



# கார்டு கமிஷன் வார்டாவி செயலாற்றுகை அறிக்கை Performance Report



# 2017



ஊடுமெ னா விடுமெ டீபார்ட்மென்டு  
குடிவரவு குடியகல்வுத் திணைக்களம்  
Department of Immigration & Emigration



## DEPARTMENT OF IMMIGRATION & EMIGRATION

# Performance Report - 2017

**Published by:**  
**Policy, Development and Reform Division**  
**Department of Immigration and Emigration**  
**“Suhurupaya”, Sri Subhuthipura Road, Battaramulla, Sri Lanka**

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# **Department of Immigration & Emigration**

## **Performance Report - 2017**

### **Introduction**

As per provisions in the Immigrants and Emigrants Act No. 20 of 1948, the Department of Immigration & Emigration has the vested power to control entry and regularize exit of non-citizens of Sri Lanka and to take action to remove undesirable non-citizens out of Sri Lanka. The Department is also engaged in the tasks of issuing passports for citizens of Sri Lanka, granting citizenship in this country for children of Sri Lankan citizens born abroad as well as granting citizenship in this country for non-Sri Lankans applying for Sri Lankan citizenship.

### **Vision**

- To become the leading Immigration Service in the region.

### **Mission**

- To safeguard national security and social value systems, regulate emigrants and immigrants paving way for economic development and provide services to citizens.

### **Role**

- Issuing passports for Sri Lankans and matters incidental thereto
- Issuance of visa for foreigners and matters incidental thereto
- Functions pertaining to granting Sri Lankan citizenship
- Border control

### **Legal Authority**

- Constitution of the Democratic Socialist Republic of Sri Lanka
- Citizenship Act No. 18 of 1948 and amendments thereto
- Immigrants and Emigrants Act No.20 of 1948 and amendments thereto
- Indian and Pakistani Residents (Citizenship) Act No. 03 of 1949
- Immigrants and Emigrants Regulations of 1956 and amendments thereto
- Indo - Ceylon Agreement (Implementation) Act No. 14 of 1967 and amendments thereto
- Grant of Citizenship to Stateless Persons Act No. 39 of 1988
- Grant of Citizenship to Persons of Indian Origin Act No. 35 of 2003.
- All regulations and orders pertaining to the above Acts
- Circulars & Instructions issued by the Controller General of Immigration and Emigration

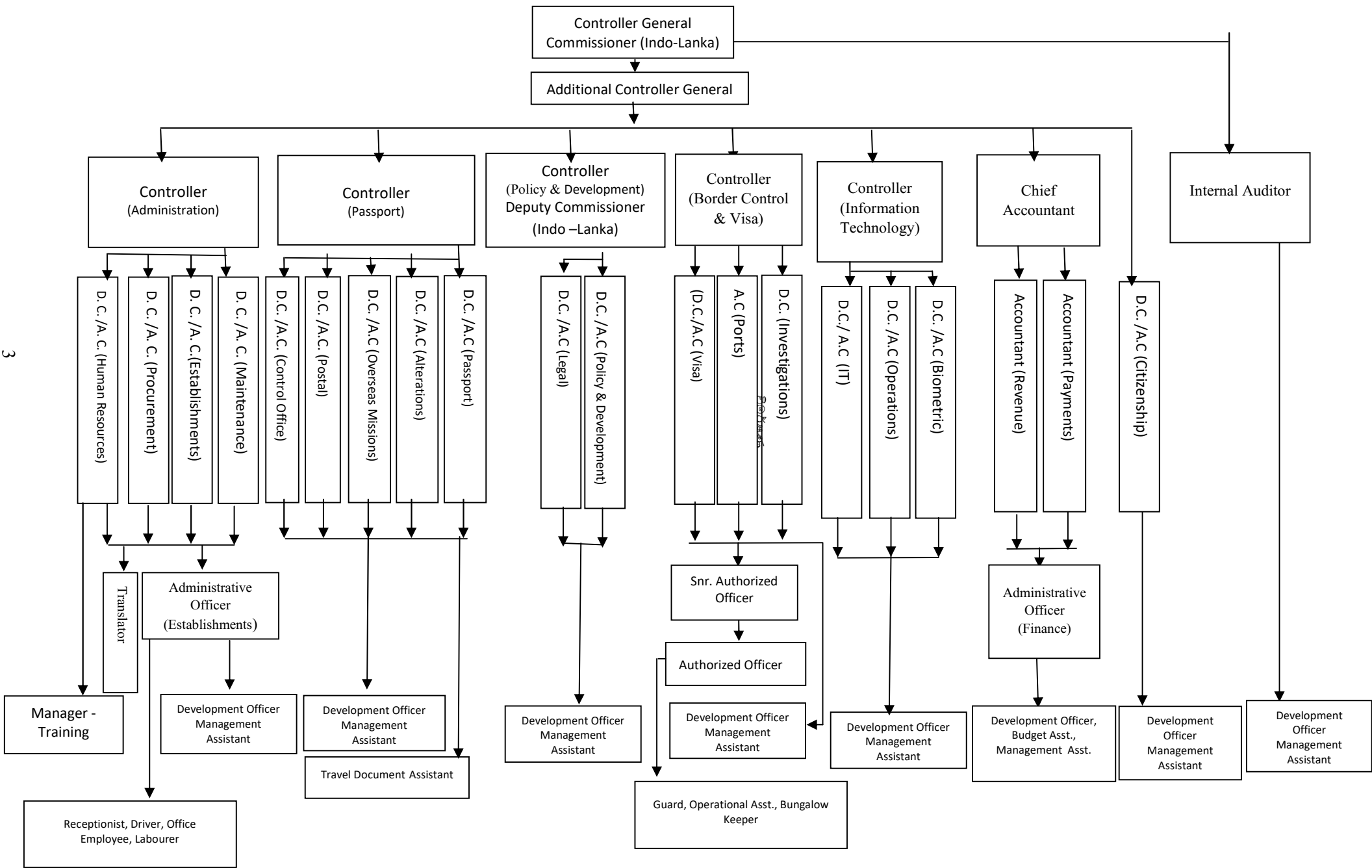
## Staff information

The Controller General is entrusted with the responsibility in offices of the Chief Executive Officer as well as Accounting Officer of the Department while responsibilities of each Division are entrusted to an Additional Controller General, 05 Controllers, a Chief Accountant and an Internal Auditor under his direction and supervision. Entire staff information for year 2017 is as follows.

### Approved cadre (as at 31.12.2017)

Post	Service	Service level	Approved cadre	Actual cadre	Vacancies
Controller General of Immigration & Emigration	S.L.A.S.	Senior	1	1	0
Addl. Controller General of Immigration & Emigration	S.L.A.S.	Senior	1	1	0
Controller of Immigration & Emigration	S.L.A.S.	Senior	5	5	0
Chief Accountant	S.L.Ac.S.	Senior	1	1	0
Chief Internal Auditor	S.L.Ac.S.	Senior	1	1	0
Dy./ Asst. Controller of Immigration & Emigration	S.L.A.S.	Senior	40	38	2
Dy./ Asst. Controller of Immigration & Emigration	Dept.	Senior	10	3	7
Accountant	S.L.Ac.S.	Senior	2	2	0
Administrative Officer	P.M.A.S.	Tertiary	2	1	1
Snr. Authorized Officer (Dept.)	Dept.	Tertiary	36	13	23
Authorized Officer (Dept.)	Dept.	Tertiary	458	326	132
Translator	Translator Service	Tertiary	2	2	0
Training Manager	Ancillary Services	Secondary	1	1	0
Budget Assistant	Ancillary Services	Secondary	1	1	0
Development Officer	Dev. Ofc. Service.	Secondary	20	21	-1
Public Management Assistant	P.M.A.S.	Secondary	378	340	38
Passport Assistant	Dept.	Secondary	35	31	4
Operational Assistant	Dept.	Secondary	50	0	50
Receptionist (Dept.)	Dept.	Secondary	1	1	0
Guard	Dept.	Secondary	3	2	1
Driver	Drivers' Service	Primary	32	30	2
Rest Room Assistant	Dept.	Primary	6	0	6
KKS	O.E.S.	Primary	107	102	5
Labourer (Training)	Casual	Primary	10	7	3
<b>Total</b>			<b>1203</b>	<b>930</b>	<b>273</b>

# Organizational Structure of the Department of Immigration & Emigration



## **01. Administration Division**

General administration in the Department, human resource management in every Division, management of the use of vehicles in the Department, maintenance work, training and development work and procurement work are carried out under this Division under supervision of the Controller (Administration).

### **01 : 1 Administration Branch**

#### 1. Establishment Activities

##### **1.1 Recruitments**

###### Recruitment of Authorized Officers

Applications were invited on 07.07.2017 by a gazette notification to fill 53 vacancies of Authorized Officer. Accordingly 14 officers are scheduled to be recruited by the Limited Competitive Examination held on 30.09.2017 and 32 officers by the Open Competitive Examination held on 22.10.2017 during the coming year. In addition, 100 new posts of Authorized Officer have also been approved under F.R.71 by the letter No. DMS/1177 VOL.I of 14.11.2017 of the Director General of Management Services considering the service requirements in the Department of Immigration & Emigration.

##### **1.2 Promotions**

<b>Post</b>	<b>Number</b>	<b>Post promoted to</b>
Sri Lanka Administrative Service, Class II	04	Sri Lanka Administrative Service, Class I
Sri Lanka Administrative Service, Class III	02	Sri Lanka Administrative Service, Class II
Travel Document Assistant Class II	29	Travel Document Assistant Class I
Public Management Assistant II	02	Public Management Assistant I
Public Management Assistant III	01	Public Management Assistant II
Office Employees' Service Grade I	02	Special Grade
Office Employees' Service Grade II	03	Grade I
Office Employees' Service Grade III	04	Grade II

##### **1.3 Confirmations in Service**

<b>Post</b>	<b>Number</b>
Authorized Officer	22
Officers in Grade III in Public Management Assistants' Service	3

#### 1.4 Efficiency Bar Examinations

Year 2016 Efficiency Bar Examination for Authorized Officers was held on 19.03.2017 and 02.04.2017 and results were issued on 15.09.2017.

Efficiency Bar Examinations for Grades I, II & III pertaining to all employees in Combined Drivers' Service were conducted on 21.12.2017 and results are scheduled to be issued next year.

Efficiency Bar Examinations for Grades I, II & III pertaining to all employees in Office Employees' Service were conducted on 27.12.2017 and results are scheduled to be issued next year.

#### 1.5 Transfers

Post	No. of officer arrivals	No. of officers transferred out
Sri Lanka Administrative Service	17	10
Public Management Assistant I	39	31
Public Management Assistant II	22	-
Public Management Assistant III	12	07
Combined Drivers' Service	07	07
Office Employees' Service	18	11

#### 1.6 Disciplinary Actions

- No. of preliminary investigations initiated 05
- No. of preliminary investigations concluded 01

#### 1.7 Retirements

Post	No.
Assistant Controller	02
Public Management Assistant – Supra Grade (Administrative Officer)	01
Authorized Officer	02
Public Management Assistant I	11
Public Management Assistant II	01
Public Management Assistant III	02
Driver	02
Office Employees' Service	05



## 2. Special activities – Staff motivation

Commendations, Certificates and Awards were offered during year 2016 to officers with excellent performance as a step towards motivation of the Departmental staff under patronage of Welfare Association of the Department. No. of officers with excellent performance selected under each service category is as follows.

Post	No.
Senior Authorized Officer	01
Authorized Officer	06
Development Officer	01
Public Management Assistant	07
Travel Document Assistant	02
Office Employees' Service	04
Driver	01

### **01 : 2 Training & Development Branch**

Staff in this Branch functioning under supervision of the Controller (Administration) consists of the Training Manager, three Public Management Assistants and an Office Assistant (KKS).

Objective of the Training & Development Branch is to enhance performance and motivation of the staff which contributes to achieve total objectives of the Department and to assist identification and implementation of various activities pertaining to providing an optimum public service.

Accordingly, the Training & Development Branch is engaged in identifying training requirements required for promoting knowledge, skills and attitudes of all officers attached to the Department with a view to propelling the entire system of the Department towards qualitatively and quantitatively developing approach and

- Designing
- Organizing
- Implementing
- Coordinating other activities
- Identifying overseas training opportunities and taking pertinent action and
- Performing activities pertaining to receiving staff training opportunities through external institutions, embassies, international organizations over and above the allocated annual provisions for training and development activities pertaining to Human Resource Programs to suit that approach.

Given below is a summary of training programs conducted during year 2017

	<b>Date conducted</b>	<b>Program description</b>	<b>Officers attended</b>	<b>Venue</b>
01)	02. 01.2017 – 06. 01.2017	Orientation Program for new officers arrived on annual transfers - 2017	P.M. Assistants Drivers KKS	Auditorium, Department of Immigration & Emigration
02)	06. 01.2017	Program on Capturing of finger prints	Matara, Kandy (P.M. Assistants)	Lecture Hall
03)	24. 01.2017	Workshop on facial image Recognition	Executive Officers	Lecture Hall
04)	25. 01.2017	Productivity Promotion Strategies	P.M. Assistants	Auditorium
05)	27. 01.2017	Productivity Promotion Strategies	Ancillary Staff	Auditorium
06)	28. 01.2017	Productivity Promotion Strategies	Staff Officers	Auditorium
07)	29. 01.2017	Workshop on Right to Information Act	Staff Officers	Auditorium
08)	30. 01.2017	Productivity Promotion Strategies	Entire staff	Auditorium
09)	06. 02.2017	Sports and Physical Fitness Promotion Program	Entire staff including Staff Officers	Auditorium
	06 to 12. 02.2017	Productivity Promotion Strategies	Entire staff including Staff Officers	Auditorium
10)	07. 02.2017	Productivity Promotion Strategies	Entire staff including Staff Officers	Auditorium
11)	08. 02.2017	Stress Management	Entire staff including Staff Officers	Auditorium
12)	09. 02.2017	Stress Management	Entire staff including Staff Officers	Auditorium
13)	15 to 17.02.2017	Training for Navy Officers on Identification of Travel Document & Visa procedures /Formalities	Navy Officers	Auditorium
14)	10. 03.2017	Training Session on Dactyloscopy and its Application	Staff Officers and Management Assistants	Auditorium
15)	25 to 26.03.2017	Training work shop on International Migration Law	Executive officers	Hotel Blue Water Wadduwa
16)	27.03.2017	Awareness Program on Passports	Naval Officers	Auditorium
17)	06.04.2017	Training Session on Dactyloscopy and its Application	Staff Officers	Auditorium

18)	24.04.2017– 05.05.2017	Training of Trainers (Canadian High Commission)	Authorized officers	Lecture hall 2
19)	26.04.2017	Training on Capturing Finger Print	Assistant Controllers	Auditorium
20)	05.05.2017	Familiarization on Function related to DIE	SLAS officers	Auditorium
21)	15.05.2017– 26.05.2017	Risk Management	Authorized officers	Auditorium
22)	19.05.2017	Workshop on Checking Identity Cards	Staff Officers	Auditorium
23)	23.05.2017	Familiarization on Functions related to DIE	SLAS officers	Auditorium
24)	05.06.2017	Awareness Program for School Children on National Environment Day Celebration and National Environment Week	Staff Officers	Auditorium
25)	06.06.2017	Familiarization on Functions related to DIE	SLAS officers	Auditorium
26)	07.06.2017	Raising Awareness on Dual Citizenship	Staff Officers	Auditorium
27)	21.06.2017	Awareness Programme on Document Identification	Authorized officers	Auditorium
28)	15 to 16.06.2017	Training Program on Salary Conversions	Management Assistants	Skills Development Institute
29)	05.07.2017	Passenger Clearance Technical Operations at the Air Port	Executives & Chief Management Assistance	Bandaranaike International Air Port
30)	07.07.2017	Training Program on Stores Management	Staff Officers, Management Assistants	Auditorium
31)	20.07.2017	Study tour on Immigration & Emigration formality at BIA	MAS/TDA	Bandaranaike International Air Port
32)	27 to 30.07.2017	40 <sup>th</sup> Anniversary of the Open Economy national Exhibition.		National Youth Center
33)	30.07.2017	Staff Awareness Program on New Trends	All Chief Management Assistants including Staff Officers	Auditorium
34)	30.07.2017	Special Training Program on Duties in Visa Division	Officers in Visa Division	Auditorium

35)	11 to 13.08.2017	CRT/ Trade Fair 2017	Training Manager MA/KKS/Driver	BMICH
36)	22.08.2017	Study tour on immigration & Emigration formality at BIA	MAS/TDA	Bandaranaike International Air Port
37)	24.08.2017	Raising Awareness on Citizenship Act and Duties in Citizenship Division for Officers	Staff Officers who arrived in year 2017	Auditorium
38)	28.09.2017	Health Counseling Program for Raising Awareness Among Women Officers	Female Officers over 35 years of age	Auditorium
39)	03.10.2017	Special Workshop on Proper Use of Sinhala Language	Entire staff	Auditorium
40)	09 to 11.10.2017	Capacity Building Programme	Senior Immigration officers	Auditorium
41)	25.09.2017– 06.10.2017	Training of Trainers programme (TOT )	Authorized officers	Computer Lab
42)	28 to 29.10.2017	Workshop on Border Operation (IBM)	Executive Officers	Avani Hotel
43)	04.10.2017	Public Servant Awareness Program on Minimizing Wastage of Coconut at Their Domestic Consumption - by Coconut Development Authority	Entire staff	At <i>Piyasa</i> premises
44)	50 hours	Tamil Course	Staff	Lecture Hall II
45)	27.10.2017	Airport Study Tour	Staff	Airport
46)	30.10.2017– 09.11.2017	Training of trainer Programme (TOT)	Authorized officers	Computer unit
47)	02.11.2017	Tamil Course	Staff	Lecture Hall II
48)	15 to 16.11.2017	Work shop on Capacity Building	Senior Immigration Officers	Jetwing Sea Hotel
49)	02.11.2017	Tamil Course	KKS	Auditorium
50)	14.11.2017	Training Programme on Facial Recognition & Document Examination.	Controllers, Deputy Controllers, Assistant Controllers	Lecture Hall 01
51)	17.11.2017- (Friday)	Tamil Course Stage III (11.00 a.m. - 1.00 p.m.)	Officers in Authorized Officers' Service and Management Assistants' Service	Lecture Hall I

52)	4 Months	Functional English Language Course Conducted by Colombo International school	Executive Officers	Lecture Hall 01
53)	4 Months	Functional English Language Course) Conducted by Colombo International school	All Staff Officers	Lecture Hall 01
54)	22.11.2017	Field Tour to Link Natural Product Ltd.	Staff	Link Natural Products Ltd.
55)	04.12.2017-08.12.2017	Trainer Development Programme Canadian High Commission	Authorized Officers	Lecture Hall 01
56)	07.12.2017	Training Program on Audit Queries	Staff	Auditorium
57)	13.12.2017	Training on OM New Passport Issuing Process (Fingerprint Capturing Updates)	Authorized Officers	Air port immigration officers rest Auditorium
58)	14.12.2017	Training on OM New Passport Issuing Process (Fingerprint Capturing Updates)	Authorized Officers	Air port Immigration officers rest Auditorium
59)	08.12.2017	Fingerprint Capturing Programme	Development officers	Movenpick Hotel
60)	14.12.2017	Field visit Students of Ruhuna University	Ruhuna university students	Auditorium
61)	18.12.2017	Fingerprint Capturing Programme	Chief Clarks of immigration	Movenpick Hotel
62)	20.12.2017	Awareness Programme on I & E Act and Penal code Provisions-2017	All SAO'S and AO's	13 <sup>th</sup> floor ID office Auditorium
63)	21.12.2017	Awareness Programme on I & E Act and Penal code Provisions-2017	All SAO'S and AO's	Auditorium
64)	23 to 24.12.2017	In-house Training Program on Skills Promotion - 2017	For officers in Regional Offices	Auditorium of National Institute of Plantation Management, Athurugiriya
65)	4 Months	Functional English Language Course Advance Conducted by Colombo International school	Executive Officers	Lecture Hall 01
66)	4 Months	Functional English Language Course Advance Conducted by Colombo International school	All Staff Officers	Lecture Hall 01



Training Program on Capturing Finger Prints for Passports - 18.12.2017



Training Program on Facial Recognition and Document Examination - 14.11.2017

In addition to the above programs, four month four English Courses were conducted 04 days per week for Staff and non-staff grade officers in the Department in collaboration with Colombo International School during year 2017. For this purpose, full time service of four English Specialist Teachers was obtained free of charge under the auspices of the above said institution.

## **01 : 3 Procurement Branch**

This Branch performs all procurement work of the Department. The objective of this Branch is to procure goods and services required for the Department in a proper and transparent manner following Government Procurement Guidelines and other rules and regulations pertinent thereto.

Role of this Branch is as follows:

- Preparation of the Procurement Plan for the year at the commencement of every year.
- Taking steps to procure goods, machinery and services to be purchased in keeping with the above Procurement Plan.
- Updating all service agreements (Security Services, Janitorial Services and Machinery Maintenance Services etc.).
- Procurement work pertaining to importation of blank passports.
- Matters pertaining to updating and renewing Computer Database in the Department.

### **Procurement Branch Staff - year 2017**

<b>Post / Service</b>	<b>Number</b>
Assistant Controller (Procurement)	01
Development Officer	01
Public Management Assistant	02

Value of goods and services procured during year 2017

<b>Goods and Services procured</b>	<b>Value of items (Rs.)</b>
Office Equipment & Furniture	20,052,445.00
Printers and Photocopiers	2,729,400.00
Items of the Computer System	38,313,960.00
Scanners	10,764,000.00
Blank passports and ink for corresponding printing work	19,477,378.00
Building constructions and additions	30,233,383.00
Visa stickers	26,714,500.00
Events and other organizations	2,209,839.00
Scanning documents	2,681,113.00
<b>Total</b>	<b>153,176,018.00</b>

## 01 : 4 Productivity Promotion Branch

This Branch functions with effect from year 2017.

### Objective:

To render assistance to make services of the Department of Immigration & Emigration efficient and improved.

### Staff - 2017

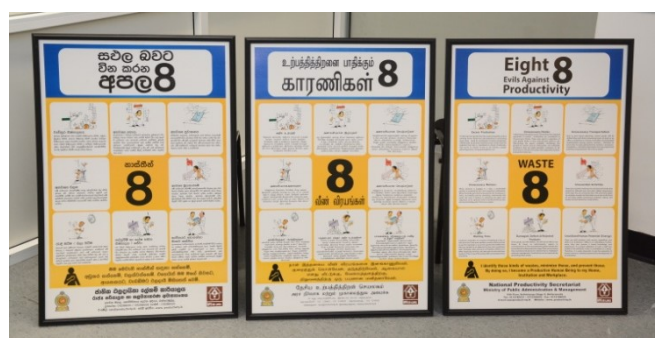
Post	Number
Development Officer	2

### Functions performed

- Implementation of 10 training programs.  
(Development of Attitudes, Productivity, Quality Circle Concept, Kaizen Concept)
- Setting up 12 quality circles to operate representing all Divisions.
- Improving services from suggestions and comments received in operation of quality circles.
- Making the office premises standard and attractive by creating and fixing new direction pointers and name boards.



- Making basic arrangements to prepare a Display Unit in the Productivity Promotion Branch.





### **Anticipated functions for year 2018**

- Development of services in every Division in terms of Productivity Promotion Action Plan.
- Promotion of service in every Division in the Department in keeping with the Action Plan prepared for year 2016/2017.
- Development of the Display Unit created under Productivity Promotion Branch.
- Conducting training programs for the new staff in association with the Training Division.
- Further standardizing audits carried out by Productivity Promotion Branch.

## **2. Travel Division**

Travel Division functions under supervision of the Controller (Passport). The role of this Division is to issue a passport in conformity with international standards enabling Sri Lankans to travel overseas, stay there and return without any obstacle. Passports are issued under one day service and ordinary service and one day service is operative only in the Head Office.

### **Vision**

”To issue internationally recognized passports with proper standard to customers, being sensitive to their maximum convenience”

### **Objectives and role**

01. To implement policies designed for safeguarding and improving standard of Sri Lankan Passport.
02. To follow a methodology to issue passports containing accurate and true information to Sri Lankans.
03. To implement court orders on immigration and emigration matters of Sri Lankans.
04. Working in sound collaboration with government security forces and other public institutions on matters pertaining to immigration and emigration of Sri Lankans.

Functions of this Division are performed by 5 Branches. They are,

01. Travel Branch (Branch for receiving applications)
02. Passport Processing Branch
03. Passport Alteration Branch
04. Overseas Mission Branch
05. Postal Branch

## **02 : 1 Travel Branch**

A majority of customers of the Department visit this Branch with a daily average of around 2500 visitors. 04 Regional Offices have been set up in the Districts of Kandy, Matara, Vavuniya and Kurunegala to issue passports under ordinary service with a view to rendering a more close, efficient and expeditious public service. These Regional Offices function under supervision of 4 Deputy/ Assistant Controllers.

### **Staff - 2017**

<b>Post/ Service</b>	<b>Number</b>
Deputy Controller	1
Assistant Controller	16
Development Officer	7
Public Management Assistant	56
Office Employees' Service	18

### **Special functions performed during year 2017**

01. Kurunegala Regional Office was declared open on 12.02.2017 further widening public services for regionally collecting passports.



## 02. Widening methodology of Capturing finger print as biometric data :-

Only thumb print of both hands was taken as biometric data up to August, 2017 due to restrictions in Computer System and steps were taken to insert prints of all 10 fingers of both hands with effect from 25.09.2017, thus further promoting standard of the passport.



### Anticipated functions for year 2018

1. It has been designed to improve the passport issued at present as an E-passport in keeping with International Civil Aviation Organization (ICAO) criteria by inserting new technical and security features as well as biometric information as a step to further enhance standard of Sri Lankan passport and arrangements have been made to introduce that passport by the end of year 2018 also in collaboration with the Ministry of Telecommunication and Digital Infrastructure.

### Progress of issuing passports - 2017

#### Head Office

Diplomatic	Official	All countries	Middle East	Emergency Certificates	Identification Certificates	Total
339	1,819	369,197	173,901	17,787	01	563,044

#### Regional Offices

	Official	All Countries	Middle East	Emergency Certificates	Total
Kandy	06	28,571	9,571	4,645	42,793
Vavuniya	01	15,664	4,987	540	21,192
Matara	05	18,910	3,555	2,252	24,722
Kurunegala	02	2,524	935	248	3,709
<b>Total</b>	<b>14</b>	<b>65,669</b>	<b>19,048</b>	<b>7,685</b>	<b>92,416</b>

## All passports issued by the Department during year 2017

Diplomatic	Official	All countries	Middle East	Emergency Certificates	Identification Certificates	Total
339	1,833	434,866	196,949	25,472	01	659,460

## Issuance of passports from 2013 to 2017 (based on passport types)

Year	Diplomatic	Official	All countries	Middle East	Emergency Certificates	Identification Certificates	Total
2013	338	998	284,231	214,352	17,611	6	517,536
2014	309	1043	234,943	198,815	14,786	6	449,902
2015	471	1313	287,438	176,963	25,180	2	491,367
2016	401	1,856	422,394	200,311	33,751	12	658,725
2017	339	1,819	369,197	173,901	17,787	01	563,044

## 02 : 2 Passport Processing Branch

The Branch operates under supervision of Controller (Passports).

Following action is taken after inspection of applications referred by Travel Branch and Overseas Mission Branch to Processing Branch for preparation of new passports.

After completion of the tasks of data entry, their validation, capturing photographs and signatures, printing them, 4<sup>th</sup> page observation printing in case there are alterations and observations in passports printed, quality assurance, laminating passports, their comparison and 04<sup>th</sup> page scanning and final quality confirmation, the passports to be issued under one day service are sent to Issuing Counter, passports to be issued under ordinary service are sent to Postal Branch and passports issued for applications received through foreign missions are sent to Overseas Mission Branch.

In addition, applications referred for alterations are subjected to data entry, re-validation and 04<sup>th</sup> page observation printing pursuant to corresponding inspection.

### Staff - 2017

Post / Service	Number
Deputy Controller	1
Assistant Controller	2
Development Officer	1
Public Management Assistant	37
Travel Document Assistant	17
Office Employees' Service	9

## **02 : 3 Passport Alteration Branch**

This Branch operates under supervision of Controller (Passports).

### **Staff - 2017**

<b>Post</b>	<b>Number</b>
Deputy Controller (Alterations)	1
Public Management Assistant	4
Office Employees' Service	2

The function of this Branch is to alter information in passports already taken by applicants to cater to requirements of such applicants.

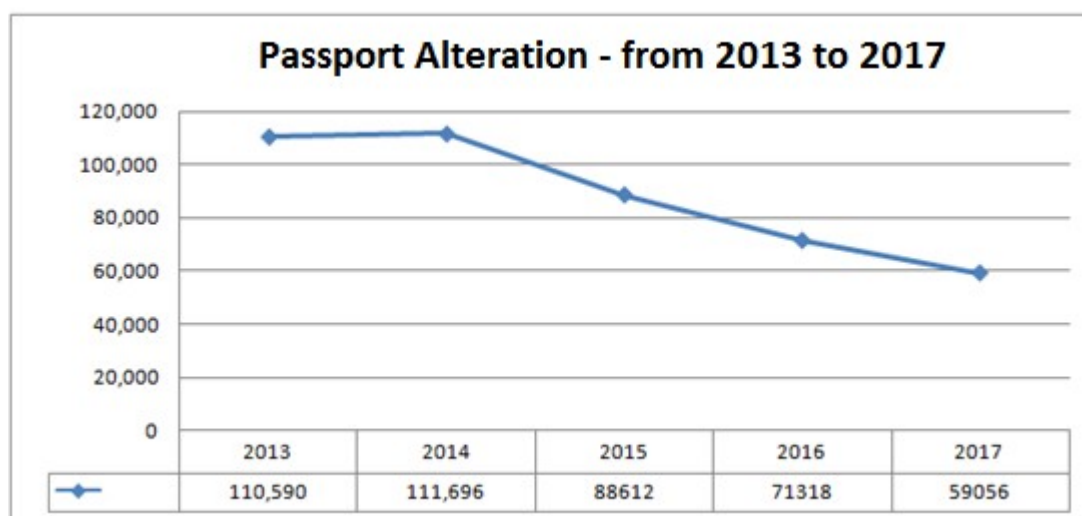
A fee of Rs. 500/- is charged per each such alteration made and the purpose is served within one hour of undertaking the application.

### **Passport alteration - 2017**

<b>Category</b>	<b>Sub Total</b>
Validation for a single journey	452
Cancellation of single journey	3250
Inclusion of dual citizenship	448
Removal of children	1606
Inclusion of identity card Number	8032
Inclusion maiden name	285
Change of name	5428
Inclusion of name after marriage	1471
Other alterations (free of charge)	01
Other alterations 01	10730
Other alterations 02	122
Other alterations 03	01
Inclusion of designation	27101
renewals	106
Inclusion of surname before marriage	23
<b>Total</b>	<b>59056</b>

## Alteration of passports (from 2013 to 2017)

Type	2013	2014	2015	2016	2017
Validation for all countries	2,557	473	-	390	-
Validation for a single journey	541	-	397	-	452
Cancellation of single journey	1,309	1,151	1,289	2,053	3,250
Extension of period	10,384	2,368	-	-	-
Inclusion of dual citizenship	0	11	209	376	448
Inclusion of children to mother's or father's passport	1,856	1,496	794	-	-
Removal of children from mother's or father's passport	2,361	2,219	2,190	2,310	1,606
Inclusion of new photographs of children to mother's or father's passport	137	135	47	-	-
Inclusion of identity card number	1,671	2,070	2,003	4,209	8,032
Inclusion maiden name	40	16	48	255	285
Inclusion of name after marriage	2,036	2,033	1,898	1,668	1,471
Change of name	3,399	3,119	3,265	4,038	5,428
Alteration of names (other)	7	3	2	3	-
Inclusion of designation	55,655	66,922	54,400	39,629	27,101
Inclusion of designation (free of charge)	2	-	880	-	-
Other alterations (free of charge)	151	81	9	1	01
Other alterations 01	27,462	28,669	20,844	15,814	10,730
Other alterations 02	995	913	330	224	122
Other alterations 03	27	17	7	2	01
Renewals	-	-	-	346	106
<b>Total</b>	<b>110,590</b>	<b>111,696</b>	<b>88,612</b>	<b>71,318</b>	<b>59,056</b>



## **02: 4 Overseas Mission Branch**

This Branch operates under supervision of Controller (Passports).

This Department receives from Ministry of Foreign Affairs, the applications referred by Sri Lankan expatriates through Foreign Missions and Overseas Mission Branch carries out all activities on such applications until passports newly prepared for such applications are handed over back to the Ministry of Foreign Affairs.

### **Staff - 2017**

<b>Post / Service</b>	<b>Number</b>
Deputy Controller	1
Assistant Controller	1
Development Officer	1
Public Management Assistant	14
Office Employees Service	3

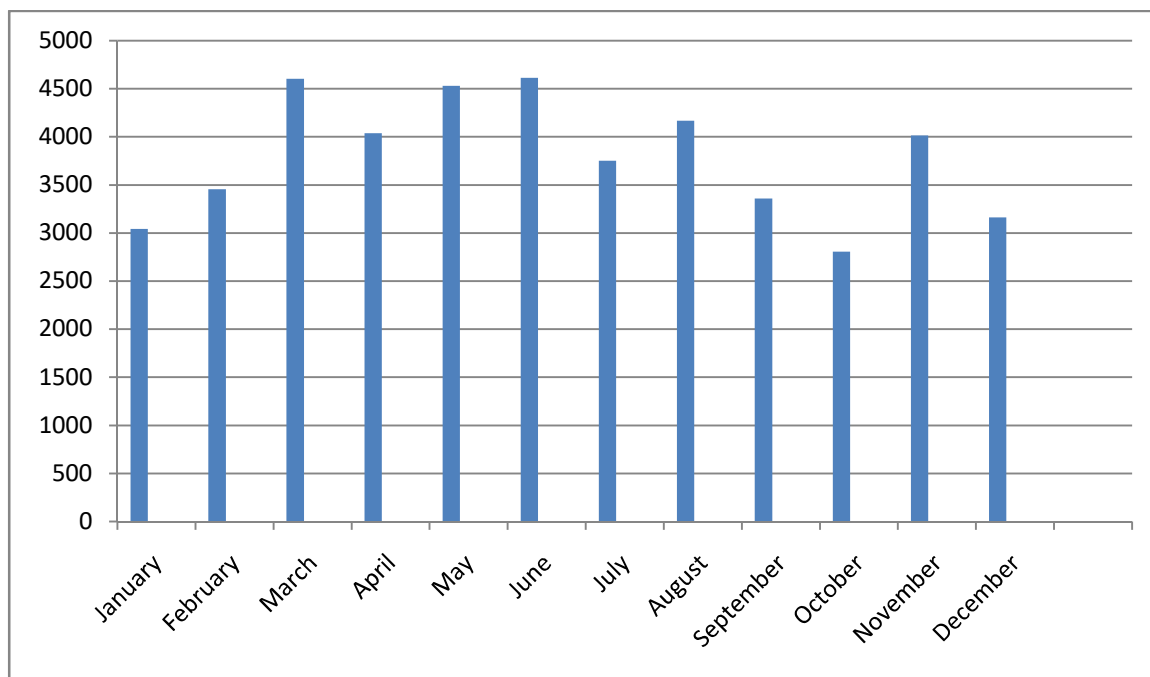
### **Objectives and role of the Overseas Mission Branch**

- Issuance of passports pertaining to applications received from Foreign Missions.
- Granting approval to issue temporary passports to Sri Lankan expatriates from Foreign Missions.
- Granting approval for alteration of information in passports of Sri Lankan expatriates.
- Providing reports confirming accuracy of passports of Sri Lankan expatriates on request of Foreign Missions.

### **Particulars of Passport issued by this Branch during year 2017**

<b>Month</b>	<b>Number</b>
January	3043
February	3457
March	4603
April	4038
May	4532
June	4614
July	3752
August	4167
September	3358
October	2805
November	4016
December	3162
<b>Total</b>	<b>45547</b>

### Particulars of Passport issued by this Branch during year 2017

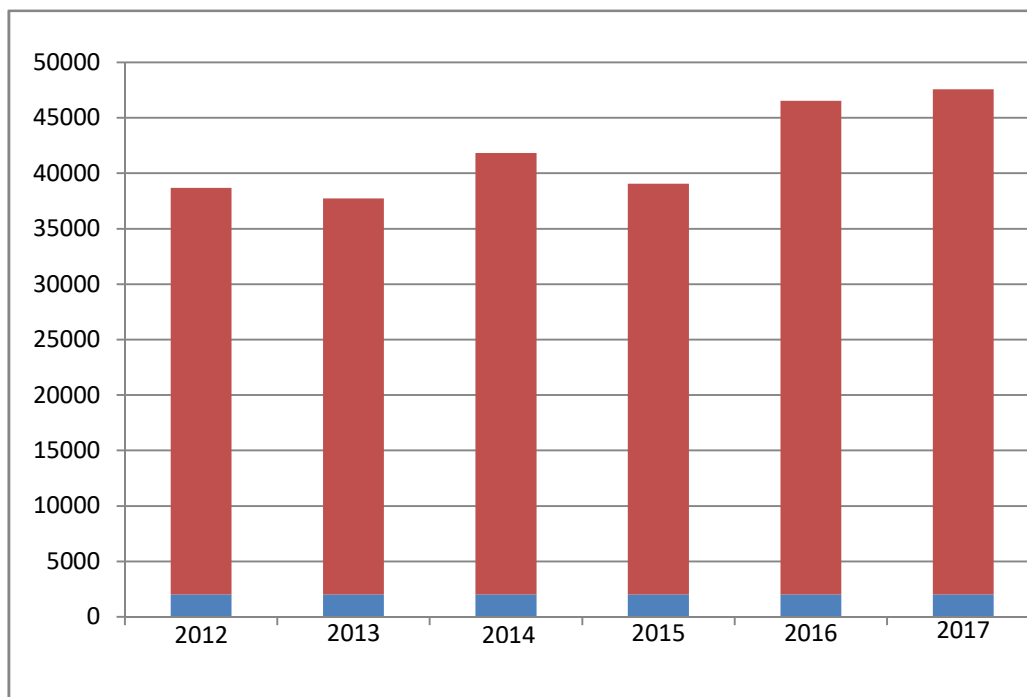


### Particulars of Passports issued by Overseas Mission Branch from year 2012 to year 2017

Month	2012	2013	2014	2015	2016	2017
January	2813	2117	2929	2027	2848	3043
February	1731	225	3312	3152	2049	3457
March	3752	3329	3768	3551	3783	4603
April	3426	3298	3446	4082	4788	4038
May	3785	3219	2921	3052	5229	4532
June	3770	4256	3346	3573	4491	4614
July	3169	3271	3858	3497	3271	3752
August	2956	1027	3329	3951	4562	4167
September	2609	3524	3297	3307	3485	3358
October	3343	3015	3632	3112	3322	2805
November	2610	3918	3010	1833	3673	4016
December	2721	2512	4080	1908	3021	3162
<b>Total</b>	<b>36685</b>	<b>35711</b>	<b>39828</b>	<b>37045</b>	<b>44522</b>	<b>45547</b>



## Particulars of Passports issued by Overseas Mission Branch from year 2012 to year 2017



### Special activities performed during year 2017

Number of applications received through Foreign Missions during year 2017 increased in comparison with previous years and therefore, it was possible to issue a larger number of passports by performing relevant activities without delay under maximum dedication of everybody.

### Functions anticipated to be performed during year 2018

1. Capturing biometric data (finger prints and a digital photograph of the face) of Sri Lankan applicants for passports was initiated on 10.08.2015 and the process of receiving biometric data of applicants applying for passport through Foreign Missions was not in practice up to date. However, with effect from 01<sup>st</sup> January 2018, it has been made compulsory also for applicants (over 16 years and below 60 years of age) for a passport through Foreign Missions of Sri Lanka to provide their biometric data (finger prints) to the Department of Immigration and Emigration the very first instance they come to Sri Lanka after receiving their passport, and the relevant works are scheduled to be implemented during the coming year.
2. Introducing a new system for online registration of passport applications referred through Foreign Missions.

## **02 : 5 Postal Branch**

### **Objectives and roles of the Branch.**

Main objective of the Branch is to send Passports by registered post without delay the applications prepared under ordinary service.

- Sending by registered post to the addresses of relevant applicants the Passports pertaining to applications presented under the ordinary service after listing them out on receipt from Computer Division.
- In case Passports pertaining to applications submitted under the ordinary service have not been processed by the due date, preparation and provision of passports under "Today Issue" system to applicants visiting on emergency basis.
- Once the Passports sent by registered post are returned due to change of address or non-receipt, handing them over to the applicant on his enquiry after verifying his identity.

### **Staff - 2017**

<b>Post / Service</b>	<b>Number</b>
Assistant Controller	01
Public Management Assistant	06
Guard	01
Office Employees' Service	02

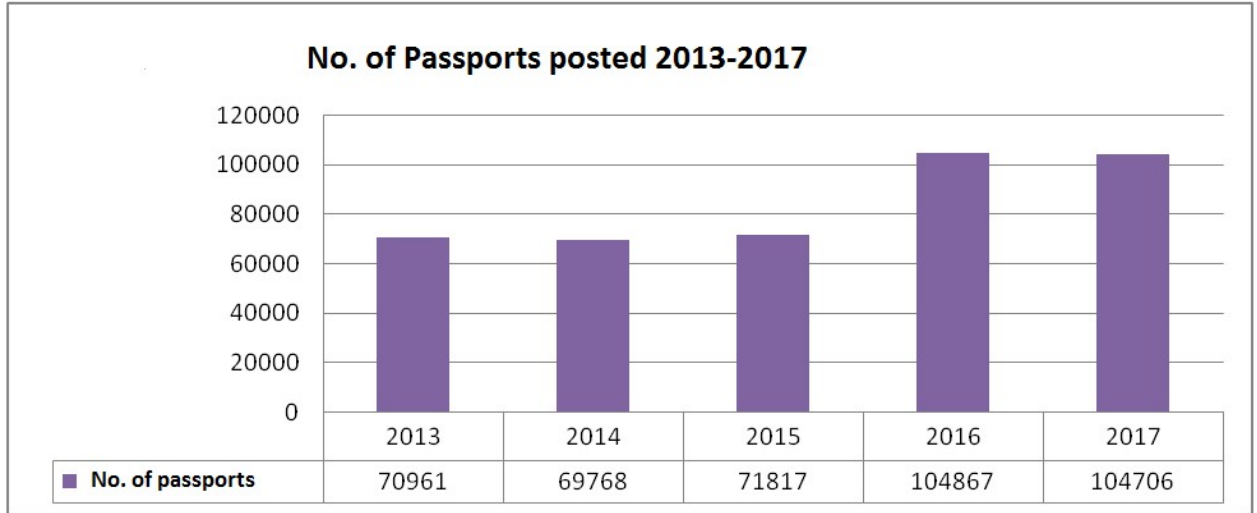
### **Functions Performed during year 2017**

Particulars of passports posted in each month are as follows.

<b>Year</b>	<b>Month</b>	<b>Number of Passports posted</b>
2017	January	9188
2017	February	9260
2017	March	7416
2017	April	7484
2017	May	10926
2017	June	7318
2017	July	7320
2017	August	8726
2017	September	8511
2017	October	11705
2017	November	9379
2017	December	7473
<b>Total</b>		<b>104706</b>

## No. of passports posted 2013 – 2017

Year	2013	2014	2015	2016	2017
No. of passports	70961	69768	71817	104867	104706



## Seva Piyasa

Around 5000 customers visit the Department to get miscellaneous services it renders including receiving passports and an attractive place called “Seva Piyasa” has been arranged with all facilities in the ground floor of the building attached to the head office for the beneficiaries and people coming for their assistance to stay till beneficiary’s requirements are fulfilled. Services such as providing guidance necessary for getting service requirements fulfilled as well as issuance and filling of applications, photography services, photocopy services, courier services as well as other required service facilities (such as telephones, banking services, short eats etc.) are provided to the public at this place.



### **03. Policy, Development & Reform Division**

Policy, Development and Reforms Branch, Indo-Lanka Citizenship Branch and Legal Branch operate mainly under supervision of Controller (Policy, Development and Reforms)/ Deputy Commissioner (Indo-Lanka)

#### **03 :1 Policy, Development & Reform Branch**

This Branch has been set up for the purpose of more methodical and well planned implementation of development and policy planning affairs of the Department of Immigration and Emigration. Key functions of this Branch are formulating policies/plans, revision of laws, rules and regulations of the Department, preparation and issuance of circulars and procedures, preparation of Administrative Reports, Progress Reports and Annual Plans and preparing and updating Operational Handbooks.

#### **Staff - 2017**

<b>Post/ Service</b>	<b>Number</b>
Deputy Controller	01
Public Management Assistant	04
Travel Document Assistant	01
Office Employees Service	01

#### **Functions performed during year 2017**

01. Preparing Action Plan 2018.
02. Preparing Performance Report 2016.
03. Preparing monthly and quarterly progress reports to be sent by the Department to other institutions.
04. Co-ordination, monitoring and supervision of progress of capital and other projects.
05. Co-ordination of duties pertaining to policy matters of the Ministry and other institutions.
06. Preparing Cabinet Memoranda in keeping with Departmental requirement and taking action to get Cabinet approval for them and making arrangements to provide observations for Cabinet Memoranda submitted by other Ministries.

## Special functions performed during year 2017

01. Getting required approvals for construction of a Staff Officers' Mess on the land in Trincomalee belonging to the Department of Immigration and Emigration, getting building plans prepared for the purpose.
02. Receiving approvals required to construct an Immigration & Emigration Law Enforcement Center on Kaludiyawalawatta land in Katana, Gampaha, designing plans for that purpose and taking action to allocate provisions.
03. Renovation of old Staff Officer Rest Room in Bandaranaike International Airport, Katunayake. (Expenditure: Rs.6.017m.).
04. Construction of a new three storied building with a view to widening hostel facilities for Staff Officers of the Department serving in Bandaranaike International Airport, Katunayake. (Expenditure: Rs.96.47m.).

## **03 : 2 Indo-Lanka Citizenship Branch**

Controller General is the ex-officio Commissioner for Registration of Persons with an Indian Origin and the Controller (Policy, Development & Reforms) is the ex-officio Deputy Commissioner for Registration of Persons with an Indian Origin.

### **Role**

Role of this Division is to grant citizenship for Sri Lankan residents with an Indian Origin and handle matters incidental thereto.

### **Staff - 2017**

Post/ Service	Number
Public Management Assistants	01

Persons who satisfy qualifications mentioned in Citizenship Act No. 18 of 1948, Indian and Pakistani Residents (Citizenship) Act No. 03 of 1949, Indo - Ceylon Agreement (Implementation) Act No. 14 of 1967, Grant of Citizenship to Stateless Persons Act No. 39 of 1988, Grant of Citizenship to Persons of Indian Origin Act No. 35 of 2003 are entitled to Sri Lankan Citizenship with effect from effective date of those Acts. Such a person, if required, may receive a certificate of confirmation of his citizenship after making an application to the Commissioner. Number of applicants for such certificates shows a rapid decline by now. The number of persons who have received certificates in that manner from year 2013 to 2017 is as follows.

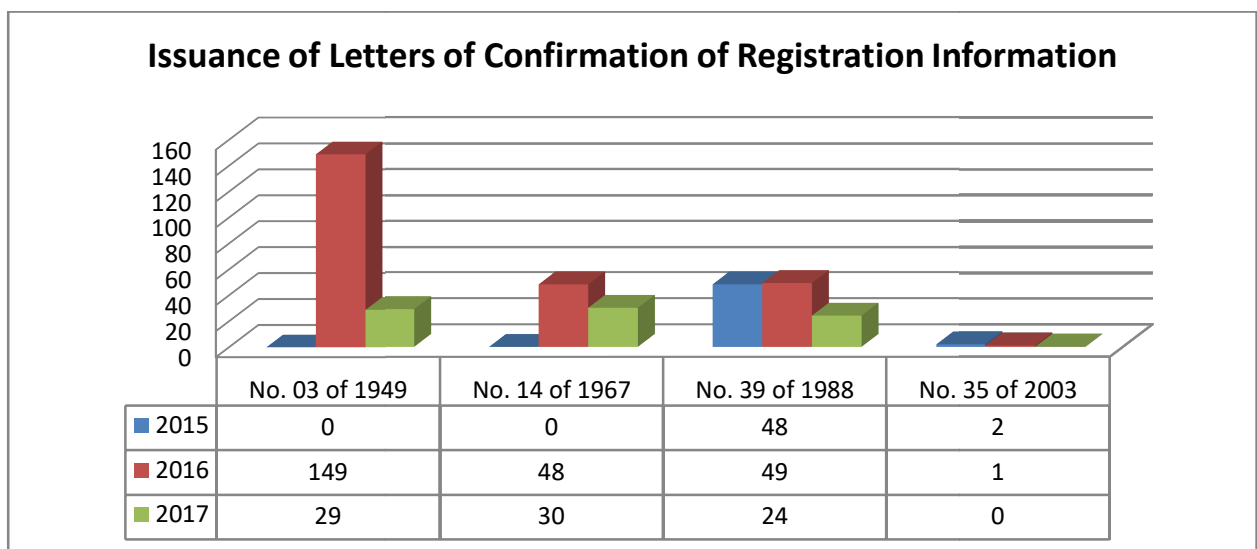
## Issuance of Certificates of Citizenship 2013 – 2017

Act	2013	2014	2015	2016	2017
No. 39 of 1988	09	19	-	-	03
No. 35 of 2003	02	03	-	-	-

This Division is also engaged in issuing letters of confirmation of registration information to Sri Lankan residents with an Indian Origin when required.

## Issuance of Letters of Confirmation of Registration Information 2015 – 2017

Act	2015	2016	2017
No. 03 of 1949	-	149	29
No. 14 of 1967	-	48	30
No. 39 of 1988	48	49	24
No. 35 of 2003	02	01	-



## **03:3 Legal Branch**

This Branch operates under supervision of Controller (Policy, Development and Reforms).

### **Staff - 2017**

<b>Post</b>	<b>Number</b>
Deputy Controller	01
Assistant Controller	01
Authorized Officer	01
P.M.A.S.	02
Office Employees' Service	01

### **Objective and role of the Legal Branch**

This Branch assists in providing instructions and support necessary to act out legal authority granted by legislative enactments pertaining to functions of the Department of Immigration & Emigration and for efficient performance of Departmental activities by amending legislations as and when required.

### **Functions performed by Legal Branch-2017**

1. Receiving from Magistrate's Court, Colombo the summons and warrants pertaining to cases filed by the Department and taking action to issue such summons and warrants to relevant persons.
2. Making required arrangements to ensure participation of appropriate officers for court proceedings on relevant dates by preparing pertinent information and files for 74 cases for which summons have been issued to give evidence before courts on behalf of the Department.
3. 1076 letters of information on court orders where such orders cannot be implemented and carry no full information have been prepared and sent to relevant courts.
4. 40 letters of reply have been sent to Special Police Crime Investigation Units and various Police Stations on their letters of inquiry of information of persons connected to frauds.
5. Required information and evidence have been provided at 03 occasions when the Department was named as the respondent in complaints made to the Human Rights Commission and for requests by Commission to Investigate Allegations of Bribery or Corruption.
6. Preparation and submission of reports of observation also on 04 Fundamental Rights Cases filed in the Supreme Court by making the Department of Immigration & Emigration the respondent.
7. Preparation of lease agreements signed between relevant parties on buildings and houses required for running functions of the Department and sending them for signature and taking action to register the relevant agreements. (Kandy, Matara and Kurunegala Regional Offices and Ruhuhu Magampura Mahinda Rajapaksha Port and Mattala Airport).
8. Observations have been submitted for 25 agreements signed by the Department with local institutions pertaining to functions of the Department.
9. Contribution for preparing draft for Cabinet approval of the Memorandum of Understanding on establishment of migration co-operation between Sri Lanka and Switzerland.

10. Co-ordination with the Ministry of Foreign Affairs on formulation of bilateral agreements for the purpose of exemption of diplomatic and official Passport holders from the requirement of getting Visas.

- Agreements signed : Qatar, Bangladesh, Turkmenistan
- Countries with which coordinated agreements will be signed: Colombia, Lavo, Lebanon, Oman

11. Action was taken under Right to Information Act on 37 requests pertaining to that Act.

12. Special Functions Performed by Legal Branch

- Cabinet approval received to amend Immigrants and Emigrants Act No. 20 of 1948 and receiving Cabinet approval for the gap analysis report prepared by a Committee appointed for the purpose and preparing the report containing provisions anticipated to be inserted into the proposed Sri Lanka Immigrants and Emigrants Bill.
- Taking joint action by the Ministry of Development Strategies & International Trade, Attorney General's Department and this Department to formulate visa regulations applicable for jobs.



Formulation of the report of provisions expected to be included in Sri Lanka Immigrants and Emigrants Bill.



## **04. Visa and Border Control Division**

This Division operates under supervision of Controller (Visa and Border Control). Visa works are performed by Visa Branch while border control activities are performed by Ports and Investigation Branches.

### **04.1 Visa Branch**

Part III in Immigrants and Emigrants Act No. 20 of 1948 controls entry of Non Sri Lankan citizens to Sri Lanka. There under, the function of this Branch is to issue and extend valid Visas to foreigners visiting Sri Lanka ensuring national security as per regulations No. 02 to 35 of Immigrants and Emigrants Act of 1956. Main objectives of implementing Visa policies are to collect revenue by issuing Visas and facilitate foreign employment in essential fields.

#### **Resident Visa**

These Visas are issued to non Sri Lankans belonging to following categories expecting a long stay in Sri Lanka for special purposes.

1. Employment Category
  - Those who are employed in projects under the Board of Investment.
  - Employees in overseas banks
  - Employees in Non Governmental Organizations
  - Employees in institutions coming under foreign missions
  - Employees in projects operated by private companies/ public sector
2. Investor Category
  - Investors of Financial Capital in Sri Lanka
  - Those who are engaged in business activities in Sri Lanka
3. Religious Category
  - Clergy
  - Constructors of religious places / servants
4. Student Category
  - University students
  - Students in government approved educational institutions
5. Registered Indians covered by Indo-Lanka Pact - 1964
6. Ex-Sri Lankans and their dependents
7. Family members of a Sri Lankan
  - Spouse
  - Children with foreign nationality

8. Workers in Foreign Missions in Sri Lanka and their dependents
9. My Dream Home visa
10. Resident Guest Scheme Visa
11. Those who are staying on medical grounds

### **Visit Visa**

These visas are issued by Sri Lankan Missions abroad under electronic travel authorization (ETA) to foreigners on short-term basis for travelling or business purposes.

#### 1. Tourist Visa

- These visas are issued under electronic travel authorization for a period of 30 days for genuine foreigners who visit Sri Lanka for the purposes of tours, visiting relatives, receiving Ayurveda treatments, practicing Yoga and meditation etc.

#### 2. Business Visa

- These visas are issued to foreigners visiting Sri Lanka for non-travel purposes. The document in proof of the relevant task should be submitted for this purpose.

### **Transit Visa**

- This is a visa issued to enter Sri Lanka *enroute* from one country to a destination in another country overseas. This is issued free of charge subject to a maximum period of 02 days.

The staff attached to the Visa Branch for the purpose of achieving objectives and operating functions mentioned above for year 2017 was as follows.

<b>Post/ service</b>	<b>Number</b>
Controllers	1
Deputy Controllers (Including a Deputy Controller for Electronic Travel Authorization)	2
Assistant Controller	2
Senior Authorized Officer	1
Authorized Officer	1
Development Officer	4
Public Management Assistant	28
Travel Document Assistant	2
KKS	9

In addition, two Public Management Assistants attached weekly from Accounts Branch were employed in Shroff Branch.

## Visa Progress in year 2017

The amounts of issuing Electronic Travel Authorizations, issuing and extending new visa during the years from 01.01.2014 to 31.12.2017 are as follows.

Description	2014	2015	2016	2017
Granting ETA	1,283,789	1,736,520	2,191,516	2,392,219
Issuance of new visa (resident visa)	19,298	20,131	22,673	26,634
Extensions of visa -				
1. Resident visa	22,008	23,220	22,483	26,949
2. Tourist visa	54,322	59,135	60,109	58,220
SAARC visa	664	943	1,209	1,410
Dual Citizenship (Sri Lankan)	-	816	2,538	2,598
<b>Total</b>	<b>108,774</b>	<b>1,840,765</b>	<b>2,300,528</b>	<b>2,508,030</b>

### Comprehensive account on extensions and issuances of resident visas - year 2017

Type of resident Visa	Extensions	Issuances	Fax messages sent to Embassies	Messages sent to the Airport (Landing Endorsement)
Employed in the Board of Investment	4898	3711	4373	83
Children of Sri Lankan parents	246	383	-	-
Under Section 5.2 of Citizenship Act	-	1365	-	-
Under Section 5.1 of Citizenship Act	-	404	-	-
Clergy	821	235	134	55
Court orders	122	20	-	-
Diplomatic	-	462	-	-
Ex-Sri Lankans	1931	1436	-	-
Arrivals on medical grounds	589	507	1	-
Non Governmental Organizations	128	132	222	-
Arrivals for service in Public Sector	4205	4350	3408	476
Employed in Private Sector	4597	8858	2594	161
Registered Indians	25	02	-	-
Arrivals for religious purposes	481	647	858	57
Resident Guest Visa (05 years) (RGV)	24	01	-	-
Spouses of Sri Lankan citizens	3889	1163	-	-
SSRV (My Dream Home)	168	61	-	-
Official	99	647	614	36
Student/ scholarship beneficiaries	4296	4128	2754	203
Construction Sector	0	13	69	-
<b>Total</b>	<b>26949</b>	<b>26634</b>	<b>15390</b>	<b>1149</b>

## Special functions performed by Visa Division during year 2017

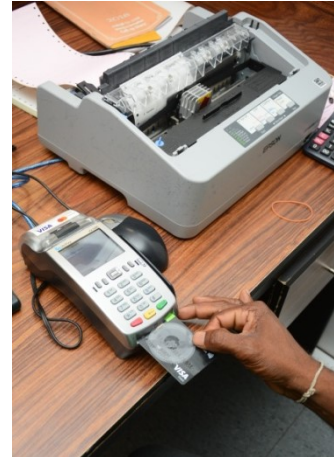
1. Creating a system of automatic Short Message (SMS) for reference of information of entire process from the stage of submission of visa applications to granting endorsement to mobile phone of the relevant applicant.
2. Introducing an inventory system to issue visa stickers.
3. Providing facilities to customers more efficiently and transparently through the new queue management methodology.



4. opening the new Staff Officer's Rest Room Complex at Bandaranaike International Airport (27-10-2017)



5. Taking further action on matters approved among Cabinet Memoranda submitted to increase government revenue and eliminate anomalies by amendment of visa fees in compliance with Budget Proposals - 2017.
6. Providing a relatively higher protection and facility for foreign customers by commencement of levying visa fees through Credit Cards by 09.12.2016



7. Continuous receipt of Security Clearances by reference of citizens of several countries identified under special national security circumstances prevailed during year 2014 to State Intelligence Service on their arrival to this country.
8. Initiation of scanning and storing in computer system the applications submitted for receipt of visa and other documents. Minimizing unnecessary collection of documents in the premises due to re-sending the applications so scanned under this program to applicants. Further, this also has enabled easy provision of information to the judiciary, Police and other law enforcement authorities.



## **Programs and projects anticipated to be implemented during year 2018**

1. Making necessary arrangements for standard, secure and timely re-creation of the On Arrival Visa Sticker pasted on passports at the airport indicating the period of visa validity and marking arrival of foreigners to Sri Lanka.
2. Updating the system providing Electronic Travel Authorizations (ETA) by introducing required structural changes to it by further facilitating foreign customers.
3. Introducing amendments to Immigrants and Emigrants Act to implement newly proposed visa methodologies through Budget - 2017 preparing a foundation to encourage commercial and financial sectors in the country by increasing international investments in conformity with state economic policy and taking action to amend regulations incidental thereto.

The key areas attracting particular attention there are as follows.

- Charging visa fees presently charged in Sri Lankan Rupees in U.S. Dollars.
  - Charging a fee of US\$ 500 as fine for over staying in addition to visa fee out of those who are staying over period of validity of visa. Providing a grace period of 2 days in departure from the airport and a grace period of 07 days in applying for extension of visa period from the Department of Immigration and Emigration.
  - Issuance of a 10 year resident visa for foreigners ensuring remittance of an amount of US\$ 500,000 to Sri Lanka with direct contribution of the Ministry of Finance.
  - Preparing a methodology to grant a permanent resident visa to Ex-Sri Lankans who have already received citizenship in a foreign country and are not in a position to apply for dual citizenship in terms of Citizenship Act.
  - Issuance of a five year spouse visa to the foreign spouse married to a Sri Lankan citizen on the basis of confirming a continuous five year married life. Further, issuance of the same visa also for children below 18 years of age of that foreign spouse.
  - Issuance of a 5 year resident visa at once on recommendation of Secretary to the relevant Line Ministry in order to motivate investors. It is proposed at this issuance that a minimum of US\$ 300,000 investment requirement should be completed through accounts such as Anticipated Investment Account/ Offshore Account.
  - New inclusion of the countries of Maldives, Singapore and Seychelles which are not presently covered by the Electronic Travel Authorization (ETA) system. Also including information of foreign children less than 12 years of age into that system.
  - Where there are no specific institutions to give recommendations for institutions applying for resident visa or when it is difficult to identify such recommending institutions, receiving recommendations from a Committee consisting of the Controller General of Immigration and Emigration and appropriate representatives from other Ministries.
4. Creating a new system enabling online visa renewal under electronic travel authorization through the Internet for extension of visa up to 03 months for several selected countries.

## 04 : 2 Ports Branch

Key functions of this Branch are to render an efficient service to foreigners as well as Sri Lankans who are travelling into and out of this country through ports approved by Sri Lanka while maintaining economic development at an optimum level so as to ensure national security and controlling immigration and emigration of passengers through ports (Border Control) and the Branch performs the functions of providing corresponding facilities and other supportive services while also conducting relevant investigations.

### Functions

1. Performing clearance work of passengers travelling into and out of Sri Lanka.
2. Granting approval for dispatching (couriering) passports to relevant countries of those who are in need of receiving visa enabling their entry into countries whose embassies are not established in Sri Lanka.
3. Issuance of permits for naval staff of a ship anchored in a port approved in Sri Lanka to enter in to the land temporarily.
4. Issuance of bonds (stickers) for overseas naval staff visiting Sri Lanka.
5. Issuance of letters containing immigration and emigration information of passengers gone overseas based on requirement of various institutions.
6. Granting ETA at the ports to foreigners who arrive into Sri Lanka without obtaining ETA.
7. Duties pertaining to the matters of implementing immigration and emigration prohibition orders issued by courts, and letters of enquiry sent by other institutions on immigration and emigration of persons.
8. Issuance of immigration/emigration sheets to be completed by passengers at the ports in arrival to and departure from Sri Lanka.
9. Monitoring, supervision, review and updating services of Immigration & Emigration Officers attached to ports.

### Staff - 2017

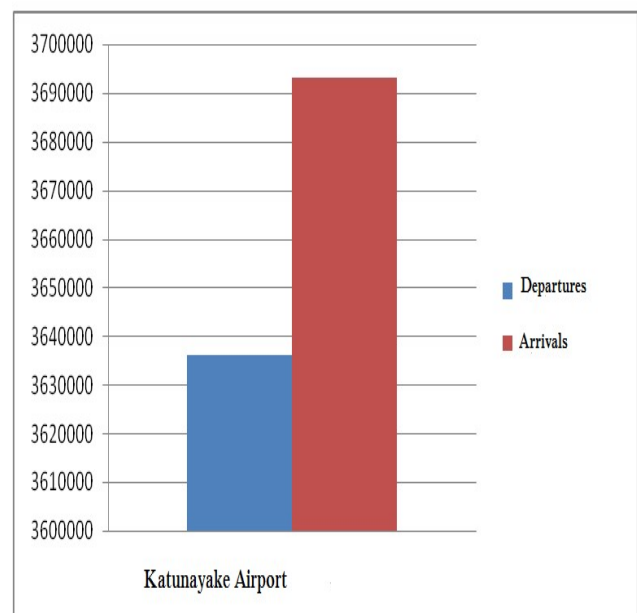
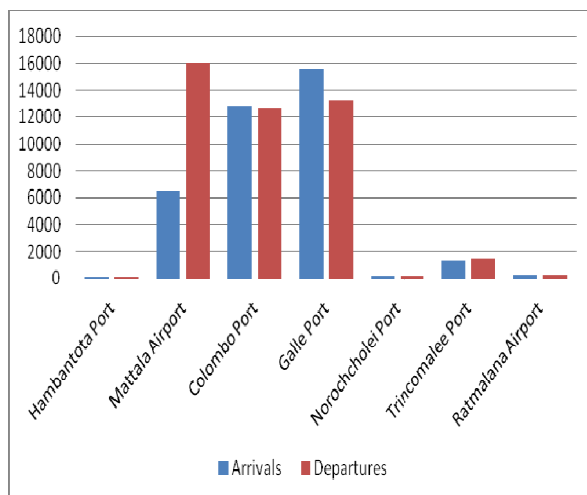
Post / service	Number
Deputy Controller	1
Assistant Controller	1
Senior Authorized Officer	28
Authorized Officer	301
Public Management Assistant	7
Office Employees' Service	2

## Approved ports for arrival and departure

1. Bandaranaike International Airport - Katunayake
2. Mattala Mahinda Rajapaksha International Airport
3. Colombo Airport - Ratmalana
4. Palali Airport
5. Koggala Airport
6. Colombo Port
7. Galle Port
8. Ruhunu Magampura Mahinda Rajapaksha Port
9. Trincomalee Port
10. Kankasanthurei Port
11. Thaleimannar Pier
12. Norochholei Port
13. Oluvil Port

## No. of persons arrived and departed through each Port - 2017

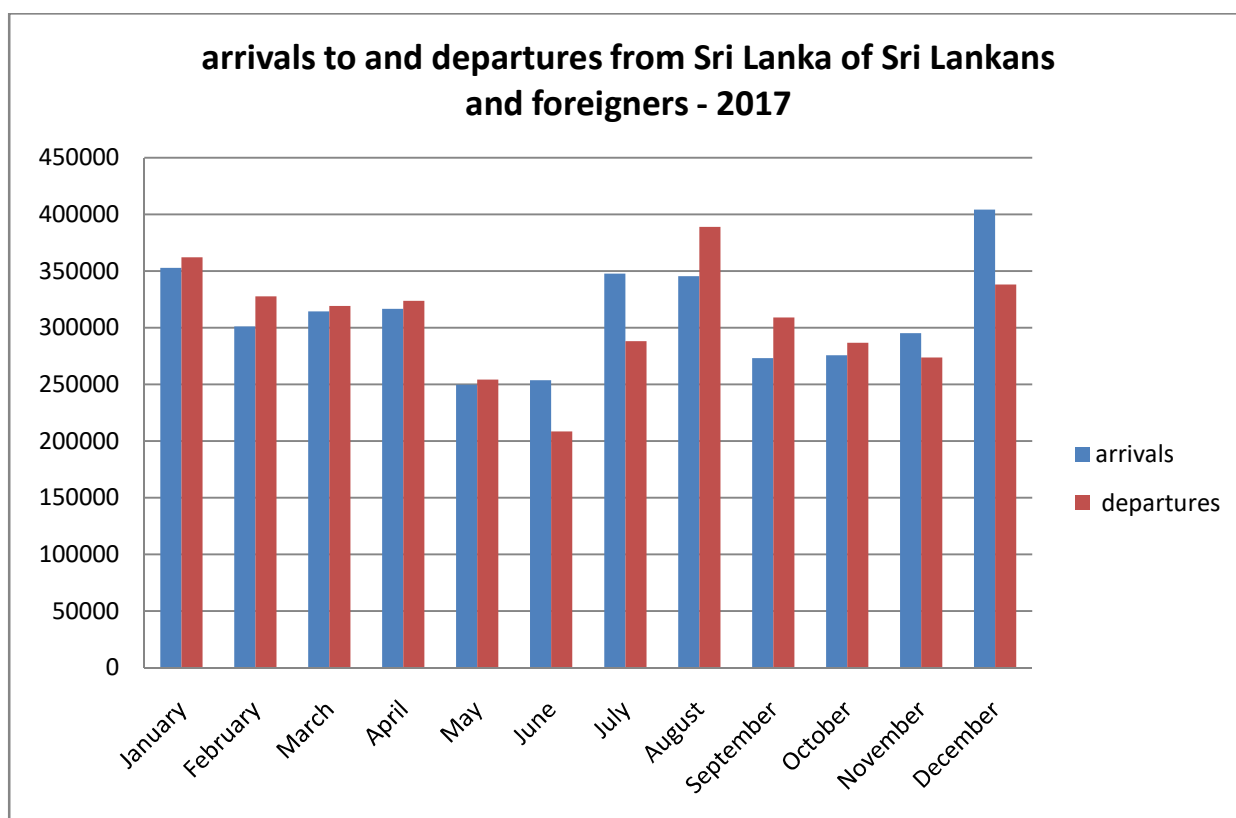
Port	Arrivals	Departures	Total
Katunayake Airport	3693182	3636219	7329401
Hambantota Port	100	66	166
Mattala Airport	6488	16026	22514
Colombo Port	12838	12653	25491
Galle Port	15602	13215	28817
Norochholei Port	152	166	318
Trincomalee Port	1273	1465	2738
Ratmalana Airport	225	261	486
<b>Total</b>	<b>3729860</b>	<b>3680071</b>	<b>7409931</b>





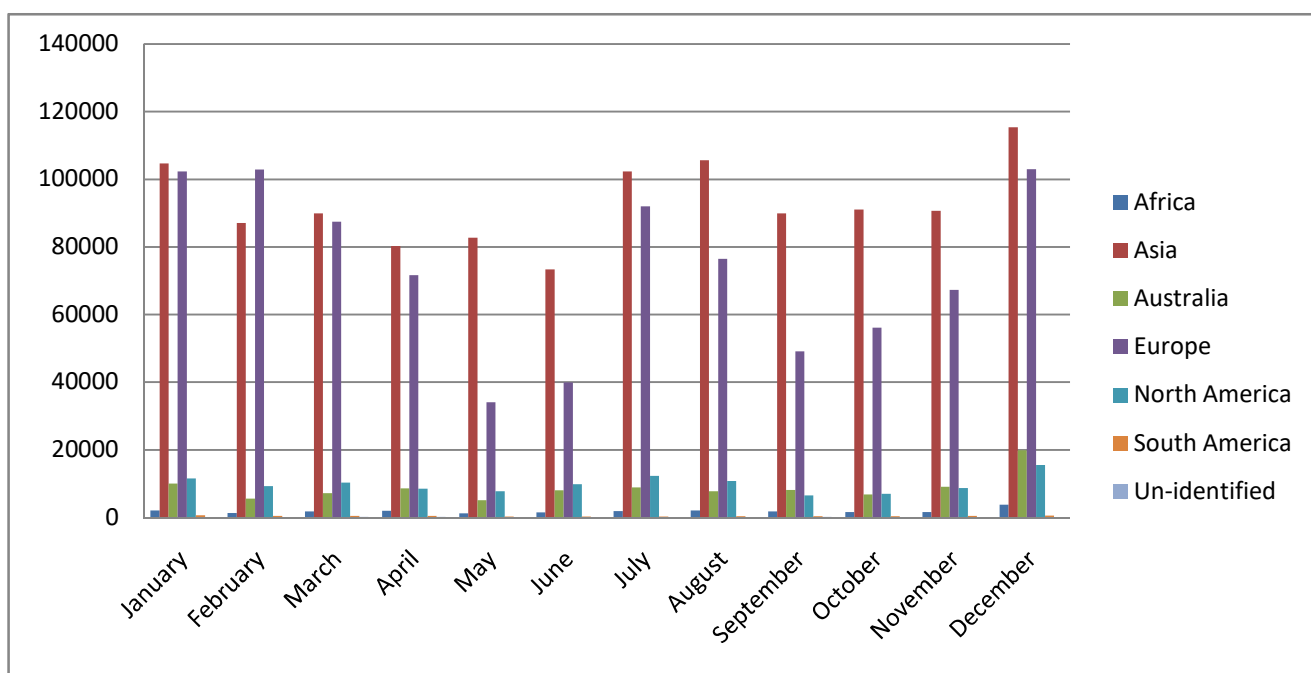
### Monthly arrivals to and departures from Sri Lanka of Sri Lankans and foreigners - 2017

Month	Arrivals			Departures		
	Sri Lankans	Foreigners	Total arrivals	Sri Lankans	Foreigners	Total Departures
January	121280	231485	352765	114873	247212	362085
February	94232	206865	301097	108065	219553	327618
March	117259	197204	314463	110525	208578	319103
April	144974	171708	316682	134849	188775	323624
May	118242	131455	249697	114166	140149	254315
June	120619	133134	253753	91460	117145	208605
July	129768	217881	347649	110506	177640	288146
August	142338	203228	345566	152923	236015	388938
September	117018	156044	273062	141469	167552	309021
October	112451	163194	275645	120830	165967	286797
November	117148	178049	295197	107596	166103	273699
December	146039	258245	404284	132310	205810	338120
<b>Total</b>	<b>1481368</b>	<b>2248492</b>	<b>3729860</b>	<b>1439572</b>	<b>2240499</b>	<b>3680071</b>



### Arrivals of foreigners to Sri Lanka based on regions - 2017

Month	Africa	Asia	Australia	Europe	North America	South America	Un-identified	Total
January	2098	104664	10053	102364	11572	627	107	<b>231485</b>
February	1355	87115	5594	102895	9323	458	125	<b>206865</b>
March	1770	89882	7240	87418	10285	463	146	<b>197204</b>
April	2015	80279	8641	71658	8505	474	136	<b>171708</b>
May	1268	82752	5140	34101	7783	284	127	<b>131455</b>
June	1505	73393	8091	39919	9848	291	87	<b>133134</b>
July	1915	102311	8904	92040	12270	319	122	<b>217881</b>
August	2125	105620	7807	76452	10755	366	103	<b>203228</b>
September	1815	89929	8141	49117	6537	363	142	<b>156044</b>
October	1587	91053	6840	56122	7047	415	130	<b>163194</b>
November	1625	90697	9093	67325	8713	463	133	<b>178049</b>
December	3759	115396	19895	102967	15550	566	112	<b>258245</b>
<b>Total</b>	<b>22837</b>	<b>1113091</b>	<b>105439</b>	<b>882378</b>	<b>118188</b>	<b>5089</b>	<b>1470</b>	<b>2248492</b>



### Arrivals of Sri Lankans based on port and month - 2017

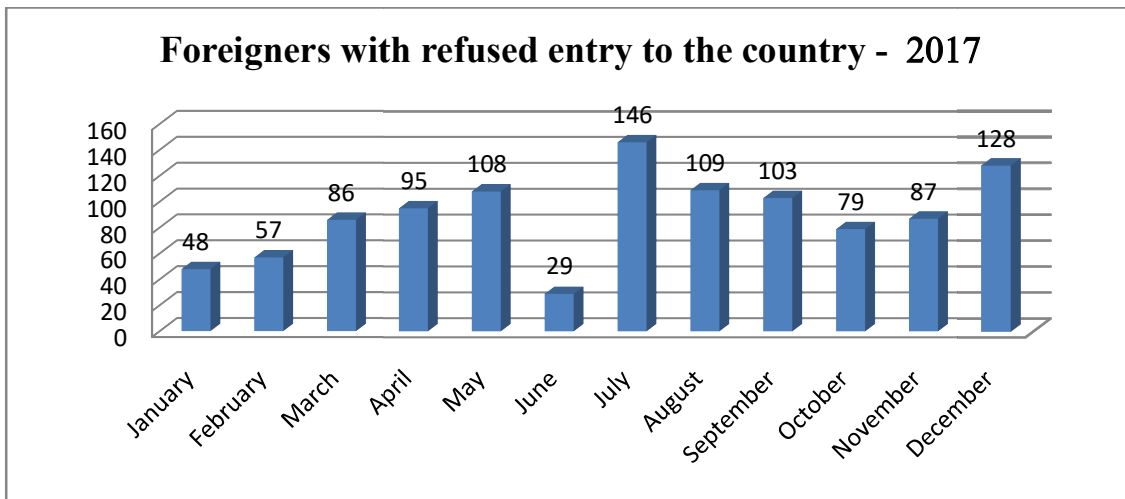
Port	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	120981	93818	116674	144302	117649	120256	129332	142075	116279	112193	116705	145653	1475917
Hambantota Port	-	-	2	-	-	-	-	-	-	-	-	-	2
Mattala Airport	104	77	140	90	109	109	92	88	39	26	61	62	997
Colombo Port	49	232	270	403	358	123	182	81	194	48	211	120	2271
Galle Port	117	91	112	131	101	103	135	86	137	162	139	189	1503
Norochholei Port	1	1	11	24	-	-	-	-	-	18	26	10	91
Trincomalee Port	13	6	13	8	11	6	9	8	369	4	6	5	458
Ratmalana Airport	15	7	37	16	14	22	18	-	-	-	-	-	129
<b>Total</b>	<b>121280</b>	<b>94232</b>	<b>117259</b>	<b>144974</b>	<b>118242</b>	<b>120619</b>	<b>129768</b>	<b>142338</b>	<b>117018</b>	<b>112451</b>	<b>117148</b>	<b>146039</b>	<b>1481368</b>

### Arrivals of foreigners based on port and month - 2017

Port	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	228454	204120	193528	168946	129630	131286	215910	201447	154177	161088	175496	253183	2217265
Hambantota Port	3	14	43	1	2	9	6	4	2	5	9	-	98
Mattala Airport	1365	1060	1289	521	151	175	231	162	107	204	98	128	5491
Colombo Port	505	560	936	1073	410	545	476	535	595	509	911	3512	10567
Galle Port	1099	1047	1290	1134	1242	1040	1165	1030	1064	1244	1438	1306	14099
Norochholei Port	18	6	23	-	-	-	-	-	-	4	10	-	61
Trincomalee Port	16	17	91	25	19	79	92	46	99	137	87	107	815
Ratmalana Airport	25	41	4	8	1	-	1	4	-	3	-	9	96
<b>Total</b>	<b>231485</b>	<b>206865</b>	<b>197204</b>	<b>171708</b>	<b>131455</b>	<b>133134</b>	<b>217881</b>	<b>203228</b>	<b>156044</b>	<b>163194</b>	<b>178049</b>	<b>258245</b>	<b>2248492</b>

## Foreigners with refused entry to the country - 2017

	Nationality	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Bangladesh	-	2	1	-	4	1	5	2	2	-	-	-	17
2	Indian	10	15	10	47	34	9	30	17	25	19	27	28	271
3	Swedish	-	-	-	-	-	-	1	-	-	-	-	-	1
4	Palestinian	-	-	-	-	2	-	-	-	1	-	9	-	12
5	Cameroonian	-	-	-	-	-	-	-	-	-	-	-	1	1
6	Pakistani	26	22	30	21	20	13	65	51	27	33	16	48	372
7	Chinese	5	3	16	9	19	2	3	6	13	6	12	23	117
8	Lebanese	-	-	-	-	-	-	-	-	-	-	1	-	1
9	Afghan	-	9	7	3	2	-	21	4	-	3	-	2	51
10	Russian	-	-	1	-	-	-	-	-	-	-	1	1	3
11	Indonesian	-	-	1	-	-	-	-	-	-	1	-	-	2
12	French	-	-	-	-	-	-	-	2	-	-	1	1	4
13	Australian	-	-	-	1	1	-	-	2	1	-	-	-	5
14	Nigerian	2	2	6	6	10	1	11	6	7	2	2	10	65
15	American	1	-	-	-	-	-	-	-	-	-	-	-	1
16	Iranian	1	-	2	-	-	1	-	4	1	1	-	-	10
17	German	-	-	-	-	-	-	1	2	-	-	-	-	3
18	Ukraine	-	-	-	-	-	-	1	3	-	-	-	-	4
19	British	-	-	-	-	-	-	-	1	2	-	-	-	3
20	Maldivian	-	-	1	-	3	-	-	-	-	-	2	1	7
21	Guinea	-	-	-	-	-	-	-	1	1	-	-	-	2
22	Canadian	-	-	-	1	-	-	-	1	-	-	1	-	3
23	Turkish	-	1	6	-	-	-	-	1	-	-	-	-	8
24	Singaporean	-	-	-	1	-	-	-	-	-	-	-	-	1
25	Syrian	1	-	1	-	-	-	-	-	-	-	-	-	2
26	Nepal	-	-	-	-	4	-	-	1	-	2	-	5	12
27	Thailand	-	1	-	-	2	-	1	-	2	-	-	1	7
28	Dutch	-	-	-	-	1	-	-	-	-	-	-	-	1
30	Philippines	-	-	-	-	-	-	-	1	-	-	-	-	1
31	Ghana	-	-	-	-	-	1	-	-	-	1	-	-	2
32	Spanish	-	-	-	-	-	-	-	2	-	-	-	-	2
33	Korean	-	-	-	1	-	-	2	-	-	-	-	-	3
34	Egyptian	-	1	-	1	-	-	-	1	1	2	4	-	10
35	Malaysian	-	-	-	-	-	1	-	-	4	1	-	-	6
36	Greek	-	-	-	-	3	-	2	-	-	-	-	-	5
37	Myanmar	-	-	-	-	-	-	-	-	-	5	7	-	12
38	Iraqi	-	-	-	-	-	-	-	-	2	-	-	4	6
39	Guinea Bissau	-	-	-	1	-	-	-	-	-	-	-	-	1
40	Belarus	-	-	1	-	-	-	-	-	-	-	-	-	1
41	Norwegian	-	-	2	-	-	-	-	-	-	-	-	-	2
42	Uzbekistani	1	-	1	2	-	-	-	-	-	1	-	2	7
43	Zimbabwean	-	1	-	-	-	-	-	-	-	-	-	-	1
44	Mexican	-	-	-	-	2	-	-	-	-	-	-	-	2
45	Swiss	-	-	-	1	-	-	-	-	-	-	-	-	1
46	Togo	-	-	-	-	1	-	-	1	-	-	1	-	3
47	Kuwait	-	-	-	-	-	-	3	-	-	-	-	-	3
48	Denmark	-	-	-	-	-	-	-	-	1	1	-	-	2
49	Cambodian	-	-	-	-	-	-	-	-	9	-	-	-	9
50	Albanian	-	-	-	-	-	-	-	-	2	-	-	-	2
51	Burkina	-	-	-	-	-	-	-	-	1	-	-	-	1
52	Congo	-	-	-	-	-	-	-	-	1	-	-	-	1
53	Sudanese	-	-	-	-	-	-	-	-	-	1	-	-	1
54	Azerbaijan	-	-	-	-	-	-	-	-	-	-	1	-	1
55	Tunisian	-	-	-	-	-	-	-	-	-	-	1	-	1
56	Brazilian	-	-	-	-	-	-	-	-	-	-	1	-	1
57	Algerian	-	-	-	-	-	-	-	-	-	-	-	1	1
58	Somali	1	-	-	-	-	-	-	-	-	-	-	-	1
	<b>Total</b>	<b>48</b>	<b>57</b>	<b>86</b>	<b>95</b>	<b>108</b>	<b>29</b>	<b>146</b>	<b>109</b>	<b>103</b>	<b>79</b>	<b>87</b>	<b>128</b>	<b>1075</b>



**Reasons for refusal of entry to foreigners:-**

1. Not being a bona-fide traveler
2. Use of forged travel documents
3. Non-receipt of a standard visa (with reference to countries for which visa cannot be issued and other reasons)
4. Banished from the country due to prior violations of Immigrants and Emigrants Act
5. Being blacklisted
6. Not possessing Electronic Travel Authorization
7. Non availability of sufficient amount of money
8. Absence of return air ticket.

**Granting approval for dispatch passports out of Sri Lanka (couriering)**

In terms of Immigrants and Emigrants Act, it is illegal to send a passport by post or any other means without prior written permission of the Controller General of Immigration & Emigration and at the absence of passport holder. As such, this Department grants approval to send passports pertaining to entry to countries of which embassies are not situated in Sri Lanka to a country where there are embassies of such countries. (Eg: - passports are couriered to Newzealand High Commission in New-Delhi, India for receipt of Newzealand visa).

As such, approval has been granted to courier 30529 passports during year 2017 under approval of the Department and a sum of Rs. 1000.00 is charged per passport for the job, thus earning a total revenue of Rs. 30,529,000.00 (Rs. 30.529 million) out of this activity.

### No. of passports permitted to courier during year 2017

Month	No. couriered	income (Unit value Rs:1000.00)
January	1915	1,915,000
February	2257	2,257,000
March	3369	3,369,000
April	2111	2,111,000
May	2754	2,754,000
June	3368	3,368,000
July	3223	3,223,000
August	2752	2,752,000
September	2328	2,328,000
October	2466	2,466,000
November	2230	2,230,000
December	1756	1,756,000
<b>Total</b>	<b>30529</b>	<b>30,529,000</b>

### Couriering passports 2014 - 2017

Month	Number couriered	revenue (Unit value Rs:1000.00)
<b>2014</b>	26286	26,286,000
<b>2015</b>	28820	28,820,000
<b>2016</b>	30676	30,676,000
<b>2017</b>	30529	30,529,000

### Issuance of temporary entry permits to staff of a ship anchored in a port approved by Sri Lanka

Port	2013	2014	2015	2016	2017	Total
Colombo port	65988	86102	91122	86753	88158	<b>418123</b>
Galle port	1442	1696	2177	2269	1341	<b>8925</b>
Trincomalee port	2	0	105	0	0	<b>107</b>
<b>Total</b>	<b>67432</b>	<b>87798</b>	<b>93404</b>	<b>89022</b>	<b>89499</b>	<b>427155</b>

### Issuance of bonds (stickers) for overseas naval staff

Every member in every naval staff has to sign an agreement prior to entering the country for which a bond fee of Rs. 1000.00 is charged. These bonds are issued for foreigners serving in ships coming to Sri Lanka and foreigners departing from Sri Lanka after naval service and the relevant bond fee should be paid to the Department of Immigration & Emigration by the local agent of the person seeking such entry into the country. A striped sticker will be issued to the agent after payment of relevant fees.

### Issuance of bonds (stickers) for naval staff - Monthly Income 2017

Month	No. of stickers issued	revenue (Unit value Rs:1000.00)
January	3456	3456000
February	2809	2809000
March	3167	3167000
April	3868	3868000
May	2783	2783000
June	2717	2717000
July	2963	2963000
August	3118	3118000
September	2626	2626000
October	3490	3490000
November	3560	3560000
December	2975	2975000
<b>Total</b>	<b>37532</b>	<b>37532000</b>

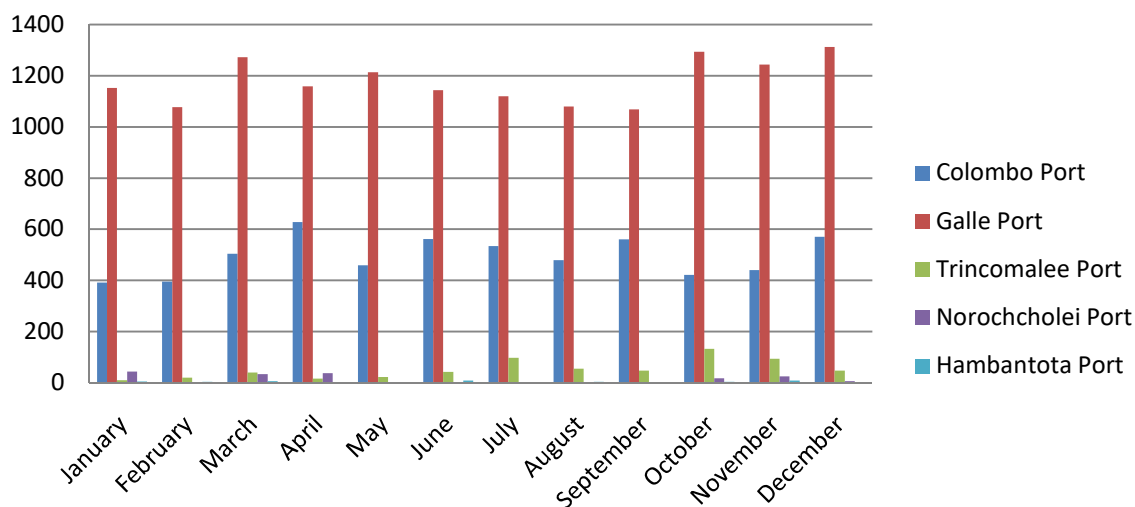
### Issuance of bonds (stickers) 2014 - 2017

Year	No. of stickers issued	Revenue (Unit value Rs:1000.00)
<b>2014</b>	46194	46,194,000
<b>2015</b>	44841	44,841,000
<b>2016</b>	35573	35,573,000
<b>2017</b>	37532	37,532,000

### Arrival of naval staff - 2017

Month	Colombo Port	Galle Port	Trincomalee Port	Norochoholei Port	Hambantota Port	Total
January	391	1152	10	44	5	<b>1602</b>
February	395	1077	20	3	3	<b>1498</b>
March	504	1272	40	34	6	<b>1856</b>
April	628	1159	16	37	1	<b>1841</b>
May	459	1213	23	0	0	<b>1695</b>
June	562	1144	43	0	9	<b>1758</b>
July	534	1120	98	0	2	<b>1754</b>
August	479	1080	55	0	3	<b>1617</b>
September	560	1068	47	0	2	<b>1677</b>
October	422	1294	132	18	3	<b>1869</b>
November	440	1243	94	25	9	<b>1811</b>
December	571	1313	48	6	0	<b>1938</b>
<b>Total</b>	<b>5945</b>	<b>14135</b>	<b>626</b>	<b>167</b>	<b>43</b>	<b>20916</b>

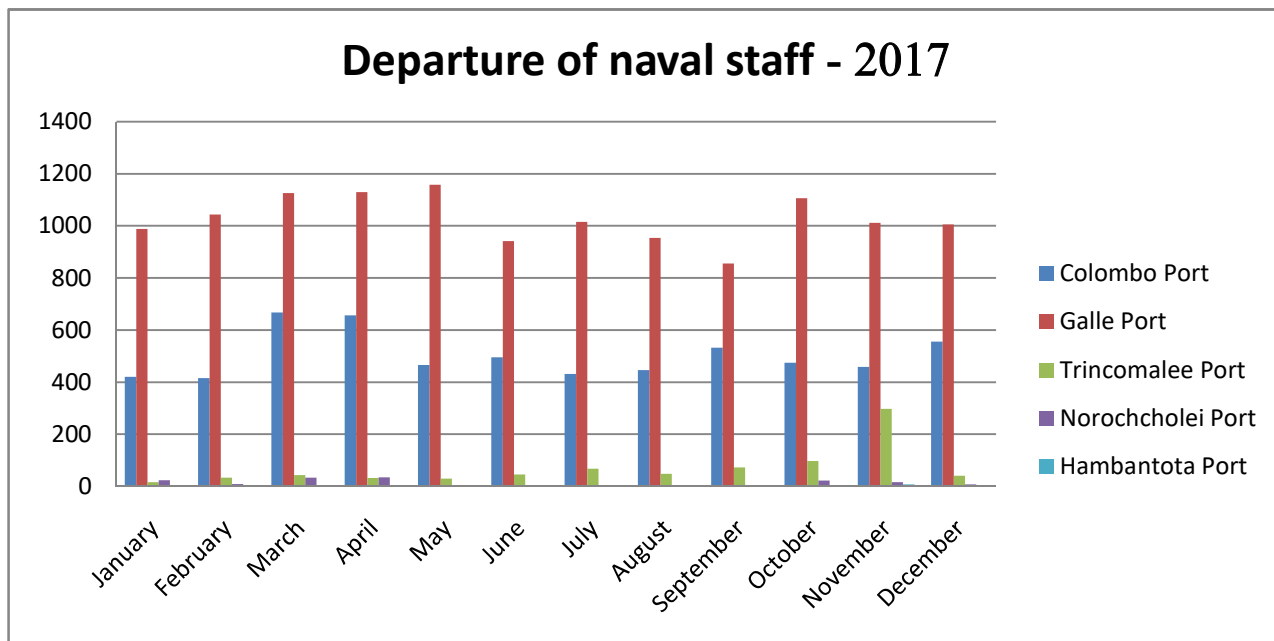
### Arrival of naval staff - 2017



### Departure of naval staff - 2017

Month	Colombo Port	Galle Port	Trincomalee Port	Norochcholei Port	Hambantota Port	Total
January	420	988	16	23	4	<b>1451</b>
February	416	1043	33	8	1	<b>1501</b>
March	668	1126	43	33	1	<b>1871</b>
April	656	1129	32	35	0	<b>1852</b>
May	466	1158	30	0	0	<b>1654</b>
June	495	942	45	0	5	<b>1487</b>
July	432	1015	67	0	4	<b>1518</b>
August	446	954	48	0	6	<b>1454</b>
September	532	856	72	0	2	<b>1462</b>
October	475	1106	97	22	0	<b>1700</b>
November	458	1011	297	16	8	<b>1790</b>
December	556	1006	41	7	0	<b>1610</b>
<b>Total</b>	<b>6020</b>	<b>12334</b>	<b>821</b>	<b>144</b>	<b>31</b>	<b>19350</b>





#### Arrival and departure of naval staff 2015 - 2017

Approved ports	2015		2016		2017	
	Arrival	Departure	Arrival	Departure	Arrival	Departure
Colombo port	6786	7474	5736	5623	5945	6020
Galle port	20339	18474	14111	13008	14135	12334
Trincomalee port	917	877	432	439	626	821
Norochcholei port	38	21	94	136	167	144
Hambantota port	178	163	61	62	43	31
<b>Total</b>	<b>28258</b>	<b>27009</b>	<b>20434</b>	<b>19268</b>	<b>20916</b>	<b>19350</b>

#### Issuance of letters containing immigration and emigration particulars of expatriates based on requirements of various institutions 2016 – 2017

Year	No. of letters
2016	6483
2017	5672

#### Granting Electronic Travel Authorization (ETA) to tourists who arrive to Sri Lanka without obtaining ETA

	2013	2014	2015	2016	2017	Total
Katunayake Airport	354487	833506	443748	448811	407964	2488516

#### Programs and projects expected to be implemented for year 2018

Implementation of an Integrated Border Management System by methodical coordination of the contribution of all parties associated with border management for standardization of arrival and departure regulation of non Sri Lankans in order to ensure national security.

## **04 : 3 Investigation Branch**

Function of this Branch is to supervise activities of foreigners arriving and staying in Sri Lanka, conduct required investigations and take legal action to take foreigners staying in the country by violating immigrants and emigrants laws by conducting observations, and detain, remove or deporting out of the country in terms of Immigrants and Emigrants Act No. 20 of 1948 and regulations enacted there under and international laws.

### **Staff - 2017**

<b>Post / service</b>	<b>Number</b>
Deputy Controller	-
Assistant Controller	1
Senior Authorized Officer	2
Authorized Officer	8
Public Management Assistant	1
Office Employees' Service	1

**Number of foreigners investigated and removed out of the country during year 2017 is as follows**

<b>Month</b>	<b>No. of investigations</b>	<b>No. of removals</b>
January	36	15
February	64	27
March	89	61
April	48	5
May	75	34
June	56	18
July	72	36
August	112	33
September	88	54
October	29	22
November	82	64
December	42	23
<b>Total</b>	<b>793</b>	<b>392*</b>

\*Out of the total number investigated, action was taken to drive out of the country 392 persons who violated Immigrants and Emigrants Act.

### **Reasons for removal of above foreigners.**

1. Over staying the period of Visa
2. Violating visa conditions (Eg. Being engaged in an employment holding a tourist visa)
3. Under court orders

## Removal out of the country the foreigners sent into Mirihana detention camp (from 2013 to 2017)

Nationality	2013	2014	2015	2016	2017
South Korean	02	-	01	-	03
Indian	131	51	39	75	247
Turkish	-	03	01	-	05
German	-	02	01	02	04
Turkmenistani	-	-	-	-	01
Pakistani	08	10	41	09	25
Iraqi	-	-	13	02	01
Chinese	06	05	49	04	86
Canadian	-	02	-	01	01
French	-	01	02	-	02
Russian	01	02	04	01	23
Czech	-	-	-	-	05
Italian	-	-	-	-	05
British	03	02	-	01	02
Nigerian	10	03	05	03	21
Denmark	-	-	-	-	01
Saudi Arabian	-	-	-	-	02
Uzbekistani	-	-	01	-	09
Bangladeshi	82	08	44	46	12
Indonesian	01	-	-	-	01
Thailand	02	-	10	01	12
Australian	01	-	-	02	02
Portuguese	-	-	-	-	01
Morocco	-	-	-	-	02
Yemen	-	-	01	01	02
Ukrainian	-	01	06	02	03
Nepalese	02	-	-	-	03
Egyptian	-	-	-	-	01
Iranian	08	09	12	04	16
Irish	-	01	-	-	01
Japanese	-	-	-	-	01
Malaysian	01	-	01	01	02
Maldivian	05	01	-	-	02
Myanmar	96	07	-	-	02
Palestinian	03	03	04	-	01
Sierra Leone	-	-	-	-	01
Somalian	-	-	02	-	02
Taiwanese	-	-	-	-	03
Tajikistani	-	-	-	-	01
Afghan	07	-	01	-	-
Cameroon	07	-	01	-	-
Guinea	04	-	-	-	-
Liberian	02	01	-	-	-
Mali	02	02	01	-	-
Mozambique	01	-	-	-	-
Philippines	01	-	-	-	-
Syrian	10	07	03	-	-
Alitrian	-	02	-	-	-
Spanish	-	01	-	-	-
Armenian	-	-	01	-	-
Kazakhstani	-	-	01	-	-
Lebanese	-	-	01	03	-
Swedish	-	-	02	01	-
Georgian	-	-	03	-	-
Ghana	-	-	03	-	-
Dutch	-	-	01	-	-
South African	-	-	01	-	-
Sudanese	-	-	01	-	-
Azerbaijan	-	-	01	-	-
Singaporean	-	-	01	-	-
<b>Total</b>	<b>402</b>	<b>124</b>	<b>259</b>	<b>159</b>	<b>514</b>

## No. of investigations conducted by Investigation Branch 2013 - 2017

Month	2013	2014	2015	2016	2017
January	30	61	54	73	36
February	31	50	74	43	64
March	53	98	103	50	89
April	32	88	59	72	48
May	17	29	93	46	75
June	18	52	46	56	56
July	64	41	64	77	72
August	25	11	39	89	112
September	18	30	37	109	88
October	9	45	48	57	29
November	50	39	41	61	82
December	43	24	41	23	42
<b>Total</b>	<b>390</b>	<b>568</b>	<b>699</b>	<b>756</b>	<b>793</b>

## Data on registration in United Nations High Commission for Refugees (UNHCR)

The agreement signed between the Ministry of Foreign Affairs and United Nations High Commission for Refugees on 07<sup>th</sup> December 2005 and the Working Arrangement based on it were implemented with effect from 01<sup>st</sup> June 2006, which allow asylum seekers in a third country to visit Sri Lanka and get registered in the United Nations High Commission for Refugees and stay in Sri Lanka till leaving the country receiving asylum in any other country. 1450 foreigners have registered in the UNHCR by 31.12.2017 under this system, out of which 822 have been sent for registration in other countries while 628 persons are still staying in this country in anticipation of asylum.

## Number of asylum seekers - by 31.12.2017

Nationality	No. of persons
Pakistani	536
Afghan	58
Iranian	11
Yemen	9
Maldivian	4
Nigerian	4
Eritrean	2
Myanmar	1
Nepal	3
<b>Total</b>	<b>628</b>

### No of refugees - by 31.12.2017

Nationality	No. of persons
Pakistani	600
Afghan	133
Myanmarese	35
Syrian	14
Yemen	12
Iranian	8
Maldivian	8
Palestinian	10
Somalian	1
Tunisian	1
<b>Total</b>	<b>822</b>

31 out of 35 Myanmarese refugees are "Rohingyas" taken into custody by Sri Lanka Navy at Northern Sea on 30.04.2017. On a court order issued on this matter on 26.07.2017 by Mallakam Court, these asylum seekers were handed over to the UNHCR from Mirihana detention camp on 11.08.2017. Additionally, 13 Pakistanis, an Iranian and an Afghan detained in Mirihana detention camp during year 2017 were handed over to the UNHCR after identifying as refugees.

Three one day workshops conducted by the UNHCR on International Laws and Global Trends on Refugees were held in Cinnamon Grand Hotel, Colombo during year 2017 with attendance of 07 Assistant Controllers and 48 Immigration & Emigration Officers.

### Special functions performed during year 2017

#### 1. Introduction of On-board Clearance for passenger ships coming to Sri Lanka.

Naval tourist arrivals to Sri Lanka indicated a growth by the latter part of year 2016. In particular, Colombo, Galle and Trincomalee ports were the most popular ports for that purpose. 500 to 3000 tourists are transported in a passenger ship at a single trip and the port premises did not contain facilities required for proper passenger clearance.

As a remedial measure, during first half of the year 2017, the Department of Immigration & Emigration introduced a methodology of passenger clearance before anchoring of such ships carrying over 500 tourists in Sri Lankan Ports. This methodology enabled early identification of foreigners endangering national security as well as blacklisted foreigners. It also enabled collection of accurate data on ships and passengers arriving to ports as well as provision of a more efficient service to tourists.



Carrying out passenger clearance in the passenger ship “Celebrity Constellation”

2. Immigration and Emigration Officers in foreign countries had not raised awareness among Immigration & Emigration Officers in Sri Lanka on the Investigation Process on foreigners staying unlawfully in foreign countries. Accordingly, under patronage of Canadian Government, a training program was initiated for raising awareness among Immigration and Emigration Officers in Sri Lanka on the Immigration and Emigration procedures followed in that country. The program was initiated under three stages and the second stage is scheduled to be initiated in May, 2018.

#### **04:4 National Counter Human Trafficking Resource Center (NCHTRC)**

Contributed to the Strategic Plan for Elimination of Human Trafficking 2015 - 2019. This Department contributed to the standard operations procedure for identification and protection of victims prepared under supervision of the National Anti Human Trafficking task force established under guidance of the Ministry of Justice.

Further, collaboration was also given to other Departments in matters pertaining to the Department of Immigration and Emigration with regard to the above in terms of attendance to meetings pertaining to this subject and raising awareness on actions taken by this Department against trafficking in persons.

In order to raise awareness on trafficking in persons, a training was given on human trafficking to 150 Immigration & Emigration Officers and 20 Assistant Controllers under supervision of Training Branch of the Department and in collaboration with the Ministry of Justice, Attorney General's Department, Canadian High Commission, International Organization for Migration and Australian High Commission.

## Special functions performed during year 2017

Displaying three banners on Human Trafficking printed in all three languages of Sinhala, Tamil and English in front of the premises of the Department of Immigration & Emigration with frequent movement of general public.



## Functions anticipated to be performed during year 2018

- To take steps to distribute a leaflet to raise public awareness on human trafficking.
- To take further action on implementation of guidelines in standard operational procedure prepared under the direction of National Anti Human Trafficking Task Force of the Ministry of Justice.
- To organize training sessions to raise awareness among Immigration and Emigration Officers on rules and regulations on trafficking in persons.

## **05. Citizenship Division**

Statutory authority for the Citizenship Division has been granted by the Citizenship Act No. 18 of 1948. Secretary to the relevant Line Ministry carries the vested authority to implement Citizenship Act. Provisions and Executive Procedure in Citizenship Act are directly connected with the process of issuing passports through Foreign Missions governed by Immigrants and Emigrants Act and, therefore the Citizenship Division is located in the Department of Immigration and Emigration. Executive powers of Secretary to the Ministry are implemented through an Assistant Secretary and such powers are thereby exercised by a Deputy Controller in Citizenship Division. The other staff is as follows.

<b>Post</b>	<b>Number</b>
Assistant Controller	2
Development Officer	1
Public Management Assistant	24
Office Employees' Service	5

### **Role**

Citizenship Division implements provisions of the Citizenship Act No. 18 of 1948 through following basic areas of work

- **Registration of citizenship under Section 5(2) of the Act.**  
Registration of the children who born to one or both Sri Lankan parents who are residing in foreign countries is carried out by this Division.
- **Re-granting Sri Lankan Citizenship under Section 8 of the Act.**  
Activities are carried out to grant Sri Lankan citizenship again to the persons whose citizenship of Sri Lanka has ceased due to obtaining of citizenship in foreign country.
- **Carrying out functions pertaining to Section 11 of the Act**  
A person, whose mother or father is a Sri Lankan and has failed to be registered under Section 5(2) up to the age of 22 years, is registered under this Section.
- **Carrying out functions pertaining to Section 12 of the Act.**  
This grants citizenship to a foreign woman who marries a Sri Lankan spouse.



- **Carrying out functions pertaining to Section 13 of the Act.**

This carries out the function of granting Sri Lankan citizenship for a person who has performed an exceptional social service or is an expert in professional, commercial, industrial or agricultural sectors and wishes to lead a life as citizen in Sri Lanka being not entitled for citizenship under Sections 11 and 12 of the Citizenship Act.

- **Carrying out functions pertaining to Section 13(A) of the Act.**

Arrangements are made for a person to whom a valid visa or an endorsement has been granted for a period of 5 years and registered in a resident guest scheme approved by the government for foreign investors and professionals to be granted with citizenship by registration.

- **Granting dual citizenship under Section 19 of the Act.**

This re-grants Sri Lankan Citizenship to a person who has been stripped of such citizenship due to receipt of citizenship in a foreign country while still bearing that foreign country citizenship, under Section 19(2).

Persons living in foreign countries under resident visa are granted with dual citizenship in such countries while still holding Sri Lankan citizenship, under Section 19(3).

- **Activities under Section 20 of the Act.**

*Section 20 (1)*

Unless the citizenship in another country is renounced and informed to the relevant officer in terms of law prevailing in that country on 31.12.1952 or on the date of his completion of 22 years of age, whichever occurs later, action will be taken as per Section 20(1) to terminate Sri Lankan citizenship on any person born on or before 15.11.1948 and was a citizen in another country by that date.

*Section 20 (2)*

Unless the citizenship in another country is renounced and informed to the relevant officer in terms of law prevailing in that country on 31.12.1952 or on the day dawning on completion of a year after the date of taking citizenship in the said other country, or on the date of his completion of 22 years of age, whichever occurs later, action will be taken on such persons to terminate Sri Lankan citizenship in case he is a Citizen of Sri Lanka by birth and takes citizenship in any other country due to enforcement of law, at the time of his birth or thereafter under Section 20(2).

*Section 20 (3)*

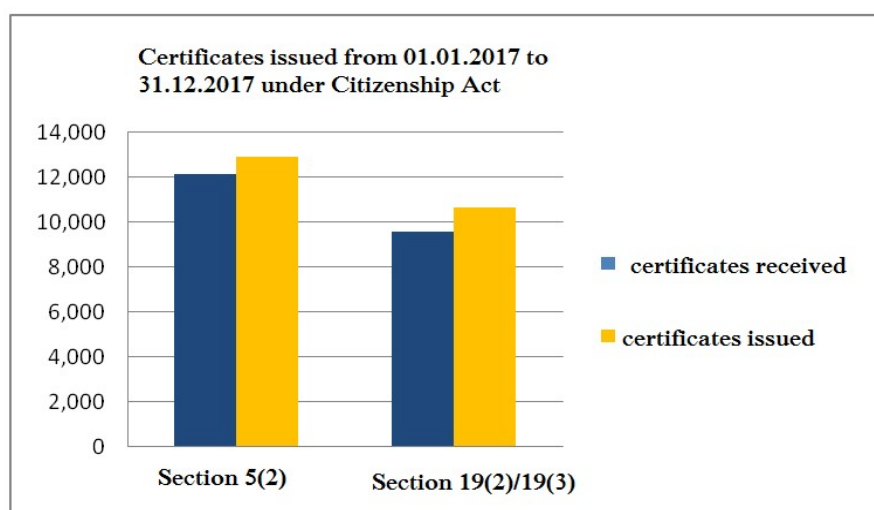
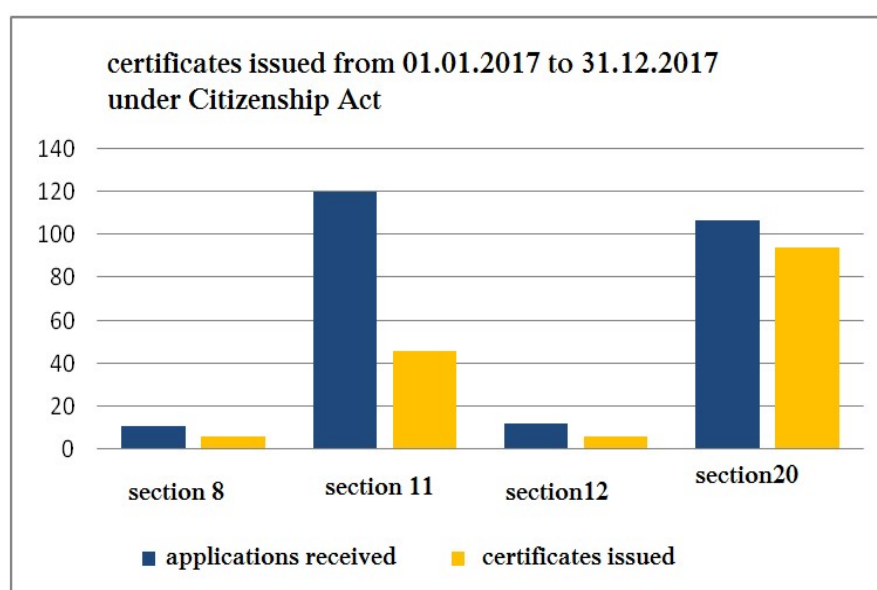
In case any person becoming a Sri Lankan citizen by birth voluntarily becomes a citizen in another country, action will be taken to invalidate Sri Lankan citizenship of such person.

*Section 20 (4)*

In case any person re-applying Sri Lankan citizenship under Section 20(4) does not renounce his foreign country citizenship within 03 months thereof, action will be taken to invalidate his Sri Lankan citizenship.

**Certificates issued from 01.01.2013 to 31.12.2017 under Citizenship Act**

Section	2013	2014	2015	2016	2017	Total
Section 5(2)	13,932	8,450	7,320	8,276	12,904	<b>50,882</b>
Section 8	2	5	1	12	6	<b>26</b>
Section 11	7	22	48	51	46	<b>174</b>
Section 12	9	10	16	8	6	<b>49</b>
Section 19(2)/ 19(3)	380	255	4,373	17,544	10,648	<b>33,200</b>
Section 20	–	–	72	108	94	<b>274</b>
<b>Total</b>	<b>14,330</b>	<b>8,742</b>	<b>11,830</b>	<b>25,999</b>	<b>23,704</b>	<b>84,605</b>



## Granting dual citizenship 2015 – 2017

Description	2015	2016	2017	Total
Resumption of Sri Lankan citizenship under Section 19(2) of Citizenship Act	2,027	9,418	5,113	16,558
Retention of Sri Lankan citizenship under Section 19(3) of Citizenship Act	1,103	8,126	5,535	14,764
<b>Total</b>	<b>3,130</b>	<b>17,544</b>	<b>10,648</b>	<b>31,322</b>

## Special functions performed, achievements and challenges during year 2017

- Granting dual citizenship as per Section 19 of Act No. 18 of 1948 was initiated under a new methodology on 23.03.2015. As such, a total number of 10,648 certificates were ceremoniously granted during year 2017 at 07 occasions at the "Suhurupaya" auditorium.



- 30,004 files pertaining to granting dual citizenship and 19,540 files under Section 5(2) were scanned during year 2017 .



## **06. Information Technology Division**

This Division functions under supervision of Controller (Information Technology).

### **Staff**

<b>Post / service</b>	<b>Number</b>
Assistant Controller (Information Technology)	01
Authorized Officer	06
Development Officer	01
Public Management Assistant	03
Travel Document Assistant	03
Office Employees' Service	01

Function of the Information Technology Division, basically, is to facilitate unhindered maintenance of existing software and hardware and to improve information system in the Department by introducing new methodologies facilitating provision of maximum public service while optimizing cost of the government.

Another function of this Division is to supervise proper updating of agreements with external institutions supplying services for computer system in this Department and to run work in conformity with such agreements.

Information Technology Division is also engaged in performing following special functions in addition to playing the basic role above mentioned.

#### **1)**

- Enhancing productivity of services by making identified developments for the five existing modular computer software while being sensitive for public requirements.
- Creating a new website for the Department.
- Upgrading the existing hardware and software system with a view to rendering a better service by purchasing new computer items.

#### **2) Stolen or Lost Travel Documents (SLTD)Unit**

Information provided by Police Stations on stolen or lost travel documents are transmitted to the Department through National Central Bureau (NCB) or directly by Foreign Missions (SLDM). Then, they are investigated, passports invalidated disabling their further use and dispatched to the Interpol. Arrangements have been made to prevent any other person going overseas using such a passport and the basic objective of the Stolen or Lost Travel Document system is to prevent occurrence of such unlawful activities.

9033 passports have been sent to the Department by the National Central Bureau and Foreign Missions and 2480 passports have been sent to the Interpol database during the period from 01.01.2017 to 31.12.2017.

### 3) Integrated Enquiry Management System (IEMS)

Integrated Enquiry Management System was established to furnish immigration and emigration information and figures. Foreign missions in Sri Lanka have direct connections with this Division and accuracy of passports is confirmed before issuance of visa when required through this Division. The Department has issued replies for 1736 enquiries during the period from 01.01.2017 to 31.12.2017.

#### No. of letters of confirmation issued on accuracy of passports during the period of last five years

	Institution	2013	2014	2015	2016	2017
1	Embassy of German	683	469	222	100	21
2	Embassy of France	248	88	104	86	29
3	Embassy of Norway	334	86	161	16	7
4	Embassy of Switzerland	201	302	384	336	253
5	Embassy of USA	294	359	86	69	23
6	Embassy of Italy	65	15	23	9	21
7	Australian High Commission	394	104	42	137	197
8	High Commission of Canada	717	133	52	17	99
9	High Commission of UK	405	183	182	169	406
10	Embassy of Netherlands	2	3	1	2	-
11	Embassy of Thailand	-	-	5	2	1
12	Embassy of Japan	2	-	-	-	-
13	Office of Assistant High Commissioner of India	2	2	1	-	-
14	Sri Lankan High Commission in Britain	643	872	911	955	661
15	Sri Lankan High Commission in New Delhi	4	-	-	-	-
16	Financial Intelligence Unit of the Central Bank of Sri Lanka	-	5	11	23	16
17	Ministry of Foreign Affairs	17	9	4	4	2
18	Department of Census and Statistics	-	-	-	7	-
<b>Total</b>		<b>4011</b>	<b>2630</b>	<b>2189</b>	<b>1932</b>	<b>1736</b>

### 4) Readmission Case Management System (RCMS)

After confirmation of Sri Lankan citizenship of Sri Lankans deported from foreign countries through embassies in each such country, relevant data and information are referred to this Department through Computer System. It is recommended to issue a Temporary Travel Document after confirmation of Sri Lankan citizenship ultimately by the use of passport data in the Department and data in the Department of Registration of Persons through the Computer System.

As such, particulars of Temporary Travel Documents issued by Sri Lankan Embassies during the period of past five years are as follows.

Country	No. of Temporary Travel Documents issued by Sri Lankan Embassies				
	2013	2014	2015	2016	2017
<b>Australia</b>	258	122	This system was not operative during year 2015 on a policy decision.	223	271
<b>Austria</b>	7	2		0	0
<b>Belgium</b>	21	3		0	3
<b>Canada</b>	75	39		25	31
<b>France</b>	82	32		34	56
<b>Germany</b>	1	0		12	27
<b>Indonesia</b>	52	31		0	0
<b>Italy</b>	5	3		1	0
<b>Japan</b>	42	24		55	20
<b>Korea</b>	40	13		0	0
<b>Malaysia</b>	0	0		0	0
<b>Netherlands</b>	7	3		2	5
<b>Norway</b>	22	3		2	6
<b>Philippines</b>	2	0		0	0
<b>Poland</b>	4	5		3	55
<b>Russian Federation</b>	9	3		5	0
<b>Sweden</b>	19	8		17	11
<b>Switzerland</b>	157	6		24	59
<b>Thailand</b>	26	2		0	0
<b>Turkey</b>	0	0		25	57
<b>Great Britain</b>	184	99	104	176	
<b>United Kingdom</b>	10	5	2	17	
<b>Total</b>	<b>1023</b>	<b>403</b>	<b>-</b>	<b>534</b>	<b>794</b>

#### Activities anticipated to be performed during year 2018

- Development of Computer System of the Department including security enhancements and storage facilities to cater to current requirements.

## **07. Accounts Division**

Staff of this Division functioning under Supervision of Chief Accountant is as follows.

<b>Post/ Service</b>	<b>No. of posts</b>
Chief Accountant	01
Accountant (Revenue)	01
Accountant (Payments)	01
Administrative Officer (Finance)	01
Budget Assistant	01
Development Officer	04
Public Management Assistant	20
Shroff	36
Office Employees' Service	06

### **Financial Management**

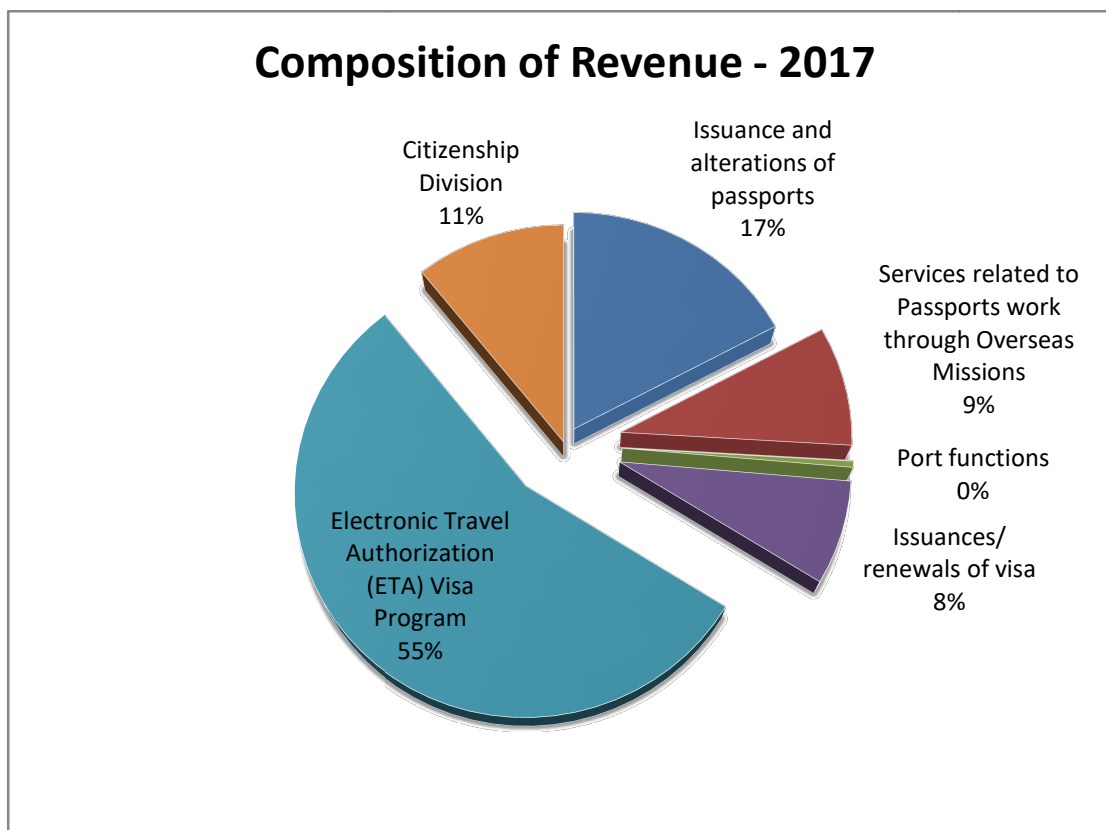
Financial Management of the Department of Immigration & Emigration is the key role of the Accounts Division. The main role played by this Division consists of revenue - expenditure management, maintenance of Government Officers' Advance Account functions within proper limits, preparation of annual/ monthly reports of this Department (Annual Budget Estimate, Annual Revenue Estimate, Appropriation Account, Monthly Account Summaries) as per Treasury Circulars and their submission to the Treasury and operation of financial matters in terms of Financial Regulations.

### **Revenue targets and progress**

The estimated total revenue target of the Department during year 2017 amounted to Rs. 15,000 million and the total revenue earned during year 2017 amounted to Rs. 15,283 million, which is a growth in Rs. 293 million over the total revenue target for year 2017. Growth is 1.95 percent in revenue in view of the estimated revenue for year 2017.

**The Revenue of the Department earned from its main sources of income during year 2017 is as follows.**

	<u>Revenue (Rs.)</u>
Issuance and alterations of passports	2,639,465,409.30
Services related to Passports work through Overseas Missions	1,325,155,681.24
Port functions	68,060,000.00
Issuances/ renewals of visa	1,145,079,266.63
Electronic Travel Authorization (ETA) Visa Program	8,465,413,734.15
Citizenship Division	<u>1,650,184,560.00</u>
<b>Total</b>	<b><u>15,293,358,651.32</u></b>



**Revenue analysis 2013 – 2017**

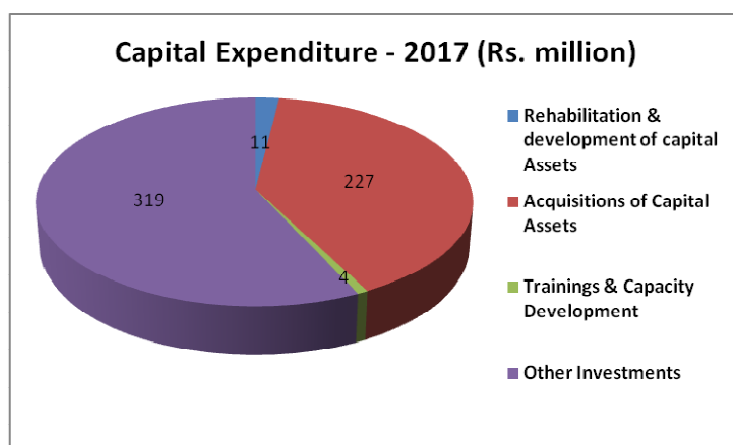
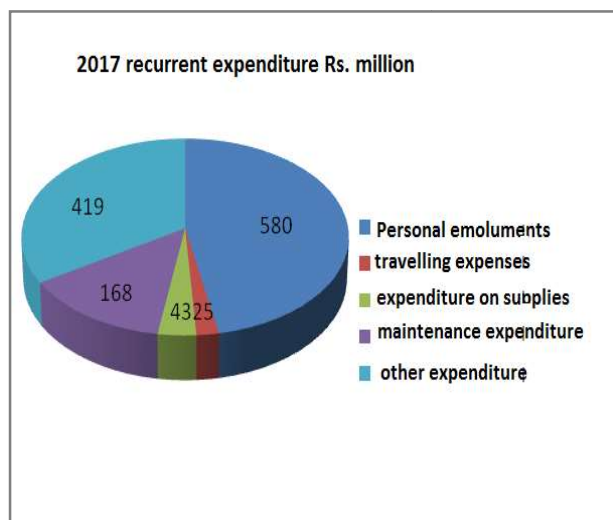
Year	Total passport revenue	Foreign mission revenue	Ports	Visa	ETA	Citizenship	Total revenue
2013	2,117,015,099	1,066,211,883	71,397,000	751,379,693	3,510,925,846	35,253,730	<b>7,552,183,251</b>
2014	2,133,548,087	1,064,296,091	72,488,000	800,098,823	4,034,041,937	46,423,010	<b>8,150,895,948</b>
2015	2,104,719,692	1,027,633,544	74,065,000	917,471,394	5,133,896,060	850,008,800	<b>10,107,794,490</b>
2016	2,599,994,181	1,235,650,754	65,763,000	1,041,235,094	7,810,353,777	2,873,651,440	<b>15,626,648,246</b>
2017	2,639,465,409	1,325,155,681	68,060,000	1,145,079,267	8,465,413,734	1,650,184,560	<b>15,293,358,651</b>
<b>Total Income</b>	<b>11,594,742,468</b>	<b>5,718,947,953</b>	<b>351,773,000</b>	<b>4,655,264,271</b>	<b>28,954,631,354</b>	<b>5,455,521,540</b>	<b>56,730,880,586</b>



## Estimated Expenditure (revised) and actual expenditure during year 2017

Estimated (revised) amount of provisions for Departmental expenditure during year 2017 amounted to Rs. 2,168.73million, out of which Rs. 1,240.53 million was allocated for recurrent expenditure while Rs. 928.20 million was allocated for capital expenditure. Total actual expenditure during year 2017 amounted to Rs. 1,796.57 out of which Rs. 1,235.03 million was allocated for recurrent expenditure while Rs. 561.54 million was allocated for capital expenditure

### Composition of expenditure – 2017



### Financial progress (Expenditure) -2017

Classification of expenditure	2017 revised estimate (Rs.)	Actual expenditure (Rs.)	Financial progress (%)
<b>Recurrent expenditure</b>	<b>1,240,533,000</b>	<b>1,235,028,000</b>	<b>99</b>
Personal emoluments	580,546,000	580,192,000	100
Travelling expenditure	24,705,000	24,695,000	99
supplies	44,382,000	42,684,000	96
maintenance expenditure	170,957,000	167,636,000	98
Contracted services	406,499,000	406,427,000	100
Other recurrent expenditure	13,444,000	13,394,000	100
<b>Capital expenditure</b>	<b>928,200,000</b>	<b>561,545,000</b>	<b>61</b>
Rehabilitation and Improvement of Capital Assets	19,500,000	11,321,000	58
Acquisition of capital assets	570,200,000	227,320,000	40 *
Training and Skills Development	7,500,000	4,120,000	55
Other investments	331,000,000	318,784,000	96
<b>Grand total</b>	<b>2,168,733,000</b>	<b>1,796,573,000</b>	<b>83</b>

\* Although estimated provisions were allocated during year 2017 for construction of a law enforcement facilitation center in Katana area, proposed constructions were suspended as per Cabinet Decision No. CP/17/2198/722/026/TBR dated 01.11.2017.

## **8. Internal Audit Division**

This Division functions under supervision of Chief Internal Auditor.

### **Staff - 2017**

Post	Number
Public Management Assistant	03
KKS	01

### **Objectives**

- Running a continuous survey and independent evaluation on formality and sufficiency of internal inspection utilized to prevent and expose faults and frauds in the system of internal administration maintained on financial matters in the Department by participation in such functions.
- Assisting Accounting Officer and Progress Investigation Committee in determining progress achieved in implementation of development projects and schemes undertaken by the Department or entrusted to it and in completion of such programs.
- Acting also as the coordinator between persons who are performing functions and Head of the Department & Progress/Investigation Committee, when it is appropriate.

### **Role**

- Seeking whether the investigation and administrative system operating in the Department for prevention of faults and frauds is successful in its design as well as in actual operation.
- Checking whether information required for determination of dependability of accounts and other reports is furnished.
- Evaluation of quality of performance of the staff in carrying out responsibilities entrusted to them.
- Examining the extent to which assets of the Department are protected from all types of losses and damages.
- Checking whether Establishments Code of the Government, Financial Regulations of the Government and also supplementary instructions issued from time to time by the Ministry in charge of the subject of Public Administration and Treasury are followed.
- Checking success in the system of Internal Administration selected to prevent as well as uncover waste, inactive capacity and over expenditure.
- Checking Accounting Procedure of the Department and its operations that result in any expenditure and examining whether property and assets of the Department are utilized with care, economically and methodically and conducting special investigations when necessary.

- Checking operational activities of the Department in a managerial point of view rather than in a technical or accounting standpoint and reporting them.
- Conducting an evaluation on progress of work, schemes and projects and how far their related programs and time tables are directed towards achieving targets.
- Conducting updated on-the-spot inspections on problematic areas causing delays in performance of duties.
- Evaluation and review of control systems utilized to supervise such operational activities.

### **Special functions performed during year 2017**

1. Issuance of Finance Circular 01/2017 on regularization of storage activity and training staff as per instructions of that Circular.
2. Examination of accounts for year 2015 of the Welfare Association of the Department of Immigration & Emigration.

### **Challenges**

- Absence of a sufficient staff.
- Staff not remaining in the Division for a long period.

### **Targets and progress during year 2017**

It was able to finalize around 75% of work anticipated to be performed during year 2017.

## 09. Welfare activities

Welfare Association of the Department of Immigration & Emigration conducts various programs for welfare of its members as well as their family members, the general public coming to receive services of the Department and society outside. By these activities, the Welfare Association intends to render a quality service to the general public by creating physically as well as mentally healthy and satisfied team of employees.

### Functions performed by Welfare Association during year 2017

S/No.	Date	Program
01	02.01.2017	The New Year Celebration and Award Ceremony to appreciate officers in the Department who performed an effective service were conducted ceremoniously at Auditorium in 19 <sup>th</sup> Floor of Suhurupaya.
02		Action was taken to gift a flask valued at Rs. 1100/- for each member celebrating birthday in year 2017. at the expense of Rs. 1.1 million.
03		Offering sets of exercise books during year 2017 for the use of school children of members.
04	28.02.2017	The <i>Pibidena Gayaka Parapura</i> (Awakening Generation of Singers) which was a popular musical program broadcast by Sri Lanka Broadcasting Corporation as sponsored by Dasa Group of Companies where Departmental staff also participated, was re-initiated as a new production of China Broadcasting Corporation and its first program was recorded in the Auditorium of our Department.
05	10.05.2017	Contribution given to light up and decorate <i>Suhurupaya</i> building for Wesak celebration. A colorful rotating lantern nest was created opposite <i>Suhurupaya</i> under technical contribution of Mr. Sanjaya Niroshan, Management Assistant.
06	20.05.2017	The Annual get together was conducted ceremoniously in P. Sarawanamuththu Stadium with participation of the staff and their family members, where a host of events were conducted including games, athletics and water sports. A musical show was also conducted with attendance of a large number of popular singers in the island at this get together which recorded an attendance of around 2500 persons, and it was noteworthy that the singers who participated did not charge any fee in appreciation of the friendly service rendered by the Department.

07	21.07.2017	Conducting full body checkups at concessionary rates at 7 <sup>th</sup> floor of the Department for staff of the Department and their family members, in collaboration with Nawaloka Hospital.
08	28.06.2017	Conducting a Badminton tournament for staff of the Department at P.Sarawanamuththu Indoor Stadium.
09		It is a key objective of our Association to provide very healthy food items in the Department Canteen. With a view to providing non-toxic food to the members, action was initiated to supply types of vegetable cultivated in green houses to the Canteen in collaboration with Tulip Agro Company Ltd. Although a cost over the existing rates of the market had to be borne at the venture, action was taken to maintain the system giving no encumbrance to members in view of its standard.
10		Action was taken to distribute material offerings collected by our Association for people affected by the torrential rains fallen to the island, its resultant flood and landslips at Udugama, Galle.
11		Action was taken to offer financial donations to members of our Department who were affected by floods and landslips in various areas in the island, by spending a sum of Rs. 557,825.00.
12		A sum of Rs. 622,593.11 was spent during year 2017 on collecting all books issued last year to our library for the use of our readers.
13	14.11.2017	Annual Dhamma sermon was conducted in Department Auditorium by Ven. Mawarale Bhaddiya thero on our invitation.
14	20.12.2017	The annually organized <i>Bilindu Hadata Naththalak</i> (Heartily Christmas Celebration for Children) program was conducted to celebrate Christmas, 2017 and school items, shoes and food items were offered that Christmas day for 50 children from poor families at Suhurupaya Piyasa premises, where Carol songs were sung by Marians Music Group led by Nalin Perera.
15	29.12.2017	The year end <i>Sathutu Sajjaya</i> (Pleasure Party) was conducted at Ape Gama premises, Battaramulla with participation of members and their family members.

**ආගමන හා විගමන දෙපාර්තමේන්තුව**  
**குடிவரவு மற்றும் குடியகல்வுத் திணைக்களம்**  
**Department of Immigration & Emigration**

“සුහුරුපාය”, ශ්‍රී සුභනිපුර පාර, බත්තරමුල්ල, ශ්‍රී ලංකාව.

“சுஹுருபாய” ஸ்ரீ சுபுதிபுர வீதி, பத்தரமுல்ல, இலங்கை

“Suhurupaya”, Sri Subhuthipura Road, Battaramulla, Sri Lanka