

Department of Official Languages

Annual Performance Report 2023

Expenditure Head-236

**Ministry of Public Administration, Home Affairs, Provincial
Councils and Local Government**

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Chapter 01 - Institutional Profile

1.1 Introduction

The Department of Official Languages was established on 01.10.1956 as the institution that implements the Official Languages Act No.33 of 1956. Under the 13th and 16th Amendments to the Constitution respectively in 1987 and 1988, Sinhala and Tamil were recognized as the official languages of Sri Lanka, and English as the link language. This Department performs an extensive task as the facilitator for the effective implementation of the Official Languages Policy as per Articles 18 and 19 of Chapter IV of the Constitution.

The scope of this department has been designed to ensure that the public is provided with services in the language of their choice. For this purpose, the Department of Official Languages performs functions such as providing translation services to meet the requirements of the government, improving language skills of public officers, compiling glossaries, compiling language textbooks and dictionaries, planning language promotion programmes with the aim to create a society with advanced language skills and providing the opportunities to facilitate tasks with the use of modern technology. The Department is currently under the purview of the Ministry of Public Services, Provincial Councils and Local Government, and headed by the Commissioner General of Official Languages.

The Annual Performance Report, along with the Financial Reports, of the Department of Official Languages for the year 2023, prepared as per the National Audit Act No. 19 of 2018, is hereby presented.

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1.2 Vision, Mission, Objectives of the Institution

Vision

A peaceful trilingual society enriched with co-existence.

Mission

“To facilitate and coordinate the effective implementation of the Official Languages Policy with the objective of achieving inter-ethnic peace and harmony.”

Objectives

Developing language skills of public officers with the aim of protecting the right of the public to obtain services in a preferred language out of Sinhala, Tamil and English languages.

Creating a society enriched by Sinhala, Tamil, English and foreign languages skills that could contribute towards economic development.

Ensuring the delivery of an efficient translation service as the Official Translator of the government.

Utilizing modern technology and facilitating the promotion, learning and use of the national languages.

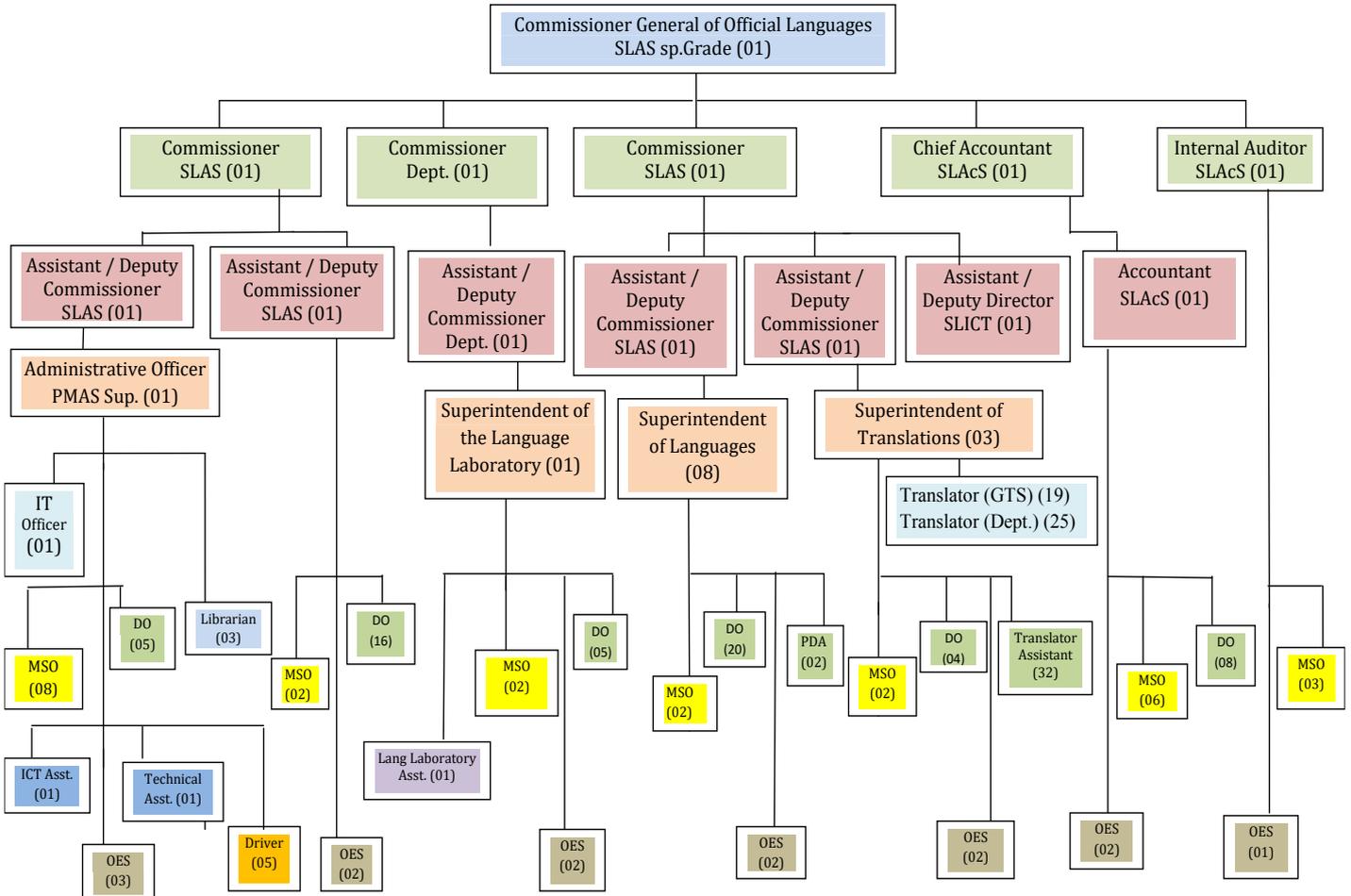
Organising courses to promote national and foreign language skills.

1.3 Key Functions of the Department

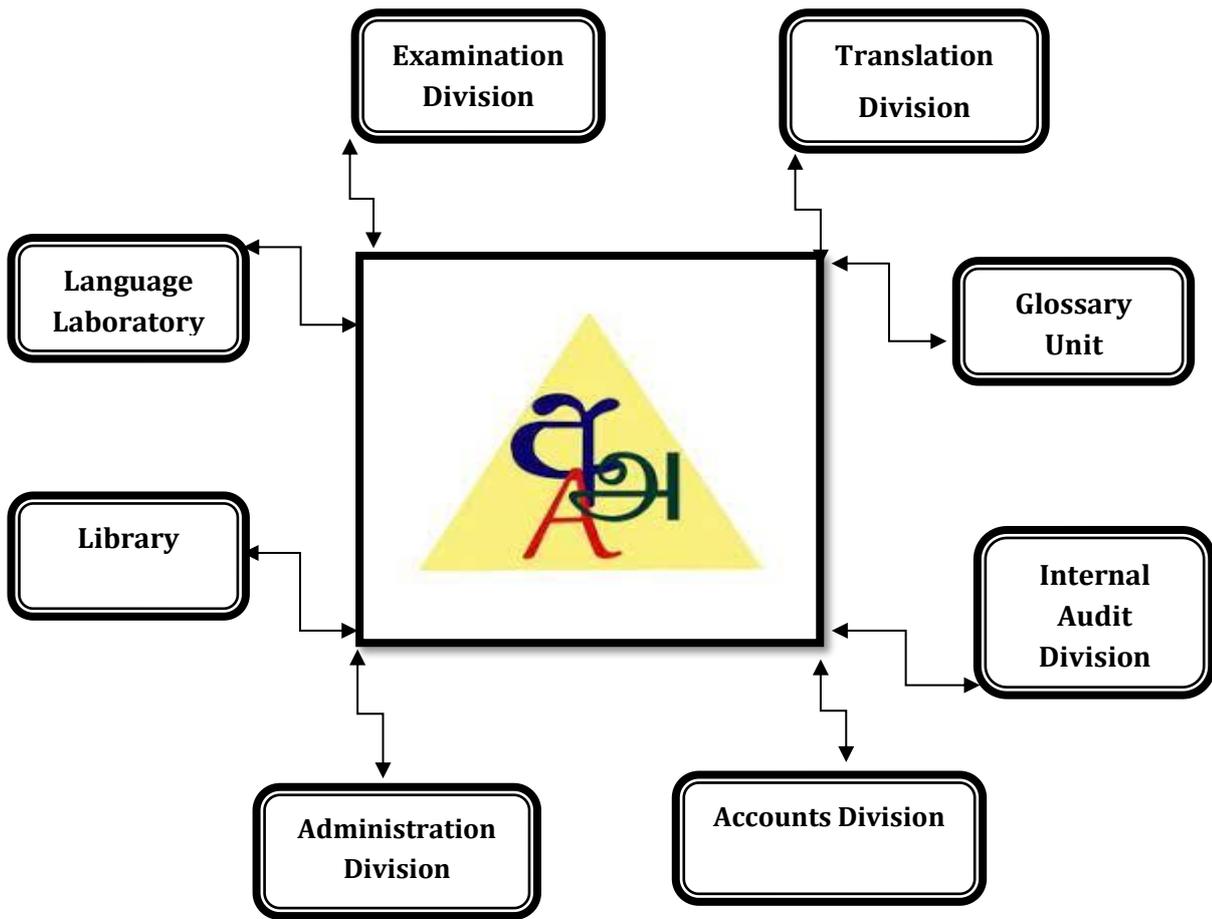
1. Providing **translation services** to government and semi-government institutions. (Sinhala, Tamil, English)
2. **Compiling Sinhala, Tamil, and English glossaries** for various subjects.
3. Conducting the **National Languages Qualifications (NLQ) examination** quarterly.
4. Conducting Sinhala and Tamil languages courses island-wide for officers who are required to obtain official languages proficiency as per **Public Administration Circular No.18/2020**.
5. Conducting Sinhala and Tamil courses islandwide as per **the Management Service Circular No. 1/2023** for officers of the semi-government sector who are required to acquire official languages proficiency.
6. **Teaching Sinhala, Tamil, English and foreign languages** using modern technology, and conducting examinations.
7. Compilation and sale of textbooks, support materials (books) and CDs relevant to acquiring official languages proficiency as well as **promoting language learning**.
8. Preparation of question papers, evaluation of answer sheets, and organization of examination related activities relevant to conducting recruitment and language proficiency examinations for the staff of other departments as well as external institutions.
9. Facilitating the conducting of language courses at the request of external institutions.
10. Providing practical training to students following translation courses at universities and recognized educational institutions.
11. Celebrating days of national significance such as Sinhala Language Day, Tamil Language Day and International Translation Day.

1.4 ORGANIZATIONAL STRUCTURE – DEPARTMENT OF OFFICIAL LANGUAGES

Staff Information Registry – Department of Official Languages



1.5 Main Divisions of the Department



Chapter 02 - Progress and Future Outlook

2.1 Progress Achieved by the Department in the Year 2023

01. Translation Division



Main Functions carried out by the Translation Division :-

- Providing translation services to government and semi-government institutions.
- Providing the necessary practical training for undergraduates following degrees on translation studies.
- Facilitating translation services through the www.bashawa.lk website.
- Preparing question papers for and marking answer sheets of translation related examinations.

Main Functions Performed by the Translation Division in 2022

The actions taken regarding the translation requests forwarded by government and semi-government organizations in 2023 are as follows.

Task	Amount Received	Amount Completed
Requests Received for Sinhala / English, Sinhala / Tamil, Tamil / English Translations (No. of Documents)	262	232
No. of Pages Translated (Documents received during the previous year but completed this year too are included here.)	1588	2145
Requests Received for Sinhala / English, Sinhala / Tamil, Tamil / English Proofreading (No. of Documents)	159	120
No. of Pages Proofread	3734	2782
Sub Total of Translations and Proofreadings Performed (No. of Pages)	5322	4927

Other Tasks Performed for the Betterment of the Field of Translation in the Year 2023

(1) Updating the pool of language facilitators through the bhashawa.lk website

The examination related to this was held on 31 October 2023 in Colombo.

(2) Designing training programs for translators

05 training programs were conducted under the following topics.

- Using of translation software,
- The Translator's Handbook, Professional Ethics, Modern Technology,
- Literary translation
- Interpretation
- Training translator trainers

(3) Publishing the Translator's Handbook

300 copies of the Translator's Handbook compiled in the Tamil / English medium was published.

Teaching university students about translation methods.



At the conclusion of a training session for university students on translation methods.



Tasks Planned for Year 2024

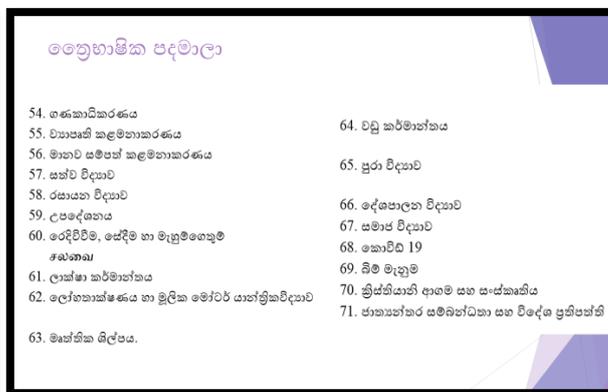
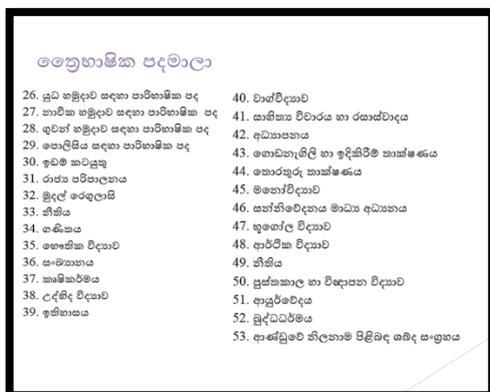
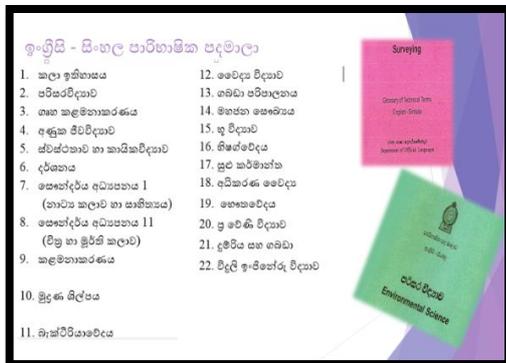
- ✓ Providing trilingual translation services as per the requirement of government and semi-government institutions.
- ✓ Updating the pool of language facilitators through the bhashawa.lk website.
- ✓ Planning training programs for translators.
- ✓ Providing practical training for undergraduates who are pursuing the Honours Degree in Translation Studies.
- ✓ Conducting programmes to educate undergraduates about translation.
- ✓ Publishing the book "Useful Phrases for Translations".
- ✓ Preparing commonly used forms in government institutions in two languages.
- ✓ Publishing the Translator's Handbook – (English / Sinhala – 300 copies)

02. Glossary Unit

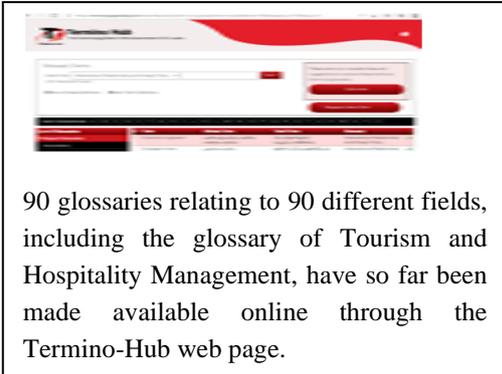


With the implementation of the official language laws through the Official Language Act No.33 of 1956, the Department of Official Languages was assigned with the role of compiling glossaries in addition to the role of the Official Translator of the Government. The Glossary Unit, which was accordingly established, compiles trilingual / bilingual glossaries with the aim of facilitating the ability to learn/understand various subject areas in Sri Lanka's national languages. Updating older glossaries, coining new terms, compiling glossaries for new terms that schools, universities and other educational institutions come across during their studies, as well as assisting all government institutions and their affiliated institutions with nomenclature-related consultations, assisting by coining new terms at the request of the government and other institutions, and coining terms as per requirements that arise during translations are the duties carried out by the Glossary Unit.

The Department has been compiling bilingual glossaries since 1956, and commenced compiling trilingual dictionaries in 2013, and as at present, the Glossary Unit has compiled 90 glossaries in various subject areas.



At present, the website of the Department of Official Languages provides the facility to access the latest glossaries compiled on new subject areas after extensive research on such subject areas based on timely requirements.



The significant achievements we have achieved in this journey include the launching of the terminology website with a new interface under the name “Termino-Hub” as well as the releasing of the mobile App consisting of glossaries created for Apple and Android operating systems. The mobile App can be found and downloaded under the search term “Glossary technical term/department of official language” from Google-Play.

Tasks Performed by the Glossary Unit in the Year 2023

- I. Compiling a trilingual glossary on the subject of Tourism and Hospitality Management.
- II. Compiling a trilingual glossary on the subject of Social Media.
- III. Compiling a trilingual glossary on the subject of Gender.
- IV. Compiling the Establishment Code in all three languages.
- V. Releasing 07 updated glossaries to the internet through the Termino-Hub website.

Glossaries Planned to be Compiled in 2024

- I. Glossary on Artificial Intelligence (Trilingual)
- II. Glossary on Research Methodology (Trilingual)
- III. Glossary on Translation Studies (Trilingual)
- IV. Glossary based on the Establishment Code (Trilingual).

03. Language Laboratory



One of the main objectives of implementing the Official Languages Policy is to build a society enriched with language skills. The Language Laboratory performs the functions of setting the necessary background to improve the language skills of public officers and building a society enriched with language skills. Accordingly, it carries out the necessary activities to facilitate language promotion, language learning and language use.

Main Functions:-

- Planning language courses islandwide as per Public Administration Circular 18/2020.**
- Recruiting instructors to the Language Instructors Pool and organizing training workshops for language instructors.**
- Conducting Sinhala, Tamil, English and Foreign languages courses.**

Progress of the Tasks Performed by the Language Laboratory in the Year 2023

The Detail Summary of Language Courses Conducted in terms of Public Administration Circular No.18/2020 from 01.01.2023 to 31.12.2023.

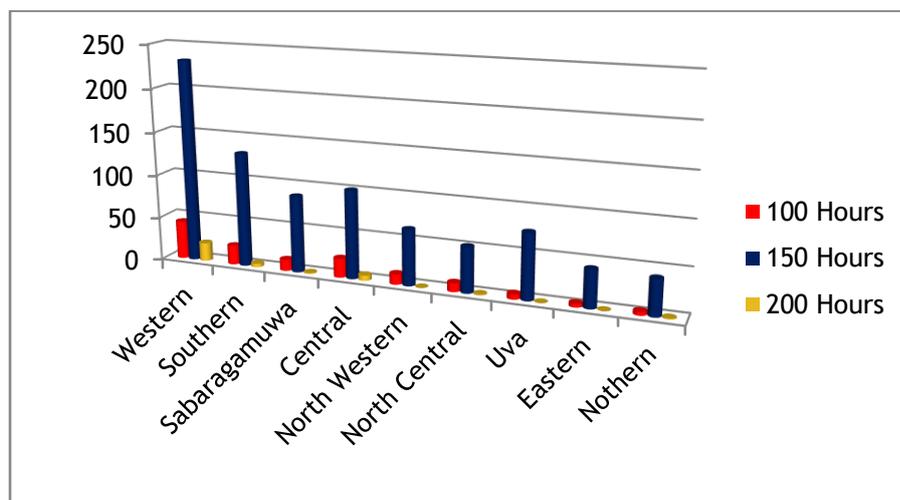
		200 Hours	100 Hours	Total
No. of Courses Commenced	34	827	137	998
No. of Courses Completed (This includes courses commenced in 2022 and completed within 2023.)	63	859	99	1021

The Progress of Conducting Language Courses on District-Level in the Year 2023

This includes courses that were commenced in 2022 but not concluded in the same year, and were completed within 2023.

District	Progress of Conducting Courses as per P.ACircular NO.18/2020								
	No. of Courses Commenced			No. of Courses Completed			No. of Courses on Ongoing		
	100	150	200	100	150	200	100	150	200
Colombo	32	150	20	19	164	23	26	128	12
Gampaha	03	51	00	07	45	01	01	31	00
Kalutara	09	31	01	05	39	01	05	19	01
Galle	08	66	02	06	65	03	03	29	00
Matara	10	43	01	09	34	01	05	21	01
Hambantota	04	22	01	03	25	01	02	16	01
Kurunegala	07	45	00	07	37	02	02	33	00
Puttlam	05	19	00	01	26	01	05	05	00
Kandy	10	56	05	05	61	02	06	25	03
Matale	07	13	01	07	40	02	01	02	00
Nuwara-Eliya	05	32	00	02	34	03	03	21	00
Anuradhapura	03	41	01	03	37	02	02	13	00
Polonnaruwa	07	11	00	08	24	01	00	07	00
Kegalle	04	32	00	01	21	02	03	20	01
Rathnapura	09	56	01	06	63	06	05	25	00
Badulla	05	53	00	05	47	02	03	23	00
Monaragala	01	22	00	00	24	00	01	14	00
Jaffna	01	11	01	00	06	04	01	18	00
Kilinochchi	02	06	00	01	05	01	01	05	00
Vavuniya	01	19	00	01	13	01	00	14	01
Mannar	00	01	00	00	01	01	00	01	01
Mullativ	00	04	00	00	05	00	00	03	01
Ampara	03	18	00	03	26	03	01	06	00
Batticaloa	00	18	00	00	09	00	00	11	00
Trincomalee	01	07	00	00	08	00	01	06	00
Total	137	827	34	99	859	63	77	496	22

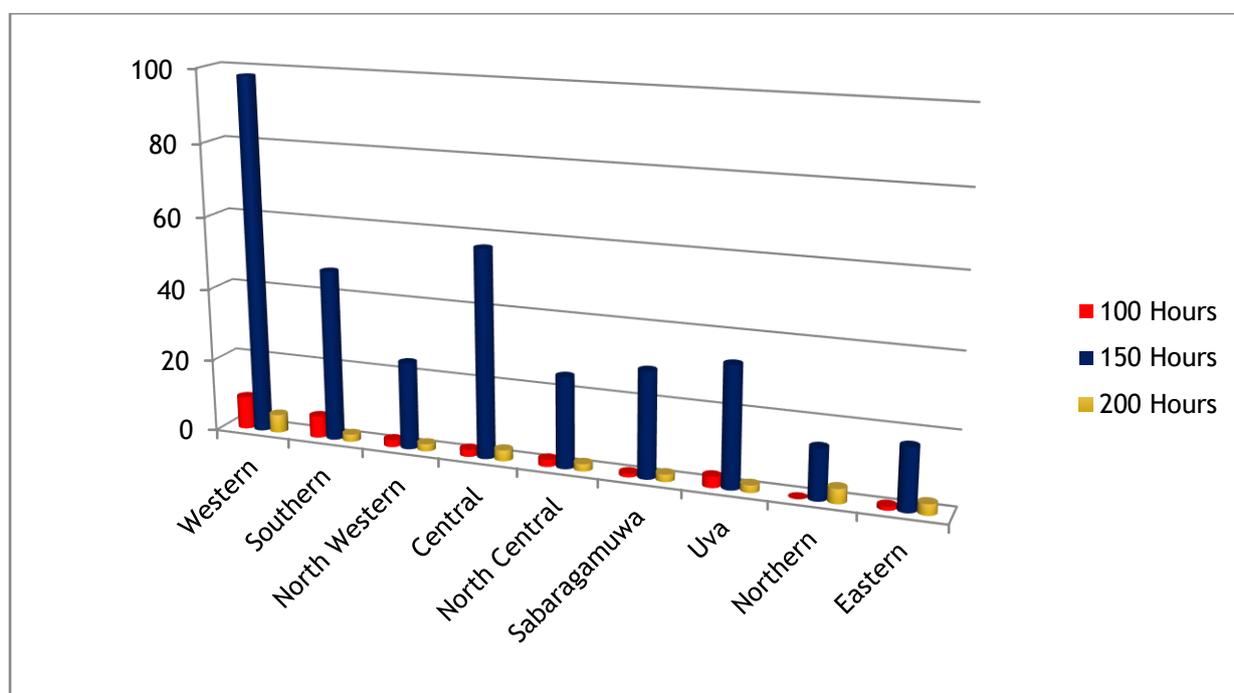
Number of Courses Commenced on District-Level in the Year 2023



Data Sheet of the Number of Courses Commenced on District-Level in the Year 2023

Province	100	150	200
Western	19	194	17
Southern	06	59	03
Sabaragamuwa	02	41	08
Central	02	82	04
North Western	03	37	03
North Central	03	29	02
Uva	03	33	02
Eastern	01	23	03
Northern	00	30	09
Total	39	528	51

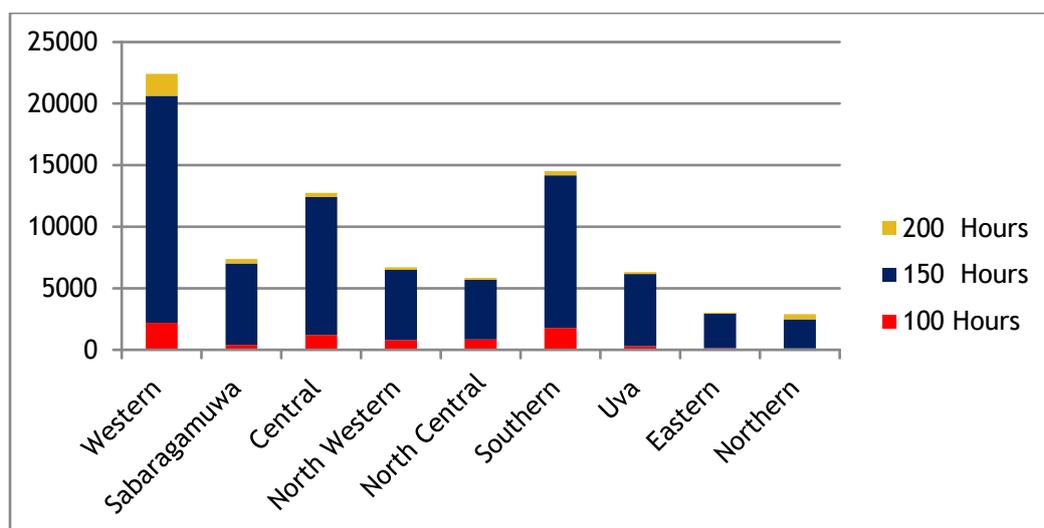
Number of Courses Completed on District-Level in the Year 2023



Data Sheet of the Number of Courses Completed on District-Level in the Year 2023.

Province	100	150	200
Western	31	248	25
Southern	18	124	05
Sabaragamuwa	07	84	08
Central	14	135	07
North Western	08	63	03
North Central	11	61	03
Uva	05	71	02
Eastern	03	43	03
Northern	02	30	07
Total	99	859	63

Number of Certificates Issued for Courses Completed on District-Level in the Year 2022



Data Sheet of the Number of Certificates Issued for Courses Completed on District-Level in the Year 2023.

Province	100	150	200
Western	2193	18435	1803
Southern	1770	12397	344
Sabaragamuwa	403	6611	367
Central	1210	11193	336
North Western	801	5689	211
North Central	844	4851	164
Uva	308	5859	158
Eastern	147	2787	99
Northern	120	2346	439
Total	7796	70168	3921

Conducting Courses at the Request of External Institutions

1. A request has been forwarded by SLIDA to conduct a 200 hour Diploma course and 150 hour certificate course in Sinhala and Tamil languages. The relevant syllabi have been prepared and a memorandum of understanding has been signed with SLIDA.

Programmes to Be Implemented in the Year 2024

1. Organising language courses island-wide as per Public Administration Circular No. 18/2020.
2. Organising official languages courses for semi-government institutions as per the Management Services Circular No. 1/2023.
3. Conducting courses for Sinhala, Tamil, English and foreign languages.
4. Updating the Pool of Language Instructors for the continuation of language courses.
5. Organizing a Diploma Course and a Certificate Course in Sinhala and in Tamil (with SLIDA).
6. Conducting Language Courses at the request of external institutions.

04. Examination Division



Improving the language skills of government employees and acting as the language proficiency evaluator of public officers is a significant process carried out by the Department of Official Languages as another aspect of the implementation of the official language policy. For this purpose, the Examination Division carries out the tasks of conducting oral and written examinations to assess the Official Languages Proficiency of Public Officers, conducting examinations and providing allowances to encourage officers with bilingual proficiency, issuing results and certificates, as well as conducting language-related tests and preparing question papers at the request of external institutions.

Given below are the main functions of the Examination Division which aims to ensure the right of the public to receive services in the language of their choice out of Sinhala, Tamil and English by acting as the language proficiency evaluator of Public Officers.

Main Functions:-

- Conducting language proficiency exams as per Public Administration Circular No.1/2014 and Management Services Circular No. 4/2014.
- Conducting the National Language Qualifications (NLQ) Examination four times a year as per Public Administration Circular No.18/2020.
- Conducting language examinations / preparing and standardizing question papers at the request of external institutions.
- Conducting awareness programmes and training programmes for language examiners.

The Progress of the Examination Division in the Year 2023

The progress of Official Languages Examinations conducted at the Department as per the Public Administration Circular No.1/2014 is as follows.

01. Official Languages Proficiency Examination Conducted for the Officers of Semi-Government Institutions as per the Management Services Circular No.04/2014

Summary of Examination Results – Level – I, II, III, IV (Sinhala/Tamil)

Medium	Total No. of Applicants	No. of Candidates who Sat for the Examination	No. of Applicants who Did Not Sit for the Examination	No. of Candidates who Passed	No. of Applicants who Failed	No. of Rejects
Sinhala	360	39	321	39	0	0
Tamil	222	116	106	95	19	2
Total	582	155	427	134	19	2

02. Official Languages Proficiency Examination Held for Public Officers as per the Public Administration Circular No. 1/2014

Summary of Examination Results – Level – I, II, III, IV (Sinhala/Tamil)

Medium	Total No. of Applicants	No. of Candidates who Sat for the Examination	No. of Applicants who Did Not Sit for the Examination	No. of Candidates who Passed	No. of Applicants who Failed	No. of Rejects
Sinhala	33	22	11	22	0	0
Tamil	27	17	10	16	1	0
Total	60	39	21	38	1	0

3. Conducting the National Languages Qualification (NLQ) examination

The National Language Qualification (NLQ) Examination, which was introduced under Public Administration Circular No.18/2020 to provide incentives to public officers, and for anyone in general to get an evaluation of their language ability, was held four (04) times within this year. It consisted of four main components; namely written test, listening test, oral test and reading test.



National Languages Qualification (NLQ) examination

Summary of Examination Results (Sinhala / Tamil)

Medium	Total No. of Applicants	No. of Candidates who Sat for the Examination	No. of Applicants who Did Not Sit for the Examination	No. of Candidates who Passed	No. of Applicants who Failed	No. of Candidates who are Qualified for the Incentive	No. of Candidates who Passed But Did Not Qualify for the Incentive
Sinhala	136	79	57	11	68	08	03
Tamil	161	15	146	00	15	00	00
Total	297	94	203	11	83	08	03

4. Necessary arrangements were made for 05 requests received from external institutions in relation to preparation of question papers and evaluation of answer sheets and conducting examinations.

- ✓ Examination for the Selection of Sworn Translators -: the Ministry of Justice.
- ✓ Recruitment Examination for the Post of Hansard Reporter (Sinhala and Tamil) -: the Parliament of Sri Lanka
- ✓ Examination for the Recruitment of Translators to the University of Sri Jayawardenapura
- ✓ Examination for the Selection of Officers with Translation Skills to the Secretariat of the Governor of the Northern Province.
- ✓ Examination for the recruitment of translators, examination for the recruitment of language instructors as per the varied scope of the Department of Official Languages
- ✓ Examination for the Selection of Trainers to Train Translators.



Examination for the Recruitment of Language Instructors

05. Library



While libraries held a significant position in the past society as an institution that preserves and stores knowledge; in the present day, the service it provides is immense and it can truly be described as a repository of knowledge. As the scope of the Department of Official Languages is grounded in academic work, its library, which is an integral part of the work environment, provides the necessary background to provide a high-quality and effective service.

The Library of the Department is another division that is maintained systematically, and it provides an immense service to improve the knowledge and skills of the officers of the Department of Official Languages. It has a reference section and a borrowing section, and is rich with a well-maintained, valuable collection of books.

The library consists of encyclopaedias, dictionaries, a collection of Sinhala, Tamil, English and foreign language books, glossaries, periodicals, a collection of newspapers and a collection of government publications. In addition to that, the library also maintains a bulletin board newspaper called "Makaranda" with the aim of enhancing the knowledge and creative skills of the officers of the Department. As at present, the books have been indexed through the "Koha" computer software and the users have been facilitated to accomplish their tasks with more ease. Accordingly, an efficient service is being provided to the officers of the Department with the latest improvements made with the assistance of the said computer software.

The Commissioner General of Official Languages Officially inaugurating the new computer-based system with the Koha software at the Library of the Department.



The Commissioner of Official Languages borrowing a book by using the new software.



06. Other Tasks (Language Promotion)

(6.1) In the year 2023, various programmes were carried out by the Department for the promotion of languages in pursuance of the implementation of the Official Language Policy. Given below are pictures of some of the programmes implemented for the purpose of ensuring that the public can receive services in the language of their choice out of the three languages.

This year, in commemoration of the Sinhala Language Day which falls on the 2nd of March, a language promotion programme was held at the Ganewatta Divisional Secretariat in the Kurunegala district. For this programme, schools in rural areas within the same education zone were selected and various language programmes were conducted for the students of those schools, and while gifts were given to the winning students, a set of books with Departmental publications were given to the libraries of the schools free of charge.



Celebration of the Sinhala Language Day - District Secretariat, Ganewatta



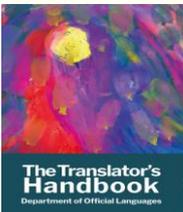
Commissioner General of Official Languages Giving a Brief Talk on the Official Languages Policy

(6.2) To promote Sinhala, Tamil and English languages, a number of Departmental publications have been printed and most of them have been released on the internet as e-books so as to make them accessible to more people.

www.languagesdept.gov.lk

Departmental Publications

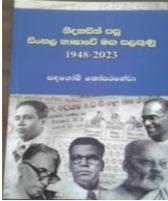
Several Bi-lingual and Trilingual Publications released by the Department for the purpose of promoting languages



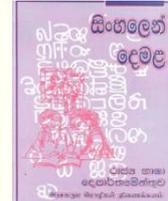
The Translator's Handbook
Department of Official Languages



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1948-2023



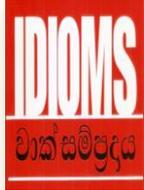
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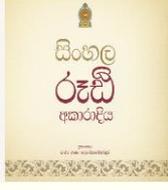
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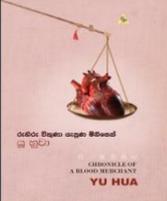
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Spoken Sinhala



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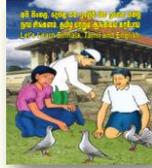
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1948-2023



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1948-2023

(6.3) In line with implementing the Official Languages Policy, the Department conducts a monthly scholarly lecture with the participation of subject experts who have expertise in language, literature, and art. Accordingly, 10 programs were conducted this year. The officers of the Department as well as any person who shows interest in the subject are informed through social media to participate in these events. Accordingly, it is evident through the responses that it is possible to construct a successful discourse by exploring the nuances of languages. This program will be implemented in the year 2024 as well.

Some Participants of the Monthly Scholarly Lecture.



A Programme on the Universal Essence of the Buddhist Philosophy Conducted by Senior Lecturer Venerable Galkande Dhammananda Thero and Litterateur Mr. Chulananda Samaranayake.



A Programme Conducted by Veteran Litterateur Mr. Liyana Amarakeerthi.

2.2 Future Goals and Challenges of the Department

Division	Future Goals
Translation Division	Providing practical training for undergraduates who are pursuing the Honours Degree in Translation Studies.
	Conducting programmes to educate undergraduates about translation.
	Publishing the book “Useful Phrases for Translations”.
	Preparing commonly used forms in government institutions in two languages.
Language Laboratory	Conducting bilingual courses island-wide as per Public Administration Circular No.18/2020 and Management Services Circular No. 1/2023 with the contribution of exceptional and effective resource persons.
	Conducting language courses through an online learning methodology.
	Commencing basic, advanced and spoken Sinhala, Tamil, English courses and updating the syllabi of foreign language courses to benefit the job market and commencing the courses.
Examination Division	Conducting National Languages Qualifications (NLQ) Examination to assess Sinhala and Tamil language proficiency.
	Conducting other language proficiency examinations.
	Conducting awareness programmes for public officers about the National Languages Qualifications.
Glossary Unit	<p>Researching on the following subject areas and compiling glossaries on them:</p> <ul style="list-style-type: none"> - Glossary on Artificial Intelligence (Trilingual) - Glossary on Research Methodology (Trilingual) - Glossary on Translation Studies (Trilingual) - Glossary based on the Establishment Code (Trilingual).
Accounts Division	Achieving a high score at the financial and performance evaluation conducted by the Committee on Public Accounts in the coming years.
Administration Division	Setting up computer networking in all sections of the Department.
	Conducting training programs and making necessary arrangements to develop the abilities and skills of all the officers of the Department.
Miscellaneous	Conducting educational workshops named “A Guide to Official Correspondence” for public officers about drafting official correspondence in Sinhala and English.
	Launching a YouTube channel to promote language skills and create awareness among language users about the functions of the Department.
	Planning programmes relevant to days that are significant nationally and internationally in the field of linguistics/languages.

Challenges

1. The di

2.3. Challenges

1. Difficulty in enrolling external resource persons with language expertise required in the compilation of books, glossaries as well as in examination-related tasks under existing approved payment methods.
2. The requirement for an approved system of allowance for the National Language Qualifications Examination (NLQ Examination).
3. Filling the existing vacancies of staff grade officers.

Chapter 03 - Statement of Financial Performance

ACA-F

Statement of Financial Performance for the period ended 31st December 2023

Revised Budget Allocations 2023		Note	Actual	
			2,023	2,022
Rs.			Rs.	Rs.
-	Revenue Receipts		-	-
-	Income Tax	1	-	-
-	Taxes on Domestic Goods & Services	2	-	-
-	Taxes on International Trade	3	-	-
-	Non Tax Revenue & Others	4	-	-
-	Total Revenue Receipts (A)		-	-
-	Non Revenue Receipts		-	-
-	Treasury Imprests		138,751,000	165,000,000
-	Deposits		2,688,072	1,833,935
5,200,000.00	Advance Accounts		7,331,784	8,699,865
-	Other Main Ledger Receipts		-	-
5,200,000.00	Total Non Revenue Receipts (B)		148,770,856	175,533,800
5,200,000.00	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		-	-
-	Remittance to the Treasury (D)		-	-
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		148,770,856	175,533,800
-	Less: Expenditure			
-	Recurrent Expenditure			
112,600,000.00	Wages, Salaries & Other Employment Benefits	5	93,239,634	103,918,813
36,175,000.00	Other Goods & Services	6	25,521,572	21,878,551
1,000,000.00	Subsidies, Grants and Transfers	7	582,885	609,358
-	Interest Payments	8	-	-
37,000,000.00	Other Recurrent Expenditure	9	27,704,575	30,558,672
186,775,000.00	Total Recurrent Expenditure (F)		147,048,666	156,965,394
-	Capital Expenditure			
2,000,000.00	Rehabilitation & Improvement of Capital Assets	10	1,524,972	1,296,450
1,625,000.00	Acquisition of Capital Assets	11	961,282	848,135
-	Capital Transfers	12	-	-
-	Acquisition of Financial Assets	13	-	-
600,000.00	Capacity Building	14	431,000	490,530
-	Other Capital Expenditure	15	-	-
4,225,000.00	Total Capital Expenditure (G)		2,917,254	2,635,115
7,000,000.00	Deposit Payments		2,859,915	1,469,324
-	Advance Payments		4,941,550	4,951,280
-	Other Main Ledger Payments		-	-
7,000,000.00	Total Main Ledger Expenditure (H)		7,801,465	6,420,604
157,767,385	Total Expenditure I = (F+G+H)		157,767,385	166,021,113
(8,996,529)	Balance as at 31st December J = (E-I)		(8,996,529)	9,512,687
(8,996,529)	Balance as per the Imprest Adjustment Statement		(8,996,529)	9,512,687
(8,996,529)	Imprest Balance as at 31st December		(8,996,529)	9,512,687



3.2 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2023

	Note	Actual	
		2023 Rs	2022 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	384,559,940	383,598,658
Financial Assets			
Advance Accounts	ACA-5/5(a)	13,259,744	15,649,978
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		397,819,684	399,248,636
Net Assets / Equity			
Net Worth to Treasury		12,753,367	14,971,758
Property, Plant & Equipment Reserve		384,559,940	383,598,658
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	506,377	678,220
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		397,819,684	399,248,636

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 07 to 26 and Annexures to accounts presented in pages from 27 to 31 form an integral part 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 in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.

Chief Accounting Officer

Name :

Designation :

Date : 26/02/2024

Pradeep Yasarathna
Secretary

Ministry of Public Administration, Home Affairs,
Provincial and Local Government,
Independence Square, Colombo 07.

Accounting Officer

Name :

Designation :

Date : 2024.02.22

Prince Senadeera,
Commissioner General of Official Languages
Department of Official Languages,
341/7, Kotte Road,
Rajagiriya.

Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)

Name : 2024.02.22

Date :

D.S. Dissanayake
Chief Accountant,
Department of Official Languages,
341/07, Kotte Road,
Rajagiriya.



3.3 Statement of Cash Flow

ACA-C

Statement of Cash Flow for the Year Ended 31st December 2023

	Actual	
	2023 Rs.	2022 Rs.
<u>Cash Flows from Operating Activities</u>		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	3,876,683	4,144,922
Profit	-	-
Non-Revenue Receipts	4,390,366	4,967,692
Revenue Collected under Other Revenue Heads	-	-
Imprest Received	138,751,000	165,000,000
Advances Received	6,522,603	6,766,494
Deposits Received	2,688,072	1,833,935
Total Cash Flow generated from Operations (a)	156,228,724	182,713,043
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Expenses	146,568,023	157,944,205
Subsidies & Transfer Payments	582,885	609,358
Expenditure on Other Heads	1,124,017	17,695,006
Imprest Settlement to Treasury	-	-
Advances Paid	4,941,550	4,951,280
Deposits Paid	2,859,915	1,469,324
Total Cash Flow disbursed for Operations (b)	156,076,390	182,669,174
NET CASH FLOW FROM OPERATING ACTIVITIES (C) = (a)-(b)	152,333	43,869
<u>Cash Flow from Investing Activities</u>		
Interest	773,779	782,446
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	35,170	21,820
Recoveries from On Lending	-	-
Total Cash Flow generated from Investing Activities (d)	808,949	804,266
<u>Less - Cash disbursed for:</u>		
Purchase or Construction of Physical Assets & Acquisition of Other Investments	961,282	848,135

Total Cash Flow disbursed for Investing Activities (e)	961,282	848,135
NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(d)-(e)	(152,333)	(43,869)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c)+(f)	0	-
<u>Cash Flows from Financing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash Flow 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	-	-

3.4 Revenue Collection Performance

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Preliminary Estimate	Final Estimate	Amount (Rs.)	As a % of the Final Estimate
20.03.99.00	Sales and Charges	3,000,000.00	3,000,000.00	3,911,757,71	130%
20.02.02.99	Interest and Other	750,000.00	750,000.00	601,825,77	80.24%

3.5 Performance of Utilization of Allocated Provisions

Type of provision	Allocated provision		Actual expenditure	Allocations utilized as % of the final allocation finalized
	Preliminary provision	Final provision		
Capital Expenditure	3,000,000.00	4,225,000.00	2,917,254.00	69.00%
Recurring Expenditure	188,000,000.00	186,775,000.00	147,048,666.00	79.00%

3.6 Allocations made to this Department / District Secretariat / Provincial Council as a representative of other Ministries / Departments as per FR 208

Serial No.	Department / Ministry from which the Allocation was Received	Purpose of the Allocation	Allocation (Rs.)		Actual Expenditure	Allocation Utilization as a % of the Final Allocation
			Initial Allocation	Final Allocation		
01	Ministry of Public Administration, Home Affairs Provincial Councils and Local Government	For the purpose of translating into Tamil and printing the Establishment Code which was issued in 2013	491,888.00	491,888.00	491,888.00	100%

3.7 Performance of Reporting Non-financial Assets

Asset Code	Code Description	Balance as per Board of Survey Report as at 31.12.2023 (Rs.)	Balance as per Financial Statement as at 31.12.2023 (Rs.)	To be accounted in the future	Reporting progress as a %
9151	Buildings and Structures	147,000,000.00	147,000,000.00	-	100%
9152	Machinery	75,208,770.17	75,208,770.17	-	100%
9153	Lands	160,000,000.00	160,000,000.00	-	100%
9154	Intangible Assets	2,351,170.00	2,351,170.00	-	100%
9155	Biological Assets	-	-	-	-
9160	Work in Progress	-	-	-	-
9180	Leased Assets	-	-	-	-



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தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

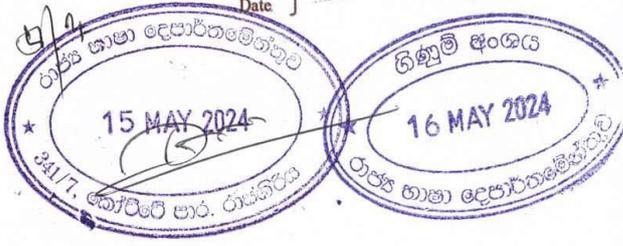


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தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



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எனது இல.
My No.

PAF/C/ OLD /FS/02/23/03

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உமது இல.
Your No.

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திகதி
Date

2024 මැයි 15 දින

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- 1. මූල්‍ය ප්‍රකාශන
- 1.1 තත්ත්වගණනය කළ මතය

ශීර්ෂය 236 - රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ 2023 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්ව ප්‍රකාශනය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශනය හා මුදල් ප්‍රවාහ ප්‍රකාශනය සහ ප්‍රමාණාත්මක ගිණුම්කරණ ප්‍රතිපත්තිවලට අදාළ තොරතුරු ද ඇතුළත් මූල්‍ය ප්‍රකාශනවලට අදාළ සටහන් වලින් සමන්විත 2023 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව රාජ්‍ය භාෂා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව යථා කාලයේදී ඉදිරිපත් කරනු ලැබේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.



මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණුවලින් වන බලපෑම හැර, මූල්‍ය ප්‍රකාශනවලින් 2023 දෙසැම්බර් 31 දිනට රාජ්‍ය භාෂා දෙපාර්තමේන්තුවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහය පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

1.2 තත්ත්වගණනය කළ මතය සඳහා පදනම

මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණු මත පදනම්ව මාගේ මතය තත්ත්වගණනය කරනු ලැබේ. ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් මාගේ වගකීම, විගණකගේ වගකීම යන වගන්තියේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්‍රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ හා ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ගණන්දීමේ නිලධාරීගේ වගකීම වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1) (ඇ) උප වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සැම විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් අනාවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ වැරදි තනි හෝ සාමූහික ලෙස බලපෑම නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මක භාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී.

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකවිසුමවින් යුතුව ක්‍රියා කරන ලදී. මා විසින් තවදුරටත්,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නා වූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්ස්ඵානගතයන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වෙනත්තාත්වික මහභූරීමෙන්, වරදවා දැක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මහ භූරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සඵලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවුවද, අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී.
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී.

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ගණන්දීමේ නිලධාරී දැනුවත් කරමි.



1.5 වෙනත් නෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(1) (ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බවට ,
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු මෙම නිරීක්ෂණයන් නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.6.1 මූල්‍ය නොවන වත්කම්

සමාලෝචිත වර්ෂය තුළදී අපහරණය කරන ලද රු.2,687,265 ක මූල්‍ය නොවන වත්කම් මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශයේ දේපළ පිරියන හා උපකරණවලින් ඉවත් කර නොතිබුණි.

2. මූල්‍ය සමාලෝචනය

2.1 වියදම් කළමනාකරණය

මුදල් රෙගුලාසි 50 (II) අනුව ඇස්තමේන්තු හැකිතාක් දුරට සම්පූර්ණයෙන් නිවැරදිව පිළියෙල කළ යුතු බවට ගණන්දීමේ නිලධාරියා වගබලා ගත යුතු වුවත් පහත පරිදි ඉතිරි කිරීම් සිදුකර තිබුණි.

- (අ) ප්‍රාග්ධන වැය විෂයයන් 02කට අදාළව මුළු ශුද්ධ ප්‍රතිපාදනය රු.750,000ක් හා කල්බදු ක්‍රමයට වාරික ගෙවීම සඳහා වෙන්කළ රු.600,000ක මුළු ශුද්ධ ප්‍රතිපාදනයම සම්පූර්ණයෙන් ඉතිරි කර තිබුණි.
- (ආ) පුනරාවර්තන වැය විෂයයන් 09කට අදාළව ශුද්ධ ප්‍රතිපාදනය රු.52,215,000ක් හා වියදම රු.38,413,869ක් වූයෙන් එක් එක් වැය විෂයන්හි සියයට 18 ක් සියයට 59 ක් අතර පරාසයක වන පරිදි රු.13,801,131ක ඉතිරිවීම් පැවැතුණි.
- (ඇ) ප්‍රාග්ධන වැය විෂයයන් 02කට අදාළව ශුද්ධ ප්‍රතිපාදනය රු.750,000ක් හා වියදම රු.344,460ක් වූයෙන් එක් එක් වැය විෂයන්හි සියයට 13 ක් සියයට 74ක් අතර පරාසයක වන පරිදි රු.405,540ක ඉතිරිවීම් පැවැතුණි.



2.2 නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම

නීතිරීති හා රෙගුලාසිවලට යොමුව

අනුකූල නොවීම

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ මුදල් රෙගුලාසි සංග්‍රහයේ මුදල් රෙගුලාසි 104

2023 පෙබරවාරි 21 දින සිදු වූ වාහන අනතුර සම්බන්ධයෙන්, අනතුර සිදුවී වර්ෂයකට අධික කාලයක් ගතව ඇතත් මු.රෙ 104 ප්‍රකාරව කටයුතු කර නොතිබුණි.

3. මෙහෙයුම් සමාලෝචනය

3.1 කළමනාකරණ දුර්වලතා

- (අ) මොරටුව විශ්ව විද්‍යාලය විසින් සකස් කරන ලද පිරිවැය රු.10,810,000ක් වූ සිංහල, දෙමළ මෘදුකාංගයේ නිරවද්‍යතාවය පිළිබඳ සහතිකයක් රාජ්‍ය භාෂා කොමසාරිස් ජනරාල් විසින් 2022 පෙබරවාරි 14 දින ව්‍යාපෘති අධ්‍යක්ෂවරයාගෙන් ඉල්ලා තිබුණද, එය ලබාදී නොතිබුණ අතර වර්තමානය වන විට එම මෘදුකාංගය වෙනුවෙන් දැරූ පිරිවැය නිශ්කාර්යව පවතී.
- (ආ) රාජ්‍ය සේවකයන් හා අර්ධ රාජ්‍ය සේවකයන් විසින් සම්පූර්ණ කළ යුතු වාචික, ලිඛිත හා කථන භාෂා ප්‍රවීණතා පාඨමාලා සඳහා 2016 සහ 2018 වර්ෂවල මිලදීගෙන තිබූ රු.5,347,048ක වටිනා පොත් තොගයක් හා 2018 වර්ෂයේ මුද්‍රණය කර තිබූ “ලියන සිංහල” පොත් 54 ක් අලෙවියට නුසුදුසු තත්ත්වයෙන් ද, අලෙවි නොවන හා භාවිතයට ගත නොහැකි පරිසර විද්‍යා පොත් 477ක් හා සත්ව විද්‍යා පොත් 71ක් ද ගබඩාවේ පැවතුනි.
- (ඇ) 2020 අගෝස්තු 17 වන දින රු.314,450ක් වැය කර මිලදී ගනු ලැබූ පොත් අලෙවි කළමනාකරණ මෘදුකාංගය අක්‍රියව පැවතුණ අතර කොරෝනා වෛරසයෙන් ආරක්ෂා විමට අදිනු ලබන රු.130,000 ක් වටිනා ඉවත දැමිය හැකි ඇයුම් කට්ටල 400 ක් නිකුත් කිරීමකින් තොරව ගබඩාවේ පැවතිණි.



4. මානව සම්පත් කළමනාකරණය

4.1 අනුයුක්ත කාර්ය මණ්ඩලය, තරා කාර්ය මණ්ඩලය හා පුරප්පාඩු

ජ්‍යෙෂ්ඨ මට්ටමේ තනතුරු පුරප්පාඩු 06ක්, තෘතීයික මට්ටමේ තනතුරු පුරප්පාඩු 34ක්, ද්විතීයික මට්ටමේ තනතුරු පුරප්පාඩු 13ක් හා ප්‍රාථමික මට්ටමේ පුරප්පාඩු 05ක් වශයෙන් පුරප්පාඩු 58ක් පැවැතුණ අතර පුරප්පාඩු පිරවීම හෝ තනතුරු සංශෝධනය කිරීම සිදුකර නොතිබුණි.

කේ.ආර්.ටී මැණිකේ

ජ්‍යෙෂ්ඨ සහකාර විගණකාධිපති

විගණකාධිපති වෙනුවට

පිටපත - අධ්‍යක්ෂ ජනරාල්, රාජ්‍ය ගිණුම් දෙපාර්තමේන්තුව

Chapter 04 - Performance Indicators

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

Serial No.	Activity	Special indicators	Actual output as a percentage (%) of the expected output		
			100%- 90%	75%- 89%	50% - 74%
Capital Expenditure					
Creating a Favourable Working Environment for All Employees (2001)					
	Renovation of the Auditorium (2001)	No. of Sections	✓	-	-
Creating a Favourable Working Environment for All Employees (2002)					
	Machinery Upgrade (2002)	No. of Items	-	✓	-
Acquiring Machines and Machinery (2103)					
	Purchase of other machinery, equipment	No. of Items	✓	-	-
Improvement of Procedures (2106)					
	Developing Software	No. of Systems	✓	-	-
Improving Knowledge, Skills and attitudes of the Staff (2401)					
	Directing the officers of the Department to various capacity development and training programmes	No. of Programmes	✓	-	-
Recurrent Expenditure					
1) Facilitating to Ensure a Higher Quality Translation Service (1703-1)					
01	Carrying out translation work in three languages as per the requirement of government and semi-government institutions	No. of Pages	✓	-	-
02	Updating the pool of language facilitators through the Bhashawa.lk website	No. of language facilitators	✓	-	-
2) Facilitating Language Promotion, Language Learning and Language Use (1703-2)					
01	Conducting Expert Panel Meetings	No. of Programmes	✓	-	-
02	Compilation of Sinhala, Tamil and English language glossaries to accomplish educational, translation and administrative objectives	No. of Glossaries	✓	-	-
03	Releasing the content of 04 older glossaries printed by the Department as 02 glossaries on the TerminoHub website	No. of Glossaries	✓	-	-
04	Preparing study aids for public officers as per Public Administration Circular No.18/2020	No. of Study Aids	✓	-	-
05	Recruiting instructors for the courses conducted by the Language Laboratory and planning training programs	No. of Programmes	✓	-	-
06	Organizing courses at the request of external institutions	Organizing courses based on the number of requests received	✓	-	-

07	Planning programmes in commemoration of days of national and international significance in the field of languages / linguistics (Celebrating the Sinhala Language Day and Tamil Language Day)	No. of Events	✓		
08	Purchasing books for the Library of the Department	No. of Language Learning Books	✓		
09	Planning monthly programmes on language and literature	No. of Programmes	✓		
10	Reprinting Departmental publications	No. of Copies	✓		
11	Publishing a timely book relating to language promotion	No. of Copies	✓		
12	Conducting workshops named “A Guide to Official Correspondence” for public officers about drafting official correspondence in Sinhala and English.	No. of Programmes	✓		
(3) Improving the Language Proficiency of Public Officers to Ensure the Language Right of the Public to Receive Services in a Language of their Choice (Sinhala/Tamil/English) (1703-3)					
01	Conducting the National Languages Qualification (NLQ) examinations	No. of Candidates	✓	-	-
02	Conducting Official Languages Proficiency examinations as per Public Administration Circular No.1/2014	No. of Candidates	✓	-	-
03	Conducting Official Languages Proficiency examinations for semi-government institutions as per Management Services Circular No.1/2023	No. of Candidates	✓		
04	Preparing, and standardizing question papers and conducting examinations at the request of Government and Semi-Government Institutions	Depends on the number of requests received	✓	-	-
05	Conducting workshops for language examiners	No. of Programmes	✓		
06	Organizing language training programmes for public officers as per Public Administration Circular No.18/2020	No. of Courses	✓		
07	Organizing official languages courses for semi-government institutions as per Management Services Circular No.1/2023	No. of Courses	✓		
08	Conducting Sinhala, Tamil, English and foreign languages courses	No. of Students	✓		
09	Implementing the computer-based evaluating system to evaluate National Languages Qualifications	No. of Evaluations	✓		

Chapter 05 - Performance in Achieving Sustainable Development Goals (SDG)

5.1 The Relevant Identified Sustainable Developments Goals

Goal / Target	Indicators	Achievement Indicators	Progress in achievements so far		
			0% - 49%	50% - 74%	75% - 100%
(1) Target 16.6: Develop effective, accountable and transparent institutions at all levels	(1) 16.6.2 Proportion of the population satisfied with their last experience of public services	(1.1) Carrying out translations in the three languages: Sinhala, Tamil and English.			√
		(1.2) Compiling trilingual, bilingual glossaries in Sinhala, Tamil and English languages and releasing to the internet through the TerminoHub website in order to facilitate educational, administrative and translation tasks.			√
		(1.3) Organizing Sinhala and Tamil language courses islandwide in terms of the P.A. Circular No.18/2020.			√
		(1.4) Conducting the National Languages Qualification Examination (NLQ)			√
		(1.5) Conducting Official Languages Proficiency Examinations for Semi-government institutions in terms of M.S. Circular No.1/2023			√
		(1.6) Selecting schools from education zones within rural divisional secretariats, and celebrating Sinhala Language Day and Tamil Language Day at such schools.			√
		(1.7) Updating instructors' pools relating to language courses, planning training courses, preparing learning aids, facilitating users to peruse such with the use of modern technology for the purpose of facilitating language promotion, language learning and language use.			√
		(1.8) Designing languages courses and question papers, as well as conducting Selection Tests as per requests of external institutions.			√

5.2 Achievements and Challenges in Accomplishing Sustainable Development Goals

The Department of Official Languages successfully carried out all the targeted tasks for the year 2023 with the aim of fulfilling the Sustainable Development Goals by the year 2030.

The following are prominent among the issues that occurred in the implementation of the above.

1. Shortage of Translators - The number of vacancies for the post of Translator in the Department is 25. (Approved cadre is 44). Due to this situation, the Department does not have the capacity to carry out all of the translations assigned by government institutions and have to reject some of them.
2. Since the payments approved under government circulars for resource persons are at a minimal level, it is difficult to obtain the consultation of a third-party with subject expertise for academic matters and for integrating modern technology in compiling glossaries and compiling books.
3. Shortage of Staff Officers – The shortage has caused problems in properly and efficiently administrating and supervising Departmental functions.
4. Shortage of Management Service Officers – This causes unnecessary delays in carrying out internal administration and accounting work of the Department.
5. Shortage of vehicles – The availability of only one van to carry out all transportation activities of the Department causes delays in dealing with external institutions and impacts the entire system.

Chapter 06 - Human Resources Profile

6.1 The List of Staff Members of the Department of Official Languages as at 31.12.2022 is as follows.

Nature of the Post	Post	Service	Grade	Salary Code	Total Number of	Existing Cadre	Number of Vacancies
Senior Level	Commissioner General of Official Languages	Sri Lanka Administrative Service	Special	SL 3	01	01	00
	Commissioner	Sri Lanka Administrative Service	I	SL 1	02	01	01
	Commissioner	Departmental Service	I	SL 1	01	00	01
	Chief Accountant	Sri Lanka Accountants' Service	I	SL 1	01	01	00
	Internal Auditor	Sri Lanka Accountants' Service	I	SL 1	01	01	00
	Assistant Commissioner / Deputy Director	Sri Lanka Administrative Service	III /II	SL 1	04	02	02
	Assistant Commissioner	Departmental Service	III /II	SL 1	01	00	01
	Accountant	Sri Lanka Accountants' Service	III /II	SL 1	01	01	00
	Assistant Director	Sri Lanka Information and Communication Technology Service	III /II	SL 1	01	00	01
	Total				13	07	06
Tertiary Level	Administrative Officer	Public Management Assistant Service	Supra	MN 7	01	01	00
	Superintendent of Languages Laboratory	Departmental Service	-	MN 7	01	01	00
	Superintendent of Languages	Departmental Service	-	MN 7	08	00	08
	Superintendent of Translations	Departmental Service	II /I	MN7	03	00	03
	Information Communication and Technology Officer	Sri Lanka Information and Communication Technology Service	2-II /I	MN 6	01	00	01

	Translator	Government Translators' Service	II / I	MN 6	19	14	05
	Translator	Departmental Service	II / I	MN 6	25	08	17
	Total				58	24	34
Secondary Level	Translator Assistant	Departmental Service	-	MN 4	14	14	00
	Project Development Assistant	Departmental Service	-	MN 4	01	01	00
	Development Officer	Development Officers' Service	III / II / I	MN 4	60	61	00
	Librarian	Sri Lanka Librarians' Service	III / II / I	MN 3	03	00	03
	Management Services Officer	Management Service Officers' Service	III / II / I	MN 2	25	16	09
	Language Laboratory Assistant	Departmental Service	III / II / I	MT 2	01	01	00
	Information and Communication Technology Assistant	Sri Lanka Information and Communication Technology Service	3-III / II / I	MT 1	01	00	01
	Technical Assistant	Departmental Service	III / II / I	MT 1	01	00	01
	Total				106	93	14
Primary Level	Driver	Combined Drivers' Service	III / II / I/sp	PL 3	05	03	02
	Office Employee Service	Office Employee Service	III / II / I/sp	PL 1	14	11	03
	Total				19	14	05
	Sub Total				196	138	58

6.2 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies	Excess
Senior	13	07	06	-
Tertiary	58	24	34	-
Secondary	106	93	13	-
Primary	19	14	05	-

6.3 Impact of the Shortage or Excess of Human Resources on the Performance of the Institution

1. **Shortage of Staff Grade Officers** – Causes difficulties in the efficient execution of administration and supervision of Departmental tasks.
2. **Shortage of Translators** - As the Department does not have the human resources capacity to complete all the translation requests received from government institutions, it is compelled to reject certain requests. This in turn causes damage to the reputation of the Department.
3. **Shortage of Management Services Officers** – Causes unnecessary delays in the internal administration and accounting activities of the Department.

6.4 Capacity Development of the Staff

Name of the Programme	No. of Officers Trained	Duration of the Programme	Total Investment (Rs.)	Nature of the Programme Local / Foreign	Output / Knowledge Obtained
Office Systems	01	02 days	Rs.10000.00	Local	Knowledge on circulars and documentation / filing.
Payroll Processing of Public Officers	02	01 day	Rs.10000.00	Local	Knowledge about salary and wage structure of public officers, methods of payment and rejection of annual salary increments and salary conversion.
Organizational Management	01	01 day	Rs.12000.00	Local	Recruitment
Procurement Procedure	02	02 days	Rs.22000.00	Local	Knowledge of public procurement methodology and objectives, tenders and documents, appointment of procurement committees and technical evaluation committees and their functions.
Corporate Plan Development	01	01 day	Rs.12500.00	Local	Knowledge on developing a corporate plan & planning and budgeting strategies for another 3 years.
Increasing the Professional Development of Development Officers and Management Services Officers	02	02 days	Rs.19000.00	Local	Knowledge on skills to improve professional capabilities.
Preliminary Investigation	01	3 days	Rs.9500.00	Local	Knowledge on the role of a Preliminary Investigation Officer, payments, disciplinary procedures.
Discipline Management	01	1 day	Rs.12000.00	Local	Knowledge on misconduct, conducting a formal disciplinary hearing, preparation of

					investigation reports, dealing with losses and disposal.
Maintenance of Government Vehicles	01	1 day	Rs.5000.00	Local	Maintenance of government vehicles and keeping of relevant records, vehicle maintenance, purchase of spare parts, handling of damages and losses, notification of misuse.
Administration of Contracts, Payment Procedure and Maintenance of Contract Documents	01	1 day	Rs.6000.00	Local	Understanding of effective and efficient contract process and maintenance of contract files.
Smart Office Techniques	03	3 days	Rs.54000.00	Local	Knowledge on MS Office, Google, Email & Gmail, PDF, Printing & Scanning.
Project Management	01	2 days	Rs.7500.00	Local	Knowledge on developing a knowledge base that will be useful to carry out duties in a project environment.
Skills Development of Development Officers and Management Services Officers	01	2 days	Rs.10000.00	Local	Knowledge on office environment, drafting letters and filing, writing reports and presenting them, personality development, public relations and customer satisfaction.
Duties and Responsibilities of Leave Clerks	01	2 days	Rs.9500.00	Local	Knowledge on all types of leave relevant to Ministries and Departments, and improving efficiency.
Recruitment and Procedural Rules	01	2 days	Rs.9500.00	Local	Knowledge on recruitment procedures and procedural rules.
Adapting AI Tools for Workplace Productivity	01		Rs.8000.00	Local	Knowledge on utilizing AI tools in office work.
Higher National Diploma in Public Procurement & Contract Administration	01	1 year	Rs.138000.00	Local	Obtaining necessary knowledge in carrying out the procurement activities of the Department.
Training in Audio Engineering	08	4 days	Rs.22500.00	Local	Sound controlling and recording techniques, recorded sound editing, sound control techniques using studio equipment.

6.5 The Contribution of Training Programmes towards the Performance of the Institution.

- ❖ These programmes have enabled the officers to expand the knowledge required to carry out the functions of the institution with the intention of achieving the objectives of the Department.
- ❖ They have assisted in providing a more productive service to the public due to the improvement in knowledge and skills along with the development in attitudes.
- ❖ Participating in training programmes has resulted in improved interpersonal relationships between officers while performing their duties, and resulted in improved motivation among officers.
- ❖ These programmes have resulted in accurate, efficient, successful and productive execution of the functions of the institution.
- ❖ These programmes have aided newer employees with limited experience in discharging their duties well.
- ❖ These programmes have resulted in enhanced leadership skills.
- ❖ By means of the formal training obtained through these training programmes, subject-officers have acquired the basic background required to perform the duties of their relevant subject with responsibility.
- ❖ Bringing positive, innovative processes to a practical usage, and utilizing such processes to create the background required to provide a high-quality service towards language promotion, and to language learners.

No.	Applicable Requirement	Compliance Status (Complied / Not Complied)	Brief Explanation for Non-Compliance	Corrective Actions Proposed to Avoid Non-Compliance in Future
01 The following financial statements / accounts have been submitted on the due date.				
1.1	Annual Financial Statements	Complied	-	-
1.2	Advances 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	Other	-	-	-
02 Maintenance of books and registers (FR445)				
2.1	Updating and maintaining the Fixed Assets Register in terms of Public Administration Circular 267/2018	Complied	-	-
2.2	Updating and maintaining the Personal Emoluments Register / Personal Emolument Card	Complied	-	-
2.3	Updating and maintaining the Audit Query Register	Complied	-	-
2.4	Updating and maintaining the Internal Audit Reports	Complied	-	-
2.5	Preparing all the monthly summary of accounts (CIGAS) and forward to the Treasury on the due date	Complied	-	-
2.6	Updating and maintaining the Register of Cheques and Money Orders	Complied	-	-
2.7	Updating and maintaining inventories	Complied	-	-
2.8	Updating and maintaining the Stock Register	Complied	-	-
2.9	Updating and maintaining the Register of Losses	Complied	-	-
2.10	Updating and maintaining a Record of Liabilities	Complied	-	-
2.11	Updating and maintaining the Register of Counterfoil Books (GA-N20)	Complied	-	-
2.12	Updating the Personal Emolument Register as per FR 453 for the purpose of payment of salaries	Complied		
2.13	Assigning the first, second and third passwords for the payroll software systematically among officers	Complied		
2.14	Safely storing an adequate number of backup files	Complied		
2.15	Installing the latest version of the New CIGAS software to prepare accounts	Complied		

2.16	Balancing the Inventory Book as at 31 st of December and carry the balance forward	Complied		
2.17	Updating and maintaining the Assets Register	Complied		
2.18	Updating and maintaining the Donation Register	Not Complied		Action will be taken to commence in 2024.
2.19	Updating and maintaining the Inventory Book	Complied		
2.20	Updating and maintaining the Register of Consumables Store	Complied		
2.21	Updating and maintaining the Leave Register	Not Complied	Have obtained leave without approval.	Resolving the irregularities in obtaining leave.
2.22	Updating and maintaining the Attendance Register	Complied		
2.23	Updating and maintaining the Adhoc Sub-Imprestis Register	Complied		
03 Delegation of functions for financial control (FR 135)				
3.1	Delegating the financial authority within the institution	Complied	-	-
3.2	Communicating the specifics of the delegation of financial authority within the institution	Complied	-	-
3.3	Delegating the authority in a manner that each transaction shall be passed through two or more officers	Complied	-	-
3.4	Operating under the control of the accountant when using the Government Payroll Software Package in terms of State Account Circular 171/2004 dated 11.05.2014	Complied	-	-
04 Preparation of Annual Plans				
4.1	Preparing the Annual Action Plan	Complied	-	-
4.2	Preparing the Annual Procurement Plan as per the National Procurement Guidelines and circulars in effect	Complied	-	-
4.3	Including the Procurement Times Schedule (PTS) in the above Plan	Complied		
4.4	Appointing the Procurement Committees and Technical Evaluation Committees	Complied		
4.5	Preparing the Annual Internal Audit Plan	Complied	-	-
4.6	Preparing the Annual Estimate and forwarding to the Department of National Budget on due date	Complied	-	-
4.7	Forwarding the Annual Cash Flow Statement to the Treasury Operations Department on time	Complied	-	-
05 Audit Queries				
5.1	Responding to all audit queries within the time period specified by the Auditor General	Complied	-	-
06 Internal Audit				

6.1	Preparing the Internal Audit Plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	Complied	-	-
6.2	Responding to all the internal audit reports within one month	Complied	-	-
6.3	Forwarding copies of all the internal audit reports to the Department of Management Audit in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied	-	-
6.4	Forwarding all the copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied	-	-
07 Audit and Management Committee				
7.1	Holding a minimum of 04 meetings of the Audit and Management Committee during the year as per the DMA Circular 1-2019	Complied	-	-
08 Asset Management				
8.1	Forwarding the information regarding purchases and disposals of assets to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied	-	-
8.2	Appointing a suitable liaison officer to coordinate the implementation of the provisions of the Circular and forwarding the details of the nominated officer to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid Circular	Complied	-	-
8.3	Conducting the boards of survey and forwarding the relevant reports to the Auditor General on due date in terms of Public Finance Circular No. 01/2020	Complied	-	-
8.4	Taking measures in relation to the excesses and deficits that were disclosed through the board of survey and other relevant recommendations during the period specified in the Circular	Complied	-	-
8.5	Carrying out the disposal of condemned articles in terms of FR 772	Not Complied	-	-
8.6	Accurately calculating the commitments and liabilities brought forward from the previous year	Complied		
8.7	Are there any unsettled advances from the previous year? If so, taking action to settle them	Complied		
8.8	Appointing a Board of Surveys for the verification of stocks of the previous year.	Complied		
09 Vehicle Management				
9.1	Preparing and forwarding the daily running charts and monthly summaries of the pool vehicles to the Auditor General on due date	Complied	-	-
9.2	Disposing condemned vehicles within a period of less than 6 months upon being condemned	Complied		-
9.3	Maintaining and updating the vehicle logbooks	Complied	-	-

9.4	Taking action in terms of F.R. 103, 104, 109 and 110 with regard to every motor vehicle accident	104 Not Complied	A report has been requested regarding the motor vehicle accident.	Actions are being taken in this regard.
9.5	Re-examining the 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	Getting the absolute ownership of the leased vehicle log books transferred after the lease term	Not Complied	Transfer is in progress.	. -
10 Management of Bank Accounts				
10.1	Preparing the bank reconciliation statements, getting them certified and forwarding them for audit by the due date	Complied	-	-
10.2	Preparing and submitting Bank Reconciliation Statements at 31 st of December	Complied		
10.3	Settling the dormant accounts that had existed in the year under review or since previous years	Complied	-	-
10.4	Taking measures in terms of the Financial Regulations regarding balances that have been disclosed through bank reconciliation statements and for which adjustments had to be made, and settling such balances within one month	Complied	-	-
11 Utilization of Provisions				
11.1	Spending the provisions allocated without exceeding the limit	Complied	-	-
11.2	Upon utilizing the allocated provisions, incurring commitments (liabilities) in a manner that does not exceed the remainder of provisions as at the end of the year as per the FR 94(1)	Complied	-	-
12 Advance Accounts of Public Officers				
12.1	Complying with the limits	Complied	-	-
12.2	Carrying out a time analysis on the loans in arrears	Complied	-	-
12.3	Settling the loan balances in arrears for over one year	Complied	-	-
13 General Deposit Account				
13.1	Taking actions regarding lapsed deposits as per F.R.571	Complied	-	-
13.2	Updating and maintaining the control register for general deposits	Complied	-	-
14 Imprest Account				

14.1	Remitting the balance in the cashbook at the end of the year under review to the Treasury Operations Department	Complied	-	-
14.2	Settling the ad-hoc sub imprests issued as per F.R. 371 within one month from the completion of the task	Complied	-	-
14.3	Issuing the ad-hoc sub imprests without exceeding the limit approved as per F.R. 371	Complied	-	-
14.4	Reconciling the balance of the imprest account monthly with the Treasury books	Complied	-	-
15 Revenue Account				
15.1	Making refunds from revenue in terms of the regulations	Complied	-	-
15.2	Crediting the revenue collection directly to the revenue account without crediting it to the deposit account	Complied	-	-
15.3	Forwarding the returns of arrears of revenue to the Auditor General in terms of FR 176	Not relevant	-	-
16 Human Resource Management				
16.1	Maintaining the staff within the limit of the approved cadre	Complied	-	-
16.2	Providing all members of the staff a duty list in writing	Complied	-	-
16.3	Forwarding all reports to Department of Management Services in terms of the Circular No.04/2017 dated 20.09.2017	Complied	-	-
17 Provide Information to the Public				
17.1	Appointing an information officer and maintaining and updating a proper register of information in terms of Right to Information Act and Regulations	Complied	-	-
17.2	Providing information about the institution to the public through its website and facilitating the public to forward their appreciations/allegations about the Department through the website or alternative methods.	Complied	-	-
17.3	Submitting bi-annual or annual reports as per Section 08 and 10 of the Right to Information Act	Complied	-	-
18 Implementation of the Citizens Charter				
18.1	Formulating and implementing a Citizens Charter/ Citizens Client's Charter by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied	-	-
18.2	Devising a methodology in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens	Complied	-	-

	Clients Charter, as per paragraph 2.3 of the circular, by the institution			
19 Preparation of the Human Resource Plan				
19.1	Preparing a human resource plan in terms of the format in Annexure 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	Complied	-	-
19.3	Signing of annual performance agreements by the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied	-	-
	Appointing a senior officer and assigning him/her the responsibilities of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied	-	-
20 Responses for the Audit Paras				
20.1	Rectifying the shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied	-	-

...END...