

DEPARTMENT OF MANAGEMENT SERVICES

ANNUAL PERFORMANCE REPORT 2019

General Treasury, Colombo - 01

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Annual Performance Report for the year 2020
Department of Management Services
Expenditure Head No 242

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Chapter 01 - Institutional Profile/Executive Summary

1.1. Introduction

The Department of Management Services, then known as the Department of Cadre and Salaries Management was established as a Treasury Department for the purpose of performing administrative reforms in order to curtailing excess cadre, amalgamation or winding up unnecessary divisions under the restructuring of the Ministries and Departments in 1998.

The Department of Management Services was under the purview of the Ministry of Finance and Mass Media, Ministry of Finance and Ministry of Finance, Economy and Policy Development during the year 2019 respectively.

Furthermore, the Department of Management Services formulates policies in consultation with other government entities for the implementation of responsive, relevant and comprehensive Cadre and Remuneration Management Strategies in order to contribute for the sustainable development of the country.

1.2. Vision, Mission, Objectives of the Institution

Vision

To determine an optimum cadre for the Public Sector, in compliance with the National Policies.

Mission

To provide guidance for cadre and remuneration management of the public sector.

Objectives

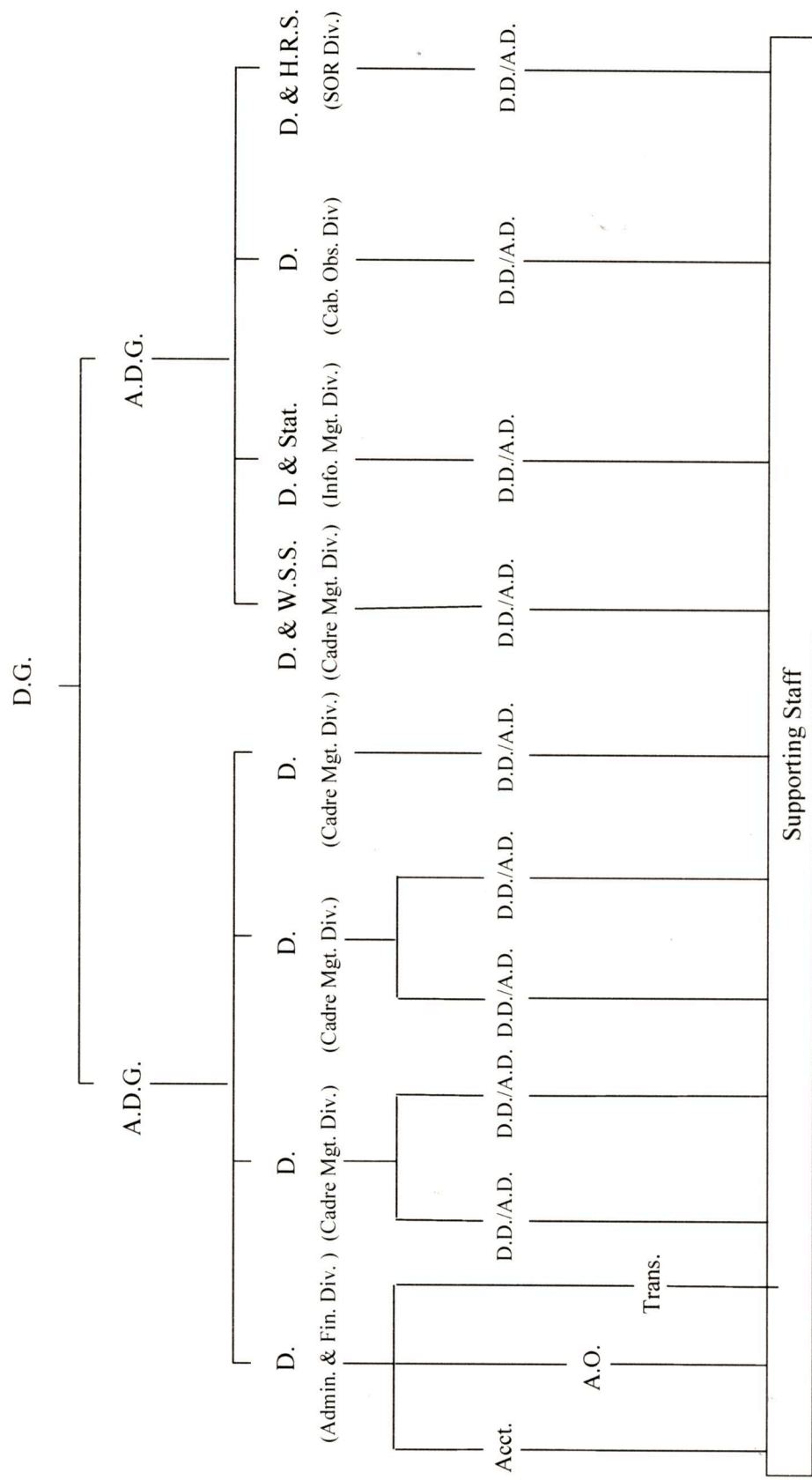
- i. Cadre and remuneration management
- ii. Determining salaries and allowances of the public sector in compliance with the National Remuneration Policy
- iii. Updating and maintaining a database on cadres of public sector institutions
- iv. Re-deployment or retrenchment of excess cadre, as per the service requirement

1.3. Key Functions

- i. Introducing, implementing, and monitoring reforms in the public sector.
- ii. Conducting institutional review on the mission, objectives, systems, procedures and staffing and making recommendations to relevant authorities.
- iii. Conducting organizational cadre reviews, system improvements, shaping and strengthening organizational structures with the objective of restructuring and right-sizing the public institutions.
- iv. Developing norms and standards on cadre and remuneration management.
- v. Identifying excess cadre and submitting proposals for deployment and/or retrenchment.
- vi. Making recommendations by scrutinizing proposals for re-employment of retired officers, engagement of consultants in the public sector.
- vii. Undertaking studies on review of Service Minutes, service conditions, Schemes of Recruitment and submitting proposals in line with the development potential of the country.
- viii. Maintaining personnel information system of the public service and provincial public services and succession planning for essential posts.
- ix. Conducting studies on recruitment policies, capacity building and succession planning as well as assisting relevant authorities in the implementation process.
- x. Management of public sector salaries and incentives schemes such as bonus, welfare schemes and other remuneration packages.
- xi. Providing consultancy services relevant to institutional reviews, cadre and salaries management of Ministries, Departments, Special Spending Units and Provincial Councils and Local Authorities.
- xii. Identifying the needs for improving the physical environment and the fields for mechanization/computerization and contracting out services.
- xiii. Compiling report on Public Sector Cadre including their Salaries and allowances on quarterly basis and submitting to the Cabinet of Ministers.

1.4 Organizational Chart

Department of Management Services



- ❖ Admin. & Fin. Div. - Administration and Finance Division
- ❖ Cadre Mgt. Div. - Cadre Management Division
- ❖ Info. Mgt. Div. - Information Management Division
- ❖ SOR Div. - Scheme of Recruitments Division
- ❖ Cab. Obs. Div - Cabinet Observation Division

- D.G. - Director General
- A.D.G. - Additional Director General
- D. - Director
- W.S.S. - Work Study Specialist
- Stat. - Statistician
- H.R.S. - Human Resources Specialist
- D.D. - Deputy Director
- A.D. - Assistant Director
- Acct. - Accountant
- A.O. - Administrative Officer
- Trans. - Translator

- ✓ Supporting Staff - Development Officers / Management Services Officers / Drivers / KKSs

1.5 Main Divisions of the Department

Cadre Management
Schemes of Recruitment
Cabinet Observations
Information Management
Right to Information
Administration
Accounts

1.6. Institutions/Funds coming under the Department

Not Relevant

1.7. Details of the Foreign Funded Projects (if any)

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

Chapter 02–Progress and the Future Outlook

Briefly explain Special Achievements, Challenges and Future Goals

Special Achievements

The Department of Management Services, the main government agency for cadre and remuneration management of Government Development Projects, issued the Management Services Circular No. 01/2019 for Cadre and Remuneration Management of such Projects, thus leading to resolve many issues pertaining to government projects.

A Cabinet Reshuffle took place in December 2019, witnessing a replacement of some ministries and a merger of some portfolios. The Department of Management Services thereby took actions to revise and approve cadres for some of such public sector agencies, based on such reshuffles.

In compliance with the Cabinet Decision dated 15.08.2017, the Department of Management Services compiled a cadre report for the first quarter of 2019 and submitted it to the Cabinet of Ministers along with recommendations and observations with regard to the cadre and remuneration management of the public sector. The Cabinet Decision on the said report was duly forwarded to the relevant institutions and they were instructed to take actions accordingly.

The role of the Department on the Integrated Treasury Information Management System (ITMIS) cadre module was completed and the information necessary for user training was called upon from the relevant public service institutions.

Challenges and Future Goals

Formulating innovative schemes to determine and adjust salaries, wages and various other incentives of the public service in keeping with the current accelerated Economic Development Programme which is based on the concept of good governance.

Reviewing the situations of unrest owing to trade union actions that may arise demanding increases in salaries and allowances in proportion to salary increases made from time to time for various services, and concurrently reviewing, the adverse impact on the efficiency of results in public service provision, and the economic cost incurred by the government.

Recommending a suitable National Salaries and Wages Policy in order to prevent inappropriate competition that may arise in diverting manpower resources to the Public Sector Institution and the Private Sector.

The frequent Cabinet reshuffles have made the cadre management process of government ministries complicated. The Department, thus plans to approve or revise cadre based on unique subject areas and as units under the line ministries to avoid revising the whole ministerial cadre, should another cabinet reshuffle occur.

An online platform for public sector cadre management is being developed through the Integrated Treasury Information Management System (ITMIS) Project. The intended online system will only be supporting to feed a tenth of the cadre at the first phase of the project. The Department will be able to overcome challenges related to time constraints once the system is fully functioning.

The total utilization of cadre positions approved for the year 2019 remains at 86 percent, recording the lowest utilization rate during the last decade. This non-utilization of cadre in 2019 has mainly influenced by the restriction of recruitments due to the Presidential Election 2019 by the Election Commission and decision of the government in November 2019, to temporarily halt any new recruitments pending a study of the cadre requirements. The lapses in the public sector have only reiterated the requirement for a proper mechanism to make recruitments to the public sector based on a human resource plan and a succession plan.



Hiransa Kalutantri

Director General

Department of Management Services

Chapter 03 - Overall Financial Performance for the Year

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance for the period ended 31st December 2019

Rs.

Budget (Current Year)	Note	Actual	
		Current Year	Previous Year
-	Revenue Receipts	-	-
-	Income Tax	-	-
-	Taxes on Domestic Goods & Services	-	-
-	Taxes on International Trade	-	-
-	Non Tax Revenue & Others	-	-
-	Total Revenue Receipts (A)	-	-
-	Non Revenue Receipts	-	-
-	Treasury Imprests	79,508,000	81,063,000
-	Deposits	44,427	62,156
-	Advance Accounts	6,559,868	8,264,314
-	Other Receipts	3,243,191	227,314
-	Total Non Revenue Receipts (B)	89,355,486	89,616,784
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	89,355,486	89,616,784
	Less: Expenditure		
-	Recurrent Expenditure		-
61,700,000	Wages, Salaries & Other Employment Benefits	56,451,902	53,949,515
25,550,000	Other Goods & Services	19,863,997	23,665,880

ACA-1

ACA-3

ACA-4

ACA-5/5(a)

ACA-2(ii)

1,580,000	Subsidies, Grants and Transfers	7	1,240,618	1,269,988	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
88,830,000	Total Recurrent Expenditure (D)		77,556,517	78,885,383	
	Capital Expenditure				
1,700,000	Rehabilitation & Improvement of Capital Assets	10	99,878	574,020	ACA-2(ii)
	Acquisition of Capital Assets	11	335,640	39,620	
1,100,000	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
-	Capacity Building	14	1,972,581	2,322,430	
4,500,000	Other Capital Expenditure	15	-	-	
7,300,000	Total Capital Expenditure (E)		2,408,099	2,936,070	
	Main Ledger Expenditure (F)		5,441,105	9,259,186	
	Deposit Payments		31,582	62,156	ACA-4
	Advance Payments		5,409,523	9,197,030	ACA-5/5(a)
	Total Expenditure G = (D+E+F)		85,405,720	91,080,639	
96,130,000	Imprest Balance as at 31st December..... H = (C-G)		3,949,766	(1,463,855)	

3.2 Statement for Imprest Adjustment

Imprest Adjustment Account				Rs.
Cash collected by Other Heads on behalf of This Department			Payment made by other Heads on behalf of This Department	151,245
-				
-	-	Advance B 8493/0/0/0242 Dr	1,249,424	1,400,669
Payments made on behalf of Other Heads	847,028		Cash Collected on behalf of Other Heads	
Advance B 8493/0/0/0242 Cr	2,761,384			
	3,608,412		-	-
Main Ledger Payments	-		Main Ledger Receipts	
-			-	
-	-		-	-
		Due Imprest Acc.		2,207,743
	3,608,412			3,608,412

Due Imprest Account		Rs.
	Balance as per the Financial Performance	3,949,766
ImprestAdjus.Ac.	2,207,743	
Imprest Settlement to Treasury	1,320,112	
Election Advance	421,911	
	<u>3,949,766</u>	<u>3,949,766</u>

3.3 Statement of Financial Position

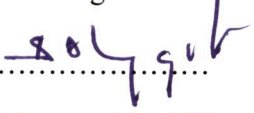
ACA-P

Statement of Financial Position


As at 31st December- 2019

	Note	Current Year Rs	Actual Previous Year Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	40,535,647	42,254,876
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	15,040,803	16,191,148
Cash & Cash Equivalents	ACA-3	421,911	-
Total Assets		55,998,361	58,446,024
<u>Net Assets / Equity</u>			
Net Worth to Treasury		15,027,958	16,191,148
Property, Plant & Equipment Reserve		40,535,647	42,254,876
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	12,845	-
Imprest Balance	ACA-3	421,911	-
Total Liabilities		55,998,361	58,446,024

Detail Accounting Statements in above ACA format Nos. 1 to 6 presented in pages from 5 to 32 and Notes to accounts presented in pages from 33 to 39 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 be in agreement.


 Chief Accounting Officer
 S.R. Attygalle
 Secretary
 Date : 24.06.2020


 Accounting Officer
 Hiransa Kaluthantri
 Director General
 Date: 24.06.2020


 Accountant
 W.H. Anuska Wimalajeewa
 Accountant (Actg)
 Department of Management Service:
 General Treasury
 Colombo 01.
 Date : 12.06.2020

S. R. Attygalle
 Secretary to the Treasury and Secretary to the
 Ministry of Finance, Economy and Policy
 Development
 The Secretariat
 Colombo 01

Hiransa Kaluthantri
 Director General
 Department of Management Services
 General Treasury
 Colombo - 01

3.4 Statement of Cash Flows

ACA-C

Statement of Cash Flows for the Period ended 31st December - 2019

	Actual	
	Current Year	Previous Year
	Rs.	Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	3,243,191	81,288,209
Imprest Recived	79,508,000	
Total Cash generated from Operations (a)	82,751,191	81,288,209
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	76,164,654	71,149,549
Subsidies & Transfer Payments	1,240,618	1,269,988
Expenditure on Other Heads	847,028	
Election Advance	421,911	
Finance Costs - Imprest Settlement to Treasury	1,320,112	161,288
Total Cash disbursed for Operations (b)	79,994,323	72,580,825
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	2,756,869	8,707,384
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	2,105
Recoveries from On Lending	3,798,884	-
Total Cash generated from Investing Activities (d)	3,798,884	2,105
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of	2,408,099	2,936,069
Other Investment		
Advance Payment	4,160,499	-
Total Cash disbursed for Investing Activities (e)	6,568,598	2,936,069

NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(d)-(e)	(2,769,714)	(2,933,964)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	(12,845)	5,773,420
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	44,427	-
Total Cash generated from Financing Activities (h)	44,427	-
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Change in Deposit Accounts and Other Liabilities	-	-
Deposit Payment	31,582	5,773,420
Total Cash disbursed for Financing Activities (i)	31,582	5,773,420
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	12,845	(5,773,420)
Net Movement in Cash (k) = (g) -(j)	0	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	0	-

3.5 Notes to the Financial Statements

3.6 Performance of the Revenue Collection

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

Rs. ,000

3.7 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Revised Allocation
	Original	Revised		
Recurrent	88,830,000	75,896,000	77,556,516	90
Capital	7,300,000	3,612,000	2,408,099	49

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	40,535,647	40,535,647		
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.



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

විෂය/වි/විගණන/2019/අංක/01
உய்வு இல.
Your No.

දිනය
திகதி
Date

2020 ජනි 03 දින

ගණන්දීමේ නිලධාරී

කළමනාකරණ සේවා දෙපාර්තමේන්තුව

කළමනාකරණ සේවා දෙපාර්තමේන්තුවේ 2019 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති යම්විෂයවල වාර්තාව,

1. මූල්‍ය ප්‍රකාශන

1.1 තත්ත්වගණනය කළ මිනුම

කළමනාකරණ සේවා දෙපාර්තමේන්තුවේ 2019 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශනය හා මුදල් ප්‍රධාන ප්‍රකාශවලින් සමන්විත 2019 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශය 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංශෝධිතව නියමය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව කළමනාකරණ සේවා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරන ලබන සමම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් ඇත්විම හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංශෝධිතව නියමය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණුවලින් වන බලපෑම හැර, 2019 දෙසැම්බර් 03 දිනැති අංක 271/2019 දරන රාජ්‍ය ගිණුම් පත්‍රපත්‍රලේඛයේ විධිවිධාන ප්‍රකාරව පිළියෙල කළ එම මූල්‍ය ප්‍රකාශනවලින් 2019 දෙසැම්බර් 31 දිනට කළමනාකරණ සේවා දෙපාර්තමේන්තුවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා එහි මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රධාන ප්‍රකාශව



පිළිගත් ගිණුම්කරණ මුලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

1.2 කන්ඩායමක සහ මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් මාර්ග චක්‍රීය, විගණකවත් වගකීම් සහ වගන්තියේ තවදුරටත් විස්තර කර ඇත. මාර්ග මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මුලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි 2019 දෙසැම්බර් 03 දිනැති අංක 271/2019 දරන රාජ්‍ය ගිණුම් පත්‍රලේඛයේ විධිවිධාන ප්‍රකාරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වාර්ෂික වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාපේක්ෂ ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්ථූලීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ආ) උප වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සම්පූර්ණ අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සම්පූර්ණත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය පිළිබඳව ප්‍රශ්න කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.



1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණනයේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාපේක්ෂ ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ එයට ප්‍රමාණය ඇතුළත් විගණකාධිපති වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම් උසස් පිටුවලට සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රවේශ ප්‍රකාරය විගණනය සිදු කිරීමේදී එය සෑම විටම ප්‍රමාණාත්මක අවප්‍රකාශනයන්ගෙන් තොර බවට තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ වැරදි හඳුනා ගත් යාමේදී ලෙස සලකුම් නිසා ප්‍රමාණාත්මක අවප්‍රකාශනයන් ඇති විය හැකි අතර, පමුණු මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් සාර්වික තීරණ ගැනීමේදී ඒ පිළිබඳව සැලකිලිමත් විය යුතුය.

මා විසින් වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකසුමකින් යුතුව ශ්‍රී ලංකා විගණන ප්‍රවේශ ප්‍රකාරය විගණනය කරන ලදී. නවය.

- වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාපේක්ෂ ප්‍රකාශනයන්ගේ අවදානම් හඳුනාගැනීමේදී හා ක්ෂේප්‍ර කිරීමේදී අවස්ථාවෙන්ම උචිත විගණන පරිසාර සැලසුම් කිරීමෙන් වංචා සහ වැරදි හේතුවෙන් ඇතිවන්නා වූ අවදානම් මග හරවා ගැනීමට, ප්‍රමාණවත් සහ සුදුසු විගණන සාක්ෂි ලබා ගැනීම මාගේ ඕනෑම පදනම වේ. ප්‍රමාණාත්මක සාපේක්ෂ ප්‍රකාශනයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන අතර, දුෂ්කර්මාන්තය, ව්‍යාප්ත ප්‍රවේශයක්, අවිනිශ්චිත පහසුකම්, හෝ අභ්‍යන්තර පාලනයන් මග හැරීම වංචාවක් ඇතිවීමට හේතුවේ.
- අවස්ථාවෙන්ම උචිත විගණන පරිසාර සැලසුම් කිරීම සීමිත දෙපාර්තමේන්තුවක් සහතිකය පාලනයේ සම්පූර්ණත්වය පිළිබඳ මතයක් ප්‍රකාශ කිරීමට අදහස් නොකරයි.
- හෙළිවීම කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල විශ්ලේෂණය සහ අන්තර්ගතය සඳහා පාදක වූ හඳුනාගැනීම් හා සිද්ධීන් උචිත හා සාධාරණ ලෙසින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන දැරීමෙන් කිරීමේදී, මූල්‍ය ප්‍රකාශනවල පසුපස හා අන්තර්ගතය සඳහා පාදක වූ හඳුනාගැනීම් හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව.

මාගේ විගණනයෙන් හඳුනාගත් වැරදි විගණන කොටසකට, ප්‍රධාන අභ්‍යන්තර පාලන ප්‍රවේශය හා අනෙකුත් කාරුණි පිළිබඳව කණන්දීමට නිලධාරී දැනුවත් කරන ලදී.



1.5 වෙනත් ජනවාර්ෂික අවසරයන් පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ (6(උ)) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මත ප්‍රකාශ කරයි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බවට,
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1 මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය

1.6.1.1 මූල්‍ය නොවන වත්කම්

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

- (අ) 2019 දෙසැම්බර් 31 දිනට භාණ්ඩාගාර පොත් අනුව දේපළ පිරිසත හා උපකරණ වටිනාකම රු.40,383,447ක් වුවද මූල්‍ය තත්ත්ව ප්‍රකාශයෙහි එම වටිනාකම රු.40,535,647 ක් ලෙස රු.152,200 ක් වැඩියෙන් දක්වා තිබුණි.
- (ආ) 2018 ටීජිසේ මූල්‍ය ප්‍රකාශන අනුව මූල්‍ය නොවන වත්කම්වල අවසාන වත්කම හා 2019 වර්ෂයේ ආරම්භක වත්කම අතර රු.135,679 ක වෙනසක් නිරීක්ෂණය විය.

1.6.1.2 තැන්පතු ගිණුම් වේග

2019 දෙසැම්බර් 31 දිනට තැන්පත් ගිණුමෙහි රු. 12,845ක වත්කමක් පැවතීම ද එය මූල්‍ය තත්ත්ව ප්‍රකාශයෙහි ජංගම වත්කම් යටතේ දක්වා නොතිබුණි. ඒ අනුව එම ප්‍රකාශයෙහි ශුද්ධ වත්කම් වටිනාකම එම ප්‍රමාණයෙන් වැඩිපුර දක්වා තිබුණි.



2. මූල්‍ය සමාලෝචනය

2.1 වියදම් කළමනාකරණය

2.1.1 මූල්‍ය කාර්යසාධනය

සමාලෝචිත වර්ෂය තුළ සලසා තිබුණු පුනරාවර්තන හා මූලධර්ම වියදම්වල මුළු ආදායම ප්‍රතිපාදනයෙන් පිළිවෙලින් සියයට 13 ක් හා සියයට 67 ක් වර්ෂය අවසාන වන විට ඉතිරි වී තිබුණි. ඒ අනුව වාර්ෂික ඇස්තමේන්තු කිරීම් භාණ්ඩාගාර සිදු කර නොමැති බව විගණනයේදී නිරීක්ෂණය විය.

2.1.2 ප්‍රතිපාදන මාරු කිරීම් සහ ඉතිරිවීම්


මේ සමාලෝචනයෙන් පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

- (අ) 2019 වර්ෂය තුළ පුනරාවර්තන වැය වියයෙන් 05ක රු. 31,050,000 ක් වූ ප්‍රතිපාදනයෙන් මු.රෙ.66-69 ප්‍රතිපාදන යටතේ සියයට 04 සිට 23 දක්වා වැඩි කිරීම් ද, වැය වියයෙන් 02ක එකතුව රු. 45,300,000 ක් වූ ප්‍රතිපාදනයෙන් සියයට 03 හා සියයට 20 ලෙස අඩු කිරීම් ද සිදු කර තිබුණි.
- (ආ) වැය වියයෙන් 03 ක් යටතේ මුළු ආදායම ප්‍රතිපාදනය වූ රු.780,000 ක මුදල, වර්ෂය අවසානයේ වියදම් නොහොට ඉතිරි වී තිබුණි.
- (ඇ) පුනරාවර්තන වැය වියයෙන් 10 ක ආදායම ප්‍රතිපාදනයේ එකතුව වූ රු. 52,950,000 කින් ඉතිරිවීම් එකතුව රු.10,542,168 ක්වූ අතර එය ආදායම ප්‍රතිපාදනයෙන් සියයට 12 සිට සියයට 70 ක් දක්වා පරාසයක විය.
- (ඈ) මූලධර්ම වැය වියයෙන් 03 ක ආදායම ප්‍රතිපාදනයේ එකතුව වූ රු. 6,600,000 කින් ඉතිරිවීම් එකතුව රු.4,191,901 ක්වූ අතර එය ඉතිරිය ආදායම ප්‍රතිපාදනයෙන් සියයට 44 සිට සියයට 93 ක් දක්වා පරාසයක විය.



3. මෙහෙයුම් සමාලෝචනය හා කාර්යසාධනය

ඉදිරිපත් කරනු ලබන මූලික ප්‍රකාශනවල සඳහන් සාදායම්, වියදම්, වත්තම් හා වගකීම් සම්බන්ධයෙන් මෙහෙයුම් සමාලෝචනය, තිරසාර සංවර්ධනය, යහපාලනය හා මානව සම්පත් කළමනාකරණයට පදාල වශයෙන් නිරීක්ෂණ ඉහත 1.1 පරිදියේ දක්වා ඇති 2018 අංක 19 දරන රාශික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කරනු ලබන වාර්තාවට ඇතුළත් කරනු ලැබේ.


 ජනරාල් ඩී ඩබ්ලිව් ජයරත්න
 නියෝජ්‍ය විගණකාධිපති
 විගණකාධිපති මහතාගේ

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%
Number of Staff approved for Ministries, Departments, Statutory Boards and State Enterprises.	√		
Number of New cadre approved for Ministries, Departments, Statutory Boards and State Enterprises.		√	
Number of cadre review for Ministries, Departments, Statutory Boards and State Enterprises.		√	
Number of cadre review for Local Government Authorities and Provincial Councils.		√	
Number of SOR approved for Statutory Institutions.		√	
Number of cabinet memorandums observations given.	√		
Number of foreign funded projects cadre approval given.	√		
Number of institutions work studies conducted.			√
Number of approval given for filling cadre vacancies.	√		
Number of information given under the Act of Right to Information.	√		

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%
End poverty in all its forms everywhere	Create sound Public Sector Human Resource Management policy frameworks at the national and regional levels, based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions	Proportion of government employment in specific sectors that disproportionately benefit women, the poor and vulnerable groups		√	
	Ensure significant mobilization of public sector human resources to implement programmes and policies to end poverty in all its dimensions	Proportion of public sector human resources allocated by the government directly to poverty reduction programmes		√	
		Proportion of total government employment on essential services (education, health and social protection)			√
Ensure healthy lives and promote well-being for all at all ages	By 2030, reduce the global maternal mortality ratio to less than 70 per 100,000 live births	Proportion of births attended by skilled health personnel			√
	Substantially increase health financing and the recruitment, development, training and retention of the health workforce	Health worker density and distribution			√
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	By 2030, substantially increase the supply of qualified teachers, including through international cooperation for teacher training	Proportion of teachers in: (a) pre-primary; (b) primary; (c) lower secondary; and (d) upper secondary education who have received at least the minimum organized teacher training (e.g. pedagogical training) pre-service or in-service required for teaching at the relevant level in a given country			√
Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value	Average hourly earnings of female and male employees, by occupation, age and persons with disabilities		√	
		Unemployment rate, by age and persons with disabilities		√	

Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	Promote inclusive and sustainable industrialization and, by 2030, significantly raise industry's share of employment and gross domestic product, in line with national circumstances	Manufacturing employment as a proportion of total public sector employment		√	
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5.2 Briefly explain the achievements and challenges of the SDG

The public sector cadre has been sufficiently allocated among public sector agencies by the Department of Management Services, ensuring sustained, inclusive and sustainable economic growth, full and productive employment and decent work for public sector employees.

Moreover, the Department of Management Services committed to achieving the SDG during the year 2019, albeit economic conditions, social disturbances and their adverse spillover effects felt across the public sector.

To achieve progress on Sustainable Development Goals, the Department of Management Services has taken measures and has enforced them on public sector institutions and they will therefore need to commit to a broad agenda of sustainable development that acknowledges and exploits the links between different goals and targets. This provides an opportunity for systems thinking: applying an ecological perspective and implementing an ambitious agenda in which SDG is included in all government policies.

Public sector agencies such as research institutes and academic institutions can be critical catalysts to accelerate the SDG agenda at all levels of governance and they therefore should be made aware of the importance of applying SDG for governance.

Chapter 06- Human Resource Profile

06.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)
Senior	24	16	08
Territory	02	01	01
Secondary	44	41	03
Primary	18	17	01

06.2 Effect of vacancies in the approved cadre on performance

Senior Level: Vacant Posts -	Director	01
	Human Resource Management Specialist	01
	Work Study Specialist	01
	Statistician	01
	Deputy Director/Assistant Director	03
	Accountant	01

Directors and Deputy Directors/Assistant Directors were assigned with duties relevant to such vacant posts in senior level. They were engaged in such duties outside normal working hours. Thus, it had no significant impact on the performance.

Human Resources Management Specialist, Work Study Specialist and Statistician remained vacant during 2019, as the officers with required expertise could not be attracted for the posts.

As an officer had been appointed to act in the vacant post of Accountant there was no significant impact on performance at the Accounts Division.

Tertiary Level: Vacant Posts - Vacant Posts - Translator - 01

Service requirement was managed by the relevant officials.

Secondary Level: Vacant Posts–Development Officers – 03

Requests were made to the appointing and administrative authority of the said posts to fill the vacancies.

Primary Level: Vacant Posts - Driver – 01

This post is required to discharge duties of Vehicle Pool.

06.3 Capacity Development of the Staff

Name of the Program	No. of staff trained	Duration of the program	Total Investment (RsMn.)		Nature of the Program (Abroad/ Local)	Output/Knowledge Gained
			Local	Foreign		
Diploma in Procurement & Contract Administration	03	12 Days	1.463	-	Abroad	Procurement & Contract Administration
Governmental Human Resource Management for Senior Officials	01	18 Days	0.130	-	Abroad	Human Resource Management
2019 Seminar on China - Sri Lanka Business Cultures Exchanges	01	16 Days	0.111	-	Abroad	Business Cultures Exchanges
Seminar on Management & E - Government for Sri Lanka	01	23 Days	0.171	-	Abroad	E - Government for Sri Lanka
Financial Development and Financial Inclusion SARTTAC	01	14 Days	0.096	-	Abroad	Financial Development
Diploma in English for Junior Executives	03	01 Year	-	-	Local	Improved English knowledge
Diploma in English for employment Purposes	02	01 Year	-	-	Local	Improved English knowledge
Personal File Management	01	03 Days	-	-	Local	Personal File Management
Formal Letter Writing Skills	01	03 Days	-	-	Local	Formal Letter Writing Skills
Government Payroll System	01	03 Days	-	-	Local	Payroll System
Advanced MS Excel Skills for Government Officers	02	02 Days	-	-	Local	MS Excel Skills
Database Management using Ms Access	02	02 Days	-	-	Local	Ms Access Skills
Outbound Training on Capacity & Skills Development Programme	47	02 Days	0.403	-	Local	Capacity Development
Control of Office Equipment	01	02 Days	0.008	-	Local	Effective use of resources
Enhancing Attitude & Professionalism	06	02 Days	0.051	-	Local	Social etiquette
Training Programme in regulation of Establishment Code	03	02 Days	-	-	Local	Establishment Matters
Computer Hardware & PC Maintenance	01	02 Days	-	-	Local	Computer Hardware
Document Management System	34	01 Day	-	-	Local	Document Management
Safe Economical Scientific Driving	08	01 Day	0.028	-	Local	Good driving ethics
Workshop for Updating of Scheme of Recruitment	25	01 Day	0.013	-	Local	SOR updating

Guidelines						
Training Programme in Establishment Matters	55	01 Day	0.045	-	Local	Establishment Matters

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	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
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	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.5	Register for cheques and money orders has been maintained and update	Complied		
2.6	Inventory register has been maintained and update	Complied		
2.7	Stocks Register has been maintained and update	Complied		

2.8	Register of Losses has been maintained and update	Complied		
2.9	Commitment Register has been maintained and update	Complied		
2.10	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
03	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the Institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.4	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	Internal Audit			
6.1	The internal audit programme has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)	Complied		
6.2	All the internal audit reports has been replied within one month	Not Complied	One internal audit query has been answered after some delay.	Pointing out the need to answer audit queries within given time in Audit and

				Management Committee meeting.
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(14) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
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 MAD circular 1/2019	Complied		
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	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The 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	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, action were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
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	Not Complied	Has been submitted to the Auditor General, But not on due date	Taking action to submit on due dates in future.
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Not Relevant		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of	Not Relevant		

	29.12.2016			
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Not Relevant		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Not Relevant		
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 those balances been settled within one month	Complied		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Not Relevant		

15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Not Relevant		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Not Relevant		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
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	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Not Complied	Has not been submitted on due date	Taking action to submit on due dates in future.
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	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		

19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

END

