



**வார्षிக காரியஸாஹ வர்தாவ லா கிஷுரீ
வருடாந்த செயற்திறன் அறிக்கையும் கணக்குகளும்
Annual Performance Report & Accounts
2015**

**ராஜ்ய பரீபாலன லா கலம்தாகரன் அலாநயாஹ
அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு
Ministry of Public Administration and Management**





Annual Performance Report & Accounts 2015

Ministry of Public Administration
&
Management

Independence Square
Colombo 07

Telephone	:	011-2696211-3
Fax	:	011-2695279
E-mail	:	info@pubad.gov.lk
Web	:	www.pubad.gov.lk

Introduction

Performance Report & Accounts
of the Ministry of Public Administration & Management
Prepared under the chapter 2.4 circular no 402
of Public Finance is presented herewith.

The Performance is included in this report
in comparison with the Action Plan including financial and
nonfinancial data of the Ministry of Public Administration
and Management and it's divisions such as Public Management
Reforms and Public Relations, National Productivity Secretariat
and also Department of Pension and
Sri Lanka Institute of Development Administration
which are coming under the purview of the Ministry.

*Secretary,
Ministry of Public Administration & Management.*

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Message of Hon. Minister of Public Administration and Management



**R.M. Ranjith
Maddumabanadara
Minister of Public
Administration and
Management**

It is a great pleasure for me to add few words as a compliment to the Annual Performance Report and Accounts which witnesses the people friendly mission carried out in 2015 by the Ministry of Public Administration and Management which is entrusted the management of entire public service shouldering to accelerate the development process of the country.

During the previous year the scope of our Ministry had to face many changes within a short period due to restructuring the scope of the Ministries of the present government established with the objective of satisfying the expectation of the general public more efficiently and productively to build the country. With the establishment of this Ministry as a new Ministry under the name of Public Administration and Management from October 2015, we were privileged to provide more convenient and productive service for the benefit of public servant as well as the whole nation.

The mission carried out by the Ministry of Public Administration and Management with the objective of ensuring people friendly and efficient public service minimizing corruption and wastage during the previous year is highly commendable. Even though it is a great challenge to reach sole objective with a collective effort, the Public Administration Division, Internal Administration Division, Financial Division, Investigation and Research Division, Internal Audit Division, Management Reforms and Public Relation Division as well as the National Productivity Secretariat make effort to achieve the goal as one group.

In the meantime, the Department of Pensions under this Ministry has now been transformed to an efficient body which ensures the maximum service to the pensioners' community with the application of modern technology and implements a systematic programme to make the pensioners' community, the partners of the development applying their knowledge and experience. The Sri Lanka Institute of Development Administration looks forward as the leading institution for training of officers of public service. In addition to the above, the Ministry has performed its role to ensure an excellent public service by way of conducting researches and providing consultancy services obtaining the services of external resource providers.

This reports shows the mission of the Ministry, which performed during the previous year for the betterment of the work force in public service and the whole nation. Finally I make this opportunity to wish you the courage to perform your duties and responsibilities in the coming year to ensure more productive and people friendly public service.

R.M. Ranjith Maddumabanadara

Minister of Public Administration and Management

Message of Hon. Minister of Public Administration and Management

Let us direct the public servant to ensure a timely and productive output.



**Susantha
Punchinilame
Deputy Minister of
Public Administration
and Management**

Public service is the critical media which communicates the decisions and policies taken for the benefit of the government and people. Therefore the public servant is the main partner of this significant process.

This opportunity gained by the public servant should never be considered as either a mask or a decoration and but a special privilege to serve the general public and the country. This eternal truth has been proved by Hon. Ranjith Maddumabandara, the present Minister of our Ministry. I purely believe that Mr.J.Dadallage, performs an unchallengeable role as the Secretary of our Ministry, which attempts to transform the public servant to suit to the role of public servant following the saying “Nobody knows nothing- nobody knows everything”. It is easy to lose something at hand other than gaining something with an effort. This is the best message to be communicated to all public servants at this moment where the Annual Performance and Accounts Report 2015 is launched.

It is very difficult for anyone to join the public service but very is to give up such opportunity. Likewise, it is very difficult to win hearts but easy to break them. In the meantime, the work is the hardest thing whilst the time wasting and negligence are considered as the way to avoid social responsibility.

However, the mission and vision of our Ministry, which witnesses for a long history of nearly 85 years are aimed to serve the nation establishing an excellent public service through proper administration, management and reforming human resource.

Therefore I as the Deputy Minister in charge of the subject, take this opportunity to extend my gratitude to H.E. the President for the leadership made by His Excellency to achieve these objectives and further to appreciate the assistance made by the secretary of the Ministry including all island services namely Sri Lanka Administrative Service, Engineering Service, Accountants’ Service, Planning Service, Scientific Service and Architects’ Service, Combined Services such as Translators’ Service, Librarians’ Service, Information Technology Service, Development Officers’ Service, Public Management Assistants’ Service, Drivers’ Service and Office Employees’ Service, and other assisting Services including Establishment Division.

I would like to propose to apply the golden words of Yakkaduwe Pagnnarama Thero which has become the motto of my life. “There is no point of making clarifications for delay without fulfilling the work at hand.”

Susantha Punchinilame

Deputy Minister of Public Administration and Management

Message of the Secretary, Ministry of Public Administration and Management



Jinasiri Dadallage
Secretary of Public
Administration and
Management

Establishment of a Public Administration opens the avenue for exemplary service. The fine balance which is the fruit of the administrative and development processes of a country through the proper coordination between the government and the public service will build the way for the sustainable development of the coming era. Therefore, I purely believe that I am privileged to write a few words to the Annual Performance and Accounts Report, which contains the mission performed in 2015 by the Ministry of Public Administration and Management which plays the main role in regulating such a highly significant task.

During the past year, the role and the functions of the Ministries faced many changes due to reshuffling the Ministries and the appointment of a new cabinet under the 100 day programme of the new government as well as the changes in the composition of the Cabinet. Accordingly, the subject of Home Affairs was removed from the scope of the Ministry of Public Administration and Home Affairs and the Ministry has been reorganized as the Ministry of Public Administration and Provincial Councils, Local Government and Democratic Governance with a view to ensure a mission in a wide scope bringing the functions of the Ministry of Provincial Councils and Local Government, Ministry of Public Administration and Management Reforms, Ministry of Public Relations, Ministry of National Integration, Ministry of National Productivity and the National Productivity Secretariat under our Ministry.

However, since October 2015 the scope of Provincial Council, Local Government and National Integrity were removed from the Ministry and thereby the Ministry was again reorganized as the Ministry of Public Administration and Management Reforms in the meantime, entrusting the task of Management Reforms and the functions of the National Productivity Secretariat in order to ensure a tremendous service to both the whole public service as well as the public servant.

The role played by the Ministry of Public Administration and Management and the divisions under the Ministry during the past year in order to formalize the activities of the public sector under the theme of the establishment of good governance is highly significant. For this purpose an excellent contribution has been made by the Internal Administration Division, Finance Division, Investigation and Research Division, Internal Audit Division, Management Reforms and Public Relations Division and National Productivity Promotion Secretariat centering the Public Administration Division of the Ministry of Public Administration.

In the Meantime, the Department of Pensions under this Ministry is committed itself to ensure an efficient service delivery to the pensioner's community through various programmes for strengthening the pensioner in economic and social aspects and removing the pension anomalies and redesigning the divisions of the Department to suit to the current needs.

Sri Lanka Institute of Development Administration has also ensured its contribution to establish efficient, productive and progressive public service providing training, consultancy and research services and thereby making public service delivery more productive.

Jinasiri Dadallage

Secretary of Public Administration and Management

Vision

“An excellent public service to the nation.”

Mission

“Ensure an excellent public service with competent human resources, through sound administration, management and reforms.”

Objectives

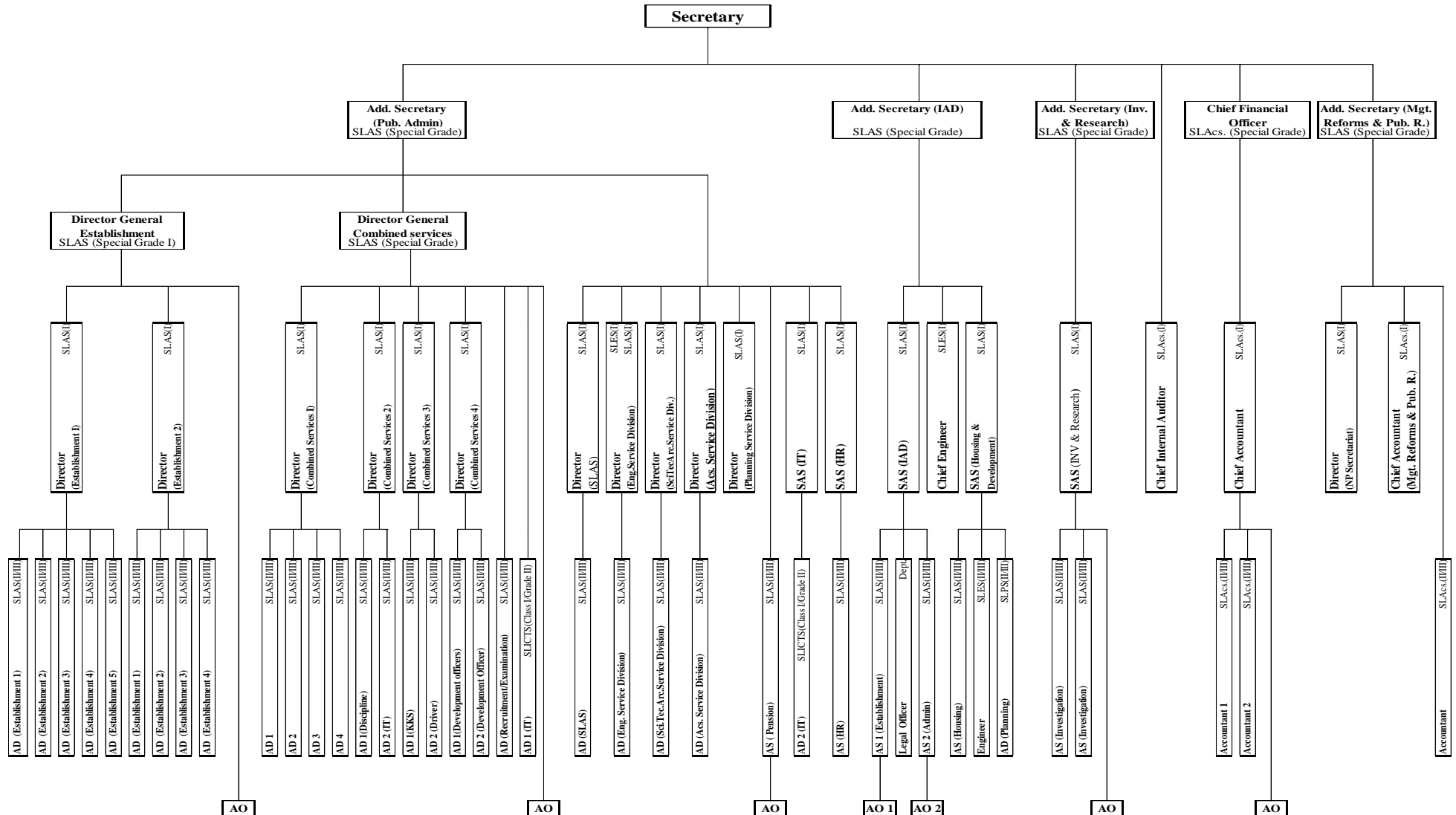
- ❖ Formulation of effective government policies in relation to recruitments, emoluments and other conditions of service in the management of human resources in the public service.
- ❖ Steering the mindsets of the existing employees of the public service to a new direction in responding to public needs.
- ❖ Formulation and implementation of a new management structure and core systems for enhancing the productivity and quality of the public service.
- ❖ Establishment and sharing of a core system.
(Results oriented attitudes, accountability, prudent utilization of resources, impartiality, transparency etc.)
- ❖ Provision of facilities for training programs and identifying the public sector training requirements to conduct them.
- ❖ Formulation and implementation of pension programs with a view to finding remedies to issues concerning pension payments.
- ❖ Improvement of the management of public finance including the management of assets of the system of civil administration.
- ❖ Enhancement of the efficiency and productivity in the decentralized administration system.
- ❖ Formulation of a framework for the development of the public sector institutions with capacity to accomplish development goals and priorities of the government.
- ❖ Utilization and promotion of information and communication technology in order to enhance the productivity and quality of the delivery of services.
- ❖ Skill development of the personnel in the public service.
- ❖ Improvement, promotion and implementation of the guidelines for the purpose of simplifying the systems and reformulating the processes with a view to adjusting to changing circumstances.

Strategies

- ❖ Re-engineering and simplifying the organizational structure in such a manner as to ensure accountability to the people.
- ❖ Digitalization and networking of the public institutions in order to enhance the efficiency of the public sector.
- ❖ Improvement of the responsiveness to requests of the general public.
- ❖ Empowerment and motivation of the government servants through expansion of conducive office environments, higher emoluments and promotional prospects.

MINISTRY OF PUBLIC ADMINISTRATION AND MANAGEMENT

Organization Structure



Service	
SLAS	Sri Lanka Administrative Service
SLAcs.	Sri Lanka Accountants Service
SLES	Sri Lanka Engineering Service
SLICTS	Sri Lanka Information and Communication Technology Service
SLPS	Sri Lanka Planning Service
Dept	Departmental Service

Designation	
Add. Secretary	Additional Secretary
SAS	Senior Assistant secretary
AS	Assistant secretary
AD	Assistant Director
AO	Administrative Officer

Posts approved for the Ministry of Public Administration and Management								
Nature of the post	Post	Relevant Service	Grade	Salary Scheme	Approved number of posts	Number of officers attached	Number of vacancies	Number in excess
Personal Staff of the Minister					21	21	0	0
	Private Secretary	-	-	-	1	1	-	-
	Coordinating Secretary	-	-	-	2	2	-	-
	Media Secretary	-	-	-	1	1	-	-
	Public Relations Officer	-	-	-	1	1	-	-
	Personal Assistant	-	-	-	1	1	-	-
	Management Assistant	-	-	-	5	5	-	-
	Driver	-	-	-	8	8	-	-
	Office Employee Service	-	-	-	2	2	-	-
Personal Staff of the Deputy Minister					21	21	0	0
	Private Secretary	-	-	-	1	1	-	-
	Coordinating Secretary	-	-	-	2	2	-	-
	Media Secretary	-	-	-	1	1	-	-
	Public Relations Officer	-	-	-	1	1	-	-
	Personal Assistant	-	-	-	1	1	-	-
	Management Assistant	-	-	-	5	5	-	-
	Driver	-	-	-	8	8	-	-
	Office Employee Service	-	-	-	2	2	-	-
Staff of the Ministry					798	681	122	5
Senior level	Secretary	-	-	SL 4	1	1	-	-
	Additional Secretary	Sri Lanka Administrative Service	Special	SL 3	4	4	-	-
	Director General	Sri Lanka Administrative Service	Special	SL 3	2	2	-	-
	Chief Financial Officer	Sri Lanka Accountants' Service	Special	SL 3	1	1	-	-
	Senior Assistant Secretary	Sri Lanka Administrative Service	1	SL 1	5	3	2	-
	Director	Sri Lanka Administrative Service	1	SL 1	10	9	1	-
		Sri Lanka Engineering Service	1	SL 1	1	1	-	-
	Chief Engineer	Sri Lanka Engineering Service	1	SL 1	1	0	1	-
	Chief Accountant	Sri Lanka Accountants' Service	1	SL 1	1	1	-	-
	Accountant	Sri Lanka Accountants' Service	1	SL 1	1	1	-	-
	Chief Internal Auditor	Sri Lanka Accountants' Service	1	SL 1	1	1	-	-
	Assistant Secretary	Sri Lanka Administrative Service	111/11	SL 1	7	7	-	-
	Assistant Director/ Deputy Director	Sri Lanka Administrative Service	11/111	SL 1	24	22	2	-
		Sri Lanka Planning Service	111/11	SL 1	1	1	-	-
	Assistant Director	Sri Lanka Information and Communication Technology Service	1 Class 111	SL 1	2	0	2	-
	Accountant	Sri Lanka Accountants' Service	111/11	SL 1	2	2	-	-
	Engineer	Sri Lanka Engineering Service	11/111	SL 1	1	2	-	1
	Legal Officer	Departmental	11/111	SL 1	1	1	-	-
	Assistant Director (Media)					1	-	1
	Assistant Director (Labour Relations)					1	-	-
	Consultant					1	-	-
	Total					68	62	8
Tertiary level	Administrative Officer	Public Management Assistants' Service	Supra	MN 7	7	3	4	-
	Translator	Translators' Service	1-Nov	MN 6	7	7	-	-
	Information and Communication Technology Officer	Sri Lanka Information and Communication Technology Service	2 Class 11/1	MN 6	3	1	2	-
	Total					17	11	6

Secondary level	Development Officer	Development Officers' Service	111/11/1	MN 4	150	115	35	-
	Coordinating Secretary to the Secretary	Temporary	Rs. 22,250 (monthly)		1	1	-	-
	Technical Officer	Sri Lanka Technological Service	111/11/1	MN 3	3	2	1	-
	Draughtsman	Sri Lanka Technological Service	111/11/1	MN 3	1	1	-	-
	Public Management Assistants' Service	Public Management Assistants' Service	111/11/1	MN 2	345	309	36	-
	Management Assistant Service	Departmental	111/11/1	MN 1	11	11	-	-
	Television/Video Cameraman	Departmental	111/11/1	MN 1	1	1	-	-
	Holiday Resort Keeper	Departmental	111/11/1	MN 1	6	0	6	-
	Quantity Surveyor	Departmental	111/11/1	MT 2	1	0	1	-
	Information and Communication Technology Assistant	Sri Lanka Information and Communication Technology Service	3 Class - 111/11/1	MT 1	5	3	2	-
		Departmental	111/11/1	MT 1	1	1	-	-
	Technological Assistant	Departmental	111/11/1	MT 1	2	1	1	-
		25/2014			1	1	-	-
	Data Entry Operator	Departmental (25/2014)	111/11/1	MN 1	6	6	-	-
Total					534	452	82	0
Primary Level	Still Photographer	Departmental	111/11/1/ Special	PL 3	1	1	-	-
	Driver	Combined Drivers' Service	111/11/1/ Special	PL 3	42	45	-	3
	Plumber	Departmental	111/11/1/ Special	PL 3	1	1	-	-
		25/2014			3	3	-	-
	Electrification	Departmental	111/11/1/ Special	PL 3	1	1	-	-
		25/2014			2	1	1	-
	Audio Visual Recording Technician	Departmental	111/11/1/ Special	PL 3	1	1	-	-
	Air- Conditioning Technician	Departmental	111/11/1/ Special	PL 3	2	0	2	-
	Mason	Departmental (25/2014)	111/11/1/ Special	PL 2	1	1	-	-
	Carpenter	Departmental (25/2014)	111/11/1/ Special	PL 2	1	1	-	-
	Cook	Departmental	111/11/1/ Special	PL 2	12	0	12	-
	Bungalow Caretaker/ Cook	Departmental	111/11/1/ Special	PL 1/PL 2	6	5	1	-
	Assistant Bungalow Caretaker	Departmental	111/11/1/ Special	PL 1	6	4	2	-
	K.K.S.	Office Employees' Service	111/11/1/ Special	PL 1	80	73	1	-
		25/2014			11	17	-	-
	Garden Labourer	Departmental	111/11/1/ Special	PL 1	1	0	1	-
	Pump house Labourer	Departmental	111/11/1/ Special	PL 1	3	0	3	-
	Labourer	Departmental	111/11/1/ Special	PL 1	3	0	3	-
		25/2014			2	2	-	-
Total					179	156	26	3

Introduction of Divisions



Establishments Division

Vision

“A qualitative public service through proper policies”

Mission

“Implementation of administrative provisions and regulations in a proper manner whilst focusing on justice conformity and efficiency in order to build an efficient and motivated public service”

Objectives

- ❖ Redesigning and management of development oriented public management policies
- ❖ Establishment of a public administration mechanism based on good governance principles of public service.

The Director General is the Head of the Department of the Establishments Division which is considered as a separate Department which functions under the Ministry of Public Administration and Management. Establishments Division consists of seven units and Unit I, II, IV and VII out of them are under the supervision of Director of Establishments (I) and Unit III, V and VI are under the supervision of Director of Establishments (II). Every unit functions under an Assistant Director of Establishments.

Assisting the government in the formulation of policies relevant to the public employees and wellbeing of the public service and defining the provisions of the Establishments Code and circulars issued by the Ministry of Public Administration and Management are made by the Establishments Division.

Out bound training programme (Wariyapola) – 2015



One day training programme (Auditorium) - 2015



Combined Services Division

Combined Service Division is one of the main Divisions of the Ministry of Public Administration and Management, which is known as the *Mahagedara* of the Public Service. This division bears the responsibility of making recruitment, promotions, transfers and interdictions in the posts of the all island services of the Combined Services.

This Division is headed by the Director General of Combined Services and it reserves the authority to absorb qualified officers to the public service who are capable of performing duties to make the public service efficient and productive.

Tasks carried out in 2015 by the Combined Services Division

Summary of the recruitments made in year 2015

Serial No	Service	Open	Limited	Total
01	S.L.A.S	172	45	217
02	Development Officers (graduate Trainees)	2600	-	2600
03	Public Management Assistants Service	2674	-	2674
04	Translators' Service	69	-	69
05	Combined Drivers' Service	270	-	270
06	Office Employees' Service	1143	-	1143
Total		6928	45	6973

Absorption into New Service Minutes

- ❖ Completed absorbing 23,932 officers in Public Management Assistants Service to the New service Minute of Public Management Assistants Service
- ❖ Activities related to the absorption of graduate development officers recruited at the level of Ministries in year 2012 are being carried out
- ❖ Activities related to the absorption of employees in Drivers' Service to the new service minute are being carried out
- ❖ Absorption of the personal staff of the President to the Combined Service (Drivers and Office Employees Services)
- ❖ Completed absorbing 947 officers to Grade III of Sri Lanka Information and Communication Technology Service
- ❖ Promotions in Sri Lanka Information and Communication Technology Service

Use of Information Technology to Formalize the Management of Information

- ❖ Data base which was prepared to make aware the related parties about the Trade Union issues and the solutions taken with regard to them.
- ❖ Data base which was prepared to make the tappol activities efficient and to make the follow up activities easier.
- ❖ Data base prepared to update and maintain the carder of the combined service in all ministries and departments
- ❖ Developing a data base to include the information on transfers in order to make transfers more formalized
- ❖ Developing a data base to follow up the progress of fulfilling requirements of the officers who visit the ministry on public days.

Policy Matters

- ❖ Publishing Combined Service Circular No 02/2015 on the policy of non-annual transfers
- ❖ Providing relief to the officers in Public Management Assistants Service who were recruited on 11.04.2011 in Efficiency Bar Examinations, by Combined Services Circular No 01/2015
- ❖ Issuing Combined Service Circular Letter No 01 to formalize the requirements of the service recipients without disturbing the duties of the combined services division
- ❖ Providing relief to the officers in Class III of Public Management Assistants' Service exempting from the Computer Test in Service Minute which was implemented from 01/01/2014, as per the Service Minute which was published on 11.12.2013.

Training and Development

- ❖ Providing an induction training of three weeks for the first time to the officers recruited to the Public Management Assistants Service from year 2015
- ❖ Launching the book “ An Approach to the Public Service” as a training guide to the new officers in the Public Management Assistants Service
- ❖ Taking basic steps to compile a manual by identifying the steps of the establishment activities in the combined service
- ❖ Implementing SEIRI day an making a pleasant work environment.
- ❖ Coordinating the Certified Drivers Diploma along with Sri Lanka institute of Development Administration

Service Division

There are several all island servicers and nature of all island servicers which operate under Division of Public Administration. They are,

- ❖ Sri Lanka Administrative Service Division
- ❖ Sri Lanka Accountants Service Division
- ❖ Sri Lanka Engineering Service Division
- ❖ Sri Lanka Planning Service Division
- ❖ Sri Lanka Scientific, Architectural & Technological Service Division



Accountants' Service Division

Vision

“A self-regulating Accountants' Service for an efficient and productive financial management.”

Mission

“Preparation of strategies to build up a research background related to field of finance by directing officers to capacity development programmes and local and foreign trainings in order to develop attitudes required to create a group of officers who are sagacious and with professional skills and to motivate the accountants to use the results of such programmes.”

Motto

“A more productive Accountants' service”

Objective

Creating a perfect professional who works with an inherent motivation for safeguarding responsibilities and accountability while maintaining maximum transparency in financial management.

- ❖ Sri Lanka Administrative Service which was established under the provisions of Sri Lanka Accountants' Service Minuit published in the Gazette extraordinary No.1670/33 dated 10th of September 2010, of the Democratic Socialist Republic of Sri Lanka, is one of the all island services.
- ❖ All the policies related to Sri Lanka Accountants' service, imposed by the Cabinet of Ministers and Public Service Commission with the objective of creating a perfect professional who works with an inherent motivation for safeguarding responsibilities and accountability while maintaining maximum transparency in financial management, are implemented by the Sri Lanka Accountants' service division with the approval of the Secretary of the Ministry of Public Administration and Management.
- ❖ All the administrative affairs of the officers in Sri Lanka Accountants' service are performed by the accountants' service division of the Ministry of Public Administration and Management.

Approved number of officers and the number of officers engaged in service in the Accountants' service at present.

Approved number as at 31.12.2015			Number of officers available up to date	
Central government	Special Grade	37	Special Grade	28
	Grade 1	321		582
	Grade II/III	971		891
Provincial governments	Special Grade	09	Grade 1	582
	Grade 1	80		891
	Grade II/III	418		
Total		1836		1501

Main Tasks of the Accountants' Service Division

1. Recruitments.
2. Confirmation in service.
3. Granting transfers.
4. Forwarding certificates to the Department of Examinations and Universities for verification of results.
5. Conducting Efficiency Bar Examinations.
6. Submitting recommendations on promotions to the Public Service Commission.
7. Submitting recommendations in acting in a certain post to the Public Service Commission.
8. Granting approval for leave to be spent out of Sri Lanka.
9. Extension of service and sending on retirement.
10. Management of the seniority list.
11. Management of the vacancy list.
12. Submitting recommendations on policy decisions of the Sri Lanka Accountants' service to the Public Service Commission and the Cabinet of Ministers.
13. Disciplinary affairs.

Recruitments to the Accountants service in 2015 /direct recruitments



Details of the officers who are in the Accountants' service at present

District	Below 25		25 - 30		31 - 35		36 - 40		41 - 45		46-50		51 - 55		56-60		Total
	Female	male	Female	male	Female	male	Female	male	Female	male	Female	male	Female	male	Female	male	
Colombo	0	0	33	13	55	32	130	52	52	47	28	56	45	72	33	84	732
Gampaha	0	0	5	0	2	1	5	3	5	3	2	0	1	3	0	2	32
Kalutara	1	0	3	1	2	0	8	2	1	2	1	1	3	0	0	3	28
Galle	0	0	4	0	8	1	5	10	5	11	1	4	2	4	0	6	61
Matara	0	0	2	1	2	0	2	6	1	3	1	2	3	1	0	1	25
Hambantota	0	0	2	0	3	0	0	4	1	5	1	1	0	2	0	0	19
Kandy	0	0	10	3	5	5	8	5	7	5	0	6	4	8	1	8	75
Matale	0	0	1	0	1	3	3	1	1	1	0	1	0	1	0	3	16
NuwaraEliya	0	0	4	1	0	1	0	2	3	1	0	0	1	0	1	1	15
Kurunegala	1	0	5	1	6	4	9	7	9	7	3	4	1	5	1	4	67
Puttalam	0	0	3	2	3	1	3	4	1	2	0	4	1	0	0	2	26
Rathnapura	0	0	7	1	3	8	4	5	3	4	0	5	1	0	0	4	45
Kegalle	0	0	2	0	2	1	3	3	2	3	0	0	1	1	0	1	19
Monaragala	0	0	2	2	0	2	5	4	0	3	0	0	0	2	1	0	21
Badulla	0	0	1	2	3	4	7	5	0	5	0	3	2	5	0	1	38
Ampara	0	0	3	4	2	4	1	2	0	11	0	2	1	2	0	3	35
Batticaloa	0	0	2	0	1	0	1	4	1	2	0	2	1	5	1	1	21
Trincomalee	0	0	2	5	4	4	5	9	4	14	0	2	1	1	0	3	54
Anuradhapura	0	0	3	5	7	6	7	13	2	4	0	1	0	2	0	1	51
Polonnaruwa	0	1	1	5	1	2	0	2	1	0	0	0	0	1	0	0	14
Kilinochchiya	0	0	0	1	0	1	2	3	0	2	0	0	0	1	0	0	10
Jaffna	0	0	1	0	4	3	8	17	8	11	2	8	1	3	0	1	67
Mannar	0	0	1	1	0	1	0	1	1	3	0	1	0	0	0	2	11
Vavuniya	0	0	1	0	0	1	1	1	2	1	0	2	0	2	0	0	11
Mulathiv	0	0	0	0	1	4	1	0	0	0	0	1	0	1	0	0	8
Total	2	1	98	48	115	89	218	165	110	150	39	106	69	122	38	131	1501

SRI LANKA ENGINEERING SERVICE DIVISION

The Sri Lanka Engineering Service is one of the all island parallel services coming under the purview of the Ministry of Public Administration and Management.

Vision

To be a premier service organization of the public service which assures the professional advancements of all engineers whose effective contribution is essential in achieving National Development Goals.

Mission

To manage the engineers belong to the Sri Lanka Engineering Service via a service minute by enhancing their professional competency in the most productive manner and to update the engineering service minute to suite the situational changes keeping pace with challenges of dynamic environment.

Motto

Be the leading Service among the all island services in Sri Lanka

Objectives

- ❖ Formulation of effective government policies in relation to recruitments, emoluments and other conditions of service in the management of human resources in the Sri Lanka Engineering service.
- ❖ Steering the mindsets of the existing officers of the Sri Lanka Engineering service to a new direction in responding to public needs.
- ❖ Formulating and implementation of a new management structure and core systems for enhancing the productivity and quality of the Sri Lanka Engineering service.

The human resource management of Sri Lanka Engineering Service consisting of 1382 posts is made by the Engineers Service Division and the categorization of officers according to the grades is as follows.

Grade	Approved Carder
Special Grade	28
Grade I	221
Grade II/III	1145
Total	1394

Services carried out by the Engineering Services Division

- ❖ Appointments and Promotions
- ❖ Resignation
- ❖ Confirmation in service
- ❖ Release to Statutory Boards, Corporations, Foreign Funded projects etc.
- ❖ Transfer between Ministries
- ❖ Retirements
- ❖ Extension of the period of probation
- ❖ Disciplinary matters
- ❖ Release for Scholarships and Trainings or for employment or study abroad
- ❖ Representations by Trade Unions



Director of Engineering Service

Carder details

Grade	No. of Approved posts	No. of officers currently employed (2015.06.30)	No. of Vacancies
Special Grade	28	0	28
Grade I	221	343	Excess 122
Grade II/III	1145	591	554
Total	1394	934	460

Recruitment of new officers for SLES

- ❖ Direct Recruitment
 - Recruitment of Engineering Graduates to Grade III of Sri Lanka Engineering Service.
- ❖ Limited Recruitment
 - Recruitment of qualified Technical officers to Grade III of Sri Lanka Engineering Service.

- ❖ Direct appointments are made from those with a degree in Engineering or equivalent qualifications, to fill vacancies in Class II Grade II of the service. Apart from the recruitment of young graduates there is a provision in certain departments to fill the percentage (25%) of the Grade III cadre by appointment on promotion of Middle Level Technical Officers in class I of that service, in accordance with their schemes of Recruitment and Promotion.
- ❖ If within 10 years of satisfactory service as an Engineer in Class II/Grade II passes the 1st EB Examination and obtains full professional qualifications (2nd EB) he is promoted to Class II/Grade I effective from the date he completes the required minimum period of 10 years satisfactory service from the date of appointment to Class II/Grade or else when he fulfills the requirements
- ❖ According to the observations of initial investigation report, preliminary investigation report is send to the disciplinary authority.
- ❖ The charges approved by the disciplinary authority is sent to the relevant sections and report the observations of formal inquiry sent.
- ❖ Implementation of the final orders of the disciplinary authority after the submitting of Recommendations of the secretary.

Recruitment of new officers to grade III of SLES 2015

- ❖ Open Competitive Examination held on 25th April 2015 and waiting for approval of Public Service Commission.

Sri Lanka Planning Service

Vision

“Establishing the Sri Lanka Planning Service as a development oriented service in the country.”

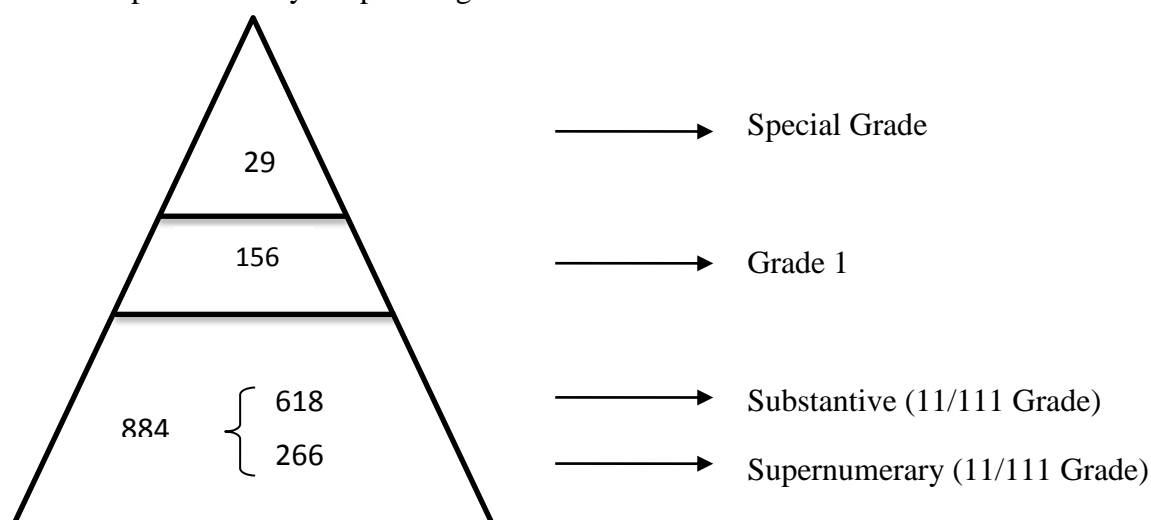
Mission

“Delivery of a productive planning service to the country through proper implementation of administrative provisions and regulations, introduction of new policies and capacity development of officers.”

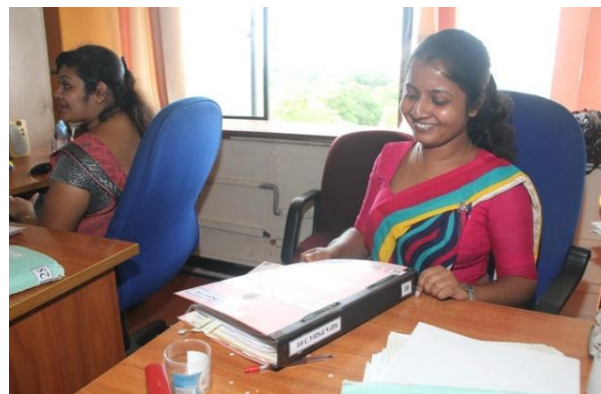
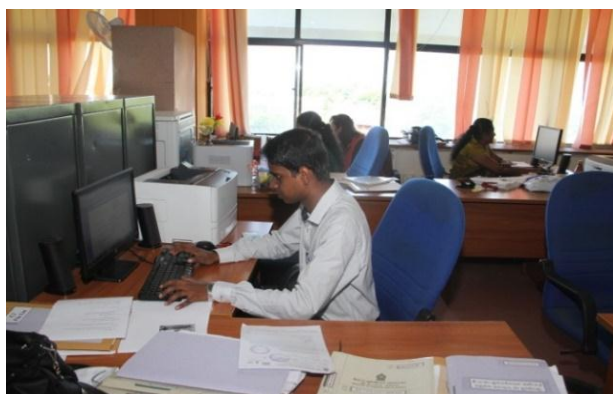
Motto

“A more productive planning service”

Sri Lanka planning service consists of 1069 officers. All the administrative activities of these officers are performed by the planning service division in accordance with the Service Minute



- ❖ The planning service division was operated under the Ministry of Finance and Planning until June this year and with the reshuffling of subjects of Ministries, this division was brought under the Ministry of Public Administration and Management. Accordingly, this division has been operating under the Ministry of Public Administration and Management since 18th of June 2015.



- ❖ With the reshuffling of subjects of Ministries, the planning division has been operating efficiently under a Director.



- ❖ Officers are recruited annually to the Sri Lanka Planning service which is an all island service. A training programme was conducted by the Sri Lanka Institute of Development Administration for a group of 15 officers recruited in this year with the objective of enabling them to deliver an efficient service.
- ❖ A “Shramadana” campaign was conducted on 01.09.2015 with the objective of improving productivity within the planning service division.



- ❖ Actions are being taken to update the files of all the officers with the objective of delivering an efficient service.



Before



After

All the functions related to the officers in the Sri Lanka planning service are performed under the Ministry of Public Administration and Management. The following table indicates the progress of the functions fulfilled in the year 2015, according to the number of officers.

Description	Number of officers
Recruitment	Approved number- 22 Number of appointments- 15
Retirement	03
Resignations	05
Deaths	01

- ❖ Initial steps have been taken to introduce a policy on transfers for the officers in Sri Lanka Planning service and further actions are being taken regarding that policy.
- ❖ Action has been taken to publish Gazette notifications on conducting Efficiency Bar Examinations for the year 2015.

Scientific, Architects and Technological Services

Scientific, architects and Technological Services Division of Ministry of Public Administration and Management handles the human resources and carry out administrative activities in order to enhance the scientific planning and research activities by bringing science, creativity and technological intelligence together.

Vision

“An excellent public service through handling of human resources to carry out research and planning and technological activities”

Mission

“Creating a Scientific, Architect and Technological Service with a human resource which is rich in scientific, creative and technological intelligence.”

Objectives

1. Taking policy decisions to reach the excellence in scientific, architects and technological services
2. Management of human resources with the activities such as recruitment, confirmation and promotion of the officers in scientific and architects service.
3. Improving the skills of the officers in Sri Lanka Technology Service by conducting Efficiency Bar Examinations and Promotion tests of the said service
4. Establishing Sri Lanka Technological Advisory Board and ensuring the future of the service by assisting to inquire the issues in the Technological Service and to take other policy decisions.
5. Management of grievances submitted through Trade Unions or Officers and making Sri Lanka Scientific, Architect and Technological Service, a service with satisfied public employees.

03. Services have been established under this Division

1. Sri Lanka Technological Service
2. Sri Lanka Architects' Service
3. Sri Lanka Scientific Service



Director

01. Sri Lanka Technological Service

An official committee was appointed by the Secretary, Ministry of the Public Administration and Home Affairs in order to report on the requirement of establishing a

Combined Technical Service which is consisted of all the officers in the middle grades of the technical services, in order to create a uniformity in recruitment, grading, salary scales and promotions of the officers in the middle level of the Technological Services. On the order of the said committee, information was collected at the level of institutions on the technical officers in the middle levels as at 31.08.1976. After studying the collected information Middle Level Combined Technical Service (Combined Technical Service) was established by the Establishment circular 237 dated 25.05.1977 to be effective from 01.05.1977.

As a result of the requests of the officers in the service to upgrade the service, made from year 1987 a committee was appointed on 11.06.1991 under the headship of the Director General of Establishments. As a result of the studies carried out by the said committee, the Middle Level Combined Technical Service was named as Sri Lanka Technological Service by the Public Administration Circular No 27/1994 dated 01.07.1994.

Nearly 16,000 posts are there in the Sri Lanka Technological Service and it is spread throughout Ministries of the Central Government, Departments and Provincial Public Service. Further, it contains designations related to 159 technical areas.

The Appointing Authority and the Administrative Authority of this service is the Head of the Department and this division carried out activities related to the provision of recommendations to take policy decisions, preparing and revising service minute, efficiency bar examinations, conducting examinations to promote to special grade and maintaining all posts in uniformity.

Few of the special tasks carried out by this division during this period are as follows.

- ❖ The Service Minute of Sri Lanka Scientific Service has been revised as per Public Administration No 06/2006 and published on the Gazette extraordinary No 1930/12 dated 01.09.2015.
- ❖ Establishing the Advisory Board of Sri Lanka Technological Service to minimize the issues in the service and thereby actions are being taken to provide advises to the officers in Technological Service to solve issues they face and to submit recommendations to the Public Service Commission enabling them to take policy decisions.
- ❖ Introducing the Efficiency Bar Examination for Grade III of Sri Lanka Technological Service and taking actions to conduct the examination by the University of Sri Jayawardenapura.

02. Sri Lanka Architects Service

Establishment of Sri Lanka Architects' Service.

Sri Lanka Architects' Service has been established under Architects' Service minute published in the gazette Extra Ordinary of Democratic Socialist Republic of Sri Lanka No. 888/2 dated 12.09.1995 to be effective from 01.09.1995. The officers who were in Architectural Service at that time were absorbed into Sri Lanka Architects' Service.

Role of an Architect.

Planning the activities relevant to the role of Architect entrusted to the Head of the Institution and activities such as built environment, Architectural design and consultation, survey and leveling associated to building construction projects Archaeological and Architectural conservations fall under the field of Architecture entrusted specifically by Head of the Institution have been identified as the role to be performed by the officers in the service.

Role of the Architects' Service Division.

This division performs the administrative activities relevant to the Service Minute and establishments activities of the officers in Sri Lanka Architects' Service consisting of 56 posts.

The most recent recruitment to Sri Lanka Architects' Service was made in year 2013 and the number of officers recruited were 10.

Several turning points in Sri Lanka Architects' Service during the past period.

1. Sri Lanka Architects' Service Minute has been revised as per Public Administration Circular No. 6/2006 and approved to be effective from 05.04.2013. It has been published in the Gazette No. 1877/28 dated 28.08.2014.
2. Organization of an induction training programme for the first time for the officers in Sri Lanka Architects' Service as per the Service Minute and directing officers recruited to the service after the effective date of the Service Minute to the said training programme.
3. Inclusion of provisions in the Service Minute for joining the Sri Lanka Architects' Service under limited stream.
4. Obtaining approval to provide a monthly field allowance of Rs.15,000/- to the officers in Sri Lanka Architects' Service.

03. Sri Lanka Scientific Service

Establishment of Sri Lanka Scientific Service.

Sri Lanka Scientific Service was established under Sri Lanka Scientific Service Minute published in the Gazette extra ordinary No. 219/13 dated 30.06.1976 to be effective from 01.10.1971.

Role of the officers of Sri Lanka Scientific Service.

Provision of consultancy services in the fields of Biology, Chemistry, Physics, Mathematics and Agriculture, which have been named as the special fields of education within the scientific field, performance of scientific activities conforming to the subjects within the fields and management of scientific projects have been identified as the roles to be performed by the officers holding posts in Sri Lanka Scientific Service.

Role of the Sri Lanka Scientific Service.

Establishment activities of the officers in Sri Lanka Scientific Service and the administration as per the service minute are carried out under this division.

Highlights of Sri Lanka Scientific Service during the past period.

- ❖ Sri Lanka Scientific Service Minute has been revised as per Public Administration Circular No. 6/2006 and approved to be effective from 02.04.2013. Action has been taken to publish the same in the Gazette No. 1877/27 dated 28.08.2014.
- ❖ Organization of an induction training programme for the first time for the officers in Sri Lanka Scientific Service as per the Service Minute and directing officers recruited to the service after the effective date of the Service Minute to the said training programme.

Human Resource Development Division

Vision

“Creating a skilled human resource.”

Mission

“Creating a skillful human resource for developing the productivity and efficiency in Public Service.”

Objectives

- ❖ Identification of training requirements of the officers in the Ministry of Public Administration and Management, conducting training programs and providing facilities.
- ❖ Distribution of local and foreign training opportunities in a fair manner.
- ❖ Effective use of government funds being allocated for collecting development of public officers.
- ❖ Motivating the staff to increase efficiency and productivity of the service provided.

As the Human Resource Development Division of the Ministry of Public Administration and Management, we provided the general public with services more effectively and efficiently with the intention of achieving our vision, mission and objectives in 2015.

Accordingly, 215 officers and 05 officers were selected for short term foreign trainings and long term foreign trainings respectively by our division in 2015. Action was also taken to promptly update the data base comprising details of the officers who were selected for foreign trainings. Similarly, actions were also taken to inform the officers in the Administrative Service about their foreign training opportunities through the web site of the Ministry and via SMS through the Ministry.

When functioning to grant opportunities for local trainings, necessary actions were taken by our division to grant short term training opportunities for all the officers in the Ministry through the Sri Lanka institute of Development Administration. Similarly, actions were taken to grant necessary training opportunities considering the requests made through various divisions.

Division	Training	Date on which the training was held	Number of officers who participated
Through all divisions	Seminar targeting the Efficiency Bar examination for officers in the Public Management Assistants' service	11/09/2015 and 14/09/2015	About 50
Through all divisions	Seminar targeting the Efficiency Bar examination for Development Officers	20,23,24,and 31/03/2015	About 40
Investigation officers	Induction training	From 04/08/2015 to 13/09/2015	About 20

Further, necessary arrangements were made for conducting short term training programmes for about 150 officers through training institutes outside the Ministry such as

- ❖ Skills Development Fund Ltd (SDFL)

- ❖ National Institute of Labour Studies (NILS)
- ❖ Construction Industry Development Authority (CIDA)

And, opportunities were granted for 16 officers to obtain long term local trainings.

Training programmes were conducted for 10 groups of drivers through Ceylon-German Technical Training Institute and for drivers serving in the Ministry, district secretariats and divisional secretariats through Sri Lanka institute of Development Administration. Moreover, we also conducted training programmes for all the officers in the Office Employees' service, serving in the ministry through Sri Lanka institute of Development Administration.

Actions were also taken by our division to organize an Outward Bound programme with the participation of 50 staff grade officers in July 2015 at Sigiriya. We also conducted Tamil language classes for 70 officers who are connected to the ministry and training programmes for management grade officers and investigation officers.

A monthly programme named "Masika vidvath kathikava" (Monthly Scholarly Discussion) was organized with the objective of improving knowledge and attitudes of the officers in the Ministry and seminars were conducted targeting the Efficiency Bar examination for development officers and officers in the Public Management Assistants' service. Further, we organized a training course for officers in the Ministry in collaboration with the Sri Lanka Human Rights Commission with the objective of ensuring duties and responsibilities of our public officers.

Moreover, actions were also taken by our division to issue 225 vehicle permits for staff officers in the Ministry on concessionary basis.

Out ward boundring



Masika vidvath kathikava



Information Technology Division

Vision

“An excellent public service empowered by information technology.”

Mission

“Providing information technology services for the enhancement of productivity in human resource management and formation of policies.”

The Information Technology division was established in the decade of 80 within the objective of providing Information Technology Service in order to enhance the productivity of policy formulation and human resource management of public service in the Ministry of Public Administration of which the objective is to create a public administration which makes way for an exemplary service.

The Information Technology Unit which is responsible for the management of infrastructure facilities in the field of Information and Communication Technology including the website of the Ministry of Public Administration and Management, computer network and performance monitoring system of the institution, Ceylon Government Network, database of public administration circulars, public address system, software and computer hardware management and procurement of information and communication technology is engaged in reform oriented information and communication technology management projects.

Functions

- ❖ Providing internet and e-mail facilities to the staff of the Ministry.
- ❖ Maintaining and developing the website of the Ministry.
- ❖ Developing the databases and software required for the divisions of the Ministry.
- ❖ Maintaining computers and networks at within the Ministry.
- ❖ Providing training for the staff of the Ministry to improve the computer literacy of the staff of the Ministry.
- ❖ Distributing Public Administration Circulars through e-mail and internet.
- ❖ Providing information technology services for public institutions.
- ❖ Introducing information technology systems, managing third party suppliers who provides management and facilities.

Our website, which has been launched on 28th March 2013 has been viewed by about 10,389,184 by 30th September 2015 and the average views per day is nearly 11,000. It is 500 views per hour.

Further, it has been possible to widen the computer network providing computers for 4/5 of the 720 officers serving at the Ministry at present. The Information Technology Division has been able provide an efficient internet service making the entire Ministry complex a wifi zone.

During year 2015

It has been able to introduce 03 new software systems as follows;

1. Action based performance monitoring system
2. Vehicle fleet management system
3. Store management system

Internal Administration Division

Vision

“To be the most exemplary and excellent administrative unit in the Public Service in Sri Lanka”

Mission

“Being accountable to provide a quality service from the administrative division by providing staff and infrastructure in an optimum and productive level to maintain the performance of the entire workforce of the Ministry at a higher level, and by maintaining coordination, operation and control required for that purpose.”

Objectives

- ❖ Creating and maintaining a physical environment in the Ministry which improves the quality of the Ministry
- ❖ Maintaining an advanced and optimized staff which is suitable to the objectives and tasks of the Ministry
- ❖ Getting utility services (security, sanitation) provided productively and continuously
- ❖ Supplying other service facilities (transport, electricity, water supply, telephone) to the Ministry effectively and to maintain and develop such facilities
- ❖ Establishing coordination among all divisions of the Ministry
- ❖ Enhancing the staff welfare
- ❖ Enhancing the entire administration, operation and evaluation of the Ministry

The letter management or tappol in the Ministry of Public Administration and Management is one of the main processes which serves to make the work in the Ministry more efficient.

Summary of the Tappol Division – 2015

Way in which the letters are distributed	Jan.	Feb.	March	April	May	June	July	August	Sep.	Oct.	Nov.	Dec.
Registered	1956	2359	2459	2111	1726	2659	2655	2411	3438	5063	3894	2633
By Hand	462	875	1001	757	849	877	870	739	648	886	1022	1047
General	1416	1754	1623	1053	1221	1349	1326	1053	1091	1399	1338	1524

Housing and Development Division

This Division can be identified as the division which involves in the allocation of government quarters and all related administrative activities. Further, the division makes policies on the government quarters and implement government quarters projects.

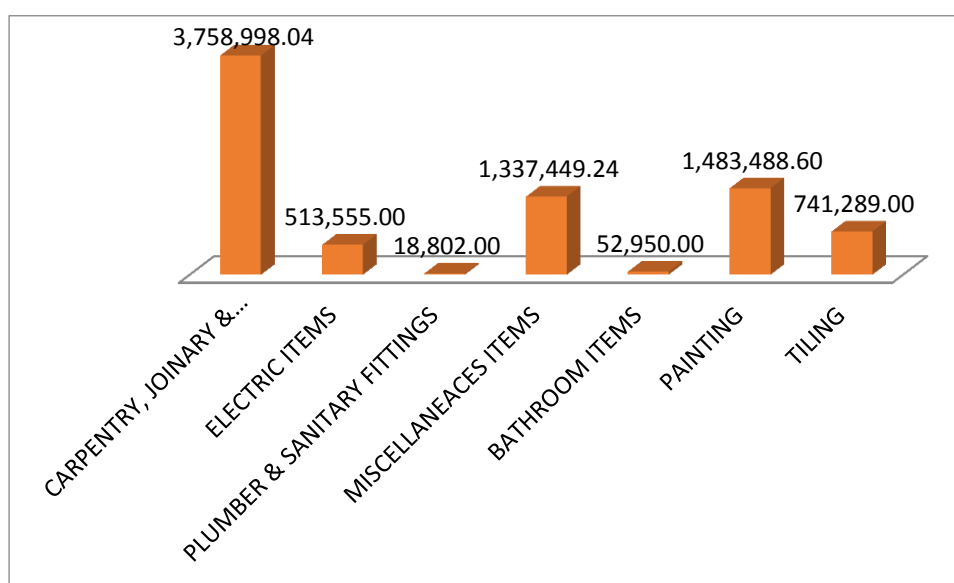


Senior Assistant Secretary

Amount spent for the maintenance activities of the Summit Flats, Jayawadanagama Housing Scheme, Government Bungalows and Lauries Housing Complex in year 2015 is as follows.

Type of the houses in which repairs were done	Total amount spent for repairs
Summit Flats	4,636,086.76
Jayawadanagama Houses	2,471,354.27
Bungalows	1,349,619.26
Lauries Housing Complex	729,958.85

Amount spent on the maintenance of the Ministry in year 2015



Pensions Division

Vision

“A highly satisfied pensioners’ community”

Mission

“Issuing orders with regard to payment of pensions under the existing provisions in special occasions, taking action to remove pension anomalies, making amendments to the current policies on pensions and uplifting the standard of living of the pensioners by introducing new policies related to pensions at necessary occasions.”

The functions of this division are; taking necessary action to grant the entitlement to pension for the public officers who were sent on retirement under the section 12 of the Pensions Minuit, taking action with regard to the issues on the entitlement to widows’ and orphans’ pension and Disabled orphans’ pension and issues of the pensioners and pensioners’ associations, providing answers for the questions regarding pensions forwarded by advisory committees, Human Rights Commission and Public Petitions Committee and taking legal action related to them and performing the institutional activities of the pensions department.



Assistant Secretary

Functions of the Pensions Division

- ❖ Implementation of the constitutional provisions of the Pensions Minuit and the other laws and ordinances related to pensions.
- ❖ Coordinating the administrative and development activities of the pensions division.
- ❖ Investigating the complaints and grievances forwarded by pensioners and their associations.
- ❖ Sending answers to problems related to arrears of pension, transferring the pension, pensions not claimed for entitlement and pensions of pensioners who are living abroad.
- ❖ Issuance of orders regarding payment of pensions to the public officers who were sent on retirement under the sections 2:12 and 2:15 of the Pensions Minuit.
- ❖ Performance of other tasks entrusted to the Secretary of Public Administration by the Pensions Minuit.
- ❖ Making amendments to the Pensions Minuit and various laws and ordinances related to pensions.
- ❖ Providing solutions for the issues regarding the entitlement to the Widows’ and Orphans’ Pension and Disabled orphans’ pension and issues regarding granting allowances to the dependents of war heroes who were killed in war.
- ❖ Sending answers and taking judicial actions related to the questions forwarded by the advisory committee, Human Rights Commission, Public Petitions Committee, Ombudsman and Parliament.

This division which existed as Pensions and Housing division under the Additional Secretary (Public Administration) was established into two divisions as Pensions division and Housing division on 03.11.2015.

Number of disciplinary committees conducted (2013- March 2016)

Number of issues settled				
Year				
Month	2013	2014	2015	2016
January	06	5	14	21
February	10	10	21	11
March	05	-	14	13
April	11	2	15	-
Sub Total	32	17	64	45
May	8	21	11	-
June	-	-	9	-
July	9	16	14	-
August	21	10	20	-
Sub Total	38	47	54	0
September	6	16	6	-
October	18	4	21	-
November	9	12	13	-
December	7	-	18	-
Sub Total	40	32	58	0
Total	110	96	176	45

Finance Division

Vision

“To be the best public financial manager in the public sector”

Mission

Ensuring the achievement of long term and short term goals of the institution by securing public resources, handling resources in a productive and transparent manner and with a proper financial reporting and public finance accountability.

Motto

“Delighted customer through productive service.”

Objectives

- ❖ Submission of financial reports before the due dates
- ❖ Reducing the time taken for payments through streamlining the payment process
- ❖ Utilizing the annual budget provisions by 100%
- ❖ Reducing the audit queries received by the Ministry by 50%
- ❖ Reducing omissions and errors by 100%
- ❖ Establishing the presence and security of the assets through a computerized system.

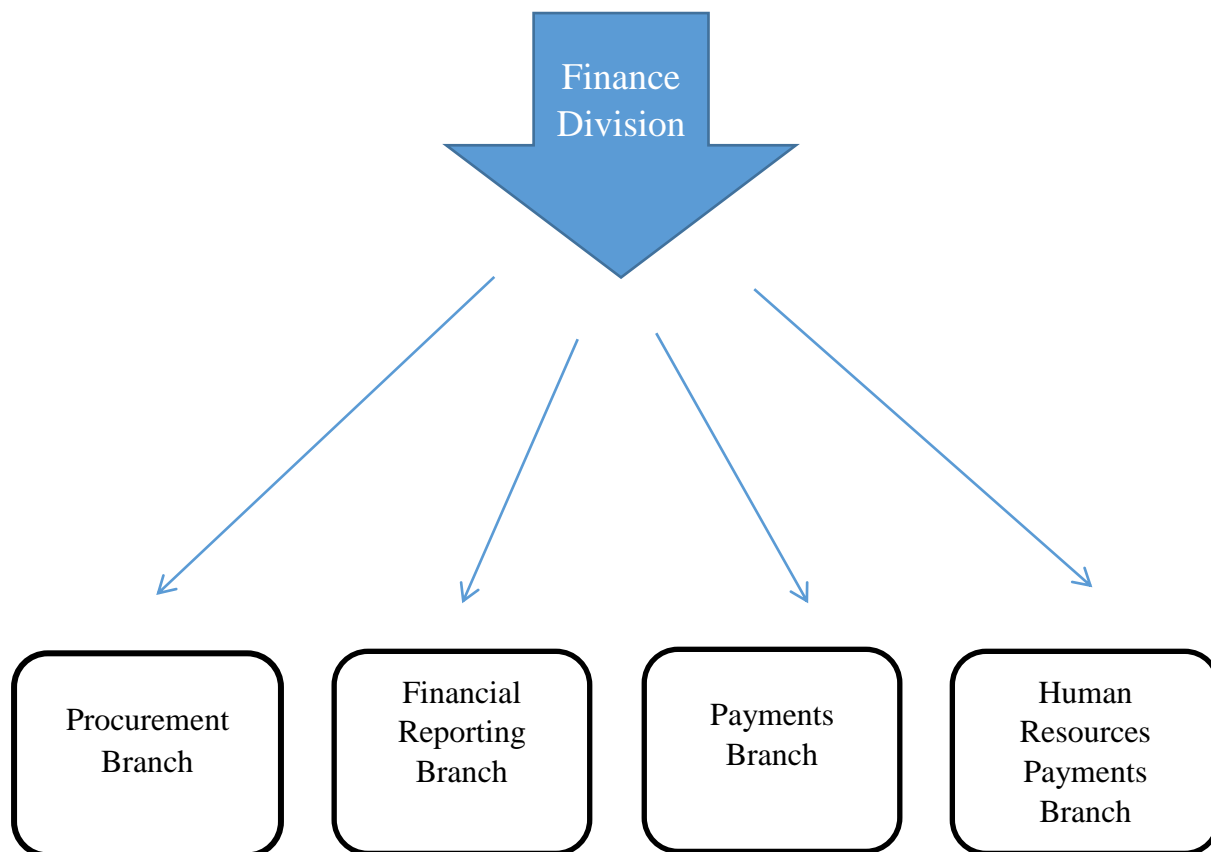
Finance Division is one of the main divisions of the Ministry of Public Administration and management and it bears the responsibility of financial administration and control of the departments and institutions which are under the Ministry. This Division consists of 04 branches, such as Procurement, Financial reporting, Payments and Human Resource Payments.



Chief Financial Officer



Chief Accountant (Public Administration)



Functions of the Procurement Branch

- ❖ Preparing Procurement Plans for the Ministry, appointment of procurement committees and Technical evaluation committees
- ❖ Carrying out stores management activities
- ❖ Carrying out asset management activities

Reporting Branch

- ❖ Preparing annual budget estimates, annual performance report and appropriation account of the Ministry, carrying out annual boards of survey, taking actions to table performance reports of the institutions coming under the ministry, at the parliament
- ❖ Revenue Head 20.02.01.01 activities related to government building rental revenue
- ❖ Replying audit queries, activities related to Public Accounts Committee and COPE.
- ❖ Supervision of financial activities of the Ministry and the institutions coming under ministry.

Functions of the Payments Branch

- ❖ Implementing CIGAS programme, maintaining cash book and submitting monthly accounts summary
- ❖ Maintaining Shroff's division, preparing bank reconciliation and preparing monthly accounts reconciliation reports.
- ❖ Maintaining expenditure ledgers
- ❖ Maintaining General Deposit Account

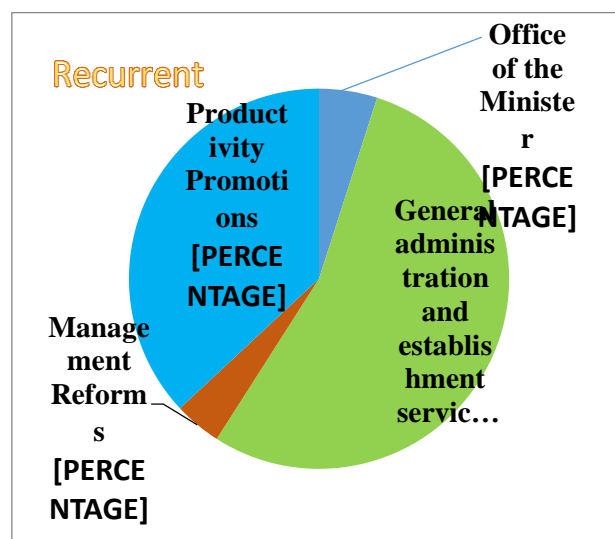
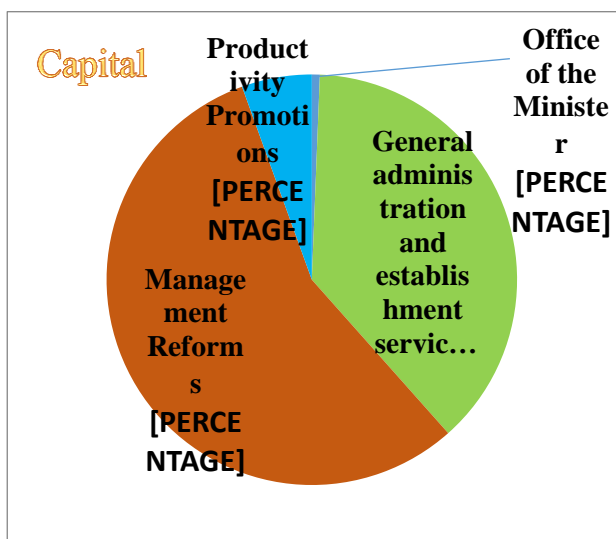
Functions of Human Resource Payments Branch

- ❖ All payments including salaries and activities related to Public Officers Advance Accounts
- ❖ Submitting information with regard to the payments related to Public Service Provident Fund to the Department of Pensions
- ❖ Calculating monthly pension and gratuity of the retired officers and submitting to relevant Divisional Secretariat

Progress of Financial Provisions in 2015

Annual Expenditure Progress by Projects – 2015

	Project	Net Provision	Total Expenditure	%
Recurrent	01. Office of the Minister	55.27	51.89	93.9%
	02. General administration and establishment services	586.58	567.49	96.7%
	03. Management Reforms	49.24	42.10	86.6%
	04. Productivity Promotions	403.86	387.39	96.4%
	Total	1,092.31	1,048.87	96.0%
Capital	01. Office of the Minister	6.10	5.22	85.6%
	02. General administration and establishment services	443.39	316.99	71.5%
	04. Management Reforms	479.24	469.78	98.0%
	05. Productivity Promotions	51.92	46.32	89.2%
	Total	980.65	838.31	85.5%



Progress in Replying the Audit Queries

Year	2014			2015		
Institution	No of Audit Queries Received	No of Audit Queries answered	%	No of Audit Queries Received	No of Audit Queries answered	%
Ministry of Public Administration and Management	9	9	100%	14	14	100%
Department of Pensions	21	19	90%	30	16	53%
Sri Lanka Institute of Development Administration	18	18	100%	16	14	88%

Progress of write off vehicle losses

Year	No of vehicle accidents	No of vehicle accidents written off	Written off value
2013	16	21	509,704.00
2014	13	15	488,522.00
2015	09	03	1,157,416.50
Total	38	39	2,155,642.50

Internal Audit Division

Vision

“Establishing a Public Service with Good Governance for the Development of the Country”

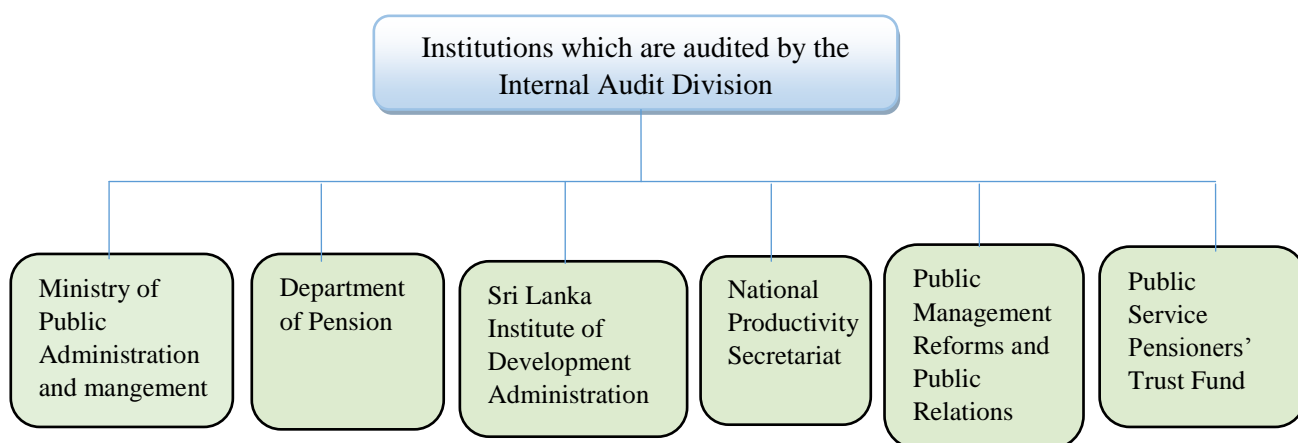
Mission

“Promoting good governance by participating the internal administration in the financial activities of the ministry, departments and institutions which are under the Ministry and carrying out continuous supervision and independent evaluation on formality of internal inspections used to prevent fraudulent activities. ”

Motto

“Buildup an efficient public service without corruption ”

Internal Audit Division of the Ministry of Public Administration and Management is functioning under a Chief Internal Auditor who is directly reporting to the Secretary of the Ministry under F.R.133. Further the division consists of 12 internal auditors including the head of the branch, office employee and a driver.



Role

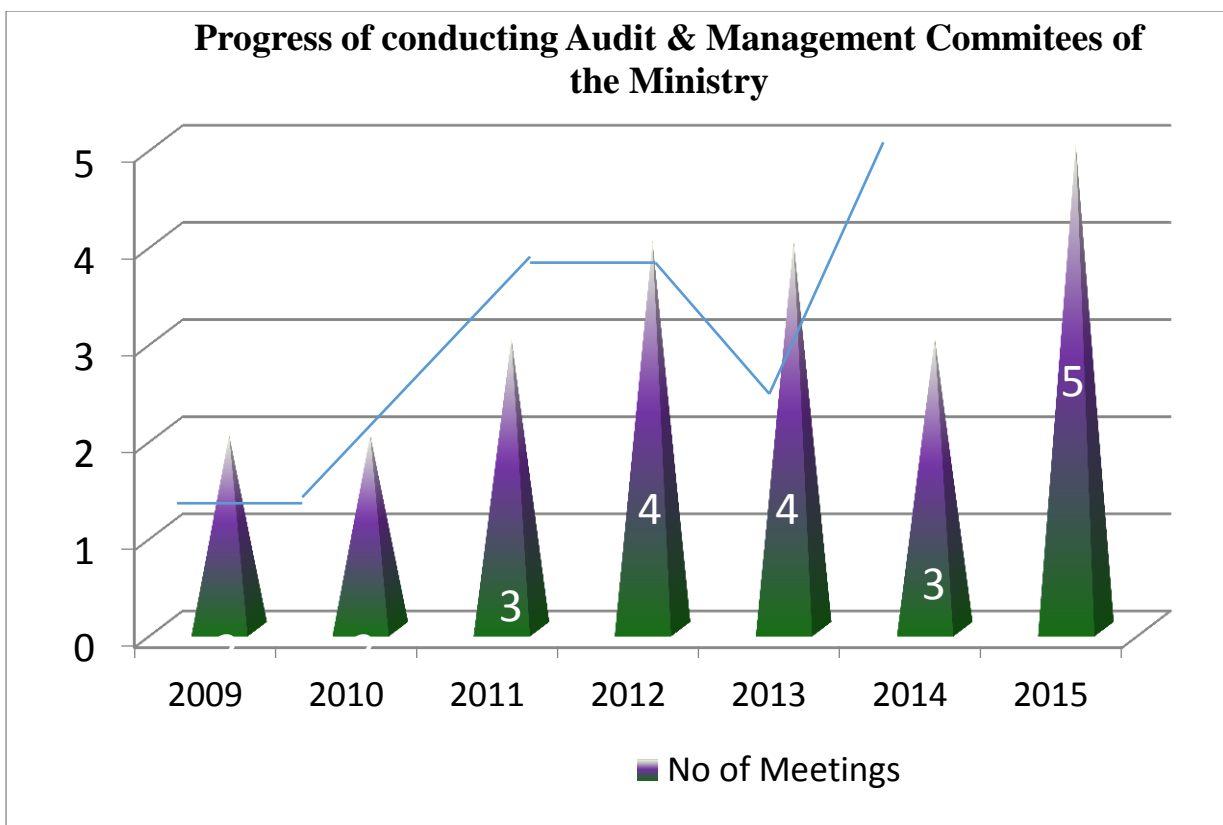
- ❖ Special attention is paid on the following tasks as per FR 133 when internal audit activities are carried out in the institutions which are under the supervision of the ministry
- ❖ Examining whether the internal inspection and administrative system is successful in planning as well as in actual functioning

- ❖ Examining whether required information is provided for preparation of accurate financial reports through the accounting policy used and determining the reliability of the accounts and other reports.
- ❖ Evaluating the performance of the staff in fulfilling the responsibilities entrusted.



Head of the Division

- ❖ Examining how far the assets of the department/ institution has been protected from the losses and damages
- ❖ Examining whether the Establishments Code, Financial Regulations, Circulars, and other supplementary instructions issued by the Ministry of Public Administration and the General treasury from time to time are properly followed.
- ❖ Examining the capacity and sufficiency of the internal administration to prevent wastage, idle and excessive expenses
- ❖ Inspecting the accounting procedure of the departments and the operations which incur expenses and examining whether properties and assets of the departments are used safely, economically and formally.
- ❖ Conducting special investigations when required
- ❖ System analysis and performance analysis for productive performance
- ❖ Following the instructions and guidance of Department of Management Audit, conducting audit management committee meetings at the ministry once in every quarter, and following up the implementation of the decisions taken at such meetings.



National Productivity Secretariat

Vision

“To transform Sri Lanka the center of excellence in Asia for productivity promotion by 2020.”

Mission

“Providing the strength to face the competition at international level by way of promoting the productivity of Sri Lanka and ensuring higher living standards to the general public contributing to the national development.”



Objectives

- ❖ Improvement of human capital and institutional excellence through trainings, development of methods and procedures and successful exchange of activities with the objective of creating a society based on knowledge.
- ❖ Calculation and assessment of productivity.
- ❖ Establishment of national productivity standards and targets in considering the various opportunities in various divisions.
- ❖ Making a new and creative culture with a wide knowledge on productivity through programmes on productivity, promotion of standards and programmes conducted in collaboration.

Strategies

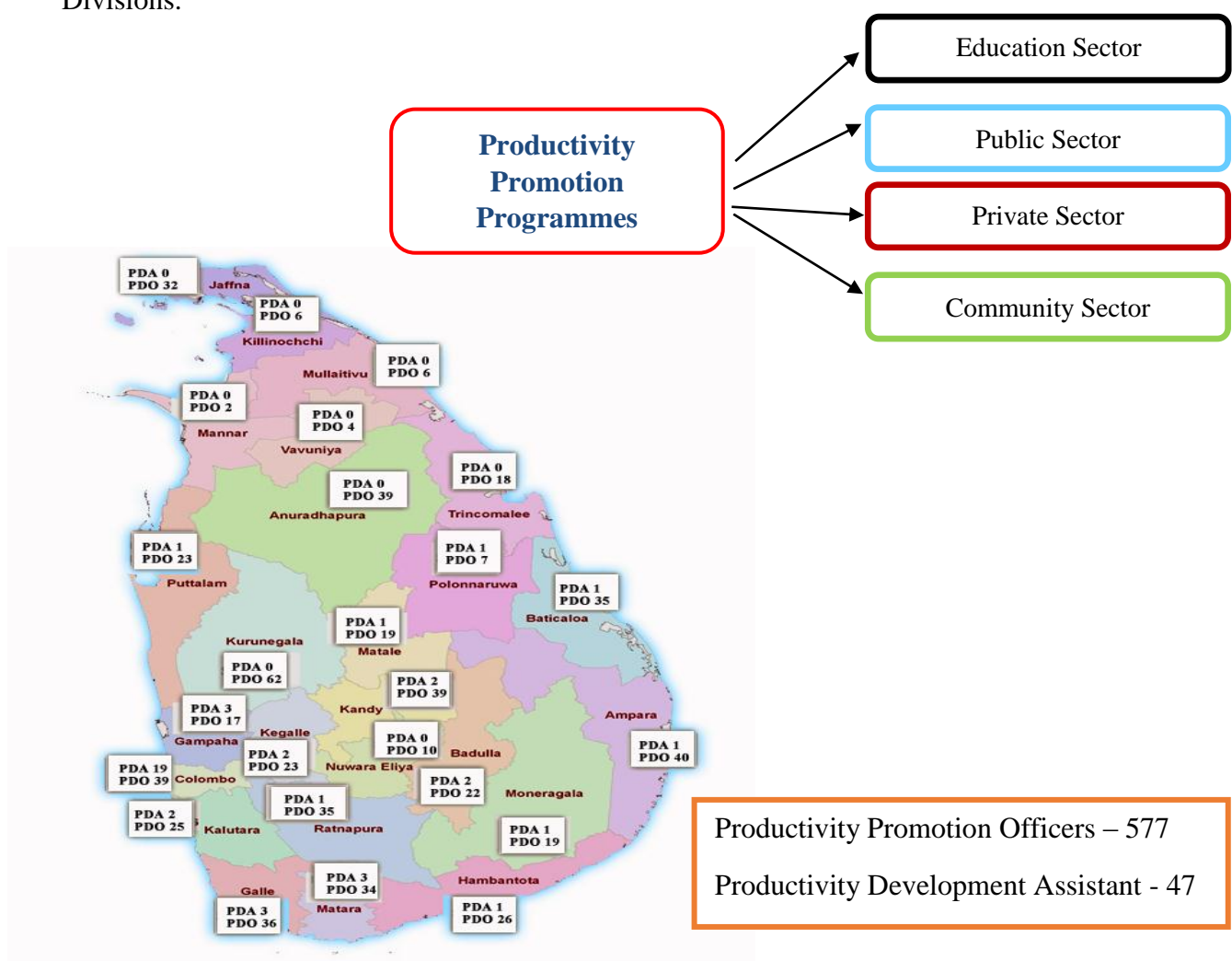
- ❖ Establishment of a national pool consisting of trainers, specialists, consultants and productivity auditors who are dedicated to productivity promotion.
- ❖ Commencement of a mass communication network required for conducting awareness programmes for the general public through media.
- ❖ Conduct programmes on productivity promotion as a national level programme covering all the divisions.
- ❖ Making way for innovation and creativity through improvement of knowledge management.
- ❖ Establishment of a productivity culture within the country. Amalgamating the rural development in order to assist the society and empowering the society through productivity and enhancement of management in case studies.

The National Productivity Secretariat implements several programmes with the collaboration of Asian Productivity Organization and its member countries for productivity promotion with the objective of “productivity for all by year 2020”. Accordingly, the programmes conducted by the National Productivity Secretariat can be indicted under the following main sections.

1. Productivity promotion programmes
2. Productivity training and capacity building
3. Productivity award competition
4. Coordination of Asian Productivity Organization
5. Publicity related to productivity

01. Programmes on Productivity promotion

The programmes on productivity promotion carried out by the National Productivity Secretariat are carried out targeting the following sections. These programmes are carried out as awareness programmes, special projects and consultancy services. Further, all the areas of the Island are covered by the Productivity Officers who are attached at the level of Divisional Secretary’s Divisions.



Contribution of education, public, private and community sectors for productivity promotion in year 2015

Sector	Institution	Number of Institutions	
		Target	Progress
Education Sector	Pre School	1000	1936
	Schools	600	1417
	Higher Education and	20	82
Public Sector	Ministry	20	19
	District and Divisional Institutions	600	1602
Private Sector	Small and medium scale industries	300	634
Community Sector	Villages	600	564



Productivity programme for top management in National Education Training College.



Programme for productivity promotion – Teaching College Hapitigama

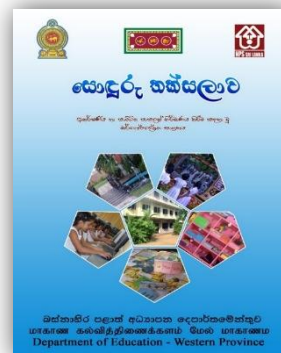
Productivity Promotion Special Programmes

- ❖ The special project for the enhancement of productivity in the agricultural sector has been commenced in year 2015 and a certificate course on productivity concepts has been started for 19 farmers as the first phase.



- ❖ 82 productivity promotion programmes have been conducted by the Higher Education and Vocational Training Institutions in year 2015.
- ❖ This programme has been commenced in year 2012 and 42 programmes have been carried out at police stations and the number of beneficiaries is 6736.

- ❖ 1417 Programmes on productivity promotion are carried out at schools around the Island by the National Productivity Secretariat.



- ❖ The main programme of the productivity promotion in the private sector is KAISEN project. Programmes on productivity promotion have been carried out at 634 small and medium scale enterprises in year 2015.



2. Productivity training and capacity building

Programmes have been conducted to train 643 officers, who have been recruited as Productivity Promotion Officers in year 2013 to the National Productivity Secretariat, as trainers on productivity improvement.

Details relevant to year 2015

Training programme	Number of participants	Institution by which it was conducted	Expenditure (Rs.)
Certificate course in English (Middle level)	05	Sir Lanka Institute of Development Administration	115,000.00
Basic Sinhala	01	Department of Official Languages	5000.00
Total			120,000.00

3. National Productivity Competition and awarding ceremony



2014/2015 No of National Productivity awards - 590

4. Asian Productivity Organization and Coordination (APO)

The functions of the National Productivity Secretariat are linked to the Asian Productivity Organization. Asian Productivity Organization which has been established based in Japan assists in the enhancement of productivity in industrial and agricultural sectors in its member countries. Sri Lanka is a member of the same and a significant role is played by this organization in the promotion of productivity internationally and organizing international summits, seminars, workshops and various study tours is prominent out of its functions.



5. Activities relating to publicity on productivity

- ❖ It is expected to popularize the productivity concepts among people through these publications.
- ❖ A manual on productivity including productivity concepts for Grama Niladharies has been published in this year for the first time.
- ❖ This publication is printed to popularize productivity concepts among people.
- ❖ A manual on productivity including productivity concepts for Grama Niladharies has been published in this year for the first time.

Special programmes commenced in year 2015

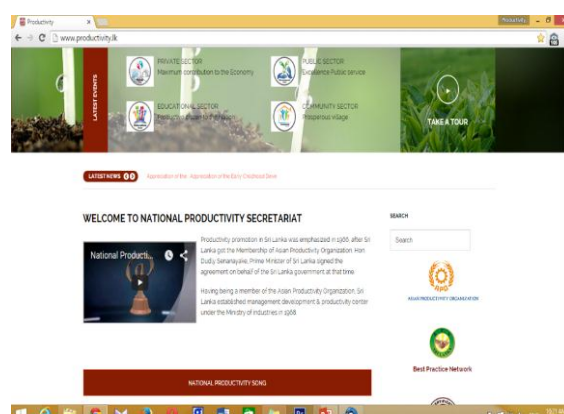
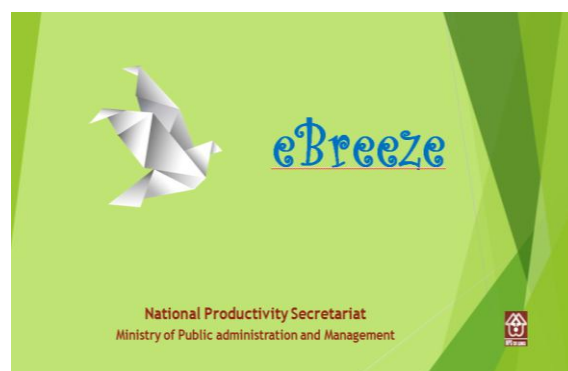
“Heda saha weda” Rupavahini programme

This is a magazine programme aimed at enhancement of productivity in various sectors launched by the National Productivity Secretariat in collaboration with Rupavahini Corporation. 18 programmes based on best experience, art, sports, technology and theoretical facts on productivity have been telecasted in year 2015.



E Breeze computer system

An innovative and monitoring electronic office system introduced for a public institution. This can be introduced as a new management tool and the objective of system is to make the maximum output within a minimum period using the minimum resources in an effective and environment friendly environment which is free from paper work.



Management Reforms and Public Relations Division

This is a division newly established under the Ministry of Public Administration and Management. The main objectives of this division are introducing and implementing management reforms and improving public relations within the public sector.

Functions

- ❖ Improving the literacy in computer and information technology among public officers through Skills Development units.
- ❖ Redesigning the process of Provincial Councils and Local Government Institutions and implementing the front office concept.
- ❖ Training programmes on productivity promotion
- ❖ Community Development programme in remote villages.
- ❖ Facilitating the development of traditional villages which were not well known.
- ❖ Improving common facilities in religious places.
- ❖ Improving the living standard of low income families
- ❖ Improving talents of school children in difficult areas.
- ❖ Constructing and maintaining holiday resorts and administration of employees.

Projects implemented in 2015

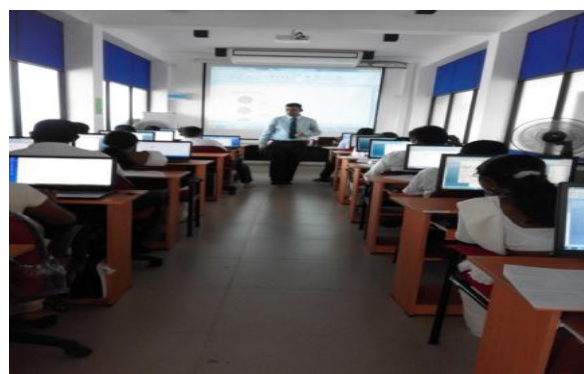
- ❖ Skills development project (to improve computer literacy)
- ❖ Community development project in remote villages
- ❖ Facilitating the development of traditional villages which were not well known
- ❖ Improving common facilities in religious places.
- ❖ Improving the living standard of low income families
- ❖ Improving talents of school children in remote areas
- ❖ Constructing holiday resorts
- ❖ Front offices
- ❖ Implementing the mechanism for redressing grievances.

Implementing the front office concept



Model office development project –
Nuwara Eliya district

Improving computer literacy through skills development units



Skills Promotion units- Hambantota and Kandy districts

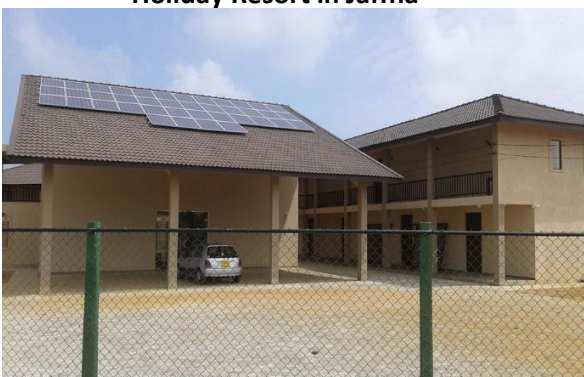
Construction of holiday resorts



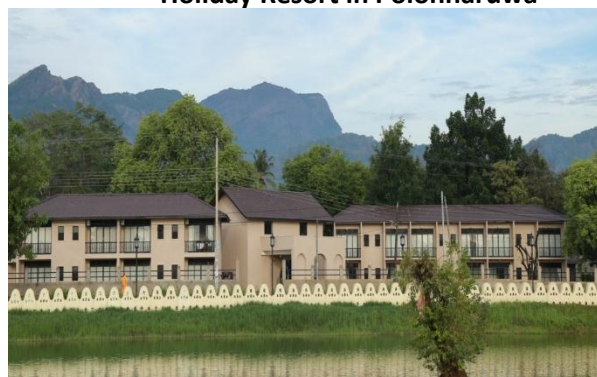
Holiday Resort in Jaffna



Holiday Resort in Polonnaruwa



Holiday Resort in Mulathivu



Holiday Resort in Mahiyanganaya



Holiday Resort in Katharagama



Holiday Resort in Mihinthale

Department of Pensions

Vision

“A Pensioners’ community highly satisfied in economic and social aspects”

Mission

“Offering Legal benefits to pensioners of public services and their beneficiaries, ensuring satisfaction of both recipients as well as service providers at an excellent level intertwining public sector with private sector through applications of modern technology and sustainable management techniques.”



The role of the department of Pensions is to monitor the process of payment of pension benefits relevant to the public servants who are entitled to pension, ensuring the accuracy. Among its functions, the priority is given to the performance of the process of paying monthly pensions to a pensioner’ community of around 565,000. Since the latter part of the year 2014, modern information technology, policy decisions and new management trends have been applied in order to ensure the payment of relevant benefits to the entire pensioners’ community without delay.

Initiation of the payment of pension through a central data base in 2015 eliminating the misconceptions that existed regarding payment of pension, was an online process commenced in 2014. Inclusion of the functions of the department in the huge technological transformation which was done as a continuation of the online process is the greatest progress achieved by the department of pensions. The ability to provide services on real time coordinating all the district and divisional secretariats and the ability to ensure the pensioners’ community their entitlement to the pension immediately are the positive improvements achieved by the department of pensions. It is not a secret that within this year which witnessed winning of so many challenges, the ability to implement a modern concept and to provide the pensioners community with a lot of newest services which was achieved due to the guidance and corporation of the private sector, was a great support for the future endeavours of the division.

The Department of Pensions being used as a field of study by the foreign students sent by the National Productivity Secretariat, could lead the Department to a more productive journey and the Department was able to win the National Productivity Award in 2015.



The following table indicates quantitative details of the new pensioners retired in 2015.

Details of new pensioners - 2015

Category	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Total
Civil Pensioners	1027	1610	1477	1499	1401	1216	1472	1632	1691	1163	1205	1827	17220
Armed Forces	536	513	595	812	665	809	710	498	708	852	697	794	8189
Age below 55 years	43	101	125	86	97	91	91	100	114	115	88	111	1162
Total number of applicants	26571												

The summary of the functions performed in 2015 related to the Local Government Service Pension Fund, Local Government Service Widows' and Orphans' Pension Fund, Local Government Service Widowers' and Orphans' Pension Fund and Teachers' Widows' and Orphans' Pension Fund which operate under the Department of Pensions.

	Name of the fund	Function of the fund	Total Receivables in the year 2015	Total Payments in the year 2015	Total balance as at 31.12.2015	Bank balance as at 31.12.2015
1	Local Government Service Pension Fund (Account No.001100109026659)	Collecting contributions relevant to the officers engaged in Local Government Service and retired before 03.09.1993, sent by the institutions where they served.	85,094,242.44	85,094,242.44	-	-
2	Local Government Service Widows' and Orphans' Pension Fund (Account No.0002026452)	Collecting contributions to the Widows' and Orphans' Pension Fund relevant to the officers in Local Government Service who got appointments before 03.09.1993	64,428,346.62	64,428,346.62	-	-
3	Local Government Service Widowers' and Orphans' Pension Fund (Account No.0002937517)	Collecting contributions to the Widowers' and Orphans' Pension Fund relevant to the officers in Local Government Service who got appointments before 03.09.1993	241,614,357.09	241,614,357.09	-	-

4	Teachers' Widows' and Orphans' Pension Fund	*Recovery of contributions to Widows' and Orphans' Pension Fund of teachers in Pirivens/private schools and assisted schools *Refunding of contributions to Widows' and Orphans' Pension Fund of teachers in Pirivens/private schools and assisted schools *investing the money of the fund	50,836,988.72	3,648,944.35	-	-
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The monthly summary of the payment of pensions made by the Department of Pensions to the pensioners' community in 2015.

Monthly payment 2015

Month	Number of pensioners	Amount (Rs.)
1	547844	10,983,621,957.05
2	549033	11,071,163,498.00
3	550110	11,254,488,841.71
4	550777	11,887,473,098.46
5	551750	11,789,299,802.87
6	554144	12,108,687,302.06
7	555727	12,082,270,799.97
8	556902	13,545,935,382.74
9	557833	13,031,920,874.68
10	559068	12,971,755,171.48
11	560304	13,094,667,608.37
12	560499	13,123,428,735.88

SRI LANKA INSTITUTE OF DEVELOPMENT ADMINISTRATION

OUR VISION

“To be the Centre of Excellence for Public Sector Learning.”

OUR MISSION

“To facilitate the development of an efficient, effective and forward looking Public Service through the provision of training, consultancy, and research”

GOALS

Sri Lanka Institute of Development Administration (SLIDA) is the premier public sector training institute in Sri Lanka, for the development of knowledge and improvement of skills in Public Administration and Management. In addition to management training activities the SLIDA also undertakes Management Consultancy Services and Research to develop identifiable functional areas of management as well as review and improve organizational systems.

The main Goals of the institute constitute.



In order to carry out these functions, we have a highly competitive, and trained team of experts specialized in different fields of management skills. As such SLIDA is in a unique position in the areas of training, management consultancy and research activities.

OBJECTIVE

- ❖ To develop through training, knowledge, skills and behavior pattern in public officers which are necessary for the effective performance of their official duties.
- ❖ To organize training courses in the field of management and public administration.
- ❖ To award certificates and diplomas in connection with training courses held by the Institute.
- ❖ To develop competent carder of supervision and support staff throughout the public service to ensure efficient and effective administration at all level.
- ❖ To make available to the government and the country the service of specialist in various function areas of management for advice, consultancy and special assignments.
- ❖ To assist public sector agencies in reviewing and improving their organizational management systems.
- ❖ To undertake consultancy assignments.
- ❖ To provide a forum for critical appraisal and modification of management and organizational theories and practices and public administration systems.
- ❖ To assist public sector organizations in management development, establishment of work norms, and determination of comparison of systems generally to improve their productivity.
- ❖ To actively collaborate with organizations, groups and individuals in management training, research and related activities in Sri Lanka and abroad.
- ❖ To represent the institute at appropriate national and international bodies and conferences.
- ❖ To sponsor and to hold conference, seminars and to publish book and magazines on management and public administration with the assistance of approved national or international organization where necessary.
- ❖ To disseminate information on the functions and activities of the institute to the public and relevant institutions.

PHYSICAL RESOURCES AVAILABLE IN SLIDA

- ❖ In order to provide the best learning environment for the participants, SLIDA has provided modern facilities in all the lecture rooms. Arrangements have been made to air-condition 18 such class rooms. In addition, these lecture rooms are equipped with modern audio visual equipment.



- ❖ SLIDA is equipped with a main auditorium name as Sanhinda which can house 175 participants. A mini Auditorium with a seating capacity of 40 is also available. Both auditoriums are fully air conditioned and equipped with the state of the art electronic equipment for group work or conferences. The main auditorium contains all facilities for conferences/ seminars with two interpreter rooms. All other facilities required for the above services are included in the total package fee. Projectors sound system etc.



- ❖ SLIDA is newly equipped with a conference hall name as Sankathanie which can house 100 participants. Modern facilities have been provided in this conference hall. Arrangements have been made with video conference and air-condition. In addition, this conference hall is equipped with other modern audio visual equipment.



- ❖ With technological advancement, the IT facilities of SLIDA too has been enhanced. In order to provide required facilities for the participants, three fully equipped IT labs have been established. These could serve nearly 120 participants at a time.



- ❖ A TV Lounge has been provided for the use of residential participants. This allows the participants to utilize their leisure time in a productive manner.



- ❖ For the use of course participants, separate new cafeteria have been provided at the ground floor of the SLIDA premises. This helps to ease the congestion at the cafeteria during peak hours. A catering service with Eastern or Western cuisine is available on request.



- ❖ Course participants of SLIDA could enjoy the opportunity of living away from their work station and adopt themselves to the learning environment of the institute. The residential Centre is located in the same premises where the institute is located. This is in a highly residential area but away from the usual environmental hazards like noise and dust etc. A total of 66 rooms are available with 84 beds comprising 60 single rooms, 6 shared rooms with A/C (16 beds).



- ❖ Parking facilities for the vehicles of the institute and the course participants have been provided within the SLIDA premises. A provision of such facilities free of charge in a highly residential area of the city is much appreciated by the participants.



- ❖ SLIDA Library has an excellent collection of books and over 110 periodicals on management related disciplines. The library is regularly updated in line with changing needs.



Year 2015



Performance



Establishments Division

Thrust Area	Activity	Allocations (Rs.)	Progress as at 31.12.2015		Output	Outcome
			Financial	Physical		
Revising, updating and publishing the Establishments Code	1. Revision of the Establishments Code on the policy decisions made by the Cabinet of Ministers based on timely requirements.	-	-	100%	-	1. Client satisfaction through delivering an efficient service
	2. Issuance of a circular including all the information of Public Administration Circulars issued in year 2014 revising the Establishments Code.	-	-	100%	-	2. Improvement in the confidence and positive attitudes of the people towards public service
	3. Revision of ten (10) chapters to suit a country with middle income and complete the preparation of preliminary drafts of the said chapters.	-	-	100%	-	3. Creation of a friendly administrative methodology through improvement of public relations
	4. Translating the Establishments Code, which has been published only in Sinhala medium and updated up to 31.12.2012 in to Tamil and publishing the same.	-	-	-	-	4. Increase in the contribution to the development of the country through high performance of public employees

Development of human resource of the staff	1. Conducting a training programme in order to improve the knowledge of the staff of the Establishments Division.	-	Rs. 14,455/-	100%	-	1. Creation of a people friendly administrative methodology through improved public relations
	2. Conducting a outbound training for motivation of the employees of the Establishments Division.	-	Rs. 80,100/-	100%	-	2. Improvement in the confidence and positive attitudes of the people towards public service
Welfare in public service and management of benefits	1. Repairing the entire Holiday Resort “B” in Diyathalawa	-	-	-	-	1. Improvement in the confidence and positive attitudes of the people towards public service

Combined Service

Thrust Area	Activity	Allocations Rs. '000	Progress As at 31.12.2015		Output	outcome
			Financial	Physical		
Human resource management	1. Maintaining information on the approved cadre	-	-	100%	Maintaining a database	Ensuring the provision of human resources relevant to combined services for efficient service delivery to citizens.
	2. Making arrangements to recruit to the posts in Sri Lanka Administrative Service, Public Management Assistants' Service, Office Employees' Service and Librarians' Service. Making arrangements to promote to Supra Grade of Public Management Assistants' Service.	11,000	-	70%	Maintaining the number of vacancies at 5%	Ensuring fair, competitive opportunity for the job seekers to be recruited to public service on merit.
	3. Making arrangements to confirm the employees who have been recruited on casual basis.	-	-	75%	Maintaining the number of vacancies at 5%	Ensuring fair, competitive opportunity for the job seekers to be recruited to public service on merit.
	4. Concluding the formal disciplinary measures against the officers in Combined Services within a year.	-	-	80%	Concluding disciplinary measures promptly.	Ensuring the expectations of general public on a well - disciplined public service.
	5. Concluding the formal disciplinary measures against the officers in Sri Lanka Administrative Service within a	-	-	35%	Concluding disciplinary measures promptly.	Creating the feeling of a well-disciplined public service within the officers in Combined Services through timely measures.

	year.					
	6. Due confirmation of post, promotion and sending on retirement.	-	-	75%	Maintaining the percentage of confirmation of post, promotion and sending on retirement of officers whose documents have been submitted as 95%.	Satisfied and motivated group of employees.
	7. Grievance management	-	-	90%	Creating and maintaining a methodology.	Opportunity to provide service with a better mentality.
	8. Providing guidance to make requests for promotions, efficiency bar examinations, retirements.	-	-	60%	Preparation of a guidelines manual.	Creating an efficient service through correct methodologies.
Policies	1. Preparing policies on transfers (Non annual)	-	-	100%	Getting transfers for 20% out of the annual cadre	Making a balance between the cadre requirement and requirement of public service.
	2. Preparation of a database on transfer requests	-	-	100%		
Information technology	1. Using information technology to distribute mail to the divisions	-	-	100%	Preparation of a database to manage the mail	Creating employee satisfaction and trust
	2. Increasing the number of service provided to service recipients by using information technology.	-	-	100%	Preparation of databases for various	Creating employee satisfaction and trust

Accountants' Service Division

Thrust Area	Activity	Allocation (Rs.)	Progress as at 31.12.2015		Output	Outcome
			Financial	Physical		
Recruitment to the class III of Sri Lanka Accountants' service	Conducting interviews on 22.08.2015 and 23.08.2015 on the results of the competitive examination for the recruitment of officers to the Grade III of Accountants' service on the open and limited basis for the year 2014.	-	-	Obtaining the approval from the Public Service Commission for the recruitments.	99 officers on open basis and 69 officers on limited basis were recruited.	Granting appointments on 11.11.2015
	Obtaining the approval from the Public Service Commission for the applicants who are next in the order of marks obtained at the competitive examination for the recruitment of officers to the Sri Lanka Accountants' service and the special competitive examination for the recruitment of officers to the Sri Lanka Accountants' service for northern and Eastern provinces in 2012.	-	-	-	-	Attaching officers for service stations from 06.04.2015
	Taking action to grant appointments for 17 other applicants who had satisfied the requirements at the interview, on the approval of the Public Service Commission, since 21 officers recruited to the Sri Lanka Accountants' service on direct basis in 2012 did not report for duty.	-	-	09 officers who assumed duties were attached to service stations.	-	-
	The marks scored by the applicants at the interviews held on 17.10.2015, 18.10.2015 and 24.10.2015 for the recruitment of 29 officers to the Sri Lanka Accountants' service on direct basis for the year 2014 have been forwarded to the Public Service Commission	-	-	-	-	-
	Taking initial steps to establish the Accountants' service division as a modern office by arranging the personal files of the officers in the Accountants' service in a new system with the objective of providing them with an efficient service.	-	-	Receiving 07 cupboards for keeping personal files.	-	-

Engineering Service Division

Trust Area	Activity	Allocation (Rs.)	Progress as at 31. 12.2015		Output	Outcome
			Physical	Financial		
Human Resource Management	Basic Training for new Engineers (100 officers)	3,175,000.00	50%	25%	Skill development of young Engineers	Effective contribution to the National economy with the Improved leader ship quality of Engineers.
	Promotion of Grade 1 officers in the SLES to Special grade	32,000.00	70%	80%	Fill the vacancies by suitable officers	Effective contribution to the Nation economy
	Recruiting Officer of SLTS Grade III(Limited stream)	64,000.00	70%	80%	Fill 25% of existing vacancies and promotions to qualified officers of SLTS	Effective contribution to the Nation economy
	Recruiting Engineering Graduates to SLES Grade III (Open stream)	275,000.00	50%	80%	Fill the balance 75% of existing vacancies	Effective contribution to the Nation economy
Information Technology	Preparation of data base of SLES Engineers	0	70%	0%	Collection of available Data	Reduction of time to deliver information
Productivity	Preparation of guide for routing work	0	70%	0%	Reduction of duration and easy working environment	Improvement of efficiency
	Preparation of formats for sample letters	0	50%	0%	Avoid mistakes and delays	

						Improvement of efficiency
	Maintain daily and individual work schedules	0	60%	0%	Reduce time to collect informations & data	
	Rescheduling of file arrangement	0	25%	0%		
Pension and Welfare	N/A	-	-	-	-	-
Policy	N/A	-	-	-	-	-
Governance and Reforms	Revision of carder position (Review the organization pattern and carder)	0	50%	0%	-	-
	available positions) of selected institutions	-	-	-	Improved efficiency	Effective contribution to the National economy.
Facilitation	Purchase of office Equipments and furniture	N/A	5%	0%	Improved office environment	Improved work efficiency

Planning Division

Thrust Area	Activities	Provisions (Rs.)	Progress as at 31.12.2015		Output	Outcome
			Financial	Physical		
Human Resource Management	Introducing a new method for filling vacancies	-	-	50%	Delivery of an efficient and productive service	An efficient and speedy transfer system
	Conducting training programs for the officers newly recruited to the planning service	2,506,601.85	100%	100%	Delivery of an efficient and productive service	Increase in the number of skilled officers
	Implementing an accurate examination time table	-	-	75%	Delivery of an efficient and productive service	Solutions for the issues regarding the promotions of officers
Information Technology	Collecting details of the officers in Sri Lanka planning service.	-	-	50%	Delivery of an efficient and productive service	Obtaining information efficiently
Productivity	Shifting the planning division which existed under the Ministry of Finance and Planning, to the Ministry of Public Administration and Management (18.06.2015)	-	-	100%	Delivery of an efficient and productive service	Establishing a planning division which operates completely under the Ministry of public Administration and Management
	Introducing productivity concepts for the management of files.	-	-	50%	Delivery of an efficient and productive service	Minimizing the time spent for finding the relevant files
Pensions and Welfare	Granting promotions to the officers in Sri Lanka planning service recruited in 1992	-	-	50%	Delivery of an efficient and productive service	Solving the problems of the victimized officers
Policies	Introducing a new policy on transfers for the officers in the planning service	-	-	30%	Delivery of an efficient and productive service	Minimizing the issues on transfers

Scientific Service Division

Trust Area	Activity	Allocation (Rs)	Progress as at 31.12.2015		output	Outcome
			Physical	Financial		
1.Human Resource Management	1. Preparation of Human Resources Plan. conducting Introduction Training	8,000,000	71%	-	Number of officers benefited	Enhanced efficiency & effectiveness in the scientific service.
	2. Preparation attachment Policy - (Interviews for recruitment)	150,000	45%	-	-	-
	3. List out the officers due to be confirmed, 03 months prior to the Confirmation.	-	-	-	-	-
	4.List out the officers due to be promoted, 03 months prior to the promotion	-	-	-	-	-
	5. List out the officers due to be retired, 03 months prior to the retirement.	-	-	-	-	-
	6. Preparation of guidelines for submitting requests for retirements, promotions, efficiency bar examinations.	-	80%	400000	-	Motivated employees
2. Information Technology	Maintaining information on approved cadre. Maintaining information on vacancies	-	74%	-	Prepared database	Maintaining the number of vacancies at the level 5%
3. Policy	Approving Service minit	100%	-	-	Satisfied and motivated staff.	Enhanced efficiency & effectiveness

Human Resources Division

Thrust Area	Activity	Allocation (Rs)	Progress as at 31.12.2015		Output	outcome
			Physical %	Financial %		
Human Resource Management	Local long term	1,000,000.00	100%	92.18%	16 officers trained	Efficient and Effective Service Delivery
	Foreign short term	500000	100%	100%	payment for air tickets of officers who travel abroad	
	Local short term coordinating with other institutes (All the staff)	500,000.00	93%	91.60%	150 officers complete short term training programme. EX: CIDA, SDFL, NILS etc.	
	Two outbound training - staff officers	600000	100%	100%	50 officers participated at outward bound programme in sigiriya	
	Driver's training (German tech.)	150,000.00	100%	65..33%	10 training groups of drivers	
	Special capacity building programme for KKS (SLIDA)	-	100%	Free of change	Trained all drivers staff in ministry, district & divisional secretariats	
	Special capacity building programme for driver's (SLIDA)	-	100%	Free of change	100 Development officers trained	

	Capacity building training for Development Officers	200,000.00	20%	-	Conducted preparatory programme	
	Preparatory programme for foreign master	1,500,000.00	-	-	Development of ministry staff	
	In house training for MA,DO, and staff officer accounting to training need analysis	400,000.00	35%	27.09%	150 PMAS Trained	
	Basic IT training programme for MA	1,000,000.00	25%	-		

Information Technology Division

Thrust Area	Activities	Allocations (Rs.)	Progress as at 31.12.2015		Output	Outcome
			Financial %	Physical %		
Human Resource Management	Development of a Performance Management software	-	-	100%	Simplifying letter management system	Providing an efficient service
Information Technology	Recreation of the web site of the Ministry	1.2	65%	80%	A modified web site by providing information to the users in a convenient manner	Good governance through information with transparency
	Increasing the use of email	-	-	100%	Providing email facilities to all staff grade officers and relevant officers	Providing efficient service
	Developed computer network	-	0	50% (procurement has been carried out)	Convenience in obtaining information	Providing efficient service
	Increasing the efficiency of the computer system of the Ministry	-	-	-	Increasing the number of working units for the staff	Providing efficient service
Productivity	Increasing the Information Technology activities of the Ministry	-	100%	100%	Technical Evaluation Committee reports prepared on time for procurement activities	Ensuring economically efficient and effective use of public funds
Policies	Introducing an information technology policy	-	-	50%	Establishing a standard in the use of information technology	Accountability in public property
Facilities	Preparing annual telephone directory	This was carried out by the Internal Administration Division of the Ministry				
	Enhancing the habit of obtaining services through the web site of the Ministry	This will be fulfilled through the recreation of the web site of the Ministry				

Internal Administration Division

Thrust Area	Activity	Allocation (Rs)	Targets 2015	Progress as at 31.12.2015			Expected output	Outcome
				Physical %		Financial		
Facilitation	Carrying out <i>Sramadana</i> programmes to prevent epidemics such as Dengue.	-	4	04 Numbers of <i>Sramadana</i> programmes were held	100%	-	04 Numbers of <i>Sramadana</i> programmes held.	Ensuring productive service by creating a hygienic and pleasant working environment.
	Disposal of old vehicles.	-	100%	13 demised vehicles	100%	-	Disposal 100% of old vehicles.	1. Providing infrastructure facilities for the employees.
	Purchasing new vehicles.	-	According to the recurements	Five newly Purchased Vehicles	100%	-	Purchase new Vehicles according to the requirement from transport facility service.	2. Preventing waste and creating a safe working environment and effecency purchasing service.
	Conducting management committee meetings monthly and making new proposals for the overall process of the Ministry, discussing the tasks to be performed and evaluating the tasks performed.	-	12	09 Numbers of meetings were held	75%	-	12 Numbers of meetings expected to be held.	Being able to bring the overall administration, operation and evaluation of the Ministry to a higher level.

Housing Division

Thrust Area	Activities	Allocation (Rs)	Progress as at 31.12.2015		Output	Outcome
			Financial	Physical		
1. Allocation of quarters	Considering the requirements of the applicants by entering their names into a waiting list on the order of the receipt of applications , when providing housing facilities for public officers.	-	-	<u>Allocation of houses in the year 2015</u> For Hon.Ministers/Deputy Ministers - 35 For Staff grade officers -25 For non staff grade officers-10 Chummery Houses for staff grade officers - 04	Allocating houses in a fair and systematical manner according to the waiting list Maintaining a priority list based on the service requirement and fair requests and allocating houses according to that list	Granting fair and equal opportunities for every public officer
2. Collecting and updating information	Collecting information of the residents of all the government quarters governed by this ministry and entering those information into a data base and updating it.	-	-	Maintaining a computerized and updated Excel report containing details of all the houses	Quick access to information about all the houses . 1. issuing ejection orders 2. recovering penalty rentals and 3. taking further legal actions with regard to those who continue to stay at houses even after the expiry of the allocated period	Fulfilling the requirement of an accurate and strong data base. Ensuring fairness for those who apply for quarters by removing through appropriate actions, those who continue to stay at quarters after the expiry of contract period and after ceasing to hold the post or retirement. Ensuring fairness and

						equality for every public servant.
3.Recovery of possession of the official quarters under government quarters act No 7 of 1969 (Recovery of possession act)	(I)Removing from quarters the officers who continue to stay at quarters after the retirement or expiry of the contract period.	-	-	-	-	-
	(II) Taking legal action for taking over of 15 houses which have not been returned to the recipient of the housing units of the Jayawadanagama housing complex.	-	-	Possession of 14 houses have been acquired	-	-
	(III) Taking legal actions against residents of three houses of Summit Flats who have not handed over those houses so far after ceasing to hold the post.	-	-	-	-	-

4. Keeping the surroundings of quarters clean	Maintaining and monitoring cleaning activities done by the residents of quarters	-	-	-	Ensuring that the surroundings of quarters are kept clean	<p>Establishment of a healthy environment through cleanliness of the surroundings.</p> <p>Avoiding the spread of diseases such as Dengu due to the cleanliness of the surroundings.</p> <p>Commitment to sustainability through establishment of environment friendly housing complexes.</p>
5. Nila Sevana housing project	Wakunagoda housing scheme	-	-	-	Opening the housing scheme for the public and commencing the sale on 02.07.2015	<p>Providing solutions for the housing issues of public servants.</p> <p>Enhancing the welfare of the public servants</p>
6.Recovering arrears of rentals	Taking actions with regard to recovering arrears of rentals and conducting a progress review discussion on that with the participation of officers of the Housing and Accounts divisions	Necessary expenses have been borne by reimbursing petty cash of Rs.7500/- obtained for the division.	Being able to recover an arrears of Rs.1,000,000/-	-	Recovering monthly rentals of all the houses without any arrears	Strengthening the state revenue

Pension Division

Thrust Area	Activities	Allocations (Rs.)	Progress		Output	Outcome
			Financial	Physical		
Pensions and Welfare (P)*	Making a priority list of the public officers who were sent on retirement under Section 12 of the Pensions Minute on the order of the receipt of the letters and to take actions accordingly	Rs.7500 has been taken to the petty cash division	Required expenses were born by reimbursing the petty cash of Rs.7500/-	Finalizing the disciplinary actions immediately. 12 disciplinary committees have been established for year 2015.	Conducting 12 disciplinary committee meetings, obtaining approval of the Secretary on the recommendations and making aware relevant parties. (P2 and P3) ❖ Received Letters – 716 ❖ Files submitted to the disciplinary committee and finalized – 176 ❖ Letters lacking information – 540 ❖ Actions have been taken to receive the letters	Reducing the period of waiting of the officers who were sent on retirement under Section 12 of the Pension Minute, to obtain pension
Conducting Monthly Meetings of Disciplinary Committee (P2 and P3)	Submitting relevant files to the committee to submit recommendations to the Secretary of Public Administration with regard to awarding the entitlement to pension for the officers who were sent on retirement Under Section 12 of the Pensions Minute.(P2 and P3)		Refreshment expenses for the officers participating at the disciplinary committee has been borne	-		Establishing a satisfied retired community by providing correct decisions
Issues of Trade Union and Pensioner's Associations	Conducting discussions and counselling with regard to solve the issues of trade unions and pensioners' associations (P7)		Required expenses were borne by reimbursing the petty cash of Rs.7500/-	-	-	Building up a positive attitude among the retired community
Issues related to the pension which are	Solving the issues submitted by the advisory committees,	-	Refreshment expenses	-	Number of documents related to the subjects	Acting with transparency

submitted by the Public Petitions Committee, parliament Advisory Committee, Ombudsman and Human Rights Commission and activities related to parliament questions for oral answers and legal actions. (P5)	human rights and public petitions committees and taking required legal actions. (P 5)		have been borne for meetings		P4,P5,P6,P7,P8 in year 2015 P4- 259 P5- 115 P6- 505 P7- 146 P8- 355	
Letters received with regard to pension issues I. ❖ Issues on the entitlement to W and OP ❖ Issues on disabled Orphans pension entitlement ❖ Issues on providing allowances for the dependents of demised war heroes (P4)	Discussing the issues with regard to pensions mentioned in the letters and providing solutions. (P4)	Required expenses were borne by reimbursing the petty cash of Rs.7500/-	Required expenses were borne by reimbursing the petty cash of Rs.7500/-	-	Number of letters received by the division in year 2015 and finalized letters are given below ❖ P4- 259 ❖ P5-115 ❖ P6-505 ❖ P7-146 ❖ P8-355	Taking actions to provide fair and accurate solutions. It is expected to satisfy the retired community.
II. ❖ Issues on public service provident fund ❖ Issues on salary	Conducting discussions to obtain solutions for issues highlighted by trade unions and associations and taking actions to hold advisory	-	-	-	-	-

<p>increments and promotions</p> <p>❖ Issues on Pensioners' Trust Fund</p> <p>❖ Pension anomalies (P6)</p>	committees (P6)					
<p>III</p> <p>❖ Making non pensionable posts, pensionable posts</p> <p>❖ Activities related to the letter received from pensioners' associations</p> <p>❖ Requests of the pensioners (P7)</p>	<p>Discussing on the matters mentioned in the letters related to pension issues and providing solutions. (P4/P6/P7)</p>	<p>expenses were borne by reimbursing the petty cash of Rs.7500/-</p>	<p>expenses were borne by reimbursing the petty cash of Rs.7500/-</p>	-	-do-	<p>Main expectation is to serve in the public service with transparency</p>
<p>Iv</p> <p>❖ Establishment activities with regard to Department of Pensions</p> <p>❖ Issues with regard to the Holiday Bungalow in Wedamulla, Kelaniya</p> <p>❖ Establishment activities of the division of Chief Public Management Assistant- Pension Division (P8)</p>	<p>❖ Establishment activities with regard to Department of Pensions and Issues with regard to the Holiday Bungalow in Wedamulla, Kelaniya</p> <p>❖ Establsihment activities of Pensions Division</p> <p>❖ Directing to training programmes (P8)</p>	-	-	<p>Obtaining office equipment to pensions division under annual budget estimate 2014/2015</p>	-	-

- Please note that letter P indicates the subject code of the pensions division

Investigation and Research Division

Thrust Area	Activity	Provisions (Rs)	Progress as at 31.12.2015		Output	Result
			Financial	Physical		
1. Human Resource Management	I. conducting training programmes for capacity development of Investigation officers	-	-	-	Two training programmes have been conducted	-
2. Information Technology	I. Maintaining a data base on basic investigations	-	-	-	An Excel data base has been prepared	38 investigations relevant to this ministry have been completed. 135 complains have been settled after calling for reports relevant to this ministry. 18 investigations related to other institutions have been conducted.
	II. Maintaining a Hot Line service	-	-	-	83 complains have been received	73 complains have been settled
3. Productivity	I. Implementing a productivity programme in the division	-	-	-	A seyiri day has been conducted	-
4. Pensions and Welfare	-	-	-	-	-	-

5. Policies	-	-	-	-	-	-
6. Good governance and Reforms	-	-	-	-	-	-
7. Facilitating services	I. Conducting a basic investigation on request of various State Ministries, departments and other government institutions	-	-	-	-	-
	II. Preparing a manual on conducting basic investigations	Transparency International Sri Lanka has sponsored	-	-	It is scheduled to be issued on 03.03.2016	-

Finance Division

Thrust Area	Activity	Allocation (Rs.)	Actual Expenditure	Progress as at 31.12.2015		Expected Output	Outcome
				Physical	Financial		
	Personal Emoluments	682,870,000	663,798,968	-	97%	-	-
	Travelling Expenses	18,391,000	14,154,563	-	77%	-	-
	Supplies	47,323,000	45,166,332	-	95%	-	-
	Maintenance Expenditure	28,192,000	27,049,242	-	96%	-	-
	Services	168,965,000	164,743,948	-	98%	-	-
	Transfers	13,860,000	13,064,234	-	94%	-	-
	Public Institutions	135,335,000	120,891,600	-	89%	-	-
01.Human Resource Management	Induction Training for All Island services	67,000,000	65,316,590	-	97%	training programs sucessfully conducted	enhancing productivity of government officers
	Leadership Development for All Island services						
	Foreign Training for All Island services						
	Induction Training for Non Managerial services						
	Implimentation of 50 HR Training for employees in Non Managerial services						
	Training Programmes to the Public Sector Officers by Sri lanka Institute of Development Administration	120,000,000	96,500,000	-	80%		
02. Information Technology	Supply of Computers	22,446,590	19,290,886	completing supply	86%	200 computers	enhancing productivity of

	Upgrading Web in the Ministry	700,000	699,600	upgrading completing procurement under process	100%	Updated Ministry website	government activities
	Electronic Human Resource Management (E - HRM)	5,000,000			0%	developed EHRM system	
03. Productivity	Provision of Physical Resources Facilities	6,715,000	6,714,139	Procurement completed	100%	programs successfully conducted	improving productivity of government officers
	Conducting Awareness & Training Programmes	16,500,000	16,058,781	Programmes were conducted	97%		
	International Exposure Programmes	2,000,000	1,948,731	Programmes were conducted	97%		
	Conducting Rewarding Programmes	20,000,000	19,906,081	Programmes were conducted	100%		
03. Productivity	Renovation of Government Quarters	12,500,000	10,450,722	Renovations completed	84%	Renovated Government quarters	ensuring productivity through promoted government officers
	Renovation of Holiday Bungalows	2,000,000	964,567		48%	Renovated Holiday Bungalows	
	Provision of Cafeteria Facilities	9,362,960	7,616,016		81%	a good cafeteria for Ministry	
05. Governance & Reform	Governance of Local Economic Development (G - LED)	25,000,000	2,975,462	-	12%		
	Simplification & Modernization of Systems & Procedures of Public Service	40,000,000	89,920,882	-	100%	simple, Modern systems & procedures for public service	improving quality of public sector

	Improvement of Public Sector Quality Management	20,000,000				Improved Public Sector Quality Management	
	Promotion of Information Communication Technology (Computer Usage) Application in Public Service	20,000,000				increasing computer literacy	
	Support to Management Reforms	10,000,000					
06. Facilitation	Renovation & Improvements of Buildings	22,800,000	22,800,000		100%	properly maintained buildings	
	Maintenance of Plant, Machinery and Equipment	2,610,000	900,579	-	35%	properly maintained Plant, machinery and Equipments	
	Repairs & Improvements to Vehicles	9,300,000	5,828,202	Repairs have been done	63%	properly maintained vehicles	
	Supply of Furniture, Plant, Machinery & Other Equipments	91,744,000	88,516,553	Work completed	96%	-	
	Construction of Buildings & Structures	67,700,000	42,629,353		63%	-	
07. Public Relations	Facilitating & Empowering the Communities/ Public & School Children in Rural Villages	73,965,000	73,766,359	Work completed	100%	-	
	Construction of Pilgrims Rest	280,100,000	279,310,041	Work completed	100%	constructed pilgrim rest	Enhancing Public Relations

Procurement Plan of the Ministry of Public Administration and Management for the year 2015

No	Procurement Category (Goods, Works, Service etc)	Estimated Cost (Rs.Mn)	Source of Funding/Name of the Donor	Procurement Method ICB,LNB,NCB and National Shopping Etc	Level of Authority	Priority Status U-Urgent P-Priority N-Normal	Current Status of Procurement Preparedness Activities	Schedule date of Commencement	Schedule date of Completion
	Rehabilitation & Improvement of Capital Assets	50.86							
1	Building and Structure (2001)	41.5	GOSL	NCB/Shopping	MPC/Secretary	Normal	Priority will be Given after consideration of the request	01.01.2015	31.12.2015
	130-1-1-2001	0.5							
	130-1-2-2001	41							
2	Plant, Machinery & Equipment (2002)	1.41	GOSL	Shopping	MPC/Secretary	Normal	Adhoce repairs anticipated	01.01.2015	31.12.2015
	130-1-1-2002	0.4							
	130-1-2-2002	1.01							
3	Vehicles (2003)	7.95	GOSL	Shopping	MPC/Secretary	Normal	Adhoce repairs anticipated	01.01.2015	31.12.2015
	130-1-1-2003	3.3							
	130-1-2-2003	4.65							

No	Procurement Category (goods, Works & Services etc)	Estimated Cost (Rs.Mn)	Source of Funding/Name of the Donor	Procurement Method ICB,LNB,NCB and National Shopping etc	Level of Authority	Priority Status U-Urgent P-Priority N-Normal	Current Status of Procurement Preparedness Activities	Scheduled date of commencement	Scheduled Date of Completion
	Goods and Services 2102	43.5							
1	05 Nos LED TV 02 Nos DVD	0.46	GOSL	Shopping	Secretary	N	Completed	2015.04.01	2015.12.31
2	Laptop 200 Nos Computers 32 Nos Printers 276 Nos UPS	23.29	GOSL	NCB	MPC	N	Completed	2015.04.10	2015.12.31
3	Camera	1.9	GOSL	LNB	MPC	N	Completed	2015.04.10	2015.12.31
4	MS Office	8.99	GOSL	LNB	MPC	N	Completed	2015.04.10	2015.12.31
5	Furniture	7.43	GOSL	LNB	MPC	N	Completed	2015.04.10	2015.12.31
6	Access Point	0.48	GOSL	LNB	MPC	N	Completed	2015.04.10	2015.12.31
7	Others	0.47	GOSL	Shopping	MPC	N	Completed	2015.04.10	2015.12.31

No	Procurement Category (Goods, Works & Services etc)	Estimated Cost (Rs.Mn)	Source of Funding/ Name of the Donor	Procurement Method ICB,LNB,NCB and National Shopping etc	Level of Authority	Priority Status U-Urgent P-Priority N-Normal	Current Status of Procurement Preparedness Activities	Scheduled date of commencement	Scheduled Date of Completion
	Good and Services 2103	11.15							
1	08 Nos of AC Machines	0.95	GOSL	LNB	MPC	Normal	Pending	01.03.2015	31.12.2015
2	05 Nos Photo Copy Machines	2.03	GOSL	LNB/ Shopping	MPC	Normal	Completed	01.09.2015	31.12.2015
	02 Nos Of Digital Duplicators								
	04 Nos of FAX Machines								
3	02 Nos Refrigerators	0.14	GOSL	Shopping	MPC	Normal	Completed	01.04.2015	31.12.2015
3	Equipments for Canteen	3.81	GOSL	LNB	MPC	Normal	Completed	01.10.2015	31.12.2015
4	Sound System	1.68	GOSL	LNB	MPC	Normal	Completed	01.10.2015	31.12.2015
5	Generator	1.43	GOSL	LNB	MPC	Normal	Completed	01.02.2015	31.12.2015
6	Others	0.79	GOSL	LNB	MPC	Normal	Completed	01.09.2015	31.12.2015

No	Procurement Category (goods, Works & Services etc)	Estimated Cost (Rs.Mn)	Source of Funding/ Name of the Donor	Procurement Method ICB,LNB,NCB and National Shopping etc	Level of Authority	Priority Status U-Urgent P-Priority N-Normal	Current Status of Procurement Preparedness Activities	Scheduled date of commencement	Scheduled Date of Completion
	Works								
	Acquisition of Building and Structures	67.7							
1	Building & Structures 130-1-2-2104	30.05	GOSL	NCB	MPC	Normal	On Going process	01.01.2015	31.12.2015
2	Purchasing of Two Nos. Elevators 130-1-2-2104	12.58	GOSL	NCB	MPC	Normal	On Going process	01.01.2005	31.12.2015

Internal Audit division

Thrust Area	Activities	Allocation (Rs)	Target 2015	Progress as at 31.12.2015		Output	Outcome
				Physical %	Financial %		
1. Governance and Reform	<u>Preparation of basic reports</u> ❖ Ministry of Public Administration and Management ❖ Department of Pensions	-	100%	100%	-	Increase of efficiency in risk management and administration process.	Identifying risks
2. Human Resource Management	<u>System Auditing</u> ❖ Examining the submission of goods of ministries which were closed at the reshuffling ❖ Examining daily running charts (year 2014) ❖ Internal Audit Inquiry on Distress Loans files (Ministry of Public Administration and Management) ❖ Internal Audit Inquiry – Official Languages Department ❖ Internal Audit Inquiry - Sri Lanka Institute of Local Governance ❖ Preparing a report on the vehicles of all the institutions which existed under the Ministry. (12 institutions) ❖ Preparing a report on the vehicles of all the district secretariats (25 district	-	-	100%	-	Minimizing the deficiencies and shortcomings existed in the internal administration system and ensuring the transparency.	Upgrading the administration systems. Increasing the productivity of systems

	<p>secretariats)</p> <ul style="list-style-type: none"> ❖ Internal Audit Inquiry - Sri Lanka Institute of Local Governance ❖ Inspecting the vehicle accidents of the Ministry ❖ Examining daily running charts (Ministry) -2014-2015 ❖ Examining the employees' loans in the year 2014 ❖ Using a vehicle on rental basis. (Public Relations division) ❖ Examining payments of rates 2014-2015 (Ministry) ❖ Internal Audit Inquiry conducted on the payment of electricity, water and telephone bills of the Ministry 2014 – 2015 ❖ Internal Audit Inquiry on maintenance, minor repairs and civil engineering activities of the Ministry and the government quarters under the Ministry. <p><u>Financial Auditing</u></p> <ul style="list-style-type: none"> ❖ Examining payment vouchers(year 	-	-	100%	-	-	<p>Upgrading the administration systems.</p> <p>Increasing the productivity of systems</p>
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	<p>2014 – July, August, September)</p> <ul style="list-style-type: none"> ❖ Examining payment vouchers (year 2014 – October, November, December) ❖ Examining payment vouchers (year 2015 – January, February, March) ❖ Examining payment vouchers (year 2015 – April, May, June) ❖ Internal Audit Inquiry on the holiday resort in Kelaniya , Wedamulla -2015 (Department of Pensions) ❖ Internal Audit Inquiry on overdue house rentals ❖ Examining general deposit accounts (Ministry) 	-	-	100%	-	Ensuring the conformity with the rules and regulations	Ensuring the accuracy of information and accounts
	<p><u>Physical Auditing</u></p> <ul style="list-style-type: none"> ❖ Inspecting the Summit Flats complex at KeppetipolaMawatha, Colombo 05 and Government quarters complex in Jayawadanagama 	-	-	100%	-	Ensuring the utilization of resources	Presenting one physical audit report

	<u>Special Audit Inquiries</u> ❖ Special Internal Audit Inquiry on the Official Languages Department ❖ Examining the payment of pensions at Divisional Secretariats and performance of duties of the Productivity Officers	-	-	100%	-	Establishing good governance	Presenting three special audit reports
	<u>Regulation</u> ❖ Conducting Audit and Management Committee meetings ❖ 1st quarter (Ministry of Public Administration and Management) ❖ 2nd quarter (Ministry of Public Administration and Management) ❖ 3rd quarter (Ministry of Public Administration and Management) ❖ 4th quarter (Note*)	-	-	95%	-	Minimizing the deficiencies and shortcomings existing at institutions Regulating internal administration systems and ensuring the accuracy in decision making	Conducting 04 Audit Management Committee meetings

Note * - An audit management committee meeting for the 4th quarter could not be held since the location of the Internal Audit Division was changed twice in the year 2015.

Productivity Promotion Division

Thrust Area	Activities	Allocation (Rs.Mn.)	Progress 31.12.2015		Output	Outcome
			Financial	Physical		
Productivity promotion	Productivity promotion programme - Education sector	2.00				
	Productivity promotion programme in pre-schools		208,725.00	15	-	-
	Productivity promotion programme in schools		19,620.00	1	-	-
	Public Sector					
	District and divisional public institutions		68,830.00	4	-	-
	Progress review committee		149,086.00	15	-	-
	Ministries, departments and other public institutions		285,591.00	7	-	-
	Private Sector		0			
	Small and medium scale industries		30,641.00	4	-	-
	Kaizen project		660,461.00		-	Field tests,news paper advertisements , awareness programmes,training programmes
	Community Sector		18,350.00	1	-	
Training and capacity development	Capacity development of the officers	3.50			-	-
	TOT		1,524,510.00	10	-	-
	Prospector Training		1,615,669.00	27	-	income
	Software System (E-Breeze)		687,317.00	3	-	-
	Knowledge management and innovation		1,320,290.00	1	-	-
	Special project (Agriculture sector)		39,788.00	1	-	-

Productivity competitions and Award Ceremony	National Productivity Award ceremony	18.00	19,318,149.91	1	-	income
	National Quality circles Award Ceremony		2,154,387.80	1	-	income
	"Kiyavanno Dinanno"		2,370,383.00	1	-	calling for applications
	5s certification		49,000.00	1	-	Printing books
Activities and programmes of the Asian Productivity organization	-	7.00	11,110,673.25	9	-	-
Productivity related publicity	"Heda saha Veda"	5.65	7,490,113.00	18	-	-
	Manuals		1,232,291.00		-	-
	Posters and hand bills		1,665,452.00		-	-

Public Management Reforms & Public Relation Division

Thrust Area	Activity	Allocation Rs.	Progress as at 31-12-2015		Expected Output	Outcome
			Physical	Financial		
1. Information Technology	Enhancing IT skills of Government Officers	29,091,455.00	-	28,460,695.00	93 were training in 20 districts.	<ul style="list-style-type: none"> Improving it skills of public servants and ensuring efficient & efficiency public service.
2. Governance and Reforms	Processes of Reengineering and Concept of Front office to the Provincial Councils and Local Government	3,662,250.00	-	3,662,250.00	27 were reengineering in 09 districts.	<ul style="list-style-type: none"> Ensuring client satisfaction by reducing complaints and time period.
	Productivity Promotional training programs	8,457,030.00		6,251,089.08	388 trainers were training at Pre School & Schools, Government Institutions , Private Sector institutions & Community Sector.	<ul style="list-style-type: none"> Efficient and Effective trainers with go attitudes
3. Facilitation	Investment Projects	73,965,000.00	-	73,766,359.15	395 projects are operated in many fields.	<ul style="list-style-type: none"> Enhances living conditions of the people.
	Pilgrim rests	280,100,000.00	-	279,310,041.04	150 rooms of pilgrim rests were facilitated.	<ul style="list-style-type: none"> Fully equipped improved infrastructure facilities of the areas.

Pension Department

Thrust Area	Activity	Provisions (M.Rs)	Progress as at 31.12.2015 (M.Rs.)		Output	Expected Outcome
			Physical	Financial		
Registration of pensions and offering benefits	Payment of pension benefits	-	-		offering pensions for more pensioners	Offering and ensuring social security and benefits to the pensioners
	First Payment	-	-			
	Payment of gratuity	5900	-	5900		
Development of Procedures	Promotion of payment activities	-	-		offering pensions for more pensioners	Providing maximum satisfaction to the recipients of services, making payments with reliability and transparency, making payments accurately and without delay
	Awarding pensions	-	-			
	Payment of arrears of salary	1620	-	1620		
	Payment of monthly pensions	113450	-	113450		
	Payment of W&OP	35200	-	35200		
	Receipt of contributions for W&OP	5113	-	5113		
	Modernizing record rooms	2.47	-	2.47	Providing services efficiently and without delay	Improving facilities for providing services by modernizing record rooms
National Pension day celebration	Programmes on national pension day	-	-	-	Improving fellowship among pensioners	Gaining international recognition for the national pension day together with the pensioners' community
Strengthening the connection between divisional secretariats.	Distributing scanners	2.4	-	2.4	Providing services efficiently and without delay and introducing a new scanning management system	Payment of pensions without delay

Welfare of the officers	Construction of the auditorium and the library	1,158,902.94	-	1158902.94	Ensuring the welfare of the officers	Enabling the officers to continue their services without stress
	Construction of Library facilities and womens' rest room	531,090.00	-	531,090.00		
	Renting out buildings	23407451.04	-	23,407,451.04		
Use of buildings	Repairing the cafetaria of the holiday resort, Kelaniya	506,882.00	-	506,882.00	Offering the benefits to the government	Using the building in a proper manner
A satisfied pensioners' community- Holiday resort in Kelaniya	Repairing the auditorium in Kelaniya	379,054.75	-	379054.75	Obtaining equipments for the holiday resort and repairing it.	Providing services and concessions for the public who lodge at the holiday resort
	Arranging a VIP room in the auditorium of the Kelaniya holiday resort, painting walls, fulfilling the requirements of the dining room, replacing bulbs in the garden	398,575.00	-	398,575.00		
	Construction of a toilet complex near the main hall of the holiday resort, Kelaniya	3,772,675.37	-	1st phase - 1,898,379.99 2nd phase- 1,874,295.38		
Reorganization of the human resource	Regulating the training process	5,306,740.00	-	5306740	Providing the officers with new training programmes and knowledge	Establishing efficiency and accuracy of service through trained officers

Sri Lanka Institute of Development Administration

Thrust Area	Activity		Allocation (Rs).	Progress as at 31.12.2015		Expected output	Outcome
				Physical	Financial		
1. Human Resource Management	Recruitment						
	Grade	No of Recruitment					
	MM 1-1	1					
	PL - 1 -	3					
	Preperation of SOR Completed		-	75%		Approved SOR for SLIDA	Proper recruitment System
	Employee Training						
	1. Local Training						
	Grade	No of Trainees					
	MA 1-1	2					
	MM 1-1	1					
	HM 2-1	1					
	Total	4					
	2. Foreign Training						
	Grade	No of Trainees					
	HM 2-3	2					
	HM 2-1	2					
	HM 1-1	1					
	MM 1-1	1					
	JM 1-1	1					
	Total	7					
	Professional allowance for MM & above			80%	-	Payement of professional allowances	Motivated staff

	International conference paper submission allowance for faculty members		88.10		74.59	submission of international conference papers	Intenational recognition
2. Information Technology	New web site for SLIDA		-	50%		Developed web site	Dissamination of infromation & communication via social network, online interactions
	Development of Exam & course management system		2.00	20%	1.68	Exam & course management Application Software	Efficient exam & course management system
3. Productivity	Preparation of 5s Mannual					5s Manual	Easy Management
	Implementation of 5s system					5s Implementation at SLIDA	Improvement in the productivity
	Introduction of green concepts					Produce of green concepts	Saving of Resources
4. Pension and welfare	Improve insurance scheme		4,030,000.00		930,676.49		
	SLIDA annual Trip & SLIDA day programme				781,925.00	Motivated Employees	Improving the Performance of Employee
	Staff Uniforms				941,153.00	Motivated Employees	Improving the Performance of Employee
5. Policy	Preperation of administration procedure manual						
	Strategic plan for SLIDA						
	Introducing new payment system						
6. Governance and Reform	Implementation of Organizational Health Checks (OHC)					Systematic guide for employees	Center of excellance

7. Facilitation	New upsatire building for canteen		60,000,000.00			Extension of facilities	Satisfied employees / Customers
	Gymnasium					Extension of facilities	Satisfied employees / Customers
	Renovation of Hostel				54,362,086.02	Extension of facilities	Satisfied employees / Customers
	Extension of Canteen					Extension of facilities	Satisfied employees
	Renovation of SPS					Extension of facilities	Satisfied employees / Customers
	CCTV camera (Library & circuit bungalow)					Security assurance	Secure environment & reforms
	Improving the facilities for printing					Quality printing Machines	Satisfied employees / Customers
	Introducing new system for training consultancies					Quality training programme	Satisfied customers & agencies
	Installation of finger scan machines					Accuracy of attendance	Easy Management & saving time
	Modernaization of Library					extension of facilities	Satisfied Customers
	Networking of Admin, Finance & Programme division					Quick Information & Easy management	Increasing efficiency
	Car Park					extension of facilities	Satisfied employees / Customers
	Modernaization of 04 class rooms						
8. Capacity development of public sector	Induction Training Programmes					Competent and committed workforce of public sector managers	
	Conducting Induction Training Programmes for newly recruited all island staff grade officers to the public service.			5			575

	Managerial Programmes						
	Introducing Training programmes based on duties performed by public officers.(Staff Grade Level)		20,720,000	22	7,397,000		504
	Capacity Building Programmes						
	Provide productive public service by enhancing the competences of SLAS officers through Capacity Building Programmes.			2			61
	Communication Technology Training Programmes						
	Provide technological knowledge to public officers for enabling them to deliver efficient public services.			24			571
	Training Programmes in English and Tamil Languages		8.00	-	6.44		-
	Introducing a training to enhance the bilingual competency of public officers.		-	15	-		365
	Masters Programmes		15.00	-	13.85		-
	Providing Public Servants a postgraduate degree in Public Management with a view to enhancing their						

	knowledge, and building a better equipped public service.						
	Foreign Training Programmes		-	-	11.78		
	Conducting knowledge related exchange study programmes with foreign countries.			12			459
	Non Managerial Programmes						
	Introducing training programmes for public officers (Non Staff Grade Level) based on their duties and job responsibilities.			318		Improve knowledge and skills of public servants	7424
	Number of training programmes (Including on line training programmes)		-	41			1142
	Training Consultancies			66			2174
	Management Consultancies		22.00	15	21.81		
	Diploma Programmes			6			212
	Research						
	Conducting applied researches in government institutions anticipating organizational efficiency improvements throughout the findings.		-	-	-	-	-

Annual Accounts Report- 2015

Summary of Recurrent and Capital Expenditure

DGSA 2

Expenditure Head No. : 130

Name of Ministry : Ministry of Public Administration and Management

Programme No. & Title : 01 - Operational Activities

Nature of Expenditure with DGSA format Reference	(1)	(2)	(3)	(4)	(5)	(6)
	Provision in Budget Estimates	Supplimentary Provision and Supplimentary Estimate Allocation	Transfers in terms of the F.R. 66 and F.R. 69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excesses)
	Rs.	Rs.	Rs.	Rs.	Rs.	(4-5)
(a) Recurrent (DGSA 3)	1,077,545,000	108,020,000	(93,259,000)	1,092,306,000	1,048,868,887	43,437,113
(B) Capital (DGSA 4)	887,390,000	-	93,259,000	980,649,000	838,310,682	142,338,318
Total	1,964,935,000	108,020,000	-	2,072,955,000	1,887,179,569	185,775,431

Recurrent Expenditure by Project

DGSA 3

Name of Ministry : Ministry of Public Administration and Management

Expenditure Head No : 130

Programme No. & Title : 01 Operational Activities

Project No./Names, personel emoluments and other expenditure for all projects	(1)	(2)	(3)	(4)	(5)	(6)
	Provision in Budget Estimates	Supplimentary Provision and Supplimentary Estimate Allocation	Transfers in terms of the F.R. 66 and F.R. 69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/(Excesses) (4-5)
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
<u>Project No: 01 - Minister's Office</u>						
Personel Emoluments	20,950,000	4,760,000	(8,000,000)	17,710,000	15,593,347	2,116,653
Other Expenditure	46,815,000	2,540,000	(11,800,000)	37,555,000	36,293,715	1,261,285
Sub Total	67,765,000	7,300,000	(19,800,000)	55,265,000	51,887,062	3,377,938
<u>Project No: 02 - Administration and Establishment Service (Public Administration)</u>						
Personel Emoluments	255,400,000	52,940,000	35,600,000	343,940,000	342,325,006	1,614,994
Other Expenditure	238,400,000	10,160,000	(5,920,000)	242,640,000	225,165,705	17,474,295
Sub Total	493,800,000	63,100,000	29,680,000	586,580,000	567,490,711	19,089,289

<u>Project No: 04 - Administration and Establishment Service (Management Reforms and Public Relations)</u>						
Personel Emoluments	49,100,000	-	(22,300,000)	26,800,000	21,123,358	5,676,642
Other Expenditure	100,430,000	-	(78,624,000)	21,806,000	20,980,305	825,695
Sub Total	149,530,000	-	(100,924,000)	48,606,000	42,103,663	6,502,337
<u>Project No:05 - Administration and Establishment Service(National Productivity Secretariat)</u>						
Personel Emoluments	248,800,000	37,620,000	8,000,000	294,420,000	284,757,257	9,662,743
Other Expenditure	117,650,000	-	(10,215,000)	107,435,000	102,630,194	4,804,806
Sub Total	366,450,000	37,620,000	(2,215,000)	401,855,000	387,387,451	14,467,549
Grand Total	1,077,545,000	108,020,000	(93,259,000)	1,092,306,000	1,048,868,887	43,437,113

Capital Expenditure by Project

DGSA 4

Expenditure Head No : 130

Name of Ministry : Ministry of Public Administration and Management

Programme No. & Title : 01 - Operational Activities

Object Code No.	Item No.	Financed by (Code No.)	Description of Items	(1)	(2)	(3)	(4)	(5)	(6)
				Provision in Annual Estimates	Supplimentary Provision and Supplimentary Estimate Allocation	Transfers in terms of the F.R. 66 and F.R. 69	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Savings/ (Excesses) (4-5)
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Project No. & Name : 01 - Minister's Office									
Rehabilitation and Improvement of Capital Assets									
2001		11	Building and Structures	500,000	-	-	500,000	498,872	1,128
2002		11	Palnt, Machinery and Equipments	400,000	-	-	400,000	-	400,000
2003		11	Vehicles	1,500,000	-	1,800,000	3,300,000	2,971,939	328,061
Sub Total				2,400,000	-	1,800,000	4,200,000	3,470,811	729,189
Acquisition of Capital Assets									
2102		11	Furniture and Office Equipments	1,250,000	-	-	1,250,000	1,154,113	95,887
2103		11	Palnt, Machinery and Equipments	650,000	-	-	650,000	597,632	52,368
Sub Total				1,900,000	-	-	1,900,000	1,751,745	148,255
Total				4,300,000	-	1,800,000	6,100,000	5,222,556	877,444

<u>Project No: 02 - Administration and Establishment Service (Public Administration)</u>									
Rehabilitation and Improvement of Capital Assets									
2001		11	Building and Structures	26,700,000	-	14,300,000	41,000,000	40,975,081	24,919
2002		11	Palnt, Machinery and Equipments	1,010,000	-	-	1,010,000	470,040	539,960
2003		11	Vehicles	2,350,000	-	800,000	3,150,000	2,769,563	380,437
Sub Total				30,060,000	-	15,100,000	45,160,000	44,214,684	945,316
Acquisition of Capital Assets									
2102		11	Furniture and Office Equipments	6,500,000	-	35,600,000	42,100,000	41,865,720	234,280
2103		11	Plant, Machinery and Equipments	4,500,000	-	6,000,000	10,500,000	10,227,801	272,199
2104		11	Building and Structures	71,300,000	-	(3,600,000)	67,700,000	42,629,353	25,070,647
Sub Total				82,300,000	-	38,000,000	120,300,000	94,722,874	25,577,126
Capacity Building									
2401		11	Staff Training	65,000,000	-	2,000,000	67,000,000	65,316,590	1,683,410
Sub Total				65,000,000		2,000,000	67,000,000	65,316,590	1,683,410
Sri Lanka Institute of Development Admistration (SLIDA)									
2201		11	Public Institutions	120,000,000	-	-	120,000,000	96,500,000	23,500,000
Sub Total				120,000,000		-	120,000,000	96,500,000	23,500,000
Governance of Local Economic Development (G-LED) Project - UNDP									
2502			Other Investments						
		15		22,000,000	-	-	22,000,000	11,948,736	10,051,264
		17		3,000,000	-	-	3,000,000	1,493,160	1,506,840
Sub Total				25,000,000	-	-	25,000,000	13,441,896	11,558,104

Project for Training Frontline Officeres of Community Development in Conflict Affected Areas in Sri Lanka (GOSL- JICA)									
2502			Other Investments						
		13		60,000,000	-	-	60,000,000	-	60,000,000
		17		5,930,000	-	-	5,930,000	2,792,679	3,137,321
Sub Total				65,930,000	-	-	65,930,000	2,792,679	63,137,321
Total				388,290,000	-	55,100,000	443,390,000	316,988,723	126,401,277
Project No: 04 - Administration and Establishment Service (Management Reforms and Public Relations Division)									
Rehabilitation and Improvement of Capital Assets									
2001		11	Building and Structures	800,000	-	-	800,000	-	800,000
2002		11	Plant, Machinery and Equipments	1,100,000	-	-	1,100,000	-	1,100,000
2003		11	Vehicles	2,750,000	-	-	2,750,000	-	2,750,000
Sub Total				4,650,000	-	-	4,650,000	-	4,650,000
Acquisition of Capital Assets									
2102		11	Furniture and Office Equipments	1,500,000	-	-	1,500,000	955,023	544,977
2103		11	Plant, Machinery and Equipments	2,250,000	-	25,279,000	27,529,000	25,827,240	1,701,760
Sub Total				3,750,000	-	25,279,000	29,029,000	26,782,263	2,246,737
Capacity Building									
2401		11	Staff Training	90,000,000	-	-	90,000,000	89,920,882	79,118
Sub Total				90,000,000	-	-	90,000,000	89,920,882	79,118
Community Development Programmes									
2502		11	Investments	70,700,000	-	3,265,000	73,965,000	73,766,359	198,641
Sub Total				70,700,000	-	3,265,000	73,965,000	73,766,359	198,641

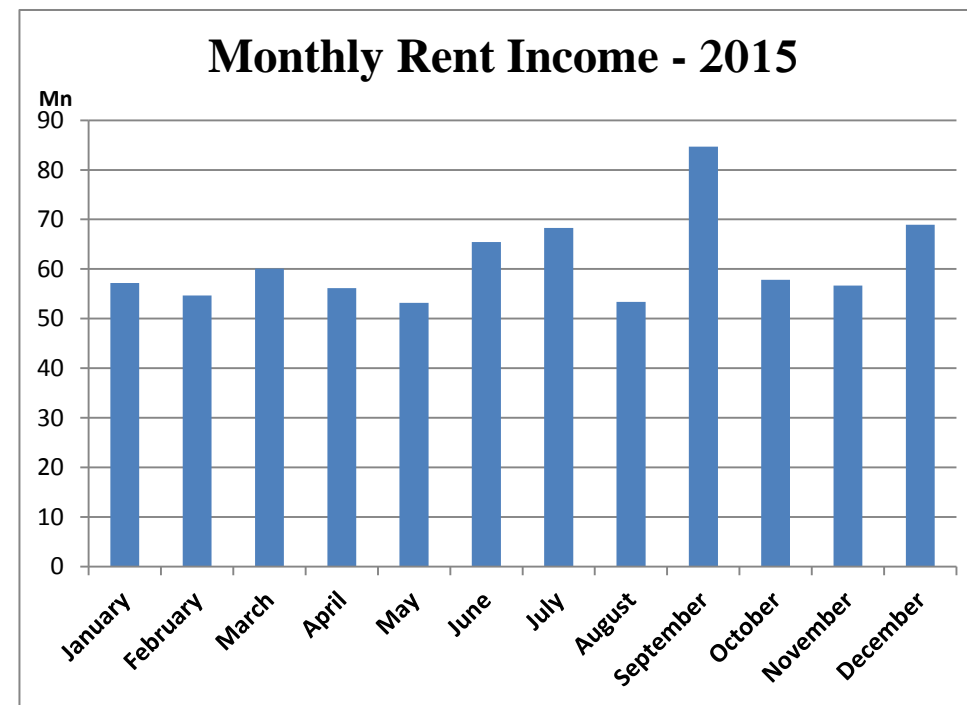
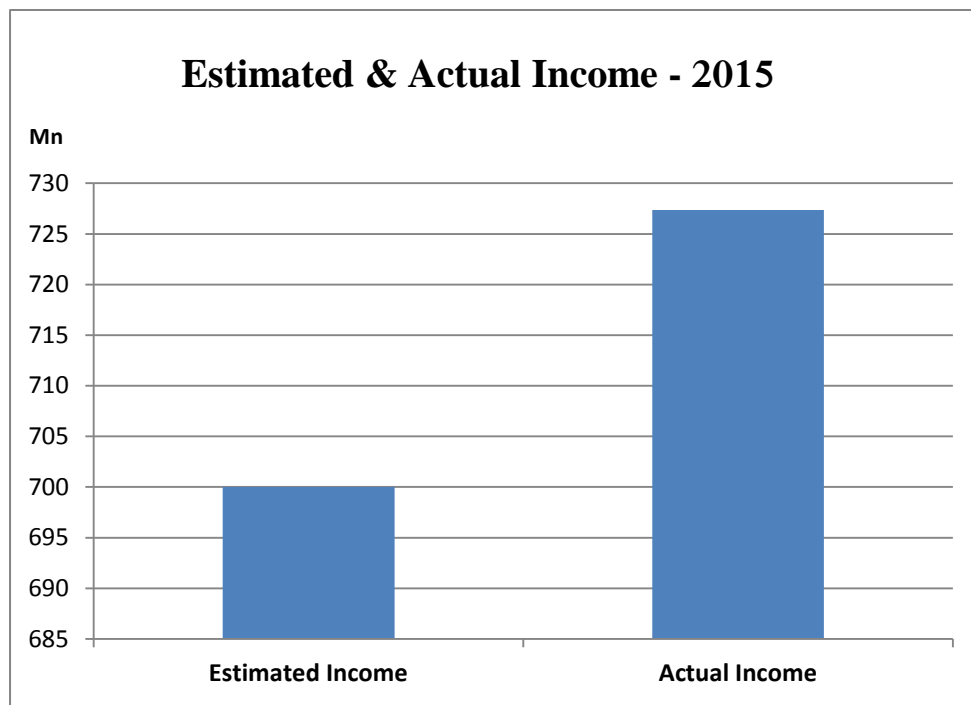
Construction of Pilgrims Rests									
2502		11	Investments	274,500,000	-	5,600,000	280,100,000	279,310,041	789,959
Sub Total				274,500,000	-	5,600,000	280,100,000	279,310,041	789,959
National Administrative Reforms Council									
2201		11	Public Institutions	1,500,000	-	-	1,500,000	-	1,500,000
Sub Total				1,500,000	-	-	1,500,000	-	1,500,000
Total				445,100,000	-	34,144,000	479,244,000	469,779,545	9,464,455
Project No: 05 - Administration and Establishment Service (National Productivity Secretariat)									
Rehabilitation & Improvement of Capital Assets									
2001		11	Building and Structures	700,000	-	-	700,000	-	700,000
2002		11	Palnt, Machinery and Equipments	1,000,000	-	-	1,000,000	430,539	569,461
2003		11	Vehicles	1,000,000	-	-	1,000,000	86,700	913,300
Sub Total				2,700,000	-	-	2,700,000	517,239	2,182,761
Acquisition of Capital Assets									
2102		11	Furniture and Office Equipments	4,500,000	-	2,215,000	6,715,000	6,714,140	860
2103		11	Palnt, Machinery and Equipments	1,500,000	-	-	1,500,000	1,174,886	325,114
Sub Total				6,000,000	-	2,215,000	8,215,000	7,889,026	325,974
Capacity Buildings									
2401		11	Staff Training	16,500,000	-	-	16,500,000	16,058,781	441,219
Sub Total				16,500,000	-	-	16,500,000	16,058,781	441,219
Other Capital Expenditure									
2502		11	Investment	2,000,000	-	-	2,000,000	1,948,731	51,269
Sub Total				2,000,000	-	-	2,000,000	1,948,731	51,269

Capacity Buildings									
2401		11		20,000,000	-	-	20,000,000	19,906,081	93,919
Sub Total				20,000,000	-	-	20,000,000	19,906,081	93,919
Implementation of Service/ Excellence Framework for Government & Semi Gov. Organizations									
2502		11	Investments	2,500,000	-	-	2,500,000	-	2,500,000
Sub Total				2,500,000	-	-	2,500,000	-	2,500,000
Total				49,700,000	-	2,215,000	51,915,000	46,319,858	5,595,142
Grand Total				887,390,000	-	93,259,000	980,649,000	838,310,682	142,338,318

2015 දෙසැම්බර් 31 දිනට අවසන් වර්ෂය සඳහා වූ ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආදායම් ගිණුම
2015 திசம்பர் 31 ல் முடிவடைந்த ஆண்டிற்கான இவங்கை சனநாயக சோசலிசக்குடியரசு அரசாங்கத்தின் அரசிறை கணக்குகளின் பொழிப்பு
Summary of the Revenue Accounts for the Government of the Democratic Socialist Republic of Sri Lanka
for the year ended 31st December 2015

ආදායම් ගණන්දීමේ නිලධාරී அரசிறை கணக்கீட்டு உத்தியோகத்தர் Revenue Accounting Officer :		රාජ්‍ය පරිපාලන හා කළමනාකරණ අමාත්‍යාංශයේ ලේකම් செயலாளர், அரசாங்க நிர்வாக மற்றும் முகாமைத்துவ அமைச்சு Secretary Ministry of Public Administration and Management		වියදම් ශීර්ෂ අංකය செலவின தலைப்பு இல: 130 Expenditure Head No.	
ආදායම් සංකේතය அரசிறை குறியீடு Revenue code	ආදායම් සංකේත විස්තරය அரசிறை குறியீடு விவரணம் Description of Revenue Code	2015 මූලික ආදායම් ඇස්තමේන්තුව මූල அரசிறை மதிப்பீடு 2015 Original Revenue Estimate 2015	2015 සංශෝධිත ආදායම් ඇස්තමේන්තුව திருத்திய அரசிறை மதிப்பீடு 2015 Revised Revenue Estimate 2015	2015 රැස්කරන ලද මුළු ඉදිරි ආදායම (දළ ආදායම- ආදායම් ආපසු ගෙවීම්) சேகரிக்கப்பட்ட மொத்த தேசிய அரசிறை (அரசிறை மீளளிப்புகளை கழித்து) மொத்த அரசிறை 2015 Total Net Revenue Collected (Gross Revenue less Revenue Refunds) 2015	2014 රැස්කරන ලද මුළු ඉ.ආදායම (දළ ආදායම-ආදායම් ආපසු ගෙවීම්) சேகரிக்கப்பட்ட மொத்த தேசிய அரசிறை (அரசிறை மீளளிப்புகளை கழித்து) மொத்த அரசிறை 2014 Total Net Revenue Collected (Gross Revenue less Revenue Refunds) 2014
		රු./ ரூபா/Rs.	රු./ ரூபா/Rs.	රු./ ரூபா/Rs.	රු./ ரூபா/Rs.
20.02.01.01	රජයේ ගොඩනැගිලි කුලී கட்டிடங்கள் மீதான வாடகை Rent on Government Building	700,000,000	700,000,000	727,333,851	641,730,114
එකතුව/ மொத்தம்/ Total		700,000,000	700,000,000	727,333,851	641,730,114

				-	-
12	வார்டா கர்னூ லௌ வஃர வுலு ஂதர்ன் லு னா கஸ னரன் லு ம்ரல் ப்ராடீஸ் (ஸ்ங் ஸ்ங் வஃர லென் லென்ட்)- (i)+(ii)	(ஒவ்வொரு ஆண்டிற்கும்) வேறு வேறாக அறிக்கையிடும் ஆண்டின் தளர்த்தீடு செய்யப்பட்டது பதிவழிக்கப்பட்ட தொகை (i)+(ii)	Total amount waived and written off during the Reporting year (seperately for each year)- (i)+(ii)		
	(i) 2013.12.31 டீக்லா கஸ னரன் லு ம்ரல் ப்ராடீஸ்	(i) 2013.12.31 வரை பதிவளிப்பு செய்யப்பட்ட மொத்த தொகை	(i) Total amount written off for the period up to 31.12.2013	-	
	(ii) 2014 வர்ஷயல் ஂபுலுவ கஸ னரன் லு ம்ரல் ப்ராடீஸ்	(ii) 2014 ஆண்டிற்கான பதிவளிப்பு செய்யப்பட்ட மொத்த தொகை	(ii) Total amount written off in respect of year 2014	-	
13	வார்டா கர்னூ லௌ வஃர வுலு சிங் மூடலல் ஂநுரூசிவ ஡ீக்ரன் லு ம்ரல் ப்ராடீஸ் (ஸ்ங் ஸ்ங் வஃர லென் லென்ட்)- (i)+(ii)	(ஒவ்வொரு ஆண்டிற்கும்) வேறு வேறாக அறிக்கையிடும் ஆண்டில் நிலுவைக்கு எதிராக சேகரிக்கப்பட்ட மொத்த தொகை (i)+(ii)	Total amount collected against arrears during the Reporting year (seperately for each year)- (i)+(ii)		45,679,484
	(i) 2013.12.31 வர்ஷயல் ஡ீக்ரன் லு ம்ரல் ப்ராடீஸ்	(i) 2013.12.31 வரை சேகரிக்கப்பட்ட மொத்த தொகை	(i) Total amount collected for the period up to 31.12. 2013	7,316,522	
	(ii) 2014 வர்ஷயல் ஂபுலுவ ஡ீக்ரன் லு ம்ரல் ப்ராடீஸ்	(ii) 2014 ஆண்டிற்கான சேகரிக்கப்பட்ட மொத்த தொகை	(ii) Total amount collected in respect of year 2014	38,362,962	
14	வார்டா கர்னூ லௌ வஃர ஂபிஸான் வன் ரிவ் ஂபுடாயிலு ம்ரல் ஡ுடீட் சிங் மூடல (11-12-13)	அறிக்கையிடும் ஆண்டின் முடிவில் இருந்தவாறான அரசிறையின் மொத்த தேறிய நிலுவைகள் (11-12-13)	Total Net Arrears of Revenue as at the end of the Reporting year (11-12-13)		216,564,613
	<u>விவரணாவ் விசுலீஷீஸ் (ஂதிரிக்தய/சிங்ய) வார்டா கர்னூ லௌ வஃர ஡ுடீட்</u>	<u>மாறுபாட்டின் (மிசைக /குறைவு) பகுப்பாய்வு அறிக்கையிடும் ஆண்டு</u>	<u>Variance (Excess/ (Shortfall) Analysis - Reporting year.</u>		<u>ரூ./ ரூபா/Rs.</u>
15	மூல ஂபுடாயிலு ஂசீக்ரன்மீத்ருவ னா ஃ-ஓன் ஡ிங் ஂசீக்ரன்மீத்ருவ ஂதர் லென்ஃ	முல் அரசிறை மதிப்பீட்டிற்கும் திருத்திய மதிப்பீட்டிற்கும் இடையிலான மாறுபாடு	Variance between Original Revenue Estimate and Revised Revenue Estimate		-
16	ஃ-ஓன் ஡ிங் ஂசீக்ரன்மீத்ருவ னா ஡ுடீட் ஂபுடாயிலு ஡ீக்ரிசி ஂதர் லென்ஃ	திருத்திய மதிப்பீட்டிற்கும் உள்஑படியான தேறிய அரசிறை சேகரிப்பிற்கும் இடையிலான வேறுபாடு	Variance between Revised Revenue Estimate and Actual Net Revenue Collection		27,333,851
17	ஔன் (15) சி ஃடீன் விவரணாவயல் ஁லசு மூரிய னுகி ஂத்ரு / (15) இல் மாறுபாட்டிற்கான அளவிடக்கூடிய காரணங்கள்/ Measurable reasons for the variance at (15) above:				
18	ஔன் (16) சி ஃடீன் விவரணாவயல் ஁லசு மூரிய னுகி ஂத்ரு / (16) இல் மாறுபாட்டிற்கான அளவிடக்கூடிய காரணங்கள்/Measurable reasons for the variance at (16) above:				
	ஂச்சின் ஓடீக்ரன் லு ஓவ஁நூலிலுலு காலீ ஸ்குவரீம் . புதிதாக நிர்மாணிக்கப்பட்ட கட்டிடங்களிலிருந்து மேற்கொள்ளப்பட்ட வாடகை கட்டண அறவீடு. Rent Collected from the buildings newly built				



Public Officer's Advanced Account (13001) as at 31.12.2015

STATEMENT IN TERMS OF F.R. 506 (D)

		Maximum Limits of Expenditure	Minimum Limits of Receipt	Maximum Limits of Debits Balance
		Rs.	Rs.	Rs.
Limits Authorized by the Appropriation Act		50,000,000.00	25,000,000.00	200,000,000.00
Limits Revised during the year				
	Order No.	-	-	-
	Order No.	-	-	-
Actual Values as at the end of the year		304,229,503.09	242,908,389.64	-
Actual Values under the Authorized Limits (130011)		29,946,844.00	25,523,768.30	86,307,380.68
Non-Conformity with Limits		-	-	-

THE CONTROL ACCOUNT FOR THE ADVANCES TO PUBLIC OFFICERS

	According to the Department's Books		According to the Treasury Balance	
	Rs.	Rs.	Rs.	Rs.
Opening Balance as at 01.01.2015		24,986,267.23		24,986,267.23
Add				
Suspense Account Balance as at 01.01.2015				
Add : Total Debits During Year				
Net Cash (011)	29,946,844.00		158,282,842.19	
Journal Entries (011) erroneously debit & transfer of balance	128,328,498.19			
Journal Entries (012)	144,972,872.90	303,248,215.09	145,946,660.90	304,229,503.09
		328,234,482.32		329,215,770.32
Less : Total Credits During Year				
Net Cash (011)	25,523,768.30		154,081,191.51	
Journal Entries (011) erroneously credit / error correction	128,515,923.21			
Journal Entries (012)	87,777,170.13	(241,816,861.64)	88,827,198.13	(242,908,389.64)
Balance as at 31-12-2015		86,417,620.68		86,307,380.68

**AS STATED ABOVE THERE ANY DIFFERENCE BETWEEN THE DEBIT/CREDIT BALANCE
INDICATED IN DEPARTMENT BOOKS & TREASURY ACCOUNTS**

		Rs
Debit Balance According to the Department Books		86,417,620.68
Add :		
Debited by other departments but not relevant to Ministry Advanced Account	6,575.00	
	20,000.00	26,575.00
		86,444,195.68
Less :		
Credited by other departments but not relevant to Ministry Advanced Account	88,387.00	
	6,250.00	
	1,428.00	
	500.00	
	1,250.00	
	26,500.00	
	12,,000.00	
	500.00	(136,815.00)
Debit Balance According to the Treasury Accounts		86,307,380.68

SUMMARY OF CLASSIFICATION OF INDIVIDUAL BALANCES AS AT 31-12-2015

	Schedule No.	Page	Rs.
Total Amount Due from Officers Serving in the Ministry	3.1.		81,761,502.95
Total Amount Due from Officers Transferred Out to Ministries / Departments	3.2.		4,226,834.00
Total Amount Due from Officers Released as Secondment	3.3.		1,760,897.39
Total Amount Due from Vacated Officers	3.4.		697,512.00
Total Amount Due from Retired Officers	3.5.		101,038.00
Amount Due from Officers Dead	3.6.		371,111.00
Total of Individual Balances			88,918,895.34
Less : Balances to be Settled to Other Ministries / Departments (i.e. Creditors)	3.7		(2,254,268.50)
Total of Individual Debit Balances According to Department Books			86,664,626.84

STATEMENT OF RECONCILIATION OF THE TOTAL IN THE SUMMARY OF CLASSIFICATION OF INDIVIDUAL BALANCES WITH YEAR END BALANCE IN THE CONTROL ACCOUNT AS AT 31-12-2015

	Rs.
Total of the Summary of Classification of Individual Actual Balances (as per para. 1.4 above)	86,664,626.84
Balance in the Department Control Account as 31-12-2015 (as per para. 1.2 above)	86,417,620.68
Difference Between the Above Balances	247,006.16

Progress of the Expenditure Department of Pensions

Budget Allocations and expenditure details of Department of Pensions for 2015

Nature of Expenditure (with DGSA format reference)	1	2	3	4	5
	Provision in Budget Estimates	Total Net Provision (1+2+3)	Total Expenditure	Net Effect Saving/(Excess)	Savings/ (Excess)
	Rs.	Rs.	Rs.	Rs.	
(a) Recurrent (DGSA 3)	158,467,850,000.00	187,567,483,119.00	180,234,871,747.00	7,332,611,372.00	4%
(b) Capital (DGSA 4)	37,500,000.00	51,866,881.00	51,681,959.00	184,922.00	0.50%
Total	158,505,350,000.00	187,619,350,000.00	180,286,553,706.00	7,332,796,294.00	4.50%