



2020

வார्षிக வர்வை
வருடாந்த அறிக்கை
Annual Report



சாதிக ஸூம் அபிவியன ஂயவனய
தேசிய தொழில் கற்கைகள் நிறுவகம்
National Institute of Labour Studies

கமீகர்஁ அலாநகாங்஁ய
தொழில் அமைச்சு
Ministry of Labour



National Institute of Labour Studies
Annual Report
2020

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Contents

	Page
Chapter One : Institutional Profile / Implementation Summary	
1.1 Introduction	06
1.2 Vision, Mission and Objects	06
1.3 Objects	06
1.4 Organizational Structure	07
1.5 Institutional Administration	07
1.6 Cadre information of NILS	08
Chapter Two: Progress	
2.1 Training Programmes	11
2.1.1 Diploma Courses	11
2.1.2 Certificate Courses	12
2.1.3 Short-term Training Courses	12
2.1.4. Special workshops	13
2.2 Exam oriented workshops	14
Chapter Three: Performance Indicators (According to Action Plan and Human Resources Profile)	
3.1 Performance of the Institute	21
3.2 Cadre Management	21
3.3 How the shortage or excess in human resources has affected the performance of the Institute	21
3.4 Human Resources Development	21
3.5 Local Training Programmes	22
Chapter Four: Overall Financial Performance for the year ended on 31 December 2020	
4.1 Statement of Financial Performance	25
4.2 Statement of Financial Position	26
4.3 Statement of Cash flows	27
4.4 Notes to Financial Statements	28 - 31
4.5 Auditor General's Report	32 - 37
4.6 Measures Taken / Agreed to be Taken Regarding the Observations made by the Auditor General's Report	38 - 39

Figures, Tables and Graphs Lineup

Figures

Figure 1.1	Organizational Structure	07
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Tables

Table 1.1	Board of Governors of the National Institute of Labour Studies	07
Table 1.2	Cadre information of NILS as at 31.12.2020	08
Table 2.1	Diploma courses conducted in the year 2020	12
Table 2.2	Certificate courses conducted in the year 2020	12
Table 2.3	Training programmes conducted in the year 2020	12
Table 2.4	One-day training programmes conducted in the year 2020	13
Table 2.5	Two-day training programmes conducted in the year 2020	13
Table 2.6	Three-day courses conducted in the year 2020	13
Table 2.7	Special workshops conducted in the year 2020	14
Table 2.8	Exam oriented workshops conducted in the year 2020	14
Table 2.9	Examinations conducted in the year 2020	16
Table 3.1	Financial Performance Statement	21
Table 3.2	Statement of Financial Status	21
Table 3.3	Cash Flows Statement Table	22
Table 4.1	Financial progress targeted and achieved from programmes	25
Table 5.1	Cadre of the Institute	26
Table 5.2	Staff training programmes	27

Graphs

Graph 2.1	Overall gross income of programmes of the year 2020	15
Graph 2.2	Monthly gross income of programmes of the year 2020	15
Graph 2.3	Gross income of Examinations of the year 2020	17

Chapter One

Institutional Profile

National Institute of Labour Studies (NILS)

1.1 Introduction

The National Institute of Labour Studies (NILS) is a statutory body functioning under the purview of the Ministry of Labour. This Institute was established on 11th September 2007 and incorporated by the National Institute of Labour Studies Act, No.12 of 2010. NILS is administered by a Board of Governors consisting of tripartite stakeholders, i.e. the employers, employees and public sector workers.

The primary function of the Institute is to plan and implement training and research activities required for the creation of a productive labour force well informed about labour legislations, laws, rules and regulations. With the objective of rendering a service of greater efficacy, the NILS is housed and maintained on the second floor of the Labour Secretariat.

1.2 Vision, Mission and Objects

Vision

Industrial peace and harmony for the socio-economic development of Sri Lanka

Mission

To facilitate tripartite constituents to develop and maintain productive labour relations through education, research and training.

1.3 Objects

- To implement workers education programmes with the collaboration of local or foreign institutes, to take measures to ensure welfare of workers in order to make them active partners in the development process;
- To conduct seminars, workshops, conferences and meetings on labour studies and publish magazines, journals, periodicals and books in relation thereto;
- To undertake research, carry out surveys and provide courses of studies relating to labour studies;
- To establish and maintain libraries and information services;
- To work in close collaboration with institutions, organizations, associations and societies both national and foreign, with similar objectives;
- To conduct courses including Diploma Courses on Labour Studies with the assistance of Universities and similar institutions and award certificates and diplomas where so required; and
- To engage in and promote activities aimed at maintaining industrial harmony.

1.4 Organizational Structure

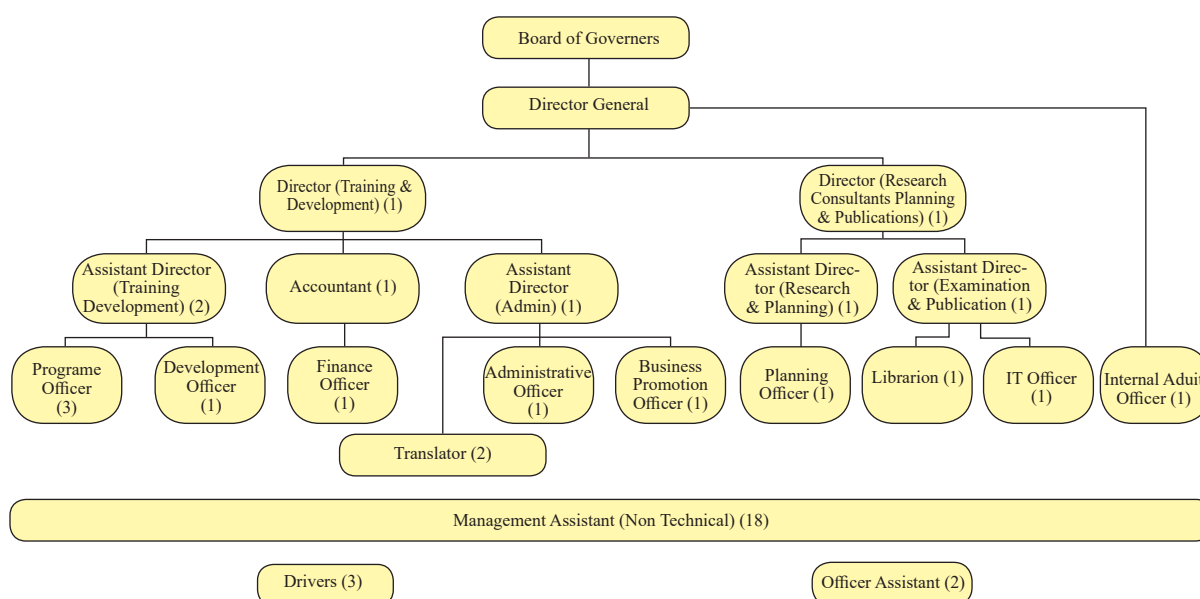


Figure 1.1 Organizational Structure

1.5. Institutional Administration

For the purpose of administering the affairs of the Institute, the Board shall exercise, perform and discharge the powers, duties and functions conferred on the Institute by this Act

The Board of Governors consists of six ex-officio members and thirteen members appointed by the Minister in charge of the subject. The Secretary to the Ministry of the Minister in charge of subject of Labour is the Chairman of the Board and the Commissioner General of Labour is the Vice Chairman.

Table 1.1 The Board of Governors of the NILS

Name	Position	Institution
Mr. M P D U K Mapa Pathirana	Chairman (From 14.08.2020)	Secretary, Ministry of Labour
Mr. D M Sarath Abhayagunawardena	Chairman (Up to 13.08.2020)	
Mr. B K Prabhath Chandrakeerthi	Vice Chairman (From 20.10.2020)	Commissioner General of Labour
Mr. A Wimalaweera	Vice Chairman (Up to 19.10.2020)	
Mr. J M S P B. Jayathilaka	Director General (Acting) (From 21.10.2020)	NILS
Mrs. H M D N K. Wataliyadda	Director General (Up to 21.10.2020)	
Mrs. D W W P Gunaratne	Member of the Board of Governors	Deputy Director, Ministry of Finance
Mrs. B D M L Dharmasena	Member of the Board of Governors	Deputy Director, Ministry of Industries
Prof. H D Karunaratne	Member of the Board of Governors	Senior Professor, University of Colombo

Dr. W S Chandrasekara	Member of the Board of Governors	University of Colombo
Mr. W K L Weerasinghe	Member of the Board of Governors	Director General, Chief Executive Officer, Employers Federation
Mr. Diththa De Alwis	Member of the Board of Governors	Representative of the Employers Federation
Mr. R Panditha Koralage	Member of the Board of Governors	Trade Union Representative
Mr. Amarapala Gamage	Member of the Board of Governors	Trade Union Representative
Mr. P K Sirisena	Member of the Board of Governors	Trade Union Representative
Mr. Bandula Samankumara	Member of the Board of Governors	Trade Union Representative

1.6 Cadre information of NILS

Table 1.2 Cadre information of NILS as at 31.12.2020

Post	Approved cadre	Present cadre
Director General	01	01
Director (Research, Consultation, Planning & Publications)	01	-
Director (Training & Development)	01	-
Assistant Director/Deputy Director	05	02
Accountant	01	01
Internal Audit Officer	01	-
Business Promotion Officer	01	01
Administrative Officer	01	01
Planning Officer	01	-
Finance Officer	01	-
Programme Officer	03	03
Development Officer	01	-
Information Technology Officer	01	-
Librarian	01	-
Translator	02	-
Management Assistant (Non-Technical)	18	08
Driver	03	01
(Office Assistant)	02	01
Total	45	18

Chapter Two

Progress

Progress of the Institute

2.1 Training Programmes

The Institute has conducted training and academic activities centered on three overarching subject scopes for the creation of a productive labour force that contributes to socio-economic development while maintaining harmonious labour relationships.

1. Labour laws and industrial relations
2. Human resources management
3. Workplace productivity

The Institute offers academic and training opportunities required for capacity building of employees, employers and trade union leaders in the public sector and the semi-government sector. Short-term and long-term courses designed for this purpose are organized and conducted. They cover a wide variety of fields including labour laws and industrial relations, human resources management, productivity, office management and procurement.

Resource Persons

Training programmes are conducted by a panel of experienced external resource persons with expertise in the relevant field. Amongst them are university lecturers, former and serving academics of national level education institutes, policy makers and serving/ retired senior officials of the public and private sector institutions.

2.1.1 Diploma Courses

Two diploma courses under the long-term training programmes were completed in the year 2020 and two new diploma courses were commenced at the end of the year. Each diploma course comprises eight modules and each module consists of lectures of six weeks.

The modules relevant to the diploma courses are as follows.

Modules relevant to the Diploma Course on Labour Laws and Labor Relations

- Terms and conditions of employment
- Social security
- Industrial relations, trade unions and social dialogue
- Settlement of industrial disputes
- Termination of employment
- Emerging issues in industrial relations
- Occupational safety and health
- Legal system of Sri Lanka relevant to the labour laws

Modules relevant to the diploma course on Human Resources Management

- Management process and organization
- Human resources management: concept and practices
- Essential competencies for a HR Manager
- Motivation and higher productivity
- Labour laws and industrial relations
- Organizational behaviour
- Occupational safety and health
- Trends and challenges in human resources management

Table 2.1 Diploma courses conducted in the year 2020

S.No	Name of the programme	Duration	No. of participants
01	Labour Laws and Industrial Relations (English medium, online)	2020 / 2021	20
02	Labour Laws and Industrial Relations (Sinhala and English medium)	2020 / 2021	24

2.1.2 Certificate Courses

Certificate courses are conducted with the objective of developing knowledge, attitudes and skills of officials of the public, semi-government and private sectors covering the fields of labour laws and industrial relations, human resources management, office management, procurement, internal audit and English and Tamil languages with each component taking up six days.

Certificate courses conducted in the year 2020

S.No	Name of the programme		No. of participants
01	Enhancing knowledge of Defending Officers	2020.07.03 - 2020.09.11	33
Online programmes			
02	Labour Laws and Industrial Relations (English Medium)	2020.06.14 - 2020.06.26	32
03	Labour Laws and Industrial Relations (Sinhala Medium)	2020.07.24 - 2020.09.11	19
04	Labour Laws and Industrial Relations (English Medium)	2020.10.08 - 2020.12.06	34
05	Human Resources Management (English Medium)	2020.11.26 - 2021.02.18	22
06	Human Resources Management (Sinhala Medium)	2020.12.15 - 2021.09.03	14

2.1.3 Short-term Training Courses

National Institute of Labour Studies conducts short term courses of two-day, three-day and four-day duration at its training centre and at the premises of external institutions upon their requests.

Five training programmes conducted on requests made by external parties were conducted for 175 trainees.

Training programmes

Table 2.3 Training programmes conducted in the year 2020

S.No	Name of the programme	Date conducted	No. of participant
01	Skills development of drivers Office Assistant	2020.07.31	10
02	Minimizing shortcomings and delays caused by the Procurement Committees	2020.08.11,14	35
03	Filing	2020.08.14	50
04	Filing and writing notes	2020.09.24	40
05	Management of receipts and payments	2020.09.24	40

NILS has conducted 17 short term courses of one-day, two-day and three-day duration in the year 2020.

One-day training programmes

Table 2.4: One-day training programmes conducted in the year 2020

S.No	Name of the programme	Date conducted	No. of participant
01	Effective maintenance of personal files	2020.02.25	21
02	Preparing salaries of public officials	2020.02.27	21
03	Role and responsibilities of trade unions	2020.03.12	41
04	New trends in labour law	2020.03.13	08
05	Filing	2020.08.24	12
06	Drafting cabinet memoranda	2020.09.11	13
07	Collective agreements	2020.12.15	31
Online Programmes			
01	Disciplinary procedure	2020.11.30	30
02	Knowledge on industrial law	2020.12.16	09

Two-day training programmes

Table 2.5: Two-day training programmes conducted in the year 2020

S.No	Name of the programme	Date conducted	No. of participant
01	Driver skills development	2020.02.10, 11	12
02	Office management and Financial Regulations	2020.02.24, 25	14
03	Procurement Process for ancillary staff	2020.03.11, 12	26
04	Duties related to the recruitment to the public service	2020.03.12, 13	11
05	Minimizing shortcomings and delays caused by the Procurement Committee	2020.08.10, 18	09
06	Driver skills development	2020.08.17, 18	07
07	Disciplinary procedure	2020.09.24, 25	28

Three -day training courses

Table 2.6: Three -day training courses conducted in the year 2020

S.No	Name of the programme	Date conducted	No. of participant
01	Answering audit queries	2020.02.20.27, 03.05	15

2.1.4. Special workshops

Table 2.7: Special workshops conducted in the year 2020

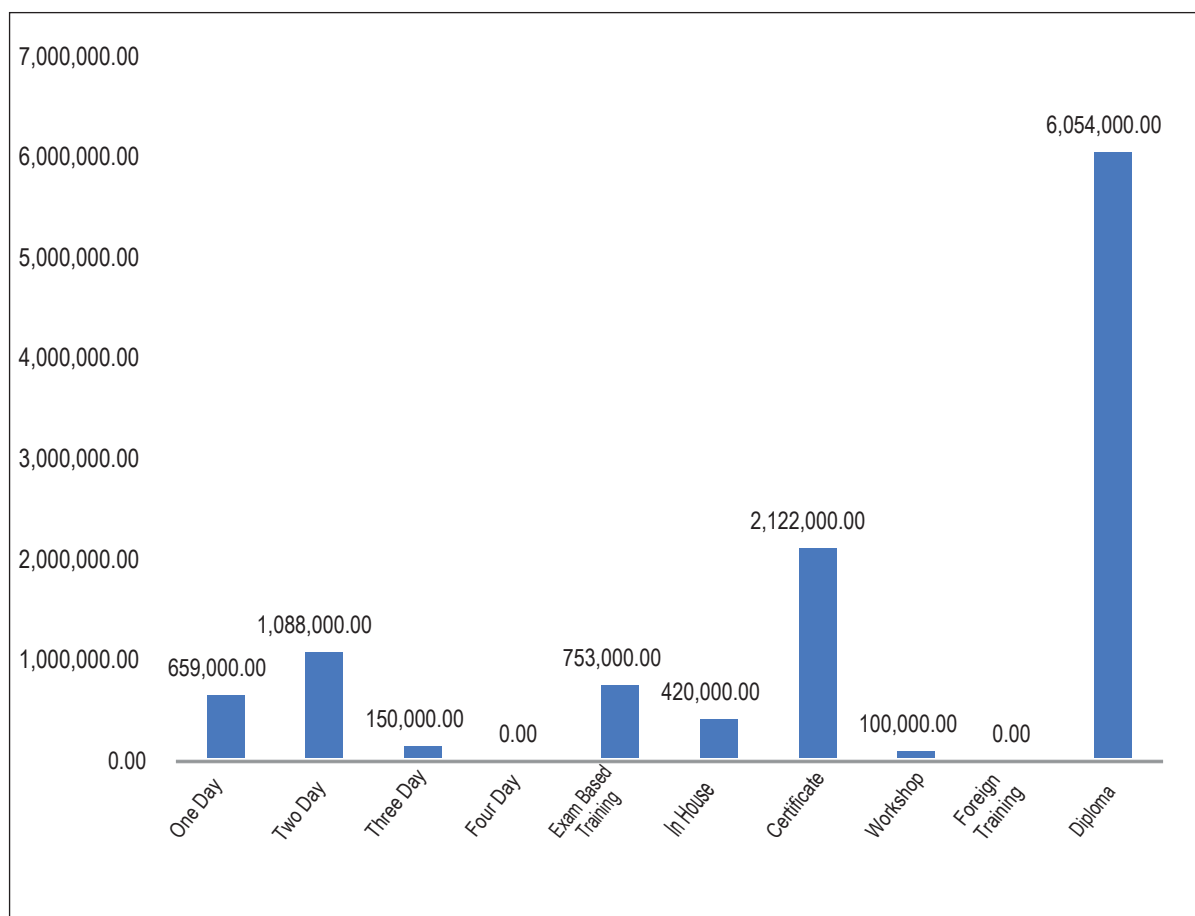
S.No	Name of the programme	Date conducted	No. of participant
01	Termination of employment	2020.07.30	20

2.2 Exam oriented workshops

Table 2.8: Special workshops conducted in the year 2020

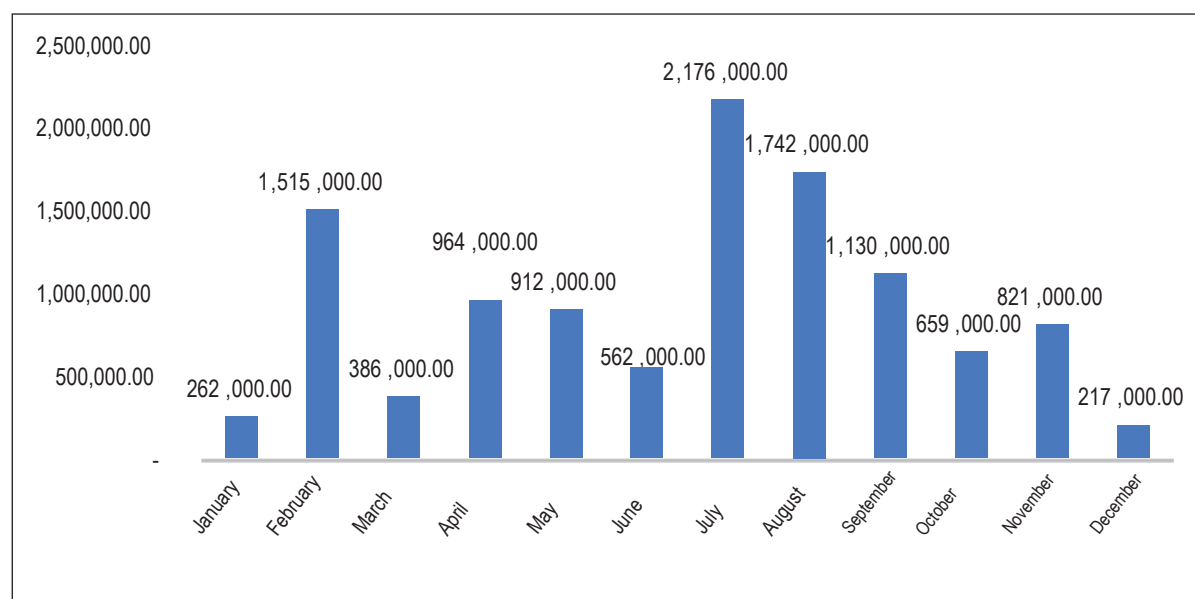
S.No	Name of the programme	Institution	Date conducted	No. of participant
01	Office management and Financial Regulations	State Pharmaceuticals Corporation	202.02.06,07	19
02	Special training programme	National Savings Bank	2020.02.07	218
03	Special training programme	Shrama Vasana Fund	2020.07.18.19, 20	05
04	Programme based on Efficiency Bar Examination 01	Sugathadasa National Sports Complex Authority	2020.08.18	08
05	Programme based on Efficiency Bar Examination 02		2020.08.21	10
06	Programme based on Efficiency Bar Examination 03		2020.08.25	46
07	Programme based on Efficiency Bar Examination 04		2020.08.28	04
08	Programme based on Efficiency Bar Examination 05		2020.09.04	08
09	Programme based on Efficiency Bar Examination 06		2020.09.17	05
10	Programme based on Efficiency Bar Examination 01	National Youth Corps	2020.09.18	60
11	Programme based on Efficiency Bar Examination 02		2020.09.25	36
12	Programme based on Efficiency Bar Examination 03		2020.09.25	04
13	Programme based on Efficiency Bar Examination 04		2020.09.30	118
14	Programme based on Efficiency Bar Examination 04		2020.10.12	02

The gross income from training programmes from January to December 2020 by programmes conducted is as follows (Given in rupees)



Graph 2.1 Gross income of training programmes from January to December 2020

Gross income of training programmes of the year 2020



Graph 2.2 Monthly gross income of programmes of the year 2020

2.2 Examinations

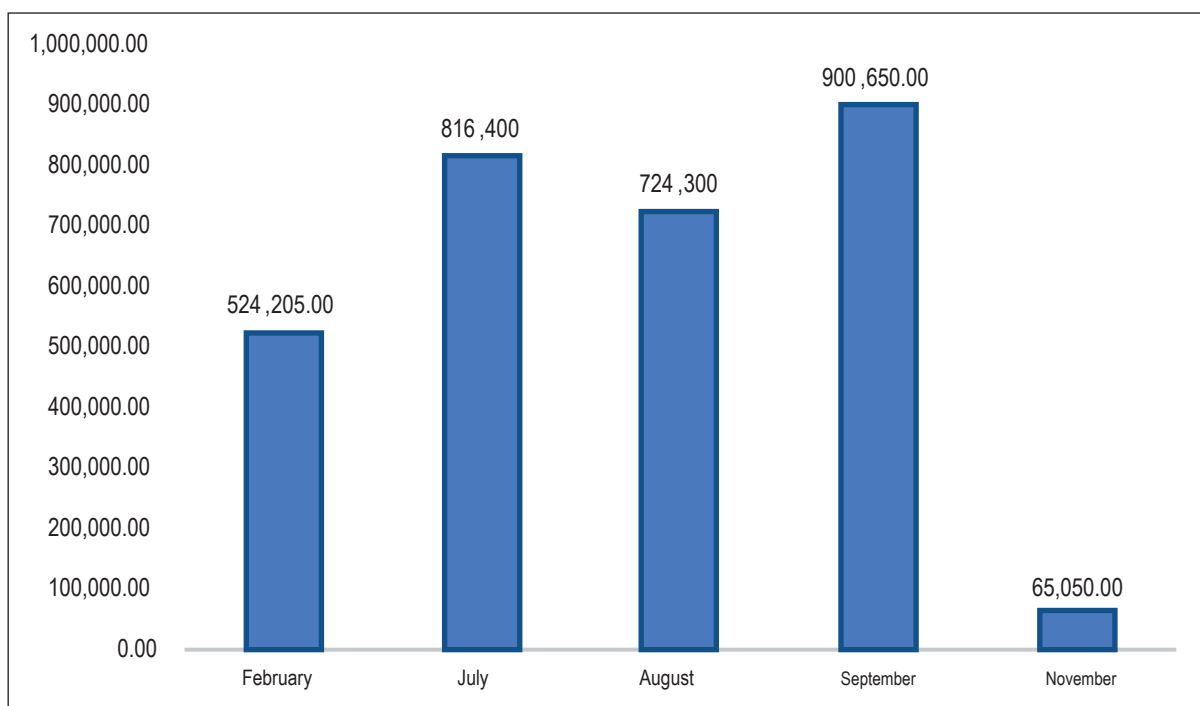
National Institute of Labour Studies has been conducting examinations for public corporations, statutory institutions and private sector entities for many years upon requests. Amongst the examinations thus conducted upon institutional requirements are examinations for recruitment of staff, efficiency bar examinations, assessment and service promotion examinations. Further, examinations relevant to the diploma and certificate courses conducted by the Institute are also held ensuring confidentiality of examinations whilst offering speedy service to its clients.

Despite the Covid-19 pandemic prevailed in the year 2020, twenty examinations were held in the year 2020 and an income of Rs. 3.03 million was generated through examinations conducted for external institutions. The total of 1160 candidates sat for these examinations.

Table 2.9 Examinations conducted in the year 2020

S.No	Month	Name of Examination	Date conducted	No. of candidates	Estimated amount (Rs)
1	February	Grade promotion examination of National Savings Bank	2020.02.29	235	464,825.00
2		Efficiency Bar examination for officers of primary service category of NILS	2020.02.27	02	36,050.00
3		Grade promotion examination of National Water Supply & Drainage Board	2020.06.16	09	23,330.00
4	July	Efficiency Bar examination of National Sports Medicine Institute	2020.07.15	10	72,875.00
5		Efficiency Bar examination of National Elections Commission	2020.07.16	03	57,025.00
6		Efficiency Bar examination of Government Information Department	2020.07.28	14	15,300.00
7		Efficiency Bar examination of Coconut Cultivation Board	2020.07.29	152	671,200.00
8	August	Efficiency Bar examination for Legal Officers of the Dept of Labour	2020.08.12	03	34,825.00
9		Efficiency Bar examination of Shrama Vasana Fund	2020.08.13	05	78,000.00
10		First Efficiency Bar examination for Labour Offices of Dept of Labour	2020.08.29	175	276,750.00
11		Second Efficiency Bar examination for Labour Offices of Dept of Labour	2020.08.29 /30	66	289,925.00
12		Efficiency Bar examination of Land Use Policy Planning Department	2020.08.28	04	44,800.00

13	September	First Efficiency Bar examination for Labour Commissioner Officer 1 of Dept of Labour	2020.09.04/10/11	02	65,775.00
14		Efficiency Bar examination of the Ministry of Women and Child Affairs & Development of Dry Zone	2020.09.12	05	70,650.00
15		Examination for the recruitment to the post of Tea Taster of Sri Lanka Tea Board	2020.09.19	288	385,725.00
16		Efficiency Bar examination of Sugathadasa National Sports Complex Authority	2020.09.10/22/	81	310,975.00
17		Efficiency Bar examination of Land Use Policy Planning Department	2020.09.30	02	38,250.00
18		Efficiency Bar examination of the Ministry of Women and Child Affairs & Development of Dry Zone	2020.09.30	01	29,275.00
19	November	Efficiency Bar examination of the Ministry of Higher Education	2020.11.23	01	33,275.00
20		Efficiency Bar examination of National Physical Planning Dept	2020.11.12	01	29,275.00



Graph 2.3 : Gross income of Examinations of the year 2020

Chapter Three

Performance Indicators

(According to Action Plan and Human Resources Profile)

3.1 Performance of the Institute

Table 3.1 Financial progress targeted and achieved from programmes

Programme	Financial (Rs)		Physical	
	Target	Progress	Target	Progress
Diploma programmes	6,728,000.00	6,054,000.00	06	05
Certificate courses	1,898,000.00	2,122,000.00	06	06
Training programmes conducted on requests	1,953,000.00	420,000.00	35	05
Short term training programmes	3,776,000.00	1,897,000.00	41	17
Training workshops	495,000.00	100,000.00	05	01
Conducting examinations	6,000,000.00	3,030,605.00	18	20
Total	20,250,000	13,623,606.00		

3.2 Cadre Management

Table 3.2 Number of employees in the Institute

	Institute	Senior level		Tertiary level		Secondary level		Primary level		Total		
		Approved No	No. employed	Approved No	No. employed	Approved No	No. employed	Approved No	No. employed	Approved No	No. employed	No. of vacancies
1	National institute of Labour Studies	09	03	13	05	18	08	05	02	45	18	27

3.3 How the shortage or excess in human resources has affected the performance of the Institute

In the year 2019, action was taken to fill 04 vacancies in the institute and the financial situation of the institute encountered a host of challenges during the year 2020 with the outbreak of Covid-19 pandemic. In view of the weakening financial position of the institute, it is unable to recruit the entirety of the approved staff as it could become an unbearable burden on the coffers. Hence, the Institute is maintained with a minimum staff with maximum productivity and efficiency which has led to prudent management of expenditure of the Institute.

3.4 Human Resources Development

Several key objectives are sought to be achieved through the training programmes offered to officers. Capacity development of officers and human resources development are the most prominent amongst them. These training programmes are geared towards motivating officers to make use of new media and technology for professional development making the most of limited provisions and resources available to them. Further, by bringing about positive attitudinal changes and improving language competency, officers will be able to deliver a more client friendly service which in turn will contribute to build on fruitful institutional interrelations. Creating an experienced and contended workforce by referring the relevant officers to training requirements identified through a systematic and meticulous study is the general objective of these training programmes. The participation of officers in local training programmes in the year 2020 is as follows.

3.5 Local Training Programmes

Table 3.3 Staff training programmes

Name of Training Workshop/ Course	Venue	Date	Officers participated	Expenditure (Rs)
1. Labour laws and industrial relations	NILS	2019/2020	Mr.S A S R Hallala Mrs.N M Jothipala	96,000.00
2. Office Management and Financial Regulations	NILS	24.25.02.2020	Mrs Sharmila Rifan	8,000.00
3. Answering audit queries	NILS	20,27.02.2020 & 05.03.2020	Mrs. Lankika Weerasinghe Mr. Ruchira Chandima	20,000.00
4. Filing	NILS	24.08.2020	Mrs Sharmila Rifan Mrs. Jayani darshika W.M.K.H. Wanigasekara Mrs. Muditha Kandambi	-

Chapter Four

Overall Financial Performance for the year ended 31 December 2020

4.1 Statement of Financial Performance

Table 4.1 Statement of Financial Performance for the period ended 31.12.2020


	Note	2020	2019
		Rs.	Rs.
Operating Revenue			
Revenue	4	15,932,955.01	34,124,988.63
Recurrent Re-imbursment	5	6,100,000.00	10,768,853.53
Total Revenue		22,032,955.01	44,893,842.16
Operating Expenses			
Personnel Emoluments	6	14,506,256.23	14,220,042.83
Travelling	7	66,200.00	3,256,997.11
Supplies & Consumables used	8	928,811.80	1,087,028.72
Maintenance	9	1,405,113.56	1,574,247.53
Contractual Services	10	6,175,515.60	9,408,565.93
Depreciation & amortisations	11	2,005,803.84	1,708,668.62
Other Operating Expenses	12	1,197,614.00	2,560,507.79
Program Activities	13	3,173,958.88	10,867,467.23
Total Operating Expenses		29,459,273.91	44,683,525.76
Net Surplus/(Deficit)		(7,426,318.90)	210,316.40

4.2 Statement of Financial Position

Table 4.2 Statement of Financial Position as at 31.12.2020

	Note	2020 Rs.	2019 Rs.
Assets			
Non Current Assets			
Property, Plant and Equipment	14	9,856,537.24	10,580,528.78
Current Assets			
Inventories	15	1,087,429.45	1,170,525.15
Receivables	16	2,399,259.85	11,094,380.92
Cash Advances	18	-	1,250.00
Fixed Deposit	24	38,779,423.17	26,172,513.93
Cash & Cash Equivalent	19	10,495,247.31	19,918,387.00
Total Assets		62,617,897.02	68,937,585.78
Liabilities			
Current Liabilities			
Accrued Expenses	20	6,079,891.94	1,588,763.23
Received in advance	17	1,618,086.25	1,631,000.00
Total Net Assets		54,919,918.83	65,717,822.55
Net Assets/ Equity			
Accumulated Fund			
Balance B/F as at 01.01.2020		65,717,822.55	64,187,120.89
Adjustments in respect of the previous years	21	(4,408,727.67)	296,500.00
Adjusted Balance as at 01.01.2020		61,309,094.88	64,483,620.89
Capital Reimbursement	22	1,000,000.00	198,553.00
Salary for Ministry Staff	23	37,142.85	825,332.26
Excess/(Deficit) for the Year		(7,426,318.90)	210,316.40
		54,919,918.83	65,717,822.55

The accounting policies on pages 07 to 09 and notes on pages 10 to 36 from an integral part of this financial statement. The Board of Directors are responsible for the preparation and presentation of these Financial Statements in accordance with the Sri Lanka Public Sector Accounting Standards (SLPSAs). These Financial Statements were approved by the Board of Directors and signed on their behalf.


Lankika Weerasinghe
Accountant

Lankika Weerasinghe
Accountant
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D W W P Gunarathna
Governing Board Member

Waruni Gunarathne
Assistant Director
Department of External Resources
Ministry of Finance, Economic and
Policy Development
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M P D U K Mapa Pathirana
Chairman

M P D U K Mapa Pathirana
Secretary
Ministry of Labour
7th Floor, "Mehewara Piyesa"
Narahenpita
Colombo - 05

Final Accounts 2020
National Institute of Labour Studies

4.3 Statement of Cash flows

Table 4.1. Statement of Cash flows

	Note	2020	2019
		Rs.	Rs.
Cash flow from Operating Activities			
Surplus/(Deficit) from Operating Activities		(7,426,318.90)	(2,411,905.03)
Adjustment for:			
Salary for Ministry Staff	23	37,142.85	825,332.26
Depreciation	11	2,005,803.84	1,708,668.62
Interest Income from Fixed Deposit		(2,604,707.06)	(2,433,066.36)
Operating profit before working Capital charges		(7,988,079.27)	(2,310,970.51)
(Increase) / Decrease in Inventories	15	83,095.70	(129,875.48)
(Increase)/Decrease in Receivables	25	8,692,918.89	4,226,215.92
(Increase) / Decrease in Cash Advances	18	1,250.00	3,750.00
Increase/ (Decrease) in Accruals	20	4,491,128.71	(1,928,193.39)
Increase/ (Decrease) Income received in advance	17	(12,913.75)	681,000.00
Previous years adjustments	21	(4,408,727.67)	296,500.00
Cash Generated from Operations		858,672.61	838,426.54
Finance cost		-	-
Net cash flows from Operating Activities		858,672.61	838,426.54
Cash Flows from Investing Activities			
Acquisition of Property, Plant & Equipment	14	(1,281,812.30)	(620,002.99)
Fixed Deposits Investment		(10,000,000.00)	-
Net Cash Flow from Investing Activities		(11,281,812.30)	(620,002.99)
Cash flow from Financing Activities			
Capital Re-imbursment	22	1,000,000.00	198,553.00
Net Cash Flow from Financing Activities		1,000,000.00	198,553.00
Net Increase/ (Decrease) in Cash & Cash Equivalents		(9,423,139.69)	3,039,197.98
Cash & Cash Equivalents at the beginning of the year	19	19,918,387.00	16,879,189.02
Cash & Cash Equivalents at the end of the year	19	10,495,247.31	19,918,387.00

4.4 Notes to Financial Statements

4.4.1 Institutional Information

4.4.1.1 General Introduction

National Institute of Labour Studies is a statutory institute under the purview of the Ministry of Labour. Having restructured the Employee Education Division of the Labour Department, NILS was established as a separate entity in September 2007 under the Ministry in charge of the subject of Labour and was incorporated by the Act, No 12 of 2010 adopted by Parliament giving the Institute legal effect. In terms of the provisions of the Act, the Institute is administered by a Board of Governors consisting of tripartite stakeholders, i.e. the employers, employees and trade unions which represent public sector workers. Currently, it is housed at second floor, Labour Secretariat, Narahelpita, Colombo 05.

4.4.1.2 Principal activities and Nature of Operations

The primary functions of the Institute are to conduct diverse training programmes in relation to the field of labour law and industrial relations, enhance workplace productivity and preparing publications.

4.4.1.3 Staff of the Institute

Though NILS launched its operational activities in September 2007, the cadre of the Institute was formally approved only in March 2014. In the interim, an operational staff was assigned to the Institute by the Ministry of Labour and the Department of Labour and their salaries were paid by the two respective institutions. Hence, the wages, salaries and allowances indicated in the financial statements are paid by NILS as well as the Ministry of Labour and the Department of Labour.

4.4.1.4 Financial management of NILS

The financial management of the institution was carried out by the Ministry of Labour until 30 September 2011. (Due to staff shortage and other constraints)

4.4.2. Basis of Preparation

4.4.2.1 Statement of Compliance

The financial statements of NILS comprise the Statement of Financial Position, Statement of Financial Performance, Statement of Cash Flows, Statement Changes in Equity and notes to financial statements. These statements were prepared in accordance with the Sri Lanka Public Sector Accounting Standards prescribed by the Institute of Chartered Accountants of Sri Lanka.

4.4.2.2 Basis for Measurement

The financial statements have been prepared on accrual basis and adjustments have been made towards inflationary factors.

4.4.2.3 Going Concern

The directors have made an assessment of the Institute's ability to continue as a going concern and they do not either intend to liquidate the Institute or to cease its operations.

4.4.2.4 Comparative Information

The Institute regularly updates its accounting policies and as such they are not consistent with those used in the preceding year. Data, information and statements of the previous year are reclassified and used only when it is required to conform with the current year in order to provide a better presentation.

4.4.2.5 Functional and Presentation Currency

The financial statements are presented in Sri Lankan Rupees, which is the functional and presentation currency of NILS.

4.4.2.6 Accounting policies of significance

The following accounting policies have been applied conforming to all periods for which these financial statements have been presented.

4.4.3.1 Property, Plant and Equipment

The cost of property, plant and equipment comprises its purchase price and any directly attributable cost of bringing the asset to working condition for its intended use. All items of property, plant and equipment are initially recorded at cost less accumulated depreciation or impairment losses. Items of property, plant and equipment are stated at cost or at fair value less accumulated depreciation or impairment losses. When significant parts of property, plant and equipment are required to be replaced at intervals, the entity derecognizes the replaced part, and recognizes the new part with its own associated useful life and depreciation. At the end of each financial year, lands and buildings whose fair value can be measured reliably, are carried at revalued amount at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Further, in terms of Sri Lanka Public Sector Accounting Standard 7 (SLPSAS 7) depreciation is charged to the statement of comprehensive income on the straight line method at the following rates per annum in order to write off the cost of such assets over their estimated useful lives.

Principal annual rates used are as follows.

	2020
Machinery and equipment	10 years
furniture and fittings	13 years (7.5%)
Computers	10 years
Name boards and other	03 years
Books	05 years

The Department of Valuation revalued plant, property and equipment as at 02.10.2013 and the relevant report was issued on 07.01.2014.

4.4.3.2 Inventories

Inventories used during the financial year have been charged to the income and expenditure statement at cost.

4.4.3.3 Cash and cash equivalents

Cash and cash equivalents consist of cash at hand cash deposited in banks.

4.4.3.4 Liabilities and Provisions

Liabilities are recognized in the balance sheet when there is a present obligation arising from past event, the settlement of which is expected to result in an outflow of resources embodying economic benefits. Obligations payable at the demand of the creditor or within one year of the balance sheet date are treated as current liabilities in the balance sheet. A provision is recognized in the balance sheet when the Institute has a legal or constructive obligation as a result of a past event and it is probable that an outflow of economic benefits for which a reliable estimate could be made is required to settle the obligation.

4.4.3.5 Revenue Recognition

Revenue is recognized to the extent that it is probable that the economic benefits will flow to the institute from the sale of goods/services where goods have been provided and transferred. Receipts and receivables at fair value, deductions made from taxes collected from the government of Sri Lanka and sales are indicated as sales.

4.4.3.5.1 Basis for Revenue

Income is computed on accrual basis when the participants make payments. Due to unavoidable circumstances, some participants leave the course before the completion and some course fees cannot be recovered due to variety of reasons. These receivables have not been considered as revenue. However, on such occasions, action is taken to recover balance amounts it is possible. The overall income of the course is determined for the year of the course.

4.4.3.6 Receivables

Trade receivables are stated at the amounts that they are estimated net of allowances for bad and doubtful receivables. Other receivables and dues from related parties are recognized at cost less allowances for bad and doubtful receivables.

4.4.3.7 Defined Contribution Plans

A defined Contribution Plan is a post-employment benefit plan under which an entity pays fixed contribution to a separate entity and will have no legal or constructive obligation to pay further amounts. Obligations for contributions to Employees' Provident Fund covering all employees are recognized as expenses in

profit or loss as incurred. The Institute contributes 12% and 3% of gross emoluments of employees as respectively to the Employees' Provident Fund and the Employees' Trust Fund.

4.4.3.8 Statement of Cash Flows

The Statement of Cash Flows has been prepared in accordance with Sri Lanka Accounting Standards.

4.5 Auditor General's Report

Chairman
National Institute of Labour Studies

Report of the Auditor General on the Financial Statements and other legal and regulatory requirements of the National Institute of Labour Studies for the year ended 31 December 2020 in terms of Section 12 of the National Audit Act No. 19 of 2018.

The above report is sent herewith.

W.P.C. Wickremaratne
Auditor General

Copies: 1. Secretary, Ministry of Labour
2. Secretary, Ministry of Finance

Report of the Auditor General on the Financial Statements and other legal and regulatory requirements of the National Institute of Labour Studies for the year ended 31 December 2020 in terms of Section 12 of the National Audit Act No. 19 of 2018.

1. Financial Statements

1.1 Opinion

The audit of the financial statements of the National Institute of Labour Studies for the year ended 31 December 2020 comprising the statement of financial position as at 31 December 2020 and the statement of financial performance, 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 Finance Act No. 38 of 1971. In terms of Article 154 (6) of the constitution, my report will be tabled in Parliament in due course.

In my opinion, the accompanying financial statements give a true and fair view of the financial position of the Institute as at 31 December 2020 and of its financial performance and its cash flows for the year then ended in accordance with Sri Lanka Public Sector Accounting Standards.

1.2 Basis for opinion

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 opinion.

1.2 Other information contained in the Annual Report 2020 of the Institute

Other information means information, though included in the Annual Report 2020 of the Institute which is expected to be handed over to me after the date of this audit but not included in the financial statements and in my audit report thereon. Those charged with management shall be responsible for other information.

My opinion on the financial statements does not cover other information and I do not provide an assurance of any manner or express an opinion thereon.

My responsibility in relation to my audit regarding financial statements is to read other information whenever available and consider whether there are material inconsistencies between the financial statements or my knowledge gained otherwise and other information.

In reading the annual report 2020 of the Institute, if I concluded that there are material misstatements, such matters shall be communicated to those charged with management. If there

still are misstatements which have still not been corrected, they will be included in the report to be tabled in Parliament by me in due course in terms of Article 154(6) of the Constitution.

1.4 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 the 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 the sub Section 16 (1) of the National Audit Act No. 19 of 2018, the Institute 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 of the Institute.

1.5 Auditor's Responsibility 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 skepticism 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 Institution'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.

I will communicate with those charged with governance regarding the significant audit findings, including any significant deficiencies in internal control that I have identified during the audit.

2. Report on other legal and regulatory requirements

2.1 Special provisions are included in respect of the following requirements in the National Audit Act No. 19 of 2018.

- 2.1.1 A. In terms of the requirements of section 12 (a) of the National Audit Act No. 19 of 2018, I obtained all information and explanations required for the audit and as far as it appears from my inspection, the Authority had maintained proper financial reports.
- 2.1.2 In terms of the requirement indicated in Section 6(1)(d) (iii) of the National Audit Act No. 19 of 2018, the financial statements presented by the Institute are consistent with the preceding year.
- 2.1.3 The recommendations made by me in the previous year have been included in the financial statements as per the requirement of Section 6(1)(d) (iv) of the National Audit Act No. 19 of 2018.

2.2 On the basis of the procedures followed and evidence obtained and being restricted within the material matters, nothing that warrants the making of the following statements did not come to my attention.

- 2.2.1 In terms of the requirement of section 12 (d) of the National Audit Act No. 19 of 2018, whether any member of the governing body of the Institute has any interest, direct or otherwise, outside normal business status in any contract entered into by the Institute.
- 2.2.2 In terms of the requirement of section 12 (f) of the National Audit Act No. 19 of 2018, except for the following observations, whether the Institute has not complied with any applicable written law, or other general or special directions issued by the governing body of the Institute;

Reference to the laws, rules , regulations etc.**Observations**

- | | |
|---|--|
| (a) Section 16.2 of the National Audit Act, No.19 of 2018 | Though the annual performance report should be submitted with the annual financial statements, a performance report had not been submitted along with financial statements. |
| (b) Public Finance Circular No: 05/2016 dated 31 March 2016 | Though the board of survey activities in respect of the preceding year should be physically completed before 15 January every financial year, the board of survey activities relevant to the year under review had not been completed even by 09 April 2021. |
| (i) Paragraph 3.1.2 | |

2.2.3 In terms of the requirement of Section 12(g) of the National Audit Act No. 19 of 2018, whether the Institute has not performed according to its powers, functions and duties, except for the following observations.

Though the key objectives of the Institute in terms of subsections 3 (b), 3 (c), and 3 (d) of the National Institute of Labour Studies Act No. 12 of 2010 are to publish magazines, journals, periodicals and books in relation to labour studies; to carry out surveys and to establish and maintain libraries and information services, no action has been taken even by 31 March 2021 to fulfill those objectives.

2.2.4 In terms of the requirement of Section 12 (f) of the National Audit Act No. 19 of 2018, whether the resources of the Authority had not been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws.

3. Other Matters

- (a) The balances in the current account of the bank, ranged from Rs. 5 million to Rs. 21 million at the end of each month of the year under review held due to the failure to identify the balance of the bank to be maintained for the successful operation of the institute and to invest the excess cash in a short-term savings scheme. Through that the interest income which the institute could have been earned for the future had been lost.
- (b) Though a van donated to the Employees' Education Division of the Department of Labour in the year 2001 by the United Nations Development Programme had been handed over to the Employees' Education Division of the Department of Labour when it was separated from the Department and established as the National Institute of Labour Studies, the vehicle had not been properly acquired. Though the vehicle had been withdrawn from running due to a technical fault, the Department of Motor Traffic had confirmed that a private owner had a van with the same registration number of this vehicle. Accordingly, a complaint was lodged with the Colombo Fraud Investigation Bureau on 5th January 2020 by the institute and though the Commissioner General of Motor Traffic was instructed by the Bureau through the court order to submit the original file and the transfer file of the

vehicle to the institute, the investigation was halted due to non submission of the files even by 31st December 2020.

- (c) The approved carder of the institution is 45 and actual cadre was 17 as at 31st December 2020 which was 38 present of the approved cadre. Meanwhile, 06 out of 9 senior level posts remained vacant.
- (d) The Examinations Division conducts examinations for the recruitment of staff, efficiency bar and evaluation and promotion of services based on the needs of public sector corporations, statutory bodies and depending on the institutional needs of the private sector. However, it was observed that the preparation of question papers and evaluation of answer papers is done by a single person and not by a board and there is a risk of anomalies in the examination. Furthermore, the flow charts of the institute's internal procedures for conducting examinations were not observed during the audit and sufficient information was not provided to evaluate the adequacy of the controlling methods, provided to adopt accepted security practices and accepted security practices related to confidentiality protection.
- (e) The Research, Publication and Project Division of the Institute had been established in July 2020 and there is only one Acting Assistant Director for that Division and no other staff has been assigned up to 10th April 2021. Accordingly, the achievement of the desired objectives of establishing this sector has been very slow.
- (f) Though the National Institute of Labour Studies was included in the scope of the Ministry of Labour in terms of Paragraph (i) of Part I of Gazette Extraordinary dated 01 August 2020 of the Democratic Socialist Republic of Sri Lanka, the National Institute of Labour Studies Act, No. 12 of 2010 had not been included under the laws and acts to be implemented.
- (g) The Annual Report in respect of the year 2019 had not been tabled in Parliament even by 10th April 2021.

W.P.C. Wickremaratne

Auditor General

4.6 Measures taken/ expected to be taken in respect of observations submitted through the report of the Auditor General

- 2.2.2 (a) Action will be taken to submit the performance report in future along with annual financial statements
- (b) The staff has been briefed about the need to physically finalize the annual board of survey on the prescribed date as required by circulars and action will be taken in future to complete such activities on the due date.
- 2.2.3 In pursuance of the approval received subsequent to the submissions made to the 45th Governing Council held in June 2020 with the objective of formally issuing publications and extending the scope of projects, the relevant activities are being carried out having established a publication project division. A periodical called NILS Newsletter with the objective of creating awareness amongst target groups on labour legislation and programmes conducted by NILS has been issued. In addition, action was initiated to hold a research seminar in relation to labour studies annually from the year 2020 onwards. The research seminar planned to held under the theme 'Women at Work' could not held in the year 2020 due to the worsening Covid-19 pandemic situation at the time , however it was held as a online event on 15 March 2021 under the patronage of the Hon. Minister Nimal Siripala De Silva and the Secretary of the Ministry. The researchers of the 10 research papers selected for the final round made presentations on their research and 60 direct participants including several undergraduates participated at the event using zoom technology.
- 2.2.4 In terms of the requirement of Section 12 (f) of the National Audit Act No. 19 of 2018, the resources of the Authority had been procured and utilized economically, efficiently and effectively within the time frames and in compliance with the applicable laws.
- (a) Having checked the bank account balance sheet, a board paper was submitted to the governing body having inspected the balance of the bank account, a board paper was submitted to the meeting of the Board of Governors held on 13.10.2020 and since it was unfruitful to keep Rs. 6 million in a current account, and approval was obtained to keep an amount sufficient to meet monthly expenses in the current account and to either deposit the balance in a fixed deposit or invest in short-term investments in consultation with the bank. However a situation arose where the relevant money could not be deposited in fixed deposits to protect the liquidity due to the non-receipt of expected revenue as the conduct of training programmes and examinations was crippled due to the Covid-19 pandemic and the non-receipt of treasury imprest on time and as such it was postponed. As of now, measures have been taken to retain an adequate sum in the current account to ensure liquidity and invest the remaining amount as fixed deposits.
- (b) Subsequent to a complaint being lodged to the Colombo Fraud Investigation Bureau regarding this van, the Commissioner General of Motor Traffic was notified to provide the original file and the transfer file of this vehicle. However these files have still not been submitted by the Motor Traffic Department.

- (c) Action was taken in the year 2019 to fill 04 vacancies in the approved cadre of the institute and due to the Covid-19 outbreak in the year 2020, the institute experienced a host of financial difficulties. Due to the prevailing financial situation of the Institute, it is not possible to recruit the entire approved cadre as it would be an unbearable burden on the institute. Further, necessary measures have already been initiated to submit recommendations to the Department of Management Services and make necessary amendments, having conducted a review on the composition of the approved cadre of NILS.
- (d) At the meeting of the Board of Governors held on 02 February 2021, two papers were presented and approval was obtained for introducing methods for the selection of the pool of resource persons and streamlining the payment methods. They were aimed at regularizing the activities of the Examinations Division and providing a qualitative service to external institutions. Our institute has recognized the need for taking all possible measures for preventing examination malpractices, adopting accepted procedures and ensuring confidentiality and more action is required to be taken. The Board of Governors has focused attention on laying more emphasis on these matters and further action will be based on its decisions. However, you are informed that all activities relating to examinations held thus far have been conducted under the direct supervision and observation of the Director General.
- (e) Action is being taken to make optimal use of the existing human resources having regard to limited human and financial resources presently available with the institute. Therefore, action is being pursued to maintain a timely balance between the financial stability of the institute and the increasing of human resources. Further, approval has been secured from governing council to make necessary recruitments to the Research, Publications and Project Division. Accordingly, when the situation is returned to normal after the pandemic situation arrangements have been made to recruit suitably qualified officers to the said posts.
- (f) Since the scope, powers and functions, special priorities and the relevant institutional and legal framework is determined by virtue of powers vested in His Excellency the President In terms of the Constitution of the Democratic Socialist Republic of Sri Lanka dated 09th August 2020, it is wished to be pointed out that our institution is not in a position to transgress the powers of His Excellency the President. However, at the meetings held at the Presidential Secretariat, representations were made through the Ministry of Labour that such provisions be included under the laws and regulations to be enforced under the institutional and legal framework relevant to the National Institute Labour Studies Act, No,12 of 2010.
- (g) Action has been taken to table the Annual Report relevant to the year 2019 in Parliament.

ජාතික ශ්‍රම අධ්‍යයන ආයතනය தேசிய தொழில் கற்கைகள் நிறுவகம் National Institute of Labour Studies

ජාතික ශ්‍රම අධ්‍යයන ආයතනය කමිකරු අමාත්‍යාංශය යටතේ ක්‍රියාත්මක වන ව්‍යවස්ථාපිත ආයතනයකි. මෙම ආයතනය 2007 සැප්තැම්බර් 11 වන දින ස්ථාපිත කරන ලද අතර 2010 අංක 12 දරන ජාතික ශ්‍රම අධ්‍යයන ආයතන පනත මගින් බලාත්මක කරන ලදී. කමිකරු ක්ෂේත්‍රයේ ත්‍රෛපාර්ශ්ව හවුල්කරුවන් වන සේවා, සේවක හා රජයේ සේවකයින්ගෙන් සැදුම්ලත් පාලක මණ්ඩලයක් මගින් පාලනය වේ. කමිකරු අනුපනත්, නීති රීති රෙගුලාසි පිළිබඳව දැනුවත්, ඵලදායී ශ්‍රම බලකායක් නිර්මාණය කිරීම සඳහා අවශ්‍ය පුහුණු හා පර්යේෂණ කටයුතු සැලසුම් කිරීම සහ ක්‍රියාත්මක කිරීම මෙම ආයතනයේ මූලික කාර්යභාරයයි.

தேசிய தொழில் கற்கைகள் நிறுவகமானது, தொழில் அமைச்சரின் அதிகாரத்தின் கீழ் வருகின்ற நியதிச்சட்ட அமைப்பொன்றாகும். இந்த நிறுவகம், 2007 செப்ரெம்பர் 11 ஆம் திகதி தாபிக்கப்பட்டிருந்ததுடன், 2010 ஆம் ஆண்டின் 12 ஆம் இலக்க தேசிய தொழில் கற்கைகள் சட்டத்தினால் வலுப்படுத்தப்பட்டிருந்தது. இந்த நிறுவகம், முத்தரப்பு அக்கறைதாரர்களான தொழில்தருநர்கள், பணியாளர்கள் மற்றும் அரச அலுவலர்களைக் கொண்ட ஆளுநர் சபையினால் நிர்வகிக்கப்படுகின்றது. இந்நிறுவகத்தின் பிரதான பணி, தொழில் சட்டங்கள், கட்டளைச்சட்டங்கள், சட்டங்கள், விதிகள் மற்றும் ஒழுங்குவிதிகள் பற்றி அறிந்துள்ள பயனுறுதிவாய்ந்த, ஆக்கத்திறனுள்ள தொழில் அணியொன்றை உருவாக்குவதற்குத் தேவையான பயிற்சி மற்றும் ஆய்வு நடவடிக்கைகளை வடிவமைப்பதும், நடைமுறைப்படுத்துவதுமாகும்,

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2 වන මහල, කමිකරු මහලේකම් කාර්යාලය, කොළඹ 05.
2 ஆவது தளம் தொழில் செயலகம், கொழும்பு 05.
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