



லாசரீக காலர்ஸாடன லாநரூல ஙா ஙீனூம்  
வருடாநத செயற்திறன் அறிககையும் கணக்குகளும்  
**Annual Performance Report & Accounts**



**Annual Performance Report & Accounts - 2020**

2020

Expenditure Head -236

ரூசூ ஙாஙா டெஸாநரூமேந்நூலு  
அரசகரும மொழிகள் திணைக்களம்  
**Department of Official Languages**

<b>Chapter 01</b>	<b>Institutional Profile</b>	
1.1	Introduction	01
1.2	Vision, Mission and Objectives	02
1.3	Key Functions of the Department Of Official Languages	03
1.4	Organizational Structure of the Department Of Official Languages	04
1.5	Introduction to the Main Divisions of the Department	05
<b>Chapter 02</b>	<b>Progress and the Future Outlook</b>	
2.1	Progress of the Department of Official Languages in 2020	06
2.2	Challenges and Future Goals of the Department	13
<b>Chapter 03</b>	<b>Financial Performance for the Year 2020</b>	
3.1	Financial Performance Statement	15
3.2	Statement of Financial Position	16
3.3	Statement of Cash Flow	17
3.4	Revenue Collection Performance	18
3.5	Performance of Utilization of Allocated Provisions	18
3.6	Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208	18
3.7	Reporting Performance of Non-financial Assets	18
3.8	Report of the Auditor General	19
<b>Chapter 04</b>	<b>Performance Indicators</b>	
4.1	Performance Indicators of the Institution	28
<b>Chapter 05</b>	<b>Performance in Achieving Sustainable Development Goals (SDG)</b>	
5.1	Relevant Identified Sustainable Developments Goals	31
5.2	Achievements - Challenges of Sustainable Development Goals	34
<b>Chapter 06</b>	<b>Human Resource Profile</b>	
6.1	Annual Cadre Information Sheet	35
6.2	Cadre Management	37
6.3	Capacity Development of the Staff	38
<b>Chapter 07</b>	<b>Compliance Report</b>	
7.1	Compliance Report	43
	<b>End</b>	<b>48</b>

## **Chapter 01 - Institutional Profile**

### **1.1 Introduction**

The Department of Official Languages was established on 01.10.1956 as the institution which implements the Official Language Act No.33 of 1956. Sinhala and Tamil were recognized as the official languages, and English the link language by the 13<sup>th</sup> and 16<sup>th</sup> Amendments to the Constitution, respectively in 1987 and 1988.

This department, with its 64 years of proud history, is a public institution that functions with responsibility to ascertain the language rights of the general public. For this purpose, the Department of Official Languages performs functions such as providing translation services to meet the requirements of the government, improving language skills of government servants, compiling glossaries, compiling language textbooks and dictionaries, planning language promotion programmes with the aim to create a society with advanced language skills, and providing opportunities to carryout relevant tasks with ease with the use of modern technology. The department is currently governed by the Ministry of Public Services, Provincial Councils and Local Government, and headed by the Commissioner General of Official Languages.

The Annual Performance Report and Accounts of the Department of Official Languages for the year 2020, prepared under Public Finance Circular No. 02/2020, are hereby presented.

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## 1.2 Vision, Mission, Objectives of the Institution

### Vision

“A peaceful trilingual society enriched with co-existence”

### Mission

“To facilitate and coordinate the implementation of the Official Language Policy with the objective of achieving Peace and Harmony.”

### Objectives

Developing language skills of public officers in order to protect the right of the public to obtain services in a preferred language from Sinhala, Tamil and English languages.

Creating a society skilled in Sinhala, Tamil, English and foreign languages which could contribute towards economic development.

Ascertaining the provision of an efficient translation service as the Official Translator of the government.

Utilizing modern technology and facilitating the promotion, learning and use of the National languages.

Organizing courses to promote national and foreign language skills.

### 1.3 Key Functions of the Department

1. Conducting the relevant written and oral tests for officers who are required to obtain official language proficiency, and awarding certificates.
2. Providing translation services to government and semi-government institutions. (Sinhala, Tamil, English)
3. Compiling Sinhala, Tamil, and English glossaries for various subjects.
4. Compilation and sale of textbooks, support materials (books) and CDs relevant to acquiring official languages proficiency.
5. Teaching Sinhala, Tamil, English and foreign languages using modern technology, and conducting examinations.
6. Conducting language proficiency examinations and selection tests for the staffs of external institutions.
7. Providing practical training to students following translation courses at universities and recognized educational institutions.
8. Designing curriculums, teaching guides, support materials (books) for the Sinhala and Tamil courses to be held island-wide for public officers who are required to acquire Official Languages Proficiency as per Public Administration Circular No. 18/2020, and educating the resource persons on matters relating to the same.
9. Conducting the National Languages Qualifications examination.
10. Utilizing modern technology to facilitate the translation process.
11. Celebrating days of national significance such as Sinhala Language Day, Tamil Language Day and International Translation Day.



## **1.5 Main Divisions of the Department**

1. Translation Centre
2. Glossary Unit
3. Language Laboratory
4. Examination Division
5. Library
6. Accounts Division
7. Administration Division

## Chapter 02 - Progress and Future Outlook

### 2.1 Progress Achieved by the Department in the Year 2020

#### 01. Translation Division

In a multilingual society, there is a profound relationship between government and translation. The knowledge of languages is an essential component in governing a state, and for the effective governance of a multilingual state, the service delivered by translations is crucial, and should not be taken lightly.

The Department of Official Languages was established on the 01<sup>st</sup> of October 1955 to provide the services required for the implementation of Sinhala and Tamil as the official languages of the country, and following the passing of the Official Languages Act in 1956, the department provides a wide array of services as the Official Translator of the government.

The pioneering undertakings of the department in relation to translation services are evident from the initial administrative reports of the department. As at present, translation of official, prominent government documents, and proofreading carried out efficiently with the use of technical methods in compliance with standard methodologies, can be recognized as one distinctive function of the department. Accordingly, with the objective to facilitate the securing of a high-quality translation service, the progress achieved in the year 2020 as the official translator of the government, is as follows.

The following actions were taken in relation to requests for translations forwarded by government and semi-government organizations.

Requests for Translations	Sinhala / Tamil	Sinhala / English	Tamil / English	Tamil / Sinhala	English / Sinhala	English / Tamil
Number of Documents Translated (Pages)	377	301	95	172	148	1191
Number of Documents Proofread (Pages)	180	386	-	-	-	273

Amongst the aforementioned translations, the following are some of the significant documents received for translation, and proofreading purposes.

- ✓ Translation of the “Final Report of the Presidential Commission of Inquiry to Investigate, Inquire and Report the Issuance of Treasury Bonds” to Tamil.
- ✓ Completing the evaluation of 862 CDs (in Sinhala-Tamil medium) that had been forwarded by Courts.
- ✓ Proofreading of the translation of the Geneva Convention.



In February and September, two training programmes were conducted for 44 translators, with the sponsorship of foreign aid projects. The above pictures display the event where the participants of those programmes were awarded certificates.

The department celebrates days of national importance every year, and in line with such events, programmes focused on students from low-income schools in rural areas have been previously carried out. This year, the programme celebrating the Sinhala Language Day was held on the 02<sup>nd</sup> of March at the Dankotuwa Divisional Secretariat with the participation of students from 21 schools belonging to the Dankotuwa Educational Zone. At this event, various competitions based on language promotion were conducted and the students were given prizes, and a valuable bundle of books were gifted to the library of each school.

Similarly, competitions relevant to the celebration of the Tamil Language Day that falls on the 14<sup>th</sup> of October was held at the Kandakatiya Divisional Secretariat.



In addition to that, a few long-term programmes, with the aim of making the translation process further efficient and effective, were put into effect this year. The main objective of this was to provide the end user a high-quality, effective and accurate final document by facilitating the improvement of the knowledge of translators with the use of modern technology.

- ❖ Commencing the creation of an e-library for translators,
- ❖ Commencing the compilation/ writing of a handbook on translation,
- ❖ Taking the preliminary measures to create a Translation Management System with the intention of establishing 'one translation system' are a few of the victories we achieved within this year.

## 02. Glossary Unit

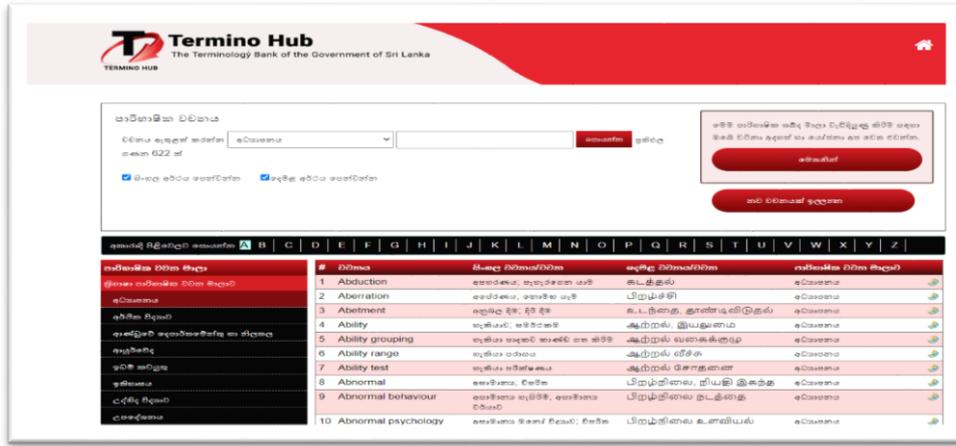
The Department of Official Languages was assigned the official duties of compiling glossaries as well as the duties of the Official Translator of the government under the implementation of the Official Languages Act No.33 of 1956. The Glossary Unit of the department, accordingly established, began compiling bilingual/trilingual glossaries in order to facilitate the process of understanding new subjects in the national languages. The department which initially compiled glossaries bilingually, commenced compiling trilingual glossaries in 2013, and as at present, about 65 glossaries based on various fields have been compiled by the Glossary Unit. These glossaries which are compiled covering new fields of study, after carrying out wide explorations over such fields of study based on timely requirements, can be accessed by language learners through the internet. Similarly, we have also created a CD consisting of 53 glossaries, which can be used without internet facilities. Launching the TerminoHub web interface which consists of 65 glossaries, in its new form, can be named as one of our distinctive achievements in 2020.



Glossaries compiled in written form are provided to language learners in the form of CDs.



- A mobile app containing the glossaries compiled by the department, named “**Glossary of technical term/ department of official language**”, designed for Apple and Android operating systems can be downloaded through Google-Play.



- Glossaries compiled by the Department of Official Languages have been released to the departmental website ([www.languagesdept.gov.lk](http://www.languagesdept.gov.lk)) as a new online interface under the name TerminoHub, as shown in the picture above.
- In collaboration with the Department of Education, Trilingual and bilingual glossaries for the following subjects have been submitted for publication.
  - ❖ **Literary Criticism**
  - ❖ **Mathematics**
  - ❖ **Economics**
  - ❖ **Physics**
  - ❖ **History**
- Glossaries completed within the year of 2020;

Name of the Glossary	Classification
<b>New Glossary for COVID 19</b>	<b>Trilingual</b>
<b>Political Science</b>	<b>Trilingual</b>
<b>Social Science</b>	<b>Trilingual</b>
<b>Archaeology</b>	<b>Trilingual</b>
<b>Public Health</b>	<b>Bilingual</b>
<b>Medical Science</b>	<b>Bilingual</b>
<b>Store Keeping</b>	<b>Bilingual</b>
<b>Bacteriology</b>	<b>Bilingual</b>

- Further, a Tamil-Sinhala dictionary is being compiled as at present, and 44 trilingual glossaries and 22 Bilingual glossaries were released to the public via the official website.
- We were able to facilitate language learners to carry out their learning with ease by releasing 15 publications of the department to the internet as eBooks.

### 03. Language Laboratory

Building a society with improved language skills is one of the principal elements of implementing the Official Languages Policy. The Language Laboratory of the department carries out the tasks of improving language skills of public servants as well as developing the background required for a society with advanced language skills. For this purpose, foreign language courses as well as Sinhala, Tamil and English language courses are conducted out bi-annually at the Language Laboratory which is up-to-date with modern technology, for individuals who are interested in learning national as well as international languages. Further, we also perform the functions of conducting language promotion programmes and preparing learning aids required for such programmes.



#### Study aids compiled by the Language Laboratory

In the year 2020, 454 students have registered for the Basic / Advanced Tamil and English courses. Due to the prevailing COVID-19 pandemic, we were unable to conduct classes from September, and those courses are to be completed in 2021.

Under the province-based language promotion project for students from low-income families, two (2) language promotion programmes in Tamil and English mediums have been conducted in Gampaha and Negombo districts for 800 school-leavers from low-income families, and certificates have been awarded.



One of our achievements this year has been the completion of the necessary preliminary steps to establish a computer-based language assessment methodology for an individual to effectively evaluate their language proficiency.

15 segments of a programme named “Rajya Bhasha Pasala” conducted with the intention of teaching Sinhala and Tamil languages were broadcast via Sri Lanka Broadcasting Corporation.

Two (02) 100-hour Tamil courses were conducted as per Public Administration Circular No. 1/2014.

To ensure the right to learning of differently-abled individuals under the Sustainable Development Goals, the “කමන දෙමළ” text book was converted to braille through the Navigability software in order to promote trilingual skills of visually impaired persons.

## 04. Examination Division

Improving the language skills of public servants and providing the necessary facilities as the Language Proficiency Evaluator of public officers are significant functions carried out by the Examination Division of the department as another part of implementing the Official Languages Policy. The Examination Division performs the tasks of conducting oral examinations, written examinations to evaluate Official Languages Proficiency, conducting examinations to evaluate officers with bilingual skills and providing incentives to encourage them, issuing results of examinations and awarding certificates, conducting selection tests and preparing question papers at the request of external organizations.

The progress of the Language Proficiency Examinations conducted by the department in the year 2020 are as follows.

	<b>Name of the Examination</b>	<b>Date of the Examination</b>	<b>No. of Applicants</b>	<b>No. of Candidates who sat for the examination</b>	<b>No. of Candidates who passed the examination</b>	<b>No. of Candidates who failed the examination</b>
1.	Repeat Examination for the Oral Examination (DOL) of the Official Languages Proficiency Examination (2020-I)	31 <sup>st</sup> of January 2020	04	04	04	0
2.	Oral Examination (O/L) of the Official Languages Proficiency Examination (2020-II)	February - March 2020	2100	1637	1355	279
3	Oral Examination (DOL REPEAT) of the Official Languages Proficiency Examination (2020-II)	February - March 2020	99	54	41	13
4	Oral Examination (DOL) of the Official Languages Proficiency Examination (2020-II)	February - March 2020	1586	1226	1092	134
5	Repeat Oral Examination (O/L) of the Official Languages Proficiency Examination (2020-II)	August 2020	150	85	77	08
6	Repeat Oral Examination (DOL) of the Official Languages Proficiency Examination (2020-III)	August 2020	77	42	35	07
7	Oral Examination (O/L) of the Official Languages Proficiency Examination (2020-IV)	July 2020	05	05	05	0
8	Oral Examination (DOL) of the Official Languages Proficiency Examination (2020-IV)	July 2020	01	01	01	0
9.	Written Examination of the Official Languages Proficiency Examination (2020-March) - Department of Examinations, Sri Lanka	September 2020	4814	-	-	-

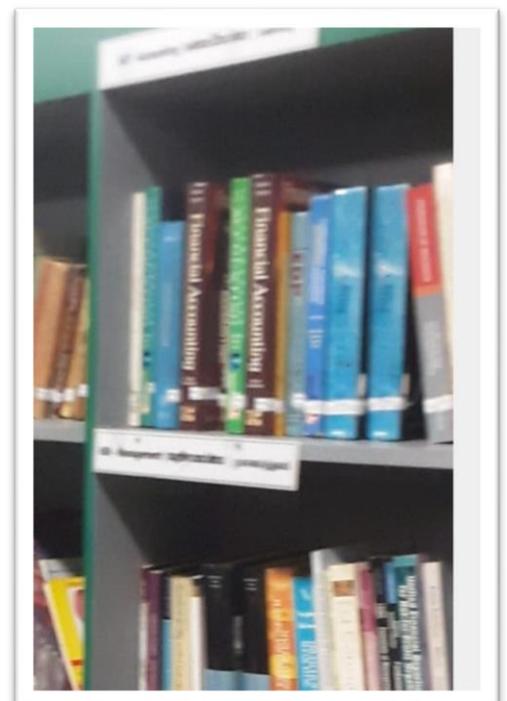
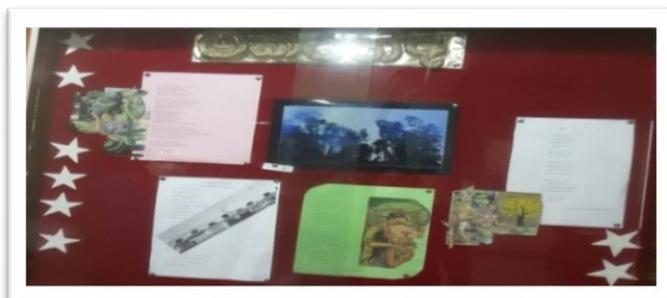
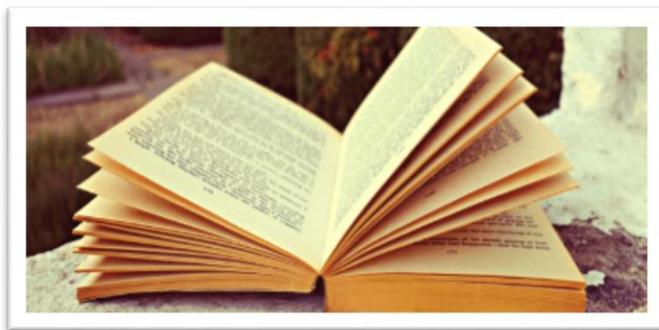


## 05. Library

Even though libraries were important as an institution that preserves and stores knowledge in the past, in the present the service rendered by libraries are salient as they have transformed into a treasury of knowledge over the years. As the scope of the Department of Official Languages depends on scholarly materials, the library of the department becomes an essential part of the work environment, and creates the background necessary to provide a high-quality and productive service.

The library, which provides an invaluable service to the search of knowledge of the officers of the department, is another division of the department that functions efficiently. It consists of a reference section and a borrowing section, and is rich with a collection of books that have both been preserved as well as updated with time.

The department library consists of encyclopedias, dictionaries, a wide collection of Sinhala, Tamil, English language books, glossaries, journals, newspapers and government publications. The library also carries out a wall bulletin board named "Makaranda" which showcases the knowledge and artistic creations of the officers of the department. This year, the books were indexed with the use of the 'Koha' computer software, making it easier for the readers to browse and accomplish their requirements.



## 2.2 Future Goals and Challenges of the Department

Division	Future Plans
Translation Centre	Establishing one translator service by merging all translation services under the Department of Official Languages.
	Publishing the Translator's Handbook and creating an e-library for translators for the betterment of the translation field.
	Conducting a survey on the translation field of Sri Lanka.
	Conducting a professional translation course by the department as a solution to the shortage of translators, and recruiting suitable officers as translators.
	Designing a Translation Management Plan.
Language Laboratory	Conducting bi-lingual courses island-wide in collaboration with exceptional and effective resource persons as per Public Administration Circular No. 18/2020.
	Conducting language courses through the online learning methodology.
	Developing a methodology to maintain a secure database of information on students enrolled in language courses and students who have successfully completed the course.
	Conducting Tamil language courses for Buddhist monks at the request of the Ministry of Buddhist Affairs in order to facilitate them in achieving their goal of enabling Buddhist monks to deliver sermons in Tamil.
Examination Branch	Conducting the National Language Qualifications (NLQ) examination to assess Sinhala and Tamil language proficiency.
Glossary Unit	Studying fields such as sports, cinema, astronomy and robotics, and compiling glossaries relevant to those.
	Compiling a dictionary in the Tamil alphabetical order with Tamil headwords and coined Sinhala terms for them.

Accounts Division	Obtaining a high score for the evaluation of finances and performance carried out by the Public Accounts Committee in the coming years.
Administration Division	Establishing a computer network by connecting the computers of all the divisions in the Department.
	Taking necessary measures to develop the abilities and skills of all officers.

## Challenges

1. Delay in the procurement process due to the absence of technical officers within the department to obtain technical advice and technical recommendations in relation to constructions and maintenance tasks.
2. Difficulty in obtaining the service of external resource persons with language expertise for the compilation of books under the approved payment methods.
3. Having to manage expenses within a limited amount of imprest.
4. Severe shortage of translators, especially the difficulties in recruiting Sinhala and Tamil translators.

# Chapter 03 - Financial Performance for the Year 2020

## 3.1 Financial Performance Statement

				ACA - F	
		Statement of Financial Performance for the period ended 31 <sup>st</sup> December 2020			
				Rs.	
				Actual	
		Note			
				2020	
				2019	
-	<b>Revenue Receipts</b>			-	-
-	Income Tax	1	-	-	-
-	Taxes on Domestic Goods & Services	2	-	-	-
-	Taxes on International Trade	3	-	-	-
-	Non Tax Revenue & Others	4	-	-	-
-	<b>Total Revenue Receipts (A)</b>		-	-	-
-	<b>Non Revenue Receipts</b>			-	-
1774,098,704	Treasury Imprests		115,575,376	124,561,000	ACA-3
-	Deposits		1,039,561	2,219,049	ACA-4
3,700,000.00	Advance Accounts		5,116,584	5,981,673	ACA-5
-	Other Receipts		-	-	-
1774,098,704	<b>Total Non Revenue Receipts (B)</b>		<b>121,731,521</b>	<b>132,761,722</b>	
1774,098,704	<b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b>		<b>121,731,521</b>	<b>132,761,722</b>	
-	<b>Less: Expenditure</b>				
-	<b>Recurrent Expenditure</b>				
100,000,000.00	Wages, Salaries & Other Employment Benefits	5	96,009,682	88,363,349	
20,550,000.00	Other Goods & Services	6	17,868,099	25,853,621	ACA-2(ii)
950,000.00	Subsidies, Grants and Transfers	7	772,961	874,009	
-	Interest Payments	8	-	-	
23,500,000.00	Other Recurrent Expenditure	9	13,896,321	26,237,091	
148,000,000.00	<b>Total Recurrent Expenditure (D)</b>		<b>128,547,063</b>	<b>141,328,070</b>	
-	<b>Capital Expenditure</b>				
4,800,000.00	Rehabilitation & Improvement of Capital Assets	10	3,845,781	4,277,031	
2,700,000.00	Acquisition of Capital Assets	11	1,030,899	7,365,963	
-	Capital Transfers	12	-	-	ACA-2(ii)
-	Acquisition of Financial Assets	13	-	-	
1,000,000.00	Capacity Building	14	651,753	1,060,058	
-	Other Capital Expenditure	15	-	-	
8,500,000.00	<b>Total Capital Expenditure (E)</b>		<b>5,528,434</b>	<b>12,703,052</b>	
-	<b>Main Ledger Expenditure (F)</b>		<b>4,800,444</b>	-	
-	Deposit Payments		1,913,148	1,563,685	ACA-4
4,000,000.00	Advance Payments		2,887,296	6,430,986	ACA-5
-	<b>Total Expenditure G = (D+E+F)</b>		<b>138,875,941</b>	<b>162,025,794</b>	
-	<b>Imprest Balance as at 31<sup>st</sup> December.....</b>				
-	<b>H = (C-G)</b>		<b>(17,144,420)</b>	<b>(29,264,072)</b>	

## 3.2 Statement of Financial Position

<b>Statement of Financial Position</b>			
<b>As at 31<sup>st</sup> December 2020</b>			
	Note	Actual	
		2020	2019
		Rs	Rs
<b>Financial Assets</b>			
Property, Plant & Equipment	ACA-6	379,739,081	378,708,182
<b>Financial Assets</b>			
Finance Accounts	ACA-5/5(a)	17,580,375	19,809,663
Bank & Cash Equivalents	ACA-3	-	-
<b>Total Assets</b>		<b>397,319,456</b>	<b>398,517,845</b>
<b>Assets / Equity</b>			
Investment in Treasury		17,219,605	18,575,306
Property, Plant & Equipment Reserve		379,739,081	378,708,182
Stand Work Advance Reserve	ACA-5(b)		
<b>Current Liabilities</b>			
Deposits Accounts	ACA-4	360,770	1,234,357
Current Balance	ACA-3	-	-
<b>Total Liabilities</b>		<b>397,319,456</b>	<b>398,517,845</b>

all Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 58 and Notes to accounts presented in pages from 59 to 66 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 the Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of accounts and found to be in agreement.

.....  
Accounting Officer  
Name :  
Designation :  
Date : 17/02/2021

.....  
Chief Financial Officer/ Chief Accountant/  
Director (Finance)/ Commissioner (Finance)  
Name :  
Date : 15/02/21

**Prince Senadeera**  
Commissioner General of Official Languages (Acting)  
Department of Official Languages,  
341/7, Kotte Road,  
Rajagiriya.

**N. D. Kalansooriya**  
Chief Accountant  
Department of Official Languages  
"Bhasha Mandiraya"  
341/7, Kotte Road,  
Rajagiriya.

2

### 3.3 Statement of Cash Flow

ACA-C

**Statement of Cash Flows  
for the Period ended 31<sup>st</sup> December 2020**

	Actual	
	2020 Rs.	2019 Rs.
<b>Cash Flows from Operating Activities</b>		
Total Tax Receipts	-	-
Fines, Fines, Penalties and Licenses	15,765,007	43,205,006
Profit	-	-
Non Revenue Receipts	4,638,151	10,405
Revenue Collected for the Other Heads	-	-
Imprest Received	115,575,376	124,561,000
<b>Total Cash generated from Operations (a)</b>	<b>135,978,534</b>	<b>167,776,411</b>
<b>Less - Cash disbursed for:</b>		
Personal Emoluments & Operating Payments	127,596,972	131,019,435
Subsidies & Transfer Payments	772,961	874,009
Expenditure on Other Heads	5,900,715	718,666
Imprest Settlement to Treasury	-	-
<b>Total Cash disbursed for Operations (b)</b>	<b>134,270,648</b>	<b>132,612,110</b>
<b>NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)</b>	<b>1,707,886</b>	<b>35,164,301</b>
<b>Cash Flows from Investing Activities</b>		
Interest	660,009	10,261
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	34,250	55,770
Recoveries from On Lending	-	-
Recoveries from Advance	4,771,025	501,681
<b>Total Cash generated from Investing Activities (d)</b>	<b>5,465,284</b>	<b>567,712</b>
<b>Less - Cash disbursed for:</b>		
Purchase or Construction of Physical Assets & Acquisition of	-	-
Other Investment	3,412,287	30,050,118
Advance Payments	2,887,296	6,150,011
<b>Total Cash disbursed for Investing Activities (e)</b>	<b>6,299,583</b>	<b>36,200,129</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES( F)=(d)-(e)</b>	<b>(834,298)</b>	<b>(35,632,417)</b>
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (g)=(c) + (f)</b>	<b>873,587</b>	<b>(468,116)</b>
<b>Cash Flows from Financing Activities</b>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	1,039,561	2,010,386
<b>Total Cash generated from Financing Activities (h)</b>	<b>1,039,561</b>	<b>2,010,386</b>
<b>Less - Cash disbursed for:</b>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Dividend Payments	1,913,148	1,542,270
<b>Total Cash disbursed for Financing Activities (i)</b>	<b>1,913,148</b>	<b>1,542,270</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)</b>	<b>(873,587)</b>	<b>468,116</b>
<b>Net Movement in Cash (k) = (g) -(j)</b>	<b>(0)</b>	<b>0</b>
Opening Cash Balance as at 01 <sup>st</sup> January	-	-
Closing Cash Balance as at 31 <sup>st</sup> December	<b>(0)</b>	<b>0</b>

3

### 3.5 Revenue Collection Performance

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Preliminary Estimate	Final Estimate	Amount (Rs.)	As a % of the Final Estimate
20.03.99.00	Sales and Charges	35,000,000.00	20,000,000.00	16,074,413.25	80.37 %
20.02.02.99	Interest and Other	8,000,00.00	7,000,00.00	660,009.23	94.28%

### 3.6 Performance of Utilization of Allocated Provisions

Type of Provision	Allocated Provision		Actual Expenditure	Allocations utilized as % of the final allocation finalized
	Preliminary Provision	Final Provision		
Capital Expenditure	8,500,000.00	8,500,000.00	5,528,433.65	65.04%
Recurring Expenditure	151,050,000.00	151,050,000.00	128,369,632.86	84.98%

### 3.7 Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208

No additional provisions have been allocated for this year.

### 3.8 Reporting Performance of Non-financial Assets

Asset Code	Code Description	Balance as per Goods Survey Report as at 31.12.2020 (Rs.)	Balance as per Financial Statement as at 31.12.2020(Rs.)	To be accounted in the future	Reporting progress as a %
9151	Buildings and structures	147,000,000.00	147,000,000.00	-	100 %
9152	Machinery	71,132,730.98	71,132,730.98	-	100 %
9153	Lands	160,000,000.00	160,000,000.00	-	100 %
9154	Intangible assets	1,606,350.00	1,606,350.00	-	100 %
9155	Biological assets	-	-	-	-
9160	Work in progress	-	-	-	-
9180	Leased assets	-	-	-	-

### 3.9 Report of the Auditor General



## ජාතික විගණන කාර්යාලය தேசிய கணக்காய்வு அலுவலகம் NATIONAL AUDIT OFFICE



විගණන අංකය  
Report No. } 02/20/68

විගණන අංකය  
Your No. }

දිනය  
Date } 2021 ජූලි 12 දින

පොදු සේවයේ සේවකරුවන්  
රාජ්‍ය සේවා කොමසාරිස්වරු



*Handwritten signature and notes*

රාජ්‍ය සේවා කොමසාරිස්වරුන් 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා දී මූලික ප්‍රකාශන පිළිබඳව 2018 ආක 19 දරන ජාතික විගණන කොමසාරිස්වරුන් 11(1) වගන්තිය ප්‍රකාරව විගණනාධිපති සමමිතිකවන වාර්තාව.

සටහන්වන වාර්තාවේ වේ යමක් සඳහා.

ආ. ජී. ආ. සංකීර්ණ  
පිළිතුරු, ජ. එන්. ඩී. ජි. ජි.  
විද්‍යාගාරය, විගණනාධිපති  
විගණනාධිපති කමිටුවට

විද්‍යාගාර - 01, පිටුපොළ පොලොව, රාජ්‍ය විද්‍යාල කොමසාරිස්වරුන්

02, පලමුව, රාජ්‍ය සේවා කොමසාරිස්වරුන් සඳහා වන පලමුව පාලනාධිකාරිය



**ජාතික විගණන කාර්යාලය**  
**தேசிய கணக்காய்வு அலுவலகம்**  
**NATIONAL AUDIT OFFICE**



මගේ අංකය  
எனது இல.  
My No.

විමර්ශන/විමර්ශන/අංකය  
02/20/68

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

2021 ඔක්තෝබර් 28 දින

පොදු සේවයේ ස්ථානගත  
 රාජ්‍ය සේවා දෙපාර්තමේන්තුව

රාජ්‍ය සේවා දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනෙන් පවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති පත්වීම් කිරීමට කාර්යාලය.

1. මූල්‍ය ප්‍රකාශන

1.1 කන්තමාල කොමසාරිස් මණ්ඩලය

රාජ්‍ය සේවා දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනට මූල්‍ය කන්තමාල ප්‍රකාශන, පවසන් වර්ෂය සඳහා වූ මූල්‍ය කන්තමාල ප්‍රකාශන හා මුදල් ප්‍රධාන ප්‍රකාශනලින් පෙන්නුම් 2020 දෙසැම්බර් 31 දිනෙන් පවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන මගින් කොමසාරිස් කාර්යාලය පුනු වු (1) හා ප්‍රකාශන මණ්ඩලයක් පත්වීමේදී පනතේ 15(1) වගන්තියට අදාළව විධිවිධාන ප්‍රකාශන මගින් විගණන කොමසාරිස් 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව රාජ්‍ය සේවා දෙපාර්තමේන්තුවේ මෙහි ඉදිරිපත් කරනු ලබන මෙහි මූල්‍ය ප්‍රකාශන පිළිබඳව විගණන කොමසාරිස් හා විගණකයන් මෙහි වාර්තාවේ සඳහන් වේ. මේ ලෙස ප්‍රකාශන මගින් විගණන කොමසාරිස් විධිවිධාන 15(6) වගන්තියට අදාළව කොමසාරිස් කාර්යාලය 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ ප්‍රකාශන මගින් විගණන කොමසාරිස් විධිවිධාන මගින් කොමසාරිස් විධිවිධාන මගින් ඉදිරිපත් කරනු ලැබේ.

මෙහි වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කොමසාරිස් විගණන කොමසාරිස් මූල්‍ය ප්‍රකාශනලින් 2020 දෙසැම්බර් 31 දිනට රාජ්‍ය සේවා දෙපාර්තමේන්තුවේ මූල්‍ය කන්තමාල හා විගණන ඉගෙන වර්ෂය සඳහා එක් මුදල් කන්තමාලය හා මුදල් ප්‍රධාන ප්‍රකාශන පොදුවේ පිළිබඳව විගණන කොමසාරිස් මුදල් කන්තමාලය ප්‍රකාශන මගින් කොමසාරිස් කාර්යාලයේ පිළිබඳව කරන සියලුම කාර්යාල මෙහි සිදු වේ.

**1.2 තත්වගත ණනය කළ මිනුම සඳහා පදනම**

වමිම විගණනයේ 1.6 වෙනුවෙන් දක්වා ඇති කරුණු වන පදනමේ මූලික තත්වගත ණනය කරනු ලැබේ. ශ්‍රී ලංකා විදායන ප්‍රවේශිකාව (ශ්‍රී.ල-වි.ප්‍ර) පවුලේ මා විගණනය සිදු කරන ලදී. ශ්‍රී.ල- ප්‍රකාශන සම්බන්ධයෙන් මාගේ විගණන, විගණනයන් වලට මාට සහ සහකාරීන්ගේ සහකාරීන් විශ්වර කප දැන. මාගේ මාගේ සඳහා පදනමක් සාපරිම උදෙසා හා විසින් ලබා ගෙන ඇති විගණන පාත්‍ර ප්‍රකාශනවලට සහ උඩින් සිටි මාගේ විගණනයයි.

**1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීන් හා ගණන්දීමේ නිලධාරීන් වන නීති**

පොදුවේ විගණන විගණනයන් සඳහා පවතින අනුකූලතා හා 2018 වන 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට පවුලේ සහ සහකාරීන්ගේ සහකාරීන් සම්බන්ධ පවතින පවුලේ මූල්‍ය ප්‍රකාශන පිළිබඳ කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණවත්ව සාධාරණ ප්‍රකාශනයන්ගෙන් පොදුවේ මූල්‍ය ප්‍රකාශන පිළිබඳ කිරීමට ඇති පිළි පිළිබඳ අවධානයක් සහකාරීන් සාධාරණ කිරීමේ මූල්‍ය ගණන්දීමේ නිලධාරීන් / ගණන්දීමේ නිලධාරීන් වන බවයි.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව පදනමේ සහකාරීන් විසින් විගණන හා කාර්ය මූල්‍ය ප්‍රකාශන පිළිබඳ කිරීමට නැතිව පවතින පවුලේ සහකාරීන් හා සහකාරීන් හා සහකාරීන් පිළිබඳ හිස පවුලේ සහකාරීන් හා වංචා පවතින බවයි.

ජාතික විගණන පනතේ 38 (1) (ආ) උප වගන්තිය ප්‍රකාරව සඳහා ගණන්දීමේ මූල්‍ය ප්‍රකාශන සඳහා සරලවම සහකාරීන් සාධාරණ පද්ධතියක් සකස් කර පවතින බවයි. මෙහි දැනුම මට මූල්‍ය ගණන්දීමේ නිලධාරී / ගණන්දීමේ නිලධාරී සහකාරීන් විය යුතු අතර එම පද්ධතියේ සරලවම විගණන කිරීමට හැකි සම්ප්‍රදායිකව සිදු කර ඒ අනුව පද්ධතිය සරලවම පලය කරගෙන සමඟ පවතින බවයි.

**1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණනයේ වගකීම**

තත්වගත ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණවත්ව සාධාරණ ප්‍රකාශනයන්ගෙන් පොදුවේ සහකාරීන් සහකාරීන්ගේ සහකාරීන් විගණන පවතින බවයි. මෙහි දැනුම මට මූල්‍ය ගණන්දීමේ නිලධාරීන් සරලවම සාධාරණ පද්ධතියක් සකස් කර පවතින බවයි. මෙහි දැනුම මට මූල්‍ය ගණන්දීමේ නිලධාරී / ගණන්දීමේ නිලධාරී සහකාරීන් විය යුතු අතර එම පද්ධතියේ සරලවම විගණන කිරීමට හැකි සම්ප්‍රදායිකව සිදු කර ඒ අනුව පද්ධතිය සරලවම පලය කරගෙන සමඟ පවතින බවයි.





**1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම**

**1.6.1 මූල්‍ය කාර්යසාධන ප්‍රකාශන**

**1.6.1.1 ආදායම් අනාවැකි ලැබීම**

වර්ෂයේ දේපල්වලින් ලැබෙන ආදායම රු. 21,097,417 ක් මූල්‍ය කාර්ය සාධන ප්‍රකාශනයේ දක්වා ඇත. මෙහිදී අදායම් අනාවැකි ලැබීමේ ප්‍රධානම වගකීමක් වන්නේ විදුලිබල මණ්ඩලයයි. මෙහිදී වර්ෂයේ මුළු ආදායම මුළුමනින්ම මුදල් ලැබීමට ඇත.

**1.6.2 මූල්‍ය වත්කම්වල පිළිබඳ ප්‍රකාශන**

**1.6.2.1 මූල්‍ය අනාවැකි විස්තර**

වර්ෂයේ මුළුමනින්ම පවතින ප්‍රකාශන.

(අ) සමාජවාදීන් විවිධ ආදායම් අනාවැකි කරන ලද මූල්‍ය අනාවැකි විස්තරවල පිටපත ලබාදීමට රු. 758,203 මූල්‍ය වත්කම්වල පිළිබඳ ප්‍රකාශනයේ දැක්වූ විවිධ හා උපකාරකවලට හා සමාන විදුලිබල මණ්ඩලයේ අනාවැකිවලින් වම් ප්‍රමාණයෙන් වත්කම් හා සමාන වැඩිපමණක් දැක්වුණි.

(ආ) සමාජවාදීන් විවිධ හා සමාන සමාන සමාන ප්‍රකාශන හා සමාන ආදායම් අනාවැකිවල පිළිබඳ ප්‍රකාශනයෙන් ලද ප්‍රතිපාදනවලින් ලැබෙන මුදල රු. 3,514,860 ක් වටිනා වත්කම් වශයෙන් සමාන විවිධ ආදායම් අනාවැකිවලට හා උපකාරක විදුලිබල මණ්ඩලයේ සමාන විවිධ ආදායම් අනාවැකිවලින් වම් ප්‍රමාණයෙන් වත්කම් හා සමාන වැඩිපමණක් දැක්වුණි.

**1.6.3 මුදල් ප්‍රවාහ ප්‍රකාශන**

වර්ෂයේ මුළුමනින්ම පවතින ප්‍රකාශන රු. 1,030,899 ක් මුදල (ACA-6වැනි වර්ෂයේ) මුදල් ප්‍රවාහ ප්‍රකාශනයේ සමාන වත්කම් අනාවැකිවලට වටිනාකමක් එක් කිරීමට මුදල් ප්‍රවාහ ප්‍රකාශනය හා මුදල් ප්‍රවාහ නිරීක්ෂණ ප්‍රකාශන පිළිබඳ ප්‍රකාශන මුදල් ප්‍රවාහ ප්‍රකාශනයේ රු. 3,412,287 ක් ලෙස දැක්වීමට වටිනාකම රු. 2,381,388 ක් වැඩිපමණක් දැක්වූණි.

**1.6.4 ලේඛන හා පොත්පත් පවත්වා ගැනීමේ තත්වය**

දෙපාර්තමේන්තුව විසින් පහත දැක්වෙන ලේඛන පවත්වා ගෙන තිබුණු අතර ආකූල ලේඛන ලිපිගැනීම හා පවත්වාගැනීම පවත්වා ගෙන තිබුණු බව නියැදි විගණන පරීක්ෂණවලදී නිරීක්ෂණය විය.

ලේඛන වර්ගය	ආලෝක ප්‍රතිරෝධී	නිරීක්ෂණ
(අ) අලුත ලේඛන	මුදල් පෙණලාපි 891(1)	සාධනීයව පවත්වා ගෙන තිබුණි.
(ආ) විදුලි ප්‍රකාශන මගින් ලේඛන	මුදල් පෙණලාපි 454(2)	පවත්වා ගෙන තිබුණි.
(ඇ) නිවැසි ලේඛන	සාධන කටයුතු XI, පරිච්ඡේදයේ 1.7	සාධනීයව පවත්වා ගෙන තිබුණි.

**2. මූල්‍ය සමාලෝචනය**

**2.1 ප්‍රධාන ගණන්දීමේ නිලධාරී / ගණන්දීමේ නිලධාරී විසින් සිදු කළ හුදු ගණන්දීම**

2018 අග 19 දරන ජාතික විගණන පනතේ 38 වන උපකර්මයේ යටතේ ප්‍රධාන ගණන්දීමේ නිලධාරී / ගණන්දීමේ නිලධාරී විසින් පහත සඳහන් සංයුතු ගණන්දීමෙන් ගණන් දීම කළ බවට තීරණයක්, ඒ ආදර්ශ කටයුතු කර ගෙන තිබුණි.

දෙපාර්තමේන්තුවේ මූල්‍ය සංරචක සඳහා සම්පූර්ණ පහසුකම් පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ප්‍රධාන ගණන්දීමේ නිලධාරී හා ගණන්දීමේ නිලධාරී සහතික විය. හුදු ගණන් දීම පද්ධතියක් සම්පූර්ණව පිටුපසට ගෙන යාමට ප්‍රධාන ගණන්දීමේ නිලධාරීන් සහ ගණන්දීමේ නිලධාරීන් සහතික විය. හුදු ගණන් දීම සඳහා සුදුසු පවත්වා ගෙන යාමට ප්‍රධාන ගණන්දීමේ නිලධාරීන් සහ ගණන්දීමේ නිලධාරීන් සහතික විය. හුදු ගණන් දීම සඳහා සුදුසු පවත්වා ගෙන යාමට ප්‍රධාන ගණන්දීමේ නිලධාරීන් සහ ගණන්දීමේ නිලධාරීන් සහතික විය. හුදු ගණන් දීම සඳහා සුදුසු පවත්වා ගෙන යාමට ප්‍රධාන ගණන්දීමේ නිලධාරීන් සහ ගණන්දීමේ නිලධාරීන් සහතික විය.







## Chapter 04 - Performance Indicators

### 4.1 Performance Indicators of the Institution (Based on the Action Plan)

S/N	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100 % - 90 %	75 % - 89 %	50 %- 74 %
<b>Capital Expenditure</b>					
<b>(1) Creating a Favourable Working Environment for All Employees (2001)</b>					
01	Constructing a canteen	Number of canteens	✓	-	-
02	Renovating sections of the Department (Commissioner's office)	Number of sections renovated	✓	-	-
03	Constructing an archive	Number of archives	✓	-	-
04	Renovating the washrooms on the ground floor	Number of washrooms renovated	✓	-	-
05	Changing the carpeting of the Language Laboratory	Number of items	-	-	-
<b>(2) Creating a Favourable Working Environment for All Employees (2002)</b>					
01	Repairing Machinery (elevator)	Number of items	✓	-	-
<b>(3) Acquiring Furniture &amp; Office Equipment (2102)</b>					
01	Providing office equipment	Number of items	✓	-	-
<b>(4) Acquiring Machinery &amp; Equipment (2103)</b>					
01	Purchasing equipment	Number of items	-	-	✓
<b>(5) Improving Procedures (2106)</b>					
01	Part payments for the Language Testing Center	Number of systems	✓	-	-
02	Purchasing a Sales Management System for books	Number of systems	✓	-	-
03	Maintaining the Library Management System	Number of systems	✓	-	-
04	Preparing the online application form for the National Language Qualifications (NLQ) as per the new Public Administration Circular for 2021	Number of systems	-	✓	-
<b>(6) Improving the Knowledge, Skills, Attitudes of the Staff (2401)</b>					
01	Directing the officers of the department towards various capacity building and training programmes	Number of programmes	-	✓	-
02	Conducting training programmes on preparing question papers, writing scripts and voice acting according to the examination methods of the Official Languages Proficiency Examination.	Number of programmes	✓	-	-
03	Providing sponsorships for higher education programmes	Number of programmes	✓	-	-

Recurring Expenses

**(7) Promotion of National and International Language Proficiency (1703 -1)**

01	Conducting Sinhala, Tamil, English and foreign language classes	Number of classes and number of students	-	-	√
02	Preparing language teaching aids such as handbooks and CDs in order to facilitate language teaching	02 syllabuses (Sinhala, Tamil) and 02 Teacher's Guides (Sinhala, Tamil)	✓	-	-
03	Planning language promotion programmes on a regional level for students from low-income families	Number of programmes	✓	-	-
04	Compiling a bilingual dictionary consisting of Sinhala and Tamil words	Number of copies	-	-	√
05	Holding a book stall at the Colombo International Book Fair	Number of copies	✓	-	-
06	Conducting seminars for the students of the Language Laboratory	Number of programmes	-	-	-
07	Planning language courses at the request of various institutions	Number of programmes	✓	-	-
08	Organizing training programmes for the instructors of the Language Laboratory	Number of programmes	-	-	✓
09	Implementing Attitude Development Programmes	Number of programmes	-	-	✓
10	Conducting the 100-hour Tamil Course as per Circular No. 1/2014 (iv)	Number of programmes	✓	-	-
11	Converting the Spoken Tamil textbook to braille using the "Navigability" software in order to promote trilingual skills of the visually impaired persons	Number of items	✓	-	-

**(8) Facilitating in Acquiring Language Proficiency (1703 -2)**

01	Establishing and maintaining a computer-based evaluation methodology for assessing Sinhala and Tamil proficiency.	Establishing and maintaining the methodology	✓	-	-
02	Commencing the designing of a logo for the TerminoHub website to easily identify the site as well as create awareness.	Number of systems	✓	-	-
03	Releasing glossaries to the internet through the website.	Number of glossaries	✓	-	-
04	Making 15 publications of the department available on the internet as e-books.	Number of e-books	✓	-	-
05	Maintaining and updating the department website	Number of systems	✓	-	-
06	Conducting the "RajyaBhashaPasala" radio programme for the purpose of teaching Sinhala and Tamil languages	Number of programmes	✓	-	-
07	Purchasing books as per the recommendation of the book committee.	Number of books	✓	-	-

08	Conducting a workshop with the aim of educating journalists on using glossaries and the accurate use of language in media.	Number of programmes	-	-	-
<b>(9) Conducting Language Proficiency Examinations for Public and Semi Government Officers (1703- 3)</b>					
01	Conducting the Official Languages Proficiency Examination required to fulfil the Official Languages Proficiency as per Public Administration Circular No. 1/2014 (VII) and 4/2014.	Number of examinations and candidates	✓	-	-
02	Taking the relevant steps to conduct the National Language Qualifications (NLQ) examinations as per the newly proposed Public Administration Circular No.18/2020.	Number of candidates	✓	-	-
03	Conducting Language examinations / preparation and standardization of question papers upon the request of other institutions.	Number of examinations and candidates	-	-	✓
<b>(10) Facilitating to Ensure a Higher Quality Translation Service (1703-4)</b>					
01	Providing trilingual translation services as per the requirements of government and semi-government institutions.	Number of translations	✓	-	-
02	Translating documents of national importance	Number of translations	✓	-	-
03	Employing external resource persons for translations and proofreading.	Number of translations	✓	-	-
04	Compiling glossaries for various fields of study	Number of glossaries	✓	-	-
05	Continuing the work on compiling a handbook on translation.	Number of handbooks	-	-	✓
06	Providing supplements and stationery required for translation purposes.	Number of items	✓	-	-
07	Taking measures to create an electronic library for translators	Number of e-libraries	-	-	✓
08	Discussing with the institutions in charge in order to design a Translation Management Plan	Number of systems	-	-	✓
09	Updating the Pool of Language Facilitators through the bhashawa.lk website	Number of examinations	-	-	✓
<b>(11) Celebrating Days of National Importance</b>					
01	<b>Sinhala Language Day - 02<sup>nd</sup> of March</b> <b>International Translation Day - 30<sup>th</sup> of September</b> <b>Anniversary of the Department of Official Languages - 01<sup>st</sup> of October</b> <b>Tamil Language Day - 14<sup>th</sup> of October</b>	Number of events	-	-	✓

## Chapter 05 - Performance in Achieving Sustainable Development Goals (SDG)

### 5.1 Relevant Identified Sustainable Developments Goals

Goal / Objectives	Goals	Achievement Indicators	Progress in achievements so far		
			0% - 49 %	50 %- 74%	75%- 100%
<b>(1) Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.</b>	(1) By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship.	<b>(1.1)</b> Conducting Sinhala, Tamil, English and foreign <b>language classes</b> and <b>award certificates / diplomas</b> to improve the language skills of youth as well as adults.		✓	
		<b>(1.2)</b> Broadcasting a radio programme called " <b>RajyaBhashaPasala</b> " in Sinhala and Tamil in collaboration with the Sri Lanka Broadcasting Corporation to promote the second language skills of youth and adults.			✓
		<b>(1.3)</b> Printing of <b>text books and study aid books</b> in Sinhala and Tamil to enhance the language skills of second language learners and distributing them through an effective method.			✓
		<b>(1.4)</b> Uploading the Publications of the department (in Sinhala, Tamil and English) <b>as e-books</b> on the departmental website for the convenience of language learners.			✓
		<b>(1.5)</b> Providing glossaries and technical terms related to various subjects <b>through the Terminohubwebpage</b> for the convenience of language learners.			✓
		<b>(2.1)</b> Converting the Spoken Tamil textbook to braille using the " <b>Navigability</b> " software in order to promote trilingual skills of the visually impaired persons.			✓

	(2) By 2030, eliminate gender disparities in education and ensure equal access to all levels of education and vocational training for the vulnerable, including persons with disabilities, indigenous peoples and children in vulnerable situations.	(2.2) Conducting Tamil and English language promotion programmes (in <b>Gampaha and Negombo districts for 800 students</b> ) school-leavers from low-income families.			✓
	(3) By 2030, ensure that all <b>youth and a substantial proportion of adults</b> , both male and female, achieve literacy and numeracy.	(3.1) Facilitating public officers to acquire Sinhala and Tamil language proficiency by conducting <b>official language proficiency examinations</b> .			✓
		(3.2) Introducing a <b>computer-based evaluation method</b> for assessing Sinhala and Tamil proficiency and <b>National Language Qualifications (NLQ)</b> examination.			✓
		(3.3) Planning <b>language promotion programmes</b> for students from low-income families on provincial basis.			✓
	(4) By 2030, ensure that all learners acquire the knowledge and skills needed to promote sustainable development, including, among	(4.1) Celebrating <b>days of national importance</b> with the participation of school children for the purpose of promoting languages, and providing publications (Sinhala, Tamil, English) of the department to school libraries for free.		✓	

	<p>others, through education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development.</p>	<p><b>(4.2) Establishment of a pool of language facilitators</b> consisting of Sinhala, Tamil, English, Japanese, Hindi, French, German and Chinese translators, and maintaining it. (through the bhashawa.lk website)</p>	✓		
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## 5.2 Achievements and Challenges in Achieving the Sustainable Development Goals

In order to achieve the Sustainable Development Goals for the year 2030, our Department has successfully completed all the activities targeted for the year 2020 even though our communications with the public suffered due to the prevailing pandemic situation.

Some of the major challenges that arose are as follows:

1. Difficulty in providing a qualitative translation service due to the shortage of translators.
2. Delay in producing suitable publications due to the lack of modern technology and the supervision of a third-party with expertise in writing and producing publications.
3. Since the payments approved under government circulars for resource persons are at a minimal level, resource persons with subject expertise could not be recruited at such rates for the purposes of designing text books, support materials (books), glossaries and dictionaries required for language learning.

## Chapter 06 - Human Resources Profile

### Annual Cadre Information Sheet

1. Ministry : Ministry of Public Services, Provincial Councils and Local Government
2. Department : **Department of Official Languages**
3. Address : 341/7, Kotte Rd, Rajagiriya
4. Cadre information : 31st December 2020

Table - 01

Designation	Service	Grade	Salary Code	Service Level	Approved Cadre			Existing Cadre			
					Permanent	Contract	Casual	Permanent	Contract	Casual	Acting
Commissioner General of Official Languages	SLAS	Special	SL 3	Senior Level	1	0	0	0	0		1 <sup>(Grade 1)</sup>
Commissioner	SLAS	I	SL 1		1	0	0	1	0		0
Commissioner	Dept.	I	SL 1		1	0	0	0	0		0
Chief Accountant	SLAcS	I	SL 1		1	0	0	1	0		0
Internal Auditor	SLAcS	I	SL 1		1	0	0	0	0		0
Asst./Dy. Commissioner	SLAS	III/II	SL 1		4	0	0	2	0		0
Asst./Dy. Commissioner	Dept.	III/II	SL 1		1	0	0	0	0		0
Accountant	SLAcS	III/II	SL 1		1	0	0	1	0		0
Administrative Officer	PMAS	Supra	MN 7	Tertiary Level	1	0	0	1	0		0
Superintendent of Languages Laboratory	Dept.		MN 7		1	0	0	1	0		0
Superintendent of Languages	Dept.		MN 7		8	0	0	0	0		0
Superintendent of Languages (Translation)	Dept.		MN 7		3	0	0	0	0		0
ICT Officer	SLICTS	2-II/I	MN 6		1	0	0	1	0		0
Translator	TS.	II/I	MN 6		19	0	0	8	0		0
Translator	Dept.	II/I	MN 6		25	0	0	12	0		0
<b>Translator Asst</b>	Dept.		MN 4		<b>20</b>	0	0	<b>20</b>	0		0
<b>Project Devp. Asst</b>	Asso. Officers		MN 4	<b>1</b>	0	0	<b>1</b>	0		0	
<b>Development Officer</b>	DOS	III/II/I	MN 4	43	0	0	<b>77</b>	0		0	
Librarian	SLGLS	III/II/I	MN 3	3	0	0	0	0		0	
Management Service Officer	PMAS	III/II/I	MN 2	25	0	0	16	0		0	
Language Laboratory Asst.	Dept.	III/II/I	MT 2	1	0	0	1	0		0	
ICT Asst.	SLICTS	3-III/II/I	MT 1	1	0	0	1	0		0	
Technical Asst.	Dept	III/II/I	MT 1	1	0	0	0	0		0	
Driver	DS	III/II/I sp	PL 3	Primary level	5	0	0	4	0		0
O.E.S. Posts	OES	III/II/I sp	PL 1		14	0	0	13	0		0
<b>Total</b>					<b>183</b>	<b>0</b>	<b>0</b>	<b>161</b>	<b>0</b>		<b>1</b>

Table - 02

Service Level	Approved Cadre	Existing Cadre
Senior	11	6
Tertiary	58	23
Secondary	95	116
Primary	19	17
<b>Total</b>	<b>183</b>	<b>162</b>

Prepared By : .....

Checked by: .....

5. I certify that the above particulars are correct.

.....  
**K.S.R. Perera**  
Commissioner of Official Languages  
For Commissioner General of Official Languages

**K. Sanjiv Ruvinka Perera**  
Commissioner of Official Languages  
Department of Official Languages  
341/7 Kotte Road  
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Contact Officer (Name)  
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: **K.S.R. Perera**  
: Commissioner of Official Languages  
: 011-2865370

## 06.01 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies	Excess
Senior	11	06	05	-
Tertiary	58	23	35	-
Secondary	95	116	-	21
Primary	19	17	02	-

## 06.02 Impact of the Shortage or Excess of Human Resources on the Performance of the Institution

1. **Shortage of Translators** – As the department does not have the capacity to complete all the requests for translation received from government institutions, we are compelled to reject certain such requests, which in turn causes damage to the reputation of the department.
2. **Shortage of Management Services Officers** - Unnecessary delays in the internal administration and accounting activities of the department.
3. **Excess of Development Officers** - As the Translator Assistants of the department have been absorbed to the Combined Service as Development Officers, the department cannot recruit new Development Officers with up-to-date knowledge and skills, which in turn has led to difficulties in achieving the targets of the department.

## 06.02 Capacity Development of Staff

Name of the Programme	No. of Officers Trained	Duration of the Programme	Total Investment		Nature of the Programme Local / Foreign	Output / Knowledge Obtained
			Local	Foreign		
Leave Provisions of Public Officers	1	10,11 .02.2020 2 days	8500/ =	-	Local	Educating officers of the functions and responsibilities of the leave clerk, providing them an understanding of accurately updating the leave registers, educating them of all the types of leave applicable to permanent employees of regular and state ministries, departments and semi-government institutions as well as officers recruited on contract-basis as provided in the Establishment Code, and providing them the understanding of the procedure to be followed when obtaining leave
Annual Stocks Verification and Assets Disposal	02	19, 20 .02.2020 2 days	17000 /=	-	Local	Identifying stocks and assets, classification, documentation, stock books and records, ordering, receiving, keeping in custody and issuing of items, the responsibility and function of stores operations, appointing a board of survey, function and role of the boards of survey, identifying items that need to be disposed and the process of disposal, understanding how to prepare board of survey reports
Responding to Audit Queries	01	20, 27 .02.2020 2 days	10000 /=	-	Local	Laws and regulations applicable to internal and external auditing, how internal and external auditing activities affect the overall operations of public institutions, benefits of cooperating with the internal and external auditing staff, and how to reduce the

						number of audit queries received by the institution by cooperating with them, the importance of identifying the crucial areas that are given high emphasis during the process of internal and external auditing operations, identifying the nature of internal auditing queries by means of a model/mock auditing query and understanding how to respond to such queries
Office Management and Financial Regulations	01	24, 25 .02.2020 2 days	8000/ =		Local	Office procedures and principles, basic characteristics of an effective office procedure, using and controlling machinery / equipment in an office, understanding of forms, public finance management, the subject of public finance, laws, rules and regulations relating to public finance, financial control in terms of Financial Regulations 135, delegation of financial control and the importance of delegating financial control, importance of having an understanding of Financial Regulations 135, 136, 137, 138 and 139
Preparation / Calculation of Salaries of Public Officers	01	27 .02.2020 01 day	4000/ =		Local	An understanding of all types of salaries in ministries, departments and semi-government institutions, salaries and salary structure of public offices, methods of paying and denying annual salary increments, salary conversion, salary for acting in a position and allowances
Functions Relating to the Recruitment to the Public Service	03	03,06,14.0 3.2020 02 days	2400 0/=		Local	Preparation of schemes of recruitment used in recruiting to the public service, appointment and items that should be included in a letter of appointment, gaining a wide understanding of documents, preparing history sheets, completing a personal file, conducting

						efficiency bar examinations and the objectives of such, knowledge of matters from transferring officers to entitlement of pensions
Using the Recording Studio	08	03, 06, 14.03.2020 03 days	1500 0/=		Local	Correct use of the auditorium, maintenance and control, use of machines and equipment, safety of the equipment, identifying defects in equipment and coming up with solutions for such, understanding of voice recording and editing
Office Procedures and Code of Conduct	02	23, 24.07.2020 02 days	17000 /=		Local	Filing documents, important factors to consider when filing documents, characteristics of an accurate filing system, effective communication, correct and positive attitudes
Enhancing Attitudes and Professional Knowledge	02	23, 24.07.2020 02 days	17000 /=		Local	Understanding of the role, responsibility and duty of the officers of the institution, general behaviour and discipline, relationship with the public, duty and responsibility of each officer, safety and protection of the institution's properties, keeping the expenses of the institution at a minimum and preventing wastage
Pensions	01	27.07.2020 01 day	5000/ =		Local	Understanding of the process relevant to pensions, pension schemes currently used by the government, reasons for retirement, benefits of the pension system, calculation of pension, calculation of death gratuity, introduction to W&OP and calculation of W&OP
Filing Documents	06	31, 30.09.2020 02 days	51,00 0/=		Local	Filing documents, important factors to consider when filing documents, characteristics of an accurate filing system, advantages of an accurately maintained file, classification of files, filing tools and filing methods, tasks relating to documents received by the institution, opening files and filing

						documents
Preparation of Cabinet Memoranda	01	01 days	4000 /=		Local	Understanding of preparing an accurate and efficient cabinet memorandum, the importance of cabinet memoranda, the requirement of a cabinet memorandum, subjects that should not be covered through cabinet memoranda, various cabinet memoranda and specimens, instances where the discretion and approval of the Attorney-General is required, forwarding annexures, reports and observations that require approval, the process of approval, notification of approved Cabinet Memoranda, responses related to cabinet decisions and follow-up
Skills Development Programme	21	07, 08.09.2020 02 days	2014 0/=		Local	Better understanding of creative writing skills, communication and voice control
Government Payroll system	01	09, 10, 11.09.2020 03 days	18000 /=		Local	Installation & initiation of GPS, Maintenance of files Employee master file, Data entering, Loans to Public Officers, Departments of supported bank loans, "EPF, ETF & PSPF, Miscellaneous operational activities, Payroll processing Reporting & Printing GPS SLIP system, Error handling routine
Stores Management and Inventory Control	01	24, 25.09.2020 2 days	8,500		Local	Introduction to Stores Control, importance of stores control, methods of stores control, maintaining stores registers, annual survey of items of all departments, effective disposal of items, loss of storage items, damage of storage items and removing items from the books

## **The Contribution of Training Programmes towards the Performance of the Institution.**

- ❖ These programmes have enabled the officers to expand the knowledge required in performing the functions of the institution in order to achieve the objectives of the department.
- ❖ Improving the knowledge and efficiency of the officers has enabled them to perform their duties quickly and accurately.
- ❖ Improving the productivity of the officers has enabled officers to perform their duties better.
- ❖ When performing their duties, officers have started to build interrelationships and they have been further motivated.
- ❖ These programmes have resulted in accurate, efficient, successful and productive execution of the functions of the institution.
- ❖ Such training programmes have been instrumental in the development of employee skills as well as the effective execution of the institutional functions.
- ❖ These programmes have provided assistance to newer employees who do not possess much experience, in discharging their duties well.

## Chapter 07 - Compliance Report

### 7.1 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 the 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	Other	-	-	-
2	<b>Maintenance of books and registers (FR445)/</b>			
2.1	Updating and maintaining the Fixed Assets Register in terms of Public Administration Circular 267/2018	✓	-	-
2.2	Updating and maintaining the Personal Emoluments Register / Personal Emolument Card	✓	-	-
2.3	Updating and maintaining the Audit Query Register	✓	-	-
2.4	Updating and maintaining the Internal Audit Reports	✓	-	-
2.5	Preparing all the monthly abstracts of accounts and forward to the Treasury on the due date	✓	-	-
2.6	Updating and maintaining the Register of Cheques and Money Orders	✓	-	-
2.7	Updating and maintaining inventories	✓	-	-
2.8	Updating and maintaining the Stock Register	✓	-	-
2.9	Updating and maintaining the Registry of Losses	✓	-	-
2.10	Updating and maintaining records of liabilities	✓	-	-
2.11	Updating and maintaining the Register of Counterfoil Books	✓	-	-
03	Delegation of functions for financial control (FR 135)			
3.1	Delegating the financial authority within the institution	✓	-	-
3.2	Communicating the specifics of the delegation of financial authority within the Institution	✓	-	-
3.3	Delegating the authority in a manner that each transaction shall be passed through two or more officers	✓	-	-
3.4	Operating under the control of the accountant when using the Government Payroll Software Package in terms of State Account Circular 171/2004 dated 11.05.2014	✓	-	-

<b>4</b>	<b>Preparation of Annual Plans</b>			
4.1	Preparing the annual action plan	✓	-	-
4.2	Preparing the annual procurement plan	✓	-	-
4.3	Preparing the annual Internal Audit plan	☒	<b>No Internal Audit Unit has been established to fill the relevant vacancies</b>	Filling the relevant vacancies
4.4	Preparing the annual estimate and forwarding to the NBD on due date	✓	-	-
4.5	Forwarding the annual statement of cash flow to the Treasury Operations Department on time	✓	-	-
<b>5</b>	<b>Audit Queries</b>			
5.1	Responding to all audit queries within the time period specified by the Auditor General	✓	-	-
<b>6</b>	<b>Internal Audit</b>			
6.1	Preparing the internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	☒	<b>No Internal Audit Unit has been established to fill the relevant vacancies</b>	Filling the relevant vacancies
6.2	Responding to all the internal audit reports within one month	No internal audit queries have been received within this year.	-	-
6.3	Forwarding copies of all the internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	✓	-	-
6.4	Forwarding all the copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	✓	-	-
<b>7</b>	<b>Audit and Management Committee</b>			
7.1	Holding a minimum of 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2019	✓	-	-
<b>8</b>	<b>Asset Management</b>			
8.1	Forwarding the information regarding purchases and disposals of assets to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	✓	-	-
8.2	Appointing a suitable liaison officer to coordinate the implementation of the provisions of the circular and forwarding the details of the nominated officer to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	✓	-	-

8.3	Conducting the boards of survey and forwarding the relevant reports to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	(Survey has been conducted. Final reports could not be submitted due to the closure of offices due to the Corona pandemic.)	-	-
8.4	Taking measures in relation to the excesses and deficits that were disclosed through the board of survey and other relating recommendations during the period specified in the circular	✓	-	-
8.5	Carrying out the disposal of condemned articles in terms of FR 772	✓	-	-
9	<b>Vehicle Management</b>			
9.1	Preparing and forwarding the daily running charts and monthly summaries of the pool vehicles submitted to the Auditor General on due date	☒	Running charts for the first and second quarter of 2020 have been forwarded.	Measures will be taken to forward the running charts for the third and fourth quarter as soon as possible.
9.2	Disposing condemned vehicles within a period of less than 6 months upon being condemned	✓	-	-
9.3	Maintaining and updating the vehicle logbooks	✓	-	-
9.4	Taking action in terms of F.R. 103, 104, 109 and 110 with regard to every motor vehicle accident	✓	-	-
9.5	Re-examining the fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	✓	-	-
9.6	Getting the absolute ownership of the leased vehicle log books transferred after the lease term	☒	The relevant branch of the bank has been notified.	The transfer has been delayed due to the pandemic situation. Actions will be taken to complete the transfer as soon as possible.
10	<b>Management of Bank Accounts</b>			
10.1	Preparing the bank reconciliation statements, getting them certified and forwarding them for audit by the due date	(Bank reconciliation statements for 05 months have not been submitted by the due date as the office had being closed due to the pandemic situation)	-	-
10.2	Settling the dormant accounts that had existed in the year under review or since previous years	✓	-	-

10.3	Taking measures in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settling such balances within one month	✓	-	-
11	<b>Utilization of Provisions</b>			
11.1	Spending the provisions allocated without exceeding the limit	✓	-	-
11.2	Upon utilizing the allocated provisions, incurring commitments (liabilities) in a manner that does not exceed the remainder of provisions as at the end of the year as per the FR 94(1)	✓	-	-
12	<b>Advance Accounts of Public Officers</b>			
12.1	Complying with the limits	✓	-	-
12.2	Carrying out a time analysis on the loans in arrears	✓	-	-
12.3	Settling the loan balances in arrears for over one year	✓	-	-
13	<b>General Deposit Account</b>			
13.1	Taking actions to dispose lapsed deposits as per F.R.571	✓	-	-
13.2	Updating and maintaining the control register for general deposits	✓	-	-
14	<b>Imprest Account</b>			
14.1	Remitting the balance in the cashbook at the end of the year under review to the Treasury Operations Department	✓	-	-
14.2	Settling the ad-hoc sub imprests issued as per F.R. 371 within one month from the completion of the task	☒	✓	Relevant officers were informed to ensure that such situation will not occur in the future.
14.3	Issuing the ad-hoc sub imprests without exceeding the limit approved as per F.R. 371	✓	-	-
14.4	Reconciling the balance of the imprest account monthly with the Treasury books	✓	-	-
15	<b>Revenue Account</b>			
15.1	Making refunds from revenue in terms of the regulations	☒	-	No refunds have been made from revenue.
15.2	Crediting the revenue collection directly to the revenue account without crediting it to the deposit account	✓	-	-
15.3	Forwarding the returns of arrears of revenue to the Auditor General in terms of FR 176	☒	-	No revenue deficit
16	<b>Human Resource Management</b>			
16.1	Maintaining the staff within the limit of the approved cadre	☒	Only the number of development officers has exceeded the approved cadre. However, in	Measures are being taken to remove the officers of the Department who are currently assigned to other institutions from the Department cadre and have

			reality, only 44 officers are currently working at the Department	them attached to the same institution or another institution.
16.2	Providing all members of the staff a duty list in writing	✓	-	-
16.3	Forwarding all reports to MSD in terms of the Circular No.04/2017 dated 20.09.2017	✓	-	-
<b>17.</b>	<b>Provide Information to the Public</b>			
17.1	Appointing an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulations	✓	-	-
17.2	Providing information about the institution to the public through its website and facilitating the public to forward their appreciations/allegations about the Department through the website or alternative methods.	✓	-	-
17.3	Submitting bi-annual or annual reports as per Section 08 and 10 of the RTI Act	✓	-	-
<b>18</b>	<b>Implementation of the Citizens Charter</b>			
18.1	Formulating and implementing a citizens charter/ Citizens client's charter by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	✓	-	-
18.2	Devising a methodology in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens Clients Charter, as per paragraph 2.3 of the circular, by the institution	✓	-	-
<b>19</b>	<b>Preparation of the Human Resource Plan</b>			
19.1	Preparing a human resource plan in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018	✓	-	-
19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	✓	-	-
19.3	Signing of annual performance agreements by the entire staff based on the format in Annexure 01 of the aforesaid Circular	✓	-	-
19.4	Appointing senior officer and assigning 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	✓	-	-
<b>20</b>	<b>Responses for the Audit Paras</b>			
20.1	Rectifying the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	✓	-	-

**..END..**