



கார்டீசு சா஁த லார்டீதால 2016
செயல் நிறைவேற்ற அறிக்கை 2016
Performance Report 2016

தட்புடீ, தட்புடீ சேலா தா துச்சீலீதீ துதலீக கடுதூது துதலாடா஁தசு
அஞ்சல், அஞ்சல் சேவைகள் மற்றும் முஸ்லிம் சமய விவகாரங்கள் அமைச்சு
Ministry of Posts, Postal Services and Muslim Religious Affairs

Performance Report 2016

**Ministry of Posts, Postal Services and Muslim
Religious Affairs**

**Ministry of Posts, Postal Services and Muslim Religious Affairs
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Ministry of Posts, Postal Services and Muslim Religious Affairs

The Report consists the Progress of the activities launched by the Ministry of Posts, Postal Services and Muslim Religious Affairs from 01.01.2016 to 31.12.2016

Introduction

The Ministry of Posts, Postal Services and Muslim Affairs was established as per the Extraordinary Gazette Notification No. 1933/13 and dated 21.09.2015 of the Democratic Socialist Republic of Sri Lanka.

As per the particular gazette notification, the following institutions come under the purview of the ministry.

- Department of Posts
- Department of Muslim Religious and Cultural Affairs

The Vision, Mission, the legislations required to be implemented, objectives and functions of the Ministry of Posts, Postal Services and Muslim Religious Affairs are mentioned below

<p>Vision</p> <p>Promotion of an excellen and efficient postal services and Islamic religious and cultural affairs</p>	<p>Mission</p> <p>The provision of trustworthy and high quality postal service to the people at an affordable price, and facilitating the advancement of religious values and culture of the Sri Lankan Muslim community</p>
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Legislation required to be implemented

1. Stamp Ordinance (No 22 of 1909)
2. Post Office Ordinance (No.11 of 1908)
3. Muslim Mosques and Charitable Trusts or Wakfs Act No 51 of 1956

Objectives

1. Formulating policies programmes and projects in respect of subjects coming under the purview of the Department of Posts and the Department of Muslim Religious and Cultural Affairs.
2. Providing a more profitable, efficient and friendly postal service to the public while minimizing costs
3. Expanding postal services, to be on a par with global trends utilizing modern technology
4. Ensuring compliance with quality, standard and advancement of postal services
5. Expanding financial services facilities too rural level concurrent to the local postal communication services
6. Empowering postal services as a multi-purpose service provision unit making the post office relevant to the public life while expanding the range of the agency service provision
7. Acting in compliance with the approved philatelic policy
8. Raising Sri Lanka's identity and dignity to the international level by designing commemorative stamps and associated products.
9. Promoting the Postal Service of Sri Lanka as a member country of the Universal Postal Union, respecting its regulations and broadening international postal services to the international standard.
10. Controlling, administering and monitoring mosques, Islamic religious institutions and charities and their assets
11. Nurturing and promoting of Islamic religious education and aspects of Islamic culture
12. Ensuring the state intervention to establish a more reasonable system enabling every Islam devotee to undertake the Hajj pilgrimage at least once
13. Promoting Islamic religious, cultural and community development activities targeting the Milad-Un-Nabi festival
14. Providing facilities and logistics support for the successful conducting of Ramazan festival

Functions

1. Formulating and implementing policies relevant to the Department of Muslim and Religious Affairs and Department of Posts
2. Guiding and monitoring all departments and institutions under the purview of this Ministry
3. Conducting relevant audit activities in the postal sector and Muslim religious activities

4. Maintaining existing relationships with international organizations connected with Muslim religious affairs and postal activities and developing them further
5. Implementing, directing and monitoring management and all operational activities of departments complying with advancements in the field of information technology
6. Maintaining postal services complying with international standards
7. Expanding speed post and parcel service together with all financial services through post office network
8. Taking measures to provide the people with efficient, productive and quality postal services through Public- Private Partnership.
9. Promoting local and foreign financial circulating services while coordinating with local and foreign financial institutions.
10. Directing and monitoring the Department of Posts as the state coordinator, proudly representing the country in the Universal Postal Union (UPU) and in the Asia-Pacific Postal Union (APPU)
11. Initiating services relating to money transactions, insurance services and banking and other financial services through the post and sub post office network and supervising the upgrading of existing services.
12. Designing, printing, issuing and selling postal stamps and revenue stamps to be compatible with local requirements while complying with the philatelic policy with local requirements and maintaining and monitoring stock controlling at optimal level.
13. Directing and supervising the designing, printing, issuing and selling of commemorative stamps and associated products so as to guarantee the quality.
14. Implementing Wakf Act and monitoring the activities of the Wakf Board.
15. Apportioning funds allocated from the consolidated fund for development activities of the Department of Muslim Religious and Cultural Affairs and the Milad-un-Nabi festival among Muslim religious institutions and administering and monitoring of same.
16. Administering and supervising the distribution of stocks of dates donated by Muslim countries for the month of Ramazan at the district level covering all Muslim families.
17. Coordinating all relevant activities connected with Hajj pilgrimage with the Saudi government and the proper allocation of Hajj quotas to organizations arranging Hajj pilgrimage and supervision of same.

01. Establishment and Administrative Division

The details pertaining to the organizational structure and the approved cadre are given in Annexure 1 and Annexure 2. An overview of the duties performed by the division is given below

- (1) Performing establishment related functions of the staff of the Ministry and the employees of the Department of Posts and Department of Muslim Religious and Cultural Affairs which come under the purview of the Ministry.
- (2) Conducting administrative functions of the Ministry.
- (3) Carrying out Media Functions.
- (4) Performing activities regarding the parliamentary requirements.

1.1 The Progress of the Establishment and Administrative division from 01.01.2016 to 31.12.2016

1.1.1 Establishment Activities of the Staff

• Ministry of Posts, Postal Services and Muslim Religious Affairs								
Name of the Post / Service	Request to create new posts	Approval for new posts	Filling Vacancies/Attachments/New Appointments	Transfer	Sending On Retirement	Termination of Service	Recruitments	Other
Secretary	-	-	01		01	-	-	-
Development Officer /Associate Officer	-	-	-	02	-	-	-	-
Public Management Assistant Service	-	-	02	03	01	-	-	-
Drivers' Service	-	-	01	02	-	-	-	-
Office Employees' Service (KKS)	-	-	06	04	01	-	-	03 officers have been released as they have been promoted to the posts of Public Management Assistant
Garden Labourer	01	01	-	-	-	-	01	-
Actions have been taken to obtain the approval of the Public Service Commission to amend the educational qualifications required for the post of Transport Officer vacancies								
• Department of Posts								
Unified Postal Service	-	-	358	-	12	-	-	
Sri Lanka Engineering Service	-	-	01	-	-	-	-	
Sri Lanka Accountant's Service	-	-	11	10	01	-	-	Four recommendations have been forwarded to the Secretary of Public Administration to grant acting appointments in addition to their existing posts.3
Public Management Assistants' Service	-	-	02	03	08	01	-	
<ol style="list-style-type: none"> 1. Releasing officers to attend to trade union matters – 05 2. Sending on Retirement due to the general inefficiency as per section 12 of Minutes of Pension - 12 3. No. Of Trade Union Meetings conducted -06 								

1.1.2 Promotions and Appeals of the Officers in the Unified Postal Service.

- i. Actions are being taken to fill 284 vacancies that have existed as at 30.09.2011 in the limited stream of Group B Grade 1 Section B of the unified postal service.
- ii. Under the phase 1, appointments have been given to 358 applicants on 11.07.2016 after having interviewed them based on the results of the Open Competitive Examination held on 28.11.2015 to fill 578 vacancies in the posts of Group B Grade 1 Section B in the Unified Postal Service.
- iii. The approval of the Public Service Commission has been obtained to fill 152 vacancies in the posts of Group B Grade 1 Section B of the Unified Postal Service based on the results of the Open Competitive Examination held on 28.11.2015.
- iv. With the approval of the Public Service Commission, an interview has been conducted on 12.02.2015 to fill 05 vacancies in the posts of Group A grade II existed before 16.05.2013 and the approval has been given to grant promotions based on the recommendations of the interview board.
- v. Applications have been called from 56 officers and interviews have been conducted to fill 05 vacancies that existed as at 16.05.2013 in the posts of Group A Grade III Section A in the Unified Postal Service based on seniority and skills. The approval of the Public Service Commission has been given to promote 05 officers based on the recommendations of the interview board.
- vi. The approval of the Public Service Commission has given to conduct interview to fill 20 vacancies of the posts Group A Grade iii Section A of the Unified Postal Service (Executive Officer iii- Superintendent of Posts) existed as at 31.01.2016 based on seniority and skills.
- vii. The Public Service Commission has given orders to promote 08 officers to the posts of Main Postmaster / Control Assistant in Group A Grade iii Section B of the Unified Postal Service and to separate a post for a female officer.
- viii. The approval of the Public Service Commission has been sought to conduct a structured interview to fill 46 vacancies which existed at 30.11.2015 to the posts of Main Postmaster/ Control Assistant in the Group A Grade iii of the Unified Postal Service.

1.1.3 No. of reports prepared regarding the appeals submitted to the Secretary to the Ministry and the to the Public Service Commission by the officers in the Unified Postal Service who have been served with disciplinary orders or interdicted.

- i. No. of reports called from the Postmaster General regarding the appeals received - 07
- ii. No. of reports submitted to the Public Service Commission with recommendations - 05
- iii. No. of appeals for which the discussions of Public Service Commission are received - 06

1.1.4 Schemes of Recruitment

All schemes of recruitment of the Department of Posts are being revised.

1.2 Information regarding the reports called for by the institutions

1.2.1 Submitting reports as responses to the reports called by particular institutions and calling for reports.

Appeal	Institutes that Submitted the reports	Presidential Secretariat	Prime Minister's Office	No. of Reports submitted to the Public Service Commission	No. of Reports Submitted to the Public Petition Commission	No. of Reports submitted to the Ombudsman	No. of Reports submitted to the Human Rights Commission	No. of Reports submitted to the Secretary to the Ministry of Public Administration	No. of Reports called from the Postmaster General		No. of letters received from appellants	No. of Answers sent to the appellants
									No. of Reports called for	No. of Answers received		
1 Sub- Post master Service	-	-	10	-	-	-	-	06	23	18	23	03
2. Regarding several issues of the Junior Service – Department of Posts	-	-	15	-	-	-	-	-	25	17	25	-
3 Appeals forwarded by the retired officers in the Unified Postal Service	05	04	43	23	-	-	-	08	92	57	24	17
4. On behalf of the appeals submitted to the H.E, the President, the Hon. Prime Minister and Hon. Minister	-	-	-	-	-	-	-	-	327	163	-	163
5. No. of Reports submitted by the officers in the United Postal Service who have been served with disciplinary orders or interdicted	-	-	03	-	-	-	-	02	02	-	-	-
6. Trade Union Activities	-	-	-	-	-	-	-	-	13	-	-	-
7. Queries by the Commission to Investigate Allegations Of Bribery and Corruptions	-	-	-	-	-	-	-	-	05	-	-	-
Total	05	04	71	23	-	-	-	16	487	255	72	183

1.2.2 In addition to this, submitting reports and memorandums has been done as follows:

- i. No. of Parliamentary Questions answered - 10
- ii. No. of Cabinet Memorandums submitted - 15
- iii. No. of Cabinet Memorandums to which answers are received - 15

1.3 Of the Officers of the Department of Posts

- i. Approval of the Accident Leave - 28
- ii. Approval for Special Leave - 22
- iii. Payment of Compensation as per P.A Circular 22/93 - 06

1.4. Over time, Transport Expenses and Expenses for other services and facilities

Description	Expenditure Head	No. of Vouchers	Approved Amount (Rs)	Amount Spent (Rs)
Services and Facilities				
Vehicles				
Maintenance	1301-1 -2	266	6,000,000.00 4,550,000.00	6,099,992.99 4,518,669.23
Fueling	1202-1 -2	349	7,110,000.00 2,750,000.00	7,108,298.97 2,606,427.32
Services				
Water and Electricity	1403-1 -2	23	965,000.00 3,800,000.00	964,176.72 3,800,000.00
Sanitary, Security and other agreed services	1405-1 -2		710,000.00 12,619,603.00	556,351.98 11,778,996.48
Refreshments	1203-1 -2	38	411,000.00 439,000.00	402,689.54 418,781.38
Maintenance of Equipment (AC Machines/Photocopy Machines, Fax Machines Computers)	1302-1	25	230,000.00 445,000.00	229,962.72 436,437.65
Rents and other (The Hon Minister's and Deputy Minister's Office)	1404-1	25	1,200,000.00	400,000.00
Communication	1402-1	715	1,100,000.00 1,880,000.00	1,096,045.25 1,741,709.32
Overtime/ Transport and Other Payments				
Overtime	1002	647	2,500,000.00 1,500,000.00	2,175,743.35 538,708.67
Travel Expenses	1101	550	1,000,000.00 335,000.00	967,764.44 179,141.75

1.5 Approval of Foreign Leave

	Ministry	Department of Posts	Department of Muslim Religious and Cultural Affairs
Leave / Personal	1	149	-
Duty	-	07	-

1.6 Deploying trainees for practical training

Ministry	Department of Posts	Department of Muslim Religious and Cultural Affairs
03	43	-

1.7 Activities of the Media Unit

The media unit has been actively engaged in promotional activities of the services, development activities and the welfare functions launched by the Ministry of Posts, Postal Services and Muslim Religious Affairs, the Department of Posts, the Department of Muslim Religious and Cultural Affairs.

Accordingly, 154 press releases, 06 media discussions, 920 photographs and 134 video and audio cassettes were released during the year 2016 maintaining a healthy relationship with the external media institutions.

1.8 Other Establishment Activities

1.8.1 Entering into agreements – Ministry

- Cleaning – Samaka Cleaning Private Limited
- Security – Iron Arms
- Air Conditioners – The Cooler Refrigeration Technologies
- Computers – Neat Lanka Pvt ltd
- Photocopy Machines – Metropolitan Office Pvt
John Keels Office Pvt
- Multi –media Projector – Swedish Trading Audio Visual Pvt

1.8.2 i. Issuing Railway Warrants – 48

ii. Claims for Agrahara Insurance – 10

1.8.3 Files opened for legal activities – 18

1.8.4 Issuance of loans

- Distress loan - 52
- Property loan – 03

1.8.5 Issuance of Duty free vehicles permits – 10

1.8.6 Internal Audit Queries

- No. of Internal Audit Queries - 09
- No. of Answered Internal Audit Queries – 09

1.9 Providing Welfare Services

Welfare service is satisfactorily maintained fulfilling the essential needs of the staff of the ministry.

02. Development and Planning Activities

2.1 Activities related to Progress Evaluation and Annual Performance

- The Activity Plan of the Ministry of Posts, Postal Religious Affairs, the Department of Posts and the Department of Religious and Cultural Affairs for the year 2016 was prepared as per the Public Finance Circular 01/2014 and was forwarded to the Ministry of Finance, the Auditor General's Department and to relevant institutions.
 - The performance report was prepared obtaining the information from all divisions of the Ministry of Posts, Postal Services and Muslim Religious Affairs in 2015 and such was forwarded to the Ministry of Finance, the Auditor General's Department and relevant institutions.
 - The performance report 2015 prepared by the Department of Posts and the Department of Muslim Religious and Cultural Affairs was submitted to be tabled in the Parliament and was forwarded to the Auditor General's Department.
 - The progress of postal services and Muslim religious affairs was reported to the Presidential Secretariat, Ministry of Finance and Planning, National Budget Department, Department of Project Management and Monitoring, the Department of Government Information and District Secretariats that show concern in this regard.
- **The progress of the development projects initiated using capital funds at 31.12.2016.**

➤ **Financial Progress**

Institution	The amount allocated for 2016 (Rs.Mn.)	The Expenditure of the provisions as at 31.12.2016	%
Ministry of Posts, Postal Religious and Muslim Religious Affairs	415.31	257.52	62.00
Department of Posts	138.00	135.56	98.23
Department of Muslim Religious and Cultural Affairs	31.88	30.35	95.20
Total	585.19	423.43	72.36

➤ **Physical Progress** – Ministry of Posts, Postal Services and Muslim Religious Affairs

Name of the Project	Provisions Allocated for 2016 Rs. Mn.	Expenditure of the Allocated Provisions – 2016 Rs. Mn.	Progress
Construction of a building to perform the functions of the Department of Muslim Religious and Cultural Affairs	295.500	203.104	The project of constructing a building for the Department of Muslim Religious Affairs was started in 2006. The construction activities of the building have been carried out by Central Engineering Consultancy Bureau (CECB) which were monitored by the State Engineering Corporation (SEC). The approved estimated amount for this project has been 596M. At the end of 2015, the construction activities under the phase I and II have been completed. In 2016, the construction activities listed under the phase III were completed. Since the bills amounting to Rs. 43 M for the construction activities completed have not been received by 31.12.2016, the balance which is to be paid in 2017 is Rs. 43.0.
Development of Post Offices	38.000	16.670	To develop and improve the functions of post offices 110 laptops have been purchased at the end of 2016. Under the project, procurement activities have been completed to purchase 250 computers, 250 UPS and 250 printers (Dot Matrix) have been received, the computer machines have not been received. Thus the payments amounting to Rs 21.0 M have to be made in 2017 in this regard.
Repairing the Official Residence of the Hon. Minister of Posts, Postal Services and Muslim Religious Affairs.	9.280	9.280	The repairing activities of the official residence of the Hon. Minister located at Colombo 07 have been done by the Department of Buildings.
Stamp Promotion	1.00	1.00	The amount was used to enhance the stamp promotion programme of the Department of Posts.
Post Office Networking Project	13.640	13.630	The payment in arrears for the procurement activities of the purchasing computers to the Postal Networking Project and amounts in arrears for the bills forwarded by SLT were settled.
Purchasing a vehicle for the Hon. Deputy Minister of Posts, Postal Services and Muslim Religious Affairs	43.000	0.00	The vehicle has been ordered but not been received by 31.12.2016. The purchasing will be done in 2017.

➤ **Physical Progress – Department of Posts**

Name of the Project	Provisions Allocated for 2016 Rs. Mn.	Expenditure of the Allocated Provisions – 2016 Rs. Mn.	Progress
Repairing post office building	59.000	58.772	The provisions allocated to the Department of Posts under the maintenance of post office building is Rs. 59.00M. The amount has been used to carry out repairing activities in 139 post offices island – wide and to carry out essential repairing at Central Mail Exchange and Postal Headquarters.
Purchasing 50 motor bicycles for Speed Post	3.000	2.921	The provisions amounting to Rs. 3.0 M have been allocated to the Department of Posts under this project. The provisions have been used to purchase 10 motorcycles for the effective and efficient functioning of Speed Posts
Stamp Promotion	7.000	6.828	The provisions allocated to the Department of Posts have been Rs. 6M. Further 1M has been received under this project from the Ministry. The provisions were used to print 3000 stamp (catalogues- volume) and 500 souvenir sheet books. Further 2 personalized stamp printing machines were purchased. The establishment activities of a stamp window were initiated at the International Air Port, Katunayaka. Further small philatelic bureaus were opened in Nuwaraeliya, Matara, Bentota and Galle.
Construction of new buildings for post offices	7.602	7.602	The construction activities of Poojapitiya post office were carried out by the post office, Poojapitiya. This project was initiated in 2015. The estimated cost is Rs. 51.12 M. The total expenditure is 23.50M

➤ **Physical Progress** – Department of Muslim Religious and Cultural Affairs

Name of the Project	Provisions Allocated for 2016 Rs. Mn.	Expenditure of the Allocated Provisions – 2016 Rs. Mn.	Progress
National Milad –Un-Nabi Development Programme	14.00	13.280	Under this project 63 mosques, 02 Arabic Colleges, 05 Ahadiya Daham Schools and 01 cultural centers were repaired.
Developing Muslim Religious and Cultural Centers	15.00	14.335	Under this project, 90 mosques island – wide , 06 Arabic Colleges, 05 Ahadiya Daham Schools and 02 Cultural Centre were repaired

- Progress Review Meeting have been held quarterly to observe the progress of development programmes, projects and activities relevant to the posts, postal services and Muslim religious affairs launched in island –wide and operational committee meetings on activities fallen under the Ministry of Posts, Postal Services and Muslim Religious Affairs, the Department of Posts and the Department of Muslim Religious and Cultural Affairs have been conducted and its decisions and proposals were implemented.
- Actions have been taken regarding the acquisition of land for postal activities under the provisions stated under the Land Acquisition Act (regarding about 220 files). The land acquisitions of Ingiriya, Kaduwela, Divlapitiya, Kiriella Post Office, Badalgama Sub Post Office, Weerawila and Dawlagala sub post offices have been completed.
- Providing coordinative services regarding the construction of building to render effective and efficient postal and Muslim religious services. The repairing of the new Muslim Religious and Cultural Complex and of the official residence of the Hon. Minister of Posts, Postal Services and Muslim Religious Affairs have been completed.
- Actions have been taken regarding the obtaining of services for which the Department of Posts has already entered into agreement with the private sector as per the instructions of the Attorney General and the Postmaster General has been informed on such agreements.
- Actions have been taken to solve the issues arisen through printing media taking into consideration the complaints and suggestions. The Postmaster General has been informed of requests, suggestions and complaints posed by the programme ‘To tell the President’ carried out by the Presidential Secretariat and other public institutions including the Prime Minister’s Office, the general public and relevant parties have been informed of the actions taken in this regard.
- Engaging in coordination activities of the Annual International Letter Writing Competition, Art & Essay Competition held among the schools governed by the central government and the local provincial councils in commemorating World Post Day 2016.

- Performing the actions on granting the approval to establish three new agent post offices in Status Road, Colombo 14, Tissa Road, Wellawaya and Sri Kadiration Street, Colombo 13.
- Engaging in updating the web site of the ministry with the assistance of the Information Technological Unit of the Department of Posts.

2.2 Stamp Promotion Programme

Required steps have been taken to print high quality stamps preserving the philatelic value. The table provides a description of the stamps issued in 2016

- Relevant steps have been taken to print high quality stamps, preserving the philatelic value. The table provides a description of stamps issued in 2016.

	Theme	No. of stamps Issued	No. of souvenir sheets
01	Annual Issuance	06	02
02	World Post Day	03	01
03	Children's Activities	01	-
04	Distinguished Persons	02	-
05	National Events	02	-
06	International Events	09	05
07	The Pride of Sri Lanka (Unseen Sri Lanka)	12	03
08	Outside the Annual Stamp Programme - 2016	24	01
09	Over Printed Stamps	04	-
10	Definite use (Flowers of Sri Lanka)	12	-
	Total	75	12

2.3 Human Resources Development

- **Local training opportunities**

	Category of the officers received training	No. of officers trained	No. of Trainings Programmes
01.	Staff Officers	09	08
02.	Development Officers	23	21
03.	Management Assistants	11	14
04.	Drivers	11	03
05.	KKS	07	02
	Total	61	48
06.	Whole Staff	86	04

➤ **Participation at Foreign Conferences/ Training**

Ministry of Posts, Postal Services and Muslim Religious Affairs

Category of Officers	No. Of officers participated	Countries visited	Subject
The Hon. Minister and his Staff	01	KSA	Country visits to the Kingdom of Saudi Arabia to meet His Excellency the Minister of Haj.
	01	Egypt	26 th General Meeting of Islamic Council.
	02	Saudi Arabia	Hajj Pilgrimage
Staff Officers	01	Japan	Regional Conference on Postal Saving System in Asia.
	01	Singapore	Developing E-Government Strategies towards Public Sector Excellence.
	01	Malaysia	Managerial Competency Development Program
	01	Turkey	26 th World Congress Universal Postal Union
Total	08		

Department of Posts

Category of Officers	No. Of officers participated	Countries visited	Subject
Staff Officers	01	Japan	Regional Conference on Postal Saving System in Asia.
	02	India	APPU Meeting.
	01	India	Quality Management in Postal Services Programme.
	01	Thailand	Postal Business Development.
	02	Pakistan	Award of Fellowships on “Corporate Management”.
	01	Thailand	Human Resource Management Course.
	01	Kuwait	Sinhala/Tamil New Year Festival.
	03	Malaysia	APPU Executive Council -2016.
	01	Vietnam	Quality of Service and Supply Chain Improvement Project in the Asian Countries 4 th Workshop.
	01	China	2016 Seminar on Information Capacity Building for Developing Countries
	01	Indonesia	UPU Quality Certification – Audit Mission
	02	Thailand	Postal Management Course
	01	China	2016 Seminar on Information Capacity Building for Developing Countries
	01	Malaysia	Managerial Competency Development Program
	01	Thailand	Business Forum on Business a sustainable Future - APPU
04	Turkey	26 th World Congress Universal Postal Union	

Officers in postal services and other officers	02	India	International Mail Management Programme.
	01	Thailand	International Mail Accounting Course.
	02	India	Advance Postal Management Programme.
	01	India	Quality Management in Postal Services Programme
	01	Pakistan	Award of Fellowships on “Corporate Management”.
	01	Thailand	3 rd Seminar on New Postal Chain Requirements to Secure Business Opportunities Part III.
	02	Thailand	Operations Management Course.
	01	Vietnam	Quality of Service and Supply Chain Improvement Project in the Asian Countries 4 th Workshop.
	02	Thailand	3 rd Terminal Dues Workshop for the Asia Pacific Region.
	01	Thailand	Parcel & Logistic Management
	02	Thailand	Express Mail Service Course
	01	China	Philately between Tradition & Modernity
	01	Thailand	UPU Training Workshop to the Department of Quality of Service Fund Project
	01	Thailand	Advanced Business Management
Total	43		

Department of Muslim Religious and Cultural Affairs

Category of Officers	No. Of officers participated	Countries visited	Subject
Staff Officers	01	Saudi Arabia	Hajj Duty
Other Officers	03	Saudi Arabia	Hajj Duty
Total	04		

2.4 Provision of the library facilities

A library consisted of 1135 books on various subjects is being maintained with the intention of inculcating positive attitudes in the staff of the Ministry.

2.5 Implementing methods for energy conservation

The implementation of power conserving methods to save energy and power by creating an economical electricity culture in all public institutes was initiated in December, 2015 with the participation of each and every division of this ministry. Accordingly, actions have been taken to implement those power conserving methods under a Manager of Power and Energy and steps were taken to reduce the electricity consumption by 10%. Further, actions have been taken to improve the knowledge on power conserving methods by participating in a conference conducted for Managers of Power and Energy by Sustainable Energy Authority in Waters Edge. It was observed that, compared to 2015 there is a slight reduction in the power consumption in 2016.

2.6 Programme for Eradication of Dengue

Recognizing mosquito breeding grounds and cleaning those places to eliminate the dengue plague and the Ministry of Health is informed on its progress.

2.7 Implementation of the proposed programme to reduce the direct and indirect health, environmental and social impacts created due to the usage of plastic and polythene

Using plastic, polythene and their associate products has become an essential practice in today's society. Improper usage, disposal and burning of such products have caused many social, environmental, health and economic issues. Thus under the instructions and guidance of His Excellency, the President the programme was launched to reduce the use of polythene in religious ceremonies. To implement such programme, instructions were given to religious institutions that come under the purview of the Department of Muslim Religious and Cultural Affairs and accordingly the particular department has taken necessary steps to reduce the use of polythene by conducting awareness programmes. Further the progress of the above steps has been reported to the Progress evaluation programme launched by the Presidential Secretariat on reducing plastic and polythene.

2.8. Commemoration of World Environment Day – 2016

In commemorating World Environment Day fallen on 05.06.2016 a lecture was conducted to make the staffs of the Ministry and Departments aware of the importance of preserving the environment. A CD given by the Central Environment Authority which is consisted of environment conservation was played and the leaflets on the same subject were distributed among the officers.

2.9 World Post Day – 2016 – Selection of Best Offices / Best Controlling Offices

Contributing to select the best post offices/ controlling offices a competition organized by the Department of Posts in commemorating World Post Day 2016 after having visited the following mentioned offices and assisting the Department in judging the winners.

➤ The Controlling Offices Monitored

Deputy Postmaster General's Offices	Divisional Superintendent of Posts offices	District Controlling Offices	Regional Accountants' Offices
Southern Province	Galle	Galle	Matara
North Western Province	Chilaw	Chilaw	Kurunagala
Central Province	Kandy	Kandy	Kandy
Sabaragamuwa Province	Kegalle	Kegalle	Rathnapura
North Central Province	Anuradhapura	Anuradhapura	Anuradhapura
Uva Province	Badulla	Badulla	Badulla
Northern Province	Vauniya	Jaffna	Jaffna
Eastern Province	Trincomalee	Batticola	Batticola
Western Province - North	Gampaha	Gampaha	Gampaha
Western Province - South	Colombo	Kalutara	Kalutara

➤ The Post Offices Monitored

Supra Post Offices	Post Offices – Class 1	Post Offices – Class 11	Sub Post Offices
Ambalangoda	Ambalantota	Hungama /Katuwana	Kurundugahahatak ma
Peradeniya	Katugastota	Pussallawa	Thalawantanna
Kuliyapitiya	Dummalasooriya	Vaikkala	Thalawila
Bandarawela	Haputale	Kandegedara	Hambegamuva
Anuradhapura	Hingurakgoda	Vijithapura	Dalukana
Balangoda	Bulathkohupitiya	Kotiyakubura	Gallella
Mannar	Chawakachcheri	Settikulama	Talayadi
Trincomalee	Chenkaladi		
Negombo	Nittambuwa/ Jaela	Demanhandiya	Kalagedihena
Seetawakapura	Bulathsinhala	Kosgama	Hirana - Galthude

The main purpose of this is to maintain high efficiency in postal service through employee motivation.

2.10 Other Development Programmes

- Actions have been taken to organize awareness programmes in implementing the Productivity Programme within the ministry. A field visit was made to the agent post office in Badulla and in certain post offices located in Uva province to make the staff aware of the steps required to implement the productivity concepts.
- Relevant actions are being taken to implement e- government concepts within the ministry as per the President Circular No. SP/SB/03/10 and dated 31.05.2010.
- Public management reforming functions are being implemented as per the guidelines provided under the Public Management Reforms Circular No. 01/09 and dated 12.06.2009 and the letter No. NARC/MRC/09/01 and dated 25.09.2009.

03. Special Postal Services and Muslim Religious Affairs

The following activities have been conducted under the monitoring of this unit from 01.01.2016 – 31.12.2016 in 2016.

➤ Postal Activities

- Monitoring whether the activities of the philatelic bureau are taken place as per the philatelic policy and providing relevant instructions if required.
- Giving instructions to the Department of Posts on matching the philatelic designs with relevant themes and on applying modern technological methods to print stamps and monitoring the aforementioned activities.
- Ensuring the proper functioning of the Philatelic Bureau as a member of the Philatelic Consultation Board.
- Monitoring the process of networking of post offices and relevant activities and providing consultation services when requested by the Department of Posts.
- Providing the necessary guidelines and instructions in introducing new postal services upon the request of the Department of Posts.
- Monitoring and Assisting in promoting foreign postal services upon the request of the Department of Posts.
- Providing the required assistance to the Department of Posts to be complied with the provisions provided in the charters of the Universal Postal Union and Asian Pacific Postal Union.
- Submitting appropriate new proposals for the improvement of Sri Lanka Post, having studied the overseas post-training reports.

➤ Muslim Religious and Cultural Affairs

- Providing guidelines and consultation services towards achieving the progress of the activities planned by the Department of Muslim Religious and Cultural Affairs for 2016.
- Providing the guidance to make Hajj Act for drafting a proper method of selecting the people for Hajj Pilgrimage and the Hajj Quota.
- Making the relevant parties aware of the timely amendments which should be done in the Wakf Act and to inform the Director to call for the suggestions for such amendments from the members of Wakf Board.
- Giving instructions to the Director to look for a possibility to hold a national level examination conducted by the Department of Examinations for Arabic Colleges under the same syllabus and to appoint an expert committee in this regard.

- Providing consultation services to complete the first phase of the construction activities of the building of the Department of Muslim Religious and Cultural Affairs complying with the operational functions.
- Providing instructions to successfully perform the procurement process of the Department of Muslim Religious and Cultural Affairs and monitoring the process concerned.
- Supervising the proper distribution of dates 200MT which have been offered by the Government of Saudi Arabia to the Government of Sri Lanka for Ramazan – 2016 and calling for reports on the distribution of dates from the Department of Muslim Religious and Cultural Affairs.
- Assisting to obtain supplementary provisions from the Treasury to release the bulks of dates sent by Middle – East to various parties, providing instructions to distribute the dates among the Muslims with the supervision of the Department of Muslim Religious and Cultural Affairs and calling for reports on such distribution of dates from the particular department.
- With the approval of the Treasury, providing instructions to the Department of Muslim Religious and Cultural Affairs to draft a new programme to ensure the proper distribution of dates in 2017.
- Providing instructions to issue visa based on the accepted procedure.
- Granting approval to issue visa for 1409 persons in 2016.

04. Financial Activities

➤ Capital Expenditure – The progress from 01.01.2016 to 31.12.2016

Expenditure Head	Description	Provisions allocated for 2016 (Rs)	Expenditure (Rs)
2001	Building	9,977,808	9,372,048
2002	Machines and Machinery	350,000	160,830
2003	Vehicles	5,050,000	5,047,744
2101	Vehicles	43,000,000 ²	-
2102	Furniture and Office Equipment	2,940,000	2,610,114
2103	Machines and Machinery	42,695,000	21,509,252
2104	Building and Construction- Ministry Building	-	-
2104	Building and Construction – Muslim Cultural Complex Building	295,500,000	203,103,599
2401	Training and Skill Development	1,150,000	1,082,835
2502-1	Other Investments- Promoting Stamps and Other Postal Services	1,000,000	1,000,000
2502-2	Other Investments- Postal Network Project	13,640,000	13,632,651
	Total	415,302,808	257,519,073

➤ **Recurrent Expenditure - – The progress from 01.01.2016 to 31.12.2016**

Expenditure Head	Description	Provisions allocated for 2016 (Rs)	Expenditure (Rs)
1001	Salaries and Wages	35,300,000	35,066,231
1002	Overtime and allowance for working on leave day	4,000,000	2,714,452
1003	Other allowances	32,400,000	30,672,532
1101	Travel -Local	1,335,000	1,146,906
1102	Travel - Overseas	3,090,000	3,085,681
1201	Stationary and office requirements	2,811,678	2,695,042
1202	Fuel	9,860,000	9,714,726
1203	Foods and Uniforms	850,000	821,471
1301	Vehicles	10,650,000	10,618,662
1302	Machines and Machinery	675,000	666,400
1303	Building and Construction	30,000	17,630
1401	Transport	4,070,000	4,000,000
1402	Postal and Communication	2,980,000	2,837,755
1403	Electricity and Water	4,765,000	4,764,177
1404	Rents and Taxes for Local Authorities	1,200,000	400,000
1405	Other	13,329,603	12,335,348
1506	Interest for the Property Loan for public servants	920,000	918,686
1701	Loss and Deductions	168,322	168,321
	Total	128,434,603	122,644,020

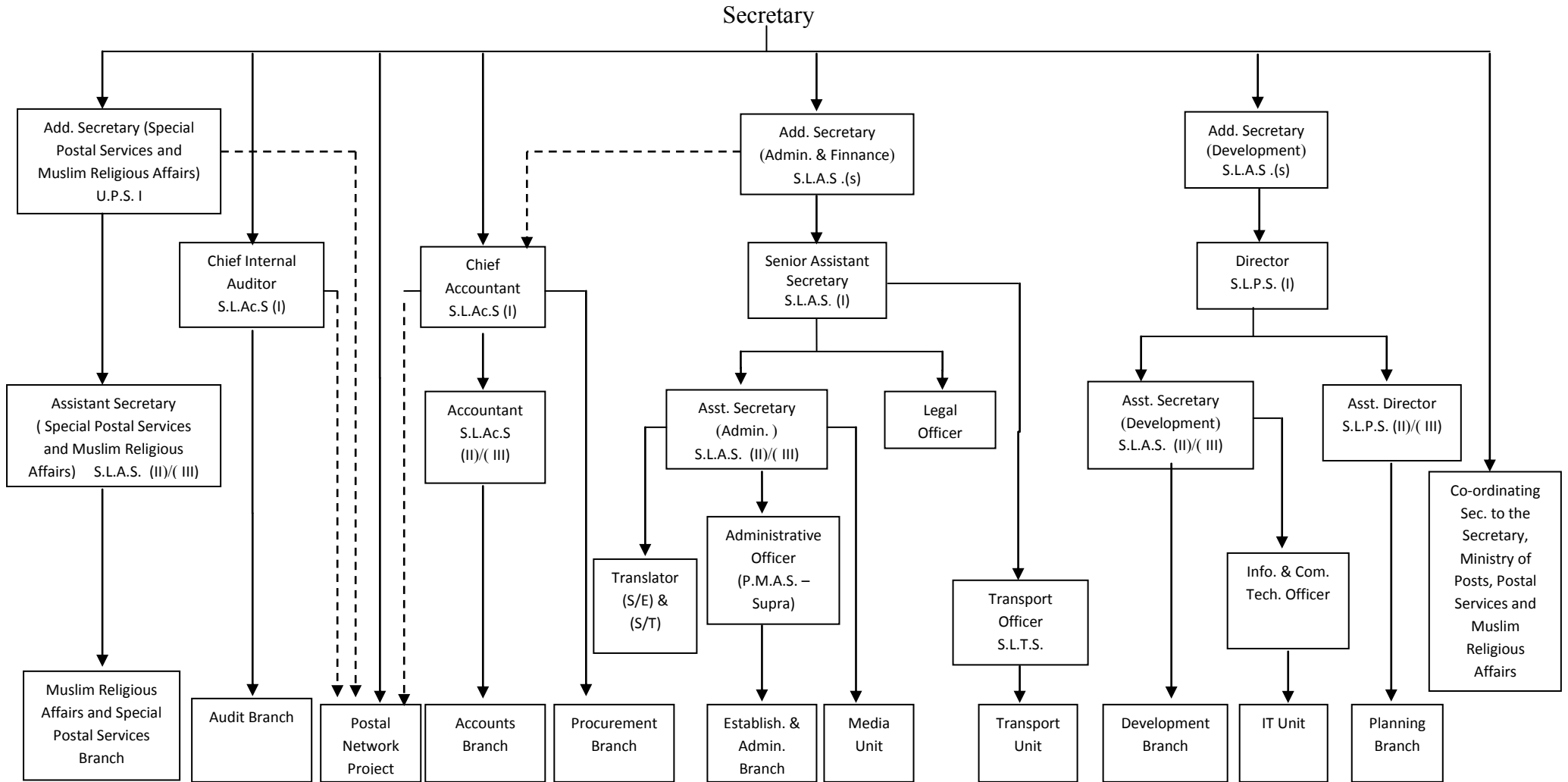
05 Internal Audit Functions

➤ Internal Audit Activities for 2016

The progress of the Internal Audit Branch of the Ministry of Posts, Postal Services and Muslim Religious Affairs as per the Audit Plan 2016 is as follows:

1. No. of Audit Inquiries and Investigations conducted
 - Ministry of Posts, Postal Services and Muslim Religious Affairs 13
 - Department of Muslim Religious and Cultural Affairs 07
2. Special Investigations conducted
 - Department of Posts 08
3. Conducting of 04 sessions of meeting of the Audit and Management Committee
4. Preparing the Preliminary Evaluation Report
5. 04 Quarterly reports have been prepared in 2016

Organizational Chart – Ministry of Posts, Postal Services and Muslim Religious Affairs



**Ministry of Posts, Postal Services and Muslim Religious Affairs
Cadre Information as at 26th December 2016**

Designation	Specialization	Service	Grade/Class	Salary Code	Service Level	Approved Cadre			Existing Cadre			Remarks
						Permanent	Casual	Contract	Permanent	Casual	Contract	
Secretary				SL-4/2016	Senior Level-1	1	-	-	1	-	-	-
Addl. Secretary	Administration & Finance	SLAS	Special	SL-3/2016	-do-	1	-	-	1	-	-	-
Addl. Secretary	Development	-do-	Special	-do-	-do-	1	-	-	1	-	-	
Addl. Secretary (Personal to him)	Specific Postal Services & Muslim Religious Affairs	UPS	Class 1	-do-	-do-	1	-	-	1	-	-	
Chief Accountant		SLAcS	Class 1	SL-1/2016	-do-	1	-	-	1	-	-	
Chief Internal Auditor		-do-	Class 1	-do-	-do-	1	-	-	1	-	-	
Senior Asst. Secretary		SLAS	Class 1	-do-	-do-	1	-	-	1	-	-	
Director	Planning	SLPS	Class 1	-do-	-do-	1	-	-	1	-	-	
Dy. Director/Asst. Director	Planning	-do-	Class 11/111	-do-	-do-	1	-	-	1	-	-	
Accountant	Payments	SLAcS	Class 11/111	-do-	-do-	1	-	-	1	-	-	
Asst. Secretary	Administration	SLAS	Class 11/111	-do-	-do-	1	-	-	1	-	-	
Asst. Secretary	Development	-do-	Class 11/111	-do-	-do-	1	-	-	1	-	-	
Asst. Secretary	Specific Postal Services & Muslim Religious Affairs	-do-	Class 11/111	-do-	-do-	1	-	-	1	-	-	
Legal Officer		Dept.	Class 111	-do-	-do-	1	-	-	1	-	-	
Administrative Officer		PMAS	Supra	MN-7/2016	Tertiary Level-2	1	-	-	1	-	-	
Information & Communication Technology Officer		SLICTS		MN-6/2016	-do-	1	-	-	0	-	-	
Translator	(S/E) & (S/T)	TS	Class 1	-do-	-do-	2	-	-	1	-	-	
Co- ordinating Secretary to the Secretary		Temporary		Monthly Allowance	Secondary Level-3	-	1	-	-	1	-	
Information & Communication Technology Assistant		SLICTS	Class 111	MT-1/2016	-do-	2	-	-	0	-	-	
Development Officer		DOS		MN-4/2016	-do-	10	-	-	6	-	-	
Budget Assistant		Asso. Officer		-do-	-do-	1	-	-	1	-	-	
Development Assistant		-do-		-do-	-do-	19	-	-	14	-	-	
Supply Assistant		-do-		-do-	-do-	1	-	-	1	-	-	
Audit Assistant		-do-		-do-	-do-	5	-	-	4	-	-	
Transport Officer		SLTS		MN-3/2016	-do-	1	-	-	0	-	-	Not yet recruited
Public Management Assistant		PMAS	Class 1/11/111	MN-2/2016	-do-	22	-	-	15	-	-	*
Driver		DS	Class 1/11	PL-3/2016	Primary Level-4	13	-	-	11	-	-	
K.K.S.		OES	Class 1/11/111	PL-1/2016	-do-	17	-	-	15	-	-	**
Gardner		OES		-do-	Primary Level	-	-	1	-	-	1	
Still Photographer		Temporary		Monthly Allowance		-	1	-	-	0	-	Not yet recruited
Camera Operator		Temporary		do		-	1	-	-	1	-	
Camera Operator Aide		Temporary		do		-	1	-	-	1	-	
Total						109	04	1	83	03	-	
• 2 PMAS Officers attached by Department of Muslim Religious and Cultural Affairs in temporally basis												
** 2 OES are substitutes of Department of Posts in temporally basis												

Ministry in Action



New recruitment of Postal Services Officers on 11.07.2016



Distribution of new motor bicycles in order to upgrade Speed Post



New recruitment of Postal Substitutes on 20.07.2016

Ministry in Action



Inaugural Ceremony of the New Building for Department of Muslim Religious and Cultural Affairs



Participating in a Stamp Issue H.E. the President with Hon. Minister and Hon. Deputy Minister



Participating in a Meelad Ceremony Hon. Prime Minister with Hon. Minister and Secretary



Issuing First Day Covers for D. S. Senanayake and St. Pauls Collages

