

03

Chapter Three

Overall Financial Performance for the year
ended 31 December 2022

Overall Financial Performance

3.1 Statement of Financial Performance

Overall financial performance for the year ended 31.12.2022

ACA-F

Overall Financial Performance for the year ended 31 December 2022

Budget 2022	Note	Actual 2022	Actual Revised 2021	Rs.
Revenue Receipts				
Income Tax	1	-	-	-
Taxes on Domestic Goods & Services	2	-	-	-
Taxes on International Trade	3	-	-	-
Non Tax Revenue & Others	4	-	-	-
Total Revenue Receipts (A)		-	-	-
Non Revenue Receipts				
Treasury Imprests		1,434,681,000	709,243,000	ACA-3
Deposits		239,079,354	185,421,121	ACA-4
Advance Accounts		45,546,282	18,019,240	ACA-5
Other Receipts		-	-	-
Total Non Revenue Receipts (B)		1,719,306,636	912,683,361	
Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		1,719,306,636	912,683,361	
Remittance to the Treasury (D)		-	-	
Net Revenue Receipts & Non Revenue Receipts E = (C) - (D)		1,719,306,636	912,683,361	

Less: Expenditure					
Recurrent Expenditure					
1,193,650,000	Wages, Salaries & Other Employment Benefits	5	1,168,025,258	483,931,657	} ACA-2(ii)
242,880,000	Other Goods & Services	6	223,246,945	111,842,416	
86,250,000	Subsidies, Grants and Transfers	7	106,691,603	77,435,090	
-	Interest Payments	8	-	-	
220,000	Other Recurrent Expenditure	9	299,913	297,910	
1,523,000,000	Total Recurrent Expenditure (F)		1,498,263,719	673,507,073	
Capital Expenditure					
29,300,000	Rehabilitation & Improvement of Capital Assets	10	13,272,944	8,551,062	} ACA-2(ii)
11,400,000	Acquisition of Capital Assets	11	2,541,672	17,456,540	
10,200,000	Capital Transfers	12	4,905,994	4,500,000	
-	Acquisition of Financial Assets	13	-	-	
17,600,000	Capacity Building	14	15,278,269	21,613,741	
176,500,000	Other Capital Expenditure	15	137,128,128	30,431,303	
245,000,000	Total Capital Expenditure (G)		173,127,007	82,552,646	
	Deposit Payments		232,470,071	191,277,136	ACA-4
	Advance Payments		46,125,155	20,563,393	ACA-5
	Other Main Ledger Payments				
	Main Ledger Expenditure (H)		278,595,226	211,840,529	
	Total Expenditure I = (F+G+H)		1,949,985,952	967,900,249	
	Imprest balance as at 31st December 2022		(230,679,316)	(55,216,888)	
	Balance as per the Imprest Reconciliation Statement		(230,679,316)	(55,216,888)	ACA-7
	Imprest Balance as at 31st December		-	-	ACA-3
			-	-	

3.2 Statement of Financial Position as at 31.12.2022

ACA-P

Statement of Financial Position As at 31st December 2022

	Note	Actual	
		2022 Rs	2021 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	925,861,071	665,072,565
Financial Assets			
Advance Accounts	ACA-5	123,662,195	58,068,525
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		1,049,523,266	723,141,090
Net Assets / Equity			
Net Worth to Treasury		106,405,928	47,449,805
Property, Plant & Equipment Reserve		925,861,071	665,072,565
Current Liabilities			
Deposits Accounts	ACA-4	17,256,267	10,618,721
Imprest Balance	ACA-3	-	-
Total Liabilities		1,049,523,266	723,141,091

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 9 to 55 and Notes to accounts presented in pages from 56 to 67 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.

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



Chief Accounting Officer
Date : 2023.05.31

R P A Wimalaweera
Secretary
Ministry of Labour and Foreign Employment
7th Floor, "Mehewara Piyesa"
Narahenpita, Colombo 05.



Accounting Officer
Date : 2023.05.31

J. A. D. S. Nishamini
Chief Accountant
Ministry of Labour
6th Floor, "Mehewara Piyesa"
Narahenpita,
Colombo 05.



Chief Finance Officer
Date :2023.05.31

R T B A A Rathnayake
Chief Financial Officer
Ministry of Labour and Foreign Employment
6th Floor, "Mehewara Piyesa"
Narahenpita, Colombo - 05

3.3 Statement of Cash Flows for the year ended 31.12.2022

ACA-C

Statement of Cash Flows for the period ended 31st December 2022

	Actual	
	2022 Rs.	Revised 2021 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts		
Fees, Fines, Penalties and Licenses		
Profit		
Revenue Collected for the Other Heads	67,603,030	27,145,688
Imprest Received	1,434,681,000	709,243,000
Recoveries from advance	45,546,282	17,971,754
Deposit Received	238,730,729	185,421,121
Total Cash generated from Operations (a)	1,786,561,041	939,781,563
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	1,346,754,108	627,442,551
Subsidies & Transfer Payments	106,991,515	81,935,090
Expenditure on Other Heads	26,058,595	974,412
Imprest Settlement to Treasury	-	-
Advanced Payments	38,216,664	20,695,833
Deposit Payments	232,167,333	191,277,136
Total Cash disbursed for Operations (b)	1,750,188,215	922,325,023
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	36,372,826	17,456,540
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Total Cash generated from Investing Activities (d)	-	-

Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	36,372,826	17,456,540
Total Cash disbursed for Investing Activities (e)	36,372,826	17,456,540
NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(d)-(e)	(36,372,826)	(17,456,540)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	-	-
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (h)	-	-
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit - Accounts and other Liabilities		
Total Cash disbursed for Financing Activities (i)	-	-
NET CASH FLOW FROM FINANCING ACTIVITIES (J) = (h) - (i)	-	-
Net Movement in Cash (k) = (g) -(j)	-	-
Opening Cash Balance as at 01st January 2022	-	-
Closing Cash Balance as at 31st December 2022	-	-

3.4 Notes to Financial Statements

1. Reporting Period

The reporting period for these Financial Statements is from 01st January 2022 to 31st December 2022.

2. Basis of Measurement

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

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

3. Recognition of Revenue

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

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

An item of Property, Plant and Equipment is recognized when it is probable that future

economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

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

5. Property, Plant and Equipment Reserve

This revaluation reserve account is the corresponding account of PP&E.

6. Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2022.

7. Changes in Formats of Financial Statements & Adjustment of Comparative Figures

Relevant adjustments have been made to the comparative figures for the year 2021 in line with the changes made in the financial statement for the year 2022.

3.5 Performance in Revenue Collection

Table 3.1		Performance in revenue collection				Rs.000
Revenue Code	Description of Revenue Code	Revenue Estimate		Revenue Collected		
		Original Estimate	Final Estimate	Amount (Rs)	As a % of the final revenue estimate	
A blank report						

3.6 Performance in the utilization of allocated provisions

Table 3.2		Performance in the utilization of allocated funds				Rs. ,000
Type of provision	Provisions allocated		Actual expenditure	Provisions utilized as a % of the final provision		
	Original Estimate	Final Estimate				
Recurrent	1,523,000	1,529,850	1,498,264		98	
Capital	245,000	245,000	173,127		71	

3.7 Financial Provisions granted to this Ministry as an agent of other Ministries/ Departments in terms of F.R.08

Table 3.3		Provisions granted to this Ministry as an agent of other Ministries/Departments				Rs. ,000
S.No	Ministry/ Department from which provisions received	Objective of the provision	Provision		Actual expenditure	Provisions utilized as a % of the final provision
			Original provision	Final provision		
1	Ministry of Public Affairs, Provincial Councils and Local Government	For the payment of allowances of new graduate trainees	-	18,463,709.69	18,463,709.69	100%
2	Department of Pensions	Settlement of dues to be recovered from retired officers	-	346,9.00	345,9.00	100%

3.8 Performance in reporting non-financial assets

Table 3.4 Performance in reporting non-financial assets

Rs. ,000

Asset Code	Code description	Balance as per the Board of Survey report as at 31.12.2020	Balance AS AT 31.12.202 as per report on financial position	To be accounted in future	Reporting progress as a %
9151	Buildings & structures	31,823/-	31,823/-	100%
9152	Machinery	894,037/52	894,037/52	100%
9153	Lands
9154	Intangible assets
9155	Biological assets
9160	Work in progress
9180	Assets leased



Photograph 3.1 Providing educational assistance to children of migrant workers

3.9 Report of the Auditor General



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தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல. }
My No. }

LSW/B/MOL/SR/01/2022

මගේ අංකය
உமது இல. }
Your No. }

දිනය
திகதி }
Date }

2022 මැයි 31 දින

Chief Accounting Officer
Ministry of Labour and Foreign Employment

The summary report of the Auditor General in terms of section 11(1) of the National Audit Act, No. 19 of 2018 on the financial statements of Head -193 Ministry of Labour for the year ended 32 December 2022.

1. Financial Statements

1.1 Qualified Opinion

The audit of the financial statements of the Ministry of Labour for the year ended 31 December 2022 comprising the statement of financial position as at 31 December 2022 and the statement of financial performance and cash flow statement for the year then ended was carried out under my direction in pursuance of provisions in Article 154(1) of the Constitution of the Democratic Socialist Republic of Sri Lanka read in conjunction with provisions of the National Audit Act, No.19 of 2018. Action will be taken to issue the summary report containing my comments and observations on the financial statements of the Ministry to the Chief Accounting Officer in due course in terms of Section 11(1) of the National Audit Act, No.19 of 2018. This report will be tabled in Parliament in pursuance of provisions in Article 154(6) of the Constitution of the Democratic Socialist Republic of Sri Lanka to be read in conjunction with Section 10 of the National Audit Act, No.19 of 2018.

In my opinion, except for the effects of the matters described in paragraph 1.6 of this report, the financial statements give a true and fair view of the financial position of the Ministry of Labour as at 31 December 2022, and its financial performance and cash flows for the year then ended in accordance with Generally Accepted Accounting Principles.

1.2 Basis for Qualified Opinion

My opinion is qualified based on the matters described in paragraph 1.6 of this report. I conducted my audit in accordance with Sri Lanka Auditing Standards

අංක 306/72, පොල්දූව පාර, මහලක්ෂ්මිගල, ශ්‍රී ලංකාව.

இல. 306/72, பொல்துவ வீதி, பத்தரமுல்லை, இலங்கை.

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(SLAuSs). My responsibility for the financial statements are further described in the Auditor's Responsibilities Section. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

1.3 Responsibilities of the Chief Accounting Officer and the Accounting Officer for the Financial Statements

The Chief Accounting Officer are responsible for the preparation of financial statements that give a true and fair view in accordance with Generally Accepted Accounting Principles and provisions in Section 38 of the National Audit Act, No.19 of 2018 and for the determination of the internal control that is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

As per Section 16(1) of the National Audit Act, No.19 of 2018, the Ministry is required to maintain proper books and records of all its income, expenditure, assets and liabilities to enable the preparation of annual and periodic financial statements.

In terms of Sub-section 38(1)(c) of the National Audit Act, the Chief Accounting Officer shall ensure that an effective internal control system for the financial control exists in the Ministry and carry out periodic reviews to monitor the effectiveness of such systems and accordingly make any alterations as required for such systems to be effectively carried out.

1.4 Auditor's Responsibilities for the Audit of the Financial Statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error and to issue an auditor's summary report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Sri Lanka Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate and its materiality depends on the influence on economic decisions taken by users on the basis of these financial statements. As part of an audit in accordance with Sri Lanka Auditing Standards, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

- Appropriate audit procedures were designed and performed to identify and assess the risk of material misstatement in financial statements whether due to fraud or errors in providing a basis for the expressed audit opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- An understanding of internal control relevant to the audit was obtained in order to



design procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ministry's internal control.

- Evaluate the structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Evaluate the overall presentation, structure and content of the financial statements including disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Chief Accounting Officer regarding, among other matters significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

1.5 Report on Other Legal Requirements

I express the following matters in terms of Section 6 (1) (d) of the National Audit Act, No. 19 of 2018.

- (a) The financial statements are consistent with the preceding year,
- (b) The recommendations made by me on the financial statements of the preceding year had been implemented.

1.6 Comments on Financial Statements

1.6.1 Presenting Financial Statements

In terms of Section 3.1 of the Public Accounts Guidelines Circular 05/2022 dated 13 December 2022, though instructions have been given to prepare financial statements by using the trial balance generated from CIGAS Wenstop application without any changes, it was observed that the institution had prepared financial statements contrary to the said section.

1.6.2 Non revenue receipts

The acquisition of the non-settled advance balance of Rs. 100,000 in transferring the foreign employment division, the State Ministry of Foreign Employment Promotion and Market Diversification to this Ministry in September 2022 was indicated as receipts from other sources in the ACA 3 format.

1.6.3 Cash flow statement

Though both cash and cross notes should be considered in preparing the cash flow

statement in terms of paragraph 6 of Public Accounts Guidelines No. 2022/05 Circular dated 13 December 2022, the cash flow statement had been prepared using only cash notes.

1.6.4 Payment of advances

As per the statement of financial performance, the recovery and payment of advances were Rs. 45,546,282 and Rs. 46,125,155 respectively and according to the computer printout reports it was stated as Rs 46,120, 398 and Rs. 111,714,067.

1.6.5 Balance of the Statement of Imprest Reconciliation

The statement of imprest reconciliation has not been prepared as per Guideline 7.10 of Public Accounts Guidelines Circular No. 2022/05 dated 13 December 2022. There have been instances where Treasury accounting statements did not reconcile with statement of imprest reconciliation.

1.6.6 Imprest balance

In the trial balance submitted to the audit by the Ministry of Labour, Rs. 951,492, 000 received from the Treasury during the year had not been included and a difference of Rs. 951,592,000 was observed in the receipts and payments of the imprest account No. 249/22.

1.6.7 Non-financial assets

In the Statement of Financial Position as at 31 December 2021, the balances of transport equipment and machines & machinery were Rs. 416,645,328 and Rs. 216,603, 735 respectively and same had been taken as Rs. 624,941,134 and Rs. 253,022,479 respectively in stating the opening balance as at 01 January 2022. The reason for this difference has not been explained at least by a note to accounts.

2. Financial Review

2.1 Management of Expenditure

- (a) As no expenditure had been incurred in respect of 26 expenditure codes out of budget allocations amounting to Rs. 6,240,000, a saving of 100% was observed.
- (b) Out of the provision of Rs. 62,600,000 made in respect of 20 expenditure codes, only Rs. 22,717,543 had been utilized by the end of the year under review. The percentage of savings of these expenditure codes ranged from 50 to 94 percent.
- (c) During the year under review, the estimated value of 04 expenditure codes had been increased by Rs 1,900,000 to Rs. 7,409,750, i.e. from 152 percent to 548 percent



through supplementary estimates in terms of Financial Regulation 66.

2.2 Incurring of Liabilities and Commitments

- (a) Though liabilities aggregating Rs. 535,170 had been submitted in financial statements on 29 occasions, they had not been included in the Treasury liability reports.
- (b) An error of duplicating liabilities in computer amounting to Rs. 115,331 on 21 occasions had been included in Treasury notes.

2.3 Reconciliation Statement of Advance to Public Officers Accounts

- (a) Rs. 709,239 recoverable from an officer of the Ministry of labour who had vacated the post over 5 years ago and from 06 officers of the Foreign Employment Division had not been recovered even by 31 December 2022.
- (b) The Director General of Pensions had not been informed to recover the distress loan balance of Rs. 198,400 recoverable from an officer serving in the State Ministry who had been sent on retirement on 21st February 2021. Though the Director General of Pensions had been notified to by an undated letter in May 2022 to recover it in installments from the pension, it was not confirmed to the audit that necessary action had been taken to recover this loan balance.
- (c) Necessary action had not been taken to recover arrears of distress loan amounting to Rs. 91,000 from a Development Officer of the National Productivity Secretariat who had obtained local leave.

2.4 Noncompliance with laws, rules and regulations

Reference to Laws, Rules and Regulations

- (a) Paragraph 1.7 of Chapter xii of the Establishments Codes
- (b) Public Administration Circular 09/2009 dated 16 April 2009

Non-compliance

Though an approved leave register should be maintained as per 190 general format, the National Productivity secretariat had not maintained leave registers properly and by the time of the audit, leave applications had not been entered on 634 instances in respect of the year 2022.

Finger print reports of officers had not been inspected monthly as per the instructions in the circular and the arrival/departure of one lady officer had not been recorded in the fingerprint record from January to May 2022.

- (c) Paragraph 3.1 of Public Administration Circular No. 30/2016 dated 31 December 2016

Though the consumption of fuel must be re-tested after a period of 12 months from each fuel test or after running a distance of 25,000km whichever occurs first, fuel consumption tests had not been carried out in respect of 21 vehicles belonging to the Foreign Employment Division and log books had not been updated and maintained.

3. Operational Review

3.1 Performance

3.1.1 Vision and Mission

As per the following facts, it was observed that the function of formulating, implementing, following up and evaluating policies and programmes relevant to the subjects of institutions under the purview of the Ministry of Labour and the function of the administration of the Employees' Provident Fund which had been cited as key functions of the Ministry which had been cited as the major functions of the Ministry had not been properly carried out.

- (a) Rs. 282,726,669 which had not been credited to individual accounts of the EPF by 31 December 2022 and Rs. 57,174 of the Contribution Account of the Commissioner of Labour had been retained in the deposit accounts of sub-offices of the Department of Labour.
- (b) A proper supervision had not been exercised even by the year 2022 about the Private Provident Fund.
- (c) The national policy on regulating employment and national policy on manpower and employment had not been implemented even by the end of the year 2022.

3.2 Assets Management

- (a) Toyota Land Cruiser jeep valued at Rs. 18,000,000 belonging to the Ministry had not been used from October 2018 until the date of this report and vehicle bearing registration XF-3874 of the Foreign Employment Division had not been utilized even by the date of the audit.
- (b) In terms of Assets Management Circular 01/2017 of the Ministry of Finance and Media dated 28 June 2017, though the accurate details regarding all assets purchased and disposed of by all institutions from the year 2018 should be submitted to the Comptroller General by the end of the relevant quarter, action had not been taken according to the circular.



3.3 Losses and Damages

According to the Board of Survey report of the year 2021, there were two fingerprint scanners belonging to the Ministry of Foreign Employment and according to the Board of Survey report of 2022 there was a shortage of one machine. Though action should have been taken in terms of FR 103 to 109 regarding misplaced machine, it had not been so done and it had not been disclosed in financial statements.

3.4 Uneconomical transactions

A payment of Rs. 4,512,123 had been made for 685 trophies to be awarded to the winners of the National Productivity Awards Ceremony of the year 2020 and on 15 June 2022, the trophies had been handed over to the store. A report had been called one month after receiving the trophies to check whether they were in line with the prescribed standard and as per letter No. NPS/PR/06/001 dated 21 September 2022, other than 33 units, the remainder was reported as defective. Despite this, action had been taken to award these trophies to winners.

3.5 Management Deficiencies

(a) Underutilization of resources

- (a) Though the e-breeze project with an aggregate cost of Rs. 4,299,000 as at 31 December 2022, made up of an initial expenditure of Rs, 1465,200 in the year 2015, maintenance cost of Rs. 1,700,000 with Rs. 25,000 for each month and other expenditure of Rs. 133,8000 had been used for the activities of the Productivity Awards Ceremony, it had not been used for event management and study management and fir administrative functions of officers which were the other expected functions.
- (b) For 639 productivity development officers who had been attached to the Productivity Secretariat as at 31 December 2022, duties had not been assigned properly and they had not been monitored by the Head Office.
- (c) Though the Ministry has been using vehicle bearing registration number WP CAN-1016 belonging to the Ministry of Industrial Exports and Investment Promotion from the year 2020, action had not been taken to have it registered under the name of the Ministry and though the period of validity of the revenue license of the vehicle had expired on 19 December 2021, action had not been taken to have it repaired.

3.6 Foreign Funded Projects

- (a) Though provisions should be secured using a supplementary estimate or Weeramong procedure when there is a need to foreign funds where provisions had not been

allocated in annual estimates, action had not been taken in terms of FR 62(2) as declared by Public Accounts Circular No. 30/94 dated 20 April 1994 in respect of the grant of USD 30,712 provided by the Asian Productivity Organization.

- (b) Though the approval of the Director General of Budgets should be obtained for foreign aid that was not expected at the time of preparing budget, such approval had not been obtained as per FR 621(6).
- (c) Though cash remittances direct from donors should be deposited in the Treasury in terms of FR 625(3) and Public Accounts Circular 30/94 and estimated provisions should be created for the utilization such grants, financial aid aggregating Rs. 3,975, 914 received on two occasions from the Asian Productivity Organization had been deposited in the General Deposit Account and expenditure had been defrayed therefrom.]

4. Human Resource Management

Details of the approved and actual staff of the Ministry of Labour in the year 2022 are given below. \

Employee category	Approved cadre	Actual cadre	No. of vacancies
(i) Senior level	449	298	151
(ii) Tertiary level	908	665	243
(iii) Secondary level	5,049	4,800	249
(iv) Primary level	858	704	154
Total	7,264	6,467	797

M.T.I Gamage

Senior Assistant Auditor General

(On behalf of the Auditor General)

04

Chapter Four Performance Indicators

Performance Indicators

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

Table 4.1 Performance indicators of the Ministry

	Specific indicators	Actual outcome as a percentage (%) of expected outcome		
		100%-90%	75%-89%	50-74%
1	No. of legislations newly enacted/ amended for upholding the labour rights*	5	3	2
2	No. of annual reporting for conventions ratified of the ILO	100%		
3	No. of policy decisions reached for the promotion of industrial peace*	4		
4	The percentage of labour inspections conducted out of the targeted number of labour inspections			61%
5	Of the complaints received on child labour, the percentage of the number of completed inspections			54.5%
6	The number of programmes conducted for social dialogue as a percentage of the target	100%		
7	The percentage of payments of benefits of EPF within 14 days			67%
8	No. of Occupational Safety Officers produced for occupational safety and health of workers	100%		
9	No. of courses conducted to educate the labour force on labour laws	115%		
10	No. of cases finalized out of the cases to be finalized in respect of occupational accidents (fatal & non-fatal)	128%		
11	No. of persons to whom training and education was given on productivity concepts	138%		
12	No. of career guidance programmes conducted for schoolchildren	131%		

Specific indicators	Actual outcome as a percentage (%) of expected outcome			
	100%- 90%	75%- 89%	50%- 74%	Less than 50%
13				40%
14				45%
15	100%			
16		75%		
17	100%			
18			66%	
19			50%	
20	90%			
21	100%			
22	100%			
23			66%	
24	100%			
25			50%	
26				28%
27	100%			
28	100%			

Note

- * Since these activities are conducted as per requirements, the final outcome is not definite. Therefore percentages cannot be given.

05

Chapter Five

Performance in achieving Sustainable Development Goals



5.1 Identified sustainable development goals

Table 5.1 SDGs relevant to the Ministry

Target /Goal	Targets	Achievement indicators	Progress of achievements up to now
01 End poverty in all its forms everywhere	1.1 By 2030, eradicate extreme poverty for all people everywhere, currently measured as people living on less than \$1.25 per day	1.1.1 Proportion of the population living below the international poverty line by sex, age, employment status and geographic location (urban/rural)	<ul style="list-style-type: none"> 229 awareness programmes relevant to self-employment have been conducted for migrant workers. Self-employment assistance was extended to 181 beneficiaries 312,844 migrants have registered with the SLBFE
04 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	4.4 By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills for employment, decent jobs and entrepreneurship	4.4.1 Proportion of youth and adults with information and communication technology (ICT) skills, by type of skill	<ul style="list-style-type: none"> 96 awareness programmes were conducted for facilitating job seekers to identify foreign employment opportunities 2,525 training programmes were conducted for foreign employment through which 88,279 underwent training.
08 Promote inclusive and sustainable economic growth, employment and decent work for all	8.3 Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation and encourage the formalization and growth of micro, small and medium sized enterprises, including through access to financial services	8.3.1 Proportion of informal employment in non-agricultural sector employment, by sector and sex	<ul style="list-style-type: none"> 4,462 family development plans have been prepared for identified migrant worker families 793 care plans have been prepared for vulnerable children of migrant worker families 4,438 awareness programmes and other support service programmes have been conducted by Development Officers targeting migrant worker families Measures have been taken to bring back 1,641 migrant workers who have been subjected to various hardships with the intervention of foreign diplomatic missions. Payments have been made for 338,500 insurance premiums for migrant works

<p>8.5 Offering productive and decent employment opportunities for all men & women including youths and persons with disabilities by 2030</p>	<p>8.5.1 Average hourly earnings of male and female workers according to factors such as the occupation, age and nature of disability</p> <p>8.5.2 Unemployment ratio in relation to gender, age and persons with disabilities</p>	<ul style="list-style-type: none"> In terms of labour laws, average hourly earnings of employees of the private and semi-government sectors do not vary by sex, age, occupation and persons with disability
<p>8.7 Taking effective measures immediately for eradicating forced labour, ending female slavery and human trafficking, proscribing worst forms of child labour including recruitment of child soldiers and ending all forms of child labour by 2025</p>	<p>8.7.1 The number of children employed as workers according to gender in the 5-17 age group</p>	<ul style="list-style-type: none"> With the Sustain goal of making Sri Lanka a country free from child labour to the fore, action was taken to appoint committee in respect of Gampaha, Kalutara, Badulla and Galle districts for declaring those districts child labour free zones and to prepare action plans and conduct workshops. Inquiries were conducted in regard to 160 complaints received on child labour. Since child labour was disclosed in 11 such complaints, legal action was instituted.
<p>8.8 Upholding labour rights, promoting safe and secure work environment for all workers including migrant women, migrants and those engaged in hazardous jobs.</p>	<p>8.8.1 Fatal and non-fatal ratio of accidents according to the gender and state of migration</p>	<ul style="list-style-type: none"> During the year 2022, 66 fatal accidents and 1,260 non fatal accidents in work places were reported to the Department of Labour. The Department inquired into these accidents and action was taken to constitute legal actions and created awareness amongst employers to prevent recurrence of such accidents by determining the causes of accidents. Accordingly, during the year under review, the Department initiated legal action against 263 employers who acted in contravention of the provisions of the Factories Ordinance.

8.8.2	Level of national compliance concerning labour rights (freedoms of association and collective bargaining) on the basis of document sources of ILO & national constitution in terms of gender and migration level	<ul style="list-style-type: none"> Workers have been given the opportunity to form and maintain trade unions for fostering freedom of association and freedom of collective bargaining in order to work towards safeguarding their rights. Accordingly, 143 trade unions were registered during the year 2022. The total number of valid trade unions in the country as at 31.12.2022 including those registered this year is 2053.
10	Reduce inequality within and among countries	<p>10.7 Facilitate orderly, safe, regular and responsible migration and mobility of people, including through the implementation of planned and well-managed migration policies.</p> <p>10.7.1 Recruitment cost borne by employee as a proportion of monthly income earned in country of destination</p>
		<ul style="list-style-type: none"> National Policy on Migration for Employment Sri Lanka The policy which was further revised in line with the broadening and updating of the scope of 2008 policy, has been submitted to the cabinet of ministers. The amended bill of the Sri Lanka Bureau of Foreign Employment Act is being reviewed. The draft is being framed for the formulation of legal framework required for the establishment of a social security system. Participation in the regional meeting of Colombo Process held in Thailand, participation in the senior representatives' meeting of Abu Dhabi Dialogue through zoom technology and conducting 2 technical committees of GCM. Making an assessment on migration and development and compilation of the final report on migration and development. The second draft plan for globally safe and regular labour migration has been shared with stakeholders.

5.2 Achievements and challenges in fulfilling SDGs

Out of the SDGs to be realized by Sri Lanka by the year 2030, the goal that is directly relevant to the Ministry of Labour in terms of the mission of the Ministry is goal 08 which is the promotion of inclusive and sustainable economic growth, employment and decent work for all. Accordingly, the vision and mission of the Ministry of Labour is in accord with this goal and the final outcome of all activities of the Ministry of Labour and its affiliated institutions is to successfully realize this goal. Thus, the overall progress of the ministry reflects the progress in achieving the 08th goal. That aside, the 01st, 05th and 10th goals, i.e. end poverty in all its forms everywhere, achieving gender equality and empowering all women and girls and reduce inequality within and among countries, too are relevant according to the functions assigned to the Ministry.

The Annual Action Plan is designed and implemented in such a way to directly and indirectly

contribute to the achievement of Sustainable Development Goals/ targets applicable to the Ministry. In addition, the activities incorporated in other action plans connected with the subject scope of the sector too are implemented.

In preparing the Annual Action Plan so as to enable the achievement of SDGs, the following challenges were encountered.

- Non-availability of adequate financial provisions
- Absence of methodology. Tools and relevant data for assessing outcome and impact. The need for the national level intervention in this regard.
- As a result of SDGs not being indicated directly in relation to the foreign employment sector, difficulties were experienced in preparing the Action Plan.



Photograph 5.1 Contributory pension scheme for migrant workers

06

Chapter Six Human Resource Profile



Human Resource Profile

6.1 Cadre Management

Table 6-1 Staff of the Ministry as at 31.12.2022

Post	Approved cadre	Existing cadre as at 31.12.2031	No. of vacancies	No. of vacancies as a percentage of approved cadre
Senior level	449	298	151	34%
Tertiary level	908	665	243	27%
Secondary level	5049	4800	249	5%
Primary level	858	704	154	18%
Total	7264	6467	797	11%

6.2 How the shortage or surplus of human resources has affected the performance of the institution

The shortage of human resources of the Ministry and institutions under its purview is as follows.

	Shortage
• Senior Level	151
• Tertiary Level	243
• Secondary Level	249
• Primary Level	154
	797

Due to this human resource shortage, the officers have to perform the duties of vacant posts in addition to their prescribed duties. In particular, the shortage of executive officers has given rise to practical problems in situations where decisions have to be made within the institutional hierarchy and responsibilities have to be assumed such as financial powers as well in situations where guidance and regularization need to be facilitated. The excessive workload resulting from overseeing duties of vacant posts in addition to duties assigned, may cause fatigue and mental stress. Since this situation adversely affects the overall productivity of the Ministry, it is observed that there is a possibility of a decline in the efficiency of the Ministry.

6.3 Human Resources Development

6.3.1 Participation of officers of the Ministry in training programmes

	Name of the Programme	No. of employees trained	Duration of the programme	Overall investment (Rs.)	Knowledge acquired
1	Management of personal files	2	07 hrs	8,000.00	Handling the subjects assigned with greater efficiency & accuracy.
2	Training on the preparation of project reports	30	07 hrs	28,700.000	Handling the subjects assigned with greater efficiency & accuracy.
3	Masters of Business Management	1		85,300.00	Handling the subjects assigned with greater efficiency & accuracy.
4	Masters of Science in Business Economics	1		125,000.00	Handling the subjects assigned with greater efficiency & accuracy.
5	Management of personal files	2	12 hrs	7,500.00	Handling the subjects assigned with greater efficiency & accuracy.
6	Transport management	1	6 hrs	4,000.00	Handling the subjects assigned with greater efficiency & accuracy.
7	Duties of the post of cashier	1	6 hrs	7,500.00	Handling the subjects assigned with greater efficiency & accuracy.
8	Role of the Leave Clerk	1	12 hrs	7,500.00	Handling the subjects assigned with greater efficiency & accuracy.
9	Preparing cabinet memoranda	1	12 hrs	8,500.00	Handling the subjects assigned with greater efficiency & accuracy.
10	Leadership and personality development outbound programme	80	2.5 days	Obtained from the provisions of 2021	Enhancing overall efficiency & productivity through increased team spirit.
11	Tamil language course for the implementation of national language policy	50	100 hrs 150 hrs 200 hrs	Borne by the Dept of Labour	Implementation of national language policy

12	Training workshop on Establishments Code & Financial Regulations	02	02 days 13 hours	7000x2 =14000	<ul style="list-style-type: none"> Establishment Code & procedural rules Government funds including consolidated fund Handling payments and receipts
13	Role & responsibility of Leave Clerk	1	01 day 06 hrs	5000 x 3 = Rs. 15,000	<ul style="list-style-type: none"> Role & responsibility of Leave Clerk Methods that should be adopted in obtaining leave Becoming aware on correctly updating a leave register
14	Effective maintenance of a personal file	1	01 day 06 hrs	5000 x 3 = Rs. 15,000	<ul style="list-style-type: none"> Acquiring knowledge and ability required for the effective maintenance of a personal file
15	Preparing cabinet memoranda	03	01 day 06 hrs	5000 x 3 = Rs. 15,000	<ul style="list-style-type: none"> Importance of cabinet memoranda Need for a cabinet memorandum Various types of cabinet memoranda and formats Conveying approved cabinet decisions
16	Preparing salaries of public officials	03	01 day 06 hrs	5000 x 3 = Rs. 15,000	<ul style="list-style-type: none"> Salaries and salary structure of public officials Methods of granting and rejecting annual salary increments Salary conversions & salaries and allowances for acting officers
17	Writing office memos and official letters	13	01 day 06 hrs	5000x 13=65,000 (with 5% discount) = 61,750	<ul style="list-style-type: none"> Uses of an office memo Writing office memos Formats of writing an official letter Methods of signing documents
18	Maintenance of government vehicles	01	01 day 06 hrs	5000 x 3 = Rs. 15,000	<ul style="list-style-type: none"> Maintenance of government vehicles and writing down relevant reports

19	Loss or damage and inquiries under FR 104	03	01 day 06 hrs	5000 x 3 = Rs. 15,000	<ul style="list-style-type: none"> • Responsibility relating to state assets • Loss and damage • Preparing preliminary reports • Appoint of Board of Inquiry under FR 104 and the role and responsibility of that committee • Reimbursement of loss or damage
20	Role and responsibility of accounts clerks	05	01 day 06 hrs	5000 x 5 = Rs. 25,000	<ul style="list-style-type: none"> • Knowing details of accounting principles and their uses • Proper entry of transactions in books relevant to accounts and thereby gaining understanding on the balancing of transactions • Accounting principles and their uses • Gaining knowledge on issues of entering transactions

Department of Labour

	Name of the Programme	No. of employees trained	Duration of the programme	Overall investment (Rs.)	Knowledge acquired
21	Leadership training programme (Ratnapura)	40	25.03.2022 to 26.03.2022	1,200,000.00	Developing leadership qualities, ability to work as a group and ability to take strategic decisions
22	Leadership and personality development training programme (Kukuleganga)	136	09.03.2022	767,800.00	Developing leadership qualities, ability to work as a group and ability to take strategic decisions
23	Awareness programme on parliamentary procedures	120	28.03.2022	18,035	Becoming aware of parliamentary procedure
24	Training programme on filing cases, maintaining file cases required in conducting factory inspections	11	26.07.2022	-	Enhancing practical knowledge on filing cases under Factories Ordinance and maintenance of file cases

25	Awareness training programme for District Factory Inspecting Engineers on subjects matters under the purview of the Finance Division of the Department of Labour	11	16.08.2022	-	Enhancing knowledge on financial management
26	Awareness training programme on making officers aware of the latest amendments to labour laws	68	20.09.2022	-	Making officers aware of the latest amendments to labour laws
27	Training programme conducting preliminary inquiries and conducting formal disciplinary inquiries	46	17.11.2022	21,000.00	Training officers on conducting preliminary inquiries and formal disciplinary inquiries
28	Orientation programme for Assistant Labour Commissioners (SLAS)	07	10.02.2022-22.02.2022	48,745.00	Providing knowledge required for discharging duties and orientation training
29	Residential training programme for Deputy Labour Commissioners, Assistant Labour Commissioners and Senior Labour Officers	28	17.12.2022 and 18.12.2022	262,550.00	Making officers aware of the latest amendments to labour laws and updating knowledge on the use of EPF databases
30	Training programme on the implementation of Complaint Management System	200 (Approximately)	16.06.2022 and 26.10.2022	-	Enhancing knowledge on the use of Complaint Management System and discussing solutions for problems arising practically
31	Training programme on complaints received by the Department of Labour and the litigation process relevant thereto	272 (Approximately)	27.01.2022 and 28.01.2022	13,050.00	Duly conducting litigation process relating to the complaints received by the Department
32	File management training programme for Management Services Officers and Development Officers	285	19.08.2022	22,250.00	Enhancing knowledge on the systematic maintenance of files

33	Training officers on the EPF Monitoring System	10	12 days from 11.10.2022 to 28.10.2022	-	Enhancing knowledge on the EPF Monitoring System
34	Training on E-ROC system	12	30.09.2022	-	Developing capacity to extracting information on registered companies through E-ROC system where necessary
35	Training programme on the payment of 30% & services of "L" Division	100 (Approximately)	17.08.2022 and 18.08.2022	-	Developing the ability on more efficient EPF 30% payment and services of "L" Division to clients
36	Training programme on stores management and maintaining the inventory	100 (Approximately)	28.07.2022	3,000	Stores management and inventory maintenance becoming regularized
37	Awareness training programme for officers on computerizing case files	100 (Approximately)	05.05.2022	-	Correctly computerizing case files
38	Hospitality training workshop for Karyala Karya Sahayakas and Multi-functional Service Officers	23	18.06.2022	48,875.00	Enhancing knowledge on correct hospitality methods
39	Workshop for training drivers' grade officers of the Dept of Labour on drivers' responsibility and ethics	71	2022.01.22	57,480.00	Updating knowledge on drivers' responsibility and ethics
40	Training programme for Multi-functional Development Assistant Trainees	18	18.01 2022 to 21.01.2022	10,635.00	Providing knowledge required for official duties
41	Tamil language training programme conducted in terms of P.A Circular 18/2020		One 200-hour programme & 04 150-hour programmes		Developing Tamil language knowledge required for carrying out duties
42	Essentials in System & Network Administration	14		395,450.00	Resolving defects of computer networks of offices

43	Workshop on stores management	01	18,000.00	Carrying out stores management activities of the Supplies Division efficiently
44	Master of Arts in Applied Economics	01	99,000.00	Knowledge required for duties of officers enhanced
45	Masters Degree on Social Science	01	107,500	Knowledge required for duties of officers enhanced
46	Postgraduate degree on Human Resources Management	01	210,000.00	Knowledge required for duties of officers enhanced
47	Masters in Public Administration & Management	07	710,000.00	Knowledge required for duties of officers enhanced
48	Postgraduate degree on Law	01	96,500.00	Knowledge required for duties of officers enhanced
49	Master of Law in Business Law	01	180,000.00	Knowledge required for duties of officers enhanced
50	Diploma in Professional English	01	40,000.00	Knowledge required for duties of officers enhanced

National Productivity Secretariat

	Name of the programme	No of trainees	duration	Nature of the programme	Knowledge acquired
51	Tamil language training programme	36	20.07.2022 – 11.03.2023	Rs.. 112,500.00	Proficiency of officers in English language increased and fulfillment of their service requirement
52	Essentials in system & network administration	02	9,10,16,17,20 of June 2022	Rs. 50,000.00	Improvement of knowledge on practical applications of Information Technology Officers

Sri Lanka Bureau of Foreign Employment

	Name of the programme	No of trainees	Duration	Investment (Rs.)	Output/ Knowledge acquired
53	Cover aspect of customer care and Customer Service	78	2 days	945,000.00	<ul style="list-style-type: none"> Telephone Etiquettes and Personal Grooming Cover aspect of customer care and Customer Service
54	Office Management & Finance Management	32	2 days	191,766.00	<ul style="list-style-type: none"> Office Systems Account systems
55	Induction Training	25	3 days	21,188.00	<ul style="list-style-type: none"> Basic knowledge of SLBFE
56	Customer care & Telephone etiquette	32	2 days	159,068.00	<ul style="list-style-type: none"> Telephone Etiquette Customer Care
57	Conciliation Training	75	1 day	54,132.50	
58	Computer Literacy	21	5 days	93,990.00	<ul style="list-style-type: none"> Typing MS Word MS Excel
59	Effective Business Writing	60	5 days	900,000.00	<ul style="list-style-type: none"> Report Writing Presentation skills
60	Office management & Finance Management (EB Exams)	38	2 days	340,246.00	<ul style="list-style-type: none"> Office Systems Account systems
61	Diesel Generators Training	2	1 day	20,000.00	<ul style="list-style-type: none"> Repairing Generators
62	Office Etiquette and Job Role (PL -1)	23	1 day	46,946.00	<ul style="list-style-type: none"> Office etiquette Job role
63	Leave Clerk Training	03	2 days	31,026.00	<ul style="list-style-type: none"> Role and responsibilities of Leave clerk
64	Training Program for Executive Officers	30	2 days	140,204.00	<ul style="list-style-type: none"> Effective Business Writing Conflict Management
65	Public Sector Salary payment Procedure	03	1 days	15,000.00	
66	Capacity Development	30	2 days	280,000.00	<ul style="list-style-type: none"> Ability to work with limited supervision Ability to set on own work priorities Office Etiquette Essentials of e-code & relevant Sections

67	Job role and office etiquette	30	01 day	140,000.00	<ul style="list-style-type: none"> • Job role of the Office Assistance • Serving internal & external Customers • Office Etiquette
68	Drivers training program	74	2 days	311,000.00	
69	English Language Training	30	5 days	700,000.00	<ul style="list-style-type: none"> • Effective Telephone Etiquette • Functional Grammar • Formal Letter writing Skills
70	Decision making and effective business writing	30	2 days	231,000.00	<ul style="list-style-type: none"> • Personality Development • Enhance Leadership Skills • Essential of Establishment Procedures • Decision Making & Communication Skills
71	Tamil Language Training	30	3 months	438,750.00	<ul style="list-style-type: none"> • Basics of tamil language • Spoken & reading
72	Bid evaluation in Public procurement	55	5 days	275,000.00	<ul style="list-style-type: none"> • Preparation of bid • Introduction to bid evaluation • Role & responsibilities of TEC • Writing of evaluation report
73	Training Program for Special Investigation Division	24	02 days	406,120.00	

6.3.3 Department of Manpower and Employment

S. No	Description	Duration	Expenditure (Rs)
74	02 workshops on board of survey and file management	2021.01.18 & 20	28,520.00
75	Postgraduate degree on Business Administration	2021/23	300,000.00
76	National Diploma on Career Guidance	2020/21	300,000.00
77	National Diploma on Career Guidance Course	2020	120,000.00
78	Workshop on the contribution of the divisions for the mission of the Department	2022	23,100.00
79	Diploma in English	2021	75,000.00

80	Workshop on Government Payroll System	2022	18,000.00
81	National Diploma on Career Guidance Course 2022 for 17 officers	2022	595,000.00
82	Diploma in Counseling	2022	25,500.00
83	Higher Certificate Course on Human Rights and International Humanitarian Law of the University of Colombo	2022	40,000.00
84	Diploma Course on Buddhist Ayurveda Consultancy	2018 - 2020	75,000.00
85	Making payments for the Diploma Course on Counseling – for 03 officers	2022	94,875.00
86	National Diploma on Career Guidance -2022	2022	30,000.00
87	Training programme on the preparation of vouchers	2022	29,000.00

Shrama Vasana Fund

S. No	Name of the Training Workshop	No. of officers participated	Amount spent (Rs.)
88	One-day training programme on financial administration methods	03	35 000.00

Training and developing the staff of SLBFE

Table 6.3 Summary of the training Programmes - SLBFE

Description	No of participants 2022 (Jan -Dec)	Financial value Rs.Mn
Workshops	03	31,026.00
Courses	36	2,045,832.70
Training programmes	827	5,759,065.50
Total	866	7,786,269.20

6.3.2 Participation of officers in foreign training programmes

Table 6.4 Participation of Officers in Foreign Training Programmes

No	Name of the programme	No. of employees trained	Duration of the programme	Output/knowledge gained
1	Technical meeting on the impact of digitalization in the finance sector (Online)	2	24-28/01/2022 (Zoom Platform)	Knowledge on impact of digitalization in the finance sector
2	Meeting of experts to revise the 1992 Code of practice on safety and health in construction (Online)	1	21-25/02/2022	Knowledge on safety and health in construction

No	Name of the programme	No. of employees trained	Duration of the programme	Output/knowledge gained
3	Australian Awards Scholarship (AAS) Intake for Academic Year 2022	2	i. 09/06/2022 19/08/2024 ii. 31.05.2022 31.01.2024	-
4	KOICA Scholarship Master's Degree Programs 2022	1	11/08/2022- 31/12/2023	Knowledge on applying new skills to the workplace and then and how to contribute to the development of the country
5	High-level Global Forum for a Human-centred Recovery (Virtual format) (Online)	2	22-24/02/2022	Understand the global issues related on job market and social protection of the workers
6	ITEC: The ST Stephens Young Leaders, Neighborhood India	1	01/ 03/2022 - 31/05/2022	Meeting with young professionals from friendly countries in the South Asian Region and study public policy and its implementation
7	MTCP: Certified Penetration Tester by Cybersecurity (Online) Malaysia	2	17-20/05/2022 & 23- 24/05/2022	To share the development experiences in the field of cyber security with other countries
8	ILO – Technical meeting on COVID 19 and sustainable recovery in the Tourism Sector (Online) Geneva	1	25-29/04/2022	To discuss current and emerging issues in the context of the COVID – 19 pandemic
9	Occupational Health & Safety in the Community: How to Strengthen the Capacity of Public Health Personal (Online) Thailand	2	15/08/2022 - 02/09/2022 (Online)	Knowledge about Occupational Health and Saety in the Community
10	International Labour Standards Asia Pacific Academy (ILO)- (Online)	2	02-22/05/ 2022	To strengthen national capacity to follow ILS procedures, including the discharge of reporting obligations under the ILO Constitution.
11	12 th ADBI-OECD-ILO Roundtable on Labour Migration in Asia: Continuing Impact of the COVID – 19 Pandemic and Recovery (ADB) –(Online) Bangkok	1	24-25/05/2022	Knowledge about labour migration in asia and impact on covid 19 pandemic and recovery

No	Name of the programme	No. of employees trained	Duration of the programme	Output/knowledge gained
13	Seminar on Capacity Building against Risks in the Context of BRI for Sri Lanka (Online) China	2	07- 27/06/ 2022	Knowledge about Capacity Building against risks in the context of BRI for Sri Lanka
14	China Multilateral Programmes- Seminar on Development and Management of Service Outsourcing for Developing Countries (Online) China	1	08-28/07/2022	Knowledge about development and management of service outsourcing for developing countries
15	International Training on Communicating Evidence (Online) Geneva	2	14-18/11/ 2022	Knowledge about Communicating Evidence
16	Workshop on Productivity – linked Wage Systems in the Service Sector (Online) Malaysia	1	08-10/08/2022	Knowledge on productivity measurements and its linkages to wages and remuneration in the service sector
17	China Multilateral Programme -Seminar on the Improvement and Utilization of Biomass Energy for Developing Countries (Online) China	1	21/07/2022 - 18/ 08/2022	Knowledge about Improvement and Utilization of Biomass Energy for Developing Countries
18	AIBO Seminar on 5G Techhhnology Standard and Application (Online) China	1	21-30/09/2022	Knowledge about 5G Technology
19	International Conference on Productivity Accreditation and Certification Pakistan	2	5-6 /10/2022	To enhance coloboration among NPOs and the stake holders on the specialized subject to accreditation.
20	ITEC-Good Governance for Management of Rural Development Programme India	1	01-28/11/2022	Knowledge on magaging the rural development programmes and making related policies
21	4 th Meeting of the Intersessional process considering the strategic Approach and Sound Management of Chemicals and Waste Beyond 2020 Romania	1	29/08/2022 - 02/09/2022	Knowledge on addressing the issuing on work place occupational hygiene-
22	Certificate Programme in advance communication skills India	1	07/11/2022 - 04/ 12/2022	Knowledge on advance communication skills
23	Project and risk management India	2	28/11/2022 - 16/12/2022	Knowledge on project and risk management
24	Entrepreneurial management India	2	07/11/2022 - 16/12/2022	Knowledge on entrepreneurial management

No	Name of the programme	No. of employees trained	Duration of the programme	Output/knowledge gained
25	Seminar on economic development and social policy (Online) China	1	01/11/2022 - 21/11/2022	Knowledge on economic development and social policy
26	Meeting of Asian productivity Organization, Thailand	2	18- 20/10/2022	Meeting of Asian Productivity organization
27	Development of APO Certified Productivity Specialists Malaysia	1	07 - 18/11/2022	Enhanced the skills of participant in providing latest technic to improve efficiency and raise productivity.
28	High- Level International technical forum of Senior Officials of Labour Inspectorates: Spain	1	17-18/11/ 2022	Knowledge on the labour inspection mechanisms in other south Asian countries
29	Multicountry Observational Study Mission on Productivity and Innovationfor the Digital Economy South Korea	2	20-22/12/2022	Get a Knowledge about digital economy and applications in the digitl government
30	Billateral cooperation between NPOS Sri Lanka to Malayasia on strategic innovation to enhance productivity Malaysia	4	28- 30/11/2022	Knowledge about strategic innovation to enhance productivity
31	Regional Consultation to Finalize the Draft Regional Action Plan to End All Forms of Child Labour in South Asia 2021-2025 Nepal	1	15 – 16/12/ 2022	Situation of child labour in the region with focus on the learnings/ impact of the covid pandemic through sharing of experiences of different member states.
32	E-Learning on Developing, Negotiating and implementing bilateral labour agreement	03	01 month	Knowledge associated with developing, Negotiating and implementing bilateral labour agreement
33	Fair and Ethical Recruitment and Strategic Reporting Workshop in Thailand	01	04 days	Foreign Knowledge regarding capacity building on fair and ethical recruitment and strategic reporting on human interest stories
34	E-course on labour Migration Statistics, South Asia	03	03 days	Knowledge on labour migration statistics, South Asia

6.3.3 Contribution of training programmes for the performance of the Ministry

Several objectives are expected to be achieved through raining programmes offered to the officers of the Ministry. The foremost amongst them are the capacity development of officers and human resources development. Being motivated to use new media and technology for professional development in a backdrop of limited funds and resources, these training programmes serve to boost their occupational productivity. Similarly, by developing attitudes of officers and improving their language proficiency, they will be able to provide more friendly service to the general public and cause effective institutional interrelations to be forged. Creating a highly experienced, accomplished and contended group of officers in the public service

by directing the relevant officers for training needs identified through a meticulous study is the general objective of these training programmes.

The planning of training programmes of officers has been carried out under the following key components.

- Orientation programme
- Leadership and attitude development training
- Subject related training

Details of training programmes conducted under the relevant components are outlined above. Due to the Covid-19 pandemic situation prevailed in the country, training courses could not be conducted as expected.

07

Chapter Seven Compliance Report

Compliance Report

Table 7-1 Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not complied)	Brief explanation for non-compliance	Corrective actions proposed to avoid non-compliance in future
1	The following Financial statements/accounts have been submitted on due date			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Others	Not relevant		
2	Maintenance of books and registers (FR 445)			
2.1	Fixed assets register has been maintained and updated in terms of Public Administration Circular 267/2018.	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and updated.	Complied		
2.3	Register of Audit queries has been maintained and updated.	Complied		
2.4	Register of Internal Audit reports has been maintained and updated.	Complied		

2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date.	Complied
2.6	Register for cheques and money orders has been maintained and update	Complied
2.7	Inventory register has been maintained and updated.	Complied
2.8	Stocks Register has been maintained and updated.	Complied
2.9	Register of Losses has been maintained and updated	Complied
2.10	Commitment Register has been maintained and updated.	Complied
2.11	Register of Counterfoil Books (GA — N20) has been maintained and updated.	Complied
3	Delegation of functions for financial control (FR 135)	
3.1	The financial authority has been delegated within the institute.	Complied
3.2	The delegation of financial authority has been communicated within the institute.	Complied
3.3	Authority has been delegated so that each transaction is signed by two or more officers	Complied
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package.	Complied
4.	Preparation of Annual Plans	
4.1	The annual action plan has been prepared.	Complied
4.2	The annual procurement plan has been prepared.	Complied
4.3	The annual Internal Audit plan has been prepared.	Complied
4.4	The annual estimate has been prepared and submitted to the National Budget Department (NBD) on due date.	Complied

4.5	The annual cash flow has been submitted to the Treasury Operations Department on time.	Complied
5	Audit queries	
5.1	All the audit queries has been replied within the time specified by the Auditor General	Complied
6	Internal Audit	
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
6.2	Answers have been submitted to all internal audit reports within a period of one month.	Complied
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018.	Complied
6.4	In terms of Financial Regulation 134(3), copies of all internal audit reports have been submitted to the Auditor General	Complied
7	Audit and Management Committee	
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019.	Complied
8	Asset Management	Complied
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017.	Complied

8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular.	Complied	
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016.	Complied	
8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular.	Compiled	
8.5	The disposal of condemned articles had been carried out in terms of FR 772.	Complied	
9 Vehicle Management			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date.	Complied	
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning.	Not complied	Taking more than 06 months to complete the disposal having carried out activities relevant to the disposal of vehicle
9.3	The vehicle logbooks had been maintained and updated.	Complied	
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident.	Complied	

9.5	The fuel consumption of vehicles has been retested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016.	Complied
9.6	The absolute ownership of the leased vehicle logbooks has been transferred after the lease term.	Complied
10	Management of Bank Accounts	
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date.	Complied
10.2	The dormant accounts that had existed in the year under review or since previous years settled.	Complied
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month.	Complied
11	Utilization of Provisions	
11.1	The provisions allocated had been spent without exceeding the limit.	Complied
	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1).	Complied
12	Advances to Public Officers Account	
12.1	The limits had been complied with.	Complied
12.2	A time analysis had been carried out on the loans in arrears.	Complied
12.3	The loan balances in arrears for over one year had been settled	Complied
13	General Deposit Account	
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits.	Complied
13.2	The control register for general deposits had been updated and maintained.	Complied

14	Imprest Account	Complied
14.1	The balance in the cash book at the end of the year under review remitted to Treasury Operations Department.	Complied
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task.	Complied
14.3	The ad-hoc sub imprests had been issued without exceeding the limit approved as per F.R. 371.	Complied
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly.	Complied
15	Revenue Account	
15.1	The refunds from the revenue had been made in terms of the regulations.	Complied
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account.	Complied
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176.	Complied
16	Human Resource Management	
16.1	The staff has been maintained within the approved cadre.	Complied
16.2	All members of the staff have been issued a duty list in writing.	Complied
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017.	Complied
17	Provision of information to the public	
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation.	Complied

17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures.	Complied	
17.3	Biannual and Annual reports have been submitted as per section 08 of the RTI Act.	Complied	
18	Implementing citizens charter		
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management.	Complied.	
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular.	Complied.	
19	Preparation of the Human Resource Plan		
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied	
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan.	Complied	
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular.	Not compiled	Necessary action is being taken to sign annual performance agreements for the entire staff.

19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity-building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular.	Complied
20 Responses to Audit Paragraphs		
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	Complied

