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# **Performance Report 2020**

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**Food Commissioner's Department**

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**(01) Institutional Profile****Introduction**

The first and foremost activity of the Food Commissioner's Department in 2020 was 11<sup>th</sup> SAARC Food Bank Board Meeting which held on 21-22 January 2020 in Colombo with the participation of all the member countries thereafter the department had to face the Covid 19 pandemic as same as the others. Thereafter, when the entire country was locked down in March amidst emergency situation the distribution of essential food for the general public without any shortage was carried out under the patronage of the Food Commissioner's Department. Under this programme food was distributed among all the 25 districts in the country. Construction works of the temperature and humidity controlled store complex which is funded with the financial contribution of the Indian Government aiming to reduce post harvest losses by 40% was implemented in 2020.

By renting of warehouses belonging to the Department and renting out the houses in Dhanyagama belonging to the Department to the public servants who are serving in the area at a minimum rent, the Department could credit an annual income to the government revenue and the priority was given to recover the arrears of rent was the reason for the progress.

Among the houses of Dhanyagama Housing Scheme, the department that have been rented out, measures were taken to identify the houses that have been subleased by their residents. The department gave priority taking legal action towards depriving such residents from the houses and recovering rental in arrears. The Department could solve most of the issues it is remarkable within the annual progress of the Department.

**Vision**

“Safe,  
sustainable,  
nutritious  
staple grain  
foods for every  
household.”

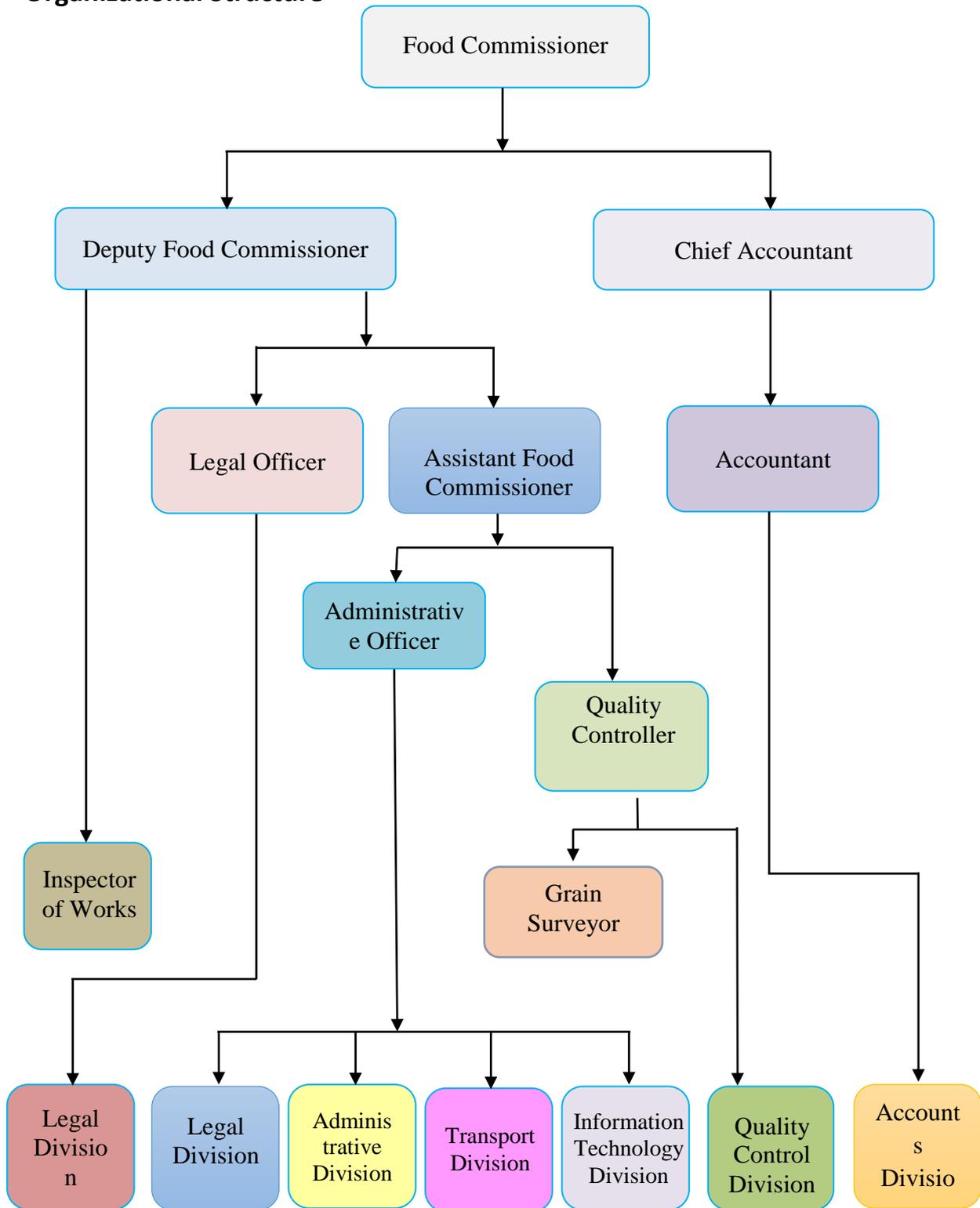
**Mission**

“Guarantee the availability, accessibility and  
affordability of staple grain Foods for the  
citizens of Sri Lanka by managing and aligning  
the markets by using departmental assets and  
with the dedicated and committed staff  
members of the Food Department and  
stakeholder Institutions.”

### Key Functions

- 1. Maintenance of a special rice buffer stock of rice 8000 MT as per the Colombo Declaration and 16th Conference of South Asian Association for Regional Co-operation (SAARC)**  
It was decided at the 16<sup>th</sup> conference of said organization that Sri Lanka should maintain 8000 MT of rice buffer stock to be used at the emergency and disastrous situations of Regional Countries of South Asia.
- 2. Maintenance of 100,000 MT of rice buffer stock at the island wide Food Department warehouses as per the Cabinet Decision dated 27/08/2008**  
Food Department has been re - structured with the view of maintaining 100,000 MT of rice buffer stock to be used when crisis occur as per the Cabinet Decision dated 27/08/2008.
- 3. Ensure the availability of rice at the Market**  
Equip the consumer with the opportunity of purchasing rice by releasing rice stocks when necessary to the market with the objective of controlling the fluctuation of the price of rice due to the rice scarcity at the market.
- 4. Effective Co-ordination with the stake holders for the better management of department resources**  
Contribute state revenue by renting out excessive number of warehouses and houses in order to utilize them effectively on the basis of the estimates of chief valuer.
- 5. Create a pest free grain food store environment**  
Supply of high quality cereal to consumers by maintaining pest free stores that could store grain with high quality.

Organizational Structure



### Foreign Funded Projects

**Project-** Construction of a Store Complex with temperature and humidity control with the capacity of storing 5000 MT of fresh vegetables and fruits.

**Funding Agency** - Government of India and Government of Sri Lanka

**Estimate Expenditure** – Rs. 625 Mn. ( Rs. 300 Mn. direct funding of the government of India and the rest is borne by the government of Sri Lanka.

**Project Duration** - Although the initial estimate was six months, due to the unexpected circumstances of Covid 19 pandemic faced while the constructions, it is expected to complete in May 2021.



Laying foundation stone for the store complex with temperature and humidity control



View of the store complex with temperature and humidity control after completion of

**( 02 ) Progress and the Future Outlook**

As per the Cabinet Decision No. 20/07/2222/218/010 dated 29<sup>th</sup> April 2020, it was decided to provide Rs. 300 Mn interest free provisions to the owners of small and medium scale rice mills make availability of rice in the market. Accordingly, a sum of Rs. 276.3 Mn. was granted to the owners of rice mills who were selected on the recommendation of the Commissioner of Cooperative Development (Line) and under the direct supervision of the Provincial Commissioners of Co-operative Development. This programme was also implemented under the direct supervision of the Food Department and it was able to contribute sell rice to the consumers subject to a guaranteed price of the government.

The first Chilling House Complex with temperature and humidity control was implemented in 2020 with many challenges and it is expected to store vegetables and fruits giving priority to big onions. It is expected to control unusual price fluctuation of vegetables and fruits and reduce post harvest losses by 40% through this chilling house complex.

As per the Cabinet decision dated 12<sup>th</sup> February 2020, approval has been granted to the Food Commissioner's Department to maintain a buffer stock of 20,000 MT of rice and the initial steps are being taken in this regard. In addition, the Department expects to renovate Hambantota, Orugodawatta, Veyangoda, Kekirawa and Katugastota warehouses in future.

**J. Krishnamoorthy**

Food Commissioner

Food Commissioner's Department

26th February 2021

## ( 03 ) Financial Performance

## 3.1 Statement of Financial Performance

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

ACA-F

Budget		Note	2020	2019	
-	Income Tax	1	-	-	} ACA-1
-	Tax 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>		-	-	
-	Treasury Imprests		332,830,000	218,250,000	ACA-3
-	Deposits		23,169,438	13,989,869	ACA-4
-	Advance Accounts		6,391,527	6,330,411	5/5 (A) 5(B)
-	Other Receipts		113,549,343	203,819,838	
-	<b>Total Non-Revenue Receipts (B)</b>		<b>475,940,308</b>	<b>442,390,118</b>	
	<b>Total Revenue Receipts and Non-Revenue Receipts C = (A) + (B)</b>		<b><u>475,940,308</u></b>	<b><u>442,390,118</u></b>	
	<b>Less: Expenditure</b>				
	<b>Recurrent Expenditure</b>				
59,731,981.83	Wages, Salaries & Other Employment Benefits	5	58,232,263	59,261,728	

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29,250,000.00	Other Goods & Services	6	22,259,884	32,824,265	} ACA-2(ii)
4,000,000.00	Subsidies, Grants and Transfers	7	373,806	391,242	
	Interest Payments	8	-	-	
	Other Recurrent Expenditure	9		739,967	
<b>91,550,000.00</b>	<b>Total Recurrent Expenditure (D)</b>		<b>80,865,953</b>	<b>93,217,202</b>	
-	Capital Expenditure				} ACA – 2(ii)
153,400,000.00	Rehabilitation & Improvement of Capital Assets	10	118,261,673	89,48,356	
356,300,000.00	Acquisition of Capital Assets	11	94,677,877	189,095,189	
-	Capital Transfers	12	-	-	
-	Acquisition of Financial Assets	13	-	-	
250,000.00	Capacity Building	14	110,000	409,255	
277,000,000.00	Other Capital Expenditure	15	276,700,000	-	
<b>786,950,000.00</b>	<b>Total Capital Expenditure (E)</b>		<b>489,749,550</b>	<b>279,152,800</b>	
	Main Ledger Expenditure (F)		<b>22,626,028</b>	<b>94,876,779</b>	
	Deposit Payments		18,626,109	88,753,325	} ACA-4
	Advance Payments		3,999,919	6,123,454	
	<b>Total Expenditure G (D+E+F)</b>		<b>593,241,531</b>	<b>467,246,781</b>	} ACA-5/5(A)/A(B)
	Imprest Balance as at 31st December H = (C-G)		<b>(117,301,223)</b>	<b>24,856,664</b>	

Note 01

Note 01

Reconciliation

Imprest Balance (117,301,223)

**Add**

Allocations made to District Secretariats 73,903,400

Foreign grant received 50,361,085

Transactions of Advance “B” account adjusted by

Crossed entries 554,525 124,819,010

7,517,787

**Less**

Received value added tax (2,763,505)

Payments made to other heads (1,202,982)

Rectifications (73,465)

Transactions of Advance “B” account adjusted by

Crossed entries (1,495,370) (5,535,322)

Imprest Balance as at 31.12.2020 1,982,465

**Statement of Financial Position**  
As at 31st December 2020

	Note	2019 Rs.	Actual	2018 Rs.
<b>Non Financial Assets</b>				
<b>Property, Plant &amp; Equipment</b>	ACA-6	4,911,211,070		4,691,101,069
<b>Financial Assets</b>				
<b>Advance Accounts</b>	ACA-5/5(a)	18,039,740		20,431,348
<b>Cash &amp; Cash Equivalents</b>	ACA-3	<u>1,982,465</u>		<u>64,964,221</u>
<b>Total Assets</b>		<u>4,931,233,275</u>		<u>4,776,496,638</u>
<b>Net Assets / Equity</b>				
<b>Net Assets</b>		(79,797,595)		(72,862,659)
<b>Property, Plant &amp; Equipment Reserve</b>		4,911,211,070		4,691,101,069
<b>Rent and Work Advance Reserve</b>	ACA-5(b)			
<b>Current Liabilities</b>				
<b>Deposits Accounts</b>	ACA-4	97,837,335		93,294,007
<b>Imprest Balance</b>	ACA-3	<u>1,982,465</u>		<u>64,964,221</u>
<b>Total Liabilities</b>		<u>4,931,233,275</u>		<u>4,776,496,638</u>

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 08 to 55 and Notes to accounts presented in pages from 56 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 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 : J M B Jayawardana  
 Designation : Secretary, Ministry  
 of Trade  
 Date : 2021.02.22

**J. M. B. Jayawardana**  
 Secretary  
 Ministry of Trade  
 CWE Secretariat Building  
 No. 27, Vauxhall Street, Colombo 02.



Accounting Officer  
 Name : J Krishnamoorthy  
 Designation : Food Commissioner  
 Date : 2021.02.17

**J. Krishnamoorthy**  
 Food Commissioner  
 Food Commissioner's Department  
 Union Place  
 Colombo 02.



Chief Accountant  
 Name : E M N R Bandara  
 Date : 06/02/2021

**E.M.N.R. BANDARA**  
 Chief Accountant  
 Food Commissioner's Department  
 No 330 Union Place  
 Colombo 02

## 3.3 Statement of Cash Flows

ACA-C

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

	2019 Rs.	Actual	2018 Rs.
<u>Cash Flows from Operating Activities</u>			
Total Tax Receipts			
Fees, surcharge, Fines and Licenses		28,238,944	21,316,510
Profit			-
Non Revenue Receipts		99,220,347	102,250,085
Revenue collected from other departments / Ministries			-
Imprest received		332,830,000	218,250,000
Total Cash generated from Operations (a)		<b>460,289,291</b>	<b>341,816,595</b>
<u>Less - Cash disbursed for</u>			
Personal Emoluments & Operating Payments		90,463,394	92,344,134
Subsidies & Transfer Payments			--
Expenses borne on other votes		1,202,981	238,667
Imprest Settlement to Treasury		1,982,465	64,964,221
Total Cash disbursed for Operations (b)		93,648,840	157,547,022
Net cash flow from operating activities(c)=(a)-( b)		366,640,451	184,269,573
<u>Cash Flows from Investing Activities</u>			
Interest			
Dividends			
Divestiture Proceeds & Sale of Physical Assets			53,840
Recoveries from On Lending			
Recoveries of Advances		611,069	973,008
Total Cash generated from Investing Activities (d)		<b>611,069</b>	<b>1,026,848</b>
<u>Less - Cash disbursed for:</u>			
Purchases			

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Construction or purchasing of Physical assets and acquisition of other investments	366,192,721	182,339,148
Advance Payments	4,642,575	7,625,374
Total Cash disbursed for Investing Activities (e)	<u>370,835,296</u>	<u>189,964,522</u>
Net cash flow from investing activities( F)=(d)-(e) (g)=( c) + (f)	<u>(370,224,227)</u>	<u>(188,937,674)</u>
Cash Flows from Financing Activities		-
Local Borrowings		-
Foreign Borrowings		-
Grants Received		-
Deposits received		-
Total Cash generated from Financing Activities (h)	12,139,267	9,709,205
Less - Cash disbursed for:	<u>12,139,267</u>	<u>9,709,205</u>
Repayment of Local Borrowings		-
Repayment of Foreign Borrowings		-
Deposit payments	8,555,491	5,041,105
Total Cash disbursed for Financing Activities (i)	<u>8,555,491</u>	<u>5,041,105</u>
Cash flow from financing activities (J)=(h)-(i)	<u>3,583,776</u>	<u>4,668,100</u>
Net Movement in Cash (k) = (g) -(j)	(7,167,552)	(9,336,200)
Opening Cash Balance as at 01st January		
Closing Cash Balance as at 31st December		

## 3.4 Notes to the Financial Statements

## 3.5 Performance in revenue collection

Revenue code	Description of the Revenue Code	Revenue estimate		Collected Revenue	
		Initial Estimate	Last Estimate	Quantity (Rs.)	As. % of the last income
01.01.2020	Stores rental	110,068,292.76	110,068,292.76	95,103,171.04	86%
01.01.2020(H)	(S) House rental	6,980,640.0	6,980,640.00	5,357,429.67	76.74 %

## 3.6. Performance of the Utilization of Allocation

Rs.000

Type of Allocation	Allocation		Actual Expenditure	Utilization as a % of final allocation
	Original Allocation	Final Allocation		
Recurrent	91,550	91,550	80,866	88
Capital	786.950	786.950	489,750	56

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

Serial No.	Allocation Received from which Ministry / Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
1	Ministry of Finance, Economic and Policy Development	Payment of salaries for Development Officers	120	120	40	33.33
	Ministry of Public Services, Provincial Councils and Local Government	Payment of salaries for Development Officers	160	160	45	33.33
	Election Commission	Payment on election duties	0	0	263	
	Department of Pensions	Payment of Pensions	0	0	855	

**3.8 Performance of reporting non-financial assets**

Assets Code	Code Description	Balance as per the Report of the Board on Survey of Goods as at 31.12.2020	Balance as per financial Position Report as at 31.12.2020	Due to be accounted	Reporting Progress as a %
9151	Building and Structures	-	3,489,302		
9152	Machinery and Equipment	24,447	31,534		
9153	Land	1,390,376	1,390,376		
9154	Intangible Assets	-	-		
9155	Biological Assets	-	-		
9160	Work in Progress	88,747,499.65	88,747		
9180	Lease Assets	-	-		

**3.9 Auditor General’s Report**

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## ( 04 ) Performance Indicators

## Performance Indicators of the Institute

Specific Indicators	Actual output as a percentage (%) of the expected		
	100%-90%	75%-89%	50%-74%
Rice buffer stock of 10,000 M.T	-	Store facilities were increased to maintain rice buffer stocks	-
Abundance of rice in the market	-	Contributed to maintain abundance of rice in the market by supervising the Programme on rice production programme of small & medium scale rice millers	-
Coordination with relevant parties to manage resources of the institute	Contribute towards state vision by renting out stores and houses	-	-

**( 05 ) Performance of the achieving Sustainable Development Goals (SDG)**

Zero Hunger is the Sustainable Development Goal of the Food Commissioner’s Department.

As per the vision and mission of the Food Commissioner’s Department, the department is bound to provide facilities required to store rice which is the major commodity in Sri Lanka. Accordingly, the stores of the department were renovated as appropriate to store food with the objective of ensuring food safety when rice production and supply are less.

Further, measures have been taken to construct a temperature and humidity controlled store in Dambulla to store vegetables and fruits with the view of enhancing sustainable agriculture and minimizing post harvest losses. Sustainable Development Goal of the Food Department has been designed with the objective of reducing the number of population who are below national poverty line in half by 2030.

Goal / Objective	Targets	Indicators of The Achievement	Progress of the Achievement to date		
			0%-49%	50% - 74%	75%-100%
Zero Hunger	*To prevent fluctuation of the price of food  *To maintain food buffer stocks	*To initiate construction of a temperature and humidity controlled store in Dambulla to store vegetables and fruits  *To construct a scientific store to maintain rice buffer stocks		✓	✓

**( 06 ) Human Resource Management****6.1 Cadre Management**

	<b>Approved Cadre</b>	<b>Existing Cadre</b>	<b>Vacancies / (Excess)**</b>
Senior	06	03	03
Territory	03	01	02
Secondary	116	38	78
Primary	102	44	58

Shortage of human resource has made a negative impact on carrying out affairs of the institute properly, regularly and efficiently. Specially, shortage of senior, secondary and primary level staff has made a negative impact on it.

## 6.3 Human Resource Development

Programme	No. of employees trained	Duration of the training	Total Investment (Rs'000)		Nature of the Programme (Local / Foreign)	Output / knowledge gained *
			Local	Foreign		
1) General Office administration.	2	2020/02/17,18,19	36,000.00		Local	Office Management
2) One day workshop for drivers.	1	2020/03/06.	3,500.00		Local	Driving
3) One day workshop for drivers.	3	2020/03/14.	10,500.00		Local	Driving
4) Procurement Guidelines.	1	2020/06/24,25,26	18,000.00		Local	All procurement procedures
5) Training programme on making aware public officers on the provisions of the Establishments Code	1	2020/07/17,18	Free of charge		Local	Establishments Code , Financial Regulations and office systems
6) Personal File Management.	1	2020/16,17,18	18,000.00		Local	Maintaining personal files
7) Strategic Financial Management & Accounting for Public Sector.	1	2020/07/11-08/22	24,000.00		Local	Financial management

**( 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
<b>01 . The following Financial statements/accounts have been submitted on due date</b>				
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	This advance account is not operated in the Department at present	
1.4	Stores Advance Accounts	Not complied		
1.5	Special Advance Accounts	Not complied		
1.6	Other	Not complied		
<b>02 . Maintenance of books and registers (FR445)</b>				
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		
<b>03 . Delegation of functions for financial control (FR 135)</b>				
3.1	The financial authority has been delegated	Complied		

	within the institute			
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		
<b>04 . Preparation of Annual Plans</b>				
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Not applicable	An Internal Audit Plan is not implemented due to the absence of an Internal Auditor in the Department	
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		
<b>05 . Audit Queries</b>				
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
<b>6 . Internal Audit</b>				
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Not applicable	An Internal Audit Plan is not implemented due to the absence of an Internal Auditor in the Department	

6.2	All the internal audit reports has been replied within one month	Not applicable	An Internal Audit Plan is not implemented due to the absence of an Internal Auditor in the Department	
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	Not applicable		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Not applicable		
<b>07 . Audit and Management Committee</b>				
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
<b>08 . Asset Management</b>				
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	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		
<b>09 . Vehicle Management</b>				
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	Complied		

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		
<b>10 . Management of Bank Accounts</b>				
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		
<b>11 . Utilization of Provisions</b>				
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		
<b>12 . Advances to Public Officers Account</b>				
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		
<b>13 . General Deposit Account</b>				
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		
<b>14 . Imprest Account</b>				
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		
<b>15 . Revenue Account</b>				
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		
<b>16 . Human Resource Management</b>				
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		
<b>17 . Provision of information to the public</b>				
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		
<b>18 . Functioning the citizens charter</b>				
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		
<b>19 . Preparation of the Human Resource Plan</b>				
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.	Complied		

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	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
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	Complied		
<b>20 . Responses to Audit Paras</b>				
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		