



ಮೆನಿಷ್ಠಲ ಖಾ ರುಕಿರಕುಷಾ ಡೆಪಾರ್ತಮೆಂಟ್
ಮನಿತವಲು ಮಢ್ಢುರೂಂ ವೇಲೆವಾಯುಪುತು ತಿಣೆಣಕುಕಲಾಢು
Department of Manpower & Employment

ಪಾಲನ ಲಾರುಕಾಲ
ಢಿರವಾಕ ಅಢಿಕ್ಕಕೆ
ADMINISTRATIVE REPORT
2015

Department of Manpower & Employment,
9th Floor, Sethsiripaya (Second Phase),
Battaramulla.



Department of Manpower & Employment

**ADMINISTRATIVE REPORT
2015**

**Department of Manpower & Employment,
9th Floor, Sethsiripaya (Second Phase),
Battaramulla.**

Administrative Report - 2015

Department of Manpower & Employment,
9th Floor, Sethsiripaya (Second Phase),
Battaramulla.

Printed by:-

Printec Establishment Pvt (Ltd)
52/1, Eakwatta Road, Mirirana, Nugegoda.
Tel : 011 2815816/ Email - sales@printec.lk
Web - www.printec.lk

CONTENT

1. Introduction

- 1.1 Department of Manpower and Employment
- 1.2 Scope of duty
- 1.3 Strategic Direction
- 1.4 Achievements of the Department
- 1.5 Long term Goals
- 1.6 Objectives of the Department
- 1.7 Divisions of the Department

2. Organization Structure

- 2.1 Approved cadre and available positions as at 31/12/2015
- 2.2 Deployment of Human Resource Development Assistants - 2015

3. Administrative Division

- 3.1 Staff Details
- 3.2 Staff Training
- 3.3 Summary of financial administration in 2015

4. Employment Creation Promotion and Career Guidance Division

- 4.1 Physical and Financial progress of employment creation programs
- 4.2 Special Programs on employment creation, promotion and career guidance
- 4.3 Career Guidance Unit

5. Manpower Planning, Development and Research Division

- 5.1 Labour Market Information Unit
- 5.2 Progress of Public Employment Service centers
- 5.3 Progress of District job fair program

1. INTRODUCTION

1.1 Department of Manpower and Employment

Department of Manpower and Employment was established with effect from 1st January 2010 under the Ministry of Labour Relations and Manpower, in terms of the special Gazette Extraordinary no 1640/30 on 12th February 2010 at present, the responsibilities to implement the provisions of National Human Resources & Employment Policy and to conduct Public Employment services have been vested with the department which is operating under the Ministry of Labour and Trade Union Relations.

1.2 Mandated functions

- Formulation and implementation of National Policy on Manpower and Employment
- Employment creation & promotion
- Career guidance programs
- Labour market information collection, analysis and dissemination
- Services offered by Job Net, and for all matters connected or incidental to the above subjects

In addition, the Department of Manpower and Employment has a major stake in implementing the National Human Resources & Employment.

1.3 Strategic Direction

Vision

World class Sri Lankan work force

Mission

**Development of highly – skilled,
dynamic and globally competitive
work force and use the full potential of
our human resources for the socio
economic development of Sri Lanka**

1.4 Achievements of the Department

The Department, established in 2010, has assisted the unemployed youths by way of providing employments in private sector the and implementing numerous programs in career guidance and promoting employment creation for the benefit of a large mass and thereby to strengthen the national economy.

1.5 Long term - Goals

1. Development of highly-skilled, dynamic and globally competitive work force
2. Implementation of various programs to minimize unemployment
3. Establishment of a comprehensive robust Labour Market Information System

1.6. Objectives of the Department

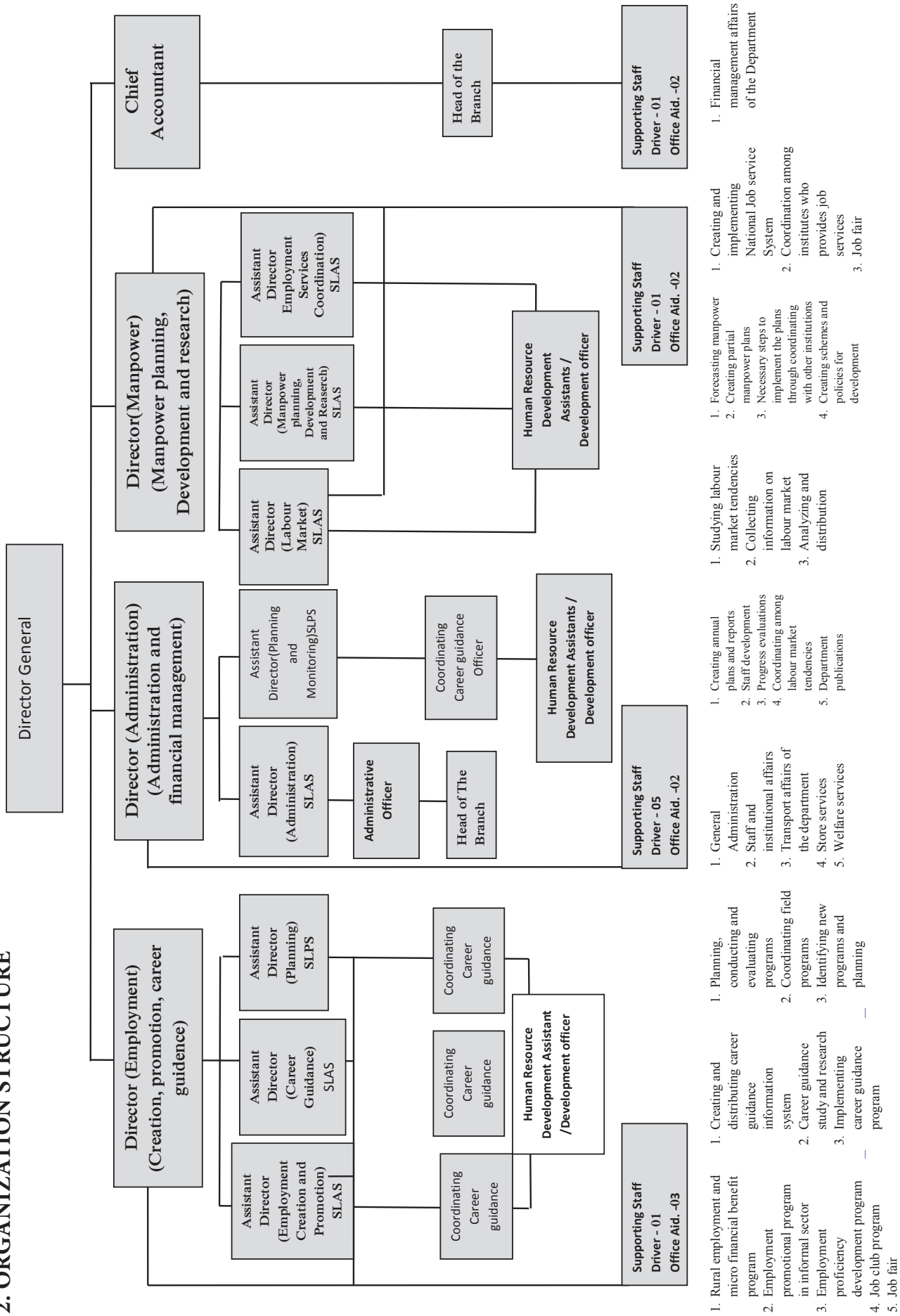
1. Preparation & implementation of Manpower and Employment policy and programs
2. Solve the Structural unemployment problem of skill mismatch
3. Facilitate in selecting correct career direction for the potential and exiting Sri Lankan workforce
4. Manpower Planning, development and forecasting
5. Informal sector development
6. Promotion of private sector employment
7. Provision of free Public Employment Service (PES)
8. Provision of Manpower and employment related facilitation to vulnerable groups, disabled persons and persons in underdeveloped regions
9. Provision of reliable Labour Market Information in both local and global dimensions to all the Sri Lankans
10. Forecasting local and global labour market trends

With the above objectives, this department launches different programs using its human resources to minimize unemployment and provide better employment.

1.7 Divisions of the Department

- Administrative Division
- Accounts Division
- Manpower Planning, Development and Research Division
 - Labour Market Information Unit
 - Public Employment services
- Employment Creation, Promotion and Career Guidance Division

2. ORGANIZATION STRUCTURE



2.1. Approved cadre and available positions as at 31-12-2015

Serial No	Designation	Relevant Service in the public Service	Approved No of Positions	Currently available Positions	No of Vacancies
1	Director General	S.L.A.S (Super Grade)	1	1	0
2	Director (Admin)	S.L.A.S I	1	1	0
3	Director (Employment Creation and Career Guidance)	S.L.A.S I	1	0	1
4	Director (Man power planning, Development and Research)	S.L.A.S I	1	1	0
5	Chief Accountant	S.L.Ac.S I	1	1	0
6	Deputy Director and Assistant Director (Admin)	S.L.A.S II/ III	2	0	2
7	Deputy Director and Assistant Director (Manpower Planning, Development and Research)	S.L.A.S II/ III	2	1	1
8	Deputy Director and Assistant Director (Employment Creation, Promotion and Career Guidance)	SLAS II/ III	2	1	1
9	Deputy Director and Assistant Director (Manpower Planning, Development and Research)	S.L.P.S II/ III	1	1	0
10	Deputy Director and Assistant Director (Employment Creation, Promotion and Career Guidance)	S.L.P.S II/ III	1	1	0
11	Administrative Officer	P.M.A.S (Supra)	1	0	1
12	Translator	Translator Service 1/11	1	0	1
13	Career Guidance Officers	Affiliated Services	85	33	52
14	Project Officers	Affiliated Services	3	3	0
15	Human Resource Development Assistants	Affiliated Services	570	484	86
16	Public Management Assistants	P.M.A.S (I II, III)	15	12	3
17	Drivers	Drivers Service	8	7	1
18	Office Aids (KKS)	Office Emp. Service II/III.	7	6	1
	Total		703	553	150

2.2. Deployment of Human Resource Development Assistants - 2015

District	No of Divisional secretariat	No of HRDAs attached in Div. Level	No of HRDAs attached in Div. Level	Total	Vacancies in Div. Level	Vacancies in Div. Level	Exceed No	Total No of Vacancies
Ampara	19	16	1	17	4	4		8
Anuradapura	23	14	3	17	9	2		11
Badulla	15	12	1	13	3	4		7
Bataloa	15	14	3	17	1	2		3
Colombo	13	13	4	17	0	1		1
Galle	19	17	5	22	2	0		2
Gampaha	13	14	3	17	0	2		2
Hambanthota	12	11	6	17	1	0	1	1
Jaffna	15	15	3	18	0	2		2
Kandy	20	18	7	25	2	0	2	2
Kegalle	11	13	6	19	0	0	1	0
Kalutara	14	14	3	17	0	2		2
Kurunegala	30	30	7	37	0	0	2	0
Matara	16	16	4	20	0	1		1
Matale	11	9	4	13	2	1		3
Monaragala	11	9	2	11	2	3		5
Nuwera Eliya	5	3	1	4	2	4		6
Puttalam	16	14	3	17	2	2		4
Polonnaruwa	7	5	0	5	2	5		7
Ratnapura	17	15	2	17	2	3		5
Trincomale	11	6	1	7	5	4		9
Vavuniya	4	3	0	3	1	5		6
Mannar	5	3	1	4	2	4		6
Kilinochchi	4	4	4	8	0	1		1
Mulathiv	6	0	0	0	6	5		11
Total	332	288	74	362	48	57	6	105

3. ADMINISTRATIVE DIVISION

The following units divisions have been established under the Administrative Division.

- i. Establishment Unit
- ii. Planning and Monitoring Unit

3.1 Staff Details

3.1.1 New recruitment of Staff Officers

serial No.	Name	Designation	Date reported to work
1	Mr. D.M.S.R.T. Dissanayaka	Assistant Director (Employment Creation and Carrier Guidance Unit)	09.03.2015
2	Mr. M.A.T. Senerath	Director (Administration)	17.09.2015
3	Mrs. Y.E. Higuruduwa	Assistant Director (Manpower Planning and Research unit)	24.11.2015

3.1.2 Transfers of Staff Officers

Serial No.	Name	Designation	Date reported to work
1	Mrs. H.A.C.Nirukshika	Assistant Director (Employment Creation and Carrier Guidance Unit)	05.05.2015
2	Mrs. E.M.Nalika Edirisingha	Director (Administration)	03.09.2015
3	Miss. D.K. Oshani	Assistant Director (Manpower Planning and Research unit)	25.09.2015
4	Mrs. P.A.C.D. Jayamalee	Assistant Director (Employment Creation and Carrier Guidance Unit)	31.12.2015
5	Mr. A.M.D.B. Athapaththu	Assistant Director (Manpower Planning and Research unit)	31.12.2015

3.2 Staff Training

The staff of the department were referred to the following training programs within year 2015.

No	Name of the Programme / Course	Held on	Expenses
1	Career key – Introduction	2015.02.12	59,665.00
2	Workshop on Annual stock verifications & Disposal procedure	2015.02.12-13	8,500.00
3	Training of Trainers program on Entrepreneurship Development (TOT)	2015.03.09/2015.03.12 2015.03.17/2015.03.20	567,925.00
4	Training of Trainers program on Entrepreneurship Development (TOT)	2015.03.09/12-17/20	294,175.00
5	Certificate course on Productivity	2015.03.12 – 2015.05.14	45,000.00
6	National Career Guidance Diploma Course		150,000.00
7	Training programme on salary conversion	2015.03.27	25,450.00
8	Workshop on Handbook Revision	2015.05.11 - 12	14,850.00
9	Training programme on capacity building	2015.06.08 - 12	352,350.00
10	Job Club training program - (TOT)	2015.06.15 - 19	217,125.00
11	Career key – Introduction	2015.06.25	63,898.00
12	Leadership Training Programme	2015.07.17	176,975.00
13	Training program on capacity building	2015.07.25/26	149,330.50
14	Training program on capacity building	2015.08.25/26	138,550.00
15	National Career Guidance Diploma Course		846,000.00
16	Computer Graphic Course	2015.09.25	123,000.00

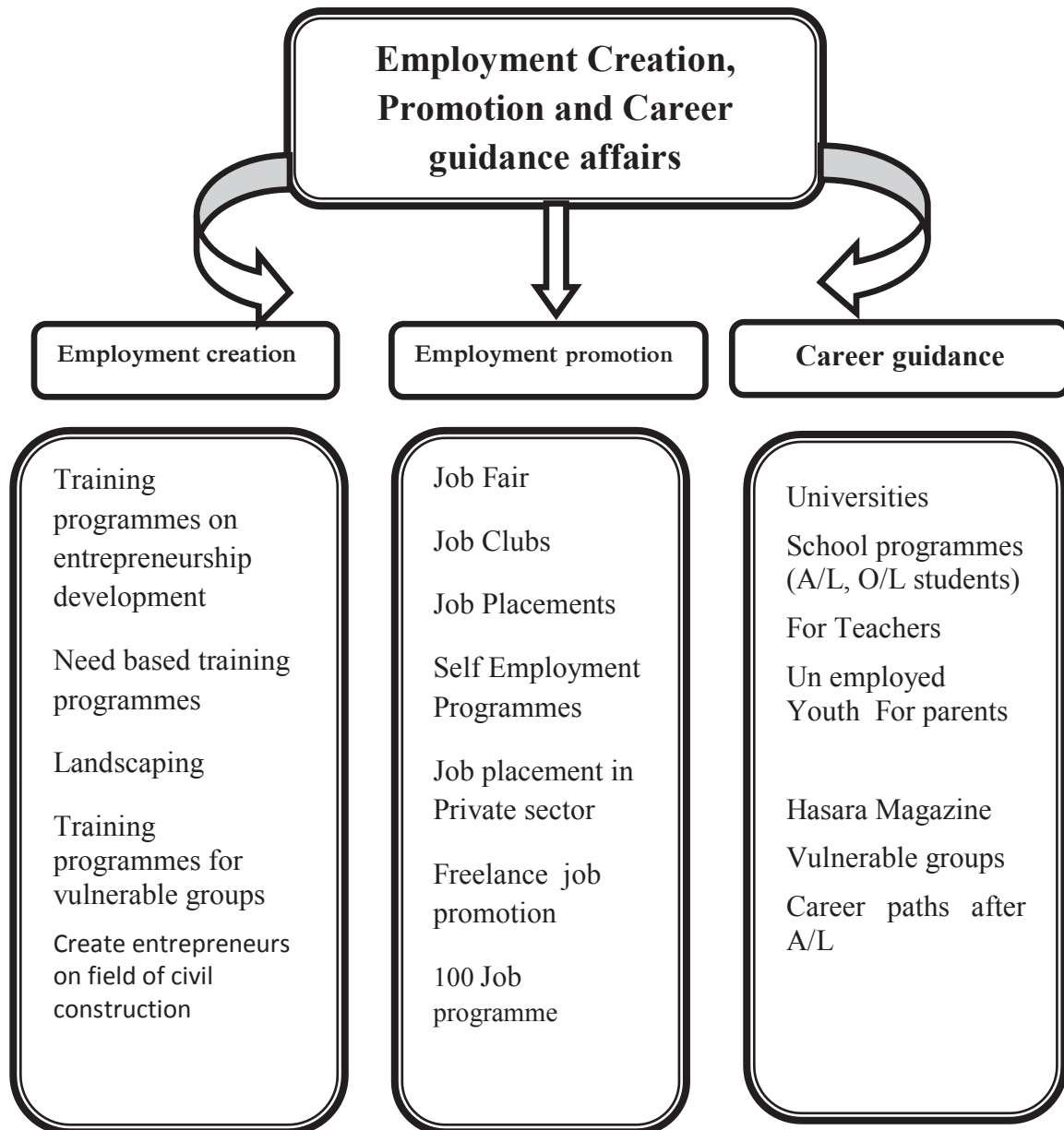
3.3 Summary on Financial Administration -2015

Vote - 328

	provision (Rs. 000)	Expenditure (Rs. 000)	Balance (Rs. 000)
Recurrent Expenditure	312,300	310,136	2,163
Capital Expenditure	40,500	36,434	4,065
Total	352,800	346,571	6,228

4. EMPLOYMENT CREATION, PROMOTION AND CAREER GUIDANCE DIVISION

Department of Manpower and Employment has conducted various programmes in 2015 with the intention of supplying employment related facilities to unemployed personnel, new entrants to the job market, and to the persons who are willing to enter the job market in the future.



4.1 Physical and financial progress on employment creation & promotion Programs.

The physical and financial progress on employment creation & promotion programs which were conducted in 2015 are given bellow.

Name of the programme	Estimate Rs. Mill.	Expenditure Rs. Mill.	No. of Programmes		No. of Beneficiaries
			Targets	Progress	
Need based training programs	2.410	2.323	250	336	10735
Training programme on entrepreneurship	0.646	0.647	25	40	1300
Landscape Training Programme	0.267	0.162	08	05	162
Employment promotion programmes on field of Garment			04	01	45
Programmes on freelance jobs promotion	0.343	0.320	25	33	1114
Awareness programme on job opportunities in field of tourism	0.403	0.442	15	19	741
Job Clubs	0.824	0.823	25	25	860
Training programmes for vulnerable groups	0.482	0.416	40	49	1447
100 jobs programme	0.8	0.766	08	09	2374
Creating entrepreneurs in field of civil construction	0.125	0.035	06	02	75
Enhancing technology and soft skills of entrepreneurs	0.175	0.297	07	10	366
total	6.475	6.231	413	529	19219

4.2 Special Programs on Employment creation, Promotion and career guidance

Name of the programme	Expenditure Rs. Mill.	No. of Programmes		No. of Beneficiaries
		Targets	Progress	
Divisional job fairs	0.0338		30	3015
Hair Stylist & beauty culture programme	0.024		1	32
Special programmes on developing entrepreneurs	0.08545		3	1066
Training programme on leadership	0.0792		1	54
Total	0.222		35	4167

4.3 Career Guidance Unit



Career guidance supports managing the career life and its development of persons. In 2015, the Department has conducted several career guidance programmes for attitude development, motivation and enhancing the appropriate knowledge of the employees. The physical and financial progress of career guidance programmes conducted in the field from January to December 2015 are as follows.

Programme	Estimate Rs. Mill.	Expenditure Rs. Mill.	No. of Programmes		No. of Beneficiaries
			Targets	Progress	
Career guidance programmes for G.C.E. Ordinary level students.	-	-	1951	2164	59715
Career guidance programmes for G.C.E. Advance level students.	-	-	1471	1543	43961
self employments promotion programme	0.119	0.132	50	128	3678
winning career challenges	0.391	0.387	50	72	2538
Graduates programme (External)	0.416	0.49	15	18	709
Graduates programme (Internal)	0.416	0.249	15	9	425
Career guidance programmes for Teachers	1.75	1.66	50	76	2622
Referral to career counseling and training		-	(40584)		(64240)
Awareness programme for parents	0.8	0.786	200	316	24224
Career Paths	0.3	0.288	10	14	3782
“After O/L” Career guidance programme	0.45	0.316	9	18	2652
Hasara Magazine	0.5	0.454	4	2	
Career guidance programmes for vulnerable groups			1180	2084	40375
Total	5.142	4.762	5005	6444	184681

5. MANPOWER PLANNING, DEVELOPMENT AND RESEARCH DIVISION

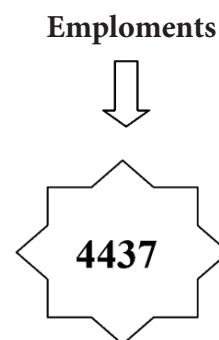
5.1 Labour Market Information unit

Name of the programme	Estimate Rs. Million.	Expenditure Rs. Million.	Physical Progress	
			Targets	Progress
Job profile for Garment Industry	0.55	0.098	100%	100%
Job demand analysis based on vacancy advertisement	0.65	0.198	100%	100%
Study on Informal Sector Employability	0.01	0.006	100%	65%
Survey on youth employability at district level	0.54	0.254	4 Districts	6 Districts
Job profile for construction Industry	0.55	0.283	100%	100%
Study on Foreign employment trends	0.05	-	100%	60%
Study on vulnerable Groups	0.05	0.013	100%	30%
Socio - Economic Data hand book	0.3	0.231	100%	100%

5.2 Progress of Public Employment Service

Below mentioned the physical progress of the Public Employment Service centers, during the period from January to December, 2015.

District	No. of registered job seekers	No. of registered vacancies	No. of Job – matching	No. of refferals for emploments
Colombo	1077	1620	2700	156
Gampaha	1242	1263	965	217
Hambanthota	961	1139	802	180
Matara	2104	1040	1755	430
Kandy	1429	330	453	189
Kegalle	1605	835	1395	480
Kurunegala	2372	535	2569	281
Ratnapura	1263	614	721	144
Kurunegala	1122	958	625	196
Galle	1495	277	843	169
Anuradapura	495	483	667	147
Ampara	3259	1339	480	357
Bataloa	1324	239	810	144
Badulla	1258	1973	2499	128
Monaragala	372	1315	266	135
Jaffna	13002	2363	1290	425
Matale	277	306	182	129
Puttalam	738	327	203	89
Nuweraeliya	220	250	244	39
Polonnaruwa	586	168	123	35
Mannar	1348	126	191	2
Kilinochchi	2841	154	123	53
Tricomale	1764	231	361	77
Vavuniya	629	270	327	212
Total	43,390	18,518	20,946	4437



5.3 Progress on District job fair Program

District	No. of participants	Expenditure
Kurunegala	1800	248,856.00
Matara	2004	236,172.00
Kegalle	1717	176,895.00
Badulla	2525	240,260.00
Kandy	2000	237,800.00
Anuradapura	350	109,751.00
Ampara	3568	ILO Fund (638,000.00)

මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව
මனிතවලු மற்றும் வேலைவாய்ப்புத் திணைக்களம்
Department of Manpower & Employment

2010.02.12 දිනැති අංක 1640/31 දරණ අතිවිශේෂ ගැසට් පත්‍රයේ විධිවිධාන අනුව මිනිස්බල හා රැකියා දෙපාර්තමේන්තුව 2010 වසරේදී කමිකරු සබඳතා හා මිනිස්බල අමාත්‍යාංශය යටතේ ස්ථාපනය කරන ලදී. වර්තමානයේ කමිකරු හා වෘත්තීය සමිති සබඳතා අමාත්‍යාංශය යටතේ ක්‍රියාත්මක වන දෙපාර්තමේන්තුව වෙත රාජ්‍ය රැකියා සේවාවන් පවත්වාගෙන යාම හා ජාතික මානව සම්පත් හා රැකියා ප්‍රතිපත්තියේ විධිවිධාන ක්‍රියාත්මක කිරීමේ වගකීම ද පැවරී ඇත.

2010 පෙබරවාරි 12 ඡුම් තිකති 1640/31 ඡුම් ඡුලකක අති විශේෂ වාර්තමානි අඞ්‍රිකක ෆුලම් මනිත වලු මර්ණුම් වේලව වාම්පුත් තිණකකකුම් 2010 ඡුම් ඡුණ්ඩල් තුමාමිල් තුමාඞ්වුකුණ් මර්ණුම් මනිතවලු අමකසුසිණ් කීමු ඟ්තාමිකකපුඞ්ඞු. තර්ඞුඞු තුමාමිලාඟාර් මර්ණුම් තුමාමිල් සාකකම් ඡුරඞ්වුකුණ් අමකසුසිණ් කීමු ඡුයාකුකුකිණ්ණ තිණකකකුණ්ඞුඞුම් අරස තුමාමිල් සේවකකුණ් ඞුඞාත්තිඞ් ඞුඞුකුණ් මර්ණුම් තේසිය මනිත වලාකුණ් මර්ණුම් තුමාමිල්කුඟ්කකුණ්ඟිණ් ඞුර්ඞාඞුකුණ් සේයර්ඞුඞුඞුම් ඞුර්ණුම්

Department of Manpower and Employment was established with effected from 1st January 2010 under the Ministry of Labour Relations and Manpower, in terms of the special Gazette Extraordinary no 1640/30 on 12th February 2010 and conveyed the responsibilities to implement the provisions of National human resource & job policies and conducting State job servicers to the Department which is operating under the Ministry of Labour and Union affairs in present.

Department of Manpower & Employment,
9th Floor, Sethsirirpaya (Second Phase),
Battaramulla.