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Annual Report – 2002

1. Introduction

Sri Lanka Institute of Development Administration established under the provisions of the Sri Lanka Institute of Development Administration Act. No.9 of 1982 is the premier training institute involved in strengthening public sector institutions. The Governing Council of SLIDA comprising of several secretaries of important ministries and few other eminent persons from public and private sectors, supervises and provides guidance to the directorate regarding its activities.

The activities carried out by SLIDA during the period under consideration are broadly classified as;

- ◆ Improvement of knowledge and skills of public sector management through training;
- ◆ Improvement of performance of public sector institution by providing management consultancy services; and
- ◆ Assisting the public sector institutions in recruitment and promotions by conducting examinations.

SLIDA has conducted long-term programmes such as one-year Diplomas, medium-term certificate courses and short-term programmes such as seminars and workshops during this period. In general, all the training programmes are designed to enhance the managerial capacity, to provide an exposure to the current issue and to promote government policies of higher priority. In addition to these programmes SLIDA provides Induction Training to new recruits to management positions in the public service. SLIDA has also undertaken training consultancies, management consultancies, recruitment and promotion exams on the request made by various public sector organizations.

2. Governing Council

In terms of section 6(1) of the Sri Lanka Institute of Development Administration Act No.09 of the 1982 the Hon. Minister of Public Administration, Management and Reforms appoints the members of the Governing Council. Accordingly the following were the members of the Governing Council for the year 2002.

- a) Mr. S. Ranugge, Secretary, Ministry of Public Administration, Management and Reforms was the Chairman till 6th of March 2002.

Ms. Dita Wimalasiri was appointed as Secretary, Ministry of Public Administration, Management and Reforms and also as a Chairman Governing Council with effect from 06th March 2002.

- b) The members of the Governing Council for year 2002 were as follows.

- i. Mr. Bradman Weerakoon , Secretary to the Prime Minister
- ii. Mr. Charitha Ratwatte, Secretary, Ministry of Finance
- iii. Mr. Saman Ediriweera, Secretary, Ministry of Tertiary Education and Training
- iv. Ms. K.P.M. Speldwinde, Secretary, Ministry of Home Affairs, Provincial Councils, & Local Government
- v. Mr. Chanaka de Silva, Chairman, Union Bank of Colombo

- vi. Dr. K.M. Liyanage, Head, Department of Electrical & Electronic Engineering, University of Peradeniya.
- vii. Prof. Willie Mendis, Senior Professor, University of Moratuwa.
- viii. Dr. (Mrs.) Yasa Siriwardane, Coordinating Secretary, Ministry of Public Administration, Management and Reforms
- ix. Mr. T.M.K.B. Tennakoon, Director, SLIDA.
Additional Director, SLIDA Mr. T.M.K.B. Tennakoon was appointed as the Director with effect from 07th of February, 2002.

During the period from January 2002 to December 2002 10 meetings were held with the requisite quorum. SLIDA records its appreciation of the valuable services rendered by the Governing Council for the smooth functioning of the Institution.

3. Staff News

New members joined in year 2002.

No.	Name	Designation	Date of Appointment
01.	Mr. S.S. Hettiarachchi	Deputy Director (Adm)	17.04.2002
02.	Ms. A.M.C.K. Abeysinghe	Book Keeper	01.02.2002

Resignation / Transfers

No.	Name	Designation	Date of Resignation/transfers
01.	Mr. M.P.W.K. Marasinghe	Consultant II	27.11.2002 (Temporary released)
02.	Ms. Jerency Santhiyapillai	Tamil Stenographer	14.10.2002
03.	Mr. Sunil Shantha	Driver II	03.04.2002
04.	Mr. A.K. Ganeshan	Consultant II	31.03.2002 (End of contract period)

Overseas Trainings & Study Tours for 2002

	Name	Name of the Course	Country	Duration
1	Mr. K.E.A. Perera	Workshop on E-learning at New Delhi	India	21.02.2002 - 22.02.2002
2	Mr. W.A.Jayasundara	Research Fellowship on Intellectual Property	Japan	25.02.2002 - 25.06.2002
3	Mr. T.M.K.B. Tennakoon	The Policy Seminar & Council meeting	New Delhi - India	19.02.2002 - 22.02.2002
4	Mr. S. Medagama	Gender Perspective in Development Planning	Malaysia	26.03.2002 - 27.04.2002
5	Mr. W.I. Tissera	Quality Service in the Public Sector	Malaysia	26.03.2002 - 27.04.2002
6	Mr. V. Narampanawa	Development at Productivity Specialists	Philippines A.P.O	22.07.2002 - 09.08.2002
7	Mr. N.M.S.A. Bandara	Symposium on the Internet for Public Services	Indonesia A.P.O	26.08.2002 - 30.08.2002
8	Mr. R. Ganeshrajah	Seminars Development of Training Programme for middle Management	Japan A.P.O	02.09.2002 - 06.09.2002
9	Mr. R. Ganeshrajah	SAFIR Training Course on Infrastructure Regulation and Reforms	Goa - India	15.09.2002 - 23.09.2002
10	Mr. N.M.S.A. Bandara	Information Technology Management in the Public Sector	Kualalampur- Malasia	18.09.2002 - 19.10.2002
11	Mr. M.Thilakasiri	Study Visit Under the Link Programme between the University of Birmingham and Sri Lanka Institute of Development Administration	U.K.(Under British Council)	07.10.2002 - 22.10.2002
12	Mr. K.A.D. Gunasingha	Study Visit Under the Link Programme between the University of Birmingham and Sri Lanka Institute of Development Administration	U.K.(Under British Council)	07.10.2002 - 22.10.2002

13	Mr. S.A.D.P. Gunawardena Mr. I.Tissera		India	04.10.2002 - 22.10.2002
14	Mr. H.M.P.B. Herath	DPFM Course Training Course on Management Consultancy for Productivity improvement	Japan	21.10.2002 - 01.11.2002
15	Mr. N.N. Kamaladasa	Regional Training Workshop on Infrastructure for Good Governance	Hangzhoy People's Republic of China	05.11.2002 - 08.11.2002
16	Mr. W.M.M.M.G.D. Wijekoon	Advanced Training Course on Moderation/Facilitation Skills	Katmandu - Nepal	02.12.2002 - 06.12.2002

4. SLIDA Organization

The following divisions carried out the training activities. The main focus of these divisions is the provision of Training Consultancy Services, Research and Information dissemination through publications. Director supervised the services.

The major divisions are as follows:

- 1) Management and Organization
- 2) Public Administration and Human Resources Development
- 3) Development Management
- 4) Financial and Assets Management
- 5) Skills Enhancement and Language
- 6) Information Systems

4.1 Management and Organization Division

During the year 2002, twenty scheduled programmes including workshops were conducted and the total number of participant's days amounted in 4018. Details of the scheduled programmes are as follows:

Serial No.	Course Title	Days	No. of Course Cond.	Total No. of Part.	Average Part.	Parti. Days
1	SLAS Induction Training	30	1	19	19	570
2	Problem Solving & Decision Making	5	2	35	18	175
3	General Management	60	2	35	18	2100
4	Public Speaking & Presentation Techniques	3	2	46	23	138
5	Optimizing the Brain for Higher Achievements	2	2	47	24	94
6	Performance Appraisal	3	1	20	20	60
7	Managerial Skills	3	1	17	17	51
8	Time Management	3	1	23	23	69
9	Public Relations	3	1	15	15	45
10	Organizational Behaviour	5	1	20	20	100

11	Interviewing Techniques	3	1	17	17	51
12	W/S on Understanding Self for Better Performance	3	1	21	21	63
13	Seminar on Fundamental Rights	2	1	26	26	52
14	Strategic Management Principles Process	5	2	66	33	330
15	Certificate Course in Gender and Development	10	1	12	12	120
	Total	140	20	419	306	4018

4.2 Public Administration and Human Resources Management Division

During the year 2002, thirteen scheduled programmes were conducted during the year and the total number of participants days amounted 1431. Details of the scheduled programmes are as follows:

Serial No.	Course Title	Days	No. of Course Cond.	Total No. of Part.	Average Part.	Parti. Days
1	Total Quality Management	5	1	20	20	100
2	W/S on Customer Care for Quality and Pro. Service	1	1	42	42	42
3	Certificate in Training of Trainers	10	1	19	19	190
4	Disciplinary Procedure	5	2	56	28	280
5	W/S on Total Quality Management 100 Day Programme	2	1	13	13	26
6	Training of Trainers	5	1	20	20	100
7	Supervisory Management	5	1	40	40	200
8	W/S on Work Study Techniques	3	1	18	18	54
9	Productivity Management	5	1	29	29	145
10	Human Resource Management - Part I HRM for Public Sector Managers	5	1	13	13	65
11	W/S on Productivity Improvement Teams	3	1	18	18	54
12	Productivity Improvement in the Public Sector	5	1	35	35	175

	Total	54	13	323	295	1431

4.3 Development Management Division

During the year 2002, nine scheduled programmes were conducted during the year and the total number of participants days amounted 1301. Details of the scheduled programmes are as follows:

Serial No.	Course Title	Days	No. of Course Cond.	Total No. of Part.	Average Part.	Parti. Days
1	Regional & Rural Development Part I & Part II - CRRD	10	1	28	28	280
2	Environmental Management - Part I & Part II	10	1	16	16	160
3	ISO-14000-Environment Management Systems (EMS)	3	1	19	19	57
4	Urban Traffic Management	3	1	28	28	84
5	Project Proposal Writing	5	1	29	29	145
6	Certificate in Project Management Part I & II	10	1	25	25	250
7	Project Proposal Preparation	5	2	40	20	200
8	Development Planning	5	1	25	25	125
	Total	51	9	210	190	1301

4.4 Financial and Assets Management Division

During the year 2002, five scheduled programmes including one Diploma Programme and one Induction Training Programme were conducted during the year and the total number of participants days amounted 16457. Details of the scheduled programmes are as follows:

Serial	Course Title	Days	No. of	Total No.	Average	Parti.
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No.			Course Cond.	of Part.	Part.	Days
1	Diploma in Public Financial Mgt.	240	1	18	18	4320
2	Accountants Induction Training Programme	80	1	150	150	12000
3	Seminar on Contemporary Development Issues - NCP	2	1	27	27	54
4	Public Finance for Better Organizational Results	2	1	9	9	18
5	Public Procurement Management	5	1	13	13	65
	Total	329	5	217	217	16457

4.5 Skill Enhancement and Languages Division

During the year 2002, nine scheduled programmes including five Diploma Programmes were conducted during the year and the total number of participants days amounted 30096. Details of the scheduled programmes are as follows:

Serial No.	Course Title	Days	No. of Course Cond.	Total No. of Part.	Average Part.	Parti. Days
1	Diploma in English	48	5	605	121	29040
2	Certificate Course in Basic Tamil	12	2	18	9	216
3	Certificate Course in English at Work	15	2	56	28	840
	Total	75	9	679	158	30096

4.6 Information Systems Division

During the year 2002, nine scheduled programmes were conducted during the year and the total number of participants days amounted 30096. Details of the scheduled programmes are as follows:

Serial No.	Course Title	Days	No. of Course Cond.	Total No. of Part.	Average Part.	Parti. Days
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1	Spread Sheet Processing using MS-Excel	5	2	54	27	270
2	Computer Applications for Beginners	5	1	16	16	80
3	Word Processing using MS-Word	5	1	17	17	85
4	Relational Database Management Systems	10	1	18	18	180
5	Presentation using MS Power Point	3	2	50	25	150
6	Certificate in Computer Applications for Office Automation	15	1	22	22	330
	Total	43	8	177	125	1095

5. Consultancies

5.1 Management Consultancies

The following Management Consultancies were completed during the year 2002

No	Name of the Consultancy
1.	Carder New Assessment for Sri Lanka Broadcasting Corporation
2.	Obtaining Consultancy Services for Revision of Scheme of Recruitment of the RDA
3.	Preparation of Computer Programme for Postal Department
4.	Work Study for National Transport Commission
5.	Preparation of New Computer Software (Prison Department)
6.	Work Study for Department of Co-operative Development
7.	Preparation of Computer Programme for Chief Secretary's Office ,North Cental Province
8.	Consultancy Service for Training Programme for Urban Development and Low Income Housing Project
9.	Re-Assessment of Human Resources Needs in the Department of Posts
10.	Requesting Assistance to Rectify Salary Anomalies at TRI
11.	Preparation of Job Descriptions for the Staff attached to Zonal Education Office

5.2 Training Consultancies

The Following Training Consultancies were completed during the year 2002.

Serial No.	Course Title	Duration	No. of Participants	Division
01	Induction Trg. for Planning Officers	02.01.02-01.03.02	105	M & O
02	HRM for Naval Officers for SL Navy	21.01.02-01.02.02	20	M & O
03	Navy Sub Lieutenant (NPM) Course	28.01.02-01.02.02	14	M & O
04	Cert. Course in Pub. Mgt. – Tech. Coop. Prog. Of the Ministry of Foreign Affairs	11.01.02-09.02.02	14	M & O
05	Trg. on Pension Payment Processing system for Dept. of Pension	10.01.02-11.01.02	28	IT
06	Computer Tech. & Computer Applications for Sub Lieutenant	15.01.02-25.01.02	15	IT

07	Research Methodology	25.02.02-01.03.02	15	Devp. Mgt.
08	W/S on Supervision for Senior Management – Health Dept.	12.02.02-19.02.02	90	PA & HRM
09	HRM for Naval Officers for SL Navy	11.02.02-22.02.02	25	M & O
10	Project Planning-National Planning Dept.	05.02.02-22.02.02	150	Devp. Mgt.
11	BOI-Management Skill Development	21.02.02-22.02.02	30	PA & HRM
12	Customer Care & Quality & Productivity Service	18.02.02	15	PA & HRM
13	Total Quality Management	21.02.02-22.02.02	18	PA & HRM
14	W/S on 5-S – Ministry of Port Development & Shipping	28.02.02	50	PA & HRM
15	W/S on Coastal Resource Mgt.	02.02.02-03.02.02	22	Devp. Mgt.
16	Management Development-Labour Department	25.03.02-29.03.02	45	M & O
17	Cert. Course in English for Shell Lanka (Pvt.) Ltd.	09.03.02-31.07.02	15	Skill Enhan.
18	Management Skill Development-BOI	06.03.02-07.03.02 13.03.02-14.03.02	30	M & O
19	HRM for Naval Officers for SL Navy	18.03.02-29.03.02	26	M & O
20	Computer Trg. for Officers in Clerical & Parallel Grades for PSTI	13.03.02-15.03.02	31	IT
21	Management Development – Labour Department	01.04.02-05.04.02	47	M & O
22	Cert. Course in English for Office of Shell Lanka (Pvt.) Ltd.	09.03.02-08.07.02	15	Skill Enhan.
23	Computer Trg. for Officers in Clerk & Parallel Grades	22.04.02-24.04.02	28	IT
24	HRM for Naval Officers for SL Navy	22.04.02-03.05.02	25	M & O
25	Management Development for Labour Department	13.05.02-18.05.02	40	M & O
26	HRM for Naval Officers for SL Navy	06.05.02-17.05.02	22	M & O
27	Trg. of Social Mobilizers-Coast Conservation Dept.	03.06.02-07.06.02	18	Mgt. Devp.
28	Computer Trg. for Officers in Clerical & parallel Grades	26.06.02-28.06.02	30	IT
29	Sub Lieutenant – NPM Course	17.06.02-21.06.02	25	M & O
30	Coastal Conservation & Management	19.06.02-21.06.02	22	Mgt. Devp.
31	Cert. on General Management & Administration for SLFEB	20.05.02-10.06.02	11	PA & HRM
32	TOT for Agrarian Services	19.06.02-21.06.02	22	Mgt. Devp.
33	HRM for Naval Officers for SL Navy	03.06.02-14.06.02	25	M & O
34	Management Development Prog. for Medical Officers	10.07.02-	25	M & O
35	HRM for Naval Officers for SL Navy	25.06.02-06.07.02	25	M & O
36	Computer Trg. on Subsidy Computer	20.07.02	31	IT

	System of TSHDA			
37	Computer Trg. on Subsidy Computer System of TSHDA	29.07.02	20	IT
38	General Management & Administration for SLFEB	17.06.02-08.07.02	6	PA & HRM
39	Staff Development Workshop for NIE Maharagama-1	15.07.02-17.07.02	19	PA & HRM
40	Staff Development Workshop for NIE Maharagama-II	31.07.02-02.08.02	20	PA & HRM
41	Preparation of a Corporate Plan-Timber Corporation	25.07.02	20	M & O
42	Computer Course for Sub Lieutenants	05.08.02-12.08.02	17	IT
43	Management Development for Executive Officers of Petroleum Corporation	14.08.02-16.08.02	15	M & O
44	Staff Development Workshop for NIE Maharagama-III	29.07.02-02.08.02	20	PA & HRM
45	Staff Development Workshop for NIE Maharagama-IV	26.08.02-28.08.02	20	PA & HRM
46	Management Development Programme for UGC	29.07.02-20.08.02	39	M & O
47	Zero Base Budgeting System & VAT Seminar	02.08.02-03.08.02	102	Fin. Asset
48	Computer Trg. on Subsidy Computer System for TSHDA	31.07.02-16.08.02	20	IT
49	Disciplinary Procedure – My. of Wild Life	6.09.02-20.09.02	19	PA & HRM
50	Staff Development Workshop for NIE Maharagama-V	23.09.02-25.09.02	19	PA & HRM
51	Human Resource Development Prog. for My. of Women Affairs	27.09.02	43	PA & HRM
52	Seminar on Accountability in the Public Sector	26.09.02	61	PA & HRM
53	Seminar on Accountability in the Public Sector	27.09.02	61	PA & HRM
54	W/S on Policy Dialogue, W/S on Urban Sector Policy Frame Work	09.09.02	15	PA & HRM
55	HRM Programme for My. of Women Affairs	03.10.02	45	PA & HRM
56	HRM Programme for My. of Women Affairs	16.10.02	29	PA & HRM
57	Computer Course for Sub Lieutenants of SL Navy	28.10.02-08.11.02	15	IT
58	Staff Development Workshop for NIE Maharagama -VI	23.10.02-25.10.02	15	PA & HRM
59	Two Day Seminar on Investigation Techniques	24.10.02-25.10.02	21	PA & HRM
60	Two Day Seminar on Investigation Techniques	28.10.02-29.10.02	31	PA & HRM
61	Leadership & Management for SL Navy	30.09.02-04.10.02	16	M & O
62	Certificate in English – Ministry of Industries	16.10.02-15.10.03	35	Skill Enhan.
63	Certificate in English – Ministry of Industries	17.10.02-16.10.03	35	Skill Enhan.
64	Trg. Prog. for AOs of Ministry of Health	11.11.02-15.11.02	26	PA & HRM
65	Trg. Prog. for Academic Staff of National	28.11.02-20.12.02	12	M & O

	University of Laos			
66	Two Day Seminar on Human Rights	25.11.02-26.11.02	25	PA & HRM
67	Two Day Seminar on Human Rights	27.11.02-28.11.02	28	PA & HRM
68	Trg. Prog. on Productivity & Quality Improvement for Heads of Division & WIT Leaders for Lady Ridgeway	16.12.02-17.12.02	41	M & O
69	Trg. Prog. for Deans of Different of National University of Laos	09.12.02-22.12.02	12	M & O
70	General Management & Administration for My. of Health	16.12.02-20.12.02	26	PA & HRM
71	General Management & Administration for SLFEB	09.12.02-13.12.02	9	PA & HRM
72	Disciplinary Procedure for Dept. of Wild Life	02.12.02-06.12.02	16	PA& HRM
73	Computer Training for TSHDA	30.12.02-03.01.03	25	IT

06. Examinations

The following Exams were conducted during the year 2002.

Ser. No.	Name of the Examination	Organization	No. of Candidates	Amount Rs.
01	EB Exam for Assistant Environmental Officer	Ministry of Transport & Environment	1	7500.18
02	Recruitment Exam for Assistant Manager	Board of Investment	18	13397.05
03	EB Exam for Deputy Director	Ministry of Land Development	1	11719.20
04	EB Exam for Assistant Director	Ministry of Environment & Natural Resource	1	10998.20
05	Recruitment Exam for the Post of Assistant Manager-Promotion Dept.	Board of Investment	27	19727.35
06	EB Exam for Deputy Director	Ministry of Environment & Natural Resource	3	11206.60
07	EB Exam for Fish Science & Social Economic Science Officer	Department of Fisheries & Aquatic Resources	10	14319.11
08	Recruitment Exam for the Post of Manager-Trainee	Airport & Aviation Services	26	11660.35
09	Recruitment Exam for the Post of Veterinary Surgeon	Department of Wildlife Conservation	21	16800.85
10	1. Science Technical Officer 2. Information Asst. Officer	Ministry of Science & Technology	53 02	39369.90
11	Promotion Exam KKS to Clerk Grade III	Ceylon Electricity Board	20	31026.50

12	Promotion Exam Clerk III to IIB	Ceylon Electricity Board	46	32386.15
13	Recruitment Exam for Secretary	UNDP	3	15447.28
14	EB Exam for Assistant Budget Officer	Department of National Budget	123	79186.60
15	EB Exam for Clerk Grade IIB	Ceylon Electricity Board	37	14680.15
16	EB Test for Research Assistants	Ministry of Finance	13	30758.15
17	Promotion Exam Clerk Grade I	Ceylon Electricity Board	40	36245.63
18	Recruitment Exam for Audit Assistants	Ceylon Electricity Board	18	30756.43
19	Promotion Exam for Meter Reader Grade II	National Water Supply & Drainage Board	132	4440.00
20	EB Exam for Public Finance Assistant	Department of Public Finance	14	8889.95
21	Typing Test III to IIB	Ceylon Electricity Board	8	16808.33
22	Typing Test IIB-EB Test	Ceylon Electricity Board	7	
23	Typing Test KKS to Typist Grade III	Ceylon Electricity Board	4	
24	Typing Test other than Medium	Ceylon Electricity Board	17	17816.75
25	Recruitment Exam for the Post of Manager	Department of Hindu Religious & Cultural Affairs	8	8202.90
26	Recruitment Exam for the post of Internal Auditor Grade IV	Central Environmental Authority	14	8592.08
27	Recruitment Exam for Junior Clerk	The Parliament	95	25277.35
28	EB Exam for the Post of Supra Grades Officers	Wildlife Department	8	11752.35
29	1. Excise Inspector 2. Excise Sergeant 3. Excise Guard	Excise Comm. Department	36 23 198	30246.65 14340.50 66646.75
30	EB Exam for Cashier Clerk II-B	Ceylon Electricity Board	6	7025.80
31	Promotion Exam for Cashier Clerk II to IIB	Ceylon Electricity Board	9	12829.75
32	Promotion Exam for Secretary IIB	Ceylon Electricity Board	6	15697.30

	- IIA			
33	Recruitment Exam for Store Keeper III	Ceylon Electricity Board	5	18325.88
34	Promotion Exam for Store Keeper III to IIB	Ceylon Electricity Board	5	12459.00
35	EB Exam for Store Keeper IIB	Ceylon Electricity Board	4	12389.55
36	Promotion Exam for Store Keeper I	Ceylon Electricity Board	22	22749.90
37	Recruitment Exam for Accounts Assistant	Ceylon Electricity Board	64	47877.45
38	EB Exam for Research Assistant	Department of Fiscal Policy & Economic Affairs	8	25901.50
39	Recruitment Exam for the post of Library Assistant & Programme Secretary	National Institute of Business Management	2	
40	EB Exam for Planning Officers	Department of National Planning	2	10997.45
41	Computer Exam	Sri Lanka Navy	16	7156.75
42	EB Exam for post of Deputy Director	Sri Lanka Land Reclamation & Development Corporation	9	7943.33
43	Recruitment Exam for the post of District Manager	Industrial Development Board	27	15130.15
44	EB Exam for the post of Security Officer	Ceylon Electricity Board	4	17477.15
45	Promotion Exam for Security Guard IIB-IIA	Ceylon Electricity Board	37	32244.78
46	EB Exam for the Education & Training Officers	Wildlife Department	2	
47	EB Exam for Security Guards I	Ceylon Electricity Board	3	17198.43
48	EB Exam for Data Entry Operator	Intellectual Property of Sri Lanka	1	7468.18
49	EB Exam for Data Entry Operator	Land Settlement Department	5	7625.44
50	EB Exam for Computer Analyst	Department of Elections	1	8298.63
51	Promotion Exam for Accounts & Audit Clerk	National Water Supply & Drainage Board	58	29340.70

52	EB Exam for State Finance Assistant	Department of Public Finance	11	8112.48
53	EB Exam for Law Officer	Land Settlement Department	3	7785.88
54	EB Exam for Social Economic Marine Biologics	Department of Fisheries & Aquatic Resource	4	13870.80
55	EB Test for Development Assistant Officers	Ministry of Housing and Planning	16	14342.00
56	1. EB Exam for Asst. Store Keeper 2. Accounts Clerk 3. Clerk III 4. Data Entry Operator 5. Steno/Typist	National Institute of Fisheries	5 3 19 4 3	15547.28 12154.95 13901.35 15383.55 22780.70

7. Library

SLIDA Library caters for information requirements of the Public/Corporation Sector officers. It contains a wide range of updated book stock, which is developed to meet the needs of users. The collection is rich especially in the fields of Public Administration, Management, Financial Management, Accountancy and other related areas.

As the result of introducing new training courses, new subject topics are added to the library. During the year, Library book stock development is centered on Public Policy, Good Governance, Environment Management, Performance Improvement, Productivity, Project Management and Implementation, Gender Studies, Poverty Alleviation, Globalization, Privatization etc. The research and consultancy requirements of the Institute too are given prominence, where new information needs are concerned.

Services Provided by the Library

SLIDA Library provided information services to Public/Corporation Officers by maintaining a reference section and a circulation section for lending material to members and SLIDA faculty. The special collections in the library devoted for Sri Lanka collection, Environment Management collection, Gender Studies collection, Marketing Management collection and Information Technology collection. These collections are helped to satisfy information needs of the readers.

SLIDA Library is open in every working day from 9.00 a.m. to 8.00 p.m. except Fridays and all members are eligible to use its services.

Printed bibliographies on special subject areas are made available to faculty members. Steps have been taken to build a Sinhala collection and Tamil book collection for the benefit of officers who follow the SLIDA programmes in Sinhala/Tamil mediums.

The card catalogue and computerized catalogue are available for readers to assist them in their search for material.

Inter Library lending facilities are arranged to obtain material from other Libraries.

Photocopying facility is available at concessionary rates.

Library users (with membership)

Total Enrolment during the year is as follows:

01.	Diploma Course in Public Financial Management	04
02.	Certificate Course in General Management	34
03.	Induction Training Programme for new recruitments to the Sri Lanka Planning Service	93
04.	Induction Training Program for new recruitments to the Sri Lanka Accountants' Service	129
05.	Induction Training Program for new recruitments to the Sri Lanka Administrative Service	19
06.	MSc in Medical Administration	04
07.	SLIDA Staff	06
<u>08.</u>	<u>Permanent memberships</u>	<u>14</u>
Total		303

Library users (without membership)

The participants who followed short-term courses also use the Library to get subject specific information which were useful for their academic activities. The figure of these users was around 3000.

Collection of Library Materials

Book Collection

In the year ending 2002, total inventoried books stood at 25964. The collection of books is updated in year 2002, even with the assistance from donors by who added 55 new titles to enrich the book stock.

<u>Donor</u>	<u>Amount (Rs)</u>	<u>No. of Books</u>
United Nations Development Program (UNDP)	Rs. 53,686.71	15
Governance and Institutional Strengthen Project (GISP)	Rs. 33,458.80	40
Total	Rs. 87,145.51	55

Further, books received to the Library under complimentary basis are also an important source of receiving books to the Library. Fifteen (15) books received on the complimentary basis during the year 2002.

Periodical Collection

The current information needs are met by subscribing to selected 50 periodicals. In addition, nearly 100 periodicals are received on complimentary basis from Domestic and International Organisations.

The following information shows the total purchase of periodicals during the year.

Periodicals (local)	Rs.	1,200.00
Periodicals (foreign)	Rs.	177,493.79
Newspapers	Rs.	47,141.45
Total	Rs.	225,835.24

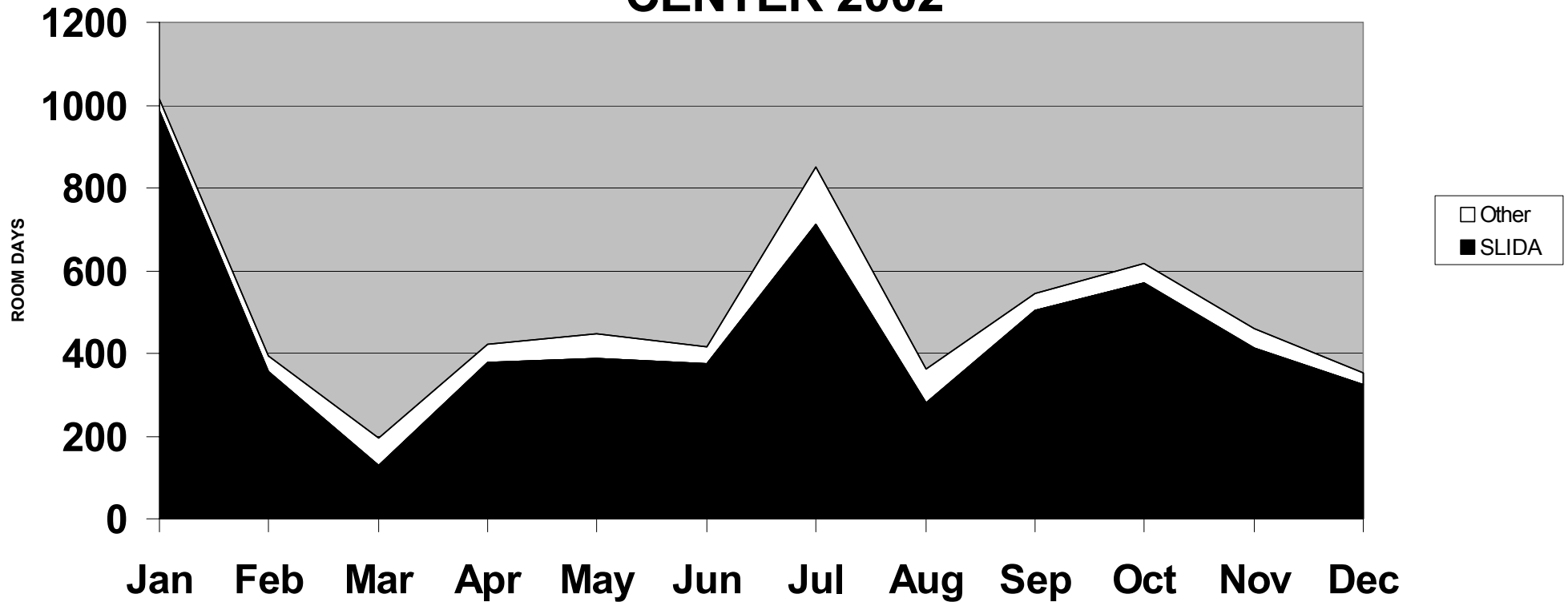
8. Residential Centre

SLIDA provides residential facilities to trainees of various programmes conducted by it.

The total number of room days for the year 2002 amounted to be 6083, breakdown of which is given below.

Month	SLIDA	Other	TOTAL
Jan	986	28	1014
Feb	356	38	394
Mar	129	67	196
Apr	378	45	423
May	388	60	448
Jun	376	41	417
Jul	711	139	850
Aug	281	81	362
Sep	504	42	546
Oct	571	46	617
Nov	413	48	461
Dec	323	29	352
TOTAL	5416	664	6080

UTILIZATION OF RESIDENTIAL CENTER 2002



09 **INCOME AND EXPENDITURE ACCOUNT**

		Year ended 31.12.02	Year ended 31.12.01
	Note	Rs.	Rs.
Contribution from Treasury			
Other Organization		19,935,000.00	18,670,851.09
		<u>19,935,000.00</u>	<u>18,670,851.09</u>
<u>OTHER INCOME</u>			
Course Fees - Local		237,000.00	394,612.50
Consultancy Fees (Nett)	1	9,593,417.04	10,197,479.41
Hire of Halls		765,900.00	400,300.00
Sales of Publications		7,930.00	21,775.00
Income on Investments		133,940.47	132,494.24
Interest from Loans	2	164,377.77	168,686.24
Sundry Income		335,599.51	271,344.06
Rent	3		
Charges for Workshops		10,780.00	
English Program		2,396,460.87	1,289,087.02
Tamil Program		55,855.00	
		<u>13,701,260.66</u>	<u>12,875,778.47</u>
		<u>33,636,260.66</u>	<u>31,546,629.56</u>
<u>LESS EXPENSES</u>			
Personal Emoluments	4	15,393,290.99	14,310,224.66
Staff Welfare	5	328,401.42	264,617.43
Travelling Subsistance & Allowances	6	495,703.85	269,011.01
Utility & Other Services	7	6,456,630.28	4,173,620.06
Transportation	8	1,449,216.12	980,218.08
Repair & Maintenance of Fixed Assets	9	2,644,692.11	1,170,443.53
Supplies & Requisites	10	876,658.33	1,007,979.77
Financial Charges	11	218,788.70	568,354.41
Library Serices	12	403,447.74	389,525.50
Training & Evaluation	13	6,233,299.90	5,618,849.40
Depreciation	14	4,790,547.00	- 4,455,873.83
Cost of Sales (Books)	15	7,930.00	17,295.00
		<u>39,298,606.44</u>	<u>33,226,012.68</u>
Surplus/ Deficit for the year		(5,662,345.78)	(1,679,383.12)
Net Deficit of the Hostel	16	<u>(2,120,826.70)</u>	<u>(2,427,323.43)</u>
		(7,783,172.48)	(4,106,706.55)
<u>ADD</u>			
Adjustments in respect of previous years	17	<u>(1,218,820.70)</u>	<u>1,428,355.23</u>
		(9,001,993.18)	(2,678,351.32)
Grativity Provision			(372,168.00)

Accumulated Fund

(9,001,993.18) (3,050,519.32)

10 BALANCE SHEET

	Note	Year ended 31.12.02 Rs.	Year ended 31.12.01 Rs.
FIXED ASSETS (Sch. 01)	1	56,837,341.99	60,707,446.05
INVESTMENTS (Sch. 02)		1,464,003.95	1,418,635.72
CURRENT ASSETS			
Stock in Hand	2	1,073,026.99	615,122.01
Debtors		14,633.00	
Suspence A/C		15,318.75	
Advances (Sch. 03 & 04)	3	1,019,883.02	6,509,076.38
Pre Payments (Sch. 05)		556,311.00	383,557.10
Staff Loans (Sch. 06 - 09)	4	4,511,431.26	3,816,521.62
Receivables (Sch. 10)		3,340,845.71	4,754,251.32
Bank Balances	5	44,263.37	1,016,728.34
		<u>10,575,713.10</u>	<u>17,095,256.77</u>
LESS			
CURRENT LIABILITIES			
Deposit Payable (Sch.11 , 12)	6	1,785,048.87	4,144,649.61
Accrued Wxpenses (Sch. 13)		1,521,821.69	3,828,788.57
Unclaimed Payments (Sch.14)		25,026.35	13,397.07
Consultancy Fees, Payable (Sch.15)		1,162,628.78	2,677,425.50
Creditors			60,226.23
UDLIHP Project		5,166.40	80,512.80
GIS Project (Sch.16)		44,222.90	56,474.00
DLC Project		100,000.00	100,000.00
Commonwealth Secretariat		397,481.44	
		<u>5,041,396.43</u>	<u>10,961,473.78</u>
NET CURRENT ASSETS		5,534,316.67	6,133,782.99
		<u>63,835,662.55</u>	<u>68,259,864.76</u>
FINANCED BY			
Accumulated Fund		64,501,197.36	66,911,725.63
Balance as at 01.01.02			
Add Adjustments Nett		1,118,649.56	245,855.86
		<u>65,619,846.92</u>	<u>67,157,581.49</u>
Grant Capital			
Transferred From		3,500,000.00	394,135.19
Income & Expenditure A/c		(9,001,993.18)	(3,050,519.32)
Balance as at 31.12.02		60,117,853.74	64,501,197.36

Differed Income	80,909.77	
Kofi Ankhoma Fund	22,191.50	22,191.50
Provision for Gratuity (Sch. 17)	3,508,874.50	3,203,107.50
Bonus Fund	73,154.86	14,549.43
Best Performance Fund	32,678.18	31,135.72
Reserve on Disposal of Vehicles		487,683.25
	<u>63,835,662.55</u>	<u>68,259,864.76</u>

Accountant

Director

Date

Date :

Report of the Auditor General on the Accounts of the Sri Lanka Institute of Development Administration for the year ended 31 December 2002 in terms of Section 14(2)(c) of the Finance Act No.38 of 1971.

The audit of accounts of the Sri Lanka Institute of Development Administration for the year ended 31 December 2002 was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with Section 21 of the Sri Lanka Institute of Development Administration Act No.9 of 1982 and Section 13(1) of the Finance Act No.38 of 1971. My observations which I consider should be published with the annual report of the Institute in terms of Section 14(2)(c) of the Finance Act appear in this report.

1:2 Scope of Audit

Audit opinion, comments and findings in this report are based on a review of the financial statements presented to audit and substantive tests of samples of transactions. The scope and the extent of such review and tests were such as to enable as wide an audit coverage as possible within the limitations of staff, other resources and time available to me. The audit was carried out in accordance with Sri Lanka Auditing Standards, methods and practices to obtain reasonable assurance as to whether the financial statements are free of material misstatements. The audit included examination of evidence supporting the amounts and disclosures in financial statements and assessment of accounting principles and significant estimates and judgements made in the preparation of financial statements, evaluation of their overall presentation and determining whether accounting policies adopted were appropriate, consistently applied and adequately disclosed. Sub-sections (3) and (4) of Section 13 of the Finance Act No.38 of 1971 give discretionary powers to the Auditor General to determine scope and extent of the audit.

2. Accounts

2.1 Audit Opinion

Except for the effects of the adjustments arising from the matters referred to in paragraph 2.3 of this report, I am of opinion, that the financial statements have been satisfactorily prepared to present fairly in all material respects, the financial position of the Institute as at 31 December 2002 and the results of its operations for the year then ended in accordance with the Sri Lanka Accounting Standards.

2.2 Financial Results

According to the accounts presented, the working of the Institute for the year ended 31 December 2002 had resulted in a deficit of Rs.27,720,635 as compared with the corresponding deficit of Rs.22,777,558 for the preceding year. After taking into account the Government grant of Rs. 19,935,000 received for recurrent expenditure, the deficit for the year under review had decreased to Rs. 7,785,635 and after taking into account the Government grant of Rs. 18,670,851 received for recurrent expenditure for the preceding year, the deficit for that year had decreased to Rs. 4,106,707.

2.3 Comments on Accounts

2:3:1 Accounting Deficiencies

Accounting deficiencies observed in audit test check on the sample of transactions valued at Rs.1,171,036 shown in the draft accounts were brought to the notice of the Director of the Institute. Those deficiencies had been corrected subsequently. The possibility of the existence of further accounting deficiencies cannot be ruled out.

2:3:2 Physical Verification of Assets

Necessary action had not been taken in respect of excesses and shortages relating to 1554 items and 4554 items respectively revealed at the Annual Board of Survey carried out as at 31 December 2002.

2:3:3 Lack of Evidence for Audit

Fixed assets totaling Rs.108,213,501, deposits payable amounting to Rs.1,709,211, accounts receivable amounting to Rs.3,332,005 and one item of expenditure amounting to Rs.33,600 could not be satisfactorily vouched or accepted in audit due to the non- availability of required evidence.

2:3:4 Suspense Account

Direct debits made by the Bank amounting to Rs.15,319 as at 31 December 2002 had been transferred to a suspense account without being identified and brought to account appropriately.

2:3:5 Non-compliance with Statutes, Laws, Rules, Regulations and Management Decisions

Several instances of non- compliance with the provisions in the following Laws, Public Administration Circulars, Public Finance Circulars, Establishments Code of the Democratic Socialist Republic of Sri Lanka and Financial Regulations of the Government observed in audit had been pointed out to the Director of the Institute from time to time.

- (a) Finance Act, No.38 of 1971.
- (b) Inland Revenue Act, No.38 of 2000.
- (c) Public Administration Circular No.22/99
- (d) Public Finance Circular Nos.393 and PF/PE 3.

3. Financial and Physical Performance

3:1 Transactions not supported by Adequate Authority

- (a) Incentive payments had been made during the year under review, as in the previous years, to all the officers and other employees of the Institute. Accordingly, a sum of Rs.7,112,767 had been paid during the year under review without proper approval. The amount so paid during last five years amounted to Rs.22,736,973.

The following matters were also observed in this connection.

- (i) No budgetary provision had been made for such payments.
- (ii) According to the Public Finance Circular No.380 of 19 January 2000 incentives can be paid only for consultancy services. But, the Institute had paid incentive allowances including payments made for training courses and examinations relating to Public Sector officials treating those also as consultancy services.
- (iii) The Institute is maintained from capital grants and recurrent grants received from the Treasury to cover the capital expenditure and 65% of the recurrent expenditure and has sustained losses continuously since 1992 up to 2001. Losses incurred by the Institute during the above period totalled Rs.25,094,605. In the circumstances, it cannot be considered justifiable to pay incentives when the Institute sustains losses on its overall operations.
- (iv) Preparation of estimates had also not been realistic. In several instances expenses had been included twice. 15% and 30% of revenue collected from course fees had been transferred to the income of the Institute as reimbursement of expenditure and profit respectively. 38% had been distributed among the staff as incentives.
- (v) Incentives paid to 7 officers had been between 100% to 200% of their monthly salaries.

- (b) There were instances where payments amounting to Rs.63,782 had been made during the first 6 months of 2002 as lecture fees in excess of the actual time taken for lectures.

3.2 Unsettled Advances

The unsettled advances relating to the period 1997 to 2002 amounted to Rs.1,019,883 as at 31 December 2002.

3.3 Payments for Stock Verification

- (a) A sum of Rs.14,400 had been paid to two officers of the Ministry of Public Administration to conduct the Board of Survey without obtaining the approval of the Director General of Establishments.
- (b) A sum of Rs.133,500 had been paid during the year 1999 to the said officers to prepare a Register of Fixed Assets. However, such a register had not been prepared even up to end of October 2002.

3.4 **Fuel Allowances**

Fuel allowance at the rate of Rs.3,000 per month had been paid to 9 officers who were entitled for group transport contrary to the provisions specified in the Circular No.22/99 of 08 October 1999. The total allowances so paid up to October 31 of the year under review amounted to Rs.123,880.

3.5 Unrealised Cheques

Action had not been taken to obtain money from the relevant parties in respect of unrealized cheques valued at Rs.27,500 as at 31 December 2002.

3.6 Achievement of Objectives

In terms of Sub-sections (a) and (b) of Section 3(1) of the Sri Lanka Institute of Development Administration Act, No.9 of 1982 the main objectives of the Institute are to develop through training, the knowledge, skills and behaviours in public officers, which are necessary for the effective performance of their official duties and to organize training courses in the fields of management and public administration. But, due to following reasons, those objectives could not be fully and satisfactorily achieved.

- (a) 185 training courses for Public Officers had been scheduled to be conducted during the year under review. According to information made available only 59 courses had been conducted. During the previous year also 111 courses out of 178 courses had not been conducted.

- (b) Proposed number of training days amounted to 1686 whereas the actual was only 834 training days.
- (c) An examination of the courses conducted by the Institute disclosed that preference had been given to conduct courses which provide approximately 35% - 40% of total consultancy income as incentives to the staff. There were 87 requests for this type of courses during the year 2002 and the Institute had conducted all those courses. 15 consultants had spent 5196 man- hours to conduct courses and of that 2935 man-hours or 56.5 per cent had been spent on courses with incentives and only 2261 man-hours or 43.5 per cent had been spent on training courses relating to public officers. 12 consultants from the Public Service had been released to the Institute on secondment and those consultants had been paid 25% of their monthly salaries in addition to their monthly salaries.
- (d) According to the lecture hours spent for training programme covered by a lecturer in the normal duty hours the salary cost per hour was Rs.1,919 and the cost of incentive for a lecture hour relating to programmes covered under consultancy services was Rs.1,504. But the rate paid for visiting lecturers per hour was Rs.450.
- (e) Out of 87 courses 73 courses conducted under the consultancy services were related to officers in the Government Ministries and Departments. 14 were related of Public Corporations and Private Sector Institutions. Accordingly a sum of Rs.6,734,750 out of Rs.9,164,810 received for consultancy programme was related to Government Sector.
- (f) The Institute had conducted a total of 9138 lecture hours of lectures/workshops/training programmes. Out of this 3144 hours related to fee levying courses for which incentives and lecture fees were payable. Out of this, 2935 hours had been conducted by the internal staff. But, out of non fee levying hours of lectures, only 2261 hours of lectures had been conducted by the internal staff while 3466 hours had been conducted by visiting lecturers.
- (g) Diploma Course in English
- The number participated in the year 2001 for the week end Diploma in English course was 203. This had been increased to 661 during the year 2002. Accordingly, the income and the profit of the year from this course increased by Rs.10,573,750 and Rs.10,660,144 respectively. But, proper procedures had not been followed to recover the course fees. As a result, a sum of Rs.4,500,500 was outstanding at the end of the year under review.

3.7 Library Activities

- (a) A shortage of 1189 books had been revealed at the Board of Survey for the year 2001. However, action had not been taken to assess the value of shortages and to recover from the responsible parties. Value of shortages unrecovered and recovered had not been adjusted in the books.
- (b) Twelve books had not been returned by 06 officers of the Institute. However, action had not been taken to recover the value of the books from the officers.
- (c) Action had not been taken in respect of damaged books which are in an unusable condition.

3.8 Internal Audit

The internal audit functions of the Institute had been assigned to the Internal Audit Unit of the Ministry of Public Administration. However, the internal auditors had not covered all functional areas. Further, the minimum internal audit programme had also not been settled in consultation with the Auditor General.

3.9 Corporate Plan and Action Plan

A Corporate Plan had not been prepared in terms of Section 7 of the Finance Act and Treasury Circular No. PED 52 of 16 June 1989. Action Plan for the year under review also had not been prepared. Therefore, it was not possible to ascertain whether the budget had been prepared to achieve the objectives of the Institute.

4. Systems and Controls

Deficiencies observed in the operation of the systems in the following areas need special attention.

- (a) Distress Loans
- (b) Advances
- (c) Stocks
- (d) Vehicle Maintenance

(S.C. MAYADUNNE)
AUDITOR GENERAL

