



DEPARTMENT OF MANAGEMENT SERVICES

ANNUAL PERFORMANCE REPORT 2016

GENERAL TREASURY

COLOMBO - 01

Telephone: 011 -2484757

Fax : 011-2430270

E- mail : dgms@msd.treasury.gov.lk

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

During the year 2016, this Department was able to go ahead with a number of important steps in relevant to the Public Sector Human Resources Management pioneering the significant responsibility of optimum management of human resource in the entire public sector aiming at economic development. Through this, the major contribution rendered towards the excellence in public services utmost important.

Initiatives for the significant task on creation of a centralized information system to regulate public sector human resource management and formulation of policies pertaining to cadre reviews focusing on the entire institutional mechanism could be successfully accomplished during this year.

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 in this endeavor. I further take this opportunity to thank the officials of all the public sector institutions for the co-operation extended in taking necessary policy decisions for the public sector human resources management and really appreciate the dedication and team spirit of the staff of the Department who were positively contributed to the performance of the Department.

With the experience and expertise we had so far, I expect collaboration and dedication of all the officials in achieving the mission, to be the prime institution on cadre management, remuneration management and consultancy to accomplish excellence in the public service.

H.G. Sumanasinghe

Director General

CONTENT

	Page
1. Introduction	1-2
2. Cadre Management	3-8
3. Salaries and Remuneration Management	9
4. Research, Submission of Observation and Committee Representations	10-11
5. Establishment Division	12-18
6. Finance Division	19-20
7. Schedule	21

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 humane sources 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) Introduction, implementation and monitoring of relevant reforms to the Public Sector
- (ii) Conducting cadre reviews to introduce new systems and methodologies through identification of optimum cadre requirement in line with the mission and the objectives of the public sector institutions.
- (iii) Granting approval to create cadre and to fill the vacancies identifying the posts to be suppressed and revision to the cadre.
- (iv) Approving cadre and deciding salary for the staff in the projects of the government.
- (v) Approving recruitment procedures and promotional procedures for the public corporations, statutory boards and fully government owned companies.

- (vi) Upgrading criteria and standards considering cadre requirement/ Upgrading criteria and standards for the government sector posts.
- (vii) Identifying excess staff, deploying them effectively and submission of proposals for revision and 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 focused on the requirements for improvement of service minutes and service conditions.
- (x) Examining and making recommendations after scrutinizing proposals of the Cabinet of Ministers 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) Conducting studies on recruitment policy, skills development training and planning of succession as well as assisting relevant authorities to implement such matters
- (xiii) Managing salaries and incentive schemes, welfare schemes and any other remuneration schemes in the public sector and conduct studies and give observations in relevant to retirement benefits of the public sector.
- (xiv) Identifying duplication of functions in the Public Sector Institutions with the objective of restructuring and the sizing of the Public Institutions
- (xv) Providing consultancy services in relevant to institutional reviews, cadre management and salaries of the Provincial Councils and Local Authorities.

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 2016 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 1,353,318 as at 31.12.2016. 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-2016

Administrative Level	No. of Approved Posts	No. of Actual Employees
National Level	865,788	754,590
Provincial Councils and Local Authorities	412,796	372,033
Total Public Service	1,278,584	1,126,623
SOEs and State Banks	240,029	226,695
Total Public Sector	1,518,613	1,353,318

Source: Department of Management Services

2.3 Cadre Management of Public Sector -2016

With the view of delivering efficient and effective service to the public, 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 2016.

2.3.1 Creation of Posts- 2016

In granting approval for posts, factors such as functions assigned to the institutions, financial strengthen of the country and timely need for creation of posts were taken into consideration. The Table 2.2 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 2013-2016.

Table - 2.2 Creation of Posts (2013 - 2016)

Institution	2013		2014		2015		2016	
	No. of Posts	Percentage (%)	No. of Posts	Percentage (%)	No. of Posts	Percentage (%)	No. of Posts	Percentage (%)
Ministries / Departments	15,315	77	5,326	50	11,179	70	7,108	28
Provincial Councils and Local Authorities	3,093	16	3,926	37	3,131	20	17,984	72
Government Corporations, Statutory Boards and Fully Government Owned Companies	1,330	7	1,422	13	1,557	10	00	00
Total	19,738	100	10,674	100	15,867	100	25,092	100

Source: Department of Management Services

Accordingly, twenty-eight (28%) of posts were approved for Ministries and Departments during the year 2016.

The table 2.3 depicts the details of the number of cadre in the entire public service during the past decade.

Table - 2.3

Public Sector Cadre Composition 2007 -2016

Administrative level		Year									
		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
National	Approved	579,615	635,711	680,442	698,335	705,331	710,909	796,266	844,948	858,680	865,788
	Actual	505,900	557,590	607,717	643,748	643,399	661,837	683,719	703,600	722,950	754,590
Provincial Councils And Local Authorities	Approved	358,604	362,755	364,396	367,207	367,730	385,562	391,647	392,698	394,812	412,796
	Actual	283,885	290,162	296,714	332,107	363,248	378,933	375,752	377,445	374,330	372,033
Entire Public Service	Approved	938,219	998,466	1,044,838	1,065,542	1,073,061	1,096,471	1,187,913	1,237,646	1,253,492	1,278,584
	Actual	789,785	847,752	904,431	975,855	1,006,647	1,040,770	1,059,471	1,081,045	1,097,280	1,126,623
Public Enterprises and Banks	Approved	222,377	226,197	227,224	227,792	228,326	245,100	245,687	245,339	244,800	240,029
	Actual	224,443	229,445	234,547	236,121	236,543	239,079	239,058	221,213	219,583	226,695
Entire Public Sector	Approved	1,160,596	1,224,663	1,272,062	1,293,334	1,301,387	1,341,571	1,433,600	1,482,985	1,498,292	1,518,613
	Actual	1,014,228	1,077,197	1,138,978	1,211,976	1,243,190	1,279,849	1,298,529	1,302,258	1,316,863	1,353,318
Disbursement of Approved Cadre (%)		87	88	90	94	96	95	91	88	88	89
Retired Number		438,190	445,120	456,113	473,762	493,549	510,343	521,699	546,379	564,472	579,414

Source: Department of Management Services

Accordingly in the year 2016 the approved cadre in the public sector has been increased by 30% compared to the year 2007 adapting the expansion of service requirement of the public sector. However only the 89% of the approved cadre has been actually utilized in the year 2016 due to the increase in the gap between the recruitments and the retirements. As per the details in the table 2.3, during the past ten years period from year 2007 to 2016, the maximum utilization is shown in the year 2011.

Though the number of public officers shows gradual and propotional increase up to the year 2001 as per the details in the table 2.4 in relevant to increase in the number of cadre in the public sector compared to population growth since 1946, it is observed that the number of cadre in the public sector has incresed in a higher ratio from the year 2000/2001. The reason can be concluded as time to time deployment of graduates in large numbers to the public sector.

Table -2.4 No. of cadre in the public Service and Population in Sri Lanka

Year	Total population	Cadre in the Public Service		
		Cadre in the government service	Cadre in the semi government service	Cadre in the entire public sector
1946	6,657,339	60,901	-	60,901
1953	8,097,895	222,845	-	222,845
1963	10,582,064	365,292	-	365,292
1971	12,689,897	323,718	145,810	469,528
1981	14,846,750	368,849	228,531	597,380
2001	18,732,400	587,805	247,845	835,650
2012	20,359,439	1,122,734	244,989	1,367,723
2016	-	*874,395	*243,413	*1,117,808

*apart from the cadre in the three forces.

Source -Department of Census and Statistics

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 and the vacancies exist in the Public Corporations, Statutory Boards fully government owned companies have been filled on the approval of the Department of Management Services considering the requirement of service.

2.3.3 Management of Project Staff and Remuneration

In terms of Management Services Circular No. 33 dated 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. Management Services Circular No. 01/2016 dated 24.03.2016 has been issued revising the posts and the salaries of the project cadre enabling to obtain effective service of the knowledgeable and experience professionals to facilitate economic development goals set out according to development priorities. 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 2016.

Table - 2.5 Approval for Project Cadre - 2016

Serial No.	Project	No. of Posts
1.	Uma Oya Multipurpose Development Project	174
2.	Thalpitigala Reservoir Project	60
3.	Priority Road Project 3 - Phase II	37
4.	Badulla - Chenkalady Road Project	13
5.	Mahaweli Water Security Investment Programme	20
6.	Moragahakanda Kaluganga Development Project	111
7.	Yan Oya Reservoir Project	05
8.	Dam Safety and Water Resources Planning Project	84
9.	Project Management Unit	01
10.	Project for Conservation of Agricultural Eco Zones in Sri Lanka and Adapting People for Climate Changes.	06
11.	Project for Adapting Bio Diversity and Sustainable Utilization for the Improvement of Human Nutrition and Good Conduct.	09
12.	Project for the Conservation of Bio Diversity and Enriching Ecosystems in the Ecologically Sensitive Areas	09
13.	National Ozone Unit	03
14.	Project for Adapting people in the villages Associated with Mahaweli River Basin of Sri Lanka for Unfavorable Effects of Climate Changers	01
15.	Project for the Conservation and Management of Eco Systems - under the World Bank Funds	26
16.	Programme for Managing Environmentally Hazardous Material and Chemicals in Sri Lanka	10
17.	Integrated Water Management Project for Strengthening Small Scale Farmers through Climate Changers and Extensive Weather Conditions	28
18.	Basnagoda Reservoir Project	18
19.	Lower Malwathu Oya Reservoir Project	19
20.	Heda Oya Reservoir and Kumbukkan Oya Reservoir Project	18
21.	Mahaweli River Dam Lower Basin Development project	15
22.	Gin - Nilwala River Diversion Project	14
23.	Mundeni Aru Basin Development Project	18
24.	Polonnaruwa District Irrigation System Development Project and Monaragala District Accelerated Irrigation Development Project	45
25.	Climate Resilience Improvement Project	490
26.	Financial City Project	04
27.	Programme for Promotion of Small and Medium Scale Entrepreneurs Under the ADB Loan	11
28.	RAMIS	19
29.	Social Safety Nets Projects	19
30.	Efficiency Management Project	14
31.	Colombo Capital Based Solid Waste Management Project	01
32.	Strategic City Development Project	73
33.	Integrated Social Development Project	131
34.	Elevated City Development Project	101

35.	Administrative City Project	219
36.	Transport Development Project	78
37.	Port City Development Project	110
38.	Construction of new Railway to Habarana through Kurunegala - Dambulla	28
39.	Project for Extension of Matara - Beliatta - Kataragama Railway	04
40.	Bandaranayake International Airport Development Project	33
41.	Project for Developing Railways in the Colombo City Limits	26
42.	Project for Training of Front Line Officers in Community Development in Conflict affected Areas in Sri Lanka	21
43.	Gear Britain Steel Bridge Project- Phase II Spain Overhead Bridge Project	37
44.	Project for Upgrading Roads in the Western Province	15
45.	Project for Construction of New Bridge Across the Kelani River	26
46.	Faculty of Health Care Sciences - Eastern University of Sri Lanka	15
47.	Elevated Port Access Road Project	21
48.	Ruwanpura Express Way Project	43
49.	Project for construction of Highway from New Kelani Bridge to Rajagiriya	16
50.	Outer Circular Road Project	01
51.	Construction of Bridge at Kochchikade in Peliyagoda - Puttalam road	12
52.	Southern Roads Connectivity Project	35
53.	Small Holder Tea and Rubber Revitalization Project	50
54.	Agriculture Sector Modernization Project	30
55.	National Agriculture Development Programme (NADP)	16
56.	National Agri Business Development Programme(NADep)	03
57.	Project Management Unit - Regaining Polonnaruwa Development Project	77
58.	Skills Sector Development Unit	03
59.	Skills Sector Development Programme	02
60.	Conducting IDP Survey Task Force on Resettlement of Protracted IDP's in the Northern Province	25
61.	Polgahawela, Potuhera, Alawwa integrated Water Supply Project	33
62.	Aluthgama, Matugama, Agalawatta integrated Water Supply Project	41
63.	Kundasale, Harathgamaintegrated Water Supply Project	39
64.	Kandy Northen, Pathadunbaraintegrated Water Supply Project	54
65.	Greater Matale Water Supply Project	63
66.	Anamaduwa Water Supply Project	26
67.	Maharagam - Boralesgamuwa/ Chillaw - Puttalama Sewerage Project	27
68.	Project for Sanitation and Introduction of Related Matters	13
69.	Ruwanwella Water Supply Project	23
70.	Water Supply and Sanitation Improvement Project	82
71.	Kelani Southern Bank Water Supply Project	38
72.	Anuradhapura - North Water Supply Project	55
73.	Project for Implementation of Strategies for Studying in Relevant to Prevention of Chronic Kidney Decease.	13
74.	Ambatale Water Supply Project	33
75.	Tambuttegama Water Supply Project	18
76.	Coordination unit for Expeditious Development Project for Middle Income Housing and Infrastructure Facilities	13
77.	Greater Colombo Waste Water Management Project	19

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 also provides consultation for practical issues of salaries and remuneration for the inquiries made by Ministries and Departments. Moreover, the Department contributed towards the restructuring programmes and consultation relating to the payment of allowances of Government Corporations, Statutory Boards and Fully Government Owned Companies in the year 2016 as per the Management Services Circular No. 30. Further, the following Circulars have been issued during the year 2016 by the Department.

Management Services Circulars - 2016

01.	Management Service Circular No. 01/2016 dated 24.03.2016	Cadre and Remuneration Management of Projects
02.	Management Service Circular No. 02/2016 and dated 25.04.2016	Revision of Salaries -2016 Government Corporations, Statutory Boards and Fully Government Owned Companies
03.	Management Service Circular No. 03/2016 and dated 29.04.2016	Revision of Salaries of members in Three Armed Forces- 2016
04.	Management Service Circular No. 04/2016 and dated 18.08.2016	Revision of salaries of the Cadre in the University Grant Commission and Academic and Non Academic Staff of the University - 2016
05.	Management Service Circular No. 03/2016(I) and dated 22.08. 2016	Revision of Salaries of members in Three Armed Forces - 2016
06.	Management Service Circular No. 05/2016 and dated 30.08.2016	Revision of salaries of High Court Judges and officers in Sri Lanka Judicial Service - 2016
07.	Management Service Circular No. 02/2016(I) and dated 21.10.2016	Revision of Salaries - 2016 Government Corporations, Statutory Boards and Fully Government Owned Companies
08.	Management Service Circular No. 06/2016 and dated 07.11.2016	Revision of Salaries of the Cadre in Parliament of Sri Lanka - 2016
09.	Management Service Circular No. 01/2016(I) and dated 16.12.2016	Cadre and Remuneration Management of Projects

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 2016 is given in Table 4.1 with classification.

Table 4.1 Classification of Observations on Cabinet Memoranda - 2016

No.	Subject/Field	No. of Memoranda
1.	Appointments / Recruitments	185
2.	Extension of Service	61
3.	Creation of Posts	35
4.	Remuneration	60
5.	Service Minutes & Schemes of Recruitments	52
6.	Disciplinary Matters	06
7.	Recruitments on Contract Basis	34
8.	Other	172
	Total	605

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 2006 to 2016 on Cabinet Memoranda is given in Table 4.2.

Table 4.2 Submission of Observations on Cabinet Memoranda

Year	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
No. of Memoranda	820	780	750	1272	1598	1019	399	499	449	537	605

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 2016 by maximum utilization of its human and physical resources without any impact on its performance. The summary of the total cadre as at 31.12.2016 is given in Table 5.1.

Table 5.1 Details of Cadre as at 31.12.2016

No.	Post	Approved Cadre	Actual Cadre	Vacancies
1.	Director General	01	01	00
2.	Additional Director General	01	01	00
3.	Director	08	04	04
4.	Assistant / Deputy Director	12	06	06
5.	Accountant	01	01	00
6.	Assistant Director (ICT)	01	00	01
7.	Administrative Officer	01	01	00
8.	Translator	01	01	00
9.	Information & Communication Technology (ICT) Officer	01	01	00
10.	Research Assistant	03	03	00
11.	Development Officer	06	03	03
12.	Information Technology Assistant	01	01	00
13.	Public Management Assistant	35	31	04
14.	Information & Communication Technology (ICT) Assistant	01	00	01
15.	Document Assistant	01	00	01
16.	Driver	08	08	00
17.	K.K.S	07	07	00
	Total	89	69	20

Source: Department of Management Services

The Schedule 01 depicts the actual cadre of the Department as at 31.12.2016.

Schedule 01

Staff as at 31.12.2016

Serial No.	Name	Post
1.	Mr. H.G.Sumanasinghe	Director General
2.	Mrs. B.M.S. Bandara	Additional Director General
3.	Mrs.D.H.S.Pullaperuma	Director
4.	Mrs. S.H.D.Kaluthanthri	Director
5.	Mr. M.M.C.P.Mohottigedara	Director
6.	Mrs. M.D.N. Balasooriya	Director
7.	Mrs.P.Chamika Maduwanthi	Assistant Director
8.	Mr.W.H.G.G.Kosala	Assistant Director
9.	Mrs.M.D.Abeygunawardana	Assistant Director
10.	Mrs.W.D.Sepalika	Assistant Director
11.	Mrs. S.A.H.Samarasinghe	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.	Mr. N.B.N.P. Jeewasiri	ICT Officer
16.	Mrs.P.D.D.Samarasekara	Translator
17.	Mrs. M.M.A.N. Malporu	Research Assistant
18.	Mr. S.M.D. Samaraweera	Research Assistant
19.	Mr. B.M. Sarath	Research Assistant
20.	Mrs. H.S.A. Henepola	Development Officer
21.	Mrs. S.S. Elpitiyage	Development Officer
22.	Mrs. E.H.N.J. Edirisinghe	Development Officer
23.	Mr. M.P.S. Salgadu	ICT Assistant
24.	Mrs. M.D.P.S.R. Pathirana	Public Management Assistant
25.	Mrs. A.M.S.S.K. Arampath	Public Management Assistant
26.	Mrs. K.S.S.R. Senevirathne	Public Management Assistant
27.	Miss. H.L. Mangalika	Public Management Assistant

28.	Mrs. K.G.N. Dilmini	Public Management Assistant
29.	Miss. K.I. Perera	Public Management Assistant
30.	Mr. W.M. Chaminda Kusum	Public Management Assistant
31.	Mr. S.S. Biyanwila	Public Management Assistant
32.	Mrs. T. Shirani	Public Management Assistant
33.	Mrs. S.P.Sellahennadi	Public Management Assistant
34.	Mrs. A.K.D.Priyanka. Somasiri	Public Management Assistant
35.	Mrs. J.A.Nesha. Dedunu	Public Management Assistant
36.	Mrs. H.B.C.M. Dasanayake	Public Management Assistant
37.	Mrs. W.C.A. Mekala Jeewani	Public Management Assistant
38.	Mrs. K.G.Tharanga Iroshini	Public Management Assistant
39.	Miss. G.N.H. Abayawardhana	Public Management Assistant
40.	Mr. L P. Vithanage	Public Management Assistant
41.	Mr. M.A.K.C. Samarasekarai	Public Management Assistant
42.	Mr. R.P.L. Rupasinghe	Public Management Assistant
43.	Mr. L.H.A.P.M. Dayarathne	Public Management Assistant
44.	Mr. R.W.A.H. Rajasekara	Public Management Assistant
45.	Mr. M.N.M. Usama	Public Management Assistant
46.	Mr. W.S. Sandaruwan	Public Management Assistant
47.	Mr. R.A. Wijesinghe	Public Management Assistant
48.	Miss. K.D.M.K.Dileka. Kappagoda	Public Management Assistant
49.	Mr. W.A. Suresh Mangala	Public Management Assistant
50.	Miss. H.D.M.S. Hettikankanama	Public Management Assistant
51.	Mr. M. Rathnayake	Public Management Assistant
52.	Miss. H.M.S. Charitha Jayasinghe	Public Management Assistant
53.	Mrs. U. L. A. Rishanthi	Public Management Assistant
54.	Mrs. W. T.D. de Silva	Public Management Assistant
55.	Mr. G.D.C.P. Gunarathne	Driver
56.	Mr. I.P.W. Buddika Rathnasiri	Driver
57.	Mr. D. Upali	Driver
58.	Mr. B.A. Sunil Jayarathne	Driver
59.	Mr.W.D. Amarasiri Wickramasinghe	Drive

60.	Mr. A.D. Ranjith Kumara	Drive
61.	Mr. J.G. Sarath Kumara	Drive
62.	Mr. M.A.P.Premathilake	Drive
63.	Mr. Sunil Shantha	K.K.S
64.	Mr. W. Nandana	K.K.S
65.	Mr. W.A. Neel Asanka	K.K.S
66.	Mr. G. Nimal	K.K.S
67.	Mr. Susantha Prabath	K.K.S
68.	Mr. A.N.C. De Alwis	K.K.S
69.	Mr. K.G. Dharmathilake	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 - 2016

Serial No	Age group	Female	Male
1	25>	02	00
2	26-35	11	09
3	36-45	14	13
4	46-50	05	08
5	51-55	02	05
6	55<	00	00
Total		34	35

Source: Department of Management Services

5.3 Transfers

Transfers were taken effect according to the regular procedures of the public service. Accordingly, 16 officers left the department on transfers in 2016.

Schedule 02 Officers who left the department on transfers in 2015

Serial No.	Name	Post	Date of Transfer
1.	Mrs. N. Godakannda	Director General	30.09.2016
2.	Mr. M. A. Karunaratne	Assistant Director	22.09.2016
3.	Mr. P. L. M. Chaturanga	Assistant Director	23.12.2016
4.	Mr. I. K. A. P. Kithsiri	Public Management Assistant	08.04.2016
5.	Mr. I. H. DayanthaLangakoon	Public Management Assistant	08.04.2016
6.	Mrs. M. D. R. Ranjani	Public Management Assistant	29.04.2016
7.	Mrs. A. I. L. Sirisena	Public Management Assistant	20.10.2016
8.	Miss. V. P. Pathama Jayathilake	Public Management Assistant	02.11.2016
9.	Mrs. A. M. N. Shaymali	Public Management Assistant	14.12.2016
10.	Mrs. W. T. D. deSilva	Public Management Assistant	31.12.2016
11.	Mr. A. W. M. Abeyrathne Banda	Driver	25.01.2016
12.	Mr. B. M. Piyarathne	Driver	16.02.2016
13.	Mr. J. P. Sarath Kumara	Driver	01.04.2016
14.	Mr. Ajith Sisira Kumara	Driver	31.10.2016
15.	Mr. P. A. Thilakasiri	KKS	25.04.2016
16.	Mr. T. G. Ananda	KKS	09.05.2016

There were 20 officers who joined this department on transfers. They 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 2016

Serial No.	Name	Designation	New Appointment
1.	Mr. H. G.Sumanasinghe	Director General	2016.10.13
2.	Mrs. B. M. S.Bandara	Additional Director General	2016.04.27
3.	Mrs. B. M. D. N. Balasooriya	Director	2016.10.10
4.	Mrs. N. B. N. P.Jeewasiri	ICT Officer	2016.05.02
5.	Mr. E. H. N. J. Edirisinghe	Development Officer	2016.02.01
6.	Mrs. K. G. N. Dilmini	Public Management Assistant	2016.04.06
7.	Mrs. K. G. Tharanga Iroshini	Public Management Assistant	2016.10.17

8.	Mr. M. A. K. C. Samarasekara	Public Management Assistant	2016.01.05
9.	Mr. R. A. P. L. Rupasinghe	Public Management Assistant	2016.01.06
10.	Mr. W. A. Suresh Mangala	Public Management Assistant	2016.04.19
11.	Mr. I. H. Dayantha Ilangakoon	Public Management Assistant	2016.01.04
12.	Miss. V. P. Pathama Jayathilake	Public Management Assistant	2016.05.20
13.	Mrs. W. T. D. De Silva	Public Management Assistant	2016.11.18
14.	Mrs. U. L. A. Rishanthi	Public Management Assistant	2016.12.07
15.	Mr. B. A P. Premathilake	Driver	2016.02.17
16.	Mr. B. M. Piyarathne	Driver	2016.01.12
17.	Mr. I. P. W. Buddhika Rathnasir	Driver	2016.04.07
18.	Mr. W. D. Amarasiri Wickramasinghe	Driver	2016.10.03
19.	Mr. P. A. Sunil Shantha	KKS	2016.05.10
20.	Mr. K.G. Dharmathilake	KKS	2016.08.11

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 2016 are depicted in Table 5.3.

Table - 5.3 Participation in Training Programmes

Serial No.	Field of Training	Training Institute	No. of Participated
1.	Post Graduate Diploma on Economic Development (DED) - 2016	University of Colombo	01
2.	Masters Degree on Public Management 2016-2018 (MPM)	Sri Lanka Institute of Development Administration (SLIDA)	01
3.	Certificate Course in English- 2016	MILODA Institute	09
4.	Diploma Course in English - 2016	MILODA Institute	06
5.	Certificate Course in Tamil - 2016	MILODA Institute	03

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 2016 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.M.P.S. Salgadu	ICT Assistant	Conference on Web based new technologies (cloud computing), establishment of specific data networks and improving methodologies for developing countries	China	24.05.2016-14.06.2016
02	Mr.H.G.G. Kosala	Assistant Director	Overseas executive training on Micro Economic Policies - Hong - Kong University	Hong Kong	01.08.2016-05.08.2016

Source: Department of Management Services

5.5 Annual Official Mail

The number of letters received during the year 2016 was 8,503(Table - 5.4). 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 2016

No.	Month	No. of Letters
01	January	694
02	February	800
03	March	711
04	April	577
05	May	688
06	June	787
07	July	688
08	August	695
09	September	671
10	October	725
11	November	781
12	December	686
	Total	8,503

Source: Department of Management Service

6. FINANCE DIVISION

The allocation made by the Budget Estimate 2016 for the Human Resource Management Project under the operational programme of the Department was Rs.53,200,000.00 under the Head Number 242, whereas the actual expenditure was Rs.50,459,495.98. Accordingly, the Department has economically utilized the provision expending 96.84% of the total allocation. The Table 6.1 depicts the financial progress of the Department for the year 2016.

Table 6.1 Financial Progress for the Year 2015-2016

Details of Expenditure		2015			2016		
		Approved Provision (Excluding blocked Provision) (Rs.)	Total Expenditure (Rs.)	Percentage of Expenditure (%)	Approved Provision (Excluding blocked Provision) (Rs.)	Total Expenditure (Rs.)	Percentage of Expenditure (%)
Recurrent Expenditure		44,325,000.00	43,105,549.01	97	50,038,000.00	48,614,236.39	97.15
Personal Emoluments		34,075,000.00	33,824,612.89	99	40,152,500.00	39,910,025.11	99.39
1001	Salaries and Wages	15,500,000.00	15,421,634.77	99	19,667,500.00	19,659,962.76	99.96
1002	Overtime and Holiday Payments	700,000.00	556,738.47	80	960,000.00	888,211.28	91.88
1003	Other Allowances	17,875,000.00	17,846,239.65	100	19,525,000.00	19,367,851.07	99.19
Travelling Expenses		600,000.00	405,000.00	233,920.75	58	490,000.00	176,788.92
1101	Domestic	200,000.00	125,987.50	63	175,000.00	148,488.50	84.85
1102	Foreign	205,000.00	107,933.25	53	315,500.00	28,301.42	8.98
Supplies		4,660,000.00	3,935,000.00	3,582,476.84	91	3,950,000.00	3,737,262.49
1201	Stationary and Office Requisites	1,525,000.00	1,447,766.03	95	1,400,000.00	1,345,602.65	96.11
1202	Fuel	2,090,000.00	1,906,585.87	91	2,250,000.00	2,095,955.03	93.15
1203	Diets and Uniforms	200,000.00	108,955.82	54	62,000.00	60,000.00	96.77
1205	Other	120,000.00	119,169.12	99	238,000.00	235,704.81	99.03
Maintenance Expenses		1,200,000.00	1,900,000.00	1,771,757.06	93	1,540,000.00	1,356,603.43
1301	Vehicles	1,600,000.00	1,552,516.82	97	1,240,000.00	1,220,228.83	98.40
1302	Plant and Machinery	300,000.00	219,240.24	73	300,000.00	136,374.60	45.45
Services		2,535,000.00	3,110,000.00	2,877,714.31	93	2,905,000.00	2,548,507.21
1401	Transport	800,000.00	720,000.00	90	675,000.00	463,566.95	68.67
1402	Postal and Communication	1,610,000.00	1,609,187.41	100	1,530,000.00	1,446,002.49	94.50
1405	Other	700,000.00	548,526.90	78	700,000.00	638,937.77	91.27

Transfers		800,000.00	900,000.00	815,067.16	91	1,000,000.00	885,049.23%
1506	Interest on Property Loan for Public Servants	900,000.00	815,067.16	91	1,000,000.00	885,049.23	88.5
Capital Expenditure		2,100,000.00	4,075,000.00	3,341,768.73	82	3,162,000.00	1,845,259.59
Rehabilitation and Improvement of Capital Assets		1,100,000.00	900,000.00	220,241.00	24	900,000.00	665,509.50
2002	Plant, Machinery and Equipment	200,000.00	-	-	200,000.00	665,509.50	0
2003	Vehicles	700,000.00	220,241.00	31	700,000.00	-	96.07
Acquisition of Capital Equipment		600,000.00	1,225,000.00	1,185,549.90	97	1,350,000.00	268,162.63
2102	Furniture and Office Equipment	1,225,000.00	1,185,549.90	97	1,350,000.00	268,162.63	19.86
Capacity Building		400,000.00	1,950,000.00	1,935,977.83	99	912,000.00	911,587.46
2401	Staff Training	1,950,000.00	1,935,977.83	99	912,000.00	911,587.46	99.95
Total		38,820,000.00	48,400,000.00	46,447,317.74	96	53,200,000.00	50,459,495.98

Source: Department of Management Services

Organization Structure

Department of Management Services



