

Annual Performance Report – 2020
Department of National Museums
Expenditure Head No : 208

Department of National Museums
COLOMBO - 07

(01). Corporate Profile / Summary of Implementation:

The main intension of the Department of National Museums is to provide a perfect service to the nation. In this connection, the department has to go for various types of process and to select the most suitable method. The policy planning which is related to this selection requires various resources that are useful for the department and also considered the country's need.

These policies are implemented by the Department of National Museums mainly through its Colombo National Museum which has possessed a wide range of collection that represent the whole Country. In addition, other regional museums such as Colombo Natural History Museum, Kandy National Museum, Ratnapura National Museum, Galle National Museum, Galle Maritime Museum, Dutch Museum at Fort, Anuradhapura Folk Museum, Independence Memorial Museum , Ruhunu Heritage Museum at Magampura and Ancient Technology Museum are administered by the Department of National Museums. The duty of those Museums is to show the cultural and natural history heritage features which are specific to those areas. Further the scope of the Service of this department becomes broader with the mobile museum service.

1.2. The Vision, Mission .

(a) Vision of the Department

Providing a meaningful museum service to the public with knowledge and inspiration.

(b) Mission of the Department

Protect the culture and natural heritage resources scientifically and systematically and their presentation for the evaluation, education and entertainment of the public.

1.3. Performance of the department.

The performance of the Department of National Museums could be analysed as follows.

- Collection, Registration, Conservation and Preservation of museum objects and specimens relevant to the subject areas such as Archaeology, Ethnology, Anthropology, Botany, Zoology, Entomology and Geology, .
- Update and maintain the permanent exhibitions , assure the security, daily maintenance and handle the administration matters.
- Provide an effective research service through the collection of ola leaf manuscripts and the conserved very old books in the library to the researchers
- Conduct researches regarding with the above mention subject areas and launch publications.
- Reprint the research publication of Spolia Zeylanica, research papers relevant to museum collection and catalogues and the rare books published as department publications etc.
- Implement the educational programmes such as lectures, workshops, seminars and exhibitions to provide a knowledge with regarding the above mention subjects.
- Functioning as a resource hub to provide knowledge about museology to the scholars in universities and other higher education institutions.
- Provide reports to identify the animal specimens in legal matters.
- Provide consultation service to external organizations when establish their own museums.
- Provide a perfect museum service to the nation through that attract both local and foreign visitors and contributes for the monitory support to the national income.

1.4 Organization chart : (please refer the annexure 01)

1.5 Main sections and regional museums of the department:

The main sections and regional museums of the Department could be mention as follows.

(a). Sections of the department.

- Ethnology Section

- Anthropology Section
- Zoology Section
- Entomology Section
- Geology Section
- Botanical Section
- Library of the National Museum
- Education and Publication Section
- Conservation Section
- Administration Section
- Accounts Section
- Internal Audit Section
- Photography Section
- Exhibition & planning Section
- Information technology Section

Regional Museums maintain under the purview of the department

- Colombo National Museum
- National Natural History Museum - Colombo
- National Museum - Kandy
- National Museum - Ratnapura
- National Museum - Galle
- Dutch Museum - Pettah
- Folk Museum -Anuradhapura
- Maritime Museum- Galle
- Independence Memorial Museum – Colombo
- Magampura Ruhunu Heritage Museum – Hambantota
- Ancient Technology Museum – Polonnaruwa.

(02). Progress and future perspective.

Achievements, Challenges and Future goals;

a). **Achievements**

- The project of copying the paintings in Colombo Museum is over and complete 10 paintings
- Renovation of Zoology lab.
- Renovation of education publication Section.
- Further developed the storage availability in Geology section.
- Renovation of aquatic, amphibians and reptile galleries in Natural History Museum.
- Successfully completed the project of conservation renovation in Ratnapura National Museum and exhibitions.
- Accomplish of the landscaping project in Kandy National Museum garden.
- Renovation of Galle National Museum.
- Renovation of conservation renovation of Dutch museum.
-

b). Challenges and future goals;

- Further development of the web site of the Department of National Museum.
- Start manufacturing an organic fertilizer project in the museum premises.
- Establish fire suppression system in the museum library.
- Renovation of the national museum garden .
- Renovation of furniture gallery Colombo national Museum.
- Under the project of repairing of rare books expect the below mention books to reprint in next year.
 - 01 මධ්‍යකාලීන සිංහල කලා (Medival Sinhala Arts) - Ananda Koomaraswami
 - 02 ශ්‍රී ලංකාවේ මිල මුදල් (Currancies of Sri Lanka) - Leelananda Kaldera.
 - 03 ශ්‍රී ලංකාවේ ලෝකඩ මූර්ති කලා උරුමය.(Heritage of bronze statues in Sri Lanka)
 - 04. The Heritage of Sri Lankan bronze Culture
- Launch the magazine of Spolia Zeylanica(Vol-50)
- Publish the Sinhala translation of “A guide to The National Museum Colombo”
- Renovation and refurbishment of Dutch museum and exhibition galleries which has antique value (This project should complete in 2021 June due to inability of the State Engineering Corporation .

- Renovation of exhibition galleries in Galle National Museum.
- Further development of infrastructure facilities in Kandy National Museum .
- Further development off infrastructure facilities in Ratnapura National Museum.
- Further development off infrastructure facilities in Polonnaruwa Ancient Technology Museum.
- Development process on Dutch museum.

A handwritten signature in blue ink, appearing to read "Sanuja", is displayed on a light blue rectangular background. The signature is written in a cursive style and is positioned above a horizontal dotted line.

Sanuja Kasthuriarachchi

Director General

Department of National Museums

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

Rs.

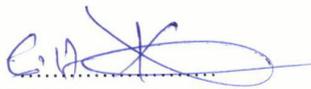
Budget 2020	Note	Actual	
		2020	2019
-	Revenue Receipts	-	-
-	Income Tax	1	-
-	Taxes on Domestic Goods & Services	2	-
-	Taxes on International Trade	3	-
-	Non Tax Revenue & Others	4	84,730,339
-	Total Revenue Receipts (A)	-	84,730,339
-	Non Revenue Receipts	-	-
-	Treasury Imprests	250,660,000	289,719,000
-	Deposits	5,057,080	6,398,168
3,500,000	Advance Accounts	11,165,177	11,395,444
-	Other Receipts	35,226,740	-
3,500,000	Total Non Revenue Receipts (B)	302,108,996	307,512,612
3,500,000	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	302,108,996	392,242,951
-	Less: Expenditure	-	-
-	Recurrent Expenditure	-	-
183,250,000	Wages, Salaries & Other Employment Benefits	5	177,317,781
55,480,000	Other Goods & Services	6	46,398,990
1,750,000	Subsidies, Grants and Transfers	7	1,542,400
-	Interest Payments	8	-
-	Other Recurrent Expenditure	9	234,333
240,480,000	Total Recurrent Expenditure (D)	225,259,171	210,817,256
-	Capital Expenditure	-	-
34,000,000	Rehabilitation & Improvement of Capital Assets	10	33,047,727
44,050,000	Acquisition of Capital Assets	11	13,771,440
-	Capital Transfers	12	-
-	Acquisition of Financial Assets	13	-
100,000	Capacity Building	14	1,056,250
20,820,000	Other Capital Expenditure	15	20,318,758
98,970,000	Total Capital Expenditure (E)	67,137,924	159,032,396
600,000	Main Ledger Expenditure (F)	6,404,427	22,022,868
-	Deposit Payments	4,686,164	3,431,344
600,000	Advance Payments	1,718,262	18,591,524
340,050,000	Total Expenditure G = (D+E+F)	298,801,521	391,872,520
(336,550,000)	Imprest Balance as at 31st December..... H = (C-G)	3,307,475	370,431



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	10,880,336,787	10,834,969,981
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	36,833,118	46,280,033
Cash & Cash Equivalents	ACA-3	-	370,431
Total Assets		10,917,169,905	10,881,620,445
<u>Net Assets / Equity</u>			
Net Worth to Treasury		23,247,181	33,697,060
Property, Plant & Equipment Reserve		10,880,336,787	10,834,969,981
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	12,953,489	12,582,973
Imprest Balance	ACA-3	632,448	370,431
Total Liabilities		10,917,169,905	10,881,620,445

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 05 to 60 and Notes to accounts presented in pages from 61 to 75 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 :


Accounting Officer
Name :
Designation :
Date : 2021.02.19


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

SANUJA KASTHURIARACHCHI
Director General
Department of National Museums
Colombo 07

W. F. D. P. FERNANDO
Chief Accountant
For the Director General
Department of National Museums

Deshabandu Prof. Kapila Gunawardhana
Secretary
Ministry of Buddhasasana, Religious and
Cultural Affairs
No. 135, "Dahampaya",
Srimangala, Sri Lanka
Colombo 07.



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

	2020 Rs.	Actual 2019 Rs.
<u>Cash Flows from Operating Activities</u>		
Total Tax Receipts	-	75,297,800
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	689,981
Revenue Collected for the Other Heads	26,752,819	-
Imprest Received	250,660,000	289,719,000
Total Cash generated from Operations (a)	277,412,819	365,706,781
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	207,338,431	258,449,706
Subsidies & Transfer Payments	-	-
Expenditure on Other Heads	3,057,090	83,570,083
Imprest Settlement to Treasury	632,448	-
Total Cash disbursed for Operations (b)	211,027,969	342,019,789
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	66,384,850	23,686,992
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	103,500
Recoveries from On Lending	-	-
Recoveries from Advance	2,515,303	1,573,966
Total Cash generated from Investing Activities (d)	2,515,303	1,677,466
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	65,067,831	5,823,798
Advance Payments	764,000	18,591,524
Total Cash disbursed for Investing Activities (e)	65,831,831	24,415,322
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(63,316,528)	(22,737,856)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	3,068,322	949,137
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	1,332,058	2,075,852
Total Cash generated from Financing Activities (h)	1,332,058	2,075,852
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	4,400,379	3,024,989
Total Cash disbursed for Financing Activities (i)	4,400,379	3,024,989
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(3,068,322)	(949,137)
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 statements

3.6 Performance of the Revenue Collections

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected revenue	
		Original	Final	Amount (Rs.)	As a% of Final Revenue Estimate
20.02.01.01	Building rent			3,117,330.62	
20.03.99.00	Other income	59,450,000	59,450,000	23,315,859.87	39.2%
20.02.02.99	Loan	1,630,000	1,630,000	1,427,607.90	87.58%

3.7 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	As a% of final revenue Estimate
	Original	Final		
Recurrent Capital	243,550,000	240,480,000	225,127,231	93.6%
	95,900,000	98,970,000	67,139,924	67.8%

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

Rs. ,000

Serial No	Allocation Received from which ministry/department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation utilization as a% of Final Allocation
			Original	Final		

01	Ministry of National Heritage performing Arts and Rural Arts	Preparation of an ancient Vaddhas bone exhibition at the Dambana Heritage Canter	850,000	850,000	850,000	100%
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3.9 Performance of the reporting of Non- Financial Assets

Rs. ,000

Assets Code	Code description	Balance as per board of Survey Report as at 31.12.2019	Balance as per financial position report as at 31.12.2019	Yet to be accounted	Reporting progress as a %
9151	Building and Structures		800,000		
9152	Machinery and Equipment		77,967		
9153	Land		10,002,369		
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in progress				
9180	Lease assets				

3.10 Auditor general's Report

Accounting Officer

Department of National Museum

Auditor General's Consolidated Report of the Department of National Museum

in terms of Section 11(1) of the National Audit Act No 19 of 2018 the Financial Statement for the-year ended 31st December 2020

1. Financial Statement

1.1 Qualified opinion

By virtue of the provision vested in the constitution 154(1) of the constitution of Democratic Socialist Republic of Sri Lanka which shall be read in conjunction with provision of National Audit Act NO 19 of 2018, the audit of the financial statement for the year ended 31st December 2020, and for the year then ended financial performance statement and cash flow statement that make under my direction. This report contains my opinion and observations on the financial statement issued to the department in terms of section 11(1) of National Audit Act No 19 of 2018. The Detailed Annual Management Audit report, was issued on 03rd2021, to the Accounting Officer relating to the department in terms of the article 10 of National Audit Act No 19 of 2018 which shall be read with constitution 154(6) of the constitution of Democratic Socialist Republic of Sri Lanka will be table in parliament in near future.

In my point of opinion except the effects the matters described in paragraph 1.6 in this report, of those financial statements prepared and the financial situation of the Department of National Museums up to 31st December 2020 and for the financial year then ended the financial performance and statement of cash flow statement have been prepared in accordance with the generally accepted Accounting principles.

1.2 Basis for qualified opinion

I conducted my audit quarry according to Sri Lanka Auditing Standards (SLAS). I further described my responsibilities for the financial statements under the section of my report. I believe the audit evidence which I obtain to make a foundation to express my qualified opinion is sufficient and appropriate.

1.3 Responsibility of the Chief Accounting officer and Accounting Officer with regarding the financial statement

The responsibility of the Accounting Officer is take internal controlling decisions to prepare financial statements free from fraudulent statements caused due to the frauds and misconducts and in terms of generally accepted Accounting Principles to express true and fair position should prepare financial statements in terms of the provisions provided the circular of State Accounts No 271/2019 dated on 03rd December 2019.

Should maintain records and registers properly about assets & liabilities, expenditures, all its income etc. By the department to prepare annual and periodic financial statements in accordance to the article 16(1) of National Audit Act No 19 of 2018.

According to the sub section 38(1) (c) of the National Audit Act Accounting officer shall ensure that effective internal control system for the financial control of the department and carry out periodic review to monitor the effectiveness of that system and accordingly implement the changes to maintain the system effectively.

1.4 Responsibility of the Auditor about the auditing of financial Statements

As a whole my objective is to issue Auditor General's consolidated report that include my opinion and provide a fair assurance for the financial statement is free from material misstatements caused to occur frauds and errors. Even though a fair assurance is high level of assurance it is not guarantee always without material misstatements audit conducted in accordance with to Sri Lanka Auditing Standards. Material misstatements can raise due to the

effects of the frauds and misconducts individually or collectively and quantification of this , users should notice when take economic decisions on the basis of this financial statements.

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

I also;

- Identify and assess the risk of material misstatements that can be raise due to fraud and misconduct in the financial statement to avoid the risk take place due to frauds and errors design and perform audit procedures obtain sufficient and appropriate audit evidence that leads to the foundation for my opinion. The impact caused from material statements is more affected than the impact caused from fraud and collusion , forgery, intentionally omission or override of internal control would cause a fraud.
- But not for the purpose of expressing an opinion about the effectual internal control in the department in order to design the audit procedure that are appropriate in the circumstances according to the situational position.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management
- As a whole, when submitting the financial statements represent, the underlying transactions and events in a manner that achieves in fair and suitable manner which base for the structure and content of the financial statement.

I communicate with the Accounting Officer regarding the significant audit findings, major defects in internal control and other matters which came across in my audit.

1.5 Report on other Legal and Regulatory requirements

I express the following facts in terms of section 6(d) of National Audit Act No 19 of 2018.

- a). The financial statement presented for the year under review was compatible with preceding year.
- b). Implement the recommendations I have been done regarding with the financial statement for the preceding year.

1.6 Express the opinion about financial statement

1.6.1 Comments on financial situation

1.6.1.1 Non- revenue receipts

On December 31st 2020, the outstanding loan balance of an employee who vacated his post on 30th July 2019 was Rs. 50,741/-. The outstanding loan balance of that employee had entered into the Reconciliation Statement of the Public Officers' Advance Account "B" of 2020 as a loan balance of a transferred employee.

1.6.1.2 Recurrent Expenditure

From the Head 208-02-02-1303 , 78% of allocations were remain in the amended estimate under the subject of buildings and constructions maintenance expenditure.

1.6.1.3 Capital Expenditure

The following observations are made;

- a). The capital expenditure of net allocations for the development programs are Rs. 98,770,000 in the review year and the actual expenditure was Rs. 67,137,924/- only. Accordingly due to not spend the allocations effectively for the programs of 208-01 and 208-02 consequently the remaining were 42% and 325 from the both programs at the end of the year.

- b.) The following matter was observed; budget circulars No.04/2019 and 07/2019 were recorded under the reasons for savings in the Capital Expenditure of the Department for the year 2020. It is observed that the above circulars could not be applied for the capital remaining during the year under review.

1.6.2 Comments on Financial Situation;

1.6.2.1 Non- financial assets

The following observations are made;

- A.) Although letters have been exchanged with various government organizations to acquire the ownership of the 4.6317 hectare land on which the Colombo National Museum is located and the lands on which seven other regional museums have been established, the lands could not be acquired by March 2021.
- B.) A physical survey of the artifacts on display in the museums of the Department had not been carried out and the reports had not been submitted for audit.

1.6.2.2 Financial assets

In the Statement of Financial Status as at 31st December 2020, the maximum balance of Rs. 632,448 not recorded. As a result, net assets were less accounted for.

1.6.3. Lack of evidence for audit

- A) The Department of Museums had issued a check amounting to Rs. 1,856,987 to a private institution on 31st December 2016 using a current account maintained in a Government Bank. This check was issued on March 2nd 2018 after a long delay of 14 months from its issuance. No written explanations were submitted to the audit for verification of the receipt of the check after a long delay.

B.) Special care should be taken to stockpile only the items required to maintain the required stock levels in accordance with Financial Regulation 762 and not to overstock. However, four items such as toner, fax roll and printer master roll were stored without use and were not audited on the date of purchase and value.

1.6.4. Failure to maintain documents and books

<u>Name of the Register</u>	<u>Relevant regulation</u>	<u>Observation</u>
i) Register of Fixed assets	According to the 11 th appendix of Financial Regulation 502(2)/ Treasury Circular No 842 dated 19 th December 1978.	Not updated and maintain
ii) Security register maintain	F.R. 891(1)	No record
iii) Inventories of electrical maintain fittings	F.R. 454(2)	No record

2. Financial Review

2.1 The assurance provide by the Accounting officer

Though the Accounting Officer should give an assurance with regarding the below mention facts in accordance to the provisions of article 38 in National Audit Act No 19 of 2018. But not follow the instructions accordingly.

Accounting officer shall give an assurance to prepared and maintain a proper internal controlling system to control the financial situation of the department and shall make review in time to time to monitor the effectualness of that system and accordingly implement the changes to maintain the system effectively but it is not submitted records of such review to audit.

2.2 Non-compliance with rules and regulations

The instances of non-compliance with the provisions of the rules and regulations observed during the sample audit were as follows.

Non-compliance with rules and regulations.

Reference

A.) Public Finance Circular
No. 01/2014 dated
17 th February 2014

The action plan did not include the organizational structure to be included in the annual action plan, the approved staff, the petty cash requirements plan, the budget plan, the procurement plan and the internal audit plan.

B

). Guideline No. 04 of
Government Public
Circular No. 02/2020
dated 28th August 2020.

Debt and credit records of loans and loan advances had not been maintained in the preparation of the Annual Statement of Advances in Accounts “B” of the Public Officers of the Department.

2.3. Informal transactions

The Department had leased a building to the Handicrafts Board for a period of 10 years from 1st August 2011 to 31st July 2021. Its renovations were carried out by the board without the approval of the department. The Cabinet had also decided to extend the lease period to 35 years without the consent of the Department. Expenses such as assessment fees and water charges for the building were paid by the department. The total value of rent arrears due to the Department as at 31st December 2020 was Rs.66194051. No action had been taken to recover the arrears, to manage and protect the assets of the department, and to settle this informal transaction.

2.3 Conducting bank accounts.

Issued by the Department but not submitted for payment. 21 checks amounting to 354314 had not been complied with in accordance with Financial Regulation 396 (d).

3. Operational review

3.1 Performance

The progress of the implementation of the plans could not be monitored due to the fact that the total cost was not allocated for each task in the planning for the year 2020, the indicators were not identified to measure the achievement of the targets and the cumulative performance reports showing the performance of the tasks were not submitted.

3.1.1. Delays in project execution

The following observations are made.

- a) Estimated tax free value of the water tank construction project to install the fire protection system at the head office of the department is Rs. 18,676, .148The project was contracted on September 26, 2016and was due to be completed on December 26, .2016By the end of 2020, the progress of these constructions, which had been handed over to the Engineering Corporation, was 40percent.
- b) The estimated cost for the construction of the office building with the auditorium of the Ruhunupura Heritage Museum in Magama, Hambantota is Rs. 22,509, 349was contracted on November 30, 2015for the project. The project was scheduled to be completed on April 30, 2016. The total cost for this project is Rs. 18.09 million had been paid and the construction had not been completed by December 31, 2020.
- c) An agreement was reached with the State Engineering Corporation in 2019for a total cost estimate of Rs. 97,259, 127for the conservation and repair of the Dutch Museum. The work was scheduled to be completed on May 1, 2020 with budget allocations for the year 2020. The deadline for this work was later extended to December 31, 2020. A total of Rs. 30,001,964 including VAT has been paid for this work as at 31st December 2020. However, the project was not completed until March 2021.
- d) The contract for the renovation of the Reptile, Amphibian and Aquarium galleries of the Zoology Section of the National Museum, amounting to Rs. 3,321, 300to a private construction company on October 1, .2019In response to the audit, evidence was not submitted to the audit that the contract for the renovation work, which had been extended to December 15, 2020, had been completed by March .2021

3.2 Procurement

According to paragraph 4.2.1 of the Government Procurement Guidelines, even though the procurement activities should have been listed by the department in the procurement plan for a period of at least three years the procurement plan should not have been prepared by the Department

3.3 Losses and damages

According to an estimate prepared regarding the loss of artefacts that took place on March 17th, 2012, the total value of those items was around Rs. 48 lakhs. Due to non-completion of the proceedings, the Department was unable to obtain the missing items and the Department was unable to identify the shortage of missing items and its value and make the necessary adjustments between the missing items and the items found. This was not disclosed in the financial statements.

3.4 Management weaknesses

According to the Annual Comparison Statement of the Department Public Officers' Advance B Account, the total loan amount due from the officers who left the service as on 31st December 2020 is Rs. 1,131,500.

4. Human Resource Management

As at 31 December 2020, there were 137 vacancies for 47 approved posts. Accordingly, there was a 29 percent shortfall in the number of approved and actual employees. Management had not taken action to fill this staff shortage.

H.G.Sarath

Assistant Auditor General

For Auditor General

Chapter 04 – Performance indicators

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

Special Indicators	Actual output as a percentage(%) of the expected output		
	100-90%	75-89%	50-74%
Maintaining a high quality collection of documents to promote responsible and desirable service providers at all levels			55%
Establish an enhance museum exhibitions in line with international standards to ensure a fair quality education and promote lifelong learning opportunities.			70%
Establishment of the Department of National Museums as a Standard Education and Research Canter.			45%

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

5.1 Identified respective Sustainable Developments Goals, target achievements and challenges

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%-100%
16. Establish a perfect institution with the relevant efficiency at each level (SDG 16)	16.1 Enhance the collection of museum object specimens for an unique collection	<p><u>Anthropology Section</u></p> <p>Conserve 08 museum objects in the collection of Anthropology Section</p> <p>01.<i>Kapiri Kolam face</i> 02.Goblet 03.Drum with a stick(<i>Dawula and kadippuwa</i>) 04.Drum with 2 sticks(<i>Thammattama and kadippu</i>) 05.Dancing costume 06.Two jackets wearing for rituals 07.Part of a drum(belly) 08.Part of a Udakki (belly)</p> <p>❖ A collection of dancing costumes which used for the <i>Kirimadu Shanthikarma</i> (a kind of ritual) in a ritual practices of Sabaragamuwa. <i>Yak beraya</i>(a type of down south drum) and a mask were acquired.</p> <ul style="list-style-type: none"> • A textile painted a Lord Buddha image <p><u>Ethnology Section</u></p> <p>❖ Objects acquired</p> <ul style="list-style-type: none"> • Terra cotta human skull • 03 tools • 01 small Buddha statue • A dress • A textile printed a Lord Buddha image 			100%
				100%	

		<u>Zoology Section</u> <ul style="list-style-type: none"> ❖ Conserve specimens relevant with Holotype collection.HT01-HT60 ❖ Conserve specimens relevant with Paratype collection. ❖ Conserve the <i>Panthera pardus</i> received from the Faculty of Veterinary peradeniya. 	30%		
		<ul style="list-style-type: none"> ❖ Conserve specimens relevant with Paratype collection. 	25%		
		<ul style="list-style-type: none"> ❖ Conserve the <i>Panthera pardus</i> received from the Faculty of Veterinary peradeniya. 			99%
		<u>Entomology Section</u> <ul style="list-style-type: none"> ❖ Identified 103 specimens in 2020 and acquired. Listed 153specimense collected in 2018. ❖ Collect 48 insects specimens belongs to 06 categories (Order) by a one day visit. 	25%		100%
		<u>Botanical Section</u> <ul style="list-style-type: none"> ❖ Collection of 20 specimens of poisonous plants ❖ Acquisition ❖ 03 wet specimens of Gymnosperm(open seeds)family. 	20%		100%
		<u>Geology Section</u> <ul style="list-style-type: none"> ❖ Make a policy to manage the collection of prehistoric remains in the Department of National Museums. ❖ Classified the specimen collection in the Geological Section as follows; ❖ Collection of fossils 			100%

		<p>1.1. Collection of Jurassic fossils</p> <p>1.2. Collection of Miocen fossils</p> <p>1.3. Collection of Pleistocene fossils.</p> <p>1.4 Collection of Holocene fossils</p> <p>1.5 Collection of foreign fossils specimens</p> <p>2. Collection of minerals</p> <p>3. Collection of fossils</p> <p>4. Collection of pre historic</p>			100%
	16.2 Maintain the collection of specimens/m useum objects conserved according to the internal condition	<p><u>Anthropology Section</u></p> <ul style="list-style-type: none"> ❖ Special inspection of Dewala collection ,clean them and replace in the store. ❖ Maintenance and cleaning of carts gallery. <p><u>Ethnology Section</u></p> <ul style="list-style-type: none"> ❖ Conserve 10 flags for the year 2020 <p><u>Zoology Section</u></p> <ul style="list-style-type: none"> ❖ Conserve the specimen collection of birds and mammals. ❖ Conserve the amphibians in the WHT collection. AM400- AM1700 ❖ Fungus control and conservation of animal specimens in the Natural History Museum. <p><u>Entomology Section</u></p> <p>Conserve 39670 specimens by adding camphor in 264 boxes belongs to Lepidoptera category.</p>			<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>85%</p> <p>100%</p> <p>100%</p>

		<p><u>Botanical Section</u></p> <ul style="list-style-type: none"> ❖ Conserved and quality controlled 700 herbarium sheets. 		71%	
		<p><u>Colombo National Museum Section</u></p> <ul style="list-style-type: none"> ❖ Maintain all the exhibit museum objects at conservation level 		74%	
		<p><u>Geology Section</u></p> <ul style="list-style-type: none"> ❖ Establish an air condition system in the store of geology section for the permanent survival of the specimens in the stores. 		100%	
		<p><u>Conservation Section</u></p> <ul style="list-style-type: none"> ❖ Conserve 12 ola leaf manuscript out of 15 in the library. ❖ Conserve 370 museum objects in Ratnapura National Museum. ❖ Conserve 310 museum objects in stone gallery, Kandyan period gallery in Colombo National Museum. ❖ Conserve 10 antique flags and Somana Cloth in ethnology section. 		80%	
				100%	
				100%	

		<ul style="list-style-type: none"> ❖ Conserve 08 museum objects in the collection of Anthropology Section <p>01. <i>Kapiri Kolam face</i> 02. Goblet 03. Drum with a stick (<i>Dawula and kadippuwa</i>) 04. Drum with 2 sticks (<i>Thammattama and kadippu</i>) 05. Dancing costume 06. Two jackets wearing for rituals 07. Part of a drum (belly) 08. Part of a Udakki (belly)</p> <ul style="list-style-type: none"> ❖ Conserve 04 old books in the library ❖ 85 book bindings 			100%
					100%
					100%
	16.3 Maintain listed museum objects/specimens according to the international standard	<u>Anthropology section</u> <ul style="list-style-type: none"> ❖ Prepare a data base including data about 115 of medical equipment and 183 kitchen utensils. ❖ Check the accuracy of 71 arecanut cutters in Anthropology section and provide that information to the photography section for the newly preparing catalogue of museum objects by the photography section. ❖ Classified 20 objects of folk games. 			100%
					100%
					100%

		<p><u>Ethnology Section</u></p> <ul style="list-style-type: none"> ❖ Registered and computerized the data about the collection of wood carvings. ❖ Registered the details about the textile collection ❖ Registered the details about ivory objects. ❖ Registered the details about the board of survey on maps and collection of printed paintings. ❖ Registered the details about the board of survey on China ceramic wares. ❖ Registered the details about the board of survey on lacquer and wooden items. ❖ Registered the details about the board of survey on Turtle shells. <p><u>Zoology Section</u></p> <ul style="list-style-type: none"> ❖ Conserve specimens of family scincidae-Skinks RSK 01-RSK 310 ❖ Conserve specimens in Class Aves- species-375 ❖ Conserve specimens in Class Amphibia –AM 400-AM1700 <p><u>Entomology section</u></p> <ul style="list-style-type: none"> ❖ Prepare the register of Coleoptera and register d 2000 specimens during the year as 500 per quarter. <p><u>Botanical section</u></p> <ul style="list-style-type: none"> ❖ Computerized /updated 700 herbarium sheets. 			<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>85%</p> <p>100%</p> <p>85%</p> <p>100%</p> <p>71%</p>
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		<ul style="list-style-type: none"> ❖ Registered the photographed 700 plant specimens. ❖ Updated 41 specimens of local paddy varieties with prepared specimens. 		71%	
		<p><u>Colombo National Museum section</u></p> <ul style="list-style-type: none"> ❖ Registered each exhibit objects. 			100%
		<p><u>Natural History Museum section.</u></p> <ul style="list-style-type: none"> ❖ Prepared a separate register for each gallery and every object in the Natural History Museum and updated it. 			100%
		<ol style="list-style-type: none"> 1. Bio diversity gallery 2. Engineering Technology gallery and activity gallery 3. Mammals gallery 4. Ocean creatures gallery 5. Geological gallery 6. Aquatic birds and indigenous birds gallery. 7. Environmental gallery 8. Osteology gallery 9. Reptiles and Amphibians gallery 10. Botanical gallery 			
		<p><u>Library</u></p> <ul style="list-style-type: none"> ❖ Digitalized 100 old leaf manuscripts. ❖ Under the project of digitalizing the old books made digital copies of 25 books. 			100%
		<p><u>Geology section</u></p> <ul style="list-style-type: none"> ❖ Prepare a new catalogue book including the following features for the 80 specimens by precious mineral 			100%

		<p>collection in the geological section.</p> <ul style="list-style-type: none"> - new catalogue numbers - photographs - measurements - updated information - a photographed copy of the divisional inventory <ul style="list-style-type: none"> ❖ Replace 326 specimens in the mineral collection by putting them in new polythene wrap and place them in stores cupboards and make labels after confirming the accuracy of the specimen according to the previous divisional inventory. ❖ Get done by a photography section a photograph copy of the previous divisional inventory. <p><u>Information Technology section</u></p> <ul style="list-style-type: none"> ❖ Registered 25 objects in natural Science section and 10 objects in Cultural section through central acquisition register. 			100%
	16.4	<p><u>Anthropology section</u></p> <ul style="list-style-type: none"> ❖ The collections of 377 masks were verified according to the purpose and store them in cupboards and computerized the data. <p><u>Ethnology section</u></p> <ul style="list-style-type: none"> ❖ Purchase 10 wooden cupboards to store coins. 			100%
	Enhance the protection of the collection of museum objects/specimens				100%

		❖ Proceed the replacement process of storing coins.	70%	
		<u>Zoology section</u>		
		❖ Done researches about natural specimens. -Skinks 750 -Aves 4122	71%	
		<u>Entomology section</u>		
		❖ Accomplish a survey of 14843specimens contain in 05 boxes in Orthopter category.		100%
		<u>Botanical section</u>		
		❖ Identified the requirements of herbarium for the renovation.		100%
		<u>Colombo National Museum</u>		
		❖ Installation of CCTV system and fire suppression system with sufficient number of Police Officers and Security Officers.	74%	
		<u>Geological section</u>		
		❖ There was a threat from sunlight for the geological specimens in the store and take action to install sunscreen to protect specimens from the sunlight.		100%
		<u>Conservation section</u>		
		❖ Control exotic plant growing at Colombo national Museum Building, Director General Office and the		100%

		<p>Cart gallery.</p> <ul style="list-style-type: none"> ❖ Pest controlling actions were taken at Colombo National Museum, Education Publication Section, Internal Audit Section and Entomology section. <p><u>Photography section</u></p> <p>It is due to print the each museum object according to it's own category as follows;</p> <ul style="list-style-type: none"> • Ceramic wears • Arcunet cutter • Masks • Chunam box • Betal bags <ul style="list-style-type: none"> - Obtain the information - photographs. 			100%
			70%		80%
Assure perfect, fair, quality education and provide opportunities to study in the whole life to everyone.	4.1 Update the museum exhibitions and establish new exhibitions according to the international standard	<p><u>Anthropology section</u></p> <ul style="list-style-type: none"> ❖ Prepare an exhibition under the theme of Traditional Agriculture in Sri Lanka (26 panels) <p><u>Ethnology section</u></p> <ul style="list-style-type: none"> ❖ Reorganize the exhibition galleries in Ratnapura national museum. ❖ Repair the animal models in the bio diversity park in Ratnapura National Museum. <p><u>Zoology section</u></p> <ul style="list-style-type: none"> ❖ Provide artifacts for the exhibitions at Ananda Collage and Abhilal 			100%
					100%
					90%
					100%

		<p>Vidyalaya.</p> <p><u>Entomology section</u></p> <ul style="list-style-type: none"> ❖ Accomplish the entomology gallery at the end of the first quarter. <p><u>Botanical section</u></p> <ul style="list-style-type: none"> ❖ Prepared the exhibition panels for the poisonous plants of Sri Lanka(panel20) <p><u>Colombo National Museum</u></p> <ul style="list-style-type: none"> ❖ Establish the furniture gallery <p><u>Geological section</u></p> <p>The following tasks being done under the project of the refurbishment of Ratnapura National Museum</p> <ol style="list-style-type: none"> 1. Make 04 exhibition panels and get the translation of them. 2. Provide information ,photographs and consultancy service to prepare KIOSK programme about the geological background of Ratnapura District to the relevant institution. <ul style="list-style-type: none"> ❖ Action was taken to control spreading of fungus in the geological gallery in Natural History Museum. 			<p>100%</p> <p>80%</p> <p>25 %</p> <p>100%</p> <p>100%</p> <p>100%</p>
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	<p>4.2</p> <p>Maintain the Department of National museums as a hub of standard education and researches.</p>	<p><u>Anthropology section</u></p> <ul style="list-style-type: none"> ❖ Conduct 03 awareness programmes to some university students and external researches about the functioning method of the Anthropology section. ❖ Provide 03 letters to the face book page of National Museum about the unique artifacts in the Anthropology section. <p><u>Ethnology Section</u></p> <ul style="list-style-type: none"> ❖ In order to celebrate the National Museum day conduct an online lecture under the topic of “Museums for the 21st Century” by the Director (Cultural). ❖ Prepare a research paper about “Ancient and Medieval Pandia coins find in Sri Lanka” to Spolia Zelanica research magazine. ❖ Conduct an awareness programme for 16 university students. ❖ Had 02 mobile exhibitions. <p><u>Zoology section</u></p> <ul style="list-style-type: none"> ❖ Provide information and conduct 03 awareness programme to school pupils and some university students. ❖ Provide research facility to Dr. Gray Aliport for Natach birds specimens. <p><u>Entomology section.</u></p> <ul style="list-style-type: none"> ❖ Add 60 Orthoptera family specimen for the 			<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>
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		<p>research paper during the year as 15 specimens per quarter.</p> <ul style="list-style-type: none"> ❖ Conduct one lecture. 			100%
		<p><u>Botanical Section</u></p> <ul style="list-style-type: none"> ❖ Conduct 08 training programmes for school pupils , university students and other external parties. 			100%
		<p><u>Colombo National Museum</u></p> <ul style="list-style-type: none"> ❖ Conduct 03 gallery lectures for university students. 			100%
		<p><u>Natural History Museum</u></p> <ul style="list-style-type: none"> ❖ Conduct 07 lectures for university students. 			100%
		<p><u>Museum Library</u></p> <ul style="list-style-type: none"> ❖ Prepare a catalogue regarding with the Indigenous medicine. ❖ Build up an easy method to find out a book. <p>Ex : Collection of folk tales.</p>			100%
		<p><u>Geology Section</u></p> <ul style="list-style-type: none"> ❖ Conduct 02 training programmes and provide information about the trainings given to the researchers. 			80%
		<p><u>Conservation section</u></p> <ul style="list-style-type: none"> ❖ Provide training for 2 officers from Rukmanidevi memorial Museum about the maintenance of a museum 			100%

		<p>and registration of museum objects.</p> <ul style="list-style-type: none"> ❖ Conduct 02 lectures for university students. <p><u>Education and publication Section</u></p> <ul style="list-style-type: none"> ❖ Coordinate 02 mobile exhibitions 			100%
		<p><u>Education and publication Section</u></p> <ul style="list-style-type: none"> ❖ Coordinate 02 mobile exhibitions 			100%
	4.3	<p><u>Anthropology Section</u></p> <ul style="list-style-type: none"> ❖ Open Vaddha Gallery for the public after the renovation. <p><u>Ethnology section</u></p> <ul style="list-style-type: none"> ❖ Organize the galleries in Ratnapura national Museum to attract visitors. ❖ Established a bio diversity park in Ratnapura national Museum garden. <p><u>Information technology</u></p> <ul style="list-style-type: none"> ❖ Update department official website and face book page. <p><u>Education Publication Section</u></p> <ul style="list-style-type: none"> ❖ Prepare 26 exhibition panels and stands for Anthropology section under the topic of Traditional Agriculture of Sri Lanka. ❖ Fixed 04 LED boards and lables in Vaddha gallery in Colombo national Museum. 			100%
	Provide an inspirational experience to the museum visitors				100%
					100%
					100%
					100%
					100%
					100%
					100%
					100%

5.2 Achievements and challenges of the Sustainable Development Goals:

- Though funding for sustainable development projects has been approved, often by the end of the year, only a fraction of the appropriations will be received. This is a challenge to achieve sustainable development goals.
- Post of librarian of the National Museum Library is a position of supra grade. But the position has been vacant for 12 years. The shortage of a supra grade librarian with a subject knowledge is a major challenge in library restructuring process.
- Vacancies in the posts recruited from the Combined Services due to the inability to perform the required level of work in certain sections.

Ex: The posts of Librarian and The Technical Officer.

- Since March this year, the work of the Department of National Museums has not been able to perform as expected due to the Covid 19 epidemic.

Chapter 06 – Human resource profile

06.1 Carder management

	Approved carder	Existing carder	Vacancies/excess
Senior	16	09	07
Territory	05	01	04
Secondary	153	96	57
primary	303	234	69

6.2 How the shortage or excess in human resources has been affected in the performance of the institute.

6.3 Human Resource Development:

Name of the programme	Number of the officers trained	Duration of the programme	Entire investment Rs.		Nature of the program. Local/Foreign	Knowledge gain/out come
National Research, Development and innovation Survey-2018				-	Local	
Lightening hazards and Protection System				-	Local	
Office system and Office Management				-	Local	

Department has proposed the names of officers for the above mention training programmes but those institutions do not summon yet.(When inquire over the telephone they replied, due to the Covid 19 epidemic still not gather crowds.)

Chapter 07 Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Complied	No such Account	
1.4	Stores Advance Accounts	Not Complied	No such Account	
1.5	Special Advance Accounts	Not Complied	No such Account	
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		
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	Complied		
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	Complied		
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 Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
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	Complied		
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	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	Complied		
6.2	All the internal audit reports has been replied within one month	Complied up to 90%	Due to the Covid19 epidemic	
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
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	02 meetings	Due to the Covid19 epidemic	
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 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	Complied		
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	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Not Complied	No such occurrence	
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 log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts	Complied		
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 FR 94(1)	Complied		
12	Advances to Public Officers Account	Complied		
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	Complied		
13	General Deposit Account	Complied		
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	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	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulations	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Complied		
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		

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	Complied		
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	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
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	Complied		
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	Complied		
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.			
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan			
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular			

19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Not Complied		Due to appoint in 2021
20	Responses Audit Paras	Complied		
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

End.