

Annual Performance Report for the year
Name of The Institution.....
Expenditure Head No

Contents

Chapter 01 - Institutional Profile/Executive Summary

Chapter 02 – Progress and the Future Outlook

Chapter 03 - Overall Financial Performance for the Year

Chapter 04 – Performance indicators

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

Chapter 06 - Human Resource Profile

Chapter 07– Compliance Report

Chapter 01 - Institutional Profile/Executive Summary

- 1.1. Introduction
- 1.2. Vision, Mission, Objectives of the Institution
- 1.3. Key Functions
- 1.4. Organizational Chart
- 1.5. Departments under the Ministry/ Main Divisions of the Department / Divisional Secretariats of the District Secretariat
- 1.6. Institutions/Funds coming under the Ministry/Department/Provincial Council
- 1.7. Details of the Foreign Funded Projects (if any)
 - a) Name of the Project
 - b) Donor Agency
 - c) Estimated Cost of the Project – Rs. Mn
 - d) Project Duration

Chapter 02 – Progress and the Future Outlook

Briefly explain Special Achievements, challenges and future goals

To be signed by CAO/AO/Head of Institution

Chapter 03 - Overall Financial Performance for the Year ended 31st December 20.....

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance for the period ended 31st December

Rs.

Budget (Current Year)	Note	Actual		
		Current Year	Previous Year	
-	Revenue Receipts	-	-	
-	Income Tax	-	-	} ACA-1
-	Taxes on Domestic Goods & Services	-	-	
-	Taxes on International Trade	-	-	
-	Non Tax Revenue & Others	-	-	
-	Total Revenue Receipts (A)	-	-	
-	Non Revenue Receipts	-	-	
-	Treasury Imprests	-	-	ACA-3
-	Deposits	-	-	ACA-4
-	Advance Accounts	-	-	ACA-5/5(a)
-	Other Receipts	-	-	
-	Total Non Revenue Receipts (B)	-	-	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	-	-	
	Less: Expenditure			
-	Recurrent Expenditure	-	-	
-	Wages, Salaries & Other Employment Benefits	-	-	} ACA-2(ii)
-	Other Goods & Services	-	-	
				3

-	Subsidies, Grants and Transfers	7	-	-	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
-	Total Recurrent Expenditure (D)		-	-	
Capital Expenditure					
-	Rehabilitation & Improvement of Capital Assets	10	-	-	} ACA-2(ii)
-	Acquisition of Capital Assets	11	-	-	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
-	Capacity Building	14	-	-	
-	Other Capital Expenditure	15	-	-	
-	Total Capital Expenditure (E)		-	-	
Main Ledger Expenditure (F)					
	Deposit Payments		-	-	} ACA-4 ACA-5/5(a)
	Advance Payments		-	-	
	Total Expenditure G = (D+E+F)		-	-	
-	Imprest Balance as at 31st December..... H = (C-G)		-	-	

3.3 Statement of Financial Position

ACA-P

Statement of Financial Position

As at 31st December-

Note	Actual	
	Current Year	Previous Year
	Rs	Rs
<u>Non Financial Assets</u>		

Property, Plant & Equipment	ACA-6	-	-
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	-	-
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		-	-
<u>Net Assets / Equity</u>			
Net Worth to Treasury		-	-
Property, Plant & Equipment Reserve		-	-
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	-	-
Imprest Balance	ACA-3	-	-
Total Liabilities		-	-

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

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

3.4 Statement of Cash Flows **ACA-C**

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

	Actual	
	Current Year Rs.	Previous Year Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-

Profit	-	-
Non Revenue Receipts	-	-
Total Cash generated from Operations (a)	-	-
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	-	-
Subsidies & Transfer Payments	-	-
Finance Costs - Imprest Settlement to Treasury	-	-
Total Cash disbursed for Operations (b)	-	-
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	-	-
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (d)	-	-
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	-	-
Total Cash disbursed for Investing Activities (e)	-	-
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	-	-
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	-	-
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (h)	-	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Change in Deposit Accounts and Other Liabilities	-	-

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	-	-

3.5 Notes to the Financial Statements

3.6 Performance of the Revenue Collection

Rs. ,000

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

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent				
Capital				

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

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

3.8 Performance of the Reporting of Non-Financial Assets

Rs. ,000

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

3.9 Auditor General's Report**

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

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%

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

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%- 100%

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

Chapter 06 - Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior			
Territory			
Secondary			
Primary			

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

06.3 Human Resource Development

Name of the Program	No. of staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program (Abroad/Local)	Output/Knowledge Gained*
			Local	Foreign		

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

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
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements			
1.2	Advance to public officers account			
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)			
1.4	Stores Advance Accounts			
1.5	Special Advance Accounts			
1.6	Others			
2	Maintenance of books and registers (FR445)/			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018			

2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update			
2.3	Register of Audit queries has been maintained and update			
2.4	Register of Internal Audit reports has been maintained and update			
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date			
2.6	Register for cheques and money orders has been maintained and update			
2.7	Inventory register has been maintained and update			
2.8	Stocks Register has been maintained and update			
2.9	Register of Losses has been maintained and update			
2.10	Commitment Register has been maintained and update			
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update			
03	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute			
3.2	The delegation of financial authority has been communicated within the institute			
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers			
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			
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared			

4.2	The annual procurement plan has been prepared			
4.3	The annual Internal Audit plan has been prepared			
4.4	The annual estimate has been prepared and submitted to the NBD on due date			
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time			
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General			
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019			
6.2	All the internal audit reports has been replied within one month			
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018			
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)			
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019			
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017			
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			
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016			
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular			
8.5	The disposal of condemn articles had been carried out in terms of FR 772			
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date			
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning			
9.3	The vehicle logbooks had been maintained and updated			
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident			
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			
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term			
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			
10.2	The dormant accounts that had existed in the year under review or since previous years settled			
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			
11	Utilization of Provisions			

11.1	The provisions allocated had been spent without exceeding the limit			
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)			
12	Advances to Public Officers Account			
12.1	The limits had been complied with			
12.2	A time analysis had been carried out on the loans in arrears			
12.3	The loan balances in arrears for over one year had been settled			
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits			
13.2	The control register for general deposits had been updated and maintained			
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD			
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task			
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371			
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly			
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations			
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account			
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176			
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre			
16.2	All members of the staff have been issued a duty list in writing			
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017			

17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation			
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures			
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act			
18	Implementing citizens charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management			
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular			
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.			
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			
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular			

19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular			
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified			

END

Annual Performance Report for the year 2019
Name of the Local Authority, Name of the Province

Contents

Chapter 01 - Institutional Profile/Executive Summary

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Chapter 04 – Performance indicators

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

Chapter 06 - Human Resource Profile

Chapter 07– Compliance Report

Chapter 01 - Institutional Profile/Executive Summary

- 1.8. Introduction
- 1.9. Vision, Mission, Objectives of the Institution
- 1.10. Key Functions
- 1.11. Organizational Chart
- 1.12. Details of the Foreign Funded Projects (if any)
 - e) Name of the Project
 - f) Donor Agency
 - g) Estimated Cost of the Project – Rs. Mn
 - h) Project Duration

Chapter 02 – Progress and the Future Outlook

Briefly explain Special Achievements, challenges and future goals

To be signed by the Chairperson of the Local Authority

Chapter 03 - Overall Financial Performance for the Year

3.1 Balance sheet

Form - 31

BALANCE SHEET AS AT 31ST DECEMBER 20.....

Code No:		Note	Previous Year		Current Year	
110	Fixed Assets					
120	Stores in hand (Note-02)					
130	Loans For Utility Services (Note-03)					
140	Staff Loans					
150	Recoverable Utility Services (Note-04)					
160	Revenue Debtors (Note-05)					

170	Pre-Payments (Note-06)					
180	Investment (Note-07)					
190	Cash and Bank	-				
	Total Current Assets					
	Total Assets					
	Current Liabilities					
230	Creditors (Note-09)					
240	Receipts in Advance (Note-10)					
250	Refundable deposit (Note-11)					
	Working Capital					
	Net Assest					
	Financed By					
210	Accumulated Fund and Reserves (Note-12)					
220	Loan Captial (Note-13)					
	Total			-		-

Prepared by -

Secretary

Chairman

-

-

Checked by -

Date -

3.2 Income Statement

Form 30

REVENUE AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST December 20.....

Description	programme 1	programme 2	programme 3	programme 4	programme 5	programme 6	Total
	General Administration	Health Services	Physical Planning and Thoroughfares and Buildings	Water services	Public Utility Services	Welfare Services and Amenities	
Revenue							
(10) Rates and Taxes							
(20) Rents							
(30) Licences							
(40) Service charge							
(50) Warrant costs, Fines and Penalties							
(60) Other Income							
(70) Revenue Grants							
TOTAL REVENUE							

1

Description	programme 1	programme 2	programme 3	programme 4	programme 5	programme 6	Total
2. / RECURRENT EXPENDITURE							
(01) Personal Emoluments							
(02) Travelling Expenses							
(03) Supplies and Requisites							
(04) Repairs and maintenance of Capital							
(05) Transportation commutation Utility and Other Services							
(06) Interest, Payments Dividends and Bonuses							
(07) Grants (Contributions and Subsidies)							
(08) Pensions, Retirement Benefits and Gratuities							
Total Recurrent Expenditure	-	-	-	-	-	-	-

2

Description	programme 1	programme 2	programme 3	programme 4	programme 5	programme 6	Total
Excess of Revenue Over Recurrent Expenditure(1-2)							
Capital Receipts							
GwneFk							
(8-1) Grants							
(8-2) Sales of Capital Assets							
Total Capital Receipts							
5. (3+4)Total of Excess of Revenue and Capital Receipts (3+4)							
6. Capital Expenditure							
(09) Equipment outlay							
Lands, Land Improvement and Structural outlay							
GwneFk							
Capital Expenditure							
7. Balance (5-6)							
8. Transfers to							
Reserves							
mgptUj;jp xJf;fk;							
Accumalated Fund							

Prepared by -

Secretary -

Chairman -

Checked by -

Date -

3.3 Cash Flow Statement

Cash flow statement as at 31.12.20.....

	Activities	Previous Year	Activitie s	Current year
	Rs	Rs	Rs	Rs
Description				
Excess or Revenue over Recurrent expenditure before Tax & Interest				
Working capital adjustment				
Stock Increased				
Debtors increased				
Prepayment Increased				
Staff loan Increased				
Creditors Increased				
Repayment deposit Increased				
Others payable Increased				
Fixed Assets Sales				
Net cash generated from / (used in) operating activities				
Investment Activities				
Fixed deposit				
Capital Expendure				
Capital Grant Expendure				
Net cash generated from / (used in) investing activities				
Financing activities				
Equity increase				
Loan Settle				
Capital Grant				
Interest				
Net cash (used in) / generated from financing activities				
Net cash generated / (used) during the year				
Cash & cash equivalents at the beginning of the year				
Cash & cash equivalents at the end of the year				

Prepared
by -

Secretary -

Chairman -

Checked
by -

Date -

3.5 Auditor General's Report**

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

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%

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

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%- 100%

5.2 Briefly explain the achievements and challenges of the SDG

Chapter 06 - Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior			
Territory			
Secondary			
Minor			

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

06.3 Capacity Development of the Staff

Name of the Program	No. of staff trained	Duration of the program	Total Investment (Rs Mn)		Nature of the Program (Abroad/Local)	Output/Knowledge Gained*
			Local	Foreign		

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

Chapter 07– Compliance Report

Applicable requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1. Presentation of Financial Statements			
(1.1) The financial statements for the year under review had been presented by the due date			
2. Response for Auditing			
(2.1) All the audit queries has been replied within the specified time by the Auditor General			
(2.2) All the deficiencies pointed out in the audit queries / paras issued by the Auditor General in the previous year have been rectified			
3. Planning			
(3.1) The annual action plan had been prepared for the institute			
(3.2)The Action Plan for the year under review had been approved by the due date,			
(3.3) The budget for the year under review had been approved,			
(3.4) The annual procurement plan had been prepared by the due date			
4. Rate Administration			
(4.1) The property on which rates are charged had been assessed once in 5 years			
(4.2) 70% from the billed revenue for the year under review had been collected in the same year			
(4.3) Warrants had been issued to recover the overdue rates			
5. Rent Administration			
(5.1) All the property that are rented out annually (such as meat stalls/ fish stalls/ public fair) had been rented out in the year under review			
(5.2) Agreements had been entered into with regard to the property rented out annually			
(5.3) All the due taxes from property that were rented out annually have been collected			
(5.4) Legal action had been taken to collect the overdue money			
(5.5) All the property scheduled to be rented out for a long period (public market, boutiques) have been rented out			

(5.6) Agreements had been entered into with regard to the property that were rented out for a long period			
6. Administration of business taxes and trade licenses			
(6.1) A survey had been conducted to collect business taxes and trade license fees for the year under review			
(6.2) The business places that have not obtained licenses had been sued			
7. Audit and Management Committees			
(7.1) Minimum 04 meetings of the Audit and Management Committee has been held during the year			
8. Management of Bank Accounts			
(8.1) The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date			
(8.2) The dormant accounts that had existed in the year under review or since previous years settled			
(8.3) 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			
9. Asset Management			
(9.1) All the assets had been documented			
(9.2) The security of all the assets had been assured			
(9.3) All the assets had been acquired			
(9.4) The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016			
(9.5) The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular			
(9.6) The disposal of condemn articles had been carried out in terms of FR 772			
10. Management of Vehicles			
(10.1) The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date			
(10.2) The condemned vehicles had been disposed of within a period of less than 6 months after condemning			
(10.3) The vehicle logbooks had been maintained and updated			

(10.4) The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident			
(10.5) 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			
(10.6) Vehicle maintenance register had been maintained in the institution			
(10.7) A fuel register had been maintained in the institution			
11. Staff Management			
(11.1) The staff had been paid within the approved cadre			
(11.2) All members of the staff have been issued a duty list in writing			
(11.3) All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017			
12. Maintenance of books and registers with recent updates			
(12.1) Land and Building Register			
(12.2) Fixed Assets Register			
(12.3) Contract Register			
(12.4) Audit Query Register			
(12.5) Cheques and Money Order Register			
(12.6) Inventory Register			
(12.7) Consumer Goods Register			
(12.8) Register for Losses			
(12.9) Counterfoil Book Register			
(12.10) Advance Register			
(12.11) Industries/ Business Tax Register			
(12.12) Debtor's Register			
(12.13) Creditor's Register			
(12.14) Tender Board Decision Register			
(12.15) Street Lamp Register			
(12.16) Survey Book			
(12.17) Road Inventory			
(12.18) Land Fragmentation Tax Register			
(12.19) Building Application Register			
(12.20) Conformity Assessment Register			
13. Waste Management			
(13.1) Waste management plan had been prepared according to the national policies			
(13.2) The garbage had been segregated and collected in the council area			
14. Environmental Activities			

(14.1) The environment had been damaged due to the irregular disposal of waste in the area			
(14.2) Arrangements have been made to control the harm done to the environment from the harmful emissions from the factories in the area.			
15. By-laws			
(15.1) By-laws have been made for main purposes for which by-laws should be made in terms of Section 272 of the Municipal Councils Ordinance / Section 157 of the Urban Councils Ordinance / Section 126 of the Pradeshiya Sabha Act			
(15.2) The activities that should be carried out by the council in terms of the previously mentioned by-laws have been included in the annual performance report			
(15.3) Provisions have been allocated from the annual budget for implementing such activities			
16. Providing Information to the Public			
(16.1) An information officer has been appointed and a proper register of information is maintained in terms of Right to information act			
(16.2) Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures			
(16.3) Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act			
17. Approval of Building Plans			
(17.1) A register has been maintained to record the receipt of all building plans received by the council and the date of receipt and the dates on which action was taken has been recorded there			
(17.2) The relevant person has been informed of the problems related to applications within 5 days			
(17.3) The application has been presented to the first meeting of the planning committee that is held within one week after the receipt of the application			
(17.4) More than 80% of the building plans have been approved by the date specified in the Citizens' Charter (within 8 weeks).			
18. Implementing the Citizens Charter			
(18.1) A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management			

(18.2) A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular			
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.			
(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			
(19.3) Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular			
(19.4) A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular			
20. Establishing the e-Local Government System			
(20.1) The citizens have been provided with the facility to submit applications online in accordance with the Local Government Circular No. 2018/e-Local Government-01 dated 19.07.2018			
(20.2) The citizens have been provided with the facility to make payments online			
(20.3) 'Front Offices' and Customer Service Centres have been introduced in order to provide a people-friendly service?			

END