



வார்கீக காரீகாபன வார்காப

வாருடாந்த செயற்றிறன் அறிக்கை
ANNUAL PERFORMANCE REPORT

2020

உசீத்ரீக் லீகமீ காரீகாரச - மூகரூகரூ
மாவுட்ட செயலகம் மூனராகலை
DISTRICT SECRETARIAT - MONERAGALA

Annual Performance Report for the year 2020

Name of the Institution District Secretariat, Monaragala

Expenditure Head No. 277

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Chapter 01 – Institutional Profile/Executive Summary

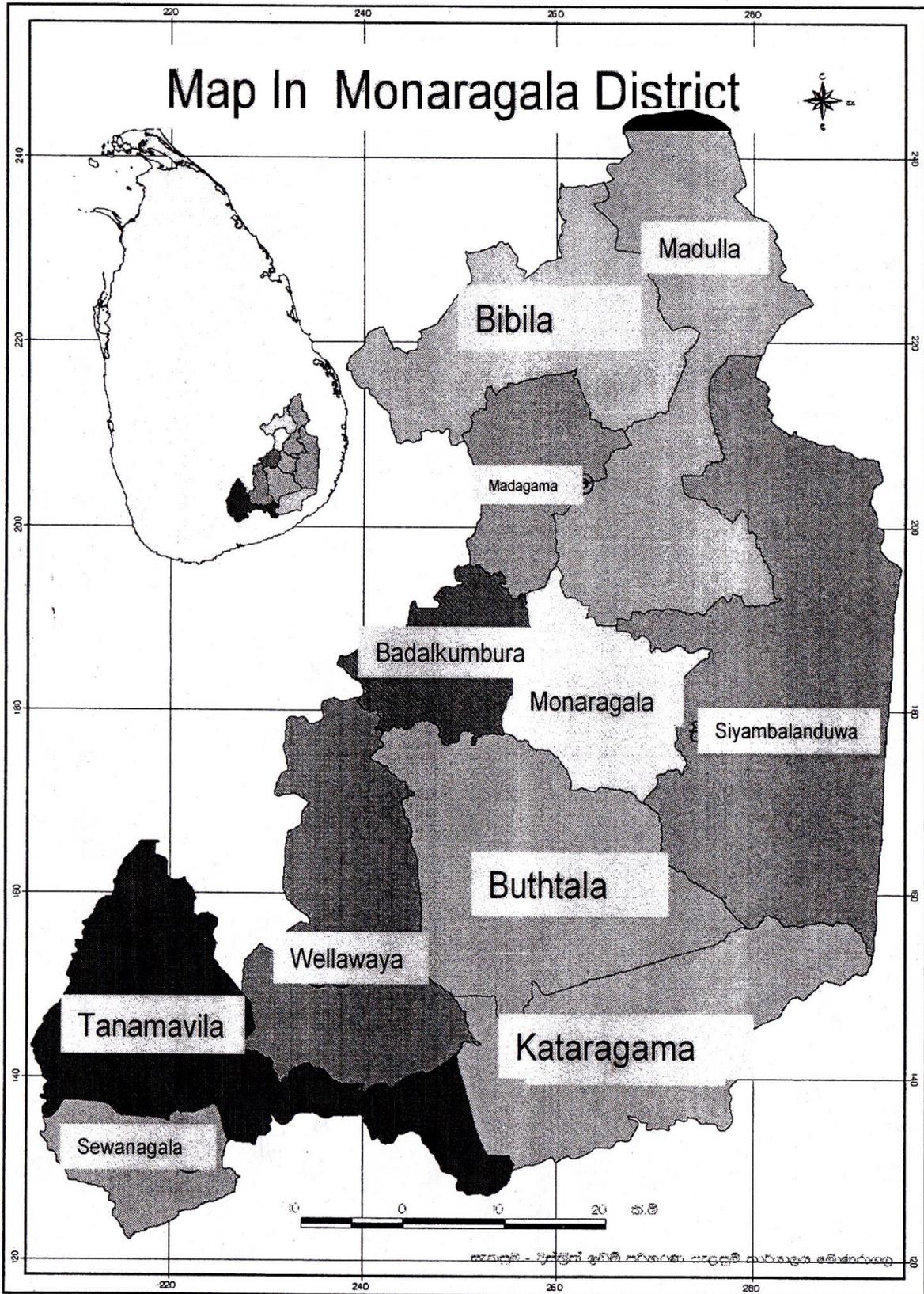
1.1. Introduction

Monaragala District was known as Wellassa in ancient time, and which was situated in Eastern and South-East Direction of Uva District in Sri Lanka. Its total area is, 5959 km² and it is the second largest district in Sri Lanka. The district is absolutely located between North latitude: 6° 17' - 7° 28' and the East longitude: 80° 50' - 81° 35' and the entire area is nurtured with full of natural resources. This district is bordered by Ampara District in North and East; by Badulla district in West and North; by Hambantota district in South; and by Rathnapura district in South East. It consists of 11 divisional secretariats, 319 Grama Niladhary regions 1324 villages and 10 Prahdeshiya Sabhas.

When the climate condition is taken into consideration, the whole part of Monaragala considered as intermediate and dry climatic region. The significance of this area is, 70% of the district is dry zone but Monaragala mountain ridge shows the characteristics of a wet climate. This kind of climatic condition is very particular in our country. The average rainfall in this district is approximately, 1625 m.m. and the average annual temperature is about 26° Celsius. **496,158** is the overall population rate of the district in **2020**. There are **246,582** males and **249,576** females. Approximately **150,808** families exist within the Monaragala district.

Many important and historical valued places are found in this district. There at Ruhunu Maha Katharagama Devalaya, Katharagama Kirivehera, Maligawila, Yudthagana, Buduruwagala are some of them. Senanayake Samudraya, Weheragala and Udawalawa are the prominent reservoirs situated in this district.

Monaragala was named as Wellassa before the colonial reign of British Government. Which had been a highly developed position and the agricultural level was fortunate and self sufficient. While the British encounter, many great damages had been occurred and as a result the district had become to a declined position. Later on when the government took various developing strategies, it became bloomed.



1.2. Vision, Mission, Objectives of the Institution

OUR THEME

"Nilla Piruna Wellassak – Thutin Sapiri Janathawak"

OUR VISION

*To be Excellent in Public Services through Good Governance
Contributing Sustainable Development*

OUR MISSION

Co-ordinate and guide the activities of the Divisions and District level institution towards district development and to improve the performance so as to deliver the services efficiently and effectively in fulfilling aspiration of the Government and expectation of the people in satisfying their needs with earn and concern and also with cost effectiveness, equity and speed.

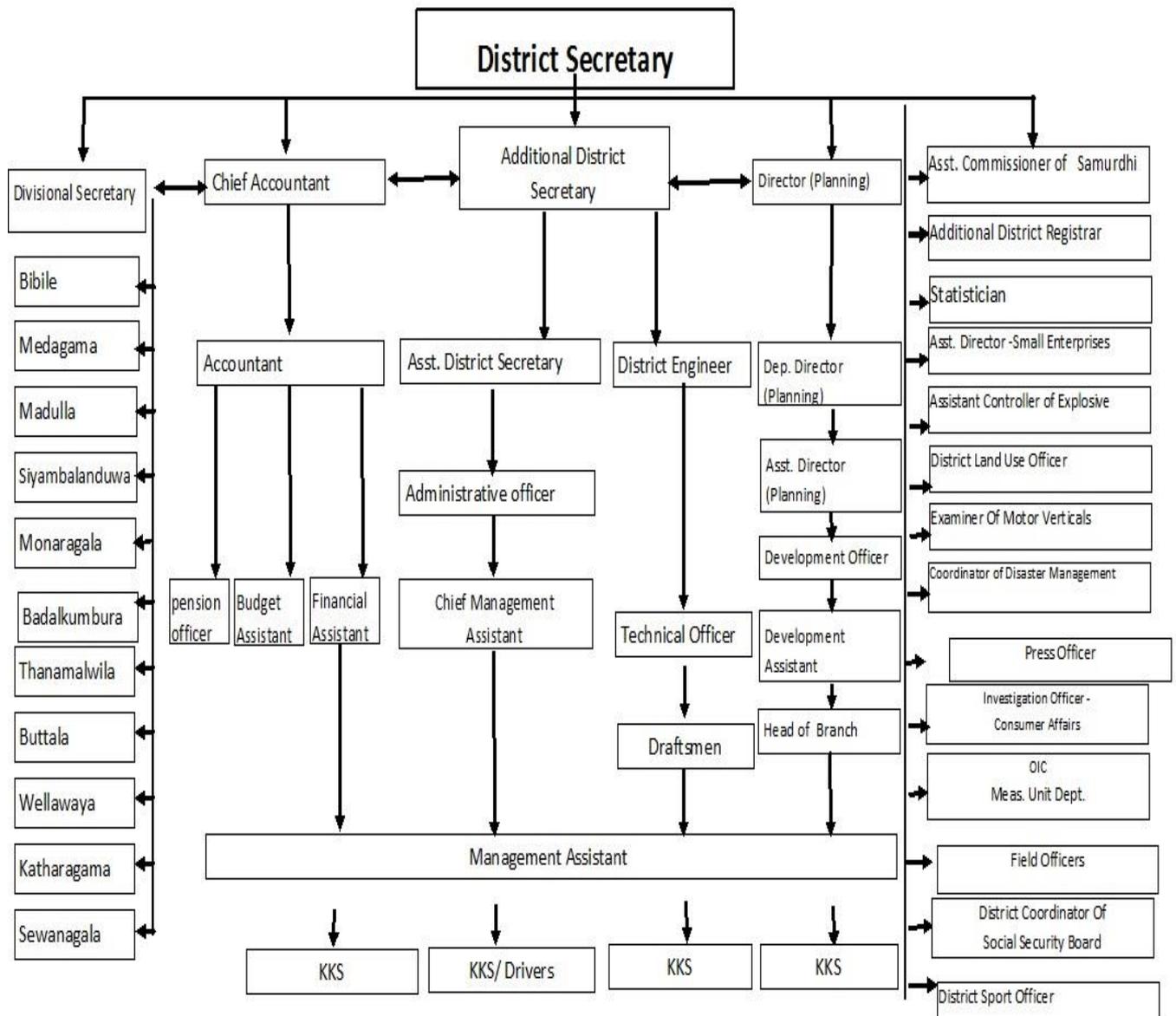
OBJECTIVES

- To improve the performance of divisional administration, coordination and facilitation of the functions of the National, district, divisional level institutions.
- To establish and share a system of values (result oriented attitudes, Accountability, Resource prudence, impartiality, transparency etc.) to make sure efficient service delivery to satisfy the needs of the public.
- To develop strategies to reorient mindset of existing public servants to response to people needs and formulate and implement new management concepts and systems for enhance productivity and quality in the public service, Identify training requirements of public sector personnel, facilitate and conduct training programs
- Prudent management of physical and human resources in the district to make sure efficient, effective and formal administration.
- To collect revenues under the law efficiently and cost-effectively, providing courteous and effective service to the general public.
- To coordinate and monitoring foreign and local funded projects / programs ,activities of local and international organizations to Make-sure that the NGOs conduct projects within the Legal framework of the country and to make sure maximum utilization of resources flows to district.

1.3. Key Functions

1. Divisional Administration & Coordination
2. Development Programs
3. Regulatory Activities
4. Disaster Management and Relief activities
5. Social welfare Programs
6. Revenue Collection
7. Religious and Cultural activities
8. Coordination, facilitation and monitoring of district level activities, projects, human resources of various ministries and statutory bodies.
9. Re-engineering of public sector work forces through the use of Information Technology
10. Coordination and monitoring of activities of national and international non-government organizations and facilitation and guidance of private sector business service providers in the district

1.4. The Organizational Structure of District Secretariat



1.5. Departments under the Ministry/ Main Divisions of the Department / Divisional Secretariats of the District Secretariat

1. District Secretary
(District Secretariat)

Divisional Secretary
(Divisional Secretariat)

Grama Niladhari Wasama
(319 No. of Wasams)

- 2 Divisional Secretariat
 - 1 Bibila
 - 2 Medagama
 - 3 Madulla
 - 4 Siyambalanduwa
 - 5 Badalkumbura
 - 6 Monaragala
 - 7 Buttala
 - 8 Wellawaya
 - 9 Thanamalwila
 - 10 Katharagama
 - 11 Sewanagala

1.6. Institution/funds under the ministry/department/provincial council; - No

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

- a) Project name ; - No project
- b) Contributing agencies; - Not relevant
- c) Estimated cost: - Not relevant
- d) Project duration : - Not relevant

Chapter 02 – Progress and the Future Outlook

Briefly explain Special Achievements, challenges and future goals

Special achievements.

- ❖ It was able to achieve targets given through guidance and coordination needed in carrying out at district and divisional level program introduced by the Government in order to achieve 17 sustainable development objectives introduced by the Government in the year 2016.
- ❖ Assisting farmers to sell vegetables and fruits that could not be sold due to the Corona pandemic and providing necessary arrangements to provide dry food items at concessionary prices for the affected people.

Challenges.

- ❖ It was able to achieve the expected results in relation to the performance indexes due to the corona pandemic situation in implementing the tasks mentioned in the 2020 Action Plan, Procurement Plan and Internal Audit Plan within the relevant time frame.
- ❖ There were disturbances to fulfill relevant purposes according to the Action plan because of limitation of provision and imprest given by the Government in some occasions.

Future targets.

- ❖ Develop the human resources required to utilize the staff and all other resources of the institution and its affiliates for public service efficiently and with high productivity through training programs.
- ❖ Completion of construction of Bibila and Thanamalwila Divisional Secretariats and open them for general public and improving the facilities of the Divisional Secretariats to facilitate the provision of services to the people.
- ❖ Enhancing the development of the district by providing the necessary coordination and facilities to implement all development programs in the district.



Gunadasa Samarasinghe

District secretary/Government Agent

Monaragala.

Gunadasa Samarasingha
District Secretary / Government Agent
Monaragala

Chapter 03 - Overall Financial Performance for the Year ended 31st December 2020

3.1. Statement of Financial Performance

ACA -F

Statement of Financial Performance For the period ended 31st December 2020

Rs.

Budget (2020)	Note	Actual	
		Current Year 2020	Previous Year 2019
-	Revenue Receipts	-	-
-	Income Tax	-	-
-	Taxes on Domestic Goods & Services	-	-
-	Taxes on International Trade	-	-
-	Non Tax Revenue & Others	-	-
	Total Revenue Receipts (A)	-	-
-	Non Revenue Receipts		-
-	Treasury Impress	2,708,423,261	2,781,973,100
-	Deposits	379,912,654	292,660,285
-	Advance Accounts	32,601,947	42,033,371
-	Other Receipts	187,834,175	188,555,265
	Total Non Revenue Receipts (B)	3,308,772,037	3,305,222,021
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	3,308,772,037	3,305,222,021
-	Recurrent Expenditure Wages, Salaries & Other		
487,294,000	Employment Benefits	478,997,858	433,366,291
81,059,000	Other Goods & Services	84,288,316	83,959,639

} ACA-1

} ACA-3

} ACA-4

} ACA-5

} ACA-2(ii)

6,147,000	Subsidies, Grants and Transfers	7	6,135,628	5,621,764	
-	Interest Payments	8	-	-	
-	Other Recurrent Expenditure	9	-	-	
574,500,000	Total Recurrent Expenditure (D)		569,421,802	522,947,694	
	Capital Expenditure				
9,624,000	Rehabilitation & Improvement of Capital Assets	10	9,614,077	22,692,190	} ACA-2(ii)
2,480,000	Acquisition of Capital Assets	11	2,477,896	65,153,153	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
596,000	Capacity Building	14	595,749	1,359,067	
-	Other Capital Expenditure	15	-	1,349,942	
12,700,000	Total Capital Expenditure (E)		12,687,722	90,554,352	
	Main Ledger Expenditure (F)		459,464,907	271,835,075	
	Deposit Payments Advance		424,242,767	226,442,596	ACA-4
	Payments		35,222,140	45,392,479	ACA-5
	Total Expenditure G = (D+E+F)		1,041,574,431	885,337,121	
587,200,000	Impress Balance as at 31st December...2020..... H = (C-G)		2,267,197,606	2,419,884,900	

3.2 Statement of Financial Position

ACA - P

Statement of Financial Position

As at 31st December 2020

	Note	2020 Rs	Actual 2019 Rs
Non-Financial Assets			
Property, Plant & Equipment	ACA-6	2,369,158,069	2,369,585,534
Financial Assets			
Advance Accounts	ACA-5/5(a)	102,843,107	100,222,914
Cash & Cash Equivalents	ACA-3	-	5,494,393
Total Assets		2,472,001,176	2,475,302,841
Net Assets / Equity			
Net Worth to Treasury		11,757,807	(35,189,998)
Property, Plant & Equipment Reserve		2,369,158,069	2,369,585,534
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	91,085,300	135,412,912
Imprest Balance	ACA-3	-	5,494,393
Total Liabilities		2,472,001,176	2,475,302,841

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 46 and Notes to accounts presented in pages from 47 to 57 Form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to be in agreement.



Chief Accounting Officer
Name: General Kamal Gunaratne (Retd)
WWV RWP RSP USP ndc psc MPhil
Designation: Secretary, State Ministry
of National Security, Home Affairs and
Disaster Management
Date: 2021.02.12



Accounting Officer
Name: Gunadasa Samarasingha
Designation: District Secretary
Date: 2021.02.12
Gunadasa Samarasingha
District Secretary / Government Agent
Monaragala



Chief Accountant
Name: D.M.S. Dissanayake
Designation: Chief Accountant
Date: 2021.02.12

D.M.S. Dissanayake
Chief Accountant
District Secretariat
Monaragala

General Kamal Gunaratne (Retd)
WWV RWP RSP USP ndc psc MPhil
Secretary
State Ministry of National Security,
Home Affairs and Disaster Management

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3.3. Statement of Financial Position

ACA-C

Statement of Cash Flows for the Period ended 31st December 2020

	Actual	
	2020 Rs.	2019 Rs.
<u>Cash Flows from Operating Activities</u>		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	-
Revenue Collected for the Other Heads	187,834,175	188,555,265
Imp rest Received	2,708,423,261	2,781,973,100
Total Cash generated from Operations (a)	2,896,257,436	2,970,528,365
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments*	563,259,914	517,222,700
Subsidies & Transfer Payments	6,135,628	5,621,764
Expenditure on Other Heads	2,182,229,333	2,411,759,000
Imp rest Settlement to Treasury	86,494,393	-
Total Cash disbursed for Operations (b)	2,838,119,268	2,934,603,464
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	58,138,168	35,924,901

Cash Flows from Investing Activities

Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance (Annexure 02-II)	44,522,317	56,566,578
Total Cash generated from Investing Activities (d)	44,522,317	56,566,578

Less - Cash disbursed for:

Purchase or Construction of Physical Assets & Acquisition of Other Investment	12,589,722	90,554,352
Advance Payments (Annexure 02-II)	51,235,042	62,660,423
Total Cash disbursed for Investing Activities (e)	63,824,765	153,214,775

NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(d)-(e)**(19,302,448) (96,648,197)****NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)****38,835,720 (60,723,296)****Cash Flows from Financing Activities**

Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	379,912,654	292,660,285
Total Cash generated from Financing Activities (h)	379,912,654	292,660,285

Less - Cash disbursed for:

Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	424,242,767	226,442,596
Total Cash disbursed for Financing Activities (i)	424,242,767	226,442,596

NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)**(44,330,113) 66,217,689****Net Movement in Cash (k) = (g) +(j)****(5,494,393) 5,494,393****Opening Cash Balance as at 01st January****5,494,393 -****Closing Cash Balance as at 31st December****0 5,494,393**

3.4. Statement of Financial Position

Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2020.

2) Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) Recognition of Revenue

Exchange and non exchange revenues are recognised on the cash receipts during the accounting period irrespective of relevant revenue period.

4) Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E.

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2020.

Summary of Expenditure by Programme for the period ended 31st December 2020

Expenditure Head No : 277

District Secretariat : Monaragala

Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budgetary Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision (4)=(1)+(2)+(3)	Total Expenditure (5)	Net Effect Savings / (Excesses) (6)=(4)-(5)
Programme (1)	(1) Recurrent	574,500,000		7,466,100	574,500,000	569,421,803	5,078,198
	(2) Capital	12,700,000		(7,466,100)	12,700,000	12,687,722	12,278
	Sub Total	587,200,000		(12,690)	587,200,000	582,109,525	5,090,476
Programme (2)	(1) Recurrent						
	(2) Capital						
	Sub Total						
	Grand Total	587,200,000			587,200,000	582,109,525	5,090,476


 Chief Financial Officer / Chief Accountant/Director (Finance)
 Commissioner (Finance)
 Date : 2021 / 02 / 12

D.M.S. Dissanayake
 Chief Accountant
 District Secretariat
 Monaragala

Statement of Expenditure for the period ended 31st December 2020

District Secretariat : Monaragala

Expenditure Head No : 277

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		Reasons for the Variance	
		Annual Budgetary Provision (1)	Supplementary Provision (2)	FR 66/69 Transfers (3) (+)/-	Total Net Provision (4)=(1)+(2)+(3)	Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)=(5)+(6)	Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)*100		
Recurrent Expenditure												
Programme (1)												
Prog./Proj./Sub proj./Object code												
NOTE - 5 - OBJECT CODE WISE CLASSIFICATION OF WAGES, SALARIES & OTHER EMPLOYMENT BENEFITS												
Personal Emoluments												
1101 Salaries & Wages	11	355,574,000		(5,466,100)	350,107,900	347,469,897		347,469,897	2,638,003		0.8%	
1102 Overtime & Holiday Payments	11	12,020,000		1,500,000	13,520,000	13,520,000		13,520,000				
1103 Other Allowances	11	119,700,000			119,700,000	117,981,701	26,260	118,007,961	1,692,039		1.4%	
		487,294,000		(3,966,100)	483,327,900	478,971,598	26,260	478,997,858	4,330,042		2.2%	
NOTE - 6 - OBJECT CODE WISE CLASSIFICATION OF OTHER GOODS & SERVICES												
Travelling Expenditure												
1101 Domestic	11	11,856,000		1,200,000	13,056,000	12,843,787		12,843,787	212,213		1.6%	
1102 Foreign												
Total (a)		11,856,000		1,200,000	13,056,000	12,843,787		12,843,787	212,213		1.6%	
Supplies												
1201 Stationery & Office Requisites	11	9,036,000			9,036,000	9,035,203		9,035,203	797		1%	
1202 Fuel	11	9,233,000			9,233,000	9,225,610		9,225,610	7,390		0%	
1203 Diets & Uniforms	11	268,000			268,000	236,000		236,000	32,000		12%	1
1204 Medical Supplies												
1205 Other												
Total (b)		18,537,000			18,537,000	18,496,813		18,496,813	40,187		13%	
Maintenance Expenditure												
1301 Vehicles	11	8,043,000		700,000	8,743,000	8,677,268		8,677,268	65,732		0.8%	
1302 Plant and machinery	11	2,501,000		550,000	3,051,000	3,022,005		3,022,005	28,995		1.0%	
1303 Building and Structures	11	1,883,000			1,883,000	1,865,944		1,865,944	17,056		0.9%	
Total (c)		12,427,000		1,250,000	13,677,000	13,565,217		13,565,217	111,783		0.8%	
Services												

Statement of Expenditure for the period ended 31st December 2020

District Secretariat : Monaragala

Expenditure Head No : 277

Expenditure Code	Provisions						Expenditure			Net Effect	
	Finance Code	Annual Budgetary Provision (1)	Supplementary Provision (2)	FR 66/69 Transfers (3) (-)/+	Total Net Provision (4)=(1)+(2)+(3)	Expenditure as per the Cash Book (5)	Expenditure incurred by Ministry/Dept. Under the FR, 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)=(5)+(6)	Savings/ Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)*100	Reasons for the Variance
1401 Transport											
1402 Postal & Communication	11	5,382,000		200,000	5,582,000	5,572,687		5,572,687	9,313	0.2%	
1403 Electricity & Water	11	8,125,000		300,000	8,425,000	8,338,760		8,338,760	86,240	1.0%	
1404 Rents & Local Taxes	11	166,000		16,100	182,100	180,525		180,525	1,575	0.9%	
1406 Interest Payment for Leased vehicles											
1408 Lease Rental for Vehicles Procured under Operational Leasing											
1409 Other	11	24,566,000		1,000,000	25,566,000	25,290,528		25,290,528	275,472	1.1%	
Total (a)		38,239,000		1,516,100	39,755,100	39,382,500		39,382,500	372,600	0.9%	
Total Expenditure on Other Goods & Services (a+b+c+d)		81,059,000		3,966,100	85,025,100	84,288,316		84,288,316	736,784	0.9%	
NOTE - 7 - OBJECT CODE WISE CLASSIFICATION OF TRANSFERS, GRANTS & SUBSIDIES											
Transfers											
1501 Welfare Programmes											
1502 Retirement Benefits											
1503 Public Institutions											
1504 Development Subsidies											
1505 Subscriptions and Contributions fees											
1506 Property Loan Interest to Public Servants											
1507 Grants to Provincial Councils	11	6,147,000			6,147,000	6,135,628		6,135,628	11,372	0%	
1508 Other											
Total		6,147,000			6,147,000	6,135,628		6,135,628	11,372	0%	

Statement of Expenditure for the period ended 31st December 2020

District Secretariat : Monaragala

Expenditure Head No : 277

Expenditure Code	Provisions						Expenditure			Net Effect		Reasons for the Variance
	Finance Code	Annual Budgetary Provision	Supplementary Provision	FR 66/69 Transfers	Total Net Provision	Expenditure as per the Cash Book	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts)	Total Expenditure	Savings / Excess	Savings / Excess as a % of Revised Estimate		
	(1)	(2)	(3) +/-	(4)=(1)+(2)+(3)	(5)	(6)	(7)=(5)+(6)	(8)=(4)+(7)	(9)=(8)/(4)*100			
NOTE - 8 - OBJECT CODE WISE CLASSIFICATION OF INTEREST PAYMENTS												
1601 Interest Payment for Domestic Debt												
1602 Interest Payment for Foreign Debt												
1603 Discounts on Treasury Bills and Treasury Bonds												
Total												
NOTE - 9 - OBJECT CODE WISE CLASSIFICATION OF OTHER RECURRENT EXPENDITURE												
1701 Losses & Write off												
1702 Contingency Services												
1703 Implementation of the Official Languages Policy												
Total												
Programme (1)												
Grand Total (Notes 5 to 9) Total Recurrent Expenditure	574,500,000	-	-	574,500,000	569,395,543	26,260	569,421,803	5,078,197	0.9%			
Capital Expenditure												
Programme (1)												
OBJECT CODE WISE CLASSIFICATION OF PUBLIC INVESTMENT												
NOTE - 10 Rehabilitation & Improvements of Capital Assets												
2001 Buildings & Structures	5,800,000			5,800,000	5,800,000		5,800,000					
2002 Plant, Machinery & Equipment	424,000			424,000	420,959		420,959	3,041	0.7%			
2003 Vehicles	3,400,000			3,400,000	3,393,118		3,393,118	6,882	0.2%			
Total (a)	9,624,000	-	-	9,624,000	9,614,077	-	9,614,077	9,923	0.1%			
NOTE - 11 Acquisition of Capital Assets												

Statement of Expenditure for the period ended 31st December 2020

District Secretariat : Monaragala

Expenditure Head No : 277

Expenditure Code	Finance Code	Provisions					Expenditure			Net Effect		Reasons for the Variance
		Annual Budgetary Provision (1)	Supplementary Provision (2)	FR 66/69 Transfers (3) (+)/-	Total Net Provision (4)=(1)+(2)+(3)	Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)=(5)+(6)	Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)*100		
2101 Vehicles												
2102 Furniture & Office Equipment	11	1,256,000		(12,090)	1,243,910	1,242,106						
2103 Plant, Machinery & Equipment	11	1,084,000		11,690	1,095,690	1,095,390						0.1%
2104 Buildings & Structures		140,000		400	140,400	140,400						0.0%
2105 Lands & Land Improvements	11											
2106 Software Development												
2108 Capital Payment for Leased Vehicles												
Total (b)		2,480,000			2,480,000	2,477,896					2,104	0.1%
NOTE - 12 Capital Transfers												
2201 Public Institutions												
2202 Development Assistance												
2203 Grants to Provincial Councils												
2204 Transfers Abroad												
2205 Capital Grants to Non-Public Institution												
Total (c)												
NOTE - 13 Acquisition of Financial Assets												
2301 Equity Contribution												
2302 On-Lending												
Total (d)												
NOTE - 14 Capacity Building												
2401 Staff Training	11	596,000			596,000	497,749	98,000				251	0.0%
Total (e)		596,000			596,000	497,749	98,000				251	0.0%
NOTE - 15 Other Capital Expenditure												
2501 Restructuring												
2502 Investments												
2503 Contingency Services												
2504 Contribution to Provincial Councils												
2505 Procurement Preparedness												
2506 Infrastructure Development												
2507 Research and Development												
2509 Other												

Statement of Expenditure for the period ended 31st December 2020
District Secretariat : Monaragala

Expenditure Head No : 277

Expenditure Code	Finance Code	Provisions				Expenditure			Net Effect		Rs.	
		Annual Budgetary Provision (1)	Supplementary Provision (2)	FR 66/69 Transfers (3) +/-	Total Net Provision (4)=(1)+(2)+(3)	Expenditure as per the Cash Book (5)	Expenditure incurred by Other Ministry/Dept. Under the FR. 208 (As per the Treasury Printouts) (6)	Total Expenditure (7)=(5)+(6)	Savings / Excess (8)=(4)-(7)	Savings / Excess as a % of Revised Estimate (9)=(8)/(4)*100		Reasons for the Variance
Total (f)												
Programme (1)												
Total Expenditure on Public Investments (a+b+c+d+e+f)		12,700,000	-	-	12,700,000	12,589,722	98,000	12,687,722	12,278		0.1%	
Grand Total (Notes 5 to 15) - Total Expenditure		587,200,000	-	-	587,200,000	581,985,265	124,260	582,109,525	5,090,476		0.9%	

Chief Financial Officer / Chief Accountant/Director (Finance)
 Commissioner (Finance)
 Date : 2021 / 02 / 19

D.M.S. Disanayake
 Chief Accountant
 District Secretariat
 Monaragala

Imprest Account as at 31st December 2020

District Secretariat : Monaragala
Expenditure Head No. : 277

Imprest Account No.	Imprest Balance as at 1 st January 2020			Imprest Received			Imprest Settlement			Imprest Balance as at 31 st December 2020			Imprest Balance as at 31 st December 2020 as per Treasury Books
	1			2			3			4			
	Unsettled Sub Imprests	Unsettled Imprests (Excluding Unsettled Sub Imprests)	Total	Treasury	Other Sources	Total	Expenditure	Cash	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total	
316/19	1(i)	5,494,393	5,494,393	2(i)	412,896,309	2(iii)	3(i)	3(ii)	3(iii)	4(i)	4(ii)	4(iii)	5
316/20	-	-	-	2(i)	2,708,423,261	3,121,319,570	3,040,319,570	81,000,000	3,121,319,570	-	-	-	-

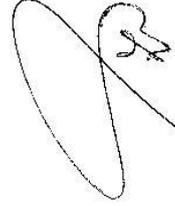
1. Please show reasons for difference between 4 and 5 above.

(1) Remitted to the Treasury but not updated cash book balance as at 31/12/2020

(2) Other reasons-

State if these balances were settled as at the date of signing the report and if not, reason for not settling the balances.

I hereby certify that the above information is true and correct.



Chief Financial Officer (Chief Accountant/Director (Finance)/
Commissioner (Finance)

Date : 2021/02/12

D.M.S. Dissanayake
Chief Accountant
District Secretariat
Monaragala

Statement of Deposit Accounts as at 31st December 2020

Expenditure Head No : 277

District Secretariat : Monaragala

Name of Deposit Accounts	Deposit Number	Balance as at 1 st January 2020	Credited during the year	Debited during the year	Balance as at 31 st December 2020	Balance as per Treasury Book as at 31 st December 2020
Security Deposits	6000-0-0-1-60	19,400			19,400	19,400
Tender Deposits	6000-0-0-2-78	4,537,965	222,000	4,140,161	619,804	619,804
Deposits Temporary Retained Payable to Third Parties	6000-0-0-13-79	21,415,285	243,363,065	251,312,004	13,466,346	13,466,346
Deposits Temporary Retained Payable to Third Parties	6000-0-0-13-27		3,150	3,150		
Revenue Transfer to Provincial Councils	6000-0-0-14-04	400	20,040	17,200	3,240	
Retention Money for Construction	6000-0-0-16-27	106,906,939	66,841,099	97,752,851	75,995,187	75,995,187
Compensation	6000-0-0-17-09	2,124,619	57,765,936	59,515,936	374,619	374,619
Temporary Retention for Statutory Payments	6000-0-0-18-38	408,704	11,680,989	11,485,240	604,453	604,453
Temporary Retention for Statutory Payments	6000-0-0-18-12	2,100	16,375	16,225	2,250	
		135,415,412	379,912,654	424,242,767	91,085,299	91,079,809

* This deposit account was opened to remit the revenue to provincial council and not include in the treasury print out.

** This account was opened by the Department of Motor Traffic to deposit the postal fee relating to transfer of vehicles and not include in the treasury print out.

Chief Financial Officer / Chief Accountant / Director (Finance)
Commissioner (Finance)

Date : 2021/02/12

D.M.S. Disanayake
Chief Accountant
District Secretariat
Monaragala

Advance Accounts as at 31st December 2020

Expenditure Head No : 277

District Secretariat : Monaragala

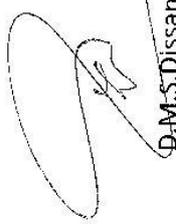
Name of Advance Account	Advance Account Number	No. of Advance Accounts	Balance as at 1 st January 2020 (1)	Maximum Limits of Expenditure Rs 30 000 000		Minimum Limits of Receipts Rs.....		Maximum Limits of Debit Balance Rs 125 000 000	Maximum Limits of Liabilities Rs.....	Balance as per Treasury Books as at 31 st December 2020	
				Debits during the year		Credits during the year					Balance as 4=(1)+(2)-(3)
				In Cash	Through Cross Entries	In Cash	Through Cross Entries				
(1) Advance to Public Officers	277011	1	100,222,914	30,578,124	4,644,015	27,492,327	5,109,620	102,843,107	102,843,107		
(2) Other Advances											
(3) Miscellaneous Advances											
				35,222,140		32,601,947					

.....
 Chief Financial Officer /Chief Accountant/Director (Finance)
 Commissioner (Finance)

Date : 2.02.21/2021

D.M.S. Dissanayake
 Chief Accountant
 District Secretariat
 Monaragala

Imprest Adjustment Account As at 31/12/2020	
Imprest remit to the treasury	86,494,393
	Imprest Balance as at 01/01/2020
	5,494,393
Payment made for other Ministries and Department under F.R. 208 (Annexure 02 I)	2,182,229,333
Advance B Payments for other Ministries and Departments (Annexure 02 II)	16,012,903
Imprest Balance as at 31/12/2020	-
	2,284,736,629
Imprest Account Balance as at Financial Performance Statement	2,267,197,606
Advance B receipts from other Ministries and Departments (Annexure 02 II)	11,920,369
Payment made by oth Ministries and Department under F.R 208 (Annexure 02 III)	124,260
	2,284,736,629



D.M.S. Dissanayake
Chief Accountant,

For Divisional Secretary Monaragala.

D.M.S. Dissanayake
Chief Accountant
District Secretariat
Monaragala

**The Status Report as at 31/12/2020 on Bank Accounts opened
in terms of Treasury Operation Circular No. 3/2015 of 23.10.2015**

Expenditure Head No. : 277

District Secretariat : Monaragala

Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2020 (Rs.)	Balance as Per Cash Book as at 31/12/2020 (Rs.)	Total Value of Cheques not yet Presented to Bank as at 31/12/2020 (if exceeds 6 months)	Month of Last Bank Reconciliation Prepared
1	Boc-Taprobane	7042264	3,000.00	-	-	2020 December
2	Boc-Monaragala	7042267	3,101,454.82	-	-	2020 December
3	Boc-katharagama	7042291	177,933.40	-	-	2020 December
4	Boc -Bibila	7042270	3,000.00	-	-	2020 December
5	Boc-Badalkubura	7042282	3,000.00	-	-	2020 December
6	Boc-Medagama	7042273	3,271.00	-	-	2020 December
7	Boc-Medagama	6964317	3,112,957.79	-	-	2020 December
8	Boc-Siyabalanduwa	7042276	25,334,976.57	-	-	2020 December
9	Boc- Thanamalwila	7042285	3,000.00	-	-	2020 December
10	Boc -Monaragala	7042279	305,000.00	-	-	2020 December
11	Boc- Buttala	7042288	3,000.00	-	-	2020 December
12	People's Bank -Sewanagala	045-1-00-9-9027074	-	-	2040.00	2020 December
13	People's Bank-Machulla	068-1-001-9027077	37,786,809.20	-	324943.00	2020 December
14	People's bank-Wellawaya	062-1-001-4-9027080	43,926,063.49	-	-	2020 December

I hereby certify that the above information is true and correct.

.....
Chief Financial Officer /Chief Accountant/Director (Finance)
Commissioner (Finance)

Date : 2021/02/12

D.M.S. Dissanayake
Chief Accountant
District Secretariat
Monaragala

3.5. Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
1003-07-02	Registration fees			12,875.55	
1003-07-03	Private Timber Transport			812.86	
1003-07-05	License Taxes relevant to the My/of public Security			435.78	
1003-07-09	Cuban Taxes			3,608.89	
1003-07-99	Other	4,800.0	4,800.0	5,018.57	104 %
2002-01-01	Rent on Government building & housing	3,320.0	2,820.0	3,080.58	109%
2002-01-03	Rent from land & housing			571.31	
2002-02-99	Interest - Others	4,950.0	4,450.0	4,519.09	101%
2003-02-03	Fees of Issuing Identity Cards			4,637.90	
2003-02-13	Examinations & Other fees			43.75	
2003-02-14	Fees under the Motor Traffic Act & Other receipts			52,756.14	
2003-02-99	Sundries	130.0	75.0	124.92	166%
2003-03-02	Fines & Forfeits	80.0	40.0	31.10	78%
2003-07-00	Purchase of paddy			44,008.00	
2003-99-00	Other receipts	5,000.0		18,543.27	
2004-01-00	Central Government - W & O.P			36,641.95	
2006-02-02	Other receipts			126.87	

3.6. Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	574,500	574,500	569,422	99%
Capital	12,700	12,700	12,688	99%

3.7. In terms of F.R.208 grant of allocations for expenditure to this Department/District Secretariat/Provincial Council as an agent of the other Ministries/ Departments

Rs. ,000

Head No.	Allocation Received from Which Ministry/Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
001	Presidential Secretariat		2,092.90	2,092.90	2,092.90	100
020	Election Commission		6,730.71	6,730.71	5,508.67	82
051	Ministry of Digital Infrastructure and Information Technology		98.40	98.40	98.40	100
052	Ministry of Science , Technology & Research		785.84	785.84	785.84	100
101	Ministry of Buddhasasana, Religious and Cultural Affairs		3,319.63	3,319.63	2,684.22	81
102	Ministry of Finance		508,369.12	508,369.12	503,649.10	99
104	Ministry of Finance, Economy and Policy Development		133,708.33	133,708.33	126,834.77	95
110	Ministry of Justice		5,395.41	5,395.41	3,523.51	65
111	Ministry of Health		3,292.67	3,292.67	2,603.51	79
116	Ministry of Trade		179.04	179.04	179.04	100
118	Ministry of Agriculture		14,966.54	14,966.54	14,966.54	100
120	Ministry of Women & Child Affairs and Social Security		70,598.16	70,598.16	70,598.16	100

122	Ministry of Lands		8,428.37	8,428.37	8,387.44	100
123	Ministry of Buddhasasana, cultural and Religious Affairs		3,500.33	3,500.33	3,500.33	100
124	Ministry of Women , Child Affairs and Social Security		427,829.89	427,829.89	427,767.19	100
130	Ministry of Public Services, Provincial Councils and Local Government		210,761.36	210,761.36	203,905.63	97
140	Ministry of Community Empowerment and Estate Infrastructure Development		1,958.84	1,958.84	1,958.83	100
149	Ministry of Skills Development, Employment & Labor Relations		77.58	77.58	77.58	100
155	State Ministry of Internal Security, Home Affairs and Disaster Management		180,470.31	180,470.31	180,470.31	100
157	Ministry of Defense		9,952.36	9,952.36	9,952.36	100
158	Ministry of Buddhasasana, cultural and Religious Affairs		38,496.20	38,496.20	38,496.20	100
159	Ministry of Tourism		5,554.97	5,554.97	2,383.46	43
162	Ministry of Urban Development, Water Supply and Housing Facilities		193.59	193.59	193.59	100
193	Ministry of Labor		252.0	252.0	227.82	90
194	Ministry of Youth and Sports		11,356.21	11,356.21	10,921.81	96
195	Ministry of Industrial Export & Investment Promotion		358.08	358.08	358.08	100
198	Ministry of Irrigation		936.31	936.31	734.80	78
201	Department of Buddhist Affairs		17,601.14	17601.14	17,436.30	99
202	Department of Muslim Religious and Cultural Affairs		490.18	490.18	490.18	100
206	Department of Cultural Affairs		2,721.50	2,721.50	2,541.55	93
210	Department of Government Information		122.62	122.62	73.93	60
216	Department of Social Services		8,613.70	8,613.70	8,405.87	98
217	Department of Probation and Care Services		1,782.82	1,782.82	1,609.55	90
219	Department of Sports Development		7,361.81	7,361.81	7,047.11	96
227	Department for Registration of Persons		11,810.98	11,810.98	11,810.98	100
240	National Budget Department		37,967.08	37,967.08	35,849.28	94
243	Department of Development Finance		16,360.67	16,360.67	16,317.38	100
252	Department of Census and Statistics		4,374.28	4,374.28	1,673.07	38
253	Department of Pensions		11,185.61	11,185.61	10,222.97	91
254	Register General's Department		1,402.39	1,402.39	1,120.35	80
281	Department of Agrarian Development		279.33	279.33	279.33	100
284	Department of Wildlife Conservation		5,049.31	5,049.31	5,041.84	100

286	Land Commissioner General's Department		14,525.51	14,525.51	13,422.30	92
307	Department of Motor Traffic		740.25	740.25	645.86	87
326	Department of Community Based Corrections		37.37	37.37	37.37	100
327	Land Use Policy Planning Department		1,146.10	1,146.10	1,133.78	99
328	Department of Man Power and Employment		733.93	733.93	692.03	94
331	Department of Samurdhi Development		483.58	483.58	483.59	100
334	Department of Multipurpose Development Task Force		62,612.74	62,612.74	59,695.80	95
403	State Ministry of Women and Child Development , pre-school & Primary Education , School Infrastructure Education Services		65,830.03	65,830.03	61,577.60	94
408	State Ministry of Rattan, Brass ,pottery, Furniture and Rural Industrial Promotion		1,079.16	1,079.16	1,021.45	95
409	State Ministry of Internal Security, Home Affairs and Disaster Management		117,148.95	117,148.95	114,469.75	98
412	State Ministry of Foreign Employment Promotions and Market Diversification		5,554.83	5,554.83	5,101.03	92
414	State Ministry of Samurdhi, Household Economy, Micro Finance, Self Employment and Business Development		174,990.75	174,990.75	173,141.25	99
416	State Ministry of Indigenous Medicine Promotion, Rural and Ayurvedic Hospitals Development & Community Health		42.00	42.00	34.94	83
421	State Ministry of Skills Development, vocational Education, Research & Innovation		150.10	150.10	132.62	88
425	State Ministry of Paddy and Grain, Organic Food, Vegetables, Fruits, Chilies, Onion and Potato Cultivation Promotion, Seed Production and Advanced Technology Agriculture		6,828.05	6,828.05	6,042.75	88
426	State Ministry of Production and Supply of Fertilizer and Regulation of Chemical Fertilizer and Insecticide Use		115.83	115.83	115.83	100
427	State Ministry of Livestock, Farm promotion and Dairy and Egg Related Industries		1,701.61	1,701.61	1,701.61	100

3.8. Performance of the Reporting of Non Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2020	Balance as per financial Position Report as at 31.12.2020	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures	-	1,324,657.58	-	
9152	Machinery and Equipment	-	341,757.50	-	
9153	Land	-	701,790.00	-	
9154	Intangible Assets	-		-	
9155	Biological Assets	-		-	
9160	Work in Progress	-	952.99	-	
9180	Lease Assets	-		-	

3.9 Auditor General's Report

Annexure - I

Chapter 04 – Performance indicators

Performance indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100%- 90%	75%-89%	50%- 74%
Issuing vehicle revenue license	100.57%	-	-
Issue of National Identity Cards (Applications Should be sent to head office.)	103.83%	-	-
Issuing formal permits and grants for unauthorized lands	-	-	67.83%
Issuing birth, marriage and death certificates	105.18%	-	-
Business Name Registration.	106.17%	-	-

Chapter 05- Performance of the achieving Sustainable Development Goals (SDG)

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of The achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
End Poverty in all forms every where	Reducing poverty index From 20.8% to 15%	Poverty index in 2020 was 5.8%		72.1	
	Reducing percentage of Household suffering from poverty from 18.8% to 12%	Percentage of Households suffering from poverty in 2020 is 4.4%		74.5	
End hunger, achieve food security and improved nutrition ,and promote sustainable agriculture	Increasing per Capita calorie consumption per day from 2216Kc to 2250 Kc	Per Capita Calorie consumption per day in 2020 is 2,302 KC	3.7		
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	Increasing number of students qualified for G.C.E A/L by 25%	4,999 students have been qualified for G.C.E. A/L among 7,361 students who faced for the G.C.E. O/L Examination		67.9	
	Increasing number of students qualified for university entrance by 25%	3,187 Students were qualified for university entrance among 4,851 students who qualified for the A/L examination		65.7	
Ensure availability and sustainable management of water and substation for all	Increasing the number of household units taken clean water by 10%	Total number of household units taken clean water in 2020 is 141,367(total number household units is 157,199)			89.9

	Increasing number of households with sanitary facilities by 10%	Number of households with sanitary facilities in 2020 is 149,174 (total number household units is 157,199)			93.6
Affordable and clean energy	Increasing electricity power used household units up to 90%	Total number of electricity power used household units in 2020 is 152,453 (total number household units is 157,199)			97.0
Promote sustained, inclusion and sustainable economic growth, full and productive	Reducing unemployment rate from 5.8% to 5%	Unemployment rate in 2020 is 4.8%	4.8		

5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals

No	Achievement	Challenges
1	Reduced the poverty level	Producing only primary products and slowly growing of value addition products
		Minimum opportunities in the private sector
		Less concern about vocational requirements
2	Increased the number of students enroll for higher education	Developed Small & medium scale investors to large Scale.
		It is difficult to direct farmers for Commercial agriculture from Seasonal Cultivation.
3	Completed basic needs in households by higher percentage	In sufficient of water sources for agriculture and other consumption during dry weather situation.
		Non availability of stable market for Agriculture
		Increasing of Elephant attack.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved cadre	Existing cadre	Vacancies/Excess
Senior	68	50	18
Territory	26	13	13
Secondary	1239	1070	169
Primary	110	108	2

6.2 **briefly state how the shortage or excess in human resources has been affected to the performance of the institute.

*Since the duties of certain vacancies are assigned to graduate officers, they are able to perform their day-to-day duties without difficulty.

6.3 Human Resource Development

Name of the Program	No. of Staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program (Abroad/ Local)	Output/ Knowledge Gained*
			Local	Foreign		
Basic Computer Training Program	20	05 Days	35,800.00	-	local	Developing basic knowledge about computer use
Capacity Development Training Program (Divisional Secretariat Officers of Monaragala)	100	03 Days	340,000.00	-	local	Improve knowledge of Capacity Development
CIGAS Training Program	32	02 Days	98,000.00	-	local	Trouble shooting the CIGAS program
Training program on positive thinking	104	01 Days	40,000.00	-	local	Improve the knowledge of positive thinking
Training program on land surveying for Grama Niladhari (Divisional Secretariat Office of Madulla)	47	01 Days	0.00	-	local	Improving the knowledge of Officers

Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status(Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	√		
1.2	Advance to public officers account	√		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
2	Maintenance of books and registers (FR445)/			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	√		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	√		
2.3	Register of Audit queries has been maintained and update	√		
2.4	Register of Internal Audit reports has been maintained and update	√		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	√		
2.6	Register for cheques and money orders has been maintained and update	√		

2.7	Inventory register has been maintained and update	√		
2.8	Stocks Register has been maintained and update	√		
2.9	Register of Losses has been maintained and update	√		
2.10	Commitment Register has been maintained and update	√		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	√		
03	Delegation of functions for financial control (FR 135)			
3.1	The financial authority has been delegated within the institute	√		
3.2	The delegation of financial authority has been communicated within the institute	√		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	√		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	No		Relevant Officers are informed in this regard and take necessary action immediately.
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	√		
4.2	The annual procurement plan has been prepared	√		
4.3	The annual Internal Audit plan has been prepared	√		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	√		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	√		
5	Audit queries			

5.1	All the audit queries has been replied within the specified time by the Auditor General	No		make aware the relevant officers to give answers on due date.
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	√		
6.2	All the internal audit reports has been replied within one month	No		make aware the relevant officers to give answers on due date.
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	√		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	√		
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	No	Due to covid 19 situation one Committee had to be cancelled out of four Committees.	
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	No		Take action as per the circular.
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	√		

8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	No	It has delayed verification & Disposal stock due to Covid 19 situation.	
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	√		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	No		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	√		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	No		Approval has been given for disposal and take action to implement.
9.3	The vehicle logbooks had been maintained and updated	√		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	√		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016			
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	No		Take action to transfer the Owner ship leased Vehicle.
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	√		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	√		

10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	√		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	√		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	√		
12	Advances to Public Officers Account			
12.1	The limits had been complied with	√		
12.2	A time analysis had been carried out on the loans in arrears	√		
12.3	The loan balances in arrears for over one year had been settled	No	Require legal action for loan balances of the officers who have died and Vacation of post. Act as per legal advice.	
13	General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	No	Lack of funds for settle the retention & also due to Audit Queries.	Take action to F.R.571
13.2	The control register for general deposits had been up dated and maintained	√		
14	Impress Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	√		
14.2	The ad-hoc sub imp rest issued as per F.R. 371 settled within one month from the completion of the task	√		
14.3	The ad-hoc sub imp rests had not been issued exceeding the limit approved as per F.R. 371	√		

14.4	The balance of the imp rest account had been reconciled with the Treasury books monthly	√		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	√		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	√		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	√		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	√		
16.2	All members of the staff have been issued a duty list in writing	√		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	√		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	√		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	√		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	√		
18	Implementing citizens charter			

18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	√		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	√		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	√		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	No		Take action to rectify in future
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	√		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	√		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	No		Take action to rectify in future