



2023



வார्षிக கார්ය சா஢ித வர்ணல சத ிஷுதி
வருடாந்த செயலாற்றுகை அறிக்கையும் கணக்குகளும்
Annual Performance Report & Accounts



தீச்திவ் லேகதி கார்யாலய - துர்நலம்
மாவட்ட செயலகம் - புத்தளம்
District Secretariat - Puttalam

ரூபச பரிசாலத, சீவதேல கடுதது , பலாத் சதா னா பலாத் பாலத துமாதசுலய
பொதுநர்வாக, ஁ளிநாட்டலுவல்களி, மாகாணசபைகளி மற்றும் ஁ளிணூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils
& Local Government

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Chapter 01 – Institutional Profile / Executive Summary

1.1 Introduction

Puttalam District, the homeland of the Sri Lankan chronicle, covers an area of 3072 sq. Km including internal Water bodies. The Puttalam administrative district which is bounded by Kala Oya in the North, Kurunegala District in the East, Ma Oya in the South and the Indian Ocean in the West is 120 km in length and about 50 km in width.

The district which is bounded by two river basins in the North and South is rich with the rivers such as the MeeOya, the DeduruOya, the BattuluOya and the SengalOyathat flowing through it and meet the diverse needs of the people of the district

Paddy cultivation is the main livelihood of the people of the district, which is fed by the advanced irrigation system that has existed since ancient times. The Kottukachchiya farmer's colony, the Karawita farmer's colony and the Neelabemma farmer's colony in the district, which comprises the tanks and anicuts, constructed based on the Ingimitiya reservoir, Tabbowa reservoir and the recently built SengalOya reservoir, which have been constructed across the MeeOya contribute the bulk of the paddy harvest.

In Kalpitiya, there are a large number of farmers who have successfully cultivated red onion, red chilly, cabbage, beetroot, carrot, gherkin, watermelon and tobacco using ground water. Cashew cultivation in Arachchikattuwa and Anamaduwa areas, as well as large scale crops such as papaya, dragon fruit, kilo Pere and oranges in the Kalpitiya, Wanathavilluwa and Karuwalagaswewa areas of Puttalam have been able to meet the local fruit requirement and earn foreign exchange through exports.

Fishing is the main livelihood of the coastal people living in the district, which has 150 km lengthy coastal line. Shrimp farming in tanks set up adjacent to the coastal line also contributes to foreign exchange earnings. In addition, the fresh water fisheries industry taken place via using the rivers, lakes and tanks of the district have contributed immensely to the domestic economy.

Wilpattu Sanctuary covers an area of 1317 square kilometers and maintains the biodiversity of the district. Anawilundawa Sanctuary is one of the world famous Ramsar wetland. The Sanctuary and its system serve as natural habitat and the important refuge for the migratory birds.

Puttalam District has a special attraction for foreign tourists due to its close proximity to the Katunayaka International Airport and the presence of religious places such as MunneswaramDevalaya and Talawila church which have respected very much by foreign devotees. Dolphin watching on the Kalpitiya coastal belt and the opportunity to travel to the islands like Battalankundu attract the attention of foreigners as well as local tourists. There are 116 hotels in the Puttalam District to cater to the needs of the local and foreign tourists.

Since Puttalam district is a district with a variety of mineral reserves, there are many industries associated with it. Due to the presence of a natural limestone deposit in the Aruvakkadu area in Vanathavilluwa, a cement factory has been built in Puttalam. The silica sand required for the manufacture of glass and ceramics in Sri Lanka is available in Nattandiya and Madampe areas, a number of industries based on silica sand can be found in these areas. In Dankotuwa and Wennappuwa, tile related industries are found because the clay required for this industry is available in the area.

Puttalam District can be identified as a multi-ethnic multi-religious community living with coexistence and harmony - empowered by the means of agriculture, fisheries, tourism and overseas employment.

The Norochcholai Thermal Power Plant and the Wind Power Plant are also located in the district, which make a significant contribution to the National Energy Grid.

1.2. The Vision, Mission and Objectives

Vision

Our vision is to uplift the living standard of the people through successfully harnessing the physical and human resources.

Mission

Our mission is to fulfill the community's need through efficient, equitable, just and cordial services, successfully harnessing the resources and the institutions with proper guidance and coordination, conducive to sustainable development activities of the district.

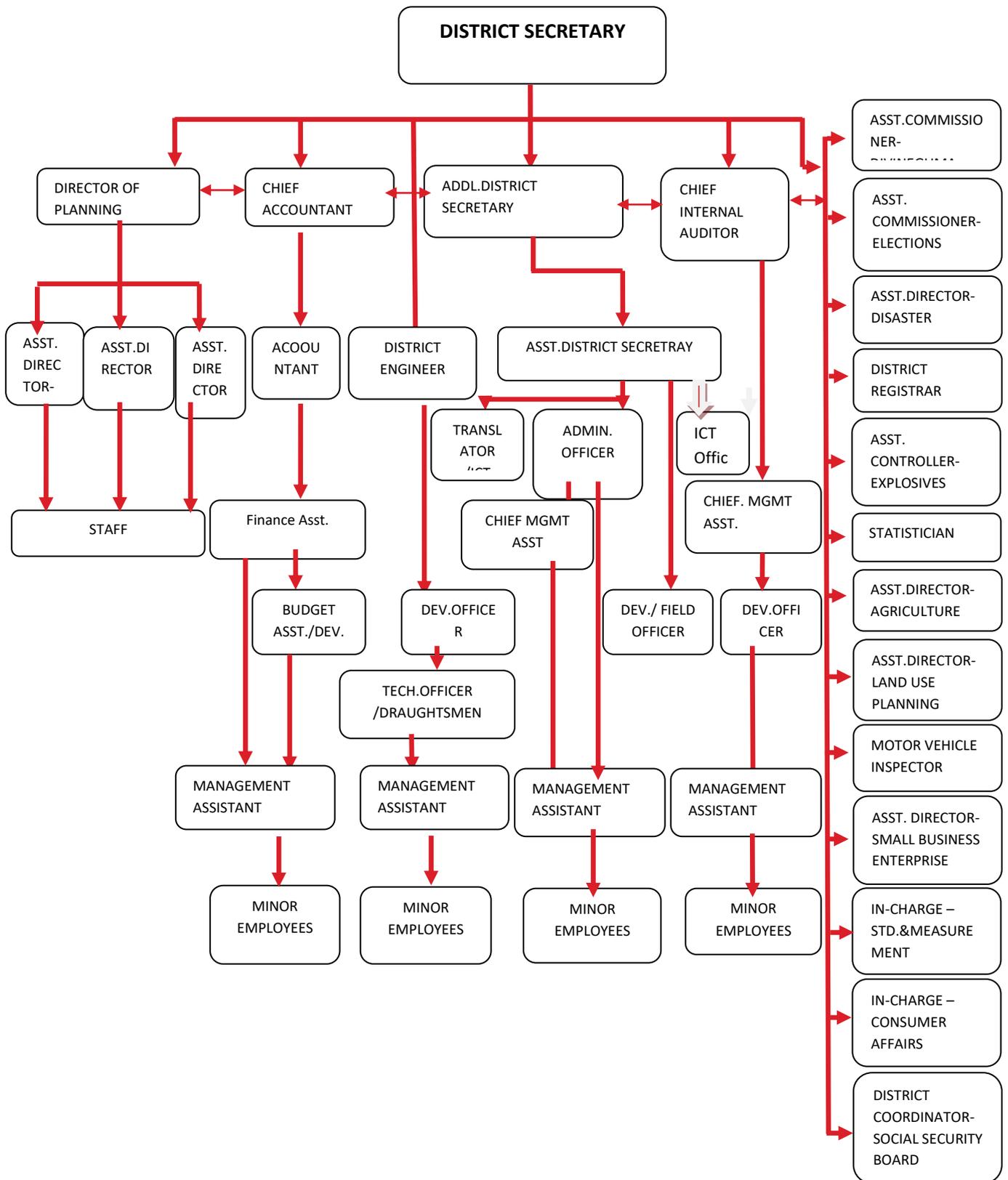
Objectives:

- I. To empower the citizens through good and inclusive governance with Efficient, Equitable, just and cordial service delivery.
- II. To take all efforts in order to provide people friendly & People –oriented public service with the view to obtain optimal beneficiary satisfaction.
- III. To fulfill environmental, economic, Socio and Cultural needs of the people conforming to the government policy collaboration with other state institutions as well as non-governmental organizations
- IV. To Support the concerned authorities in order to ensure peace and stability of the district through enforcement of law and order.
- V. Coordinating other government agencies, NGOs and the private sector to overcome the economic development and social development challenges in

1.3 Key function of the District Secretariat

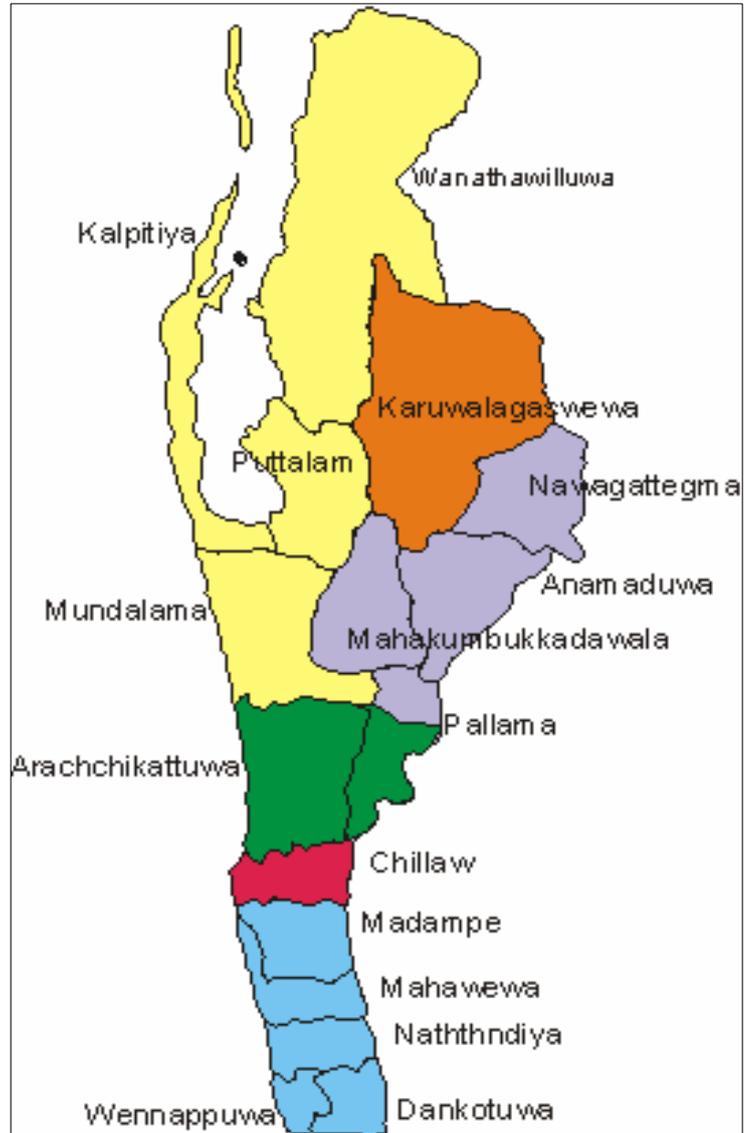
- I. All statutory duties required for District Administration.
- II. Implementation and management of poverty alleviation initiatives.
- III. Administration activities of disaster, relief and rehabilitation projects.
- IV. Planning and overseeing of district level development projects.
- V. Co-ordination of election activities.
- VI. Administration and execution of Special Projects carry out at District Level
- VII. Coordination of the other line Ministry/Departments activities.
- VIII. Monitoring various foreign funded projects and give directions towards the accepted developments policies.
- IX. Taking action to overcome the challenges of economic development and social development.
- X. Assisting the provincial Council in its activities.

1.4. Organization Chart



1.5 Divisional Secretariats of the District

1. Wanathawilluwa
2. Karuwalgaswewa
3. Puttalam
4. Kalpitiya
5. Nawagaththegama
6. Anamaduwa
7. Mahakumbukkadawala
8. Mundel
9. Pallama
10. Arachchikattuwa
11. Chilaw
12. Madampe
13. Mahawewa
14. Nattandiya
15. Wennappuwa
16. Dankotuwa



1.6 Institutions coming under the District Secretariat

1. District Samurdhi Office
2. Planning Secretariat
3. Census & Statistic office
4. Elections office
5. Land and District Registrar's Office
6. Small Business Enterprise Unit
7. District Disaster Management Centre
8. Land Use Planning Office
9. District Agriculture Office
10. Motor Traffic Branch
11. Cultural Unit
12. Buddhist/Hindu/Muslim Affairs Divisions
13. Non-Governmental organization Division
14. Foreign Employment
15. Social Service Division
16. Productivity Unit
17. Employment and Human Resource Division
18. Child and Women Affairs Division
19. Unit of Social Security Board
20. Provincial Land Office
21. Media Unit
22. Disaster Relief Service Division
23. Price Control Division
24. Standard & Measurement Unit
25. Consumer Affairs Division
26. Multi Purpose Development Task Force Division

1.7. Details of the Foreign Funded Projects (if any)

- a) Name of the Project - Nil
- b) Donor Agency
- c) Estimated Cost of the Project – Rs. Mn
- d) Project Duration

Chapter 02 - Progress and Outlook

Special achievements, challenges and future goals

Challenges

1. Elephant Human Conflict.
2. Disaster situation due to dry weather condition and monsoon rains.
3. Disparity in distribution of human and physical resources in the district.
4. To overcome the effects of economic crisis on the social and economic condition of the people.
5. Underutilization of existing resources in the district.

Future goals

1. Improving people's socioeconomic standing.
2. Establishing a society where people feel safe.
3. Establishing a productive and successful institutional framework.
4. Building a peaceful society in a multi-religious and multi-ethnic background.
5. Building perfect human resources with skills and making maximum use of human resources for economic development.
6. Protecting the safety of all the resources in the district and providing its maximum productivity to the people.
7. Creating a high industrial and architectural society that is great in creativity and innovation.


H.M.S.P. Herath,
District Secretary / Government Agent,
Administrative District-Puttalam

H.M.S.P. HERATH
District Secretary/Government Agent
Puttalam District

3. Overall Performance for the year ended 31st December 2023

3.1 Statement of Financial Performance

ACA -F

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

Revised Budget Allocations 2023 Rs.	Note	Actual	
		2023 Rs.	2022 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	3,160,834,460	2,814,365,000
-	Deposits	199,230,912	169,406,578
-	Advance Accounts	69,772,868	68,109,003
-	Other Main Ledger Receipts	-	-
-	Total Non Revenue Receipts (B)	3,429,838,240	3,051,880,581
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	3,429,838,240	3,051,880,581
	Remittance to the Treasury (D)	52,660,000	55,223,500
	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)	3,377,178,240	2,996,657,081
	Less: Expenditure		
	Recurrent Expenditure		
	Wages, Salaries & Other Employment		
880,600,000	Benefits	5	766,432,654
208,900,000	Other Goods & Services	6	160,005,122
214,984,000	Subsidies, Grants and Transfers	7	186,323,736
-	Interest Payments	8	-
-	Other Recurrent Expenditure	9	-
1,304,484,000	Total Recurrent Expenditure (F)	1,112,761,512	875,630,955
	Capital Expenditure		
	Rehabilitation & Improvement of Capital Assets		
34,100,000	Assets	10	20,105,685
102,000,000	Acquisition of Capital Assets	11	60,456,663
-	Capital Transfers	12	-
-	Acquisition of Financial Assets	13	-
2,900,000	Capacity Building	14	413,228
-	Other Capital Expenditure	15	-
139,000,000	Total Capital Expenditure (G)	80,975,576	338,762,559
	Deposit Payments	313,950,833	246,645,457
	Advance Payments	61,895,552	58,218,921
	Other Main Ledger Payments	-	-
	Total Main Ledger Expenditure (H)	375,846,385	304,864,378
	Total Expenditure I = (F+G+H)	1,569,583,473	1,519,257,892
	Balance as at 31st December J = (E-I)	1,807,594,767	1,477,399,190
	Balance as per the Imprest Adjustment Statement	1,807,594,767	1,477,399,190
	Imprest Balance as at 31st December	-	-
1,443,484,000		1,807,594,767	1,477,399,190

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position As at 31st December 2023

	Note	Actual	
		2023 Rs	2022 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	2,975,872,135	2,773,482,729
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	170,654,877	178,532,192
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		3,146,527,012	2,952,014,921
<u>Net Assets / Equity</u>			
Net Worth to Treasury		116,342,201	9,499,596
Property, Plant & Equipment Reserve		2,975,872,135	2,773,482,729
Rent and Work Advance Reserve	ACA-5(b)		
<u>Current Liabilities</u>			
Deposits Accounts	ACA-4	54,312,676	169,032,596
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		3,146,527,012	2,952,014,921

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 43 and Annexures to accounts presented in pages from 44 to 56 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 : Pradeep Yasarathna
Designation : Secretary - Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
Date: 22/02/2024

22/02/2024

Pradeep Yasarathna
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government
(Home Affairs Division)
"NILA MEDURA" Elvittigala Mawatha, Colombo 05.

Accounting Officer
Name : H.M.S.P.Herath
Designation : District Secretary
Date: 2024.02.21

H.M.S.P. HERATH
District Secretary/Government Agent
Puttalam District

Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name : H.M.M.H.Kandanegedara
Designation : Chief Accountant
Date: 2024.02.21

H.M.M.H. KANDANEGEDARA,
CHIEF ACCOUNTANT,
DISTRICT SECRETARIAT,
PUTTALAM.

3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows for the Period ended 31st December 2023

	Actual	
	2023 Rs.	2022 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	255,509,302	260,185,335
Imprest Received	3,160,834,460	2,814,365,000
Recoveries from Advance	88,721,347	84,814,379
Deposit Received	199,230,912	169,414,528
Total Cash generated from Operations (A)	3,704,296,021	3,328,779,242
<u>Less - Cash disbursed for:</u>		
Personal Emoluments & Operating Payments	925,263,102	867,207,650
Subsidies & Transfer Payments	186,323,736	7,661,055
Expenditure incurred on behalf of Other Heads	2,034,437,099	1,732,718,834
Imprest Settlement to Treasury	52,660,000	55,223,500
Advance Payments	110,661,376	80,695,638
Deposit Payments	313,975,133	246,645,457
Total Cash disbursed for Operations (B)	3,623,320,445	2,990,152,133
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	80,975,576	338,627,109
<u>Cash Flows from Investing Activities</u>		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	135,450
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (D)	-	135,450
<u>Less - Cash disbursed for:</u>		
Capital Expenditure	-	-
Total Cash disbursed for Investing Activities (E)	80,975,576	338,762,559
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	(80,975,576)	(338,627,109)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C)+(F)	0.00	0.00
<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	-	-

3.4. Notes to the Financial Statements

Basis of Reporting

1) Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2023.

2) Basis of Measurement

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) Recognition of Revenue

Exchange and non exchange revenues are recognised on the cash receipts during the accounting period irrespective of relevant revenue period.

4) Recognition and Measurement of Property, Plant and Equipment (PP&E)

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) Property, Plant and Equipment Reserve

This reserve account is the corresponding account of Property Plant and Equipment.

6) Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins in hand as at 31st December 2023.

Summary of Expenditure by Programme for the period ended 31st December 2023

Expenditure Head No : 273

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Rs.

Programme Number given in Annual Estimates	Title of the Expenditure	Annual Budgetary Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision (4)=(1)+(2)+(3)	Total Expenditure (5)	Net Effect Savings / (Excesses) (6)=(4)-(5)
Programme (1)	(1) Recurrent	1,100,000,000	204,484,000	(2,065,000)	1,304,484,000	1,112,761,512	191,722,488
	(2) Capital	139,000,000		2,065,000	139,000,000	80,975,576	58,024,424
	Sub Total	1,239,000,000	204,484,000	-	1,443,484,000	1,193,737,088	249,746,912
Programme (2)	(1) Recurrent						
	(2) Capital						
	Sub Total	-	-	-	-	-	-
	Grand Total	1,239,000,000	204,484,000	-	1,443,484,000	1,193,737,088	249,746,912


 Chief Financial Officer / Chief Accountant / Director (Finance)
 Commissioner of Finance
 Date: 2024-02-21

 H.M.M.H. RANDANGEDUSSA,
 CHIEF ACCOUNTANT,
 DISTRICT SECRETARIAT,
 PUTTALAM.

Statement of Expenditure by Programme

Expenditure Head No : 273

Ministry / Department / District Secretariat : District Secretariat-Puttalam

Rs.

Expenditure Code	Programme (1)					Programme (2)					Total Expenditure for the Period 2023 (11)=(5)+(10)
	Provisions				Expenditure	Provisions				Expenditure	
	Annual Budgetary Provision (1)	Supplementary Estimate Provision (2)	FR 66/69 Transfers (3)	Total Net Provision (4)=(1)+(2)+(3)		Annual Budgetary Provision (6)	Supplementary Estimate Provision (7)	FR 66/69 Transfers (8)	Total Net Provision (9)=(6)+(7)+(8)		
Recurrent Expenditure											
Personal Emoluments											
1001 - Salaries & Wages	586,400,000			586,400,000	518,307,049	-	-	-	-	-	518,307,049
1002 - Overtime & Holiday Payments	22,600,000			22,600,000	13,842,036	-	-	-	-	-	13,842,036
1003 - Other Allowances	271,600,000			271,600,000	234,283,568	-	-	-	-	-	234,283,568
Travelling Expenditure											
1101 - Domestic	21,100,000			21,100,000	16,232,342	-	-	-	-	-	16,232,342
1102 - Foreign											
Supplies											
1201 - Stationery & Office Requisites	23,600,000			23,600,000	22,132,309	-	-	-	-	-	22,132,309
1202 - Fuel	35,000,000			35,000,000	23,989,781	-	-	-	-	-	23,989,781
1203 - Diets & Uniforms	2,600,000			2,600,000	2,401,000	-	-	-	-	-	2,401,000
1204 - Medical Supplies											
1205 - Other											
Maintenance Expenditure											
1301 - Vehicles	25,000,000			25,000,000	14,507,963	-	-	-	-	-	14,507,963
1302 - Plant and Machinery	7,500,000			7,500,000	6,983,945	-	-	-	-	-	6,983,945
1303 - Building and Structures	3,500,000			3,500,000	2,424,342	-	-	-	-	-	2,424,342
Services											
1401 - Transport	1,200,000			1,200,000	650,000	-	-	-	-	-	650,000
1402 - Postal & Communication	18,250,000			18,250,000	13,611,616	-	-	-	-	-	13,611,616
1403 - Electricity & Water	19,750,000			19,750,000	13,039,285	-	-	-	-	-	13,039,285
1404 - Rents & Local Taxes	1,400,000		2,065,000	3,465,000	2,851,135	-	-	-	-	-	2,851,135
1406 - Interest Payment for Leased vehicles											
1408 - Lease Rental for Vehicles Procured under Operational Leasing											
1409 - Other	50,000,000		(2,065,000)	47,935,000	41,181,405	-	-	-	-	-	41,181,405
Transfers											
1501 - Welfare Programmes											
1502 - Retirement Benefits											
1503 - Public Institutions Personal Emoluments)											
1504 - Development Subsidies		204,484,000		204,484,000	179,215,543	-	-	-	-	-	179,215,543
1505 - Subscriptions and Contributions fees											
1506 - Property Loan Interest to Public Servants	10,500,000			10,500,000	7,108,192	-	-	-	-	-	7,108,192
1507 - Grants to Provincial Councils											
1508 - Other											
1509 - Public Institutions (Other Operational Expenditure)											
Interest Payment and Discounts											
1601 - Interest Payment for Domestic Debt											
1602 - Interest Payment for Foreign Debt											
1603 - Discounts on Treasury Bills and Treasury Bonds											
Other Recurrent Expenditure											
1701 - Losses & Write off											
1702 - Contingency Services											
1703 - Implementation of the Official Languages Policy											
Grand Total	1,100,000,000	204,484,000	-	1,304,484,000	1,112,761,512	-	-	-	-	-	1,112,761,512

Capital Expenditure										
Rehabilitation & Improvements of Capital Assets										
2001 - Building & Structures	17,500,000			17,500,000	16,585,304	-	-	-	-	16,585,304
2002 - Plant, Machinery & Equipment	1,000,000			1,000,000	457,163	-	-	-	-	457,163
2003 - Vehicles	15,600,000			15,600,000	3,063,218	-	-	-	-	3,063,218
Acquisition of Capital Assets										
2101 - Vehicles										
2102 - Furniture & Office Equipment	1,000,000			1,000,000	984,726	-	-	-	-	984,726
2103 - Plant, Machinery & Equipment	1,000,000			1,000,000	923,491	-	-	-	-	923,491
2104 - Buildings & Structures	100,000,000			100,000,000	58,548,446	-	-	-	-	58,548,446
2105 - Lands & Land Improvements										
2106 - Software Development										
2108 - Capital Payment for Leased Vehicles										
Capital Transfers										
2201 - Public Institutions										
2202 - Development Assistance										
2203 - Grants to Provincial Councils										
2204 - Transfers Abroad										
2205 - Capital Grants to Non-Public Institution										
Acquisition of Financial Assets										
2301 - Equity Contribution										
2302 - On-Lending										
Capacity Building										
2401 - Staff Training	2,900,000			2,900,000	413,228	-	-	-	-	413,228
Other Capital Expenditure										
2501 - Restructuring										
2502 - Investments										
2503 - Contingency Services										
2504 - Contribution to Provincial Councils										
2505 - Procurement Preparedness										
2506 - Infrastructure Development										
2507 - Research and Development										
2509 - Other										
Grand Total	139,000,000	-	-	139,000,000	80,975,576	-	-	-	-	80,975,576
Total Recurrent & Capital Expenditure	1,239,000,000	204,484,000	-	1,443,484,000	1,193,737,088	-	-	-	-	1,193,737,088


 Chief Financial Officer / Chief Accountant / Director (Finance)
 Commissioner (Finance)
 Date: 2024-02-21
 H. S. S. H. KANDANGEDARA,
 CHIEF ACCOUNTANT,
 DISTRICT SECRETARIAT,
 PUTTALAM.

Statement of Imprest Account for the year 2023

Ministry / Department / District Secretariat : District Secretariat-Puttalam
Expenditure Head No. : 273

Rs.

Imprest Account No.	Imprest Balance as at 1st January 2023			Imprest Received			Imprest Settlement			Imprest Balance as at 31st December 2023			Imprest Balance as at 31st December 2023 as per Treasury Books	
	Unsettled Sub Imprests	Unsettled Imprests (Excluding Unsettled Sub Imprests)	Total	Treasury	Other Sources	Total	Expenditure	Cash Remit to Treasury	Total	Unsettled Sub Imprest Balance	Unsettled Imprests	Total		*5
312/22 312/23				3,160,834,460.00	330,203,000	3,491,037,459.55	3,438,377,460	52,660,000.00	3,491,037,460				0.00	0.00

1. Please show reasons for difference between 4 and 6 above .

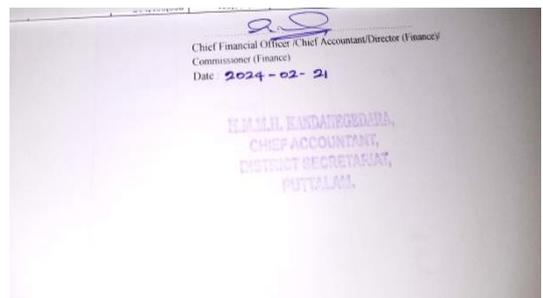
- (1) Remitted to the Treasury but not updated cash book balance as at 31/12/2023
- (2) Other reasons-

0

0

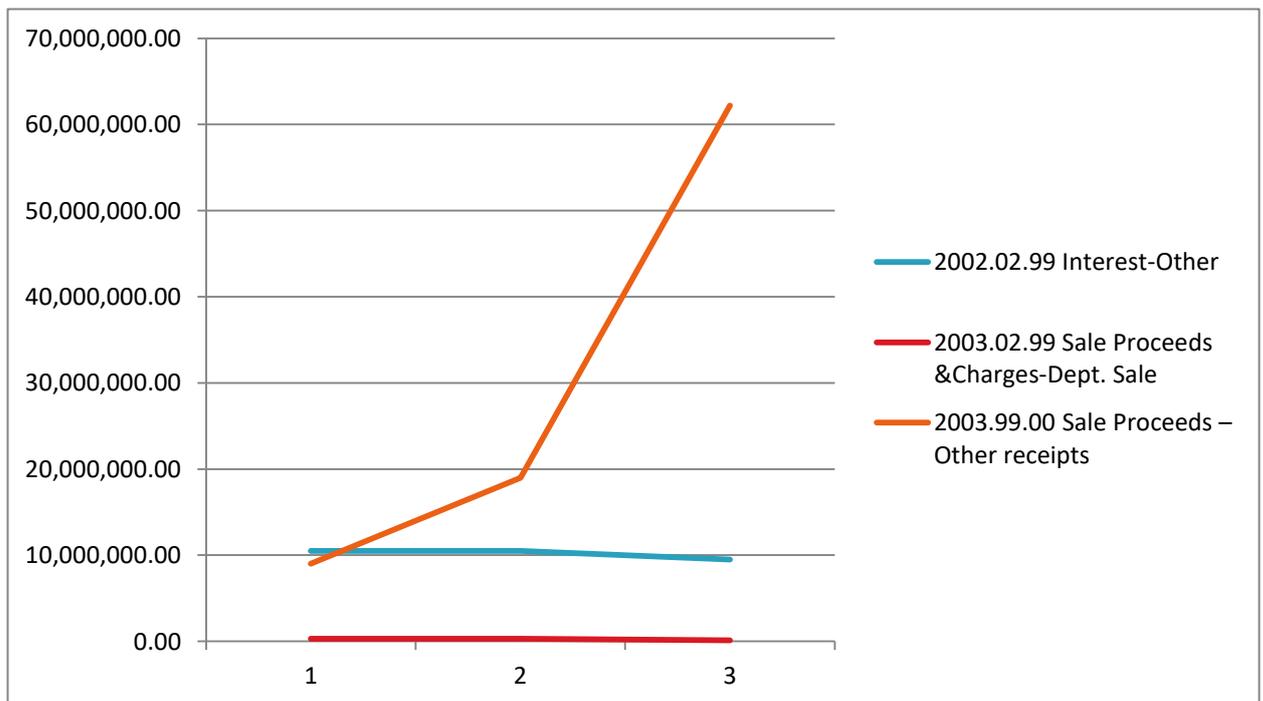
State if these balances were settled as at the date of signing the report and if not, reason for not settling the balances.

I hereby certify that the above information is true and correct.



3.5 Performance of the Revenue Collection

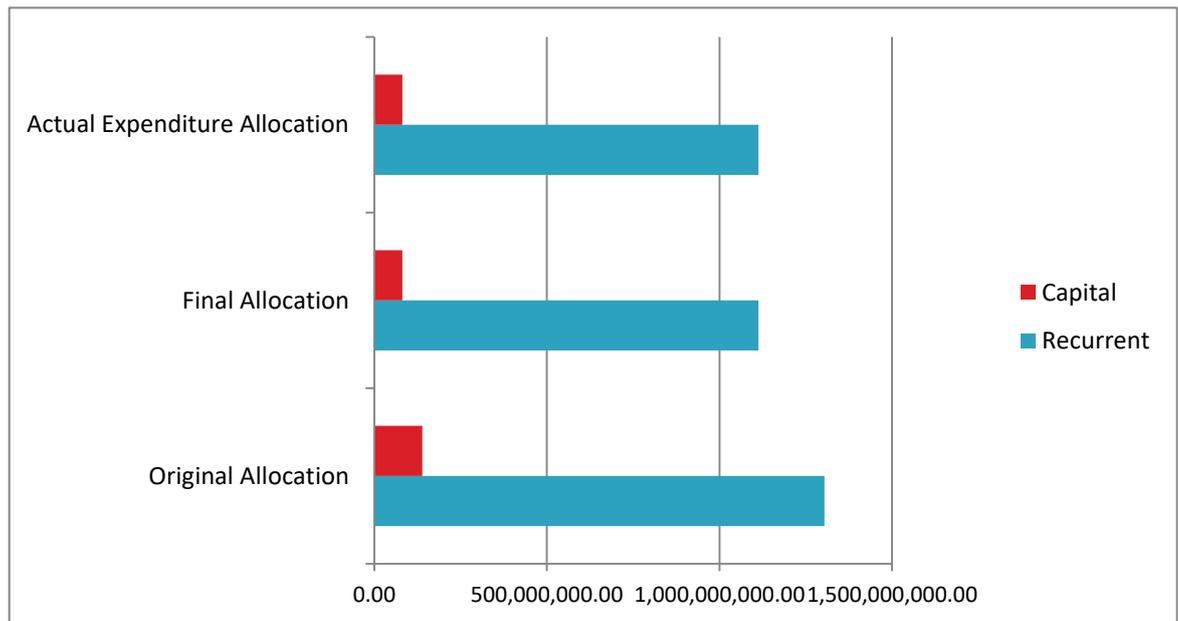
Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amt. (Rs.)	As a % of final estimate
2002.02.99	Interest-Other	10,500,000.00	10,500,000.00	9,486,246.59	90.35 %
2003.02.99	Sale Proceeds & Charges-Dept. Sale	300,000.00	300,000.00	102,846.48	34.28 %
2003.99.00	Sale Proceeds – Other receipts	9,000,000.00	19,000,000.00	62,195,437.47	327.34 %



3.6 Performance of the Utilization of Allocation

Type of Allocation	Allocation		Actual Expenditure	Allocation utilization as % of Final Utilization
	Original	Final allocation		
Recurrent	1,100,000,000.00	1,304,484,000	1,112,761,512	85.30%
Capital	139,000,000	139,000,000	80,975,576.00	58.26%

3.6 Performance of the Utilization of Allocation



3.7 F.R. 208 Allocation made to the District Secretariat on behalf of other Ministries / Departments

						Rs.. ,000
S.No	Ministry / Department and Expenditure Description / Category	Purpose of Provisioning	Allocation		Actual Exp'	Allocations utilized as% of the final provision made
			Original	Final		
1	Presidential Secretariat	Jana Sabha pilot project	0.17	0.17	0.11	65%
		Ashokapura Housing Project	2.00	2.00	1.99	100%
		World Food Programme	0.38	0.38	0.33	87%
2	Sri Lanka Human Rights Commission	Recurrent Expenditure	0.51	0.51	0.39	75%
3	Ministry of Buddha Sasana, Cultural and Religious Affairs	Renovation of cultural centers	3.17	3.17	3.12	98%
		Repairing the nameplate of Mahakumbukkadawala Cultural Centre	0.44	0.44	0.41	93%
		Renovation of the multi-purpose building at Pushparama Pooja Ground in Nattandya Sri Bodhimalaka	3.00	3.00	2.98	99%
		Rural Temple Upgradation Program in conjunction with State Vesak Programme	19.52	19.52	18.94	97%
		Recurrent Expenditure	2.04	2.04	1.53	75%
4	Ministry of Finance, Economic, Stabilization and National Policy	Aswesum Programme	3.11	3.11	2.60	84%
5	Ministry of Defence	Recurrent Expenditure	14.89	14.89	13.89	93%
		Disaster Mitigation Project	4.44	4.44	3.26	73%
		Program for the construction of safe centers for sheltering the affected people in emergency situations	3.38	3.38	3.38	100%
		Compensation for property damage caused by natural calamities	2.15	2.15	2.12	99%
6	Ministry of Justice	Settlement of Mediation Board Payments	10.33	10.33	8.28	80%
		Sinhala and Tamil language training course	0.96	0.96	0.75	78%
		Economic Empowerment Project for Marginalized Women Headed Families	0.60	0.60	0.24	40%
		Formation and restructuring of co-operatives	0.25	0.25	0.07	28%
		Empowering marginalized children	0.10	0.10	0.10	100%
		Recurrent Expenditure	1.22	1.22	1.21	99%
7	Ministry of Health	Food and Nutrition Program	0.09	0.09	0.04	44%
		Kidney disease prevention program	5.40	5.40	4.80	89%
		Recurrent Expenditure	5.15	5.15	5.13	100%
8	Ministry of Tyransport & Highways	Rural Road Development Programme	81.81	81.81	28.810	35%
9	Ministry of Agriculture	Pomegranate Cultivation Project	8.17	8.17	8.15	100%
		The Goat Rearing Project	5.97	5.97	5.86	98%
		Fertilizer purchase	332.52	332.52	332.52	100%
		For District Agriculture Committee	0.11	0.11	0.08	73%
		Recurrent Expenditure	18.82	18.82	18.17	97%
10	Ministry of Tourism & Land	Repair of buildings belonging to Land Settlement Department	0.98	0.98	0.90	92%
		Recurrent Expenditure	9.93	9.93	9.60	97%

11	Ministry of Urban Development & Housing	Development of infrastructure and livelihood in resettled villages	13.63	13.63	13.63	100%
		Solid Waste Management Project	0.01	0.01	0.01	100%
12	Ministry of Industry and Ministry of Education	Renovation of Vidatha Resouce Center building	1.10	1.10	1.08	98%
		Purchase of office chair and desk for Vidatha Resource Centre	0.06	0.06	0.06	100%
		Acquisition of Capital Assets to Vidatha Resource Centre	0.32	0.32	0.32	100%
		Recurrent Expenditure	3.62	3.62	2.90	80%
13	Ministry of Public Admn.,Home Affairs, Prov.Councils & Local Govt.	Recurrent Expenditure	420.13	420.13	420.00	100%
		Repair of public toilets and plumbing systems	0.28	0.28	0.28	100%
		Rehabilitation and improvement of capital assets	0.45	0.45	0.36	80%
		Staff training	0.40	0.40	0.40	100%
		Training Program for Village Officers on EGN Software	0.99	0.99	0.89	90%
		Purchase of Trilingual Library Books	0.30	0.30	0.30	100%
14	Ministry of Environment	Recurrent Expenditure	3.56	3.56	3.44	97%
15	Ministry of Women, Child Affairs and Social Empowerment	Women's Political Empowerment Training Program	0.05	0.05	0.05	100%
		Entertainment Expenses - Committees	0.04	0.04	0.02	50%
		Commemorating Women's Day in recognition of women entrepreneurs	0.10	0.10	0.10	100%
		Disability Allowance	114.54	114.54	109.74	96%
		Prosperity Product Village Programme	0.92	0.92	0.75	82%
		Senior Citizen Allowance (70+)	445.07	445.07	421.36	95%
		Senior Citizen Allowance (100+)	0.40	0.40	0.37	93%
		Project to turn women headed families and widows into home entrepreneurs	4.71	4.71	4.58	97%
		Kidney donation	44.74	44.74	43.55	97%
		Mental health counseling for people with special needs	0.02	0.02	0.02	100%
		Nutritional Allowance for Pregnant Mothers	164.00	164.00	156.00	95%
		Breakfast for preschoolers	46.66	46.66	25.84	55%
		Preschool Teacher Allowance	13.08	13.08	12.42	95%
Employment of disabled persons	0.29	0.29	0.05	16%		
Recurrent Expenditure	1.84	1.84	1.69	92%		
16	Ministry of Investment & Promotion	Catering and travel expenses for small and medium sector business survey	0.28	0.28	0.27	96%
		Recurrent Expenditure	4.31	4.31	3.64	84%
17	Ministry of Public Security	Recurrent Expenditure	1.26	1.26	1.05	83%
18	Ministry of Labour & Foreign Employment	Recurrent Expenditure	1.52	1.52	1.37	90%
		Catering and Travel Expenses Progress Review Meetings for Small and Medium Enterprise Survey	0.08	0.08	0.08	100%
19	Ministry of Youth & Sports	Staff training	0.10	0.10	0.02	20%
		Programs conducted at the Divisional Secretariat level	3.53	3.53	0.68	19%
		Recurrent Expenditure	1.54	1.54	1.15	75%

20	Ministry of Irrigation	Vehicle repair	1.48	1.48	1.32	89%
		Training programs	0.30	0.30	0.00	0%
		Recurrent Expenditure	2.63	2.63	2.15	82%
21	Department of Buddhist Affairs	Dhamma University Course	0.22	0.22	0.22	100%
		Development of underdeveloped Dhamma schools	28.25	28.25	27.93	99%
		Dhamma School Teacher Allowance	12.30	12.30	10.83	88%
		All Sri Lankan Student Skills Evaluation Program	0.50	0.50	0.49	98%
		Recurrent Expenditure	1.67	1.67	1.48	89%
22	Department of Muslim Religious Affairs	Renovation of Mosques / Muslim Cultural Centers	1.50	1.50	1.50	100%
		Recurrent Expenditure	0.03	0.03	0.03	97%
23	Department of Christian Religious Affairs	Development of Roman Catholic Churches	2.95	2.95	2.86	97%
		Talawila festival	0.30	0.30	0.30	100%
24	Department of Cultural Affairs	Recurrent Expenditure	0.56	0.56	0.50	88%
		Institutional support	0.03	0.03	0.03	100%
		Needy Artist Assistance	0.83	0.83	0.83	100%
		Literary festival	0.36	0.36	0.34	94%
		Twelfth lamp program	0.42	0.42	0.42	100%
25	Department of Information	Purchase of furniture and office equipment	0.12	0.12	0.11	95%
		Recurrent Expenditure	0.12	0.12	0.06	53%
26	Department of Social Service	Recurrent Expenditure	19.70	19.70	18.45	94%
		Community Drug Prevention Program	0.01	0.01	0.01	100%
		National Program for Community Based Correction	0.33	0.33	0.33	100%
		Madampe Vocational Training Institute bathroom renovation	1.00	1.00	1.00	100%
27	Department of Probation and Child Care	Progress review meetings	0.83	0.83	0.77	93%
		Kepakaru deguru	0.48	0.48	0.47	98%
		Recurrent Expenditure	0.38	0.38	0.33	87%
28	Department of Sports and Development	Recurrent Expenditure	0.15	0.15	0.11	71%
29		Recurrent Expenditure	0.14	0.14	0.13	95%
30		Recurrent Expenditure	20.16	20.16	19.56	97%

31	Department of Census & Statistics	Recurrent Expenditure	2.52	2.52	2.32	92%
		Population and Housing Census - 2024	5.96	5.96	4.17	70%
32	Department of Pension	Civil Pensions	17.10	17.10	16.67	97%
		Widows' Pensions	6.70	6.70	6.45	96%
		Recurrent Expenditure	3.63	3.63	3.59	99%
33	Department of Registrar General	Purchase of computers and printers to implement the e-population program in the Land Registrar's Office	3.90	3.90	3.82	98%
34		Wild elephant compensation	10.01	10.01	9.96	100%
35		Recurrent Expenditure	0.43	0.43	0.24	56%
36	Department of Handloom	Handloom Allowance	12.63	12.63	11.93	94%
37	Department of Motor Transport	Recurrent Expenditure	1.22	1.22	0.96	79%
38	Department of Community Based Correction	Recurrent Expenditure	0.24	0.24	0.22	92%
		Improvement of the Office of Community Based Corrections	0.01	0.01	0.01	100%
39	Department of Land Use Policy Planning	Repair of electrical system in Puttalam District Land Use Planning Office	0.40	0.40	0.30	75%
		Buying an office chair	0.03	0.03	0.03	100%
		Update of land use plans	0.38	0.38	0.33	87%
		Land Use Committees	0.26	0.26	0.21	80%
		Recurrent Expenditure	0.68	0.68	0.67	99%
40	Department of Manpower and Employment	Buying an SSD for a laptop	0.01	0.01	0.01	100%
		Workshop program	0.17	0.17	1.63	959%
		To educate students regarding career	0.36	0.36	0.35	97%
		Awareness of Human Resource Officers	0.14	0.14	0.14	100%
		Recurrent Expenditure	0.78	0.78	0.68	88%
41	Multipurpose Development Task Force Department	Recurrent Expenditure	187.96	187.96	177.85	95%
			2,188.80	2,188.80	2,043.32	93%

3.8. Performance of the Reporting of Non-Financial Assets

Assets Code	Code Description	Balance as per board of Survey Report as at 31.12.2023	Balance as Financial Position Report as at 31.12.2023	Yet to be accounted	Reporting Progress as a %
9151	Building & Structure	1,444,708,450	1,444,708,450	Referred for Assessment.	90 %
9152	Machinery & Equipment	473,506,684	473,506,684		100%
9153	Land	1,057,657,000	1,057,657,000		100%
9154	Intangible Assets				
9155	Biological Assets				
9160	Work to progress				
9180	Lease Assets				

3.9 Auditor General's Report

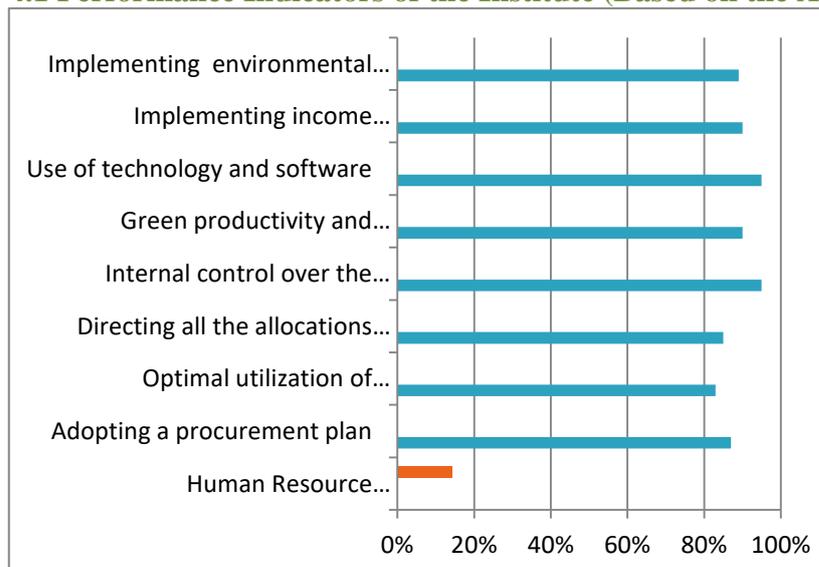
This report is attached herewith as a Sinhala Version.

Chapter 04 – Performance Indicators

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

Specific Indicators	Actual Output as a Percentage(%) of the expected output		
	75%-100%	50% - 74%	0% - 49%
Human Resource Development- Local & Foreign Training			14.25%
Adopting a procurement plan	87%		
Optimal utilization of allocations made from annual estimates	83%		
Directing all the allocations received to the district towards the desired targets	85%		
Issuance of new land title	197%		
Creation of small and medium scale entrepreneurs	598%		
Home gardening towards food security	295%		
Empowering people with disabilities	197%		
Delivering an NVQ 3 or higher vocational qualification to the target youth population	102%		

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



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

5.1. Overview

The fundamental goal of sustainable development is to preserve a nation's natural resources for future generations by managing them effectively now. In light of this, the United Nations Development Program unveiled 17 Sustainable Development Goals (SDG) in 2015, which are to be accomplished by 193 member nations by 2030 and span 17 sectors. Therefore, by tying together the fundamental pillars of human, social, economic, and environmental elements, the goal is to guide economies toward sustainable development through environmental sustainability, social sustainability, and economic development. Together with the public sector, non-governmental organizations, and international organizations, Sri Lanka is taking initiatives to meet the goals and targets of sustainable development by the year 2030.

Accelerating investments for productivity enhancement, providing the necessary infrastructure for priority sectors, and directing development strategies with a greater focus on gender equality are all necessary to achieve the primary and foremost goal of these SDGs, which is to "end poverty in all its forms in everywhere."

5.2. The achievements and challenges of the Sustainable Development Goals

5.2.1. Indicate the Identified respective Sustainable Development Goals

Goals/objectives	Achievements	Indicators	Progress achieved up to now		
			0%-49%	50%-74%	75%-100%
01. Eradicate all forms of poverty everywhere	Reducing the proportion of women and children of all ages suffering from all forms of poverty by at least half	-Providing employment opportunities for 700 youths in poverty-stricken families			93%
		- Training programs -200 were conducted			100%
		-Providing loans to 16 individuals to startup businesses			95%
		- Conducted 16 Awareness prog. On Prevention of Drugs			100%
		-Providing self-employment assistance for 50 individuals.			90%
		- 100 Entrepreneurship Development Programs were implemented.			100%
02. Promoting sustainable agriculture by eliminating hunger, achieving food security and high nutritional status.	Eradicate hunger by 2030, and ensure that poor and vulnerable populations, including children, have access to adequate food that is safe and nutritious throughout the year	- 16 Awareness Programme on food and nutrition were conducted			100%
03. Ensuring a healthy life and promoting well-being at all ages	Reduce 1 / 3rd of all premature deaths caused by non-communicable diseases by 2030 and promote mental health and wellbeing	- Conduct 05 Training Programmes for Providing sports equipment			75%
04. Ensuring a perfect, fair quality education and promoting access to lifelong education for all.	Ensuring that all girls and boys complete free, equitable and high quality primary and secondary education so that effective learning outcomes can be achieved by 2030.	Directing 2000 youths who fulfilled the secondary education to effective tertiary education			110%
		Providing career guidance for 2500 students			100%
		Conducting 76 awareness programs			100%
		Providing 08 scholarship benefits			100%

05. Achieve gender equality and empower all women and girls.	Elimination of all forms of discrimination against women and girls in all areas.	Conducting 16 psychosocial counseling support programs for victims of violence			100%
06. To ensure water and sanitation facilities for all and sustainable management of them.	By the year 2030, all will be able to achieve equal hygiene and fitness, and eliminate outdoor excretion and focus on the special needs of women, girls and vulnerable persons in particular.	Construction of toilets for 16 families who do not have sanitary toilets.			75%
		· Implementing 16 awareness programs for school children and adults			100%
08. Promote perfect nutrition, sustainable economic growth and full and productive employment for all.	Prohibiting child labor, protecting labor rights and promoting a safe working environment for all employees	Provision of career guidance services and entrepreneurship development- 2500			100%
		• Identify persons between the ages of 18-60 years and 16 training programmes were conducted for them to create employment opportunities plan.			100%
		• Collecting Information and Identifying Adult Entrepreneurs 50			100%
09. Build strong infrastructure, promote inclusive and sustainable industrialization and encourage innovation.	Provide support to local technology development and research and innovation in developing countries; create a conducive policy environment for diversifying industries and adding value to products	· Providing assistance for 1600 persons to enter the market			100%
		Infrastructure Development programmes - 02			100%
		16 Business Desk Program implementation for the purpose of creating small and medium-sized entrepreneurs			90%
		Implementation of Strategic Plan (Lead to Lead) to develop the professional skills of school leavers-16			100%
10. Reduce inequality within and between countries	To empower and promote the social, economic and political interaction of all, irrespective of age, sex, disability, ethnicity, nationality, religion or reality or any other situation.	• Taking measures to empower the 16 families who are eligible for the empowerment..			100%
11. Making cities and settlements perfect, secure, strong and sustainable	Reducing individual impacts by 2030, including the city's air quality and urbanization and other waste management.	· Preparation of land use plans 10		70%	
		· Carrying out 32 Tree Planting Programmes			100%
15. Sustainable use of global ecosystems, sustainable forest management, Acting against deforestation, restoration, protection and promotion, stop land degradation and rehabilitation and biodiversity destruction.	Population using safely managed drinking water delivery services	Implemeted 04 Social Awareness programme			75%
		· Implementation of 32 tree planting programs			100%
16. Creating peaceful and inclusive communities for sustainable development, Provide opportunities for justice for all and build comprehensive institutions with effective accountability at all levels.	Give everyone a legal identity by 2030, including birth registration	• Conducting 16 awareness programs for Awareness of public			100%

5.2 Achievements and challenges in achieving the Sustainable Development Goals

Challenges

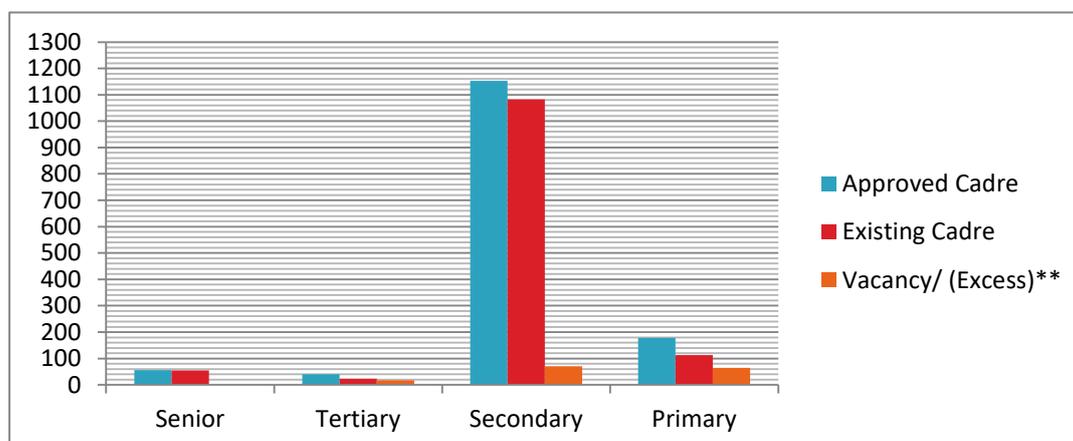
1. Although various awareness programs have been conducted to reduce the use of alcohol and drugs, which are the cause of many factors such as increasing poverty, loss of healthy lives, loss of quality education, the number of people addicted to drugs has increased day by day.
2. A major problem in achieving safe and nutritious food for all people is the destruction of agriculture due to drought conditions in Puttalam district where the climate is dry for most of the year and animals damage agriculture.
3. Heavy rainwater that falls in the Central Province, Kurunegala District and Anuradhapura District flows into the sea through Puttalam District. Although Puttalam does not receive heavy rains, it is a challenge to constantly face flood disasters due to the geographical location of the district.
4. The economic crisis facing from the year 2022 has become a major challenge.

Chapter 06- Human Resource Profile

6.1 Cadre Management

Grade	Approved Cadre	Existing Cadre	Vacancy/ / (Excess)**
Senior	56	55	01
Tertiary	40	23	17
Secondary	1153	1083	70
Primary	178	113	65

6.1 Cadre Management



06.2 **briefly state how the shortage or excess in human resources has been affected to the performance of the institute.

The concerned authorities have been informed to fill the existing vacancies. An internal program has been used to continuously carry out the duties related to senior and tertiary vacant positions. (Duty coverage, work supervision, performance of duties) Development Officers are employed for the vacancies of secondary grades and carry out the duties continuously. Multitasking Officers are deployed to continuously perform the duties related to the primary vacant posts.

6.3 Human Resource Development

S.No	Programme	Number of trained employees	the Programme	Investment of the Programme	Programme Nature(Local /Foreign)	Output*/Acquired knowledge
1	Disciplinary Procedures, Filing and Reporti	158	1	30,000	Local	Achieving higher productivity
2	Training on Financial Regulations	60	1	6,440	Local	Officers gained knowledge of Financial Regulations
3	Training on E-Code , Office Procedure, Office Management and Office System	145	1	26,500	Local	Develop knowledge to maintain the correctness of duties of officers
4	Training in practical use of office systems and maintenance of personal files	166	1	33670	Local	Gaining knowledge of personal files
5	Training on Rural development	40	1	2,450	Local	Choosing project and gaining an understanding of the methodology of preparing a proper project report
6	Project management and construction related training	20	2	8,460	Local	Develop the capacity of development to deliver better service and reduce audit queries on development projects.
7	Training program on duties related to account department like preparation of advance receipt vouchers	51	1	5430	Local	Increase productivity through knowledge skill development
8	Training program on customer care ethics and good communication	324	1	68248	Local	Establishing good relationship between officers and Public
9	Development of positive thinking and attitude	120	1	37,900	Local	To create a quality public service by improving the attitudes of office-based and field officers and to create a efficient public service through positive attitudes.
10	Development of interpersonal skills	111	1	20,000	Local	How to maintain proper behavior and discipline of officers in office life
11	Training in disciplinary procedures and attitude development	447	1	73130	Local	Developing the knowledge of officers
12	Lecture on energy, waste management, sustainable development and workplace safety	100	1	11,000	Local	Promote Productivity
13	Computer training	106		50000	Local	Promote Productivity
14	Professional Certificate Course on Organizational Procedures	2	10	40,000	Local	Promote Productivity

Chapter 07- Compliance Report

S.No	Applicable Requirement	Compliance Status(Compl ied/Not Complied	Brief Explanation for Non Compliance	Correct Action proposed to avoid non-compliance to future
1.	The following financial statements/accounts 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 Applicable		
1.4	Stores Advance Accounts	Not Applicable		
1.5	Special Advance Accounts	Not Applicable		
1.6	Others	Not Applicable		
2	Maintenance of Books and Registers (FR445)/			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		

2.8	Stock Register has been maintained and update	Complied		
2.9	Register of losses has been maintained and update	Complied		
2.10	commitment Register has been maintained and update	Complied		
2.11	Register for Counterfoil books (GA-N20) has been maintained and update	Complied		
3	Delegation of Function for financial control (FR 135)			
3.1	The financial Authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated whiten the institute	Complied		
3.3	The authority has been delegated in such a manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 01.05.2014 in using the Government Payroll Software Package__	Complied		
4	Preparation of Annual Plans			
4.1	The annual action plan has been prepared	Complied		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Complied		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Complied		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Complied		
5	Audit Queries			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Complied		
6	Internal Audit			
6.1	The internal audit plan has been prepared at the beginning of the year	Complied		

	after consulting the Auditor General in terms of Financial Regulation			
	134(2)) DMA/1-2019			
6.2	All the internal audit reports has been replied within one month	Complied		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management committee			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied		
8	Asset Management			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/16	Complied		
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		

8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Complied		
10	Management of Bank Accounts			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Complied		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Complied		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through statements and for which adjustments had to be made, and had those balances been settled within one month	Complied		
11	Utilization of Provisions			
11.1	The provisions allocated had been spent without exceeding the limit	Complied		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Complied		

12	Advances to Public Officers Account			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled.	Not applicable	There are unsettled loan balances that existed many years ago. Action is being taken in this regard.	Payments of loans are settled as per Treasury Circular No.118.
13	The General Deposit Account			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Complied		
14	Imprest Account			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task_	Complied		
14.3	The ad-hoc sub imprests had been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly_	Complied		
15	15 Revenue Account			
15.1	The refunds from the revenue had been made in terms of the regulation	Complied		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	Complied		
15.3	Returns of arrears of revenue forward	Complied		

	to the Auditor General in terms of FR 176			
16	Human Resource Management			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing All reports have been submitted to MSD in terms of their circular	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Ac	Complied		
18	Implementing citizens charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of 05/2008 and 05/2018(1) of Ministry of Public Administration and Management_	Complied		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		

19	Preparation of the Human Resource Plan			
19.1	A human resource plan has been prepared in terms of the format in Annexure Administration Circular No.02/2018 Dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	Establishing the e-Local Government System			
20.1	(20.1) The citizens have been provided with the facility to submit applications online in accordance with the Local Government Circular No. 2018/e-Local Government-01 dated 19.07.2018	Not Applicable		
20.2	The citizens have been provided with the facility to make payments online.	Not Applicable		
20.3	'Front Offices' and Customer Service Centers have been introduced in order to provide a people-friendly service	Not Applicable		