

# **ANNUAL PERFORMANCE REPORT FOR THE YEAR 2020**

**Name of the Institution :- Public Service Commission**

**Expenditure Head No. :- 06**

## **Content**

Chapter 01 - Institutional Profile/ Executive Summary

Chapter 02 – Progress and the Future Outlook

Chapter 03 - Overall Financial Performance of the year

Chapter 04 – Performance Indicators

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

Chapter 06 - Human Resource Profile

Chapter 07– Compliance Report

### **Introduction**

In terms of Article **54(1)** of the Constitution as amended by the **20<sup>th</sup>** Amendment, the Public Service Commission consists of nine members appointed by the President on recommendation of the Parliamentary Council. Of such number, members not less than three possess more than 15 years of experience as public officers. The President appoints one of such members as its Chairman on recommendation of the Parliamentary Council. The new Commission was appointed on **09.12.2020** following the **20<sup>th</sup>** amendment to the Constitution.

## **1.1. Vision, mission and objectives of the institution**

### **Vision**

DEDICATED PUBLIC SERVICE FOR THE NATION'S EXCELLENCE

### **Mission**

TO ESTABLISH AND PROMOTE AN EFFICIENT, DISCIPLINED AND  
CONTENTED PUBLIC SERVICE TO SERVE THE PUBLIC WITH  
FAIRNESS, TRANSPARENCY AND CONSISTENCY

### **Objectives**

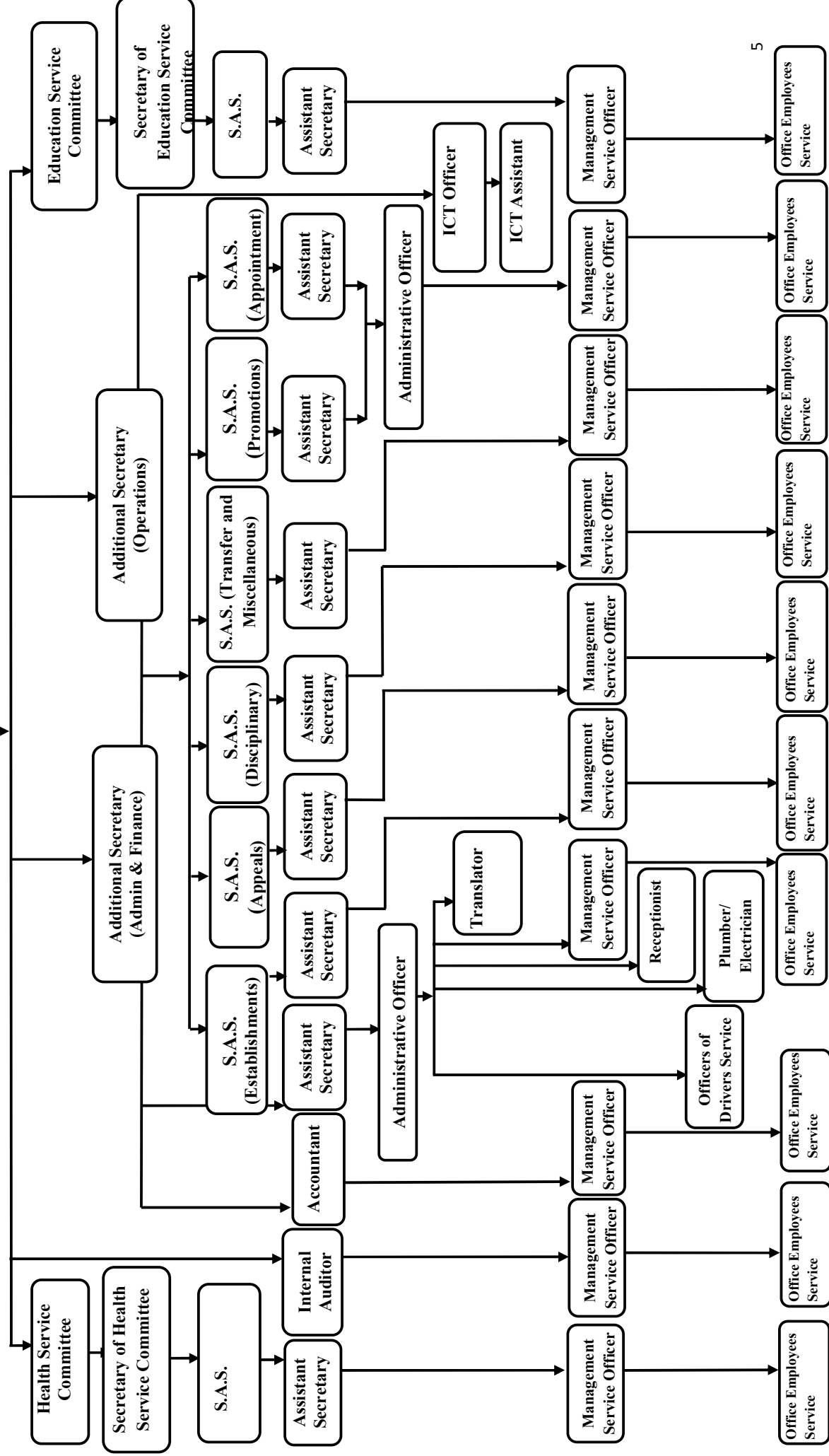
TO EFFICIENTLY DISCHARGE THE SERVICE MATTERS OF THE CLIENTS  
MAINTAINING OPTIMUM PERFORMANCE

## **1.2. Major functions**

- 01.** Formulation of Service Minutes for each approved service of the public service and formulation of the Schemes of Recruitment, Schemes of Promotion and Schemes of Transfer for each post outside of such services.
- 02.** Matters relating to policy decision making.
- 03.** Attending to matters relating to recruitments, confirmation in service and promotions in accordance with the approved Service Minutes/ Schemes of Recruitment/ Schemes of Promotion as well as work involving appeals against the decisions made by the Health Service Committee and Education Service Committee pertaining to appointments and promotions of staff officers.
- 04.** Dealing with the appeals submitted to the Administrative Appeals Tribunal against the orders/ decisions made by the Public Service Commission on the matters above as well as the case applications filed in the Supreme Court and the Court of Appeal.
- 05.** Dealing with disciplinary matters of public officers coming under the disciplinary control of the Public Service Commission.
- 06.** Dealing with written appeals submitted to the Public Service Commission by the public officers aggrieved by an order of an authority with delegated power, in accordance with Article 58 (1) of the Constitution.

```

graph TD
    Commission[Commission] --> Chairman[Chairman]
    Chairman --> Secretary[Secretary]
  
```



## Chapter 02 – Progress and the Future Outlook

### Progress

#### Establishments Division

The Establishments Division of the Office of the Public Service Commission has attended to its duties during the year 2020 in the following manner.

|   |                   |
|---|-------------------|
| Schemes of Recruitment  | 19                |
| Service Minutes   | 01                |
| Schemes of Transfer   | 05                |
| Schemes of Promotion  | 11                |
| Amendments to Schemes of Recruitment                                    | 77                |
| Amendments to Service Minutes   | 27                |
| Amendments to Schemes of Transfer                                       | 17                |
| Amendments to Schemes of Promotion                                      | 05                |
| Policy matters  | 157               |
| General Matters   | 147               |
| Requests on deviations from Service Minutes in exceptional cases        | 04                |
| Requests on deviations from Schemes of Recruitment in exceptional cases | 16                |
| Delegation of Administrative Powers                                     | 22                |
| Matters relating to SC/AAT/CA   | 05                |
| Circulars   | <u>09</u>         |
| <b>Total</b>  | <b><u>522</u></b> |

## **Disciplinary Division**

The Disciplinary Division of the Office of the Public Service Commission has attended to its duties during the year 2020 in the following manner.

|  |     |
|--|-----|
| Conclusion of disciplinary matters (Following the Preliminary Inquiry Report/ Comprehensive Answer)  | 07  |
| Issuance of charge sheets  | 17  |
| Amendment to charge sheets   | 08  |
| Appointment of Disciplinary Inquiry Officers   | 34  |
| Revision of the Panel of Inquiry Officers  | 20  |
| Exoneration from charges   | 01  |
| Providing instructions on disciplinary matters   | 23  |
| Other disciplinary punishments   | 13  |
| Conversion of retirement under disciplinary grounds to normal retirement   | 04  |
| Interdiction   | 08  |
| Sending on compulsory leave  | 01  |
| Retirement under Section 12 of the Minutes on Pensions   | 16  |
| Transfers  | 02  |
| Retirement from service  | 04  |
| Approval of foreign leave  | 07  |
| Dismissal of appeals (Over the orders of the Education Service and Health Service Committees and the orders of the Provincial Public Service Commissions relating to education authorities)  | 06  |
| Assentment to appeals (Over the orders of the Education Service and Health Service Committees and the orders of the Provincial Public Service Commissions relating to education authorities) | 03  |
| Dismissal of appeals (Over notices of vacation of post)  | 04  |
| Assentment to appeals (Over notices of vacation of post)   | 02  |
| Registration of Disciplinary Inquiry Officers in the Panel   | 05  |
| Other general orders   | 145 |

|  |                   |
|--|-------------------|
| Observations of appeals heard in the AAT         | 23                |
| Observations for court applications              | 08                |
| Implementation of orders of the AAT              | 20                |
| Amendment to Sections of the Establishments Code | 02                |
| Reinstatement in service                         | <u>08</u>         |
| <b>Total</b>                                     | <b><u>393</u></b> |

- \* Action has been taken on **15** Supreme Court applications.
- \* Action has been taken on **11** Court of Appeal applications.
- \* Action has been taken on **01** Magistrate Court application.
- \* Action has been taken on **63** appeals heard in the AAT.



### **Appointments Division**

The Appointments Division of the Office of the Public Service Commission has attended to its duties during the year 2020 in the following manner.

|   |              |
|---|--------------|
| Retirement (Except the retirements under Section 2:17 of the Minutes on Pensions) | 15           |
| Confirmation  | 390          |
| Recruitment   | 152          |
| Reemployment on contract basis  | 823          |
| Appointment on contract basis   | 75           |
| Decisions on efficiency bars  | 285          |
| Appointment to act/attend to duties   | 888          |
| Release   | 128          |
| Resignation   | 16           |
| Absorption  | 90           |
|   | <hr/>        |
|   | <b>2,862</b> |
|   | <hr/> <hr/>  |

### **Promotions Division**

The Promotions Division of the Office of the Public Service Commission carried out its works during the year 2020 as follows.

|  |                     |
|--|---------------------|
| Promotion from Grade to Grade  | 1,100               |
| Promotion on Selection   | 221                 |
| Appointment to Posts   | 306                 |
| Appointment to act/ attending to duties (Post of Divisional Secretary) | <hr/> 63            |
|  | <b><u>1,690</u></b> |

## **Appeals Division**

The Appeals Division of the Office of the Public Service Commission has attended to its duties during the year 2020 in the following manner.

|  |       |
|--|-------|
| Appeals received from 01.01.2020 to 31.12.2020 | 2,091 |
|--|-------|

|  |       |
|--|-------|
| Number of appeals for which observations and recommendations were called for during the period from 01.01.2020 to 31.12.2020 from the Authorities to whom powers have been delegated (Including appeals submitted in previous years) | 1,135 |
|--|-------|

|   |       |
|---|-------|
| Number of Appeals finalized from 01.01.2020 to 31.12.2020 (Including the appeals in previous years) | 2,395 |
|---|-------|

### **Details of appeals finalized are as follows.**

|                                     |                   |
|-------------------------------------|-------------------|
| Appeals on disciplinary matters     | 119               |
| Appeals on promotions               | 11                |
| Appeals on vacation of post notices | 220               |
| Appeals on transfers                | 109               |
| Appeals on appointments             | 1                 |
| Appeals on interdictions            | 11                |
| Other                               | <u>49</u>         |
| <b>Total</b>                        | <b><u>520</u></b> |

|  |    |
|--|----|
| Number of Supreme Court cases received from 01.01.2020 to 31.12.2020 | 03 |
|--|----|

|   |    |
|---|----|
| Number of Supreme Court cases for which orders have been made from 01.01.2020 to 31.12.2020 | 01 |
|---|----|

|   |    |
|---|----|
| Number of pending cases in the Supreme Court as at 31.12.2020 (Including the appeals in previous years) | 45 |
|---|----|

|  |    |
|--|----|
| Number of Court of Appeal cases received from 01.01.2020 to 31.12.2020 | 00 |
|--|----|

|   |     |
|---|-----|
| Number of pending cases in the Court of Appeal as at 31.12.2020<br>(Including the appeals in previous years)                        | 10  |
| Number of Administrative Appeals Tribunal cases received from<br>01.01.2020 to 31.12.2020 (Including the appeals in previous years) | 63  |
| Number of Administrative Appeals Tribunal cases for which orders<br>have been made from 01.01.2020 to 31.12.2020                    | 48  |
| Number of pending cases in the Administrative Appeals Tribunal as<br>at 31.12.2020 (Including the appeals in previous years)        | 120 |
| Number of Public Petitions Committee inquiries from 01.01.2020 to<br>31.12.2020   | 00  |

### **Operations Division**

- Preparation of annual action plan
- Responding to public appeals in terms of Section 31 of the Right to Information Act No. 12 of 2016

| No. of appeals received | No. of appeals to which<br>replies have been given | No. of rejected appeals |
|-------------------------|--|-------------------------|
| 23                      | 16   | 07                      |

- Submission of information for appeals referred to the Right to Information Commission as per the Right to Information Act No. 12 of 2016 – For Appeal 07
- Submission of annual reports to the Right to Information Commission as per Section 10 of the Right to Information Act No. 12 of 2016
- Preparation of reports for progress review of each division of the institution

## **Education Service Committee**

Education Service Committee of the Office of the Public Service Commission has attended to its duties during the year 2020 in the following manner.

### **Disciplinary**

|  |                  |
|--|------------------|
| Issuance of charge sheets                    | 04               |
| Making final disciplinary orders             | 08               |
| Appointment of Disciplinary Inquiry Officers | 07               |
| Other general orders                         | <u>56</u>        |
|  | <u><b>75</b></u> |

### **Appointments and Promotions**

|  |                     |
|--|---------------------|
| Recruitment                            | 48                  |
| Confirmation                           | 251                 |
| Promotion                              | 1,180               |
| Retirement                             | 07                  |
| Release                                | 69                  |
| Absorption                             | 741                 |
| Decisions on relief of Efficiency bars | 258                 |
| Appointment to posts                   | 360                 |
| Recruitment on contract basis          | 13                  |
| Transfer                               | 24                  |
| Other orders                           | <u>116</u>          |
|  | <u><b>3,067</b></u> |

### **Relief for Political victimization**

|              |                     |
|--------------|---------------------|
| Other orders | <u>05</u>           |
|              | <u><b>05</b></u>    |
|              | <u><b>3,147</b></u> |

### **Health Service Committee**

Health Service Committee of the Office of the Public Service Commission has attended to its duties during the year 2020 in the following manner.

|  |                      |
|--|----------------------|
| Retirement   | 29                   |
| Confirmation   | 1,590                |
| Recruitment  | 565                  |
| Issuance of letters of appointment to Medical Officers appointed before 2017 but not issued with formal letters of appointment due to the shortcomings of them | 384                  |
| Reemployment of retired officers on contract basis   | 234                  |
| Promotion  | 3,189                |
| Release  | 48                   |
| Transfer   | 4,087                |
| Appeals on transfer  | 124                  |
| Decisions on Efficiency Bars   | 232                  |
| Resignation  | 35                   |
| Acting in the post   | 75                   |
| Issuance of charge sheets  | 53                   |
| Amendments to charge sheets  | 11                   |
| Dismissal from service   | 01                   |
| Exoneration from charges – Following the Formal Disciplinary Inquiry   | 09                   |
| Exoneration from charges - On the Comprehensive Answer to the charge sheet   | 03                   |
| Exoneration from charges – Without issuing of charge sheets  | 04                   |
| Other disciplinary punishments   | 22                   |
| Retirement under Section 12 of the Minutes on Pensions   | 04                   |
| Reinstatement in service   | 08                   |
| Conversion of retirement under disciplinary grounds to normal retirement   | 05                   |
| Sending on compulsory leave  | 02                   |
| Appointment of Formal Disciplinary Inquiry Officers  | 45                   |
| Submission of observations for cases filed in the Supreme Court  | 03                   |
| Dismissal of appeals   | 07                   |
| Other general orders   | 86                   |
| Other orders   | 12                   |
| Matters pertaining to the Right to Information Act   | 4                    |
|  | <b><u>10,859</u></b> |

## **Special achievements**

Not applicable

## **Challenges**

- I. Delays caused due to various duty related issues in dealing with matters pertaining to formulation of Schemes of Recruitment and Service Minutes and matters involving appointments, promotions, discipline and appeals referred to the Public Service Commission.
- II. Granting concessions to public officers aggrieved due to non holding of the Efficiency Bar Examinations as prescribed according to amended Service Minutes and Schemes of Recruitment in terms of the Public Administration Circular 06/ 2006.
- III. Matters such as unimplementable decisions made by the Administrative Appeals Tribunal on appeals made to the Tribunal by persons aggrieved by a decision of the Public Service Commission and the resultant problematic situations due to such flawed circumstances can be shown as major challenges faced by the Public Service Commission.

## **Future Goals**

To bring forth a far more productive public service through the efficient discharge of service related matters of the clients maintaining optimum performance.

**C. A. O./ A. O./ Head of the Institution**

**M. A. B. Daya Senarath**  
Secretary  
Public Service Commission  
No. 1200/9, Rajamalwatta Road,  
Battaramulla.

## Chapter 03 - Overall Financial Performance for the Year ended 31<sup>st</sup> December 2020

### 3.1 Statement of Financial Performance

ACA -F

#### Statement of Financial Performance for the period ended 31.12.2020

Rs.

| Budget<br>(Year 2019) |  | Note | Actual             |                    |
|-----------------------|--|------|--------------------|--------------------|
|                       |  |      | Year<br>2019       | Year<br>2019       |
| -                     | <b>Revenue Receipts</b>  |      | -                  | -                  |
| -                     | Income Tax   | 1    | -                  | -                  |
| -                     | Taxes on Domestic Goods & Services                                   | 2    | -                  | -                  |
| -                     | Taxes on International Trade   | 3    | -                  | -                  |
| -                     | Non Tax Revenue & Others   | 4    | -                  | -                  |
| -                     | <b>Total Revenue Receipts (A)</b>                                    |      | -                  | -                  |
| -                     | <b>Non Revenue Receipts</b>  |      | -                  | -                  |
| -                     | Treasury Imprests  |      | 236,587,000        | 241,882,000        |
| -                     | Deposits   |      | 227,780            | 425,103            |
| -                     | Advance Accounts   |      | 8,158,902          | 11,029,229         |
| -                     | Other Receipts   |      | 8,227,806          | 9,482,278          |
| -                     | <b>Total Non Revenue Receipts (B)</b>                                |      | <b>253,201,488</b> | <b>262,818,610</b> |
| -                     | <b>Total Revenue Receipts &amp; Non Revenue Receipts C = (A)+(B)</b> |      | <b>253,201,488</b> | <b>262,818,610</b> |
|                       | <b>Less: Expenditure</b>   |      |                    |                    |
| -                     | <b>Recurrent Expenditure</b>   |      | -                  | -                  |
| 182,800,000           | Wages, Salaries & Other Employment Benefits                          | 5    | 173,917,835        | 156,759,965        |
| 47,520,000            | Other Goods & Services   | 6    | 45,066,134         | 57,381,031         |
| 1,700,000             | Subsidies, Grants and Transfers                                      | 7    | 1,569,580          | 1,383,771          |

ACA-1

ACA-3  
ACA-4  
ACA-5/5(a)

ACA-2(II)

|                    |  |    |                    |                    |            |
|--------------------|--|----|--------------------|--------------------|------------|
| -                  | Interest Payments  | 8  | -                  | -                  |            |
| -                  | Other Recurrent Expenditure                                | 9  | -                  | -                  |            |
| <b>232,020,000</b> | <b>Total Recurrent Expenditure (D)</b>                     |    | <b>220,553,549</b> | <b>215,524,767</b> |            |
|                    | <b>Capital Expenditure</b>                                 |    |                    |                    |            |
|                    | Rehabilitation & Improvement of Capital Assets             | 10 | 1,313,607          | 1,180,995          | ACA-2(II)  |
| 2,500,000          | Acquisition of Capital Assets                              | 11 | 7,931,086          | 30,715,005         |            |
| -                  | Capital Transfers  | 12 | -                  | -                  |            |
| -                  | Acquisition of Financial Assets                            | 13 | -                  | -                  |            |
| 1,000,000          | Capacity Building  | 14 | 999,963            | 3,032,713          |            |
| -                  | Other Capital Expenditure                                  | 15 | -                  | -                  |            |
| <b>11,700,000</b>  | <b>Total Capital Expenditure (E)</b>                       |    | <b>10,244,656</b>  | <b>34,928,713</b>  |            |
|                    | <b>Main Ledger Expenditure (F)</b>                         |    | <b>22,206,865</b>  | <b>14,921,121</b>  | ACA-4      |
|                    | <b>Deposit Payments</b>                                    |    | 8,113,786          | 1,063,137          | ACA-5/5(a) |
|                    | <b>Advance Payments</b>                                    |    | 14,093,079         | 13,857,984         |            |
|                    | <b>Total Expenditure G = (D+E+F)</b>                       |    | <b>253,005,070</b> | <b>265,374,601</b> |            |
|                    | <b>Imprest Balance as at 31<sup>st</sup> December 2020</b> |    |                    |                    |            |
| -                  | <b>H = (C-G)</b>   |    | <b>196,418</b>     | <b>(2,555,991)</b> |            |



### 3.3 Statement of Financial Position

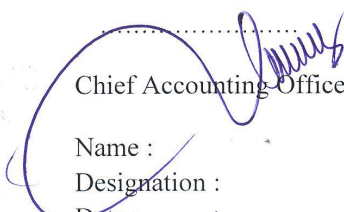
ACA-P

#### Statement of Financial Position

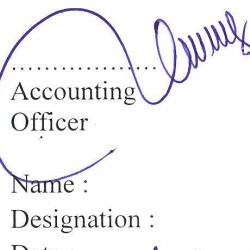
As at 31<sup>st</sup> December 2020

|                                    | Note       | Actual             |                    |
|------------------------------------|------------|--------------------|--------------------|
|                                    |            | Year 2020          | Year 2019          |
|                                    |            | Rs.                | Rs.                |
| -                                  | -          |                    |                    |
| <b><u>Non Financial Assets</u></b> |            |                    |                    |
| Property, Plant & Equipment        | ACA-6      | 809,254,370        | 807,838,672        |
| <b><u>Financial Assets</u></b>     |            |                    |                    |
| Advance Accounts                   | ACA-5/5(a) | 36,579,273         | 30,645,096         |
| Cash & Cash Equivalents            | ACA-3      | -                  | -                  |
| <b>Total Assets</b>                |            | <b>845,833,643</b> | <b>838,483,768</b> |
| <b><u>Net Assets / Equity</u></b>  |            |                    |                    |
| Net Assets                         |            | 33,875,866         | 20,055,681         |
| Property, Plant & Equipment        |            |                    |                    |
| Reserve                            |            | 809,254,370        | 807,838,672        |
| Rent and Work Advance              |            |                    |                    |
| Reserve                            | ACA-5(b)   |                    |                    |
| <b><u>Current Liabilities</u></b>  |            |                    |                    |
| Deposits Accounts                  | ACA-4      | 2,703,407          | 10,589,415         |
| Imprest Balance                    | ACA-3      | -                  | -                  |
| <b>Total Liabilities</b>           |            | <b>845,833,643</b> | <b>838,483,768</b> |

Detail Accounting Statements in above ACA format Nos. 1 to 6 presented in pages from 05 to 48 and Notes to accounts presented in pages from 15 to 21 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

  
 Chief Accounting Officer  
 Name :  
 Designation :  
 Date : 2021/06/28

**M. A. B. Daya Senarath**  
 Secretary  
 Public Service Commission  
 No. 1200/9, Rajamalwatta Road,  
 Battaramulla.

  
 Accounting Officer  
 Name :  
 Designation :  
 Date : 2021/06/28

**M. A. B. Daya Senarath**  
 Secretary  
 Public Service Commission  
 No. 1200/9, Rajamalwatta Road,  
 Battaramulla.

  
 Chief Financial Officer/ Chief Accountant/  
 Director (Finance)/ Commissioner  
 Name :  
 Date :

**K. Renuka**  
 Accountant  
 Public Service Commission  
 No. 1200/9, Rajamalwatta Road,  
 Battaramulla.

**Statement of Cash Flows**  
**for the Period ended 31<sup>st</sup> December 2020**

|   | Actual              |                     |
|---|---------------------|---------------------|
|   | Year 2020<br>Rs.    | Year 2019<br>Rs.    |
| <b><u>Cash Flows from Operating Activities</u></b>                            |                     |                     |
| Total Tax Receipts  | -                   | -                   |
| Fees, Fines, Penalties and Licenses   | -                   | -                   |
| Profit  | -                   | -                   |
| Non Revenue Receipts  | 6,601,453           | 5,630,958           |
| Revenue collected for other Heads   | 613,722             | 1,349,288           |
| Imprest Receipts  | 236,587,000         | 241,882,000         |
| <b>Total Cash generated from Operations (a)</b>                               | <b>243,802,175</b>  | <b>248,862,246</b>  |
| <b><u>Less - Cash disbursed for:</u></b>                                      |                     |                     |
| Personal Emoluments & Operating Payments                                      | 221,209,718         | 218,172,153         |
| Subsidies & Transfer Payments   | 1,569,580           | 1,383,771           |
| Expenditure made on other Heads of Expenditure                                | 820,271             | 695,558             |
| Imprest settlement to Treasury  | -                   | -                   |
| <b>Cash flow disbursed for operations (b)</b>                                 | <b>223,599,569</b>  | <b>220,251,482</b>  |
| <b>NET CASH FLOW FROM OPERATING ACTIVITIES<br/>(c) = (a) - (b)</b>            | <b>20,202,606</b>   | <b>28,610,765</b>   |
| <b><u>Cash Flows from Investing Activities</u></b>                            |                     |                     |
| Interest  | 1,012,631           | 1,244,032           |
| Dividends   | -                   | -                   |
| Divestiture Proceeds & Sale of Physical Assets                                | 0                   | 1,258,000           |
| Recoveries from On Lending  | -                   | 0                   |
| Recoveries of advance   | 5,596,457           | 8,060,006           |
| <b>Total Cash generated from Investing Activities (d)</b>                     | <b>6,609,088</b>    | <b>10,562,038</b>   |
| <b><u>Less - Cash disbursed for:</u></b>                                      |                     |                     |
| Purchase or Construction of Physical Assets & Acquisition of other Investment | 7,931,086           | 30,715,005          |
| Payment of advance  | 10,994,601          | 7,819,763           |
| <b>Total Cash disbursed for Investing Activities (e)</b>                      | <b>18,925,687</b>   | <b>38,534,768</b>   |
| <b>NET CASH FLOW FROM INVESTING ACTIVITIES<br/>(F)=(d)-(e)</b>                | <b>(12,316,599)</b> | <b>(27,972,730)</b> |

**NET CASH FLOWS FROM OPERATING &  
INVESTMENT ACTIVITIES (g) = (c) + (f)**

**Cash Flows from Financing Activities**

Local Borrowings

Foreign Borrowings

Grants Received

Deposits received

**Total Cash generated from Financing Activities (h)**

**Less – Cash disbursed for:**

Repayment of Local Borrowings

Repayment of Foreign Borrowings

Payment of deposits

**Total Cash disbursed for Financing Activities (i)**

**CASH FLOW FROM FINANCING ACTIVITIES  
(J)=(h)-(i)**

**Net Movement in Cash (k) = (g) - (j)**

**Opening Cash Balance as at 01<sup>st</sup> of January**

**Closing Cash Balance as at 31<sup>st</sup> of December**

|  |                    |                  |
|--|--------------------|------------------|
|  | <b>7,886,007</b>   | <b>638,035</b>   |
|  |                    |                  |
|  | -                  | -                |
|  | -                  | -                |
|  | -                  | -                |
|  | 227,780            | 425,102          |
|  | <b>227,780</b>     | <b>425,102</b>   |
|  |                    |                  |
|  | -                  | -                |
|  | -                  | -                |
|  | 8,113,787          | 1,063,137        |
|  | <b>8,113,787</b>   | <b>1,063,137</b> |
|  |                    |                  |
|  | <b>(7,886,007)</b> | <b>(638,035)</b> |
|  |                    |                  |
|  | <b>0</b>           | <b>0</b>         |
|  | -                  | -                |
|  | <b>0</b>           | <b>-</b>         |

**3.5 Notes to the Financial Statements**

### 3.6 Performance of the Revenue Collection

Rs. ,000

| Revenue Code | Description of the Revenue Code | Revenue Estimate |       | Collected Revenue |                                  |
|--------------|---------------------------------|------------------|-------|-------------------|----------------------------------|
|              |                                 | Original         | Final | Amount (Rs.)      | As a % of Final Revenue Estimate |
|              |                                 |                  |       |                   |                                  |
|              | Not Applicable                  |                  |       |                   |                                  |
|              |                                 |                  |       |                   |                                  |

### 3.7 Performance of the Utilization of Allocation

Rs. ,000

| Type of Allocation | Allocation |         | Actual Expenditure | Allocation Utilization as a % of Final Allocation |
|--------------------|------------|---------|--------------------|---|
|                    | Original   | Final   |                    |   |
| <b>Recurrent</b>   | 232,020    | 232,020 | 220,554            | 95.06   |
| <b>Capital</b>     | 11,700     | 11,700  | 10,245             | 87.56   |

### 3.8 In terms of F.R.208, grant of allocations for expenditure to this Department/District Secretariat/Provincial Council as an agent of the other Ministries/ Departments

Rs. ,000

| Serial No. | Allocation Received from which Ministry /Department | Purpose of the Allocation | Allocation |       | Actual Expenditure | Allocation Utilization as a % of Final Allocation |
|------------|---|---------------------------|------------|-------|--------------------|---|
|            |   |                           | Original   | Final |                    |   |
|            |   |                           |            |       |                    |   |
|            | Not Applicable                                      |                           |            |       |                    |   |
|            |   |                           |            |       |                    |   |

### 3.9 Performance of the Reporting of Non-Financial Assets

Rs. ,000

| Assets Code | Code Description        | Balance as per Board of Survey Report as at 31.12.2020 | Balance as per Financial Position Report as at 31.12.2020 | Yet to be Accounted | Reporting Progress as a % |
|-------------|-------------------------|--|---|---------------------|---------------------------|
| 9151        | Building and Structures | 571,324  | 571,324   | -                   | 100                       |
| 9152        | Machinery and Equipment | 117,909  | 117,909   | -                   | 100                       |
| 9153        | Land                    | 80,500   | 80,500  | -                   | 100                       |
| 9154        | Intangible Assets       | -  | -   | -                   | -                         |
| 9155        | Biological Assets       | -  | -   | -                   | -                         |
| 9160        | Work in Progress        | -  | -   | -                   | -                         |
| 9180        | Lease Assets            | 39,000   | 39,000  | -                   | 100                       |

### 3.10 Auditor General's Report



## ජාතික විගණන කාර්යාලය

### தேசிய கணக்காய்வு அலுவலகம்

### NATIONAL AUDIT OFFICE



මගේ අංකය  
எனது இல.  
My No.

පේළිපිටි/පිටිපිටි/2020/එස්එස්/19

ඔබේ අංකය  
உமது இல.  
Your No.

දිනය  
திகதி  
Date

2021 මැයි 05 දින.

ලේකම් (ප්‍රධාන ගණන් දීමේ නිලධාරී)

රාජ්‍ය සේවා කොමිෂන් සභාව.

රාජ්‍ය සේවා කොමිෂන් සභාවේ 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

#### 1. මූල්‍ය ප්‍රකාශන

##### 1.1 තත්ත්වගණනය කළ මතය

රාජ්‍ය සේවා කොමිෂන් සභාවේ 2020 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව කොමිෂන් සභාව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව ප්‍රධාන ගණන්දීමේ නිලධාරී වෙත වාර්ෂික විස්තරාත්මක කළමනාකරණ වාර්තාව 2021 මැයි 05 දින නිකුත් කරන ලදී. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.





මෙම වාර්තාවේ 1.6 ඡේදයේ දක්වා ඇති කරුණුවලින් වන බලපෑම හැර, මූල්‍ය ප්‍රකාශනවලින් 2020 දෙසැම්බර් 31 දිනට රාජ්‍ය සේවා කොමිෂන් සභාවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.

## 1.2 තත්ත්වගණනය කළ මතය සඳහා පදනම

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

## 1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ප්‍රධාන ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ප්‍රධාන ගණන්දීමේ නිලධාරීගේ වගකීම වේ.

2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව රාජ්‍ය සේවා කොමිෂන් සභාව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

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



#### 1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

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

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

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

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



### 1.5 වෙනත් නෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

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

(අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බව

(ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

### 1.6 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

#### 1.6.1 මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය

##### 1.6.1.1 මූල්‍ය නොවන වත්කම්

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

(අ) සමාලෝචිත වර්ෂයේදී රු.7,800 කට අලෙවි කර තිබූ කාර්යාල උපකරණවල පිරිවැය කාර්යාල උපකරණ පිරිවැයෙන් ඉවත් කර නොතිබුණි.

(ආ) පෙර වර්ෂයේ වෙනත් යන්ත්‍ර හා උපකරණ වටිනාකම රු.78,000 කින් අධික්ෂේප්‍ර කර දක්වා තිබීම ප්‍රචරිත වර්ෂයේදී නිවැරදි කිරීම සඳහා වෙනත් යන්ත්‍ර හා උපකරණ ආරම්භක ශේෂයට ගැලපිය යුතු වූවත් මෙම ගණදෙනුව සමාලෝචිත වර්ෂයේ ගණදෙනුවක් ලෙස ගිණුම්ගත කර තිබුණු අතර නිවැරදි කිරීමේ ගැලපීම සඳහා ජර්නල් සටහනක් පිළියෙල කර නොතිබුණි.

(ඇ) ප්‍රවාහන උපකරණ වටිනාකම භාණ්ඩාගාර මුද්‍රිත සටහන් හා කොමිෂන් සභාවේ වාහන ලේඛනය අතර රු. 3,946,580 ක වෙනසක් පැවතුණි.

### 1.6.2 මුදල් ප්‍රවාහ ප්‍රකාශය

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

- (අ) සමාලෝචිත වර්ෂය තුළ කාර්යාල උපකරණ අයිතම 13 ක් විකිණීම මගින් ලැබුණු රු.7,800 ක් මුදල් ප්‍රවාහ ප්‍රකාශයේ භෞතික වත්කම් විකිණීමෙන් ජනිත වූ මුදල් ප්‍රවාහයක් ලෙස දක්වා නොතිබුණි.
- (ආ) වර්ෂය තුළ ආදායම් නොවන ලැබීම් රු.8,212,647 ක් වුවද මුදල් ප්‍රවාහ ප්‍රකාශය තුළ ආදායම් නොවන ලැබීම් රු.6,601,453 ක් ලෙස දක්වා තිබුණි.
- (ඇ) සමාලෝචිත වර්ෂයේ ආදායම් නොවන ලැබීම් යටතේ දැක්විය යුතු රු.1,626,353 ක අගය වෙනත් ශීර්ෂයන් වෙනුවෙන් එකතු කරන ලද ආදායමක් ලෙස හා පොලී ආදායමක් ලෙස වෙන් කර දක්වා තිබුණි.

### 1.6.3 වෙනත් නිරීක්ෂණ

2020 දෙසැම්බර් 31 දිනට පිළියෙල කර තිබුණු බැංකු සැසඳුම් ප්‍රකාශයේ, බැංකු ප්‍රකාශනය අනුව ශේෂය රු.7,066,570 ක් වුවද මූල්‍ය ප්‍රකාශනයේ සටහන viii හි 2020 දෙසැම්බර් 31 දිනට ශේෂයක් නොමැති බව දක්වා තිබුණි.

## 2. මෙහෙයුම් සමාලෝචනය

### 2.1 කාර්යසාධනය

#### 2.1.1 වාර්ෂික කාර්යසාධන වාර්තාව


2020 අගෝස්තු 28 දිනැති 02/2020 දරන රාජ්‍ය මුදල් චක්‍රලේඛයේ 10.2 ඡේදය ප්‍රකාරව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 16.2 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු 2020 වර්ෂය සඳහා වූ වාර්ෂික කාර්යසාධන වාර්තාව මූල්‍ය ප්‍රකාශන සමඟ විගණනය වෙත ඉදිරිපත් කර නොතිබුණි.

### 2.1.2 කළමනාකරණ දුර්වලතා

කොමිෂන් සභාව සතු වාහන 03ක් වර්ෂය පුරා ධාවනය කිරීමකින් තොරව පැවති අතර එම වාහනවල නඩත්තු කටයුතු වෙනුවෙන් සමාලෝචිත වර්ෂයේදී රු.78,191 ක් වැය කර තිබුණි.

### 3. මානව සම්පත් කළමනාකරණය

2020 දෙසැම්බර් 31 දිනට ජ්‍යෙෂ්ඨ මට්ටමේ තනතුරු 12 ක්, තෘතීය මට්ටමේ තනතුරු 05 ක්, ද්විතීයික මට්ටමේ තනතුරු 16 ක් හා ප්‍රාථමික මට්ටමේ තනතුරු 04 ක් පුරප්පාඩුව පැවති අතර එම පුරප්පාඩු පිරවීමට කොමිෂන් සභාව අපොහොසත්වී තිබුණි.

  
එම්.පී.බී.පී.පී. ප්‍රනාන්දු,  
සහකාර විගණකාධිපති,  
විගණකාධිපති වෙනුවට.

## Chapter 04 – Performance Indicators

### 4.1 Performance indicators of the Institution (Based on the Action Plan)

| Specific Indicators | Actual output as a percentage (%) of the expected output |         |          |
|---------------------|--|---------|----------|
|                     | 100%- 90%  | 75%-89% | 50%- 74% |
|                     | Not Applicable   |         |          |

## Chapter 05- Performance of achieving Sustainable Development Goals (SDG)

### 5.1 Indicate the identified respective Sustainable Developments Goals

| Goal / Objective | Targets        | Indicators of the achievement | Progress of the Achievement to date |         |           |
|------------------|----------------|-------------------------------|-------------------------------------|---------|-----------|
|                  |                |                               | 0%-49%                              | 50%-74% | 75%- 100% |
|                  |                |                               |                                     |         |           |
|                  | Not Applicable |                               |                                     |         |           |
|                  |                |                               |                                     |         |           |

### 5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals

## Chapter 06 - Human Resource Profile

### 6.1 Cadre Management

|           | Approved Cadre | Existing Cadre | Vacancies / (Excess)** |
|-----------|----------------|----------------|------------------------|
| Senior    | 61             | 49             | 12                     |
| Tertiary  | 11             | 06             | 05                     |
| Secondary | 136            | 120            | 16                     |
| Primary   | 54             | 48             | 06                     |

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

Action has been taken to have the duties of the office carried out by way of the distribution of work among the staff serving as at present.

### 6.3 Human Resource Development

| Name of the Program | No. of staff trained | Duration of the program | Total Investment (Rs'000) |         | Nature of the Program (Foreign /Local) | Output/Knowledge Gained*  |
|---------------------|----------------------|-------------------------|---------------------------|---------|--|---|
|                     |                      |                         | Local                     | Foreign |  |   |
| Postgraduate degree | 01                   | 02 Years                | 0                         | 11,656  | Foreign                                | It was able to provide an efficient service through knowledge and skill development |
| Postgraduate degree | 03                   | 02 Years                | 448                       | -       | Local                                  | It was able to provide an efficient service through knowledge and skill development |

\* Briefly state how the training program contributed to the performance of the institution

### Chapter 07– Compliance Report

| No. | Applicable Requirement   | Compliance Status<br><br>(Complied with/Not Complied with) | Brief explanation for Non-Compliance | Corrective actions proposed to avoid non-compliance in future |
|-----|--|--|--------------------------------------|---|
| 1   | <b>The following Financial statements/accounts have been submitted on the due date</b> |  |                                      |   |
| 1.1 | Annual financial statements  | Complied with  |                                      |   |
| 1.2 | Advance to public officers account   | Complied with  |                                      |   |
| 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   | <b>Maintenance of books and registers (FR445)</b>                                      |  |                                      |   |

|           |   |               |  |  |
|-----------|---|---------------|--|--|
| 2.1       | Fixed assets register has been maintained and updated in terms of Public Administration Circular 267/2018                     | Complied with |  |  |
| 2.2       | Personal emoluments register/ Personal emoluments cards have been maintained and updated                                      | Complied with |  |  |
| 2.3       | Register of audit queries has been maintained and updated   | Complied with |  |  |
| 2.4       | Register of Internal Audit reports has been maintained and updated  | Complied with |  |  |
| 2.5       | All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date                              | Complied with |  |  |
| 2.6       | Register for cheques and money orders has been maintained and updated   | Complied with |  |  |
| 2.7       | Inventory register has been maintained and updated  | Complied with |  |  |
| 2.8       | Stocks Register has been maintained and updated   | Complied with |  |  |
| 2.9       | Register of Losses has been maintained and updated  | Complied with |  |  |
| 2.10      | Commitment Register has been maintained and updated   | Complied with |  |  |
| 2.11      | Register of Counterfoil Books (GA – N20) has been maintained and updated  | Complied with |  |  |
| <b>03</b> | <b>Delegation of functions for financial control (FR 135)</b>   |               |  |  |
| 3.1       | The financial authority has been delegated within the institution   | Complied with |  |  |
| 3.2       | The delegation of financial authority has been communicated within the institution  | Complied with |  |  |
| 3.3       | The authority has been delegated in such manner as to pass each transaction through two or more officers                      | Complied with |  |  |
| 3.4       | The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the | Complied with |  |  |

|           |  |                   |  |  |
|-----------|--|-------------------|--|--|
|           | Government Payroll Software Package  |                   |  |  |
| <b>04</b> | <b>Preparation of Annual Plans</b>   |                   |  |  |
| 4.1       | The annual action plan has been prepared   | Complied with     |  |  |
| 4.2       | The annual procurement plan has been prepared  | Complied with     |  |  |
| 4.3       | The annual Internal Audit plan has been prepared   | Complied with     |  |  |
| 4.4       | The annual estimate has been prepared and submitted to the NBD on due date   | Complied with     |  |  |
| 4.5       | The annual cash flow has been submitted to the Treasury Operations Department on time  | Complied with     |  |  |
| <b>05</b> | <b>Audit queries</b>   |                   |  |  |
| 5.1       | All the audit queries has been replied within the specified time by the Auditor General  | Complied with     |  |  |
| <b>06</b> | <b>Internal Audit</b>  |                   |  |  |
| 6.1       | The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019         | Complied with     |  |  |
| 6.2       | All the internal audit reports have been replied within one month  | Complied with     |  |  |
| 6.3       | Copies of all the internal audit reports have been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018 | Complied with     |  |  |
| 6.4       | All the copies of internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3)  | Complied with     |  |  |
| <b>07</b> | <b>Audit and Management Committees</b>   |                   |  |  |
| 7.1       | Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019   | Not complied with | Only 02 meetings of the Audit and Management Committee have been held as the post of Accountant (Internal Auditor) fell vacant in the middle of the year | The post of Accountant (Internal Auditor) remains vacant and action is being taken to appoint an Accountant to fill that vacancy. Committees will be |

|           |  |               |  |  |
|-----------|--|---------------|--|--|
|           |  |               |  | held and reports will be submitted after such appointment. |
| <b>08</b> | <b>Asset Management</b>  |               |  |  |
| 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 with |  |  |
| 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 with |  |  |
| 8.3       | The board of survey was conducted and the relevant reports submitted to the Auditor General on the due date in terms of Public Finance Circular No. 05/2016  | Complied with |  |  |
| 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 with |  |  |
| 8.5       | The disposal of condemn articles had been carried out in terms of FR 772   | Complied with |  |  |
| <b>09</b> | <b>Vehicle Management</b>  |               |  |  |
| 9.1       | The daily running charts and monthly summaries of the pool vehicles have been prepared and submitted to the Auditor General on the due date  | Complied with |  |  |
| 9.2       | The condemned vehicles have been disposed of within a period of less than 6 months after condemning  | Complied with |  |  |
| 9.3       | The vehicle log books have been maintained and updated   | Complied with |  |  |
| 9.4       | The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident   | Complied with |  |  |
| 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 with |  |  |



|           |  |                |  |  |
|-----------|--|----------------|--|--|
| 9.6       | The absolute ownership of the leased vehicle log books has been transferred after the lease term   | Complied with  |  |  |
| <b>10</b> | <b>Management of Bank Accounts</b>   |                |  |  |
| 10.1      | The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date   | Complied with  |  |  |
| 10.2      | The dormant accounts that had existed in the year under review or since previous years were settled  | Not applicable |  |  |
| 10.3      | The action had been taken in terms of Financial Regulations regarding balances disclosed through bank reconciliation statements, for which adjustments had to be made, and those balances have been settled within one month | Complied with  |  |  |
| <b>11</b> | <b>Utilization of Provisions</b>   |                |  |  |
| 11.1      | The provisions allocated had been spent without exceeding the limit  | Complied with  |  |  |
| 11.2      | The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)  | Complied with  |  |  |
| <b>12</b> | <b>Advances to Public Officers Account</b>   |                |  |  |
| 12.1      | The limits had been complied with  | Complied with  |  |  |
| 12.2      | A time analysis had been carried out on the loans in arrears   | Complied with  |  |  |
| 12.3      | The loan balances in arrears for over one year had been settled  | Complied with  |  |  |
| <b>13</b> | <b>General Deposit Account</b>   |                |  |  |
| 13.1      | The action had been taken as per F.R.571 in relation to disposal of lapsed deposits  | Complied with  |  |  |
| 13.2      | The control register for general deposits had been updated and maintained  | Complied with  |  |  |
| <b>14</b> | <b>Imprest Account</b>   |                |  |  |
| 14.1      | The balance in the cash book at the end of the year under review remitted to TOD   | Complied with  |  |  |
| 14.2      | The ad-hoc sub imprests issued as per F.R. 371 were settled within one month from the completion of the task   | Complied with  |  |  |
| 14.3      | The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371   | Complied with  |  |  |

|      |   |               |  |  |
|------|---|---------------|--|--|
| 14.4 | The balance of the imprest account had been reconciled with the Treasury books monthly  | Complied with |  |  |
| 15   | <b>Revenue Account</b>  |               |  |  |
| 15.1 | The refunds from the revenue had been made in terms of the regulations  | Complied with |  |  |
| 15.2 | The revenue collection had been directly credited to the revenue account without credited to the deposit account  | Complied with |  |  |
| 15.3 | Reports of arrears of revenue had been forwarded to the Auditor General in terms of FR 176  | Complied with |  |  |
| 16   | <b>Human Resource Management</b>  |               |  |  |
| 16.1 | The staff had been maintained within the approved cadre   | Complied with |  |  |
| 16.2 | All members of the staff have been issued a duty list in writing  | Complied with |  |  |
| 16.3 | All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017   | Complied with |  |  |
| 17   | <b>Provision of information to the public</b>   |               |  |  |
| 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 with |  |  |
| 17.2 | Information about the institution to the public have been provided by Website or alternative measures and it has been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures | Complied with |  |  |
| 17.3 | Bi-annual and annual reports have been submitted as per section 08 and 10 of the RTI Act  | Complied with |  |  |
| 18   | <b>Implementing CitizensC</b>   |               |  |  |
| 18.1 | A Citizens/ Client's Charter has been formulated and implemented by the Institution in terms of the Circular No. 05/2008 and 05/2018(1) of Ministry of Public Administration and Management   | Complied with |  |  |

|           |  |                   |  |   |
|-----------|--|-------------------|--|---|
| 18.2      | A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens/ Client's Charter as per paragraph 2.3 of the circular   | Complied with     |  |   |
| <b>19</b> | <b>Preparation of the Human Resource Plan</b>  |                   |  |   |
| 19.1      | A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.   | Complied with     |  |   |
| 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 with     |  |   |
| 19.3      | Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular   | Not complied with | Annual performance agreements have not been signed for the year 2020 due to poor attendance of staff as a result of emergency situation prevailed in the Country due to Covid – 19 pandemic. | Action is taken to sign agreements by officers as per the relevant form for the next year |
| 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 with     |  |   |
| <b>20</b> | <b>Responses Audit Paras</b>   |                   |  |   |
| 20.1      | The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified  | Complied with     |  |   |

**END**