

වාර්ෂික වාර්තාව
ஆண்டு அறிக்கை
ANNUAL REPORT
2018

ජාතික භාෂා අධ්‍යාපන සහ පුහුණු ආයතනය
தேசிய மொழிக்கல்வி மற்றும் பயிற்சி நிறுவனம்
National Institute of Language Education and Training

Message of the Chairman

As the present chairman of National Institute of Language Education and Training, I consider it a privilege to add a message to corporate annual reports.

During my tenure, which began in late February 2020, I embarked on a reorganization process with the expectation of Institutional improvement, where I realized that the publishing of annual reports related -to year 2017-2018-2019 was urgent.

Accordingly, the process of compiling the annual reports for the previous years has been activated and I am pleased to be able to make the above work a success by providing the necessary regulations and guidance. Also the annual reports that we submit are now available on the corporate website.

Furthermore, to make the “vistas of prosperity “a reality , I believe my efforts will be for the betterment of the National Institute of Language Education and Training, the government branded institute that advocates the national task of equipping the Sri Lankan people with the knowledge of Language and promoting reconciliation among them, as stated in the corporate mission statement.

Chairman

Jayampathi Bandara Heenkenda

1. INTROUDUCTION

Location of the Institute

The head office of the National Institute of Language Education and Training was functioning at 321/1, High Level Road, Makumbura, Pannipitiya in 2018. The head office has been established to plan and arrange different language training program and to conduct administrative activities properly to provide island wide services as a national institution.

Agalawattha Training center

The training center of the National Institute of Language Education and Training is located in Galewatta, Agalawatta, which is in kalutara district and about 100 Km away from Colombo.

2.5 acres of land that belonged to National Plantation Management Institution has been vested to this institution on a Cabinet decision. This premise in which the institution is located is enchanting and eye – catching and it is good for conducting residential training courses.

2. OBJECTIVES OF THE INSTITUTE

- To generate teachers to teach Sinhala, Tamil and English to those who are desirous of acquiring such knowledge.
- To generate competent translators and interpreters in the Sinhala, Tamil and English languages who shall constitute the National Translators Service and the National Interpreters Service to be established by written law.
- To generate qualified trainers to train language teachers, Translators and Interpreters in the Sinhala, Tamil and English languages.
- To generate qualified teachers to train Translators and Interpreters.
- To generate trained persons with tri-lingual capabilities for the efficient provision of services to the public.

3. FUNCTIONS OF THE INSTITUTE

- To generate teachers to teach Sinhala, Tamil and English to those who are desirous of acquiring such knowledge.
- To generate competent translators and interpreters in the Sinhala, Tamil and English languages who shall constitute the National Translators Service and the National Interpreters Service to be established by written law.
- To generate qualified trainers to train language teachers, Translators and Interpreters in the Sinhala, Tamil and English languages.
- To generate qualified teachers to train Translators and Interpreters.
- To generate trained persons with tri-lingual capabilities for the efficient provision of services to the public.

4. MANAGEMENT TEAM

All the decisions required to achieve the above mentioned objectives will be taken by The Management Board. The following management board has been appointed as per section 3(1) the powers vested to the Hon. Minister under the National Institute of Language Education and Training Act. No 26 of 2007.

Mr. Chandana Arunadewa- chairman

Appointed as the chairman of NILET on 02.01.2017 and has been working till 24.08.2018

Mr. T.M.K.B Tennakoon- chairman

Appointed as the chairman of NILET on 25.04.2018

Mr. Prasath R Herath – Director General

Appointed as the director general of NILET on 02.01.2008.

Mr. T.A.C.Kumarasinghe - Director

Appointed to the board of directors on 16.11.2015 and has been working under the capacity of a director until 19.09.2018

Mrs. Sanjeewani Weerasekara - Director

Appointed as the board of directors on 20.09.2018

Mr. R.M.M Rathnayaka- Director/Principal

Appointed to the board of directors on 23.07.2015 and has been working till 22.08.2018

Mr. S.Sritharan- Board member

Appointed to the board by ministry of health on 25.07.2017

Mrs. W.A.D.C.Roopasinghe- Additional secretary (Admin& Finance)

Appointed to the board by the Ministry of social integration, co-existence and official languages on .15.12.2017

Mr. P.Hemachandra- Board Member

Appointed to the board on 26.04.2018.

Mrs. K.Nagulraja- Board Member

Appointed to the board on 24.05.2018.

Mrs. W.D.Chandrika- Board Member

Appointed to the board on 16.11.2015

Mrs.S.G.M.A.P Senarathna- Board Member

Appointed to the board on 21.06.2018

5. COUNSELLING BOARD APPOINTED BY THE MINISTER IN 2018

- Chandana Aruna Deva
- Dr.T.M.K.B.Tennakoon
- Mr. Prasath R Herath
- Prof.Asoka Premarathna
- Prof. Karunanity
- Mrs. Kareema Jayaweera
- Prof.W.M.Wijerathna

6. RECOMMENDED ACADEMIC BOARD MEMBERS – 2018

The following academic board members has been appointed by the Hon. Minister as per the section 7 of the Act. No 26 of 2007 of the National Institute of Language Education and Training to assist the academic task of the institution and to make other activities efficiency related to the field of languages, linguistics, and education representing the different universities. Regarding the Act No 16 of 1978 to the universities, with the approval of university grant commission, the above appointed doctors and professors while working in the university academic works and directly beard in policy making of the institution.

- Mr. Chandana Aruna Deva - chairman, NILET
- Mr.T.M.K.B.Tennekoon – Chairman , NILET
- Mr. Prasath R. Herath – DirectorGeneral , NILET
- Prof.Rev.Agalakada Sirisumana himi – Head of the Department , Department of Sinhala ,University of Colombo
- Prof. Ratnasiri Arangala – Department of Sinhala and mass communication, University of Sri Jayawardanapura
- Prof. Dushyanthi Mendis – Head of the department , Department of English, university of colombo
- Prof. Ramees Abdulla – Southern Eastern University of Sri Lanka
- Mr. K.S.R.Perera – Commissioner , Department of official Languages
- Prof. V Maheshvaran – Head of the Department , Department of Tamil, University of Peradeniya

7. DUTIES OF THE ACADEMIC BOARD - 2018

- Advise the institute subjecting to the provisions of this Act, on such matters as may relate to the academic activities of the Institute.
- Conduct examinations in accordance with the rules of the Institute and recommend to the Board, persons who has passed such examination and satisfied such other conditions as the Institute may prescribe, are eligible for the award of diplomas, certificates and other academic distinction of the Institute.
- Consider the report on any matter referred to it by the Board.
- Make and forward recommendations and reports to the Board on all matters connected with the courses for study, training program and examinations conducted by the Institute.
- Recommend to the Board requirement that shall be imposed for admission of students to courses of study or training program and examinations conducted by the Institute.
- Make rules relating to courses of study training program and examinations conducted by the Institute and submit such rules to the Board.
- Recommend to the Board, names of persons suitable for appointment as examiners at examinations conducted by the Institute.
- Recommend to the Board rules, schemes of recruitment and procedures relating to the appointment, dismissal and disciplinary control of the academic staff of the Institute, their wages, remuneration, allowances and fees and their hours of work, holidays and leave.
- Recommend to the Board, conditions that shall be applicable to the awarding of scholarships, exhibitions, bursaries, medals and prizes awarded by the Institute.
- Recommend to the Board, persons who have satisfied the conditions approved by the Board for the scholarships, exhibitions, bursaries, medals and prizes.
- Appoint, with the approval of the Board, committees comprising the representatives of the Academic Board, and
- Make rules relating to the meetings of the Academic Board and for the regulation of the procedure to be followed at such meetings.

8. STAFF OF THE INSTITUTION IN THE YEAR 2018

The chief executive officer of the institutional staff is the Director General of the institution and subject to the provisions of the Management Board; The Director General performs the following duties:

01. Responsibility on the administration and financial management of the institution.
02. Appointing all the staff of the institution, administrative and institutional affairs.
03. Supervision, Deduction and Coordination of all the training program conducted by the institution.

Recruiting Cadre

At the end of the year 2017 the total cadre of the institution was 33. It had been recruited the following qualified persons with the approval of the Management services department and recommendation of salary and cadre commission for the No. of position and recruitment scheme of the Institution, as 01 Assistant Director, 02 Academic and research officers, 04 coordinating assistants, 01 librarians, 03 management assistants, 01 pump operator and 01 driver for the Institute for the year 2018.



Approved cadre of the Institution

Title	Cadre
Director General	01
Director	02
Assistant Director	03
Accountant	01
Academic and Research officer	05
Administrative officer	01
Internal Audit Officer	01
Coordinating Assistant	08
Librarian	01
Management Assistant	08
Electrician and Pump operator	01
Driver	05
KKS	04
Total number of posts	41

After the approval of the above cadre, applications were called for the following vacancies:

Post	Number of vacancies
Director	01
Assistant Director	01
Accountant	01
Academic & Research Officer	02
Coordinating Assistant	04
Librarian	01
Management Assistant	03

Electrician and Pump Operator	01
Driver	01

Post of Director (01)

Applications were called for the post of Director (Education and Training) twice in the year 2018. But, the applications were not received from qualified persons for the post of director, and it is decided by the board of management to recall application for above post.

Assistant Director (01)

The applications were called for above post and recruited Mr. P.G.S.Pothupitiya who has been full filled the qualification for above post under the recommendation of the Interview board and the approval of the Board of Management of the institution, from 1st of August 2018 for the post of Assistant Director.

Post of Accountant (01)

Through the interview which held about above matter Mr. D.S.R.M.P.Gunaratne assumed duty on 2nd May 0f 2018.

Academic and Research officer (02 post)

Among the applications which received for the above post, it was selected 2 qualified candidates. According to that, the Academic and Research officer Mr. M.N.M.Mafas (01.10.2018) Ms.L.M.R.N.Lansakara (01.10.2018) assumed the duty on above post.

For the vacancies of the post of Coordinating Assistant, the following candidate had been recruited.

1. Ms. K.A.M. Hiroshima Perera	01.08.2018
2. Ms. L.K Weebdedde	01.08.2010
3. Ms. T.Kalyani	01.10.2018
4. Mr. C.C.D de Silva	01.10.2018

For the 03 vacancies for the post of management assistant, the following candidates had been recruited.

1. Mr. R.A.W.K. Jayarathne	01.10.2018
2. Mr. M.G.R.L.R.Dissanayake	01.10.2018
3. Mr. D.K. Priyantha	01.10.2018

Mr. O.V.M Chithuppriya had been recruited on 20th July 2018 for the post Electrician and pump operator.

Mr. S.P. Thuram had been recruited as Driver on 10th August 2018.

Permanent staff of the institution by 31st December 2018:

Post	Number
Director General	01
Director	01
Assistant Director	03
Accountant	01
Academic and Research officer	05
Administrative officer	01
Internal Audit officer	01
Coordinating Assistant	08
Management Assistant	08
Electrician and Pump operator	01
Driver	03
Office Assistant	04
Total	37

Composition of the Institution

For the convenience of administration, the Institute has been divided into the following divisions.

1. Administrative & Supplies Division
2. Training Division
3. Planning & Research Division
4. Internal Audit Division
5. Accounts Division

For the convenience of administration, the Institute has been divided into the following divisions.

Administrative & supply division

All the administrative and institutional functions relevant to the Institute are handled by this division. This division also engages in co-coordinating the affairs among the divisions while providing all necessary infrastructure facilities required to accomplish the functions of the other divisions of the institution without any obstacle.

Further, this division has been engaged in providing facilities to implement functions of different divisions efficiently and in a productive way while making new recruitments required to other divisions and also enhancing their welfare as well as employee motivation.

It should be noticed that training materials required for training program and computers necessary for all divisions and office equipment, stationeries are purchased by this division and also vehicle maintenance, transport facilities, security service and cleaning services are handled by this division.

As well as library and documentary services also maintain by this unit.



Library and Documentation

The library provides reading facilities with the intention of collecting wisdom and information by the persons such as resource persons who conduct courses of the institute and persons who follow courses and for the staff of the institute who assist in the conduct of training courses as another aspect of marking success of the path already strolled by the National Language Education and Training.

The library which has a complete set of books specially required for language education consists of a collection of books and journals related to subjects such as Administration, Accounting, Information Technology, Literature and Sociology.

Additionally, this Library consists of reference books such as supplementary books, dictionaries, encyclopedias, glossaries of technical terms and lexicons that are essential in the process of teaching the National Languages as well as tool sets related to the language practice and language trainings and a collection of multifarious audio and video equipment.

In addition, Bibliography of books and reference materials required in the study of a second Language, biographical books and serialization are other services rendered by this library. Additionally, information related to languages and a collection of documentation in relation to the researches and studies conducted at national and international level pertaining to various languages as a Centre of Documentation were updated by the Library. As the interview result held in 2016 for librarians Ms. P. Deepika selected as Librarian to this institution.

Planning Division

Many significant roles are being carried out by the Planning Division for the accomplishment of the Aims and Objectives of the Institution.

According to the training necessity, Planning Division is responsible for the preparation of monthly, quarterly and annual performance reports of the Institution and submission of them to the relevant Division.

Furthermore, this division is responsible for preparing syllabus and modules for the courses which introduced newly by institution.

Among the training programme which are conducted by institution, the following program had been conducted by planning division.

Certificate Course in Second Language Teacher Training Programme.

The above program introduced as first step of teacher training in second language as Tamil and Sinhala.

The certificate ceremony for the candidates who successfully completed above program in the year of 2015 and 2016 held in Meloda Academy with representative of Hon. Minister on 22nd of June 2018. There were 236 students awarded certificate and it cost Rs.528509.85.

Two program were conducted in the year 2018 through Sinhala and Tamil medium and 93 students has been participated in these two programme.

No	Place	Date of commencement	Date of closing	Medium	Participants	Cost Rs.
1	Training Centre Agalawaththa	13.08.2018	28.08.2018	Sinhala	55	685,791.33
Exam	ParamaDamma Vihara, Pannipitiya	20.09.2018	27.12.2018			33,990.00
2	Training Centre Agalawaththa	12.12.2018	27.12.2018	Tamil	38	525,886.87
Total Cost						1,245,668.20

Monitoring and follow up session for Teachers

The main focus of this program is developing the skills and attitude of second language teachers. This program was conducted for 2 days. It has been organized 6 Monitoring and follow-up session for the year 2018 and allocated Rs.455, 204.00. In these program have been participated 310 teachers.

Monitoring and follow up session held in 2018

	Place	Date of commencement	Date of closing	Participants	Cost
01	Training center – Agalawaththa	16.05.2018	17.05.2018	43	101,751.34
02	Head Office, Kottawa	09.08.2018		40	40,000.00
03	Northern Training Centre, Kilinochchy	20.08.2018	21.08.2018	33	89,472.00
04	Head Office Kottawa	03.09.2018		101	82,696.93
05	Head Office Kottawa	17.09.2018		56	63,211.00
06	Training centre – Agalawaththa	27.09.2018	28.09.2018	37	78,073.33
Total				310	455,204.60

Monitoring and follow up session

Awareness program regarding the schedule of the institution for the year 2018 had been conducted provincially, for national integrating assistants, coordinators and registered teachers.

No.of Program	Place	Date of commencement	Date of closing	Participants	Cost (Rs)
01	Subodi Academy Piliyanthala	09.10.2018		45	97,842.00
02	Training Centre Agalawaththa	17.11.2018	18.11.2108	64	102,320.00
Total				109	200,162.00

Planning Sessions

Syllabus development sessions had been planned with professors and other specialist about the program which scheduled for the year 2018 and about conducting program. It has been organized into 5 sessions for the year 2018, it cost Rs.102, 876.00

Planning Sessions

Syllabus development sessions had been planned with professors and other specialist about the program which scheduled for the year 2018 and about conducting program. It has been organized into 5 sessions for the year 2018, it cost Rs.102, 876.00.

	Place	Date	Particip ants	Cost (Rs)
1	National Institute of Language Education and Training	22.02.2018	8	15,692.35
2	National Institute of Language Education and Training	09.08.2018	5	6,160.00
3	National Institute of Language Education and Training	03.09.2018	3	6,440.00
4	National Institute of Language Education and Training	17.09.2018	15	1320.00
5	Training Centre, Agalawaththa	19&20.09.201	6	79,059.50

		8		
	Total Cost		37	102,876.83

Training Division

- **Teacher Training Program**

The teachers who teach in second language program which is organized by the institution island wide, only those who participate in a five-day teacher training program and get qualified through it. Teachers are engaged to apply the **Participatory Reflective Heart-holding Teaching Learning Process**. The objective of these program is to produce teachers who are capable of providing second language competency to the public officers to implement Official Languages Policy and to give second language competency to the general public. The course fee is charged from the participants. During the year 2018 has been organized two program and 115 teachers have participated. It cost Rs.586, 788.48 for this program.

05-day Teacher training program conducted in the year 2018

No	Place	Date of commencement	Date of closing	Participants	Income Rs.	Cost. Rs
01	Training Centre Agalawattha	04.04.2018	08.04.2018	46	345,000.00	238,966.03
02	Training Centre, Agalawattha	19.10.2018	23.10.2018	69	517,500.00	347,822.45
Total				115	862,500.00	586,788.45

- **Training of Trainers**

Training of resource persons related to the language training program conducted by the institution also will be arranged by the Institution. Accordingly we have organized training of trainers related to the Diploma in Translation studies and certificate course

in Hindi language which decided to start in future at Head office Makumbura in the year 2018. It's cost Rs.47, 750.00.

The Program of Training of trainer in the year 2018

No	Program	Date	Participants	Cost. Rs
01	Training of trainers related to the Diploma in Translation	31.08.2018	8	35,603.00
02	Training of trainers relate to Certificate course in Hindi Language	13.12.2018	6	12,147.00
Total			14	47,750.00

12 Days (100 Hours) Non - Residential Sinhala/Tamil/English Language Training Program

It can be identified the 12-day short term language training program as an impact of National Institute of Language Education of Training to ensure government officers through provision of coexistence and humanity. The officers should participate in these program continuously for the period of 12 days and at the end of the course a certificate will be awarded based on the oral and written tests.

As per the government circular No 1/2014/IV the government officers who has completed 50 years will be released from the examination of official language proficiency after completing of 100 hours training program conducting by the institution. According to that 128 programme of hundred hours (100) training program had been conducted by the Institution for the year 2018. Among them 26 programme were conducted by charging a course fee and 77 programme were conducted under the additional funds of the Ministry. Also after careful consideration of the request received from across the country, we have conducted 25 programme of hundred hours (100) program to the students who has completed their A/L Examination.



**12 Days (100 Hours) Language Training Program Conducted By Institution In The
Year 2018 (District Base)**

No	District	N0 of Program	No of Participants	Cost. Rs
1	Colombo	4	218	303,534.00
2	Gampaha	4	269	358,591.00
3	Kaluthara	10	866	860,650.40
4	Galle	9	753	920,899.20
5	Mathara	14	1287	960,263.20
6	Hambanthota	5	566	221,714.00
7	Jaffna	6	421	1,202,037.96
8	Vavuniya	4	357	313,318.00
9	Batticaloa	6	467	510,140.00
10	Trincomalee	4	273	273,614.00
11	Ampara	8	1,023	827,324.00
12	Kandy	8	685	697,904.00
13	Matale	2	99	173,196.00
14	Anuradapura	12	1,192	1,094,700.40
15	Polannaruwa	4	402	394,217.60
16	Kurunegala	8	886	548,131.60
17	Puttalam	4	306	448,685.20
18	Badulla	2	169	233,337.60
19	Monaragala	8	1135	973,180.40
20	Ratnapura	7	885	835,340.80
21	Kegalle	4	471	562,104.40
Total amount		133	12,758	13,175,502.96

06 Day (50 Hours) Sinhala / Tamil Language Training Program for Government

Officers

The primary level government officers who follow the program conducted by this Institution will be released from language efficiency bar examination.

According to the circular No of 1/2014(IV) of the ministry of Public Administration, the government officers who exceed the age of 50 and all primary level staff will be released with conducting 50 hours' language training program from this Institution. According to that, in the year 2018, we have conducted a total of 122 programme and among them 31 programme were conducted by the additional financial provisions of the ministry and 91 programme by charging from participants. Furthermore, three (03) programme were conducted for 104 irrigation engineers under level IV. And the institute has managed to earn Rs. 80,623.70 as profit from these 03 programme.

**06 Day (50 Hours) Language Training Program Conducted By The Institution In
The Year Of 2018 (District Base)**

No	District	No of Program	No of Participants	Cost (Rs)
1	Colombo	32	2,795	805,667.70
2	Gampaha	9	1153	448,077.00
3	Kaluthara	05	339	110,471.96
4	Matara	2	109	102,004.20
5	Hambanthota	02	103	9,203.80
6	Mannar	1	61	71,172.10
7	Vavuniya	1	46	31,100.00
8	Batticaloa	1	60	7,300.10
9	Trincomalee	6	314	127,474.30
10	Ampara	3	370	147,984.10
11	Kandy	9	1090	510,952.30
12	Matale	4	239	118,739.20
13	Nuwera Eliya	6	835	171,815.50
14	Anuradhapura	07	475	146,577.60
15	Polannaruwa	4	503	235,674.20
16	Kurunegala	11	1334	269,051.10
17	Puttalam	1	51	42,177.10
18	Badulla	19	1988	1,227,883.20
19	Monaragala	4	346	250,248.40
20	Ratnapura	9	874	510,556.90
21	Kegalle	4	329	300,304.30
Total		140	13,414	5,662,435.06

Language Camp for G.C.E (A/L) Students

The main objective of this program is to motivate A/L qualified students in learning Tamil / Sinhala as second languages. This language camp will be conducted as two days' program provincially and the resource persons who got special training from the institution will be selected for language camp.

In the year 2018, six program were conducted and it has costed Rs.2, 229,582.00.

Language camp for A/L students held in 2018

No	Place	Period	Medium	Participants	Cost (Rs.)
western province – Colombo District					
1	Muththuwel Hindu College	27/10.2018	Sinhala / Tamil	80	104,775.00
Eastern Province – Batticaloa District					
2	Pattipaalai Vidyalaya	16/17.06.2018	Sinhala	391	237,900.00
3	Nawakkaadu Naamagal Vidyalaya	15/16.09.2018	Sinhala	140	187,605.00
4	Arayampathi RKM Vidyalaya	23/24.11.2018	Sinhala	552	510,052.00
5	Hindu College – Batticaloa	22/23.12.2018	Sinhala	1163	810,414.00
Northern Province – Kilinochchi District					
6	Darmapuram Vidyalaya	28/29.07.2018	Sinhala	230	378,836.00
Total				2,556	2,229,582.00

Radio Program – ‘If You Know Teach If You Don’t Know Learn’

The above program which started in the year 2016 aligned the students of G.C.E O/L was continued in the year 2018.

Ms. Mallika Devi Narayanan who is a senior Lecturer from the University of Buddhist and Pali worked as resource of the Radio program which broadcasted in 09 divisional channels of Sri Lanka Rupavahini Corporation including the Sinhala and Tamil channels throughout the year. It has cost the institute **Rs. 8,345,874.96** for this program.

G.C.E.O/L Second Language Seminars Which Conducted Parallel to The Radio Program “දන්නවා නම් උගන්වන්න, දන්නැත්තම් ඉගෙනගන්න” – ‘If You Know Teach If You Don’t Know Learn’

One-day seminar series for the students who are sitting for second languages in GCE O/L examination was conducted by NILET collaborating with the ministry of national co-existence, re conciliations and official languages all island in the year 2018.

The institution prepared and pressed the teacher guide for Teachers and hand book for the students for this seminar. The support of the language specialist and Academic and research officers of the institution acknowledged pleasing and we have incurred a cost of **Rs. 1,475,00.00**.

Among registered teachers of the institution a special team was selected for the seminar series and they were being specially trained by the institution.

These programme were conducted considering the requests received from all over the country and conducted 13 seminar series in Sinhala medium and 23 in Tamil medium.

G.C.E O/L Seminar Series Conducted In The Year 2018 (District Base)

No	District	No of Programme		No of participants		Cost (Rs)
		Sinhala medium	Tamil medium	Sinhala medium	Tamil medium	
1	Colombo	1	1	200	150	67,512.00
2	Gampaha	-	3	-	509	143,566.00
3	Kaluthara	-	4	-	636	120,888.00
4	Galle	-	2	-	239	61,584.00
5	Mathara	1	2	325	558	142,734.00
6	Hambanthota	-	2	-	367	90,700.00
7	Jaffna	-	-	-	-	-
8	Kilinochchi	-	-	-	-	-
9	Mulathivu	-	-	-	-	-
10	Mannar	-	-	-	-	-
11	Vavuniya	-	-	-	-	-
12	Batticaloa	-	-	-	-	-
13	Trincomalee	1	-	59	-	7,800.00
14	Ampara	1	-	116	-	22,800.00
15	Kandy	1	1	91	122	62,080.00
16	Matale	1	-	178	-	31,140.00
17	Nuwera –Eliya	1	-	124	-	16,900.00
18	Anuradhapura	1	1	60	60	39,596.00
19	Polannaruwa	1	2	130	203	125,374.50
20	Kurunegala	1	-	130	-	27,875.00
21	Puttalam	-	-	-	-	-
22	Badulla	2	1	550	250	216,480.00
23	Monaragala	1	2	154	259	140,822.00
24	Ratnapura	-	2	-	440	122,096.00
25	Kegalle	-	2	-	440	122,096.00
Total		13	23	2,117	3,793	1,439,947.50

Language Training program for Telephone Operators

All telephone operators who are working in the ministries and the institutions which are governed by the ministries were requested to participate by sending them written requests. According to that, we have conducted two programme in a training Centre belongs to Nation Builders by incurring an expense of *Rs. 1, 559, 658.32* and this expense was covered from the additional funds of the ministry.

No	Place	Date of commencement	Date of Closing	No of participants	Cost Rs.
01	Nation Builders' Association	29.11.2018	10.12.2018	24	833,930.12
02	Nation Builders' Association	17.11.2018	28.11.2018	19	725,728.20
Total expenses					1,559,658.32



Certificate Course in Translation

Under the act of the Institution one of the main objective of the National Institute of Language Education and Training is to train translators and interpreters.

According to that, the above program was started at Head office located in Makumbura on 23.09.2018 with 21 participants and charging Rs. 20,000 from a participant as a course fee.

Professor Asoka Premaratne, former professor of Faculty of linguistics, university of Kelaniya worked as a coordinator of this program and the specialists in the area of translation studies were jointed as resource persons of the program.

Diploma in Second Language Teaching

It was conducted for the participant who followed the certificate course in second language teaching. 42 candidates were registered for this course in the year 2018 and course fee of Rs. 20,000.00 was charged from each individual.

150-Hour Training Program for Professionals

This program was conducted for the professional who are working in different field as residential program, especially for pre- intern medical officers, engineers, custom officers and Technical officers.

**150 Hours Sinhala / Tamil Residential Training Program Conducted for The
Professional In The Year 2018**

No	Program	No of programme	Participants	Income Rs:	Cost Rs:	Profit Rs:
1	For medical professionals (Agalawaththa Training Centre)	13	926	16,668,000.00	10,789,021.18	5,878,978.82
2	For Irrigation Engineers (Agalawaththa Training centre)	2	131	2,358,000.00	1,713,647.85	644,352.15
3	For scientific service officers (Agalawaththa Training Centre)	1	81	1,458,000.00	961,703.86	496,296.14
4	For customs officers (Out of Training Centre)	5	446	530,000.00	54,196.50	475,803.50
5	Educational Administrative officers – Head office Kottawa	1	53	530,000.00	91,439.00	438,561.00
6	Irrigation Engineers (out of the Training Centre)	3	144	225,000.00	35,281.80	189,718.20
	Total	26	1781	21,769,000.00	13,645,290.19	8,123,709.81

Language Training Program Conducted for National Integration Officers

It was planned to conduct Sinhala / Tamil language training program for National Integration officers who are serving District and divisional secretariat attaching under the ministry. According to that, three programme were conducted for two teams of above officers. The preparation of syllabus, modules and training of trainers were made under the leadership of Academic and Research officers of the institution.

Language training program conducted for national integration officers in the year 2018

program	place	time period	participants	Cost Rs:
paper advertisement for recruitment of resource persons				48,878.75
Training of trainer	Sri Lanka foundation	30.05.2018	27	387,327.00
Team – 01 program - 01	National Plantation management Institution, Bogawanthalawa	25.06.2018-06.07.2018	53	2,192,573.25
Team – 02 program- 02	National Plantation management Institution, Athrugiriya	07.08.2018-18.08.2018	76	3,148,713.31
Team – 01 Program – 02	National Plantation management Institution, Athrugiriya	24.08.2018-04.09.2018	41	2,006,648.14
Team – 02 Programme - 02	Subothi Institution Pliyanthala	01.10.2018-13.10.2018	60	2,509,116.14
Team – 01 Program – 03	Subothi Institution Pliyanthala	02.12.2018-13.12.2018	32	1,361,711.35
Team – 02 Programme - 03	Training center, Agalawaththa	10.12.2018-21.12.2018	51	1,890,141.63
Total amount				13,545,109.57

Programme Conducted In Northern Province

The regional center in Northern Province was established on 30.07.2018 by the ministry and conducted language training programme. According to that, 16 language training programme (10 Sinhala, 6 Tamil) were conducted for 606 government officers (including 228 Sinhala officers and 378 Tamil officers) and further 5 programme for 219 youth also conducted. Total cost related to these programme covered by the ministry.

Programme conducted by franchise institution

The orient Institution which was franchise under the NILET conducted training programme for the year 2018 as follow: The NILET received 15% of the total income which is collected by these programme as a profit.

Type of programme	No of programme	No of participants	profit of the programme 15%
6 day Sinhala /Tamil training programme	41	2719	1203921
18 Sinhala / Tamil Training programme	55	3276	3478596

Ministry of Health
Summary of Training programme – Tamil Language

No	Place	Type of Program me	Time period		No of participatio ns
			date of starting	Date of ending	
1	Ministry of health	6 days	2018.03.22	2018.04.09	77
2	Medical Research Institution , Borella	18 days	2018.02.27	2018.05.31	53
3	Medical Research Institution , Borella	18 days	2018.05.09	2018.05.31	56
4	National Eye hospital	18 days	2018.04.25	2018.05.24	59
5	Orient Academy, Kurunegala	18 days	2018.04.26	2018.05.25	63
6	Teaching Hospital , Anuradhapura	18 days	2018.04.24	2018.05.24	57
7	Technical college, Galle	18 days	2018.04.25	2018.05.24	51
8	Nursing school, Kaluthara	18 days	2018.03.19	2018.05.10	53
9	Base hospital, Mulleriya	6 days	2018.06.29	2018.07.08	50
10	Ministry of health	6 days	2018.06.30	2018.07.10	32
11	National Eye hospital, Colombo	6 days	2018.06.11	2018.06.25	41
12	National Eye hospital, Colombo	6 days	2018.06.18	2018.06.25	27
13	Ministry of Health	6 days	2018.07.27	2018.08.05	39
14	Teaching Hospital, Kalubowila	6 days	2018.07.16	2018.08.09	27
15	National Mental health Institution, Angoda	18 days	2018.07.16	2018.08.09	34
16	Base hospital, Balapitiya	18 days	2018.07.16	2018.08.09	75
17	Health medical office, Hambanthota	18 days	2018.07.16	2018.08.09	48
18	Base hospital, Wathupitiwala	18 days	2018.07.16	2018.08.09	36
19	De Soysa women hospital	18 days	2018.07.16	2018.08.09	39
20	National Health medical Institution, Kaluthara	18 days	2018.07.16	2018.08.08	35
21	National Hospital, Colombo	18 days	2018.08.08	2018.08.13	50
22	District hospital, Nagoda	18 days	2018.07.16	2018.08.13	58
23	Teaching hospital Anuradhapura	18 days	2018.07.16	2018.08.13	60

24	Teaching hospital, Badulla	18 days	2018.07.16	2018.08.09	59
25	National Eye hospital, Colombo	18 days	2018.07.16	2018.08.09	59
26	National Health Medical Institution, Kaluthara	18 days	2018.07.16	2018.08.08	86
27	Teaching hospital, Batticaloa	18 days	2018.07.26	2018.08.21	30
28	National Hospital, Colombo	06 days	2018.08.15	2018.08.20	53
29	Base hospital, Mulleriya	06 days	2018.08.04	2018.08.13	55
30	National Hospital, Colombo	06 days	2018.08.22	2018.08.28	55
31	National Hospital, Colombo	06 days	2018.08.29	2018.09.04	52
32	National Hospital, Colombo	06 days	2018.09.05	2018.09.10	79
33	Lady Ridgeway Children's hospital, Borella.	06 days	2018.09.05	2018.09.10	50
34	National Hospital, Colombo	06 days	2018.09.12	2018.09.18	88
35	National Hospital, Colombo	06 days	2018.09.19	2018.09.24	77
36	National Hospital, Colombo	06 days	2018.09.26	2018.10.01	65
37	Lady Ridgeway Children's hospital, Borella.	18 days	2018.09.12	2018.10.01	56
38	National Hospital, Kegalle	18 days	2018.09.07	2018.10.02	66
39	Teaching Hospital, Kandy	18 days	2018.09.05	2018.09.29	81
40	Sirimavo Bndaranayake Auditorium, Peradeniya	18 days	2018.09.06	2018.10.02	54
41	New district hospital, Matara	18 days	2018.09.12	2018.10.05	86
42	Base hospital, Gampola	18 days	2018.09.10	2018.10.01	31
43	Teaching Hospital , Kurunegala	18 days	2018.09.13	2018.10.09	37
44	General hospital, Kuliypitiya	18 days	2018.09.13	2018.10.09	35
45	Dambadeniya	18 days	2018.09.17	2018.10.08	34
46	Health Medical office, Kuliypitiya	18 days	2018.09.07	2018.10.02	46
47	Base hospital, Warakapola.	18 days	2018.09.07	2018.10.03	34
48	Teaching hospital, Anurrdhapura	18 days	2018.09.14	2018.10.05	65
49	General hospital, Kaburupitiya	18 days	2018.09.12	2018.10.10	43
50	General hospital, Colombo	18 days	2018.09.03	2018.09.27	78
51	General hospital, Colombo	06 days	2018.10.03	2018.10.08	79

52	Lady Ridge way children's hospital, Borella	18 days	2018.10.04	2018.10.26	58
53	Base hospital, Dambadeniya	18 days	2018.10.15	2018.11.05	42
54	Teaching hospital, Anuradhapura	18 days	2018.10.08	2018.10.28	58
55	Lady Ridgeway children's hospital, Borella	06 days	2018.10.13	2018.10.19	61
56	Lady Ridgeway children's hospital, Borella	06 days	2018.10.23	2018.10.28	64
57	Lady Ridgeway children's hospital, Borella	06 days	2018.11.08	2018.11.13	47
58	National medical institution, Kaluthara	06 days	2018.10.20	2018.10.29	46
59	Teaching hospital, Kandy	06 days	2018.11.05	2018.11.10	108
60	General hospital, Colombo	06 days	2018.10.10	2018.10.15	80
61	General hospital, Colombo	06 days	2018.10.17	2018.10.22	87
62	General hospital, Colombo	06 days	2018.10.24	2018.10.29	75
63	General hospital, Kuliypitiya	18 days	2018.10.16	2018.11.12	30
64	Teaching hospital, Anuradhapura	18 days	2018.10.30	2018.10.21	75
65	Teaching hospital, Anuradhapura	18 days	2018.10.25	2018.11.19	100
66	General hospital, Colombo.	18 days	2018.10.09	2018.11.02	69
67	Casal Road, women's hospital, Colombo	18 days	2018.10.29	2018.11.21	75
68	Teaching hospital, Colombo	06 days	2018.11.18	2018.11.24	85
69	Teaching hospital, Colombo	06 days	2018.11.25	2018.12.01	89
70	Procurement Division, Ministry of health	06 days	2018.10.29	2018.10.03	33
71	Procurement Division, Ministry of health	06 days	2018.11.15	2018.11.20	41
72	General hospital, Ampara	06 days	2018.11.12	2018.11.30	83
73	General hospital, Colombo	06 days	2018.10.31	2018.11.07	84
74	General hospital, Colombo	06 days	2018.11.08	2018.11.13	120
75	General hospital, Colombo	06 days	2018.11.15	2018.11.21	135
76	General Eye hospital, Colombo	06 days	2018.12.02	2018.12.07	41

77	General eye hospital, Colombo	06 days	2018.12.08	2018.12.13	36
78	General hospital, Colombo	18 days	2018.11.12	2018.12.07	77
79	Lady Ridgeway children's hospital, Colombo	18 days	2018.10.27	2018.11.19	59
80	Teaching hospital, Kandy	18 days	2018.11.21	2018.12.18	109
81	Teaching hospital, Anuradhapura	18 days	2018.11.23	2018.12.13	88
82	Bio medical Unit, Ministry of health	18 days	2018.11.27	2018.12.20	32
83	Lady Ridgeway women's hospital, Colombo	06 days	2018.11.21	2018.11.27	49
84	Teaching hospital, Kandy	06 days	2018.12.05	2018.12.10	106
85	Base hospital, Galgamuwa	18 days	2018.11.28	2018.12.21	40
86	General hospital, Colombo	18 days	2018.12.10	2019.01.03	86
87	Teaching hospital, Kurunegala	18 days	2018.12.10	2019.01.01	69
88	Divisional Secretariat office, Thamuththegama	18 days	2018.12.03	2018.12.23	57
89	Nagoda hospital, Kaluthara	18 days	2018.12.07	2018.12.24	58
90	Lady Ridgeway women's hospital, Colombo.	18 days	2018.11.26	2018.12.20	60
91	General hospital, Ampara	18 days	2018.12.03	2018.12.20	116
92	Base hospital, Kanthale	06 days	2018.12.17	2018.12.23	38
93	Base hospital, Kanthale	06 days	2018.12.26	2019.01.03	43
94	Teaching hospital, Kandy	06 days	2018.12.17	2018.12.22	104
95	Teaching hospital, Kandy	06 days	2018.12.26	2018.12.31	50
96	Lady Ridge way children's hospital, Borella	06 days	2018.12.10	2018.12.15	67
97	Lady Ridgeway children's hospital, Borella	06 days	2018.12.27	2019.01.03	63
98	Teaching hospital, Anuradhapura	18 days	2018.12.14	2019.01.05	70
99	Nursing school, Kaluthara	18 days	2018.12.05	2018.12.25	154
100	Teaching hospital, Karapitiya	18 days	2018.12.13	2018.12.31	85
101	District hospital, Monaragala	18 days	2018.12.26	2019.01.14	65
102	National Eye hospital, Colombo	06 days	2018.12.17	2018.12.22	71

**Full time and part time training programme conducted with the support of
government Institutions**

No	Programme	No.of Programme	Participants
1	Part time programme conducted for Level 1,2,3 and 4 officers (Tamil)	2	71
2	50 hours courses (Tamil)	6	348
3	150 hours course (Tamil)	1	70
4	15 days courses (Tamil and Sinhala)	1	300
	Total	10	859

Internal Audit Division

Introduction

The Internal Audit Division is functioning as a separate independent unit which acts free from the authority of the persons engaged in work or services within the Institution or of the persons engaged in implementing the programme and projects as well as of the persons directly engaged in financial and accounting activities of the Institution or persons that bear responsibility over such activities.

It is compulsory that the Internal Audit reported directly to the Head of the Institution regarding the finance and accounting activities. Internal Audit programme are prepared to survey the parts relating to auditing activities of the projects and proposals of the Internal Audit Unit.

Objectives of the Internal Audit unit

- Taking part in the internal control that rules over the financial activities of the institution and maintaining a continuous survey and an independent evaluation of the regularity and the sufficiency of the internal investigations implemented to prevent and reveal the wrong doings and frauds of the activities related.
- Supporting the Chief Accounting Officer in determining the progress achieved in planning and implementing the projects and programme indicated in the Annual Action Plan by the institution.

Duties and subject limits of Internal Audit Unit

- Evaluating the quality of the performances of employees in fulfilling the responsibilities assigned to them.
- Investigating in to the extent to which every asset of the institution is protected from every kind of losses and damages.
- Investigating whether the Establishments Code of the Government, the Financial Regulations of the Government and the instructions stipulated in the circulars that relate to the Institution released from time to time are followed.
- Investigating in to the effectiveness of the internal system of control chosen to prevent as well as to discover the waste, idle capacity and over expenses.

- Conducting subject investigations in necessary situations.
- Investigating into the operational activities of the Institution with a management viewpoint instead of technical or accounting viewpoint, and reporting regarding that.

Internal Audit planning

The Annual Internal Audit Plan will be arranged to implement the projects and programme of the institutions according to the Annual Action Plan of the institution.

Internal Audit programme

Internal Audit programme had been scheduled to investigate the financial activities of the institution whether practical, sufficient and efficiency and determining the trustworthiness of the accounts and other reports of the institution.

Forwarding the Internal Audit Reports

The Internal Audit Reports are forwarded to the Chairman of the Institution. The copies of the Reports are forwarded to the Auditing and Management Committee.

The special fields which are added to the internal auditing plane in the year 2018

- Language training programme auditing
- Requisition of fixed asset and other procurement plane
- Capacity building programme
- Income generate programme
- Recurrent Expenditure
- Capital Expenditure
- Leave of the staff

Risk management

Introduction to the process of Risk Management of the institution

All institutions face different kind of risk. These risk should be managed and it should be managed successfully, it is reasoning for that maximum potentiality.

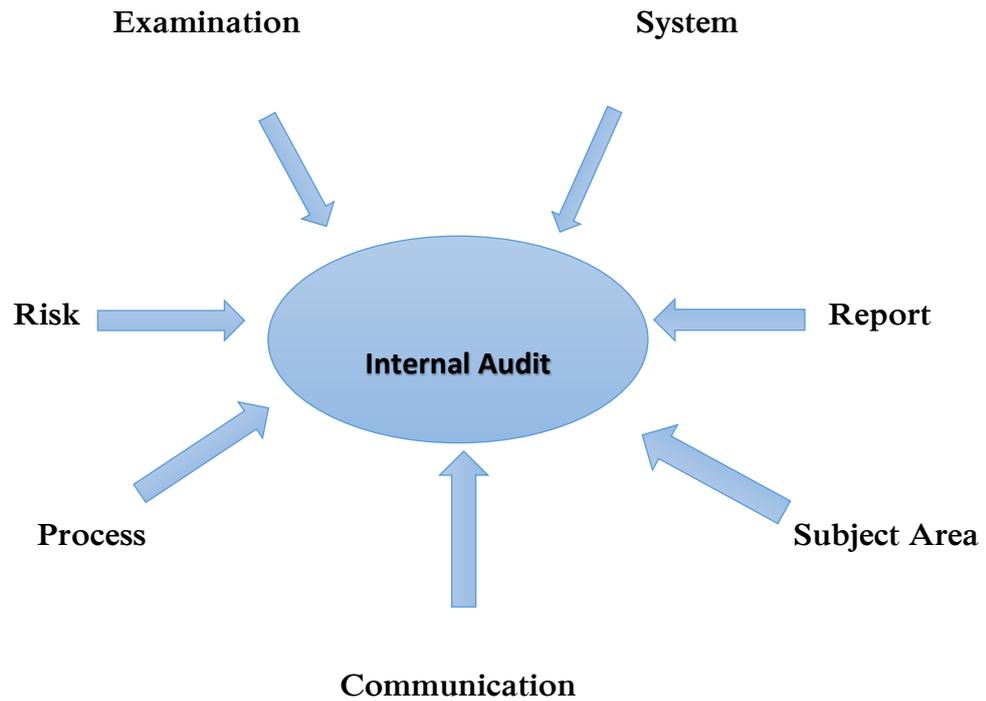
The above risk is divided into initial operation and the financial risk. The following chart pointing out the activities which are used to reduce the above risk under the special risk number for the each and every goods as summarized.

	Risk factors	Results	Risk valuation
1	Failure to fulfill the exam in standard	Students appraisal is not matched to the exam	supervise the exam activities
2	introduction to virtual human resources	Quality reduction in learning process	Review the quality of resource persons
3	Financial risk	weakness of financial management and unable to reach the financial targets and financial responsibilities by the internal administration, Fraud and theft, increased excessive expenditure	find out the profit creative way and admin the budget, operational review
4	information systems not updated	obstruct the information system, unable to supply the correct and complete information, obstruct the services	continuous review of information system at present as well as in future
5	irregular activities of administration	Obstruct to the maintaining of the vehicle, leave of the staff, saving activities and procurement	Supervise the related section and forward the reports with recommendations.

		plan.	
--	--	-------	--

Internal Administration

Evaluate the reports which are issued by the internal and external auditing regarding the activities of internal audit system.



Committee of Audit and management

Regarding the Public Enterprises Circular No 55 (PED 55) make arrangement to the meetings of Audit and management committee once quarterly and four per year.

Finance Division

The finance division is responsible for all finance & administration account transaction of the Institution. Director General is the Chief Financial Executive officer and the Accountant is the responsible person for the finance administration and account transaction.

Main duties of the finance division

Support to complete and give responsibility to the secretary of the ministry as the chief accounting officer and the director general as the accounting officer to achieve the financial commitment and answering to the parliament.

- Certificate of conformity to the government financial rules and regulations.
- conduct of financial management accountancy administration system
- Prepare and update of budget forecast and financial plan
- conduct of current and correct financial reports
- Preparing year end final accounts and submitting to the Auditor General
- Conformity to tax values and other daily requirements.
- giving salary and wags of staff at time
- Operating financial activities of the training programme conducting by the institutions and compile the financial facilities.

Accounting Policies

- **Basis of Preparation**

The financial statements of the institute have been prepared in accordance with Sri Lanka Public Sector Accounting Standards. No adjustment has been made for inflationary factors affecting the financial statements. Where appropriate, the specific policies used have been explained in the succeeding notes.

- **Comparative Information**

Necessary comparative figures have been disclosed in respect of previous period to enhance the understanding of the financial statements of the current period.

When the presentation or reclassification of the items in the financial statements have been amended, comparative amounts have also been reclassified to conform with the current year in order to provide a better presentation.

- **Property, Plant and Equipment**

Property, plant and equipment are stated at cost or valuation less accumulated depreciation. The provision for depreciation is calculated on the cost or valuation of all property, plant and equipment other than freehold land in order to write off such amount over the estimated useful lives by equal installments as follows.

	Rate (%)
Building and Structure	2.5
Furniture & Office Equipment	10
Library books	10
Plant Machinery and equipment	20
Vehicle	25
Computers	25

Full year depreciation is provided in the year of purchased assets on straight line basis whereas no depreciation is provided in the year of disposal for assets purchased prior to the year 2014 and depreciation is calculated based on the date of purchase / date of disposal for assets purchased from year the 2014 onwards.

- **Provision for Gratuity**

Provision for gratuities has been made in these financial statements equivalent to an amount calculated based on a half month's salary of the last month of the financial year of all employees for each completed one-year service, commencing from the first year of service. However, under the payment of Gratuity Act No 12 of 1983, the liability to an employee does arise only on completion of 5 years of continued service.

- **Trade Receivables**

Trade receivables are carried at anticipated realizable value. An estimate is made for doubtful receivables based on a review of all outstanding amounts at the year-end. Bad debts are written off during the year in which they are identified.

- **Cash and Cash Equivalent**

For the purposes of the cash flow statement, cash and cash equivalents comprises cash in hand, deposits held with banks, net of bank overdrafts. In the balance sheet, bank overdrafts are included on borrowings in current liabilities.

- **Events after Balance Sheet**

All material events after the Balance Sheet date are considered and where necessary adjustments and disclosures are made in the financial statements.

- **Liabilities and Provisions**

All known liabilities as at the balance sheet date are included in the Financial Statements and adequate provision is made for liabilities which are known to exist but the amount of which cannot be determined accurately.

- **Provision for EPF and ETF**

Employees are eligible for Employees Provident Fund contribution and Employee's Trust Fund contributions. The Institute contributes 12% and 3% on gross salary of employees to EPF and ETF respectively.

Income

- **Grants in The Nature of Recurrent**

Grant received to the Institute from General Treasury for the recurrent expenditure has been recognized as income, and also all the income which generated by the Institute is recognized directly to the Income Statement under other income.

- **Grants in The Nature of Capital**

Grant received to the Institute from General Treasury for the Capital expenditure has been deducted in reporting the related expenses.

Expenses

All expenditure in the nature of recurrent incurred in the running of the Institute has been charged to revenue in arriving at the Income over expenditure for the year.

Inventories

Inventory items such as text books and stationary items are recognized at cost.

Changes in Accounting Policies

- **Depreciation Policy**

Depreciation method is changed from full year depreciation in the year of purchased and no depreciation is provided in the year of disposal to date basis depreciation in the year of purchase disposal for assets purchased from the year 2014.

FINANCIAL STATEMENTS

Cash Flow Statement

The cash flow statement has been prepared by using the “indirect method”. Cash and cash equivalent comprise of bank balance of the institute.

Notes to the financial statements for the year ended 31 of December 2018

Note 01 – Income	2018	2017
	(Rs)	(Rs)
Grant for recurrent expenses	55,993,810	46,677,322
Grant for capital expenses for Training programme -		
From Treasury	31,546,000	13,114,071
From Ministry	49,887,161	5,000,000
	137,426,971	64,791,393
Note 02 - Other income	2018	2017
	(Rs)	(Rs)
Training programme income	42,727,270	16,247,694
Registration fee	60,000	-
Examination fee	46,000	-
Tender deposits – not refundable	116,000	30,500
Interest income	803,260	378,610
No pay charge and deduction from salary	133,634	11,782
Meals contract income	186,000	180,500
government charges on vehicle income	4,200	10,200
Hall charges	10,000	-
government charges on housing facility 10%	50,136	43,314

Communication	-	6,991
over provision	-	2,850
government charges on electricity bill	6,000	6,000
other income		-
	201,598	
	44,344,097	16,918,441

Note 03 - Administrative
expenses

	2018	2017
	(Rs)	(Rs)
personal Emoluments		
salaries and wags	16,296,094	15,949,321
EPF Institutional cont.12%	1,921,377	1,924,169
ETF Institutional cont. 3%	480,344	481,042
Overtime	153,186	105,878
Holiday payments	45,808	23,846
Professional Allowance	168,000	-
Other allowances	338,775	-
Vehicle allowances	600,000	
Fuel allowances	654,170	439,960
Allowance for Trainers	345,225	155,500
Sitting and Travelling allowance	809,687	1,000,000
Allowance for Chairman	902,248	861,800
Gratuity Allowance	354,841	801,410
Travelling – Domestic	110,950	68,152
Travelling foreign	-	1,334,161

	2018	2017
	(Rs)	(Rs)
Supplies		
stationary and office requisites	470,044	609,514
Fuel	484,940	249,015
Uniforms	10,675	47,200
Refreshment	287,740	134,611
Newspaper and others	-	8,320
Maintenance Expenses		
Vehicle	1,024,354	2,258,723
Plant machinery, Equipment building & Structure	173,350	199,721
Computers	10,350	41,980
Building	147,205	125,000
Furniture and office equipment	420	-
Services		
Transport	44,149	186,134
Postal and communication	733,425	671,443
Water & Electricity	1,006,277	1,224,908
Rent and local Tax	17,212,500	23,909,800
Security Service	2,584,510	1,229,108
Senatorial Services	2,777,174	2,468,980
Advertisement	800,820	505,955
Operating Leasing	3,863,762	3,427,604
Audit fees	-	355,635
Other	820,458	-
Depreciation		

Plant machinery and equipment	2,085,860	1,677,928
Building & Structure	492,544	489,625
Furniture & office equipment	1,015,436	869,519
Vehicle	5,512,500	5,075,000
Library books	68,587	133,335
Computers	503,460	1,589,327
	65,311,243	70,633,624

Note 04 – Expenditure For Training Programme

	2018	2017
	(Rs)	(Rs)
Stationary & office Requisites	2,180,435	2,955,886
Post & communication	943,566	2,777,866
Meals & Refreshment	21,168,481	14,063,245
Accommodation	5,443,524	738,747
Resource Person allowance	21,522,250	20,265,575
Research allowance	-	1,491,000
Printing charges of certificates	3,753,753	3,910,415
Supporting staff service overtime	392,058	344,350
	814,107	968,313
Holiday payments	307,656	266,140
Fuel	1,577,937	1,911,838
Additional fuel	-	16,731
	1,331,021	480,107
Electricity		
water	302,740	184,760
other services	118,570	2,287,972

Travelling – Domestics	571,284	509,905
Vehicle maintenance	146,631	361,370
Plant & Machinery maintenance	40,275	61,133
Furniture & fittings maintenance	10,400	2,950
Participation allowance	682,810	326,020
Radio programme and technical charges	9,937,082	8,414,505
Transport	94,670	849,481
Staff Training	466,050	612,965
Advertisement	1,647,997	845,585
Building maintenance	99,738	11,480
Hostel requisition	36,660	58,845
Hall charges	1,963,672	329,775
Salary and Wags		177,485
Bank charges	37,760	-
Translation & Exam fee	17,500	-
	75,608,626	65,224,443

Note 05 - other Expenses

	2018	2017
	(Rs)	(Rs)
Miscellanies	-	756,658
Loss on disposal of fixed assets	-	4,836,301
	-	5,592,959

Note 06 - Finance expenses

bank charges	7,610	30,780
Retaining taxes for balance interest	46,904	37,861
	54,514	68,641

Note 07**Property,
plant &
equipment**

	Depr eciat ion Rate	Total cost as at 2017	During the year disposal	adjustment	Total cost at 2018.12.31	Accu. dep as at	adjustmen t	Depreci ation for the year	WD value as at 2017.12 .31
		(Rs)	(Rs)	(Rs)	(Rs)	(Rs)	(Rs)	(Rs)	(Rs)
Land	-	615,000	-	615,000	-	-	-	-	615,000
Buildin g & constru ction	2.5%	19,585,000	-	20,986,199	665,353	-	492,544	1,157,897	19,828,302
Plant, machin ery & equipm ent	20%	10,365,658	-	10,620,221	6,414,470	-	2,085,860	8,500,330	2,119,891
Furnit ure and office equipm ent	10%	9,501,661	(64,780)	12,226,740	5,709,799	(64,780)	1,015,436	6,660,455	5,566,285
Vehicle s	25%	22,050,000	-	22,050,000	7,466,506	-	5,512,500	12,979,006	9,070,994
Librar y books	10%	1,333,352	-	1,343,352	1,264,848	-	68,587	1,333,435	9,917
Compu ters	25%	6,849,114	-	8,052,639	6,688,074	(1,240,908)	503,460	5,950,626	2,102,013
		70,299,784	-	75,894,151	28,209,050	(1,305,688)	9,678,387	36,581,749	39,312,402

Note 08 - Trade & other receivable	2018	2017
	(Rs)	(Rs)
Festival advance – Capital	100,000	-
Receivable income – Mr.Hewasinghe	58,983	58,983
Receivable income – Pradeep Kumaa	19,898	19,898
Receivable income – Mr.Thuram	17,163	-
Receivable income – Mrs. Napawala	9,650	9,650
Receivable income – Mr.Wickramasinge	9,650	9,650
Frostire Industries (pvt) ltd.		278,100
Deposits	141,500	141,500
Receivable income – Ministry of Buddhist affairs	165,000	165,000
Receivable income – Ministry of health	8,378,000	5,750,000
Receivable income – line ministry	14,201,683	-
	23,101,527	6,432,781

	2018	2017
	(Rs)	(Rs)
Bank of Ceylon Acc. No – 0007442918		
Capital Account	643,419	5,943,390
Recurrent Account	2,562,518	1,611,215
		-

Ministry Activities	478,150	
Income	(7,291,582)	3,282
Saving Account - 79712746	35,711,789	11,883,533
	32,104,294	19,441,420

Note 10 - Trade and other payable	2018	2017
	(Rs)	(Rs)
Tender deposits – Refundable	262,000	212,000
Resource person allowance	12,676,670	12,197,890
Fuel	201,000	626,039
stationary and other requisitions	76,660	1,117,586
Meals and Refreshment	1,108,051	1,825,932
Travelling	-	652,350
Vehicle maintenance	-	20,506
Residential facility	2,050,882	349,630
Posta, quirkier, communication	-	852,986
Travelling – Domestic	40,808	13,988
Overtime	-	205,064
Audit fees payable	40,424	-

Hand book printing		3,568,715
Research Expenses		745,500
Wickramarachchi construction – Agalawaththa Renovation	637,946	2,111,345
Foreign Travelling – Mr. Aruna Deva Raja		48,050
Stamp tax payable	11,125	
Retain tax payable	70,674	
Leama Creations – Internal Designing	5,585,155	
Charges Indian high Commission of Sri Lanka		13,916
Other	17,500	1,965,223
Audit charges payable	620,190	620,190
Creditors – SLBC and Lakdiva	731,789	735,308
Provision for salaries EPF & ETF	335,577	1,984,735
	24,466,451	29,866,953
	2018	2017
	(Rs)	(Rs)
Travelling charges – Domestic	1,226	1,557
Posta & communication	179,759	30,959
Electricity	179,964	22,606
	-	

Security services		293,000
Hall charges & Sound system	62,000	-
Overtime	787	2,650
Holiday payments	6,305	1,567
Water charges	2,924	-
Senatorial services	20,800	-
Advertisement	105,628	60,000
Vehicle maintenance	-	77,126
Building maintenance	-	125,000
Furniture and office requisition	226,521	-
	785,913	614,465

Note 12 - previous year adjustment

Over value of accumulated Depreciation - Computers	1,240,907
allocation for accrued bill payment	5,243,274
Allocation to the Academic and Research officers who indicted	1,649,158
	8,133,339

Note 13 - Court case on Mr. Hewasinghe

One assistant director dismissed from his post as misusing of public funds and producing fraudulent document from 2nd February 2010 and a case is going on in Kaduwela Tribunal court since 2011. The case no. is LT 30/1491/2011

Note 14 - Interdicted Employees during the year 2015, 2015 & 2016

Director General of the Institution interdicted from 19.03.2015 – 06.07.2015 and an Academic and research officer has also interdicted which is effect from 10.08.2018. Under the management committee decision which held on 23.09.2018 the above research officer has interdicted. The provision from the salary of Director General for ETF & EPF shown in the accounts for the related period.

Note 15 - Building construction progress

The renovation procumbent of the Training center Agalawaththa was completed on 22.12.2018 and the contract was given to Wickramarachchi construction for the value amount of Rs. 637,945.78.

Note 16 - Bills to be settled in supplementary budget

An additional Budget proposal was given from line ministry on 06.09.2018 for Rs.27.5 million and out of which NILET has completed activities for Rs.14, 201,683.05 the balance payable amount is taken to the account.

Note 17 - Designing the website of the Institution

Web site designing of the institution has been started and it has been reserved Rs. 600,000.00 according to the action plan of the year 2018.

Statement of financial position as at 31st December 2018

	Note	2018 (Rs)	2017 (Rs)	
Revenue				
Treasury fund	01	87,539,810	59,791,393	
Ministry fund	01	49,887,161	5,000,000	
Other income	02	44,344,097	16,918,441	Sta
		<u>181,771,068</u>	<u>81,709,834</u>	te
Expenses				me
Administrative expenses	03	(65,311,243)	(70,633,623)	nt
Expenditure for training programme	04	(75,608,626)	(65,224,443)	of
Other Expenditure	05	-	(5,592,959)	fin
		<u>-</u>	<u>(5,592,959)</u>	an
Surplus /(Deficit from operations)		40,851,199	(59,741,191)	cia
Finance Expenses	06	(54,514)	(53,641)	l
		<u>(54,514)</u>	<u>(53,641)</u>	po
Surplus (deficit) before taxation		40,796,685	(59,809,832)	siti
Taxation		<u>-</u>	<u>-</u>	on
Surplus (deficit) after taxation		<u>40,796,685</u>	<u>(59,809,832)</u>	as
		<u><u>40,796,685</u></u>	<u><u>(59,809,832)</u></u>	at
				31^s
				t of

December

	Notes	<u>2018</u> (Rs)	<u>2017</u> (Rs)
Assets			
Non-current assets			
Property, plant & equipment	07	39,312,402	42,090,735
Building work in progress		11,986,375	

			2,111,345
Current assets			
Trade and other receivable	08	23,101,527	6,432,781
Inventory – stationary & Consumables		1,249,058	982,660
Cash & cash equivalents	09	32,104,294	19,441,420
		<u>56,454,878</u>	<u>26,856,861</u>
Total assets		<u><u>107,753,655</u></u>	<u><u>71,058,940</u></u>
Funds, Reserves, Liabilities			
Capital		13,015,468	13,015,468
Accumulated surplus (Deficit)		41,495,192	(7,434,842)
Revaluation Reserve		32,526,407	32,526,407
		<u>87,037,066</u>	<u>38,107,032</u>
Non-current liabilities			
Provision for gratuity		2,724,222	2,470,481
		<u>2,724,222</u>	<u>2,470,481</u>
Current liabilities			
Trade and other payable	10	24,466,451	29,866,951

Accrued expenses	11	785,913	614,465
		<hr/>	<hr/>
		25,252,363	30,481,416
		<hr/>	<hr/>
Total funds and Liabilities		115,013,651	71,058,929
		<hr/> <hr/>	<hr/> <hr/>

Statement of changes in the Assets / equity for the year ended 31st of December

	Contributed Capital (Rs)	Accumulated surplus / Deficit) (Rs)	Revaluation / Reserve (Rs)	Total (Rs)
Balance as at 2015.01.01	13,015,468	19,147,625	-	32,163,093
Government grant - capital	-	2,563,353		2,563,353
	-	-		-
Surplus / deficit for the year	-	23,080,772		23,080,772
Previous year adjustment		(20,966,327)		(20,966,327)
Investment for Mr. Babarawanage		15,136		15,136
Asset Revaluation			32,526,407	32,526,407
Balance as at 31 st December	<u>13,015,468</u>	<u>23,840,559</u>	<u>32,526,407</u>	<u>69,382,434</u>
Government Grant - capital		21,534,441		21,534,441
Donation of vehicle from the ministry		7,000,000		7,000,000
surplus/Deficit for the year		(59,809,832)		(59,809,832)
Previous year adjustment				
Balance as at 31 st of Dec. 2017	<u>13,015,468</u>	<u>(7,434,832)</u>	<u>32,526,407</u>	<u>38,107,043</u>
Previous year adjustment				

		8,133,339		8,133,339
Surplus / Deficit for the year		40,796,685		40,796,685
Balance as at 31st Dec. 2018	13,015,468	41,495,192	32,526,407	87,037,066

Cash flow statement for the year ended 31st of December 2018

	<u>2018</u>	<u>2017</u>
	(Rs)	(Rs)
Surplus / deficit before taxation	40,796,685	(59,809,832)
Loss on disposal of fixed assets	-	4,836,301
Adjustment of non-cash movements		
Depreciation	9,678,387	9,834,734
Prior year adjustment	6,892,431	(19,997,192)
Gratuity income	354,841	801,410
Other income	-	(1,129,659)
adjustment for pre payments	-	10,999,967
Adjustment for fuel payable	-	2,850
	57,722,344	(54,461,422)
Interest income	(803,260)	(378,610)
Gratuity paid	(101,100)	(83,923)
Operating surplus / deficit before working capital changes	56,817,984	(54,923,955)

Changes in working capital

Increase / Decrease in trade or other receivable	(16,668,746)	(4,492,846)
Increase or Decrease in trade or other payable	(5,229,053)	24,807,935
Decrease / increase of stock stationary	(266,398)	(184,905)
	<u>34,653,788</u>	<u>(34,793,770)</u>
Net cash flows from operating activities	<u>34,653,788</u>	<u>(34,793,770)</u>
Cash flows from investing activities		
Acquisition of property, plant and equipment	(5,659,147)	(5,998,099)
Sales proceeds of disposal of assets	(9,875,030)	-
Income on disposal of assets	-	19,940
Interest Income	<u>803,260</u>	<u>378,610</u>
Net cash flows from Investing activities	<u>(14,730,917)</u>	<u>(5,599,549)</u>
Cash flows from financing activities		
Capital grand from treasury to purchase fixed assets	-	21,534,441
Recovery of bond	-	1,821,534
Net cash from financing activities	<u>-</u>	<u>23,355,975</u>
Net changes in cash and cash equivalents	<u>19,922,871</u>	<u>(16,689,747)</u>
Cash and cash equivalents at the beginning of the year	<u>19,441,420</u>	<u>36,131,167</u>
Cash and cash equivalents at the ending of the year	<u><u>39,364,291</u></u>	<u><u>19,441,420</u></u>

Note – A - cash and cash equivalents

	Rs.	Rs.
	32,104,29	
Bank Deposit	4	19,441,420
	<u>32,104,29</u>	<u>19,441,420</u>
	<u>4</u>	<u>19,441,420</u>

National Institute of Language Education and Training - 2018

1.1 Qualified Opinion

The audit of the financial statements of the National Institute of Language Education and Training for the year ended 31 December 2018 comprising the statement of financial position as at 31 December 2018 and the statement of comprehensive income, statement of changes in equity and cash flow statement for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, 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 read in conjunction with provisions of the National Audit Act No. 19 of 2018 and the Finance Act No.38 of 1971. My comments and observations which I consider should be report to Parliament appear in this report.

In my opinion, except for the matters described in Paragraph 1.5 of this report, the financial statements give a true and fair view of the financial position of the Institute as at 31 December 2018, and of its financial performance and cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

1.2 Basis for Qualified Opinion

My opinion is qualified based on the matters described in Paragraph 1.5 of this report. I conducted 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 qualified opinion.

1.3 Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of financial statements that give a true and fair view in accordance with Sri Lanka Public Sector Accounting Standards and for such internal control as management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Institute's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intend to liquidate the Institute or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Institute's financial reporting process.

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



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 in the 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.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institute's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management.
- Conclude on the appropriateness of the management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Institute's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Institute to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

The scope of the audit also extended to examine as far as possible, and as far as necessary the following:

- Whether the organization, systems, procedures, books, records and other documents have been properly and adequately designed from the point of view of the presentation of information to enable a continuous evaluation of the activities of the Institute, and whether such systems, procedures, books, records and other documents are in effective operation;



- Whether the Institute has complied with applicable written law, or other general or special directions issued by the governing body of the Institute
- Whether the Institute has performed according to its powers, functions and duties; and
- Whether the resources of the Institute had been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws.

1.5 Financial Statements

1.5.1 Internal Control over the preparation of financial statements

Entities are required to “devise and maintain” a system of internal accounting controls sufficient to provide reasonable assurance that , transactions are executed in accordance with management’s general or specific authorization, transactions are recorded as necessary to permit preparation of financial statements in conformity with the applicable reporting standards , and to maintain accountability for assets, access to assets is permitted only in accordance with management’s general or specific authorization, and the recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences. Issues with regard to maintenance of key accounting records such as General Ledger, Journal and Journal vouchers, payment vouchers etc. may include under this heading.

1.5.2 Non-compliance with Sri Lanka Public Sector Accounting Standards

The following observations are made.

Audit Observation	Comments of the Management	Recommendation
Without being identified the realization of revenue certainly in terms of Paragraph 41 of the Standard 08, a sum of Rs.14,201,683 had been brought to account as a revenue receivable from the Ministry as at 31 December of the year under review. Nevertheless, a sum of Rs.11,973,583only had been stated as liabilities by the Ministry.	According to the reports of the Institute, the amount receivable as at 31.12.2018 was Rs.14,201,683 and the Ministry has been informed that the relevant amount is receivable relating to the year.	Revenue should be duly recognized and accounted in terms of Accounting Standards.



1.5.3 Accounting Deficiencies

The following observations are made.

Audit Observation	Comments of the Management	Recommendation
(a) Although the actual market value of the fully depreciated computer accessories costing Rs.5,717,770 was not shown in the financial statements, action had not been taken to revalue and bring to account those assets.	It has been informed that the action will be taken to carry out revaluation in future.	Fixed assets should be revalued in time and the actual market value thereof should be stated in the financial statements.
(b) Even though the annual building rent stood at Rs.17,595,000, it had been state as Rs.17,212,500 in the financial statements. Accordingly, building rental of Rs.382,500 had been under stated in the accounts.	It has been informed that the observation is accepted.	Correct value should be brought to account.
(c) In the event of accounting revaluation amount in the year 2017, the cost of Rs.2,593,915 of two vehicles which had not been revalued had been eliminated from the Vehicle Account. Nevertheless, relevant corrections had not been made during the year under review.	It had been informed that the ownership of the vehicle that had been physically released to the Presidential Secretariat in the year 2017 had not been transferred and action would be taken to revalue the other vehicle and bring it to the account.	In vesting assets to other institutions, ownership of those assets should be transferred at that time and until completion of the transfers, value should be brought to account within the relevant years.



3. Operating Review

3.1 Idled or Underutilized Properties

The following observations are made:

<u>Audit Observation</u>	<u>Comments of the Management</u>	<u>Recommendation</u>
(a) Although Rs.535,639 and Rs.240,963 had been spent relating to a repair attended to a vehicle in the year 2017 and 2018 respectively, it had been driven only in 03 months during the year under review.	It has been stated that the vehicle was driven only in three months in the year 2018 due to its repairs.	Assets should be properly utilized.
(b) The three-wheeler owned by the Institute had not been driven during the year 2018.	It has been stated that the three-wheeler had not been driven due to lack of adequate number of drivers and request had been made under F.R.71 to recruit two drivers and accordingly, the three-wheeler can be utilized in future.	Since drivers are not attached to drive three-wheelers, an alternative step should be taken in order to use the three-wheeler.
(c) A number of 4985 manuals worth Rs.593,215 printed without properly identifying the requirements for the seminars of the General Certificate of Education (O/L) examination had not been distributed even up to 31 December 2018.	It has been stated that the failure to conduct the seminars as planned resulted in this remaining of books and about 4000 books have been distributed among the G.C.E.(O/L) students by the month of May 2019.	Printing should be carried out properly identifying the requirement and expected objective can be achieved by taking steps to distribute books at the time of conducting the seminars.

3.2 Procurement Management

The following observations are made.

Audit Observation	Comments of the Management	Recommendation
(i) Action in terms of Guidelines 4.1.1(a), 4.3.1(a) and 2.14.1 had not been taken relating to printing of 13,000 manuals spending Rs.1,553,000 during the year under review in respect of conducting series of seminars on the subject of Tamil/Sinhala Second Language of the General Certificate of Education (O/L) examination, 2017.	It has been stated that since this is the first instance to prepare a manuals, delays occurred in the compilation of original book, thus resulting this situation and steps will be taken to prevent these lapses in future.	In the procurement activities, action should be taken in conformity with the Guidelines of the Government Procurement Guidelines.
(ii) Action in terms of the Guidelines 2.3.2(c), 5.3.10 (b), 5.3.18 (h) and 6.3.3 (b) of the Government Procurement Guidelines had not been taken in connection with 05 procurement activities on plant and machinery totalling Rs.1,728,800 carried out in the year 2018.	Observation is accepted. It has been stated that action will be taken to provide training on the Procurement Guidelines for the officers concerned.	-Do-
(iii) Although Rs.1,559,725 and Rs.2,564,899 had been spent during the year under review respectively on pre-promotional program and coordination activities of the radio programme titled "Dannawanam Uganwanna Ner hnamlgananna", steps in terms of Guidelines 2.14.1 and 4.3.1(b) had not been taken thereon.	Observation is accepted. It has been stated that action will be taken in accordance with the matters pointed by you in future.	-Do-



4. Accountability and Good Governance

4.1 Annual Action Plan

The following observations are made

Audit Observation	Comments of the Management	Recommendation
<p>Although plans had been drawn to conduct 36 seminars for 8000 General Certificate of Education (Ordinary Level) students at an estimated expenditure of Rs.4,216,900, only 36 seminars had been conducted for 5910 students by spending Rs.2,914,948 equivalent to 64 per cent of the estimated expenditure.</p>	<p>It had been stated that the seminars could not be conducted as planned owing to natural disasters and conduct of final term tests.</p>	<p>In planning seminars attention should be drawn on the conduct of school term tests.</p>

4.2 Sustainable Development Goals

The following observations are made

Audit Observation	Comments of the Management	Recommendation
<p>Each Public institution should follow the "Agenda 2030" for the Sustainable Development Goals adopted by the United Nations and the Institute was aware of the functions coming under its purview pertaining to the year under review. Nevertheless, following deficiencies were observed.</p>	<p>Observation is accepted. Necessary steps will be taken in future.</p>	<p>Action should be taken to achieve sustainable development goals in accordance with the relevant circular provisions.</p>



- (i) Awareness programmes had not been conducted for the parties who are interested in the implementation of Sustainable Development Goals.
- (ii) Although providing education on Tamil/Sinhala/English languages for the school students had been identified as a target, the Ministry of Education had not been identifies as an institutions involved in the implementation of objectives.
- (iii) In reaching the Sustainable Development goals, the milestones and methodologies required for the regulation of relevant activities had not been recognized.