

Annual Performance Report for the year
Ministry / Department of
..... Provincial Council/
..... (Local Authority)

Chapter 01 - Institutional Profile

- 1.1. Introduction
- 1.2. Vision, Mission, Objectives
- 1.3. Subjects and Functions
- 1.4. National Policy Priorities and Strategies
- 1.5. Organizational Chart
- 1.6. Departments of the Ministry/ Main Divisions of the Department¹
- 1.7. Institutions/Funds coming under the Ministry/Department/Provincial Council/Local Authority

Chapter 02 – Performance of the Ministry/Department/Fund²

02. 1. Ministry/ Department of

Core Responsibility	Major Tasks Planned as per Annual Action Plan	KPIs as indicated in Annual Action Plan	Annual Estimated Cost (LKR Mn.) (If relevant)	Progress		Reasons if any Deviation
				Physical (Quantifiable)%	Financial %	
a.						
b.						
c.						
d.						

¹ In relation to the Provincial Councils (PCs), the Ministries under the PC should be mentioned.

² In relation to the PCs, Performance of the Ministries under the PC should be mentioned in separate Tables, i.e. 02.1, 02.2.....

02. 2. Fund

Core Responsibility	Major Tasks Planned as per Annual Action Plan	KPIs as indicated in Annual Action Plan	Annual Estimated Cost (LKR Mn.) (If relevant)	Progress		Reasons if any Deviation
				Physical (Quantifiable)%	Financial %	
a.						
b.						
c.						

Chapter 03 – Assets Management

Category	Unit of Measurement	Quantity		Value (Cost/ Book Value/ Revaluation Amt.) LKR	Remarks
		Usable	Unusable		
Land and Buildings	Hectares/ Square feet/ square metre				
Structures	numbers/ square feet				
Plants and Machinery	numbers				
Vehicles	numbers				
Office Equipment	numbers				
ICT equipment (Computers and software)	numbers				
Furniture	numbers				
FDs³	LKR				

*How these assets were utilized to accomplish the objectives of the organization briefly state here.

³ Details of Fixed Deposits should be included in case of PCs and LAs

Chapter 04 – Progress of implementing Foreign Funded Projects/PPP Projects⁴

Project	Donor Agency	Project Period	Estimated Cost of the Project	Estimated cost for relevant the year	Expected output for relevant the Year	Progress		Reasons if any Deviation
						Physical %	Financial %	

*Briefly explain the project development objectives and performance of the project.

Chapter 05 – Progress of implementing National Budget Proposals

Budget Proposal No.	Proposal (in brief)	Allocated Funds	Expected output (if relevant)	Progress	
				Physical %	Financial %

Chapter 06 - Overall Financial Performance for the Year

Category	Estimated	Actual	Deficit/ Surplus	*Major reasons for variances
Revenue (if relevant)				
Total Expenditure				
Recurrent				
Capital				

*Major reasons for the significant variances in revenue and expenditure should be briefly stated here.

⁴ Pl. fill the Attachment 01 for detail report on the progress of implementing Foreign financing projects/PPP projects

Chapter 07 - Human Resource Profile

07.1 Cadre Management Report

S. No.	Designation	Approved Cadre	Actual at the end of the year	New recruitment during the year	Transfer In	Transfer Out	Other**	Vacancies/ (Excess) at the End of the year

Actions have been taken/ to be taken to fill the vacancies should be briefly stated here.

**Other - Retired/Resigned/Vacated post/Interdicted

07.2 Capacity Building of the Staff

S. No.	Name of the Training Program	Objective of the Program	No. of staff trained	Duration of the program	Total Investment (If GOSL Funds have been used)	Nature of the Program (Foreign/Local)	Output*

*Contribution to the institution/public from the capacity building program/ Changes taken after training

The impact of the capacity building programs of the year in broad briefly state here.

Chapter 08 – Future Goals/way forward - How to accomplish the mission statement briefly state here.

Chapter 09 - Report on Special Achievements and Challenges by the Chief Accounting Officer /Accounting officer/Head of Institution

Briefly explain whether reporting year activities and performance have been helped to reach the objectives or if not what are the major issues or challenges faced and how it could be overcome in future (Maximum 01 page) – To be signed by CAO/AO/Head of Institution

Chapter 10 – Audited Financial Statements and Audit Report – Attached⁵

Chapter 11 – Compliance Report

⁵ Audited Financial Statements will be attached at the time when the APR is submitted to Parliament. When the APR is submitting to Auditor General, Financial Statements as mentioned in the State Accounts Circular 267/2018 need to be submitted.

Detailed report on the progress of implementing Foreign Funded Projects/PPP Projects

Name of the Project	Project 1	Project 2	Project 3
Objectives of the Project			
Project Components			
Donor Agency			
Total Cost of the project			
Project Duration			
Project Area			
Total Exp. As at 31st Dec. of the last year			
Estimated Cost of the Year			
Expected output for the Year			
Financial Progress			
Physical Progress			
Remarks			

Compliance Report

S. No.	Description	Compliant/Non-compliant	Remarks
01	Did the government entity perform adhering to the Financial Regulations, Establishment Code, Circulars and any other common law governing the institution?		
02	Did the government entity submit the following Reports to the relevant Authority and publish in the website before start the financial year? <ul style="list-style-type: none"> ➤ Annual Action Plan ➤ Annual Procurement Plan ➤ Internal Audit Plan 		
03	Was the draft annual budget submitted to the relevant Authority as instructed in the guidelines?		
04	Did the public entity have an appropriate procurement and contract administration system, which is fair, equitable, transparent, competitive and cost-effective?		
05	Did the public entity send monthly summaries of accounts, quarterly reports any other information requested by law or regulations/circular instructions as instructed by the relevant parties		
06	Does the public entity's annual performance report and financial statements fairly present the state of affairs of the government entity, its financial results, its performance against predetermined objectives and its financial position as at the end of the financial year concerned?		

07	Is internal audit conducted in accordance with standards set by the Provincial/ General Treasury?		
08	Did the government entity take necessary actions regarding the findings and recommendations of the internal audit, government Audit, Committee on Public Accounts, Committee on Public Finance?		
09	Have any employees of the public entity committed financial misconduct in the respective year?		
10	Have effective and appropriate disciplinary steps been taken against any employee of the public entity who has: contravened or failed to comply with a provision of the Financial Regulations and any other regulations and instructions given by the respective Authorities?		
11	Did the government institution take necessary actions to rectify the issues arisen due to losses and damages to the public property entrusted to the relevant entity?		