

Annual Performance Report for the Year 2019

Name of the Institution:

**Ministry of Hill Country New Villages,
Infrastructure and Community Development
(01.01.2019 - 09.12.2019)**

**Ministry of Community Empowerment and
Estate Infrastructure Development
(10.12.2019 - 31.12.2019)**

Expenditure Head No. 140

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Chapter 01

Institutional Profile / Executive Summary

1.1. Introduction

Origin of the Plantation Community extends to the British colonial era being in the history of Sri Lanka for nearly two centuries. In 1840, the British brought them as labourers from South India for the Coffee cultivation in hilly areas. Aftermath of decline in Coffee plantation, they were centered on tea and rubber plantations and evolved as a unique, solitary community.

As resident labourers occupied in row line rooms with a low level of income and high poverty, they experience a distinct social disparity compare to the other communities. When compared to the social development indicators, their indicators are below the social development indicators at the national level.

Five percent (5%) of the Sri Lankan population represents the plantation community which comprises around 1.1 million population. They directly and indirectly engage in the plantation sector without having any legal right for a single inch of land ownership.

Centering the plantation regions, especially in the Central, Uva, Sabaragamuwa and Southern provinces, they are located in the plantation areas of Kalutara, Kandy, Matale, Nuwara Eliya, Galle, Matara, Badulla, Moneragala, Ratnapura and Kegalle districts. The total population of these districts is about 9 million, of which nearly one million are plantation communities. This is about 11% of the total population of these districts.

Land Information (Except small scale tea plantations)

- Number of Plantation Companies - 23
 - Number of Estates- 453
 - Total extent of land- 280,034 Hectares
 - Tea - 80,637 Hectares
 - Rubber - 45,881 Hectares
 - Coconut -9,482 Hectares
 - Uncultivated Land extent - 117,275 Hectares
- (Source: - Annual Health Return, Plantation Human Development Trust (PHDT 2014))

Information on Population - District Wise												
Description	Kalutara	Kandy	Matale	Nuwara Eliya	Galle	Mathara	Badulla	Monaragala	Ratnapura	Kegalle	Year	Source
Total Population in plantation districts - 2019	1,284,000	1,476,000	522,000	768,000	1,130,000	863,000	880,000	496,000	1,171,000	887,000	2019	Register General Department

Total Estate Population * 2019	39,547	91,807	20,567	410,726	20,001	23,905	166,056	9,176	107,264	60,316	2019	Estimated Data
Plantation Sector Representation (%) 2019 *	3.08	6.22	3.94	53.48	1.77	2.77	18.87	1.85	9.16	6.80	2019	
Total Estate Population Sinhala - 2019 *	7,909	12,227	1,788	22,879	9,237	8,020	12,986	964	15,381	9,688	2019	
Total Estate Population Tamil - 2019 *	31,506	78,605	18,463	385,417	10,721	15,738	150,890	8,125	90,648	50,334	2019	
Total Estate Population Muslim - 2019 *	106	830	274	2,063	12	142	1,894	67	1,021	220	2019	

Source: Registrar General's Department
* Estimated data

Other data related to the Estate sector

Indices	Plantation	Rural	Urban	National	Year	Source
Poverty Index	8.8	4.3	1.9	4.1	2016	Department of Census and Statistics - HIES
Monthly Household income	34,804	58,137	88,692	62,237	2016	
Primary Education Ratio	5.0	74.0	21.0	100.0	2018	Statistical Unit, Ministry of Education
Secondary Education Ratio from Grade 6 to Grade 10	5.0	68.9	26.2	100.0	2018	
Secondary Education Ratio from Grade 11 to Grade 13	3.5	63.0	33.6	100.0	2018	
No. of children below the age of 05 years				1,871,000	2019	Registrar General Department
Stunting of the children below the age of 05years	31.7	17.0	14.7	17.3	2016	Department of Census and Statistics- Demographic and Health Survey
Under weight of the children below the age of 05years	29.7	20.8	16.4	20.5	2016	
Wasting of the children below the age of 05years	13.4	15.6	12.9	15.1	2016	

Universal Declaration of Human Right by its article 25, International Covenant on Civil & Political right by its articles of 17, 23, 24 and International Covenant on Economic, Social and Cultural by its article 11 (ii), have confirmed that every person has the right for the wellbeing of his family including food, clothing, shelter and health care with social protection against unavoidable and difficult situations while enjoying the privacy and adequate standards of living.

The Government of Sri Lanka too by articles No. 10, 11, 13 and 14 of the Constitution has confirmed that all the citizens of the country have equal rights to enjoy the basic services and facilities provided by the Government.

The Plantation Community of Sri Lanka, after migrated from South India, settled down as resident workers in plantations areas of Central, Uva, Sabragamuwa and Southern provinces as a solitary ethnic group with unique cultural and socio-economic features. As experienced from the British Colonial time, they depend on estate management for their basic needs and therefore, they received limited access to the basic services provided by the government.

As a result, the community that contributed to the national income of the country for nearly two centuries was unable to reach such privileges provided by the Government. Due to some inconsistencies in the legal system of public and private sectors, there is a great need to develop a unique mechanism to optimize the social development of this community while evading the difficulties of providing proper services to nearly one million people working under private plantation companies.

Special Ministries have been established to uplift the habitat, infrastructure, livelihood and social development of the plantation community with the intention of transforming them into citizens with dignity, self-respect and social status, to be on par with other communities by removing the social disparities they are faced. During the past two decades, the following Ministries have played a significant role in the upliftment of the people in the plantation sector.

- Ministry of Estate Infrastructure Community Development
- Ministry of Youth Empowerment and Socio-Economic Development
- Ministry of Community Development and Social Inequity Eradication
- Ministry of Livestock and Rural Community Development
- Ministry of Plantation Infrastructure Development
- Ministry of Hill Country New Villages, Infrastructure and Community Development

A new Cabinet Ministry was established as the Ministry of Community Empowerment and Estate Infrastructure Development under the new Government established on 17.11.2019 for the betterment of the entire conflict affected displaced community and rural community including the plantation community by the Gazette Extraordinary dated 10.12.2019. The following institutions under the purview of the then Ministry of Hill Country New Villages, Infrastructure and Community Development were included under the purview of this new Ministry.

- New Village Development Authority for the Plantation Region
- Estate Sector Self Employment Revolving Fund
- Plantation Human Development Trust
- Saumyamoorthi Thondaman Memorial Foundation

Accordingly, in this Performance Report submitted by the Ministry of Community Empowerment and Estate Infrastructure Development, contains the performance of the development programs carried out by the then Ministry of Hill Country New Villages, Infrastructure Development and Community Development and the Ministry of Community Empowerment and Estate Infrastructure Development under the Budget Head No. 140, to the date of 31st December 2019.

1.2. Vision, Mission and Objectives of the Ministry

1.2.1 Vision, Mission, Objectives and Functions of the Ministry of Hill Country New Villages, Infrastructure and Community Development

Vision

Transform Plantation Community into a Village Community with Dignity, Self-Respect and Social Status to be on par with other communities.

Mission

Promote the well-being of the plantation community by improving the habitat, living condition and socio-economic facilities.

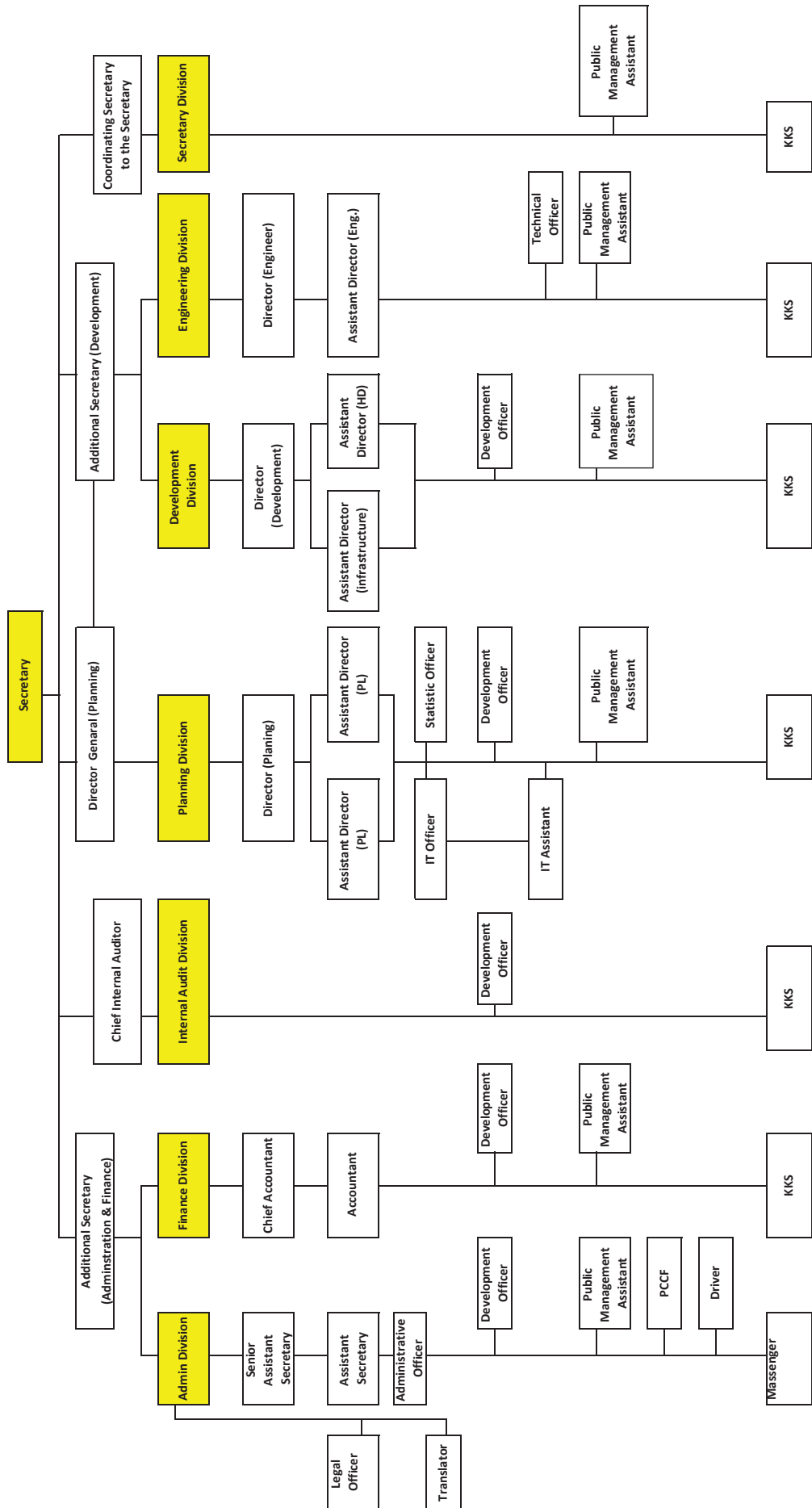
Objectives

1. Development of housing and infrastructure
 2. Increasing income level y introducing livelihoods
 3. Taking steps to uplift the plantation community socially and culturally
 4. Facilitate to the education from preschool to vocational education
 5. Providing relief and counseling services in disaster situations
- to empower the people in the estate areas by improving their living conditions and increasing their productivity.

1.3 Main Functions

1. Establishment of new villages, providing houses and infrastructure facilities for the betterment of the landless people who occupied in row line rooms and working at state and private plantation companies.
2. Development of infrastructure facilities in the rural plantation sector.
3. Implementation of projects which enhance livelihood and employment opportunities to empower the estate plantation communities.
4. Providing basic facilities and other requirements to uplift the estate community economically, socially and culturally.
5. Providing basic facilities and other facilities for educational needs from pre-school level to vocational training level when necessary.
6. Providing necessary relief services in disaster situations, providing necessary facilities and counseling services for their recovery.

Ministry of Hill Country New Villages, Infrastructure and Community Development ORGANIZATIONAL CHART



1.4.1. Approved and Existing cadre of the Ministry as at 31.12.2019

No.	Designation	Service	Grade/ Class	Approved cadre		Existing cadre		Vacancies
				Permanent	Casual / Contract	Permanent	Casual / Contract	
1.	Secretary	S.L.A.S.	Special	1	-	1	-	-
2.	Additional Secretary	S.L.A.S.	Special	2	-	2	-	-
3.	Director General	S.L.P.S.	Special	1		1		
4.	Senior Assistant Secretary	S.L.A.S.	Class I	1	-	1	-	-
5.	Director	S.L.A.S.	Class I	1	-	1	-	-
6.	Director	S.L.P.S.	Class I	1	-	0	-	1
7.	Director	S.L.E.S.	Class I	1	-	0	-	1
8.	Chief Accountant	S.L.Ac.S.	Class I	1	-	1	-	-
9.	Chief Internal Auditor	S.L.Ac.S.	Class I	1	-	1	-	-
10.	Assistant Secretary	S.L.A.S.	Class II /III	1	-	0	-	1
11.	Assistant Director	S.L.A.S.	Class II /III	3	-	1	-	2
12.	Assistant Director	S.L.P.S.	Class II /III	2	-	2	-	-
13.	Assistant Director	S.L.E.S.	Class II /III	2	-	1	-	1
14.	Accountant	S.L.Ac.S.	Class II /III	2	-	1	-	1
15.	Legal Officer		Class II /III	1	-	0	-	1
16.	Administrative Officer	P.M.A.S.	Supra Grade	1	-	0	-	1
17.	Information and Communication Technology Officer	S.L.I.C.S.	II/I	1	-	1	-	-
18.	Translator	Translators' Service	Class I / II	2	-	0	-	2
19.	Statistical Officer			1	-	1	-	-
20.	Coordinating Secretary to Secretary	Temporary		-	1	-	1	-
21.	Development Officer	S.L.D.O.S.	Class I/II/III	19	-	11	5	3
22.	Technological Officer	S.L.T.S.	Class I/II/III	8	-	0	3	5
23.	Information and Communication Technology Assistant	S.L.I.C.S.	3 - III/II/I	2	-	-	-	2
24.	Public Management Officer	P.M.A.S.	Class I/II/III	25	-	16	-	9
25.	Plantation Community Communication Facilitator	Ministerial		225	-	219	-	6
26.	Still Photographer	Temporary		1	-	-	1	-
27.	Videographer	Temporary		1	-	-	1	-
28.	Camera Assistant	Temporary		1	-	-	1	-
29.	Driver	Combined Drivers' Service	Special I/II/III	17	-	14	-	3
30.	Office Assistant	Office Employees' Service	Special I/II/III	16	-	16	-	-
Total				341	1	291	12	39

1.5 Divisions of the Ministry

1.5.1 Secretary Division

This division is implementing under the Secretary of the Ministry who acts as the chief accounting officer and Head of the Ministry. Implementation of special functions assigned to the division, coordination between the Hon. Minister and the Ministry, coordination among other divisions and organizing meetings are the main functions of the Secretary division.

Coordinating with local and foreign institutions as well as embassies in relation to the scope of the Ministry, organizing local and diplomatic meetings as needed, etc. are also conducted by the secretary division.

1.5.2 Administration Division

In order to accomplish the objectives of the Ministry, the Administration division is responsible for developing an organizational structure for the Ministry, carder expansion, staff recruitment, training and development of the human resources of the Ministry. In addition, the Administration Division directs the staff to follow the Establishment Code, Financial Regulations, Circulars, Acts and other applicable rules and regulations including the following;

- General administration of the Ministry
- Take actions with regard to staff transfers and relevant institutional activities.
- Maintaining personal files
- Updating the staff information and forward to relevant institutions
- Preparation of the human resource plan of the institution
- Acting in accordance with the Right to Information Act
- Maintaining the leave registers, and relevant files of the officers
- Handle local and foreign training of the officers
- Maintaining the vehicle pool and vehicle maintenance
- Coordination between the Ministry and the institutions come under the purview of the Ministry and with the other Ministries and Departments.

1.5.3 Development Division

The Ministry implements various development programs under the five components, to uplift welfare, habitat, living condition and economical & social wellbeing of the plantation community through the institutions come under the purview of the Ministry, the District Secretariats, Divisional Secretariats, Pradeshiya Sabhas and the Plantation Human Development Trust, an institution under the Ministry. For the timely achieving of the targets of the Ministry, the Development Division of the Ministry is responsible for the implementation of all local and foreign funded development projects.

The Engineering Division and the Planning Division assist the Development Division in carrying out the above functions, including the following:

1. Implementation of Special Projects under Socio-Economic Development in lagging Areas
 - I. Re-roofing of dilapidated line houses.
 - II. Establishment and improvement of safe drinking water supply schemes.
 - III. Sanitation improvement projects.
 - IV. Construction and development of child development centers.
 - V. Development of Access Roads for Estate and Estate Hospitals (Roads, Sidewalks, Stairways and Bridges).
 - VI. Common Amenities Development
 - Community / Cultural Centers
 - Playgrounds
 - Retaining walls

- Improvement of preschools
 - Provision of electricity
 - Providing equipment such as tents and chairs and loudspeakers
 - Other facilities such as the construction of fences and renovation of school buildings
2. Implement the following projects to improve Livelihood and Basic facilities in estates and rural areas.
- I. Conducting training / awareness programs
- Prevention of drug abuse
 - Prevention of Kidney Diseases
 - Environmental conservation
 - Food production
 - Strengthening rural communities. Ex: happy family, happy education, happy job
 - Nutritional foods and eating habits
 - Personal skills development
- II. Poverty reduction / staff empowerment
- Home Gardening
 - Establishment / strengthening of women's societies to promote skills development
 - Cash management programs for women
3. Implementation of following projects under the Estate Housing Program.
- I. Implementation of housing projects under the New Life Housing Program.
- II. Coordination and supervision of housing program construct under the grant assistance of the Indian Government.
- III. Implementation of water, roads and electricity supply projects for houses built under the New Life Housing Program and the Indian Grant housing program.
- IV. Issuing deeds to houses built under the New Life Housing Program and the Indian Grant housing program
- V. Recovery of loan installments relating to Estate Housing Program implementing under Loan and Grant basis.
4. Preparation of progress reports.
5. Preparation of engineering estimates and project guidelines.
6. Conducting progress review meetings for development programs.
7. Location Inspection and supervision.
8. Overall administration of the Thondaman Vocational Training Center at Hatton, Thondaman Cultural Center at Ramboda, Thondaman Sports Complex at Norwood and Praja Shakthi E-KIOSK Development Center under the Thondaman Memorial Foundation.
9. Development of the Thondaman Vocational Training Center at Hatton under grant assistance of India.

1.5.4 Planning Division

In order to accomplish the tasks of the Ministry, Planning Division is responsible to perform the following main functions.

- Assisting for the formulation of policies and prepare the Ministerial Action Plan
- Preparation of the Capital Budget of the Ministry for development activities
- Project identification, evaluation of project proposals & preparation for approval and preparation of Cabinet Memoranda.
- Obtaining proposed projects, identifying appropriate projects out of them, evaluating the feasibility, project monitoring & evaluation, conduct field visits, Progress reviewing &

- reporting to the relevant Ministries/ Institutions
- Update Ministerial Web Site.
- Preparation and submission of the Ministry Performance Report to the Parliament
- By filling the vacuum left by the lack of information and data related to the plantation sector, this division is engaged in preparing a database for the plantation community, conducting awareness programs for that to relevant officers at the regional level, and collecting and updating data (In partnership with the Information and Communication Technology Agency of Sri Lanka (ICTA) and Price Watercoop).

1.5.5 Accounts Division

The Accounts Division bears the responsibility of all the activities related to the payments made by the government funds such as the provision of goods and services required for the institutions, which are under the purview of the Ministry, through the procurement process, payment of salaries and allowances, payments relevant to the development process and maintenance, and collection of revenue where necessary.

1.5.6 Internal Audit Division

The Internal Audit Division is mainly responsible for conducting assessments on the existing internal control mechanisms regarding the Ministry's finance affairs and conduct continuous evaluations of the formality and adequacy of internal inspections used to prevent and detect shortcomings, assist in determining the progress of implementation of development projects and schemes carried out on annual allocations, disclosing relevant information at progress review meetings and preparation of Annual Audit Plan of the Ministry.

1.6 Institutions coming under the purview of the Ministry

1.6.1 New Villages Development Authority for Plantation Region

There was a need to establish an Authority affiliated to the Ministry with the objective of implementing the "New village concept" which was one of the main objectives of the Ministry established especially for the plantation community.

Accordingly, the Act No. 32 of 2018 relating to the establishment of the "New Villages Development Authority for the Plantation Region" was passed in the Parliament on 25.06.2018.

1.6.1.1 Vision of the Authority

Transform the plantation community on par with the status of other communities.

1.6.1.2 Mission of the Authority

Established new villages in the plantations with sufficient infrastructure and common amenities to equally obtain the development and prosperity enjoyed by other communities.

1.6.1.3 Objectives of the Authority

1. Ensure inclusion of the plantation community in the designated areas into the social mainstream by socio, economic, cultural and infrastructure development in the plantation region.
2. Empower the plantation community in the designated areas socially and economically in order to enable them to contribute to the national development process.

1.6.1.4 Functions of the Authority

1. Implement plans, programs and projects of the Government for the development of new villages in the plantation region.
2. Coordinate with other national, provincial and district level implementing agencies in the plantation region in working towards the achievement of the objects of the Authority.

3. Ensure participation of community-based organizations in the plantation region in the formulation and implementation of plans, programs and projects of the Government for the development of new villages.
4. Facilitate the issuance of the title deeds for the legal occupants of the houses in the Estates within the plantation region to grant them ownership of such houses.
5. Provide assistance to the youth in the estate sector in the plantation region to enter the tertiary and higher educational institutions for their educational development.
6. Work with Provincial Council Ministries and other regional level offices of the Government Ministries to facilitate the provision of essential services to the communities in the plantation region.
7. Promote alternative livelihood opportunities and provide necessary guidance and inputs in respect thereof to the Estate communities in the plantation region.
8. Empower the different community groups in the estate sector including women, children, elders and differently-abled people to uplift their livelihood.
9. Ensure that descendants of legal occupants of the houses in Estate are provided with all facilities that are enjoyed by such legal occupants in Estates in the plantation region.
10. Strengthen conservation measures at all levels, both preventive and remedial, aimed at minimizing physical degeneration of land and water resources and eliminating environmental pollution in the plantation region.
11. Identify hazardous sites, in consultation with the National Building Research Organization and the National Disaster Management Centre, in the designated areas and convert them into alternative productive use, thereby protecting them from illegal occupation for residential purposes.
12. Promote the provision of adequate social services and adequate sustainable infrastructure facilities in the plantation region.

1.6.1.5 Administration of the Authority

The affairs of the 'New Villages Development Authority for the plantation regions shall be administrated by seven ex-officio members.

1. An officer of the Ministry where the subject of Estate Infrastructure Development is assigned and nominated by the Secretary to the Ministry.
2. An officer of the Ministry where the subject of Finance is assigned and nominated by the Secretary to the Ministry.
3. An officer of the Ministry where the subject of Plantation Industries is assigned and nominated by the Secretary to the Ministry
4. An officer of the the Ministry where the subject of Public Enterprise Development is assigned. and nominated by the Secretary to the Ministry.
5. An officer of the Ministry where the subject of Provincial councils and Local Government is assigned and nominated by the Secretary to the Ministry.
6. An officer of the Ministry where the subject of Housing and Construction is assigned and nominated by the Secretary to the Ministry.
7. An officer of the Ministry where the subject of Land is assigned and nominated by the Secretary to the Ministry.

In addition, six members shall be appointed by the Minister assigned the subject of Estate Infrastructure Development, from among persons possessing expertise in the fields of infrastructure development, community development, finance and provincial administration. One of these members shall be appointed from the Plantation Association of Ceylon to represent the plantation companies. Chairman and Vice - Chairman of the Authority shall be appointed by the Minister from among the appointed members.

Director General who shall be the Chief Executive Officer of the Authority will be appointed by the Minister on the recommendation of the Board. The Director General shall be charged with the

administration of the affairs of the Authority including the administration and control of the staff, execution of all the decisions of the Board, carry out all such functions as may be assigned to him by the Board and function as the Secretary to the Board and also as the Chief Accounting Officer of the Authority.

This Authority started its operational activities from 7th February 2019 and the Board of Management was duly appointed. Board of Management meetings were held every month from February 2019 until November 2019.

On the recommendation of the Board of Management, the Hon. Minister appointed a Director- General to the Authority from 01.03.2019 in terms of the Act.

The approval has been obtained from the Department of Management Services and the Salary and Cadre Commission to create 28 cadre positions under 14 categories for the staff of the Authority. However, apart from appointing the Director-General, no recruitment was made during 2019 since the approval was not granted to the Scheme of Recruitment and suspension the requirement due to Presidential Election.

1.6.1.6 Approved and Actual Cadre of the Authority as at 31.12.2019

S/No.	Post	Service / Salary Code	Grade / Class	Approved Cadre		Actual Cadre		Vacancies
				Permanent	Casual / Contract	Permanent	Casual / Contract	
1.	Director General	HM 1-3-2016		01		-	01	-
2.	Director	HM 1-1-2016		02		-		02
3.	Regional Director	MM 1-3-2016	II	01		-		01
4.	Assistant Director	MM 1-1-2016	II	02		-		02
5.	Accountant	MM 1-1-2016	II	01		-		01
6.	Director Board Secretary / Legal Officer	MM 1-1-2016	II	01		-		01
7.	Administration Officer	JM 1-1-2016	II	01		-		01
8.	Technical Officer	JM 1-1-2016	II	02		-		02
9.	Translator	MA 4-2016	III	02		-		02
10.	Assistant Accountant	MA-2-1-2016	III	01		-		01
11.	Development Officer	MA 3-2016	III	02		-		02
12.	Management Assistant	MA 1-2-2016	III	03		-		03
13.	Driver	PL 3-2016	III	04		-		04
14.	Office Assistant	PL 1-2016	III	05		-		05
Total				28	-	-	1	27

1.6.1.7 Performance of the Authority

1.6.1.7.1 Financial Activities of the Authority as at 31.12.2019

The Authority shall have its own fund and financial year will be the calendar year. The Authority shall prepare the accounts in accordance with the Sri Lanka Accounting Standards adopted by the Institute of Chartered Accountants of Sri Lanka under the Sri Lanka Accounting and Auditing Standards Act No. 15 of 1995. The provision of Article 154 of the Constitution relating to the audit of accounts of public corporations shall apply to the audit of the accounts of the Authority.

The Authority shall, within six months of the end of each financial year, submit to the Minister an annual report of the activities carried out by the Authority during that financial year together with the copies of audited accounts of the Authority along with the Auditor General's report and the report of proposed activities for the year immediately following the year. The Minister shall lay copies of the report and documents before Parliament within six months from the date of receipt of such report.

As at 31.12.2019, no Accountant had been appointed to the Authority and the Accountant of the Ministry was acting on the post.

1.6.1.7.2 Financial Progress of the Authority as at 31.12.2019

The Authority requested allocation of Rs.4000 million in 2019 for infrastructure and development activities in the newly opened villages in the plantation region. However, no provision has been given by the Ministry of Finance for development activities during 2019.

An initial allocation of Rs.3 million was released to the Ministry to establish the Authority and it has been directly spent by the Ministry on building renovations for the Authority. An amount of Rs. 2.5 million has been allocated for capital and recurrent expenditure of the Authority for the year 2019 and its financial progress for the year 2019 is Rs. 2.0 million.

Total Expenditure of the Authority as at 31.12.2019			
	Recurrent Expenditure (Rs.M.)	Capital Expenditure (Rs.M.)	
		Office development expenses	Special Projects
Employees Emolument	1.99	-	-
General Administration	0.01	-	-
General Administration		3.00	
Total	2.00	3.00	-

1.6.1.7.3 Progress of Development Activities as at 31.12.2019

The Authority sought an allocation of Rs.4,000 million in 2019 for the implementation of infrastructure and development activities in the new villages established in the plantation areas. However, since no fund was allocated, no development activity has been initiated and only the following operations were carried out during the year 2019.

Commenced preliminary work on the pilot housing project in two estates in the Nuwara Eliya District assigned by the Ministry, obtained reports from National Building Research Organization, obtained approval from the management company and selected a contractor through the tender procedure for direct construction work. However, due to changes in the ministerial portfolio, these activities were not started.

More than 3,000 data on housing loans obtained by plantation workers before 2015 have already been collected via a survey and steps have already been taken to verify the data collected with the relevant Ministries and agencies (such as the NHDA) that have provided loans. This has been done to facilitate the issuance of title deeds to house owners who have built houses and to those who have fully repaid the loan but have not received the deeds. This is one of the tasks assigned to the Authority and to be continued.

1.6.2 Plantation Human Development Trust

'The Plantation Human Development Trust' (PHDT) is a company, first established on 18th September 1992 as the 'Plantation Housing & Social Welfare Trust (PHSWT)' and incorporated under the Companies Act No. 17 of 1982 to improve the livelihood of the plantation community.

As per a policy taken by the government in 1992, estates under the Janatha Estates Development Board (JEDB) and Sri Lanka State Plantations Corporation (SLSPC) were privatized by vesting their management under the 23 Regional Plantation Companies.

The social divisions of the JEDB and SLSPC were integrated as Plantation Housing and Social Welfare Trust (PHSWT), to improve the health, social welfare and livelihood activities of the plantation community and in 25th October 2002, this organization was renamed as the Plantation Human Development Trust and currently, this Trust has been re-registered under the Companies Act No. 07 of 2007.

Plantation Human Development Trust is a Tripartite Organization consisting of the Government of Sri Lanka, Regional Plantation Companies and Plantation Trade Unions and facilitates to implement social development programmes to enhance the quality of life of the one million plantation community in the estates managed by the Regional Plantation Companies.

The PHDT is involved in implementing infrastructure and social development projects in collaboration with the relevant line Ministries, Trade Unions, Regional Plantation Companies, International and Local Non-Governmental Organizations and private sector organizations which contribute to improve the living condition of the estate community.

The PHDT functions under a Board of Directors and a Chairman appointed by the Hon. Minister which comprises representatives of the Government of Sri Lanka, Regional Plantation Companies and Trade Unions. The Main Office is strengthened by seven Regional Offices located in the Plantation areas of Galle, Rathnapura, Badulla, Kegalle, Kandy, Hatton and Nuwaraeliya. Regional Director is the head of the Regional Office and supported by financial, technical and management staff.

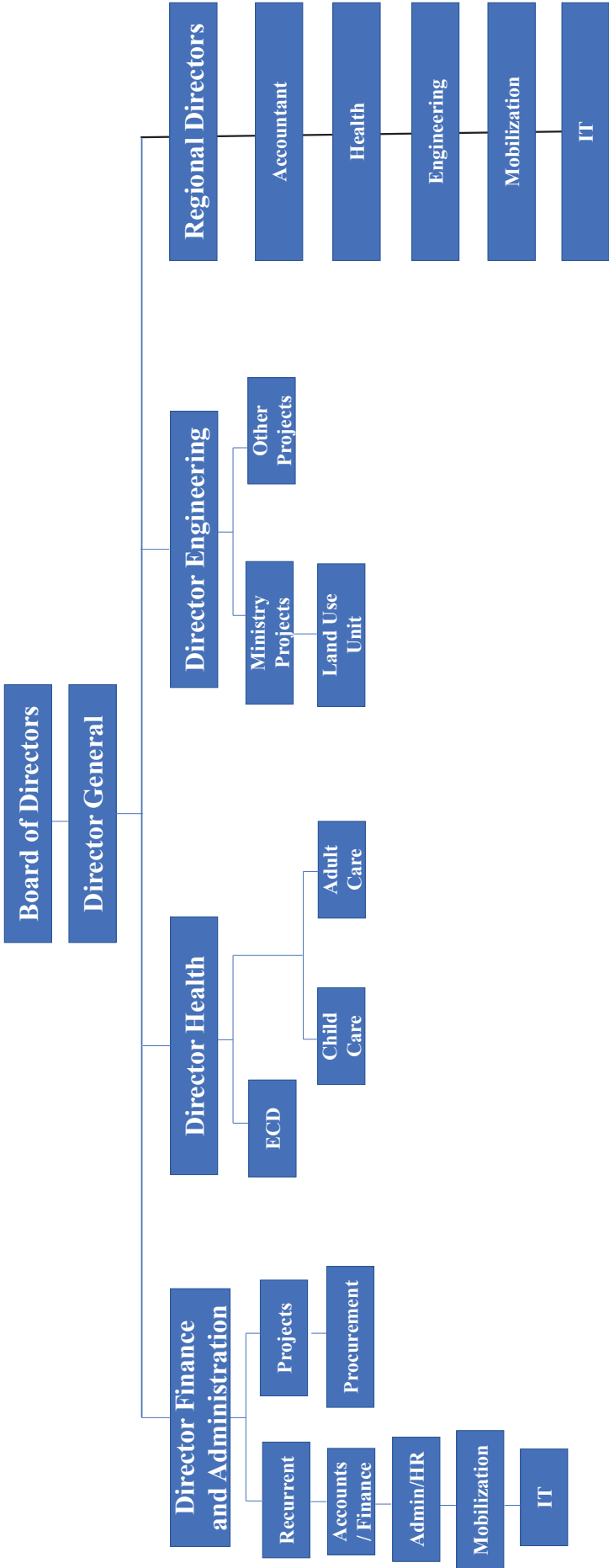
1.6.2.1 Primary Objective of the Plantation Human Development Trust

The improvement of health & welfare, alleviation of poverty, facilitation of housing and residential quarters, advancement of education and knowledge, enhancement of the quality of life and the betterment of living standards of the plantation worker community in estate lands and related industries and services in Sri Lanka and the dependents of such plantation worker community.

In order to achieve the above, the PHDT implements the following activities.

- Instead of line rooms, provide houses (single houses / apartments) with ownership to suitable people,
- Repair and re-roof existing line rooms
- Improve Water Supply and Sanitation facilities
- Establish Child Development Centers and introduce qualified Child Development Officers (CDOs)
- Implement community development activities (roads, buildings and religious centers, etc.)
- Provide health facilities and social development activities
- Extend Marketing development initiatives
- Facilitating for livelihood development
- Facilitating in Disaster Situations.

STRUCTURE OF THE PHDT



1.6.2.3 Related Institutions of the Plantation Human Development Trust - Estate Worker Housing Cooperative Society

Estate Worker Housing Cooperative Societies (EWHCSs) were established in collaboration with the Department of Cooperative Development in 1993 on a policy decision of the then Government, for the welfare of the plantation workers at the transfer of the estates to the private sector. Those societies were formed initially for the implementation of housing projects and currently operate in 435 estates under regional plantation companies. Most of the EWHCSs have been emerged as a leading Community Based Organizations in the country. Those are categorized to higher ranks based on the determined criteria and regularly monitored by Regional officers of the PHDT. About 99% of estate workers in the plantation sector are members of the society and at the present, Rs.250.00 monthly membership fee is paid by each member. Plantation workers, though retired, often serve as life members in these societies because of the higher benefits they receive.

These societies play a significant role in the implementation of the “Owner Driven” Housing Project under the Estate Housing Program and many infrastructure development projects are also being implemented. Most of the infrastructure development projects that the government provides for the plantation sector are carried out by Estate Worker Housing Cooperative Societies.

These societies generate their own funds through their own banks named as “Vathu Sevaka Nivasa Samupakara Samithiya (Vanisa) bank” and facilitate to provide loans as well.

In addition to the loans, these Societies facilitate the Estate resident to initiate the Commercial Enterprises such as retail shops, welfare shops, communication centers, saloons, etc to obtain the services in the Estate area. The PHDT has also entered into partnerships with multinational and other leading private sector organizations to provide easy access to products and services to the estate residents with the appointment of EWHCS as sub-dealers, to improve their quality of life and also their health, nutrition, sanitation and hygiene, etc.

1.6.2.4 Programmes / Projects implemented by the Plantation Human Development Trust through the Ministry Allocation

Infrastructure development has become the most important requirement of the social and economic development of the plantation community which plays a significant role in uplifting the economy of the country. This Ministry has taken the leadership to fulfill this requirement and the PHDT act as the main implementing partner. A management fee is paid to the PHDT by the Ministry for that.

Accordingly, this institution provides technical assistance to implement the following programs and projects under the Ministry funds.

- Construction of new houses for the plantation community.
- Implementation of water supply and sanitation improvement projects.
- Construction and development of Childhood Development Centers.
- Supervision of the “Tikiri Shakthi” nutrition program introduced by the Ministry to minimize child malnutrition.
- Providing assistance for special projects implemented by the Ministry.

The Ministry allocated funds for the construction of 250 new housing units targeting the plantation community for the year 2019 and action was taken to select suitable plots of land for construction and to obtain National Building Research Organisation (NBRO) approval. In addition, in the year 2019, the Plantation Human Development Trust involved in completing the continuation houses. Out of them, 428 houses have been completed by the end of the year and the rest is to be completed by next year. The Ministry pays Management fee of 7% per house for the implementation of these housing projects.

As well, infrastructure development such as electricity, water and access roads in the Indian grant housing project is being carried out by the Plantation Human Development Trust and accordingly, infrastructure facilities to the completed 699 housing units provided in the year 2019.

Additionally, PHDT plays a major role in implementing socio – economic development projects for the lagging areas. Further, the “Tikiri Shakthi” nutrition supplement programme, which has been introduced by the Ministry with a view to minimize child malnutrition, has also been implemented with the supervision of the PHDT through Child Development Centers in the Estates.

Further, Plantation Human Development Trust makes a considerable contribution in the execution of special projects implemented under the Ministry funds such as poverty alleviation, improvement of health and nutrition, prevention of kidney diseases, drug prevention, environmental conservation and water sources conservation. For the implementation of these project, a 4% Management fee is provided by the Ministry to the Plantation Human Development Trust.

1.6.2.5 Amount of funds given to the Plantation Human Development Trust as at 31.12.2019

	Programme	Amount given (Rs. Mn.)
1	Development of livelihoods and basic amenities in rural areas	19.07
2	Socio Economic Development Project in Lagging Areas	149.43
3	Estate housing programme	785.46
4	Indian grant housing programme	43.54
	Total	997.51

1.6.3 Saumyamoorthi Thondaman Memorial Foundation

The “Saumyamoorthi Thondaman Memorial Foundation (STMF)” was established in the year 2005 as per the provisions of Parliament Act No. 19 of 2005, and since the beginning, it was functioned under the supervision of various Ministries.

- Ministry of Estate Infrastructure Development (Year 2005)
- Ministry of Youth Affairs and Social Economic Development (Year 2006 – 2009)
- Ministry of Livestock and Rural Community Development (Year 2010 – 2014)
- Ministry Social Economic, Welfare and Livestock Development (from January 2015 to August 2015)
- Ministry of Hill Country New Villages, Infrastructure and Community Development (from September 2015 to 09 December 2019)
- Ministry of Community Empowerment and Estate Infrastructure Development (From 10 December 2019 to date)

The Thondaman Vocational Training Centre at Pool Bank Hatton, Thondaman Cultural Centre at Ramboda, Thondaman Sports Complex at Norwood and Prajashakthi Development Project (including the 44 Centers) which were functioned under the Foundation, were assigned to under the direct supervision of the then Ministry of Hill Country New Villages, Infrastructure and Community Development by the Cabinet Memorandum dated 02.07.2016. Subsequently, the Saumyamoorthy Thondaman Memorial Foundation was assigned to the Ministry of Community Empowerment and Estate Infrastructure Development by the Extraordinary gazette published on 10.12.2019.

1.6.3.1 Objectives of the Saumyamoorthi Thondaman Memorial Foundation

- (a) to promote peace, goodwill, understanding and cooperation among all Sri Lankan communities ;
- (b) to promote and encourage inter – communal harmony and social integration ;
- (c) to promote the religious, educational, vocational, social, political, economic, aesthetic and physical development of Sri Lankans ;
- (d) to enhance the knowledge and understanding of Sri Lankans in the economic, political, educational, cultural, social and aesthetic fields ;
- (e) to improve the living conditions of any person, who are economically and socially disadvantaged, including any improvement to their shelters and the provision of other infrastructure facilities ;
- (f) to encourage Sri Lankans to invest in appropriate banks and financial institutions ;
- (g) to establish relations with local and foreign institutions which have similar objectives as those of the Foundation;
- (h) to provide financial or other assistance to any person engaged in any activity which is similar to any of the objectives of the Foundation ;
- (i) to organize seminars, workshops and training programmes in Sri Lanka and abroad on economic, political, educational, cultural and social fields ;
- (j) to organize programmes for creating awareness among the Sri Lankans on human rights, duties and access to justice ;
- (k) to provide adequate facilities for the improvement of sports and recreation capabilities of Sri Lankans ;
- (l) to maintain and utilize the “Thondaman Cultural Centre at Ramboda, the Thondaman Sports Complex at Norwood and the Thondaman Vocational Training Centre at Hatton” in order to secure the objects of the Foundation and for any other purpose which the Board may consider fit:
Provided, however, that the Thondaman Cultural Centre at Ramboda, Thondaman Sports Complex at Norwood and Thondaman Vocational Training Centre at Hatton shall not be used for any political purpose; and
- (m) to do all such other acts as may be necessary or conducive for the attainment of any or all of the above objects.

1.6.3.2 Financial Progress of the Saumyamoorthi Thondaman Memorial Foundation

The Ministry has allocated Rs.122 million for the capital and operational activities of the Saumyamoorthi Thondaman Memorial Foundation in the year 2019 and its financial progress as at the end of December 2019 is Rs.121 million. The overall financial progress is 99%.

Expenditure item	Allocation 2019 (Rs. Mn)	Expenditure within centers (Rs. Mn)					Total Expenditure for the year 2019 (Rs. Mn.)
		Prajashakthi Head Office	Prajashakthi centers	TVTC Hatton	Thondaman Cultural Center, Ramboda	Thondaman Sports Complex - Norwood	
Travel & transportation	0.12	-	-	0.03	-	-	0.03
Stationary & office needs	2.50	-	-	1.08	-	-	1.08
Fuel	0.55	-	-	0.21	-	-	0.21
Vehicle services & maintenance	0.65	-	-	0.05	-	-	0.05
Building maintenance	0.12	-	-	0.25	-	-	0.25
Machinery & equipment maintenance	0.20	-	-	0.65	0.24	-	0.89
Post & communication	0.52	0.07	-	0.14	0.04	0.02	0.27
Water & electricity	2.90	-	0.33	0.67	0.57	0.04	1.60
Staff cost	98.65	7.29	57.10	23.52	4.48	3.50	95.90
Food & uniforms	6.85	-	-	7.76	-	-	7.76
Training goods, uniforms, clothes	3.10	-	-	4.09	-	-	4.09
Rent & tax	0.10	-	-	0.06	0.04	-	0.09
Social & welfare programmes and other events	0.98	-	0.62	0.45	-	0.03	1.10
Other recurrent expenditures including security	4.76	0.34	2.25	2.87	1.25	1.26	7.98
Total	122.00	7.71	60.31	41.83	6.61	4.84	121.29

1.6.3.3 Thondaman Vocational Training Center at Hatton

Capacity is available in this vocational training center to train 400 students per annum and the food and accommodation for the participants are given free of charge. At present, 11 training courses are being conducted by the Thondaman Vocational Training Center. These courses consist of 0 Annual courses, 08 Six months training courses. Recruitment is conducted in two categories per year for semi-annual training courses. The courses conducted are as follows;

1.6.3.4 Vocational Training Courses implemented in the year 2019

No.	Course	Course duration
1.	Motor Mechanic	01 year
2.	Electrician	01 year
3.	Machine Repair	01 year
4.	Aluminium Fabrication	06 months
5.	Information and Communication Technology	06 months
6.	Repairing Domestic Electrical Equipment	06 months

7.	Motor Cycle Mechanic	06 months
8.	Welder	06 months
9.	Carpentry	06 months
10.	Tailoring	06 months
11.	Hotel Management	06 months

English education is also given to the students who participate to these training courses to improve their English knowledge and at the end of each course, a test will be held and certificates will be awarded to the students who have completed the course properly.

1.6.3.5 Information about the trainees as at 31.12.2019

No.	Course	Course duration	No. of courses conducted	No. of students expected to provide training	No. of students trained	No. of students who completed the training
1.	Motor Mechanic	01 year	1	20	25	12
2.	Electrician	01 year	1	20	16	12
3.	Machine Repair	01 year	1	15	10	7
4.	Aluminium Fabrication	06 months	2	50	24	25
5.	Information & Communication Technology	06 months	2	40	17	22
6.	Repairing Domestic Electrical Equipment	06 months	2	50	11	17
7.	Motor Cycle Mechanic	06 months	2	40	26	35
8.	Welder	06 months	2	50	21	9
9.	Carpentry	06 months	2	40	13	10
10.	Tailoring	06 months	2	40	38	49
11.	Hotel Management	06 months	2	40	20	40

1.6.3.6 Thondaman Cultural Center at Ramboda

This center was established with the objective of improving the cultural aspirations and practices of the underprivileged community. Since 2012, classes are being conducted in Carnatic Music, Veena, Mirudangam and Violin under the guidance of a full-time teacher. However, these programmes have been suspended by now. In addition, the hall also provides facilities to conduct various ceremonies and cultural events. The revenue earned from this in 2019 is Rs. 0.25 Mn.

1.6.3.7 Thondaman Sports Complex at Norwood

The sports complex was handed over to the Saumyamoorthi Thondaman Foundation in 2005 and the playground has been developed by the Football Federation at a cost of Rs. 25 million in the year 2011.

A Gym has been established for the physical and mental development of the youths, who are benefited by this sports complex and indoor stadium for table tennis, badminton, netball and volleyball and outdoor stadium for games such as cricket are functioning at an optimum level.

Government institutions and schools in the vicinity utilized this complex for the various sports events.

1.6.3.8 Prajashakthi Development Project (E- KIOSK Centers)

The objective of this project is to enable the groups of people, who are less benefited, to gain a comprehensive social and economic development by using information technology at a wider extent. Prajashakthi (E- KIOSK) development project, which was commenced in the year 2006 with the aim of providing information communication and technology to the community, is implemented through 44 Prajashakthi Centers covering plantation areas in Nuwara Eliya, Badulla, Kegalle, Kandy, Rathnapura, Matale, Kalutara, Galle, Matara and Moneragala districts.

Prajashakthi Centers function as centers that transfer knowledge on information and communication technology for the students from grade 1 up to higher education level and school leavers in rural and plantation areas. Further, these centers provide internet facilities free of charge for those who require the same for educational purposes, improve their reading ability and knowledge by providing library facilities and facilitate personality development through poetry, drama and oratory competitions. Further, workshops, lectures are conducted under various topics and various cultural programmes are also conducted by these centers.

The Prajashakthi Development Project implements various community-based initiatives to educate the estate community on various topics such as health, women's empowerment, environmental issues, self-employment, various issues affecting estate children, motivational activities (exhibition, to reduce school dropout, etc.) and implement activities especially to transform the plantation community to live in par with the other communities and to self-sufficient them by increasing their income (self-employment).

1.6.3.9 Locations of Prajashakthi Development Centers at District wise

District	Locations of the Prajashakthi Development Centers				
Nuwara Eliya	1. Wanaraja 2. Brownswick 3. Carolina 4. Tilicoultry	5. Dessford 6. Glasgow 7. Watagoda 8. Dunsinane	9. Waldemar 10. Liddesdale 11. Wedamulla 12. Hangarapitiya	13. Pedro 14. Kotagala 15. Dayagama East	
Badulla	1 Poonagala 2 Hindagala 3 Ury	4 Adawatta 5. Hopton	6. Welimada 7. Roberry	8. Glenanor 9. Sarniya	
Rathnapura	1. Balangoda 2. Eheliyagoda	3. Madambe	4. Hunuwella	5. Hayas 6. Hawpe	
Kandy	1 Melford 2 Duckwary	3 Galaha 4 Kelebokka	5 Pathadumbara	6 Westhole	
Kaluthara	1 Millakada				
Monaragala	1 Kumarawatta				
Galle	1 Divithura				
Matara	1 Kiruwanaganga				
Kegalle	1 Atale	2 Miyanawita	3 Kelani	4 Moraliyoa	
Matale	1 Elkaduwa				

44 out of the 45 Prajashakthi centers (E-KIOSK Centers) are functioning at present and the E-KIOSK Center located at Hawpe in Ratnapura district is not functioning at the present.

1.6.3.10 Summary of the Activities Conducted Through Prajashakthi Centers

No.	Programme	No. of programmes	No. of participants
1	ICT	16	824
2	Social activities	10	483
3	celebrations	13	418
4	Awareness programmes	34	1904
5	Medical programmes	10	684
6	Trainings/ self employment	28	963
7	Organic cultivation	8	286
8	School seminars	9	587
9	Skill development	3	265
10	Sports activities	3	121
11	Women empowerment	7	328
	Total	141	6,863

1.6.4 Self-Employment Revolving Fund for Estate Sector Youth

The main objective of this Ministry is to implement programmes for the economic empowerment of the plantation community, which has the highest poverty values. The Ministry implements various projects, especially for the social empowerment of the youth which is a wide range of the workforce.

Accordingly, the Ministry is directly involving in guiding the youth in the plantation sector to self-employment programmes with a view of expanding their employment opportunities. These projects are launched with the aim of transforming them into satisfied and productive youth to the society by generating employment opportunities by imparting knowledge, technical knowhow and training required for skills development and vocational training, provision of equipment and facilities, and provision of loans for self employment etc. and, identifying suitable self-employment and introducing self-employment to the youth through awareness are priorities among them.

Vocational knowledge and training required for livelihood for the youth are provided with the involvement of the Thondaman Vocational Training Center in Hatton. Within the current poverty situation of the estate community, it is not possible to start self-employment just after receiving practical training, and therefore, this Revolving Fund was established as an alternative source of generating finance to initiate self-employment.

This revolving fund is maintained by the Bank of Ceylon with the direct intervention of the Ministry. It was implemented in two stages and under the second stage initiated in 2018, loans have been provided to 35 youth in the estate areas in the Nuwara Eliya and Kandy districts.

1.6.4.1 Way of beneficiaries selection for the loan of the Revolving Fund

The prospective entrepreneur shall be over 18 years of age belonging to the estate community. First, the loan application submitted by the applicant is certified by the Grama Niladhari of the area and forwarded to the Ministry after obtaining the recommendation of the Divisional Secretary of the relevant Divisional Secretariat. Suitable candidates are selected through interviews by the Ministry officials and the applications are forwarded to the Bank of Ceylon head office with the recommendations of the Ministry. The Bank will provide loans to applicants who meet the requirements as per the agreement of the Self-Employment Fund for Estate Sector.

The maximum loan amount given to one beneficiary is Rs.100,000 and depending on the nature of the self employment, the loan amount is given in full or as installments. The Regional Bank of the Bank of Ceylon conducts follow-up on self - employment, and after releasing loan for a stage, inspect the progress of the implementation of previous stage when granting the loans for the next stage.

1.7 Information on Foreign Funded Projects

1.7.1 Name of the Project:

1.7.1 (a) Indian Grant Housing Project

The Government of India has allocated funds to provide 14,000 housing units on a full grant basis, giving priority to the plantation community who are affected by disasters such as landslides and fires.

This project implements under two stages and 4,000 housing units will be constructed under Stage 01 and 10,000 housing units will be constructed under Stage 02. A house of this project has been estimated for a value of one million rupees with Rs.950,000/- contribution from the government of India, Rs.30,000/- contribution from the relevant plantation company and Rs.20,000/- worth labour contribution from the beneficiary.

For providing drinking water, electricity, access roads and other infrastructure facilities required for this housing project, the Government of Sri Lanka provides Rs.120,000/- per housing unit for the first phase and Rs.150,000/- per housing unit for the second phase.

1.7.1 (a) I - Indian grant housing project - Stage I - 4000 houses

4,000 housing units are being constructed through the Estate Worker Housing Co-operative Societies (EWHCS) for the estate community in the Uva and Central Provinces under Stage I of the Indian Housing Program with two phases according to the Cabinet approval dated 08.01.2016 and the Memorandum of Understanding (MoU) signed with the Indian High Commission in Sri Lanka on 01.04.2016. Accordingly, as at 31.12.2019,

- Phase I - 1,057 houses have been completed and 699 houses have been handed over to beneficiaries.
- Phase II - 2,943 houses are under construction.

1.7.1 (a) II - Indian Grant Housing Project - Stage II - 10,000 houses

Under Stage II, the Government of India has agreed to provide 10,000 new houses to the plantation community. Cabinet decision has been received on 16.02.2018 and the relevant Memorandum of Understanding has been signed with the Indian High Commission in Sri Lanka. Accordingly, for the plantation community in the seven plantation regions of Badulla, Hatton, Nuwara Eliya, Kandy, Kegalle,

Ratnapura and Galle, it is planned to construct 10,000 housing units through the Estate Worker Housing Co-operative Societies by two phases.

- Phase II - It has been planned to construct 5,000 houses under this and the project list has been completed.
- Phase II - It has been planned to construct 5,000 houses under this and the project list has to be identified and completed.

1.7.1 (b) Donor Agency: Government of India

Under the direct supervision of the High Commission of India with financial assistance from the Government of India

The first stage of the Indian Grant housing programme is implemented through the following implementing agencies selected by the High Commission of India.

1. UN-Habitat
2. International Federation of Red Cross (IFRC)
3. Habitat for Humanity
4. National Housing Development Authority (NHDA)

1.7.1 (c) Estimated cost of the project - Rs. 15,280 million

- Indian Grant Housing Project - Stage I (4,000 houses)
 - Indian Grant Rs. 3,800 million
 - Government contribution Rs. 480 million
- Indian Grant Housing Project - Stage II (10,000 houses)
 - Indian Grant Rs. 9,500 million
 - Government contribution Rs. 1,500 million

1.7.1 (d) Project Duration - 8 years

Stage I

The duration of the project (Stage1) is 04 years from the year 2016 to 2019.

However, the project could not be completed within the stipulated time since activities such as identification of lands suitable for housing construction, land acquisition, surveying, land preparation for housing construction and obtaining approval from the National Building Research Organization (NBRO reports) took a longer period than expected and due to delays in construction as a result of uncontrollable factors such as weather and climatic conditions. By the end of the year 2019, 1,057 houses have been completed and the remaining 2,943 houses under various stages of construction are expected to be completed by 2020.

Stage II

The project duration for 10,000 houses under Stage II is 06 years and it is expected to be implemented from the year 2019 to 2024.

1.7.2 a) Name of the Project:

Upgrading of Thondaman Vocational Training Center

The project is funded by the Government of India with the objective of constructing a new three storied building for the Thondaman Vocational Training Center in Hatton, renovating existing buildings, establishing new training courses to meet market demands and providing the new technical equipment required for that.

The Cabinet approval has been received on 02.05.2017 for that and the relevant Memorandum of Understanding was signed with the High Commission of India in Sri Lanka on 20.09.2017.

1.7.2 (b) Donor Agency: Government of India

1.7.2 (c) Estimated cost of the project - Rs.219 million

Indian Grant Rs. 199 million

Government contribution Rs. 20 million (For taxes and other purposes)

1.7.2 (d) Project Duration: 03 years

Three years from September, 2017 to September 2020 has been given to implement this project.

Chapter 02

Progress and the Future Outlook

2.1 Special Achievements, Challenges and Future Goals

2.1.1 Special Achievements

- **Establishment of the “New Villages Development Authority” for the implementation of the New Villages Concept for the Plantation Community.**

More than 65% of the people who are the forerunners of the plantation crop economy for the purpose of earning foreign exchange for Sri Lanka's economic growth are still living in barrack-style line houses with minimal basic amenities and considering the physical, psychological and social difficulties they face under such a lifestyle, the Ministry enabled to commence the activities of the New Villages Development Authority in the year 2019 aiming to transform the plantation community into people with equal dignity and social status as the rest of the society by providing housing and other infrastructure facilities to the plantation community through the new villages concept.

Accordingly, on 7th February 2019, the works of the “New Villages Development Authority” were started with a Director General, who is the Chief Executive Officer and a Board of Management consisting of 07 members.

- **Thondaman Vocational Training Center was awarded 2nd place in the Provincial Award for the Best Training Provider in Central Province**

Sri Lanka's National Vocational Training Excellence Awards held at the BMICH on July 17, 2019, the Thondaman Vocational Training Center won the second place in the Provincial Award for the Best Training Provider in the Central Province.

2.1.2 Challenges and Future Goals

The Ministry paid much attention during the past period in accomplishing the challenges of solving the housing issues and developing the infrastructure facilities in plantation areas.

2.1.2.1 Socio-Economic and Infrastructure Development Policy in Plantation Areas

In the plantation areas, the infrastructure, which provides for better living conditions such as roads, electricity and water is limited. Although the plantation sector's contribution to the national GDP is high, the infrastructure development in this area has received less attention. Infrastructure development is essential for the improvement of the living standards of the plantation community and the government has also focused its attention to that sector through the “Vistas of Prosperity” policy statement.

The Ministry implements several major projects for infrastructure development.

Roads -

Estate roads need to be developed especially for the convenience of school children and patients in the plantation areas. Most of these roads belong to the Pradeshiya Sabha and due to lack of financial resources of these institutions, the maintenance of the roads has been neglected. Therefore, these roads which connect people to the main roads are developed by the Ministry.

Electricity -

Compared to the national level, the percentage of domestic electricity in the plantation sector is very low. It is expected to provide electricity to every new house with the assistance of the Electricity Board in order to improve the condition in the coming years.

Drinking Water Supply and Sanitation Facilities –

Drinking water and sanitation are priority areas. Though drinking water is available in many areas as they are mountainous areas, safe drinking water must be ensured. To achieve these goals, the Ministry will strive to provide safe drinking water through the Plantation Human Development Trust and the Pradeshiya Sabhas.

2.1.2.2 Housing Policy for Plantation Workers

When considering the indexes of housing and shelters, the plantation community can be considered as the most lagging behind community in the country. More than 58% of the plantation community lives in the line rooms (percentage of line rooms at the National level is 3.8%). Since these line rooms have been built by the British Planters nearly two centuries ago, most of them have become dilapidated and resulted to many social problems such as less ventilation and sunlight, overcrowding, absence of privacy, extended families also living in the same line room, and as well as other factors such as being victims of various kinds of abuse, insecurity, lack of social recognition and inappropriate environment which is not suitable for the education and health of children.

According to the year 2016 Annual Health Reports of the Plantation Human Development Trust, there are three types of houses in the plantation sector.

- 1 Single Barrack Line Houses
- 2 Double Barrack Line Houses
- 3 Temporary Houses

The area of a single line house, consisted of a front veranda, one bed room and a small kitchen, is around 264 square feet and double line rooms which occupying 2 families are consisted of 10 - 12 rooms at each line and has an area of 145 – 175 square feet. With the gradual increase of the number in families in the plantation areas, available line rooms were insufficient for their accommodation. Hence, the adjoining free areas were also used to make temporary houses using galvanize sheets and thick polythene. Facilities are very limited in this type of houses.

With the intention to overcome the difficulties faced by the plantation community in respect of the habitat, and to give them the right to live in dignity, actions were taken to provide the ownership of a single house with infrastructure facilities such as drinking water, electricity and access roads together with the ownership of a land extent of 07 perches by the housing project initiated based on a policy decision taken by the government.

2.2 Future Goals:

“Vistas of Prosperity”, the Government's Policy Statement outlines several aspects of the government's vision for the future and therefore, complying with the policy statement, it is the vision of this Ministry to implement policies that can be implemented according to the functions assigned to the Ministry. Accordingly, it is expected to pay attention to the low income, health and nutritional problems, and habitat and land issues of the plantation community, which has been specifically addressed through the Government's Policy Statement, Vistas of Prosperity. According to the policy statement, a programme to provide a special nutritional supplement to reduce child malnutrition in the plantation sector is expected to be implemented in the future.

It is also expected to implement a home gardening and agricultural crop cultivation project, and organic fertilizer production project through Saubhagya programme with the objective of generating additional income and reducing unemployment to improve the living conditions of the plantation community. Through the projects, it is expected to promote organic agriculture, increase food security and nutrition of the community. It is the aim of the Ministry to make this programme a success through the projects of Grama Shakthi, Praja Shakthi and the Self Employment Revolving Fund of the Estate Sector implemented under this Ministry and with the participation of Plantation Community Communication Facilitators and Praja Shakthi Officers.

Chapter 03

Financial Performance

3.1 Statement of Financial Performance

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

Budget 2019	Note	Actual	
		2019	2018
-		-	-
-		-	-
-	1	-	-
-		-	-
-	2	-	-
-		-	-
-	3	-	-
-		-	-
-	4	-	-
-		-	-
-		-	-
3,797,022,000		1,479,160,000	1,839,817,825
-		103,105,787	127,663,842
7,000,000		10,505,962	13,984,814
-		40,956,377	25,840,748
3,804,022,000		1,633,728,126	2,007,307,229
3,804,022,000		1,633,728,126	2,007,307,229
148,450,000	5	146,307,741	122,518,890
103,100,000	6	100,221,285	91,711,663
121,750,000	7	121,311,998	102,066,782
-	8	-	-
50,000	9	45,297	-
373,350,000		367,886,321	316,297,335
7,300,000	10	6,402,983	9,681,122
6,050,000	11	4,169,193	6,761,702
4,500,000	12	3,000,000	-
-	13	-	-
2,300,000	14	1,186,119	980,978
4,274,359,000	15	2,641,942,707	2,241,100,922
4,294,509,000		2,656,701,001	2,258,524,724
16,000,000		114,630,241	65,514,502
-		102,435,494	45,882,237
16,000,000		12,194,747	19,632,265
4,683,859,000		3,139,217,563	2,640,336,561
(879,837,000)		(1,505,489,438)	(633,029,332)

3.3 Statement of Financial Performance

Statement of Financial Position
As at 31st December 2019

ACA-P

Budget 2019	Note	Actual	
		2019	2018
Non Financial Assets			
Property, Plant & Equipment	ACA-6	239,578,744	235,409,551
Financial Assets			
Advance Accounts	ACA-5/5(a)	35,223,474	33,534,689
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		274,802,218	268,944,240
Net Assets / Equity			
Net Worth to Treasury		(163,419,209)	(164,384,646)
Property, Plant & Equipment Reserve		239,578,744	235,409,551
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	198,642,683	197,919,335
Imprest Balance	ACA-3	-	-
Total Liabilities		274,802,218	268,944,240

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 06 to 38 and Notes to accounts presented in pages from 39 to 55 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

.....
 Chief Accounting Officer
 Name :
 Designation :
 Date :28.02.2020
D. P. G. Kumarasiri
 Secretary
 Ministry of Community Empowerment and
 Estate Infrastructure Development
 No. 45, St. Michael's Road,
 Colombo 03.

.....
 Accounting Officer
 Name :
 Designation :
 Date : 28.02.2020

.....
 Chief Financial Officer/ Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name :
 Date :28.02.2020
R. M. S. Wasantha
 Chief Accountant
 Ministry of Community Empowerment and Estate
 Infrastructure Development
 No. 45, St. Michael's Road,
 Colombo 03.

3.4 Statement of Financial Performance

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

ACA-C

	Actual	
	2019 Rs.	2018 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	40,956,377	25,840,748
Profit	-	-
Non Revenue Receipts	103,105,787	127,663,842
Revenue Collected from the Other Heads	-	-
Imprest Received	1,479,160,000	1,800,206,000
Total Cash generated from Operations (a)	1,623,222,164	1,953,710,590
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	1,385,582,018	1,789,772,585
Subsidies & Transfer Payments	122,311,998	102,066,782
Deposit Payment	6,334,870	-
Expenditure on Other Heads	102,435,494	45,882,237
Imprest Settlement to Treasury	-	337
Total Cash disbursed for Operations (b)	1,616,664,380	1,937,721,941
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	6,557,783	15,988,649
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	9,806,157	10,196,434
Total Cash generated from Investing Activities (d)	9,806,157	10,196,434
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	4,169,193	6,761,702
Advance Payments	12,194,747	19,433,381
Total Cash disbursed for Investing Activities (e)	16,363,940	26,195,083
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(6,557,783)	(15,998,649)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	0.00	(10,000)

Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	-	-
Total Cash generated from Financing Activities (h)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	-	-
Total Cash disbursed for Financing Activities (i)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	-	-
Net Movement in Cash (k) = (g) -(j)	0.00	(10,000)
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	0.00	(10,000)

3.5 Financial Statements

3.5.1 Reporting Period

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

3.5.2 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.

3.5.3 Recognition of Revenue

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

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

An item of Property, Plant and Equipment is recognized when it is probable 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.

3.5.5 Property, Plant and Equipment Reserve

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

3.5.6 Cash and Cash Equivalents

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

3.6 Performance of the Revenue Collection

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue		Rs. ,000
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate	
		-	Not relevant	-	-	-

3.7 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Rs. ,000
	Original	Final		Allocation Utilization as a % of Final Allocation
	Recurrent	368,000		373,350
Capital	3,515,000	4,294,509	2,656,701	62%

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

Serial No.	Allocation Received from Which Ministry / Department	Purpose of the Allocation	Allocation		Actual Expenditure	Rs. ,000
			Original	Final		Allocation Utilization as a % of Final Allocation
			1	Ministry of National Policies, Economic Affairs, Resettlement & Rehabilitation, Northern Province Development, Vocational Training & Skills Development and Youth Affairs		ii). To pay the lease installment of the car bearing number CAX- 5630
		ii). To pay the allowances of Graduate Trainees	500	500	363	73%

3.9 Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2019	Balance as per financial Position Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	Report has not been completed due to Covid -19 Pandamic Situation			
9152	Machinery and Equipment		239,578,744	-	100%
9153	Land				
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in Progress				
9180	Lease Assets				

3.10 Auditor General's Report**

** The Audit Report is included in the Sinhala version (page No. 39-55)

Chapter 04

Performance Indicators

4.1 Performance indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75%-89%	50%- 74%
No. of new houses provided with basic facilities			30 %
No. of re-roofed line rooms			13 %
No. of water supply projects provided			60%
No. of latrines completed			16 %
No. of child development centers developed			40 %
No. of estate roads renovated / developed		84 %	
No. of common amenities development projects			58 %
No. of community trainings / awareness programs conducted			36 %
No. of vocational trainings provided			26 %

The amount of imprest received as at 31.12.2019 was Rs.1,268 million, though an imprest amount of Rs.2,724 million was requested (through Finance No. 11 and 17) from the General Treasury to achieve the development goals of the Ministry for the year 2019.

The non-receipt of the requested amount of imprest was also affected to reach the expected output of the development activities carried out by the Ministry.

Chapter 05

Performance of achieving the Sustainable Development Goals (SDGs)

5.1 Indicate the Identified respective Sustainable Development Goals

Goal / Objective	Targets	Indicators of the achievement		Progress of the Achievement to date		
				0% - 49%	50% - 74%	75% - 100%
Sustainable Development Goal 11 By 2030, ensure access to adequate, safe housing for all and upgrade/slums habitats.	Providing new housing and land ownership for 4,500 families living in line rooms Re-roofing of 1000 dilapidated line rooms	1	No. of new houses constructed and No. of title deeds issued	30%		
		2	No. of line rooms re-roofed	13%		
Sustainable Development Goal 6 By 2030, ensure equitable access to safe and affordable drinking water for all.	Providing water supply facilities for 4,000 families who do not have drinking water facilities	1	No. of families received drinking water facilities	48%		
		1	No. of families received sanitary facilities	40%		
By 2030, achieve access to adequate and equitable sanitation and hygiene for all	Providing sanitary facilities to 3500 families who do not have adequate sanitation facilities					
Sustainable Development Goal 4 By 2030, ensure that all girls and boys have access to quality early childhood development	Development of 15 Estate Child Development Centers to cover 400 Pre-School Children	1	No. of Child Development Centers developed	46%		
		2	No. of children benefitted			

Sustainable Development Goal 01 (No Poverty) and Goal 02 (Zero Hunger) Goal 01 Eradicate extreme poverty by 2030 and Goal 02 End hunger and ensure adequate & continuous receipt of safe & nutritious food all year round by 2030	Implementation of 1000 programmes related to livelihood development and food security	1 2	No. of programmes implemented			83%
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5.2 Brief explanation - Achievements and Challenges of the Sustainable Development Goals.

5.1 Achievements and Challenges of reaching Sustainable Development Goals:

Improving the quality of life of about one million plantation community in Sri Lanka is one of the main functions of this Ministry.

The Plantation Community is a community with a lower standard of living compared to other communities in Sri Lanka and according to the data of the Department of Census and Statistics, the household monthly income is low compared to the rest of the country and the level of malnutrition among the community, especially among the children under the age of 05 years also is comparatively very high. According to the population census reports of 2012, only about 52% of the estate population has access to safe drinking water, and 65% of the population live in sheet roofed line rooms confined only to around 200 square feet with minimum facilities. When working towards achieving the Sustainable Development Goals such as ensure minimizing poverty, reach child malnutrition indexes, providing safe and improved habitats, provide opportunities for everyone to have safe drinking water, it is imperative that the plantation community whom such facilities are minimum, shall be paid more attention.

In order to ensure the right of the plantation community to their own safe habitat, they were given single houses with improved sanitation and drinking water facilities and 07 perches of freehold land and it can be considered as a great achievement of this Ministry.

However, achieving the desired goals has become a challenge due to various environmental and technical issues. Lack of allocation, difficulties in finding suitable lands, consuming time for land acquisition process and shortcoming of the housing project implementation process have become challenges in achieving the targets.

At a moment when half of the plantation population do not have access to safe drinking water, achieving the sustainable development goals of Sri Lanka without completing the drinking water requirement of the plantation community is a real challenge and situation has become more problematic especially due to the lack of suitable safe drinking water sources in the plantations, the high cost when implementing water projects based on available water resources and less interest of relevant parties to submit project proposals for the implementation of water projects in the plantations.

Chapter 06

Human Resources Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	21	13	8
Territory	6	3	3
Secondary	279	254	25
Primary	36	33	3
Total	342	303	39

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

Lack of approved staff to perform the broad responsibilities and duties assigned to this Ministry, which is established for the benefit of over one million plantation community, is a major issue. This situation is exacerbated by the fact that vacancies are present even in the approved cadre and they have to face numerous difficulties in performing their daily duties. Five senior posts, two tertiary posts, 30 secondary posts and three primary posts are vacant in the Ministry. Vacancies in senior positions cause delays in the decision-making process and also adversely affects the proper function of the organizational hierarchy. Then the productivity of tertiary, secondary and primary workers is affected. Secondary level staff shortage has a direct impact on the development projects implemented by the Ministry. From adversely affecting to achieve the optimum level of infrastructure development projects undertaken by the Ministry, shortage of human resources affects the overall performance.

Accordingly, due to 09 vacancies in the Management Service Officers' Service, 08 vacancies in the Development Officers' Service and due to the vacancies in 02 approved posts in the Sri Lanka Information and Communication Technology Service, we have to face immense difficulties in carrying out the daily duties. Further, the number of approved posts in the Sri Lanka Technological Service is eight (08) and at present there are three (03) employees on contract basis and five vacancies in the Technological Service. A number of projects such as Housing Project for the construction of 14,000 houses for the plantation community under the Government of India's medium scale grant programme are being implemented by this Ministry and lack of the staff to perform the broad responsibilities and duties assigned to the Ministry is a key issue.

Further, the lack of experienced officers in Grade II / I of the Management Service is an obstruction to the proper functioning of the institution. The post of Administrative Officer is also vacant and the officer serving in the post at the present has been recruited on contract basis. The post of Director (Planning) is also vacant and only one officer is currently serving in the two approved posts of Director (Engineering) and Assistant Director (Engineering). Since many projects are being implemented through this Ministry for the development of the infrastructure of the plantation community, the vacancy of these positions has affected the overall performance as well as the day-to-day works and achievement of development goals of the projects.

6.3 Human Resources Development

Name of the Program	No. of staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program Foreign/Local	Output / Knowledge Gained*
			Local	Foreign		
One day Seminar on Essentials for Effective Contract Administration & Supervision of Infrastructure Projects	02	day 01	7		Local	The method of conducting project supervision and administration in order to overcome additional provisions and related issues when entering into contracts for infrastructure development projects and due to their lack of proper supervision
Workshop on Managing Urban Waste	05	01 day	35		Local	Planning waste disposal systems since the projects are planned for the construction of towns / new settlements, during the construction and after the settlement.
One day Seminar on Who Creates Delay, Disputes, Issues, Claims, Corruption Clauses, Impracticable Specifications in Government & Private Sector Contracts	02	01 day	7		Local	Corruption, disputes and issues arising when getting in to contract agreements on impractical specifications and how to avoid them
Diploma in Public Procurement & Contract Administration	01	01 year	100		Local	Properly follow the Government procurement procedure and enter into agreements accordingly
Pricing of BOQ & Rate Analysis	02	05 days	30		Local	Getting an understanding of the pricing and the accuracy of the construction related bills submitted by the contractors
Certificate in Conversational Tamil	01	10 days	27		Local	Fluency in Tamil language
File Management, General Office Administration & E-Code	02	03 days	7		Local	Maintaining files to ease office methods and its importance

Certificate Course in Computer Applications	01	06 months	25		Local	Application of Computer software for use of official purposes (Ms Word/Ms excel)
Programme of Organic Agriculture & Compost Fertilizer Preparation	80	04 days	97		Local	Horticulture, home gardening, organic fertilizer, identification of local pest control methods. Identification of suitable home gardening methods for the plantation community and usage of practical knowledge to motivate them towards it.
Plantation Community Communication Facilitators Training Programme	200	04 days	162		Local	Identification of soft skills and communication skills to work with the grassroots community in plantation areas and with the plantation management where the plantation community communication facilitators are directly involved. File management, preparation of project proposals and reports Basic knowledge on project inspection and reporting
Capacity Building Programme	100	01 day			Local	Knowledge on paperwork, filing, postal & office management, and institutional affairs. Awareness on discipline & conduct and identification of duties & responsibilities. Identification of responsibilities of the supervisory officers. Knowledge on financial management and maintenance of damages and losses records.
Best Practices in Human Resources Management/ Planning & Administration	01	10 days	690	248	Foreign	The long-term benefits of human resources planning for the overall development of a country, and the practices adopted by the Malaysian government on planning, utilization and training of human resources and international experience.
Human Resources Management	01	10 days	896		Foreign	Managing human resources to maintain optimum levels of institutional performance and international experience on the measures taken by the government of China in that regard.

International Workshop on Supply Chain Management	01	11 days	388	274	Foreign	Circumstances where attention shall be paid to maintain the supply chain in relation to various projects, planning those circumstances, issues arisen by avoiding those circumstances; and the importance of supply chain management and related foreign experiences.
2019 seminar on Paperless Trade & E-commerce for Asia Pacific Countries	01	13 days	28	61	Foreign	Cost and Time effectiveness are most important for all Sectors. Especially Government Sector tries to reduce paper works by sharing the documents through Computer local and internet connections. It is easy for access and communication between the staff.

6.3.1 How the training programmes contributed to the performance of the institution

How human resources development directly impacts the performance of the institution is well visible in the Ministry. In the year 2019, it could be seen how the institution has improved its performance through the training programs conducted in the year 2019. The performance of the officers who participated in the local and foreign training programmes during the past year was predominant.

A significant number of employees have participated in a number of programmes such as office management and financial regulations, courses on the government procurement process, administrative skills, training courses in Sinhala and Tamil languages, project management and computer training programmes, etc. Following these training programmes, the employees are enabled to use the accurate office management methods, solve the problems arising from the institution, make the right procurement decisions and utilize the public finances accurately, identify the best development projects and to perform with maximum efficiency.

As a whole, the short term and long term local and foreign training programmes have a direct impact on the performance increment of the institution. It is a great achievement for the entire institution to contribute towards the improvement of the living standards of the plantation sector through this.

Chapter 07

Compliance Report

No.	Applicable Requirement	Compliance Status (Complied /Not Complied)	Brief explanation for Non-Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on the due date			
1.1	Annual financial statements	Not complied	Delayed a day when preparing all models accurately.	Collect and prepare necessary information since the beginning of the year.
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not complied	Not Applicable	
1.4	Stores Advance Accounts	do	do	
1.5	Special Advance Accounts	do	do	
1.6	Others	Complied		
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 updated	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		

2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls have been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		

4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit queries			
5.1	All the audit queries have been replied within the specified time by the Auditor General	Not Complied	Has not replied within the relevant time period. It has been informed to respond to the due date.	
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Not Complied	Some internal audit queries have not been answered within a month.	Officers have been informed to adhere the timeline.
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 have 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	Not Complied	Details have been recorded in final accounts and submitted to the Dept. of State Accounts	Adhere the circulars and timeline
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	Not complied		Performing Circular instructions on time
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Not complied	Due to the prevailing pandemic situation (Covid 19), the board of survey could not be completed properly.	Take action to complete early
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	Not complied	do	do
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Not complied	do	do
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		

9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		

11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied	Even if the liabilities exceed the allocated provisions due to paying for the projects relevant to previous years from the provisions allocated for a certain year, no payments have been made beyond the approved allocation limit.	Arranging to make payments within the year by completing the projects relevant to the year during the same year.
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 complied	Death or vacation of post	Efficient the work of such employees
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		

15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Not complied	This is not Ministry revenue	
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Not complied	Same	
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Not complied	Same	
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Not Complied	Still use the Previously developed Wbsite. Information updating only done. New Web site is being prepared and at the final stage.	Include facilitate to appreciate/ allegation
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		

18		Implementing citizens charter		
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19		Preparation of the Human Resource Plan		
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		

19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		