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Message from Secretary to the Ministry of Productivity Promotion



I feel a great pleasure in adding a message to the Performance Report - 2014 of the Ministry of Productivity Promotion. A separate Ministry for Productivity Promotion which has a Cabinet Portfolio was established on 22nd October, 2010. Since then and in year 2014, island-wide national level programs were implemented in order to achieve the targets envisaged through 'Vision of Mahinda Chinthanaya'.

National Productivity Secretariat has been implementing Productivity Promotion Programs targeting all government, private, school and social sectors. All parties in those sectors are made aware of the productivity concept through these programs. Strategies for achieving the nation goal in an effective manner have been setup through productivity. National Productivity Award Competitions were conducted even in this year and selected institutions were awarded with National Productivity Awards. Competitions in this nature helped in great amount to promote productivity in both government and private sectors.

Self-employment training programs, entrepreneurship training programs which provide self-employment opportunities with a good understating, career guidance programmes for internal and external under-graduates and school children, and vocational research programs for reducing unemployment related problems and establishing market opportunities organized and implemented by the Department of Labor & Man-Power greatly contributed to enhance the productivity of the workforce of the country and to establish an efficient workforce in every sector. National man power resource development, generating employment opportunities and career guidance which were declared on 30th October, 2012 under this Department have been further expanded.

Productivity promotion plays a major role in the development journey of the country. I take this opportunity to express my sincere gratitude and appreciations to Hon. Basheer Segudavud, the Minister of Productivity Promotion for his precious advice and guidelines extended in this performance journey. I further wish to express my heartiest thanks and appreciations to my Additional Secretaries of this Ministry, other Competent Officer sand our Ministry Staff, the Director General-National Productivity Secretariat and his Staff, the Director General, Department of Labor and Man-Power and his Staff who worked with dedication and extended their service and cooperation in achieving the vision and mission of this Ministry. I am confident that you all would extend your fullest cooperation in future years to accomplish the development goal of the country through productivity promotion.

Upali Marasinghe
Secretary
Ministry of Productivity Promotion

Progress Report 2014

Various programmes are on foot under a wide spread plan for improving productivity and efficiency in public and private sector during 2010-2016 with a view to creating a productive and competitive labour force. By that, it is expected to reach social, economic development fortified with a labour force capable to promote productivity in Sri Lanka and to compete international competitiveness.

This Ministry as the forerunner of creating a competitive human as well as main policy maker in productivity promotion is engaged in educating all sections with the aim of improving productivity of the country. Under the Ministry of Productivity Promotion, various programmes are carried out for achieving these aims through the Manpower and Employment Department and National Productivity Secretariat,

The Productivity Secretariat as the body to implement productivity programmes in schools, private run institutes and community as well as all public institutes in the country carries out many programmes annually. As well, the National Productivity Awards festival is annually organized by the National Productivity Secretariat which enables to re-create institute and human resource to the level of providing services to please service seekers and to maintain efficient and qualitative service by public institutes.

Educating all secretaries in ministries and provincial chief secretaries by the Presidential Secretariat from the year 2014 for taking part all ministries and institutes in provincial councils in National Productivity Award Ceremony could be considered as a new turn. As well, awareness has been created among Secretaries of Cabinet ministries, District Secretaries, chief secretaries by Secretary to the Ministry and heads of institutes coming under the purview of the Ministry and a number of ministerial secretaries have been already so educated.

Various programmes are underway by the Manpower and Employment Department with the notion of creating a skillful human resource in Sri Lanka and for implementing Employment Policy A date base on the labour market made up by wider representation including public and private sector along with all other parties is being worked out. This enables to plan out the future vocational path for those who freshly join labour force, student populace, employed and job aspirants, to provide guideline on latest tendencies in labour market.

According to the policy framework of the government, a medium term policy framework has been worked out by the Ministry for three year period commencing from years 2013 to 2016 and productivity promotion programmes in the year 2014 had been commenced as per this medium term policy frame work. Out of this, considerable success has been gained by 30th September 2014. As well, giving fresh lease of life to the Ministry, Mr. Upali Marasinghe has taken up duties as the new Secretary to this Ministry with effect from June 2014.

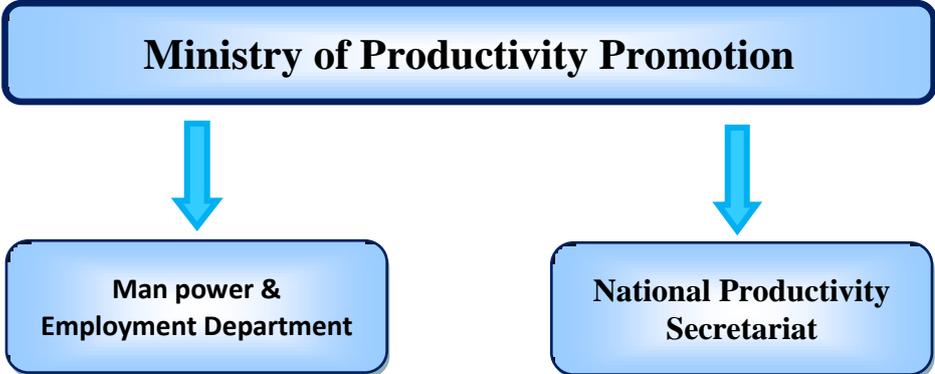
This Performance report underlines physical and financial progress of works in this Ministry and other institutes coming under its purview from January to 31st December 2014. This report

carries three parts representing progress achieved by Ministry of Productivity Promotion, National Productivity Secretariat and Manpower and Employment Department.

Medium term Strategic plan for Productivity Promotion 2013-2016



Institutional Structure of Ministry



Ministry of Productivity Promotion

National Productivity Secretariat

The National Productivity Secretariat is the arm that implements the productivity programs. The National Productivity Secretariat was established in year 1994 under the purview of Ministry of Labour and implemented a number of programs for augmenting productivity of the country. The National Productivity Secretariat is responsible for increasing productivity by 5-6% as the MahindaChinthana – future vision. As the programme implementing body, the National Productivity Secretariat carries out productivity promotion programmes, training and consultancy services, research and development programmes. As well, it acts as the co-ordinator for the Asian Productivity Organization.

Manpower & Employment Department

The Manpower & Employment Department was formed under the Ministry of Labour Relations and Productivity Promotion in year 2010. Constituted as per regulations of extra ordinary gazette No. 1640/31 dated 12.02.2010, the Department comes under purview of Ministry of Productivity Promotion. Department is mainly vested with responsibility in implementing national human resources and employment policy in Sri Lanka. Among the aims of the Department has been creation a skillful, formidable, competitive labour force, minimizing unemployment and maintaining a labour market data base, With these aims, the Department carries out policy planning and implementation, job creation and conducting promotion programmes, conducting vocational directions and running a data base on labour market.

Productivity isn't everything, but in the long-run it's nearly everything.....



Vision

Creating an elevated and quality rich life by generating higher productivity in all sections.

Mission

Working out policies and strategies required for creating a labour force enriched with skills, action and competitiveness and become the outstanding hub for productivity promotion generated annually by 5-6%.

Objectives

1. Productivity promotion, formulating and reformulating policies concerning labour market development.
2. Implementing mental promoting measures for improving productivity in all sectors in Sri Lankan economy and labour activities in labour market.
3. Supervision and executing co-ordination activities for productivity promotion, labour market policy programmes and projects.
4. Developing and supervision of productivity management methods taking place in all levels and sectors in Sri Lankan economy and providing guidelines concerned.
5. Establishing an institutional framework for achieving aforesaid aims and reintroducing methods.

Staff Training - 2014

A trained staff is an essential factor for achieving the institutional aims, Empowering labour force and making them skillful lot leads to success of the institute. Attention has been drawn to provide subject related training and skill developing of staffers including graduates recruited to this Ministry in the year 2013. As well, action has taken to provide language training on service requirements.



Name of training	Institute	No. of attendees
Tamil Language Higher Course	State Languages Department	08
Sinhala Language Higher Course	State Languages Department	01
English Certificate Course	Sri Lanka Institute of Development Administration	02
Tamil Language Basic Course	State Languages Department	04
Training course on Public Vehicle Utilization	Sri Lanka Institute of Development Administration	01
Training course on Office Management	Sri Lanka Institute of Development Administration	01
Training course on Establishment Code and use of service rules	Sri Lanka Institute of Development Administration	02
Training course on Disaster Management	Sri Lanka Institute of Development Administration	01
Office methodologies	National Productivity Secretariat	12
Transport Management	Construction Training and Development Institute	01
English Certificate course	Sri Lanka Institute of Development Administration	03
English Diploma Course	Sri Lanka Institute of Development Administration	02

Name of training	Institute	No. of attendees
Training on functions and responsibilities of Cashier	Skill Development Foundation	01
Training on Performance of office staffers	Sri Lanka Institute of Development Administration	01
Training course on Establishment Code and use of service rules	Sri Lanka Institute of Development Administration	01
Training course on Project Management	Sri Lanka Institute of Development Administration	01
Familiarizing Training course for new public administration officers	Sri Lanka Institute of Development Administration	04
Tamil Language Basic Course	National Languages Education and Training Institute	29
Tamil Language Special Spoken course	State Languages Department	03
Basic practical training related to maintaining personal files	Ministry of Productivity Promotion	25
Staff Trainings	Ministry of Productivity Promotion	75
English Higher Certificate Course	Sri Lanka Institute of Development Administration	01
Proper maintaining of Accounting books	NipunathaPiyasa	01
Familiarizing Training course for new public administration officers	District secretariat Colombo	04



Training programmes



(foreign) Programmes (foreign)

Improving service station efficiency and productivity through direction and facilitation....

Officers at the Ministry and institutions coming under purview of it had been participated in number of training programmes in the year 2014. A large number of officers took part in training programmes on Productivity concepts in special. For that, a large number of training programmes are organized annually. Accordingly, A good number of officers got participated in training programs organized by Asian Productivity Organization specially on productivity concepts.

Description	Country	Officer's name	designation
Multi party observation tour on regional enterprise solidarity at Food Processing minor and medium scale institutes and research institutes	Japan	Mrs. I.M.P. Gunawardana	Deputy Director
National Productivity workshop on Productivity Promotion accesses	Korea	Mrs. (Dr.) Damitha De Zoysa	Secretary
56th session of Asian Productivity Organization	Vietnam	Mrs. (Dr.) Damitha De Zoysa	Secretary
Bi-lateral solidarity with national productivity organizations	Indonesia and Malaysia	Mrs. (Dr.) Damitha De Zoysa	Secretary
Bi-lateral solidarity with national productivity organizations	Indonesia and Malaysia	Mr. W.M.R.P. Weerasinghe	Additional Secretary
Workshop on Productivity criteria in public and service sectors	India	Mr. W.M.R.P. Weerasinghe	Additional Secretary

International Summit on empowering future generation for achieving stability	Taipe, China	Mr. W.N.K. Somaratna	Development Assistant
International Training programme on Public Services Management	Taipe, China	Mr. W.M.M. MaddumaBandara	Director, National Productivity Secretariat
Training course on environmental names & publications (ISO 14021, 14024 and 14025)	Bangladesh	Mr. P.A.S. Karannagoda	Development Assistant
Training course on environmental names & publications (ISO14021, 14024 and 14025)	Bangladesh	Mr. R.M.G.P. Rajapakse	Development Assistant
Workshop on outstanding service plan for medium scale enterprises accesses	Thailand	Mr. K.A.D.S. Kulatunga	Development Assistant
Workshop on outstanding service plan for medium scale enterprises accesses	Thailand	Mr. A.H.D. Arangalla	Development Assistant
Training trainers on greener productivity	Malaysia	Mr. W.M. SurangaAmarajeewa	Development Assistant
Training trainers on greener productivity	Malaysia	Mrs. G.E.D.R. Mudiyanse	Development Assistant
Training course for developing productivity professionals	Philippines	Mr. K. Nagasinghe	Development Assistant
Workshop on strategic plans for representatives of Asian Productivity Organization	Japan	Mr. W.M.D. SurangeGunaratna	Director, National Productivity Secretariat
Post graduate course on small and medium scale enterprise development ability	Korea	Mr. B.A.A.D. Subasinghe	Development Assistant
Training course on Technical Engineering technology for small and medium scale enterprises	China	Mr. R.M. AshokaPerera	Development Assistant
Training trainers on Utmost Quality Management for small and medium scale enterprises	Indonesia	Mr. K.R.K. Kankanamge	Development Assistant
Multi lateral observation study on implementing LEAN Creation method for small and medium scale enterprises	Malaysia	Mrs. A.D.Y. Anandani	Development Assistant
Council on multi lateral observation study for small and medium scale business development	China	Mr. D.M.H. Samarasingha	Development Assistant
Council on multi lateral observation study for small and medium scale business development	China	Mr. T.S.N. Fernando	Development Assistant

Multi party Observation Study Council on small & medium scale business network development in Asian Pacific zone.	Taipe- China	Mrs. E.C. Amarasinghe	Development Assistant
Educational programme on business and service models in National Productivity institutes in non member countries	USA	Mr. W.M.R.P. Weerasinghe	Additional Secretary
Asian Environmental & Economic Session	Japan	Mrs. P. Edirisingha	Senior Assistant Secretary
Asian Environmental & Economic Session	Japan	Mrs. B.G.I. Irangani	Chief Accountant
Quality Award workshop for public sector	Singapore	Mrs. D.M.G. MekalaDilanthi	Development Assistant
Quality Award workshop for public sector	Singapore	Mr. R.M. GaminiPiyadasa	Development Assistant
Summit on Greener Productivity in third world	China	Mr. T.H.B.A. Deshapriya	Asst. Director
Training programme on Productivity Booster development (Higher Diploma)	Malaysia	Mr. P.W.K.J. RanjithPremasiri	Development Assistant
Workshop on new food production technology in small & medium scale undertakings	Singapore	Mr. M. RangaThushara	Development Assistant
International Greener Productivity Development workshop	Japan	Mr. W.M. SurangaGunaratna	Director
Research & Survey programme on National Productivity Institutes	Vietnam	Mrs. T.S.N. Fernando	Development Assistant

Special programmes

Various programmes were conducted by Ministry and its subsidiaries in line with DeyataKirula development programme held in Kurunegala district in year 2014.



Many a programme targeting at public sector, private sector, school section and general public was executed by the National Productivity Secretariat. Aiming at minimizing unemployment, self employment training programmes, employment programmes and entrepreneur training programmes were conducted by the Manpower and Employment Department. Certificate awarding and tool distribution for those who took part in programmes conducted by Department were held on the “DeyataKirula” premises.



Through exhibitive stall put up by Ministry of Productivity Promotion had exhibited information on functions of Ministry and its subsidiaries. As well, more attention had been paid to provide information of productivity concepts and Manpower and Employment Department targeting public and students. It was special that a large number of people who visited the stall.



crowds visited exhibition



Empowering Internal Audit System

Internal Audit Section and Audit Management Committee

Internal Audit section helps the Ministry and its subsidiaries to reach targets through a systematic and proper system. An internal control required for augmenting institutional efficiency an internal audit are taken place.

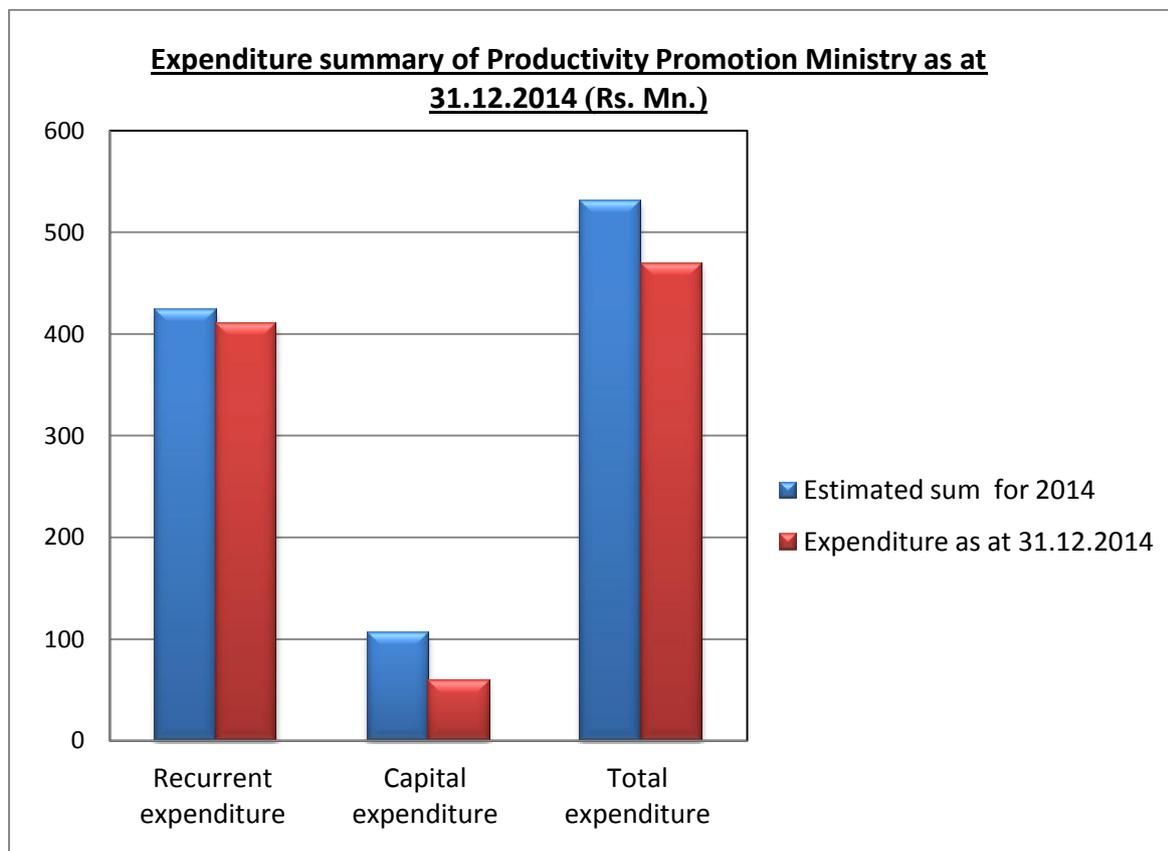
The Internal Audit section at the Mnistry and its other subsidiaries had continuously engaged in auditing inspections in the year 2014 and actions had been taken to correct lapses and deficiencies identified by the audit.

03Audit and Management meetings had been conducted in the year 2014 with participation from the Ministry and other institutes.



**Expenditure summary of Productivity Promotion Ministry as at
31.12.2014(Rs. Mn.)**

	Estimated sum for 2014	Expenditure as at 31.12.2014	Financial progress (%)
Recurrent expenditure	424.2	410.3	96.7%
Capital expenditure	106.1	58.7	55.3%
Total expenditure	530.3	469.0	88.4%



Recurrent Expenditure

Program	Project No./Names	Provision in Budget Estimates	Net Provision	Total Expenditure as at 31.12.2013	Net Effect Savings / Excess
		Rs.	Rs.	Rs.	Rs.
01 Operational Activities	<u>Project No: 01</u> Minister's Office				
	Personal Emoluments	10,100,000	10,000,000	9,404,102	595,898
	Other Expenditure	31,600,000	27,450,000	24,458,127	2,991,873
	Sub Total	41,700,000	37,450,000	33,862,229	3,587,771
	<u>Project No: 02</u> Administration & Establishment Services				
	Personal Emoluments	18,200,000	17,500,000	16,455,830	1,044,170
	Other Expenditure	76,500,000	78,860,000	75,508,356	3,351,644
	Sub Total	94,700,000	96,360,000	91,964,186	4,365,814
	Grand Total	136,400,000	133,810,000	125,826,415	7,983,585
	02 Development Activities	<u>Project No: 01</u> National Productivity Secretariat			
Personal Emoluments		220,900,000	232,090,000	228,124,066	3,965,946
Other Expenditure		66,900,000	58,300,000	56,314,901	1,985,099
Sub Total		287,800,000	290,390,000	284,000,000	5,951,039

Capital Expenditure

Program : 01, Operational Activities

Project : 01, Minister's Office

Object Code	Item No	Financed by (Code No)	Description of Items	Provision in Annual Estimates (Rs)	Total Net Provision (Rs)	Total Expenditure (Rs)	Net Effect Savings/ (Excess) (Rs)
			Rehabilitation & Improvement of Capital Assets				
2001		11	Building & Structures	500,000	500,000	75,199	424,801
2002		11	Plant, Machinery & Equipment	500,000	500,000	261,000	239,000
2003		11	Vehicles	500,000	500,000	436,307	63,693
			Acquisition of Capital Assets				
2101		11	Vehicles	40,000,000	40,000,000	-	40,000,000
2102		11	Furniture & Office Equipment	1,000,000	1,000,000	1,000,000	-
2103		11	Plant, Machinery & Equipment	800,000	800,000	800,000	-
			Total	43,300,000	43,300,000	2,577,506	40,727,494

Program : 01, Operational Activities

Project : 02, Administration & Establishment Services

Object Code	Item No	Financed by (Code No)	Description of Items	Provision in Annual Estimates (Rs)	Total Net Provision (Rs)	Total Expenditure (Rs)	Net Effect Savings/ (Excess) (Rs)
			Rehabilitation & Improvement of Capital Assets				
2001		11	Building & Structures	10,000,000	10,000,000	4,403,243	5,596,757
2002		11	Plant, Machinery & Equipment	1,000,000	1,000,000	783,903	216,097
2003		11	Vehicles	1,000,000	1,000,000	935,089	64,911
			Acquisition of Capital Assets				
2101		11	Vehicles	8,040,000	6,592,000	6,591,712	288
2102		11	Furniture & Office Equipment	4,000,000	4,000,000	4,000,000	-
2103		11	Plant, Machinery & Equipment	5,00,000	5,00,000	493,803	6,197
			Human Resource Development				
2401		11	Training & Capacity Building	900,000	900,000	882,593	17,407
2502		11	Investment	1,200,000	1,200,000	1,200,000	-
			Total	26,640,000	25,192,000	19,290,343	5,901,657

Program : 02, Development Activities
 Project : 03, National Productivity Secretariat

Object Code	Item No	Financed by (Code No)	Description of Items	Provision in Annual Estimates (Rs)	Total Net Provision (Rs)	Total Expenditure (Rs)	Net Effect Savings/ (Excess) (Rs)
			Rehabilitation & Improvement of Capital Assets				
2001		11	Building & Structures	500,000	500,000	391,271	108,729
2002		11	Plant, Machinery & Equipment	200,000	200,000	191,024	8,976
2003		11	Vehicles	500,000	500,000	415,896	84,104
			Acquisition of Capital Assets				
2102		11	Furniture & Office Equipment	1,000,000	1,000,000	1,000,000	-
2103		11	Plant, Machinery & Equipment	1,000,000	1,000,000	1,000,000	-
			Human Resource Development				
2401		11	Training & Capacity Building	11,000,000	12,448,006	11,907,488	540,512
2502		11	Investment	2,000,000	2,000,000	1,953,988	46,012
2401		11	Training & Capacity Building	20,000,000	20,000,000	19,981,964	18,036
			Total	36,200,000	37,648,000	36,841,631	806,369

Advance Account

Advance Account	Maximum Debit	Minimum Credit Limit	Maximum Debit Balance
	Rs.	Rs.	Rs.
Approved Limit by Appropriation Act	7,500,000	1,300,000	28,000,000
Revised Limit	7,500,000	1,300,000	28,000,000
Actual			
181011	5,844,566	3,208,284	} 15,599,062
181012	3,056,358	5,247,668	
Total	8,900,924	8,455,952	15,599,062

Deposits Account 2014

Advance/Deposits Account	Account No	Opening Balance as at 01/01/2014	Debits during the year	Credits during the year	Balance as at 31/12/2014
General Deposits	6000/0000/0015/0181	3,252,137.15	14,721,170.23	17,421,877.37	5,952,844.29



National Productivity Secretariat

Sri Lanka became a member of the Asian Productivity Organization in the year 1966 and had undertaken many activities from that point onwards for improving productivity of the country. As well, the 1997-2006 decade has been named as the Productivity decade and National Productivity Policy was introduced to public and to private sector in year 2002, marking a giant landmark. For implementing this policy, National Productivity Secretariat was commissioned under the wing of Ministry of Labour. Under the direction of Ministry of Labour Relations & Foreign Employment of the day, programmes such as Productivity promotion education, Award Offerings, competitions, model company formation, improving small & medium scale entrepreneurs through four sections named public, private, school and community had implemented throughout the island. The Ministry of Productivity Promotion was set up in year 2010 and the National Productivity Secretariat too was brought under the umbrella of the said Ministry.

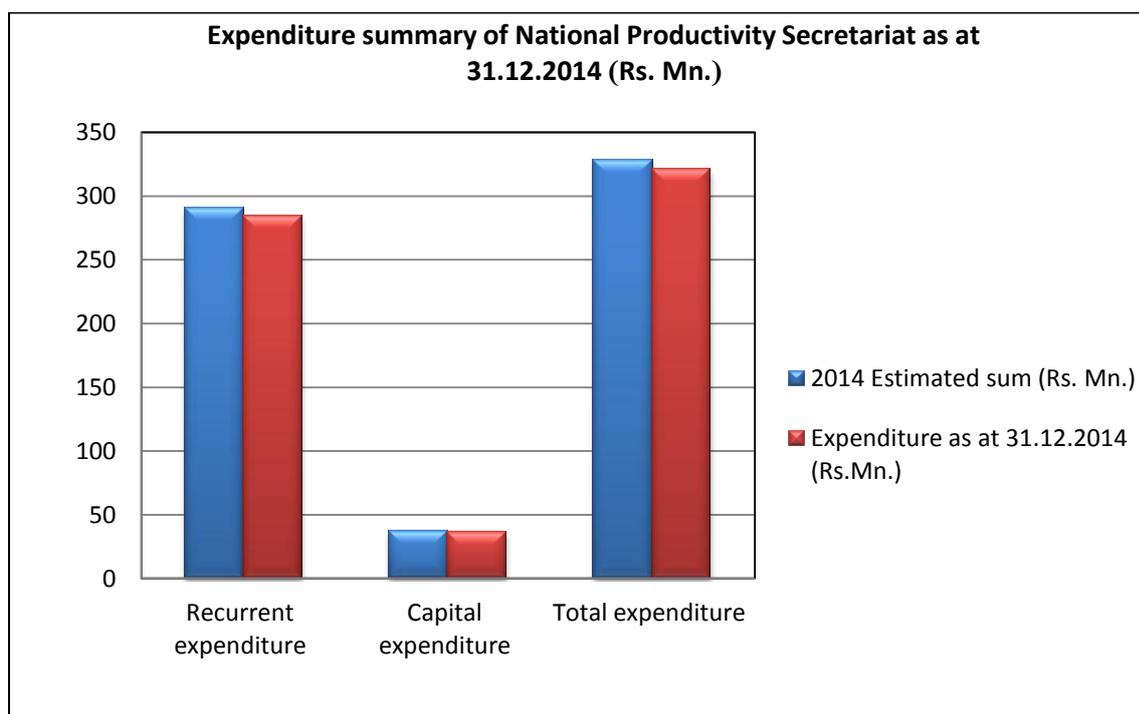
The National Productivity Secretariat as the body to implement productivity promotion programmes implements a good number of programmes under the theme “Productivity for all by year 2020” with the support of Asian Productivity Organization and its member countries. Accordingly, programmes implemented by the National Productivity Secretariat in the year 2014 could be listed under following four main sections.

1. Productivity promotion programmes
2. Productivity training and Capacity development
3. Productivity Award competition and Award festival
4. Co-ordinating activities of Asian Productivity Organization
5. Propaganda activities on productivity

Expenditure summary incurred at National Productivity Secretariat for all programmes in year 2014 is given below.

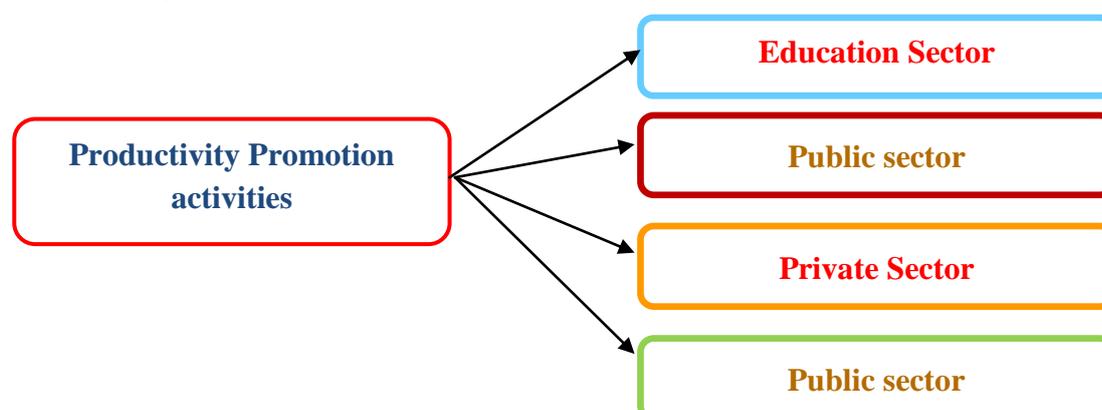
Expenditure summary of National Productivity Secretariat as at 31.12.2014 (Rs. Mn.)

	2014 Estimated sum (Rs. Mn.)	Expenditure as at 31.12.2014 (Rs. Mn.)	Financial progress (%)
Recurrent expenditure	290.4	284.4	97.9
Capital expenditure	37.6	36.8	97.8
Total expenditure	328.0	321.2	97.9



1. Productivity Promotion programs

Productivity promotion programmes conducted by the National Productivity Secretariat are focused mainly on following sections. These programmes are carried out as creating awareness, special projects, consultancy services. As well, all parts of the island is covered by Productivity officers attached to Divisional Secretariat level.



The physical progress of programmes conducted in education, public, private and public for productivity promotion in year 2014 is given below.

Section	Institutes	No. of institutes	
		Target	Progress
Education section	Pre-schools	1000	1776
	Schools	600	1405
	Higher Education & Vocational training institutes	10	50
Public sector	Ministries	20	35
	District & regional institutes	600	1509
Private sector	Small & Medium scale industries	500	512
Community section	Villages	600	834
	Institutions based on membership	175	181
	Parties	150	169

1.1 Productivity Promotion programs conducted in educational section

Productivity promotion programmes in education section are being executed in all institutions concerned by joining hands with Ministries of Education and Higher Education. As special projects implemented in the year 2014, project to arm zonal offices of Ministry of Education with productivity concepts and “Isuruguru” project for improving productivity knowledge of teachers in Colleges of Education could be cited. Implementation of productivity concepts in 6 zonal offices during year 2014 has been commenced. As well, 7214 teachers have been educated by conducting productivity programmes in 18 Colleges of Education through the “Isuruguru” project.



As well, productivity programmes in Education section are held in pre-schools, schools and Higher Educational institutes. Through them, backstage needed is created to improve creativity, novelty and ability to think differently in students. For transforming a person into a productive elder citizen, he has to make a fully pledged person with knowledge, attitudes and skills as well as it is essential to mauled him as a quality rich. Only for such a citizen could give his share for development of a country and invariable endowed with ability to create a better generation for social upliftment. Accordingly, the end target of productivity promotion programmes in education section is to generate productive citizens enriched with creative thinking who could outstand with self reliance.

1.1.1 Productivity promotion programmes for pre-schools



Blooming flower buds.....

A programme to introduce productivity concepts for pre-schools was started in year 2013. 2158 pre-school teachers have been trained by conducting awareness raising programmes in 16 districts. During year 2014, productivity promotion programmes had been held in 1776 pre-schools.

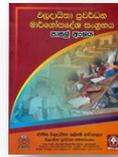
As well, a district productivity award ceremony among 237 pre-schools in the Matara district was held and certified 87 pre-schools as pre-schools practicing productivity systems.



Novelties introduced to certified pre-school ("Brilliant"pre-school, Matara)

1.1.2 Productivity promotion programmes in school sector

A world winning generation for future



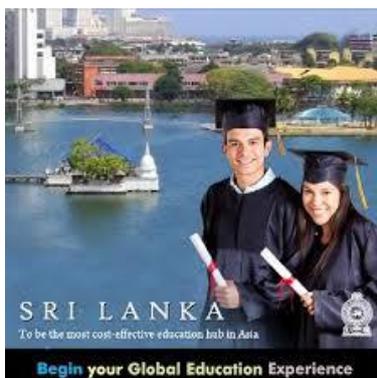
The National Productivity Secretariat conducts productivity promotion programmes in schools throughout the island. In the year 2013, more emphasis was placed on increasing productivity promotion resource givers pools and training them in the field of education. Accordingly, 178 resource persons had trained and implemented productivity promotions programmes in 1405 schools in the year 2014.

In addition, preliminaries were set up to establish school productivity associations in the year 2014 which had promoted to implement productivity concepts creatively in children.



Productivity programmes implemented in schools of Anuradhapura district

1.1.2 Productivity promotional programme in Higher Education sector



Citizens friendly to country and society.....

As a new programme in year 2013, a productivity promotion programme was commenced for universities and higher educational institutes. Under this, two programmes for University Grants Commission were conducted in May/June of 2013. In the year 2014, productivity promotion programmes had been implemented in 50 vocational technical institutes and a Productivity award was won by Ruhunuuniversity which submitted for the National Productivity competition. The Secretary had a discussion with the VC of that university for wide spanning of productivity promotion programmes in the Ruhunuuniversity.



Discussion with VC of Ruhunu university



Program at Department of vocational Training

1.2 Productivity promotion programmes in public sector



“a people friendly outstanding public service”

The National Productivity Secretariat has so far attached highest priority for improving productivity in public sector. A large number of public institutions attempt to improve quality of service by following productivity concepts. For

catering a better service to people of this country, had implemented productivity programmes in central government ministries, departments, Provincial Council ministries and departments, District Secretariats



**Preliminary discussion held in
Ministry of Public Administration**



**Preliminary discussion held in
Ministry of Water Supply &
Drainage**

which is very closer to general public, Divisional secretariats and local bodies, 51 awareness raising programmes had been conducted in the year 2014 for drawing close attention of HODs in implementing productivity programmes and regulating productivity promotions activities in public sector by Secretary to the Ministry of Productivity Promotion for Secretaries of Ministries, Chief secretaries of provincial councils, District secretaries and Divisional Secretaries.

Productivity programmes for ministries

After the meeting held between Secretary to Ministry of Productivity and ministerial secretaries, productivity programmes in ministries and their subsidiaries were implemented diligently. The number of productivity promotion programs carried out in the year 2014 at various ministries counted 102. 1509 Nos of programmes were held in district and regional bodies in the public sector. In addition, special projects for improving productivity in the following public bodies are being implemented.

- Sri Lanka Police Department
- Bank of Ceylon
- Sri Lanka Customs
- People's Bank (26 branches - Gampaha)
- Rural Development Bank
- National Savings Bank
- Zonal Education offices
- "Isuruguru" project -for national teacher colleges of education
- Special projects in courts
- Progress of productivity promotions programmes conducted in Ministries in year 2014

	Ministry	No. of programmes	No. of beneficiaries
1	Ministry of Justice	40	2243
2	Ministry of Fisheries	9	894
3	Ministry of Child & Women Development	1	106
4	Ministry of Indigenous Medicines	1	45
5	Ministry of Education	1	75
6	National Teaching Institute –Isuru Guru project	18	7214
7	Ministry of Water Supply & Drainage	2	118
8	Ministry of Technology Research – Industrial Technological Institute	1	40
9	Ministry of Finance & Implementation	3	155
10	Ministry of Cultural Affairs	2	117
Total		102	3503

Progress of programs conducted in Ministry of Justice

The National Productivity Secretariat anticipates optimistic attitudes to be created in people about productivity in public sector by implementing productivity concepts and 5S systems in the judicial system.



Changes effected following programmes on productivity concepts in Ministry of Justice - file arrangements with easy tracing access in Kuliypitiya Magistrate Court

Programs at regional public institutes

Productivity programmes had been implemented covering 1509 institutes in public sector in the year 2014. Productivity promotion programme were specially got off ground in the year 2014 in Tamil medium and in districts such as Kilinochchi, Vavuniya.



Kaizen programme–Regional health services Director office, Jaffna

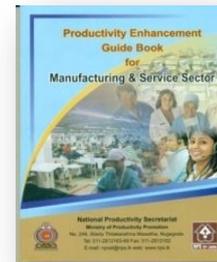
New systems and implementation devices as well as presence of attractive office environs are also important for increasing efficiency in public sector. For that end, productivity concepts are an essential tool. Though favourable changes created by productivity programmes are physically very tiny but places a greater impact.



Improvements introduced in Irrigation Department

1.1.3 Productivity promotion programmes – private sector

“Formidable assistance to productivity in production sector”



The Kaizen project is the main programme in productivity promotion in private sector. By that, more emphasis is placed for augmenting productivity of small and medium scale industries and also in entire private sector. Kaizen concept for private sector was initiated in the Gampaha district on 27th March 2010 as a pilot project by the National Productivity Secretariat. The aim of this programme is to augment productivity in entire private sector including in small and medium scale enterprises. As well, more attention has been diverted to improve systems in every institute.

This programme was implemented in Kalutara, Kandy and Matara districts and its second stage in Gampaha district in the year 2013 for boosting small and medium scale business sector. Under this Kaizen Manager training programmes in addition to 5S, quality circles, green productivity programmes had been implemented in these institutes from March 2013 to March 2014. By introducing these Kaizen projects, the following achievements had been recorded in small and medium scale enterprises in the private sector.

The National Productivity Secretariat aspirant to implement Kaizen projects in small and medium scale enterprises in all districts of Sri Lanka in the year to come.

Kaizen project



An awareness creation programme



Adopting greener productivity skills – “Suchi” yoghurt (Pvt.) Ltd.



“Suchi” yoghurt (Pvt.) Ltd.
Production capacity in a day is increased from 2000 up to 3000.



Tritek institute Udumbara caterers

Achievements of small and medium scale entrepreneurs

Name of Institute	Labour force		Monthly turnover		new investments (Mn.) 2012 - 2013
	March 2010	March 2013	March 2010	March 2013	
Candid Technics	8	25	0.5	3.0	8.0
SK Polipack	3	12	0.8	4.0	10.0
Mount pack	50	120	7.0	15.0	500.0
Silver star paint	15	50	3.5	5.5	12.0
Wicramarachchi Lab	25	35	1.2	3.5	12.0
Buddhi Industries	35	80	2.6	9.5	80.0
Harvard Fashion	50	130	1.5	7.0	70.0
Ranmo Plastic	5	12	1.0	2.5	5.0
Dedunu Bakers	18	25	2.8	3.5	6.0
Polymer Tec	20	40	3.0	4.0	25.0
Nil Rose Advertising	12	15	1.5	3.8	6.0
Methemmana	12	15	0.65	0.8	-

19 productivity promotion programmes had been conducted in mega factories in theyear 2014.

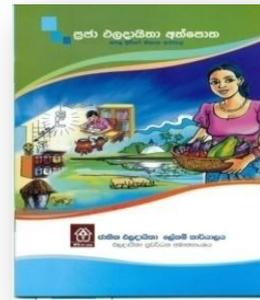


Programme held in DFCC



Observation tour to "Modern Pack"

1.1.4 Community Productivity promotions programmes



For setting up an rich culture in the country, high priority has to be attached to wide spread productivity concepts at home level. By reaching knowledge on these productivity concepts to rustic people, its expected to improve positive attitudes in them, introducing various systems to augment domestic income, increasing investment possibilities by savings promotion and also educating home units on time management. This programme envisages to uplift living condition by using knowledge and ability and provision of maximum usage from existing resources. In the year 2014, community productivity programmes had been implanted in 834 villages and programmes have been implemented for 181 volunteer organizations at village level for membership and for 169 parties at village level.



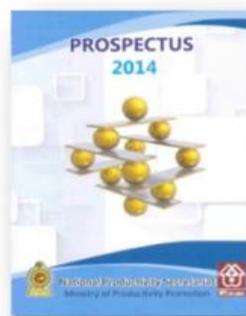
Community programmes -Vavuniya



Ministry of Agriculture
Performance report 2014

58 porgrammes implemented at homesteads - Badulla

2. Productivity training and Capacity development



2.1 Capacity building programmes for augmenting performance of staff

Programmes were conducted to train 643 newly recruited officers as Productivity Development officers in year 2013 attached to the National Productivity Secretariat.

Training programmes for new Development officers

Date	Programme	Location	No. trainees	Cost
2014.3.3-5	Productivity concepts	CTREC	51	254,624.00
2014.8-10	Productivity concepts	Sarvodayacentre, Trincomalee	32	214873.00
From 2014-7-17 up to 8-14	Productivity concepts	National Productivity Secretariat	87	121625.00



Capacity development of National Productivity Secretariat

Training programme	Officers attended	Institute held	expenditure
English certificate course (Medium level)	03	SLIDA	50,000.00
Sinhala basic	01	State Languages Department	5,000.00
Tamil	01	State Languages Department	5,000.00
Office systems	50	Ministry of Productivity	158,625.00
Total			218625.00

Capacity development programs conducted for external institutes

Capacity development programs conducted for external institutes of National Productivity Secretariat are Diploma, certificated and short term courses. Details of courses held in year 2014 are as follows. The income generated by these courses has been Rs. Mn. 5.257. In addition, for the health sector, 02 full time Management training courses could be held. The Productivity diploma course was started in the year 2014 through which basic concepts on productivity as well as knowledge on higher productivity concepts are disseminated. Two special modules of this were covered by foreign resource persons. 50 heads participated at the Diploma course.



Propaganda leaflet and Commencement day of Productivity Diploma course

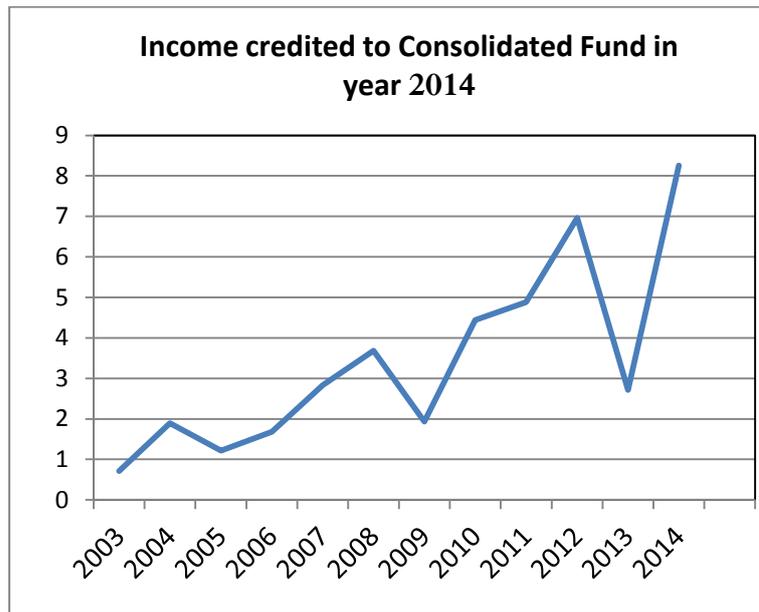
Other training programmes

Programmes	No. of trainees	Cost
Training programme for trainers	44	100,010.00
Full Status Management Certificate course in health sector (programme 2)	145	286,500.00

Training courses					
	Programme	Duration	Course fee .Rs	No. of attende es	Income (Rs.)
	Short term courses				
	Kaizen management		3000.00	62	186,000.00
	Kaizen proposals		3000.00	43	129,000.00
	Productivity educative greener programme		3000.00	60	180,000.00
	3 R system		3000.00	33	78,000.00
	Productivity greener Workshop		6000.00	25	150000.00
	Quality circles		3000.00	66	198,000.00
	Leadership training – quality circles	5-6 th June	5000.00	41	205,000.00
1	Management knowledge	4 th April	3000.00	37	111000.00
	Maintenance productivity	4 th July	3000.00	57	171,000.00
	Supervision (work)	25 th April	3000.00	15	45,000.00
	Changes management	30 th May	3000.00	47	141,000.00
	leadership	5 th Aug.	3000.00	55	165,000.00
	Survey productivity survey	25 th March	3000.00	99	297,000.00
	Human Resources Management	17 th June	3000.00	36	108,000.00
	Balanced control equation	3 rd Nov.	3000.00	41	1,23,000.00
	Power– Efficiency	3 rd Dec.	3000.00	25	75,000.00
2	Productivity certificate course				
	Productivity certificate course1	10 days from 13 th Feb.	15000.00	67	1,005,000.00
	Productivity certificate course11	27 th Sep.	15000.00	26	390,000.00
3	Productivity diploma course – to be received Rs. 1,000,000.00	1 year from 21 st Sep.	50000.00	50	1,500,000.00
	Total			892	5,257,000.00

Income credited to Consolidated fund in year 2014

Year	Income Rs.Mn.
2003	0.714
2004	1.895
2005	1.216
2006	1.685
2007	2.834
2008	3.683
2009	1.933
2010	4.443
2011	4.883
2012	6.965
2013	2.710
2014	8.257



Short term course (live programme)



Short term course - Quality management full time



Short term course –Greener

3 National Productivity Awards Series & Award offering



National Productivity Secretariat through the National Productivity Award competition evaluates institutions developed by adopting productivity concepts established in various social levels of Sri Lanka. This competition started with participation of limited number of institutes coming under purview of Ministry of Industry Development in the year 1993 is conducted with institutes representing all sections i.e. schools, public, private of the country by now. 1376 institutes had participated at this National Productivity Award competition and had generated an income of Rs. Mn. 3.

Judging of this award competition is handled by a team of scholars with wider knowledge on productivity concepts and institutional administration.

The novelties introduced by institutes that become first places of this award completion representing various sectors are used as rich experiences for improving productivity at other institutes.

By reaching aims of institutes in sectors of shaping physical background of institutes, identifying more easier productive actions, availing a product with higher qualities and employee satisfaction helpful in improving productivity of all nation.

Basic activities of National Award competition of 2012/2013 was to conduct district level programs to give instructions and appraisal process, calling applications, basic Desktop Evaluation, field inspections. The cost for conducting competition was Rs. Mn. 16.4.

Conducting National Productivity Awards competition

The 2012/2013 National Productivity Award offering was held in BMICH on 04th September with participation of Hon. Basil Rajapakse, Economic Development Minister and Hon. BasheerCegudawood, Minister of Productivity Promotion Here, institutes that secured first, second and third places were honoured on that day. A provincial award festival was held in common auditorium of Sethsiripaya for offering special credits and credits to 304 successful institutes.

First place baggers at National Productivity Award festival

- R/ SeevaliMahaVidyalaya, Ratnapura
- R/ Higgaswatta primary school, Kuruvita
- Health Services Department, Central province
- Divisional Secretariat, Buththala
- PasgaseKoralePradeshiyaSabha
- Ukuwela power house



1st place in public sector - Buttala DS

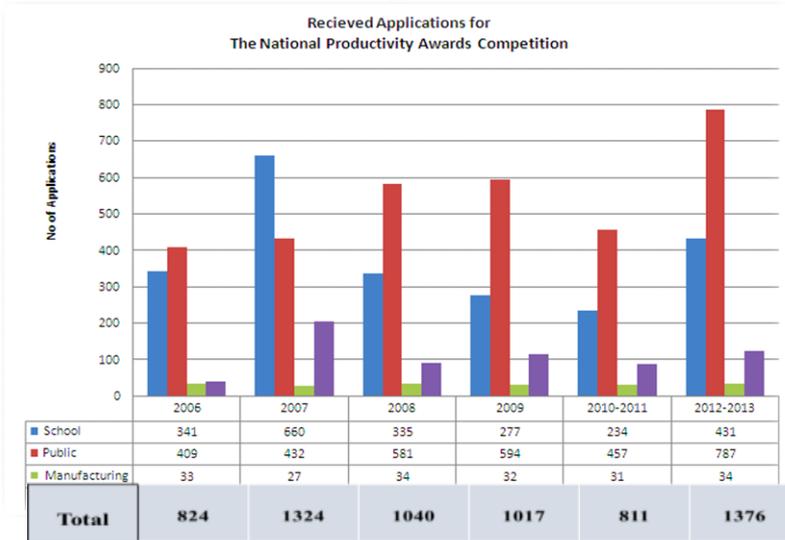


1st place in service sector – Ukuwela power house

Novelties of winning institutes

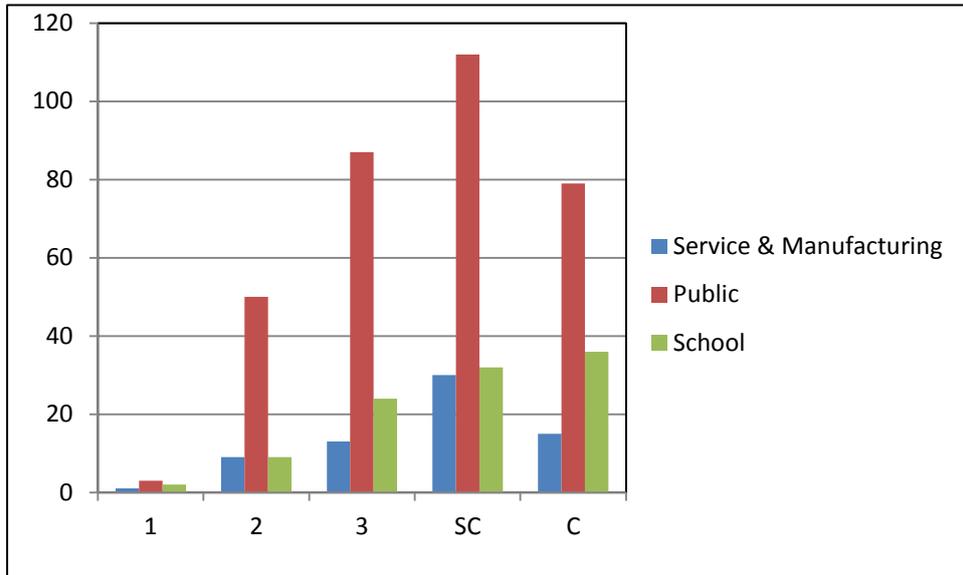


Awards Festival from 2006/2012/2013



2012/2013 National Productivity Award winners -502

Section	No. of winning institutes					
	1	2	3	SC	C	Total
Public	3	50	87	112	79	331
School	2	9	24	32	36	103
private	1	9	13	30	15	68



SC- Special Credit C-credit

4 Asian Productivity Organization & Co-ordinating activities (APO)



Functions of the National Productivity Secretariat is associated with Asian Productivity Organization(APO)which is sourced from Japan and extends support for augmenting productivity in fields of technical and agricultural in its member countries as an internationally recognized organization. 20 countries including Sri Lanka in Asia and Pacific region has already become member of that Organization. This Organization plays a pivotal role in improving productivity at international level and attaches priority for organizing international forums, seminars, workshops and other educational tours.

Programme	No. of programmes	Beneficiaries
Training	49	67
Observational Study Mission	09	15
Bilateral Cooperation Between NPOs	1	03
TES - Technical expert services (Green Productivity, Conference)	2	650

Special programmes held in year 2014 with support of Asian Productivity Organization

55th Workshop Meeting of Heads of NPOs

This was held with participation of heads of productivity organizations in 20 countries of Asian Productivity Organization in the Hilton hotel in Colombo from 21st - 23rd October 2014. At this, heads of Asian productivity organizations, representatives of agricultural fields in those countries and consultants took part. Here, overall tactics of Asian Productivity Organization, assisting and empowering of productivity organizations, planning special projects and programs for productivity promotion in Production services and agriculture sectors were taken up. The expenditure for this workshop was Rs. 8,069,004.51. It was special in visiting Mr. Mari Amano, General Secretary of Asian Productivity Organization who came to participate in this workshop had visited National Productivity Office.



Highlights of workshop



Visit paid by Mr. Mary Amano, General Secretary of Asian Productivity Organization at Ministry of Productivity Promotion

National Greener Productivity Forum

The National Greener Productivity Forum was held for safeguarding environmental resources by waste cutting, improving total production in production and Service institutes and

disseminating knowledge on environment safekeeping. This forum with participation of around 200 representative of this arena was held in Sri Lanka for the first time ever on 09th October 2014. Here, 02 orations from specialists of Asian Productivity Organizations and 05 deliveries by local specialists were held. The expenditure incurred for this was Rs. 410,000/-



Highlights of workshop

Seminar on knowledge management

A seminar on Knowledge management with the resource person (specialist) deployed by the Asian Productivity Organization was conducted by the National Productivity Secretariat which held in auditorium of the Ministry of Lands on 05/09/2014. For which Rs.78,000/- had been spent and 120 persons representing various fields had been participated

Knowledge management - Special project

A special project on Knowledge management has been implemented in the Gampola district. The aim of this project is to bring down maternity death ratio to one digit or to zero level.



Training programme of special project on Knowledge management

This summit was held in Sri Lanka for the first time on 15/11/2014 with intention of exchanging and utilizing knowledge of higher productivity systems in production and service sectors deviating from basic productivity concepts and in the auditorium at second phase of Sethsiripaya. Here, a specialist of Asian Productivity Organization also took part as a

resource person. For this, around 200 officers with knowledge on basic productivity concepts representing public and private sectors participated.



Highlights at Lean summit

Small and Medium scale entrepreneurs summit

Small and medium scale entrepreneurs summit was held in main hall of second phase of Sethsiripaya from 15th to 17th December, 2014 commencing from 9 a.m. to 4.30 p.m.

Here, rich experiences of 20 foreign representatives and 6 local representatives were exchanged between around 200 small and medium entrepreneurs in Sri Lanka.

Here, outstanding experiences on concepts such as S5, ISO, MIS, GMP, Kaizen, Knowledge management, Supply Chain Management, Industrial Engineering, Technology upgrading, Haritha (Green Product, Lean Manufacturing practices, Material flow, cost Accounting, Innovation etc. had been exchanged.

This summit had been a novel experience for small and medium level entrepreneurs of Sri Lanka.



Organizing team of summit



A scene of summit

5. Special occasions and programmes

Visit of Tanzanian productivity officers to exchange rich experiences with Sri Lanka has been a milestone. There, field visits were made in Coca cola company and Higgaswatta school which had acclaimed productivity awards.



Field tour -Higgaswatta school



Field tour –Coca cola company

5.1 Deyata Kirula

Various productivity promotion programmes implemented in year 2013 in line with the DeyataKirulain Kurunegala, Puttalam and Kegalle districts by the National Productivity Secretariat targeting public sector, private sector, school sector and general public are being continued. The stall of National Productivity Secretariat had been created to educate people on productivity concepts which was visited by many including schooling children.



Stall of Productivity Secretariat



Staff of "DeyataKirula" exhibition stall

1. Propaganda on Productivity

For inculcating productivity concepts in people, many accesses are resorted by the Productivity Secretariat. By them, it is expected to enhance knowledge of people on productivity by them. A special edition of the “Sapala” newspaper was issued for 2012/2013 productivity award festival.

“Sapala” Newspaper



Expenditure incurred for publication of Productivity Secretariat

Item	Expenditure
“Sapala” newspapers	294,000.00
Training time table books (750)	38,556.00
3R posters (20000)	45,000.00
Promotional banners (70)	97,000.00
Green Productivity book	130000.00
5 s - posters (small)	60000.00
3 R-posters (small)	80,424.00
Ludo Boards (2,60,000)	1646400.00
5 s sized posters (10000)	106243.20
5 s Sinhala book (15,000)	210000.00
Paper ads	1087940.00
Total	3,795,563.20



A Ludo board along with the “Vijaya” news paper was distributed for promoting productivity concepts and activities among children. This was very famous among students in primary grades.

The book called “Haritha Productivity” was published in year 2014 for meeting requirement of a book written in Sinhala on Green productivity which holds greater value in productivity concepts.