



கார்ட்டுபாடன வார்டாவ
செயலாற்றுகை அறிக்கை
PERFORMANCE REPORT

2024

கடமனாகரணு சேவா டெபார்ட்மென்டுவ
முகாமைத்துவ சேவைகள் திணைக்களம்
DEPARTMENT OF MANAGEMENT SERVICES

வட்டி கீர்ட்டு அங்கு 242
செலவினத் தலைப்பு இல. - 242
Expenditure Head No 242

இடல், க்ருமசுமபாடன சபா டார்டீக சுவர்ட்டன அமனாஸு
நிதி, திட்டமிடல் மற்றும் பௌருளாதார அபிவிருத்தி அமைச்சு
Ministry of Finance, Planning and Economic Development

Annual Performance Report

For the year 2024

Department of Management Services

Ministry of Finance, Planning and Economic Development

Expenditure Head No 242

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Chapter 01 - Institution Profile / Executive Summary

1.1 Introduction

Complying with recommendations by National Administrative Reforms Council established under the Ministry of Finance and Planning, a proposal was included in the Cabinet Memorandum of 14.08.1998 submitted on 'Restructuring the Ministry of Finance and Planning' to set up a new department called Department of Cadre and Salaries Management for the purpose of implementing administrative reforms such as curtailing excess cadre, amalgamation or winding up of unnecessary divisions under restructuring of ministries and departments. Following the approval granted by the Cabinet of Ministers for the Cabinet Memorandum on 19.08.1998, the proposed department was established as the Department of Cadre and Salaries Management on 27.11.1998 as a Treasury Department coming under the Ministry of Finance and Planning.

Accordingly, in line with the orders made by the Cabinet of Ministers on 09.04.1999 (Ref. No. CP/99/0492/03/030) with regard to the Cabinet Memorandum of 23.03.1999, the Department of Management Services was established as a department implementing decisions of National Administrative Reforms Council.

Secretary to the General Treasury and to the Ministry of Finance and Planning officially announced establishment of the Department of Management Services issuing Management Services Circular No. 01 dated 05.05.1999 in line with the approval granted by the Cabinet of Ministers on 09.04.1999. The Department of Management Services collaborates with other government institutions in implementing comprehensive cadre and remuneration management strategies with a view to contribute towards sustainable development.

1.1 Vision

To establish an optimal public sector workforce that aligns with national policies ensuring efficiency, effectiveness, and sustainable development

1.2 Mission

To provide guidance for fair and transparent cadre and remuneration management in the public sector.

1.3 Objectives

- i. Cadre and remuneration management
- ii. Updating and maintaining the database on the cadre of the Government Sector Institutions
- iii. Re-deployment or retrenchment of excess cadre, as per service requirement

1.3 Functions and Activities of Department of Management Services

1.3.1 Key Functions

- Introducing, assisting and monitoring the implementation of reforms in the Government Sector
- Conducting institutional review on the mission, objectives, systems, procedures and staffing and making recommendations to relevant authorities and make recommendations to relevant institutions
- Conducting organizational cadre reviews, system improvements, shaping and strengthening organizational structures with the objective of restructuring and right-sizing Public Institutions
- Developing norms and standards on cadre and remuneration management
- Pursuing necessary action to maintain standards through grant of approval for schemes of recruitments and promotions in State Corporations / Boards and Statutory Institutions
- Undertaking studies on review of service minutes, service conditions, schemes of recruitment and submitting proposals in line with their development potential
- Identifying excess cadre and submitting proposals for deployment and/or retrenchment
- Maintaining personnel information system of the Public Service and Provincial Public Service and succession planning for essential posts
- Conducting studies on recruitment policies, capacity building and succession planning as well as assisting relevant authorities in the implementation process
- Providing consultancy services relevant to institutional reviews, cadre and salaries management of Ministries, Departments, Special Spending Units and Provincial Councils and Local Authorities
- Submitting Compliance Report on Public Sector Cadre including their salaries and allowances to Cabinet of Ministers when necessary
- Management of incentive schemes in State Corporations and Statutory Bodies

1.3.2 Other Functions

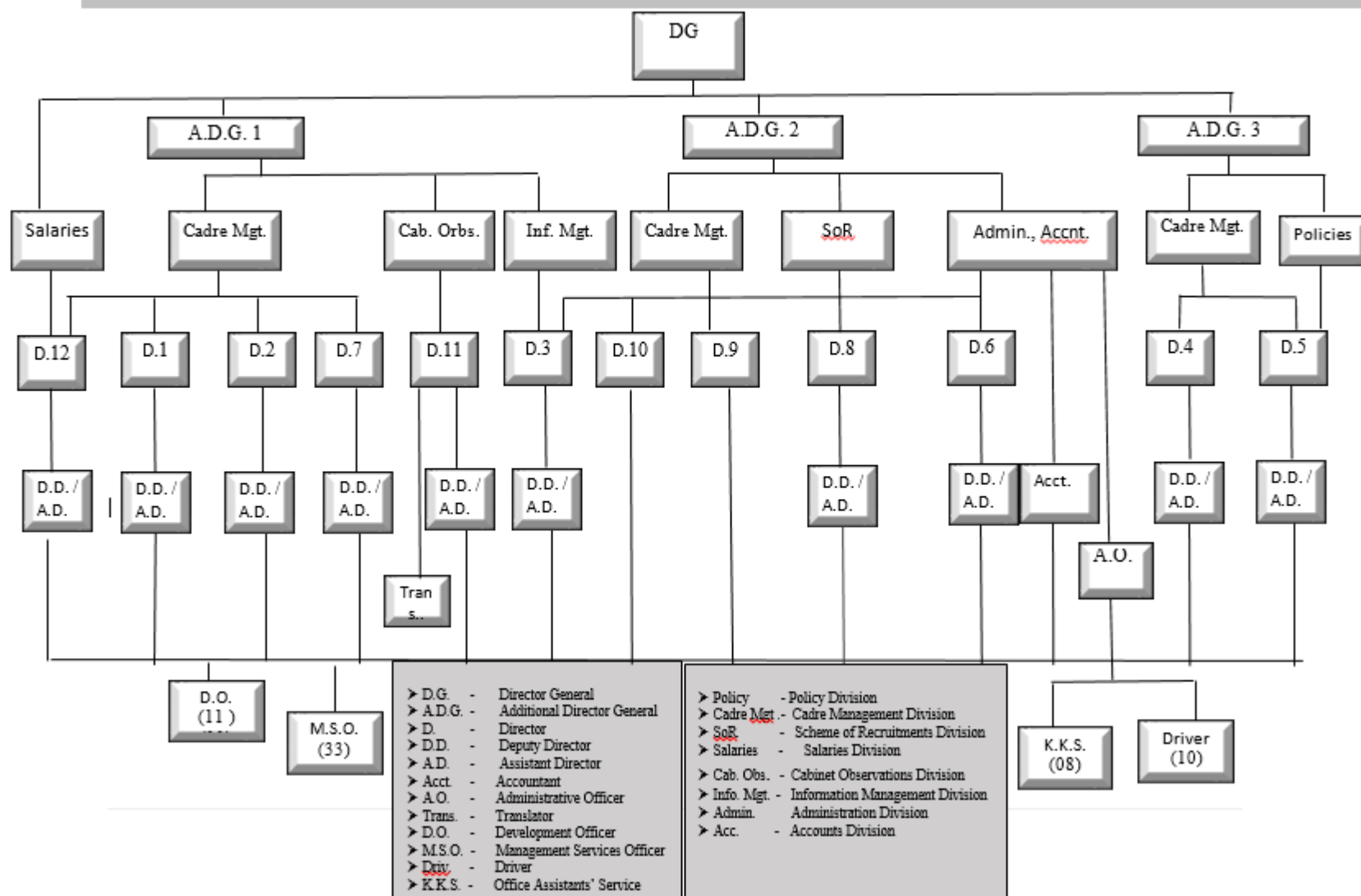
- Represent the Treasury and assist in meetings of Parliament Sub Committees such as Committee on Public Accounts (COPA) and Committee on Public Enterprises (COPE)
- Make observations on cabinet memoranda
- Represent the Treasury in Parliament Select Committees and in meetings convened by H.E. the President and the Hon. Prime Minister

1.3.3 Functions of the Administration and Finance Division

Administration and Finance Division shoulders the responsibility of management of human resources, assets and financial resources. Human resource management of the Division includes attending to the matters on appointments, promotions, transfers and capacity development and welfare activities while financial and physical resource management covers acquisition and maintenance of physical and financial resources and maintaining relevant reports.

In addition, scope of the Administration and Finance Division extends over compilation of annual action plan, performance reports, and preparation of annual financial statements and pursuing follow up action on audit issues.

1.4 Organizational Chart - Department of Management services



1.5 Main Divisions of the Department

- I. Policy Division
- II. Cadre Management Division
- III. Scheme of Recruitments Division
- IV. Salaries Division
- V. Cabinet Observations Division
- VI. Information Management Division
- VII. Division attending to the matters on Right to Information Act
- VIII. Administration Division
- IX. Accounts Division

1.6 Institutions/Funds coming under the Department

Not Relevant

1.7 Details of the Foreign Funded Projects (if any)

- | | | |
|---|---|--------------|
| a) Name of the Project | } | Not Relevant |
| b) Donor Agency | | |
| c) Estimated Cost of the Project – Rs. Mn | | |
| d) Project Duration | | |

Chapter 02–Progress and the Future Outlook

Special Achievements, Challenges and Future Goals

2.1 Special Achievements

Department of Management Services is an institution coming under the Ministry of Finance, Planning and Economic Development that pursues measures in alignment with the vision of the Ministry pertaining to policy matters on determining and maintaining optimum cadre required for the government sector and development of norms and standards on cadre and remuneration management.

During the financial year 2024, the Department attended to the relevant matters under the guidance of Secretary to the Treasury and Deputy Secretaries to the Treasury.

Given the restrictions imposed on recruitment of staff to the government sector extending to year 2024 as well which coincided with the adoption of tight financial management policy of the government, the Department of Management Services was posed with a certain challenge in fulfilling its mandated role of successfully completing tasks related to determining and maintaining the optimum cadre required for the government sector. Having identified the importance of government facilitation for economic activity and having ascertained new carder requirements and the need to fill vacancies existing in vital sectors, the Department managed to operate within the prevalent limited fiscal space in order to facilitate further enhancement of economic recovery in 2024.

Despite several policies implemented by the government on controlling expenditure during 2024, there was no dearth of requests in diverse forms flowing from government institutions to the department for creation of new posts. Nevertheless, the Department succeeded in maintaining the entire government sector cadre increase to a bare minimum during 2024 compared to that in 2023.

With the establishment of ministries consequent to presidential and parliamentary elections held on 21.09.2024 and 14.11.2024 respectively, measures were taken to identify optimum number of posts required to ensure an efficient service by the ministries. After precisely ascertaining the service requirement over meeting with relevant officials convened from respective ministries and

after carefully weighing cost-benefit aspects of the move, required posts were approved for new ministries.

Further, the Department, as in previous years was able to forward observations required to be made by Hon. Minister of Finance pertaining to cabinet memoranda on government sector cadre management accurately and without delay during 2024 as well.

I avail this opportunity to extend my special gratitude for the Hon. Minister of Finance, Hon. State Ministers of Finance, Secretary to the Treasury, Deputy Secretaries to the Treasury, Director Generals of other Departments of the Ministry, Treasury Officials collaborating with this Department, Officials from other Ministries, Departments and Statutory Boards and Officials of this Department for their assistance, advice and guidance in fulfilling the above tasks.

2.2 Challenges

01. In line with policies and circulars introduced for controlling expenditure in the government sector, restrictions had to be imposed on new recruitments and filling vacancies. In a context where professionals are mainly going abroad under the opportunity granted under Public Administration Circular No. 14/2022 for government and semi government employees to avail no-pay leave periods, the Department was faced with the challenge of rationalizing the cadre in the government sector while complying with the above policies.
02. Restrictions had to be imposed on recruitments and increase in salaries and allowances during the prevalent severe financial crisis and the resultant situation had to be managed amidst demands arisen therefrom.
03. Simplifying methodologies and adjustment of posts to be aligned with digitalization – Under the context, conventional duties of the employees can undergo changes and with the introduction of modern technologies, employees are required to adapt to new methodologies and new posts indispensable will have to be created to match the approaching situation. Accordingly, bridging the gap between new posts created as a result of new technologies and employee competencies, instilling changes strategically in the cadre of the institution and introduction of sound plans and management methodologies are the important steps that should be followed in such manner that they will contribute to improve performance.

2.3 Future Goals

01. To identify timely revisions to be made to cadres concurrently with restructuring programs implemented in government and statutory institutions
02. To review cadre requirement and study about the underutilized staff and vacancies existing in government institutions
03. To formulate criteria for approving cadres to suit to Sri Lanka based on existing international criteria
04. To finalize and submit pending schemes of recruitments for approval without delay and, prepare and approve schemes of recruitments after careful study for institutions for which schemes of recruitments have not been approved yet.



Wimal S.K. Liyanagama
Director General

Department of Management Services

Chapter 03 - Overall Financial Performance for the Year ended at 31st December 2024

3.1 Statement of Financial Performance

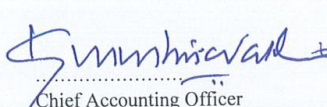
Statement of Financial Performance for the period ended 31st December 2024					ACA -F
Revised Budget Allocations 2024	Note	Actual			
Rs.		2024 Rs.	2023 Rs.		
- Revenue Receipts		-	-		
- Income Tax	1	-	-		
- Taxes on Domestic Goods & Services	2	-	-		
- Taxes on International Trade	3	-	-		
- Non Tax Revenue & Others	4	-	-		ACA-1
- Total Revenue Receipts (A)		-	-		
- Non Revenue Receipts		-	-		
- Treasury Imprests		119,437,000	99,934,000		ACA-3
- Deposits		1,297,400	527,160		ACA-4
- Advance Accounts		6,007,490	5,960,468		ACA-5
- Other Main Ledger Receipts		-	-		
- Total Non Revenue Receipts (B)		126,741,890	106,421,628		
- Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		126,741,890	106,421,628		
- Remittance to the Treasury (D)		20,975	470		
- Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		126,720,915	106,421,158		
- Less: Expenditure					
- Recurrent Expenditure					
79,910,000 Wages, Salaries & Other Employment Benefits	5	79,323,701	70,457,721		
46,160,000 Other Goods & Services	6	42,131,393	25,957,377		ACA-2(ii)
1,200,000 Subsidies, Grants and Transfers	7	785,562	869,738		
- Interest Payments	8	-	-		
30,000 Other Recurrent Expenditure	9	28,350	15,160		
127,300,000 Total Recurrent Expenditure (F)		122,269,006	97,299,996		
- Capital Expenditure					
1,100,000 Rehabilitation & Improvement of Capital Assets	10	220,950	666,765		
2,000,000 Acquisition of Capital Assets	11	471,252	-		
- Capital Transfers	12	-	-		ACA-2(ii)
- Acquisition of Financial Assets	13	-	-		
1,000,000 Capacity Building	14	319,000	60,000		
- Other Capital Expenditure	15	-	-		
4,100,000 Total Capital Expenditure (G)		1,011,202	726,765		
- Deposit Payments		1,297,400	527,160		ACA-4
- Advance Payments		7,184,066	5,318,648		ACA-5
- Other Main Ledger Payments		-	-		
- Total Main Ledger Expenditure (H)		8,481,466	5,845,808		
- Total Expenditure I = (F)+(G)+(H)		131,761,674	103,872,569		
- Balance as at 31st December J = (E-I)		(5,040,759)	2,548,589		
- Balance as per the Imprest Adjustment Statement		(5,040,759)	2,548,589		ACA-7
- Imprest Balance as at 31st December		(5,040,759)	2,548,589		ACA-3

3.2 Statement of Financial Position

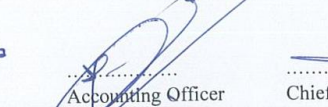
ACA-P			
Statement of Financial Position			
As at 31st December 2024			
	Note	Actual 2024 Rs	2023 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	43,613,172	42,300,461
Financial Assets			
Advance Accounts	ACA-5/5(a)	12,671,974	11,495,398
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		56,285,146	53,795,859
Net Assets / Equity			
Net Worth to Treasury		12,671,974	11,495,398
Property, Plant & Equipment Reserve		43,613,172	42,300,461
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		56,285,146	53,795,859

Detail Accounting Statements in ACA format Nos.2 to 7 presented in pages from 75 to 94 and Annexures to accounts presented in pages from 95 to 102 form an integral part of these Financial Statements. **The Financial Statements have been prepared in accordance with the Government Financial Regulations 150 & 151 and State Accounts Guideline No. 06/2024, dated 16.12.2024** 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 in agreement.

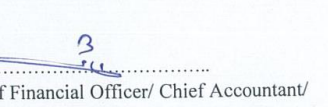
We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.



Chief Accounting Officer
Name : M. Mahinda Siriwardena
Designation : Secretary to the Treasury and Secretary to the Ministry of Finance, Planning and Economic Development
Date : 20/04/2025



Accounting Officer
Name : Wimala S. K. Liyanagama
Designation : Director General
Date : 12/04/2025



Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name : R. M. Jayantha Rasnayake
Date : 22/7/2025

to the Ministry of Finance, Planning and Economic Development
Ministry of Finance
Colombo 01.

Department of Management Services
General Treasury
Colombo 01

Department of Management Services
General Treasury
Colombo 01.

3.3 Statement of Cash Flows

Statement of Cash Flows for the Period ended 31st December 2024			ACA-C
	Actual		
	2024 Rs.	2023 Rs.	
Cash Flows from Operating Activities			
Total Tax Receipts	-	-	
Fees, Fines, Penalties and Licenses	-	-	
Profit	-	-	
Non Revenue Receipts	-	-	
Revenue Collected on behalf of Other Revenue Heads	4,322,970	3,742,019	
Imprest Received	119,437,000	99,934,000	
Recoveries from Advance	6,142,839	5,601,991	
Deposit Received	1,297,400	527,160	
Total Cash generated from Operations (A)	131,200,209	109,805,170	
Less - Cash disbursed for:			
Personal Emoluments & Operating Payments	120,901,004	95,937,358	
Subsidies & Transfer Payments	785,562	869,738	
Expenditure incurred on behalf of Other Heads	-	6,425,031	
Imprest Settlement to Treasury	20,975	470	
Advance Payments	7,184,066	5,318,648	
Deposit Payments	1,297,400	527,160	
Total Cash disbursed for Operations (B)	130,189,007	109,078,405	
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	1,011,202	726,765	
Cash Flows from Investing Activities			
Interest	-	-	
Dividends	-	-	
Divestiture Proceeds & Sale of Physical Assets	-	-	
Recoveries from On Lending	-	-	
Total Cash generated from Investing Activities (D)	-	-	
Less - Cash disbursed for:			
Purchase or Construction of Physical Assets & Acquisition of Other Investment	1,011,202	726,765	
Total Cash disbursed for Investing Activities (E)	1,011,202	726,765	
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(1,011,202)	(726,765)	
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-	
Cash Flows from Financing Activities			
Local Borrowings	-	-	
Foreign Borrowings	-	-	
Grants Received	-	-	
Total Cash generated from Financing Activities (H)	-	-	
Less - Cash disbursed for:			
Repayment of Local Borrowings	-	-	
Repayment of Foreign Borrowings	-	-	
Total Cash disbursed for Financing Activities (I)	-	-	
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-	
Net Movement in Cash (K) = (G) + (J)	-	-	
Opening Cash Balance as at 01st January	-	-	
Closing Cash Balance as at 31st December	-	-	

3.4 Notes to the Financial Statements

Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2024.

2) Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) Recognition of Revenue

Exchange and non-exchange revenues are recognized on the cash receipts during the accounting period irrespective of relevant revenue period.

4) Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) Property, Plant and Equipment Reserve

This reserve account is the corresponding account of Property Plant and Equipment.

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2024.

3.5 Performance of the Revenue Collection

Not relevant

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
-	-	-	-	-	-

3.6 Performance of the Utilization of Allocations

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	120,940	127,300	121,687	96%
*Capital	4,100	4,100	1,011	25%

* Controlling Government Expenditure in terms of National Budget Circular No. 01/2024

3.7 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. ,000

No.	Allocations received from which Ministry/ Department	Purpose of Allocation	Allocations		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
-	-	-	-	-	-	-

3.8 Performance of the Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2024	Balance as per financial Position Report as at 31.12.2024	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	-	-	-
9152	Machinery and Equipment	43,613	43,613	-	100%
9153	Land	-	-	-	-
9154	Intangible Assets	-	-	-	-
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Lease Assets	-	-	-	-

3.9 Auditor General's Report

Annexure 1.

Chapter 04 - Performance indicators

4.1 Performance Indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75% - 89%	50% - 74%
No. of final decisions given for requests made by ministries, departments, corporations, statutory boards and state enterprises with regard to cadre		√	
No. of Schemes of Recruitment approved, rejected and revised which were submitted by Government Statutory Institutions			√
Approval of cadres for locally and foreign funded projects in terms of Management Services Circular 01/2019	√		
Quarterly Reports on Cadre submitted to the Cabinet of Ministers	-	-	-
No. of Cabinet Memorandums for which observations were given	√		
Issue of circulars as per requirement		√	
No. of performance appraisal reports to be evaluated and moderated and no. of increments to be approved	√		
No. of training programs conducted for staff		√	
Submission of Performance Report, Action Plan and Procurement Plan	√		
No. of replies given for requests made in terms of Right to Information Act No. 12 of 2016	√		
Submission of Annual Budget Estimates on due date	√		
Submission of monthly accounting reports on due dates	√		
No. of procurement processes completed		√	
No. of replies made with regard to audit queries	√		
Submission of reports on annual board of surveys on due dates	√		
Submission of final accounting reports on due dates		√	

Considering the time consumed in collecting information quarterly while coordinating with the multi institutional framework, it is not practical to submit cadre information to the Cabinet of Ministers on quarterly basis. Further, as considerable time is required to manage collected data effectively and compile an analytical report using such data, plans have been made to submit cadre information to the Cabinet of Ministers annually from this year onwards, in accordance with Cabinet Decision No. 24/1890/604/204 dated 09.09.2024.

With cancellation and postponement of certain training opportunities offered by institutions that organized trainings, certain training opportunities could not be provided to the staff. However, department staff was provided with considerable number of local and foreign training opportunities during the year.

The Department, performing optimally in 2024 was able to attend to the tasks such as making observations with regard to cabinet memoranda, entertaining requests submitted by government institutions for creation of posts, approving and amending schemes of recruitments and dealing with establishment, administrative and financial matters and discharge of office functions.

Chapter 05 - Performance in achieving Sustainable Development Goals (SDG)

5.1 Identified Sustainable Development Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% -74%	75% - 100%
01 : End poverty in all its forms everywhere	1: Create sound policy frameworks at the national, regional and international levels, based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions	Proportion of government employment in specific sectors that disproportionately benefit women, the poor and vulnerable groups			√
	2: Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to provide adequate and predictable means to implement programs and policies to end poverty in all its dimensions	Proportion of public sector human resources allocated by the government directly to poverty reduction program			√

03 : Ensure healthy lives and promote well-being for all at all ages	1: Substantially increase health financing and the recruitment, development, training and retention of the health workforce	Health worker density and distribution			√
04 : Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	1: By 2030, substantially increase the number of qualified teachers, through international cooperation	Proportion of teachers at pre-service or in service, pre-primary, primary, lower secondary and upper secondary education stages who have received at least the minimum training required for teaching at the relevant level			√
08 : Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	1: By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities	Unemployment rate, by sex, age and persons with disabilities			√
09 : Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	1: Promote inclusive and sustainable industrialization and, by 2030, significantly raise industry's share of employment, in line with national circumstances	State manufacturing sector employment in proportion to total public sector employment			√

5.2 Achieving Sustainable Development Goals and Associated Challenges

(a) Achievement of Goals

The Department of Management Services does not directly cover any of sustainable development goals and targets but acts only as a facilitator for government institutions associated with achieving direct targets during 2024. Action has been taken by the Department to provide adequate and quality staff and consultancy services for such institutions when necessary.

(b) Challenges

It is important to develop competency in cadre management in institutions associated with achievement of sustainable development goals.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	No. of Vacancies / (Excess)
Senior	27	21	06
Territory	2	2	-
Secondary	44	40	04
Primary	18	16	02
Total	91	79	12

6.2 Impact of Vacancies in the Approved Cadre on Institutional Performance

(a) Senior Level

Vacant Posts -	Deputy Director/Assistant Director	05
	Accountant	01

Duties in the vacant posts of Deputy Director / Assistant Director under senior level were assigned to Directors, Deputy Directors and Assistant Directors currently in service and they were able to attend to such duties outside their normal working hours. Thus, it did not have a significant effect on institutional performance. It is expected to fill vacancies during future recruitments.

(b) Secondary Level

Vacant Posts - Management Services Officer 04

Requests have been made to the Appointing and Administrative Authority to fill vacancies in the post of Management Services Officer. Action was taken to engage officers currently in service to discharge duties in such vacant posts.

(c) Primary Level

Vacant Posts - KKS 01

Driver 01

KKSs who were in service were engaged in duties in vacant post of KKS. As the Department did not have additional vehicles at that time, the vacancy in the post of Driver had no particular effect on the Department.

6.3 Human Resource Development

It is vital to train employees for enhancement of their skills, knowledge and positive attitudes to enable them to discharge their duties in the Department and to develop these employees to enable them to display commitment and positive personality towards achieving institutional objectives. Accordingly , Department staff was provided with local and foreign training opportunities as given below:

Sr. No.	Name of the Program	No. of employees trained	Duration of the Program	Total Investment (Rs. ,000)		Nature of the Program (Local / Foreign)	Output/ Knowledge gained
				Local	Foreign		
1	MBA in e Governance	1		50	-	Local	Development in professional skills
2	Vehicle Management	1	1	13.5	-	Local	Development in professional skills
3	Government Payroll System	2	5	21	-	Local	Development in professional skills
4	Stores Management, Annual Board of Survey and Disposal of Assets	1	1	21	-	Local	Development in professional skills
5	Preliminary Investigations Training	2	2	26	-	Local	Development in professional skills

Sr. No .	Name of the Program	No. of employees trained	Duration of the Program	Total Investment (Rs. ,000)		Nature of the Program (Local / Foreign)	Output/ Knowledge gained
				Local	Foreign		
6	Institutional Management	2	2	27		Local	Development in professional skills
7	Writing minutes and official letters	1	1	5	-	Local	Development in professional skills
8	Tax law and calculation of income tax liability	2	1	27	-	Local	Development in professional skills
9	Government procurement process	2	2	26	-	Local	Development in professional skills
10	Government procurement procedure	1	1	26	-	Local	Development in professional skills
11	Advanced MS Excel Skills	2	3	39	-	Local	Development in professional skills
12	Annual board of survey and disposal of unusable goods	2	1	27	-	Local	Development in professional skills

Sr. No .	Name of the Program	No. of employees trained	Duration of the Program	Total Investment (Rs. ,000)		Nature of the Program (Local / Foreign)	Output/ Knowledge gained
				Local	Foreign		
13	Board of Directors' Meeting of Ceylon Agro Industries	1	2	-	-	Foreign	Development in professional skills
14	ADB: Government Communications Professionals Forum	1	2	-	32	Foreign	Development in professional skills
15	Seminar on Capacity Building for International rule of Law Cooperation for Belt and Road Countries	1	13	-	119	Foreign	Development in professional skills
16	Attending Board of Directors Meeting of the Asian Infrastructure Investment Bank (AIIB) Development of professional skills	1	3	-	-	Foreign	Development in professional skills
17	Seminar on Barrier Free Access for Senior-level Professionals under the Belt and Road Initiative	1	14	-	146	Foreign	Development in professional skills

Sr. No	Name of the Program	No. of employees trained	Duration of the Program	Total Investment (Rs. ,000)		Nature of the Program (Local / Foreign)	Output/ Knowledge gained
				Local	Foreign		
18	Seminar on Government Effectiveness and Efficiency for Developing Countries	1	12	-	144	Foreign	Development in professional skills
19	Development through Rural and Climate Finance, ITEC	1		-	97	Foreign	Development in professional skills
20	Public Administration Reform Global Forum : Transforming Government for a Livable Planet -	1	2	-	71.5	Foreign	Development in professional skills
21	Seminar on Friendship-city Cultural Exchange for Indian Ocean Rim Countries	1	14	-	146	Foreign	Development in professional skills
22	Seminar on Friendship-city Cultural Exchange for Indian Ocean Rim Countries	1	14	-	146	Foreign	Development in professional skills

Sr. No	Name of the Program	No. of employees trained	Duration of the Program	Total Investment (Rs. ,000)		Nature of the Program (Local / Foreign)	Output/ Knowledge gained
				Local	Foreign		
23	Seminar on International Production Capacity and Equipment Manufacturing Cooperation for Developing Countries	1	14	-	116	Foreign	Development in professional skills
24	Seminar on Capacity Building in Poverty Reduction of Small and Medium Enterprises and NGOs for Developing Countries	1	13	-	147	Foreign	Development in professional skills
25	Constituency Meeting of the Asian Infrastructure Investment Bank	1	4	-	29	Foreign	Development in professional skills
26	Seminar on investment Cooperation and Development for Developing Countries	1	13	-	148		

Sr. No	Name of the Program	No. of employees trained	Duration of the Program	Total Investment (Rs. ,000)		Nature of the Program (Local / Foreign)	Output/ Knowledge gained
				Local	Foreign		
27	Short-Term Course for Sri Lanka Administrative Officers	1	9	-	77	Foreign	Development in professional skills
28	Short-Term Course for Sri Lanka Administrative Officers	1	13	-	146		
29	Seminar on Application and Management of PPP Mode for Sri Lanka	1	14	-	142	Foreign	Development in professional skills
30	Sixth Mid-Career Training Program for Island Series Officers of Sri Lanka under the Indian Technical & Economic Co-operation (ITEC) 2024/2025	1	12	-	132	Foreign	Development in professional skills
	Total			308.5	1692.5		

Chapter 07–Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non- compliance in future
01	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)	Not Relevant		
1.4	Stores Advance Accounts	Complied		
1.5	Special Advance Accounts	Complied		
1.6	Others	Complied		
02	Maintenance of Books and Registers (FR 445)			
2.1	Fixed Assets Register has been maintained and updated in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal Emoluments Register/ Personal Emoluments Cards has/ have been maintained and updated	Complied		
2.3	Register of Audit Queries has been maintained and updated	Complied		
2.4	Register of Internal Audit Reports has been maintained and updated	Complied		
2.5	All 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 updated	Complied		
2.7	Inventory Register has been maintained and updated	Complied		
2.8	Stocks Register has been maintained and updated	Complied		
2.9	Register of Losses has been maintained and updated	Complied		
2.10	Commitment Register has been maintained and updated	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and updated	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		
04	Preparation of Annual Plans			
4.1	The Annual Action Plan has been prepared	Complied		
4.2	Annual Procurement Plan has been prepared	Complied		
4.3	The Annual Internal Audit Plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		

4.5	Annual Cash Flow Statement has been submitted to Department of Treasury Operations on due date	Complied		
05	Audit Queries			
5.1	All audit queries have been replied on prescribed date by the Auditor General	Complied		
06	Internal Audit			
6.1	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 internal audit reports have been replied within one month	Complied		
6.3	Copies of all internal audit reports have 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	Copies of all internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
07	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee have been held during the year as per the DMA Circular 1-2019	Complied		
08	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 board of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 01/2020	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey have been reported and other related recommendations made during the period specified in the circular	Complied		
8.5	The disposal of condemned articles had been carried out in terms of FR 772	Complied		
09	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	Not Relevant		
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		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1) were incurred	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	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 was remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 had been settled within one month from 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	Not Relevant		
15.2	The revenue collected had been directly credited to the Revenue Account without being credited to the Deposit Account	Not Relevant		
15.3	Returns of arrears of revenue had been forwarded to the Auditor General in terms of FR 176	Not Relevant		
16	Human Resource Management			
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 Regulations	Complied		
17.2	Information about the institution has been provided to the public through the website or alternative measures and facilities have been made to publish appreciations / allegations by the public through this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	Implementing Citizens Charter			
18.1	A Citizens' Charter/ Clients' 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		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens' Charter / Clients' 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		
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 with the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not Relevant	Informed that it is no longer required to sign annual performance agreements in terms of Para (1) 03 in P.A.C. 02/2018 dated 30.11.2023	
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	Complied		
20	Responses to Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		