



Ministry of Labour and Trade Union Relations

Annual Performance Report 2018

Compilation

Planning, Research and Development Division

Publication

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Ministry of Labour and Trade Union Relations

Annual Performance Report – 2018

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Message of the Minister of Labour and Trade Union Relations

Hon. Ravindra Samaraweera



It is a great pleasure for me to have this opportunity to issue a congratulatory message to the Performance Report 2018 published by the Ministry of Labour and Trade Union Relations.

The contributions made during the year by the institutions affiliated to the Ministry, namely the Department of Labour, National Institute of Labour Studies, National Institute of Occupational Safety and Health, Sharma Vasana Fund, Department of Manpower and Employment, Employees' Trust Fund Board and Office of the Commissioner for Workmen's Compensation, for socioeconomic development of the country are substantial.

A multitude of programmes were implemented by the Ministry of Labour and Trade Union Relations in year 2018 for the welfare of employees serving island-wide in the private and semi-governmental sectors.

Registration of trade unions, resolving labour disputes and strikes with the intervention of the Ministry thus establishing industrial peace to precipitate the development process of the country, formulating and implementing policies in respect of international labour standards, worker administration and welfare and drafting laws relating to labour relationships and regulating same were carried out during the year under review.

The Job Fair programme has been introduced by the Department of Manpower and Employment to guide unemployed young men and women towards employment opportunities available in the private sector. As part of this programme Employment Service Centres have been established in several districts of the country to facilitate the registration process.

Arrangements have been made through the National Institute of Labour Studies to conduct various training programmes for the officers of the public and private sectors and the National Institute of Occupational Safety and Health has taken measures to educate employers as well as employees on industrial safety through a host of awareness and training programmes.

Paving the way for efficient and engaging public service, new labour offices and buildings have been constructed and vested with people and existing labour offices and buildings in several towns have been renovated to maintain services on par with international standards with particular emphasis on the elimination of child labour and the upholding of workers' rights and maintenance of sound working conditions.

I wish to convey my thanks to the Secretary of the Ministry Mr. Nimal Saranatissa and the entire staff and the heads of all institutions under the purview of the Ministry and their staff members for working with dedication to achieve the objectives and targets of the Ministry in the year 2018.

Ravindra Samarawerea (M.P.)

Minister of Labour and Trade Union Relations

Message of the Secretary to the Ministry of Labour and Trade Union Relations



I am delighted to extend my best wishes to this report which details the performance of the Ministry of Labour and Trade Union Relations and the institutions under the purview in the year 2018.

The contribution of all Sri Lankans are essential for the realization of the sustainable development goals. The role assigned to the Ministry of Labour and Trade Union Relations too is enormous. The Ministry was able to initiate policies and programmes to strengthen workers' rights under the good governance policies and 2020 and 2025 vision and policy framework.

In order to execute the mandate of the Ministry, the institutions coming under its purview, i.e. the Department of Labour, Office of the Commissioner for Workmen's Compensation, National Institute of Occupational Safety and Health, National Institute of Labour Studies, Employees' Trust Fund Board, Sharma Vasana Fund and Department of Manpower and Employment have played a pivotal role during the period under review in the year 2018.

Action has been initiated to empower labour advisory councils and amend labour legislations to be in tune with the existing national and international socioeconomic context and to create an investor friendly environment while upholding labour rights. One of the most outstanding accomplishments of the years was the granting of 84 day maternity leave for each childbirth of working women in the private sector through the removal of anomalies in the Maternity Benefits. Measures have also been initiated to amend the Employees' Provident Fund Act, Workmen's Compensation Ordinance, Wages Board Ordinance, Shops and Office Ordinance and Shrama Vasana Fund Act in order to expand their coverage. Action is being pursued to draft one single legislation incorporating the provisions of all acts relating to service conditions and to offer legal coverage of labour legislations to domestic workers. Similarly, the National Policy on Elimination of Child Labour was launched and steps were taken for its enforcement through the establishment of a national steering committee with the participation of all stakeholders.

The Department of Manpower and Employment launched a number of initiatives including guidance to young job seekers to secure employment opportunities in the private sector, conducting job fair programmes and guidance programmes for schoolchildren, encouraging women to take up self-employment and establishing Public Employment Service Centres to register for jobs. During the year, the Ampara circuit bungalow and the Puttalam and Polonnaruwa labour offices were declared open and the construction in the "Mehewara Piyasa" reached the final stage. Making the vision and mission of the Ministry more meaningful, solutions could be offered to a plethora of problems of workers through mobile service programmes.

I wish to express my gratitude to the Minister of Labour and Trade Union Relations Hon Ravindra Samaraweera for offering leadership and guidance to carry out the aforesaid functions. My thanks are also due to the entire staff of the Ministry, the Commissioner General of Labour, the Director General of the Department of Manpower and Employment, the Chairman of the Employees' Trust Fund Board, the Commissioner for Workmen's Compensation the Director General of the National Institute of Labour Studies, the Director General of the National Institute of Occupational Safety and Health, the General Manager of the Shrama Vasana Fund and officials of all levels of these institutions and the Additional Secretaries and all officials of the Planning Research and Development Division of the Ministry who prepared this report.

S.A. Nimal Saranatissa

Secretary

Ministry of Labour and Trade Union Relations

Ministry of Labour and Trade Union Relations

Improving the standards of living and service conditions of workers in the semi-government and private sectors of Sri Lanka and the formulation of pertinent policies and implementation thereof by establishing industrial peace and employer and employee relationship required for the enhancement of the production and labour productivity are the prime objectives of the Ministry of Labour and Trade Union Relations. The scope of the Ministry has broadened with labour legislations enacted from time to time with the welfare of the worker in mind. Accordingly, the vision and mission of the Ministry are as follows.

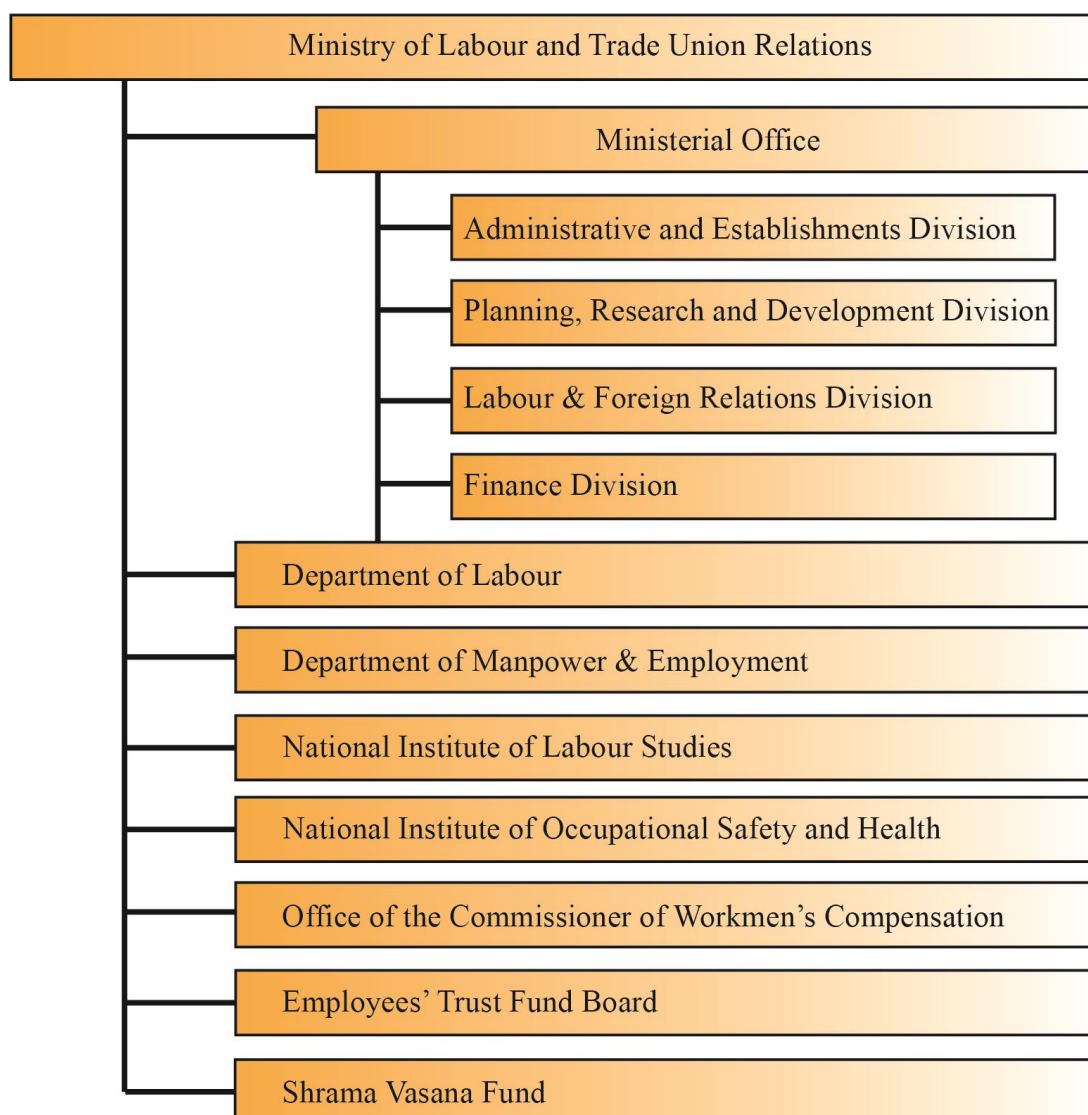
Vision

A satisfied, productive labour force

Mission

Contribute towards the socio-economic development through the promotion of industrial peace, social security, workers' rights and productivity

Institutions and divisions under the Ministry



Objectives of the Ministry

- ❖ Strengthening employer –employee relationships through tripartite empowerment.
- ❖ Ensuring service standards and workers’ rights in compliance with international standards.
- ❖ Eliminating child labour.
- ❖ Empowering and protecting employed women employees and encouraging gender equality.
- ❖ Enhancing flexibility of labour legislations and procedures.
- ❖ Formulating appropriate methodologies for ensuring social security

Duties assigned to the Ministry

As per Gazettes Extraordinary of the Democratic Socialist Republic of Sri Lanka published on 21.09.2015 and 12.05.2018, the duties, powers and functions assigned to the Ministry of Labour and Trade Union Relations are as follows.

1. Formulation of policies, programmes and projects, monitoring and evaluation in regard to the subjects of labour and trade union relations and those subjects that come under the purview of Departments, Statutory Institutions and Public Corporations under the Ministry.
2. Formulation and implementation of policies with regard to international labour standards, supervision and welfare of employees.
3. Liaison with International Labour Organization and International Social Security Organizations.
4. Administration of the Employees’ Provident Fund and Private Retirement Schemes.
5. Industrial relations and settlement of industrial disputes
6. Matters relating to formulation of laws and regulations relevant to labour relations and their regulation.
7. Provision of employment and career guidance.
8. Registration of trade unions and introduction and implementation of positive measures for harnessing activities of all trade unions in the public and private sectors for the country’s development.
9. Implementation of national manpower and employment policies.
10. Regulation of levy by employment agencies.
11. Unemployment benefit insurance scheme.
12. Implementation of employment guidance programmes.
13. Matters relating to all other subjects assigned to the Department of Labour, National Institute of Labour Studies, National Institute of Occupational Safety and Health, Office of the Commissioner of Workmen’s Compensation, Shrama Vasana Fund, Employees’ Trust Fund Board and Department of Manpower and Employment.

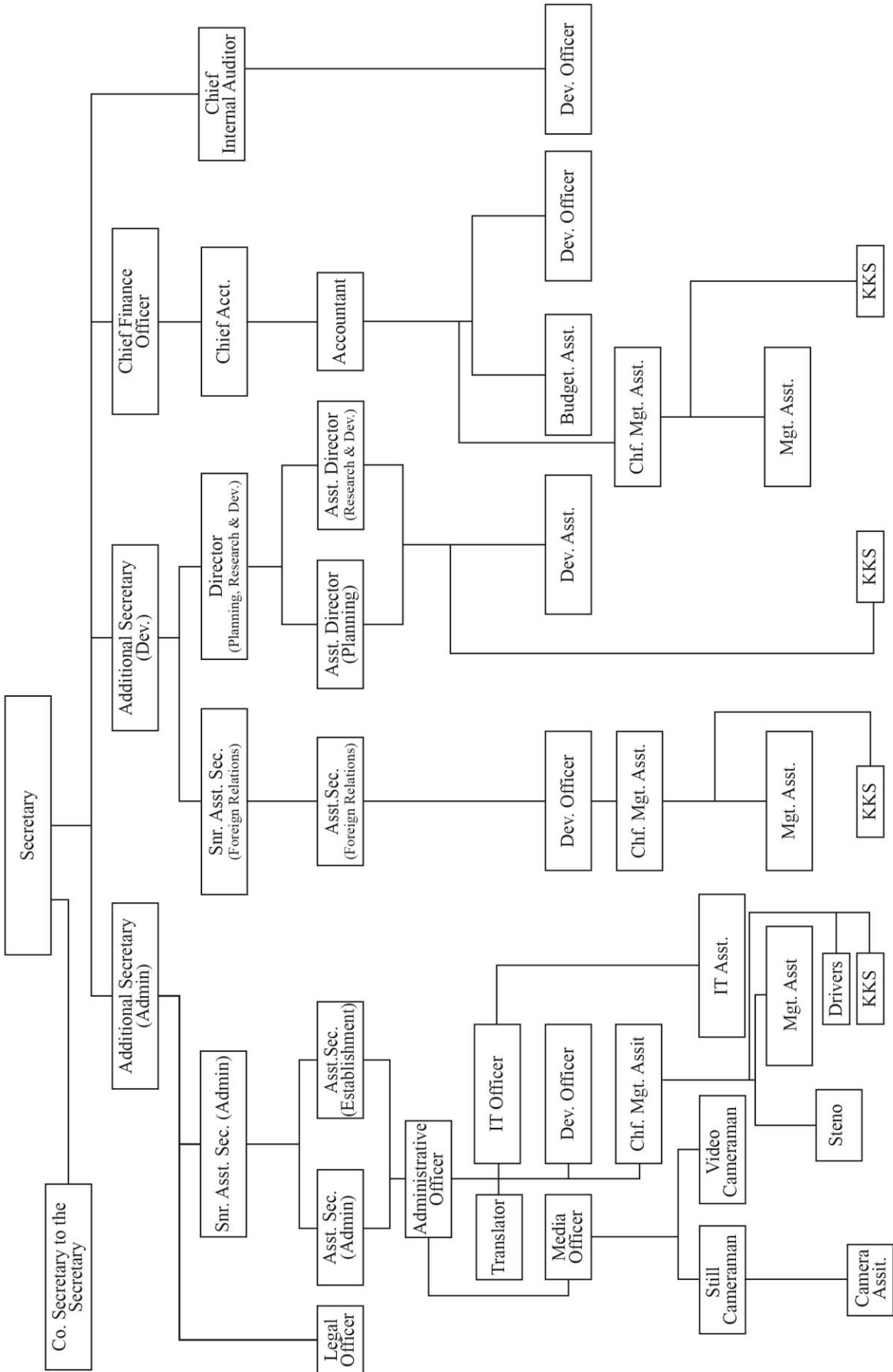
Major legislations implemented

1. Workmen's Compensation Ordinance, No. 19 of 1934
2. Trade Unions Ordinance, No. 14 of 1935.
3. Maternity Benefits Ordinance of 1939
4. Wages Board Ordinance No. 27 of 1941
5. Factories Ordinance Act No. 45 of 1942
6. Industrial Disputes Act No. 43 of 1950.
7. Shop and Office Employees (Regulation of Employment and Wages) Act No. 14 of 1954.
8. Employment of Women, Young Persons and Children Act No. 47 of 1956.
9. Fee-Charging Employment Agencies Act No.37 of 1956.
10. Employees' Provident Fund Act. No. 15 of 1958
11. Termination of Employment (Special Provisions) Act No. 45 of 1971.
12. Employees Councils Act No.32 of 1979.
13. Gratuity Act No. 12 of 1983
14. Shrama Vasana Fund Act No. 12 of 1998
15. National Institute of Occupational Safety and Health Act No. 38 of 2009
16. National Institute of Labour Studies Act No. 12 of 2010.
17. National Minimum Wage of Workers Act No. 03 of 2016
18. Budgetary Relief Allowance of Workers Act No. 04 of 2016

Staff information – as at 31.12.2018

Institution	Senior level		Tertiary level		Secondary level		Primary level		Total		
	Approved number	No. employed	Approved number	No. employed	Approved number	No. employed	Approved number	No. employed	Approved number	No. employed	No of vacancies
Ministry Office	21	13	05	4	80	49	41	25	147	91	56
Dept of Labour	210	150	668	514	1,762	1553	489	452	3129	2669	460
Dept of Manpower & Employment	15	07	04	0	673	568	15	14	707	589	118
National Institute of Labour Studies	09	03	13	07	18	06	05	03	45	19	26
National Institute of Occupational Safety & Health	03	01	07	04	10	08	05	06	25	19	06
Office of Commissioner of Workmen's Compensation	05	02	02	01	31	27	05	03	43	33	10
Shrama Vasana Fund	01	01	03	03	07	07	04	04	15	15	0
Employees' Trust Fund Board	70	58	80	62	762	748	174	168	1086	1036	50
Total No. of employees	334	235	782	595	3343	2966	738	675	5197	4471	726

Organizational Chart



Summary of the overall financial progress – as at 31.12.2018

Institute	Expenditure item	Expenditure category	Net Provision (Rs. 000')	Expenditure (Rs. 000')	Balance provisions (Rs. 000')	Expenditure percentage (%)
Ministry Office	193	Recurrent	207,527	163,404	44,123	78.7%
		Capital	268,387	63,726	204,661	23.74%
National Institute of Labour Studies		Recurrent	12,000	11,851	149	98.8%
		Capital	1,500	1,500	0	100%
National Institute of Occupational Safety and Health		Recurrent	6,000	4,179	1,821	69.7%
		Capital	7,000	690	6,310	9.9%
Officer of the Commissioner of Workmen's Compensation		Recurrent	33,400	33,077	323	99%
		Capital	3,850	499	3,351	13%
Grand Total		Recurrent	258,927	212,511	46,416	82%
		Capital	280,737	66,415	214,322	23.65%
Dept of Labour	221	Recurrent	1,619,100	1,614,474	4,626	99.7%
		Capital	2,211,000	1,813,415	397,585	82.01%
Dept of Manpower & Employment	328	Recurrent	352,655	348,771	3,884	98.89%
		Capital	31,100	30,395	704	97.74%
Total		Recurrent	2,230,682	2,175,766	54,916	97.53%
		Capital	2,522,837	1,910,225	612,612	75.71%
Grand Total			4,753,519	4,085,991	667,528	86%

Sustainable Development Goals

Sri Lanka envisages achieving a better level of development through the fulfillment of sustainable development goals by the year 2030. Of the sustainable development goals, this Ministry has to make its contribution for the fulfillment of the 8th sustainable development goal “Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”.

If Sri Lanka is to enter the path of rapid development, decent work for all has to be promoted. It is expected to promote equal opportunities for men and women to secure gainful work in an environment of freedom, equity, security and human dignity. Merely the creation of jobs is not what is expected, the jobs so created should be of acceptable level. The decent work programme is based on 4 pillars.

- Creation and promotion of employment and national productivity
- Rights at work
- Social protection
- Social dialogue

In addition to these 4 major pillars, every sector is coordinated by implementing programmes covering the following areas.

1. Productivity promotion
2. Ensuing gender equality.

Accordingly, all institutions under the purview of the Ministry, lay emphasis on the following thrust areas for the creation of decent work environment.

1. Industrial peace and harmony
2. Enactment of labour standards and rules and regulations
3. Protection of women workers and elimination of child labour.
4. Occupational safety and health
5. Social protection
6. Education, training, research and development relevant to the field of labour.

‘Decent work programme of Sri Lanka’ formulated in collaboration with the International Labour Organization was implemented during the four year period from 2013-2017. Having prepared the ‘Decent Work Programme’ for the period from 2018 to 2022, a memorandum of understanding was signed with the participation of the ILO, trade unions and employers.

All activities performed by the Ministry are centered on the creation of decent work for all and the establishment of industrial peace in the country. All institutions affiliated to the Ministry too contribute to realize decent work, enhance productivity and strengthen employee-employer relationships by promoting occupational safety and health, conducting research and studies on the labour sector and improving the welfare of workers and establish industrial peace in the country through the creation of an informed labour force.

Amendments of labour legislations

While initiating measures to revise labour laws to be compatible with the current national and international context and to create an investment friendly environment in Sri Lanka, the Ministry is bound to protect the rights of the working community. Following activities are to be carried out in this regard.

1. Introduction of a single Act incorporating service conditions in order to make the entire labour force of Sri Lanka the stakeholders of economy. This endeavour is aimed at removing inconsistencies and complexities amongst different legislations and the proposed single Bill is now in the process of being drafted.
2. Laws were amended to remove anomalies regarding maternity leave and all female workers are entitled to 84 days of maternity leave.
3. Action is being pursued to increase the employable age from 14 years to 16 years.
4. New regulations are to be introduced under the Factory Ordinance with a view to conducting more comprehensive inspections at factories.
5. The Employees’ Provident Fund Act is being amended to suit the timely needs.
6. Necessary action is being pursued to amend the Shrama Vasana Fund Act to carry out welfare activities in a wider area.
7. Measures are being taken to offer legal protection of labour laws to domestic workers.

8. Steps are being taken to increase the maximum compensation paid to workers from Rs. 550,000 to Rs. 2,000,000 by amending the Workmen's Compensation Ordinance.

Performance of the Ministry

i. Establishments and Administrative Division

Establishment and Administration Division consists of three units as Administration, Establishment and Media.

Among the many onerous responsibilities entrusted to this division are general administration, management, maintenance activities, training, and coordinating activities of the Ministry and institutions under the purview of the Ministry.

All activities relating to human resources management of the Ministry and the Ministerial office are handled by the Establishments Division. In addition, this division also deals with parliamentary questions and multiple requests made by the Public Petitions Committee, Consultative Committee, Human Rights Commission and the general public.

The Media Unit is in charge of the responsibility of keeping the general public aware of the activities carried out by the Ministry and institutions under its purview and giving them publicity through various media institutions.

S. No	Programme	Targets for year 2018		Progress from 01.10.2018 to 31.12.2018	
		Physical	Financial (Rs. 000)	Physical	Financial (Rs. 000)
01.	Productivity promotion programme of the Ministry	100%	200	- Ministerial staff training programmes were held in two stages under the productivity promotion programme. - An educational tour to an institution which has won National Productivity Awards has been organized under two stages	128.38
02.	Provision of relief to July strikers	-	-	Recommendations have been sent to the Department of National Budget for making payments to 119 July strikes who will be reaching 65 years. (Rs 250,000 for each striker).	29,750

ii. Planning, Research and Development Division

Devising plans of the Ministry and all institutions under its purview required for steering the development plans towards the set targets and the implementation, progress review and follow up thereof are the key functions of this division. In addition, the division has also discharged the following duties during the period under review.

1. Preparing the annual action plan containing development tasks carried out by the Ministry and its affiliated institutions and referring it to the relevant parties.
 - Preparing the Annual Action Plan in accordance with outcome based budgeting scheme, implementation thereof and conducting monthly progress reviews.
2. Coordination with the Presidential Secretariat, Ministry of Finance, Department of Project Management and Monitoring and National Planning Department in terms of National Budget Circular No.(1) of 06/2015, and submission of progress reports monthly and quarterly.
3. Preparing annual performance report for the year 2017.
4. Handling all activities pertaining to the publication of Sri Lanka Labour Gazette. In respect of the period under review, volumes I, II, III of Serial No 69 were issued quarterly.
5. Arrangements have been made to hold a scholarly symposium on the field of labour for which 09 research papers have been received. Of them full reports have been called in respect of 06 selected papers and the symposium was held on November 29, 2018. Measures have been taken to sum up the reports and print as a journal.
6. A special mobile service programme was conducted on 22nd and 23rd September to address problems of labour community of the Badulla district. Solutions were offered to problems relating to the labour sector of more than 2000 workers. Similarly, a series of welfare programmes were also conducted.
7. The third edition of the book “Understanding Labour Law” was prepared and printed.
8. Under the decent work programme, Rs. 15 million was allocated to the following institutions for the implementation of various programmes and projects under the decent work programme.

Progress of the decent work programme – as at 31.12.2018

Institute	Net provision	Expenditure	Remaining provision	Expenditure percentage
Dept. of Labour	6,098,800	5,965,635	133,165	94%
Dept. of Manpower & Employment	3,733,000	3,275,000	458,000	88%
National Institute of Occupational Safety and Health	1,000,000	1,000,000	-	100%
National Institute of Labour Studies	300,000	-	300,000	-
Office of the Commissioner for Workmen's Compensation	2,000,000	1,037,400	962,600	52%
Ministry of Labour & Trade Union Relations	1,868,200	964,439	903,761	52%

iii. Labour and Foreign Relations Division

Safeguarding domestic labour rights in accordance with the obligations undertaken by Sri Lanka as a member country of the International Labour Organization and other internationally recognized conventions and recommendations and making use of them on behalf of the Ministry of Labour and Trade Union Relations to resolve problems in the labour sector is the premier function of this Division.

Ensuring that Sri Lanka has fulfilled its obligations and responsibilities in respect of the field of labour to the International Labour Organization and other multilateral agencies, formulating labour policies, creating national level social dialogues and enlisting international support for the development of human resources are the other functions of the Division.

Objectives

- Taking action to build better relationships between employers and employees in order to uphold the rights of workers that come under constant threats due to globalization and open economy and reporting to the International Labour Organization (ILO) within stipulated timeframes, the progress in respect of the implementation within Sri Lanka of the labour conventions of the ILO ratified by Sri Lanka.
- Initiating action to educate the international community on the basis of progress achieved by Sri Lanka in relation to the labour sector.
- Pursuing action to enlist the financial and technical support of the ILO to address issues connected with the labour sector.
- Taking measures for the provision of foreign training to the officers attached to the Ministry and institutions under its purview.
- Enacting new legislation and taking measures to amend existing labour legislations to be compatible with current needs.

Performance from January to 31st December 2018

- Preparation of the reports to be forwarded under Constitution No. 22 of ILO. Preparation of reports for 06 Conventions for the year 2018 and preparation of reports to be sent under constitution No.19.
- Coordinating and following up all activities required to cause the participation tripartite representatives in the ILO conference held annually in Geneva.
- Acting as the facilitator of the meeting of the National Labour Advisory Council which meets monthly with tripartite representation. 06 meetings were conducted during the period under review.
- Compiling the report to address problems encountered in regaining the EU GSP+ concession and conducting meetings for the tripartite committee appointed to monitor of GSP+ concession and organizing and participating in all activities thereof.
- Taking necessary action to have the officials attached to the Department of Labour and other institutions affiliated to this Ministry participated in foreign scholarships, workshops and training programmes. During 2018, 65 officials took part in foreign training courses and workshops.
- Providing relevant information to the Economic Review and Economic Outlook published annually by the Central Bank of Sri Lanka and compiling information relevant for the Central Bank Annual Report.
- Laying the groundwork for the introduction of a new Bill with a view to removing anomalies in the legislations currently in operation in respect of terms and conditions of service of employees of the private sector and introducing flexible service conditions and incorporating new service conditions to suit the current needs of the country.
- Handling activities in respect of Memoranda of Understanding to be signed in future in the fields of social security and education in relation to the labour sector between Sri Lanka and other countries and all programmes towards that end.
- Conducting meetings of the National Steering Committee on Child Labour and coordinating all activities connected therewith.
- Forwarding responses to queries made by the American embassy in respect of the labour sector.
- Compiling reports on emerging trends of the labour sector for the use of the Ministry of Foreign Affairs and other ministries.
- Taking action pertaining to foreign tours undertaken to strengthen cooperation in the field of labour.

- Conducting coordinating activities in respect of projects and workshops implemented with the technical cooperation of the International Labour Organization.
- Taking all necessary actions for the ratification of the Marine Labour Convention 2006 and the Seafarers' Identity Documents Convention No. 185 of 2003 of the ILO.
- Making necessary arrangements for the ratification of 29th protocol on forced labour.
- Making necessary arrangements to have a 10-member tripartite delegation participate in a study tour of South Africa with the objective of examining South African social discourse mechanism and improving the standard of the current National Labour Advisory Council.
- Causing officials of the ministry to participate in the IV Global Conference on the Sustained Eradication of Child Labour representing Sri Lanka and making arrangements where through for the designation of Sri Lanka as a pathfinder country that has eradicated child labour.
- Organizing a series of tripartite workshops at regional level on the following topics- Reasons for minimal participation of women in labour force, understanding the needs of employees in the informal sector, creating equitable employment under tripartite agreements, methodology for determining the minimum salary of employees, prevailing issues and key challenges in the plantation industry and remedial measures, challenges in promoting collective bargaining, needs for integrating labour laws.
- Taking initiative for the formulation of all types of policies implemented in respect of the Ministry.
- Holding the meetings of ministerial committee on labour laws and policies which is a special committee to discuss the matters, trends and need relating to the revision of laws and policies and introduction of new legislation in respect of the labour sector.
- Compiling reports on the progress of the National Human Rights Action Plan (2017-2021) aimed at promoting and safeguarding human rights in Sri Lanka and devising necessary plans required for attaining objectives and implementing activities relating to the chapter on "Labour Rights" thereof.
- Making arrangements for the Task Force meetings under the Decent Work Country Programme (DWCP) and extend necessary support in that regard to the ILO.

iv. Finance Division

The financial progress of the Ministry from 01st January to 31st December 2018 is as follows.

Programme	Project	Expenditure category	Net provision (Rs)	Expenditure (Rs)	Remaining provision (Rs)	Expenditure percentage (%)
1	1	Recurrent	29,661,000	25,144,653	4,516,347	85
		Capital	1,582,065	1,317,708	264,357	83
		Total	31,243,065	26,462,361	4,780,704	85

1	2	Recurrent	80,794,000	76,688,940	4,105,060	95
		Capital*	258,414,625	60,828,802	197,585,823	24
		Total	339,208,625	137,517,742	201,690,883	41

* From the provision allocated for interior designing of the Mehewara Piyasa building, a provision of Rs. 75 million was allocated to the Department of Labour

1	11	Recurrent	18,885,000	4,418,975	14,466,025	23
		Capital	1,950,000	-	1,950,000	0
		Total	20,835,000	4,418,975	16,416,025	19

2	3(2)	Recurrent	12,000,000	11,850,790	149,210	99
		Capital	1,500,000	1,500,000	-	100
		Total	13,500,000	13,350,790	149,210	99

2	3(3)	Recurrent	6,000,000	4,178,600	1,821,400	69
		Capital	7,000,000	690,291	6,309,709	10
		Total	13,000,000	4,868,891	8,131,109	37

2	4	Recurrent	52,782,400	52,401,693	380,707	99
		Capital	460,000	146,694	313,306	32
		Total	53,242,400	52,548,387	694,013	99
2	5	Recurrent	33,400,000	33,080,528	319,472	99
		Capital	3,850,000	498,867	3,351,133	13
		Total	37,250,000	33,579,395	3,670,605	90

2	6	Recurrent	25,405,000	4,763,357	20,641,643	18
		Capital**	505,980,310	1,432,964	504,547,346	0.3
		Total	531,385,310	6,196,321	525,188,989	1

**A provision of Rs 500 million allocated under the Sabaragamuwa development project was transferred to the Ministry of National Policies and Economic Affairs

	Grant total	Recurrent	258,927,400	212,527,536	46,399,864	82
		Capital	780,737,000	66,415,326	714,321,674	9
		Total	1,039,664,400	278,942,862	760,721,538	27

Department of Labour

The Department of Labour was started under the Indian Immigrant Labour Ordinance No. 01 of 1923 is the foremost entity in the country for the advancement of the labour force of the country. The fundamental role of the Department of Labour is to draft and enforce legislations relating to salaries, service conditions, job security, health and welfare of the workforce of the private and semi-government sectors that make a greater contribution to the country's economy and strengthen national economy by maintaining industrial peace.

13 principal divisions attached to the head office of the Department of Labour are in operation to render multiple services to address the diverse needs of workers scattered across the country, and in addition to that, 11 Zonal Labour Offices, 40 District Labour Offices, 17 Sub-Labour offices and 10 District Factory Inspecting Engineer's Offices have been established across the country to ensure safe working environment for workers in their workplaces while offering them legal protection and welfare. As at 31 December, 2018 the overall staff of the Department was 2669.

Vision

A country with established industrial peace for an internationally competitive economy

Mission

Contribute to the economic development process of Sri Lanka by establishing decent work environment with secured industrial peace.

Functions of the Department

- Enforcement of legislations designed for welfare and advancement of workers and resolving Industrial disputes.
- Implementation of social security programmes targeting the labour community.
- Conducting research on the labour sector, identification and planning of projects beneficial to the labour force, conducting external and internal awareness and education programmes.
- Promotion of social dialogue amongst the stakeholders of labour sector
- Collection, analysis and presentation of statistics pertaining to the labour sector
- Maintaining cordial and viable relationships with trade unions.
- Working in close collaboration with the Ministry of Labour and Trade Union Relations as the agent of Sri Lanka of the International Labour Organization.

The organizational chart for the Department of Labour, Government of Karnataka, is structured as follows:

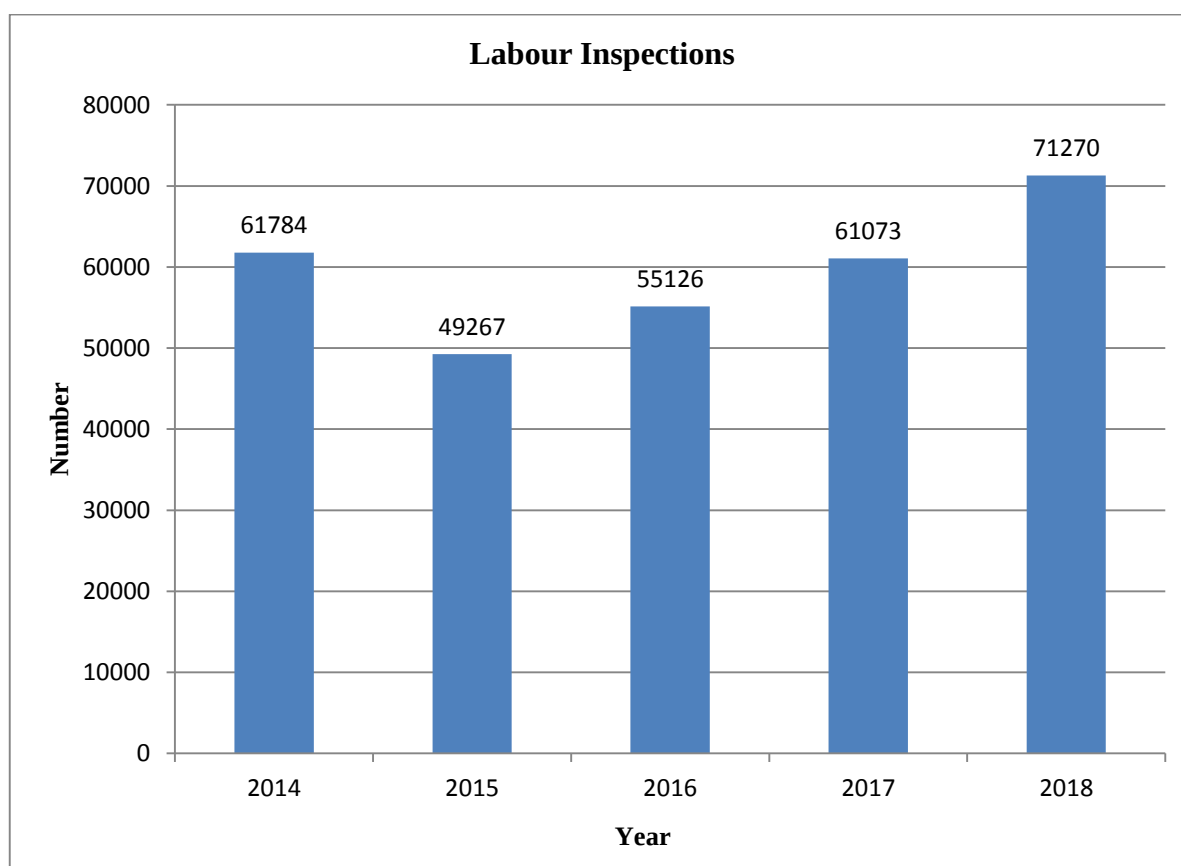
- Commissioner General of Labour**
 - Additional Commissioner General of Labour (Administration)**
 - Chief Internal Auditor
 - Comm. Labour (Admin.)
 - D.C.L.
 - A.C.L. (Admin) (5)
 - Librarian (Supra Grade 1)
 - A.O.2
 - Eng. Civil/Eng. (3)
 - T.O. 2
 - Accountant (5)
 - A.C.L. (16) A.D. (ICT) 1
 - Comm. Labour (EPF)
 - D.C.L. (3)
 - A.C.L. (10)
 - Comm. Labour (Industrial Relations)
 - D.C.L. (3)
 - A.C.L. (2)
 - Comm. Labour (HR)
 - D.C.L.
 - A.C.L. (3)
 - Comm. Labour (Dev.)
 - D.C.L.
 - A.C.L. (5)
 - Comm. Labour (Enforcement)
 - D.C.L.t (2)
 - Legal Officer. (3)
 - Comm. Labour (Women & Children)
 - D.C.L.
 - A.C.L. (2)
 - Comm. Labour (Labour Standards)
 - D.C.L.
 - A.C.L. (8)
 - Comm. Labour (P.R.T & P)
 - D.C.L. (1)
 - A.D. (Planning) (1)
 - Comm. Labour (Industrial Safety.)
 - D.C.F.I.E. & D.C.L. (1)
 - D.F.I.E. (10) Factory Inspector. (14)
 - Comm. Labour (Occu: Hygiene)
 - D.C.L. (1)
 - F.I.E. (3)
 - Dep. Dire: (Statistics)
 - Statisti cian
 - Zonal DCLs (11)
 - A.C.L. 11 (Zonal)
 - Additional Commissioner General of Labour (Department)**
 - Chief Accountant
 - Comm. Labour (Admin.)
 - Comm. Labour (Industrial Relations)
 - Comm. Labour (HR)
 - Comm. Labour (Dev.)
 - Comm. Labour (Enforcement)
 - Comm. Labour (Women & Children)
 - Comm. Labour (Labour Standards)
 - Comm. Labour (P.R.T & P)
 - Comm. Labour (Industrial Safety.)
 - Comm. Labour (Occu: Hygiene)
 - Dep. Dire: (Statistics)
 - Zonal DCLs (11)
 - Additional Commissioner General of Labour (Engineer)**
 - Comm. Labour (Admin.)
 - Comm. Labour (Industrial Relations)
 - Comm. Labour (HR)
 - Comm. Labour (Dev.)
 - Comm. Labour (Enforcement)
 - Comm. Labour (Women & Children)
 - Comm. Labour (Labour Standards)
 - Comm. Labour (P.R.T & P)
 - Comm. Labour (Industrial Safety.)
 - Comm. Labour (Occu: Hygiene)
 - Dep. Dire: (Statistics)
 - Zonal DCLs (11)

The chart also includes various staff positions and their respective grades, such as Librarian, A.O.2, T.O. 2, Registrar, Translator, ICT Officer, L.O., H.R.O., D.O., P.M.A., C.P.M.A., K.K.S., Driver, and Draughtsman.

Labour Inspections

Workplace cooperation and industrial peace are essential components for enhancing national productivity while safeguarding local productions in the face of international competition. Labour inspections play a pivotal role towards this end. A systematic process of labour inspections contributes to minimizing workplace accidents, implementing stipulated salary scales and regulations, establishing social protection programmes guaranteeing a hassle-free retired life and establishing industrial peace.

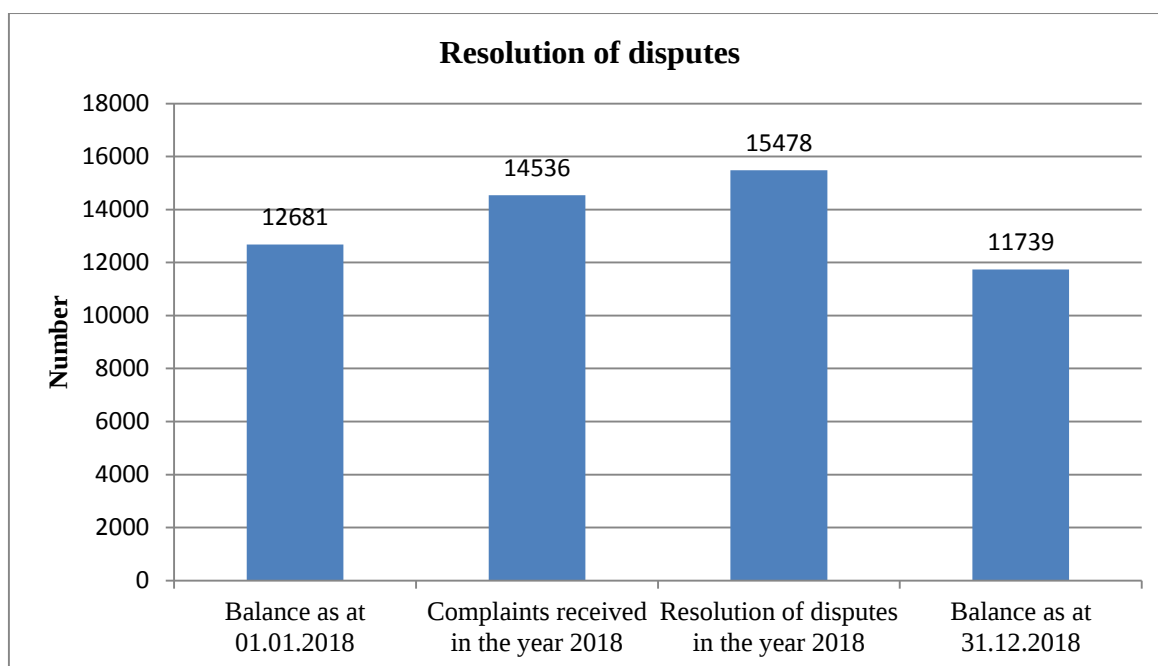
The number of labour inspections conducted by the Labour Officers of the Department of Labour in the year 2018 was 71270 which is the highest during the last 05 years. The gainful deployment of the services of new Labour Officers recruited in the year 2017 was the major contributory factor towards this end.



Note: May be subject to change as the graph was prepared as per currently available information for the year 2018

Resolution of Industrial disputes

Diverse programmes implemented by various divisions of the Department of Labour helped in minimizing the number of Industrial disputes in 2018 and the reduction in the number of disputes is largely due to labour inspections and the expansion of awareness programmes conducted by different divisions of the Department through mass media.



Note: May be subject to change as the graph was prepared as per currently available information for the year 2018

Registration of collective agreements

Collective agreements enable employees to secure greater privileges than the rights and privileges conferred through labour legislations. The number of collective agreements registered in the year 2018 was 60.

Trade Union Activities

The number of trade unions/federations registered during the year 2018 was 183 and the number of trade unions/federations cancelled was 83. Accordingly, the number of trade unions/federations in operation by the end of year 2018 was 1909.

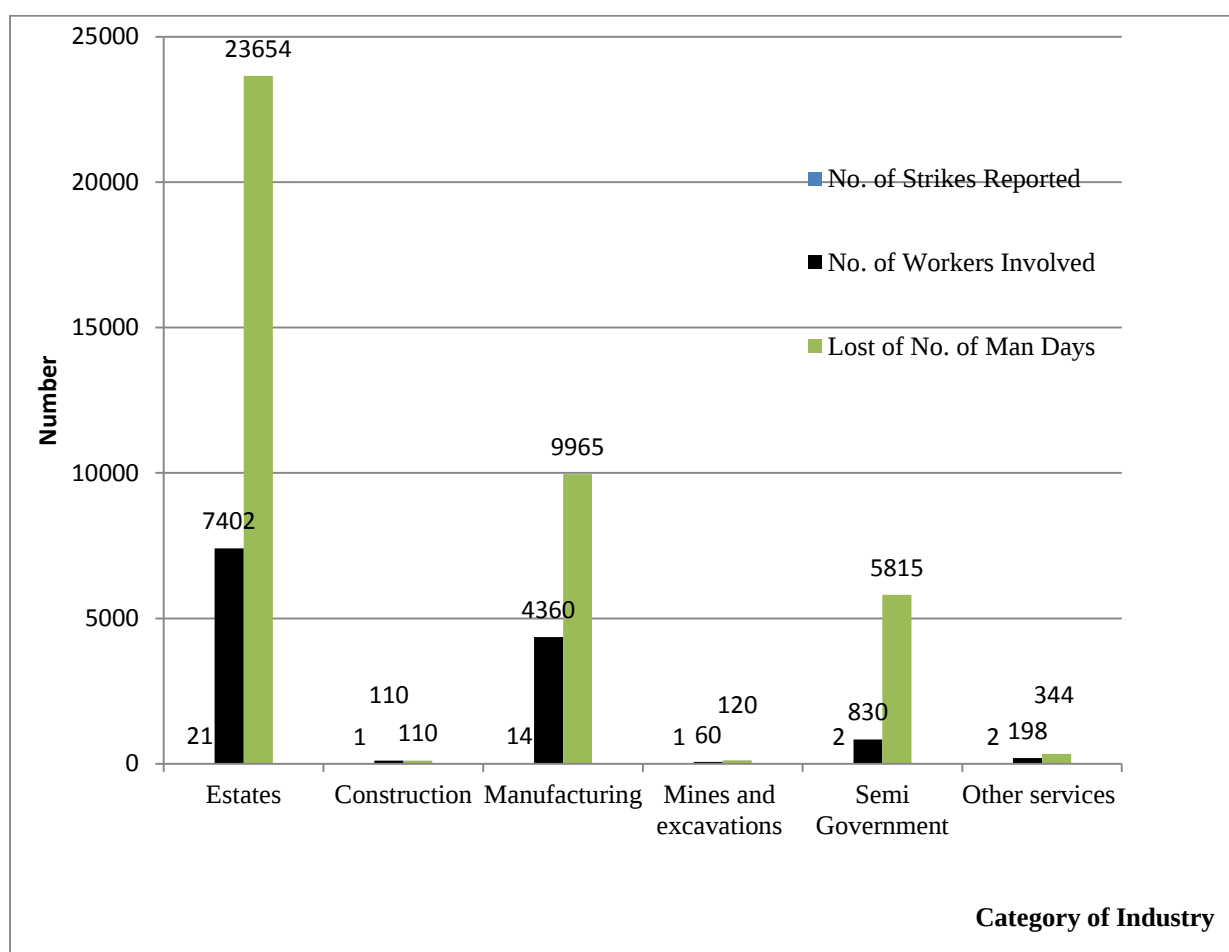
Labour Tribunal Activities

The number referred to compulsory arbitration was 72 and the number of grants issued was 43 in the year 2018.

Strikes

The details of strike action resorted to by the workforce of the semi-government and private sectors in the year 2018 are given below.

Reports of strikes



Legal Matters

The Department constitutes legal action against the violators of labour legislations thereby upholding the rights of workers and fostering the employer-employee cooperation.

Accordingly, the details of cases filed from 01.01.2018 to 31.12.2018 in the courts are as follows.

Court	Balance brought forward to year 2018	No. of cases filed in 2018	No of cases concluded in 2018
Supreme Court	181	24	0
Appeals court	336	47	0
High Court	173	50	49
District courts and commercial high court	210	17	11

	Relevant Act	No of cases filed	No of cases disposed	Amount recovered Rs. Mn
1	Gratuity Act	753	530	88.71
2	Industrial Disputes Act	34	08	1.15
3	Termination of Employment Act	15	06	0.73
4	Wages Board Ordinance	174	37	6.12
5	Shop and Office Employees Act	71	09	0.1
6	Maternity Benefits Ordinance	2	-	-
7	Employment of Women, and Children Act	3	1	-
8	Employees' Provident Fund Act	1986	1352	1120.9
9	Labour Tribunal orders	63	12	4.2
10	Budget Relief Allowance Act	128	16	0.08
11	Approved Provident Funds	25	1	0.001

Activities of the Employees' Provident Fund

The Employees' Provident Fund, the most attractive social security scheme in operation in Sri Lanka for ensuring a secured retirement for the country's workforce is maintained by the Department of Labour. Its progress in the year 2018 is tabulated below.

		As at 31.12.2018
Overall number of accounts of employees		18,032,464*
Total number of employees		229,048*
Value of the fund (Rs Million)		2,183,308*
No of active members (Million)		2.7*
No of active employers		76,782*
New registrations	Employees	417,041*
	Employers	9267*
Payment of benefits	No of beneficiaries	55658*
	Benefits paid (Rs Million)	50415*
Collection of contributions (Rs Million)		70956*
EPF housing loans	No of applications approved	4805*
	Value of loans approved (Rs Million)	2.12*

*As per information estimated as at 30.06.2018

No of beneficiaries who received benefits of the Employees' Provident Fund in year 2018

Benefit	No of beneficiaries
Payment of benefits on retirement having reached the age of retirement	88,690
Payment of benefits to women members who left service upon marriage	22,522
Payment of benefits for leaving service upon full disability	1,038
Deceased member benefits	4,944
30% pre- retirement benefits	29,876
Payment of benefits upon permanent settlement in a foreign country	2,067
Payment of benefits upon leaving service having received a pensionable post in the public service or the provincial public service	7,215
Payment of benefits to members who left the service due to the closure of a public corporation/board, retrenchment or conversion into a company.	662

- Action has been taken to decentralize the amendment of registration information on the Employees' Provident Fund to the District Labour Officers from the middle of this year.
- A uniform system has been introduced to all labour offices for the payment of 30% pre-benefits of the EPF.
- Action has been taken to regularize the granting of 75% of the EPF as a housing loan.
- 30 mobile programmes were held in the year 2018 for the promotion of the EPF and advertisements on the EPF were aired over two television channels and two radio channels.

Social Dialogue

The Department of Labour is committed to achieve economic prosperity by maintaining industrial peace and harmony through the promotion of dialogue and cooperation amongst social stakeholders to engage in communication, consultation and joint decision making.

Accordingly, the activities conducted in the year 2018 for the promotion of social dialogue are as follows.

		Institutional workshops	Workshops for semi-government sector	Workshops for managers and workers
By the Social Dialogue Division	No of programmes conducted	60	10	10
	No of employees participated	2,918	541	410
By district and sub labour offices	No of programmes conducted	54	-	-
	No of employees participated	2,232	-	-

The Department annually organizes and conducts the Island-wide social dialogue and workplace cooperation competition for the promotion of the concept of social dialogue and workplace cooperation and in the year 2018 too, the competition was conducted successfully and awards were presented to winners. The Island-wide social dialogue and workplace cooperation competition conducted at the institutional level to recognize institutions that implements the concept of social dialogue and workplace cooperation at an optimal level and to appreciate creative skills of employees was held for both employers and employees. Further, the 'Kathikawa', a newsletter, a collection of articles, essays and other creations compiled with the objective of propagating the message of social dialogue and workplace cooperation was published and launched in the year 2018.

Labour Standards

The Labour Standard Division of the Department of Labour initiates actions to formulate standards and conditions of work, give legal effect thereto and monitor their implementation in order to ensure the welfare and job security of the workers employed by the private sector.

Accordingly, the following activities have been conducted.

- Appointing representatives for 06 Wages Boards whose official terms had expired
- Increasing wages of 19 wages boards of which the minimum salary was less than Rs. 10,000
- Publishing monthly salaries of cocoa, cardamom, pepper cultivating and processing industry (for the months of July and August)
- Granting 269 approvals for five-day workweek.
- Conducting 61 inspections on the validity of collective agreements
- Publishing the decree of the tea cultivating industry and drafting of service conditions
- Conducting awareness for newly recruited labour officers on Shop and Office Employees Act, Wages Board Ordinance, Budgetary Relief Allowance of Workers Act and Minimum Wages of Workers Act
- Scanning all Acts and Ordinances relevant to the Division and including in the Department's website and translating the decisions of 11 Wages Boards into Tamil language.

Women and Children's Affairs Division

The key responsibility of the Women and Children's Affairs Division is the promotion of labour through programmes for the safety and security of women and children and empowerment of women and safeguarding their rights and raising awareness of child labour and the enforcement of relevant legislations.

Accordingly, the following activities were conducted in the year 2018.

- **Amendment of Acts**

The Shop and Office Employees Act was amended by Act no. 14 of 2018 and the Maternity benefits Ordinance was amended by Act No. 15 of 2018 on 18 June 2018.

Further, since no person under the age of eighteen years shall be employed in any hazardous occupation as per the Amendment Act No. 24 of 2006 of the Employment of Women, Young Persons and Children Act No. 47 of 1956, the hazardous occupation list was amended and 77 occupations that could be detrimental to the physical and mental health and safety of persons under the age of eighteen years was identified in the year 2018 and action was taken to obtain the approval of the cabinet of Ministers for them.

- **International Women's Day**

Women are in the majority of workers in the plantation sector. Therefore, for the appreciation of the contribution made by them to the economy of Sri Lanka, for the motivation of young labour community to fill the demand created by the diminishing labour contribution in the plantation sector and also with the objective of felicitating plantation sector women labourers whose service has not been felicitated at the state level for a long time, an awards ceremony was organized for them to coincide with International Women's Day.

At this ceremony, 105 women labourers who have been working for the tea and rubber plantation companies for over 20 years and recognized for their higher productivity and quality in service were presented with the "Diriya Ranliya" Shramabhimani Award.

- **World Day against Child Labour (12.06.2018)**

The Women and Children's Affairs Division of the Department of Labour conducted hazardous labour raids Island-wide and held an awareness programme with the objective of creating a secured environment for children by minimizing child labour and hazardous occupations leading to their sound physical and mental development and setting the stage for sustainable development by improving health and education. The Women and Children's Affairs Division inspected 472 institutions covering the entire Island with the coordination of the regional offices, district offices and sub offices from 12.06.2018 to 14.06.2018.

- **Commemoration of International Children's Day (01.10.2018)**

The International Children's Day - 2018 was commemorated by the Department of Labour on 01st October 2018. Marking the day, 05 guidance programmes were conducted in 05 selected schools with the intention of minimizing child labour supply in industries centered on particular areas of the country and encouraging children to attend schools throughout the year. They were also offered guidance to look for professions other than the traditional occupations (livelihood) passed on to them through lineage.

The main event of this programme organized by the Western II Zonal Labour Office was held at the Kalutara District Secretariat. In addition, Southern Zone Labour Office conducted a programme at Kumarakanda Vidyawardana Vidyalaya, Hikkaduwa and the Central Zone Labour Office held its programme at Vajiragnana Maha Vidyalaya, Nuwaraeliya. The programme organized by the Northwestern Zone Labour Office was conducted at St. Sebastian's Vidyalaya, Wellakolaniya, Chilaw and the venue of the programme organized by the Eastern Zone Labour Office was Thambiluwil Central College, Thirukkivil. Psychological

and vocational training counseling and understanding on child labour were two key components of the programme.

- **Programmes in 2018 for establishing child labour free zone under the project for eliminating child labour from Sri Lanka**

Concurrent to World Day against Child Labour, the Women and Children's Affairs Division inspected 472 institutions from 12.06.2018 to 14.06.2018 covering the entire Island with the coordination of the regional offices, district offices and sub offices.

- **Complaints on child labour 2018**

This division inquires into complaints referred to it by the Women and Children's Bureau, the National Child Protection Authority and from various known and anonymous sources regarding the employment of children and constitutes legal action against employers.

The progress of inquiries conducted into such complaints is given below.

Total number of complaints received during the year	127	
No of files disposed	Year of the complaint	No o complaints disposed in 2018
	2016	13
	2017	40
	2018	76
No of complaints referred to courts	03	
No of cases disposed	01	

- **Employment of women at night**

71 inspections were carried out jointly by Zonal Offices and District Offices on the employment of women at night using a provision of Rs. 246,500/- under the head of expenditure of the Department.

No of night inspections conducted	71
Amount spent	Rs. 246 500
No of woman employees covered	5943
No of violations of conditions disclosed	57
No of files to be referred to legal action	17

Further, 579 approvals for employment of women at night were granted. 51 of them were granted by the Women and Children's Affairs Division and 528 by zonal and district offices.

- **Visit to Sri Lanka by a South African delegation headed by the Deputy Minister of Labour**

A foreign delegation headed by the Deputy Minister of Labour of the Republic of South Africa arrived in Sri Lanka on 07.10.2018 on a study tour on the elimination of child labour.

During the visit, the parties agreed in principle to deal with issues such as the elimination of child labour, coding the labour law, dispute resolving mechanism, social dialogue and employment strategies for persons with disabilities.

Special programmes conducted by the division in 2018

- **Psychological counseling programme conducted at the women's hostel of Koggala.**

The Women and Children's Affairs Division conducted a psychological counseling workshop on 25.11.2018 for the hostellers of the women's hostel of the Koggala Industrial Zone

- **Conducting awareness programmes for parents regarding the problems faced by children of Wellawatta area and prevention of such problems**

The Women and Children's Affairs Division conducted an awareness programme for parents and other stakeholders on 27.11.2018 at Ramakrishna Vidyalaya, Pamankada as the children of the area are have been deprived of a serene and relaxed childhood and are vulnerable to child labour.

- **Workshop for reviewing current situation in respect of "gender based violence at workplaces"**

The Women and Children's Affairs Division of the Department of Labour conducted a review workshop on 13.12.2018 from 9.00 a.m. to 2.00 p.m. at the auditorium of the Department with the participation of selected partners to review the existing methodology, mechanism and best practices to offer solutions to sexual harassment in workplaces.

Industrial Safety

A hazard free and healthy work environment is helpful in enhancing efficiency and productivity of employees and also contributes to improve the quality of goods and services. Hence the Department of Labour takes action to minimize disasters, accidents and occupational diseases in workplaces.

According to the provisions of the Factories Ordinance No. 45 of 1942, health and occupational safety of employees is a legal obligation and the enforcement of this ordinance is the responsibility of the Industrial Safety Division.

Progress from 01.01.2018 to 31.12.2018

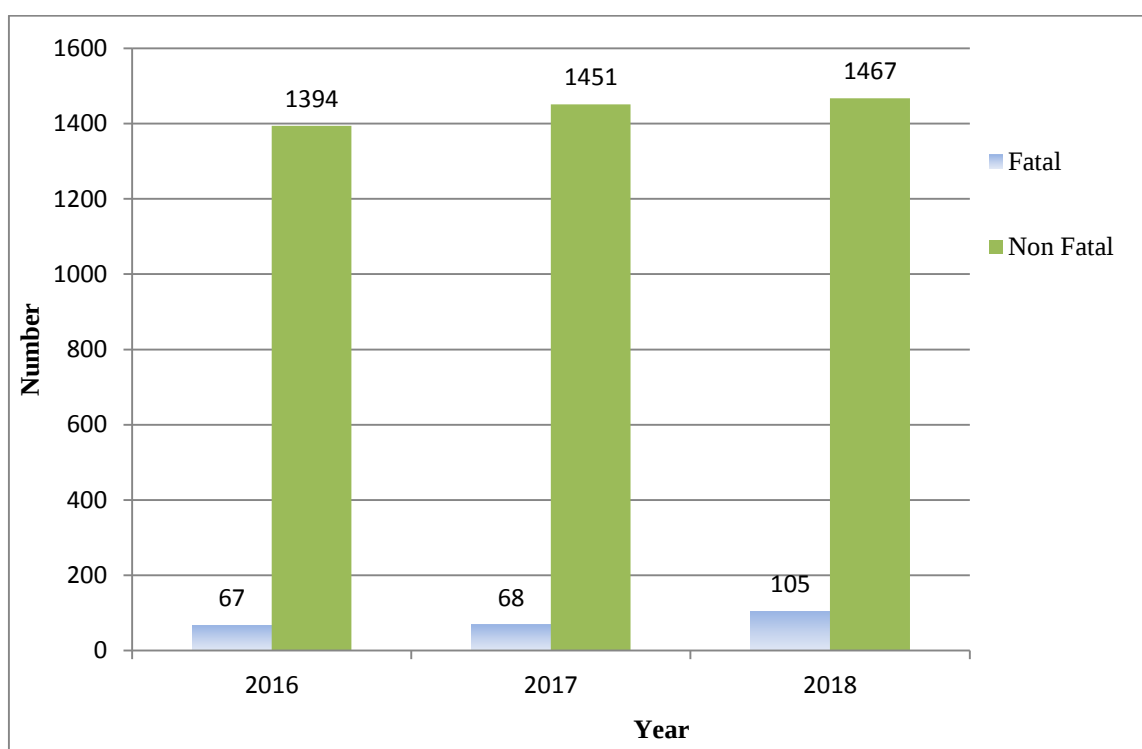
Programme/ activity/ stage	Targets for the year 2018	Physical progress from 01.01.2018 to 31.12.2018
Inspections on safety & health and Investigations into accidents at factories	6400	4424
Awareness programmes for employees on occupational safety and health	240	199
Inspection of high risk machines	8000	8407
New registrations of factories	1600	1429
Initiating legal actions	16	35
Awareness workshops on occupational safety and health for students of technical colleges	15	11
Conducting programmes parallel to World Safety Day and National Occupational Safety and Health Week	6	8

During the year 2018, 105 fatal accidents and 1467 non-fatal accidents have been reported. The following measures have been taken minimize such accidents in future.

- Identifying potential accident situations through factory inspections and creating awareness on the preventive measures that can be adopted.
- Regular inspection of factories using high-risk machinery and giving instructions for duly obtaining inspection reports for them and for their maintenance.
- Constituting legal action against factories which have failed to comply with safety instructions despite awareness being created on prevention of accidents
- Taking legal action for non-reporting of accidents.
- Printing and distributing 12,000 handbills
- Conducting 154 awareness programmes for 11,400 factory employees

Division	No of programmes held	No of participants
Construction	78	4690
Apparel	30	2690
Other products	37	2820
Other	09	1200
Total	154	11400

Fatal and non- fatal accidents reported



A national seminar is conducted on 28th April every year to mark World Safety Day and this year's seminar was held at the 10th floor auditorium of the Department of Labour on 27.04.2018 under the auspices of the Hon. Minister of Labour and Trade Union Relations and with the participation of 250 employees.

The national seminar on Occupational Safety and Health Week was held under the patronage of the Hon. Minister of Labour & Trade Union Relations on 11.10.2018 at the Sausiripaya Auditorium, Colombo 07. Lectures and programmes focusing on the importance of occupational safety and health were conducted for 250 employers and employees.

Environmental measurements are carried out to assess service conditions that could cause occupational diseases and biological tests are carried out for early detection of occupational diseases at the early stages by the Department. The progress of these activities in the year 2018 is outlined below.

Programme	Targets for 2018	Progress from 01.01.2018 to 31.12.2018
Environmental measurements	150	170
Biological tests	1000	1905
Occupational safety and health audits	250	237
Awareness programmes	230	222
EPF and ETF medical boards	24	24

The Department made the following interventions regarding several problematic situations linked to occupational safety and health that were brought to its attention.

- Having inspected three factories with high risk production processes manufacturing lead based products, Nawam Lanka – Meerigama, Liyoch Lanka- Bataatha and Kailash Metacom- Awissawella were instructed to conduct tests to ascertain the lead content in blood of employees every 6 months.
- Investigating chemical accidents and issuing instructions for preventive measures.
- This Division inspected Agio Tobacco Processing Company to settle an industrial dispute involving the Company, its employees and Inter Company Employees Union and submitted recommendations and action was taken to resolve the dispute through the collaboration of employers, employees and trade unions.
- An industrial dispute that occurred twice at Polytex Apparels Factory, Jaela due to polluted air in the working environment was resolved through the collaboration and cooperation of the employer, employees and trade unions

Awareness was raised amongst 150 representatives of the industrial sector through Occupational Health and Safety symposium held on 03.10.2018.

Training activities

With the objective of creating a skilled and competent workforce to enhance the productivity, the Department pays special attention to the training of its employees.

Given below are the training programmes organized by the Department for its offices in the year 2018.

	Programme	No of Programmes conducted	No of participants
1	Orientation programmes	02	301
2	Tamil language training programmes	02	168
3	Training programme on the IT system of the Department	06	349
4	Training programmes on occupational health and health	03	166
5	Training programmes on labour legislation	01	200
6	Training programme on financial matters	02	95
7	Training workshops on EPF related activities	30	2500
8	ILO sponsored training workshops	05	240
	Total	51	4019

Further, provisions were granted to officers for following courses conducted by external training institutes

	Programme	No of officers to whom provisions were granted
1	Post graduate degrees	New approvals during the year - 06 Payment of installments - 21
2	Law degree	13 (payment of installments only)
3	Diploma courses	08
4	Certificate courses and workshops	51
	Total	99

Monitoring of District and Sub Labour Offices

The process of monitoring activities of District and Sub Labour Offices was started under a new model by the Planning, Research, Training and Publications Division in the year 2018. Accordingly, priority was accorded for the monitoring of labour inspections, EPF related matters and resolution of complaints. Instructions were given to District Labour Offices in respect of increasing the quality and number of labour inspections and expediting the resolution of complaints, using the computerized system on recovery of EPF arrears and payments in peak capacity, updating LISA programme and settling General Deposit Account and the need to maintain such activities at an optimal was stressed. The monitoring was followed by progress review meetings of the Uva, Central Western II, Northwestern and Southern zones.

Statistical Division

Collating and analyzing more accurate information and statistics having studied the emerging trends and complex changes in Sri Lanka's labour sector and making projections for the future using statistics thus gathered is the primary function of the Statistical Division. Accordingly, the following activities were conducted in the year 2018.

- Publishing the final report of Annual Employment Survey 2017 and posting same on website.
- Preparing the final report, having analyzed data of the 2018 annual employment survey.
- Printing the final report of Labour Statistics Annual Publication 2017 and posting same on website.
- Preparing and posting on website, the Survey report on average earnings and the number of hours worked 2017
- Preparing and posting on website, the Survey report on average earnings and the number of hours worked 2018
- Collecting data from other institutions for the 'Sri Lanka Labour Gazette quarterly journal.
- Computing minimum salary ratio index – having computed monthly minimum salary ratio index as per the Wages Board, the information was submitted to the Central Bank
- Computerizing new registrations of EPF by entering data received to date.

Administrative activities

Administration of Physical Resources

Developing infrastructure facilities enabling the officers of the Department of Labour to discharge their duties efficiently is of utmost importance.

Accordingly, construction activities of 'Mehewara Piyasa' building on the land of the Department of Labour are being carried out expeditiously. The expenditure borne during year 2018 for construction activities was Rs 1524.38 million. As of 31.12.2018, the physical progress of the building was 92.73%.

Construction activities of Polonnaruwa and Puttalam labour offices too have been completed. Foundation stone was laid for the new building of the Hatton labour office.

Programme/ Activity	Targets for 2018		Progress from 01.01.2018 to 31.12.2018	
	Physical	Financial Million	Physical	Financial Million
Mehewara Piyasa	100%	1742	92.73%	1524.38
Constructions at Kurunegala Labour Office- Stage 2	100%	-	100%	3
Constructions at Ambalangoda Labour Office – Stage 2	95%	35	65%	35
Constructions at Mahiyangana Labour Office- Stage 1	100%	40	98%	40
Constructions at Anuradhapura Labour Office - Stage 3	100%	4	75%	3
Constructions at Naula Labour Office - Stage 1	100%	30	80%	29.99
Constructions at Ratnapura Labour Office -Stage 1	65%	75	Tender process	-
Constructions at Badulla Labour Office - Stage 1	65%	60	Tender to be awarded	-
Constructions at Hatton Labour Office- Stage 1	75%	15	12%	15
Constructions at Polonnaruwa Labour Office - Installing lift system	100%	20	100%	20
Constructions at Puttalam Labour Office	100%	7	Tender awarded	6.91
Constructions at Jaffna & Negambo Labour Office- Installing lift system	100%	8	Jaffna – 60% Negambo- Tender activities	7.99

Human Resources Management

Maintaining the staff at an optimal level facilitates the efficient and effective discharge of the functions of the Department. The following are the activities carried out in this regard.

- Referring the scheme of recruitment of research officers in Scientific Service to the Public Services Commission for its approval.
- Referral to the Public Services Commission for its approval for the scheme of recruitment of Commissioner of Labour (Occupational safety and health)
- Recruitment of 09 drivers for the vacancies in the Drivers' Service.
- Recruitment 35 to vacancies in the Office Employees' Service. (K.K.S.)
- Amending the examination notice for the conduct of competitive examination (limited) for the recruitment of Assistant Commissioners of Labour (departmental) and forwarding same to the Department of Examinations
- Referring the examination notice of the competitive examination (limited/open) for the recruitment of Labour Officers to the Department of Examination for its approval.
- Referring the examination notice of the competitive examination (open) for the recruitment of Stenographers to the Department of Management Services for its approval.
- Taking action to send for performance reports of the officers of the staff grade.
- Providing uniforms allowances (for watchers' service, drivers, and relevant officers of k.k.s).
- Granting annual salary increments.
- Approving annual salary increments
- Completing the files of pensioners
- Obtaining for performance appraisals
- Obtaining for Assets and Liability declaration reports
- Salary conversion as per Public Administration Circular 03/2016
- Carrying out preliminary activities in respect of the implementation of the recommendations of the Department Restructuring Report
- Holding transfer boards and appeals boards
- Designing a computer information system through Google Drive for personal files and the commencement of the feeding of data.

Library and Information Service

The Department maintains a library to disseminate knowledge on the labour sector among the employees of the Department and general public at large and its accomplishments in the year 2018 are as follows.

- Purchasing 935 books, 93 local journals and 21 foreign magazines approved by the publication committee.
- Granting membership to 225 employees.
- Lending 15,123 books
- Maintaining a photocopy service
- Maintaining database and pagination service

Financial Management

Financial provisions allocated to the Department in the year 2018 were effectively managed.

Financial Progress from 01 January to 31 December 2018

Program me	Type of expenditure	Provision for year 2018 (Rs)	Expenditure as at 31.12.2018 (Rs)	Balance (Rs)	Expenditure percentage
221	Recurrent	1,619,100,000	1,614,473,945	4,626,055	99.71%
	Capital	2,211,000,000	1,813,415,443	108,983,671	95.07%

Internal Audit Activities

As per the audit plan prepared for the year 2018, 07 District Labour Offices and the transport division of the Department and the store of the EPF (Supplies Division) were audited. Further, answers were provided to audit queries issued by the Government Audit Division after inspecting various offices of the Department.

Department of Manpower and Employment

The Department of Manpower and Employment was established under the Ministry of Labour and Labour Relations in terms of the provisions of the extraordinary gazette No. 1640/31 dated 12.02.2010. At present, it functions under the Ministry of Labour and Trade Union Relations and has been assigned the responsibility of maintaining public sector employment services and implementing the provisions of the national human resources and employment policy.

Vision

A World class Sri Lankan Labour Force

Mission

Development of a Globally Competitive and active labour force with extensive competencies and utilization of the full potential of our human resources for socioeconomic development of Sri Lanka

The Department is responsible for carrying out following functions

- Formulation and implementation of national policy on manpower and employment
- Employment creation and promotion
- Career guidance programmes
- Labour market information, collection, analyzing and dissemination
- Services offered by Jobs Net, and for all matters connected or incidental to the above subjects

Objectives of the Department

1. Implementing programmes having formulated the National Human Resources Policy
2. Solving the structural issue of mismatch of skills
3. Providing facilities to all Sri Lankans in the existing labour force and all those who are expected to enter the labour force in the future to determine correct occupational orientation
4. Planning, developing and projecting manpower supply
5. Developing the informal sector.
6. Motivating job seekers for obtaining employments in the Private Sector.
7. Providing free Public Employment Service.
8. Providing manpower and employment related facilities to vulnerable groups, differently abled persons and people in underserved areas.
9. Provision of accurate global and local information on labour market to all Sri Lankans.
10. Projecting local and global labour market trends.

Various programs are being thus implemented by the Department employing its human resources for the accomplishment of the task of minimizing unemployment and creating decent employment.

Divisions of the Department

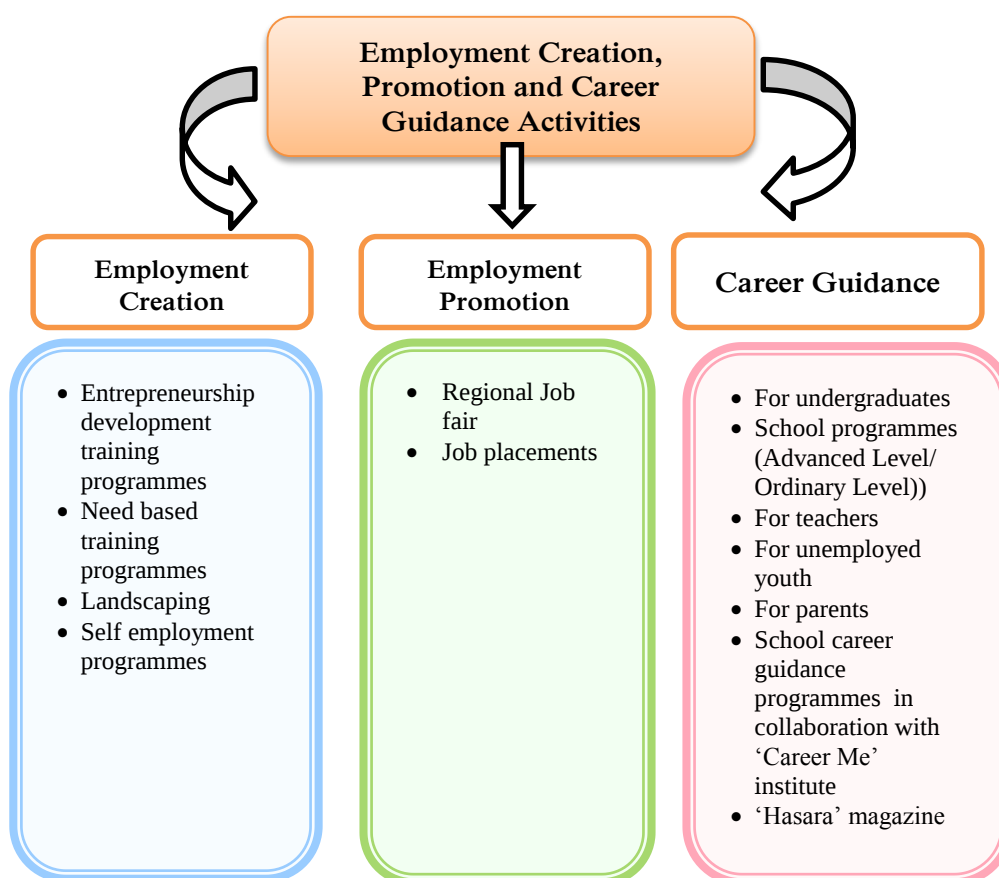
- Administrative, Planning, Operations Division
- Accounting Division
- Manpower Planning, Development and Research Division
- Employment Creation, Promotional and Career Guidance Division

Financial progress up to 31 December 2018

	Provision (Rs.000)	Expenditure (Rs.000)	Percentage (%)
Recurrent expenditure	352,655	348,741	98.89%
Capital expenditure	31,100	30,395	97.74%
Total	383,755	379,137	98.80%

Employment Creation, Promotion and Career Guidance Division

The Department of Manpower and Employment conducts various programmes with the objective of providing employment related facilities to job seekers, new entrants to the job market and those who are expected to enter it in the future.

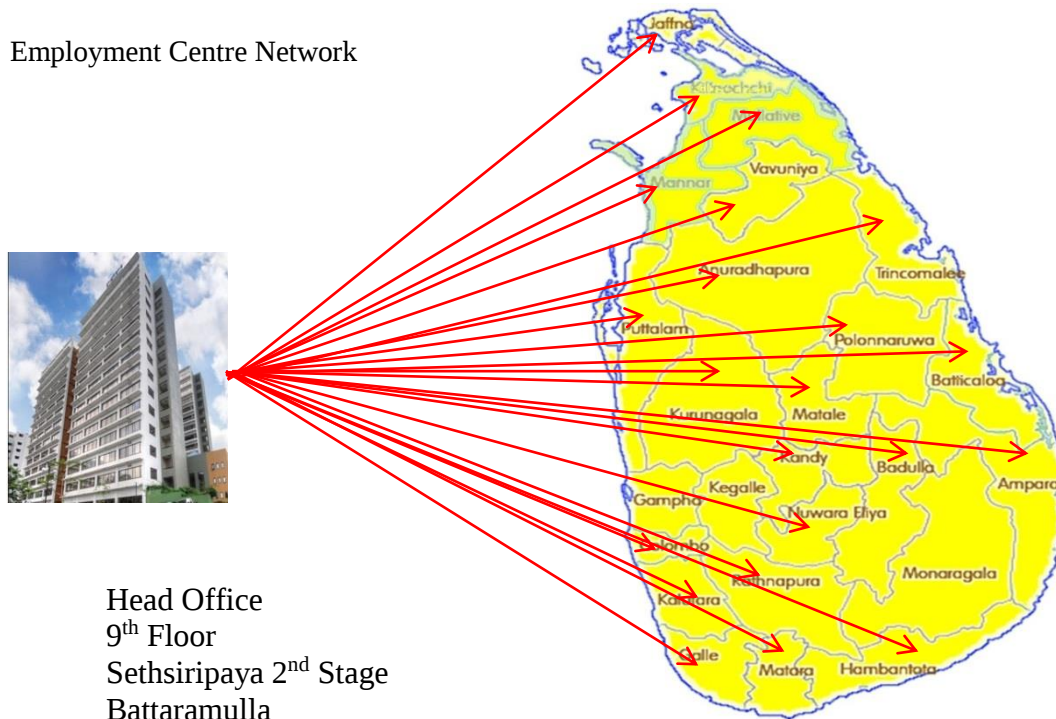


Manpower Planning, Development and Research Division

Job Centres

This division functions under the Manpower Planning, Development and Research Division. These centres are operational in all 25 districts of the Island and the National Public Employment Service Centre (PES) has been established at the Battaramulla office premises.

Employment Centre Network



The functions done by the PESs

- Registration of job seekers
- Registration of vacancies and institutions
- Taking to look for vacancies in institutions
- Preparing schedules on job seekers and existing vacancies
- Conducting interview and confirming qualifications of job seekers
- Job matching, and referring to interviews
- Providing employment and follow up
- Providing career guidance services
- Providing facilities for training
- Collecting and publishing statistics on job status
- Guidance for foreign employment opportunities
- Conducting and organizing of district job fair programme

Registration of job seekers is done in several ways. Information on them is gathered through divisional level Human Resources Development Assistants, job fairs and Employment Service Centres. Based on the aspirations of job aspirants, career guidance programmes are organized. Job seekers can also register through the online employment service provision web portal and the employers too can register here and select job seekers as per their requirements.

Similarly, job seekers are offered career guidance and referred for training programmes by PES and facilities have been made available for job seekers to take part free of charge for personality development programme offered by 'Career Me' Institute. In addition, professionals can register with the Department using the web portal to offer their services and those who are in need of such professional services can access them according to their choice. Software has been developed to obtain this service through a mobile application as well. ILO has extended patronage for two small projects for the development of the above website.

Labour Market Information Unit

This unit functions under the Manpower Planning, Development and Research Division. Information on labour market is required by policy makers of various fields as well as developers of educational programmes in the field of education and developers of training and skills development programmes.

In collating information on labour market, it is essential to closely monitor and evaluate the demand in the labour market for human resources with rapidly changing skills. The Department of Manpower and Employment collects, analyzes and disseminates information on labour market.

Labour market unit of the Department conducts labour market surveys and researches on development requirements and studies on supply and demand of labour and disseminates its findings. This unit publishes labour market journal and school based data handbook.

National human resources and employment policy

The national human resources and employment policy was revised in 2017 to be aligned with the midterm development policy framework of the government.

- Proposals were called from for the amendment of the Action Plan for the implementation of the said policy in respect of the period from 2018-2021 from 43 ministries identified as directly involved in the implementation of the policy.
- 5 ministries have forwarded the completed action plan and necessary co-ordination activities are in progress for updating the action plan submitted by the remaining 8 ministries.
- The monitoring of the progress of functions executed by the Ministries involved in the policy too is carried out by the Human Resources and Employment National Policy Operations Unit established at the Department of Manpower and Employment.

Arrangements were made to organize a workshop to enlist coordination necessary for the Action Plan, but due to the crisis that occurred during the last quarter of the year and consequent changes in the ministries, it was postponed and is expected to be carried out in the year 2019.

To minimize the problems encountered by the Ministry of Labour and Trade Union Relations in implementing this policy and guiding the ministries involved in the process, the draft of the cabinet memorandum required for the submission of a joint cabinet memorandum together by

the Ministry of Labour and Trade Union Relations and the Ministry of National Policies and Economic Affairs was prepared. It has been proposed to entrust the operational aspects of this to the National Human Resources Development Council under the purview of the Ministry of National Policies and Economic Affairs and to conduct the evaluation of progress through the Department of Manpower and Employment.

In implementing the national human resources and employment policy in coordination with all the ministries, an online system whereby the progress of each institution can be obtained has been developed and the computer system required for this purpose has been installed. Necessary covering equipment required in this regard has been provided by the ILO. Preliminary work for the installation of this active software in the Government Information Cloud established by ICTA has been carried out.

Progress of the programmes of the Department

	Programme/ Activity	Targets for year 2018		Progress from 01.01.2018 to 31.12.2018		No of beneficiaries
		Physical	Financial (Rs Mn)	Physical	Financial (Rs Mn)	
Employment Creation, Promotion and Career Guidance Division						
1	Career guidance programme for G.C.E O/L students	1865	1.054	2160	0.948	54787
2	Career guidance programme for G.C.E A/L students	1328	1.105	1402	0.991	37546
3	Self-employment Promotion programme	311	0.947	384	0.804	11545
4	Overcoming occupational challenges	150	0.794	149	0.679	4655
5	Career guidance programme for undergrads external/ internal	20	0.739	20	0.684	789
6	Awareness programme for teachers	23	0.637	25	0.601	1002
7	Awareness programme for parents	300	0.959	348	0.794	19534
8	Printing of <i>Hasara</i> magazine	3	0.450	1	0.182	-
9	Entrepreneur development programme	25	0.541	36	0.515	1145
10	Regional job fair programme	48	0.458	77	0.462	7602
11	Need based training programme	240	1.687	288	1.559	9773
12	Landscaping programme	3	0.105	3	0.097	123
Manpower Planning, Development and Research Division						
13	Job profile of manpower employees	100%	0.500	75%	0.340	-
14	Survey on the utilization of human resources in the vehicle hiring industry	100%	0.025	75%	-	-
15	Study on the professional advancement in the public sector (1)	100%	0.095	100%	0.094	

	Programme/ Activity	Targets for year 2018		Progress from 01.01.2018 to 31.12.2018		No of beneficiari es
		Physical	Financial (Rs Mn)	Physical	Financial (Rs Mn)	
16	Study on the job profile of fisheries sector	100%	0.050	100%	0.050	-
17	Study on the professional advancement in the public sector ((ii)	100%	0.175	100%	0.190	-
18	Study on self-employment feasibility (Extended Report)	100%	-	100%	-	-
19	Labour market information bulletin and CD	100%	0.083	100%	0.082	-
20	LMI forum	100%	0.822	100%	0.744	-
21	Socio - Economic Data Hand book	100%	0.750	100%	0.722	-
Job Centre						
22	Establishing and upgrading district Job Centres	4	2.750	4	3.169	-
23	Conducting district job fair	7	1.000	7	1.267	6615
24	Conducting awareness programmes for job aspirants	150	0.750	197	0.715	7597
25	WAPES Membership	100%	0.500		0.311	-
26	Maintaining PESs	100%	1.354	100%	1.374	
	Registration of job seekers	371908		121016		
	Registration of job vacancies	35402		31933		
	Job matching			27546		
	Job placement (beneficiaries)	24097		12807		
27	Conducting of Employer Forums	19	0.346	14	0.286	
28	Tailor-made Programmes for Companies and Job Seekers	10	0.300	35	0.300	-
Management Information System (MIS)						
29	Business Analysis Study	100%	0.500	90%	0.515	-
30	Purchasing laptop computers for field officers in selected districts	100%	5.000	100%	4.925	47
Decent Work						
31	Implementation of National Human Resources Policy	100%	-	20%	0.005	-
32	Lak Rekiya Harasara programme*	100%	2.160	100%	1.833	-
33	Enterprises development programme	10	0.337	13	0.337	484

	Programme/ Activity	Targets for year 2018		Progress from 01.01.2018 to 31.12.2018		No of beneficiari es
		Physical	Financial (Rs Mn)	Physical	Financial (Rs Mn)	
34	Inauguration of Job Centre of Nuwaraeliya District*	100%	0.902	100%	0.772	-
35	Policy consultation programme on employment and labour programmes with the intervention of the Korean diplomatic mission *	100%	0.128	100%	0.128	-
36	Need based special training programme *	9	0.204	9	0.205	381

* The Action Plan for the under the provisions allocated for the National Human Resources Employment Policy was amended.

Progress of job placement up to 31.12.2018

	District	Direct ob placements		Creation of self-employed/entrepreneurs
		Through District PES Centres	At Divisional Secretary Division	
01	Colombo	408	294	15
02	Gampaha	349	352	92
03	Kalutara	205	589	64
04	Kandy	490	427	63
05	Matale	139	172	6
06	Nuwaraeliya	0	131	0
07	Galle	176	409	115
08	Matara	163	496	90
09	Hambantota	236	365	57
10	Jaffna	442	259	206
11	Mannar	105	76	49
12	Vavuniya	148	68	38
13	Mullaitivu	24	0	20
14	Kilinochchi	32	78	80
15	Batticaloa	113	122	206
16	Ampara	277	447	442
17	Trincomalee	113	61	116
18	Kuruwegala	511	1196	521
19	Puttalam	31	242	109
20	Anuradhapura	165	112	65
21	Polonnaruwa	150	50	38
22	Badulla	561	126	104
23	Monaragala	118	147	10
24	Ratnapura	192	394	131
25	Kegallae	626	420	116
	Total	5774	7033	2753

Progress of District Job Fair Programme 2018

District	No of job seekers	No of institutions participated	No of training institutes	Job Placements	Job matching	Expenditure (Rs))
Matale	549	13	02	44	313	107,670
Ampara	1876	12	06	68	516	94,500
Anuradhapura	425	25	6	42	214	123,055
Jaffna	985	33	10	191	479	144,100
Badulla	1350	34	08	163	563	298,500
Ratnapura	645	30	10	114	771	207,042
Vavuniya	785	20	09	28	85	161,908
Total	6615	167	51	650	2941	1,136,775

Special programmes conducted with employers

Date	Venue	Participation (No of institutes)	Expenditure head	Expenditure (Rs.)
Discussions with BOI registered enterprises				
27 February 2018	Biyagama	14	-	-
02 April 2018	Katunayake	13	2 2509	1,180.00
27 April 2018	Pallekele	18	2 2509	650.00
30 May 2018	Wathupitiwala	10	2 2509	1,145.00
District entrepreneurs seminars				
18 April 2018	Ampara	8	11 2509	11,625.53
26 April 2018	Kalutara	52	2 2509	35,450.00
12 June 2018	Colombo	25	2 2509	59,590.00
20 June 2018	Jaffna	35	11 2509	32,500.00
25 June 2018	Gampaha	47	2 2509	51,100.00
25 July 2018	Matara	74	2 2509	40,710.00
13 September 2018	Ratnapura	43	2 2509	46,080.00

The basic objective of this endeavour is the obtaining of employment services through the establishment of good relationships between employers and District Employment Centres and National Employment Centres, i.e. between the Department and the employers to whom the services of the Department can be provided.

Lak Rekiya Harasara Programme

This programme was held at the Suhurupaya main conference hall on 13th December 2018. This is a pilot project carried out with the participation of the all three parties, i.e. job seekers, employers and the staff of the Department. The project evaluated employers in respect of the provision of jobs and other facilities. Similarly, employees of the department were evaluated with regard to the achievement of targets of the annual action plan particularly in respect of job placement of job seekers. The programme also aims to optimize the skills of each employee to achieve peak productivity thus making maximum use of the human resource of the Department. Employers and the employees of the department were appraised district wise and employer institution in three selected districts, i.e Jaffna, Kurunegala and Ampara were evaluated. This project has been approved by the Department of National Planning and provisions have been recommended from 2019-2021 medium term budget frame.

Policy consultation programme on employment and labour programmes with the intervention of the government of Korea

The Republic of Korea has accorded a special importance to Sri Lanka in maintaining bilateral relationships on employment and labour sector, In 2016, the Ministry of Employment and Labour Relations of Korea started a collaborative programme with the Ministry of Labour and Trade Union Relations of Sri Lanka. In 2018, a Korean delegation comprising several professors and experts on employment, career guidance, planning, implementing and evaluation of public employment services undertook a visit to Sri Lanka. During the visit, a bilateral memorandum of understanding on employment and public employment service was signed between the Republic of Korea and Sri Lanka. Experiences of Korea on the structure of the public employment service, offering career guidance and providing public employment services online were shared with the Department. The Department was also briefed on major accomplishments of the public employment service of Korea and various problems encountered in its implementation and measures adopted to overcome such problems. It has been proposed to formulate an action plan on the improvement of public employment service in Sri Lanka in consultation with Korea based on the benchmark of the Korean model.

Opening of District Job Centre – Nuwaraeliya District

The key objectives are minimizing youth unemployment in the district, registration of job seekers, job matching and job placement, creating awareness amongst job seekers on the labour market and introducing training institutes to job seekers enabling them to pursue their preferred avenue of employment. The centre will provide all services related to employment. This was established using the provisions of the Decent Work programme of the year 2018.

National Institute of Labour Studies

National Institute of Labour Studies was formally established on 11th September 2007 and was legally incorporated by the Parliament by the National Institute of Labour Studies Act, no. 12 of 2010. The institute is administered by a Board of Governors consisting of employers, trade unions representing employers and public officials. The National Institute of Labour Studies is currently under the purview of the Ministry of Labour and Trade Union Relations.

Designing implementing, organizing and guiding activities required for the creation of a productive and formidable workforce well informed about labour legislations and regulations as well as diverse areas of management is the core functions of this institute.

In order to execute these functions, the following major divisions are in operation in the National Institute of Labour Studies.

- Training and Development Division
- Research, Planning and Publications Division
- Administrative and Finance Division

Progress of programmes conducted from 01.01.2018 and 31.12.2018

Programme	Number of Programmes Planned	Expected income (Rs.)	Number of Programmes Conducted	Actual income (Rs.)
Diploma	6	7,155,000.00	4	5,117,000.00
One-day programmes	66	2,535,000.00	43	2,583,600.00
Two-day programmes	43	5,670,000.00	39	3,606,000.00
Three-day programmes	14	2,160,000.00	14	1,802,400.00
Four-day programmes	4	600,000.00	4	1,317,500.00
Certificate courses	13	2,535,000.00	14	2,753,900.00
Donor Funded Project	1	800,000.00	1	12,498,320.00
Workshops	12	7,480,000.00	14	5,610,000.00
Conduction examinations	18	720,000.00	16	3,131,109.54
Tailor Made	15	675,000.00	35	3,210,630.00

Special Activities of year 2018

Certificate course on training of foreign employment agents

This course is connected with the project titled ‘Promoting Ethical Conduct and Professionalizing the Recruitment Industry in Sri Lanka’ planned jointly by the International Migration Organization and the Foreign Employment Bureau and coordinated for foreign employment agents by the National Institute of Labour Studies.

Accordingly, the National Institute of Labour Studies has conducted a total of 10 courses in this respect with 04 Sinhala medium courses, 01 Tamil medium course and 01 English medium course in Colombo, 02 Sinhala medium courses in Kurunegala, 01 Sinhala medium course in Polgolla Cooperative Institute and 02 Tamil medium courses in Batticaloa.

Diploma course for Samurdhi Officers

Consequent to an agreement signed between the Department of Samurdhi Development and the National Institute of Labour Studies, Human Resources Development Diploma courses specifically for the Samurdhi Development Officers were launched in the year 2018 and it is to be completed in the years 2018 and 2019 under 12 modules and 03 certificate courses.

It has been decided to conduct these courses using a sum of Rs. 2,550,000 paid to National Institute of Labour Studies by the Department of Samurdhi Development for 50 Samurdhi Development Officers selected from amongst those serving in the head office of the Department, District Secretariats and Divisional Secretariats.

National Institute of Occupational Safety and Health

The National Institute of Occupational Safety and Health (NIOSH) was established as an institute affiliated to the Ministry of Labour and Labour Relations by the National Institute of Occupational Safety and Health Act No. 38 of 2009.

Vision

Occupational Safety, Health & Welfare for all

Mission

To empower tripartite partners through education, trainings, research, and other relevant interventions for preventing and controlling all forms of work- related hazards to ensure safety, health and welfare at work places

Programmes and activities of National Institute of Occupational Safety and Health

- Diploma courses on Occupational Safety and Health
- Certificate courses on Occupational Safety and Health
- Higher Certificate Course on Occupational Safety and Health of plantation sector
- Programme for training of Boiler Operators
- Work study programme on industries
- Training nurses in the industrial sector
- Occupational safety and health for hospital staff
- Occupational safety and health for office staff
- Occupational safety and health in laboratories
- Safe use of chemical substances
- Occupational safety and health for food handlers
- Training programme for stress management

1. Environment surveys

- Use of Indoor Air Quality equipment to survey quality of air and Flu Gas Analyzer Meter to measure the concentration of various gases.
- Use of dust pump equipment to monitor the level of dust in factories
- Use of Sound Level Meter to assess sound and noise levels.
- Use of Heat Stress Meter to monitor heat levels

2. Medical examinations

- Audiogram
- Blood analysis
- Test to evaluate fitness for work
- Lung function test
- Vision test

3. Incident management and administrative services of NIOSH

Special programmes of NIOSH from 01.01.2018 to 31.12.2018 and their financial and physical progress

S.No	Course	No of courses conducted	No of participants	Financial Progress (Rs Mn)
01	Diploma courses on National Occupational Safety and Health	02	102	9.84
02	Certificate courses on Occupational Safety and Health	04	128	5.95
03	Two-day programme for construction sector	01	18	0.18
04	One day workshop on waste management	02	51	0.23
05	Two-day awareness programme on occupational safety and health –Singer Limited	01	62	0.50
06	One day workshop for nurses	01	17	0.06
07	One day workshop for apparel sector on occupational safety and health	01	23	0.092
08	One day workshop on internal occupational safety and health	01	85	0.30
09	One day workshop on ISO 14001 standards	01	40	0.20
10	One day safety workshop for supervisors	01	10	0.04
11	One day workshop on safe use of chemical substances	01	43	0.15
12	Two day workshop in the field of electrical safety	02	41	0.41

Special programmes

13	Conducting an awareness programme on occupational safety for trade unions.	08 th October 2018
14	Conducting an awareness programme on occupational safety for journalists	09 th October 2018
15	Conducting a certificate course on occupational safety for TVAC institute	21 st September 2018
16	An awareness programme on occupational safety and health for children was conducted at Kanishta Vidyalaya, Padukka	18 th May 2018
17	NIOSH participated at the science exhibition held at Gothami Vidyalaya and delivered a lecture on first aid to students.	29 th June 2018
18	One-day workshop on occupational safety and health for the construction sector	29 th November 2018

Daily programmes

Taking environmental measurements

NIOSH provides measurements and reports on the working environment. The sound, light and heat levels of the working environment are inspected and tests are conducted to monitor the level of dust particles and to measure the concentration of toxic gases.

Environmental inspections carried out in the year 2018 are tabulated below

Environmental Inspection	No. of institutions
Sound	170
Light	165
Heat	160
Dust	169
Air (Emission)	130
Air testing	130

Risk Assessment

Institutions are visited to conduct risk assessments. In the year 2018, it was planned to conduct 10 such tests and 40 were conducted.

ILO programme associated with tea/rubber plantations for improving occupational safety

This programme was launched as a special project by NIOSH in February 2018 with the financial assistance of the ILO.

A special workshop was conducted to ensure safety of labourers working in rubber factories. As the first step thereof, a one-day workshop to educate estate superintendents was held in Ratnapura and Galle districts.

It was followed by two 3-day programmes to create awareness among the senior management of the tea and rubber-based industries and each was attended by more than 50 personnel. The factory of Uniliver Limited was visited to demonstrate safety measures adopted by the company.

An audit on occupational safety and health was conducted in 38 plantations to study the safety methods employed by those plantations. Thereupon, awareness was raised among all estate superintendents and instructions were given to adopt measures to improve occupational safety and health. Special gloves were provided to the estate superintendents.

Further, tea plucking equipment and personal safety tool kits for those handling chemicals were provided to Geekiyanakanda and Opatha plantations and instructions given on the use of safety tool kits. As the final event of the programme, a three-day workshop was conducted by ILO experts with focus on practical knowledge.

Awareness programme on occupational safety and health for children

NIOSH conducted a programme to raise awareness among children on Occupational Safety and Health on 18th May 2018 at Ananda Samarakoon Kanishta Vidyalaya, Padukka. Two expert lectures served as the resource persons of the programme attended by more than 100 children from several schools in the area. In addition to children, the teachers and parents too were presented on the occasion. Additional to the main topic, schoolchildren were educated on food safety and dangers of narcotics. All participating student were awarded a certificate.

One-day exhibition on the use of safety equipment and first aid lecture

An exhibition stall was maintained at the exhibition held at Gothami Vidyalaya to mark science week of the school. Students from a number of schools participated at the event and they were given instructions on safety measures that can be employed for their safety. Students were also educated on the measures to be taken in the event of a fire breaking out suddenly and the use of firefighting equipment. In addition, a lecture was delivered on first aid for the benefit of schoolchildren.

Programmes implemented under ‘Decent Work’

A programme was conducted at MAS Institute, Thulhiriya on 30th October by NIOSH in partnership with MAS Kreedha to enhance knowledge on children’s safety. A salutary feature was the establishment of safety committees in several schools selected from across the country. Schoolchildren, principals and teachers rendered their contribution to ensure success of the programme. An art competition was held as part of the programme and winners were awarded certificates. Several lectures were delivered to educate children on measures to be adopted their own safety as well as the safety of others in school and all participants were given a booklet on safety. Working in collaboration with schools, this programme is expected to be conducted Island-wide. The focus of the programme was to establish safety committees in schools and making children aware of occupational safety when they enter the work after completing their school education. Schoolchildren from Anuradhapura, Kilinochchi, Kegalla and Thulhiriya participated in the programme.

National Safety Professionals Organization 17.09.2018

The inaugural ceremony of the NIOSH membership programme was held at Hilton Hotel and the members were briefed on the process of obtaining NIOSH membership. They were also educated on the benefits to be received by obtaining NIOSH membership and its importance.

Lecture on Occupational Safety Health Standards at BMICH

This lecture was held on 29th August at BMICH for safety officers and other professionals in various industries concerned with occupational safety to inculcate knowledge on all aspects of occupational safety.

One-day workshop on the use of correct posture for employees of CIC Agro Products Limited

NIOSH conducted a workshop on correct posture for employees of CIC on 18.10.2018. Employees were made aware of the importance of maintaining correct postures while performing their duties. 50 employees participated in the programme.

In addition, a training programme on supervising was conducted for supervisors on 11th December 2018 and two booklets were prepared for occupational safety officers of the plantation sector.

National Occupational Safety and Health Week

The Cabinet of Ministers has designated second week of October every year as National Occupational Safety and Health Week of employees with the objective of promoting safety of employees in places of work.

Objectives

National Occupational Safety Week this year was held from 02nd October to 09th October and the following activities have been organized as part of this week.

- National Seminar on Occupational Safety and Health- Conducted at Hotel Galadhari Colombo on 02nd October 2018.
- Diploma awarding ceremony for Occupational Safety Officers- Held on 02nd October 2018.
- Certificate course for Occupational Safety Officers- - held on 02nd October 2018.
- Conducting awareness programme on occupational safety and health- conducted for journalists at the Government Information Department on 09th October 2018.

National seminar on occupational safety and health

This seminar was held from 9.00 a.m. on 02nd October 2018 at Galadhari Hotel, Colombo. The theme of the seminar was occupational safety, implementation of health management system and preparedness for occupational accidents. The main objective of the programme was to create awareness and inculcate knowledge amongst the participants regarding the use of new technology and new methods employed in other countries to ensure safety and protection of workers. The programme was conducted with the participation of local and foreign resource persons. Over 350 industry owners and safety officers representing both employers and employees took part in this seminar.

Purchasing of a van for NIOSH

A van was purchased to further expand the services carried out by NIOSH and to attend various event organized by the institute.

Office of the Commissioner for Workmen's Compensation

The Workmen's Compensation Ordinance No 19 of 1934 was enacted to provide for the payment of compensation to workers for accidents caused in the course of employment. The principal enactment was amended on several occasions, the last of which was done by the Act No.10 of 2005. The Workmen's Compensation Court comprises 14 circuit courts covering the entire Island with the powers of district judge and magisterial powers. The Office of the Commissioner for Workmen's Compensation has 43 positions including the Commissioner for Workmen's Compensation, 3 posts of Additional Commissioners for Workmen's Compensation who are judicial officers appointed by the Judicial Services Commission and 1 post of Grade 1 of the Sri Lanka Accounting Service and 1 post of the Sri Lanka Administrative Service.

This office consists of the Proceedings Division, Establishment Division, Accounting Division, Minors' Compensation Affairs Division and Insurance License Division.

Provisions of the Code of Criminal Procedure, Code of Civil Procedure, and Evidence Ordinance are applicable for the workmen compensation court procedure, the appeal procedure is equivalent to that of district court.

Vision

Creating employee satisfaction by making employers to pay compensation speedily for employees in the event of injury or death.

Mission

Initiating court proceedings and offering instructions to make employers to pay prescribed compensation for workmen and their dependents in the event of injury, death or disease whilst being employed

Main Objective

To cause compensation to be paid to workmen who sustain injuries in the course of employment, who suffer from diseases contracted due to the nature of the employment and to dependents of workmen who die due to accidents in workplaces.

In terms of the powers and provisions of the Workmen's Compensation Ordinance No. 19 of 1934, the key functions of the Commissioner for Workmen's Compensation are;

1. Activities pertaining to recovery of compensation from employers for accidents, occupational diseases arising out of in the course of employment in the public or private sector and for dependents in the event of death of a workman. (According to the last amendment, the maximum compensation that can be granted is Rs. 550,000)
2. Keeping the custody of the compensation entitled to minor dependents of a deceased workman in National Savings Bank until they reach maturity.

3. In circumstances where the employer defaults the payment of compensation, seizing the movable and immovable property of such employer and sell them in public auction to recover compensation.
4. Issuance, renewal and cancellation of workmen compensation insurance licenses
5. Conducting onsite inspections in event of an accident caused to an employee.
6. Causing compensation to be recovered for workmen employed in ships and aircraft registered in Sri Lanka for accidents caused outside Sri Lanka.

Progress from 01.01.2018 to 31.12.2018 (Court related matters)

Function	01.01.2018 – 31.12.2018
No. of accidents reported formally	481
No. of files taken up for inquiries	2538
No. of compensation applications finalized	634
No. of agreements registered	146
Amount recovered as compensations for fatal accidents (Rs)	170,471,719.08
Amounts paid to workers by employers for non-fatal accidents on court orders (Rs)	48,392,495.23
Amount of compensations paid to employees for non-fatal accidents as per registered agreements (Rs)	15,826,878.58
Amounts of money deposited in the savings accounts of minor dependents after being recovered in respect of fatal accidents (Rs)	26,382,495.65
No. of accounts opened on behalf of minors	155
No. of accounts of minors which were closed upon them reaching the age of 18 years	170
Amount paid from released minor (Rs)	17,777,343.37

Financial progress from 01.01.2018 to 31.12.2018

Description	Provisions for 2018 (Rs)	Expenditure from 01 January to 31 December 2018 (Rs)	Savings (Rs)	Expenditure percentage
Recurrent expenditure	33,400,000	33,080,528.44	319,471.56	99.04 %
Capital expenditure	3,850,000	498,867.50	3,351,132.50	12.96 %
Total expenditure	37,250,000	33,579,395.94	3,670,604.06	90.15%

Decent work programme

The production of a short film to create awareness on the functions of the Office of the Commissioner for Workmen's Compensation and process for claiming compensation under the above programme was completed by December 2018.

Employees' Trust Fund Board

Employees' Trust Fund Board (ETF), the second largest social security fund in Sri Lanka was incorporated under the provisions of the Employees' Trust Fund Act No. 46 of 1980 and came into operation on 01st March 1980. The Fund is administered by the Employees' Trust Fund Board.

It is mandatory for employees of the private and semi government sectors to become members of the fund. In terms of the provisions of the Act, the employer is liable to pay in respect of the employee a monthly contribution of an amount equal to three per centum of the total earnings of the employee. Further, self-employed persons and migrant workers can obtain voluntary membership of the Fund.

The Fund implements 10 beneficiary schemes for health and housing needs of employees and education of their children.

As at 31st December 2018, the total number of membership accounts was 14.6 million. Of them, 2.6 million belong to the active category who currently make membership contributions.

At present, the ETF Board functions under its inherent organizational structure and is determined to become a dynamic financial Institution in the future.

As the overwhelming majority of employers were concentrated in the Western Province, the ETF Board functioned as centralized institution. Subsequent to the establishment of district and divisional officers in areas with new potential upon and the completion of restructuring process of the regional office network, there was a rapid development in operating and legal affairs. Subsequently, main services delivered to members such as the acceptance of applications, payment of benefits and awareness creation among members were decentralized.

The functions of the Employees' Trust Fund Board can broadly be categorized into two as operational and support services. Collection of contributions, relationships with employers, services to members and investments have been identified as operational services. Administration and human resources, finance, information technology, statistical analysis and internal audit have been identified as support services.

Progress of the Board

	31.12.2018 (Rs Mn)		Difference %
	Budgeted	Actual	
Members' Fund	278,500	281,125	0.94
Total assets	305,868	312,088	2.03
Annual income	30,316	29,127	(3.9)
Net profit	24,090	23,325	(3.8)
Amount of taxes paid to the government	3,893	3,705	4.8

19 regional offices located around the country

- | | |
|----------------------------|---------------------------------------|
| 1. Colombo District Office | 11. Kegalle |
| 2. Colombo 01-07 | 12. Kurunegala |
| 3. Colombo 08 -15 | 13. Anuradhapura |
| 4. Kandy | 14. Badulla |
| 5. Gampaha | 15. Jaffna |
| 6. Matara | 16. Ampara |
| 7. Galle | 17. Vavuniya (New regional office) |
| 8. Hambantota | 18. Nuwaraeliya (New regional office) |
| 9. Kalutara | 19. Trincomalee (New regional office) |
| 10. Ratnapura | |

Budgeted amounts against actual amounts as at 31st December 2018

Activities	Budgeted amount	Actual amount	Difference %
Collection of contributions (Rs Mn)	25,320	25,256	(0.25)
Surcharge (Rs Mn)	268	351	30.1
No of institutions paying contributions through internet banking system	1276	1187	6.97

Health benefits

- | | |
|--|---------------|
| 01. Permanent disability benefit scheme | - Rs. 200,000 |
| 02. Financial grant for cardiac surgery | - Rs. 300,000 |
| 03. Financial grant for kidney transplant | - Rs. 300,000 |
| 04. Lens replacement surgery | - Rs 30,000 |
| 05. 'ShramaSuwa' hospital insurance scheme | - Rs. 50,000 |
| 06. Death benefit scheme | - Rs. 100,000 |

Educational benefits

- Grade 5 scholarship for children of members of ETF
9000 scholarship annually with a value of Rs 15,000 each
- Awarding scholarships to children of permanently disabled members who have passed Grade 05.
- Annual bursary of Rs 12,000 each for 5,000 children of members who have passed G.C.E. (Advanced Level) examination.

Housing benefits

- "Viyana" low interest housing loan scheme.

Actual data as compared to budget as at 31stDecember 2018

Repayment of contributions

Rs Million

Repayment	Budgeted	Actual	Difference
Repayment of contributions	20,980	18,292	2,688
Benefits for members	616	476	140
Total	21,596	18,768	2,828

Payment of benefits

(Rs Million)

Types of benefits	Budgeted	Actual	Difference
Death benefits	120	97	23
Permanent disabilities	14	6	8
Heart surgeries	216	161	55
Kidney transplants	8	3	5
Lens replacement surgeries	9	3	6
Grade 5 scholarships	135	88	47
Advanced level scholarships	60	19	41
‘Shrama Suwa’ scheme	54	11	43
Total	616	388	228
‘Viyana’ housing loan	300	94	206

+Favourable difference

- Unfavourable difference

Investments of the Board are of two types

Government secured fixed income tools

- Treasury bonds & treasury bills
- Fixed deposits
- NDB ‘Viyana’ deposits

Shares investment

- Listed shares
- Debentures and unit trusts

Investment portfolio as at 31st December 2018

(Rs Million)

Type of investment	Value	Property %
Treasury bonds (7.43% to 14.38%)	218,961	75.1
Fixed assets ordinary savings	55,476	19.0
Debentures	2,565	0.9
Bonds (Kerawalapitiya – 12.30%)	1,743	0.6
Shares on equity value	11,660	4.0
Shares on unit trusts	233	0.1
Other investments (Viyana housing loans)	1,027	0.4
Total	291,665	100

Investment in Lanka Salt Company

90% of ownership of ordinary shares of Lanka Salt Company were purchased by the Employees' Trust Fund Board on 24.01.1997 for a consideration of Rs 452 million. This purchase was transacted through a purchase and sales agreement between the Ministry of Finance and the Employees Trust Fund Board.

Key financial data as at 31 August 2018

(Rs Million)

	Budgeted	Actual	Difference
Investment income	29,981	28,708	(1,273)
Other income	335	418	83
Staff expenditure	1,100	1,115	(15)
Operational expenditure	248	199	49
Members' expenditure	985	783	202
Net profit	3,893	3,705	188

Key Performance Indicators –As at 31 December 2018

	August 2017	August 2018
Profit on investments	9.00	10.30
Gross benefits (Including other income)	9.18	10.48
Operational expenditure	0.47	0.49
Members expenditure	0.28	0.30
Total expenditure	0.76	0.79
Net profit on investment ratio	8.42	9.69

Short term plans -2018

Increasing collection of contributions	12%
Increasing Investment income	10%
Increasing members fund	12%

Programmes conducted from 01.01.2018 to 31.12.2018

Action has been taken to introduce EISA – ETF Inspection System Application (EISA Project) with the financial assistance of the Ministry of Finance and technical collaboration of the International Labour Organization with the aim of expediting field inspections for improving the collection of contributions.

Necessary facilities have been put in place to facilitate the payment of contributions by employers through the Internet and the submission of reports on contributions.

Introduction and implementation of Human Resources Development Plan.

Necessary measures have been taken for the acquisition of lands from Gampaha, Vavuniya and Hambantota areas for the establishment of regional offices with the objective of providing broader service to all clients.

Placement of cadre required for restructuring of the Internal Audit Unit and introduction of risk management process to the Board.

A collaborative agreement was signed with the Department of Registration of Persons and the Department of Labour for the introduction of a member centered system on the basis of National Identity Card and an exclusive number for the ETF.

Introduction of the productivity concept with the assistance of the National Productivity Secretariat and the preparation of a productivity handbook.

A high priority has been accorded for the development of human resources and measures have been taken to conduct various workshops, seminars, training courses for the improvement of knowledge, attitude and skills of employees of various levels. Further, opportunities have been

provided for members of trade unions to undergo training in their relevant fields. With the collaboration of the Department of External Resources and foreign donor agencies, foreign training opportunities could be secured for officers and accordingly 46 officers of the Board were made to participate in foreign training programmes.

Two Grade 05 scholarship award ceremonies were conducted- In Badulla on 04.04.2018 and parallel to V2025 Enterprise Sri Lanka exhibition on 31.08.2018.

Shrama Vasana Fund

Shrama Vasana Fund established to promote welfare of employees by Act No. 12 of 1998 is an institution under the purview of the Ministry of Labour and Trade Union Relations. Under 06 broad objectives outlined in the Act, the fund since its inception has initiated a number of welfare measures for the betterment of employees.

The main source of funding of 'Sharma Vasana Fund' is the Jathika Sampatha lottery of the National Lotteries Board. With the increase in sales of the Jathika Sampatha Lottery, the fund too has witness a corresponding growth enabling the provision of expanded services for the welfare of employees.

Objects of ShramaVasana Fund

- Promotion of welfare for the workers.
- When a place of work closes down without prior notice to the employees, grant financial benefits and other benefits to them.
- Providing employees with medical facilities and other assistance during emergencies.
- Granting temporary relief to employees when inquiries are held against them.
- Granting financial Assistance and other forms of assistance to employees or their dependents during old age.
- Presentation of awards to those who have made an outstanding contribution to workers welfare.

Progress of programmes

Programme/ activity		Targets for the year 2018		Progress from 01.01.2018 to 31.12.2018	
		Physical	Financial (Rs Mn)	Physical	Financial (Rs Mn)
1	Medical clinics and camps	9	5	9	4.9
2	Empowerment programmes	5	2.5	4	2.3
3	Awareness programmes	53	1.29	55	1.15
4	Welfare programmes	4	8.04	8	7.84
5	Vocational education programmes	12	0.36	1	0.01
6	Providing artificial limbs	30	3.5	12	2.5
7	• Legal aid programme	50	1	16	0.5
	• Legal aid appeals	5	0.25	3	0.09
8	Medical relief	25	0.25	2	0.2
9	Scholarship programmes	100	6	51	3.96
10	Relief for disasters	50	2.3	1	1.69
11	Promotional programmes /TV advertisements	20	3.2	20	2.84

Few Special Activities of the Ministry



Distributing School accessories at the
“Pibidemu Polonnaruwa”
Programme by the Shrama Vasana Fund.



Distributing workmen's Compensations
at the mobile Service in Badulla.



Laying Foundation Stone for the
Labour Office in Hatton.



Observation tour in Export Processing
Zone in Koggala.



National conference on occupational safety & health
organized by the National Institute of
Occupational Safety & Health in Colombo



A National Labour Advisory Council
Meeting



Awarding diploma Certificates by the National Institute of Labour Studies



Distributing School accessories at the “V 2025” exhibition in Monaragala by the Employees’ Trust Fund Board.



Opening of Job centre in Kurunegala with the participation of representatives of the Department of Manpower, Republic of Korea by the Department of Manpower and Employment.



Observational tour to the Lanka Salt Ltd. Hambanthota by the Employees’ Trust Fund Board.



Awarding financial assistances to the employees of Pelawatte sugar factory for heart surgeries parallel to the Enterprise Sri Lanka exhibition in Monaragala by the Employees’ Trust Fund Board.



Opening of circuit bungalow in Ampara

