



Department of Immigration & Emigration

Performance Report

2016

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Department of Immigration and Emigration

Performance Report.

Year 2016.

Introduction

In accordance with the provisions of Immigrants and Emigrants Act No 20 of 1948, the powers have been vested in the Department of Immigration and Emigration to control the entry into Sri Lanka of persons other than citizens of Sri Lanka and regulate the departure from Sri Lanka of citizens and persons other than citizens of Sri Lanka and remove from Sri Lanka, the undesirable persons who are not citizens of Sri Lanka. Issuing of passports for the citizens of Sri Lanka, granting the citizenship of Sri Lanka for the children born in foreign countries to Sri Lankan citizens and granting the citizenship of Sri Lanka for the persons other than Sri Lankans and who apply for the citizenship of Sri Lanka are also carried out by this Department.

Vision

- ❖ To be the best Immigration Service in the region.

Mission

- ❖ We regulate the entry and exit of persons and provide citizenship services, while safe guarding the nation's security and social order and promoting economic development.

Key Functions of the Department

- Issuing of passports for Sri Lankans and matters incidental thereto
- Issuing of visas for foreigners and matters incidental thereto
- Activities related to grant of dual citizenship
- Border Control
- General administration and Financial administration

Legal Authority

- ❖ The Constitution of the Democratic Socialist Republic of Sri Lanka.
- ❖ Citizenship Act No. 18 of 1948 and amendments thereto.
- ❖ Immigrants and Emigrants Act. No 20 of 1948 and amendments thereto.
- ❖ Citizenship Act of Indian and Pakistan Residents No. 03 of 1949.
- ❖ Immigrants and Emigrants Regulations of 1956 and amendments thereto.
- ❖ Indo - Ceylon Agreement (Implementation) Act No. 14 of 1967 (Sirima - Shastri pact)
- ❖ Grant of Citizenship to Stateless Persons Act No. 39 of 1988.
- ❖ Grant of Citizenship of Persons of Indian Origin Act No. 35 of 2003.
- ❖ All regulations and orders related to the above mentioned Acts.
- ❖ Circulars and instructions issued by the Controller General.

Information regarding the staff

The responsibility is entrusted to the Controller General as the chief executive officer as well as the Accounting Officer of the Department while responsibilities of each division are entrusted to an Additional Controller General, 05 Controllers, a Chief Accountant and Internal Auditor under his direction and supervision.

Department of Immigration and Emigration

Approved cadre for the year - 2016

Serial No	Designation	Service Category	Service Level	Approved cadre	Actual cadre	Vacancies
1	Controller General of Immigration & Emigration	SLAS (Special)	Senior	01	01	-
2	Additional Controller General of Immigration & Emigration	SLAS (Special)	Senior	01	01	-
3	Controller of Immigration & Emigration	SLAS	Senior	05	05	-
4	Chief Accountant	SLAcS	Senior	01	01	-
5	Internal Auditor	SLAcS	Senior	01	01	-
6	Deputy / Assistant Controller Immigration & Emigration	SLAS	Senior	39	33	06
7	Deputy / Assistant Controller Immigration & Emigration	Departmental	Senior	10	07	03
8	Accountant	SLAcS	Senior	02	02	-
9	Administrative Officer	P.M.A. Service Supra Grade	Tertiary	02	02	-
10	Senior Authorized Officer (Department)	Departmental	Tertiary	36	14	22
11	Authorized Officer (Department)	Departmental	Tertiary	358	331	27
12	Translator	Translators' Service	Tertiary	02	02	01
13	Training Manager	Ancillary Services	Secondary	01	01	-
14	Budget Assistant	Ancillary Services	Secondary	01	01	-
15	Development Officer	Development Officers' service	Secondary	20	20	-
16	Guard	Departmental	Secondary	03	03	-
17	Public Management Assistant	P.M.A. Service	Secondary	368	368	-
18	Receptionist (Departmental)	Departmental	Secondary	01	01	-
19	Travel Document Assistant	Departmental	Secondary	35	31	04
20	Driver	Drivers' Service	Primary	30	30	-
21	K.K.S	K.K.S Service	Primary	104	103	01
22	Labourer (Training)	Casual	Primary	10	05	05
	Total			1031	963	68

01. Administration Division

General administration activities, training and Human Development activities and procurement activities are carried out under the supervision of Controller (Administration)

01:1 Administration Branch

Staff

Designation / Service	Number
Assistant Controller	02
Administrative Officer	01
Translator	02
Public Management Assistant Officers	27
Drivers	30
Office Assistants (K.K.S)	04
Labourers	05

Establishment activities

Recruitments and Promotions

Designation	Number	Post to which promotion has been granted
Senior Authorized Officer	01	Assistant Controller (13.06.2016)
Public Management Assistant I	06	P.M.A. Supra Grade
Public Management Assistant II	02	P.M.A. I
Public Management Assistant III	25	P.M.A. II

Confirmation in Service

Three (03) Officers in grade III of Public Management Assistant Service.

Efficiency bar examinations

Efficiency bar examination for the Authorized officers in respect of the year 2016 was conducted on 19.03.2017.

Transfers

Designation	Number
Public Management Assistant I	20
Public Management Assistant II	22
Public Management Assistant III	08
Sri Lanka Administrative Service	12

Disciplinary activities

No. of preliminary investigations which have already been initiated	- 05
No. of preliminary investigations which have already been concluded	- 01
No. of formal disciplinary inquiries which have already been initiated	- 0
No. of formal disciplinary inquiries which have already been concluded	- 0
No. of officers who have been interdicted	- 01
No. of officers who have been removed from the service	- 0

Retirements

Designation	Number
Assistant Controller	02
Authorized officer	02
Public Management Assistant I	10
Public Management Assistant II	01
Driver	01
Office Assistant (K.K.S)	03

01:2 Training and Development Branch.

Training and Development branch is functioned under the supervision of the Controller (Administration)

Staff - 2016

Designation / Service	Number
Training Manager	01
Public Management Assistant Officers	03
Office Assistants (K.K.S)	01

Major duties and functions of this division are,

- Planning
- Organizing
- Conducting of Human Resource Development Programmers
- Co-ordination of all other related activities through identification of training needs of all the officers who have been attached to the Department of Immigration and Emigration.
- Relevant measures are taken having identified foreign training opportunities.
- In addition to the annual allocations for the Training and Development activities , various programmers are carried out by this Division having identified the training opportunities of the staff through external institutions , Embassies, international organizations and nongovernmental organizations.

Training programmes conducted in the year 2016.

Dates on which work shops were conducted	workshop	Target group	No. of participants
04.01.2016 to 08.01.2016	Inauguration workshop for newly appointed Officers.(Auditorium , Development and Training Division)	Staff officers Management Assistant officers, Office Assistants	40
23.01.2016	Workshop regarding the discussion on progress of Biometric passport project	Staff officers	24
25.01.2016	Conducting of sports and physical fitness promotion programmes conducting of practical programmes on sports and exercises (Auditorium , Development and Training Division)	All officers	300
10.02.2016	Training programme on finger print feature identification and ICAO photo standard compliance	SLAS Officers Authorized officers	30

17.02.2016	Workshop on Readmission (Hotel Renuka)	Senior Authorized officers	17
24.02.2016	Case management system RCMS (Hotel Renuka)	Senior Authorized officers	17
03.03.2016	Awareness workshop on Kaisen Management (Auditorium , Development and Training Division)	Assistant Controllers Management Assistant officers Office Assistants	50
09.03.2016	Workshop on document examination conducted for senior Authorized officers and Authorized officers (Auditorium , Development and Training Division)	Senior Authorized officers Authorized officers	26
19.03.2016	Special workshop on the duties of Travel Division (Ape Gama premises)	Deputy Controllers Assistant Controllers	35
05.04.2016 to 08.04.2016	Training programme on prevention of Bribery or corruption (Auditorium, Officers' restroom at Bandaranayke International Airport, Katunayake.)	Senior Authorized officers	85
26.04.2016 to 29.04.2016	Inauguration workshop for newly appointed Officers.	Management Assistant officers and Office Assistants	25
31.04.2016	Training workshop on 'Positive Thinking' for the officers engaged in the activities on Border Control and Visa and Dual Citizenship (Sri Lanka Foundation Institute)	Staff Officers	50
11.05.2016	Workshop on management protection preservation and disposal of state documents	Staff officers Management Assistants Office Assistants	60
09.06.2016	Productivity promotion workshop	Staff officers Management Assistant Officers Office Assistants	40
14.06.2016 to 06.09.2016	Certificate course on productivity (12 days)	Management Assistant Officers	03
20.06.2016	Workshop on cancer and adverse effects and social impacts of using drugs and cigarettes (Piyasa Premises)	All Officers	80

22.06.2016	Productivity programme	Senior Authorized officers Management Assistant Officers Development Officers Office Assistant	20
08.07.2016	Workshop on Public relations and Leadership (Sri Lanka Institute of Development Administration)	Staff officers	45
13.07.2016	Prevention programme on Bribery or corruption (Restroom at Bandaranayke International Airport, Katunayake)	Senior Authorized officers Authorized officers	85
25.07.2016	Administrative Regulation its practical usage Challenges and risks (Renuka Hotel)	Senior Authorized officers	25
26.07.2016 to 05.08.2016	Strengthening the government capacity to combat human smuggling and other cross border crimes in Sri Lanka (Hotel Renuka)	Senior Authorized officers Authorized officers	25
27.07.2016 to 03.08.2016	Travel documents (Training and Development unit)	Senior Authorized officers, Authorized officers	25
29.07.2016 to 05.08.2016	Inland immigration Enforcement (Hotel Renuka)	Senior Authorized officers, Authorized officers	20
28.10.2016	Finger print science	Executive officers	15
01.11.2016	Training workshop on quality circles and quality control equipment	Staff officers Management Assistant Officers Development Officers Office Assistants	35
09.11.2016	Investigation of Narcotics (Department of Immigration and Emigration)	Senior Authorized officers, Authorized officers	20
10.11.2016 to 11.11.2016	Inauguration workshop for the officers who have been attached to the Department after 15.05.2016	Management Assistant Officers Office Assistants	15
28.11.2016 to 09.12.2016	Workshop conducted to train the trainers by the officers of Canadian Embassy	Authorized officers	15
02.12.2016	Visa and Border Management	Executive Officers	45

	formalities/ procedures and operations (Excel of Distance Learning Center)		
03.12.2016	Special workshop on Border Control and Visa activities (Sri Lanka Institute of Development Administration)	Staff Officers	50
05.12.2016 to 09.12.2016	Outbound training outside Colombo -Canadian Council	Authorized officers	25
10.12.2016	Special workshop on Border Control and Visa activities Awareness workshop for the Immigration officers regarding the performance of duties at Bandaranayke Airport , Katunayake	Authorized officers	20
17.12.2016 to 18.12.2016	Trend of the new methodology of issuing passports and updates of Administrative activities	All officers who have been attached to the Regional officers	60

1:3 Procurement Branch

Progress of the activities carried out as per the procurement plan in the year 2016.

Item procured	Value of the items (Rs)
Office equipments and Furniture	42,530,154,23
Printers and photocopy machines	1340,192,00
Accessories related to Computer System	122 223,977,73
Scanners	1,058,400,00
Blank passports and ink required for printing	549,176,629,39
Building Constructions and Additions	86,769,383,05
Visa Stickers	13,423,375,00
Activities related to the organization of functions	8,899,413,70
Scanning of documents	1,689,120,00
Total	827,110,645,10

Special Activities

1. Motivation of Staff

Certificates, Commendations and prizes were awarded to the officers who excellently performed their duties considering the performance for the year 2016 as a step of motivating the staff. Welfare society of the Department sponsored for purchasing prizes. No. of officers selected as the officers who excellently performed their duties as per each category of service is as follows.

Designation	Number
Senior Authorized officer	01
Authorized officer	06
Travel Document Assistant	02
Management Assistant	07
Office Assistant	04
Development Officer	01
Driver	01

2. Establishment of the Department in the new building

The Department was established at No 41, Ananada Rajakaruna Mawatha, Colombo 10. in a rented building which belongs to a private Company and the Department has been established on 29.08.2016 at Battaramulla Suhurupaya new building.

A lot of works related to the establishment of the Department of immigration and Emigration in the 'Suhurupaya' new building and handing the old building to the owner were carried out whilst in the day to day duties.

Even though establishment of this Department which provides services daily through a computer system by using Information Technology in a new building was a challengeable task, Department of Immigration and Emigration has been established in a new building with the participation of all the officers closing the office for only one government working day.

3. Work Study

A work study has been initiated with the aim of carrying out necessary re- organizations having studied the nature of the usage of human resources considering the expansion of the role of the Department and introduction of new duties and functions to the Department.

02. Travel Division

Travel Branch , Passport Processing Branch, Passports Alteration Branch , Overseas Mission Branch and Postal Branch are mainly functioned under the supervision of Controller. (Travel)

02:1 Travel Branch

Travel branch is the branch to which the majority of people who come to obtain services from the Department. Issuance of a passport including correct information with international recognition to the passport applicants who expect to travel abroad for foreign employments, medical treatments and foreign tours. In addition to the Head Office , 03 regional offices have been established in the Districts of Kandy, Vavuniya and Matara and the process of receiving of passport applications through Divisional Secretariats has been suspended from the year 2015.

This branch is functioned under the supervision of Controller. (Travel)

Staff - 2016

Designation / Service	Number
Deputy Controller	03
Assistant Controllers	20
Development Officers	08
Public Management Assistant Officers	140
Office Assistants (K.K.S)	35

Objective of the Travel Division

Issuing an internationally recognized passport along with correct information to the passport applicants on various requirements such as foreign employments, travelling and medical treatments.

Major role of the Division

Issuance of passports for Sri Lankans who travel abroad following a sensitive procedure which provides utmost convenience to the Service recipients.

Special activities carried out in the year 2016

Even though certain technological and practical difficulties have been experienced in the project of obtaining biometric data from passport applicants , Travel division has been established in the new office premises without suspending customer services.

Achievements

Biometric project phase has been successfully launched under the process of issuing biometric passports .

Challenges

01. Commencement of a process of issuing passports with the inclusion of the facts such as obtaining photographs for passports in conformity with the criteria of International Civil Aviation Authority and forwarding them to the data system of the Department through online , obtaining finger prints for all 10 fingers , utmost customer care, Queue management system in the new premises of the Department .
02. Introduction of a passport which consists of internationally recognized new technological and protective strategies.

Progress of the Issuance of passports - 2016

Head Office

Diplomatic	Official	All Countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
401	1846	355,317	177,452	23,398	12	558,426

Regional offices

	Official	All Countries	Middle East Countries	Emergency Certificates (Dambadiwa Pilgrimages)	Total
Kandy	8	32,158	12,861	6900	51,927
Vaunia	1	15,558	5868	817	22,244
Matara	1	19,361	4130	2636	26,128

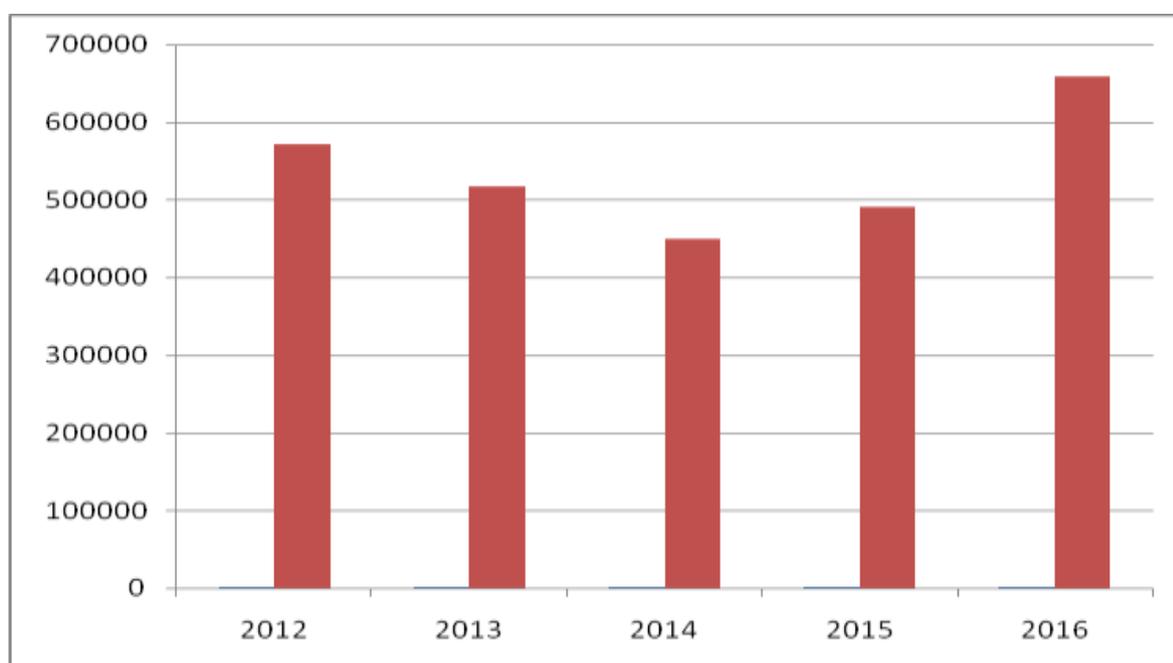
Total Number of passports issued in the year 2016

Diplomatic	Official	All Countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
401	1,856	422,394	200,311	33,751	12	658,725

Issuance of passports from 2012 to 2016 (As per the categories of passports)

Year	Diplomatic	Official	All countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
2012	288	899	303,524	230,482	35,697	4	570,894
2013	338	998	284,231	214,352	17,611	6	517,536
2014	309	1,043	234,943	198,815	14,786	6	449,902
2015	471	1,313	287,438	176,963	25,180	2	491,367
2016	401	1,856	422,394	200,311	33,751	12	658,725

Issuance of passports from 2012 to 2016



02.02 Passport Processing Branch

Passport processing branch is functioned under the supervision of Controller (Travel).

Activities are carried out as follows after the relevant inspections of applications forwarded to the Processing branch from Travel and Overseas Missions branches for the processing of new passports.

Activities related to data entry, validating, capturing, printing, observation print , quality assurance . Laminating of passports. inspecting , comparing and scanning of 4th page and final quality control are carried out by this branch and thereafter passports issued under one day service are sent to the Travel Branch and passports issued under normal service are sent to the Postal Branch and passports to be sent to the Foreign Missions are sent to the Overseas Mission Branch.

Data entry, validating and observation print are carried out after the relevant inspections of applications submitted for the alteration of passports from Alteration Branch.

Staff - 2016

Designation / Service	Number
Deputy Controller.	02
Assistant Controller.	01
Development Officer.	01
Public Management Assistant Officers.	53
Travel Document Assistants.	18
Office Assistants. (K.K.S)	10

02.03 Passports Alteration Branch

Passports Alteration Branch is functioned under the supervision of Controller (Travel).

Staff - 2016

Designation / Service	Number
Deputy Controller	01
Public Management Assistant Officers	06
Office Assistants (K.K.S)	02

Alteration of passports - 2016

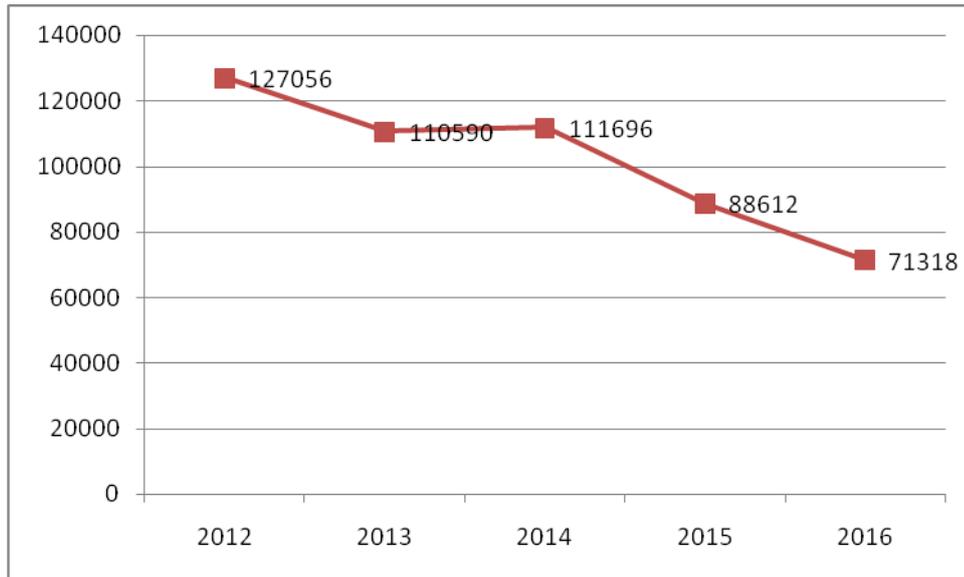
Category	Quantity
Validation for all Countries	390
Cancellation of single journey	2053
Inclusion of dual citizenship	376
Removal of children from the passport	2310
Inclusion of Identity card number	4209
Inclusion of maiden name	255
Change of name	4038
Inclusion of name after marriage	1668
Other alterations (free of charge)	01
Other alterations 01	15814
Other alterations 02	224
Other alterations 03	02
Change of name (Other)	03
Inclusion of designation	39629
Extension of the period of time	346
Total	71318

Alteration of passports (from 2012 to 2016)

Category	2012	2013	2014	2015	2016
Validation for all Countries	1,496	2,557	473	-	390
Validation for one foreign journey	667	541	-	397	-
Cancellation of single journey	1,264	1,309	1151	1289	2053
Extension of the period of time	28,740	10,384	2,368	-	-
Inclusion of dual citizenship	-	-	11	209	376
Inclusion of children to mother's/father's passport	2,207	1,856	1496	794	-
Removal of children from mother's/father's passport	2,656	2,361	2219	2190	2310
Inclusion of new photographs of children to mother's / father's passport	93	137	135	47	-
Inclusion of Identity card number	1,496	1,671	2070	2003	4209
Inclusion of maiden name	34	40	16	48	255
Inclusion of name after marriage	2,224	2,036	2033	1898	1668
Change of name	3,984	3,399	3119	3265	4038
Change of name (Other)	2	7	3	2	3
Inclusion of designation	47,347	55,655	66,922	54400	39629
Inclusion of designation (free of charge)	2	2	-	880	-
Other alterations (free of charge)	137	151	81	9	1
Other alterations 01	33,316	27,462	28,669	20844	15814
Other alterations 02	1,363	995	913	330	224
Other alterations 03	28	27	17	7	2
Renewal	-	-	-	-	346
Total	127,056	110,590	111,696	88612	71318

Inclusion of children in parents' passports will no longer be allowed after 10.08.2015. Accordingly, with effect from that date every person should obtain a separate passport irrespective of age.

Alteration of passports (from 2012 to 2016)



02.04 Overseas Missions Branch

Overseas Missions Branch is functioned under the supervision of Controller (Travel).

Staff - 2016

Designation / Service	Number
Deputy Controller	01
Assistant Controller	01
Development Officers	01
Public Management Assistant Officers	15
Travel Assistant	01
Office Assistants (K.K.S)	04

Objective and Role of the Overseas Missions Branch

- Issuance of passports for the applications received from Foreign Missions.
- Granting of approval to issue temporary passports and alterations to the passports of Sri Lankans who are residing in foreign countries.
- Providing reports confirming the accuracy related to the passports of Sri Lankans who are residing in foreign countries, When requests are made by Foreign Missions.

Special activities , achievements and Challenges - 2016

- Carrying out special duties with utmost commitments in order to achieve above mentioned objective and activities

Particular regarding the passports issued by Overseas Missions Branch during the year 2016 are mentioned below.

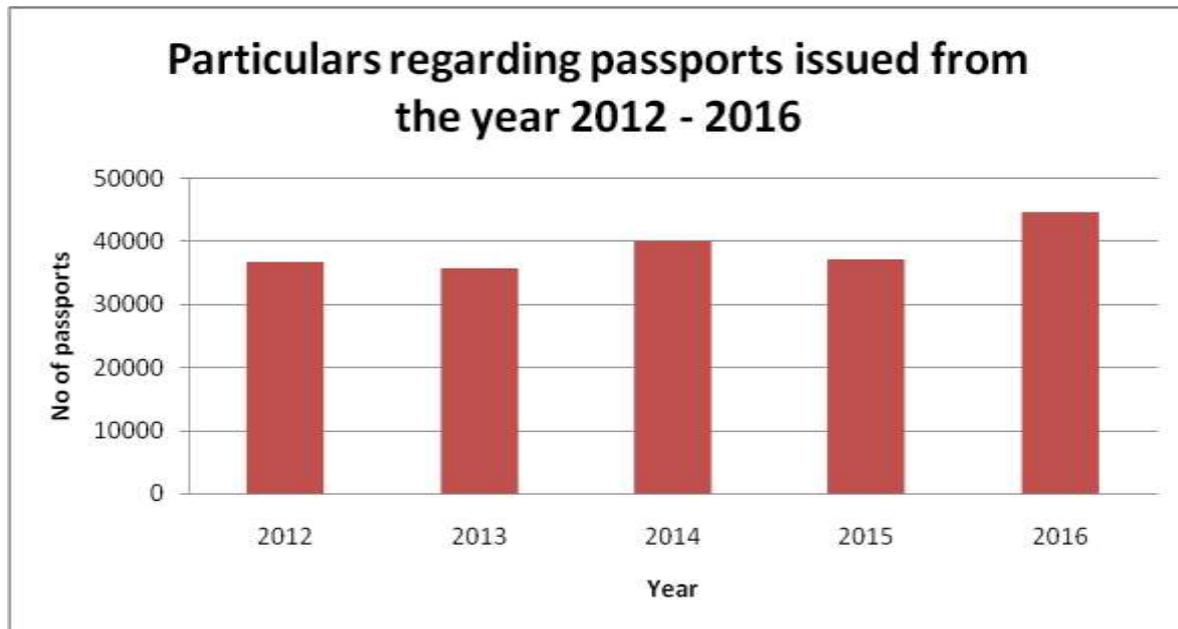
Passports issued by this branch in the year 2016

Month	No of Passports
January	2828
February	2049
March	3783
April	4788
May	5229
June	4491
July	3271
August	4562
September	3485
October	3322
November	3673
December	3021
Total	44522

Particulars regarding passports issued from the year 2012 - 2016

Month	2012	2013	2014	2015	2016
January	2813	2117	2829	2027	2848
February	1731	2225	3312	3152	2049
March	3752	3329	3768	3551	3783
April	3426	3298	3446	4082	4788
May	3785	3219	2921	3052	5229
June	3770	4256	3346	3573	4491
July	3169	3271	3858	3497	3271
August	2956	1027	3329	3951	4562
September	2609	3524	3297	3307	3485
October	3343	3015	3632	3112	3322
November	2610	3918	2010	1833	3673
December	2721	2512	4080	1908	3021
Total	36685	35711	39828	37045	44522

Particulars regarding passports issued from the year 2012 - 2016



Targets and the progress in the year 2016

Carrying out the duties with utmost commitments by all officers attached to this branch in order to achieve above mentioned objectives and targets.

02.05 Postal Branch

Main function of this Branch is sending passports to the applicants by registered post after processing the passports applied under the normal service and handing over the passports applied under normal service to the applicants under the “today issue” System.

Postal branch is functioned under the supervision of Controller (Travel).

Staff - 2016

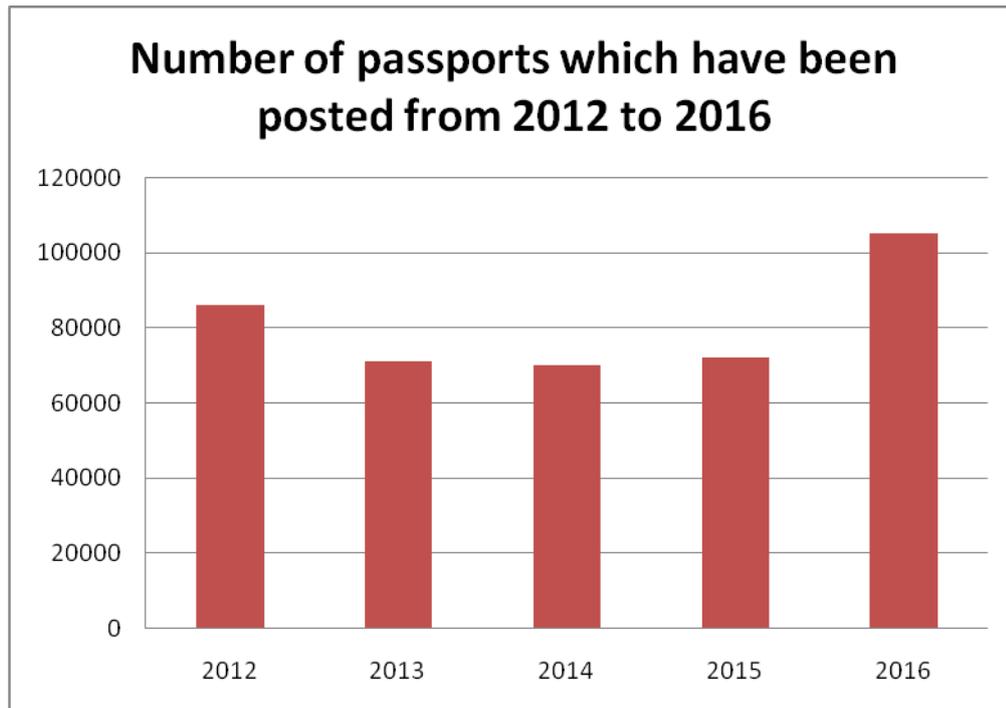
Designation / Service	Number
Assistant Controllers.	01
Public Management Assistant Officers.	08
Guard	01
Office Assistants. (K.K.S)	02

No. of passports which have been posted in each month- 2016

Month	No. of Passports
January	9,750
February	9,023
March	9,053
April	4,473
May	10,025
June	8,049
July	7,642
August	12,154
September	8685
October	9757
November	8829
December	7427
Total	104,867

No. of passports which have been posted from 2012 to 2016

Year	2012	2013	2014	2015	2016
No. of Passports	85,957	70,961	69,768	71,817	104,867



03 Policy, Development and Reform Division

Indo - Lanka Citizenship Branch, Policy and Development Branch and Legal Branch are functioned under the supervision of Controller (Policy, Development and Reform) / Deputy Controller (Indo - Lanka)

03.01 Policy, Development and Reform Branch

Policy, Development and Reform Branch is functioned under the supervision of Controller (Policy, Development and Reform).

Staff - 2016

Designation / Service	Number
Deputy Controller	01
Public Management Assistant Officers	02
Office Assistants (K.K.S)	01

Activities performed in the year 2016,

01. Preparation of action plan for the year 2017
02. Preparation of performance report for the year 2016.
03. Preparation of monthly and quarterly progress reports to be sent to the various institutions through the Department.
04. Coordination, monitoring and supervision of the progress of capital and other projects.
05. Co-ordination of policy activities between the Ministry and other institutions.
06. Drafting of Cabinet memoranda in accordance with the requirements of the Department and taking action to obtain the approval of Cabinet of Ministers and taking action to grant observations for cabinet memoranda forwarded from other Ministries.
07. Issuance of circulars related to the Department.

Cabinet Memoranda Submitted in the year 2016

01. Cabinet Memorandum on regularization of the process of issuing Diplomatic and official passports.
02. Cabinet Memorandum on the establishment of Regional office of the Department of Immigration and Emigration, and Department of Registration of Persons and Regional office of the proposed Wayamba Development Authority and Wayamba Secretariat in the Kurunegala District.
03. Cabinet Memorandum on the construction of Immigration and Emigration Law Enforcement center.
04. Cabinet Memorandum of agreement between the Government of Democratic socialist Republic of Sri Lanka and the Government of Georgia on the waiver of Visa requirements for the holders of Diplomatic and official passports.
05. Cabinet Memorandum of agreement between the Government of Democratic socialist Republic of Sri Lanka and the Government of Republic of the Philippines on the waiver of Visa requirements for holders of Diplomatic and official passports.
06. Cabinet Memorandum on cooperation agreement between the Swiss Federal Council and the Government of the Democratic Socialist Republic of Sri Lanka on Migration Matters.
07. Cabinet Memorandum on Display of Mobitel logo in the web site of Electronic travel Authorization.

Special activities performed in the year 2016

1. Construction of a parapet wall for the protection and settlement of the boundaries of the land owned by the Department of Immigration and Emigration which is situated in Trincomalee and obtaining approval for the construction of an official quarters in that land, preparation of building plans for that purpose and taking action to allocate necessary provisions.
2. Obtaining the approval for the construction of Immigration and Emigration Law Enforcement center in Gampaha, Katana, Kaludiyawalawatta land.
3. Renovation of staff officers' restroom at Bandaranayke International Airport Katunayake.

4. Construction of new three storied building with a view to expanding the staff officers' restroom at Bandaranayke International Airport, Katunayake.
5. Establishment of the Department of Immigration and Emigration in the building of the Secretariat for Personal Identification, Battaramulla.
6. Taking preliminary action for the establishment of Regional office of the Department of the Department of Immigration and Emigration, Department of Registration of Persons and Regional office of the proposed Wayamba Secretariat in the Kurunegala District.

03.02 Indo Lanka Citizenship Branch

Controller General holds, *ex officio*, the office of the Commissioner of Registration of Persons of Indian Origin and Controller (Policy, Development and Reform) holds, *ex officio*, the office of the Deputy Commissioner of Registration of Persons of Indian Origin.

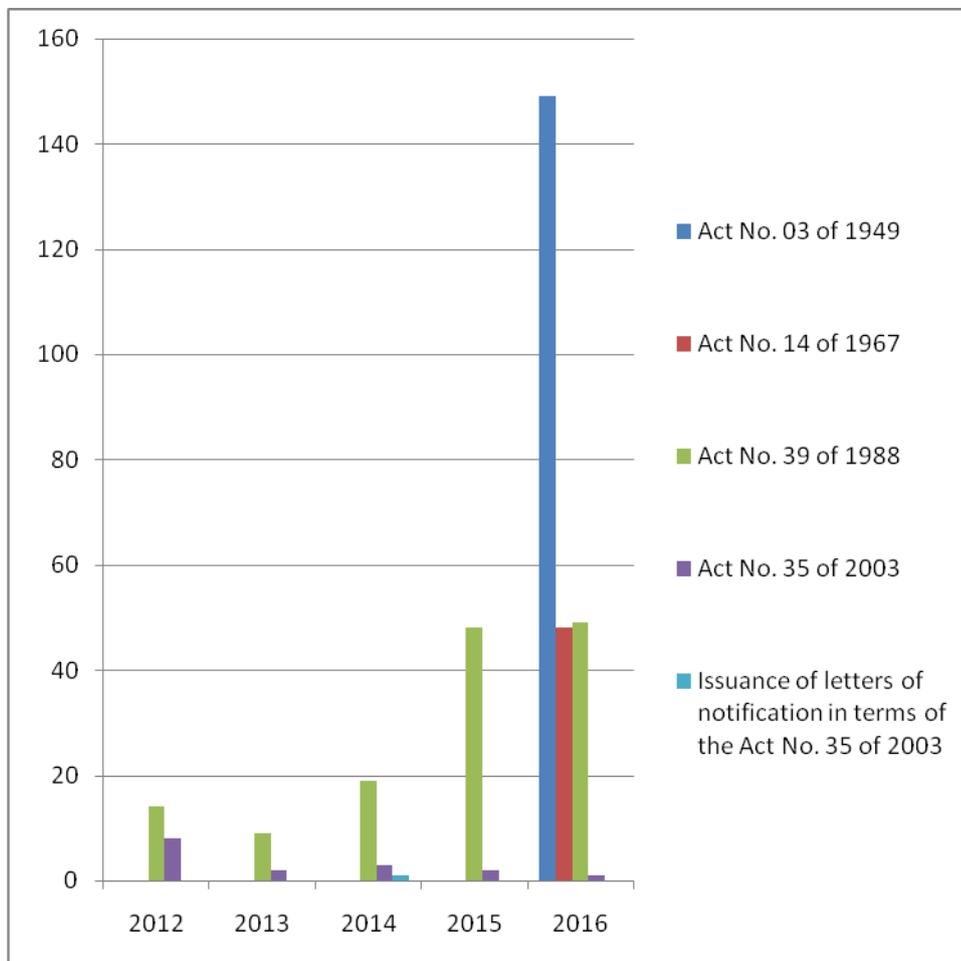
Staff - 2016

Designation / Service	Number
Public Management Assistant Officers	01

This Division issues letters authenticating the information regarding the registration of persons of Indian Origin who have obtained citizenship in Sri Lanka by registration, When it is required.

Issuance of letters authenticating information regarding the registration from 2012 to 2016

Act	2012	2013	2014	2015	2016
Act No. 03 of 1949	-	-	-	-	149
Act No. 14 of 1967	-	-	-	-	48
Act No. 39 of 1988	14	09	19	48	49
Act No. 35 of 2003	08	02	03	02	01
Issuance of letters of notification in terms of the Act No. 35 of 2003	-	-	01	-	-



03.03 Legal Branch

Legal branch is functioned under the supervision Of Controller (Policy, Development and Reform)

Staff - 2016

Designation / Service	Number
Deputy/ Assistant Controller	01
Authorized Officers	01
Public Management Assistant Officers	02
Office Assistants (K.K.S)	01

Objectives and Role of the Legal Division

Providing of the necessary instructions and assistance to implement the legal authority which has been empowered by Acts and Ordinances to the Department of Immigration and Emigration, assisting in the performance of the activities of the department efficiently through taking action to amend relevant Acts and Ordinances.

Activities Carried out by the Legal branch during the year 2016

01. Obtaining summons and warrants from the Magistrate Court, Colombo related to the cases filed by the Department and taking action to refer the summons, and warrants to the relevant persons.
02. When summons are issued to the Controller General or any other officer to give the evidence before the court, preparation of relevant information and files and taking action to make relevant officers participated in the court proceedings on relevant dates.
03. 726 letters regarding court orders with incomplete information that cannot be executed have been sent to the relevant courts.
04. 33 reply letters have been sent for the letters received from Special Police Criminal Investigation Division inquiring the relevant information on various persons who involved fraudulent activities.
05. Necessary information and evidence have been provided for 08 occasions in which the Department has been named as respondent for the complaints submitted by the Human Rights Commission. Further, relevant information and evidence requested by the Commission to Investigate Allegations of Bribery or Corruption have been provided. Observation reports with regard to 04 fundamental cases filed in the Supreme Court naming the Department as a respondent have been prepared and submitted. Giving evidence as a witness at the prosecution of a formal disciplinary inquiry conducted at NARA institution in relation to a female officer of the same institution.
06. Preparation of lease agreements entered into between relevant parties with regard to building and houses which are required to maintain the activities of the Department and taking necessary action to register the relevant agreements. (Regional offices in Kandy, Trincomalee, Matara and Mattala, Ruhunu Magampura Mahinda Rajapaksha Port) Preparation of necessary documents to handover the building where Head Office was located at Ananda Rajakaruna Mawatha, Colombo 10.
07. Observations have been made for 23 agreements entered into between the Department and local institutions in respect of the activities related to the Department.
08. Establishment of Gap Analysis Committee for the identification of the gap between the present Act and the existing situation in order to amend the Immigrants and Emigrants Act with the association of International Migration Organization and proposals for amendment have been prepared and submitted to the Department of Legal Draftsman.
09. Representing the 3rd National Coordinating Committee conducted at the Ministry Of Foreign Affairs in association with European Union on readmission of Sri Lankans who are staying overseas illegally.

10. Participating in a meeting held in Colombo to formulate the Draft of the agreement of Sri Lanka on migration matters.
11. Making necessary coordination with Ministry of Foreign Affairs to formulate the agreements on the waiver of Visa requirements for the holders of Diplomatic and Official passports. Agreements entered in to - Georgia, Kazakhstan, Philippines
Countries to be entered in to agreements-Bangladesh.
12. Representing Australia cooperative conference conducted in Colombo.

**Officers have participated in giving evidence representing the Department from
01.01.2016 to 31.12.2016 in the following Manner.**

	2016.01.01 – 2016.12.31					
	Supreme Court	Court of Appeal	Commercial High Court	High Court	District Court	Magistrate Court
Colombo	03	02	03	12	02	19
Negambo				02	-	27
Other				02	02	24
Total	03	02	03	16	04	70

04. Visa and Border Control Division

04.1 Visa Branch

Visa, Ports and Investigation Branches are functioned under the supervision of Controller (Visa and Border Control).

Entry of non Sri Lankan citizen to Sri Lanka is controlled by the section III of the Immigrants and Emigrants Act No 20 of 1948. Under this Act issuing and extending of visa for the foreigners who arrived in Sri Lanka is carried out in accordance with Immigrants and Emigrants Regulations No 02 - 35 of 1952 in order to ensure the national security of the country. Valid visas are issued by this Division to the foreigners who arrive in Sri Lanka in order to stay in this country legally. The main objective of implementing visa policies in issuing visas is to contribute to the national development whilst ensuring the national security. It seems that a significant growth of visa income during this year.

Staff members attached to Visa Branch to carryout above mentioned activities for the year 2016 are as follows.

Designation / Service	Number
Deputy Controllers	02
Assistant Controller	02
Senior Authorized Officers	01
Authorized Officers	01
Public Management Assistant Officers	28
Development Officer	04
Travel Document Assistants	01
Office Assistants (K.K.S)	09

In addition to that two Officers of Public Management Assistants service attached to every week from accounts division have served in Shroff branch.

Progress of the year 2016

The numbers of prior approvals granted, issuance of new visa and extensions of visas during the period from 01.01.2016 to 31.12.2016 are as follows.

Serial	Description	Amount
01	Prior approvals granted.(ETA)	2,191,516
02	Issuance of new visa (Resident Visa)	22,673
03	Extensions of Visa - Resident Visa	22,483
	Tourist Visa	60,109
04	SAARC Visa	1,209
05	Dual Citizenship (Sri Lankan)	2,538
Total		2,300,498

Extensions and issuances of Resident visa – 2016

Category	Extensions	Issuances	Fax messages sent to the Embassies	Landing Endorsement
Persons who are serving in investment Boards	4319	2944	3666	157
Children born to Sri Lankan parents	179	329	-	-
Under section 5.2 of citizenship Act	-	1615	-	-
Under section 5.1 of citizenship Act	-	467	-	-
Clergy	800	247	157	32
Court Orders	123	11	-	-
Diplomatic	-	822	74	08
The persons who were Sri Lankan citizens	2047	1480	-	-
The persons who arrived in Sri Lanka on medical grounds	416	389	-	-
Non governmental organizations	111	116	274	23
The persons who joined to the government service	2849	4420	3580	392
International non government organization	92	103	17	-
The persons who are serving in the private sector	3141	6314	2353	180
Registered Indians	-	30	-	-
The persons who came for religious purposes	437	1039	1356	191
Resident Guest Visa (RGV)	16	03	-	-
Spouses of Sri Lankan citizens	3350	1165	01	-
SSRV (My Dream Home)	172	56	-	-
Official	355	293	868	65
Student / Scholarship holders	4076	3734	2233	119
Total	22483	22673	14665	1168

Special Activities Carried out by Visa Branch

1. Cancellation of visas already issued or blacklisting them as per the information revealed in the interviews held for issuing visas or subsequent to the investigations into the complaints received to the Controller General of Immigration and Emigration or upon the requests of the institutions which issue visas and the related persons.
2. Under the special situations regarding national security that arose in the year 2014, security clearances were continuously obtained from State Intelligence Service with regard to the arrivals of Pakistani, Afghan, Egyptian and Syrians Nationals.
3. During the past few years, Maldivian students, their dependents and custodians who came into Sri Lanka on Tourist Visa and Resident Visas are issued to them having completed the special data form prepared for obtaining necessary information through educational institutions to avoid the issues with regard to convert their visas to student Visas. Foreign Bhikku, Bhikkhuni students and medical students are granted visa continuously by charging fees.
4. Taking further action as per the decision taken by the committee approved to review the methodology of issuing visa and update to it so as to suit the present requirements.
5. Methodology of scanning visa applications has been implemented as the first step, files from year 2014 to 7th February 2016 and as the second step files from 8th February 2016 to 1st October 2016 have been scanned. These activities have been performed by Sanjaya Lanka (Pvt)Ltd.
6. Issuing of sticker visas instead of rubber stamp from 15.06.2016 is more effective measure achieved during this year. Introduction of the new visa system would reduce the issuing of forged visa.
7. Visa Division has been located adequate space in 3 wings (A,B,C) of 4th floor of new building situated at Suhurupaya Battaramulla on 26.08.2016. Thereafter issue regarding the space of visa branch has been solved.
8. Visa Division didn't function on 26.08.2016 due to the activities regarding the relocation of the department in a new building and Visas have been issued as usual from that day.
9. Officers in charge of the subject have initiated the scanning of applications related to the subject entrusted to them with effect from 03.10.2016. Accumulation of unnecessary documents can be minimized through issuing scanned documents to the applicants from 10.10.2016 and it was a great achievement during this year.
10. New system has been established in the Head Office for issuing visa by re-engineering the process of issuing visa and installed accessories required for new system.

11. Preliminary activities related to the extension of tourist visa for several selected countries through the internet have been discussed.
12. Payment of visa fee by credit cards has been commenced on 09.12.2016 and it was more convenient to the customers and transaction can be made with transparency.
13. Progress review meeting of the branch has been conducted twice every month and short comings and issues have been solved through discussions.

Projects expected to be implemented in the year 2017

1. Installation of kiosks machines at Bandaranayke International Airport to get visa easily with a view to automate the process of visa.
2. Re – engineering the system for issuing visas existing at present by introducing new facilities.
3. Introduction of a new system so as to carry out the process of extension of Tourist visa through online.
4. Designing a system to forward the information of entire process from submission of visa applications up to the issuance of visa endorsement to the relevant applicants through short messages.
5. Introducing an inventory system to issue visa stickers.
6. Providing service to service recipients in more efficient and transparent manner through new que management method.
7. Taking action to increase the government revenue and remove anomalies through the revision of visa fee in terms of the budget proposals-2017.

04.02 Ports Branch

Ports branch is functioned under the supervision of Controller (Visa)

Staff 2016

Designation / Service	Number
Deputy Controller	01
Assistant Controllers	02
Senior Authorized Officers	33
Authorized Officers	312
Public Management Assistant Officers	07
Office Assistants (K.K.S)	03

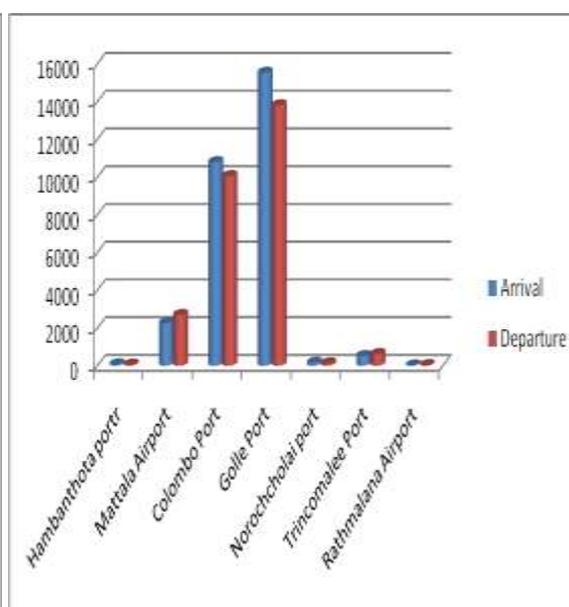
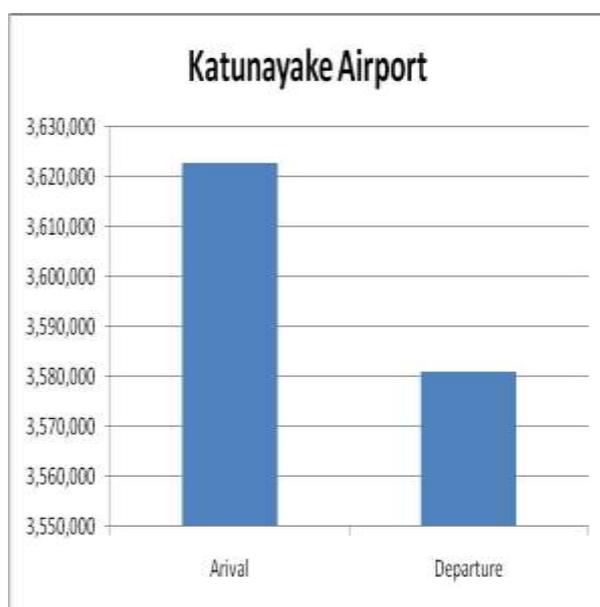
Designated ports of entry into Sri Lanka and departure from Sri Lanka

1. Bandaranayake International Airport - Katunayake
2. Mattala Rajapaksha International Air Port
3. Colombo Airport - Ratmalana
4. Palali Airport
5. Koggala Airport
6. Colombo Port
7. Galle Port
8. Magam Ruhunupura Mahinda Rajapaksha Port
9. Trincemalee Port
10. Kankasanthurai Port
11. Thalaimannar Pier
12. Norochcholai Port
13. Oluwil Port

Number of persons who have arrived in Sri Lanka and departed from Sri Lanka through each port - 2016

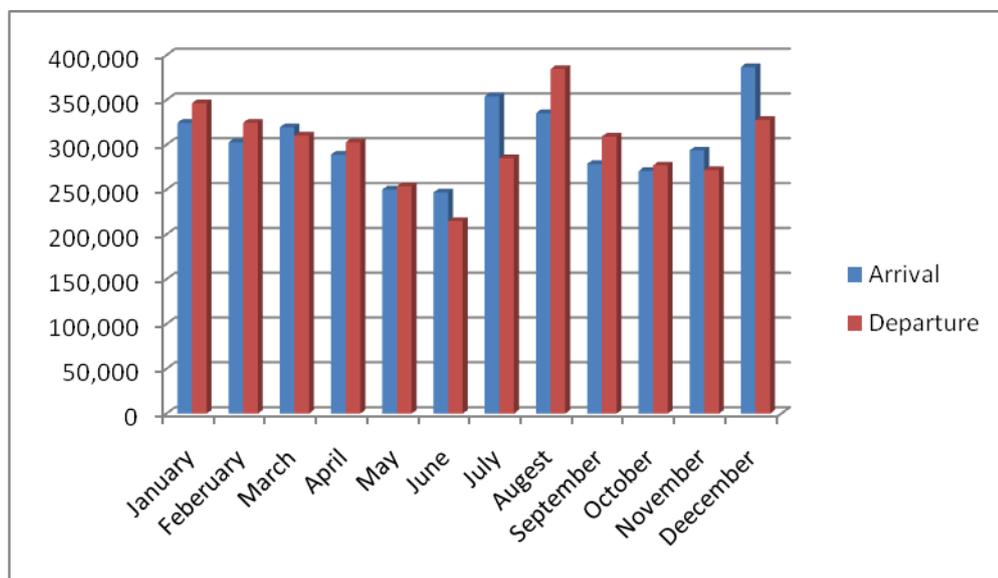
Serial No	Port	Arrival	Departure	Total
1	Katunayake Airport	3,622,708	3,580,898	7,203,606
2	Hambanthota Port	78	61	139
3	Mattala Airport	2,262	2,697	4,959
4	Colombo Port	10792	10055	20,847
5	Galle Port	15,531	13,807	29,338
6	Norochcholai Port	166	130	296
7	Trincomalee Port	519	622	1,141
8	Ratmalana Airport	20	35	55
	Total	3,652,076	3,608,305	7,260,381

Number of persons who have arrived in Sri Lanka and departed from Sri Lanka through each port - 2016



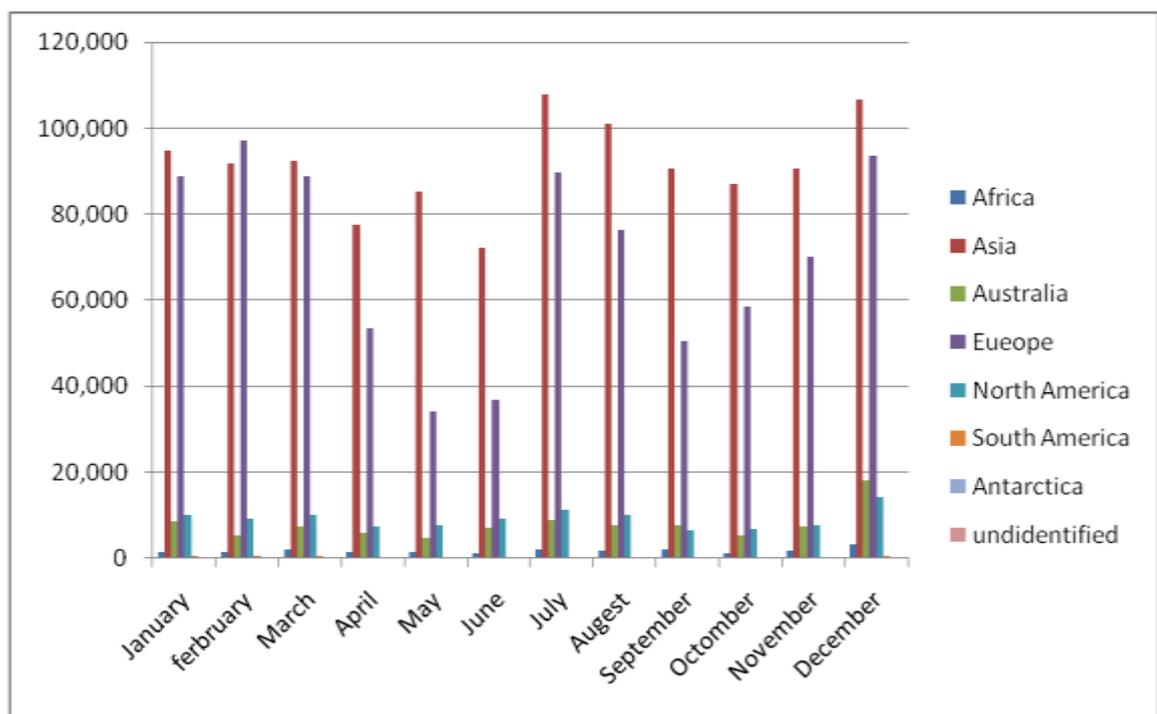
**No of Sri Lankans and foreigners who arrived in Sri Lanka and departed
from
Sri Lanka in each month -2016**

Month	Arrival			Departure		
	Sri Lankan Citizens	Foreigners	Total	Sri Lankan Citizens	Foreigners	Total
January	120,521	204,011	324,532	119,837	226,586	346,423
February	97,538	205,216	302,754	111,153	213,511	324,664
March	118,312	201,211	319,523	109,722	200,585	310,307
April	142,724	146,322	289,046	132,485	170,339	302,824
May	116,039	134,024	250,063	112,645	141,054	253,699
June	119,997	126,773	246,770	99,501	115,424	214,925
July	133,863	220,266	354,129	111,121	173,875	284,996
August	137,734	197,583	335,317	152,826	231,865	384,691
September	120,782	157,939	278,721	138,335	170,948	309,283
October	111,106	159,571	270,677	118,044	158,984	277,028
November	115,969	177,793	293,762	108,056	163,715	271,771
December	150,419	236,363	386,782	134,061	193,633	327,694
Total	1,485,004	2,167,072	3,652,076	1,447,786	2,160,519	3,608,305



No of foreigners who arrived in Sri Lanka as per Continents - 2016

Month	Africa	Asia	Australia	Europe	North America	South America	Antarctica	Unidentified	Total
January	1,473	94,639	8,560	88,675	10,133	418	1	112	204,011
February	1,359	91,678	5,458	97,056	9,126	436	0	103	205,216
March	1,997	92,329	7,527	88,675	10,090	435	0	158	201,211
April	1,475	77,642	6,086	53,354	7,343	295	0	127	146,322
May	1,548	85,287	4,664	34,178	7,823	299	0	225	134,024
June	1,070	72,234	7,270	36,755	9,099	249	0	96	126,773
July	1,954	107,962	8,965	89,573	11,409	276	0	127	220,266
August	1,698	101,084	7,833	76,374	10,197	230	0	167	197,583
September	2,112	90,464	7,626	50,620	6,628	340	0	149	157,939
October	1,320	86,939	5,441	58,643	6,708	354	0	166	159,571
November	1,723	90,531	7,397	69,974	7,612	361	0	195	177,793
December	3,365	106,658	17,995	93,483	14,275	502	0	85	236,363
Total	21,094	1,097,447	94,822	837,360	110,443	4,195	1	1,710	2,167,072



No of Sri Lankans who arrived in Sri Lanka according to ports - 2016

Port	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	120352	97358	118094	142060	115720	119704	133594	137534	120625	11369	115745	150185	1481340
Norochcholai Port	0	0	0	1	2	0	0	0	1	4	12	9	29
Mattala Airport	41	39	52	63	124	97	110	79	58	70	58	54	845
Colombo Port	64	70	77	497	67	71	58	60	31	573	54	48	1670
Galle Port	52	65	72	97	123	120	81	54	59	83	89	114	1009
Trincomalee Port	12	6	17	06	03	5	20	7	8	7	11	09	111
Total	120521	97538	118312	142724	116039	119997	133163	137734	120782	111106	115969	150419	1485004

No of foreigners who arrived in Sri Lanka according to ports - 2016

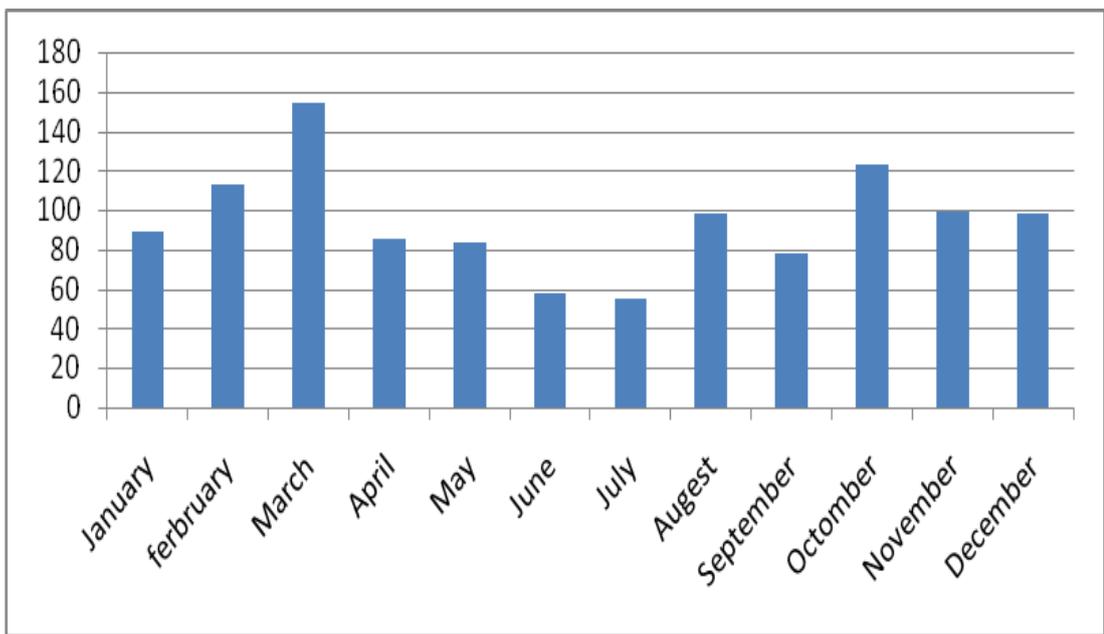
Port	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	201,603	203,115	199,048	144,201	132,322	125,112	218,507	195,712	156,128	156,122	175,254	234,244	2,141,368
Hambanthota Port	4	16	8	3	11	2	7	1	3	6	15	2	78
Mattala Airport	13	30	50	72	61	75	232	181	229	62	261	151	1,417
Norochcholai Port	2	17	7	1	0	1	0	0	0	55	32	22	137
Colombo Port	881	846	692	773	444	472	440	521	369	2033	973	678	9,122
Galle Port	1,489	1,155	1,379	1,261	1,175	1,068	1,027	1,132	1,143	1,252	1,210	1,231	14,522
Ratmalana Airport	6	3	0	0	0	0	3	0	0	8	0	0	20
Trincomalee Port	13	34	27	11	11	43	50	36	67	33	48	35	408
Total	204,011	205,216	201,211	146,322	134,024	126,773	220,266	197,583	157,939	159,571	177,793	236,363	2,167,072

Number of foreigners who have not been allowed to enter into the country
(Refused entry) – 2016

Country	January	February	March	April	May	June	July	August	September	October	November	December	Total
Bangladesh			1	1		2		5		1	13	12	35
India	25	17	13	26	12	25	21	9	23	22	16	8	217
Sweden	1							1		1			3
Palestine					3		1						4
Cameron											1	13	14
Pakistan	23	20	21	23	30	2	11	34	11	10	42	12	239
China		35	34	15	12	14	6	17	28	39	10		210
Afghanistan	22	32	42	6	1	4	1	17	3	1	2	35	166
Russia	1		2			1		1		2			7
Indonesia			1							2			3
France			2										2
Saudi Arabia							1						1
Kyrgyzstan		1											1
Australia	1	2											3
Nigeria				2				2		3		1	8
America									1				1
Iran		3				2	4			1		2	12
Germany	1						1	1				1	4
Ukraine					3								3
Italy					1								1
England	1			1				2					4
Ivorian	1			1			1						3
New Zealand												4	4
Maldives	1				1			1	2				5
Japan	1										1		2
Gini	1												1
Canada				1	1						1	1	4
Sierra Leone						1							1
Uzbekistan											1		1
Turkey				1									1
Singapore										1			1
Bhutan										1			1
Syria							1		5				6
Bolivia										1			1
Kuwait										1			1
Nepal	8		21					1		35	13		78
Thailand			1		1	2		3					7
Netherland				1									1

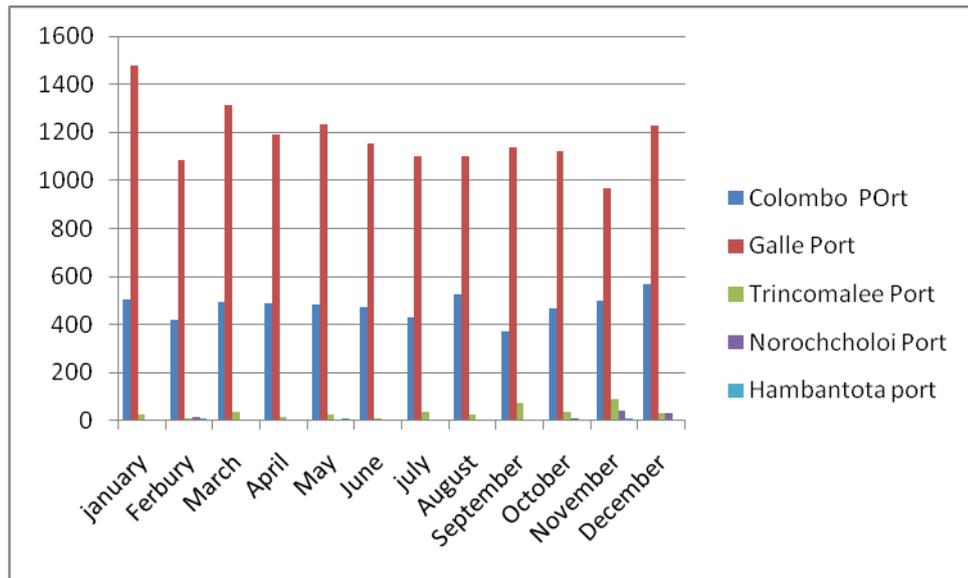
Yeman					8								8
Philippines				1									1
Uganda					3								3
Ghana					1	2					1		4
Argentina				1									1
Spanish												3	3
Korea				1	1								2
Egypt	2		11	5	6	1	4	3	3			6	41
Malaysia			2					1					3
Murusi			1										1
Israel			2			2	1		1				6
Tanzania		3						3					3
Total	89	113	154	85	84	58	55	98	78	123	99	98	1134

**Number of foreigners who have not been allowed to enter into the country
(Refused entry) – 2016**



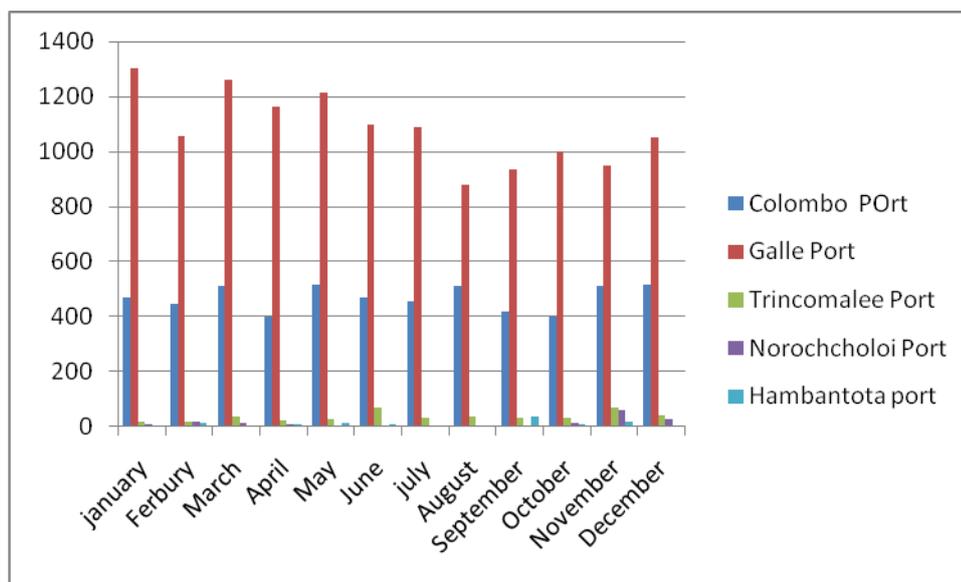
Arrival of Naval Crew - 2016

	Colombo Port	Galle Port	Trincomalee Port	Noroch cholai Port	Hambanthota Port	Total
January	505	1477	28	07	01	2018
February	421	1087	13	17	12	1550
March	497	1315	38	07	02	1859
April	491	1190	17	08	03	1709
May	483	1234	28	01	11	1757
June	474	1155	10	-	03	1642
July	428	1099	37	-	04	1568
August	526	1102	28	-	-	1656
September	374	1137	74	-	05	1590
October	468	1121	35	10	06	1640
November	498	968	92	44	12	1614
December	571	1226	32	31	02	1862
Total	5736	14111	432	94	61	20465



Departure of Naval Crew - 2016

	Colombo Port	Galle Port	Trincomalee Port	Noroch cholai Port	Hambanthota Port	Total
January	471	1303	20	08	01	1803
February	447	1056	20	17	09	1549
March	512	1262	38	09	03	1824
April	395	1163	22	06	04	1590
May	517	1216	26	01	09	1769
June	470	1097	68	-	06	1641
July	455	1090	33	-	03	1581
August	510	881	35	-	-	1426
September	420	936	33	02	04	1395
October	399	1000	34	09	07	1449
November	513	951	69	59	16	1608
December	514	1053	41	25	-	1633
Total	5623	13008	439	136	62	19268



Issuance of bonds (stickers) to Naval crew - monthly income - 2016

Month	No of stickers issued	Income (value of a unit - Rs.1000)
January	3066	3066000
February	2560	2560000
March	3655	3655000
April	3549	3549000
May	2577	2577000
June	3121	3121000
July	2714	2714000
August	3020	3020000
September	2575	2575000
October	2947	2947000
November	3266	3266000
December	2523	2523000
Total	35573	35573000

Granting of approval to dispatch passports through courier service - 2016

Ports branch grants approval to dispatch passports to a country where embassies are located in order to obtain visas which are required to enter the countries where embassies are not located in Sri Lanka.

(e.g :- Passports are dispatched to New Delhi , India through Courier Service to obtain New Zealand Visas.)

Permission has been granted to Courier 30676 of passports under the approval of the department and an amount of Rs. 1000/- is charged for one passport. An income of Rs. 30676000/- has been earned by dispatching passports through courier service.

Dispatch of passports through Courier Service 2011 - 2016

Year	2014	2015	2016
No. of passports	26,286,000.00	28,820,000.00	30,676,000.00

04.03 Investigation Branch

Investigation branch is functioned under the supervision of Controller (Visa)

Staff - 2016

Designation / Service	Number
Assistant Controllers	02
Senior Authorized Officers	01
Authorized Officers	07

Removing from the country of foreigners who have been detained at Mirihana camp - 2016.

Nationality	No.
Bangladesh	46
China	04
India	75
Iran	04
Iraq	02
Australia	02
German	02
Lebanon	03
England	01
Nigeria	03
Pakistan	09
Canada	01
Russia	01
Ukraine	2
Thailand	01
Malaysia	01
Sweden	01
Yemen	01
Total	159

Participation in training programmes under National Counter Human Trafficking Resource Center (NCHTRC)

- Providing the assistance to the strategic plans for the elimination of human trafficking from 2015 - 2019.
- Providing the assistance for Standard Operating Procedure (S.O.P.) with regard to human trafficking.

Special activities carried out by the Investigation Division.

- Get 40 Authorized Officers participated in workshop with the sponsorship of United Nations High Commissioner for Refugees regarding Refugees International Law

05. Information Technology Division.

Information Technology Division is functioned under the supervision of Controller (Information Technology)

Staff - 2016

Designation / Service	Number
Assistant Controllers (Information Technology)	01
Authorized Officers	05
Development Officers	01
Public Management Assistant Officers	03
Travel Document Assistants	03
Office Assistants (K.K.S)	01

Maintenance of existing software and hardware uninterruptedly and development of information system by introducing new methodologies while providing maximum service to the general public so as to incurring the minimum cost to the government are the main responsibilities of the Information Technology Division.

Furthermore , this division is updating and maintaining service agreements with outsourcing institutions that provide services related to the computer system of the department and monitoring the same.

In addition to the major functions mentioned above , following special tasks were also carried out by this division.

- (1) 1. Carrying out identified improvements for 5 existing computer software modules to suit the public requirements and upgrading the service productivity.
2. The Division has taken necessary fundamental steps to establish the proper computer system at new building complex which is being constructed at Battaramulla for the Department. Decisions have to be taken through many discussion sessions with all parties in order to proper performance of this challenging task that should be carried out by maintaining the entire data system actively.
3. Completion and implementation of the first phase of the project for issuance of biometric passports in the year 2015 and planning to complete the second phase during the first three months in the year 2016.

(2) Stolen and Lost Travel Document Unit (SLTD)

Information pertaining to stolen or lost travel documents which is provided by the police station is transmitted to the Department either directly or through the NCB or the SLDM. After the cases are investigated, the relevant passports are cancelled and information is sent to the INTERPOL. Action has been taken to prevent individuals from using such passports to leave the country. The main objective of the SLTD is to prevent such illegal actions.

The NCB and the SLDM have sent 8303 passports to the Department from 01.01.2016 up to 31.12.2016 and 5663 passports have been sent to the data system of INTERPOL.

03. Integrated Enquiry Management System. (IEMS)

The Integrated Enquiry Management System has been established to provide information and statistics related to Immigration and Emigration. Foreign diplomatic consular Missions in Sri Lanka maintain direct relations with this Division and activities with regard to the verification of the accuracy of passport information are also carried out by this Division before issuing visa, when it is required. Replies have been made to 1932 inquiries by our department from 01.01.2016 up to 31.12.2016.

No	Institution	Total
01	German Embassy	100
02	France Embassy	86
03	Norwegian Embassy	16
04	Switzerland Embassy	336
05	Netherland Embassy	2
06	American Embassy	69
07	Italy Embassy	9
08	Australian High Commission	137
09	Canadian High Commission	17
10	United Kingdom High Commission	169
11	Indian Assistant High Commission	7
12	Sri Lankan High Commission in England (Accuracy is confirmed before submitting the application, when Sri Lankans who are residing in England applying for a passport.)	955
13	Financial Intelligence Unit of Central Bank of Sri Lanka	23
14	Ministry of Foreign Affairs	4
15	Thailand Embassy	2
	Total	1932

06. Accounts Division

Accounts Division is functioned under the supervision of Chief Accountant. Members of staff in this division are as follows.

Staff - 2016

Designation / Service	Number
Accountant (Revenue)	01
Accountant (Payments)	01
Administrative Officer (Finance)	01
Budget Assistant	01
Development Officers	03
Public Management Assistant Officers	20
Shroff	36
Office Assistants (K.K.S)	06

Financial Management

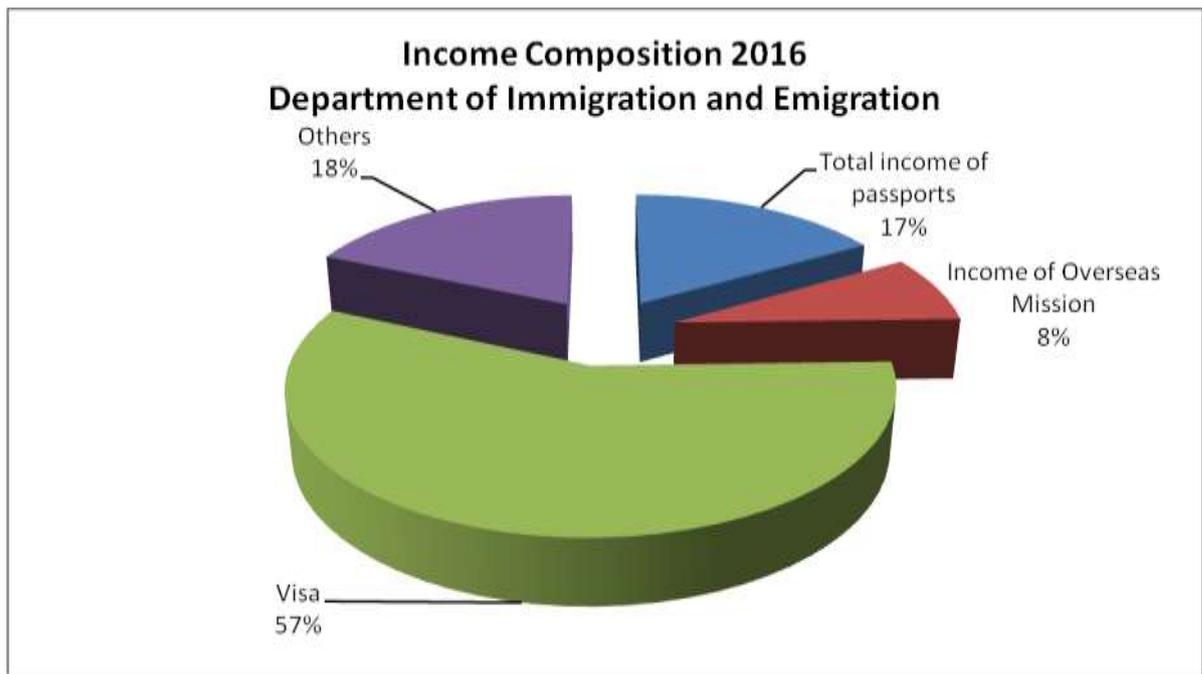
The major responsibility of Finance Division is the financial management of the Department of Immigration and Emigration. This Department is an income generating department and management of income and expenditure , maintenance of public officers' advance account within the prescribed limits, preparation of annual / monthly reports of this department in terms of Treasury circulars (annual budget estimate , annual revenue estimate , appropriation account , monthly income summaries) and submitting those reports to the Treasury on due date and direction of financial matters in accordance with Financial Regulations are also carried out by this Division.

Income targets and Progress

The estimated total income target of the Department in the year 2016 was Rs. 12,000 Million and the Treasury has taken steps to increase income the target up to Rs. 15,000 Million considering growth of income earning. Accordingly, total income earned in the year 2016 was Rs. 15,629 Million and it exceeded the revised estimated income in the year 2016. An income growth of Rs. 629 Million has been reported exceeding the revised income target. Growth of the income was 24.2% when considering estimated income in the year 2016. It has been reported that 54.63% of optimum growth of income in the year 2016 when comparing the year 2015. The reason for the growth of income was, increase of the issuing of ETA and issuance of Dual Citizenship Certificates in an expeditious and efficient way due to the arrival of tourist more than expected number.

Income earned by the Department through the major income sources in the year 2016 is as follows.

	Income (Rupees)
i. Issuances and alterations of passports	- 2,602,701,825.83
ii. Services related to passports through Overseas Missions	- 1,235,650,754.44
iii. Ports activities	- 65,763,000.00
iv. Issuances / Extensions of Visa	- 1,041,235,093.60
v. Electronic Travel Authorization (ETA)	- 7,810,353,777.04
vi. Citizenship Division	- 2,873,651,440.00
Total	- 15,629,355,890.91



Income Analysis 2011 – 2016

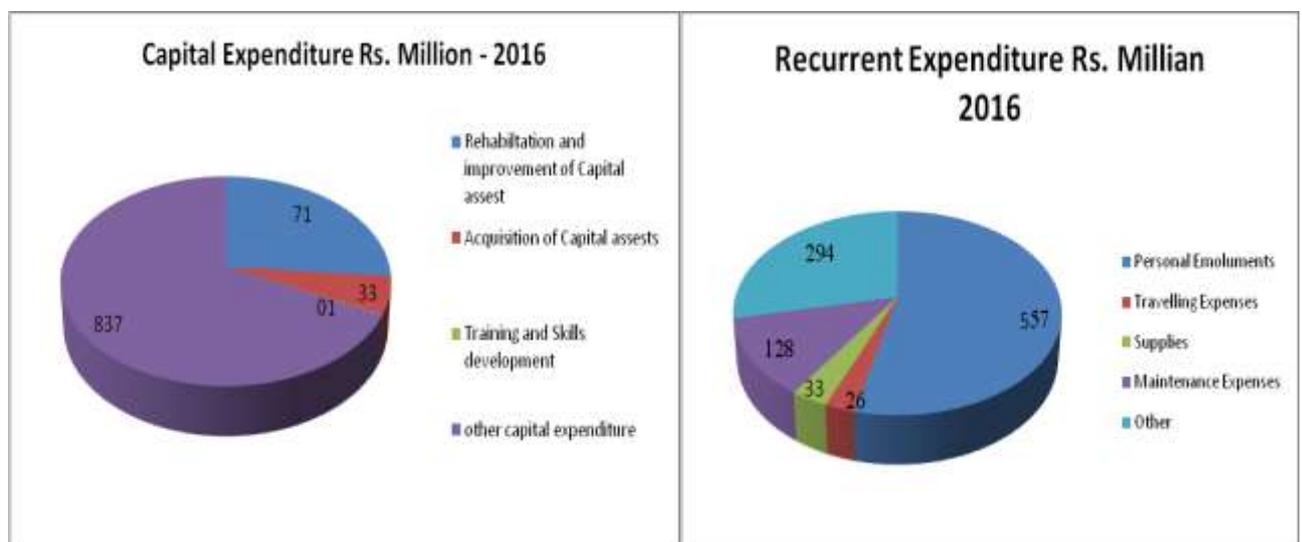
Year	Total income of Passports	Income of Overseas Mission	Port	Visa	ETA	Citizenship	Total income
2011	2,064,103,335	963,519,650	35,885,000	595,177,260	*	105,972,500	3,764,657,745
2012	2,226,238,950	935,513,122	49,219,000	696,896,744	2,104,201,938	169,181,850	6,181,251,604
2013	2,092,488,502	1,062,648,099	71,397,000	751,379,693	3,510,925,846	35,253,730	7,524,092,870
2014	2,133,548,087	1,064,296,091	72,488,000	800,098,823	4,034,041,937	46,422,010	8,150,894,948
2015	2,104,719,692	1,027,633,544	74,065,000	917,471,394	5,133,896,060	850,008,800	10,107,794,490
2016	2,602,701,827	3,810,106.72	1,235,650,754	1,041,235,094	7,810,353,777	2,873,651,440	15,629,355,891

☆ Electronic Travel Authorization system has been implemented from the year 2012.

Estimated Cost (Revised) and actual Cost in the year 2016

The total amount of estimated allocations for the expenditure of the Department in the year 2016 was Rs. 2,161.79 million. Out of such amount, a sum of Rs. 1,045.28 was allocated for recurrent expenditure while a sum of Rs. 1,116.47 was allocated for capital expenditure. Total actual expenditure in the year 2016 was Rs. 1,980.41 million and Rs. 1,037.91 million out of such amount was spent for the recurrent expenditure while Rs. 942.45 million was spent for the capital expenditure of the Department.

Expenditure Composition - 2016



Financial Progress (Expenditure) - Year 2016

Classification of expenditure	Total estimate (Rs.)	Actual estimate (Rs.)	Financial Progress (%)
Recurrent expenditure	1,045,279,000	1,037,909,000	99
Personal emoluments	558,066,000	557,185,000	100
Travelling expenses	27,850,000	25,657,000	92
Supplies	34,675,000	33,483,000	97
Maintenance expenses	128,593,000	128,329,000	100
Contractual services	284,576,000	281,745,000	99
Other recurrent expenditure	11,519,000	11,510,000	100
Capital expenditure	1,116,469,000	942,454,000	84
Rehabilitation and improvement of Capital assets	45,855,000	32,710,000	71
Acquisition of Capital assets	183,489,000	71,377,000	39 *
Training and Skills development	4,000,000	1,237,000	31**
Other investments	883,125,000	837,130,000	95
Total	2,161,748,000	1,980,363,000	92

☆ Since the people of the area protested against the construction of Detention Center at Minuwangoda , construction work had to be suspended and Construction of staff officers’ restroom at Katunayake Airport couldn’t be completed. As a result of that , allocations have remained.

☆ Training programmes designed earlier could not be conducted due to the establishment of the Department in “Suhurupaya” new building in the year 2016.

07.Citizenship Division

Statutory powers have been vested to the Citizenship Division by Citizenship Act No 18 of 1948. Powers have been vested in the Secretary of relevant line Ministry, ex officio, to execute the Citizenship Act. Since provisions and executive procedures of Citizenship Act are directly joined to the process of issuing passports through foreign missions which are governed by the Immigrants and Emigrants Act , Citizenship Division has been established in the Department of Immigration and Emigration. Executive powers of the Secretary are executed by a Assistant Secretary and such powers are executed by a Deputy Controller of the Citizenship Division. Other members of staff are as follows.

Designation	Number
Assistant Controllers.	02
Development Officers.	01
Public Management Assistant Officers.	26
Office Assistants.	05

Main function of this Division.

Provisions of Citizenship Act No. 18 of 1948 are executed by the Citizenship Division in accordance with the following matters.

Registration of Citizenship under section 5 (2) of the Act.

Registration of children who born to one or both Sri Lankan parents who are residing in foreign countries is carried out by this Division.

Granting Sri Lankan Citizenship again under section 8 of the Act.

Activities are carried out to grant Sri Lankan Citizenship again to the persons whose Citizenship of Sri Lanka has ceased due to obtaining of citizenship in another country.

Taking action as per section 11 of the Act.

Registration of a person whose mother or father is a Sri Lankan citizen is fail to register until the age of 22 years.

Taking action as per section 12 of the Act.

Granting of Sri Lankan Citizenship for foreign women who get married to a Sri Lankan spouse.

Taking action as per section 13.

Granting of Sri Lankan citizenship to a person who is not entitle to obtain the citizenship under section 11 and 12 of the citizenship Act and who has rendered distinguished Public Service or his

eminent in Professional, Commercial, industrial or agricultural life and intends to live as an ordinary citizen in Sri Lanka.

Taking action as per section 13 (a) of the Act.

Taking action to grant citizenship of Sri Lanka by registration to a person who has been granted a visa or endorsement for a period of five years and has been registered in a Resident Guest Scheme approved by the Government for foreign investors and professionals.

Granting dual citizenship as per section 19 of the Act.

Section 19 (2)

Granting of Sri Lankan Citizenship to a person whose Citizenship of Sri Lanka has ceased due to obtaining the citizenship in foreign countries, whilst being a citizen of the said countries.

Section 19 (3)

Granting of Dual citizenship to the persons who are staying in foreign countries with resident visa , whilst being a citizen of Sri Lanka.

Taking action as per section 20 of the Act.

Section 20 (1)

Where a person born on or before 15.11.1948 by descent and is also on that date a citizen of any other country, that person shall on the 31.12.1952 or on the day on which he attains the age of 22 years whichever ever day is in his case the latter , cease to be a citizen of Sri Lanka , unless before that day he renounces citizenship of that other country in accordance with the law therein in force in that behalf and notifies such renunciation to a prescribed officer.

Section 20 (2)

where a person is a citizen by descent and that persons, by operation of law , is at the time of his birth or becomes thereafter , also a citizen of any other country, that person shall, 31.12.1952 or on the day immediately succeeding the date of the expiration of a period of twelve months from the date on which he so becomes a citizen of that other country or on the day on which he attains the age of twenty - two years whichever day is in his case the latest, cease to be a citizen of Sri Lanka, unless before that day he renounces citizenship of that other country in accordance with the law therein in force in that behalf and notifies such renunciation to a prescribed officer.

Section 20 (3)

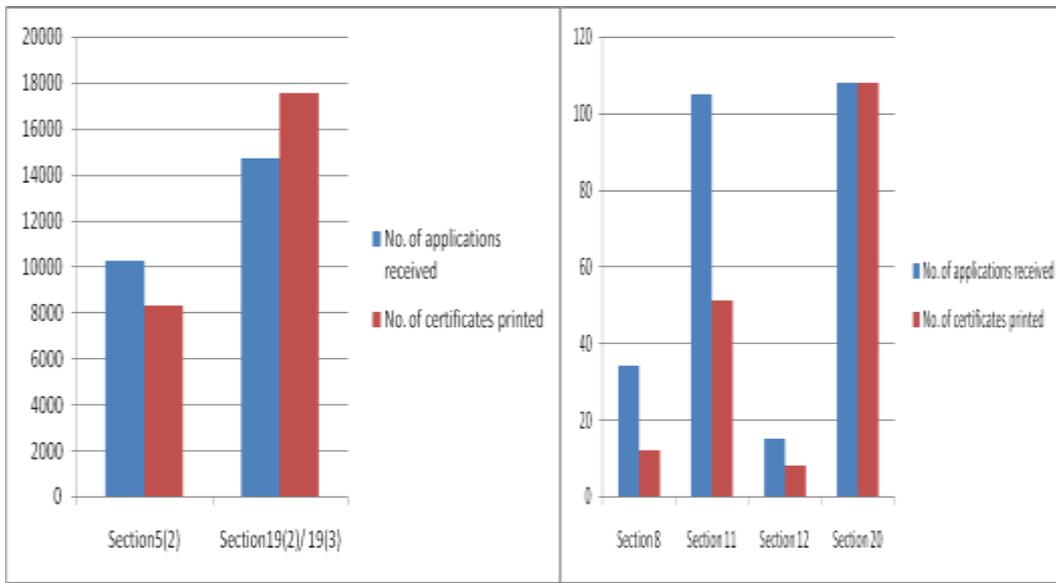
A person who is a citizen of Sri Lanka by descent shall cease to be a citizen of Sri Lanka if he voluntarily becomes a citizen of any other country.

Section 20 (4)

Taking action to terminate the Sri Lankan Citizenship of a person who does not renounce the Citizenship of his foreign country during a period of 03 months and applies for a Sri Lankan Citizenship again under section 20 (4).

**Certificates issued in accordance with the Citizenship Act from
01.01.2016 to 31.12.2016**

Section	No. of applications received	No. of certificates printed
5(2)	10254	8276
8	34	12
11	105	51
12	15	08
19(2)/ 19(3)	14722	17544
20	108	108



Special Tasks, achievements and challenges- 2016

- ❖ Granting of Dual Citizenship in terms of section 19 of the Act No. 18 of 1948 has been commenced on 23.03.2015 under a new methodology. Accordingly, No. of certificates awarded by conducting 5 ceremonies at Bandaranayke Memorial International Conference Hall and ceremonies at the Auditorium, in “Suhurupaya” building is mentioned above.
- ❖ On the request of the Sri Lanka women's bureau, officers attached to the Citizenship Division participated in mobile service conducted by “Liyashakthi” programme for enforcement of the family unit at Kilinochchi on 13.10.2016.
- ❖ On the request of the Ministry of Prison Reforms, Rehabilitation, Resettlement and Hindu Religious Affairs, officers attached to the Citizenship Division participated in mobile service conducted at Vavuniya on 25.11.2016 for granting Citizenship to the Sri Lankan refugees who came from India.

08. Internal Audit Division.

Internal Audit Division is functioned under the supervision of Accountant (Internal Auditor)

Staff - 2016

Designation / Service	Number
Public Management Assistant Officers	02

Objectives.

- ✓ Participating in the system of internal control of the financial operations of the Department and carry out a continuous survey and an independent appraisal of such operations and the soundness and adequacy of the internal checks adopted in the prevention and detection of errors and frauds.
- ✓ To assist the Accounting officer and Progress Review Committee , in ascertaining the progress made on development works , projects and schemes and in the fulfillment of the plans and programmes laid down for or undertaken by the Department .
- ✓ To act where appropriate, as a liaison between those engaged in these tasks and the Head of Department and Progress Monitoring Committee.

Functions of Internal Audit

- ✓ Ascertaining whether the system of internal check and control obtaining in the department for the prevention of errors and frauds is effective in design as well as in actual operation.
- ✓ Ascertaining the reliability of the accounting and other records and seeing that the accounting methods employed provide the information necessary for the participation of correct financial statements.
- ✓ Appraising the quality of performance of staff in carrying out the responsibilities assigned to them.
- ✓ Ascertaining the extent to which the department's assets are safeguard from losses of all kinds.
- ✓ Ascertaining whether the Establishments Code , Financial Regulations of Government and other supplementary instructions issued from time to time by the Ministry in charge of the subject of public Administration and by the Treasury are being followed.
- ✓ Ascertaining the effectiveness of the system of internal control adopted in preventing as well as detecting waste idle capacity and extravagance.
- ✓ Examining the accounting procedure of the department and its operations which have any financial implications and verifying the safety, economical and proper use of property and assets of the department.

Special activities carried out during the year 2016

Active participation for the purpose of relocating the Department of Immigration and Emigration in the new building, Battaramulla.

Challenges :

- Non Sufficient of Staff.
- Staff members have not served in the Division for a long period.

Targets and Progress of the year 2016

Internal Audit Division had to engage activities outside the internal audit plan at the time of relocating the Department in a new building and 65% of the expected tasks could be finished.

09.Welfare Activities

Various programmes are conducted by the welfare society for the public who come to obtain services and the entire society in general. The objective of all such activities is to provide the members, their families and the public with a more efficient and satisfactory services.

Serial No	Date	Programme
01	01.01.2016	New Year festival and evaluating of the staff members of the Department who have served efficiently in the last year.
02	01.01.2016	A wall Clock was given as a birthday present of the year 2016.
03	08.01.2016	“Bilindu Hadata” Christmas programme organized annually for the celebration of Christmas for the year 2015 was conducted and 50 children from poor families were provided with school equipments, shoes and food stuff. Carol songs were presented by the Marinas musical band under the leadership of Nalin Perera.
04	21.01.2016	“Prathibha Pranama “scholarship awarding ceremony – 2016 was conducted under the patronage of Hon. Minister S.B. Nawinne at the auditorium, Sambuddathva Jayanthi Mandiraya Colombo 05. Certificates and cash prizes were given to 46 scholarship holders (year 5), 35 children who have passed O/L examination, 24 children who are qualified for University entrance and 13 children who are with special talents. A sum of Rs.1, 078,000 has been spent for scholarships.
05	03.07.2016	Six side Cricket Tournament was conducted at Pelawatta Buddhadasa ground. The team represented computer Division was won women’s championship and the team represented Authorized officers won men’s championship.
06		Action has been taken to distribute dry ration, food stuff and prepared meals to the people who have been attached by flood in Colombo and suburb areas with the assistance of the staff. Donations were distributed at Kolonnawa, Kaduwela, Ranala, nawagamuwa and malwana areas.
07		Action has been taken to provide Rs.330,000 lakhs from the fund of the welfare society to our members of the Department who have been affected by flood considering the nature of the damage.

08	01.07.2016	A sufficient space was reserved to maintain the canteen in the 7 th floor establishing the Department in "Suhurupaya" building Battaramulla. A sum of Rs.3,000,000/- was spent from the fund of the welfare society to become the place as an elegant place.
09	01.07.2016	The space reserved for the canteen in the building adjoining to the Suhurupaya Main building has been arranged as a Kitchen with full facilities in order to prepare healthy food.
10	.07.2016	Recording of "Sevaka Snagraha" programme of Sri Lanka Broadcasting corporation at the canteen with the participation of the staff members with singing abilities.
11	01.08.2016	Action has been taken to fix 7 water filters including the canteen to provide clean drinking water to the staff and the service recipients. A sum of Rs.457,000 was spent for that purpose.
12	25.08.2016	Action has been taken to provide services such as studies, photography service , courier service and filling in the applications by using computers in the "Piyasa" building as instructed by the Controller General. Further, 300 seats were provided for the convenience of the public. In addition, action has been taken to maintain 6 counters for issuing receipts, reception counters, counters for issuing applications, Televisions and short eat cabin in the "Piyasa" building. Measures have been taken to arrange all counters in same size. A sum of Rs. 5,615,000 was spent for the activities related to design the "Piyasa" premises.
13	29.08.2016	Action has been taken to keep flower vases for the decoration of the Department.
14		Action has been taken to arrange the library with more space for the convenience of the members. A sum of Rs.1, 500,000 was spent for that purpose. A sum of Rs. 320,000 was spent for purchasing books to the library for the year 2016.
15	22.12.2016	"Bilindu Hadata" Christmas programme conducted for the celebration of Christmas for the year 2016. 50 children from poor families were provided with school equipments, shoes and food stuff. Carol songs were presented by the Marinas musical band under the leadership of Nalin Perera.
16	29.12.2016	Conducting of farewell party for the officers who have been transferred during the year 2016.
17	30.12.2016	Year end get together "Sathutu Sajjaya" was held at "Apegama" Battaramulla with the participation of the staff and their family members.