ජාතික ප්‍රතිපත්ති, ආර්ථික කටයුතු, නැවත පදිංචි කිරීම් හා පුනරුත්ථාපන, උතුරු පළාත් සංවර්ධන සහ යෞවන කටයුතු අමාත්‍යාංශය

**தேசிய கொள்கைகள், பொருளாதார விவகாரங்கள், மீள்குடியேற்றம் மற்றும் புனர்வாழ்வு, வட மாகாண அபிவிருத்தி மற்றும் இளைஞர் விவகாரங்கள் அமைச்சு**

# Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development and Youth Affairs

තරුණ කටයුතු අංශය

**இளைஞர் அலுவல்கள் பிரிவு**

**Youth Affairs Division**

වාර්ෂික කාර්යසාධන වාර්තාව - 2019

**வருடாந்த செயலாற்றுகை அறிக்கை - 2019**

**Annual Performance Report - 2019**

# Annex: I

# Annual Performance Report for the Year - 2019

# Name of the Institution – Youth Affairs Division

# Expenditure Head No 104

**Contents**

Chapter 01 - Institutional Profile / Executive Summary

Chapter 02 - Progress and the Future Outlook

Chapter 03 - Overall Financial Performance for the Year

Chapter 04 - Performance indicators

Chapter 05 - Performance of the achieving Sustainable Development Goals (SDG)

Chapter 06 - Human Resource Profile

Chapter 07 - Compliance Report

## Chapter 01 - Institutional Profile/Executive Summary

### 1.1 Introduction

The key function of the youth affairs division of the Ministry of National Policies, Economic Affairs, and Resettlement, Rehabilitation and Northern Province Development and Youth affairs was to empowering of youth which accounts for nearly a quarter of Sri Lankan's Population which is the decisive factor in the Country's journey towards sustainable development.

Coordinating, supervising and directing policy guidelines of the institutions under the youth affairs division were carried out for the aim of developing the knowledge, skills and attitudes of the young people to meet the challenges of the advanced technology which is ever changed, facilitating for economic empowerment and promoting the leadership skills.

### 1.2 Vision, Mission, Objectives of the Institution

**Vision**

"Sustainably Developed Sri Lanka"

**Mission**

"Promote the potential of youth in all the ways for national development"

**Objectives**

1. To expand opportunities to rise the knowledge, skills and attitudes of the youth
2. To strength the Leadership, personality, discipline and spirit of the youth
3. To Establish a young workforce that is empowered to fulfill the market requirements
4. To promote of young entrepreneurship for national development
5. To create a younger generation that keeps up with modern global trends

### 1.3 Key Functions

1. Formulation and Implementation of the attitude development programs aimed to national program that fulfills the aspiration of the youth

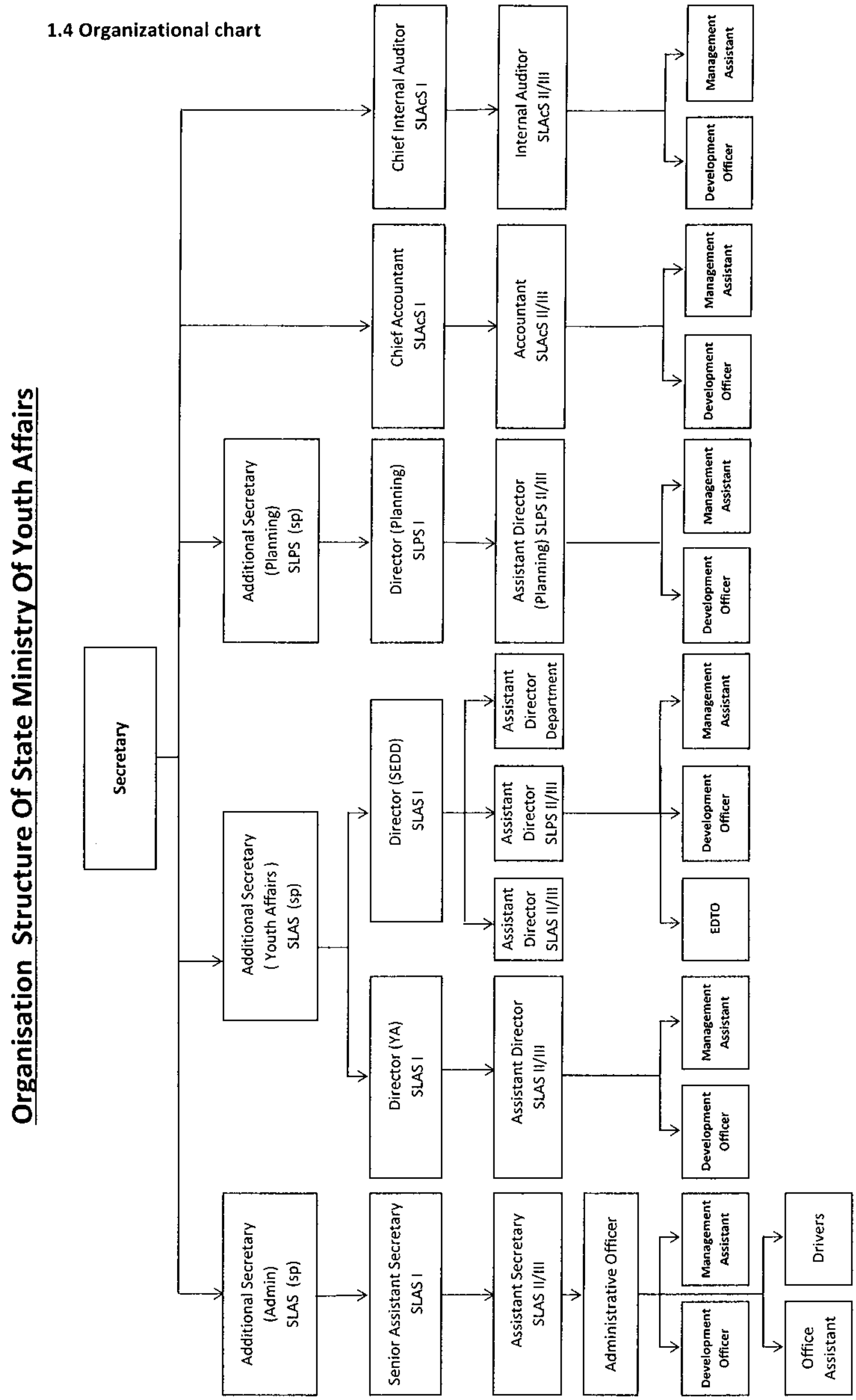
2. Implementation of International cooperation development programs for the youth

3. Implementation of development programs centered for unemployed youth

4. Regulatory and development activities relating youth organizations

5. Implementing special programs for developing skills, creativity and social achievement of youth

**1.4 Organizational chart**



### 1.5 Departments under the Ministry/ Main Divisions of the Department / Divisional Secretariats of the District Secretariat

Not Applicable

### 1.6 Institutions/Funds coming under the Ministry/Department/Provincial Council

Institutions and divisions under the Youth Affairs Division of the Ministry of National Policies, Economic Affairs, and Resettlement, Rehabilitation and Northern Province Development and Youth Affairs in 2019.

1. National Youth Services Council
2. National Youth Corps
3. National Center for the Leadership Development
4. Small Entrepreneurship Development Division

### 1.7 Details of the Foreign Funded Projects (if any)

Not Applicable

## Chapter 02 - Progress and the Future Outlook

### Special Achievements

- Providing services to around 1.1 Million of youth through the National Youth Services Council
- Successfully completed 1114 rural infrastructure projects through the Youth Parliament Programme
- Conducted the "Yowun Puraya" programme with the participation around 7000 of youth
- Conducted "Vyawasaya" exhibition with the participation of 300 of entrepreneurs
- Successfully completed entrepreneurship training programmes for about 150,000 of entrepreneurs

### Challenges

- Difficulty in working with the specific vision due to the changes of scope of the ministry during the period
- Duplication of works done by various ministries and departments and lack of proper coordination between institutions
- Though there is a youth population which accounts for nearly quarter of the country's population, youth targeted by ministry is very little
- Not receiving the imprest as per the allocation

### Future goals

- Increasing the contribution of youth in political decision making and governance
- Provide Maximum opportunity and all necessary incentives to young entrepreneurs in all economic sectors
- Establish a young business guild center to expand business opportunities
- Encourage youth in innovative business, products and services.
- Establish National Youth Fund for investment needs of young entrepreneurs and introducing a simple loan system for investment access
- Establish a youth human resources data bank to facilitate the identification of suitable youth for public, private and foreign employment opportunities

.........................
Accounting
Officer

Name:
Designation:
Date:

## Chapter 03 - Overall Financial Performance for the Year ended 31st December 2019

### 3.1 Statement of Financial Performance

ACF - F

**Statement of financial Performance**
**for the period ended 31st December 2019**

Rs.

| Budget (Current Year) | | Note | Actual Current Year | Actual Previous Year | |
|---|---|---|---|---|---|
| | **Revenue Receipts** | | 206,864 | - | |
| - | Income Tax | 1 | - | - | ACA-1 |
| - | Taxes on Domestic Goods & Services | 2 | - | - | ACA-1 |
| - | Taxes on International Trade | 3 | - | - | ACA-1 |
| - | Non-Tax Revenue & Others | 4 | 206,864 | - | |
| - | **Total Revenue Receipts (A)** | | 206,864 | - | |
| | **Non-Revenue Receipts** | | | | |
| - | Treasury Imprests | | 1,290,631,381 | - | ACA-3 |
| - | Deposits | | 1,102,022 | - | ACA-4 |
| - | Advance Accounts | | 1,152,956 | - | ACA - 5/5(a) |
| - | Other Receipts | | 730,478 | - | |
| - | **Total Non-Revenue Receipts (B)** | | 1,293,616,837 | - | |
| - | **Total Revenue Receipts & Non-Revenue Receipts C = (A)+(B)** | | 1,293,823,701 | - | |
| | **Less: Expenditure** | | | | |
| **389,433,000** | **Recurrent Expenditure** | | **339,489,102** | - | ACA-2(ii) |
| 265,008,000 | Wages, Salaries & Other Employment Benefits | 5 | 235,017,905 | - | ACA-2(ii) |
| 116,905,885 | Other Goods & Services | 6 | 97,569,831 | - | ACA-2(ii) |
| 7,093,115 | Subsidies, Grants and Transfers | 7 | 6,508,931 | - | ACA-2(ii) |
| - | Interest Payments | 8 | - | - | ACA-2(ii) |
| 426,000 | Other Recurrent Expenditure | 9 | 392,435 | - | |

| | | | | | |
|---|---|---|---|---|---|
| **389,433,000** | **Total Recurrent Expenditure (D)** | | **339,489,102** | - | |
| | **Capital Expenditure** | | | | |
| 9,850,000 | Rehabilitation & Improvement of Capital Assets | **10** | 555,418 | - | ACA-2(ii) |
| 19,406,000 | Acquisition of Capital Assets | **11** | 8,316,231 | - | ACA-2(ii) |
| 500,726,000 | Capital Transfers | **12** | 409,339,880 | - | ACA-2(ii) |
| - | Acquisition of Financial Assets | **13** | - | - | ACA-2(ii) |
| 28,200,000 | Capacity Building | **14** | 20,054,290 | - | ACA-2(ii) |
| 810,000,000 | Other Capital Expenditure | **15** | 588,703,581 | - | |
| **1,368,182,000** | **Total Capital Expenditure (E)** | | **1,026,969,401** | - | |
| | **Main Ledger Expenditure(F)** | | 11,501,042 | - | |
| | **Deposit Payments** | | 989,912 | - | ACA-4 |
| | **Advance Payments** | | 10,511,130 | - | ACA- 5/5(a) |
| | **Total Expenditure G=(D+E+F)** | | 1,377,959,545 | - | |
| | | | | - | |
| | **Imprest Balance as at 31st December ....... H = (C-G)** | | **-84,135,844** | - | |

## 3.3 Statement of Financial Position

ACA-P

**Statement of Financial Position**

**As at 31st December - 2019**

| | Note | Actual<br>Current Year<br>Rs | Previous Year<br>Rs |
|---|---|---|---|
| **Non-Financial Assets** | | | |
| Property, Plant & Equipment | ACA-6 | 33,984,612 | - |
| **Financial Assets** | | | |
| Advance Accounts | ACA-5/5(a) | 36,041,104 | - |
| Cash & Cash Equivalents | ACA-3 | | |
| **Total Assets** | | **70,025,716** | - |
| **Net Assets / Equity** | | | |
| Net Worth to Treasury | | 69,547,450 | - |
| Property, Plant & Equipment Reserve | | | |
| Rent and Work Advance Reserve | ACA-5(b) | | |
| **Current Liabilities** | | | |
| Deposits Accounts | ACA-4 | 112,110 | - |
| Imprest Balance | ACA-3 | 366,156 | - |
| **Total Liabilities** | | **70,025,716** | - |

Detail Accounting Statements in above ACA format Nos. 1 to 6 presented in pages from **05** to **55** and Notes to accounts presented in pages from **56** to **63** form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

| | | |
|---|---|---|
| ...................... | ........................ | ...................................... |
| Chief Accounting Officer | Accounting Officer | Chief Financial Officer/ Chief Accountant/ Director (Finance)/Commissioner (Finance) |
| Name: | Name: | Name: |
| Designation: | Designation: | |
| Date: | Date: | Date: |

### 3.4 Statement of Cash Flows

ACA-C

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

| | Actual | |
|---|---|---|
| | **Current Year Rs.** | **Previous Year Rs.** |
| **Cash Flows from Operating Activities** | | |
| Total Tax Receipts | - | - |
| Fees, Fines, Penalties and Licenses | - | - |
| Profit | - | - |
| Non-Revenue Receipts | 937,367 | - |
| Imprest received | 1,290,631,381 | - |
| **Total Cash generated from Operations (a)** | **1,291,568,748** | - |
| **Less - Cash disbursed for:** | | |
| Personal Emoluments & Operating Payments | 426,632,308 | - |
| Subsidies & Transfer Payments | 5,500,000 | - |
| Finance Costs - Imprest Settlement to Treasury | 567,056 | - |
| **Total Cash disbursed for Operations (b)** | **432,699,364** | - |
| **NET CASH FLOW FROM OPERATING ACTIVITIES (C)=(a)-(b)** | **858,869,384** | - |
| | - | - |
| **Cash Flows from Investing Activities** | - | - |
| Interest | - | - |
| Dividends | - | - |
| Divestiture Proceeds & Sale of Physical Assets | - | - |
| Recoveries from On Lending | 1,152,931 | - |
| **Total Cash generated from Investing Activities (d)** | **1,152,931** | - |
| **Less - Cash disbursed for:** | | |
| Purchase or Construction of Physical Assets & Acquisition of | 849,560,704 | - |
| Advance Payment | 10,511,155 | - |
| **Total Cash disbursed for Investing Activities (e)** | **860,071,859** | - |
| **NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)** | **-858,918,928** | - |
| **NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)** | **-49,545** | - |

| **Cash Flows from Financing Activities** | | |
|---|---|---|
| Local Borrowings | - | - |
| Foreign Borrowings | - | - |
| Grants Received | - | - |
| Deposits Received | 961,172 | - |
| **Total Cash generated from Financing Activities (h)** | **961,172** | - |
| | | |
| **Less - Cash disbursed for:** | | |
| Repayment of Local Borrowings | - | - |
| Repayment of Foreign Borrowings | - | - |
| Deposits Paid | 911,627 | - |
| **Total Cash disbursed for Financing Activities (i)** | **911,627** | - |
| | | |
| **NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)** | **49,545** | - |
| | | |
| **Net Movement in Cash (k) = (g) -(j)** | 0 | - |
| **Opening Cash Balance as at 01$^{st}$ January** | - | - |
| **Closing Cash Balance as at 31st December** | - | - |

**3.5 Notes to the Financial Statements : -**

**3.6 Performance of the Revenue Collection**

(Rs.)

| Revenue Code | Description of the Revenue Code | Revenue Estimate | | Collected Revenue | |
|---|---|---|---|---|---|
| | | Original | Final | Amount (Rs.) | as a % of Final Revenue Estimate |
| 2002.01.01 | Rents – State house and buildings | - | - | 148,831.93 | |
| 2002.02.01 | Loan Interest | - | - | 1,188,057.39 | |
| 2003.02.99 | Miscellaneous Income | - | - | 1,025,040.85 | |
| 2004.01.00 | Central Government (W & OP) | - | - | 10,956,438.33 | |

**3.7 Performance of the Utilization of Allocation**

(Rs.)

| Type of Allocation | Allocation | | Actual Expenditure | Allocation Utilization as a % of Final Allocation |
|---|---|---|---|---|
| | Original | Final | | |
| Recurrent | 285,530,000.00 | 389,433,000.00 | 339,489,101.69 | 87.18 |
| Capital | 1,345,550,000.00 | 1,368,182,000.00 | 1,026,969,401.07 | 75.06 |

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

(Rs.)

| Serial No. | Allocation Received from Which Ministry /Department | Purpose of the Allocation | Allocation | | Actual Expenditure | Allocation Utilization as a % of Final Allocation |
|---|---|---|---|---|---|---|
| | | | Original | Final | | |
| | | | | | | |

**3.9 Performance of the Reporting of Non-Financial Assets**

(Rs.)

| Assets Code | Code Description | Balance as per Board of Survey Report as at **31.12.2019** | Balance as per financial Position Report as at **31.12.2019** | Yet to be Accounted | Reporting Progress as a % |
|---|---|---|---|---|---|
| 9151 | Building and Structures | - | - | - | - |
| 9152 | Machinery and Equipment | - | 33,984,611.89 | - | - |
| 9153 | Land | - | - | - | - |
| 9154 | Intangible Assets | - | - | - | - |
| 9155 | Biological Assets | - | - | - | - |
| 9160 | Work in Progress | - | - | - | - |
| 9180 | Lease Assets | - | - | - | - |

**3.10 Auditor General's Report ****

** The final audit report issued by the Auditor General to be scanned and placed here while submitting to the Parliament.

Attached in Annex 01

## 4.0 Chapter - Performance indicators

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

| Specific Indicators | Actual output as a percentage (%) of the expected | | |
|---|---|---|---|
| | 100% - 90% | 75% - 89% | 50% - 74% |
| Providing Reports from the ministry on due date (Action plan, Budget Estimate, Internal Audit Plan, Procurement Plan) | √ | | |
| No of New Businesses started | √ | | |
| Amount of Market Linkages/ chains prepared | | √ | |
| No of entrepreneurs who were lending loans | √ | | |
| No of persons who received vocational and technical training | √ | | |
| No of youth who provided services from institutions | | | <50 |

**05 Chapter - Performance of the achieving Sustainable Development Goals (SDG)**

**5.1 Indicate the Identified respective Sustainable Developments Goals**

| Goal / Objective | Targets | Indicators of the achievement | Progress of the Achievement to date | | |
|---|---|---|---|---|---|
| | | | 0% - 49% | 50% - 74% | 75% - 100% |
| **01**<br>Ending Poverty in all its forms everywhere | **1.4**<br>Ensuring equal access to appropriate technology and micro finance services for 500 impoverished men and women | **1.4.1**<br>Number of beneficiaries who were provided financial services | | | √ |
| **03**<br>Ensure healthy lives and promote well-being for all at all ages | **3.5**<br>Awareness of 12,000 people to strengthen the prevention of harmful alcohol | **3.5.2**<br>Number of persons who got awareness on effects of using harmful alcohol | √ | | |
| **04**<br>Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all | **4.3**<br>Providing quality technical and vocational education to 164,000 youth | **4.3.1**<br>Number of youths attended formal and informal education | | | √ |
| **08**<br>Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all | **8.3**<br>To encourage and setup 2500 small scale enterprises | **8.3.1**<br>Number of newly formed small-scale businesses | | | √ |
| **09**<br>Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation | **9.3**<br>Established 1000 market linkages for small scale entrepreneurs | **9.3.1**<br>Number of market linkages established | | | √ |

**5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals**

- From time to time changes in scope and policy decisions of the ministry will result in practical problems for achieving the sustainable development goals
- Lack of adequate awareness about achieving the sustainable development goals in all institutions
- It's difficult to statistically determine how the goals that will be achieved are directly contribute to achieve sustainable development goals

**06 Chapter - Human Resource Profile**

**06.1 Cadre Management**

| | Approved Cadre | Existing Cadre | Vacancies / (Excess)** |
|---|---|---|---|
| Senior | 23 | 10 | 13 |
| Territory | 05 | 01 | 04 |
| Secondary | 68 | 29 | 39 |
| Primary | 55 | 23 | 32 |

**06.2 ** briefly state how the shortage or excess in human resources has been affected to the performance of the institute.**

Staff approval obtained with respect to the Ministry of National Policies, Economic Affairs, and Resettlement, Rehabilitation and Northern Province Development and Youth affairs. With the revision of the ministry, the scope of the ministry has been divided among other ministries. Therefore, the previous ministry was functioned as youth affairs division. Though there were vacancies, due to narrowing the scope of the ministry in the year 2019, there was no impact on the performance. However, in future with the changing of the scope, fulfilling the vacancies to be done.

**06.3 Human Resource Development**

| Name of the Program | No. of staff trained | Duration of the program | Total Investment (Rs'000) | | Nature of the Program (Abroad/Local) | Output/Knowledge Gained* |
|---|---|---|---|---|---|---|
| | | | Local | Foreign | | |
| Training of trainers | 65 | 02 Days | 0.423 | _ | Local | Office work has been made easier by having trained officers |
| Training of development officers | 60 | 02 Days | 0.067 | _ | Local | |
| Staff training | 60 | 02 Days | 0.277 | _ | Local | |
| Entrepreneurship for small Business Trainers Promoters Program - India | 01 | 53 Days | - | 0.219 | Foreign | |
| Diploma in Public Procurement & Contract Administration (DIPPCA) - 2nd Country Visit | 02 | 12 Days | - | 1.318 | Foreign | |

| | | | | | | |
|---|---|---|---|---|---|---|
| World Conference of Ministers Responsible for Youth 2019 and Youth Forum Lisbosa | 01 | 04 Days | - | 0.199 | Foreign | |
| Second Country Study Visit - UniMARA, Malaysia | 01 | 07 Days | - | 0.056 | Foreign | |
| 2019 Seminar for Developing Countries on Coordinated Development of E - Commerce & Retail Industry - China | 01 | 20 Days | - | 0.166 | Foreign | |
| Commonwealth Youth Senior Officials Meeting (Asia Region) | 02 | 02 Days | - | 0.876 | Foreign | |
| Seminar on China's Development Experience & its Reform and Opening - Up Policies for Sri Lanka | 01 | 32 Days | - | 0.216 | Foreign | |
| Seminar on Capacity Building for Implementing China's Development Assistant Projects (II) | 01 | 13 Days | - | 0.125 | Foreign | |

*Briefly state how the training program contributed to the performance of the institution

The Ministry of Youth Affairs, Project Management and Southern Development was established in 2018. Over 90% of the Development Officers and Management Assistants that were appointed to the Ministry was new officers to the public service. Therefore the officers were given training about the government procedures in the year of 2019. It was facilitated for the efficient operation of office function.

## 07 Chapter - Compliance Report

| No. | Applicable Requirement | Compliance Status (Complied/Not Complied) | Brief explanation for Non-Compliance | Corrective actions proposed to avoid non-compliance in future |
|---|---|---|---|---|
| 1 | **The following Financial statements/accounts have been submitted on due date** | | | |
| 1.1 | Annual financial statements | Complied | | |
| 1.2 | Advance to public officers account | Complied | | |
| 1.3 | Trading and Manufacturing Advance Accounts (Commercial Advance Accounts) | | | |
| 1.4 | Stores Advance Accounts | | | |
| 1.5 | Special Advance Accounts | | | |
| 1.6 | Others | | | |
| **2** | **Maintenance of books and registers (FR445)** | | | |
| 2.1 | Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018 | Complied | | |
| 2.2 | Personal emoluments register/ Personal emoluments cards has been maintained and update | Complied | | |
| 2.3 | Register of Audit queries has been maintained and update | Complied | | |
| 2.4 | Register of Internal Audit reports has been maintained and update | Complied | | |
| 2.5 | All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date | Complied | | |
| 2.6 | Register for cheques and money orders has been maintained and update | Complied | | |
| 2.7 | Inventory register has been maintained and update | Complied | | |
| 2.8 | Stocks Register has been maintained and update | Complied | | |

| | | | | |
|---|---|---|---|---|
| 2.9 | Register of Losses has been maintained and update | Complied | | |
| 2.10 | Commitment Register has been maintained and update | Complied | | |
| 2.11 | Register of Counterfoil Books (GA – N20) has been maintained and update | Complied | | |
| **03** | **Delegation of functions for financial control (FR 135)** | | | |
| 3.1 | The financial authority has been delegated within the institute | Complied | | |
| 3.2 | The delegation of financial authority has been communicated within the institute | Complied | | |
| 3.3 | The authority has been delegated in such manner so as to pass each transaction through two or more officers | Complied | | |
| 3.4 | The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package | Complied | | |
| **4** | **Preparation of Annual Plans** | | | |
| 4.1 | The annual action plan has been prepared | - | | |
| 4.2 | The annual procurement plan has been prepared | - | | |
| 4.3 | The annual Internal Audit plan has been prepared | | | |
| 4.4 | The annual estimate has been prepared and submitted to the NBD on due date | - | | |
| 4.5 | The annual cash flow has been submitted to the Treasury Operations Department on time | Complied | | |
| **5** | **Audit queries** | | | |
| 5.1 | All the audit queries has been replied within the specified time by the Auditor General | Complied | | |
| **6** | **Internal Audit** | | | |

| | | | | |
|---|---|---|---|---|
| 6.1 | The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019 | Complied | | |
| 6.2 | All the internal audit reports has been replied within one month | Complied | | |
| 6.3 | Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018 | Complied | | |
| 6.4 | All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3) | Complied | | |
| 7 | **Audit and management Committee** | | | |
| 7.1 | Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019 | Complied | | |
| **8** | **Asset Management** | | | |
| 8.1 | The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017 | Complied | | |
| 8.2 | A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular | Complied | | |
| 8.3 | The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No.05/2016 | Complied | | |
| 8.4 | The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular | Complied | | |

| | | | | |
|---|---|---|---|---|
| 8.5 | The disposal of condemn articles had been carried out in terms of FR 772 | Complied | | |
| **9** | **Vehicle Management** | | | |
| 9.1 | The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date | Complied | | |
| 9.2 | The condemned vehicles had been disposed of within a period of less than 6 months after condemning | Complied | | |
| 9.3 | The vehicle logbooks had been maintained and updated | Complied | | |
| 9.4 | The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident | Complied | | |
| 9.5 | The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No.30/2016 of 29.12.2016 | Complied | | |
| 9.6 | The absolute ownership of the leased vehicle log books has been transferred after the lease term | Complied | | |
| **10** | **Management of Bank Accounts** | | | |
| 10.1 | The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date | Complied | | |
| 10.2 | The dormant accounts that had existed in the year under review or since previous years settled | Complied | | |
| 10.3 | The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month | Complied | | |
| **11** | **Utilization of Provisions** | | | |
| 11.1 | The provisions allocated had been spent without exceeding the limit | Complied | | |

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| 11.2 | The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1) | Complied | | |
| **12** | **Advances to Public Officers Account** | | | |
| 12.1 | The limits had been complied with | Complied | | |
| 12.2 | A time analysis had been carried out on the loans in arrears | Complied | | |
| 12.3 | The loan balances in arrears for over one year had been settled | Not Complied | | |
| **13** | **General Deposit Account** | | | |
| 13.1 | The action had been taken as per F.R.571 in relation to disposal of lapsed deposits | Complied | | |
| 13.2 | The control register for general deposits had been updated and maintained | Complied | | |
| **14** | **Imprest Account** | | | |
| 14.1 | The balance in the cash book at the end of the year under review remitted to TOD | Complied | | |
| 14.2 | The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task | Complied | | |
| 14.3 | The ad hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371 | Complied | | |
| 14.4 | The balance of the imprest account had been reconciled with the Treasury books monthly | Complied | | |
| **15** | **Revenue Account** | | | |
| 15.1 | The refunds from the revenue had been made in terms of the regulations | Complied | | |
| 15.2 | The revenue collection had been directly credited to the revenue account without credited to the deposit account | Complied | | |
| 15.3 | Returns of arrears of revenue forward to the Auditor General in terms of FR 176 | | | |
| **16** | **Human Resource Management** | | | |

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| 16.1 | The staff had been paid within the approved cadre | Complied | | |
| 16.2 | All members of the staff have been issued a duty list in writing | Complied | | |
| 16.3 | All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017 | Complied | | |
| **17** | **Provision of information to the public** | | | |
| 17.1 | An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation | Complied | | |
| 17.2 | Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures | Complied | Ministry website is being prepared | |
| 17.3 | Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act | Complied | Arrangement have been made to send information | |
| **18** | **Implementing citizens charter** | | | |
| 18.1 | A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management | Complied | Citizen charter of the ministry is being prepared | |
| 18.2 | A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular | Complied | | |
| **19** | **Preparation of the Human Resource Plan** | | | |
| 19.1 | A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018. | Complied | | |

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| 19.2 | A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan | Complied | | |
| 19.3 | Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular | | | |
| 19.4 | A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular | | | |
| **20** | **Responses Audit Paras** | | | |
| 20.1 | The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified | Not Related | | |