



வார்டீக கார்டீச ஸாடன வார்டீல
செயலாற்றுகை அறிக்கை
Annual Performance Report

2020



புலா ஸாடக விஸூடன டெபார்ட்மென்டில்
சமுதாயஞ்சார் சீர்திருத்தத் திணைக்களம்
Department of Community Based Corrections

The Message of the Commissioner



The department has been established under the Community Based Corrections act No.46 of 1999 was created to reduce prison overcrowding and to correct the minor offenders while keeping in the society instead of incarceration.

During the year 2020, 8961 offenders have been referred by the courts for the process of community correction.

Under the Covid-19 pandemic around the world, we were only able to carry out our duties on average for about 6 months in the year 2020. The number of breaches of the sentence were maintained at a low due to the commitment of the officers, despite having difficulties at maintaining a formal supervision system.

Despite the challenges, we were able to realize a number of important tasks for the future of the Department

- Preliminary work has commenced to acquire land in Horana for the construction of a correctional center for drug addicts.
- Cabinet approval has been obtained to amend the Community Based Corrections Act to further strengthen the law in the country and to remove existing obstacles in the law to make the community reform process more robust.
- It has been acknowledged by many parties that the Community Based Correctional process is the best option to reduce prison congestion, specially for drug offenders.

A handwritten signature in blue ink, consisting of a large, stylized 'S' followed by a horizontal line and a small flourish.

.....
R.P.S.Samankumari

Commissioner

Department of Community based Correction

Annual Performance Report for the year 2019

Department of Community Based Corrections

Expenditure Head No 326

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Chapter 01 - Institutional Profile/Executive Summary

1.1 Introduction

The community based corrections system was started as a pilot project under the Ministry of Justice, Sri Lanka in 1999. In 1999, no 46 of Community Based Corrections act was implemented and the Community Based Corrections system was started in 3 courts as a pilot project. In 2008 it became a department under the Ministry of Justice This program is being implemented island wide in 125 magistrate and circuit courts. In the regional community based corrections offices, the officers' conduct various rehabilitation programs. Through directing minor offenders into community Based Corrections, it helps to reduce overcrowding in the prisons and cost incurred in maintenance of prisoners. When an offender is imprisoned, the prisoner is exposed to further contamination by association with hard-core criminals and is likely to cultivate further anti-social attitudes. By giving a community corrections order to a minor offender, the aim is to free a person from wrong habits and make him a respectable citizen of the country through an effective correctional process while keeping him in the society. Furthermore, not only offenders, but also people vulnerable should be taken into the correct path. Because of this, the department has been giving attention on this task and now the duties have been expanded. To fulfill these duties development officers have been appointed island wide under the Divisional Secretariats offices.

1.2 Vision, Mission, Objectives of the Institution

Vision

Creating a Citizen free of wrongdoing

Mission

Development of social, economic, spiritual and Psychological spheres of minor offenders and their families by implementing a productive community corrections process with the necessary follow up.

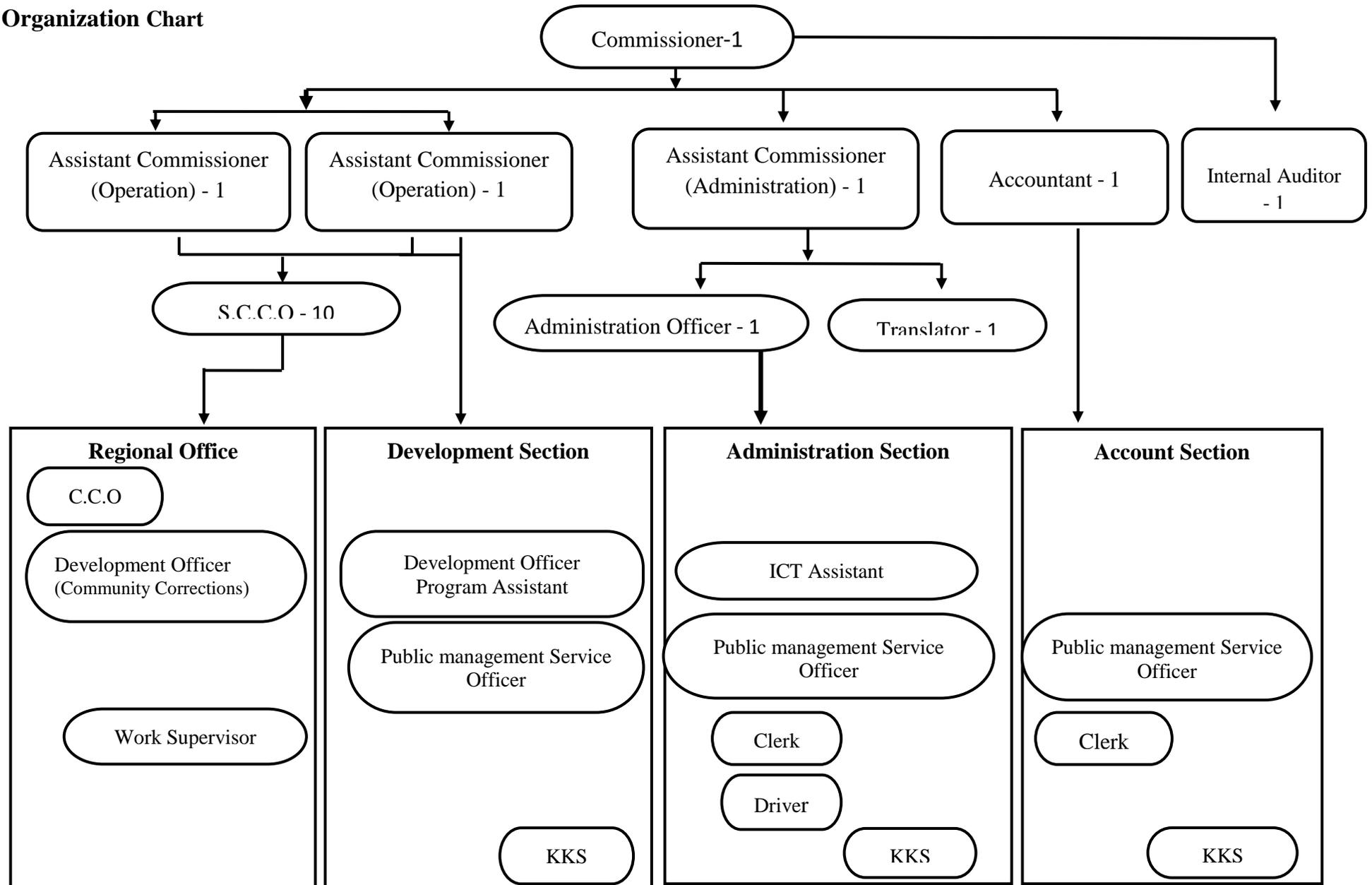
Objectives

1. Reducing the overcrowding caused by the imprisonment of minor offenders through the implementation of the Community Based Amendment Act No. 46 of 1999.
2. Making people who are guilty of minor offense good people who do not make offence
3. Support to strengthen the economy of these individuals
4. Taking action to improve the social, cultural and economic status of the other family members of these individuals.
5. Freeing alcohol and drug addicts from their malpractices and contributing to the control of alcohol and drugs.
6. Contribute to the creation of a healthy workforce that can contribute to the strengthening of the economic process in Sri Lanka.

1.3 Key Functions

1. Inclusion of minor offenders in courts for community based correctional orders
2. Organizing spiritual development programs for the spiritual development of the offenders.
3. Organizing mentoring and mentoring programs for the develop mental health of offenders
4. Implement vocational training programs to uplift the special skills and quality of life of the offenders.
5. Implement various development projects to uplift the economic status of the offenders
6. Refer to medical treatment for the prevention of illicit drug use
7. Implementing personality development programs

1.4 Organization Chart



Chapter 02 – Progress and the Future Outlook

2.1 Details regarding the performance

- Number of offenders issued by the Magistrate Courts By province wise (2020.01.01 – 2020.12.31)

Province	No of Offenders
Western	4,083
Central	797
Uva	546
Southern	1,255
Sabaragamuwa	789
Eastern	498
North western	269
North central	223
North	501
Total	8,961

- Number of offenders issued by the Magistrate Courts - According to offense (2020.01.01 – 2020.12.31)- (2020.01.01 – 2020.12.31)

Offences	Number of Offenders
Heroin	3,127
Cannabis	1,278
Illicit Liquor	2,540
Public Nuisance	326
Theft	32
Cheating	0
Illicit Weapons	5
Keeping Stolen Products	0
Gambling	256
Rioting	39
Others	1,358
Total	8,961

➤ Information of correction orders - (from 2020.01.01 to 2020.12.31)

Number of correction orders given	Order completed		Breach of orders (Includes details of orders Received in 2019)	
	Number	Percentage	Number	Percentage
8,961	3,574**	39.8%	1,528	17.0%

** Other orders are still in process

➤ The number of Correctional programs conducted for offenders -
(2020.01.01 -2020.12.31)

Programs	Number of Programs	Number of people
Counseling Programs	610	3,485
Spiritual Programs	83	971
Shramadana Programs	174	1577
Drug prevention Programs	32	270
Vocational Training Programs	7	108
Counseling	24	391
Special day Programs	04	32
Total	946	6,834

➤ 2020 Expenditure for Correctional programs (2020.01.01 to2020.12.31)

Number of Programs	Expenditure
50	776,169.00

• **Socio-economic upliftment of successfully corrected persons**

In addition, self-employment assistance (in areas where special projects are not implemented) under the Family Development Program amounted to Rs. Maximum amount of Rs. 220,000.00 was given.

Number of Family Development Programs	Expenditure
09	220 000.00

2.2 Progress for Development Project - 2020.01.01 -2020.12.31

Correction of Substance Abusing Offenders who are under Community Based Corrections Orders

This project was initiated in order to rehabilitate drug addicts under Community Based Corrections Orders. Currently, this program is being implemented in the North Western, Southern, Sabaragamuwa, and Western Provinces. Accordingly, out of the 6396 total Community Based Corrections orders received in the year 2020, 5203 offenders were convicted for drug related offences (Marijuana, Heroin, and Illicit Liquor, etc.) Under this program, offenders convicted for drug related offences are directed to special drug treatment after receiving a drug treatment counselling, and during this drug treatment, they are given necessary medical treatment, and they are directed to either residential treatment or clinical treatment depending on Doctors' advice. Our development officers (correctional) do the necessary work with the offender's family regarding welcoming him back to the family and how to develop the family structure further, after the offender returns home after receiving the necessary drug treatment. Those who are rehabilitated successfully, but don't have a stable source of income are given the necessary support to get a stable job, or are given the opportunity to get the qualifications necessary to get a stable job. Those who wish to become entrepreneurs are given the necessary support to start up their business. Those who want to be entrepreneurs but lack the start-up capital, are given start-up capital up to Rs.50, 000.00. Accordingly, in the year 2020, 23 ex-offenders were given a total of Rs. 855,950.00 as start-up capital by the department.

Progress for Development Project -2020.01.01 -2020.12.31

Project Name	Allocation (Mn)	Reasons for Expenditure	Expenditure Rs (M)	Financial Progress (%)	Physical Progress					
					Province	Number of drug related offenders	Number of successfully corrected	Progress (%)	Assistance to start self-employment	
									Number given	Amount given (Rs.)
Project for the Corrections of offenders with drug related crimes (Western, North Western, Southern and Sabaragamuwa province)	2.62	Capacity Building	1.23	47%	North Western	234	60	57.1	08	231,900.00
					Southern	581	107	48.0	01	44 000.00
		Family Development program			Sabaragamuwa	469	82	56.2	02	95,000.00
					Western	881	59	38.8	12	485,050.00
					Total	2,165	308	49.2	23	855,950.00

2.3 Goals

01. Increasing the number of minor offenders directed to Community Based Corrections, and increasing the success rate of the correctional process.
02. Officer's capacity building
 - ❖ Short term drug treatment training
 - ❖ Providing Senior Community Corrections Officers and Community Corrections officers with a Master's Degree in Community Corrections
 - ❖ Further providing Development Officers with a diploma in counselling
 - ❖ Increasing the computer literacy of all officers.
 - ❖ Providing officers with Foreign training on Community Based Corrections and related fields
03. Refining the treatment process
 - ❖ Creating treatment centers covering the entire country
 - ❖ Confirming and confronting drug and liquor use by means of laboratory testing
04. Creating a treatment center (Horana Area)
05. Making successfully rehabilitated individuals into small-scale businesspersons
06. Increasing the outreach to the society and increasing the public's knowledge on the Community Based Corrections process
07. Creating a method for data management
 - ❖ Updating and maintaining the website
 - ❖ Creating an offender management system
08. Amending the Community Based Corrections Act in order to further develop the Community Based Corrections process, and creating a process to integrate those who were released from imprisonment, to the society (depending on the risk and need).
09. Since most of the offenders are convicted to drug and alcohol related offences, creating an evidence-based treatment program in order to rehabilitate them. This program is scheduled to be implemented island wide in the year 2021

10. Developing the follow up program conducted by development officers

11. Helping rehabilitate offenders to become righteous citizens free of crime, and assisting them in their self-employment work in order to economically sustain their family (Obtaining a low interest loan system for this from government banks)

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

3.1 Statement of Financial Performance for the period ended 31st December 2020

Budget 2020	Note	Actual		Rs.	ACA -F
		2020	2019		
-	Revenue Receipts	-	-		
-	Income Tax	-	-		} ACA-1
-	Taxes on Domestic Goods & Services	-	-		
-	Taxes on International Trade	-	-		
-	Non Tax Revenue & Others	-	-		
-	Total Revenue Receipts (A)	-	-		
-	Non-Revenue Receipts	-	-		
-	Treasury Imprests	306,840,000	284,669,000		ACA-3
-	Deposits	172,289	196,529		ACA-4
-	Advance Accounts	7,613,363	11,345,296		ACA-5
-	Other Receipts	13,766,773	11,941,696		
-	Total Non-Revenue Receipts (B)	328,392,425	308,152,522		
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	328,392,425	308,152,522		
-	Less: Expenditure				
-	Recurrent Expenditure	-	-		
280,382,000	Wages, Salaries & Other Employment Benefits	274,961,169	245,217,841		} ACA2(ii)
39,405,000	Other Goods & Services	31,415,997	33,120,947		
2,807,000	Subsidies, Grants and Transfers	2,749,365	2,789,267		
-	Interest Payments	-	-		
50,000	Other Recurrent Expenditure	-	-		
322,644,000	Total Recurrent Expenditure (D)	309,126,531	281,128,056		
	Capital Expenditure				
4,612,000	Rehabilitation & Improvement of Capital Assets	2,393,323	2,037,619		} ACA2(ii)
3,617,000	Acquisition of Capital Assets	3,611,189	4,651,743		
-	Capital Transfers	-	-		
-	Acquisition of Financial Assets	-	-		
3,017,000	Capacity Building	3,000,745	4,591,451		
2,620,000	Other Capital Expenditure	1,231,885	2,130,418		
13,866,000	Total Capital Expenditure (E)	10,237,142	13,411,232		
	Main Ledger Expenditure (F)	9,040,836	12,136,322		
	Deposit Payments	294,870	155,950		ACA-4
	Advance Payments	8,745,966	11,980,372		ACA-5
	Total Expenditure G = (D+E+F)	328,404,509	306,675,609		
336,510,000	Imprest Balance as at 31st December 2020 H = (C-G)	(12,084)	1,476,913		

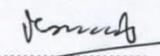
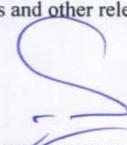
3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2020

	Note	Actual	
		2020 Rs	2019 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	43,061,069	39,376,635
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	33,838,399	33,255,796
Cash & Cash Equivalents	ACA-3	-	706,903
Total Assets		76,899,468	73,339,334
<u>Net Assets / Equity</u>			
Net Worth to Treasury		33,793,001	32,655,817
Property, Plant & Equipment Reserve		43,061,069	39,376,635
Rent and Work Advance Reserve	ACA-5(b)	-	550,000
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	45,398	49,979
Imprest Balance	ACA-3	-	706,903
Total Liabilities		76,899,468	73,339,334

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 6 to 54 and Notes to accounts presented in pages from 55 to 63 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 in agreement.

 Chief Accounting Officer Name : Designation : Date : 18.02.2021 Major General (Retd) V.R. Silva Secretary State Ministry of Prison Management & Prisoners' Rehabilitation Affairs No. 40, Buthgamuwa Road, Rajagiriya.	 Accounting Officer Name : Designation : Date : 17/02/2021 R.P.S. SAMANKUMARI COMMISSIONER DEPARTMENT OF COMMUNITY BASED CORRECTIONS	 Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance) Name : Date : 16.02.2021 CHANDRAKANTHI GUNAWARDANE ACCOUNTANT DEPARTMENT OF COMMUNITY BASED CORRECTIONS
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3.4 Statement of Cash Flows for the Period ended 31st December 2020

	Actual	
	2020 Rs.	2019 Rs.
Cash Flows from Operating Activities	-	-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non-Revenue Receipts	13,766,773	-
Revenue Collected for the Other Heads	-	-
Imprest Received	306,840,000	296,610,696
Total Cash generated from Operations (a)	320,606,773	296,610,696
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	304,570,545	277,340,622
Subsidies & Transfer Payments	2,749,365	2,789,267
Expenditure on Other Heads	4,669,153	4,253,857
Imprest Settlement to Treasury	1	223
Total Cash disbursed for Operations (b)	311,989,064	284,383,968
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	8,617,709	12,226,728
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	6,322,846	10,011,717
Total Cash generated from Investing Activities (d)	6,322,846	10,011,717
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of	8,022,120	11,411,855
Other Investment	-	-
Advance Payments	6,795,854	10,867,169
Total Cash disbursed for Investing Activities (e)	14,817,973	22,279,025
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(8,495,127)	(12,267,307)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	122,582	(40,579)
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	172,289	196,529
Total Cash generated from Financing Activities (h)	172,289	196,529
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	294,870	155,950
Total Cash disbursed for Financing Activities (i)	294,870	155,950
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(122,582)	40,579
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statement

<u>Basis of Reporting</u>	
1)	<u>Reporting Period</u>
	The reporting period for these Financial Statements is from 01 st January to 31 st December 2020.
2)	<u>Basis of Measurement</u>
	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)	<u>Recognition of Revenue</u>
	Exchange and non-exchange revenues are recognized on the cash receipts during the accounting period irrespective of relevant revenue period.
4)	<u>Recognition and Measurement of Property, Plant and Equipment (PP&E)</u>
	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)	<u>Property, Plant and Equipment Reserve</u>
	This revaluation reserve account is the corresponding account of PP&E.
6)	<u>Cash and Cash Equivalents</u>
	Cash & cash equivalents include local currency notes and coins on hand as at 31 st December 2020.

3.6 Revenue Collection Progress

Revenue Code	Revenue Title	Revenue Estimate		Revenue Collection	
		Original Estimate	Revised Estimate	Amount	As a % of revised Estimate
	Not Relevant				

3.7 Allocation Utilization Progress

Type of Allocation	Allocation Amount		Actual expenditure	Rs.000
	Original Allocation	Revised Allocation		Actual expenditure as a % of Revised Allocation
Recurrent	322,644,000	322,644,000	309,126,531	96%
Capital	13,866,000	13,866,000	10,237,142	74%

3.8 Allocation Granted to this Department as an agent of another ministry / department according to F.R.208

Ref No	Name of the Ministry / Department where granted the allocation from	Allocation		Actual Expenditure	Actual Expenditure as a % of Revised Allocation
		Initial Allocation	Revised Allocation		
1	Election Commission (020-1-1-4-1409)	669,153.47	669,153.47	669,153.47	100%
2	The Ministry Finance, Economic and Policy Development (104-01-02-00-1003)	2,800,000.00	2,800,000.00	2,800,000.00	100%
3	Ministry of Public Services, Provincial Councils and Local Government (130-1-14-0-1003)	1, 280,000.00	1,280,000.00	1,200,000.00	94%

3.9 Non Financial Assets reporting progress

Asset Code	Description	Balance According to Board of survey as at 31/12/2020	Balance According to Statement of Financial Position as at 31/12/2020	Work In Progress	Progress as a %
9152	Machinery and Equipment	43,061,069.46	43,061,069.46	-	100%

3.10 Auditor General's Report



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 ප්‍රජා පාදක විශේෂඥ දෙපාර්තමේන්තුව

ප්‍රජා පාදක විශේෂඥ දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

1. මූල්‍ය ප්‍රකාශන

1.1 තත්ත්වගණනය මතය

ප්‍රජා පාදක විශේෂඥ දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව ප්‍රජා පාදක විශේෂඥ දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණුවලින් වන බලපෑම හැර, මූල්‍ය ප්‍රකාශනවලින් 2020 දෙසැම්බර් 31 දිනට ප්‍රජා පාදක විශේෂඥ දෙපාර්තමේන්තුවේ අවසන් වර්ෂය සඳහා එහි මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහය පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.



1.2 තත්වගණනය කළ මතය සඳහා පදනම

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණු මත පදනම්ව මාගේ මතය තත්වගණනය කරනු ලැබේ. ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් මාගේ වගකීම, විගණකගේ වගකීම යන වගන්තියේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සෑම විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් අනාවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ





වැරදි තනි හෝ සාමූහික ලෙස බලපෑම නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මක භාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකමුසුබවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, චේතනාන්විත මහභරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මහ භරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සඵලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවූවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ගණන්දීමේ නිලධාරී දැනුවත් කරමි.





1.5. වෙනත් තෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(1)(ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බව
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

1.6. මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1. මූල්‍ය තත්වය පිළිබඳ ප්‍රකාශය

1.6.1.1. මූල්‍ය නොවන වත්කම්

2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා මූල්‍ය කාර්යසාධන ප්‍රකාශයෙහි හා මුදල් ප්‍රවාහ ප්‍රකාශයේ මූලධන වත්කම් අත්පත් කර ගැනීම ලෙස රු.3,611,189 ක් ඇතුළත් කර තිබුණ ද එය මූල්‍ය නොවන වත්කම් පිළිබඳ ප්‍රකාශයේ ඒසීඒ - 06 ආකෘතියෙහි රු.3,684,435 ක් ලෙස දක්වා තිබුණි.

2. මූල්‍ය සමාලෝචනය

2.1. වියදම් කළමනාකරණය

පහත නිරීක්ෂණයන් කරනු ලැබේ.

- (අ) පුනරාවර්ථන වැය විෂයයන් 13 ක් සඳහා සලසා ගෙන තිබූ රු.27,619,000 ක ඇස්තමේන්තු ප්‍රතිපාදනවලින් සියයට 30 කට වැඩියෙන් එනම් රු.8,330,635 ක ප්‍රතිපාදන ඉතිරිව තිබූ අතර එම එක් එක් වැය විෂයයන් හි ඉතිරිවීම් සියයට 16 සිට සියයට 100 දක්වා වූ පරාසයක පැවතුණි.
- (ආ) මූලධන වැය විෂයයන් 04 ක් සඳහා සලසා ගෙන තිබූ රු.7,232,000 ක ඇස්තමේන්තු ප්‍රතිපාදනවලින් සියයට 50 කට වැඩියෙන් එනම් රු.3,606,792 ක ප්‍රතිපාදන ඉතිරිව තිබූ අතර එම එක් එක් වැය විෂයයන් හි ඉතිරිවීම් සියයට 42 සිට සියයට 80 ක් දක්වා වූ පරාසයක පැවතුණි.





2.2. බැරකම් හා බැඳීම්වලට එළඹීම

රාජ්‍ය මුදල් වනුලේඛ අංක 02/2020 හි 10.1 ඡේදයට අදාළ මාර්ගෝපදේශ අංක 06 හි 6 ඡේදය ප්‍රකාරව සටහන (iv) බැරකම් ප්‍රකාශයෙහි මුදල් රෙගුලාසි 94(2) හා (3) ප්‍රකාරව ඵලබ්‍ය ලද බැඳීම් ඇතුළත් විය යුතු වුවද වාර්ෂිකව පුනරාවර්තනය වන සේවාවන් හෝ සැපයුම් නොවන රු.202,164 ක දේශීය ගමන් වියදම් ඇතුළත් කර තිබුණි.

2.3. නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ මුදල් රෙගුලාසි 371(2) ප්‍රකාරව කාර්යය නිම කළ විගසම ලබා ගත් අත්තිකාරම් මුදල් පියවිය යුතු වුවත් විවිධ කාර්යයන් සඳහා අවස්ථා 165 කදී ලබා දී තිබූ රු.1,530,620 ක අත්තිකාරම් මුදලකින් ඉතිරිය වූ රු.759,470 ක මුදලක් දින 13 – 227 අතර කාලයක් ප්‍රමාද කර පියවා තිබුණි.

2.4. බැංකු ගිණුම් මෙහෙයවීම

පහත නිරීක්ෂණයන් කරනු ලැබේ

(අ) අංක 100159027420 දරන බැංකු ගිණුමෙහි 2020 දෙසැම්බර් 31 දිනට නිකුත් කළ දින සිට මාස 06 ඉක්මවූ බැංකුවට ඉදිරිපත් නොකරන ලද එකතුව රු.37,035 ක් වූ චෙක්පත් 29 ක් සම්බන්ධයෙන් මුදල් රෙගුලාසි 396(ඇ) ප්‍රකාරව කටයුතු කර නොතිබුණි.

(ආ) 2020 දෙසැම්බර් 31 දිනට වූ බැංකු සැසඳුම් ප්‍රකාශයට අනුව හඳුනා නොගත් රු.30,048 ක් වූ චෙක්පත් ලැබීම් 16 ක් මෙම වාර්තාවේ දින වන විටත් හඳුනා ගැනීමට කටයුතු කර නොතිබුණි.

3. මෙහෙයුම් සමාලෝචනය

3.1. ප්‍රසම්පාදනය

පහත නිරීක්ෂණයන් කරනු ලැබේ

(අ) රජයේ ප්‍රසම්පාදන මාර්ගෝපදේශ සංග්‍රහයේ 2006 4(2) වගන්තිය ප්‍රකාරව අවම වශයෙන් වසර 03 ක කාලයක් සඳහා අපේක්ෂිත ප්‍රසම්පාදන කටයුතු සම්බන්ධයෙන්





ප්‍රසම්පාදන සැලැස්ම සකස් කළ යුතු අතර එම වගන්තියේ 4(2)(2) හි දැක්වෙන පරිදි ප්‍රසම්පාදන කටයුතු ආරම්භවීමේ අවස්ථාවේ සිට අවසන් කරන තුරු, එක් එක් ප්‍රසම්පාදන ක්‍රියාවන් හි පියවර දැක්වෙන පරිදි විස්තරාත්මක ප්‍රසම්පාදන සැලැස්මක් සකස් කළ යුතු වුවද 2020 වර්ෂය සඳහා පමණක් ප්‍රසම්පාදන සැලැස්මක් සකස් කර තිබුණි.

- (ආ) ප්‍රසම්පාදන මාර්ගෝපදේශ සංග්‍රහයේ 8.9.1(අ) ඡේදය ප්‍රකාරව ප්‍රසම්පාදන අස්ථිත්වය විසින් ලංසුකරු වෙත විධිමත් ප්‍රතිග්‍රහන ලිපිය නිකුත් කිරීමත් සමඟම රු.500,000 ක් ඉක්මවන භාණ්ඩ හෝ සේවා කොන්ත්‍රාත්තුවක් සඳහා විධිමත් කොන්ත්‍රාත් ගිවිසුමක් ලියා අත්සන් කළ යුතුය. නමුත් රු.3,307,159 ක් වටිනා කාර්යාල උපකරණ ගැනීමේ ප්‍රසම්පාදනය සඳහා කොන්ත්‍රාත් ගිවිසුමකට එළඹ නොතිබුණි.


 එම්.ඒ.ඒ.පී.ප්‍රනාන්දු
 සහකාර විගණකාධිපති
 විගණකාධිපති වෙනුවට



Chapter 04 – Performance indicators

4.1 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%
Total Action Plan		60%	

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

5.1 Indicate the Identified respective Sustainable Developments Goals

GOAL 3: Good Health and Well-being

Goal/ Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%- 49%	50%- 74%	75%- 100%
1.Implementation of the Community Based Amendment Act No. 46 of 1999 to amend minor offenders in the community rather than imprison them	.1To reach 15,000 offenders for corrections in 2020	Number of offenders corrected during the year			60%
2. Reducing prison congestion and government spending by reducing the incarceration of minor offenders.	.2Reducing government expenditure for an offender by Rs. 695.00	Number of offenders received during the year			60%
3. Development of Community Correctional offenders Mentally, Spiritually, Socially and Economically and their Families Economic, Social and Spiritual	.3 To develop the families economically, socially and spiritually of the offenders received during the year	Number of correctional programs conducted during the year 1073			

Community Based Correction order issued by courts have been deducted because of the corona pandemic. As a result of that the programs conducted by regional courts for offenders also reduced. (The Hon. courts have consider the protection of officers and offenders)

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies
Senior	6	3	3
Territory	137	110	27
Secondary	479	427	52
Primary	12	9	3

1. Carder Details (2020.01.01 -2020.12.31)

	Designation	Approved Cadre	Current Cadre	Vacancies
1	Commissioner	01	01	-
2	Dep. Commissioner /Ass. Commissioner	SLAS (II –III)	01	-
		Departmentalized	02	01
3	Accountant	01	-	01
4	Internal Auditor	01	-	01
5	Administration Officer	01	-	01
6	Senior Community Correction officer	10	-	10
7	Translator (Tamil)	01	-	01
8	Community Correction officer	125	110	15
9	Program Assistant	04	0	04
10	Development Officer	328	283 17	45
11	Information & Communication Technology Assistant	02	02	-
12	Public management assistant/Clerk	20	11 05	04
13	Work Supervisor	125	109	16
14	KKS	08	05	03
15	Drivers	04	04	-
Total		634	549	102

6.2 Impact on productivity of the department due to the lack of human resources

At the moment, there are many vacancies in the department of posts which are essential for the overall productivity of the department. For example

- Assistant Commissioner (SLAS III/II) – 01
- Assistant Commissioner (Departmental)- 01
- Accountant- 01 (A retired officer has been recruited under contract basis)
- Internal Auditor- 01
- Administration Officer -01
- Senior Community Corrections Officers- 10 (These vacancies are being filled)
- Translator- 01
- Community Corrections Officers- 15
- Development Officers- 45
- Program Assistants - 04
- Work supervisors -16

Under this situation, there is an obstacle for the Department to do its duties accurately and efficiently. Due to vacancies in the executive level, it has become difficult to manage the activities of the 549 officers employed by the department, and to manage the institutional functions, and it has become difficult to fill vacancies on the lower level efficiently. In addition, due to the vacancies of Community Corrections Officers and work supervisors, the activities of Community Corrections Offices are hindered, and this makes it difficult to achieve the Department's primary objective of rehabilitating offenders. Apart from that, due to the vacancies of Development Officers (Correctional), it has become difficult to conduct home visits and conduct follow up in order to rehabilitate and change offenders' criminal behavior according to the court orders. Lacking officers in the supervision level hinders the Department in achieving its vision

1.3 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		
Marketing and Promotion Training on Small and Medium Enterprises - India	02	02 Months			Abroad	Knowledge of marketing and promotion of small and medium enterprises
Training on Redemption and Rehabilitation of Drug Addicts - Japan	01	07 Days			Abroad	Knowledge of Redemption and Rehabilitation of Addicts
Post Graduate Course in Human Resource Management	01	01 Year	100,000.00		Local	Knowledge of human resource management
Awareness on first aid and health habits to be followed while performing duties in the face of Covid 19		දින 01	4,800.00		Local	Knowledge of first aid and health care methods
Capacity building training program for Community	28	02 Days	16,400.00		Local	Knowledge of the practical application of the Community

Correction Officers and Work Inspectors (Central /North central Province)						Amendment Act and the rehabilitation of drug addicts
Providing basic computer knowledge to community correctional officers	12	දින 05	93,058.75		Local	Providing computer handling knowledge
Counseling Diploma Course	106	වසර 02	2,400,000.00		Local	Individual and team counseling skills
Total			2,614,258.75			

How the training program contributed to the performance of the institution

Providing continuous training to the officers of an organization helps the efficiency of the organization. Accordingly, the department pays special attention to the treatment of drug addicted offenders. In order to get officers to complete their duties successfully, counselling skills, knowledge on drug and alcohol abuse, management skills, assisting offenders to choose a suitable self-employment, are some of the skills and talents that need to be developed.

Accordingly, the United Nations Office on Drugs and Crime has collaborated up with the Department in order to provide officers with this knowledge. As the first step, in December 2020, a capacity-building program was held in for Community Corrections Officers and work supervisors in the Central and North Central provinces in order to increase their leadership and attitudes in order to give a more efficient service.

The main important factor to reach the objectives of the department is given training for the officers those who are directly involved with the minor offenders and people who are vulnerable for crimes and their families. As these officers are involved in the development of financial, social, and spiritual spheres of the people the training is given for the field of Counselling, Treatment of Substance Abuse, Project Management and selecting of self-employment for offenders. The Counseling Diploma program is beneficial for the Development Officers (Community Corrections) to enhance the skills of individual and group counseling. According to that above mentioned programs are being conducted by the department for the 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	Complied		
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	-		
1.4	Stores Advance Accounts	-		
1.5	Special Advance Accounts	Complied		
1.6	Others	-		

2	Maintenance of books and registers (FR445)	Complied		
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied	Not long-term maintained	
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Not Complied	No internal audit unit	
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		

2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	-	No updates on no damage	
2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA – N20) has been maintained and update	Complied		
03	Delegation of functions for financial control (FR 135)	Complied		
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
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	Complied		

	Government Payroll Software Package			
4	Preparation of Annual Plans	Complied		
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Not-Complied	No internal audit unit	
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Not Complied		
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	Not Complied	There is no audit division of the Department. Works through the Ministry	

6.2	All the internal audit reports has been replied within onemonth	Not Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) ofthe National Audit Act No. 19 of 2018	Not Complied	Works through the Ministry	
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms ofFinancial Regulation134(3)	Not Complied	Works through the Ministry	
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	Complied		
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	Complied		

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	Complied		
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	Being processed		
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	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		

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	Being processed		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	-		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
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	Complied		
9.6	The absolute ownership of the leased vehicle logbooks has been transferred after the leaseterm	Complied		

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	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
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	Complied		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR94(1)	Complied		

12	Advances to Public Officers Account			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Not Complied	As a disciplinary inquiry is being held of a suspended officer	Disciplinary inquiries are currently underway
13	General Deposit Account	Complied		
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Not Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		

14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R.371	Compiled		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Compiled		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Not Compiled	The department does not have an income account	
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Not Compiled	The department does not have an income account	
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Not Compiled	The department does not have an income account	
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Compiled		
16.2	All members of the staff have been issued a duty list in writing	Compiled		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Compiled		

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	Compiled		
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	Being processed		
17.3	Bi-Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Compiled		
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	Not Compiled		

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	Not Compiled		
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.	Not Compiled	Human Resources Plan is not prepared	Human Resources Plan is being prepared
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	Not Compiled	Human Resources Plan is not prepared	Human Resources Plan is being prepared
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Not Compiled	Human Resources Plan is not prepared	Human Resources Plan is being prepared

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	Compiled		