



தேசிய சபா மந்திரி அலுவலகம்
மனிதவலு மற்றும் வேலைவாய்ப்புத் திணைக்களம்
Department of Manpower and Employment



கார්යசாப்த வார்தாவ
செயலாற்றுகை அறிக்கை
Performance Report
2019

Department of Manpower and Employment
9 th Floor, Sethsiripaya 2nd Stage,
Battaramulla.

Annual Performance Report - 2019

Department of Manpower and Employment

Expenditure Code - 328

Content

	Page No:
1. Chapter 01 - Institutional Profile / Executive Summary	
1.1 Introduction	4
1.2 Vision, Mission and Objectives	5
1.3 Key Functions of the Department	6
1.4 Organizational Chart	7
1.5 Main Divisions of the Department and Roles of the Divisions	8 -30
1.6 Detail of Foreign Funded Projects	30
2. Chapter 02 - Progress and Future Outlook	
2.1 Progress	32 -39
2.2 Challenges and Future Goals	40
3. Chapter 03 – Overall Financial Performance for the year	
3.1 Statement of Financial Performance	42-43
3.2 Statement of Financial Position	44
3.3 Statement of Cash Flows	45 -46
3.4 Notes to the Financial Statements	47
3.5 Performance of the Revenue Collection	47
3.6 Performance of the Utilization of the Allocation	47
3.7 Allocations Granted under F.R.208	48
3.8 Performance of the Reporting of Non-Financial Assets	48
3.9 Auditor General's Report	49
4. Chapter 04 - Performance Indicators	
4.1 Performance Indicators of the Institute	51
5. Chapter 05 – Performance of the Achieving Sustainable Development Goals	
5.1 Identified Respective Sustainable Development Goals	53 -55
5.2 Achievements and Challenges of the Sustainable Development Goals	55
6. Chapter 06 – Human Resource Profile	
6.1 Cadre Management	57
6.2 Effect of the Human Resource for the Performance of the Institute	57 -58
6.3 Human Resource Development	59-60
6.4 Contribution of the Training Programmes to the performance of the Institute	61
7. Chapter 07 – Compliance Report	63-72
Annexures	

Chapter 01

Institutional Profile / Executive Summary

1. Introduction

1.1. Department of Manpower and Employment

Department of Manpower and Employment was established in terms of the provisions of Gazette Extra-ordinary No.1640/31 dated 12.02.2010 under the Ministry of Labour Relations and Manpower in year 2010, and now it functions under the purview of Ministry of Skill Development, Employment and Labour Relations. For this Department, which was established under Category “A” Departments, has been determined as its subjects the Employment Promotion, Job planning, information of employment and labour market, Career guidance programmes and Re-employment trainings. In addition, upholding public employment services and implementation of National Manpower and Employment Policy provisions have been also assigned to this Department.

By means of researchs conducted through Labour Market Information Unit, number of programmes have been implemented related to career guidance and job creation and promotion and also unemployed youths have been directed towards jobs in private sector as to strengthen economy of the country providing more benefits to more beneficiaries through Job Centers.

Accordingly, our long term goals were set as follows;

1. Development of highly-skilled, dynamic and globally competitive workforce
2. Minimizing unemployment
3. Establish comprehensive robust Labour Market Information System.

1.2 Our Vision, Misson and Objectives

Vision

World class Sri Lankan labour force

Mission

Development of highly-skilled, dynamic and globally competitive work force and use the full potential of our human resources for socio-economic development of Sri Lanka

Our Objectives

1. Preparation and implementation the Manpower and Employment policy and programmes.
2. Solve the structural unemployment problem of skill mismatch.
3. Facilitate in selecting correct career direction for the potential and excising Sri Lankan workforce
4. Manpower Planning, Development and Forecasting
5. Informal Sector development
6. Promotion of private sector employment
7. Provision of free Public Employment Service (PES)
8. Manpower and Employment related facilitation to vulnerable groups, disabled persons and persons in under-developed regions
9. Provision of reliable Labour Market Information for all the Sri Lankans in local and global dimensions
10. Forecast local and global labour market trends.

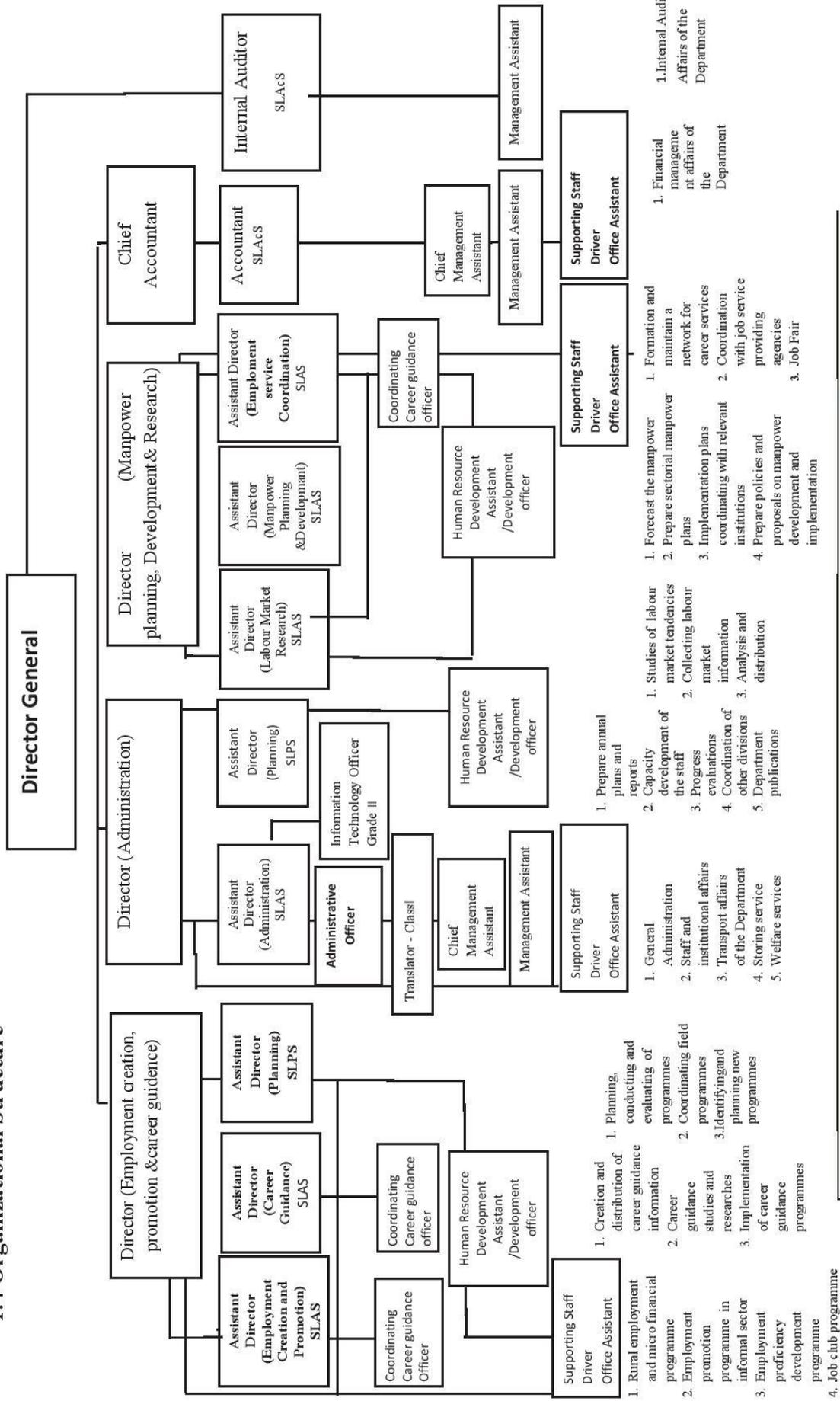
This department launches various programmes using its human resources with the aim of minimize unemployment problem and creation the better employments.

1.3 Key Functions of the Department

Following functions have been assigned to this Department

- Formulation and implementation National Policy on Manpower and Employment
- Employment creation & promotion
- Career guidance programmes
- Labour market information collection, analyzing and dissemination
- Services offered by “Jobs net” and for all matters connected or incidental to the above subjects.

1.4 Organizational Structure



1.5 Divisions of the Department and Roles of the Divisions

- Administration Division, Planning and Progress Monitoring Unit
- Accounts Division
- Employment Creation, Promotion and Career Guidance Division
 - Employment Creation and Promotion Unit
 - Career Guidance Unit

- Manpower Planning, Development and Research Division
 - Labour Market Information Unit
 - National Human Resources and Employment Policy Operation Unit
 - Public Employment Service

- Internal Audit Division

1.5.1 Administration Division

Following units have been established under the Administration Division.

- i. Establishment Unit
- ii. Planning and Progress Monitoring Unit

Monitoring, evaluation and upgrading the establishment and general administration affairs in order to assist top management of the Department to achieve excellent performance through contribution of internal controlling processes is a main duty assigned to the Administration Division. In addition, Administration Division is responsible for duties of maintain high eminence team of staff qualified to keep quality of the Department and well matched with Department's goals and activities, maintain a better coordination with other divisions, enhancement of welfare facilities of the staff and providing assisting services to other divisions.

1.5.1.1 Establishment Unit

This Unit, consisted of 25 officers, performs maintaining personal files of the staff, identification of training needs and directing the officers for trainings, daily mail, administration and monitoring affairs of the Department including recruitment and disciplinary actions and transport affairs, as its main duties.

1.5.1.2 Planning and Progress Monitoring Unit

This Unit, consisted of 13 officers, performs duties of preparation annual Integrated Action Plan of the Department, reporting and evaluating the progress of the field officers assigned to District Secretariats and Divisional Secretariats in accordance with the Action Plan, conducting progress review meetings and providing information of overall progress of the Department to the requesting agencies including the Ministry, as its main duties.

1.5.2 Accounts Division

This Division performs financial management affairs of the Department and 13 of officers have been assigned to this Division.

1.5.3 Employment creation, promotion and career guidance Division

This Employment creation, promotion and career guidance Division perform a wide range of duties in directing Sri Lankan labour force towards appropriate professions through a various inter-connected programme series, creation new job opportunities and promotion of employments in accordance with National Policies, personal skills and talents

This Division has been separated into two sections to success this role and each sections operating with the guidance of an Assistant Director. This programme is carried out to grass root level through Career Guidance Officers, Human Resource Development Assistants and Development Officers attached to the District Secretariats and Divisional Secretariats in all over the Sri Lanka.

Accordingly, following Units have been established under this Division.

Employment Creation and Promotion Unit

When studying data of Department of Census and Statistics it appears that unemployment of youths in Sri Lankan labour force is gradually increasing. That data of unemployment shows unemployment problem in educated youths is a major challenge of the country. The goal of Department of Manpower and Employment has been set with the aim of minimize unemployment problem in Sri Lanka.

Employment Creation and Promotion Unit of Department of Manpower and Employment, which functions its duties with the aim of creation an Internationally standard labour force, mediates to solve unemployment problem in Sri Lanka with following objectives.

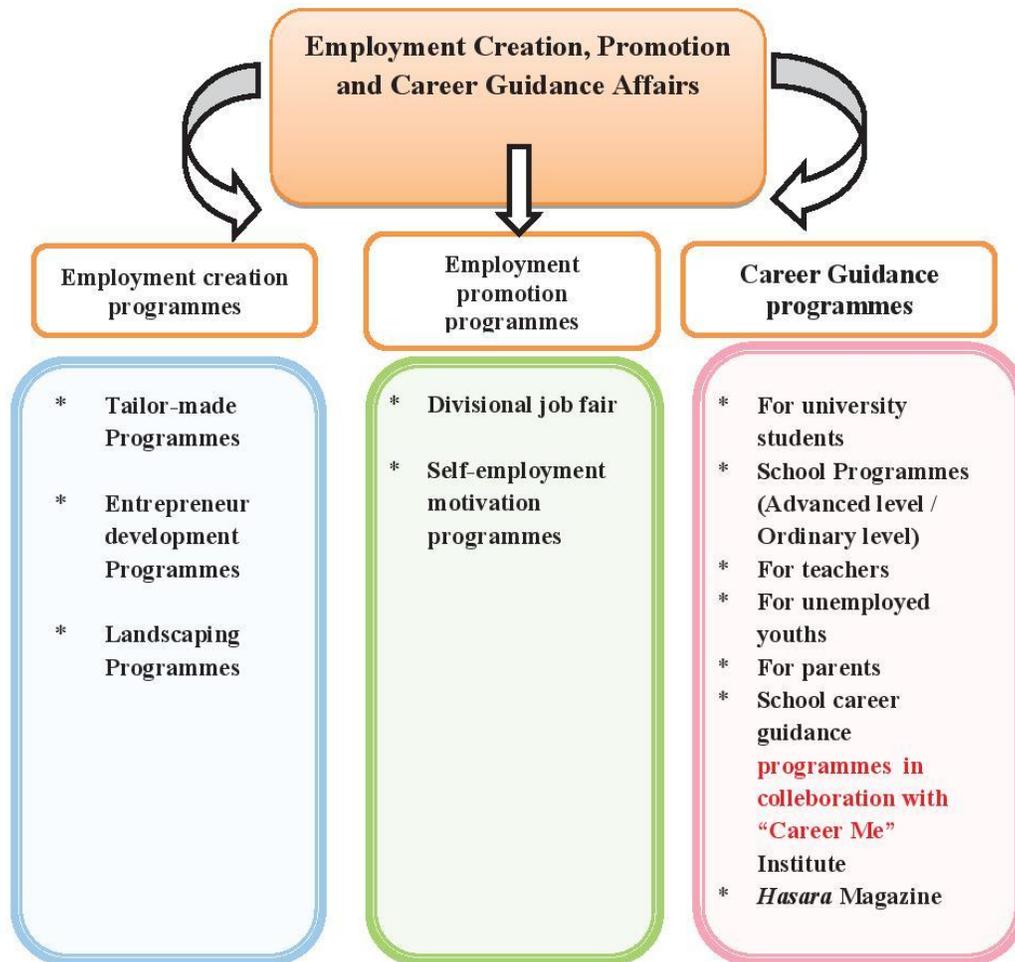
- Creation of jobs
- Promotion of Jobs

Career Guidance Unit

Driving force of the development of a country is its human resource. In studying of human resource of our country, young community joins to the labour force as untrained workers at various stages of school education and it can be seen many problems in our labour market such as mismatch of job skills, job preference, lack of labour force participation, less understanding of new trends in job market, lack of correct career plan and high unemployment rate of educated young community.

Career guidance and counseling provide a great contribution to build up a productive human resource, which involves in development of the country. Therefore, our objective as the Career Guidance Unit of Department of Manpower and Employment is to contribute to build an internationally standard labour force by career development and career selection of the clients through using the full potential of the human resource of country in effective and efficient manner.

With the aim of achieving those objectives, these two units of the Department conduct various programmes to the people, who, are expecting jobs, access to the job market as the apprentices and who are subjected to access to the job market in future, through delivering employment related services.



Employment Creation Programme

Entrepreneur Development Programme

It is estimated that about 200,000 job seekers enter to the Sri Lanka labour force annually. The Department conducts this programmes on the purpose of minimize the unemployment of Sri Lanka through new employment sources. The main objective of this programme is creation of new job opportunities through development of the rural economy and creation the new entrepreneurs and self-employed persons. It empowers the young community towards income generating pathways by development of the entrepreneurship.

This Programme is conducted as three day workshop with the coordination of Human Resource Development Assistants and Development Officers. It is carried out in Divisional Secretariat level for the entrepreneurs who already engage in small and medium scale businesses and the beneficiaries who are expecting to start new businesses and also our Department renders following services to business development of the participants.

- Guidance to improve entrepreneur traits
- Guidance to management, marketing, public relations, pricing and other relevant subjects
- Guidance to build vision for the life and vision for the business
- Provide an extensive knowledge on project report preparation
- Coordination the relevant Institutes for financial assistance
- A certificate is awarded after the completion of the trainings

Generating of new job opportunities at Divisional levels through business development of the entrepreneurs who are engaging self-employments informally by transforming them into formal self-employed people using entrepreneur trainings to develop their knowledge, attitudes and skills is an another service. In addition to that, following functions are performed through this programme.

- To minimize marketing problems
- Sale Promotion
- To produce high quality goods through the creativity
- To improve knowledge, attitudes and skills
- To identify business opportunities

The ultimate target of this programme is making a quantitative and qualitative improvement of entrepreneurs who are already engaging in business affairs in Sri Lanka by developing their business abilities.

Need Based Training Programme

This Programme is conducted as a four day workshop with the coordination of Human Resource Development Assistants and Development Officers. It is a major programme of the Department, implemented by training the beneficiaries identifying their job needs and job promotion needs in divisional level, with the aim of development the knowledge, attitudes and skills of beneficiaries.

This is a programme implementing to minimize unemployment of rural areas with the aim of generating appropriate job opportunities using the resources belonged to the division and obtaining maximum benefits from those resources. This programme is also carried out the aim of enhancing income of the unemployed youths in appropriate manner and expansion of self-employment generation.

It helps to develop technical and management skills, knowledge on business law and capacity of the business of beneficiaries who are engaging their own businesses.

Landscaping Programme

This Programme is conducted as a fourteen day workshop with the coordination of Human Resource Development Assistants and Development Officers. It is conducted in Divisional Secretariat level as a self-employment promotion programme. Only a selected group is enrolled for that programme. This selection is made by an interview depends on creative ideas and financial strength of the beneficiaries

Job Promotion Programmes

Self-Employment Motivation Programme

The field of self-employment occupies a special place in the development of a country. Therefore directing talented and skilled youths for self-employments is a timely need. This programme is implemented on that objective. This is conducted as a one day workshop with the coordination of Human Resource Development Assistants and Development Officers.

Divisional Job Fair Programme

The main purpose of this programme is to be meet employers with job seekers in the same place for facilitating them to find appropriate jobs. Beneficiaries for this programme are selected by interviews. Motivation for various types of jobs is made by attitude development programmes and job awareness programmes. Through these activities, beneficiaries are made aware on job agencies in private sector and directed for interviews and further follow-up on the employed persons also carries out by the Department.

58% of Sri Lankan employees are belonged to the informal sector. Necessary actions are being taken to convert this informal sector to formal by using training programmes such as Three day workshop on Entrepreneur Development Training, Self-employment Development Programmes, Tailor-made Programmes and Divisional Job Fair Programmes conducted by the Department.

Career Guidance Programmes

Driving force of the development of a county is its human resource. In studying of human resource of our country, young community joins to the labour force as untrained workers at various stages of school education and it can be seen many problems in our labour market such as mismatch of job skills, job preference, lack of labour force participation, less understanding of new trends in job market, lack of correct career plan and high unemployment rate of educated young community.

Career guidance and counseling provide a great contribution to build up a productive human resource, which involves in development of the country. Therefore, our objective as the Career Guidance Unit of Department of Manpower and Employment is to contribute on build an internationally standard labour force by career development and career selection of the clients through using the full potential of the human resource of country in effective and efficient manner.

Career guidance and counseling Services

Provision of individual and group career guidance and counseling services

Objective of the programme : Empowerment for educational and professional development

Dates provide the services : Mondays and Wednesdays of the week

Places provide the services : At all District and Divisional Secretaries

Resource persons : Career Guidance Officers / Human Resource Development Officers / Development Officers

Empowerment of the beneficiaries, who enter the world of working, to make decision in each and every crucial event of entering, engaging and developing stages of his career and his life is essential. Individual counseling plays a role in this regard. Individual counseling and group counseling services are rendered through Career Guidance Officers, Human Resource

Development Officers and Development Officers who assigned to District Secretariats and Divisional Secretariats under this Department.

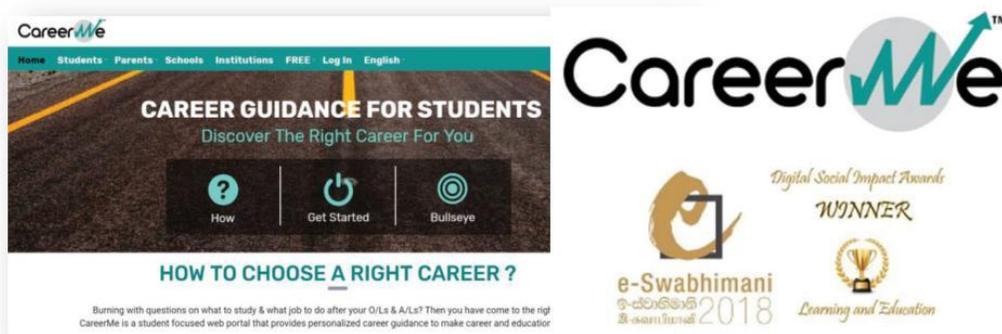
Career Guidance Programmes

“Jeewithayata Hari Theeranayak” workshop for awareness on Career Guidance for G.C.E. (O/L) and G.C.E.(A/L) students

This workshop is conducted as a one day workshop with the resource contribution of Career Guidance Officers and Human Resource Development Officers aiming assistance to build a plan for career and making the students aware on optional pathways such as education, vocational trainings and self-employment sectors. Maximum 30 of beneficiaries are included for a one workshop.

About 5% of the students sit for G.C.E. (A/L) Examination are eligible for university entrance annually while most of them enter to the world of working as untrained workers without a plan of career. Therefore it is essential to provide career guidance and counseling services to the students to teach how to enter the world of working and survival in there effectively before leaving them from schools. Career guidance programmes are held for G.C.E. (O/L), G.C.E (A/L) and school leaving students to achieve these objectives.

Department has signed a memorandum of understanding with *Career Me* Institute which provides an opportunity to participate Online Personality Test especially for school children and the officers of Department provide necessary career guidance service in accordance with the information obtained from that online personality test.



In addition for school groups, this career guidance programmes are conducted annually for students in the National University System and students following external degree courses. It is expected to minimize unemployment of educated youth through this programme.

"Oba Asirimathya" Awareness programme for undergraduates

It is essential to grab the total strength of the potential of Undergraduates, who got the opportunity to enter the University as more talented students of Sri Lanka, to Socio-economic development of the country and to build them up as to survival in the world of working with creativity and life plan with a vision for future.

This programme is conducted by our Department on that objective for University students as a three day workshop with the resource contribution of Career Guidance Officers and Human Resource Development Assistant officers. Expected beneficiaries for one programme is 40.

In addition, School Teachers and parents are made aware on selection of job

Awareness programme on career guidance for Teachers

A large number of school children enter to the labour force at various levels of education annually as untrained workers. Therefore it is essential to provide career guidance and counseling services to the students to make their career plan in their school time. It helps to absorb children, who enter to the world of working from school, into world of working effectively. This programme is conducted to achieve that target. This is conducted as a two day workshop with the resource contribution of Career Guidance Officers and Human Resource Development Assistant officers. Maximum 40 of beneficiaries are expected for one programme.

Awareness programme on career guidance for parents

Responsibility of the parents is to create a valuable citizen for the country directing them towards right path in this changing socio-economic environment. It is essential to be aware on education fields, professional field and the correct way of caring the children as well in this changing socio-economic environment. Therefore, being aware on identification of capacity of the children, timely changes in professional and educational fields, methods of caring the children and updating with that knowledge is a timely necessity. This programme is conducted as a one day workshop with the resource contribution of Career Guidance Officers and Human Resource Development Assistant officers. Maximum 50 of beneficiaries are expected for one programme.

Succeeding the career plans–for unemployed youths

A large number of youths are living without a life object and without a job or proper career plan after schooling and it causes the problems to socio-economic development of the country and it also effect to create various type of crisis. Therefore it is essential to provide career guidance and counseling services to plan their lives with a future vision and enter to world of working creatively. This programme is conducted as a one day workshop with the resource contribution of Career Guidance Officers and Human Resource Development Assistant officers. Maximum 30 of beneficiaries are expected for one programme.

Career Guidance Publications

Hasara Career Guidance and Education Journal

Objective of the programme : Empowerment of the target group through the socialization the knowledge on career guidance and counseling

Duration : 4 magazines per year

Editing : By Career Guidance Officers

Target Group : School children, Unemployed youths, Employed persons who are expecting career development and Professionals

Printed medias such as Magazines, Newspaper and other Audio, Video medias play a very important role in building a labour force with knowledge, skills, attitudes and potential on development of the country. Therefore it is essential to create a labour force with appropriate knowledge, skill and attitudes for development and to use full potential of youths in development of the country through socialization of career guidance and counseling, which is still existed as a new concept for our country.

Hasara, the publication on career guidance and education has been published by the Department from year 2000 and the one and only sinhala magazine on this subject is the *Hasara* magazine. This magazine is issued in free of charges to schools, universities, vocational training institutes and libraries maintained by the Municipal Councils. The articles of the magazine are prepared by the officers who have obtained expertise on career guidance subject and the outside experts on this subject selected through interviews. Special attention is drawn to articles in following subjects related with activities of the Department.

- I. Articles relevant to career guidance subject
- II. New trends of the job world
- III. Information on career paths and professional qualifications
- IV. Articles prepared by interviews conducted with the person reputed as a successful professional in the country
- V. Articles to be delivered career guidance service for students of the schools

1.5.4 Manpower Planning, Development and Research Divison (NHREP)

This Division was established for making effective and efficient decisions as the Sri Lankan partner of Global Labour Market, policy making affairs, for providing information to Educational and Attitude Development Training Programme Makers and providing necessary information about labour market to all the stakeholders as to be easily handled.

Three main Units are functioned under this Division

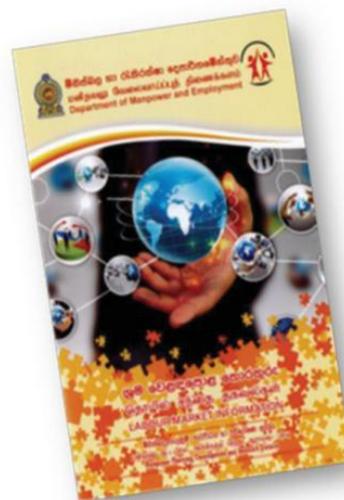
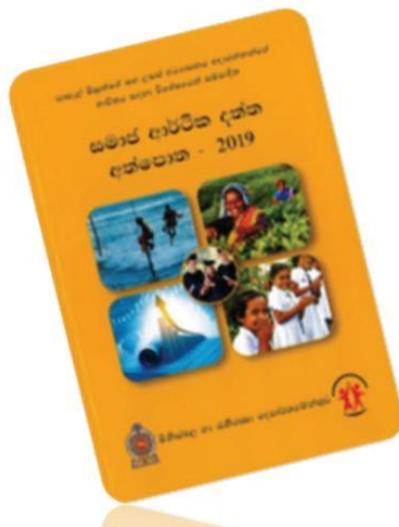
- ☆ Labour Market Information Unit
- ☆ National Job Centre
- ☆ National Human Resource and Employment Policy Monitoring Unit

Labour Market Information Unit

It is important to monitoring and evaluating of the demand of labour market properly for skillful human resource, which is rapidly changed, in collecting information about labour market. This Unit collects analysis and distributes the information on labour market.

Further, this Labour Market Information Unit conducts surveys and researches as to meet with updated development needs of Sri Lanka, studies on labour demand and supply and distributes of those information among beneficiaries.

Labour market information magazine and data hand book for schools are published by this Unit.



Proposed Programmes of Labour Market Information Unit in year 2019

01. Labour Market Information Bulletin (Annual LMI Bulletin)

Information about Labour demand, Labour supply, foreign employments and Labour productivity are included in this labour market information bulletin. This information is obtained from the sources of Labour Force Survey of Department of Census and Statistics, Central Bank Report of Sri Lanka and reports of Foreign Service Bureau.

The objective of this Bulletin is to provide updated information on behavior of labour market for users who are interested in that, Vocational Trainers and University Students. 1500 of printed copies are being distributed among Career Guidance Officers and Human Resource Development Officers of District Secretariats and Divisional Secretariats, public libraries and university students.

02. Making Labour Market Information DVDs

It was decided to make DVDs including labour market information on behalf of the Field Officers of this Department, who must be given updated data of labour market but no enough accessibility facilities for that and who have no enough knowledge on it. 50 of CDs were made and provided to the Career Guidance Officers and Human Resource Development Officers of District Secretariats and Divisional Secretariats and Officers in Head Office.

03. Monthly LMI Magazine

Up to date information are included there to be aware the Career Guidance Officers and Human Resource Development Officers of District and Divisional Secretariats on skills and trainings which are needed to access National and International Job Market as an assistance in awareness programmes conducted by them for students and unemployed persons, who participate in their programmes. 1200 LMI magazines have been printed in four main subjects as 300 per one subject and distributed among Career Guidance Officers and Human Resource Development Officers of District Secretariats and Divisional Secretariats.

04. Sectorial Studies

16 of monthly reports prepared by each officer in Labour Market Information Unit by once a month were published in the website for providing of up-dated information on labour market of Sri Lanka

05. Socio-Economic Data Handbook

Socio-Economic Data Handbook is published annually with the aim of being a handrail to the children who endeavor to overcome educational boundaries and enter for higher studies after that and to be provided understanding on National and International Socio-Economic Trends especially on labour market in line with that. After printing this handbook, it has been distributed by District Secretariats for 7674 of schools in all over the Island.

06. Development of Labour Market Database

An online employment service system, subscribed by large number of job seeking youth is maintained by the Department for the career guidance, job training and online job matching services expecting to minimize unemployment problem.

In year 2019, this Online Database was updated as a special project under the financial assistance of International Labour Organization and Freelancer, E-PES and Mobile Apps were developed initially under this.

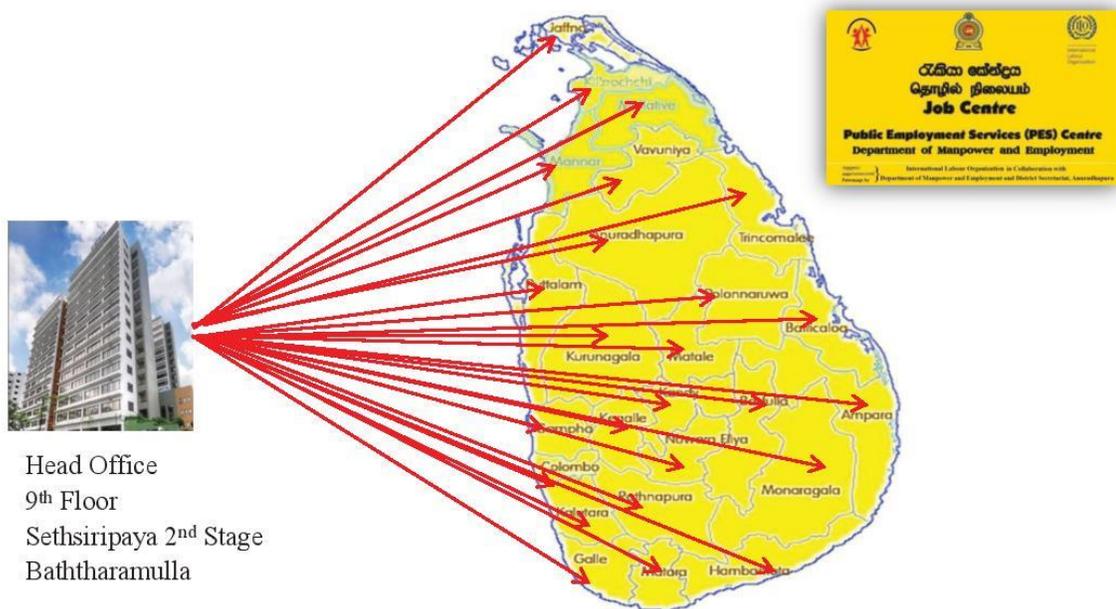
National Human Resource and Employment Policy Unit

This Unit is functioned under Manpower Planning, Development and Research Division. Progress which was obtained in connection with the National Human Resource and Employment Policy in year 2017 was revised again in accordance with the Medium Term Development Policy Framework of present government. Cabinet Approval has been obtained for this revised Policy and relevant coordination, progress evaluation and reporting parts of implementation this policy in accordance with Medium Term Action Plans of all relevant Ministries are maintained by this Unit. Co-chairmanship of implementation this Policy was held by Ministry of Labour and Trade-union relations and Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development and Youth Affairs

National Job Centre

This Unit is functioned under Manpower Planning, Development and Research Division. Job Center (PES) is activated among all 25 District of the Island. National Job Centre is located in Baththaramulla office premises.

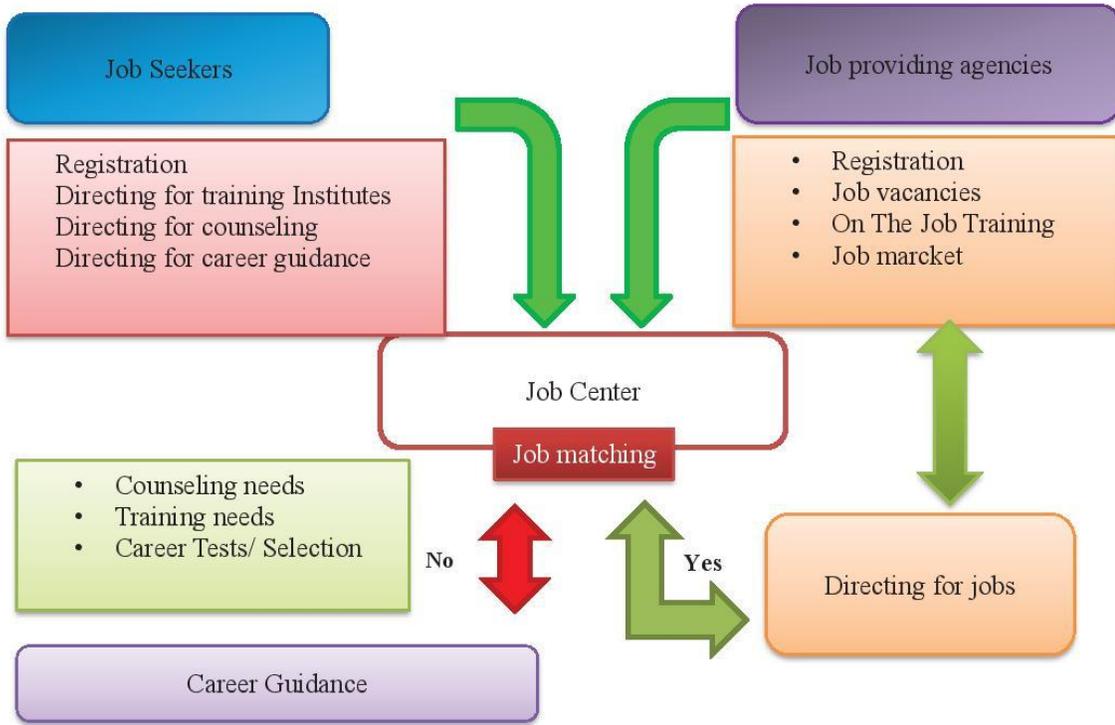
Network of Job Centers



Functions done by the District Job Centers

- Registration of job seekers
- Registration of Institutes and job vacancies.
- Taking actions to search vacancies in the Institutions
- Keeping the registers for job seekers and job vacancies
- Conducting interviews to confirm the qualifications of job seekers
- Job matching and directing for interviews
- Placement on jobs and following up
- Supply career guidance services
- Facilitating for trainings.
- Collecting and publishing statistics on employments
- Guidance on foreign employment opportunities
- Organizing and conducting the job fair programme

Process of the Job Center



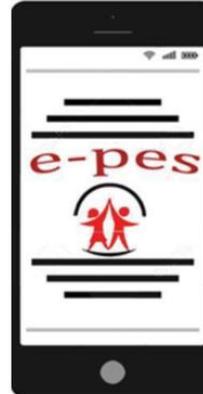
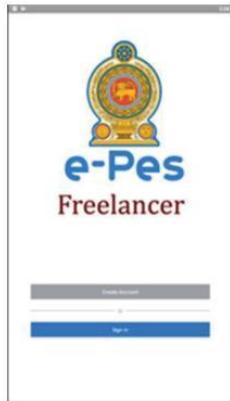
Registration of job seekers is done in several ways. Detail about seekers is collected through Human Resource Development Assistants in Divisional levels, job fairs and information received from job centers. Basic awareness programmes for job seekers are conducted by this.

Job seekers can register under the Online Employment Providing Service in the Department website via Portal of the Internet and employers also can register there to find employees for vacancies according to their requirements (www.dome.gov.lk)

Further, directing the seekers to career guidance and trainings and facilitating to participate the personality testing conducted by *Career Me* Institute in free of charge are the other activities of this Job Centre. In addition of that, opportunities have been provided to the professionals/freelancers who have special skills, to register Department web Portal supply their services and to the customers to find their service provider near to their residences.



A software has been developed as to be obtained the above services through a Mobile App. International Labour Organization (ILO) has sponsored for two small scale projects on creation of the Department website and its developments.



Programmes conducted by National Job Center in year 2019

01. Awareness programme for Job Seekers

Objective of this programme is to assist to the registered job seekers in Divisional Secretariat levels to find their desirable field of job or direct them towards necessary trainings/ counseling through awareness.

02. District Job Fair Programme

Through this programme, conducted for job seekers live in the District helps to meet employers with job seekers in the same place guiding them to find appropriate job opportunities for job seekers and to attract qualified youths for employers. Accordingly, this Job Fair Programmes were conducted in Kegalle, Galle, Matara, Kurunegala, Killinochchi, Polonnaruwa and Monaragala Districts in year 2019.

03. Business Forum

This is a Programme to introduce services of the department for Employers of the districts, and organizing of this Business Forum is done based on District Job Centers. Accordingly, this Job Fair Programmes were conducted in Kegalle, Kandy, Galle and Vavunia Districts in year 2019.

04. Registration of Job Seekers

Preparation a database by registration of job seekers live among unemployed communities in the District is done through this activity. Job seekers live in areas of each Divisional Secretariat are identified and registered under the Department Website by Human Resource Development Officers attached to the Divisional Secretariats.

05. Registration of Job Vacancies

Preparation a database of job vacancies in Private and Semi-private Organizations activated in the District is done through this activity. Targets for registration the job vacancies provided to the District Secretariat are completed by each and every officer attached to the District Secretariat. Job providing agencies scattered all over the Districts and their vacancies are registered and published on Website. To fill these vacancies the job seekers who were registered of Divisional Secretariats are matched with their qualifications.

06. Directing to the jobs

Directing Job Seekers to the jobs is done by matching the vacancies registered on website by the officers attached to the district Secretariats with Job Seekers registered on website by officers at Divisional Secretariat levels.

07. Special Programmes

- I. Sri Lanka came an agreement with South Korea dated 15.07.2019 on engaging affairs relevant to the Labour and Employment Policy consultation Programme.



Programmes conducted by the Department

Photographs captured in Training Programmes conducted by Job Creation, Promotion and Career Guidance Unit

Teachers awareness programme
Kegalle



Graduates awareness programme
University of Colombo



Tailor-made Training Programme
Divisional Secretariat - Kayts



Graduates awareness programme
University of Jaffna



G.C.E.(A/L) Programme
DarmalokaMahaVidyalaya - Palmadulla



G.C.E.(O/L) Programme
WanninayakaVidyalayaGalgamuwa



Teachers awareness programme
Office of MahindaVidyalaya-
Gattuwana, Kurunegala



Job Seekers awareness programme
Divisional Secretariat - Siyabalanduwa



Job Seekers awareness programme
Divisional Secretariat - Thanamalwila



District Job Fair - Monaragala



Parents awareness programme
Divisional Secretariat - Bandaragama



Entrepreneurship training program
Divisional Secretariat -Mawanella



Tailor-made Training Programme
Divisional Secretariat - Mawanella



Entrepreneurship training program
Divisional Secretariat – Mawanella



Entrepreneurship training program
Divisional Secretariat - Elahara



8.2 Photographs captured in programmes conducted by District Job Centers

Galle District Job Fair



02. Kegalle District Job Fair



Killinochchi District Job Fair



Lak Rakiya Harasara Programme



1.6 Detail about foreign funded projects

Direct foreign funded projects are not carried out under our Department.

Chapter02

Progress and Future Outlook

2.1 Progress

	Programme/Activity	Targets of year 2019		Progress from 01/01/2019 to 31/12/2019		Number of Beneficiaries
		Physical	Financial (Rs.Mn.)	Physical	Financial (Rs.Mn.)	
<u>Job Creation, Promotion and Career Guidance Division</u>						
1	Career guidance programme for G.C.E.(O/L) Students	1865	1.100	2023	1.180	58,455
2	Career guidance programme for G.C.E.(A/L) Students	1328	1.240	1289	1.304	40,108
3	Self-Employment promotion programme	311	0.777	407	0.714	14,329
4	Winning Creer Challenges	50	0.275	53	0.227	2,108
5	Career guidance programme for Graduates (Internal/External)	15	0.567	11	0.408	459
6	Awareness programme for Teachers	15	0.428	24	0.379	901
7	Awareness programme for Parents	311	0.817	435	0.808	20,437
8	Printing of <i>Hasara</i> Magazine	2	0.360	2	0.344	-
9	Entrepreneurship Development Programme	20	0.455	26	0.485	798
10	Divisional Job Fair Programme	120	0.840	129	1.038	13,943
11	Need Based Training Programmes	200	1.400	172	0.972	4,874
12	Landscaping Programme	3	0.110	3	0.100	103
13	<i>LakRakiyaHarasara</i> Programme - I	100%	2.000	100%	1.703	-
	<i>LakRakiyaHarasara</i> Programme – <i>Decent Work</i>	100%	1.000	100%	0.609	-
<u>Manpower Planning, Development and Research Division</u>						
14	Sectorial Studies	26	0.400	23	0.087	-
15	Monthly LMI Newsletter	5	0.200	4	0.114	-
16	LabourMarket Information CD (bulletin CD)	100%	0.130	100%	0.085	-
17	Annual LMI Bulletins	100%	0.200	100%	0.202	-
18	LMI Forum	100%	0.030	45%	-	-
19	Socio - Economic Data Hand book)	100%	1.000	100%	0.795	-
20	Development of LMIS	100%	1.000	85%	0.873	-
21	Periodic Reports on demand	100%		20%		-

	Programme/Activity	Targets of year 2019		Progress from 01/01/2019 to 31/12/2019		Number of Beneficiaries
		Physical	Financial (Rs.Mn.)	Physical	Financial (Rs.Mn.)	
			0.040		-	
Public Employment Service Center						
22	Establishment and upgrading of the District Job Centers	3	0.750	1	0.232	-
23	Conducting District Job Fair	12	1.750	11	1.891	11,935
24	Jib seeker awareness program	300	1.500	408	1.357	16,865
25	Operation of Public Employment Service Center		0.450		0.644	
	1.Registration of Job Seekers	100,000		90,550		90,550
	2.Registration of Job Vacancies	39,600		38,689		38,689
	3.Job Matching			31,343		31,343
	4.Job Placements	27,580		14,832		14,832
26	Conducting of Employer Forums	8	0.400	4	0.155	159
27	World Association of Public Employment Service (WAPES) Membership	100%	0.650		0.503	-
28	Tailor-made Programmes for Companies and Job Seekers	25	0.500	14	0.586	515
Management Information System - MIS						
29	Purchase of Laptops for Field Officers of selected Districts	100%	3.000	100%	3.000	-
Decent Work						
30	Cultivation of flowers used to religious affairs, making garlands and marketing project – Katharagama	100%	1.230	80%	0.748	266
31	NHREP – maintainance of ICT infrastructure	100%	0.530	100%	0.513	-
32	Establishment of Kandy District Job Center	100%	0.970	100%	0.949	-
33	Printing of Handbooks	100%	0.641	100%	0.483	-

Progress of job placement up to 31.12.2019

	District	Direct job placements		Direct job placements
		Through District job centers	Through District job centers	
1	Colombo	765	384	212
2	Gampaha	332	406	72
3	Kaluthara	304	603	221
4	Kandy	374	403	97
5	Matale	121	290	31
6	Nuwaraeliya	42	135	51
7	Galle	250	344	165
8	Matara	422	475	140
9	Hambanthota	375	494	52
10	Jaffna	475	449	155
11	Mannar	44	139	77
12	Vavunia	122	62	27
13	Mulativu	4	-	11
14	Killiochchi	381	91	50
15	Batticaloa	107	951	303
16	Ampara	62	345	228
17	Trincomalee	109	67	91
18	Kurunegala	603	1095	317
19	Puttalam	156	400	71
20	Anuradapura	227	130	198
21	Polonnaruwa	125	43	22
22	Badulla	528	257	48
23	Monaragala	66	120	35
24	Rathnapura	230	422	113
25	Kegalle	135	368	58
	Total	6359	8473	2845
Job Placement– Through District Job Centers				6359
Job Placement– Through Divisional Secretariats				8473
Creation of Self-Employed persons				2845
Total Job Placements				17,677

Progress of District Job Fair -2019

	Distri ct	Venue	Date of conducted	No. of Job Seek ers	No. of par tici pat ed Inst itute s	Tr ain ing Ins tit ute s	dire cted for jobs	Job mat chings	Dir ecte d for trai nin gs	Expendi ture (Rs.)
01	Kegall e	District Secretariat - Kegalle	09/03/2019	2234	65	7	285	1267	85	131,584
02	Kandy	District Secretariat - Kandy	31/03/2019	2454	45	18	176	1391	511	161,024
03	Galle	Hall the Galle	22/06/2019	825	41	9	83	1580	61	140,674
04	Matara	District Secretariat - Matara	29/06/2019	1748	37	6	257	1409	307	146,220
05	Kurun egala	District Secretariat - Kurunegala	27/07/2019	1206	25	6	154	679	169	156,585
06	Killino chchi	District Secretariat - Killinochci	03/09/2019	1115	23	4	358	651	40	399,293
07	Polonn aruwa	Thopawewa M.V. - Polonnaruwa	21/09/2019	1400	29	12	369	399	383	329,770
08	Monar agala	Community building - Monaragala	27/09/2019	953	17	17	37	279	152	371,613
	Total			11935	282	79	1719	7655	1708	1,836,763

Special programmes conducted with employers

Date	Venue	Participation (No. of Institutes(Expenditure Code	Expenditure Rs.
2019-02-07	Kegalle	42	2509-2	40,000.00
12-03-2019	Kandy	48	2509-2	40,000.00
04-04-2019	Galle	31	2509-2	40,000.00
08-08-2019	Vavunia	38	2509-2	35,300.00

The main objective of this programmes is to facilitate for job seekers and job providers to have a co-operate benefits of providing and obtaining employment services through building a better relationship with the Department and the clients.

Progress of Special Programmes

LakRakiyaHarasara Programme



Employers/ Entrepreneurs selected from 9 Disticts of Batticaloa, Kandy, Hambanthota, Kegalle, Killinochchi, MonaragalaPolonnaruwaGampaha and Puttalam representing 9 Provisions of Sri Lanka were awarded on behalf of providing jobs and other facilities for youths, who were expecting jobs.

Employers were evaluatedby using various criterias as production, service, agriculture and self-employments and Gold, Silver and Bronze Awards were presented.

The main functional unit of Department of Manpower and Employment is District Job Center. In connection with this center all the Divisional Secretariats are engaging duties related with National Employment Service. 25 District Job Centers which can be introduced as public job service centers are functioning based all the District secretariats of the Island. In *LakRakiyaHarasara* Programme, those centers and Divisional Secretariats were graded, based on performance achieving the targets of Annual Action Plan by directing job seekers towards the jobs and evaluated all 25 District Job Centers and presented Gold, Silver and Bronze awards. In year 2019, the Gold award was won by Jaffna District Group and Silver award was won by Kurunegala District Group while Bronze award was won by Batticaloa District Group.

Policy consultation programme on Labour and Employment on the diplomatic mediation of Korean Government.

This is a Policy consultation programme. It is conducted by KEIS -**Korean Employment Information Service Institute** which has been established under the Ministry of Labour in Korea. In the Tour of 2019, they presented the result of initial feasibility study on Employment sourcing and delivery methods, which is important for the Department. According to those findings the project has been identified as a moderate risky project. Accordingly, the group of representatives has to obtain the approval, pointing out facts regarding proposed feasibility studies in 2020 and beyond, from the Ministries they are belonged. Necessary actions are being taken to submit the project proposal for complete project to Department of National Planning and Department of External Resource, after getting the approval from Ministries.

Implementation of National Human Resource and Employment Policy

The Computer software which was developed to obtaining progress from the Ministries (ICT based Progress Monitoring System) was reactivated under this Unit. This process on carrying out the policy to future was performed by co-chairmanship of former Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development and Youth Affairs and former Ministry of Labour and Trade Union Relations. Three positions were nominated by the Ministries as Policy Making Agent, Authorization Officer and Data Entry Officer to identify and implement policy level activities for 5 or 6 selected policies. Coordination with Ministries was done by Ministry of National Policies, Economic Affairs, Resettlement and Rehabilitation, Northern Province Development and Youth Affairs.

In addition, this Unit maintained basic affairs to conduct sectorial studies on agriculture, health and Emigrant Workers. Terms Of References (TOR) were made for this purpose. After that, final criterias were made by Technical Evaluating Committee following relevant procurement procedure.

The views of the appropriate parties on that study were sought by publishing a newspaper advertisement. In accordance with responses received, allocated provisions were seen not sufficient for the bids of recommended bidders. Accordingly, recommendations of Technical Evaluation Committee were presented and the approval of Procumbent Board has been given to carry out the procurement procedure in year 2020.

Cultivation of flowers used to religious affairs, making garlands and marketing project – Katharagama

There are several religious places such as *KiriWehera*, *KatharagamaDevalaya*, *SellaKatharagamaGanadeviDevalaya*, *Wadasiti Kanda* are scattered associating the sacred area of Katharagama. The objective of this project is to providing flowers to the pilgrims who come to worship as satisfy their requirements.

The pilgrims come to Katharagama use to offer a basket of fruits for *KatharagamaDevalaya* and other *Devala*. It is a customary to keep a garland on that fruit basket. Those garlands are made by polythene. Using those polythene garlands leads for a major environment impact. Therefore, it is a timely need to get used to having natural garlands instead of polythene garlands.

This project was planned with the objective of supplying flowers to fulfill the flower offering requirement in the sacred area and supplying natural garlands instead of polythene garlands. It promotes cultivation of flowers including nursery management, garlands making and sales.

It creates job opportunities for flower cultivators, intermediaries and raw material suppliers through this project.

2.2 Challenges and Future Goals

- Providing a better quality service to the public by using the less provision allocated for the Departments an issue faced by this Department while it makes a challenge in delivering a friendly service to the public and taking these actions with compliance to the Government Policies and Circulars.
- Limited usage of relevant technological tools and lack of such tools within the department.
- It has been difficult to assigning officers for vacancies in remote areas, since most of them are Graduates and they are living as permanent residents in major Districts such as Gampaha, Colombo, Matara, Galle and Kurunegala.
- Lack of officers to deliver the key functions of the Department such as Career Guidance, Creation and Promotion of Jobs, Coordination of Employment related services, Manpower Planning, Organizing and conducting studies and researches for minimize unemployment, Conducting Employability Development Training Programmes and planning and implementing special projects for employment generation and income generation makes issues on supplying those services for remote areas where those services are very imperative.
- Since the social views and structural problems in the society, it has been difficult to develop attitudinal changes of the people although career guidance services are delivered.

Chapter 03

Overall Financial Performance of the year

Chapter 3—Overall Financial Performance for the year ended 31st December 2019

3.1 Statement of Financial Performance

ACA-F

Statement of Financial Performance for the period of year ended 31st December 2019

Budget 2019		Note	Actual	
			2019 (Rs.)	2018 (Rs.)
	Revenue Receipts			
	Income Tax	1		
	Taxes on Domestic Goods and Services	2		
	Taxes on International Trade	3		
	Non tax Revenue and Others	4		
	Total Revenue Receipts (A)			
	Non-Revenue Receipts			
	Treasury Imprests		358,050,000	345,036,726
	Deposits		798,025	207,404
	Advance Accounts		15,848,315	13,908,338
	Other Receipts		16,195,573	14,487,377
	Total Non-Revenue Receipts (B)		390,891,913	373,639,845
	Total Revenue Receipts and Non-Revenue Receipts (C) = (A)+(B)		390,891,913	373,639,845
	Less: Expenditure			
	Recurrent Expenditure			
311,000,000	Wages, Salaries and Other Employment Benefits	5	300,751,505	279,033,954
67,100,000	Other Goods and Services	6	65,313,123	45,637,119
8,700,000	Subsidies, Grants and Transfers	7	8,171,961	7,995,916
	Interest Payments	8		
200,000	Other Recurrent	9	161,548	196,985

	Expenditure			
387,000,000	Total Recurrent Expenditure (D)		374,398,137	332,863,974
	Capital Expenditure			
	Capital Assets			
3,000,000	Rehabilitation and Improvements	10	1,543,980	1,062,062
1,500,000	Acquisition of Assets	11	796,130	849,976
	Capital Transfers	12		
	Acquisition of Capital Assets	13		
4,500,000	Capacity Building	14	2,466,304	3,802,829
26,000,000	Other Capital Expenditure	15	20,627,469	16,988,758
35,000,000	Total Capital Expenditure (E)		25,433,883	22,703,625
	Main Ledger Expenditure (F)		15,586,182	18,072,049
	Deposit Payments		762,030	384,251
	Revenue Payments		311,641	
	Advance Payments		14,512,511	17,687,798
	Total Expenditure (G)=(D+E+F)		415,418,202	373,639,648
	Imprest Balance as at 31st December (H)=(C-G)		(24,526,286)	197

3.2 Statement of Financial Position

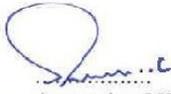
ACA-P

Statement of Financial Status as at 31st December 2019

	Note	Actual	
		2019Rs..	2018Rs.
Non-Financial Assets			
Property, Plant and Equipment	ACA -6	76,520,773	70,978,466
Financial Assets			
Advance Accounts	ACA -5	39,379,976	40,422,056
Cash & Cash Equivalents	ACA - 3		
Total Assets		115,900,749	111,400,522
Net Assets / Equity			
Net Assets		39,010,682	40,346,642
Property, Plant and Equipment Reserve		76,520,773	70,978,466
Rent and Work Advance Reserve	ACA – 5(B)		
Current Liabilities			
Deposit Accounts	ACA - 4	111,212	75,217
Imprest Balance	ACA - 3	258,082	197
Total Liabilities		115,900,749	111,400,522

Detail Accounting Statements in above ACA Format No.1 to 6 presented in pages from 01 to 28 and notes to Accounts presented in pages from 29 to 36 the 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.

5-02-2020
 Chief Accounting Officer
 Name: Mr. Sarath Abayagunawardana
 Designation: Secretary
 Ministry of Skills Development,
 Employment & Labour Relations


 Accounting Officer
 Name: Lal Samarasekara
 Designation: Director General
 Department of Registration & Employment
 9th Floor, Siripavane Bldg. 14
 Battaramulla.


 Chief Financial Officer/ Chief Accountant/
 Director (Finance)/ Commissioner (Finance)
 Name :
 Date : 2020/2/14

මේ පත්වලට ප්‍රධාන ගනුදායීකාරී විස්තර හා රැකියා සේවාර්ථකමක් අවබෝධ කර ගන්න.

3.3 Statement of Cash Flows

Statement of Cash Flows for the period of year ended 31st December 2019

	Actual	
	2019	2018
	Rs.	Rs.
<u>Cash Flows from operating activities</u>		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	1,419,674
Profit	-	-
Non-Revenue Receipts	15,883,932	-
Revenue received from other Departments/ Ministries	-	-
Imprest Receipts	358,050,000	344,200,000
Total Cash generated from Operations (a)	373,933,932	345,619,674
<u>Less: Cash disbursed for:</u>		
Personal Emoluments and Operating Payments	366,226,176	311,800,355
Subsidies and Transfers	8,171,961	7,995,916
Cash disbursed for other Expenditure Codes	3,317,353	-
Imprest Settlement to Treasury	1,102	197
Total Cash disbursed for operations (b)	377,716,592	319,796,468
Net Cash Flow from Operating Activities (c) = (a)-(b)	(3,782,660)	25,823,206
<u>Cash Flow from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds and Sale of Physical Assets	-	-
Recoveries of Lending	-	-
Recoveries of Advance	15,848,315	13,908,338
Total Cash generated from Investing Activities (d)	15,848,315	13,908,338

<u>Less: Cash disbursed for:</u>		
Purchase or Construction of Physical Assets& Acquisition of Other Investments	25,433,883	22,703,625
Advance Payments	14,512,511	17,687,799
Total Cash disbursed for Investing Activities (e)	39,946,394	40,391,424
Net Cash Flow from Investing Activities (f) = (d) – (e)	(24,098,079)	(26,483,086)
Net Cash Flow from Operating and Investing Activities (g) = (e) – (f)	(27,880,739)	(659,880)
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants received	-	836,726
Deposits received	798,025	207,404
Total Cash generated from Financing Activities (h)	798,025	1,044,130
<u>Less : cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposits Payments	762,030	384,251
Total Cash disbursed for Financing Activities (i)	762,030	384,251
Net Cash Flow from Financing Activities (j) = (h) – (i)	35,995	659,879
Net Movement in Cash (k) = (g) – (i)	(27,844,744)	-
Opening Cash Balance as at 01st of January	-	-
Closing Cash Balance as at 31st December	258,082	-

3.4 Notes to the Financial Statements

3.5 Performance of the Revenue Collection

Revenue Code	Description of the Revenue Code	Revenue Estimate		Revenue Received	
		Financial Estimate	Final Estimate	Amount	As a % of Final Revenue Estimate
Not Relevant					

3.6 Performance of the Utilization of Allocation

Rs,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	387,000	387,000	374,398	96
Capital	35,000	27,775	25,433	92

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

Rs. ,000

Serial No:	Ministry / Department which were granted allocations	purpose of the allocation	Allocation		Actual Expenditure	Utilized allocation as a Percentage % of Final Allocation
			Original	Final		
01	Ministry of Labour and Trade Union Relations	Disbursing for <i>Sunisi Mehewara</i> Programme	3,730	4,371	3,224	74

3.8 Performance of the Reporting of Non – Financial Assets

Rs. ,000

Assest Code	Code Description	Balance as per the Board of Survey Report as at 31.12.2019	Balance as per the Financial Position Report as at 31.12.2019	Yet to be accounted	Reporting Progress as a Percentage (%)
9151	Building and Structures				
9152	Machinery and Equipment	76,520	76,520		100
9153	Land				
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in Progress				
9180	Lease Assets				

3.9 Auditor General's Report

Auditor General's Report relevant to year 2019 has been included in Anexures.

Chapter 04

Performance Indicators

Chapter 4–Performance Indicators

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

Specific Indicators	Actual Output as a percentage (%) of the expected Output		
	100%-90%	89%-75%	74%-50%
Registration of Job Seekers	90.55%		
Registration of Vacancies	97.69%		
Directing for Jobs			53.77%
Number of Career Guidance Programmes conducted for School Children	103.72%		
Number of Self-Employment Motivation Programmes	130.86%		
Starting Self-Employments and Enterprises		87.26%	

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

Performance of the achieving Sustainable Development Goals (SDG)

5.1 Indicate the identified respective Sustainable Development Goals

Goal / Objective	Targets	Indicators of the Achievement	Progress of the achievement to date		
			0%-49%	50%-74%	75%-100%
Sustainable Development Goal 4 – Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	Target4.3 - Ability to have Technical, Vocational and Tertiary Education including University Education which is high quality and available for low price for all Females and Males in year 2030	Provision of Career Guidance for 20% of Students who sat for G.C.E.(O/L) Examination in year 2019			94.89%
		Provision of Career Guidance for 20% of Students who sat for G.C.E.(A/L) Examination in year 2019			91.99%
		Conducting 311 of parents awareness programmes in year 2019 Island wide			139%
	Target4.4 - To increase the number of youths and adults, who obtained <i>SunisiRakiya</i> (suitable Jobs) and technical and vocational qualifications for Entrepreneurship, significantly in 2030	Conducting 311 of Self-Employment Motivation programmes in year 2019			130.86%
		Conducting 311 of parents awareness programmes in year 2019 Island wide			130%
		Conducting 200 of Tailor made programmes in year 2019 Island wide			86%

Goal / Objective	Targets	Indicators of the Achievement	Progress of the achievement to date		
			0%-49%	50%-74%	75%-100%
Sustainable Development Goal 8— promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	Target 8.5 - To provide effective and suitable (<i>Sunisi</i>) job opportunities for all males and females including persons with disabilities and youths in 2030	Registration of 100,000 Job Seekers in year 2019			90.55%
		Registration of 39,600 Job vacancies in year 2019			97.69%
		Placement of 27,580 Job Candidates in a job		53.77%	
		Create 3260 of Entrepreneurs and self-employed persons in year 2019			87.26%
		Providing Career Guidance service for 40,300 of Job Candidates in year 2019			101.59%
		Directing 16,390 of Job Seekers for Trainings in year 2019			91.79%

5.2 Brief of the Achievemnts and Challenges of the Sustainable Development

Goals

Challenges

1. Duplication of the service and inequality of understanding about the duty when the different officers, attached to different Departments, are providing same service for same beneficiaries
2. Difficulty of providing the services widely and maintaining the quality of the service on the limited provisions allocated annually for Career Guidance, Job Creation and Job Promotion affairs under the medium term budget allocations
3. Lack of IT facilities and Progress Monitoring Management Information System for all the officers in Department and the allocations are released in very limited manner for the Project made to acquire those facilities. Because of this reason it has been difficult in bringing all officers on a common flatform of action.
4. Allocations provided for development of knowledge, attitudes and skills of the officer are not sufficient.

Chapter 06

Human Resource Profile

Human Resource Profile

6.1 Cadre Management—as at 31.12.2019

	Approved Cadre	Exsisting Cadre	Vacancies/Excessive**
Senior	15	6	9
Tertiary	4	0	4
Secondary	673	569	104
Primary	15	13	02

6.2 Effect of the shortage of Human Resource for Performance of the Institute

As above table shows, out of 15 Executive Level positions, 9 are remaining vacant and 7 of those are belonged to Sri Lanka Administrative Service. Requests have been made asking to fill these vacancies from year 2016 and it has been pointed out the immediate necessity of appointing officers for vacancies in Executive Level positions of this Department during several meetings conducted with the Secretary of the Ministry of Public Administration but positive answer has not yet been obtained.

Director General post of the Department also in vacant from 28.11.2019 and one of a Special Grade Officer in Sri Lanka Administrative Service attached to the Ministry of Skill Development, Employment and Labour Relations is covering the duties of Director General Position temporarily.

One of the Grade 1 posts of Sri Lanka Administrative Service, out of two vacancies is belonged to the Manpower Planning, Development and Research Division while the other one is belonged to the Administration Division. Among these two Divisions, Manpower Planning, Development and Research Division was established to achieve main three objectives of the subjects assigned to this Department. Accordingly, this Division is performing duties of making and presenting a Manpower and Employment Policy, collecting, analyzing and distributing of Labour Market Information and other services maintained by *Rakiya Piyasa*. Although three of Assistant Director posts have been approved in its Cadre, only one Assistant Director is serving in the Division presently. All the duties should be done by 3 officers have to be done by him.

A one of Grade 1 Officer of the Sri Lanka Administration Service, who is permanently working at Department of Labour, has been appointed to cover the duties of Administrative Division but it has been difficult to deliver the services of that Division without having a Assistant Director of Sri Lanka Administration Service.

Department has to face a problem in to make necessary arrangements for the future vision of the Department in a planned manner by the reason of lack of permanent officers and the officers appointed for covering duties, can be assigned only for day to day compulsory works.

This acute shortage of officers also makes issues to accomplish the duties required for the future progress of the Department in a planned manner other than performing daily requirements by the permanent officers.

It has been informed that there are no excessive officers even covering the duties of vacant posts of Sri Lanka Administration Service and the two Assistant Directors in the permanent staff of the Department in Sri Lanka Administration Service are performing all duties of two Sections.

It is kindly pointed out that an Internal Audit Unit has been established for our Department as a Grade "A" Department but still that has been remained as inactive mode by the reason of not appointed an Internal Auditor for the Department. Only a one Public Management Assistant Officer has been assigned to that Division and it is difficult to achieve expected target because of this reason. Accordingly, requests have been made asking to appoint a Grade 1 or Grade 11 officer from Sri Lanka Accountants Service for assigning duties of the Accountant post of the Accounts Division and duties of the Internal Audit Division but still it has not received a favorable answer for those requests.

Tertiary Level posts of approved Cadre of the Department, such as Administration Officer, Translator, Information Technology Officer and Statistical Officer are in vacant at the moment.

There are 03 vacancies in Public Management Assistants Service and vacancies in Development Assistants Service also among Secondary Level posts of the approved Cadre. In addition, 02 vacancies are in Primary Level Posts as at 31.12.2019.

I would like to point out that the non-completion of staff grade vacancies has been a major obstacle to obtain future progress of the Department.

6.3 Human Resource Development

Name of the Programme	No of staff Trained	Duration of the Program	Total Investments (Rs.,000)		Nature of the programme (Local/ Foreign)	Output/ Knowledge gained*
			Local	Foreign		
Using provisions of Establishment Code and Procedural Rules	02	2019.01.24 & 25	17		Foreign	Understanding of Establishment Code and Procedural Rules
How to Maintain a Personal File	03	2019.01.28 & 29	25.5		Foreign	Awareness on how to maintain of personal files and what documents should be filed in the personal files
Workshop on Implementation the Database related to the Ask to the President programme(<i>Janapat hitaKiyannaProgramme</i>)	35	2019.02.11	35		Foreign	Knowlede of activating the Database
Career Key Training Workshop	23	2019.03.09	15.85		Foreign	Knowlede of how to implement Career Key Test
Two day workshop on provisions of Government Officer's leave	01	2019.03.11 & 2019.03.12	8.5		Foreign	Awareness on leave subject as in Establishment Code, Circulars and other provisions.
Workshop on review of formats used by Progress Monitoring Unit	35	2019.03.11	13.65		Foreign	Understanding of formats and usage of each format which is used
Workshop on Advanced Excel	02	2019.05.02 , 08 & 15	30		Foreign	Making easy of the duty by using Excel
ICT for Management Assistant	01	2019.06.03 & 04	13		Foreign	Awareness on working with Computers, Basic knowledge on Ms office, Internet & Email
Management of Discipline in Government Institutes	03	2019.08.05,06 & 07	36		Foreign	Awareness on Discipline Management and Discipline Management process in Government Institutes
Training Programme on Project Proposals	02	2019.08.20 & 21	14		Foreign	Importancy of Project Proposals, Types of formats and project planning
Office System	03	2019.08.22 & 23	36		Foreign	Basic Introduction of Office Systems and having proper understanding by practical activities

Training Programme on Clerical Skills	08	2019.09.16,17 &18	120		Foreign	Providing a basic knowledge on duties of the Government Sector for newly appointed Officers
Accounting Standards	03	08 days	54		Local	Introduction about New Accounting Standards from no.10 to no. 20 and usages of that
Training Programme on Project Proposals	04	2019.10.16,17 &18	72		Local	Importancy of Project Proposals, Types of formats and project planning
Career Guidance - UK exposure visit - England	01	2019.03.10 - 2019.03.14	28.89		Foreign	About UK Career guidance system
I TEC - Training of Trainers in Entrepreneurship and Skills Development (TOT-ESD) - India	01	2019.01.23 - 2019.03.19	215.76		Foreign	Procedure of development of smale and medium scale Entrepreneurers
I TEC - Manpower Information System - India	01	2019.01.21 - 2019.03.01	215.76		Foreign	Introduction on Manpower Information System Software and how to use it
Acadamy on Employment - Italy	02	2019.05.04- 2019.05.18	429		Foreign	
NILS - Capacity Building Training (Certificate Program) for Development PartnersChina	01	2019.06.12- 2019.06.25	611		Foreign	About Hr training, E-commerce development & major power strategy of china
Addressing the Challenges of youth NEET ² - instruments and responses for labour market inclusion - Italy	01	2019.09.14 - 2019.09.22	72.5		Foreign	About youth neets engagement in labour market
Policy Consultation Programme Conducted by KEIS - Korea	01	2019.09.22- 2019.09.28	360		Foreign	About Public Employment service programmes,(work NET, HRD NET,Employment relations program & Career Guidance Programmes)

6.4 Contribution of the Training Programmes to the performance of the Institute

We have provided local and foreign training opportunities for officers of the Department in year 2019 and it was expected to maintain a high level of performance through these trainings.

Training Programmes on using provisions of Establishment Code and Procedural Rules, Maintenance of Personal Files, Government Officer's leave, ICT for Management Assistants, Disciplinary Management in Government Institutes, Office System, Clerical Skills, Accounting Standards and Advanced Excel were provided for Officers in Public Management Assistant Service and their knowledge and efficiency were improved through those Training Programmes.

We provided Local Trainings, such as Career Key Test, trainings for implementation the Database of ask to the President (*Janapathha Kiyanna*) Programme, review of formats needed for progress monitoring and Project Proposal and Foreign Trainings, such as, ITEC - Training of Trainers in Entrepreneurship and Skills Development (TOT-ESD)- India, ITEC - Manpower Information System - India, Addressing the Challenges of youth NEET" - instruments and responses for labour market inclusion – Italy, Policy Consultation Programme Conducted by KEIS – Korea were provided for Field Officers attached to the Head Office, District Secretariats ad Divisional Secretariats and it is expected to deliver a better service to the Public through those programmes.

In addition, three Foreign Trainings of National Framework for Higher education and Technical Training – England, Academy on Employment – Italy, NILS - Capacity Building Training (Certificate Program) for Development Partners China were provided for permanent Staff Grade Officers of the Department and it was expected to create a clear vision on achieving Department's Goals in them.

We have trained the officers of the Department incurring cost about two Million Rupees for the betterment of the Department and our objective was to deliver a quality and efficient public service through this.

Chapter 07

Compliance Report

Compliance Report

N0	Applicable Requirement	Compliance State	Brief Explanation for Noncompliance	Corrective Actions Proposed to avoid Non – compliance in future
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 relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Others	Not relevant		
2	Maintenance of books and registers (FR.445)			
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			
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		
3	Delegation of functions for financial control (FR. 135)			
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 Accounts Circular 171/204 dated 2014.05.11 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 beenprepared 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		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub – selection 40(4) of the National Audit Act No. 2018 අංක 19	Complied		
6.4	All the copies of internal audit reports has been submitted to the	Complied		

	Auditor General in terms of Financial Regulation 134(3)			
7	Audit and Management Committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1 – 2019	Complied		
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating	Complied		

	recommendations, actions were carried out during the period specified in the circular			
8.5	The disposal of condemn articles had been carried out in terms 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 maintained and updated	Complied		
9.3	The vehicle log books had been maintained and updated	Complied		
9.4	The action has been taken in terms of FR. 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 2016.12.29 2016/30	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			
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	Complied		

	existed in the year under review or since previous year settled			
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	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)	Not Complied	Cash had to be disbursed exceeding limited allocations for compulsory expenses due to not supplying sufficient allocations	To provide provisions only for most compulsory expenses
12	Advances to Public Officers Account			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		

13	General Deposit Account			
13.1	The action had been taken as per FR. 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 FR. 371 settled within one month from the completion of the task	Complied		
14.3	The ad – hoc sub imprests had been issued exceeding the limit approved as per FR.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	Not Relevant		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Not Relevant		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR. 176	Not Relevant		
16	Human Resource Management			
16.1	The staff had been paid within	Complied		

	the approved cadre			
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 chapter			
18.1	A citizens chapter/ Citizens client’s chapter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1)	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the	Complied		

	formulation and the implementation of Citizens Charter/ Citizens client's charter as per paragraph 2.3 of the circular			
19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No. 02/2018 dated 24.01.2018	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	Not Complied	When signing performance agreements including all the Staff, it has been difficult to call the Officers attached to all over the Island to Head Office. Therefore it could not be done in year 2019	It has been proposed to forward and sign Formats of Agreement through District Coordinaning Officers

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		
20	Responses Audit Paras			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied		

Annexures

Director General,

Department of Manpower and Employment.

Summary Report of the Auditor General on the Final Statement of the Department of Manpower and Employment for the year ended 31 December 2019 in terms of Section 11(1) of the National Audit Act No.19 of 2018.

1. Financial Statement

1.1 Qualified Opinion

The Audit of the Financial Statement of the Department of Manpower and Employment for the year ended 31 December 2019 comprising the Financial Performance and cash Flows statement for the year then ended, was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka in conjunctions with pursuance of the National Audit Act No.19 of 2018. My comments and observations on this Financial Statements issued to the Department in terms of Sub Section 11(1) of the National Audit Act No.19 of 2018 are included in this Report. The Report of the Auditor General in pursuance of provisions in Article 154(6)of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read in conjunction with Section 10 of the National Audit Act No.19 of 2018will be tabled in Parliament.

In my opinion, excluding the effect on matters shown in Paragraph 1.6 of this Report, the Financial Statements, which were prepared in accordance with Public Account Circular No.271/2019 dated 03 December 2019, give a true and fair view of the financial position of the Department as at 31st December 2018, and of its financial performance and Cash Flows for the year then ended in accordance with Generally Accepted Accounting Principles.

1.2. Basis of the Qualified Opinion

I conduct my audit in accordance with Sri Lanka Auditing Standards(SLAuSs). My responsibilities, under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I believe that the Audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3. Responsibilities of the Chief Accounting Officer and Accounting Officers for the Financial Statements

Chief Accounting Officer is responsible for the preparation of the Financial Statements that give a true and fair view in accordance with provisions in Section 38 of National Audit Act No.19 of 2018 and for such internal control as the Accounting Officer determines in necessary to enable

the preparation of Financial Statements that are free from material misstatements, whether due to fraud or error.

As per Sub-section 16(1) of the National Audit Act No.19 of 2018, the Department is required to maintain proper books and records of all its income, expenditure, assets and liabilities to enable annual and periodic Financial Statement to be prepared.

As per Sub-section 38 (1) (C) of the National Audit Act, the Chief Accounting Officer shall ensure that effective internal control system is maintained for the financial control of the Department and carry out periodic reviews to monitor the effectiveness of such system and accordingly make alternations as required for the such system to be efficiently carried out.

1.4 Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the Financial Statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's Report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an Audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional scepticism throughout the Audit. I also;

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- In order to design Audit Procedures that are appropriate in the circumstances, I do not an opinion o the effectiveness of the Department's internal control.
- Evaluate the statement and content of the financial statements, including the disclosures and whether the financial statements represent the underlying transactions and events in affair and reasonable manner.
- In the overall presentation, of Financial Statement, including disclosures and whether the Financial Statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Chief Accounting Officer regarding, among other matters, significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

1.5 Report on other Legal Requirements

I express the following matters in accordance with Section 6 (D) of National Audit Act, No.19 of 2018.

- (a) Financial Statements of the previous year are corresponding to the previous year.
- (b) Recommendations on Financial Statements which had been made by me related to the previous year were implemented.

1.6 Comments on Financial Statements

1.6.1 Non-compliance of Financial Statements with provisions of Circulars

Following observations are made.

- (A) Although, as per the instructions given by State Accounts Circular No. 271/2019 and the Circular of State Accounts Department dated 03 December 2019, in accordance with the Financial Regulation 208 the cash disbursed on behalf of Departmental Head from other Heads should not be included in preparation of Cash Flows, the Department has included Rs.18,652,183 as personal emoluments and other operating payments and Rs.9,450,644 as Capital Expenditure on its Cash Flow and Total Cash generated from operation activities and Total Cash generated from investing activities had been understated on that reason.
- (B) Although, as per the State Accounting Circulars, Debits and Credits related to Advance "B" Account no. 32801 should be considered in accordance with Treasury Notes, the amount of Rs.963,361 were overstated as Debits (payments) of the year and the amount of Rs.699,637 were understated as Credits (receipts) of the year without considering the instructions.
- (C) Although, as per the Paragraph 7 (vi) of State Accounts Circular No.271/2019 dated 03 December 2019, The Imprest Adjustment Account should be prepared to be settled the Imprest balance as at 31st December 2019 with closing cash balance as at 31st December 2019, the Department has included debit notes and credit notes made to the Departments as shown the balance to be settled to the General Treasury. Accordingly,

the Imprest Adjustment Account which were presented to audit by Annex 01 ,had not been prepared as per the Circulars.

- (D) As per the State Accounts Circular No. 271/2019 and the Circular dated 03 December 2019, Net value under the net assets and Capital in Statement of Financial Position is calculated by deducting the values of Deposit Accounts from the values of Advanced Accounts of the Department. Accordingly, the values of net assets was Rs.39,268,764 but it was stated as Rs.39,010,682 reducing Rs.258,082 amount in the Statement of Financial Position. Furthermore, Cash and Cash equivalents worth of Rs.258,082 has not been included into Statement of Financial Position (ACA-3).

1.6.2 Property, Plant and Equipment

Following observations are made.

- (A) According to the Statement of Non-Financial Assets, value of purchasing fixed assets was stated as Rs.4,493,462 while it has been stated in the Statement of Financial Performance the value of acquisition of capital assets as Rs.796,130 and a leakage of Rs.3,697,332 was observed between the Statement of Non-financial Assets and Statement of Financial Performance. The evidence for that difference was not revealed in the Audit.
- (B) As per the State Accounts Circular, data in Statement of Non-Financial Assets (ACA 6) should be used to preparation of Statement of Financial Position. As per the ACA 6 format, Opening Cash Balance was Rs.73,938,806 while the worth of Property, Plant and Equipment in accordance with the Statement of Financial Position had been Rs.70,978,466 at the end of previous year. Accordingly, a leakage of Rs.2,960,340 in opening balance of Property, Plant and Equipment was observed between those two Statements.

2. Financial Review

2.1 Expenditure Management

The Capital allocation allocated by Appropriation Act for the Department was Rs.35,000,000 and Rs.9,566,117 amount was remained as balance and that was 27 percent from total allocation. It has been informed the reason as the savings made as per the instructions in

Circulars issued by Department of Budget but there were Rs.7,435,441 savings in 6 Expenditure Codes and that was in the range of 40 to 93 percent.

2.2 Certifications to be done by the accounting Officer

As per the Provisions of Section 38 of National Audit Act No.19 of 2018, even though the Accounting Officer should be responsible for following matters it had not been happened accordingly.

- (A) Even though the chief Accounting Officer and Accounting Officer shall ensure that an effective internal control system for the financial control exists in each such entity and carry out periodic reviews to monitor the effectiveness of such systems and accordingly make any alternations as required for such systems to be effectively carried out and the review shall be in writing and copies of the same shall be made available to the Auditor General, Statements to prove such reviews were not presented in Audit.

2.3 Not complying to laws, rules and regulations

Reference to the laws, rules and regulations	Non-compliances
i. Sub-section (a) and (b) of Section 3.4.3 of Government Procurement Guideline	Even though Suppliers who are able to supply particular categories of goods and services such as stationary periodicals and publications should be registered, Suppliers had not been registered for issuing publications as a one of major activities of the Department. The Department had disbursed amount of Rs.3,269,150 for issuing publications in the year of reviewed.
ii. Paragraph 5.2.3 of State Accounts Circular No.30/94 dated 20 April 1994	Even though the title of equipment worth Rs.2,885,200 had been handed over to the Department by International Labour Organization, necessary actions were not taken as per the provisions of Circular to enter those items in Ledger Books

2.4. Issuing and Settlement of Advances

Even though all the Sub-Imprest shall be settled as at 31st December of relevant year as per the Financial Regulation 371 (5), the unsettled Imprest balance had been Rs.258,083 as at 31st December 2019.

3. Operational Review and Performance

Audit Findings observed in Audit conducted on operational review, sustainable Development, Good Governance and Human Resource Management in connection with Revenue, Expenditure, Assets and Liabilities in submitted Financial Statements, will be included to the report cited in above paragraph 1.1 in accordance with Section 10 of National Audit Act No.19 of 2018.

T.G.I.Padmini

Assistant Auditor General

For Auditor General

(The foregoing is an English translation of the Auditor General's Report issued in Sinhala)