31St December 2019.

2) Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain
Assets and accounted on a modified cash basis, unless otherwise specified.

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

3) Recognition of Revenue

Exchange and non-exchange revenues are recognized on the cash receipts during the accounting Period irrespective of relevant revenue period.

4) Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probate that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably Measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E.

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2019.

Workings	2019
Cash Flows	
Personal Emoluments & Operating Payments	
1.Salaries & Wages	634,052,366
2.Other Goods & Services	99,564,147
	733,616,512
Less - Payment Made by Other Dept on behalf of District Secretariat 1003 (Railway)	(350,248)
	733,266,265
Recoveries from Advance	
1. Advance Accounts Credit (273)	64,492,939
(-) Credited by other Ministry/Department	(9,339,203)
2. Public Officers Advance Account Credit (Other Department)	22,244,212
	77,397,948
Advance Payments	
1. Advance Accounts Debit (273)	74,872,389
(-) Debited by other Ministry/Department	(386,270)
2. Advance Account Debit (Other Department)	23,639,446
	98,125,565
Deposit Received	
1. Deposit Received	329,048,205
2.Deposit Received (Other Department)	7,050
	329,055,255
Deposit Payments	
1. Deposit Payments	276,716,746
2. Deposit Account payments (Other Department)	2,200
	276,718,946

IMPREST ADJUSTMENT ACCOUNT

DEBIT	AMOUNT	CREDIT	AMOUNT
<u>**Payment Made on behalf of other ministry**</u>		**Advance B Account - Credit (Other Ministry/ Dept)**	22,244,212
Vote	2,973,937,067	**Payment Made by other Ministry on behalf of District sec.Puttalam - 1003**	350,248
Advance Account	23,639,446		
Advance B Account -273 - Credited by other Ministry	9,339,203	**Advance B Account -273 - Debited by other Ministry**	386,270
Deposit Debit (Other Dept)	2,200	**Deposit Credit (Other Dept)**	7,050
		Due Imprest Balance	**2,983,930,137**
	3,006,917,917		**3,006,917,917**

DUE IMPREST BALANCE ACCOUNT

DEBIT	AMOUNT	CREDIT	AMOUNT
Imprest Adjustment A/c	2,983,930,137	**Financial Performance**	2,987,538,341
Unsettled Sub Imprest	3,608,204		
	2,987,538,341		**2,987,538,341**

ACA - 2

Summary of Expenditure by Programme for the period ended 31st December 2019

Expenditure Head No : 273 **Ministry / Department / District Secretariat :District Secretariat-Puttalam**

Rs.

Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision (4)=(1)+(2)+(3)	Total Expenditure (5)	Net Effect Savings / (Excesses) (6)=(4)-(5)
Programme (1)	(1) Recurrent	736,000,000	17,500,000	7,550,000 (7,550,000)	753,500,000	742,270,732	11,229,268
	(2) Capital	105,000,000	12,150,000	-	117,150,000	87,864,131	29,285,869
	Sub Total	**841,000,000**	**29,650,000**	-	**870,650,000**	**830,134,863**	**40,515,137**
Programme (2)	(1) Recurrent						
	(2) Capital						
	Sub Total						
	Grand Total	**841,000,000**	**29,650,000**	-	**870,650,000**	**830,134,863**	**40,515,137**

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2020-02-21

KANDANEGEDARA,
CHIEF ACCOUNTANT,

Statement of Expenditure for the period ended 31st December 2019

Expenditure Head No : 273

Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Expenditure Code	Finance Code	Provisions: Annual Budgetory Provision	Provisions: Supplementary Estimate Provision	Provisions: FR 66/69 Transfers	Provisions: Total Net Provision	Expenditure: Expenditure as per the Cash Book	Expenditure: Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Expenditure: Total Expenditure	Net Effect: Savings / Excess	Net Effect: Savings / Excess as a % of Revised Estimate	Net Effect: Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)* 100	
Recurrent Expenditure											
Programme (1)											
Prog./Proj./Sub proj./Object code											
NOTE - 5 - OBJECT CODE WISE CLASSIFICATION OF WAGES, SALARIES & OTHER EMPLOYMENT BENEFITS											
Personal Emoluments											
1001 Salaries & Wages	11	449,000,000	17,500,000	(4,000,000)	462,500,000	459,176,934		459,176,934	3,323,066	0.72%	Less than 5%
1002 Overtime & Holiday Payments	11	16,000,000		2,000,000	18,000,000	17,523,959		17,523,959	476,041	2.64%	Less than 5%
1003 Other Allowances	11	160,000,000			160,000,000	157,001,225	350,248	157,351,473	2,648,527	1.66%	Less than 5%
		625,000,000	**17,500,000**	**(2,000,000)**	**640,500,000**	**633,702,118**	**350,248**	**634,052,366**	**6,447,635**		
NOTE - 6 - OBJECT CODE WISE CLASSIFICATION OF OTHER GOODS & SERVICES											
Travelling Expenditure											
1101 Domestic	11	16,750,000		2,700,000	19,450,000	19,188,821		19,188,821	261,179	1.34%	Less than 5%
1102 Foreign											
Total (a)		**16,750,000**	**-**	**2,700,000**	**19,450,000**	**19,188,821**	**-**	**19,188,821**	**261,179**		
Supplies											
1201 Stationery & Office Requisites	11	11,600,000			11,600,000	11,356,700		11,356,700	243,300	2.10%	Less than 5%
1202 Fuel	11	9,600,000		(150,000)	9,450,000	9,087,501		9,087,501	362,499	3.84%	Less than 5%

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2019

Expenditure Head No : 273

Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Expenditure Code	Finance Code	Provisions: Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3) (-)/+	Total Net Provision (4)=(1)+(2)+(3)	Expenditure: Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)= (5)+(6)	Net Effect: Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)* 100	Reasons for the Variance
1203 Diets & Uniforms	11	2,575,000			2,575,000	2,539,700		2,539,700	35,300	1.37%	Less than 5%
1204 Medical Supplies											
1205 Other											
Total (b)		**23,775,000**	-	**(150,000)**	**23,625,000**	**22,983,900**	-	**22,983,900**	**641,100**		
Maintenance Expenditure											
1301 Vehicles	11	9,100,000		2,000,000	11,100,000	11,091,778		11,091,778	8,222	0.07%	Less than 5%
1302 Plant and machinery	11	3,600,000		(600,000)	3,000,000	2,418,205		2,418,205	581,795	19.39%	Due to newly installed machine;repaires were lower than expected
1303 Building and Structures	11	1,200,000		(350,000)	850,000	367,122		367,122	482,878	56.81%	Since most of the buildings were newly constructed;expenditure for minor repaires were declined.
Total (c)		**13,900,000**	-	**1,050,000**	**14,950,000**	**13,877,106**	-	**13,877,106**	**1,072,894**		
Services											
1401 Transport											
1402 Postal & Communication	11	7,600,000			7,600,000	7,314,160		7,314,160	285,840	3.76%	Less than 5%
1403 Electricity & Water	11	9,575,000		(500,000)	9,075,000	8,114,281		8,114,281	960,719	10.59%	Economical Use of Water & Electricity (Use of Solar Power system)
1404 Rents & Local Taxes	11	400,000			400,000	162,695		162,695	237,305	59.33%	Tax assessmeent Bill has not been issued by local authorities.
1406 Interest Payment for Leased vehicles											
1408 Lease Rental for Vehicles Procured under Operational Leasing											
1409 Other	11	28,500,000		300,000	28,800,000	27,923,185		27,923,185	876,815	3.04%	Less than 5%
Total (d)		**46,075,000**	-	**(200,000)**	**45,875,000**	**43,514,320**	-	**43,514,320**	**2,360,680**		
Total Expenditure on Other Goods & Services (a+b+c+d)		**100,500,000**	-	**3,400,000**	**103,900,000**	**99,564,147**	-	**99,564,147**	**4,335,853**		
NOTE - 7 - OBJECT CODE WISE CLASSIFICATION OF TRANSFERS, GRANTS & SUBSIDIES											

Statement of Expenditure for the period ended 31st December 2019

Expenditure Head No : 273

Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Expenditure Code	Finance Code	Provisions: Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3) (-)/+	Total Net Provision (4)=(1)+(2)+(3)	Expenditure: Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)= (5)+(6)	Net Effect: Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)* 100	Reasons for the Variance
Transfers											
1501 Welfare Programmes											
1502 Retirement Benefits											
1503 Public Institutions											
1504 Development Subsidies											
1505 Subscriptions and Contibutions fees											
1506 Property Loan Interest to Public Servants	11	10,500,000		(1,400,000)	9,100,000	8,654,220		8,654,220	445,780	4.90%	Less than 5%
1507 Grants to Provincial Councils											
1508 Other											
Total		**10,500,000**	**-**	**(1,400,000)**	**9,100,000**	**8,654,220**	**-**	**8,654,220**	**445,780**		
NOTE - 8 - OBJECT CODE WISE CLASSIFICATION OF INTEREST PAYMENTS											
1601 Interest Payment for Domestic Debt											
1602 Interest Payment for Foreign Debt											
1603 Discounts on Treasury Bills and Treasury Bonds											
Total		-	-	-	-	-	-	-	-		
NOTE - 9 - OBJECT CODE WISE CLASSIFICATION OF OTHER RECURRENT EXPENDITURE											
1701 Losses & Write off											
1702 Contingency Services											
1703 Implementation of the Official Languages Policy											
Total		-	-	-	-	-	-	-	-		

Statement of Expenditure for the period ended 31st December 2019

Expenditure Head No : 273

Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Expenditure Code	Provisions					Expenditure			Net Effect		
	Finance Code	Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)* 100	
Programme (1)											
Grand Total (Notes 5 to 9) Total Recurrent Expenditure		**736,000,000**	**17,500,000**	-	**753,500,000**	**741,920,485**	**350,248**	**742,270,732**	**11,229,268**		
Capital Expenditure											
Programme (1)											
OBJECT CODE WISE CLASSIFICATION OF PUBLIC INVESTMENT											
NOTE - 10 Rehabilitation & Improvements of Capital Assets											
2001 Buildings & Structures	11	7,000,000			7,000,000	6,612,374		6,612,374	387,626	5.54%	Limitation of expenditure in term of budget circular 05/2019
2002 Plant, Machinery & Equipment	11	500,000			500,000	347,652		347,652	152,348	30.47%	Limitation of expenditure in term of budget circular 05/2019
2003 Vehicles	11	2,200,000			2,200,000	2,200,000		2,200,000		0.00%	
Total (a)		**9,700,000**	-	-	**9,700,000**	**9,160,026**	-	**9,160,026**	**539,974**		
NOTE - 11 Acquisition of Capital Assets											
2101 Vehicles											
2102 Furniture & Office Equipment	11	5,400,000			5,400,000	2,885,931		2,885,931	2,514,069	46.56%	Limitation of expenditure in term of budget circular 05/2019
2103 Plant, Machinery & Equipment	11	7,000,000			7,000,000	6,541,176		6,541,176	458,824	6.55%	Limitation of expenditure in term of budget circular 05/2019
2104 Buildings & Structures	11	81,000,000			81,000,000	64,123,181		64,123,181	16,876,819	20.84%	Limitation of expenditure in term of budget circular 05/2019
2105 Lands & Land Improvements					-						
2106 Software Development											

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2019

Expenditure Head No : 273

Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		
		Annual Budgetory Provision	Supplementary Estimate Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate	Reasons for the Variance
		(1)	(2)	(3) (-)/+	(4)=(1)+(2)+(3)	(5)	(6)	(7)= (5)+(6)	(8)=(4)-(7)	(9)=(8)/(4)* 100	
2108 Capital Payment for Leased Vehicles											
Total (b)		**93,400,000**	-	-	**93,400,000**	**73,550,288**	-	**73,550,288**	**19,849,712**		
NOTE -12 Capital Transfers											
2201 Public Institutions											
2202 Development Assistance											
2203 Grants to Provincial Councils											
2204 Transfers Abroad											
2205 Capital Grants to Non-Public Institution											
Total (c)		-	-	-	-	-	-	-	-		
NOTE - 13 Acquisition of Financial Assets											
2301 Equity Contribution											
2302 On-Lending											
Total (d)		-	-	-	-	-	-	-	-		
NOTE - 14 Capacity Building											
2401 Staff Training	11	1,900,000			1,900,000	1,035,789		1,035,789	864,211	45.48%	Limitation of expenditure in term of budget circular 05/2019
Total (e)		**1,900,000**	-	-	**1,900,000**	**1,035,789**	-	**1,035,789**	**864,211**		
NOTE - 15 Other Capital Expenditure											
2501 Restructuring											
2502 Investments											
2503 Contingency Services											
2504 Contribution to Provincial Councils											
2505 Procument Preparedness											
2506 Infrastructure Development											
2507 Research and Development											
2509 Other	11		12,150,000		12,150,000	4,118,029		4,118,029	8,031,971	66.11%	Limitation of expenditure in term of budget circular 05/2019
Total (f)		-	**12,150,000**	-	**12,150,000**	**4,118,029**	-	**4,118,029**	**8,031,971**		

ACA-2(ii)

Statement of Expenditure for the period ended 31st December 2019

Expenditure Head No : 273

Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Expenditure Code	Provisions					Expenditure			Net Effect		
	Finance Code	Annual Budgetory Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3) (-)/+	Total Net Provision (4)=(1)+(2)+(3)	Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)= (5)+(6)	Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)* 100	Reasons for the Variance
Programme (1)											
Total Expenditure on Public Investments (a+b+c+d+e+f)		105,000,000	12,150,000	-	117,150,000	87,864,131	-	87,864,131	29,285,869		
Grand Total (Notes 5 to 15) - Total Expenditure		841,000,000	29,650,000	-	870,650,000	829,784,616	350,248	830,134,863	40,515,137		

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date : 2020.02.21

H.M.M.H. KANDANEGEDARA
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM.

ACA-3

Imprest Account as at 31st December 2019

Ministry / Department / District Secretariat :District Secretariat-Puttalam
Expenditure Head No. : 273

Rs.

Imprest Account No.	Imprest Balance as at 1st January 2019 1			Imprest Received 2			Imprest Settlement 3			Imprest Balance as at 31st December 2019 4			Imprest Balance as at 31st December 2019 as per Treasury Books
	Unsettled Sub Imprests 1(i)	Unsettled Imprests (Excluding Unsettled Sub Imprests) 1(ii)	Total 1(iii)	Treasury 2(i)	Other Sources 2(ii)	Total 2(iii)	Expenditure 3(i)	Cash 3(ii)	Total 3(iii)	Unsettled Sub Imprest Balance 4(i)	Unsettled Imprests 4(ii)	Total 4(iii)	5
312/19	-	-	-	3,472,642,613	435,814,994	3,908,457,607	3,904,849,403	-	3,904,849,403	3,608,204		3,608,204	3,608,204

1. Please show reasons for difference between 4 and 5 above .
(1) Remitted to the Treasury but not updated cash book balance as at 31/12/2019 ....
(2) Other reasons- ....

State if these balances were settled as at the date of signing the report and if not, reason for not setlling the balances.

* Settled balance Rs. 2,137,676.24 and unsettle balance were Rs. 1,470,527.76
* Reason for unsettle balance : Due to cheques have not been issued by Elections Commission on the payment made for presidential Election 2019

I hereby certify that the above information is true and correct.

....
Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)
Date [illegible] KANDANEGEDARA,
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM

ACA -4

Statement of Deposit Accounts as at 31st December 2019

Expenditure Head No : 273 **Ministry / Department / District Secretariat :District Secretariat-Puttalam**

Rs.

Name o f Deposit Accounts	Deposit Number	Balance as at 1st January 2019	Credited during the year	Debited during the year	Balance as at 31st December 2019	Balance as per Treasury Book as at 31st December 2019
Security Deposits	6000-0-0-1-0-70	347,989	45,552	63,541	330,000	330,000
Tender Deposits	6000-0-0-2-0-95	2,698,060	4,826,500	5,129,060	2,395,500	2,395,500
Deposits Temporary Retained Payble to Third Parties	6000-0-0-13-0-63	29,226,340	171,256,820	144,529,750	55,953,410	55,953,410
Retention Money for Construction	6000-0-0-16-0-46	220,039,101	140,406,836	113,740,624	246,705,312	246,705,312
Compensation	6000-0-0-17-0-16	11,685,048	569,409	1,217,649	11,036,808	11,036,808
Grant (Domestic)- Corporative Social Responsibility	6000-0-0-19-0-09	442,603	9,910,482	10,043,466	309,619	309,619
Funds Received for Reimburesement of Expenditure	6000-0-0-20-0-003	678,235	2,032,607	1,992,655	718,187	718,187
Total		**265,117,377**	**329,048,205**	**276,716,746**	**317,448,836**	**317,448,836**

....

Chief Financial Officer /Chief Accountant/Director (Finance)
Commissioner (Finance)
Date : 2020-02-21

H.M.M.H. KANDANEGEDARA,
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM.

ACA- 5

Advance Accounts as at 31st December 2019

Expenditure Head No : 273 **Ministry / Department / District Secretariat :District Secretariat-Puttalam**

Rs.

Name of Advance Account	Advance Account Number	No. of Advance Accounts	Balance as at 1st January 2019	Maximum Limits of Expenditure Rs. 60,000,000		Minimum Limits of Receipts Rs. 41,000,000		Maximum Limits of Debit Balance Rs. 195,000,000	Maximum Limits of Liabilities Rs........	Balance as per Treasury Books as at 31st December 2019
				Debits during the year		Credits during the year		Balance as		
			(1)	(2)		(3)		4=(1)+(2)-(3)		
				In Cash	Through Cross Entries	In Cash	Through Cross Entries			
(1) Advance to Public Officers	27301	1	174,503,824	57,682,839	17,189,550	44,363,614	20,129,325	184,883,274		184,883,274
(2) Other Advances										
(3) Miscellaneous Advances										

....

Chief Financial Officer /Chief Accountant/Director (Finance)/
Commissioner (Finance)

Date : 2020.02.21

H.M.M.H. KANDANEGEDARA,
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM.

ACA-6

Statement of Non Financial Assets - 2019

Expenditure Head No : 273 Ministry / Department / District Secretariat :District Secretariat-Puttalam

Rs.

Non Current Asset	Code	(1) Balance as at 01.01.2019	(2) Transactions						(3) Changes			Balance as at 31.12.2019
			2(1) Acquisition			2(2) Disposal		2(3) Net Transactions	Holding Gain / Loss	Changes in Volume +/(-)	Balance	
			Purchases	Transferred: Other Entities	Transferred: Work in Progress	Sale	Transfers	2(3)=2(1)-2(2)	3(1)	(-)/+ 3(2)	3(3)=3(1)+/- 3(2)	4=1+2(3)+3(3)
1 Fixed Assets	611	2,412,498,723	27,591,249	-	114,703,946	3,702,750	57,351,973	81,240,472				2,493,739,195
Building and Structures	6111	2,146,192,854	6,771,208	-	57,351,973	-	-	64,123,181				2,210,316,035
Dwellings	61111	622,562,000	-	-	-	-	-	-				622,562,000
Quarters	6111107	578,937,000					-					578,937,000
Circuits Bunglows	6111108	43,625,000										43,625,000
	Sub Total	622,562,000										622,562,000
Non Residential Building	61112	1,523,630,854	6,771,208		57,351,973	-	-	64,123,181				1,587,754,035
Office Building	6111201	1,523,630,854	6,771,208		57,351,973			64,123,181				1,587,754,035
	Sub Total	1,523,630,854	6,771,208		57,351,973			64,123,181				1,587,754,035
Machinery and Equipment	6112	266,305,869	20,820,041	-	-	3,702,750	-	17,117,291				283,423,160
Transport Equipment	61121	128,737,057	16,400	-	-	3,435,000	-	(3,418,600)				125,318,457
Passenger Vehicles	6112101	121,599,057				3,435,000		(3,435,000)				118,164,057
Agricultural Vehicles	6112103	7,100,000						-				7,100,000
Motor Cycles	6112109	38,000	16,400					16,400				54,400
	Sub Total					3,435,000		(3,435,000)				125,318,457
Other Machinery and Equipment	61122	137,568,812	20,803,641			267,750		20,535,891				158,104,703
Office Equipment	6112201	29,229,091	3,991,422			10,000		3,981,422				33,210,513
Computer Equipment	6112202	35,749,778	7,259,071			165,500		7,093,571				42,843,349
Electrical Equipment	6112203	10,244,756	2,022,226			11,500		2,010,726				12,255,482
Communication Equipment	6112204	3,415,612	980,177			-		980,177				4,395,798
Furniture	6112205	58,929,575	6,462,570			80,750		6,381,820				65,311,395
Utensils	6112218	-	88,175			-		88,175				88,175
	Sub Total	137,568,812	20,803,641			267,750		20,535,891				158,104,703
Other Non Financial Assets	6113				57,351,973		57,351,973	(57,351,973)				
Work in Progress	61131	-			57,351,973		57,351,973	(57,351,973)				-
	Sub Total	-			57,351,973		57,351,973	(57,351,973)				-
4 Non produced Assets	614	63,790,000										63,790,000
Land	6141	63,790,000	.									63,790,000
	Sub Total	63,790,000										63,790,000

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. : 273 **Ministry / Department / District Secretariat :District Secretariat-Puttalam**

Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2019 (Rs.)	Balance as Per Cash Book as at 31/12/2019 (Rs.)	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	People's Bank	9026975	123,131,494	-	-	2019 December
2	Bank of Ceylon	7042153	18,540,120	-	-	2019 December
3	Bank of Ceylon	7042144	1,282,395	-	-	2019 December
4	Bank of Ceylon	7042147	1,687,631	-	-	2019 December
5	People's Bank	9026978	2,854,717	-	-	2019 December
6	People's Bank	9026994	274,703	-	-	2019 December
7	Bank of Ceylon	7042159	2,952,874	-	-	2019 December
8	People's Bank	9026990	4,719,870	-	-	2019 December
9	Bank of Ceylon	7042160	2,554,921	-	-	2019 December
10	Bank of Ceylon	7042156	930,956	-	-	2019 December
11	Bank of Ceylon	7042162	1,532,199	-	-	2019 December
12	People's Bank	9026981	535,784	-	-	2019 December
13	People's Bank	9026984	585,646	-	-	2019 December
14	Bank of Ceylon	7042165	2,301,868	-	-	2019 December
15	Bank of Ceylon	7042151	3,009,839	-	-	2019 December
16	People's Bank	9026987	2,060,336	-	-	2019 December
17	Bank of Ceylon	7042168	2,810,662	-	-	2019 December
18	People's Bank	9026996	1,213,945	-		

I hereby certify that the above information is true and correct.

....

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

H.M.M.H. KANDANEGEDARA,
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM.

14 - XIV

3.5 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amt. (Rs..)	As a % of final estimate
2002.02.99	Interest-Other	8,200	8,640	9,071	105%
2003.02.99	Sale Proceeds &Charges-Dept. Sale	1,000	350	255	73%
2003.03.02	Sale Proceeds &Fine & Forfeit-other	1,500	4	0.36	90%
2003.99.00	Sale Proceeds –Other receipts	10,000	10,000	8,637	86%

3.6 Performance of the Utilization of Allocation

Rs.'000

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as % of Final Utilization
	Original	Final		
Recurrent	**736,000**	**753,500**	**742,271**	**99%**
Capital	**105,000**	**117,150**	**87,864**	**75%**

3.7. Interms of F.R. 208 grant of allocation for expenditure to this District Secretariat as an agent of the other Ministries/Departments.

S.N	Expenditure Details & Categories of Ministry/Department	Purpose of Allocation	Amt. of Allocation		Actual Expenditure	Allocation Utilization as % of Final Allocation
			original	final		
1	Presidential Secretariat	Food Production Program	76.84	76.84	118.98	46%
		Grama shakthi	164.79	164.79		
		Prevention of kidney diseases	2.19	2.19		
		Rata wenuwen ekata sitimu	6.66	6.66		
		Smart Srilanka	2.29	2.29		
		Prevention of drugs	0.62	0.62		
		Development Project	0.82	0.82		
		Tripitakabhi Wandana	0.61	0.61		
		Empowerment of disabled persons	2.03	2.03		
		Environmental Conservation Program	0.92	0.92		
		Save The Children	0.38	0.38		
		Total		258.15		
		Recurrent Expenditure	0.53	0.53	0	0%
2	Ministry of Information and Technology	Purchase of Computers	0.48	0.48	0.23	48%
		Recurrent Expenditure	0	0	0	
3	Ministry of Science, Technology & Research	Machinery Repairs	0.01	0.01	1.65	64%
		Training Programs	2.05	2.05		
		Purchase of Equipment	0.52	0.52		
		Recurrent Expenditure	1.62	1.62	1.27	79%
4	Ministry of Mass Media	Awareness program	0.29	0.29	0.21	71%
		Recurrent Expenditure	0	0	0	
5	Ministry of Buddhist Affairs	Bills in hand	13.44	13.44	25.3	31%
		Thirasara Punya Grama	7.72	7.72		
		Wayamba udana	25.28	25.28		
		Renovation of temples	13.8	13.8		
		Improvement to Daham Schools	20	20		
		Construction of the temples	2	2		
		Recurrent Expenditure	0.85	0.85	0.42	49%
6	Ministry of National Policies & Economic Affairs.	Bills in hand	3.21	3.21	1415.17	55%
		DCB	82.9	82.9		
		RIDP	986.42	986.42		
		GAMPERALIYA	1481.26	1481.26		
		Livelihood development	5.06	5.06		
		Constructions of religious centers	20.88	20.88		
		Training Programs	2.62	2.62		
		Recurrent Expenditure	28.92	28.92	22.81	79%

7	**Ministry of Justice**	Capital Expenditure	**8.44**	**8.44**	**7.95**	**94%**
		Recurrent Expenditure	**0**	**0**	**0**	
8	**Ministry of Health,Nuitrition& Indigenous Medicines**	purchasing of office equipments	**0.06**	**0.06**	**0.05**	**89%**
		Recurrent Expenditure	**0.22**	**0.22**	**0.19**	**87%**
9	**Ministry of Agriculture**	Bills in hand	**49.12**	**49.12**	**64.19**	**49%**
		Committee meetings	**0.07**	**0.07**		
		Training Programs	**1.25**	**1.25**		
		Development proposal	**64.46**	**64.46**		
		Rural economic promotion programs	**10**	**10**		
		Pottery Products	**0.48**	**0.48**		
		Handicrafts village developments	**0.15**	**0.15**		
		Kithul Development Programs	**0.22**	**0.22**		
		Diyawara Piyasa	**4.2**	**4.2**		
		Purchase of paddy	**27.73**	**27.73**	**116.49**	**99%**
		Providing loans for rice mill owners	**64**	**64**		
		Recurrent Expenditure	**26.48**	**26.48**		
10	**Ministry of Women & Child Affairs**	purchasing of office equipments	**0.59**	**0.59**	**3.94**	**89%**
		Early childhood development programs	**1.03**	**1.03**		
		Progress review meeting	**0.57**	**0.57**		
		Women's productions programs	**2**	**2**		
		Construction of development units	**0.24**	**0.24**		
		Allowance of pregnant mothers	**210.2**	**210.2**	**223.22**	**99%**
		Milk Giving Program	**13.91**	**13.91**		
		Other Recurrent Expenditure	**1.73**	**1.73**		
11	**Ministry of Lands & Parliamentary Reforms**	Land Acquisition compensation	**5.82**	**5.82**	**0.22**	**4%**
		Bim Saviya	**0.2**	**0.2**		
		Recurrent Expenditure	**1.1**	**1.1**	**1.09**	**99%**
12	**Ministry of Social Empowerment & Welfare**	Bills in hand	**3.41**	**3.41**	**3.56**	**96%**
		Single parent family development program	**0.11**	**0.11**		
		Counseling program	**0.2**	**0.2**		
		Allowance for persons above 100y ears of age	**340.47**	**340.47**	**334.6**	**49%**
		Allowance for Disabled persons	**78.44**	**78.44**		
		Allowance for Elders	**261.07**	**261.07**		
		Recurrent Expenditure	**0.47**	**0.47**		

13	**Ministry of Public Admn. & Management**	Improvement of safety centers	**7.21**	**7.21**	**7.66**	**90%**
		Progress review meeting	**0.53**	**0.53**		
		Improvement of garages	**0.77**	**0.77**		
		Recurrent Expenditure	**18.91**	**18.91**	**17.94**	**95%**
14	**Ministry of Industry & Commerce**	Bills in hand	**7.34**	**7.34**	**16.5**	**7%**
		Build lanka development program	**20**	**20**		
		Livelihood development	**199.4**	**199.4**		
		Removal of Noorani Tile factory chimney	**4.06**	**4.06**		
		Recurrent Expenditure	**0**		**0**	
15	**Ministry of Provincial Councils & Local Government**	Building repairs	**13.05**	**13.05**	**13.04**	**69%**
		purchase of office equipment's	**4.34**	**4.34**		
		Training Programs	**0.44**	**0.44**		
		Purchase of equipment and repairing	**0.94**	**0.94**		
		Recurrent Expenditure	**269.35**	**269.35**	**261.73**	**97%**
16	**Ministry of National Integration and Reconciliation**	Capital Expenditure	**7.16**	**7.16**	**7**	**98%**
		Recurrent Expenditure	**4.03**	**4.03**	**3.85**	**96%**
17	**Ministry of Tourism Development & Christian Religious Affairs**	Bills in hand	**21.39**	**21.39**	**21.39**	**100%**
18	**Ministry of Mega polis & Western Development**	Sukithapura	**43.84**	**43.84**	**10.33**	**24%**
19	**Ministry of City Planning & National Resources**	Bills in hand	**4.92**	**4.92**	**6.92**	**97%**
		Water resources schemes	**0.59**	**0.59**		
		Conference on Sanitation	**1.65**	**1.65**		
		Recurrent Expenditure				
20	**Ministry of Foreign Employment & Sports**	Bills in hand	**2.14**	**2.14**	**4.8**	**66%**
		Awareness program	**0.16**	**0.16**		
		Development of playgrounds	**5**	**5**		
		Recurrent Expenditure	**20.64**	**20.64**	**19.99**	**97%**
21	**Ministry of Science, Technology & Research**	Machinery Repairs	**0.01**	**0.01**	**0.09**	**79%**
		Training Programs	**0.11**	**0.11**		
		Recurrent Expenditure	**1**	**1**	**0.95**	**94%**
22	**Dept. of Buddhist Affairs**	purchasing of office equipment's	**0.06**	**0.06**	**13.93**	**90%**
		Training Programs	**1.12**	**1.12**		
		Dhamma teachers allowance	**12.44**	**12.44**		
		Recurrent Expenditure	**1.73**	**1.73**		

23	**Dept. of Muslim Religious & Cultural Affairs**	Development of Muslim religious centers	**1.7**	**1.7**	**0.3**	**18%**
		Recurrent Expenditure	**0.01**	**0.01**	**0.01**	**100%**
24	**Dept. of Christian Religious Affairs**	Capital Expenditure	**0**	**0**	**0**	**0%**
		Recurrent Expenditure	**0.38**	**0.38**	**0.36**	**94%**
25	**Dept. of Cultural Affairs.**	purchase of office equipment’s	**0.64**	**0.64**	**0.35**	**54%**
		Recurrent Expenditure	**3.14**	**3.14**	**2.86**	**91%**
26	**Dept. of Govt.Infromation.**	Capital Expenditure	**0**		**0**	
		Recurrent Expenditure	**0.12**	**0.12**	**0.11**	**89%**
27	**Dept. of Social Services**	Community based rehabilitation program	**0.84**	**0.84**		
		Construction and repairs	**0.46**	**0.46**	**1.37**	97%
		purchase of office equipment’s	**0.12**	**0.12**		
		Recurrent Expenditure	**11.28**	**11.28**	**10.27**	**91%**
28	**Dept. of Probation & Child Care**	Child promotions programs	**1.06**	**1.06**		
		Kepakaru deguru allowance	**0.26**	**0.26**	**1.7**	**96%**
		Safety plans	**0.44**	**0.44**		
		purchase of office equipment’s	**0.01**	**0.01**		
		Recurrent Expenditure	**9.06**	**9.06**	**9.02**	**99%**
29	**Dept. of Sports Development**	Development programs	**0.31**	**0.31**	**0.27**	**87%**
		Recurrent Expenditure	**0.89**	**0.89**	**0.84**	**94%**
30	**Dept. of Registration of Persons**	Capital Expenditure	**0**		**0**	
		Recurrent Expenditure	**13.94**	**13.94**	**12.51**	**90%**
31	**Dept. of Census & Statistics**	Training Programs	**1.19**	**1.19**	**1.17**	**98%**
		Recurrent Expenditure	**1.42**	**1.42**	**1.39**	**98%**
32	**Dept. of Pension**	Capital Expenditure	**0**	**0**	-	
		Recurrent Expenditure	**29.06**	**29.06**	**27.25**	**94%**
33	**Dept. of Registrar General**	Capital Expenditure				
		Recurrent Expenditure	**2.88**	**2.88**	**2.84**	**98%**
34	**Dept. of Wildlife Conservation**	Recurrent Expenditure	**0.92**	**0.92**	**0.88**	**96%**
35	**Commissioner Gen. of Land**	Capital Expenditure	**0**	**0**	-	-
		Recurrent Expenditure	**0.05**	**0.05**	**0.04**	**81%**
36	**Recurrent Expenditure of Fisheries & Aquatic Resources**	Bills in hand	**5.81**	**5.81**	**4.36**	**75%**

37	**Dept. of Coastal Conservation.**	Development Projects	**1.48**	**1.48**	**1.48**	**100%**
38	**Dept. of Motor Traffic**	Capital Expenditure	**0**	**0**	-	
		Recurrent Expenditure	**0.82**	**0.82**	**0.71**	**87%**
39	**Dept. of Community Based Correction**	Capital Expenditure	**0**	**0**	-	
		Recurrent Expenditure	**0.3**	**0.3**	**0.3**	100%
40	**Dept. Of Land Use & Planning**	Development projects	**0.63**	**0.63**	**0.79**	72%
		Building repairs	**0.48**	**0.48**		
		Recurrent Expenditure	**0.44**	**0.44**	**0.41**	**94%**
41	**Dept. of Human Resources & Employment**	Development programs	**0.41**	**0.41**	**0.39**	**94%**
		Purchase of Stationary	**0.01**	**0.01**		
		Recurrent Expenditure	**0.54**	**0.54**	**0.49**	**91%**

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 Financial Position Report as at 31.12.2019**	**Yet to be accounted**	**Reporting Progress as a %**
9151	Building & Structure	2,210,316	2,210,316	Referred for Assessment.	100%
9152	Machinery & Equipment	283,423	283,423		100%
9153	Land	63,790	63,790		100%
9154	Intangible Assets				
9155	Biological Assets				
9160	Work to progress				
9180	Lease Assets				

3.9 Auditor General's Report

Chapter 04 – Performance Indicators

4.1 Performance Indicators of the Institute (Based on the Action plan)

Specific Indicators	Actual Output as a Percentage(%) of the expected output		
	90%-100%	**75%-89%**	**50%-74%**
Human Resource Development- Local & Foreign Training			55%
Adopting a procurement plan		88%	
Optimal utilization of allocations made from annual estimates	98**%**		
Directing all the allocations received to the district towards the desired targets	95**%**		
Internal control over the efficient and effective operation of allocations	90%		
Green productivity and polythene free environment		76%	
Use of technology and software			74%
Implementing income generating projects		75 %	
Implementing environmental protection programs		77 %	

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

5.1 Indicate the Identified respective Sustainable Development Goals

Goals/objectives	Achievements	Indicators	Progress achieved up to now		
			0%-49%	50%-74%	75%-100%
01. Eradicate all forms of poverty everywhere	Reducing the proportion of women and children of all ages suffering from all forms of poverty by at least half	·Providing employment opportunities for youths in poverty-stricken families		50%	
		·Conducting training programs	44%		
		·Providing loans to startup businesses	42%		
		·Revenue generation		54%	
		·Introduction, coordination of Home Productivity Programs		56%	
		·Awareness prog. For Prevention of Drugs			80%
		·Providing self-employment assistance and referrals		63%	
		·Entrepreneurship Development Programs		68%	
		·Implement savings promotion programs			90%
		·Empowering one family in each Grama Niladhari division			100%
02. Promote sustainable agriculture with a view to alleviating hunger, food security and high nutrition.	Eradicate hunger by 2030, and ensure that poor and vulnerable populations, including children, have access to adequate food that is safe and nutritious throughout the year	·Awareness Program on Financial Management for Migrant Family Members			100%
		· Awareness on food and nutrition			100%
		· Leading young Agri Entrepreneurs		60%	
		· Promotion of farm land with minimum investment of Rs -1 million	40%		
		· Distribution of fruit plants among school children	40%		
		· To increase the productivity of underutilized agricultural lands through conservation of soil and water			75%
		· Awareness on post-harvest technology		68%	
03. Ensuring a healthy life and promoting well-being at all ages	Reduce 1 / 3rd of all premature deaths caused by non-communicable diseases by 2030 and promote mental health and wellbeing	· Awareness on alcohol and drug use and moral education			80%
		· Conduct mobile counseling clinics			80%
		· Teacher ,Student & Parents Promotion Program			75%

		· Directing school leavers to vocational training.		68%	
		· Conducting Sports Competition		73%	
		· Conducting medical clinics			82%
		· Rural Sports Ground Development			95%
		· Providing sports equipment and training of sports			90%
		· Conducting literary festivals and music entertainment programs			90%
		· Religious programs and pilgrimages			90%
04. Ensuring full and equitable quality of education and to promote the opportunity for all to enjoy lifelong learning.	Ensuring that all girls and boys complete free, equal, qualitative primary and secondary education so that they can achieve effective learning outcomes by 2030	· Provide effective tertiary education after secondary education		50%	
		· Provide career guidance for students		68%	
		· Conducting awareness programs		60%	
		· Providing scholarship benefits			90%
05. Achieve gender equality and empower all women and girls.	Elimination of all forms of discrimination against women and girls in all areas.	• Strengthening psychosocial counseling support for victims of violence			100%
		• Awareness program on child labor eradication			100%
		· To educate members of migrant families about the safety of their children			100%
		· Establishment of child protection committees in the school			80%
06. To ensure water and sanitation facilities for all and sustainable management of them.	By the year 2030, all will be able to achieve equal hygiene and fitness, and eliminate outdoor excretion and focus on the special needs of women, girls and vulnerable persons in particular.	• Construction of toilets for families without toilets.	40%		
		· Implementing awareness programs for school children and adults		60%	
		Conducting Art Competition & Distribution of Posters among School children		60%	
		· Obtain necessary facilities through drawing the attention of NGOs		70%	

07. Ensuring affordable, reliable, sustainable and modern energy supply for all	Ensuring that all people have access to reliable, modern sources of energy at affordable prices by 2030.	• To formulate a mechanism to provide electricity to families without electricity			95%
		• Directing people towards renewable energy sources			80%
		· Providing solar powered water motors to farms			90%
08. Promote perfect nutrition, sustainable economic growth and full and productive employment for all.	Prohibiting child labor, protecting labor rights and promoting a safe working environment for all employees	· Provision of career guidance services and entrepreneurship development			100%
		• Identify persons between the ages of 18-60 years and train them		60%	
		• Information and Identification of Adult Entrepreneurs		60%	
		• Establishment of child protection network at rural level			75%
09. Build strong infrastructure, promote inclusive and sustainable industrialization and encourage innovation.	Provide support to local technology development and research and innovation in developing countries; create a conducive policy environment for diversifying industries and adding value to products.	·Directing for technical training			90%
		· Providing financial assistance for local technological developments		60%	
		· Providing assistance to enter the market		60%	
		· Infrastructure Development		70%	
10. Reduce inequality within and between countries	To empower and promote the social, economic and political interaction of all, irrespective of age, sex, disability, ethnicity, nationality, religion or reality or any other situation.	· Implement Social Security benefits			100%
		·Establishment of Coexistence associations and implementing Coexistence functions			100%
		• Taking measures to empower the stakeholders			90%

11. Making cities and settlements perfect, secure, strong and sustainable	Reducing individual impacts by 2030, including the city's air quality and urbanization and other waste management.	· Preparation of land use plans - 70%		70%	
		· Establish Solid Waste Management Units.		50%	
		· Minimize use of polythene and plastics - 75%			75%
12. Ensuring sustainable consumption and production patterns.	Refraining and Reducing waste generation, reusing through recycling by 2030	· Carrying out projects at institutional, divisional and district levels		60%	
		· Establish Solid Waste Management Units		50%	
		· Implement environmental protection programs.			80%
13. Climate change and Prompt action of their impacts	Reducing the number of families affected by the climate to 10% per annum	· Implementation of projects in areas where water is not available due to drought		60%	
		·Implementation of development projects to minimize the damages caused by floods			100%
		· Implementation of tree planting projects			100%
14. Conservation and economical use of Sea , marine and marine resources for sustainable development	Reducing garbage dumping to the sea to 20%	· Conducting awareness programs on marine resource conservation			100%
		· Implementation of coastal clean-up programs			100%
15. Sustainable use of global ecosystems, sustainable forest management, Acting against deforestation, restoration, protection and promotion, stop land degradation and rehabilitation and biodiversity destruction.	Population using safely managed drinking water delivery services	· To familiarize the community with the conservation and sustainability of the biodiversity of the arid ecosystem of the Dry Zone			100%
		· Implementation of Agricultural Practice Improvement Project (ESA) in Environmental sensitive zone.			100%
		· Implementing community awareness programs			100%
		· Implementation of tree planting programs			100%

16. Creating peaceful and inclusive communities for sustainable development, Provide opportunities for justice for all and build comprehensive institutions with effective accountability at all levels.	Give everyone a legal identity by 2030, including birth registration	· Conducting past birth and marriage registration services			100%
		· Conducting National Identity Card issuance services			100%
		· Conducting awareness programs for the public			100%

5.2 Achievements and challenges in achieving the Sustainable Development Goals

Achievements

1. Since Puttalam is a dry zone district, it has the potential to be a major source of supplying solar electricity to households that are without electricity and for the purpose of agriculture.

2. There are about 13000 expatriates in the Puttalam District and the majority of them are working in developed countries such as Japan, Italy and the USA. Puttalam District has been able to contribute a significant amount of foreign exchange to the country. We make awareness on how to manage that foreign exchange properly.

Challenges

1. Despite various awareness programs to reduce the use of alcohol and drugs which have contributed to many causes such as poverty, loss of health and quality education, the number of drug addicts is increasing day by day.

2. Due to the prevailing drought conditions in Puttalam district which is dry most of the year, the destruction of crops has caused serious problems in ensuring safe, nutritious and adequate food for all the people

3. Floods caused by heavy rains in Central Province, Kurunegala District and Anuradhapura Districts flow through the Puttalam district to the sea. Even though Puttalam has not experienced heavy rains due to the geographical location of the district, floods are a frequent challenge.

Chapter 06- Human Resource Profile

6.1 Cadre Management

Grade	Approved Cadre	Existing Cadre	Vacancy/ / (Excess)**
Senior	56	52	04
Tertiary	40	25	15
Secondary	1113	983	130
Primary	161	141	20

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

The concerned authorities have been informed to fill the existing vacancies. A step has been taken to carry out duties related to vacancies internally without any interruption. . (Duty covering, acting, performing duties) Due to the shortages in existing cadre, it is not possible to maintain optimum efficiency. The transfer requests of the officers could not been considered due to the above reason.

6.3 Human Resource Development

S.N.	Name of the programme	No.of staff Trained	the Programme	Total Investmen t(Rs.'000)	Nature of the Programme(Abroad/Local)	Output/Knowledge Gained*
				Local		
1	Salary conversion and maintenance of personal files	40	2	23,775.00	Local	Increase the productivity of subject duties due to skills development in the relevant subjects.
2	Procurement & Evaluation on IT related products	1	2	8,500.00	Local	Improving Productivity of procurement
3	Training of New Management Service officers	35	2	38,500.00	Local	Increasing of Basic Knowledge on office system-code and F.R.
4	Training in Computer Hardware	35	2	28,050.00	Local	Knowledge gained in handling hardware problems and reducing repair cost.
5	Maintenance of vehicles, handling of accidents and detecting vehicles' defects.	37	1	4,261.00	Local	Regulation of Vehicle Maintenance
6	Effective way of maintaing Personal Files	3	1	9,000.00	Local	Knowledge of file maintenance improved and increase productivity
7	Disciplinary Procedure	2	1	6,000.00	Local	knowledge Iprovement of officers
8	Skills Development of Management Service officers	2	2	12,000.00	Local	Skilled staff in Management service
9	Internal Audit	5	6	65,000.00	Local	Increasing knowledge about internal audit
10	Training on Procurement process for officers	2	2	12,000.00	Local	Ability to implement effective Procurement plan
11	Maintenance of Government vehicles	1	1	3,000.00	Local	Regular maintenance of vehicles
12	General Examination for damage &loss under F.R.104	4	1	12,000.00	Local	Increase relevant knowledge
13	Formal Disciplinary Inquiry	1	2	6,000.00	Local	Increasing the knowledge in relevant subject
14	Training on Internal Audit	3	4	54,000.00	Local	Knowledge of maintaining good audit management within the office.
15	Computer based payroll programs	2	5	36,000.00	Local	Effective implementation of payroll system
16	Capacity Development	62	1	7,500.00	Local	Increase productivity
17	Leadership Training	50	1	15,000.00	Local	Developing leadership skills
18	Base Management Using Access	2	5	26,000.00	Local	Improving Office Activities through the Access Computer Tool
19	Training on Land	50	1	15,000.00	Local	Development of knowledge on land duties
20	Providing answers to internal and external audit queries	14	3	112,000.00	Local	Develop knowledge of answering internal and external audit queries
21	Productivity Tools & Quality Circle	60	1	7,500.00	Local	Improving the efficiency of the officers
22	Green Productivity Program	145	1	8,860.00	Local	Possibility of reducing pollution
23	Training on Grama Niladhari affairs	45	1	5,000.00	Local	Improving performance

24	Creating a good public officer through aesthetic attitudes	100	1	10,000.00	Local	Improving performance
25	Public Relations and Public Communication Training	150	1	10,000.00	Local	Improving performance
26	Leadership &team work Training Program	120	1	10,000.00	Local	Improving performance
27	Workshop on Law & Grama Niladhari and Field Officers duties	78	1	15,000.00	Local	Improving performance
28	Workshop on Office Systems and Office Management (Field / PPMO/DO)	80	1	15,000.00	Local	Improving performance
29	Awareness Program for Officers on Audit Act	79	1	15,000.00	Local	Improving performance
30	Awareness Program for Officers on Audit Act	166	1	21,300.00	Local	Improving performance
31	Training Workshop on Establishments Code and Discipline	80	1	10,000.00	Local	Improving performance
32	Training workshop on public relations and attitudes	50	1	9,355.00	Local	Improving performance
33	Disaster Training Workshop	50	1	3,845.00	Local	Regularizing to Response in Disaster situation
34	Training Course on How to Face an Emergency	45	1	1,860.00	Local	Regularizing to Response in Disaster situation
35	Productivity and Kaizen Training Workshop	40	1	3,720.00	Local	Increase productivity
36	Training Workshop on Basic Computer and Data Systems Development	50	1	5,320.00	Local	Improving performance
37	Training Program on Green Productivity and Quality Circles	60	1	10,900.00	Local	Increase productivity
38	Arbitration	54	1	5,435.00	Local	Improvement of arbitration ability
39	Girasa entertainment program	93	1	28,745.00	Local	Being able to manage stress
40	Positive Attitudes and Happy Family Program	90	1	3,000.00	Local	Improving performance
41	Attitude Development and Productivity	63	1	9,978.00	Local	Improving performance
42	Training Program on ESTD Code & Financial Regulation	100	1	6,910.00	Local	Improving performance
43	Productivity Training Program	98	1	8,560.00	Local	Improving performance
44	Mental Health Promotion Program and Public Relations Training Program	75	1	17,120.00	Local	Being able to manage stress
45	Computer Training Program	17	1	10,210.00	Local	Improving performance
46	Basic Warehouse Management	1	1	3,000.00	Local	Improving performance
47	Personal files	1	1	3,000.00	Local	Improving performance
48	Duties of Leave Officers	1	1	3,000.00	Local	Improving performance
49	Attitude development	63	1	10,000.00	Local	Improving performance

50	Office Management and Office Systems	78	1	11,703.00	Local	Improving the efficiency of the officers
51	Voucher preparation, document maintenance and accounting	74	1	12,110.00	Local	Develop knowledge in the relevant field
52	Management of Grama Niladhari office	22	1	3,960.00	Local	Improving Efficiency
53	Advance Accounts of Public Officers	30	1	8,275.00	Local	Improving performance
54	Cigas Computer Program	35	1	10,505.00	Local	Operating Effective Computer Program
55	Pension Training	40	1	25,500.00	Local	Knowledge of pensions
56	Positive Thinking Program	76	1	9,725.00	Local	Improving performance
57	Attitude development	75	1	15,700.00	Local	Improving performance
58	Accounting Training	94	1	11,410.00	Local	Improving performance
59	Training on office systems	30	1	1,980.00	Local	Improving performance
60	Role of Field Officers	180	1	15,000.00	Local	Improving performance
61	Training on office systems	100	1	15,000.00	Local	Improving performance
62	Positive Thinking Program	100	1	15,000.00	Local	Improving performance
63	Public relations and stress management	65	1	5,000.00	Local	Improving performance
64	Data base and E-Mail Usage	41	1	5,000.00	Local	Improving performance
65	Financial Regulations and Financial Management	36	1	5,000.00	Local	Improving performance
66	Settlement of Contract Issues	3	1	12,000.00	Local	Improving performance
67	Evaluation of contracts	2	1	7,000.00	Local	Improving performance
68	Land Duties Training for GS	70	1	15,000.00	Local	Improving performance
69	Training of New Management Services Officers (Tamil Medium)	35	1	25,650.00	Local	Improving performance
70	Training on Office system for Grama Niladhari	31	1	7,790.00	Local	Improving performance
71	Training on Right to Information Act	100	1	16,000.00	Local	Improving performance
72	System Management Training	30	1	9,700.00	Local	Improving performance
73	Training in establishment code and practice	75	1	6,577.00	Local	Improving performance

Chapter 07- Compliance Report

S.No.	Applicable Requirement	Compliance Status(Complied/Not Complied	Brief Explanation for Non Compliance	Correct Action proposed to avoid non-compliance to future
1.	**The following financial statements/accounts submitted on due date**			
1.1	Annual Financial Statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
2	**Maintenance of Books and Registers (FR445)/**			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stock Register has been maintained and update	Complied		

2.9	Register of losses has been maintained and update	Complied		
2.10	commitment Register has been maintained and update	Complied		
2.11	Register for Counterfoil books (GA-N20) has been maintained and update	Complied		
3	**Delegation of Function for financial control (FR 135)**			
3.1	The financial Authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated whiten the institute	Complied		
3.3	The authority has been delegated in such a manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 01.05.2014 in using the Government Payroll Software Package__	Complied		
4	**Preparation of Annual Plans**			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	**Audit Queries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All the internal audit reports has	Complied		

	been replied within one month			
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	**Audit and Management committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	**Asset Management**			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/16	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the	Complied		

	Auditor General on due date			
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled.	Not applicable	There are	Payments

			unsettled loan balances that existed many years ago. Action is being taken in this regard.	of loans are settled as per Treasury Circular No.118.
13	**The General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task_	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly_	Complied		
15	**15 Revenue Account**			
15.1	The refunds from the revenue had been made in terms of the regulation	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Complied		
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing All reports have been submitted to MSD in terms of their circular	Complied		
16.3	All reports have been submitted to	Complied		

	MSD in terms of their circular no.04/2017 dated 20.09.2017			
17	**Provision of information to the public**			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Ac	Complied		
18	**Implementing citizens charter**			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of 05/2008 and 05/2018(1) of Ministry of Public Administration and Management_	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure Administration Circular No.02/2018 Dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		

19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	**Establishing the e-Local Government System**			
20.1	(20.1) The citizens have been provided with the facility to submit applications online in accordance with the Local Government Circular No. 2018/e-Local Government-01 dated 19.07.2018	Not Applicable		
20.2	The citizens have been provided with the facility to make payments online.	Not Applicable		
20.3	'Front Offices' and Customer Service Centers have been introduced in order to provide a people-friendly service .	Not Applicable		