



2022

லாீகை காரீட காதல லாீகால

வருடாந்த செயலாற்றுலை அறிகலை
Annual Performance Report



தானிக லேலாரகலக டேலாரீலுல
தேசிய சுவடிகூடத் திணைக்களம
Department of National Archives

2022

වාර්ෂික කාර්යය සාධන වාර්තාව
வருடாந்த செயல்திறன் அறிக்கை
Annual Performance Report



ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුව, අංක 07, පිලිප් ගුණවර්ධන මාවත, කොළඹ 07

தேசிய சுவடிகள் காப்பக திணைக்களம், இல.07. பிலிப் குணவர்தன

மாவத்தை, கொழும்பு 07

Department of National Archives, No 07, Philip Gunawardana Mawatha, Colombo 07.

Annual Performance Report 2022

Department of National Archives

Expenditure Head No - 209

<i>Contents</i>	<i>Page</i>
Chapter 01 – Institutional Profile	01
1.1 Introduction	01
1.2 Vision, Mission, Objectives and Laws	02
1.2.1 Vision	02
1.2.2 Mission	02
1.2.3 Objectives and Functions	02
1.2.4 Constitution, Regulations and Circulars	03
1.3 Key Functions	04
1.4 Organisational Chart	04
1.5 Main Divisions of the Department	05
1.5.1 Administration Division	05
1.5.2 Finance Division	05
1.5.3 Internal Audit Division	05
1.5.4 Planning Division	05
1.5.5 Records Management and Accession Division	05
1.5.6 Confidential Records Division	06
1.5.7 Public Relations Division	06
1.5.8 Training, Exhibition and Information Division	07
1.5.9 Research Room	07
1.5.10 Conservation Division	07
1.5.11 Registration of Books and Newspapers Division	08
1.5.12 Reprography Division	08
1.5.13 Maintenance Division	09
1.5.14 Digital Records Division	09
1.5.15 Audio-Visual Division	09
1.5.16 Library	09
1.5.17 Repositories	10
1.5.18 Kandy Branch	10
 Chapter 02 – Progress and Future Outlook	 11
2.1 Special programmes and achievements	11
2.2 Future goals	18
2.3 Challenges	19
 Chapter 03 – Overall Financial Performance	 21
3.1 Statement of Financial Performance	21
3.2 Statement of Financial Position	22
3.3 Statement of Cash Flows	23
3.5 Notes to the Financial Statements	24
3.6 Performance of Revenue Collection	24
3.7 Performance of Utilisation of Allocation	24
3.8 In terms of F.R.208 grant of allocations for expenditure as an agent of the other Ministries/ Departments	24

3.9	Performance of Reporting of Non-Financial Assets	25
3.10	Auditor General's Report	26
	Chapter 04 – Performance Indicators	37
4.1	Performance indicators (Based on Action Plan)	37
	Chapter 05 – Performance of achieving Sustainable Development Goals (SDG)	38
5.1	Relevant Sustainable Development Goals	38
5.2	Achievements and challenges	40
	Chapter 06 – Human Resource Profile	41
6.1	Cadre Management	41
6.2	How the shortage in human resources has affected performance	41
6.3	Human Resource Development	42
6.4	How training programmes contribute to the performance of the National Archives	42
	Chapter 07 – Compliance Report	43

1 Institutional Profile

1.1 Introduction

The tradition of records management in Sri Lanka has a long history dating back to the reign of the kings. However, the royal records of the kings have been destroyed due to various invasions. The coastal areas of the island were under Portuguese rule from the late sixteenth century onwards until 1638, after which they were conquered by the Dutch within a period of twenty years. During this war, the Portuguese destroyed their records. However, the British seized the documents created by the Dutch administration during their peaceful conquest of the coastal areas in 1796.

Accordingly, the National Archives of Sri Lanka does not hold original documents created during Portuguese rule, but they can be found in Lisbon and Goa. However, more than 7000 volumes of Dutch documents have been preserved over the years. In 1803 the post of “Keeper of the Dutch Records” was created. At the time of British colonial rule, the responsibility for the archives was primarily vested with the Colonial Secretary and the Historical Manuscripts Commission. In 1902, the post of “Government Archivist” was created as an affiliated official post of the Colonial Secretary’s Office. When Sri Lanka achieved independence, the archives was under the purview of the Colonial Secretary.

The Department of Government Archivist was established in 1947 and in 1966 it was renamed the Department of National Archives or National Archives. The title of head of the institution was changed from “Govenment Archivist” to “Director” in 1966. Following the restructuring of the department in 2017, the post was amended to “Director General National Archives”.

The National Archives Act No. 48 of 1973 was amended by the National Archives (Amendment) Act No. 30 of 1981. At present the National Archives is under the Ministry of Buddhasasana, Religious and Cultural Affairs.

The Department of National Archives can be described as a repository of the memory of the nation, an institution that imparts knowledge, and a centre for the transmission of information to the public.

1.2 Vision, Mission, Objectives and Laws

1.2.1 Vision

The effective management and preservation of documentary heritage to protect national identity, accountability and memory.

1.2.2 Mission

To systematically manage and conserve government records and to preserve private archives that reflect the history and culture of the nation.

1.2.3 Objectives and Functions

The objectives and functions set out in the National Archives Act No. 48 of 1973, and the National Archives (Amendment) Act No. 30 of 1981 are as follows:

- Ensuring the official custody and physical safety of public archives
- Providing information for research and investigation purposes
- Approval of schedules for transfer to the National Archives and destruction of records of government institutions.
- Conducting records surveys in public institutions.
- Administration of Presidential Archives and its reference service.
- Maintaining the legal depository of publications produced in the country.
- Conducting training workshops for Records Management and Conservation.
- Administer the ordinances on printing presses, printers and publishers and newspapers.
- Preserving and indexing of deposited private collections.
- Documenting the details and ownership of all historical documents in the country.

1.2.4 Constitution, Regulations and Circulars

- National Archives Act No. 48 of 1973.
- National Archives (Amendment) Act No. 30 of 1981.
- Ordinances enacted under the National Archives Act of No. 48 of 1973
 - Printing Presses Ordinance No. 16 of 1902 (Cap. 178) and its amendments.
 - Printers and Publishers Ordinance No. 01 of 1885 (Cap.179) and its amendments.
 - Newspaper Ordinance No. 5 of 1839 (Cap. 180) and its amendments.
- Regulations of access to public records
 - Government Gazette No. 15 of 15.12.1978.
- Regulations of access to commission records
 - Government Gazette No. 74 of 02.01.1980.
- Disposal action for judicial (court) records
 - Government Gazette No. 21 of 26.01.1979.
- Disposal of Kachcheri (District Secretariat) records
 - Government Gazette No. 99 of 25.07.1980
- Disposal of housekeeping/ephemeral records in public institutions
 - Government Gazette No. 313 of 31.08.1984
- Administrative Regulations on disposal records
 - Section 9:1 to 9:8 of Chapter 28 of the Establishments Code.
- Circulars for preparing of schedules and preservation of public records.
 - Public Administration Circular 25/2008 – 17.12.2008
 - Public Administration Circular 08/2017 – 29.03.2017.

1.3 Key Functions

- 1.3.1 Providing research facilities and certifying extracts for the public.
- 1.3.2 Provide historical and administrative information to public and other institutions
- 1.3.3 Facilitating access to reprographic copies such as microfilms, scans and digital photography
- 1.3.4 Providing advice to public institutions and private sector on records management and archives administration.
- 1.3.5 Providing advice for the establishment of School Archives.
- 1.3.6 Providing advice to the J. R. Jayawardene Research Centre on professional activities.
- 1.3.7 Providing advise on microfilming of records.
- 1.3.8 Providing technical advice to public institutions and private sector on preservation and conservation of records.
- 1.3.9 Organising and holding exhibitions of historical records.
- 1.3.10 Producing extracts of documents in courts and giving evidence when summoned.
- 1.3.11 Conducting research on Sri Lankan history.
- 1.3.12 Issuing licenses for the export of historical records in Sri Lanka

1.4 Organisational Chart

Please see annex 01.

1.5 Main Divisions

1.5.1 Administration Division (DNA/2)

This division is responsible for the internal administration of the department. It carries out all duties from recruitment of departmental posts up to retirement and the internal assignment of officers, distribution of duties, transfers as well as directing staff to training courses for human resource development. This division also coordinates the professional activities and services of the National Archives with other institutions.

1.5.2 Finance Division (DNA/3)

This division handles all accounting activities of the department, related paperwork and planning activities. All financial matters such as salaries and loan payments activities, preparation of annual accounts, preparation of annual estimates, procurement activities, and submitting financial reports to the line ministry and Treasury are carried out by this division.

1.5.3 Internal Audit Division (DNA/4)

The Internal Audit Division of the Department of National Archives has been established since May 2019. Its main objectives are ensuring that development activities and other administrative activities are carried out in a proper and transparent manner subject to an independent evaluation and report to the Director General, minimisation of the number of cases referred to the Public Accounts Committee by organizing Audit Management Committees as a forum to discuss issues within the Department and acting on the instructions of the Director General for other public affairs of the Department.

1.5.4 Planning Division (DNA/5)

The Planning Division handles planning activities of many projects of the National Archives including preparation of annual action plans related to Sustainable Development Goals and Vistas of Prosperity and Splendour, collection of information and preparation of monthly progress reports related to the action plan submission of progress reports and other relevant reports to the line ministry. The preparation of the performance report is also mainly carried out by the Planning Division.

1.5.5 Records Management and Accession Division (DNA/6)

It is through this division that documents from public authorities or individuals are mainly accrued to the Department of National Archives.

Public records that are not less than 25 years old under section 9 (2) (e) of the National Archives Act No. 48 of 1973, public records in the event of the closure of a public institution under section 10 of the act, records and manuscripts of historical, cultural or literary value held in private possession or in the possession of any institution under section 12 of the act, should be handed over for permanent preservation to the National Archives. Furthermore, in terms of section 13 of the act, publications of public authorities and specimens issued by the Postmaster General, Governor of the Central Bank and Surveyor General and election literature issued by candidates in an election shall be sent to the Department of National Archives for permanent preservation within thirty days of issue. This division assigns numbers and accession numbers to the records after the documents have been accrued.

Under the National Archives (Amendment) Act No. 30 of 1981, when the term of a President of Sri Lanka expires, the public documents and printed matter of the Presidential Secretariat must be handed over to the Department of National Archives. After receiving these documents, the documents will be forwarded for depositing in the appropriate repositories, after giving section numbers and attachment numbers to the documents.

1.5.6 Confidential Records Division (DNA/7)

Under Section 11 of the National Archives Act No. 48 of 1973, all documents pertaining to a Commission of Inquiry appointed under the Commissions of Inquiry Act or any Committee of Inquiry appointed by a Minister are accepted to be deposited at the National Archives within three months after the submission of the final report of that Commission or that Committee. Those documents are received and deposited by this division. Furthermore, documents handed over by the Presidential Secretariat and the Office of the Cabinet of Ministers in accordance with Section 9(2) of the National Archives Act No. 48 of 1973, are received and deposited by this division after providing instructions on records acquisition following a records survey.

In general there are restrictions imposed on access to these documents and in order to use them within that period of closure the responsible officer of the relevant institution should provide permission. The activities of this division are handled by specially authorised officers who have signed confidentiality agreements.

1.5.7 Public Relations Division (DNA/8)

This division primarily maintains the professional services required by the public. It handles certification of copies of extracts, coordinating the provision of evidence on extracts of

records when summoned to courts, accepting search requests for information from records as per local and foreign requirements and providing extracts of them, providing researchers with reader passes for the Research Room, issuing extracts of documents as per research requirements, etc.

While certified copies of translations of Dutch thombos, voters registers, the government gazette, newspapers, crown grants, Sannas, Grain Tax Registers, praveni registers, vihara dewala records etc. are issued as per the requirements of the public and government and non-government organisations, certified copies are also issued in relation to publications and media activities.

1.5.8 Training, Exhibition and Information Division (DNA/9)

This division conducts all activities related to training courses and exhibitions, presents stalls for exhibitions organised by other institutes and educates school children, university students and the public about the deposits of the department and its services rendered. Furthermore, the head of this division is the Information Officer appointed under the Right to Information Act no. 12 of 2016.

1.5.9 Research Room (DNA/10)

The Research Room provides necessary facilities for readers who come for research to use the records. The Research Room contains finding aids, précis and summaries, index cards and other guides to record groups. From the Research Room, readers can access the database of the Times Collection, which is a collection of photographs and newspaper cuttings purchased from the Times of Ceylon Press that was digitised and entered into a database under a project implemented by the National Archives.

1.5.10 Conservation Division (DNA/11)

Preservation, conservation and restoration activities of the records deposited in the National Archives are carried out by the Conservation Division. In addition, it provides technical advice on preservation and conservation of records in government institutions, semi-government institutions, private institutions, and historical records of religious places, and conducts research on records conservation. This division also conducts training courses for book binders and conducts workshops on palm leaf conservation.

1.5.11 Registration of Books and Newspapers Division (DNA/12)

Registration of presses, registration of publications, periodicals, newspapers printed in registered presses and updating of related notes, preparation of a catalogue of legal publications (classification of publications, computerisation), preparation of a catalogue of gazettes, despatching receipts for reports of monthly publications sent by printing presses, collecting corrected monthly publication reports for deficient reports as well as inspection of bookshops to search for unregistered publications, inspection of printing presses, initiation of legal proceedings against printers who do not send printed materials and monthly publication reports, are mainly carried out by this division.

In addition, this division also carries out the task of issuing publications to the National Library and Documentation Services Board, University of Peradeniya, University of Ruhuna and the Department of National Museums for public reference. It also engages in tasks such as assisting the Department of Cultural Affairs to select publications from publications to be issued to the University of Ruhuna for the State Literary Awards and sending reports related to publications to the Department of Census and Statistics.

■ Legal deposit

DNA/12 holds the responsibility for the accrual of newspapers and publications published in the island.

■ Registration and administration of printing press

Printing presses are governed by the Printing Presses Ordinance and the Printers and Publishers Ordinance. This division handles activities such as registration of printing presses, closure of printing presses, inspection of printing presses, updating and publishing the list of printing presses and taking legal action against printing presses.

1.5.12 Reprography Division (DNA/13)

Records in a physically vulnerable condition and other vital records are copied onto microfilms in a manner consistent with international standards by this division. In addition, this division handles photography activities at various occasions on behalf of the department and provides extracts from various records using digital cameras to meet the requests of the public. Also, advice is also given on the subject area to external government or private institutions upon request.

1.5.13 Maintenance Division (DNA/14)

This division ensures the proper maintenance of the Heating, Ventilation and Air-Conditioning (HVAC) system, Building Maintenance System (BMS), CCTV system, plumbing system etc, which are essential for archives management. Also, all day to day maintenance work of the department is carried out by this division.

1.5.14 Digital Records Division (DNA/15)

This Division, formerly the Computer Division of the National Archives, was formally reorganised as the Digital Records Division in 2021. It handles updating the website, updating of software, computer network maintenance, software management for archives management and daily computer-related problems in the department. This division is also responsible for the accrual of digital documents and the proper storage and maintenance of such documents.

1.5.15 Audio-Visual Division (DNA/16)

Audio visual documents such as cinematic films, microfilms, folk songs, audio cassettes, black and white photographs, colour slides etc. are deposited in this division. This division examines and issues audio-visual material to the Research Room for researchers. Among other functions carried out by this division are providing facilities for researchers to listen to rare recordings of folk music and issuing copies of them, issuing digital copies of microfilms and the maintenance of audio-visual equipment. The Audio-Visual Division is also responsible for the preservation and conservation of films deposited in the film archives as per accepted standards.

1.5.16 Library (DNA/17)

Books on archival science and the history of the island are deposited in the Department library. In addition it has books on political science, social science, folklore, culture, anthropology, law, foreign relations, literature and various other subjects. This library is maintained for the use of the officers of the Department and for researchers to peruse secondary sources when required together with the use of original documents. The collection of black and white photographs of local and foreign people and various events, and the collection of paper cuttings owned by the Times of Ceylon Limited are deposited at the National Archives and maintained under the supervision of the library. The Horagolla Library which contains a collection of books on various subjects donated by the family of the former

Prime Minister S.W.R.D. Bandaranaike is also under this division. Permission from the family of S.W.R.D. Bandaranaike is necessary to access these documents.

1.5.17 Repositories (DNA/19)

The head office of this department has seven repositories and the documents if lined up will extend to 23.5 linear kilometres. The first group of such records includes documents produced by the Dutch East India Company that controlled the coastal areas of Ceylon between 1640–1796. Other records include documents from British rule from 1796 to 1948, records from after independence in 1948, documents collected by the Historical Manuscripts Commission, private collections and maps.

1.5.18 Kandy Branch (DNA/20/1)

The Kandy Branch of the Department of National Archives is situated in the old courts complex at Hemamali Mawatha inside the high security zone attached to the premises of the Dalada Maligawa. In the year under review there was an National Archives Assistant Director, a Senior Archivist (CuD), three Development Officers, two Office Employees Service persons, an Archival Assistant and Book Binder attached to the Kandy Branch of the Department of National Archives.

Judicial Commission Reports (1815–1833), Reports of the Kandyan Commissioners Council (1815–1833), Kandy Kachcheri Records (1821–1970), Kurunegala Kachcheri Records (1834–1949), Kegalle Kachcheri Records (1833–1952), Matale Kachcheri Records (1891–1971), Praveni Pangu Records of Kandy, Matale, Kegalle and Kurunegala (1870–1872) and Vihara Land Records (1854–1870) are safely deposited in the Kandy Branch.

2 Progress and Future Outlook

2.1 Special programmes and achievements

Infrastructure Development

2.1.1 The renovation of the main building in Colombo of the Department of National Archives and the installation of central air cooling, fire protection and advanced security systems which began in 2019, could only be completed up to about 53 per cent by December 2022. Due to the lack of staff reporting to work due to the financial instability in the country and insufficient allocation for the project, there was a significant delay in the construction work

2.1.2 A project to instal a mobile racking system in the main building in Colombo was approved in 2019 for an all-inclusive value of Rs. 340.79 million, and under it, facilities for depositing archives in accordance with the best practices of archives management are to be expanded. Cabinet approval was received on 07.09.2021 to award the consultancy services for the installation of the mobile racking system to the Central Engineering Consultancy Bureau (CECB). Due to the change in the estimated amount, a Cabinet paper was submitted again on 06.12.2021 to the Ministry requesting approval for the revised cost. Accordingly, Cabinet decision dated 25.01.2022 to discuss the revised estimate with the Department of National Budget was obtained. However, according to the National Budget Circular 03/2022, the project was temporarily suspended in the year 2022.

Digital Affairs

2.1.3 Since it is essential to establish a reliable digital repository at the National Archives to ensure the continuity and authenticity of digital records, it is necessary to adopt international

standards on digital preservation under the project 'Establishment of a Trusted Digital Repository at the National Archives (Stage I)'. Its first phase included setting up a 500 terabyte capacity digital repository. However, according to the National Budget Circular 03/2022, this project was also temporarily suspended in the year 2022.

2.1.4 The department's website is being revamped by the Digital Records Division and on 19.10.2021, the agreement was signed and the revamping of the department's website was started. In addition to this, this division has been responsible for keeping the main server computer up-to-date and ensuring its security.

2.1.5 The digital copies of the map collection digitised on the i2S Supra Scanner installed in the Map Division have been securely stored. Furthermore, large documents and newspapers are being digitised and copies are being issued to the public utilising the same machine. The Map Division completed the following tasks in the year 2022:

- Maps issued to researchers 141
- Copies issued 197
- Quality checking of maps 14
- Quality checking of other documents 678
- Others (scanned RBN catalogue pages) 2469
- OCR conversion of RBN catalogue pages 2288
- Documents digitised on public request 2627
- Digitisation of other document pages 1807

2.1.6 The Map Division also digitised record group 25.86 and record group 25.198. Furthermore, digitising of the archive 6/7565, which was in very poor condition, and numbering of the *Veerakesari* newspaper from August to October 1930, which was in very poor condition, were also carried out.

2.1.7 When the Computerisation of Indexes Project was temporarily halted in 2019 due to the absence of consultants and data operators, 396,777 index cards (44%) of select record groups from record groups 1 to 685 had been computerised, and the re-examination and correction of

some record groups from 1 to 603 had been completed. The project was resumed on 14.12.2021 and by the end of the year 2022, 467,719 indexes were computerised.

Records Management Training

2.1.8 Lectures and awareness programmes about records management and conservation as well as the functions of the department were carried out for executive and non-executive officials of ministries, departments, and other government institutions and lecturers and students of universities. These lectures were conducted in the premises of the National Archives and in those institutions.

- Awareness and practical programmes were conducted on 06.04.2022 for 35 Navy officers of Trincomalee and on 05.10.2022 for 24 officers of Air Force at the departmental premises.
- Lectures were conducted on 05.05.2022 and 24.05.2022 for all officers of the Department of Wildlife Conservation, on 11.10.2022 for 30 officers of the Land Reform Commission located in Battaramulla, on 18.10.2022 for officers of the North Western Provincial Land Commissioners Department and on 18.11.2022 for officers of the Ministry of Buddhasasana, Religious and Cultural Affairs in those institutions.
- On 06.10.2022, a total of 70 teachers and students of the Faculty of Library and Information Science of the University of Kelaniya visited the various divisions of the department for an awareness programme.

Preservation of Audio-Visual Archives

2.1.9 All tasks such as numbering, inspection, cleaning of magnetic tapes, videocassettes, motion pictures, audiocassettes acquired by the National Archives, as well as numbering, inspection and orderly depositing of microfilms and releasing to the Research Room for public and research purposes and issuing of copies for research needs are carried out by the Audio-Visual Division. In the year 2022, the following tasks were carried out by this division:

- Rewinding and cleaning of 224 positive films, 99 negative (picture and sound) films and 92 documentary films.
- Inspection, cleaning and rewinding of 20 videocassettes (VHS).

- Inspecting and rewinding of 420 microfilms
- Issuing 432 microfilms to the Research Room and receiving back 435 microfilms from the Research Room and depositing them correctly.
- Facilitating access to and copying of folk songs for school students, university students and scholars for research.
- 52 researchers came to consult audio-visual archives and 432 audio-visual archives (reels) were issued to them.
- Carrying out all related duties in the conference hall and auditorium owned by the department and maintaining it properly.

2.1.10 The Audio-Visual Division is also responsible for the conservation of the archived film collection (376 films) obtained from the National Film Corporation and private collections. In the year 2022, 37 documentaries from the Government Information Department, 2 films from the National Film Corporation and 12 films from private contributions were accepted to the collection of film archives.

Preservation of Paper and Palm Leaf Records

2.1.11 The Conservation Division of the National Archives strives to preserve the written heritage of the nation for future generations. It carried out the conservation of 01 archival volume, binding of 01 voters register, binding of 453 newspapers, binding of 44 books with thick covers, conservation of 01 personal document, as well as the blackening of 108 palm leaves. 500 index cards and 3500 flags were also produced. In addition, records surveys were conducted in one religious location that has records important to Sri Lanka, and conservation work was carried out for the preservation of published material and palm leaf manuscripts in them. Furthermore, 33 records survey duties have been performed in various institutions.

2.1.12 Selected newspapers were microfilmed for the purpose of preserving the information contained in records in another medium and for the convenience of the public and researchers who use the archives, as well as to minimise the frequent use of the originals. In the year 2022, 6,550 microfilming exposures for the Daily News (new) (2021.01.01 to 2021.02.28)

newspaper and 3,200 photographs in response to public requests and other purposes were created.

2.1.13 The Kandy Branch office computerisation of documents 1780-1850 of record group 34 (Matale Praveni Pangu), and numbering of documents 3949-4301 of record group 30 (grain tax), preparation of indexes for grain tax register of Sabaragamuwa province and, the cleaning, packaging and depositing of the household lists in the districts of Kandy, Nuwara Eliya, Kalutara, Galle, Matale was mainly done in the year 2022.

Acquisition of Records

2.1.14 As per the programme to acquire public records to fulfil the responsibility to protect national heritage, under Section 9 of the National Archives Law No. 48 of 1973, 4112 public records from ministries, departments, statutory boards and courts, 987 commission and committee documents under Section 11, 221 private documents under section 12, 2940 publications under section 13(1) and 8,260 documents have been accessioned during this year.

2.1.15 Twelve documents of the Presidential Commission on Simplification of Existing laws and Regulations in the interests of the People (CSELR), 75 documents of Committee providing relief to the Government/Semi Government Officials who have been acquitted from the cases filed against the Government/Semi Government Officials with the objective of political victimization under the Yahapalana Government were examined and acquired by signing the final franchise forms. Also, 345 documents of the Special Presidential Commission of Inquiry on examining, information gathering, investigating, reporting the finding and providing the recommendations on the task undertaken by the Anti-corruption Committee and its Secretariat were accepted by the Confidential Records Division for checking.

2.1.16 Furthermore, accessioned in the year 2022, 201 documents of the Presidential Commission of Inquiry to Investigate and Inquire into the alleged wrongdoing irregularities and malpractice in connection with ETI Finance Ltd (ETI), 247 documents of the Presidential Commission of Inquiry to investigate and Inquire into the various allegations and alleged corruption in Sri Lanka Customs, 539 documents of the Presidential Commission of Inquiry to inquire into and obtain investigate and obtain information in relation to alleged Political

Victimization of Public officers, Employees of State Corporations, Members of the Armed Forces and the Police Service who held Posts during the Period Commencing 8th January 2015 and Ending 16th November 2016 and 2124 Cabinet Office records were deposited in the Confidential Records Division.

Provision of Archival Services

2.1.17 During the year 2022, the number of readers who came to the main office for research is 2,011 and 2,904 archives, 1,094 newspapers, 934 books and 444 microfilms were issued to them. Furthermore, 374 readers visited the Kandy branch office and 1,157 documents were issued for reference. Accepting applications for searches and issuing extracts as per public requests, certifying extracts, and issuing extracts of records as per research needs were carried out at the head office as well as at the Kandy branch office. The number of people who visited the head office for public inquiries was 5,286 and in order to submit documents to the courts, 22 appearances in courts were handled from the head office and 04 from the Kandy branch office. The issuing of document extracts in the year 2022 is as follows:

No.	Type of application at head office in Colombo	Number of applications received	Number of applications issued
i	Crown Grants	703	650
ii	Grain taxes	121	105
iii	Nila pangu, Praveni pangu and Commissioner's Notes	94	82
iv	Temple and Devala lands	39	28
v	Thombu	54	20
vi	Voters Registers	726	718
vii	Government Gazette	1306	1306
viii	Certification of copies of documents	311	311
ix	Issuance of Research Room Passes (Domestic / Foreign)	967	967
x	Computer scanning	557	557
xi	Sales of Publications	---	215

No.	Type of application at Kandy branch	Number of applications received	Number of applications issued
i	Service Tenure Registers (S.T.R.)	46	34
ii	Grain Tax Registers (G.T.R.)	7	7
iii	Temple and Devala lands register (T.L.R.)	81	77
iv	Commissioner records (T.L.C.P.)		
v	Sannas	18	10
vi	Gazzetts	29	19
vii	Act	7	7
viii	Title plans	18	18
ix	Local inquiries	7	7
x	Election rolls	1	1
xi	Photocopies	13	13

Legal Deposit Management

2.1.18 The new legal deposit legislation drafted by a committee of experts which was sent to the line ministry for Cabinet approval by the department in 2021 was returned on 04.01.2022 by the Prime Minister's Office with the advice to set up another committee of experts to re-examine the draft. However, the original draft was sent for Cabinet approval on 03.10.2022 and permission was obtained on 13.10.2022 to send the draft to the Legal Draftsman.

2.1.19 The number of affidavits received for the registration of new printing presses for the year 2022 is 18, according to the second paragraph of the Ordinance on Printing Presses (Authority 178). As of 31.12.2021, the number of registered printing presses was 2,549. As of 31.12.2022, the number of registered printing presses across the districts of the island was 2,565. There are 422 printing presses located within the Colombo Municipal Council limits and 664 printing presses outside the municipal council limits in the Colombo District and 1,479 registered printing presses in other districts. Furthermore, officers of the Microfilm Division carried out the bar coding of 14,450 documents in the Legal Deposit was also done.

2.1.20 The number of publications received for registration in the year 2022 under Chapter 2 of the Printers and Publishers Ordinance (Authority 179) is 6,760. They have all been registered and in the year 2022 newspapers were not received for registration under paragraph 2 of the Newspapers Ordinance (Authority 180). According to the language of the newspapers

received, 198 Sinhala, 83 Tamil, 45 English and 04 Sinhala/Tamil/English have been received.

Recruitment and Promotions

2.1.21 The Department of Management Services has approved the recruitment of 80 vacant departmental posts i.e., 45 Archival Officers, 22 Archival Conservators, 06 Archival Reprography Officers, and 07 Audio-Visual Conservators in the year 2021, but as recruitment was postponed under a Cabinet decision and Budget Circular No. 01/2021, all new recruitments were stopped. In the year 2022 as well, the recruitment could not be carried out due to the same restrictions.

Internship Programme

2.1.22 Internships allow undergraduate or graduate students the opportunity to gain new insights into the functions of the National Archives by engaging in meaningful work with our staff. Together with the Department of History, University of Colombo, an internship programme with academic programme credits for 06 undergraduate students specialising in history was carried out with lectures through Zoom technology and practical programmes at the department premises.

2.2 Future goals

2.2.1 If the necessary approvals for recruitment are received, we plan to recruit 45 Archival Officers, 24 Archival Conservators, 06 Archival Reprographers and 07 Audio Visual Conservators in the year 2023 from among the approved cadre, and thereby greatly enhance our human resources. Promotions to the 10 Senior Archivist positions will also be carried out on a priority basis, as the shortage of staff grade officers is a severe impediment to the development of the National Archives and security of the records.

2.2.2 As a strategy to develop the skills required for the preservation of evidential records for the protection of cultural heritage and to bequeath it to future generations, registration of the Department of National Archives as an NVQ certifying institution to grant NVQ certification

for Audio-Visual and Paper Conservation courses for conservators and reprographers to be recruited to the two-year training grade of the Sri Lanka Technological Service and thereafter opening up the training course for external candidates, is being pursued.

2.2.3 Due to the COVID-19 pandemic situation in 2021 and due to the lack of staff reporting to work due to the country's financial instability in 2022, many of the planned programmes could not be started. Accordingly, the following special tasks have been carried over to the next year.

- Revamping of the website to make it possible to download information available in the department to facilitate access to information as a vital contribution towards the creation of an information society.

- Accruing digital copies of the Gazette, Acts and Bills of Parliament and Hansard as well as providing online access to a computerised collection of indices in order to assist in creating a technology-based society that uses digital records.

- After recruiting Archival Officers, initiating the writing of summaries of record groups following international standards by providing a formal training for the purpose.

2.3 Challenges

2.3.1 The renovation of the main building of the Department of National Archives and installation of central air cooling, fire protection and advanced security systems was scheduled to be completed by December 2020. However, only about 53% of the work was completed by the end of 2022 due to the COVID-19 pandemic and due to the lack of staff reporting to work this year due to the country's financial instability and insufficient allocation for the project.

2.3.2 The department currently employs about 133 out of the 286 approved cadre. 08 senior level officer vacancies, 13 tertiary level officer vacancies and 104 secondary level officer vacancies are of professional officers. The current shortage of professional officers has a severe adverse effect on records and archives management. Moreover, the vacancies in the conservation posts are a massive hindrance to access to records and the preservation of documents which are the most important functions of the National Archives.

2.3.3 At present, the National Archives has only one branch in the Central Province in Kandy. A network of branches should be created in order to facilitate the storage of records of public institutions that are yet to deposit their records at the National Archives, and to enable the public to obtain the services of the department more easily.



Dr. Nadeera Rupesinghe
Director General National Archives

3 Overall Financial Performance

The overall financial performance for the year ended 31.12.2020 is given below.

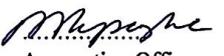
3.1 Statement of Financial Performance

		ACA - F	
Statement of Financial Performance for the period ended 31st December 2022			
Budget 2022	Note	Actual 2022 Rs.	Restated 2021 Rs.
Rs.			
-	Revenue Receipts	-	-
-	Income Tax	-	-
-	Taxes on Domestic Goods & Services	-	-
-	Taxes on International Trade	-	-
-	Non Tax Revenue & Others	-	-
-	Total Revenue Receipts (A)	-	-
-	Non Revenue Receipts	-	-
-	Treasury Imprests	181,714,916	268,638,000
-	Deposits	4,826,924	12,414,008
-	Advance Accounts	6,141,185	5,874,483
-	Other Main Ledger Receipts	-	-
-	Total Non Revenue Receipts (B)	192,683,025	286,926,491
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	192,683,025	286,926,491
-	Remittance to the Treasury (D)	-	15,000,000
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)	192,683,025	271,926,491
-	Less: Expenditure	-	-
-	Recurrent Expenditure	-	-
103,200,000.00	Wages, Salaries & Other Employment Benefits	80,367,670	74,408,744
63,500,000.00	Other Goods & Services	53,619,494	51,380,491
1,300,000.00	Subsidies, Grants and Transfers	987,003	834,610
-	Interest Payments	-	-
-	Other Recurrent Expenditure	-	-
168,000,000.00	Total Recurrent Expenditure (F)	134,974,167	126,623,845
-	Capital Expenditure	-	-
17,450,000.00	Rehabilitation & Improvement of Capital Assets	23,875,116	97,798,807
62,950,000.00	Acquisition of Capital Assets	487,880	46,428,169
-	Capital Transfers	-	-
-	Acquisition of Financial Assets	-	-
1,100,000.00	Capacity Building	705,000	137,000
31,500,000.00	Other Capital Expenditure	20,991,703	2,011,400
113,000,000.00	Total Capital Expenditure (G)	56,059,734	143,865,430
-	Deposit Payments	305,925	3,792,187
-	Advance Payments	5,071,040	9,025,663
-	Other Main Ledger Payments	-	-
-	Total Main Ledger Expenditure (H)	5,376,965	12,817,850
-	Total Expenditure I = (F+G+H)	196,410,866	283,307,125
281,000,000.00	Balance as at 31st December J = (E-I)	(3,727,841)	(11,380,634)
-	Balance as per the Imprest Reconciliation Statement	(3,727,841)	(11,380,634)
-	Imprest Balance as at 31st December	-	-

3.2 Statement of Financial Position

		ACA-P	
Statement of Financial Position			
As at 31st December 2022			
		Actual	
	Note	2022 Rs	2021 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	244,949,285	244,375,405
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	19,501,736	20,560,109
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		264,451,021	264,935,514
<u>Net Assets / Equity</u>			
Net Worth to Treasury		(10,399,736)	(4,820,363)
Property, Plant & Equipment Reserve		244,949,285	244,375,405
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	29,901,471	25,380,472
Imprest Balance	ACA-3	-	-
Total Liabilities		264,451,021	264,935,514

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 1 to 65 and Notes to accounts presented in pages from 66 to 75 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

 Chief Accounting Officer Name : Designation : Date : 28.02.2023	 Accounting Officer Name : Designation : Date : 27.02.23	 Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance) Name : Date : 2023/2/27
-----------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

DR. NADEERA RUPESINGHE
 DIRECTOR GENERAL NATIONAL ARCHIVES
 DEPARTMENT OF NATIONAL ARCHIVES
 No. 07, PHILIP GUNAWARDANA MAWATHA,
 COLOMBO 07, SRI LANKA

A.F. Iresha
 Accountant
 Department Of National Archive
 No.07, Philip Gunawardene Mawatha
 Colombo 07

Somarathne Vidanapathirana
 Secretary
 Ministry of Buddhasasana, Religious & Cultural Affairs
 No. 135, "Dahampaya"
 Srimath Anagarika Dharmapala Mva,
 Colombo - 07.

3.3 Statement of Cash Flows

		ACA-C	
Statement of Cash Flows for the Period ended 31st December 2022			
	Actual	Restated	
	2022	2021	
	Rs.	Rs.	
<u>Cash Flows from Operating Activities</u>			
Total Tax Receipts	-	-	
Fees, Fines, Penalties and Licenses	-	-	
Profit	-	-	
Non Revenue Receipts	-	-	
Revenue Collected on behalf of Other Revenue Heads	3,792,008	10,479,446	
Imprest Received	177,727,000	268,638,000	
Recoveries from Advance	4,740,037	5,901,431	
Deposit Received	186,071	12,414,008	
Total Cash generated from Operations (A)	186,445,116	297,432,885	
<u>Less - Cash disbursed for:</u>			
Personal Emoluments & Operating Payments	130,364,588	124,913,595	
Subsidies & Transfer Payments	987,003	834,610	
Expenditure incurred on behalf of Other Heads	83,771	1,200	
Imprest Settlement to Treasury	-	15,000,000	
Advance Payments	4,219,148	9,025,863	
Deposit Payments	191,725	3,792,187	
Total Cash disbursed for Operations (B)	135,846,235	153,567,454	
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	50,598,881	143,865,431	
<u>Cash Flows from Investing Activities</u>			
Interest	-	-	
Dividends	-	-	
Divestiture Proceeds & Sale of Physical Assets	-	-	
Recoveries from On Lending	-	-	
Total Cash generated from Investing Activities (D)	-	-	
<u>Less - Cash disbursed for:</u>			
Purchase or Construction of Physical Assets & Acquisition of Other Investment	50,598,881	143,865,431	
Total Cash disbursed for Investing Activities (E)	50,598,881	143,865,431	
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(50,598,881)	(143,865,431)	
ACTIVITIES (G)=(C) + (F)	0	-	
<u>Cash Flows from Financing Activities</u>			
Local Borrowings	-	-	
Foreign Borrowings	-	-	
Grants Received	-	-	
Total Cash generated from Financing Activities (H)	-	-	
<u>Less - Cash disbursed for:</u>			
Repayment of Local Borrowings	-	-	
Repayment of Foreign Borrowings	-	-	
Total Cash disbursed for Financing Activities (I)	-	-	
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-	-	
Net Movement in Cash (K) = (G) + (J)	-	-	
Opening Cash Balance as at 01st January	-	-	
Closing Cash Balance as at 31st December	-	-	
Net Movement in Cash (k) = (g) -(j)	-	-	
Opening Cash Balance as at 01st January	-	-	
Closing Cash Balance as at 31st December	-	-	

3.5 Notes to the Financial Statements - Not Relevant

3.6 Performance of Revenue Collection

Rs. ,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As % of Final Revenue Estimate
Nil	Nil	Nil	Nil	Nil	Nil

3.7 Performance of Utilisation of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
	Original	Final		
Recurrent	168,000	168,000	134,974	80.34%
Capital	113,000	113,000	56,059	49.61%

3.8 In terms of F.R. 208 grant of allocations for expenditure as an agent of the other Ministries/ Departments

Rs. ,000

Serial No.	Allocation Received from which Ministry /Department	Purpose of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
			Original	Original		
253	Department of Pensions	Settlement of Debt Balance of Retired Persons of the Department	---	376	376	100%

3.9 Performance of Reporting of Non-Financial Assets

Rs. ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2022	Balance as per financial Position Report as at 31.12.2022	Yet to be Accounted	Reporting Progress as %
9151	Building and Structures	----	----	----	----
9152	Machinery and Equipment	----	244,949	----	0.23%
9153	Land	----	----	----	----
9154	Intangible Assets	----	----	----	----
9155	Biological Assets	----	----	----	----
9160	Work in Progress	----	----	----	----
9180	Lease Assets	----	----	----	----

3.10 Auditor General's Report

My No } CAA/B/DNA/137/2022/FA

Your No

Date } 11th May 2023

Director General
Department of National Archives.

Auditor General's Summary Report of the Department of National Archives in terms of Section 11(1) of the National Audit Act No 19 of 2018 for the financial statements for the year ended 31st December 2022.

The summary report and financial statements is sent herewith.

Sgd.

H.M. Ranasinghe Banda

Senoir Assistant Auditor General
For Auditor General

Copies: 1. Director General, Department of State Accounts - The summary report and audited financial statements have been sent.
2. Secretary, Ministry of Buddhasasana, Religious and Cultural Affairs.

My No } CAA/B/DNA/137/2022/FA Your No } Date } 11th May 2023

Accounting Officer

Department of National Archives.

Auditor General's Summary Report of the Department of National Archives in terms of Section 11(1) of the National Audit Act No 19 of 2018 for the financial statements for the year ended 31st December 2022.

1. Financial Statements

1.1 Conditional Opinion

Head 209 – The Financial Statement for the year ended 31st December 2022, comprising the Statement of Financial Performance and Cash Flow Statements of the Department of National Archives for the year ended 31st December 2022 to be read in conjunction with the provisions of the National Audit Act No. 19 of 2018, the audit was conducted under my command in terms of the provisions contained in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. This report contains my comments and observations on the financial statements submitted to the Department of National Archives in accordance with Section 11(1) of the National Audit Act No. 19 of 2018. The Annual Descriptive Management Audit Report was issued to the Accounting Officer in terms of Section 11(2) of the National Audit Act No. 19 of 2018 on 16 May 2023. The Auditor General's report to be submitted in terms of Section 10 of the National Audit Act No. 19 of 2018 read in conjunction with Article 154(6) of the Constitution of the Democratic Socialist Republic of Sri Lanka will be submitted to Parliament in due course.

Except to the effect of the matters set out in 1.6 of this report, in my opinion the financial statements give a true and fair view, in accordance with generally accepted accounting principles, of the financial position of the Department of National Archives as at 31 December 2022 and its financial performance and cash flows for the year then ended.

1.2 Basis for Qualified Opinion

My opinion is qualified based on the facts given in section 1.6 of this report.

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibility for the financial statements is further described in the section entitled Auditor's Responsibility. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3 Responsibility of Chief Accounting Officer and Accounting Officer in relation to financial statements

It is the responsibility of the Accounting Officer to decide on the internal control necessary to enable the preparation of financial statements that reflect a true and fair situation and to enable the preparation of financial statements without material misstatements that may result from fraud and errors in accordance with generally accepted accounting principles and the provisions mentioned in Section 38 of the National Audit Act No. 19 of 2018.

According to Section 16(1) of the National Audit Act No. 19 of 2018, the department shall maintain proper books and records of its income, expenses, assets and liabilities so as to prepare annual and periodic financial statements.

In terms of sub-section 38(1)(c) of the National Audit Act, the Accounting Officer shall ensure that an effective internal control system is developed and maintained for the financial control of the Department and the effectiveness of the system should be reviewed from time to time and necessary changes should be made accordingly to run the system effectively.

1.4 Auditor's Responsibility for Auditing Financial Statements

My objective is to provide reasonable assurance that the financial statements as a whole are free from material misstatements resulting from fraud and error and to issue the

audit report containing my opinion. Reasonable assurance is a high level of assurance, but it will not always be an assurance that material misstatements will be detected when performing an audit in accordance with Sri Lanka Auditing Standards. The effect of fraud and error, individually or in the aggregate, could result in material misstatements, the materiality of which depends on the effect on the economic decisions made by users on the basis of these financial statements.

I exercised professional judgment and professional skepticism in the audit as part of the audit in accordance with Sri Lanka Auditing Standards. I further,

- Appropriate audit procedures were planned and performed on occasion to identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, in providing a basis for the audit opinion expressed. The effect of bias is stronger than the effect of material misstatements because they result from negligence, material misstatements, intentional omissions, misrepresentations, or circumvention of internal controls.
- Although not for the purpose of expressing an opinion on the effectiveness of internal control, an understanding of internal control was obtained in order to design appropriate audit procedures as appropriate.
- Evaluating whether the underlying transactions and events are appropriately and fairly included in the financial statements for the structure and content of the financial statements that include disclosures.
- Assessed the overall presentation of the financial statements, including the appropriate and fair inclusion of transactions and events underlying the structure and content of the financial statements and disclosures.

I inform the Accounting Officer about the significant audit findings, major internal administrative weaknesses and other matters identified during my audit.

1.5 Report on other legal requirements

In terms of Section 6(1)(d) of the National Audit Act No. 19 of 2018, I declare the following facts.

- (a) Financial statements are consistent with the previous year.

- (b) The recommendations I had made regarding the financial statements related to the previous year had been implemented.

1.6. Opinion on Financial Statements

1.6.1. Non-financial assets

The following observations are made.

- (a) The balance as on 31st December 2021 of the computer equipment listed under other machinery and equipment contained in the 2022 non-financial asset statement was Rs.6,171,985. But, the opening balance of the year 2022 was Rs.6,038,585. Accordingly, the difference was Rs.133,400, and the relevant value was not included under non-financial assets in 2021. Rs.133,400 as opening balance as on January 01, 2022 under Agri-Industrial and Dairy Farm Equipment (No. 6112216) which had not been carried forward as closing balance was shown in Form ACA-6.

- (b) Public officials advance “B” account as on January 01, 2022 as per departmental books had a total outstanding balance of Rs.20,571,880 and as per Treasury books on that date total outstanding balance was Rs.20,560,109. Accordingly, it was observed that the difference is Rs.11,771. It was observed that the difference has not been settled till 31st December 2022.

- (c) The renovation of the main building of the Department was a contract to begin on 07 January 2019 and to be completed on 01 July 2020, and its construction was not completed until April 2023. The estimated total cost including all taxes was Rs.992,230,065. The said renovation work was assigned to Central Engineering

Services (Pvt) Ltd. and its consultancy work to the Central Engineering Consultancy Bureau.

It was observed that an amount of Rs.435,747,176 of the actual estimated amount had been utilised on 31 December 2022, and an amount of Rs.8,205,900 had to be paid for the completed works. Accordingly, it was observed that a total value of Rs.443,953,076 had been spent for the repair of the main building, but the actual value was not included in the property, plant and equipment value under non-financial assets in the statement of financial position as of 31 December 2022. Furthermore, the above value of Rs.443,953,076 was also not included in Buildings/9151 in the Non-Financial Assets report generated by the new CIGAS web application that is being offered instead of ACA 6. Also, the new building which was completed in 2012 and currently used for office purposes was calculated at cost or appraised value and its value was not presented in the financial statements.

2. Financial review

2.1. Cost management

In relation to 02 expenditure votes, 100 percent provision of Rs. 850,000 remained.

2.2. Certifications to be made by the Accounting Officer

According to the provisions of Section 38 of the National Audit Act No. 19 of 2018, the Accounting Officer should have made assurances regarding the following matter, but had not done so.

The Chief Accounting Officer and the Accounting Officer shall ensure that the department maintains an effective internal control system for financial control and that the effectiveness of the system shall be reviewed periodically and necessary changes shall be made accordingly to make the system effective, Those reviews should have been done in writing and a copy of the same should have been submitted to the Auditor General, but statements that such reviews were done were not submitted to the audit.

3. Operational review

3.1. Performance

3.1.1. Failure to perform duties

The project proposal to establish a digital repository with a capacity of 500 terabytes was approved by the decision of the Cabinet No. අමප/21/0511/305/010-1 dated 05th April 2021. The project cost was estimated as Rs.120,208,320 for the 05-year project period, and accordingly, for the first phase of the project in 2021 and 2022, total cost of Rs. 92,906,820 including taxes will be for the IT, infrastructure, software, report development of the staff, consulting services and contingencies and a total cost of Rs. 27,301,500 was estimated for the service and maintenance period from 2023 to 2025.

Although the total net allocation for the year 2022 for the said project is Rs.7,500,000, the financial and physical progress of the project as on 31 December 2022 as per the annual action plan of the department is nil. Although the first phase of the project was estimated to be completed in 2021, the project was not completed until April 30, 2023 due to the inability to finalize the MOU related to the actual project.

3.2. Procurement

The following observations are made.

- (a) According to the information submitted to the audit, it was stated that the specifications have not been prepared by the technical evaluation committee as per the procurement progress of the departmental CCTV camera system installation project as on 31 December 2021. On the progress of the project as of 31 December 2022, it was observed that the specifications are being prepared by the technical evaluation committee. Thus, even after one year, the procurement activities for the project in question had not been started, which was observed as an internal management weakness.

- (b) The new building constructed under the building expansion of the department was opened in November 2012 and the CCTV system was installed in the building by VS Information System (Pvt) Ltd (VSIS) in 2013. However, according to Procurement Guideline No. 3.2, VSIS was not an authorised agency, and due to the absence of a service agreement with the department and VSIS for maintenance and service after the end of the warranty period, the repair work of the CCTV system had not been carried out systematically

3.3. Asset management

The following observations are made.

- (a) In the year 2012, the Department had installed CCTV cameras at 23 locations in the new building, but as on the date of audit in April 2023, only 09 cameras were operational. Even though more than 10 years have passed since the installation of this CCTV system, the department has not taken steps to provide adequate security to the documents of national value due to the fact that the deficiencies were not identified and corrected till 31st December 2022.
- (b) By letter No. 4/14/5994 dated 17th November 2022 the Commissioner General of Lands Department approved the release of the land where the head office of the Department of National Archives is located to the department for use, but the aquisition activities were not completed by March 2023.

3.4. Management weaknesses

The following observations are made.

- (a) Although the approved number of employees for the post of Archival Conservator is 27 in the conservation division, which is maintained as a major section of the department, currently only 02 employees are working in the section. Since this has been a long term situation in the division, various problems were faced due to the lack of employees with regard to records conservation activities, and the daily duties and overall performance in the division are slack. Thus, it was observed that the

physical condition of these documents is destroyed day by day due to the fact that the documents that should be preserved are not subjected to the preservation process from time to time, and that the need to properly manage state records was also adversely affected.

- (b) All 03 machines, including 02 document preservation machines which were received by the department under Dutch aid for document preservation and one machine which was purchased by the department in the year 2011 at a value of Rs. 5,040,000 (with VAT) are not in use because of the lack of sufficient staff for about 02 years. It was observed that by not physically using the conservation machines for conservation purposes, there are negative effects on the performance of those machines, and the ability to reduce the time spent on traditional conservation techniques is also reduced.
- (c) In accordance with the purposes and functions of the authority of Chapter 179 under the National Archives Act No. 48 of 1973, as the repository of all legal deposits of publications published in Sri Lanka, the department conducts a press inspection in performing the function of carrying out regulatory activities. As of the audit date of 04th January 2023, only one officer was working as a press inspector, and thus it was observed that one officer was not enough for the press inspections to be conducted throughout the island. Due to this, the department has not conducted a press inspection for about 02 years, and prosecutions for cases of non-compliance with the Act have not been conducted for about 10 years.
- (d) According to Section 2 of the Printers and Publishers (Amendment) Act No. 66 of 1976 of the National Assembly, 05 copies of newspapers, magazines and books printed in Sri Lanka should have been given to the Department of National Archives. Although in cases where copies of newspapers, magazines and books printed by registered and unregistered presses and publishers have not been provided to the Department of National Archives in a regular manner and the monthly reports related to the publications printed on a monthly basis to be handed over to the department have been informed as necessary, these activities had not been completed as per the instructions given up to the time of the audit.

4. Good governance

4.1. Provision of services to the public

In relation to the Department of National Archives, there are 09 main repositories. Of them, it was observed up to the audit date that 02 repositories, namely the DNA 07 Confidential Record Division and the DNA/19/A/2 repository were sealed for a period of 10 months from March 2022 to 4 January 2023. There are more than 200 record groups stored in the confidential rooms of the new and old building belonging to the Confidential Division, and 15 record groups were stored in the DNA/19/A/2 repository. The 02 repositories contained confidential records and Dutch records. The sealed repositories were opened on several occasions on the basis of necessity for purposes such as providing documents safely stored in sealed warehouses to users, issuing copies, providing information for judicial proceedings or other government agencies. It was observed that due to the closure of the repositories for almost a year, there was a problematic situation regarding the temperature, humidity, other chemical and environmental factors and security in relation to the existence of the confidential and Dutch records deposited in them.

4.2. Audit and Management Committee

According to clause 5.3 of Management Audit Circular No. DMA/01-2019 dated January 12, 2019, a minimum of 04 audit and management committee meetings per quarter should be held, but no audit and management committee meeting was held until December 31 of the year under review.

5. Human Resource Management

5.1. Attached staff, actual staff

The following observations are made.

- (a) The Department of Management Services by letter No. DMS/1135/VOL-1 dated 15th September 2016 and letter of even number dated 08th February 2017 and letter of even number dated 17th February 2017 and letter of even number dated 28th April 2017 approved the staff of the Department as 286 after restructuring. Out of which, as on 31 December 2022, the date of audit, there were 133 staff employed, which is 47 percent of the total number of staff employed. Also, the number of vacancies on that day was 153, which is 53 percent of the total number of employees. Thus, it was observed that due to the fact that more than 50 percent of the approved number of employees in the department are vacant, the ability to maintain the department in the future and achieve the overall performance is at a minimum level.
- (b) It was observed that 50 percent of the senior level positions of the department, 75 percent of the secondary level positions and 68 percent of the tertiary level positions are vacant, and it was observed that the severe shortage of existing professional officers has continued even before the year 2021. It was observed that due to the non-recruitment of departmental professional officers and the lack of creation of a next generation equipped with knowledge to perform the specific tasks of the department after the retirement of the existing professional employees, records management and archives management has also been affected by the delays in those tasks.

Sgd.

H.M. Ranasinghe Banda

Senior Assistant Auditor General

For Auditor General

4 Performance Indicators

4.1. Performance indicators (Based on Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75% - 89%	50% - 74%
Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems			√
Archival Management Project		√	
Computerization of Indices at the Department of National Archives.			√
Installation of a mobile racking system for the main building ***	---	---	---

*** - According to the National Budget Circular 03/2022, the project has been temporarily suspended and the expected output percentage is less than 50%.

5 Performance of Achieving Sustainable Development Goals

5.1 The main function of the Department of National Archives is to systematically manage and preserve documentary heritage, and the programmes / projects implemented by the department are in accordance with the following sustainable development goals

5.1.1 The National Archives contributes to equitable quality education under Goal No. 4 by providing information to researchers and students, maintaining research rooms for the public to develop knowledge and skills, and preserving and conserving cultural heritage.

5.1.2 The National Archives has the potential to assist in building resilient infrastructure, promoting inclusive and sustainable industrialization, and fostering innovation under Goal No. 9 by providing a reliable source and online access to information and data, providing the services of trained records managers, archivists and conservators, providing access facilities to digital information, and through ensuring trust and accountability of the government from formal records management.

5.1.3 Through providing a reliable source for factual information, ensuring trust and accountability to the government, and through improving service delivery with timely, quality information, the National Archives contributes to Goal No. 11.4 to strengthen efforts to protect and safeguard the world's cultural and natural heritage.

5.1.4 The National Archives contributes to developing effective, accountable and transparent institutions at all levels under Goal No. 16.6 and to ensuring public access to information and protecting fundamental freedoms in accordance with national legislation and international agreements under Goal No. 16.10 by providing equitable access to information about society, evidence of government decision making, identity, confirmation of rights and entitlements, and through the formalisation of records management.

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
<u>Main Objective</u> Systematic Management of documentary heritage. Preserving cultural heritage and bequeathing it to future generations	Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems	Properly renovated archives building		√	
	Archival Management Project	Obtaining Quality Document storage Boxes and Preservation Equipment			√
	Computerization and preparation database of indices at the National Archives	Online access to the indices		√	
	Installation of a mobile racking system for the main building	Maximum utilization of available space for expansion of facilities for safe depositing.	√		

5.2 Achievements and challenges under the Sustainable Development Goals

5.2.1 Achievements under the Sustainable Development Goals.

- Awareness of all divisions and officers of the department about the identified Sustainable Development Goals and Objectives are in line with the role and functional programmes of the department and including further work to be done in action plans for the coming years and their implementation.

5.2.2 Challenges of the Sustainable Development Goals

- By the end of the year 2022, there were a large number of vacancies of professional officers in the Department and it has become a great challenge to maintain professional activities in an appropriate manner.
- Due to the economic instability throughout the year 2022, many of the planned programs could not even be started and the programs that were started could not reach the goals as planned.
- The need to enhance social understanding regarding the essential function of expanding access to information in the records of the National Archives under the Sustainable Development Goals.

6 Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/ (Excess)**
Senior	16	08	08
Tertiary	20	05	15
Secondary	164	53	111
Primary	86	67	19
Total	286	133	153

6.2 How the shortage in human resources has affected performance

By the end of the year 2022, there was an increase in the number of vacancies among departmental professional officers as compared to the beginning of the year, but there was no opportunity to recruit to those posts. Due to the considerable shortage of staff at the senior, tertiary and secondary levels, the department is currently facing many difficulties. At present it is extremely difficult to maintain the records survey and records accession process which is the main function of the department with about 46% of the total cadre. Although it is essential to carry out the recruitment activities for the vacancies promptly, all recruitment activities could not be carried out due to the temporary suspension of recruitment activities for the public service.

6.3 Human Resource Development

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Improving workplace productivity using ICT.	01	From 2022.02.24 to 2022.03.03	5,000	--	Local	Enhancing subject knowledge
Diploma in professional English	01	2022.03.18	80,000	---	Local	Enhancing subject knowledge
Training program on Government Payroll System	03	2022.11.28, 2022.11.29, 2022.11.30	54,000	---	Local	Enhancing subject knowledge
Government Vehicle Maintenance	01	2022.12.01	5,000	---	Local	Enhancing subject knowledge
Film Preservation and Restoration Workshop India - 2022	01	From 2022.12.04 to 2022.12.11	----	241,502	Foreign	Enhancing subject knowledge

6.4 How training programmes contribute to the performance of the National Archives

6.4.1 At the beginning of the year 2022, training programmes were planned in line with the Human Resource Plan with the aim of providing skills to the departmental officers and staff of the Combined Services to carry out their daily duties in an efficient and systematic manner, but due to the economic instability throughout the year 2022, such programmes could not be implemented.

6.4.2 Although it is essential to provide special foreign training to the department officials, the officials could only participate in one training program.

7 Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	Following financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not Relevant		
1.4	Stores Advance Accounts	Not Relevant		
1.5	Special Advance Accounts	Not Relevant		
1.6	Others	Not Relevant		
2	Maintenance of books and registers (FR445)			
2.1	Maintenance and updating of fixed assets register in terms of Public Administration Circular 267/2018	Complied (Maintained as computer soft copy.)		
2.2	Maintenance and updating of personal emoluments register/ personal emoluments cards	Complied		
2.3	Maintenance and updating of Register of Audit queries	Complied		
2.4	Maintenance and updating of Register of Internal Audit reports	Complied		

2.5	Preparation and submission of all monthly account summaries (CIGAS) to Treasury on due date	Complied		
2.6	Maintenance and updating of register for cheques and money orders	Complied		
2.7	Maintenance and updating of inventory register	Complied		
2.8	Maintenance and updating of Stocks Register	Complied		
2.9	Maintenance and updating of Register of Losses	Complied		
2.10	Maintenance and updating of Commitment Register	Complied		
2.11	Maintenance and updating of Register of Counterfoil Books (GA – N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	Delegation of financial authority within institute	Complied		
3.2	Communication of delegation of financial authority within the institute	Complied		
3.3	Delegation of authority in such manner so as to pass each transaction through two or more officers	Complied		
3.4	Adherence of controls by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	Preparation of Annual Plans			
4.1	Preparation of annual action plan	Complied		
4.2	Preparation of annual procurement plan	Complied		

4.3	Preparation of Annual Internal Audit plan	Not Complied	Internal Audit Unit being inactive due to absence of Internal Auditor.	Preparation of internal audit plan for the year 2023.
4.4	Preparation and submission of annual estimate to NBD on due date	Complied		
4.5	Submission of annual cash flow to TOD on time	Complied		
5	Audit queries			
5.1	Response to all audit queries within the time specified by the Auditor General	Complied		
6	Internal Audit			
6.1	Preparation of internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Not Complied	Internal Audit Unit being inactive due to absence of Internal Auditor.	Appointing an officer from the line ministry for inspection and updating the PACIS software of the Ministry of Public Administration to fill vacancies.
6.2	Response to all internal audit reports within one month	Not Complied		
6.3	Submission of copies of all internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Not Complied		
6.4	Submission of all copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Not Complied		
7	Audit and Management Committee			
7.1	Holding a minimum of 04 meetings of Audit and Management Committee during the year as per the DMA Circular 1-2019	Not Complied	It could not be held properly due to the internal audit unit being inactive.	Conducting at least 04 audit and management committees in the coming year

8	Asset Management			
8.1	Submission of information about purchases of assets and disposals to the Comptroller General's Office in terms of paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	Appointment of a suitable liaison officer to coordinate the implementation of the provisions of the circular and sending of details of the nominated officer to the Comptroller General's Office in terms of paragraph 13 of the aforesaid circular	Complied		
8.3	Conduct of boards of survey and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No.05/2016	Complied		
8.4	Dealing with excesses, deficits and other recommendations that were disclosed through the board of survey during the period specified in the circular	Complied		
8.5	Disposal of condemned articles carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	Preparation and submission of daily running charts and monthly summaries of the pool vehicles to the Auditor General on due date	Complied		
9.2	Disposal of condemned vehicles within a period of less than 6 months after condemnation	Not Relevant	No condemned vehicles	
9.3	Maintenance and updating of vehicle logbooks	Complied		
9.4	Action in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		

9.5	Retesting of fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Transfer of absolute ownership of leased vehicle log books after the lease term	Complied		
10	Management of Bank Accounts			
10.1	Preparation, certification and submission for audit of Bank reconciliation statements by due date	Complied		
10.2	Settlement of dormant accounts that had existed in the year under review or from previous years	Complied		
10.3	Action in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settlement of those balances within a month	Complied		
11	Utilisation of Provisions			
11.1	Expenditure of allocated provisions without exceeding the limit	Complied		
11.2	Liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		
12	Advances to Public Officers Account			
12.1	Compliance with limits	Complied		
12.2	Time analysis on the loans in arrears	Complied		
12.3	Settlement of loan balances in arrears for over one year	Complied		

13	General Deposit Account			
13.1	Action as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	Maintenance and updating of control register for general deposits	Complied		
14	Imprest Account			
14.1	Remittance of balance in the cash book at the end of the year under review to TOD	Complied		
14.2	Settlement of ad-hoc sub imprests issued as per F.R. 371 within one month of completion of the task	Complied		
14.3	Ad-hoc sub imprests were issued not exceeding the limit approved as per F.R. 371	Complied		
14.4	Reconciliation of balance of the imprest account with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	Refunds from the revenue in terms of regulations	Not Relevant		
15.2	Crediting of revenue collection directly to revenue account without crediting to deposit account	Not Relevant		
15.3	Forwarding of returns of arrears of revenue to Auditor General in terms of FR 176	Not Relevant		
16	Human Resource Management			
16.1	Payment to staff within the approved cadre	Complied		
16.2	Issuing of duty list in writing to all members of the staff	Complied		
16.3	Submission of all reports to MSD in terms of their circular No. 04/2017 dated 20.09.2017	Complied		

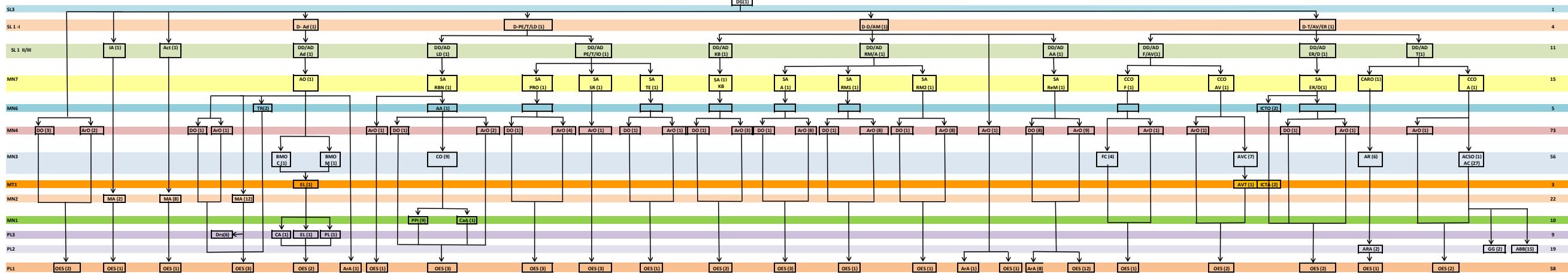
17	Provision of information to the public			
17.1	Appointment of information officer and maintenance and updating of register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Provision of information about the institution via the website to the public, and facilitation of the publication of appreciations / complaints regarding the institution by the public via the website or alternative measures	Complied		
17.3	Submission of bi-annual and annual reports as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	Formulation and implementation of a citizens charter/ citizens client's charter in terms of circular number 05/2008 and 05/2018(1) of the Ministry of Public Administration and Management	Complied	.	
18.2	Formulation of a methodology in order to supervise and assess the formulation and the implementation of citizens charter / citizens client's charter as per paragraph 2.3 of the said circular	Not Complied	Lack of preparation of a methodology	A committee of 05 officers has been appointed to consider and update the issues that should be further contained and improved in the prepared citizen charter/client client's charter.
19	Preparation of the Human Resource Plan			
19.1	Preparation of a human resource plan in terms of the format in Annex 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		

19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Not Complied	Inability to provide training opportunities to staff members due to the economic instability	Ensuring training opportunities in the coming year in the above HR Plan
19.3	Signing of annual performance agreements for the entire staff based on the format in Annex 01 of the aforesaid circular	Not Complied	Failure to sign annual performance agreements.	Performance agreements including the entire staff will be prepared and signed to include the goals to be achieved for the year 2023.
19.4	Appointment of a senior officer for the responsibility of preparing the human resource development plan, organising capacity building programmes and conducting skill development programmes as per paragraph No.6.5 of the aforesaid circular	Complied		
20	Responses Audit Paras			
20.1	Rectification of shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied		

අමුණුම 01 / இணைப்பு 01 / Annex 01

සංවිධාන සටහන / நிறுவனக் கட்டமைப்பு / Organisational Chart

Organizational Structure -Department of National Archives - 2022



SL3	DG	Director General	DD/AD-RM/A	Deputy Director /Assistant Director (Records Management & Accessions)	SA-A	Senior Archivist (Accession)	AA	Assistant Archivist	MT1	EL	Electrician	286
SL1	D-Ad	Director (Administration)	DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM1	Senior Archivist - (Records Management 1)	ICTO	Information & Communication Technology Officer	ICTA	Information & Communication Technology Assistant		
	D-PE/T/LD	Director (Public Engagement, Training, Legal Deposit)	DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM2	Senior Archivist (Records Management 2)	MN4	DO	Development Officer	MA	Management Assistant	
	D-D/AM	Director (Development & Archival Management)	DD/AD-F/AV	Deputy Director /Assistant Director (Films & Audio Visual)	SA-ReM	Senior Archivist (Repository Management)	ARO	Archival Officer	MA	Management Assistant		
	D-T/AV/ER	Director (Technical, Audio Visual & Electronic Records)	DD/AD-F/AV	Deputy Director /Assistant Director (Films & Audio Visual)	SA-ER/D	Senior Archivist (Electronic Records & Digitization)	BMO-C	Building Maintenance Officer (Civil)	MN1	PPi	Printing Press Inspector	
	DD/AD Ad	Deputy Director/Assistant Director (Administration)	DD/AD-ER/D	Deputy Director /Assistant Director (Electronic Records & Digitization)	SA-ER/D	Senior Archivist (Electronic Records & Digitization)	BMO-M	Building Maintenance Officer (Mechanical)	MN1	CA	Cataloguing Assistant	
	IA	Internal Auditor	DD/AD-T	Deputy Director /Assistant Director (Technical)	CCO-F	Chief Conservation Officer (Films)			PL3	CA	Cataloguing Assistant	
	Act	Accountant			CCO-AV	Chief Conservation Officer (Audio Visual)			PL3	Ca	Carpenter	
	DD/AD-LD	Deputy Director / Assistant Director (Legal Deposit)	MN7	Administrative Officer					PL2	EL	Electrician	
	DD/AD-PE/T/O	Deputy Director /Assistant Director (Public Engagement, Training, Information Officer)	SA-RBN	Senior Archivist (RBN)					PL2	ARA	Archival Reporography Assistant	
	DD/AD-KB	Deputy Director /Assistant Director (Kandy Branch)	SA-PRO	Senior Archivist (PRO)					PL2	GG	Gold Guilder	
			SA-SR	Senior Archivist (SR)					PL1	ABB	Archival & Book Binder	
			SA-TE	Senior Archivist (Training & Education)					PL1	ARA	Archival Assistant	
			SA-KB	Senior Archivist (Kandy Branch)					PL1	OES	Office Employee Service	
					MN6	TR	Translator					

