



# DEPARTMENT OF MANAGEMENT SERVICES

## ANNUAL PERFORMANCE REPORT 2015

GENERAL TREASURY

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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 cadre

## **Message from the Director General**

In compliance with the government policies, the challenging task of maintaining an appropriate and optimum cadre in the public sector could be successfully achieved during the year 2015, in keeping with the development goals and needs of human resource in various fields of the public sector.

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 successfully in the year 2015.

My heartiest thanks should go to the Secretary to the Ministry of Finance and Secretary to the Treasury Dr. R.H.S. Samarathunga, 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 Pay Commission, Finance Commission and other Line Ministries for the co-operation 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 Background

The Department of Management Services was established under the Ministry of Finance and Planning in April 1999. Since then the Department has been contributing for effective Human Resource Management of the public sector in 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 recruitment and promotion of the Government Corporations, Statutory Boards and Fully Government Owned Companies. Special focus on factors such as financial status of the country, potentials for development and creation of a skillful workforce for the public service is 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 following objectives in order to establish a more effective human resource in public sector.

- (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) Formulating approved criteria and standards for cadre management
- (ii) Management of salaries and bonuses, incentive schemes, welfare schemes of Public Sector and such other remuneration packages
- (iii) Conducting organizational reviews and cadre reviews, improving systems, building up and strengthening organizational structure with a view to ensuring efficiency and efficacy
- (iv) Introduction, implementation and monitoring of relevant reforms to the Public Sector
- (v) Conducting surveys on setting up missions and objectives, introduction of systems and procedures, providing staff and submitting recommendations to relevant authorities

- (vi) Identifying duplication of functions in the Public Sector Institutions with the objective of restructuring and the sizing of the Public Institutions
- (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 in Public Service and Provincial Public Service
- (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) Providing services to the National Pay Commission /apex bodies

## 2. CADRE MANAGEMENT

### 2.1 Introduction

In the matter of Human Resources Management, key functions of the Department of Management Services are as follows.

- Granting approval for creation of posts
- Granting approval to fill in vacancies
- Identifying the posts to be suppressed
- Revision of designations
- Granting cadre approvals and determination of salaries of government projects
- Granting approval for the scheme of recruitment and promotions of Government Corporations, Statutory Boards and Fully Government Owned Companies

Maintaining an optimum cadre is essential in functioning duties entrusted with the public sector. Accordingly, the Department of Management Services performed its tasks well during the year 2015 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 Authorities, Government Corporations, Statutory Boards and Fully Government Owned Companies and Government Projects along with development goals of the country.

### 2.2 Public Sector Employment by Administrative Level

The total employment in the public sector was 1,316,863 as at 31.12.2015. The cadre composition of public sector which consists of Ministries, Departments, Provincial Councils, Local Authorities, Security Forces, Government Corporations, Statutory Boards and Fully Government Owned Companies including State Banks and Financial Institutions, is given in Table 2.1 below.

**Table 2.1 Public Sector Employment – 2015**

<b>Administrative Level</b>	<b>No. of Approved Posts</b>	<b>No. of Actual Employees</b>
National Level	858,680	722,950
Provincial Councils and Local Authorities	394,812	374,330
<b>Total Public Service</b>	<b>1,253,492</b>	<b>1,097,280</b>
SOEs and State Banks	244,800	219,583
<b>Total Public Sector</b>	<b>1,498,292</b>	<b>1,316,863</b>

Source: Department of Management Services

## 2.3 Cadre Management of Public Sector - 2015

With the view to efficient and effective public service delivery and in order to facilitate the economic development activities targeted on development priorities in accordance with the new policies of the government, the Department of Management Services has taken action to maintain an optimum cadre for the public sector including Ministries, Departments, Provincial Councils and Local Authorities in the year 2015.

As per the Public Administration Circular No.06/2006, public sector comprises four categories of staff namely senior, tertiary, secondary and primary levels. Accordingly, cadre distribution of the public sector has depicted in Table 2.2.

**Table 2.2 Classification of Public Sector Cadre by Service Level - 2015**

Administrative Level	Service Level (Actual)				Total
	Senior	Tertiary	Secondary	Primary	
National (including Public Enterprises and Banks)	30,720	25,523	691,792	194,498	942,533
Provincial Councils	11,270	14,676	242,638	58,245	326,829
Local Authorities	908	814	12,868	32,911	47,501
<b>Total</b>	<b>42,898</b>	<b>41,013</b>	<b>947,298</b>	<b>285,654</b>	<b>1,316,863</b>
<b>Percentage (%)</b>	<b>3</b>	<b>3</b>	<b>72</b>	<b>22</b>	<b>100</b>

Source: Department of Management Services

Engineers, Judicial, Legal and Medical Officers, and other 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, regulatory, enforcement, translators, etc. entrusted with supervisory activities assisting the senior level that contributes three percent (3%) of the entire public sector.

Development Officers, Management Assistants, Nursing Officers, Teachers, Soldiers of Tri Forces and Police Constables and other services at the secondary level represent seventy two percent (72%) of the total public sector employment. The high share is due to the deployment of a large number of Teachers and Nursing Officers in island wide Services like education and health and the Extension and Field Officers in rural centric services and regional development activities in the country. Service categories such as Drivers, Office Aids, etc. who represent twenty two percent (22%) of the total cadre of the public sector, provide primary supportive services.

### 2.3.1 Creation of Posts - 2015

In granting approval for posts, factors such as functions assigned to the institutions, financial strengthen of the country, budgetary allocations and timely need for creation of posts were taken into consideration. The Table 2.3 given below depicts the classification of the posts approved for Ministries, Departments, Provincial Councils, Government Corporations, Statutory Boards and Fully Government Owned Companies with comparative figures of 2012 - 2015.



**Table 2.3****Creation of Posts (2012 - 2015)**

Institution	2012		2013		2014		2015	
	No. of Posts	Percentage (%)	No. of Posts	Percentage (%)	No. of Posts	Percentage (%)	No. of Posts	Percentage (%)
Ministries / Departments	38,368	78	15,315	77	5,326	50	11,179	70
Provincial Councils and Local Authorities	8,572	17	3,093	16	3,926	37	3,131	20
Government Corporations, Statutory Boards and Fully Government Owned Companies	2,217	5	1,330	7	1,422	13	1,557	10
<b>Total</b>	<b>49,157</b>	<b>100</b>	<b>19,738</b>	<b>100</b>	<b>10,674</b>	<b>100</b>	<b>15,867</b>	<b>100</b>

Source: Department of Management Services

Accordingly, seventy percent (70%) of posts were approved for Ministries and Departments during the year 2015.

### **2.3.2 Granting Approval for Filling of Vacancies and Suppression of Posts**

In terms of the provisions stipulated in Management Services Circular No.03/2014, vacancies in the Public Service, Provincial Public Service including Local Authorities are filled on prior approval of Secretaries of the relevant Line Ministries/Provincial Chief Secretaries.

Due to the Cabinet reshuffles taken place during the year 2015, cadre positions were adjusted in line with the revision of the subjects of Ministries. Accordingly, approval was granted to create cadres having updated the existed posts.

### **2.3.3 Management of Project Staff and Remuneration**

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 successfully within the expected time period. The department was able to have the fullest co-operation of the relevant Line Ministries, Provincial Councils, the Department of External Resources, Department of National Planning and the Department of Project Management and Monitoring in accomplishing this task during the year 2015.

**Table 2.4****Approval for Project Staffs - 2015**

<b>Serial No.</b>	<b>Project</b>	<b>No. of Posts</b>
1.	Iranamadu Water Supply and Sanitation Project	16
2.	Strategic Defence Communication Network Project	04
3.	Uma Oya Multipurpose Development Project	08
4.	Global Fund for Fight AIDS, Tuberculoses and Malaria	397
5.	Kalugaloya Reservoir Project	02
6.	Project on Leader & Entrepreneur Promotion of Small Scale Industries - Phase III	01
7.	Water Supply and Sanitation Improvement Project	90
8.	Project for Clinical End Point Trials Dengue Vaccine	22
9.	Thalpitigala Reservoir Project	11
10.	Project on Revenue Administration Management Information System - Department of Inland Revenue	71
11.	Governance for Local Economic Development Project	10
12.	Dompe Sanitary Garbage Land Project	01
13.	Fishery Harbours and Ports Development Project	06
14.	Project for Improvement of Basic Social Services Targeting Emerging Regions	01
15.	Skills Sector Development Programme	40
16.	Priority Road Project - Phase III	260
17.	Puraneguma Project	05
18.	Early Childhood Development Project	39
19.	Badulla - Chenkalady Road Project	20
20.	Project for Accelerated Revocation of the EU Ban on Fish Exports	83
21.	Mahaweli Water Security Investment Programme	93
22.	Integrated Road Investment Programme	215
23.	Moragahakanda Kalu Ganga Development Project	284
24.	Morana Reservoir Project	02
25.	Yan Oya Reservoir Project	186
26.	The Project to Strengthen the Process of Administration of Justice	06
27.	Conflict Affected Region Emergency Project	14
28.	Greater Kurunegala Water Supply and Sewerage Project	01
29.	Dam Safety and Water Resources Planning Project	350
30.	Sri Lanka Atomic Energy Board Relocation Project	02

Source: Department of Management Services

### **3. SALARIES AND REMUNERATION MANAGEMENT**

Management of salaries, bonuses, incentive schemes and remuneration in the public Sector are vital 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 Pay Commission and the Ministry of Public Administration and Management, 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 Government Corporations, Statutory Boards and Fully Government Owned Companies as per the Management Services Circular No. 30, 2015. Further, the following circulars have been issued during the year 2015 by the Department.

#### **Management Services Circulars - 2015**

- |  |  |
|--|--|
| 01. Circular No. MSD 01/2015<br>and dated 21.09.2015 | Payment of Interim Allowances to the officers serving on contract basis in Government Corporations, Statutory Boards and Fully Government Owned Companies as per the Budget Proposals 2015 |
| 02. Circular No. MSD 02/2015<br>and dated 09.12.2015 | Payment of Bonus to the Employees of Government Corporation and Fully Government Owned Companies for the year 2015   |

## 4. RESEARCH, SUBMISSION OF OBSERVATION AND COMMITTEE REPRESENTATIONS

### 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, making decisions and giving 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 and making necessary revisions and submission of relevant observations and recommendations.

To accomplish these tasks efficiently with a high standard, a Research Unit has been established in the Department. The main role of the Research Unit in the Department is to collect information, analyze them and furnish reports containing observations and recommendations 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.

### 4.2 Submission of Observations on Cabinet Memoranda

One of the major functions of the Department is to prepare observations for the Cabinet Memoranda on matters related to establishments, determination of salaries and allowances which comes under the scope of the Department. The number of cabinet papers for which the Department of Management Services has submitted its recommendations in 2015 is given in Table 4.1 with classification.

**Table 4.1 Classification of Observations on Cabinet Memoranda - 2015**

No.	Subject/Field	No. of Memoranda
1.	Appointments / Recruitments	217
2.	Extension of Service	47
3.	Creation of Posts	18
4.	Remuneration	47
5.	Service Minutes & Schemes of Recruitments	57
6.	Disciplinary Matters	13
7.	Recruitments on Contract Basis	49
8.	Other	89
	<b>Total</b>	<b>537</b>

Source: Department of Management Services

In 2015, 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 Meeting on Establishment Matters. The comparative data in relation to the number of observations made from 2005 to 2015 on Cabinet Memoranda is given in Table 4.2.

**Table 4.2 Submission of Observations on Cabinet Memoranda**

<b>Year</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>No. of Memoranda</b>	605	820	780	750	1272	1598	1019	399	499	449	537

Source: Department of Management Services

### **4.3 Committee Representations, Coordination and Communication**

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

- Cabinet Sub - Committee on Establishment Matters
- Committees appointed by the cabinet with representatives from the Department
- Committee on Public Accounts (COPA)
- District Secretary / GA Conference
- Provincial Chief Secretaries' Forum
- Discussions with National Pay Commission
- Project Progress Review and Steering Committees
- Board of Directors Meetings and Committees on Audit and Management
- Procurement and Technical Evaluation Committees

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

## 5. ESTABLISHMENT DIVISION

### 5.1 Introduction

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 has carried out the services in the expected level in 2015 by maximum utilization of its human and physical resources without any impact on its performance. The summary of the total cadre as at 31.12.2015 is given in Table 5.1.

**Table 5.1** Details of Cadre as at 31.12.2015

No.	Post	Approved Cadre	Actual Cadre	Vacancies
1.	Director General	01	01	00
2.	Additional Director General	01	00	01
3.	Director	07	03	04
4.	Assistant / Deputy Director	10	08	02
5.	Accountant	01	01	00
6.	Assistant Director (ICT)	01	0	01
7.	Administrative Officer	01	01	00
8.	Translator	01	01	00
9.	Research Assistant	07	03	04
10.	Development Officer	01	01	0
11.	Information Technology Assistant	02	03	-01
12.	Public Management Assistant	31	28	03
13.	Information & Communication Technology (ICT) Assistant	03	00	03
14.	Document Assistant	01	00	01
15.	Driver	07	07	00
16.	K.K.S	07	07	00
	<b>Total</b>	<b>82</b>	<b>64</b>	<b>18</b>

Source: Department of Management Services

The Schedule 01 depicts the actual cadre of the Department as at 31.12.2015.

**Schedule 01**

**Staff as at 31.12.2015**

<b>Serial No.</b>	<b>Name</b>	<b>Post</b>
1.	Mrs. N. Godakanda	Director General
2.	Mrs. D.H.S. Pullaperuma	Director
3.	Mrs. S.H. D. Kaluthanthri	Director
4.	Mr. M.M.C.P. Mohottigedara	Director
5.	Miss. P. Chamika Maduwanthi	Assistant Director
6.	Mr. M.A. Karunaratne	Assistant Director
7.	Mr. W.H.G.G. Kosala	Assistant Director
8.	Miss. M.D. Abeygunawardana	Assistant Director
9.	Mrs. W.D. Sepalika	Assistant Director
10.	Miss. S.A.H. Samarasinghe	Assistant Director
11.	Mr. P.L.M. Chathuranga	Assistant Director
12.	Mr. M.A.S. Madushanka	Assistant Director
13.	Mrs. K.D.I.S.K. Siriwardhane	Accountant
14.	Mr. P.K. Sarathchandra	Administrative Officer
15.	Mrs. P.D.D. Samarasekara	Translator
16.	Mrs. M.M.A.N. Malporu	Research Assistant
17.	Mr. S.M.D. Samaraweera	Research Assistant
18.	Mr. B.M. Sarath	Research Assistant
19.	Mrs. H.S.A. Henepola	Development Officer
20.	Mrs. S.S. Elpitiyage	Development Officer
21.	Mrs. E.N. Ranasinghe	Development Officer
22.	Mr. M.P.S. Salgadu	Information Technology Assistant
23.	Mrs. M.D.P.S.R. Pathirana	Public Management Assistant
24.	Mrs. A.M.S.S.K. Arampath	Public Management Assistant
25.	Mrs. K.S.S.R. Senevirathne	Public Management Assistant
26.	Miss. H.L. Mangalika	Public Management Assistant

27.	Mrs. A.M.M. Shyamali	Public Management Assistant
28.	Miss. K.I. Perera	Public Management Assistant
29.	Mr. W.M. Chaminda Kusum	Public Management Assistant
30.	Mr. S.S. Biyanwila	Public Management Assistant
31.	Mrs. T. Shirani	Public Management Assistant
32.	Mrs. S.H.S. Pavithra	Public Management Assistant
33.	Mrs. A.K.D.P. Somasiri	Public Management Assistant
34.	Mrs. J.A.N. Dedunu	Public Management Assistant
35.	Mrs. H.B.C.M. Dasanayake	Public Management Assistant
36.	Mrs. W.C.A. Mekala Jeewani	Public Management Assistant
37.	Mrs. A.I.L. Sirisena	Public Management Assistant
38.	Miss. G.N.H. Abayawardhana	Public Management Assistant
39.	Mr. L.P. Vithanage	Public Management Assistant
40.	Mr. I.K.A.P. Kithsiri	Public Management Assistant
41.	Mrs. M.D.R. Ranjani	Public Management Assistant
42.	Mr. L.H.A.P.M. Dayarathne	Public Management Assistant
43.	Mr. R.W.A.H. Rajasekara	Public Management Assistant
44.	Mr. M.N.M. Usama	Public Management Assistant
45.	Mr. W.S. Sandaruwan	Public Management Assistant
46.	Mr. R.A. Wijesinghe	Public Management Assistant
47.	Miss. K.D.M.K.D. Kappagoda	Public Management Assistant
48.	Miss. H.M.S. Charitha Jayasinghe	Public Management Assistant
49.	Miss. H.D.M.S. Hettikankanama	Public Management Assistant
50.	Mr. M. Rathnayake	Public Management Assistant
51.	Mr. G.P.D.C.P. Gunarathne	Driver
52.	Mr. D.M. Ajith Sisira Kumara	Driver
53.	Mr. D. Upali	Driver
54.	Mr. B.A. Sunil Jayarathne	Driver
55.	Mr. A.W.M. Abeyrathne	Driver
56.	Mr. A.G. Ranjith Kumara	Driver
57.	Mr. J.G. Sarath Kumara	Driver



58.	Mr. T.G. Ananda	K.K.S
59.	Mr. W. Nandana	K.K.S
60.	Mr. W.A. Neel Asanka	K.K.S
61.	Mr. G. Nimal	K.K.S
62.	Mr. Susantha Prabath	K.K.S
63.	Mr. A.N.C. De Alwis	K.K.S
64.	Mr. P.A. Thilakasiri Appuhami	K.K.S

Source: Department of Management Services

## 5.2 Age and Gender wise Classification of Staff

**Table 5.2 Age and Gender wise Classification of Staff - 2015**

Serial No	Age group	Female	Male
01	25 >	2	0
02	26-35	12	10
03	36-45	9	10
04	46-50	7	7
05	51-55	0	5
06	55 <	2	0
<b>Total</b>		<b>32</b>	<b>32</b>

Source: Department of Management Services

### 5.3 Transfers

Transfers were taken effect according to the regular procedures of the public service. Accordingly, 17 officers left the department on transfers in 2015.

#### Schedule 02 Officers who left the department on transfers in 2015

Serial No.	Name	Post	Date of Transfer
1	Mr. K.R. Uduwawala	Additional Director General	16.01.2015
2	Mr. W.M.R.P. Weerasinghe	Additional Director General	22.12.2015
3	Mr. S.R.W.R.P. Sathkumara	Director	16.01.2015
4	Mrs. M.K. Sithara Jayasena	Director	16.01.2015
5	Mrs. S.N. Attanayake	Director	06.11.2015
6	Mr. C.G. Kannangara	Assistant Director	27.03.2015
7	Mrs. A.R.D.P. Rajapakshe	Administrative Officer	30.04.2015
8	Mrs. J.K. Sudarshani	Public Management Assistant	30.04.2015
9	Mrs. K.M.S. Wanigasekara	Public Management Assistant	17.07.2015
10	Mrs. M.H.N. Geethika	Public Management Assistant	10.08.2015
11	Miss. R.M.I.K. Rathnayake	Public Management Assistant	12.11.2015
12	Mr. K.P. Nadun Sameera	Management Assistant	16.11.2015
13	Mr. K.A. Suneth Sandaruwan	Management Assistant	16.11.2015
14	Miss. H. Deegala	ICT Assistant	06.10.2015
15	Mr. K.P. Sirisoma	Driver	18.02.2015
16	Mr. T.K. Sham Nishantha	Driver	30.07.2015
17	Mr. B.M. Ariyathilake	Driver	25.09.2015

Source: Department of Management Services

There were 18 officers who joined this department on transfers. Two of them were new entrants to service and the others were experienced officers who had served in various public institutions.

**Schedule 03                      Officers who were transferred to the Department of Management Services during the year 2015**

<b>Serial No.</b>	<b>Name</b>	<b>Designation</b>	<b>New Appointment</b>
1.	Mr. W.M.R.P. Weerasinghe	Additional Director General	18.05.2015
2.	Mr. M.M.C.P. Mohottigedara	Director	19.01.2015
3.	Miss. S.A.H. Samarasinghe	Assistant Director	22.06.2015
4.	Mr. P.L.M. Chathuranga	Assistant Director	14.10.2015
5.	Mr. M.A S. Madushanka	Assistant Director	24.11.2015
6.	Mrs. K.D. I.S.K. Siriwardhane	Accountant	30.12.2015
7.	Mr. P.K. Sarathchandra	Administrative Officer	22.06.2015
8.	Mr. K.A. Suneth Sandaruwan	Management Assistant	23.02.2015
9.	Mr. K.P. Nadun Sameera	Management Assistant	23.02.2015
10.	Mr. K.M.S. Wanigasekara	Public Management Assistant	12.05.2015
11.	Mr. I.K.A. P.Kithsisiri	Public Management Assistant	16.07.2015
12.	Miss. R.M.I.K. Rathnayake	Public Management Assistant	09.09.2015
13.	Miss. H.D.N.S. Hettikankanama	Public Management Assistant	12.10.2015
14.	Miss. H.M.S. Charitha Jayasinghe	Public Management Assistant	13.10.2015
15.	Mr. M. Rathnayake	Public Management Assistant	30.10.2015
16.	Mr. J.G. Sarath Kumara	Driver	06.11.2015
17.	Mr. B.M. Ariyathilake	Driver	01.04.2015
18.	Mr. A. W .M. Abeyrathne	Driver	05.08.2015

Source: Department of Management Services

## **5.4 Training Programmes**

### **5.4.1 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 2015 are depicts in Table 5.3.

**Table 5.3 Participation in Training Programmes**

<b>Serial No.</b>	<b>Field of Training</b>	<b>Training Institute</b>	<b>No. of Participated</b>
1.	Awareness Programme for Public Officers on Public Archives Administration and Conservation Law	Department of National Archives	01
2.	Duties and Responsibilities of the Post of Shroff	Skills Development Fund Ltd	01
3.	Training on Sri Lanka Public Sector Accounting Standards (SLPSAS)	Ernst & Young	01
4.	Duties and Responsibilities of the Post of Accounts Clerk	Skills Development Fund Ltd	04
5.	The Structure of Public Administration	Skills Development Fund Ltd	01
6.	Computer Hardware	Department of Information & Technology Management	25
7.	Managerial Programmes 2015	Sri Lanka Institute of Development Administration	10
8.	Certificate Course in English for Employment Purposes	Sri Lankan Institute of Development Administration	02
9.	Workshop on Procurement & Evaluation of IT Products	Skills Development Fund Ltd	01
10.	Public Lecture on Global Infrastructure Investment, Global Recovery and China's "One Belt One Road"	Centre for Banking Studies	01
11.	The Challenges for Public officer in Implementing Rights to Information Act	Sri Lanka Institute of Development Administration	01
12.	Training Course for Enhanced Project Preparation & Appraisal	Academy of Financial Studies (MILODA)	01

## 5.4.2 Foreign Training Programmes

Foreign Training opportunities were granted to officers of the Department enabling them to obtain foreign exposure and experience to develop their subject knowledge in 2015 too. Accordingly 12 officers got such opportunities, details of which are given below.

**Schedule 04 Participation in Foreign Training Programmes- 2015**

No.	Name	Post	Training Obtained	Country	Duration
01	Mr. W.M.R.P. Weerasinghe	Additional Director General	Overseas training for executive officials	Malaysia	29.08.2015-07.09.2015
02	Mrs. D.H.S. Pullaperuma	Director	Overseas training for executive officials	Malaysia	29.08.2015-07.09.2015
03	Mrs. S.N. Atthanayake	Director	Overseas training for executive officials	Malaysia	29.08.2015-07.09.2015
04	Mr. M.A. Karunarthne	Assistant Director	Overseas training for executive officials	Malaysia	29.08.2015-07.09.2015
05	Mrs. W.D. Sepalika	Assistant Director	Overseas training for executive officials	Malaysia	29.08.2015-07.09.2015
06	Mrs. D.H.S. Pullaperuma	Director	Government Human Resource Management for Developing Countries	China	09.09.2015 - 30.09.2015
07	Mrs. N. Godakanda	Director General	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015
08	Mrs. S.H.D. Kaluthanthri	Director	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015
09	Mr. M.M.C.P. Mohottigedara	Director	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015
10	Miss. M.D. Abeygunawardana	Assistant Director	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015
11	Mr. W.H.G.G. Kosala	Assistant Director	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015
12	Miss. S.A.H. Samarasinghe	Assistant Director	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015
13	Mr. S.M.D. Samaraweera	Research Assistant	Overseas training for executive officials	Malaysia	12.09.2015 - 22.09.2015

14	Mr. M.A. Karunarthne	Assistant Director	Qatar-Regional Training Center for Public Administration course on "Human Resource Development & Management in the Public Sector"	Qatar	12.10.2015 - 15.10.2015
15	Miss. M.D. Abeygunawardana	Assistant Director	Seminar on Public Administration for Civil Servants in Asian countries	China	12.10.2015 - 31.10.2015
16	Mr. M.M.C.P. Mohottigedara	Director	National Government Administration for Senior Officials	Japan	24.10.2015 - 14.11.2015
17	Mrs. N. Godakanda	Director General	Study Tour Policy and Leadership for Senior Public Sector Executives	Australia	27.11.2015 - 07.12.2015

Source: Department of Management Services

## 5.5 Annual Official Mail

The number of letters received during the year 2015 was 6801. These letters were related to various types of matters. Among them, creation of new posts, seeking approval for filling of vacant posts, requests for various allowances and clarification of matters and general establishment matters were salient.

**Table 5.4 Number of Letters received in 2015**

No.	Month	No. of Letters
01	January	449
02	February	496
03	March	683
04	April	505
05	May	487
06	June	612
07	July	647
08	August	543
09	September	587
10	October	594
11	November	584
12	December	614
	<b>Total</b>	<b>6801</b>

Source: Department of Management Services

## 6. FINANCE DIVISION

The allocation made by the Budget Estimate 2015 for the Human Resource Management Project under the operational programme of the Department was Rs. 48,400,000.00 under the Head No. 242, whereas the actual expenditure was Rs. 46,447,317.74. Accordingly, the Department has economically utilized the provision expending 96% only of the total allocation. The Table 6.1 depicts the financial progress of the Department for the year 2015.

**Table 6.1 Financial Progress for the Year 2014 -2015**

Details of Expenditure		2014			2015		
		Approved Provision (Excluding blocked Provision) (Rs.)	Total Expenditure (Rs.)	Percentage of Expenditure (%)	Approved Provision (Excluding blocked Provision) (Rs.)	Total Expenditure (Rs.)	Percentage of Expenditure (%)
<b>Recurrent Expenditure</b>		<b>36,720,000.00</b>	<b>33,818,293.66</b>	<b>92</b>	<b>44,325,000.00</b>	<b>43,105,549.01</b>	<b>97</b>
<b>Personal Emoluments</b>		<b>26,925,000.00</b>	<b>25,295,515.72</b>	<b>94</b>	<b>34,075,000.00</b>	<b>33,824,612.89</b>	<b>99</b>
1001	Salaries and Wages	17,000,000.00	15,386,291.45	91	15,500,000.00	15,421,634.77	99
1002	Overtime and Holiday Payments	900,000.00	885,202.44	98	700,000.00	556,738.47	80
1003	Other Allowances	9,025,000.00	9,024,021.83	100	17,875,000.00	17,846,239.65	100
<b>Travelling Expenses</b>		<b>600,000.00</b>	<b>455,548.08</b>	<b>76</b>	<b>405,000.00</b>	<b>233,920.75</b>	<b>58</b>
1101	Domestic	150,000.00	108,062.50	72	200,000.00	125,987.50	63
1102	Foreign	450,000.00	347,485.58	77	205,000.00	107,933.25	53
<b>Supplies</b>		<b>4,660,000.00</b>	<b>4,211,755.06</b>	<b>90</b>	<b>3,935,000.00</b>	<b>3,582,476.84</b>	<b>91</b>
1201	Stationary and Office Requisites	1,950,000.00	1,852,595.22	95	1,525,000.00	1,447,766.03	95
1202	Fuel	2,500,000.00	2,186,813.54	87	2,090,000.00	1,906,585.87	91
1203	Diets and Uniforms	170,000.00	158,386.30	93	200,000.00	108,955.82	54
1205	Other	40,000.00	13,960.00	35	120,000.00	119,169.12	99
<b>Maintenance Expenses</b>		<b>1,200,000.00</b>	<b>779,398.28</b>	<b>65</b>	<b>1,900,000.00</b>	<b>1,771,757.06</b>	<b>93</b>
1301	Vehicles	900,000.00	675,959.64	75	1,600,000.00	1,552,516.82	97
1302	Plant and Machinery	300,000.00	103,438.64	34	300,000.00	219,240.24	73
<b>Services</b>		<b>2,535,000.00</b>	<b>2,307,054.49</b>	<b>91</b>	<b>3,110,000.00</b>	<b>2,877,714.31</b>	<b>93</b>
1401	Transport	775,000.00	630,044.51	81	800,000.00	720,000.00	90
1402	Postal and Communication	1,160,000.00	1,148,646.90	99	1,610,000.00	1,609,187.41	100
1405	Other	600,000.00	528,363.08	88	700,000.00	548,526.90	78

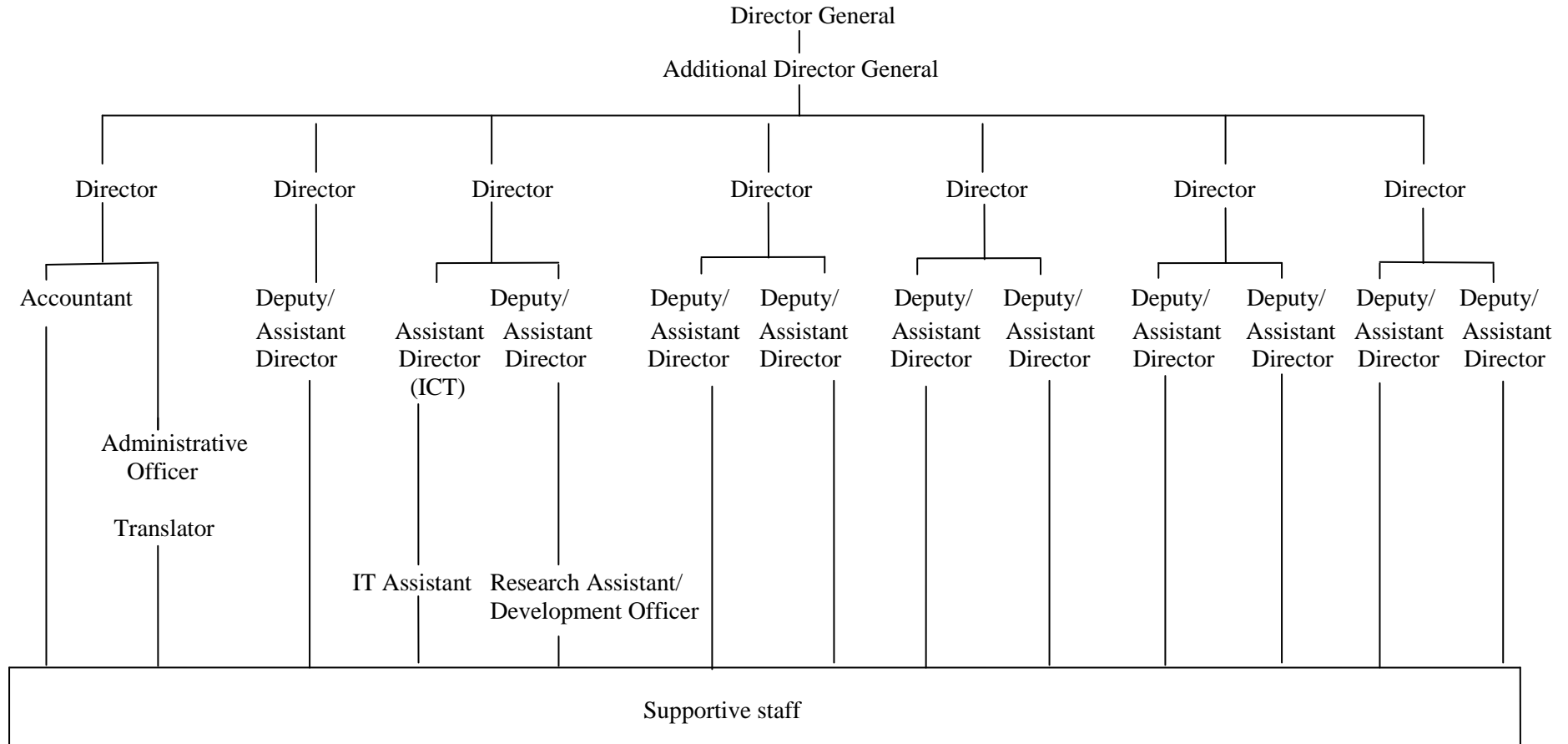
<b>Transfers</b>		<b>800,000.00</b>	<b>769,022.03</b>	<b>96</b>	<b>900,000.00</b>	<b>815,067.16</b>	<b>91</b>
1506	Interest on Property Loan for Public Servants	800,000.00	769,022.03	96	900,000.00	815,067.16	91
<b>Capital Expenditure</b>		<b>2,100,000.00</b>	<b>1,462,961.38</b>	<b>70</b>	<b>4,075,000.00</b>	<b>3,341,768.73</b>	<b>82</b>
<b>Rehabilitation and Improvement of Capital Assets</b>		<b>1,100,000.00</b>	<b>654,971.38</b>	<b>60</b>	<b>900,000.00</b>	<b>220,241.00</b>	<b>24</b>
2002	Plant ,Machinery and Equipment	200,000.00	24,854.50	12	200,000.00	-	-
2003	Vehicles	900,000.00	630,116.88	70	700,000.00	220,241.00	31
<b>Acquisition of Capital Equipment</b>		<b>600,000.00</b>	<b>582,125.00</b>	<b>97</b>	<b>1,225,000.00</b>	<b>1,185,549.90</b>	<b>97</b>
2102	Furniture and Office Equipment	600,000.00	582,125.00	97	1,225,000.00	1,185,549.90	97
<b>Capacity Building</b>		<b>400,000.00</b>	<b>225,865.00</b>	<b>56</b>	<b>1,950,000.00</b>	<b>1,935,977.83</b>	<b>99</b>
2401	Staff Training	400,000.00	225,865.00	56	1,950,000.00	1,935,977.83	99
<b>Total</b>		<b>38,820,000.00</b>	<b>35,281,255.04</b>	<b>99</b>	<b>48,400,000.00</b>	<b>46,447,317.74</b>	<b>96</b>

Source: Department of Management Services



## Organization Structure

### Department of Management Services



- Supportive Staff – ICT Assistant, Public Management Assistants, Document Assistant, Driver, KKS

