



**கார்ட்டு சா஁த லார்த்து 2015
செயல் நிறைவேற்ற அறிக்கை 2015
Performance Report 2015**

**தட்புல, தட்புல சேலா ஁ ஡ுச்டுரி சாதீக கட்டது துலாஸா஁சு
அஞ்சல், அஞ்சல் சேவைகள் மற்றும் முஸ்லிம் சமய விவகாரங்கள் அமைச்சு**

Ministry of Posts, Postal Services and Muslim Religious Affairs

Performance Report 2015

**Ministry of Posts, Postal Services and Muslim
Religious Affairs**

**Ministry of Posts, Postal Services and Muslim Religious Affairs
6th and 7th Floor, Postal Headquarters Building
310, D.R.Wijewardhana Mawatha
Colombo10.**

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Ministry of Posts, Postal Services and Muslim Religious Affairs

Progress from 01.01.2015 to 31.12.2015

Introduction

The Ministry of Posts, Postal Services and Muslim Affairs was established as per the Extraordinary Gazette Notification No. 1933/13 and dated 21.09.2015 of the Democratic Socialist Republic of Sri Lanka.

As per the particular gazette notification, the following institutions come under the purview of the ministry.

- Department of Posts
- Department of Muslim Religious and Cultural Affairs

Before being re-designated as the Ministry of Posts, Postal Services and Muslim Religious Affairs as indicated above, this Ministry functioned as the Ministry of Muslim religious Affairs and Posts and even then the above mentioned two departments came under the purview of the Ministry.

Sri Lanka Post has a long and proud history of 215 years and currently, island- wide it has a total number of 4,692 post offices which can be broken down as 653 post offices, 3410 sub post offices, 524 agency post offices, 04 estate agency post offices and 101 rural agency post offices. There are 7,202 post men employed to distribute letters island-wide and 14,391 letter boxes have been placed for the public to post their letters. To provide the people with the opportunity to enjoy an improved postal service with modern technology, internet facilities are provided to 653 post offices. Relevant steps are being taken to render facilities for postal communication, financial, insurance and speed post services with a new approach.

In 2015, the Department of Posts has initiate various programmes such as paying bills through modern technology, E- Commerce, enabling the customers to pay Ceylinco issuable premium through post offices and initiating one day mail delivery service along the Southern Expressway between Galle, Matara and Colombo. Implementing UGEN prepaid services through post office network. The customers are also provided with the facility of sending money from overseas to his or her family using Western Union. Further, the Department of Posts also took initiatives to pay money sent by Sri Lankans living overseas through NSB to their family members via post office network without delay.

Muslim Religious and Special Postal Services Unit is newly established on 01.03.2015 and the unit is functioned under the supervision of the Additional Secretary. Every activity that comes under the scope of the Department of Muslim Religious Affairs and the project segment (domestic and foreign special postal services) is monitored and coordinated by this unit.

Accordingly, the vision, mission, laws to be implemented, objectives and functions of the Ministry are given below.

Vision

Promotion of an excellent and efficient postal service and Islamic religious and cultural affairs

Mission

The provision of trustworthy and high quality postal service to the people at an affordable price, and facilitating the advancement of religious values and culture of the Sri Lankan Muslim community

Legislation required to be implemented

1. Stamp Ordinance (No 22 of 1909)
2. Post Office Ordinance (No.11 of 1908)
3. Muslim Mosques and Charitable Trusts or Wakfs Act No 51 of 1956

Objectives

1. Formulating policies programmes and projects in respect of subjects coming under the purview of the Department of Posts and the Department of Muslim Religious and Cultural Affairs.
2. Providing a more profitable, efficient and friendly postal service to the public while minimizing costs
3. Expanding postal services, to be on a par with global trends utilizing modern technology
4. Ensuring compliance with quality, standard and advancement of postal services
5. Expanding financial services facilities too rural level concurrent to the local postal communication services
6. Empowering postal services as a multi-purpose service provision unit making the post office relevant to the public life while expanding the range of the agency service provision
7. Acting in compliance with the approved philatelic policy
8. Raising Sri Lanka's identity and dignity to the international level by designing commemorative stamps and associated products.
9. Promoting the Postal Service of Sri Lanka as a member country of the Universal Postal Union, respecting its regulations and broadening international postal services to the international standard.
10. Controlling, administering and monitoring mosques, Islamic religious institutions and charities and their assets
11. Nurturing and promoting of Islamic religious education and aspects of Islamic culture
12. Ensuring the state intervention to establish a more reasonable system enabling every Islam devotee to undertake the Hajj pilgrimage at least once
13. Promoting Islamic religious, cultural and community development activities targeting the Milad-Un-Nabi festival
14. Providing facilities and logistics support for the successful conducting of Ramazan festival

Functions

1. Formulating and implementing policies relevant to the Department of Muslim and Religious Affairs and Department of Posts
2. Guiding and monitoring all departments and institutions under the purview of this Ministry
3. Conducting relevant audit activities in the postal sector and Muslim religious activities
4. Maintaining existing relationships with international organizations connected with Muslim religious affairs and postal activities and developing them further
5. Implementing, directing and monitoring management and all operational activities of departments complying with advancements in the field of information technology
6. Maintaining postal services complying with international standards
7. Expanding speed post and parcel service together with all financial services through post office network
8. Taking measures to provide the people with efficient, productive and quality postal services through Public- Private Partnership.
9. Promoting local and foreign financial circulating services while coordinating with local and foreign financial institutions.
10. Directing and monitoring the Department of Posts as the state coordinator, proudly representing the country in the Universal Postal Union (UPU) and in the Asia-Pacific Postal Union (APPU)
11. Initiating services relating to money transactions, insurance services and banking and other financial services through the post and sub post office network and supervising the upgrading of existing services.
12. Designing, printing, issuing and selling postal stamps and revenue stamps to be compatible with local requirements while complying with the philatelic policy with local requirements and maintaining and monitoring stock controlling at optimal level.
13. Directing and supervising the designing, printing, issuing and selling of commemorative stamps and associated products so as to guarantee the quality.
14. Implementing Wakf Act and monitoring the activities of the Wakf Board.
15. Apportioning funds allocated from the consolidated fund for development activities of the Department of Muslim Religious and Cultural Affairs and the Milad-un-Nabi festival among Muslim religious institutions and administering and monitoring of same.
16. Administering and supervising the distribution of stocks of dates donated by Muslim countries for the month of Ramazan at the district level covering all Muslim families.
17. Coordinating all relevant activities connected with Hajj pilgrimage with the Saudi government and the proper allocation of Hajj quotas to organizations arranging Hajj pilgrimage and supervision of same.

01. Establishment and Administrative Division

The details pertaining to the organizational structure and the approved cadre are given in Annexure 1 and Annexure 2. An overview of the duties performed by the division is given below

- (1) Establishment related functions of the staff of the Ministry and the employees of the Department of Posts and Department of Muslim Religious and Cultural Affairs which come under the purview of the Ministry.
- (2) Carrying out media activities.
- (3) Conducting administrative activities of the Ministry office.
- (4) Performing activities regarding the parliamentary requirements.

1.1 Administrative Activities of the Staff

I. Ministry of Posts, Postal Services and Muslim Religious Affairs								
Name of the Post / Service	Request to create new posts	Approval for new posts	Filling Vacancies/Att achments/New Appointments	Transfer	Sending On Retirement	Termination of Service	Recruitments	Other
Secretary	-	-	02	-	-	02	-	-
Sri Lanka Administrative Service	01	-	-	-	-	-	-	-
1. Additional Secretary	01	-	-	-	-	-	-	-
2. Senior Assistant Secretary	01	01	01	-	-	-	-	-
3. Assistant Secretary								
Non SLAS								
1. Additional Secretary	01	01	01	-	-	-	-	-
Sri Lanka Accountants Service	-	-	01	-	-	-	-	-
Translator								
Sinhala/Tamil	01	01	-	-	-	-	-	-
Sinhala/English	-	-	01	-	-	-	-	-
Development Officer /Associate Officer	03	03	01	-	-	-	-	-
Information and Communication Technical Service	02	02	-	-	-	-	-	-
Public Management Assistant Service	06	04	03	01	01	-	03	-
Drivers' Service	02	01	01	08	-	-	01	-
Office Employees' Service (KKS)	01	01	03	01	-	-	-	Approval has been given by the Director General of Management Services to fill 03 vacancies in Office Employees' Service and approval has been sought from the Director General of Combined Services.
Appointing the staff of the Hon. Minister	-	-	46	-	-	46	-	-
Appointing the staff of the Deputy Minister	-	-	21	-	-	21	-	-
Actions are taken to seek the approval of the Public Service Commission to amend the educational qualifications in the Recruitment Procedure of the Post of Transport Officer.								

1.1 Administrative Activities of the Staff

II. Department of Posts								
Name of the Post/ Service	Request to create new posts	Approval of new posts	Filling Vacancies/ Attachments/new appointments	Transfers	Sending on Retirement	Termination of Service	Recruitments	Other
Unified Postal Service	-	-	-	-	27	-	-	*Necessary measures are being taken to fill 284 vacancies under the limited stream of Class B Grade III Segment B and to fill 578 vacancies under the Open stream in the Unified Postal Service.
Posts of Assistant Administrative Secretary and the Assistant Superintendent of Class A Grade III Segment A of the Unified Postal Service	-	-	11	-	-	-	-	*An interview was conducted with the approval of the Public Service Commission to recruit 05 officers in Class A Grade III Segment A in the Unified Postal Service based on the seniority and the skills.
Building Invigilator in Sri Lankan Technical Service	09	09	-	-	-	-	-	-

<ol style="list-style-type: none"> 1. Releasing Officers for Trade Union Activities - 04 2. Sending on Retirement on the grounds of service efficiency and under the Section 12 of the Pension Minute- 12 3. An interview was conducted with the approval of Public Service Commission on 12.02.2015 to fill 05 vacancies that occurred before 16.05.2013 in Class A, Grade II of the Unified Postal Service and the recommendations of the Interview Board have been referred to the Public Service Commission for the approval 4. Steps have been taken to take the approval of the Public Service Commission to fill 17 vacancies of Post Office Investigation Officers and 26 vacancies of Inspectors of Postal Accounts, Class A Grade III Segment B, based on the Limited Competitive Examination. 5. Actions are being taken to take the approval to pay an incentive to the instructors of Postal Training Institute 								
Sri Lanka Accountants Service	-	-	06	15	-	-	-	06 Recommendations have been submitted to the Secretary, Ministry of Public Administration for the Acting Appointments in addition to the Actual posts.
Public Management Assistant Service	-	-	-	-	05	-	-	-

1.1 Administrative Activities of the Staff

III. Department of Muslim Religious and Cultural Affairs								
Mane of the Post/Service	Request to create new posts	Approval for new posts	Filling vacancies/Attachments/New Appointments	Transfers	Sending On Retirement	Termination of Services	Recruitments	Other
Sri Lanka Administrative Service	05	02	-	-	-	-	-	Requests have been submitted to the Director General of Combined Services to fill the vacancies.
Sri Lanka Accountants Service	01	01	-	-	-	-	-	-
Sri Lanka Engineering Service	01	-	-	-	-	-	-	-
Sri Lanka Technical Service	01	-	-	-	-	-	-	-
Public Management Assistant Service	07	02	-	-	-	-	-	-
Drivers' Service	05	01	-	-	-	-	-	Approval has been sought from the Director General, Combined Services to fill 2 Drivers' vacancies on substitute basis.
Office Employees' Service	01	-	-	-	-	-	-	-
<p>Requests have been forwarded to the Director General of Combined Services to fill the following vacancies of Kathi Board.</p> <p>Translator- 01, Public Management Assistant- 01, Public Management Assistant (Typist) -01 KKS - 02</p>								

1.2 Submitting reports to relevant institutions in respect of appeals forwarded and Calling for Reports

Institutes that submitted the reports Appeals	Presidential Secretariat	Prime Minister's Office	No. of Reports submitted to Public Service	No. of Reports submitted to Public Petition Commission	No. of Reports submitted to the Ombudsman	No. of Reports submitted to the Human Rights Commission	No. of Reports submitted to the Secretary to the Ministry of Public	No. of Reports called from the Post Master General			No. of appeals for which replies were sent to appellants
								No. of letters received from appellants	No. of Reports called for	No. of answers received	
1. Sub- Post master Service	-	-	15	-	-	-	07	21	18	15	15
2. Regarding several issues of the Junior Service-Department of Post	-	-	13	-	-	-	12	12	57	29	07
3. Appeals forwarded by the retired officers in the Unified Postal Service	29	06	47	26	04	02	19	12	45	25	14
4. On behalf of the appeals submitted to HE, the President, Hon. Prime Minister and Hon. Minister	19	01	-	-	-	-	-	272	272	20	20
5. No. of reports submitted by the officers in the Unified Postal Service who have been served with disciplinary orders or interdicted	-	-	03	-	-	-	-	-	05	-	-
6. Trade Union Activities	-	-	-	-	-	-	-	-	10	-	-
7. Queries by the Commission to Investigate Allegations of Bribery and Corruptions	-	-	-	-	-	-	-	-	03	-	-
Total	48	07	78	26	04	02	38	317	410	89	56

1.3 Submitting reports to relevant institutions in respect of appeals forwarded and Calling for Reports

- In addition to this, submitting reports and memorandums has been done as follows
 - i. No. of Parliamentary Questions answered - 05
 - ii. No. of proposals of the Consultative Committee for which answers have been forwarded - 04
 - iii. No. of Cabinet Memorandums submitted - 21
- **Of the Officers of the Department of Posts**
 - i. Approval of Accident Leave - 24
 - ii. Approval of Special Leave - 20
 - iii. Payment of Compensation as per PA Circular22/93 - 05

1.4 Over time, Transport and expenses of services and facilities

Description	Expenditure Object	No. of vouchers	Approved amount	Amount Expensed
Services and Facilities				
Vehicles				
Maintenance	1301	266	8,529,000.00	8,524,935.18
Fuelling	1202	349	7,707,500.00	7,707,076.44
Services				
Water and Electricity bills	1403	33	4,740,000.00	4,736,870.79
Sanitary	1405	12	4,211,000.00	4,205,509.18
Security		12		
Refreshments	1203	68	990,000.00	989,080.66
Maintenance of equipment	1302	32	462,000.00	458,465.57
Rents and other (Deputy Minister's Office)	1404	03	2,569,500.00	2,569,354.84
Communication	1402	531	2,085,000.00	2,078,726.59
Over time, Transport and Other Payments				
Overtime	1002	504	3,500,000.00	2,315,735.70

1.4 Approval of Overseas Leave

	Ministry	Department of Posts	Department of Muslim Religious and Cultural Affairs
Leave/Personal	1	139	02
Duty	-	05	-

1.5 Deploying trainees for practical training

Ministry	Department of Posts	Department of Muslim Religious and Cultural Affairs
03	24	03

1.6 Functions of the Information Media Unit

In achieving the targets for the year 2015, the Information Media Unit was able to contribute significantly to the development progress through propagandistic activities. Accordingly the Information Media Unit was able to produce several documentaries through successful visual editing.

- 168 Press Releases
- 15 Media Briefings
- 814 Photographs
- 222 video cassettes were referred to the external media institutions.

1.7 Other Establishment Activities

- Entering into Agreements- Ministry
 - Janitorial Services – Smart Janitors Pvt Ltd
 - Security Services - Iron Arms Ltd
 - Air conditioners - Associated Engineering Pvt Ltd
 - Computers - Essential Maintenance Pvt Ltd
 - Photocopy Machines - Metropolitan Office Pvt Ltd
John Keels Office Pvt Ltd
 - Multimedia Projectors - Swedish Trading Audio Visual Pvt
- Issuing Railway Warrants - 42
- Claiming for Agrahara Insurance - 05
- Opening files for legal matters - 21
- Issuing Loans
 - Distress Loan - 47
 - Property Loan - 01
- Issuing Vehicle Permits for a relief prize - 07
- No. of Internal Audit Queries
 - No. of Audit Queries forwarded - 09
 - No. of Queries for which answers are sent - 06

1.8 Provision of welfare Services

The welfare service is satisfactorily maintained providing essential commodities to the officers of the Ministry.

02. Development and Planning Activities

- The progress of the island-wide development programmes, projects and activities relevant to the Posts, Postal Services and Muslim Religious Affairs would be reviewed quarterly and the meetings of the Operation Committees of the Ministry of Posts, Postal Services and Muslim Religious Affairs, the Department of Posts and the Department of Muslim Religious and Cultural Affairs have been conducted and their recommendations and decisions have been implemented.
- Actions have been taken to maintain the documents (about 90 documents) regarding the acquisition of land for postal services under the provisions provided in the Land Acquisition Act. Accordingly, the acquisition of lands to establish post offices in Parakaduwa and Vanduramba has been completed.
- Engaging in coordinative activities regarding the construction of buildings to render a proper and effective service in postal and Muslim religious activities.
- Under the instructions of the Attorney General, appropriate actions have been taken regarding several services rendered by the private sector with who(m) the Department of Posts has already entered into agreements and has initiated the agreed functions. Further, the Post Master General has been informed and instructed of such agreements.
- Steps have been taken to promote postal services by solving relevant issues, taking into consideration the complaints and suggestions which were brought to notice by printing medias. Further, the Post Master General is informed and instructed of requests, suggestions, and complaints forwarded by the Presidential Secretariat Office, Prime Minister's Office, other public institutes and the public. Accordingly actions taken in this regard would be informed to the relevant persons or institutes.
- Engaging in coordinative activities to hold the International Competition for Letter Writing and to hold Art and Essay Competition in National and Provincial schools to commemorate World Post Day- 2015. Further coordination has been done with the Department of Posts in updating the web page of the Ministry.

2.1 Stamp Promotion Programme

- Relevant steps have been taken to print high quality stamps, preserving the philatelic value. The table provides a description of stamps issued in 2015.

Theme	No. of stamps Issued	No. of souvenir sheets
Annual Issuance	07	02
World Post Day	01	-
Children's Activities	01	-
National Events	05	01
International Events	02	01
The Pride of Sri Lanka	08	02
Other Significant Events	02	01
Outside the Annual Stamp Programme	06	-
Total	32	07

- With the Ministry of Postal Services and the Department of Posts allocated Rs.04 and Rs. 06 M respectively, a sum of Rs. 10 M was used to promotion and improvement activities of stamps.

2.2 Human Resources Development

- Local training opportunities

	Category of the officers received training	No. of officers trained	No. of Trainings Programmes
01.	Staff Officers	07	02
02.	Development Assistants	21	09
03.	Development Officers	09	05
04.	Management Assistants	17	11
05.	Drivers	02	01
06.	KKS	09	03
07.	Whole Staff	21	01
	Total	86	32

- Participation at Foreign Conferences/ Training

Ministry of Posts, Postal Services and Muslim Religious Affairs

Category of Officers	No. Of officers participated	Countries visited	Subject
Hon. Minister and his staff	02	KSA	Courtesy visit to the Kingdom of Saudi Arabia to meet His Excellency the Minister of Haj.
	03	KSA	Haj Pilgrimage 2015.
	02	Turkey	The 1 st Muslim Religious Leader Summit for Asia and Pacific Countries.
	01	Egypt	Supreme Islamic Council
Staff Officers	01	KSA	Courtesy visit to the Kingdom of Saudi Arabia to meet His Excellency the Minister of Haj.
	02	Thailand	APPC / Advanced Business Management Course.
	01	Pakistan	APPU – Executive Council Meeting.
	01	KSA	Haj Pilgrimage 2015.
	01	Switzerland	Invitation to attend the UPU Council of Administration and Postal Operation Council
Development Assistants	05	India	Emotional Balancing Programme.
Total	19		

Department of Posts

Category of Officers	No. of officers participated	Countries visited	Subject
Staff Officers	04	Pakistan	APPU – Executive Council Meeting
	01	Malaysia	1 st Workshop of Quality of Service & supply chain improvement project in the Asian countries.
	02	Malaysia	Sixth Regional UPU workshop on the Development of Electronic Postal Payment Services in Asian Countries.
	02	Thailand	Advanced Business Management Course.
	01	Thailand	International Mail Accounting Course.
	01	Malaysia	Second Country Study Visit, National University.
	01	India	International Training Programme in Rafi Ahmed Kidawi National Postal Academy.
	01	Thailand	Course on Marketing & Innovation.
Staff Officers	01	Pakistan	Operations Management Programme.
	01	Kuwait	Bak Maha Ulela - Programme.
	01	Thailand	Human Recourse Management Course.
	01	Thailand	E - Business & Technology Management Course.
	01	Pakistan	Establishment of South Asian Postal Union.
	01	India	mBillionth South Asia Congress Award Ceremony.
	02	Thailand	Regional Strategy Conference and Round Table.
	02	Thailand	Strategy Formulation and Execution.
	02	Thailand	60 th anniversary of Sri lanka- Thailand Diplomatic Relations.
	01	Switzerland	First UPU Global Conference on Trade Facilitation.
	02	Thailand	APPU Postal Business Forum on Delivery on the Strategy.
	02	India	International Training programme.
	02	Philippines	Quality of Service and Support Chain Improvement Project in the Asian Countries.
	01	Korea	Asian Pacific Post CEO Forum
Officers in postal services and other officers	02	India	Advanced Postal Management Programme.
	01	Malaysia	1 st Workshop of Quality of Service & supply chain improvement project in the Asian countries.
	01	Thailand	UPU Transport workshop for the Asia - Pacific region APPC.
	02	Thailand	APPC Fellowship on Postal Development Course.
	02	Pakistan	Operations Management Programme.
	02	Thailand	E - Business & Technology Management Course.
	01	India	mBillionth South Asia Congress Award Ceremony.
	02	Thailand	APPU e packet Operation and IT Training workshop.
Total	46		

Department of Muslim Religious and Cultural Affairs

Category of Officers	No.Of officers participated	Countries visited	Subject
Staff Officers	01	KSA	Courtesy visit to the Kingdom of Saudi Arabia to meet His Excellency the Minister of Haj.
	03	KSA	Haj Duty 2015.
	01	Turkey	The 1 st Muslim Religious Leader Summit for Asia and Pacific Countries.
Development Assistants	01	KSA	Haj Duty 2015.
Drivers	01	KSA	Haj Duty 2015.
Total	07		

2.3 Project of Networking Post Offices

The total estimated project of the Post Office Network project launched in 2008 was Rs. 648.81M. The total amount allocated for this project in 2015 is Rs 11,225M as per the revised estimate. The amount was used to make the payments for the liabilities of the year 2014. Accordingly, by now, the project of networking the post offices has been completed and 653 post offices have been networked under this project. The total expenditure of this project was Rs 538.69M.

This project enabled to introduce new services equipped with modern communication technology and information technology through post office network and thus enabled to improve the efficiency of the existing services. Certain functions such as paying electricity, Telecom and Mobitel bills, enabling customers to pay Ceylinco insurance premium and to obtain the insurance certificate rendering UGEN prepaid services are done under the project.



Image 1 – Launching the UGEN prepaid services by the Hon. Minister.

2.4 Opening of new post offices

New post offices opened in Seethawakapura, Imaduwa, Thalawakale, Madhurankuliya and Elle to render more efficient postal services were vested with people.



Image 2 - The opening of the newly built Imaduwa post office by his Excellency, the President.

2.5 Other Development Activities

- Coordinating the activities of implementing the Productivity Programme within the Ministry.
- Measures have been taken to the implementation of the E-government policy in the Ministry.
- Public administrations reforms are being carried out as per the instructions provided in the PA Circular No 01/09 dated 12,06.2009 and NARC/MRC/09/01 dated 25.09.2009.

2.6 Provision of the library facilities

A library consisted of 988 books on various subjects is being maintained with the intention of inculcating positive attitudes in the staff of the Ministry.

2.7 Preparing Action Plan and Performance Reports

- The annual action plan for 2015 was prepared as per Public Finance circular 01/2014 after obtaining the plans, proposals and functions of every division that comes under the Ministry of Posts, Postal Services and Muslim Religious Affairs, Department of Posts and Department of Muslim Religious and Cultural Affairs. The said action plan was submitted to the Ministry of Finance and Auditor General's Department.
- The Performance report for the year 2014 was prepared, having gained the relevant information from all divisions of the Ministry of Posts, Postal Services and Muslim Religious Affairs and of the Department of Posts. The report was submitted to be tabled

in the Parliament and to the Ministry of Finance, the Auditor General's Department and to other relevant institutions.

- The Performance Report of the Department of Muslim Religious Affairs for the year 2014 was prepared by the department and it was presented to be tabled in the Parliament and was also submitted to the Auditor General's Department.

2.8 Reporting Progress

In response to their queries, the progress of the activities of the postal services and Muslim religious activities was reported to the Presidential Secretariat, the Ministry of Finance and Planning, the Department of Project Management and Monitoring and District Secretaries.

Utilization of Capital Budget of the Ministry as at 31st December 2015

- **Financial Progress**

Rs. Mn.

Institution	Allocation	Expenditure as at 31.12.2015	%
Ministry	29.201	29.087	99.6%
Department of Posts	201.000	196.348	97.7%
Department of Muslim Religious and Cultural Affairs	76.251	75.341	98.8%

- **Physical Progress**

Institution – Budget Vote		Key Performance Indicator
❖ DOP/Rehabilitation and Improvement of Buildings(308-01-01-2001)		117 renovated works done in Post offices, CME and Postal Headquarters renovated
❖ DOP/Building & Structure(308-01-01-2104)		04 new Post office Buildings completed (Imaduwa, Madurankuliya, Seethawakapura and Thalawakele)
❖ Training & Capacity Building	Ministry(108-01-01-2401)	32 Training programmes and 86 officers trained
	DOP(308-01-01-2401)	356 Training programmes conducted and 20580 officers trained
	DMRCA(202-01-01-2401)	06 Training programmes conducted and 50 officers trained
❖ DOP / Philatelic Development(308-01-01-2502)		1000 stamp catalogues (ii) (books) and 3000 stamp catalogues (iii) (books) printed. 3200 of Thematic stamps printed and 1200 year packs printed.
❖ DMRCA/(202-01-01-2502)		70% completed the Kattankudy Mosque
❖ DMRCA/(202-01-01-2502)National Mila dun Nabi programme		92 Mosques, 4 Arabic Colleges and 1 Ahadiya Schools developed
❖ DMRCA/(202-01-01-2502)Construction of Islamic Cultural Centers		31 Mosques, 5 Arabic Colleges, 2 Ahadiya Schools and 4 religious institutions developed

2.9 World Post Day 2015- Selection of the best post offices

The Ministry of Posts, Postal Services and Muslim Religious Affairs had organized a programme of selecting the best post offices island-wide to celebrate the national ceremony which was organized in line with the World Post Day. In this regard, the contribution was fully given to make the above mentioned selection, organizing field trips to many recommended post offices and by monitoring them. The recommended post offices are mentioned as follows.

Supra – Grade Post Offices	Grade I Post Offices	Grade II Post Offices	Sub post Offices
Matara	Beliatta	Pitibaddara	Magala South
Nuwara- Eliya	Katugastota	Ramboda	Thalawantanna
Kuliyapitiya	Dummalasooriya	Vaikkala	Magulagama
Bandarawela	Diyatalawa	Boralanda	Pitamaruwa
Anuradhapura	Hingurakgoda	Wijithapura	Kalaoya
Horana	Homagama	Butpitiya	Kiriwattuduwa
Balangoda	Bulathkohupitiya	Kotiyakumbura	Wagalla
Trincomalee	Uhana	Kuchchaweli	Gonagolla
Jaffna	Erukkalampitiya	Madu	Madagal

The prime purpose of this is to create highly effective postal services through employee motivation.

2.10 Contributing to National Kidney Fund

With the intention of supporting the programmes to control kidney disease which is spreading fast particularly in Rajarata, an issue of national importance, the officers of the Ministry of Posts, Postal Services and Muslim Religious Affairs in collaboration with the officers of the Department of Posts have donated an amount of Rs 9.6M . The officers contributed to the National Kidney Fund which was created by the Presidential Task Force by donating one day's pay in November 2015.



Image 3 - The amount of Rs. 9.6 M was presented to His Excellency, the President to be deposited in the National Kidney Fund by the Hon Minister of Posts, Postal Services and Muslim Religious Affairs.

2.11 Making the public aware of the National Drug Prevention Programme

12,000 posters were distributed to post offices and government institutions island-wide with the National Drug Prevention Programme to make the general public aware of the eradication of drugs which has become a grave menace to the country. Further, an awareness programme was held to the Department of Posts to inform in this regard.

2.12 National Tree Planting Programme – Vana Ropa

In line with the national tree plantation programme (vana ropa) which was held to reinstate natural forests in Sri Lanka which are degrading fast, a programme of tree planting organized by the Ministry and the Department of Posts at the post offices' premises centering the post offices in North Western province. Having planted various plants, (fruits, herbal plants, plants taken for wood, plants planted in gardens), our heartfelt contribution was given to this task of importance which could enable us to offer a helping hand to maintain the sustainable environment wellbeing of Sri Lanka.



Image 4 - The Hon. Minister has planted a plant at the Postal Headquarters' premises by signifying the importance of Vana Ropa, National Tree Plantation Programme.

2.13 Implementing methods for energy conservation

The implementation of power conserving methods to save energy and power by creating an economical electricity culture in all public institutes was initiated in December, this year with the participation of each and every division of this ministry. Accordingly, those power conserving methods would be implemented under a Manager of Power and Energy and steps were taken to reduce the electricity consumption by 10%. Further it was planned to observe its progress monthly and to report the progress to Sustainable Energy Authority trimonthly.

2.14 Programme for Eradication of Dengue

Recognizing mosquito breeding grounds and cleaning those places to eliminate the dengue plague and the Ministry of Health is monthly informed on its progress.

2.15 Implementation of the proposed programme to reduce the direct and indirect health, environmental and social impacts created due to the usage of plastic and polythene

Using plastic, polythene and their associate products has become an essential practice in today's society. Improper usage, disposal and burning of such products have caused many social, environmental, health and economic issues. Thus under the instructions and guidance of His Excellency, the President the programme was launched to reduce the use of polythene in religious ceremonies. To implement such programme, instructions were given to religious institutions that come under the purview of the Department of Muslim Religious and Cultural Affairs and accordingly the particular department has taken necessary steps to reduce the use of polythene by conducting awareness programmes.

03. Activities relevant to Special Postal Services and Muslim Religious Affairs

The functions of the Special Postal Services and Muslim Religious Affairs Unit are,

- Conducting studies on how should Sri Lanka Post function respecting the policies, articles and provisions in Universal Postal Union and Asian Pacific Postal Union and monitoring such functions by coordinating the ministry and the department according to the state policies to improve the quality of postal services.
- Engaging in coordinating activities with the Establishment and Administrative branch and the Development branch of the Ministry regarding the Establishment and Administrative functions of the Department of Muslim Religious and Cultural Affairs.
- Assisting the Ministry of Posts, Postal Services and Muslim Religious Affairs in performing its tasks efficiently and effectively.

Special Postal Services and Muslim Religious Affairs Unit was established in 2015 and basic facilities were provided to perform its functions. Accordingly actions were taken to provide space, relevant office furniture, equipment, machines, computers, telephones and internet facilities adequate for one Assistant Secretary, six officers and one KKS.

The Unit is monitored by an Additional Secretary and an Assistant Secretary.

Accordingly the following mentioned functions have been monitored by the unit.

3.1 Postal Activities

- After having studied the reports submitted by the officers of the Department of Posts who have participated in overseas training programmes, new recommendations required to the Development of Sri Lanka Post have been submitted.
- The activities done in the Philatelic Bureau were monitored as per the Philatelic Policy.
- The Department of Posts was given instructions on matching the philatelic designs with relevant themes and on applying modern technological methods to print stamps and such activities were monitored.
- The proper implementation of the programmes of the Philatelic Bureau in 2015 was monitored.
- Relevant instructions were given to initiate new services while modernizing postal services and utilizing information technology to Sri Lanka Post.
- The agreements entered with various parties relevant to special postal services such as collection of water bills, E- Channeling facilities and sending Money Orders through Sampath ATM were monitored.
- The process of Networking of post offices and relevant activities were monitored and assistance was rendered to the Department of Posts when required.

- Consultative services to the process of networking the functions of sub post offices were provided and relevant project proposals were submitted to the Treasury.

3.2 Muslim Religious Activities

- Assisting the Department to develop mosques island-wide utilizing the amount of Rs 14M, provided by Mosque Building Fund and Monitoring the activities of the Department.
- Supervising activities pertaining to Hajj Pilgrimage which is a primary religious event of Muslims.
- Initiating action in respect of a private member's motion regarding the incorporation of Arabic Colleges which was hitherto handled by the Ministry of Buddha Sasana and Religious Affairs. 15 Draft Bills have been referred to the relevant institutions for amendments and approval.
- Coordinating the distribution of dated during the Ramadan fasting season of Muslims and 290MT of dates were distributed to Muslim mosques island-wide by the Department and Supervising and Post inquiring have been done in this regard.
- Working in collaboration with the Department in coordinating and supervising mosque development activities and distributing uniforms and books to Ahadiya religious schools. Relevant instructions were given and actions were taken to carry out such activities in a proper manner.
- An amount of Rs. 14M was allocated for the Department of Muslim Religious Affairs for Milad-Un-Nabi Fund in 2015 and actions were taken to repair mosques and cultural institutions in Kandy district and to develop Ahadiya religious schools. National Milad-Un-Nabi Ceremony was held in Polgolla Mahinda Rajapaksha Auditorium, Kandy and His Excellency; the President presided over the ceremony. Assistance and guidance were rendered to the Department to organize such activities.
- Suggestions have been made to operate the process of Hajj Pilgrim in a more transparent manner.
- Suggestions have been presented to conduct Mawlawi examinations in Arabic Colleges systematically. Accordingly, the foundation has been laid to conduct meetings between the Department of Examinations and the Department of Muslim Religious Affairs.
- The necessity of making timely amendments to the Wakfs Act has been identified and the preliminary activities of making those amendments have been completed.
- Preliminary discussions have been taken place for the proper administration of mosques.
- Relevant actions are being taken regarding the complaints and suggestions submitted to the Presidential Secretariat, Prime Minister's Office and to the Ministry on the administration of mosques.

04 Internal Audit Activities

Internal Audit Queries for the year 2015

The progress of the Internal Audit Branch of the Ministry of Posts, Postal Services and Muslim Religious Affairs as per the Audit Plan 2015 is as follows.

1. No. of Audit Inquiries and Investigations conducted

- Ministry of Posts, Postal Services and Muslim Religious Affairs 17
- Department of Muslim Religious and Cultural Affairs 11

2. Conducting Investigations under F.R 104 regarding the vehicle accidents

- Ministry of Posts, Postal Services and Muslim Religious Affairs 17

3. Special Investigations conducted

- Department of Posts 03

4. Conducting of 04 sessions of meeting of the Audit and Management Committee

5. Preparing the Preliminary Evaluation Report

6. 04 Quarterly reports have been prepared in 2015

05. Financial Activities

➤ Recurrent Expenditure

The recurrent provisions allocated for the year 2015 and its expenditure as at 31.12.2015 are as follows.

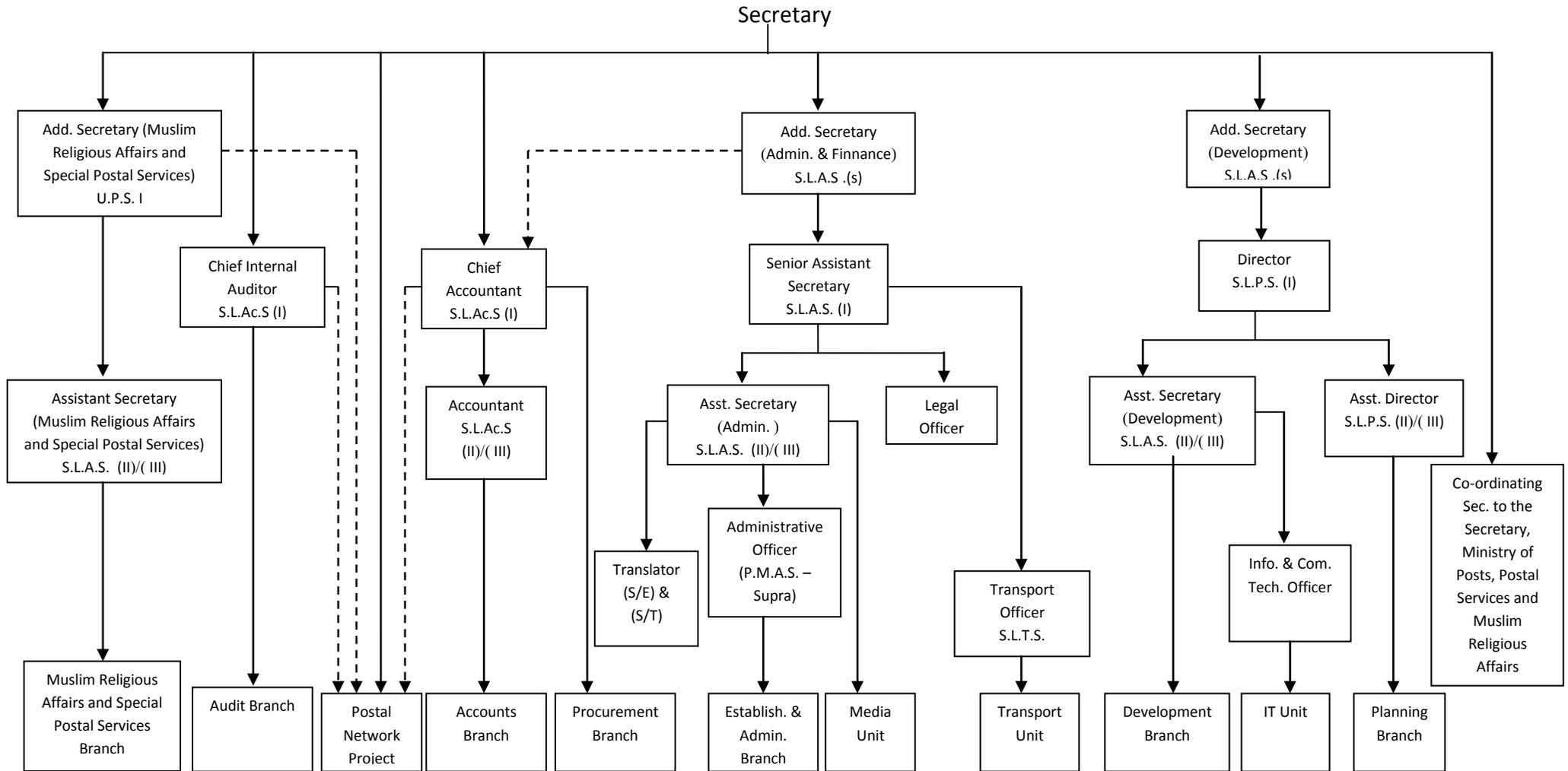
Expenditure Object	Description	Provisions allocated as per the amended estimate (Rs)	Expenditure(Rs)
	Payments of salaries	58,500,000.00	55,767,041.85
1001	Salaries and Wages	26,900,000.00	25,572,174.01
1002	Overtime and allowance for working on leave day	3,500,000.00	2,315,735.70
1003	Other allowances	28,100,000.00	27,879,132.14
	Travel Expenses	4,112,500.00	4,027,208.91
1101	Local	1,332,500.00	1,329,056.55
1102	Overseas	2,780,000.00	2,698,152.36
	Maintenance Expenditure	12,997,500.00	12,861,572.77
1201	Stationary and office requirements	4,300,000.00	4,165,415.67
1202	Fuel	7,707,500.00	7,707,076.44
1203	Foods and Uniforms	990,000.00	989,080.66
	Maintenance Expenditure	8,996,000.00	8,984,900.75
1301	Vehicles	8,529,000.00	8,524,935.18
1302	Machines and Machinery	462,000.00	458,465.57
1303	Building and Construction	5,000.00	1,500.00
	Services	16,309,500.00	16,211,576.58
1401	Transport	2,102,000.00	2,019,385.48
1402	Postal and Communication	2,085,000.00	2,078,726.59
1403	Electricity and Water	4,740,000.00	4,736,870.79
1404	Rents and Taxes for Local Authorities	2,569,500.00	2,569,354.84
1405	Other	4,813,000.00	4,807,238.88
	Transfers	777,500.00	777,334.62
1506	Interest for the Property Loan for public servants	777,500.00	777,334.62
	Other Recurrent Expenditure	6,000.00	5,950.00
1701	Loss and Deductions	6,000.00	5,950.00
	Total	101,699,000.00	98,635,585.48

➤ **Capital Expenditure**

Provisions of Capitals allocated for the year 2015 and their expenditure as at 31.12.2015 are as follows

Expenditure Object	Description	Provisions allocated as per the amended estimate (Rs)	Expenditure (Rs)
	Rehabilitation and Upgrading Capital assets	6,250,000.00	6,161,114.27
2001	Building	2,600,000.00	2,541,541.83
2002	Machines and Machinery	250,000.00	236,823.06
2003	Vehicles	3,400,000.00	3,382,749.38
	Acquisition of Capital Assets		
2102	Furniture and Office Equipment	2,153,000.00	2,136,203.06
2103	Machines and Machinery	4,283,000.00	4,281,491.51
2104	Building and Construction	0.00	0.00
	Skill Development	1,290,000.00	1,283,209.02
2401	Training and Skill Development	1,290,000.00	1,283,209.02
	Other Capital Expenditure	15,225,000.00	15,225,000.00
1-2-0-2502	Other Investments- Promoting Stamps and Other Postal Services	4,000,000.00	4,000,000.00
1-2-0-2502	Other Investments- Postal Network Project	11,225,000.00	11,225,000.00
	Total	29,201,000.00	29,087,017.86

Organizational Chart – Ministry of Posts, Postal Services and Muslim Religious Affairs



Cadre Information as at 31st December 2015

Ministry - Ministry of Posts , Postal Services and Muslim Religious Affairs

Address - 6th & 7th floors, Postal Headquarters Building, 310, D.R. Wijewardhana Mawatha, Colombo 10.

Designation	Specialization	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre			Remarks
						Permanent	Casual	Contract	Permanent	Casual	Contract	
Secretary				SL-4	Senior Level-1	1			1			
Addl. Secretary	Admin. & Finance	SLAS	Special	SL-3	-do-	1			1			
Addl. Secretary	Development	-do-	Special	SL-3	-do-	1			1			
Addl. Secretary	Muslim Religious Affairs & Special Postal Services	UPS	1	SL-3	-do-	1			1			
Chief Accountant		SLAcS	1	SL-1	-do-	1			1			
Chief Internal Auditor		-do-	1	-do-	-do-	1			1			
Senior Asst. Secretary		SLAS	1	-do-	-do-	1			1			
Director	Planning	SLPS	1	-do-	-do-	1			1			
Dy. Director/Asst. Director	Planning	-do-	11/111	-do-	-do-	1			1			
Accountant	Payments	SLAcS	11/111	-do-	-do-	1			1			
Asst. Secretary	Administration	SLAS	11/111	-do-	-do-	1			1			
Asst. Secretary	Development		11/111	-do-	-do-	1			1			
Asst. Secretary	Muslim Religious Affairs & Special Postal Services	SLAS	11/111	-do-	-do-	1			1			
Legal Officer		Dept.	111	-do-	-do-	1			1			
Administrative Officer		PMAS	Supra	MN-7	Tertiary Level-2	1			1			
Information & Communication Technology Officer		SLICTS		MN-6	-do-	1			0			
Translator	(S/E) and(S/T)	TS	1	MN-6	-do-	2			1			
Co-ordinating Secretary to the Secretary		Temporary		Rs. 22,250/-(Monthly Allowance)	Secondary Level-3		1			1		
Information & Communication Technology Assistant		SLICTS	111	MT-1	-do-	2			0			
Development Officer		DOS		MN-4	-do-	10			6			
Budget Assistant		Asso. Officer		-do-	-do-	1			1			
Development Assistant		-do-		-do-	-do-	19			16			
Supply Assistant		-do-		-do-	-do-	1			1			
Audit Assistant		-do-		-do-	-do-	5			5			
Transport Officer		SLTS		MN-3	-do-	1			0			Not yet recruited
Public Management Assistant		PMAS	1/11/111	MN-2	-do-	22			17			2 PMAS officers are attached by Dept. of Muslim Religious and cultural Affairs in temporary basis
Driver		DS	1/11	PL-3	Primary Level-4	13			9			
K.K.S.		OES	1/11/111	PL-1	-do-	17			17			03 OES are substitutes of Dept. of Post and 01 OES is attached by Dept. of Muslim Religious and cultural Affairs in temporary basis
Camera Operator		Temporary		14,425/- (Monthly)	-do-		1			1		
Still Photographer		Temporary		14,425/- (Monthly)	-do-		1			0		Not yet recruited
Camera Operator Aide		Temporary		11,730/- (Monthly)	-do-		1			1		
Total						109	04	-	88	03		