



2019

வார्षிக வார்வ
வருடாந்த அறிக்கை
Annual Report



சுதிக ஸூ அடிசன ஂசனன
தேசிய தொழில் கற்கைகள் நிறுவகம்
National Institute of Labour Studies

கதிகர் அலாசனாண்ட
தொழில் அமைச்சு
Ministry of Labour



ජාතික ශ්‍රම අධ්‍යයන ආයතනය
தேசிய தொழில் கற்கைகள் நிறுவகம்
National Institute of Labour Studies

2019

Annual Report

Annual Report - 2019

Preparation

Research, Publication and Project Division

Publication

National Institute of Labour Studies
2nd Floor, Labour Secretariat,
Narahenpita, Colombo 05.

Published in May, 2021

Printd by

Printec Establishment (pvt) Ltd
52/1, Ekwatte Road, Mirihana, Nugegoda
Tel - 0112 815 816 | Email - salesprintec@gmail.com
Web - www.printec.lk

Printed with VOC free, non toxic vegetable oil-based environmentally-friendly ink, on 100% recycled paper using wood free pulp which is made from 100% post consumer waste paper (Paper recycling is the process of recovering waste paper and remarking it into new paper products.)

Recycling one ton of paper saves
17 mature trees, 26 m³ of water, 2.3 m³ of disposal space, 320 liters of oil, and 4,100 kilowatt-hours of electricity.

Content

1. Introduction	
1.1 Vision, Mission and Institutional Value	1
1.2 Objectives of the Institute	1
1.3 Organizational Structure	2
1.4 Institutional Administration	2-3
1.5 Key Functions of the Institute	3-12
1.5.1 Training Programmes	
1.5.1.1 Diploma Courses	4-5
1.5.1.2 Certificate Programmes	5
1.5.1.3 Short-term courses	5-9
1.5.1.4 Workshops	9
1.5.2 Examinations	9-11
1.5.3 Development Programmes	
1.5.3.1 Projects	11
1.5.3.2 Memoranda of Understanding	12
2. Operating Review	
2.1 Summary on Total Earnings	13-14
3. Financial Statements	
3.1 Statement of Financial Position	15
3.2 Statement of Financial Performance	16
3.3 Cash Flow Statement	17
3.4 Statement of Changes in Capital	18
3.5 Notes to the Financial Statements	19-21
4. Auditor General's Report	22-26
4.1 Measures taken / agreed to be taken regarding the observations made by the Auditor General's Report	27

List of Charts, Tables and Figures

Charts

Chart 1.1	Organizational Structure	2
------------------	--------------------------	---

Tables

Table 1.1	Staff Information of NILS as at 31 st December 2019	3
Table 1.2	Certificate courses conducted in the year 2019	5
Table 1.3	Training programmes conducted on request in the year 2019	6
Table 1.4	One day training programmes conducted in the year 2019	7
Table 1.5	Two day training programmes conducted in the year 2019	8
Table 1.6	Three day training programmes conducted in the year 2019	8
Table 1.7	Four day training programmes conducted in 2019	9
Table 1.8	Workshops conducted in 2019	9
Table 1.9	Revenue Earned by Conducting Examinations from (2017-2019)	9
Table 1.10	Examinations Conducted 2019	10
Table 2.1	The physical and financial targets and the actual progress through the training programmes	13

Figures

Figure 2.1	Financial Progress - 2019	13
Figure 2.2	Physical Progress - 2019	14
Figure 2.3	Summary of Total earnings - 2019	14

List of Images

Images

Image 1.1	Diploma holders with lectures	4
Image 1.2	At the Diploma Awarding Ceremony	4
Image 1.3	Cover of the CD prepared for the "Diriya Diyaniyo" documentary	11
Image 1.4	Team attended the training workshop at Shandong Foreign Professional Relations College, China	12

National Institute of Labour Studies (NILS)

1. Introduction

The National Institute of Labour Studies is a statutory body functioning under the Ministry of Labour. This Institute was established on 11th September 2007 and was empowered by the National Institute of Labour Studies Act No. 12 of 2010. This Institute is governed by a governing body consisting of the tripartite partners, the employers, the employees and the public servants.

The primary role of this Institute is to design and implement the training and research activities required to create an effective and productive workforce that is aware of labour Acts, Ordinance, laws, rules and regulations. With the objective of providing a more productive service to the trade union activists and employees, the National Institute of Labour Studies has been established and maintained on the second floor of the Labour Secretariat Building from 10.11.2019.

1.1. Vision and Mission

Vision

Industrial peace and reconciliation for the socio-economic development of Sri Lanka

Mission

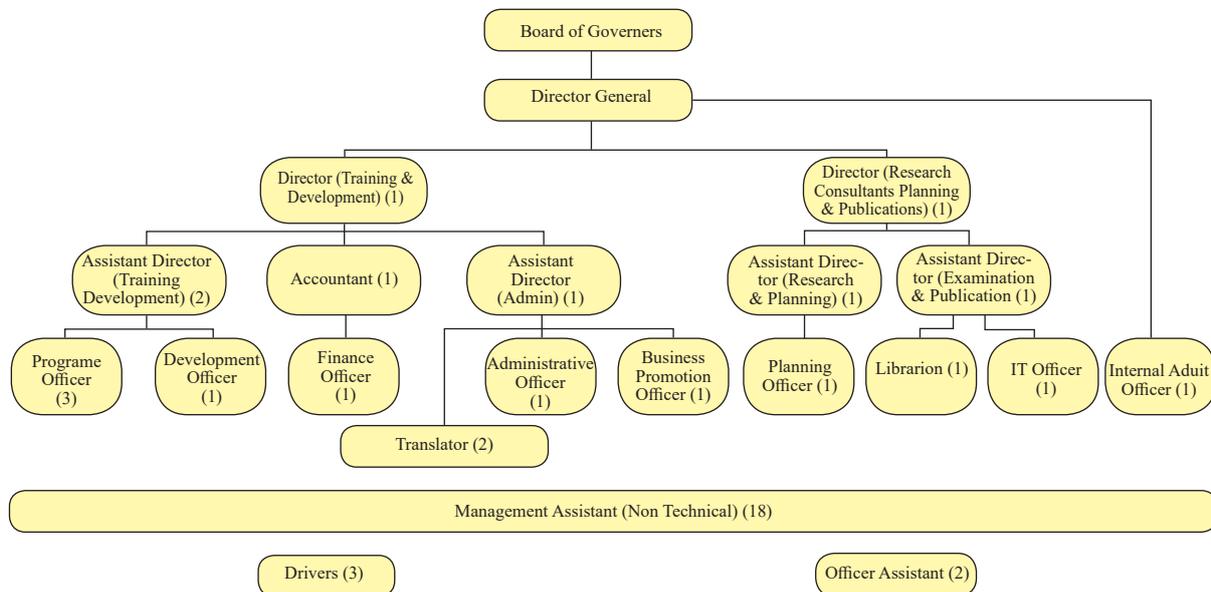
Facilitate tripartite stakeholders to maintain effective labour relations through education, research and training

1.2. Objectives

- Implementation of labour study programmes in collaboration with local and foreign institutions and taking steps to ensure employees' well-being in order to involve them as active participants in the development process
- Conducting seminars, workshops, conferences, and meetings on labour education and publishing magazines, periodicals and books
- Conducting researches, surveys and arranging courses related to labour education
- Establishment and maintenance of library and information services
- Maintenance of close relationship with national and foreign institutions, organizations, associations and societies with similar objectives
- Conducting courses including diploma courses in labour studies with the assistance of universities and their affiliates and awarding certificates and diplomas when required
- Engaging in activities aimed at maintaining industrial peace

1.3. Organizational Structure

Figure 1.1 Organizational Structure



1.4. Institutional Administration

The Board of Governors has been entrusted the exercise of the powers, functions and duties vested in the Institution by the Act for the administration, management and control of the affairs of the Institution.

The Board of Governors consists of six ex-officio members and thirteen members appointed by the Minister in charge of the subject of labour. The Secretary to the Ministry in charge of the subject of labour is the Chairman of the Board and the Commissioner General of Labour is the Deputy Chairman of the Board.

Board of Governors

- Mr R P R Rajapaksa Chairman, (13.12.2019) Secretary, Ministry of Labour
- Mr D M Sarath Abayagunawardana Chairman (14.12.2019 Onwards), Secretary, Ministry of Labour
- Mr A Wimalaweera Deputy Chairman, Commissioner General of Labour
- Mr T M J W Tennakoon Member, (Upto March 2019) Director General
- Mr Aruna Devendra Member, (March to May 2019) Director General (Acting)
- Mrs H M D N K Wataliyadda Member, Director General (2019 May onwards)
- Miss A Karunatilake Member
- Mrs C Wickramathilaka Member
- Prof Mr P Jayasinghe Member
- Mr W K L Weerasinghe Member
- Mr D de Alwis Member
- Mr R G Panditha Koralage Member
- Mr L S Devendra Member
- Mr L B A de Silva Member
- Mrs M K S Damyanthi Member
- Mrs D D L Dharmasena Member
- Mrs C P Dissanayake Member

Staff Information of NILS as at 31st December 2019

Table 1.1 Staff Information of NILS as at 31st December 2019

Post	Approved Cadre	Actual Cadre
Director General	01	01
Director (Research, Consultation, Planning and Publications)	01	-
Director (Training and Development)	01	-
Assistant Director / Deputy Director	05	02
Accountant	01	01
Internal Audit Officer	01	-
Business Promotion Officer	01	01
Administrative Officer	01	01
Planning Officer	01	-
Financial Officer	01	-
Programme Officer	03	03
Development Officer	01	-
Information Technology Officer	01	-
Librarian	01	-
Translators	02	-
Management Assistant (Non Technical)	18	08
Driver	03	01
Office Assistant	02	01
Total	45	19

1.5. Key Functions of the Institute

1.5.1. Training Programmes

The institute conducts training and educational activities in three main areas in order to create an effective workforce that contributes to the socio-economic development while maintaining good labour relations.

1. Labour law and Industrial Relations
2. Human Resource Management
3. Workplace Productivity

The Institution has implemented educational and training opportunities required for capacity building of the employees, employers and trade union leaders in the private sector and semi-government institutions. Under this, short term as well as long term training programmes are organized and conducted. These training programmes have been designed to cover areas such as Labour Law and Industrial Relations, Human Resource Management, Productivity, Office Management and Procurement.

Currently located in the Labour Secretariat building, the National Institute of Labour Studies consists of three fully equipped air-conditioned lecture halls with modern training facilities for the conduction of training programmes and training courses.

Resource Contributors

Training programmes are conducted by experienced external resource persons with expertise in each subject area. This Resource Board also includes university lecturers, current and formerly employed scholars in national educational institutions, policy makers, present / retired senior officials in government and private institutions.

1.5.1.1. Diploma Courses

Under long-term training programmes, six diploma courses were completed in 2019 and two new diploma courses were initiated at the end of the year. The diploma course consists of eight modules, one of which consists of six weeks of lectures.

The Diploma Certificate Award Ceremony organized by the National Institute of Labour Studies for the students who have completed the Diploma Courses for the year 2017/2018, was held on 10th October 2019 at the Bandaranaike Memorial International Conference Hall. At this ceremony, diploma certificates were awarded to 99 students who had successfully completed diploma courses in Human Resource Management, Labour Law and Industrial Relations, Workplace Productivity Improvement and Operations.

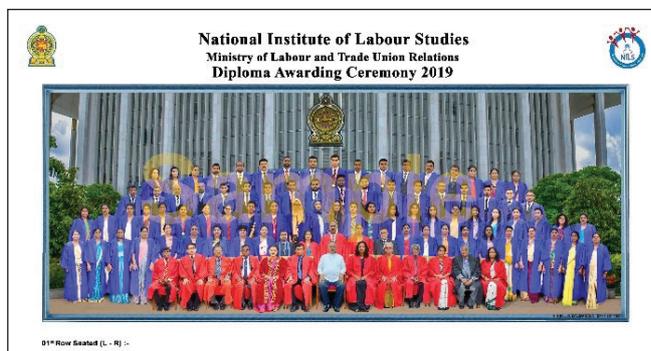


Image 1.1 Diploma holders with lecturers



Image 1.2 At the Diploma Awarding Ceremony

The modules related to the diploma course are as follows.

Modules related to the Diploma Course in Labour Law and Industrial Relations

- Terms and conditions of employment
- Social security
- Industrial relations, trade unions and social dialogue
- Resolving industrial disputes
- Termination of service
- Problems in association with industrial relations
- Occupational safety and health
- Legal system of Sri Lanka in relation to labour laws

Modules related to the Diploma Course in Human Resource Management

- Management process and organization
- Human resource management concepts and practical application
- Skills required for a human resource manager
- Motivation for higher productivity
- Labour laws and industrial relations
- Organizational behaviour
- Occupational safety and health
- Trends and challenges in human resource management

1.5.1.2. Certificate Courses

With a view to developing the knowledge, skills and attitudes of government, semi-government and private sector officials, six-day courses covering Labor Law and Industrial Relations, Human Resource Management, Office Management, Procurement, Internal Auditing, English and Tamil are conducted under the certificate courses.

Table 1.2 Certificate courses conducted in the year 2019

S. No.	Name of the programme	Duration Date	Number of participants
01	Office Management	22.02.2019-02.03.2019	8
02	Certificate Course in English Language	28.02.2019-18.04.2019	16
03	Certificate Course in Procurement Procedure	08.03.2019-17.05.2019	15
04	Internal Audit	19.03.2019-23.04.2019	11
05	Certificate Course in Procurement Audit	03.04.2019-22.05.2019	17
06	Disciplinary Procedure	02.05.2019-13.06.2019	9
07	Human Resource Management	06.05.2019-17.06.2019	10
08	Internal Audit	04.06.2019-23.07.2019	18
09	Tamil Language	06.06.2019-19.09.2019	19
10	Certificate Course in English Language for Office Management	06.06.2019-18.07.2019	26
11	Certificate Course in Procurement	21.06.2019-26.07.2019	29
12	Certificate Course in Procurement	06.07.2019-10.08.2019	25
Total			195

1.5.1.3. Short-term Training Courses

Twenty six training programmes have been conducted for 1,072 persons as per the requests made by institutions.

Training programmes conducted on request in the year 2019

Table 1.3 Training programmes conducted on request in the year 2019

S. No.	Name of the programme	Conducted Date	No of participants
01	Report Writing	23.01.2019	53
02	Annual Board of Survey	29.01.2019	110
03	Annual Board of Survey	30.01.2019	125
04	Coaches Training Programmes	11.03.2019	33
05	Official Letters Writing and Report Writing	01,02,03,04.04.2019	161
06	Special Programme on Office Management and Financial Regulations	02,06,07,05.2019	24
07	Procurement Process for Supporting Staff	9,10.05.2019	23
08	Special Programme on Office Management and Financial Regulations	04,06,2019	8
09	Procurement Process	07.06.2019	39
10	Special Programme on Office Management and Financial Regulations	17,23.07.2019	8
11	Special Programme on Office Management and Financial Regulations	17,18.07.2019	16
12	Human Resource Management	26.07.2019-16.08.2019	12
13	Formal Disciplinary Inquiry	23.07,2019	25
14	Meeting Management Techniques	18.07.2019	35
15	Procurement Process for Supporting Staff	01,02.07.2019	31
16	Procurement Process	29,30,31.07.2019	14
17	Skills Development of Telephone Operators	5,7.08.2019	30
18	Special Training Programme	03.09.2019	65
19	Public Sector Accounting Standards	September 2019	31
20	Computer Training Programme	September 2019	50
21	Capacity Development of Drivers	September 2019	10
22	Special Training Programme	25,29.10.2019	18
23	Special Programme on Office Management and Financial Regulations	04,05.11.2019	31
24	Office Management and How to Perform the Duties of Office Premises	03.12.2019	40
25	Office Management and How to Perform the Duties of Office Premises	04.12.2019	40
26	Office Management and How to Perform the Duties of Office Premises	10.12.2019	40
Total			1,072

In 2019, the National Institute of Labour Studies has conducted 55 one day, two day, three day and four day short-term courses.

One day training programmes conducted in the year 2019

Table 1.4 One day training programmes conducted in the year 2019

S. No.	Name of the programme	Conducted Date	Number of participants
01	Role and Responsibility of the Leave Officer	25.02.2019	21
02	Writing Office Minutes and Office Letters	28.02.2019	11
03	Effective Maintenance of Personal Files	12.03.2019	13
04	Establishments Code	18.03.2019	31
05	Disciplinary Procedure	25.03.2019	7
06	Professional Development for Office Assistants and Drivers to a Quality Work Environment	26.03.2019	23
07	New Trends in Labor Law	05.04.2019	12
08	Role and Responsibility of the Leave Officers	07.05.2019	38
09	Damages and Losses (Financial Regulation No. 104)	17.05.2019	6
10	Positive Thinking and Self-motivation	10.05.2019	9
11	Financial Regulations	23.05.2019	9
12	Role and Responsibility of the Account Clerks	10.06.2019	34
13	Filing System	11.06.2019	22
14	Preparation of Salaries of Public Officers	24.06.2019	17
15	The Art of Leadership and the Concept of Leadership Power	11.07.2019	13
16	Telephone Ethics	26.07.2019	40
17	Writing Office Minutes and Office Letters	22.07.2019	19
18	Positive Thinking and Self-Motivation	05.08.2019	18
19	Time Management	06.08.2019	41
20	Government Vehicle Maintenance	16.08.2019	19
21	Government Vehicle Maintenance	16.08.2019	32
22	Filing System	22.08.2019	09
23	Damages and Losses (Financial Regulation No. 104)	30.09.2019	24
24	Basic Stores Management	30.10.2019	20
25	Writing Office Minutes and Office Letters	31.10.2019	59
26	Event Management	07.10.2019	10
27	Professional Development for Office Assistants and Drivers to a Quality Work Environment	17.10.2019	20
28	Preparation of Salaries of Public Officers	31.10.2019	33
29	Effective Maintenance of Personal Files	14.11.2019	29
Total			639

Two day training programmes conducted in the year 2019

Table 1.5 Two day training programmes conducted in the year 2019

S. No.	Name of the programme	Conducted Date	Number of participants
01	Formal Disciplinary Inquiry	27,28.02.2019	7
02	Skills Development of Management Assistants	01,02,,04.2019	25
03	Drivers' Skills Development	03,04.04.2019	03
04	Communication and Negotiation Skills	02,09,05.2019	5
05	Training Programmes for Office Assistants	13,14.06,2019	54
06	Preliminary Investigation	20,21.06.2019	16
07	Office Management and Financial Regulations	25,26.06.2019	24
08	Administration of Vehicles and Machinery	24,25.06.2019	13
09	Procurement Process for Supporting Staff	22,23.07.2019	34
10	Accounting Role and Practical Application	08,09,08.2019	24
11	Minimizing Weaknesses and Delays Caused by the Procurement Committee	20,21.08.2019	19
12	Office System	22,23.08.2019	34
13	Training Programmes for Office Assistants	23,24,,09.2019	42
14	Office Management and Financial Regulations	16,17.09.2019	41
15	Formal Disciplinary Inquiry	28,29.10.2019	15
16	Procurement Process for Supporting Staff	15,16,10.2019	14
Total			370

Three day training programmes conducted in the year 2019

Table 1.6 Three day training programmes conducted in the year 2019

S. No.	Name of the programme	Conducted Date	Number of participants
01	Super 5S and Kaizen Management	09,16,23.05.2019	10
02	Effective File Management	31.05.2019-07,31.06.2019	21
03	Answering Audit Queries	22,23,24.05.2019	33
04	Procurement Process for Executive Staff	06.13.20.06.2019	12
05	Answering Audit Queries	27,28,29.03.2019	26
06	Capacity Development for Administrative Officers	08,09,10.07.2019	24
07	Answering Audit Queries	28,29,30.08.2019	15
08	Procurement Process and Practical Application	21,28.11.2019-06.12.2019	13
09	Capacity Development for Administrative Officers	25,26,27.11.2019	24
Total			178

Four day training programmes conducted in the year 2019

Table 1.7 Four day training programmes conducted in 2019

S. No.	Name of the programme	Duration	Number of participants
01	Skills Development Programme for Management Assistants	18,19,25,26.07.2019	42
Total			42

1.5.1.4. Workshops

Table 1.8 Workshops conducted in 2019

S. No.	Name of the programme	Conducted Date	Number of participants
01	The Role of a Human Resource Manager	26.03.2019	31
02	Labour Law for Better Industrial Relations	28.03.2019	30
03	Industrial Safety	04.04.2019	17
04	Leadership Skills Development	23.05.2019	18
05	Procurement Process	28.05.2019	32
06	Labour Law	03.06.2019	22
07	Social Security Law	27.08.2019	52
08	Law on Termination of Service	September 2019	52
09	Terms of Service	29.10.2019	24
10	Disciplinary Procedure	05.11.2019	40
Total			318

1.5.2. Examinations

The National Institute of Labour Studies has been conducting examinations at the request of public sector corporations and statutory bodies as well as private sector institutions for many years. Under this, the Institute conducts staff recruitment examinations, efficiency bar examinations, evaluations and examinations for service promotions as required by the institutions. Further, the Institute also conducts examinations related to diploma courses and certificate courses of the Institute and conducts examinations in a professional manner while maintaining confidentiality and provides expeditious service to the clients. During the year 2019, 65 examinations have been conducted, comprising 31 for external institutions and 34 for internal examinations. An income of Rs. 6.1 million has been earned through examinations conducted for external institutions. A total of 2,265 applicants have participated in these examinations.

Table 1.9 Revenue Earned by Conducting Examinations from 2017-2019

S. No.	Year	Number of Applicants	Income (Rs.)
1	2017	785	1,647,600.00
2	2018	1,921	3,030,408.00
3	2019	2,265	6,113,703.00

Table 1.10 Examinations Conducted in 2019

S. No.	Name of Examination	Date	Number of Applicants
01	Compliance Examination of the Sri Lanka Accreditation Board	02.28.2019	5
02	Efficiency Bar Examination for Labour Officers	03.24.2019	211
03	Efficiency Bar Examination for Officers of Waste Management Authority	03.28.2019	34
04	Efficiency Bar Examination for Officers of the Economic Development Bureau	04.20.2019	2
05	Recruitment Examination for the Post of Sewing Instructor (Ministry of Provincial Roads)	06.08.2019	34
06	Recruitment Examination for Hostel Posts in the Ministry of Women and Children's Affairs	06.09.2019	18
07	Written Test for Promoting Accounting Staf (Airport and Aviation Services Board)	06.20.2019	7
08	Efficiency Bar Examination for Fisheries Officers (Department of Fisheries and Aquatic Resources)	06.22.2019	88
09	Efficiency Bar Examination for the Posts of Management Assistant (N/T) Ministry of Primary Industries	07.03.2019	4
10	1 st Efficiency Bar Examination for Legal Officers of the Department of Labour	07.04.2019	2
11	1 st Efficiency Bar Examination for Officers of the State Printing Corporation	07.28.2019	9
12	Examination for the Recruitment of Management Assistants to the National Water Supply and Drainage Board	08.04.2019	243
13	Efficiency Bar Examination for Wildlife Conservation Officers	08.10.2019	103
14	Efficiency Bar Examination for Policy Planning Officers of the Land Use Department	08.11.2019	23
15	Efficiency Bar Examination for Officers in the Department of Labour	17,18.08.2019	117
16	Efficiency Bar Examination for Officers of the Sri Lanka Anti-Doping Agency	31.08.2019	4
17	Efficiency Bar Examination for Officers of the Social Security Board	05.09.2019	39
18	Efficiency Bar Examination for Officers of the Department of Government Information	07.09.2019	3
19	Competitive Examination for Adsorbent to the Permanent Service of the National Savings Bank	09.09.2019	65
20	Efficiency Bar Examination for Officers of the Department of Buildings	21.09.2019	9
21	Efficiency Bar Examination for Officers of the National Institute of Social Development	28.09.2019	11
22	Efficiency Bar Examination for Officers of the Ministry of Provincial Roads	29.09.2019	23

23	Examination for Grade Promotions in Water Supply and Drainage Board	06.10.2019	344
24	Recruitment Examination for Textile Instructors in Department of Textiles	06.10.2019	319
25	Efficiency Bar Examination for Officers of the Sports Medical Institute	09.11.2019	7
26	Efficiency Bar Examination for Officers of the Department of Textiles	09.11.2019	29
27	Department of Labour - Second Efficiency Bar Examination	24.11.2019	147
28	Efficiency Bar Examination for Officers of the National Food Promotion Board	25.11.2019	18
29	Grade Promotion Examination for the Officers in National Water Supply and Drainage Board	01.12.2019	332
30	Recruitment Examination for the Technical Officers in Department of Building and Policy Planning	06.12.2019	11
31	Department of Labour - Efficiency Bar Examination for Assistant Commissioners of Labour	26,27.12.2019	4
Total			2,265

Table 11

1.5.3. Development Projects

1.5.3.1. Projects

United Nations Women's Project - Increasing Women Participation in Labour Force

In the year 2018, a research was conducted to analyze the factors affecting the reduction of female participation in the Labour force. The research was conducted in collaboration with the United Nations Women's Unit. As the second phase of the project, training equipment was developed and a documentary programme was produced to educate the community. Accordingly, a documentary called 'Diriya Diyaniyo' was produced and telecast on National Television on two days on Saturdays. The CDs were prepared for community awareness programme and distributed to the Department of Labour and Export Development Zones.



Image 1.3 Cover of the CD prepared for the "Diriya Diyaniyo" documentary

1.5.3.2. Memoranda of Understanding

The National Institute of Labour Studies entered into a Memorandum of Understanding (MoU) with Shandong Foreign Professional Relations College, China in 2019, further expanding the international relations pertaining to the field. According to the agreement, 13 trainees participated in the Human Resource Development Training Programme conducted at Shandong Foreign Professional Relations College, China from 12th June 2019 to 25th June 2019. The management training, which was scheduled to be held in December 2019 for the second batch of 18, was postponed to March 2020 on the advice of government officials to temporarily suspend their travel abroad.

The agreement signed with the V V Giri National Institute of Labour Studies, India had expired in 2016. Preliminary activities were carried out to reactivate the same.

Memorandum of Understanding with the Russian Institute of Labour and Social Relations remains active.



Image 1.4 Team attended the training workshop at Shandong Foreign Professional Relations College, China

2. Operating Review in 2019

2.1. Summary of Total Earnings

Table 2.1 The physical and financial targets and the actual progress through the training programmes

Programmes	Financial (Rs.)		Physical	
	Target	Progress	Target	Progress
Diploma Programmes	1,200,000.00	753,000.00	03	03
Certificate Courses	4,875,000.00	2,772,000.00	15	11
Programmes Conducted on requests	2,400,000.00	3,318,400.00	24	23
One-day Programmes	2,250,000.00	1,884,450.00	30	29
Two-day Programmes	2,100,000.00	2,210,100.00	14	16
Three-day Programmes	1,600,000.00	1,448,000.00	08	08
Four-day Programmes	1,000,000.00	420,000.00	04	01
Special Programmes (On Ministry's requests)	1,800,000.00	558,000.00	03	01
Workshops	4,700,000.00	2,703,000.00	11	10
Examinations	6,000,000.00	6,113,703.00	2,000	2,265
Foreign Trainings	9,625,000.00	3,025,000.00	35	13
Total	37,550,000.00	25,205,653.00	2,187	2,380

Financial Progress

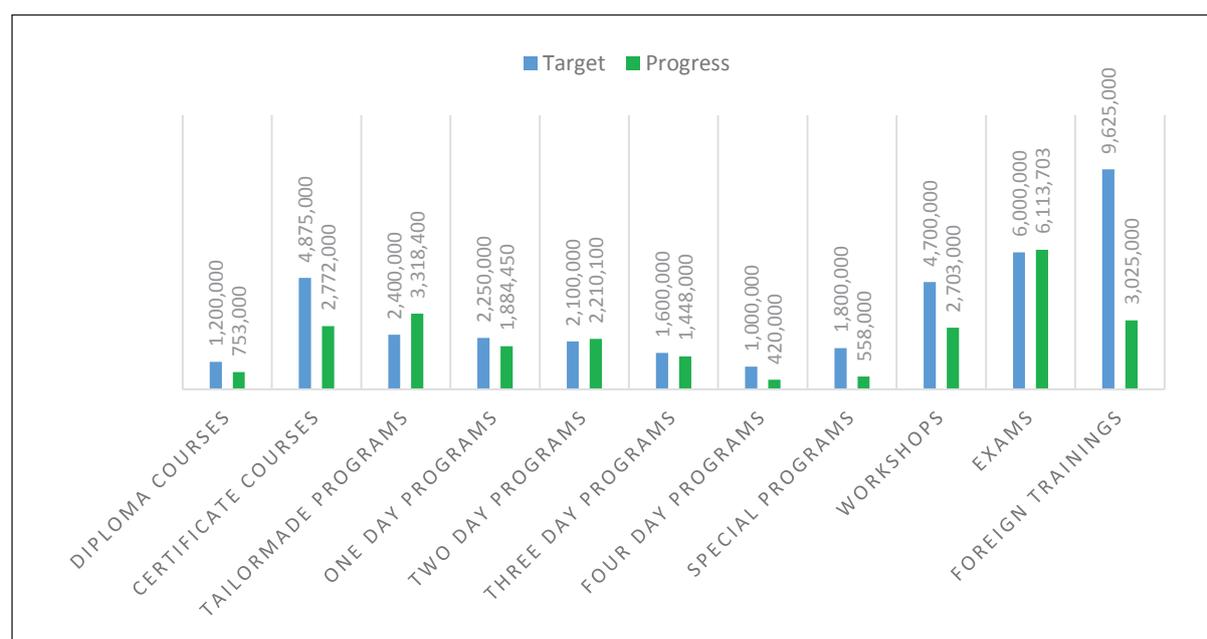


Figure 2.1 Financial Progress - 2019

Physical Progress

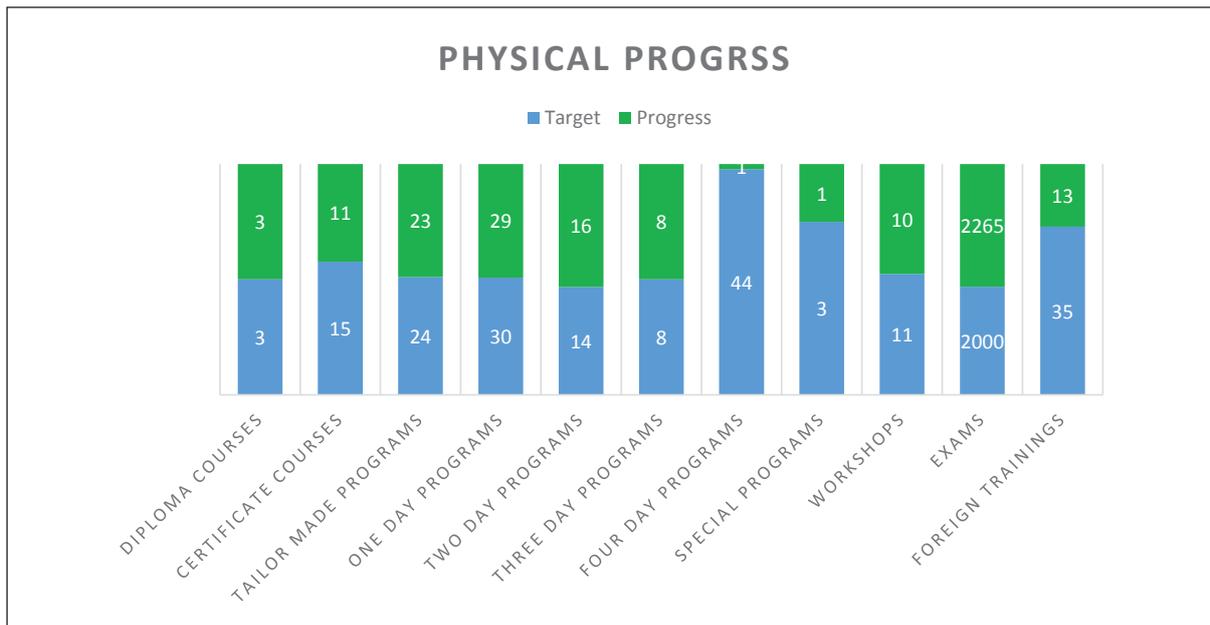


Figure 2.2 Physical Progress - 2019

Summary of Total Earnings of the Institute in the year 2019

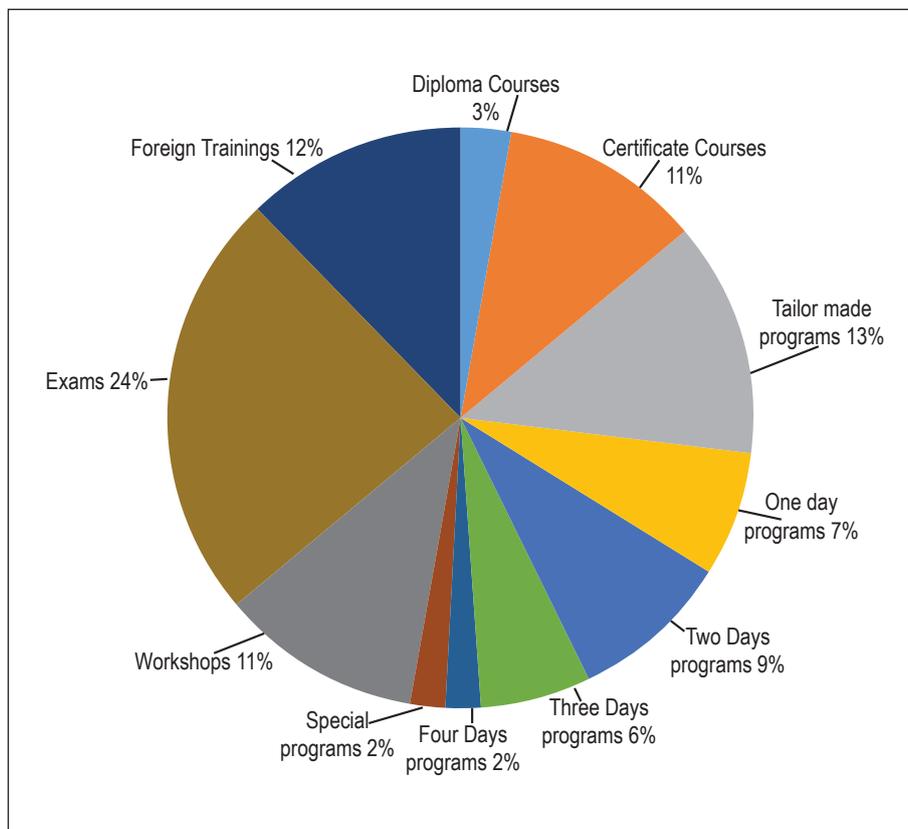


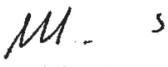
Figure 2.3 Summary of Total Earnings - 2019

3. Financial Statements

3.1. Statement of Financial Position for the year ended 31st December 2019

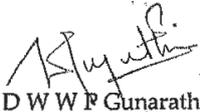
	Note	2019	2018
Assets			
Non Current Asset			
Plan and Equipment	14	10,580,528.78	11,669,194.41
Current Assets			
Inventories	15	1,170,525.15	1,040,649.67
Receivables	16	11,094,380.92	15,320,596.84
Cash Advances	18	1,250.00	5,000.00
Fixed Deposit (BOC)	25	26,172,513.93	23,739,447.57
Cash & Cash Equivalent	19	19,918,387.00	16,879,189.02
Total Assets		68,937,585.78	68,654,077.51
Liabilities			
Current Liabilities			
Accrued Expenses	20	1,588,763.23	3,516,956.62
Received in advance	17	1,631,000.00	950,000.00
Total Net Assets		65,717,822.55	64,187,120.89
Net Assets/ Equity			
Accumulated Fund			
Balance B/F as at 01.01.2019		64,187,120.89	53,652,832.90
Adjustments in respect of the previous years	21	296,500.00	(497,964.69)
Adjusted Balance as at 01.01.2019		64,483,620.89	53,154,868.21
Capital Reimbursement	22	198,553.00	1,500,000.00
Adjustment for the Period	23	825,332.26	959,230.00
Excess/(Deficit) for the Year		210,316.40	8,573,022.68
		65,717,822.55	64,187,120.89

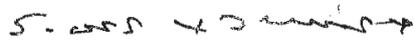
The accounting policies on pages 07 to 09 and notes on pages 10 to 28 from an integral part of this financial statement. The Board of Directors are responsible for the preparation and presentation of these Financial Statements in accordance with the Sri Lanka Public Sector Accounting Standards (SLPSAs). These Financial Statements were approved by the Board of Directors and signed on their behalf.


Lankika Weerasinghe
Accountant
National Institute of Labour Studies
02nd Floor, Labour Secretariat,
Narahenpita, Colombo 05.


H.M.D.N.K. Wataliyadda
Director General

H.M.D.N.K. Wataliyadda
Director General
National Institute of Labour Studies
02nd Floor, Labour Secretariat,
Narahenpita, Colombo 05.


D.W.W.P. Gunarathna
Board Member
Assistant Director,
Department of External Resources
Ministry of National Policies & Economic Affairs
The Secretariat
Colombo, Sri Lanka


D.M.S. Abegunawardena
Chairman
National Institute of Labour Studies

D. M. Sarath Abayagunawardena
Secretary
National Institute of Labour Studies

3.2. Statement of Financial Performance for the year ended 31st December 2019

	Note	2019	2018
Operating Revenue			
Revenue	5	34,124,988.63	46,032,040.50
Total Revenue		34,124,988.63	46,032,040.50
Operating Expenses			
Personnel Emoluments	6	14,220,042.83	15,903,972.16
Travelling	7	3,256,997.11	91,987.50
Supplies & Consumables used	8	1,087,028.72	1,445,591.17
Maintenance	9	1,574,247.53	1,858,162.44
Contractual Services	10	9,408,565.93	9,911,666.16
Depreciation & amortisations	11	1,708,668.62	1,700,917.59
Other Operating Expenses	12	2,560,507.79	2,372,183.61
Program Activities	13	10,867,467.23	16,025,327.12
Total Operating Expenses		44,683,525.76	49,309,807.75
Surplus/(Deficit)		(10,558,537.13)	(3,277,767.25)
Recurrent Re-imbursment	4	10,768,853.53	11,850,789.93
Net Surplus/(Deficit) after Recur- rent Reimbursment		210,316.40	8,573,022.68

3.3. Cash flow Statement for the year ended 31st December 2019

	Note	2019	2018
Cash flow from Operating Activities		(2,411,905.03)	8,573,022.68
Surplus / (Deficit) from Operating Activities			
Adjustment for:			
Salaries: Ministry Staff (Schedule)	231	825,332.26	959,230.00
Operating Activities	24	296,500.00	(497,964.69)
Depreciation	11	1,708,668.62	1,700,917.59
Operating profit before working Capital charges		418,595.85	10,735,205.58
(Increase) / Decrease in Inventories	15	(129,875.48)	(494,690.25)
(Increase) / Decrease in Receivables	16	4,226,215.92	(2,498,167.67)
(Increase) / Decrease in Cash Advances		3,750.00	1,997,500.00
Increase / (Decrease) in Accruals	20	(1,928,193.39)	1,608,806.00
Increase / (Decrease) Income received in advance	17	681,000.00	515,149.48
Cash Generated from Operations		3,271,492.90	11,863,803.14
Finance cost			
Net cash flows from Operating Activities		3,271,492.90	11,863,803.14
Cash Flows from Investing Activities			
Acquisition of Plant & Equipment (Schedule)	14.1	(620,002.99)	(1,545,210.00)
Capital Re-imbursment	22	198,553.00	1,500,000.00
Fixed Deposits Interest Income		2,622,221.43	
Fixed Deposits Interest Investment	25	(2,433,066.36)	(1,668,064.20)
Net Cash Flow from Investing Activities		(232,294.92)	(1,713,274.20)
Net Increase / (Decrease) in Cash & Cash Equivalents		3,039,197.98	10,150,528.94
Cash & Cash Equivalents at the beginning of the year	19	16,879,189.02	6,728,660.08
Cash & Cash Equivalents at the end of the year	19	19,918,387.00	16,879,189.02

3.4. Statement of Changes in Capital for the year ended 31st December 2019

	2019 Rs.
Accumulated Fund Balance B/F as at 01.01.2019	64,187,120.89
Adjustments in respect of the previous years	296,500.00
Adjusted Balance as at 01.01.2019	64,483,620.89
Capital Reimbursement	198,553.00
Adjustment for the Period	825,332.26
Excess/(Deficit) for the Year	210,316.40
Balance as at 31.12.2019	65,717,822.55

3.5. Notes to the Financial Statement

3.5.1. Institutional Information

3.5.1.1. Basic Introduction

The National Institute of Labour Studies is a statutory body functioning under the Ministry of Labour and Trade Union Relations. This institution was established in September 2007 under the Ministry of Labour by restructuring the Employees' Education Division of the Department of Labour and was legally established by Parliament through the enactment of Act No. 12 of 2010. According to the Act, the Institute is governed by a governing body consisting of representatives of the tripartite stakeholders in the field of labour, including employers, representing employers, trade unions and government officials. At present, this institution is located on the second floor, Labour Office, Narahenpita, Colombo 5.

3.5.1.2. Basic functions and nature of operations

Conducting various training programmes and workshops related to the field of labour law and industrial relations, conducting workshops on improving workplace productivity and human resource management, and conducting research and carrying out publishing activities are the primary functions of the National Institute of Labour Studies.

3.5.1.3. Staff of the Institute

Although the National Institute of Labour Studies commenced its operations in September 2007, the approval for the staff of the National Institute of Labor Studies received in March 2014. Under this circumstance, the Ministry of Labour and Trade Union Relations and the Department of Labour have provided an operating staff to the Institute and the salaries of those officers have been paid by the relevant institution. Therefore, the salaries and wages of the employees mentioned in this financial statement are paid by the National Institute of Labour Studies as well as the Ministry of Labour and Labour Relations and the Department of Labour.

3.5.1.4. Financial Management of the National Institute of Labour Studies

The financial management of the Institute has been carried out by the Ministry of Labour and Trade Union Relations from the inception of the Institute till 30th September, 2011 (Due to staff and other obstacles).

3.5.2. Basis of preparation

3.5.2.1. Declaration of Conformity

The Financial Statements of the National Institute of Labour Studies consist of the Statement of Financial Position, Statement of Financial Performance, Cash Flow Statement, Statement of Changes in Equity, and notes to the Financial Statements. These Statements were prepared in accordance with the Sri Lanka Public Sector Accounting Standards prescribed by the Institute of Chartered Accountants of Sri Lanka.

3.5.2.2. Basis for Measurement

Financial statements have been prepared on accrual basis and no adjustments have been made to the inflationary factors of the financial statements.

3.5.2.3. Going Concern

The directors have made an assessment to establish the ability to maintain the Institute as a going concern and do not intend to liquidate or cease the transactions.

3.5.2.4. Comparative information

The Institute is constantly updating its accounting policies and therefore is not compatible with those used in the previous year. Data and publications of the previous year will be rearranged and used only when necessary to confirm the present (current) presentation.

3.5.2.5. Active and presentation finance unit

These financial statements are presented in Sri Lankan Rupees, the active financial unit of the National Institute of Labour Studies.

3.5.2.6. Accounting policies to be considered

The following accounting principles have been applied to all periods for which these financial statements are presented.

3.5.2.6.1. Property, Plant and Equipment

The cost of property, plant and equipment is any costs directly attributable to bringing the asset to be capable of operating in the manner intended by management and the cost incurred on an asset at the time of its acquisition or construction. After initial recognition as an asset, it shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses. The revalued assets are carried at the revalued amount after deducting any depreciation that may result from it. The all other property, plants and equipment are stated at the cost less accumulated depreciation. In cases where a plant and equipment item consists of key components that have a different useful lifetime, that item is calculated as a separate item of the property, plant and equipment. At the end of each financial year, the residual value, useful life and depreciation methodology of the assets are reviewed and adjusted as required. Depreciation is levied on all property, plant and equipment rather than freehold land in order to write off the costs over the estimated useful life. Depreciation dates are given for assets available for use up to the date of disposal. Further, the plant and equipment have been calculated as at the cost as stated in SLPSAS-7 under the property, plant and equipment and depreciation of plant and equipment is calculated on a straight line method.

The basic annual rate used is as follows.

Table 2.2 Accumulated depreciation in year

Item	Accumulated depreciation in year
Machinery and equipment	10 Years
Furniture and equipment	13 Years (7.5%)
Computers	10 Years
Vehicles	10 Years
Name Boards and other	3 Years
Books	5 Years

The relevant report was issued on 07.01.2017 on the date of re-evaluating the property, plant and equipment as at 02.10.2013 by the Department of Valuation.

3.5.3.2. Inventory

Items used during the financial year had been charged for income and expense statement at cost.

3.5.3.3. Cash and Cash Equivalent

Cash and cash equivalent consists of cash in hand and money deposited in banks.

3.5.3.4. Liabilities and Provisions

Liabilities are identified in the balance sheet when there is a current obligation as a result of past events. Its settlement is expected a resources outflow, embodying economic benefits. Liabilities payable at the request of a borrower or within one year from the date of the balance sheet are considered as current liabilities on the balance sheet. Provisions will be identified if there is a current, legal or approved obligation for the National Institute of Labour Studies as a result of a past event that can be reliably assessed and it can be determined that an outflow of economic benefits is required to settle the obligations.

3.5.3.5. Revenue Identification

Revenue from sales of goods / services is identified when goods are delivered. Receivables and fair value receivables, deductions relating to the tax collected on behalf of the Government of Sri Lanka and gross sales value are stated as revenue.

3.5.3.5.1. Basis for Revenue

Income is calculated on an accrual basis when making payments to participants of the courses. Due to unavoidable reasons some participants drop out of the course before completion of the scheduled time and due to various reasons some course fees may not be recovered. These receipts have not been considered income. However, in such cases, action will be taken to recover the balance if possible. The total income of the course is determined for the year of the course.

3.5.3.6. Receipts

As estimating the gross receipts for negative and doubtful receipts, amount of trade receipts were noted. Allowances are deducted from the cost for doubtful receipts of other receivables and charges from the relevant parties.

3.5.3.7. Defined Contribution Plans

A defined contribution plan is a post-employment benefit plan that is part of a fixed contribution to a separate segment and has no legal or approved obligation to pay a higher amount. Liabilities incurred to contribute to the Employees' Provident Fund covered by each employee and losses or profit incurred are recognized as expenses. The Institute pays contributions of 2% and 3% of employees' gross salary as Provident Funds and Trust Funds.

3.5.3.8. Cash Flow Statement

The cash flow statement has been prepared using an indirect method. At the Board Meeting held on 20th February 2020 (No. 44), the approval of the Board was granted to the Financial Statement of the National Institute of Labour Studies for the year 2019 (Paper 313 submitted to the Board).

4. Audit Report

My No.LEW/A/NILS/1/2019/01

28th September 2020

The Chairman
National Institute of Labour Studies

Report of the Auditor General on the Financial Statements and Other Legal and Regulatory Requirements of the National Institute of Labour Studies for the year ended 31st December 2019 in terms of Section 12 of the National Audit Act, No. 19 of 2018

1. Financial Statements

1.1. Qualified Opinion

The audit of financial statements of the National Institute of Labour Studies for the year ended 31st December 2019 comprising the statement of Financial Position as at 31st December 2019 and the statement of financial performance, statement of changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with provisions of the National Audit Act No. 19 of 2018 and the Finance Act No.38 of 1971. My report to Parliament in pursuance of provisions in Article 154 (6) of the Constitution will be tabled in due course.

In my opinion, except for the effects of the matters described in the Basis for Qualified Opinion section of my report, the accompanying financial statements give a true and fair view of the financial position of the Institute as at 31st December 2019, and of its financial performance and its cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standard.

1.2. Basis for Qualified Opinion

- (a) As the Institute was shifted to the Labour Secretariat building during the year, the partitions and the air conditioners used in the building in which the Institute was previously maintained had been sold at Rs.110,000 and Rs.225,000 respectively. However, without being taken action to identify the relevant cost and accumulated depreciation included in the financial statements and eliminate them and without being taken action to identify the loss / profit from the sale of assets and account for such amounts, only the realized value of those assets had been brought to account as an income of the year.
- (b) According to the report of the board of survey conducted for the year 2019, there was a shortage of 05 items of fixed assets worth Rs.741,162 stated in the financial statements under the plant and machinery. As a result, value of the plant and machinery had been overstated by that amount in the financial statements.
- (c) According to the bank reconciliation statements of December 2019, an income of Rs.148,000 directly credited to the bank in the year 2019 had not been brought to account as an income of the year, As such, income of the year had been understated by that amount.

- (d) In terms of Sri Lanka Public Sector Accounting Standard 02, only the interest income received in cash during the year should be stated under the cash flow generated from the investment activities. Nevertheless, a sum of Rs.139,156 in excess of the actual amount received in cash during the year had been stated under the cash flow generated from the investment activities.

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities, under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

1.3. Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with Sri Lanka Public Sector Accounting Standards, and for such internal control as management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intend to liquidate the Institute or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Institute's financial reporting process.

As per Sub-section 16(1) of the National Audit Act No. 19 of 2018, the Institute is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable annual and periodic financial statements to be prepared of the Institute.

1.4. Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. However, future events or conditions may cause the Institute to cease to continue as a going concern
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation

I communicate with the Accounting Officer regarding, among other matters, significant audit findings, including any significant deficiencies in internal control that I identify during my audit

2. Report on Other Legal and Regulatory Requirements

National Audit Act, No. 19 of 2018 includes specific provisions for following requirements.

- Except for the effect of the matters described in the Basis for Qualified Opinion paragraph, I have obtained all the information and explanation that required for the audit and as far as appears from my examination, proper accounting records have been kept by the Institute Section 12 (a) of the National Audit Act, No. 19 of 2018
- The financial statements of the Institute are consistent with the preceding year as per the requirement of section 6 (1) (d) (iii) of the National Audit Act, No. 19 of 2018
- The financial statements presented include all the recommendations made by me in the previous year as per the requirement of section 6 (1) (d) (iv) of the National Audit Act, No. 19 of 2018

Based on the procedures performed and evidence obtained were limited to matters that are material, nothing has come to my attention.

- to state that any member of the governing body has any direct or indirect interest in any contract entered into by the Institute which are out of the normal cause of business as per the requirement of section 12 (d) of the National Audit Act, No. 19 of 2018
- to state that the Institute has not complied with any applicable written law, general and special directions issued by the governing body of the Institute as per the requirement of section 12 (f) of the National Audit Act, No. 19 of 2018, except for the following observations

Reference to Laws, Rules / Directives	Description
(a) Management Service Circular No.2018/03 dated 18 July 2018.	Even though approval of the Department of Management Services had been obtained in the payment of resource contribution allowances and the allowances for examination activities for the National Institute of Labour Studies, resource contribution allowances of Rs.210,000 had been paid for one day workshops only upon the approval of the Board of Directors by surpassing the above approval.
(b) Public Administration Circular No.02/2018 dated 24 th January 2018.	The Institute had not prepared a Human Resource Development Plan in terms of the Circular.
(c) Paragraphs 3.1.3 and 3.1.4 of the Public Finance Circular No.05/2016 dated 31 st March 2016	The management had not made arrangements to take steps on the shortages and excesses as per the Board of Survey Report before 17 th February of each financial year.

- to state that the Institute has not performed according to its powers, functions and duties as per the requirement of section 12 (g) of the National Audit Act, No. 19 of 2018.
- to state that the resources of the Institute had not been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws as per the requirement of section 12 (h) of the National Audit Act, No. 19 of 2018, except for the following observations.

3. Other Audit Observations

- (a) The receivable debtor balance as at the end of the year under review amounted to Rs. 9,385,847 of which the debtor balance that remained outstanding for more than 90 days was 87 percent. That debtor balance included an income of Rs. 3,018.650 due for the programmes conducted in the year 2017.
- (b) A van donated to the Employees' Education Division of the Department of Labour in the year 2001 by the United Nations Development Programme had been handed over to the National Institute of Labour Studies when that Division was established as the National Institute of Labour Studies in the year 2008 by separating it from the Department of Labour. Nevertheless, this vehicle had not been formally transferred to the Institute. Even though the use of this van had been discontinued due to its technical defects, the Department of Motor Traffic had confirmed that there was a van with the similar registration number to the registration number of this vehicle in the possession of a private owner.
- (c) According to the National Institute of Labour Studies Act No.12 of 2010, functions to be discharged by the National Institute of Labour Studies such as publishing magazines,

journals, periodicals and books and the establishment of trade union education unit had not been discharged up to the end of the year under review.

- (d) In the year 2011, the Institute had recruited an officer to the post of Accountant who had not satisfied required qualifications for the post as per the scheme of recruitment and the Department of Management Services had informed that they could not agree with the above appointment. Nevertheless, Institute had not taken necessary steps to correct this error up to the date of this report.
- (e) Six posts out of 09 senior level posts of the National Institute of Labour Studies had fallen vacant by 31st December 2019 and it was observed in audit that this shortage of the staff had affected the efficient discharge of the functions such as conduct of researches and surveys, imposition of provisions for the courses relating to the labour studies and publishing magazines, periodicals and other publications, a main objective of the establishment of this Institute. Further, although the conduct of training programmes were carried out as a major function of the Institute, the approved post of Director (Training and Development) of the Institute has been in vacant since the year of establishment of the Institute.
- (f) Although, the Institute planned to conduct 02 courses with an expected income of Rs. 600,000 under the subjects of Labour Law, Labour Relations and Human Resource Development, those courses had not been conducted during the year under review.

W P C Wickramarathne
Auditor General

4.1. Measures taken / agreed to be taken regarding the observations made by the Auditor General's Report

- a. Action will be taken to eliminate the cost, depreciation value and accumulated depreciation of the sold air conditioners of the institute from the financial statements, calculate the profit and lost from the sale of assets and account for accordingly, and to update the register of fixed assets. After making all these corrections, actual positions will be adjusted in the preparation of financial statements for the year 2020 as per the instructions issued by the Audit.
- b. Following the identification of difference between the physical balance and the book balance as per the Board of Survey Report, action will be taken to correct the shortcomings highlighted in the audit query by updating the balance.
- c. According to the bank statement as at 31st December 2019, although direct cash deposit of Rs.148,000.00 should be brought to account as unidentified income, it has been omitted due to a mistake. Nevertheless, that income has been correctly identified in January 2020 and accordingly, action has been taken to account for the same correctly in the year 2020.
- d. Internal arrangements were properly made to prevent from occurring these types of deficiencies in the future and action will be taken to account books and statements in accordance with the correct accounting principles.
- e. The Letter No. ML/ES/06/04 including recommendations of the Department of Management Services on the appointment of the officer bearing the post of Accountant of the Institute has been submitted to the 40th Board of Governors meeting held on 02nd April 2019. Having considered the period of service, performance appraisal and postgraduate qualifications acquired by the officer during her period of service, the Board of Governors has decided to confirm her in the service. Accordingly, the officer has been issued the letter of confirmation of the post.
- f. Shortage of staff of the institute has mainly contributed for its failure to fulfill all the functions intended in the establishment of the institute. Treasury provisions are not sufficient enough to pay salaries of the institute and payment of staff salary is made by the earnings of the institute. Accordingly, it is expected to fill the staff requirement of the institute gradually and thereby execute all the functions assigned.
- g. As a result of Easter Sunday Attack experienced in the year 2019 and moving the institute to a new building, it was found difficult to implement the programmes as scheduled. Out of 15 certificate courses planned, 11 courses were completed and a sum of Rs. 4,532,000, nearly the expected income of Rs. 4,875,000, has been earned. It represents 93 percent of the estimated income

ජාතික ශ්‍රම අධ්‍යයන ආයතනය தேசிய தொழில் கற்கைகள் நிறுவகம் National Institute of Labour Studies

ජාතික ශ්‍රම අධ්‍යයන ආයතනය කමිකරු අමාත්‍යාංශය යටතේ ක්‍රියාත්මක වන ව්‍යවස්ථාපිත ආයතනයකි. මෙම ආයතනය 2007 සැප්තැම්බර් 11 වන දින ස්ථාපිත කරන ලද අතර 2010 අංක 12 දරන ජාතික ශ්‍රම අධ්‍යයන ආයතන පනත මගින් බලාත්මක කරන ලදී. කමිකරු ක්ෂේත්‍රයේ ත්‍රෛපාර්ශ්ව හවුල්කරුවන් වන සේවා, සේවක හා රජයේ සේවකයින්ගෙන් සැදුම්ලත් පාලක මණ්ඩලයක් මගින් පාලනය වේ. කමිකරු අණපනත්, නීති රීති රෙගුලාසි පිළිබඳව දැනුවත්, ඵලදායී ශ්‍රම බලකායක් නිර්මාණය කිරීම සඳහා අවශ්‍ය පුහුණු හා පර්යේෂණ කටයුතු සැලසුම් කිරීම සහ ක්‍රියාත්මක කිරීම මෙම ආයතනයේ මූලික කාර්යභාරයයි.

தேசிய தொழில் கற்கைகள் நிறுவகமானது (ஐ.எ.எ.எ.) தொழில் மற்றும் தொழிற் சங்க உறவுகள் அமைச்சின் அதிகார வரம்பிற்குள் செயற்படுகிறது. இந்நிறுவனம் 2007 செப்டெம்பர் 11 ஆம் திகதி இலங்கை சனநாயக சோசலிசக் குடியரசின் பாராளுமன்றத்தில் 2010 இன் 12 ஆம் இலக்கச் சட்டத்தின் கீழ் நிறுவப்பட்டது. தொழில் துறையில் முத்தரப்பு பங்காளர்களாகிய சேவை வழங்குனர், ஊழியர்கள் மற்றும் அரசு உத்தியோகத்தர்கள் ஆகியோர் அடங்கிய நிர்வாக சபையினால் நிர்வகிக்கப்படுகின்றது. தொழிலாளர் சட்டங்கள், விதிகள், ஏற்பாடுகள் தொடர்பாக விளக்கமுடைய, பயனுறுதி வாங்கிந்த ஊழியப் படையொன்றை உருவாக்குவதற்குத் தேவையான பயிற்சி மற்றும் ஆய்வு நடவடிக்கைகளை திட்டமிடல் மற்றும் நடைமுறைப்படுத்தல் இந்நிறுவனத்தின் பிரதான பணியாகும்.

The National Institute of Labour Studies is a statutory body functioning under the Ministry of Labor. This Institute was established on 11 September 2007 and was empowered by the National Institute of Labour Studies Act No. 12 of 2010. This Institute is governed by a governing body consisting of the tripartite partners, the employers, the employees and the public servants. The primary role of this Institute is to design and implement the training and research activities required to create an effective and productive workforce that is aware of labour Acts, Ordinance, laws, rules and regulations.

2 වන මහල, කමිකරු මහලේකම් කාර්යාලය, කොළඹ 05.

2 ஆவது தளம் தொழில் செயலகம், கொழும்பு 05.
2nd Floor, Labour Secretariat, Colombo 5.