



DEPARTMENT OF MANAGEMENT SERVICES

ANNUAL PERFORMANCE REPORT -2013 GENERAL TREASURY COLOMBO 01

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Vision

To be the pioneer in Public Sector Cadre Management,
Remuneration Management and Consultancy

Mission

To provide the necessary management service assistance to the public sector
organizations to maintain an optimum public service

From the Director General

Considering the economic development goals of the country and timely needs of human resource in various fields of the public sector, during the year 2013, the challenging task of maintaining an appropriate and optimum cadre in the public sector could be successfully achieved.

The major function of the Department of Management Services is to manage the human resource of the government sector properly and effectively in order to deliver the public service accurately, efficiently and amicably to the satisfaction of the public in the process of achieving rapid economic and social development goals set out by the government which advances through a new development approach with a new strength. It is with great pleasure I state that the Department could contribute significantly to accomplish the said task in the year 2013.

My heartiest thanks should go to the Secretary to the Ministry of Finance and Planning, Dr. P.B. Jayasundera, and the Deputy Secretaries and the Heads of Departments in the Treasury for their guidance and assistance. I take this opportunity to thank the officials of the National Salaries and Cadres Commission, Finance Commission and other Line Ministries for the corporation extended in the task. Finally, I wish to express my sincere thanks to the staff of the Department that played its role properly with team spirit and dedication in an organized manner.

N. Godakanda
Director General

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1. Introduction

1.1 Inception

The Department of Management Services was established under the Ministry of Finance & Planning as a Grade I Department in April 1999. Since then the Department has been contributing for effective Human Resource Management of the public sector performing the tasks such as recognizing the optimum cadre at institutional level in consideration of service requirements in the national, provincial and local government levels, determining salaries for the posts so recognized and granting approval for schemes of recruitments and promotions. Special focus on factors such as financial status of the country, potentials for development and creation of a skillful workforce for the public service was highly essential in this concern. In this task, the Department has made an enormous contribution to maintain the optimum/appropriate level of human resources required for the public sector through active involvement in cadre reviews in collaboration with other related institutions to meet the timely requirements.

1.2 Objectives

This Department functions with several objectives to achieve the following goals in order to establish a more effective human resource in public service.

- i. Cadre management in the Public Sector.
- ii. Determination of salaries and allowances in line with the National Wages Policy.
- iii. Conducting surveys on cadre in the Public Sector.

1.3 Functions

- (i) Providing services to the National Salaries and Cadres Commission /apex bodies.
- (ii) Introduction, implementation and monitoring of relevant reforms to the public sector.
- (iii) Conducting surveys on setting up missions & objectives, introduction of systems & procedures, providing staff and submitting recommendations to relevant authorities.
- (iv) Identifying duplication of functions in the Public Sector Institutions with the objective of restructuring and the sizing the Public Institutions.
- (v) Conducting organizational reviews and cadre reviews, improving systems, building up and strengthening organizational structure with a view to ensure efficiency and efficacy.
- (vi) Formulating approved criteria and standards for cadre management.
- (vii) Identifying excess staff, redeployment and making suggestions for termination of service.

- (viii) Identifying the needs of improving the physical environment and the areas to be mechanized /automated, computerized and outsourced.
- (ix) Studying / reviewing of service minutes and service conditions taking the development needs into account; Submission of proposals thereon.
- (x) Examining and making recommendations after scrutinizing proposals on re-employment of retired officers in the public sector and appointment of consultants.
- (xi) Maintaining cadre information systems on Public Service and Provincial Public Service and planning succession for posts of great importance.
- (xii) Carrying out studies on recruitment policy, skills development training and planning of succession as well as assisting relevant authorities to implement such matters.
- (xiii) Management of salaries and bonuses, incentive schemes, welfare schemes of Public Sector and such other remuneration packages.
- (xiv) Consultative service on management of institutional reviews, cadre, salaries etc. of Provincial Councils and Local Government Institutions.
- (xv) Studying and making recommendations on superannuated benefit schemes in the public sector as well as the corporate sector

2. CADRE MANAGEMENT

In the matter of Human Resources Management, function of the Department of Management Services consists of the following tasks.

- Granting approval for creation of posts
- Granting approval to fill vacancies
- Identifying the posts to be suppressed
- Revision of designations
- Granting cadre approvals and determination of salaries of public sector projects

An appropriate cadre of the public service is an essential component in maintaining a satisfactory performance of the role assigned to the public sector. Accordingly, tasks attended by the Department of Management Services during the year 2013 with the view to maintaining an optimum cadre in public service , in consideration of emerging requirements in the areas of government ministries, departments, provincial councils, local government institutions and state projects along with development goals of the country have been mentioned below.

2.1 Public sector employment and sectoral composition

By 31.12.2013, the total number employed in the public sector was 1,298,529. The cadre composition of public sector which consists of ministries, departments, institutions, public enterprises including banks and financial institutions, provincial and local authority level establishments and security forces is given below.

Table 01 Public Sector Cadre Composition – 2013

Administrative Level	Approved Cadre	Actual Cadre
National	1,041,953	922,777
Provincial & Local Authorities	391,647	375,752
Total	1,433,600	1,298,529

Source: Department of Management Services

2.2 Cadre Management of Public Sector 2013

With the view to efficient and effective public service delivery in order to facilitate the economic development activities in accordance with the new policies of the government, Department of Management Services has taken actions to maintain an optimum cadre for Ministries, Departments, Provincial Councils and Local Government Institutions and Public Enterprises including Banks and Financial Institutions in the year 2013. As per the Public Administration Circular No.06/2006, public sector comprises four categories of staff namely senior, tertiary, secondary and primary levels.

Table 02

Administrative Level	Service Level				Total
	Senior	Tertiary	Secondary	Primary	
National	27,743	27,090	721,640	146,304	922,777
Provincial	13,681	15,313	236,589	60,873	326,456
Local Authorities	999	739	15,598	31,960	49,296
Total	42,423	43,142	973,827	239,137	1,298,529
Percentage	3%	3%	75%	19%	100%

Source: Department of Management Services

Engineers, Judicial, Legal and Medical Officers, Executives who hold the managerial responsibilities engage three percent (3%) of the total cadre representing the senior level. Tertiary level, captures officers such as Administrative Officers, planning, accounting, regulatory, taxation staff, Enforcement Officers, Translators, etc entrusted with supervisory activities assisting the senior level that contributes three percent (3%) of the entire public sector. Development Officers, Management Assistants, Nurses, Teachers, Soldiers of Tri forces and Police Constables and others serve at the secondary level which represents seventy five percent (75%) of the total public sector employment. This shows the nature of public service in Sri Lanka that engages a large number of teachers, nurses, extension officers and field level human resource and rural development to provide island wide education, health and rural centric services in the country. Service categories such as Drivers, Office Aides, etc. who represent nineteen percent (19%) of the total cadre of the public sector, provide primary supportive services.

2.2.1 Creation of posts- 2013

In creation of posts, factors such as functions assigned to the institutions, financial capability of the country, budgetary allocations and timely need for creation of posts were taken into consideration. The Table 03 given below depicts the classification of the posts approved for Ministries, Departments, Provincials Councils, Statutory Bodies and Government Projects with comparative figures of 2010-2013.

Table 03**Creation of Posts**

Institution	2010		2011		2012		2013	
	No.of Post	Percentage (%)	No.of Posts	Percentage (%)	No.of Post	Percentage (%)	No.of Post	Percentage (%)
Ministries / Departments	1,923	36.3	2,893	73.3	38,386	78.1	15,315	77.0
Provincial Councils	2,811	53.0	523	13.2	8,572	17.4	3,093	16.0
Statutory Bodies	568	10.7	534	13.5	2,217	4.5	1,330	7.0
Total	5,302	100	3,950	100	49,157	100	19,738	100

Source: Department of Management Services

Accordingly, seventy seven percent (77%) of new posts created during the year 2013 were for Ministries and Departments.

2.2.2 Granting approval for filling of vacant posts -2013

In terms of the Management Services Circular No.36 dated 01.08.2007 and 36 (I) dated 15.10.2007, the authority of recruitment and appointment has been delegated to the Secretaries of relevant Line Ministries and Chief Secretaries of Provincial Councils in order to fill vacancies occurred due to retirement / resignation /death and vacation of post in connection with the officers falling under the MN, MT, SL, PL salary scales stated in Public Administration Circular No.06/2006. However, the prior approval of the Management Services Department was further required to fill vacancies that are not covered by the above Circular. Accordingly, taking the exigencies of service into account, approvals were granted to fill 10,417 vacant posts considering the requests of public institutions including Ministries, Departments and Provincial Councils by the Department during the year 2013.

Table 04**Granting approval for filling of vacant posts 2013**

Institution	No. of posts	Percentage%
Ministries	4,683	45
Departments	2,673	26
Provincial Councils & Local Authorities	1,788	17
Statutory Bodies	1,273	12
Total	10,417	100

Source: Department of Management Services

2.2.3 Suppression of posts and revision of designations

The role of the Management Services Department is not limited to granting approval for filling of vacancies and creation of posts. Detection of ineffective and inappropriate posts existing in public institutions, suppression of such posts with concurrence of the relevant institutions, revision of designations and consolidation of posts corresponding to the nature of duties are also considered as the main functions assigned to the Department. In this exercise the Department makes use of the database and the staff of the Research Division effectively. The following table indicates the comparative data of the posts which were suppressed during the period of 2010-2013.

Table 05 **Suppression of Posts**

Institution	No. of Posts Suppressed			
	2010	2011	2012	2013
Ministries	12	32	95	179
Departments	174	512	1853	494
Provincial Councils & Local Authorities	329	62	66	1
Statutory bodies	24	66	8	33
Total	539	672	2022	707

Source: Department of Management Services

2.2.4 Recruitment of Project Staff and Remuneration Management

In terms of Management Services Circular No. 33 of 05.04.2007, the responsibility lies with the Department of Management Services to grant approval for creation of cadre required for various development projects at national and provincial level so as to complete the projects work within the expected time period. The department was able to have the fullest cooperation of the relevant line Ministries, Provincial Councils, the Department of External Resources and the Department of Project Management and Monitoring in accomplishing this task during the year 2013.

Table 06 **Approval for Project Staffs-2013**

Serial No.	Project	No. of Posts
01	The Landslide Disaster Protection of the National Road Network Project	12
02	Road Project -Local bank Funded	185
03	Special Project Management Unit (Former Japan Aided Project Management Unit)	22
04	Establishment of Colombo Vocational Training Centre and Upgrading the Gampaha Technical College Project	09
05	Kandy City Waste Water Project	26
06	Colombo Water Supply Services Improvement Project-ADB assisted	96
07	Rehabilitation of Kilinochchi Water Supply Scheme	17
08	Water Supply Project-Anuradhapura North	10

09	Dry Zone Urban Water & Sanitation Project	12
10	Water supply Projects of Badulla, Haliela & Ella	29
11	Mahiyanganaya Water Supply Project	12
12	Jaffna- Kilinochchi Water Supply and Sanitation Project	29
13	Greater Colombo Waste Water Management Project(GCWMP)	04
14	Greater Rathnapura Water Supply Project	30
15	Water Supply Scheme- Kirama- Katuwana	13
16	-Monaragala-Buttala	25
17	-Gampaha-Attanagalla	38
18	Greater Kurunegala Water Supply Project	06
19	Small and Medium Scale Enterprise Sector Development Programme	03
20	Urban Regeneration Project-City of Colombo	217
21	Participatory Coastal Zone Restoration and Sustainable Management in the Eastern Province of Post Tsunami Sri Lanka	03
22	Metro Colombo Urban Development Project	01
23	Greater Colombo Transport development Project	12
24	Education Sector Development Program 2013-2017- ADB assisted	11
25	Foreign Aid Project for Renovation and Development	18
26	Project for Construction of Mahamodara Maternity Hospital- Galle	08
27	Garbage Recycling Project (Pilisar Project)	37
28	Garbage Land Sanitary Project- Dompe	10
29	Greater Colombo Waste Water Management Project	14
30	Fisheries Harbors' Development Project – Dik Owita	03
31	Fisheries Harbors and Anchorages Development Project	15

Source: Database - Department of Management Services

2.2.5 Provincial Council Cadre review

To ensure a quality, effective and efficient public service delivery of the Provincial Councils established under the 13th Amendment of the Constitution, the optimum/ appropriate number of posts was approved based on Provincial Council cadre review carried out in 2012. However, additional number of posts has been approved in 2013 due to establishment of new institutions and service expansion. Cadre required for the newly established Northern Provincial Council is being assessed. Required new posts for the Council Secretariat have been approved.

3. SALARIES AND REMUNERATION MANAGEMENT

Management of salaries, bonuses, incentive schemes and remuneration is of great importance among the functions entrusted to the Department of Management Services. In this task, the decisions are made by the Department in collaboration with the National Salaries and Cadres Commission and the Ministry of Public Administration and Home Affairs, taking the observations and recommendations of such institutions into consideration. The Department provides consultation for practical issues of salaries and remuneration for the inquiries made by Ministries and Departments, too. Moreover, the contribution made by the Department towards the restructuring programmes and consultation relating to the payment of allowances of Statutory Bodies as per Public Administration Circular No.06/2006 was noteworthy. The Circulars issued during the year 2013 by the Department in relation to the above are as follows.

Table 07 Management Services Circulars - 2013

Circular No. and Date	Subject
Management Services Circular No.01/2013 - 15.11.2013	Payment of bonus to the staffs of Public Corporations Statutory Boards and fully State-owned Companies for the year 2013
Management Services Circular No.01/2013(i)- 09.12.2013	Payment of bonus to the staffs of Public Corporations Statutory Boards and fully State-owned Companies for the year 2013

Source: Department of Management Services

4. RESEARCH, INFORMATION AND DATA BASE

4.1 Research Activities

In fulfilling the tasks assigned, the Department has to work in close collaboration with other relevant institutions in the circumstances such as introducing cadre related reforms required to the public sector, restructuring the public institutions, maintaining an optimum cadre in the public sector, formulating cadre norms and standards with respect to the public sector, submitting observations and recommendations, arriving decisions and making suggestions through studying salaries, allowances and other remuneration of the public sector and reviewing Service Minutes, Service Terms and Conditions for various public service categories.

To accomplish these tasks in a proper manner without delay there must be an efficient Research Unit for the Department. The main role of Research Unit in the Department is to collect information, analyze them and furnish reports in support of arriving at policy decisions in the successful accomplishment of departmental functions. For the purposes of investigations/ surveys the officers of the Research Unit are directed to relevant institutions for collecting information personally. The department has identified the need of expansion of the capacity of the Research Section and already planned to make recruitments having identified a talented team of officers therefor.

4.2 Information and Database

To maintain an accurate data and information in respect of human resource in the public service is of great importance in the policy decision making process. In this context, the Department of Management Services holds a broad responsibility as the pioneer public institution specialized in cadre & remuneration management & consultancy in the public sector. To cater the need of a proper and effective computerized database, actions were taken to design a database during the period 2012-2013 and now it functions successfully providing data of approved and actual cadre in public sector.

Presently, the facility of retrieving the accurate cadre information with respect to the public sector human resource has been provided through this database. Accordingly, reports on exact information as required in respect of cadre classifications by salaries, services & categories etc are easily obtainable through the database. As a result, the functions of the Department have become more convenient and the degree of accuracy of data has also been improved. Actions have been taken to update the database appropriately.

4.3 Submission of Observations on Cabinet Memoranda

One of the major functions of the Department is to make observations for the Cabinet Memoranda on matters such as establishment issues, salaries and allowances which come under the scope of the Department. The number of cabinet papers for which the Department of Management Services has submitted its recommendations in 2013 is given in table 08 with classification.

Table 08 Classification of Observations on Cabinet Memoranda

No.	Subject/Field	No. of Memoranda
1	Appointments	118
2	Extension of Service	35
3	Creation of new posts	14
4	Remuneration	70
5	Service Minutes & Recruitment Procedures	38
6	Disciplinary Matters	08
7	Recruitments on Contract basis	110
8	Other	106
	Total	499

Source: Department of Management Services

In 2013, issues pertaining to the appointments, extension of service and remuneration were significant among the observations made by the Department for Cabinet Memoranda. Besides, the Department participated in regular Cabinet Sub – Committee on Establishment meetings. The comparative data in relation to the number of observations made from 2003 to 2013 on Cabinet Memoranda is given in the following table.

Table 09 Observations of Cabinet Memoranda – 2003– 2012

Year	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
No. of Memoranda	863	562	605	820	780	750	1272	598	1019	399	499

Source: Department of Management Services

4.4 Committee Representation, Coordination and Communication

In the matter of achieving the development objectives and institutional objectives, the officers of the department actively took part in the following conferences and discussions, representing the Ministry of Finance and Planning and Secretary to the Treasury.

- Cabinet sub- committee on Establishment matters.
- Committees appointed by the cabinet with representatives from this Department.
- Committee on Public Accounts
- District Secretary / GA Forum
- Governors' Forum
- Provincial Chief Ministers' Forum
- Provincial Chief Secretaries' Forum
- Discussions with National Salaries & Cadres Commission
- Project Progress Review Committees
- Board of Directors Meetings and Committees on Audit and Management

- Procurement and Technical Evaluation Committees

The officers of this department have served as members of interview boards at requests made by various institutions. Besides, discussions on cadre issues of public institutions are held on regular basis with the parties concerned. This department maintains an effective communication in order to ensure an efficient methodology for Management of Human Resource in the public sector.

5. ESTABLISHMENT DIVISION

Maintenance of a higher job- satisfaction of the staff is one of the most important factors in fulfilling of the duties entrusted with the department efficiently and effectively. Therefore steps were taken by the Establishment Division to renovate the physical setting of the Department as a conducive environment which enhances the job satisfaction of the staff in order to provide assistance for the rest of staff to work as an efficient group with team spirit.

The Department could carry out the services in its expected level in 2013 by maximum utilization of its human and physical resources without any impact on its performance. The summary of the total cadre as at 31.12.2013 is given in Table 10.

Table 10 **Details of cadre as at 31.12.2013**

No.	Post	Approved Cadre	Existing Cadre	Vacancies
01	Director General	01	01	00
02	Additional Director General	02	01	01
03	Director	07	02	05
04	Deputy Director / Assistant Director	10	07	03
05	Accountant	01	00	01
06	Assistant Director (ICT)	01	00	01
07	Administrative Officer	01	01	00
08	Translator	01	01	00
09	Research Assistant	07	05	02
10	IT Assistant	01	01	00
11	Development Assistants	02	03	-01
12	Public Management Assistant	29	24	05
13	Information & Communication Technology (ICT) Assistant	03	01	02
14	Driver	06	05	01
15	K.K.S	07	07	00
	Total	79	59	20

Source: Department of Management Services

The schedule 01 given below depicts the staff of the Department as at 31.12.2013.

Schedule 01

Staff as at 31.12.2013

Serial No.	Name	Post
1	Mrs. N.Godakanda	Director General
2	Mr.A.R.Uduwawala	Additional Director General
3	Mr.S.R.W.M.R.P.Sathkumara	Director
4	Mr.M.G.Lalith Ananda	Director
5	Mrs.M.K.S.Jayasena	Deputy Director
6	Mrs.S.N.Attanayaka	Deputy Director
7	Mr.M.A.Karunarathne	Assistant Director
8	Miss.Chamika Maduwanthi	Assistant Director
9	Mr.W.H.G.G.Kosala	Assistant Director
10	Miss.W.P.Sewwandi	Assistant Director
11	Mrs.W.D.Sepalika	Assistant Director
12	Mrs.A.R.P.Dayani Rajapaksha	Administrative Officer
13	Mrs.P.D.D.Samarasekara	Translator
14	Mr.M.W.Jayantha	Research Assistant
15	Mr.R.K.A.Krishantha	Research Assistant
16	Mr.S.M.D.Samaraweera	Research Assistant
17	Mrs.M.M.A.N.Malporu	Research Assistant
18	Mr.B.M.Sarath	Research Assistant
19	Mr.M.P.S.Salgadu	Information Technology Assistant
20	Miss.E.N.Ranasinghe	Development Officer
21	Mrs.S.S.Elpitiyage	Development Officer
22	Miss.H.S.A.Henepola	Development Officer
23	Mrs.W.T.M.Priyanthi	Public Management Assistant
24	Mrs.Y.N.Kaluarachchi	Public Management Assistant

25	Mrs.K.P.Padmakanthi	Public Management Assistant
26	Mrs.A.M.Aluthge	Public Management Assistant
27	Mrs.M.D.R.Ranjani	Public Management Assistant
28	Mrs.A.M.M.Shyamali	Public Management Assistant
29	Miss.G.N.H.Abayawardhana	Public Management Assistant
30	Mr.M.N.M.Usama	Public Management Assistant
31	Mrs.J.A.N.Dedunu	Public Management Assistant
32	Mrs.S.H.S.Pavithra	Public Management Assistant
33	Miss.K.I.Perera	Public Management Assistant
34	Mrs.K.S.S.R.Senevirathne	Public Management Assistant
35	Miss.H.L.Mangalika	Public Management Assistant
36	Mrs.A.M.Gunarathne Manike	Public Management Assistant
37	Mrs.D.P.S.Jayasekara	Public Management Assistant
38	Mrs.A.M.S.S.K.Arampath	Public Management Assistant
39	Mrs.W.J.Perusinghe	Public Management Assistant
40	Miss.R.Ramani	Public Management Assistant
41	Mr.R.A.Wijesinghe	Public Management Assistant
42	Mr.S.S. Biyanwila	Public Management Assistant
43	Miss.A.I.L.Sirisena	Public Management Assistant
44	Miss.S.A.G.D.N.Jayakodi	Public Management Assistant
45	Mr.R.W.A.H.Rajasekara	Public Management Assistant
46	Mrs. H.U.Rathnayake	Public Management Assistant
47	Miss.Hiranthi Deegala	Information & Communication Technology Assistant
48	Mr.M.K.Yasawardana	Driver
49	Mr.T.K.Shaam Nishantha	Driver
50	Mr.K.P.Sirisoma	Driver
51	Mr.G.P.D.C.P.Gunarathne	Driver
52	Mr.D.P.J.B.Dasanayake	Driver
53	Mr.W.A..Hemasiri	K.K.S
54	Mr.T.G.Ananda	K.K.S

55	Mr.A.N.C. de Alwis	K.K.S
56	Mr.W.Nandana	K.K.S
57	Mr.Susantha Prabath	K.K.S
58	Mr.P.A.Thilakasiri Appuhami	K.K.S
59	Mr.Gamage Nimal	K.K.S

Source: Department of Management Services

5.1 Age and Gender wise classification of Staff

Table 11 Age and Gender wise classification of Staff

Serial No	Age group	Female	Male
01	Below 25	00	00
02	26-35	10	04
03	36-45	13	13
04	46-50	04	05
05	51-55	06	03
06	Above 55	00	01
Total		33	26

Source: Department of Management Services

5.2 Transfers

Transfers were affected according to the normal procedure of the public service. Accordingly, in 2013, 21 officers left the department on transfers and one left due to other appointment.

Schedule 02**Officers who left the department on transfers in 2013**

Serial No.	Name	Post	Date of Transfer
1	Mr.A.M.Asanga Dayarathne	Additional Director General	2013.05.13
2	Mrs.R.K.G.D.K.Wijesinghe	Director	2013.03.04
3	Mr.G.D.Anura Piyabandu	Director	2013.09.23
4	Mr.K.G.Pradeep Pushpakumara	Director	2013.12.06
5	Mr.K.R.Paranavithana	Research Assistant	2013.06.18
6	Mrs. A.K.P.Nilmini	Research Assistant	2013.08.16
7	Mrs. W.S.S. Pushpakanthi	Public Management Assistant	2013.01.01
8	Mr.A.R.Sahideen	Public Management Assistant	2013.01.01
9	Mrs.H.U.N.Fonseka	Public Management Assistant	2013.01.01
10	Miss.R. Wijesekara	Public Management Assistant	2013.01.01
11	Mrs. H.D.L. Kumuduni	Public Management Assistant	2013.01.01
12	Mrs.W.S.S.P.Fernando	Public Management Assistant	2013.01.01
13	Mr.W.S.K.Malagammana	Public Management Assistant	2013.01.01
14	Mr.G.S.R.Ekanayake	K.K.S	2013.01.04
15	Mrs. W.G.G.A.D.M.Dias	Public Management Assistant	2013.01.15
16	Mrs.G.G.N.S.Rajapakshe	Public Management Assistant	2013.01.15
17	Mr. B.S.A.W.P.Satharasinghe	Public Management Assistant	2013.01.27
18	Mrs. S.D.N.L.Dewapriya	Public Management Assistant	2013.05.08
19	Miss. G.L.R.Widyalankara	Public Management Assistant	2013.11.05
20	Mr.R.C.Karunarathne	Driver	2013.05.23
21	Mr. J.P. Jothiwansha	Driver	2013.10.23

Source: Department of Management Services

Schedule 03 Officers who left the department to take up other appointments

Serial No.	Name	Designation	New appointment
01	Miss.K.T.P.Ransimali	Public Management Assistant	2013.07.12

Source: Department of Management Services

There were 21 officers who joined to this department on transfers. They were experienced officers who had served in various public institutions.

Schedule 04 Officers who were transferred to the Department of Management Services during the year 2013

Serial No.	Name	Post	Date of Transfer
1	Mr.A.R.Uduwawala	Additional Director General	2013.05.06
2	Mr.M.G.Lalith Ananda	Director	2013.03.06
3	Mrs.W.D.Sepalika	Assistant Director	2013.06.03
4	Miss.Chamika Maduwanthi	Assistant Director	2013.06.28
5	Mrs.A.M.Gunarathne Manike	Public Management Assistant	2013.01.02
6	Mrs.D.P.S.Jayasekara	Public Management Assistant	2013.01.02
7	Mrs.A.M.S.S.K.Arampath	Public Management Assistant	2013.01.09
8	Mrs.W.J.Perusinghe	Public Management Assistant	2013.01.15
9	Miss.R.Ramani	Public Management Assistant	2013.02.14
10	Mr.R.A.Wijesinghe	Public Management Assistant	2013.02.28
11	Mr.S.S. Biyanwila	Public Management Assistant	2013.05.07
12	Mrs. H.U.Rathnayake	Public Management Assistant	2013.01.02
13	Miss.A.I.L.Sirisena	Public Management Assistant	2013.04.24
14	Mrs. S.D.N.L.Dewapriya	Public Management Assistant	2013.01.02
15	Miss. G.L.R.Widyalankara	Public Management Assistant	2013.01.02

16	Mr.G.P.D.C.P.Gunarathne	Driver	2013.01.02
17	Mr.D.P.J.B.Dasanayake	Driver	2013.04.01
18	Mr. J.P. Jothiwansha	Driver	2013.10.03
19	Mr.K.P.Sirisoma	Driver	2013.05.27
20	Mr.P.A.Thilakasiri Appuhami	K.K.S	2013.01.02
21	Mr.Gamage Nimal	K.K.S	2013.03.28

Source: Department of Management Services

5.3 Training Programmes

5.3.1 Local Training Programmes

An annual training programme is scheduled for the department with the intention of improving the performance of officers of the Department, taking the needs of the staff as well as the functions of the Department into consideration. Training programmes provided in 2013 are as follows.

Table 12 Participation in training programmes

Serial No.	Field of Training	Training Institute	No. Participated
01	Diploma in Tamil Language	University of Kelaniya	01
02	Master of Financial Economics	University of Colombo	01
03	Advanced computer(Ms Excel & Ms PowerPoint)training course	Institute of Public Services Training	01
04	Strategic Thinking and Global setting for Superior Organizational Performance	Central Bank of Sri Lanka	02
05	ICT for Management Assistant & parallel grades	Sri Lanka Institute of Development Administration	08
06	Training Course in Tamil Language	Institute of National Languages Education & Training	21
07	Role for high labour productivity	National Institute of Labour Studies	02
08	Training Course for the DMS Staff	Sri Lanka Forestry Institute, Sandathanna	60
09	Certificate Course in Computer Science	National Institute of Business Management	01
Total			97

Source: Department of Management Services

5.3.2 Foreign Training Programmes

Foreign Training opportunities were granted for officers of the Department enabling them to obtain the foreign exposure with experience to develop their subject knowledge in 2013 too. Accordingly 13 officers got such opportunities, details of which are given below.

Schedule 05 Foreign Training - 2013

No.	Name	Post	Training Obtained	Country	Duration
01	K.G. Pradeep Pushpakumara	Director	Executive Training in Economics and Public Policy	Singapore	2013.03.18-2013.03.22
02	A.K.P.Nilmini	Research Assistant	Customs Administration for Asian Countries	China	2013.04.08-2013.04.28
03	A.M.Asanga Dayaratne	Additional Director General	Executive Training on Investment and Procurement	Singapore	2013.05.06-2013.05.10
04	S.N.Attanayake	Assistant Director	Seminar on Foreign Direct Investment and Sustainable Development	China	2013.06.08-2013.06.28
05	N.Godakanda	Director General	Executive Training in Economics and Public Policy	Singapore	2013.07.01-2013.07.05
06	M.K.S.Jayasena	Assistant Director	Executive Training in Economics and Public Policy	Singapore	2013.07.01-2013.07.05
07	M.A.Karunaratne	Assistant Director	Executive Training in Economics and Public Policy	Singapore	2013.07.01-2013.07.05
08	M.G. Lalith Ananda	Director	Executive Training in Economics and Public Policy	Singapore	2013.07.01-2013.07.05
09	P.Chamika Maduwanthi	Assistant Director	Executive Training in Economics and Public Policy	Singapore	2013.07.04-2013.07.10
10	S.N.Attanayake	Assistant Director	Training Program in eGovernance and Change Management	Singapore	2013.07.01-2013.07.05
11	W.P.Sewwandi	Assistant Director	Training Program in eGovernance and Change Management	Singapore	2013.07.15-2013.07.19
12	W.P.Sewwandi	Assistant Director	Seminar on Economic Development Patterns and Sustainability	China	2013.07.22-2013.08.15
13	W.H.G.G.Kosala	Assistant Director	Executive Training in Public Finance	Singapore	2013.07.29-2013.08.02
14	W.H.G.G.Kosala	Assistant Director	Seminar on Regional Logistics System Prioritization	Singapore	2013.08.26-2013.09.24

15	P.Chamika Maduwanthi	Assistant Director	Seminar on Economic Development Strategy (Sri Lanka)	Korea	213.09.01-2013.09.14
16	K.R. Uduwawala	Additional Director General	Capacity building in Human Development	India	2013.10. 29-2013.11.01
17	B.M.Sarath	Research Assistant	Seminar on Economic Development	China	2013.11.06-2013.11.26
18	A.M.A.N.Malporu	Research Assistant	Seminar on Island Economy for Developing Countries	China	2013.11.06-2013.11.26
19	K.R. Uduwawala	Additional Director General	Training Program in eGovernance and Change Management	Singapore	2013.11.29-2013.12.03

Source: Department of Management Services

5.4 Annual Official Mail

The number of letters received during the year 2013 was 6320. These letters were related to various types of matters and most of them were in relation to creation of new posts, seeking approval for filling of vacant posts, Schemes of Recruitments and requests for observations and recommendations, clarifications of matters and general establishment matters.

Table 13 **Number of letters received in 2013 (monthly wise)**

No.	Month	No. of letters
01	January	605
02	February	561
03	March	424
04	April	465
05	May	480
06	June	550
07	July	533
08	August	505
09	September	501
10	October	495
11	November	408
12	December	793
	Total	6320

Source: Department of Management Services

6. FINANCE DIVISION

The allocation made by the Budget Estimate 2013 for the Human Resource Management Project under the operational programme of the Department was Rs. 50,400,000 under the Head 242, whereas the actual expenditure was Rs. 36,268,168.16. Accordingly, the Department has economically utilized the provision expending 71% of the total allocation. The following is the financial progress report for the year 2013.

Table 14 Financial Progress Report for the year 2013

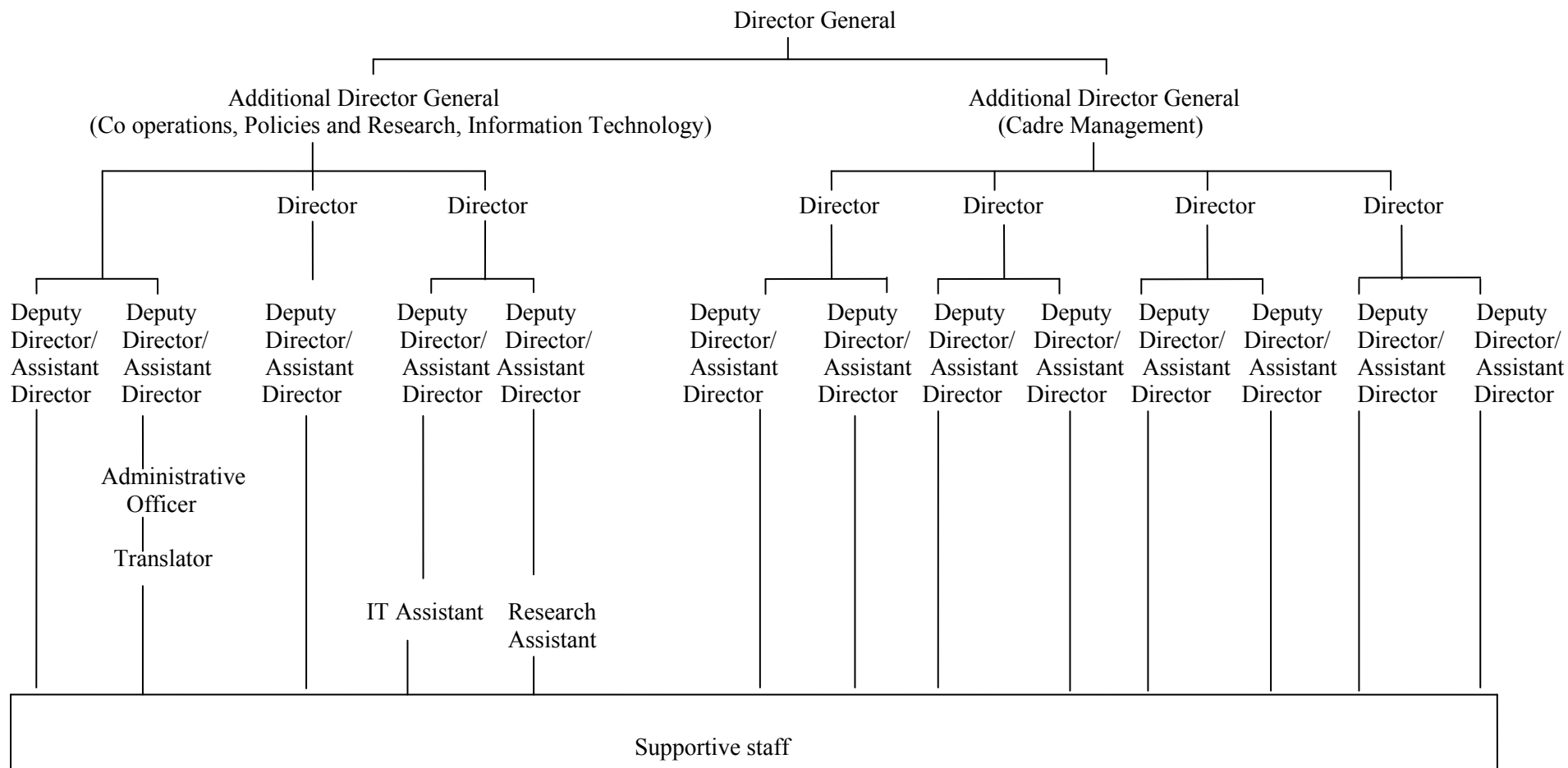
Details of Expenditure			2012			2013		
			Approved Provision (Excluding blocked Provision)	Total Expenditure	Percentage of Expenditure	Approved Provision	Total Expenditure	Percentage of Expenditure
			(Rs.)	(Rs.)		(Rs.)	(Rs.)	
Recurrent Expenditure			32,800,000.00	30,884,182.91	94	35,200,000.00	32,777,099.21	93
Personnel Emoluments			23,760,000.00	22,931,076.91	97	24,700,000.00	23,608,354.85	95
1001	Salaries & Wages		16,150,000.00	15,358,040.70	95	17,000,000.00	15,259,204.69	89
1002	Overtime and Days Pay		715,000.00	693,128.46	97	700,000.00	818,713.66	1.16
1003	Other allowances		6,895,000.00	6,879,907.75	99	7,000,000.00	7,530,436.50	1.07
Travelling Expenses			435,000.00	401,557.72	92	1,000,000.00	893,691.18	89
1101	Local		100,000.00	77,425.50	77	200,000.00	128,445.00	64
1102	foreign		335,000.00	324,132.22	97	800,000.00	765,246.18	95
Supplies			3,785,000.00	3,168,916.10	84	4,000,000.00	3,784,035.79	94
1201	Stationary & office requisites		1,055,000.00	1,002,952.60	95	800,000.00	1,488,982.90	1.86
1202	Fuel		2,500,000.00	2,013,293.50	81	3,000,000.00	2,049,947.19	68
1203	Food & Beverage		180,000.00	152,535.00	85	150,000.00	245,105.70	1.63
1205	Other		50,000.00	135.00	0	50,000.00	0	0
Maintenance Expenses			1,000,000.00	897,587.52	90	1,100,000.00	1,028,196.64	93
1301	Vehicles		830,000.00	818,278.12	99	800,000.00	877,795.12	1.09
1302	Machinery & equipment		170,000.00	79,309.40	47	300,000.00	150,401.52	50
Service			3,070,000.00	2,895,020.96	94	3,500,000.00	2,656,612.75	75
1401	Transport		1,400,000.00	1,312,435.50	94	1,500,000.00	1,060,440.00	70
1402	Post and Telecommunication		1,200,000.00	1,174,399.93	98	1,500,000.00	1,099,998.91	73
1405	Other		470,000.00	408,185.53	87	500,000.00	496,173.84	99
Transfers			750,000.00	701,285.29	95	900,000.00	806,208.00	89
1506	Interest on Property Loan for Public Servants		750,000.00	701,285.29	94	900,000.00	806,208.00	89
Capital Expenditure			1,450,000.00	862,278.85	59	15,200,000.00	3,491,068.95	22
Rehabilitation and Improvement of Capital Assets			636,000.00	566,023.85	89	10,900,000.00	269,328.85	2
2001	Buildings and Constructions		36,000.00	35,140.06	98	10,000,000.00	0.00	0
2002	Machinery and Equipment		100,000.00	77,564.00	78	400,000.00	18,654.00	4
2003	Vehicles		500,000.00	453,319.79	91	500,000.00	250,674.85	50

Acquisition of capital Equipment		153,000.00	96,995.00	63	3,500,000.00	2,728,436.10	77
2102	Furniture and Office Equipment	153,000.00	96,995.00	63	3,000,000.00	2,728,436.10	90
2013	Machinery and Equipment				500,000.00	500,000.00	0
Skills Development		661,000.00	199,260.00	30	800,000.00	493,304.00	61
2014	Staff Training and Capacity Development	661,000.00	199,260.00	30	800,000.00	493,304.00	61
Total		34,250,000.00	31,857,723.35	93	50,400,000.00	36,268,168.16	71

Source: Accounts Division, Department of Management Services

Organization Structure

Department of Management Service



- Supportive Staff – Data Entry Operator, Public Management Assistants, Driver, KKS