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வருடாந்த ஸெயலாற்றுகை அறிக்கை
Annual Performance Report



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தே஑ிய ஑வடிகூடத் திணைக்கள஑
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Annual Performance Report 2020

Department of National Archives

Expenditure Head No - 209

<i>Contents</i>	<i>Page</i>
Chapter 01 – Institutional Profile	01
1.1 Introduction	01
1.2 Vision, Mission, Objectives and Laws	02
1.2.1 Vision	02
1.2.2 Mission	02
1.2.3 Objectives and Functions	02
1.2.4 Constitution, Regulations and Circulars	03
1.3 Key Functions	04
1.4 Organisational Chart	05
1.5 Main Divisions of the Department	05
1.5.1 Administration Division	05
1.5.2 Finance Division	05
1.5.3 Internal Audit Division	05
1.5.4 Planning Division	05
1.5.5 Records Management and Accession Division	06
1.5.6 Confidential Records Division	06
1.5.7 Public Relations Division	06
1.5.8 Training, Exhibition and Information Division	07
1.5.9 Research Room	07
1.5.10 Conservation Division	07
1.5.11 Registration of Books and Newspapers Division	07
1.5.12 Reprography Division	08
1.5.13 Maintenance Division	08
1.5.14 Digital Records Division	08
1.5.15 Audio-Visual Division	09
1.5.16 Library	09
1.5.17 Repositories	09
1.5.18 Kandy Branch	10
Chapter 02 – Progress and Future Outlook	11
2.1 Special programmes and achievements	11
2.2 Future goals	17
2.3 Challenges	18
Chapter 03 – Overall Financial Performance	19
3.1 Statement of Financial Performance	19
3.2 Statement of Financial Position	20
3.3 Statement of Cash Flows	21
3.5 Notes to the Financial Statements	22
3.6 Performance of Revenue Collection	22
3.7 Performance of Utilisation of Allocation	22
3.8 In terms of F.R.208 grant of allocations for expenditure as an agent of the other Ministries/ Departments	22

3.9	Performance of Reporting of Non-Financial Assets	23
3.10	Auditor General's Report	23
	Chapter 04 – Performance Indicators	24
4.1	Performance indicators (Based on Action Plan)	24
	Chapter 05 – Performance of achieving Sustainable Development Goals (SDG)	25
5.1	Relevant Sustainable Development Goals	25
5.2	Achievements and challenges	26
	Chapter 06 – Human Resource Profile	28
6.1	Cadre Management	28
6.2	How the shortage in human resources has affected performance	28
6.3	Human Resource Development	29
6.4	How training programmes contribute to the performance of the National Archives	29
	Chapter 07 – Compliance Report	30

1 Institutional Profile

1.1 Introduction

1.1.1 The tradition of records management in Sri Lanka has a long history dating back to the reign of the kings. However, the royal records of the kings have been destroyed due to various invasions. The coastal areas of the island were under Portuguese rule from the 16th century until 1638, after which they were conquered by the Dutch within a period of twenty years. During this war, the Portuguese destroyed their records. However, the British seized the documents created by the Dutch administration during their peaceful conquest of the coastal areas in 1796.

1.1.2 Accordingly, the National Archives of Sri Lanka does not hold original documents created during Portuguese rule, but those documents can be found in Lisbon and Goa. However, more than 7000 volumes of Dutch documents have been preserved over the years. In 1803 the post of “Keeper of the Dutch Records” was created. At the time of British colonial rule, the responsibility for the archives was primarily vested with the Colonial Secretary and the Historical Manuscripts Commission. In 1902, the post of “Government Archivist” was created as an affiliated official post of the Colonial Secretary’s Office. When Sri Lanka achieved independence, the archives was under the purview of the Colonial Secretary.

1.1.3 The Department of Government Archivist was established in 1947 and in 1966 it was renamed the Department of National Archives or National Archives. The title of head of the institution was changed from “Govenment Archivist” to “Director” in 1966. Following the restructuring of the department in 2017, the post was changed to “Director General National Archives”.

1.1.4 The National Archives Act No. 48 of 1973 was amended by the National Archives (Amendment) Act No. 30 of 1981. At present the National Archives is under the Ministry of Buddhasasana, Religious and Cultural Affairs.

1.1.5 The Department of National Archives can be described as a repository of the memory of the nation, an institution that imparts knowledge, and a centre for the transmission of information to the public.

1.2 Vision, Mission, Objectives and Laws

1.2.1 Vision

The effective management and preservation of documentary heritage to protect national identity, accountability and memory.

1.2.2 Mission

To systematically manage and conserve government records and to preserve private archives that reflect the history and culture of the nation.

1.2.3 Objectives and Functions

The objectives and functions set out in the National Archives Act No. 48 of 1973, and the National Archives (Amendment) Act No. 30 of 1981 are as follows.

- Ensuring the official custody and physical safety of public archives
- Providing information for research and investigation purposes
- Approval of schedules for transfer to the National Archives and destruction of records of government institutions.
- Conducting record surveys in public institutions.
- Administration of Presidential Archives and its reference service.
- Maintaining the legal depository of publications produced in the country.
- Conducting training workshops for Records Management and Conservation.
- Administer the ordinances on printing presses, printers and publishers and newspapers.
- Preserving and indexing of deposited private collections.
- Documenting the details and ownership of all historical documents in the country.

1.2.4 Constitution, Regulations and Circulars

- National Archives Act No. 48 of 1973.
- National Archives (Amendment) Act No. 30 of 1981.
- Ordinances enacted under the National Archives Act of No. 48 of 1973
 - Printing Presses Ordinance No. 16 of 1902 (Cap. 178) and its amendments.
 - Printers and Publishers Ordinance No. 01 of 1885 (Cap.179) and its amendments.
 - Newspaper Ordinance No. 5 of 1839 (Cap. 180) and its amendments.
- Regulations of access to public records
 - Government Gazette No. 15 of 15.12.1978.
- Regulations of access to commission records
 - Government Gazette No. 74 of 02.01.1980.
- Disposal action for judicial (court) records
 - Government Gazette No. 21 of 26.01.1979.
- Disposal of Kachcheri records
 - Government Gazette No. 99 of 25.07.1980
- Disposal of housekeeping/ephemeral records in public institutions
 - Government Gazette No. 313 of 31.08.1984
- Administrative Regulation on disposal records
 - Section 9:1 to 9:8 of Chapter 28 of the Establishments Code.

- Circulars for preparing of schedules and preservation of public records.
 - Public Administration Circular 25/2008 – 17.12.2008
 - Public Administration Circular 08/2017 – 29.03.2017.

1.3 Key Functions

- 1.3.1 Providing research facilities and certifying extracts for the public.
- 1.3.2 Provide historical and administrative information to public and other institutions
- 1.3.3 Facilitating access to reprographic copies such as microfilms, scans and digital photography
- 1.3.4 Providing advice to public institutions and private sector on records management and archives administration.
- 1.3.5 Providing advice for the establishment of School Archives.
- 1.3.6 Providing advice to the J. R. Jayawardene Research Centre on professional activities.
- 1.3.7 Providing advise on microfilming of records.
- 1.3.8 Providing technical advice to public institutions and private sector on preservation and conservation of records.
- 1.3.9 Organising and holding exhibitions of historical records.
- 1.3.10 Producing documents in courts and giving evidence when summoned.
- 1.3.11 Conducting research on Sri Lankan history.
- 1.3.12 Issuing licenses for the export of historical records in Sri Lanka

1.4 Organisational Chart

Please see annex 01.

1.5 Main Divisions

1.5.1 Administration Division (DNA/2)

This division is responsible for the internal administration of the department. It carries out all duties from recruitment to departmental posts up to retirement and the internal assignment of officers, distribution of duties, transfers as well as directing staff to training courses for human resource development. This division also coordinates the professional activities and services of the National Archives with other institutions.

1.5.2 Finance Division (DNA/3)

This division handles all accounting activities of the department, related paperwork and planning activities. All financial matters such as salaries and loan payments activities, preparation of annual accounts, preparation of annual estimates, procurement activities, and submitting financial reports to the line ministry and Treasury are carried out by this division.

1.5.3 Internal Audit Division (DNA/4)

The Internal Audit Division of the Department of National Archives has been established since May 2019, with the main objectives of ensuring that development activities and other administrative activities are carried out in a proper and transparent manner and subject to an independent evaluation and report to the Director General and minimize the number of cases referred to the Public Accounts Committee by organizing Audit Management Committees as a forum to discuss issues within the Department and acting on the instructions of the Director General for other public affairs of the Department.

1.5.4 Planning Division (DNA/5)

The Planning Division handles planning activities of many projects of the National Archives including preparation of annual action plans related to Sustainable Development Goals and Vistas of Prosperity and Splendour, collection of information and preparation of monthly progress reports related to the action plan submission of progress reports and other relevant

reports to the line ministry. The preparation of the performance report is also mainly carried out by the Planning Division.

1.5.5 Records Management and Accession Division (DNA/6)

It is through this division that documents from public authorities or individuals are mainly accrued to the Department of National Archives.

Public records that are not less than 25 years old under section 9 (2) (e) of the National Archives Act No. 48 of 1973, public records in the event of the closure of a public institution under section 10 of the act, records and manuscripts of historical, cultural or literary value held in private possession or in the possession of any institution under section 12 of the act, should be handed over for permanent preservation to the National Archives. Furthermore, under section 13 of the act, this division accrues publications of public authorities and specimens issued by the Postmaster General, Governor of the Central Bank and Surveyor General and election literature issued by candidates for permanent preservation at the Department of National Archives within thirty days of issuing. This division assigns numbers and accession numbers to the records after the documents have been accrued.

1.5.6 Confidential Records Division (DNA/7)

Under Section 11 of the National Archives Act No. 48 of 1973, all documents pertaining to a Commission of Inquiry appointed under the Commissions of Inquiry Act or any Committee of Inquiry appointed by a Minister are accepted to be deposited at the National Archives within three months after the submission of the final report of that Commission or that Committee. Furthermore, the accrual and deposit of records from the Presidential Secretariat and Office of the Cabinet of Ministers is done by this division. In general there are restrictions imposed on access to these documents and in order to use them within that period of closure the responsible officer of the relevant institution should provide permission. The activities of this division are only handled by specially authorised officers who have signed confidentiality agreements.

1.5.7 Public Relations Division (DNA/8)

This division primarily maintains the professional service relations for the public. It handles certification of copies of extracts, coordinating the provision of evidence on extracts of records when summoned to courts, accepting search requests for information from records as

per local and foreign requirements and providing extracts of them, providing researchers with reader passes for the Research Room, issuing extracts of documents as per research requirements, etc.

While certified copies of translations of Dutch thombos, voters registers, the government gazette, newspapers, crown grants, Sannas, Grain Tax Registers, praveni registers, vihara dewala records etc. are issued as per the requirements of the public and government and non-government organisations, certified copies are also issued in relation to publications and media activities.

1.5.8 Training, Exhibition and Information Division (DNA/9)

This division conducts all activities related to training courses and exhibitions, presents stalls for exhibitions organised by other institutes and educates school children, university students and the public about the deposits of the department and its services rendered. Furthermore, the head of this division is the Information Officer appointed under the Right to Information Act no. 12 of 2016.

1.5.9 Research Room (DNA/10)

The Research Room provides necessary facilities for readers who come for research to use the records. The Research Room contains finding aids, précis and summaries, index cards and other guides to record groups. From the Research Room, readers can access the database of the Times Collection, a collection of photographs and newspaper cuttings purchased from the Times of Ceylon Press that was digitised and entered into a database under a project implemented by the National Archives.

1.5.10 Conservation Division (DNA/11)

Preservation, conservation and restoration activities of the records deposited in the National Archives are carried out by the Conservation Division. In addition, it provides technical advice on preservation and conservation of records in government institutions, semi-government institutions, private institutions, and historical records of religious places, and conducts research on records conservation. This division also conducts training courses for book binders and conducts workshops on palm leaf conservation.

1.5.11 Registration of Books and Newspapers Division (DNA/12)

Registration of printing presses, registration of publications, periodicals, newspapers of the registered printing presses and updating related documentation, as well as inspection of bookshops to search for unregistered publications, inspection of printing presses, initiating litigation against printing presses that do not send printed material and monthly statements, etc. are carried out by this division.

■ Legal deposit

This division holds the responsibility for the accrual of newspapers and publications published in the island.

■ Registration and administration of printing press

Printing presses are governed by the Printing Presses Ordinance and the Printers and Publishers Ordinance. This division handles activities such as registration of printing presses, closure of printing presses, inspection of printing presses, updating and publishing the list of printing presses and taking legal action against printing presses.

1.5.12 Reprography Division (DNA/13)

Records in a physically weak condition and other vital records are copied onto microfilms by this division. In addition, this division handles photography activities at various occasions on behalf of the department and provides extracts from various records using digital cameras to meet the requests of the public.

1.5.13 Maintenance Division (DNA/14)

This division ensures the proper maintenance of the Heating, Ventilation and Air-Conditioning (HVAC) system, Building Maintenance System (BMS), CCTV system, plumbing system etc, which are essential for archives management. Also, all day to day maintenance work of the department is carried out by this division.

1.5.14 Digital Records Division (DNA/15)

This division of the National Archives handles updating the website, updating of software, computer network maintenance, software development for archives management and daily computer-related problems in the department. This division is also responsible for the accrual of digital documents and the proper storage and maintenance of such documents.

1.5.15 Audio-Visual Division (DNA/16)

Audio visual documents such as cinematic films, microfilms, folk songs, audio cassettes, black and white photographs, colour slides etc. are deposited in this division. This division examines and issues audio-visual material to the Research Room for researchers. Among other functions carried out by this division are providing facilities for researchers to listen to rare recordings of folk music and issuing copies of them, issuing digital copies of microfilms and the maintenance of audio-visual equipment. The Audio-Visual Division is also responsible for the preservation and conservation of films deposited in the film archives as per accepted standards.

1.5.16 Library (DNA/17)

Books on archival science and the history of the island are deposited in the Department library. In addition it has books on Political Science, Social Science, Folklore, Culture, Anthropology, Law, Foreign Relations, Literature and various other subjects. This library is maintained for the use of the officers of the Department and for researchers to peruse secondary sources when required together with the use of original documents. The collection of black and white photographs of local and foreign people and various events, and the collection of paper cuttings owned by the Times of Ceylon Limited are deposited at the National Archives. The Horagolla Library which contains a collection of books on various subjects donated by the family of the former Prime Minister S.W.R.D. Bandaranaike is also under this division. Permission from the family of S.W.R.D. Bandaranaike is necessary to access these documents.

1.5.17 Repositories (DNA/19)

The head office of this department has seven repositories and the documents if lined up will extend to 23.5 km. The first group of such records includes documents produced by the Dutch East India Company that controlled the coastal areas of Ceylon between 1640–1796. Other records include documents from British rule from 1796 to 1948, records from after independence in 1948, documents collected by the Historical Manuscripts Commission, private collections and maps.

1.5.18 Kandy Branch (DNA/20/1)

The Kandy Branch of the Department of National Archives is situated in the old courts complex at Hemamali Mawatha inside the high security zone attached to the premises of the Dalada Maligawa. In the year under review there was an National Archives Assistant Director, a Senior Archivist (CuD), three Development Officers and three Office Employees Service persons attached to the Kandy Branch of the Department of National Archives.

Judicial Commission Reports (1815–1833), Reports of the Kandyan Commissioners Council (1815–1833), Kandy Kachcheri Records (1821–1970), Kurunegala Kachcheri Records (1834–1949), Kegalle Kachcheri Records (1833–1952), Matale Kachcheri Records (1891–1971), Praveni Pangu Records of Kandy, Matale, Kegalle and Kurunegala (1870–1872) and Vihara Land Records (1854–1870) are safely deposited in the Kandy Branch.

2 Progress and Future Outlook

2.1 Special programmes and achievements

Celebrating International Archives Week

2.1.1 Coinciding with #IAW2020 International Archives Week in June 2020, the following features on the functions of the National Archives and deposited records were presented through the department's social media accounts on YouTube, Twitter and Facebook in order to draw attention to records, archives and the importance of the archiving profession.

- Selected excerpts from videos on the National Archives and its evolution, the importance of the records, and the National Archives and the Right to Information originally created through the Oral History Preservation Programme of the National Archives in 2017 with the participation of officers and staff of the department as a first step towards preserving the history of the National Archives.
- Selecting rare photographs from the Times Photo Collection deposited in the department and presenting it online with a feature article regarding the collection.
- Presenting a video programme on the preservation of palm leaf manuscripts.
- Presentation of documentary information on the history of epidemics in Sri Lanka during the last 100 years through medical records deposited in the National Archives.

Infrastructure Development

2.1.2 The renovation of the main building of the Department of National Archives, which began last year, and the installation of central air cooling, fire protection and advanced

security systems was completed up to 46% by December 2020. The curfew imposed by the government due to the COVID-19 pandemic caused some delays in construction.

Digital affairs

2.1.3 The division formerly known as the Computer Division was formally reorganised as the Digital Records Division in 2020. Accordingly, the division was entrusted with the tasks and projects of preserving the digital records of the department and the work relating to the website.

2.1.4 Arrangements were made to obtain the necessary technical assistance from the Information and Communication Technology Agency (ICTA) to establish a remote digital mechanism in accordance with Circular No. PS/GPA/Circular/01/2020 of the Presidential Secretariat. Accordingly, discussions have been held with the Information and Communication Technology Agency to identify and draft long-term and short-term digital solutions for the National Archives from May 2020 onwards.

2.1.5 The National Archives was assigned a capacity of 50TB from the Lanka Government Cloud as per the requirement for storing copies of digital records.

2.1.6 Establishment of a Trusted Digital Repository. While priceless archives dating back to 1640 and the legal deposit of all publications, including newspapers published in Sri Lanka from the nineteenth century onwards, are deposited in the Department of National Archives, paper and audio-visual records are accrued on a daily basis. Furthermore, a large number of digital records are being created in Sri Lanka daily. Accordingly, digital materials such as digital publications and records, radio and television broadcasts, websites, e-mail are an essential part of the national memory. Therefore, it is essential to establish a trusted digital repository in the National Archives to ensure the reliability and authenticity of digital documents. The first stage of the project involves the establishment of a digital repository with a capacity of 500 terabytes to ensure the identity, integrity, and quality of digital information in compliance with international standards on digital conservation. The Department of National Archives is working towards the implementation of this project in collaboration with the Information and Communication Technology Agency of Sri Lanka (ICTA), which has authority over information technology development in the state sector in Sri Lanka. The concept paper in this regard was submitted to the National Archives Advisory Council which responded positively to it. Thereafter, the detailed project proposal was

submitted on 2020.11.04 to the Department of National Planning through the Secretary, Ministry of Buddhasasana, Religious and Cultural Affairs.

2.1.7 The primary purpose of a Digital Assets Register (DAR) is the compilation of an systematic report for all digital documents. In addition to digital records management, digital preservation is also a part of this procedure. It includes information about computer data and their file types, the exact location of the digital archives, the estimated value of the data, the capacity, the backup, and the risk level reduction of the record. This standard methodology is used internationally for the protection of digital archives and since 2020 the Sri Lanka National Archives started managing its digital assets by commencing the maintenance of a DAR. Its features include the ability to gather all digital information in one place, minimize risk, provide anyone with a good understanding of the deposited digital records, and the opportunity to use it as a basic search tool.

2.1.8 In November 2020, the line ministry of the National Archives approved the online presentation and free downloading by the public of the images and paper cuttings of the digitised Times Collection.

2.1.9 Under the main theme of “Explore Your Archive”, a detailed village plan from 1780 in Galle excerpted from the Dutch records deposited in the archives under the topic of “Plans”, a series of photographs with the 1948 Independence Square design layout under the title of “Labels”, a letter informing the Rate Rala in 1911 of the celebration of the King's coronation under the title of “Celebrations” and details of the construction of the Victoria Memorial Eye Hospital, Colombo in 1905 with photographs under the topic of “Health” were presented through the Facebook and Twitter social media accounts of the National Archives from 21-29 November 2020.

2.1.10 The maps stored in each repository of the archives were listed and placed in the new cabinets of the maps section established in the new building. The old maps were digitised from the i2S Super Scanner machine purchased in the year 2017 and the digital copy is stored on secure server computers. Furthermore, large-sized records and newspapers deposited in the Archives are being digitised through this machine and issued to the public. The work done by the Map Division in the year 2020 is as follows:

■ Number of maps issued for research	162
■ Number of copies issued	55

■ Number of maps cleaned	148
■ Number of maps digitised	732
■ Number of quality tested maps	197
■ Other (digitized pages of historical records)	2645
■ RBN catalogue OCR (1946 to 1956)	1463 pages
■ Digitised pages for public requests	2270

2.1.11 Among the digitised records, the following documents were digitised and the digital copy was deposited in the Network-attached Storage (NAS) and preserved.

- Silumina newspapers in very poor condition from January to April 1936
- 1/3341 record
- First Book of Ceylon record
- Guide to the Sources of Asian History
- 1766 Treaty
- 1796 captulation document.
- 1815 Treaty
- HMC 5/63/159/19 document
- HMC 5/63/163/19 document
- HMC 5/63/54/03 document
- HMC 5/63/159/50 document
- HMC 5/63/66/01 document.

Work from Home (WFH)

2.1.11 Due to the long periods of curfew imposed as a result of the COVID-19 pandemic situation during the course of the year under review, it was necessary to continue the official duties of the department as best as possible remotely. It was not possible to provide reference

services and certified copies of document extracts to the public as the staff was unable to report to the archives as normal, but when staff was recalled to work on a restricted basis from May onwards, remote services were provided as much as possible.

2.1.12 Officers of the Digital Records Division were especially successful in carrying out their above-mentioned development activities by working from home, and regular inspections of the physical conditions in the repositories during the periods of closure were carried out by officers of the Conservation Division and supervisors of repositories.

2.1.13 Furthermore, the Digital Records Division began a WFH programme for the officers of the department of computerizing the Government Gazette of the Books and Newspapers Registration Division of the years 1935–1956.

Preservation of Audio-Visual Records

2.1.5 Although the digitization of 237 selected movies (positive copies of movies that can be digitised) deposited in the archives in order to preserve and conserve the collection of films (376) acquired from the National Film Corporation was completed by last year, it was necessary to examine some of these digitised films by an expert committee as per the recommendations of the Technical Committee. Therefore, the examination of 75 randomly selected movies was started on 05.03.2020 by a committee with specialised knowledge in this regard. The committee consists of Mr. H. Ravindra Priyanthanal (Sound and Editing Officer) (Actg.), National Film Corporation (Chairman), Mr. K.M.C.P Jayasundara (Technical Administrator), Sri Lanka Rupavahini Corporation (Member) and Mr. M. Nishantha Kulathilake (Assistant Cinematographer) of the Department of Government Information (Member).

Paper Records Conservation

2.1.7 For the preservation of the written heritage of the nation for future generations, the conservation of 06 archival volumes, binding of 53 voters registers, binding of 211 newspapers, binding of 979 food ration books, binding of 10 gazettes and binding of 2297 books were carried out and a records survey in one religious location with important documents was conducted and the conservation of 5,000 published material and 625 palm leaves was carried out in order to further preserve that heritage.

2.1.8 Selected newspapers were microfilmed for the purpose of preserving the information contained in archives in another medium and for the convenience of the public and researchers

who use the archives, as well as to minimise the frequent use of the originals. In the year 2020, 28,325 microfilming exposures were created for the Daily News (01.07.2019 to 31.03.2020) and 4,500 photographs (exposures) were made for public requests and other purposes.

2.1.9 The Kandy branch of the department wrote the index for document numbers 1500-2300 in record group 83 (Police Department), computerised the gazette from 26.08.1994 to 24.12.2009, the newspaper index of the Sunday Divaina supplement and Public Administration and Treasury circulars from 1270-2355. The following indices were also prepared by the Kandy Branch in the year 2020:

- Basic Plan Number Index (Kurunegala / Kandy / Matale / Kegalle)
- Register of Vihara Dewala (Puttalam / Badulla / Matale / Galle / Kegalle)
- Summary note for Jaffna Kachcheri documents
- Newspaper Index – Divaina Badada Athirekeya

Accession of Records

2.1.10 Under the programme of acquiring records in order to fulfil the responsibility of safeguarding national heritage, 164 public records under Section 9(2), 181 private documents under Section 12, and 1646 publications under Section 13(1) of the National Archives Act, totalling 1,991 documents, have been accrued during this year from ministries, departments, statutory boards and courts. In addition, the Confidential Records Division accrued 154 documents of the Secretariat of Peace, 1866 Cabinet Memoranda and Decisions of the Cabinet Office in the year 2005 and 178 documents from the Presidential Commission of Inquiry to investigate and Report Alleged Misconduct, Disorders and Irregularities against E.T.I Finance Limited. Furthermore, the Kandy Branch has accrued 04 Praveni registers from the Matale District Secretariat under record group 34.

Recruitment and promotions

2.1.11 A victory for the department this year was the granting of appointments by the Public Service Commission by its approval dated 10.08.2020 to the departmental posts of National

Archives Assistant Director which have been vacant for nearly 10 years, to four out of the six officers who participated in the interview conducted on 20.09.2019 under the merit stream.

2.1.12 Approval was obtained from the Department of Management Services on 25.09.2020 to recruit for the vacant posts of departmental officers, namely 45 Archival Officers, 22 Archival Conservators, 06 Archival Reprographers and 07 Audio Visual Records Conservators after allocating provisions in the year 2021. Furthermore, approval for recruitment to all approved cadre posts with approved schemes of recruitment was granted by Management Services Circular no. 02/2020 dated 2020.10.26.

2.2 Future goals

2.2.1 Recruiting 45 Archival Officers, 22 Archival Conservators, 06 Archival Reprographers and 07 Audio Visual Records Conservators in the year 2021.

2.2.2 As a strategy to develop the skills required for the preservation of evidential records for the preservation of cultural heritage and bequeathing it to future generations, registration of the Department of National Archives as an NVQ certifying institution to grant NVQ level 06 Audio-Visual and Paper Conservation courses for officers to be recruited to the two-year training grade of the Sri Lanka Technological Service and thereafter opening up the training course for external candidates.

2.2.3 Due to the outbreak of the COVID-19 pandemic and the lack of required approval for recruitment, many programmes planned for 2020 could not be commenced. Accordingly, the following special functions were carried forward into the coming year.

- Revamping of the website to make it possible to download information available from the department to facilitate access to information as a contribution towards the creation of an information society.

- Accruing digital copies of the Gazette, Acts and Bills of Parliament and Hansard as well as providing online access to a computerised collection of indices in order to assist in creating a technology-based society that uses digital records.

- After recruiting Archival Officers, initiating the writing of summaries of record groups following international standards after providing a formal training for the purpose.

2.3 Challenges

2.3.1 Even though the renovation of the main building of the Department of National Archives and installation of central air cooling, fire protection and advanced security systems was scheduled to be completed by December 2020, only about 46% of the work was completed by the end of 2020 due to the COVID-19 pandemic.

2.3.2 The work at the Department of National Archives for the online presentation of the computerized indices had to be paused due to the non-approval of payment of allowances for the future activities of the project.

2.3.3 The department currently employs about 133 out of the 284 approved cadre. Eight out of nine senior level officer vacancies are of professional officers. Twelve out of fourteen tertiary level vacancies and 103 out of 114 secondary level vacancies are of professional officers. The current shortage of professional officers has a severe adverse effect on records management as well as archives management and conservation. It is this acute shortage of professional officers that in many cases causes delays in the task of providing extracts from documents to the public.

2.3.4 At present, the National Archives has only one branch in the Central Province in Kandy. The network of branches should be expanded in order to facilitate the storage of records of public institutions that are yet to deposit their records at the National Archives, and to enable the public to obtain the services of the department more easily.



Dr. Nadeera Rupesinghe
Director General National Archives

3 Overall Financial Performance

The overall financial performance for the year ended 31.12.2020 is given below.

3.1 Statement of Financial Performance

		ACA-F		
Statement of Financial Performance for the period ended 31 st December 2020				
Budget 2020	Note	Actual		
		2020	2019	
-	Revenue Receipts	-	-	
-	Income Tax	1	-	
-	Taxes on Domestic Goods & Services	2	-	} ACA-I
-	Taxes on International Trade	3	-	
-	Non Tax Revenue & Others	4	-	
-	Total Revenue Receipts (A)	-	-	
-	Non Revenue Receipts	-	-	
-	Treasury Imprests	214,724,000	357,902,000	ACA-3
-	Deposits	13,185,974	2,812,451	ACA-4
-	Advance Accounts	7,231,949	7,741,419	ACA-5/5(a)/5(b)
-	Other Receipts	10,708,081	10,140,263	
-	Total Non Revenue Receipts (B)	245,850,004	378,596,133	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)	245,850,004	378,596,133	
	Less: Expenditure			
-	Recurrent Expenditure	-	-	
83,100,000.00	Wages, Salaries & Other Employment Benefits	5	74,289,012	} ACA-2(ii)
52,450,000.00	Other Goods & Services	6	42,942,476	
300,000.00	Subsidies, Grants and Transfers	7	387,691	
-	Interest Payments	8	-	
-	Other Recurrent Expenditure	9	-	
135,850,000.00	Total Recurrent Expenditure (D)	117,619,179	127,001,054	
	Capital Expenditure			
138,750,000.00	Rehabilitation & Improvement of Capital Assets	10	98,157,428	} ACA-2(ii)
6,050,000.00	Acquisition of Capital Assets	11	3,950,383	
-	Capital Transfers	12	-	
-	Acquisition of Financial Assets	13	-	
850,000.00	Capacity Building	14	2,000	
15,050,000.00	Other Capital Expenditure	15	10,712,500	
160,700,000.00	Total Capital Expenditure (E)	112,822,311	240,075,951	
	Main Ledger Expenditure (F)	14,289,880	9,548,714	
	Deposit Payments	8,581,680	480,085	ACA-4
	Advance Payments	5,708,200	9,068,629	ACA-5/5(a)/5(b)
-	Total Expenditure G = (D+E+F)	244,731,370	376,625,719	
-	Imprest Balance as at 31 st December 2019 II = (C-G)	1,118,634	1,970,414	

3.2 Statement of Financial Position


ACA-P

**Statement of Financial Position
As at 31st December 2020**

	Note	Actual	
		2020 ₹.	2019 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	197,947,235	193,996,852
Financial Assets			
Advance Accounts	ACA-5/5(a)	18,114,012	18,932,678
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		216,061,248	212,929,530
Net Assets / Equity			
Net Worth to Treasury		1,355,361	6,510,447
Property, Plant & Equipment Reserve		197,947,235	193,996,852
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	16,758,650.98	12,154,357
Imprest Balance	ACA-3		267,874
Total Liabilities		216,061,248	212,929,530

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 01 to 61 and Notes to accounts presented in pages from 62 to 70 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 :


 Accounting Officer
 Name :
 Designation :
 Date : 2021.02.25


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

Deshabandu Prof. Kapila Gunawardana
 Secretary
 Ministry of Buddhasasana, Religious and
 Cultural Affairs
 No. 135, "Dahampaya",
 Srinath Amagarika Dharmapala Mawatha,
 Colombo 07.

DR. NADEERA RUPESINGHE
 DIRECTOR GENERAL NATIONAL ARCHIVES
 DEPARTMENT OF NATIONAL ARCHIVES
 No. 07, PHILIP GUNAWARDANA MAWATHA,
 COLOMBO 07, SRI LANKA.

A.T. Iresha
 Accountant
 Department Of National Archive
 No.07, Philip Gunawardene Mawatha,
 Colombo 07.

3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows
for the Period ended 31st December 2020

	2020 ₹.	Actual 2019 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	2,596,096	6,470,228
Revenue Collected for the Other Heads	-	-
Imprest Received	214,724,000	357,902,000
Total Cash generated from Operations (a)	217,320,096	364,372,228
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	111,765,947	119,922,987
Subsidies & Transfer Payments	387,691	803,700
Expenditure on Other Heads	429,542	1,475,873
Imprest Settlement to Treasury	267,874	-
Total Cash disbursed for Operations (b)	112,851,054	122,202,560
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	104,469,042	242,169,667
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	458,625	49,366
Total Cash generated from Investing Activities (d)	458,625	49,366
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	98,605,805	236,097,781
Advance Payments	2,612,771	6,155,093
Total Cash disbursed for Investing Activities (e)	101,218,576	242,252,874
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	(100,759,951)	(242,203,508)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	3,709,091	(33,840)
Cash Flows from Financing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	103,219	273,000
Total Cash generated from Financing Activities (h)	103,219	273,000
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	3,812,310	239,160
Total Cash disbursed for Financing Activities (i)	3,812,310	239,160
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	(3,709,091)	33,840
Net Movement in Cash (k) = (g) -(i)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.5 Notes to the Financial Statements - Not Relevant

3.6 Performance of Revenue Collection

Rs. ,000

Revenue Code	Description of Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	As % of Final Revenue Estimate
Nil	Nil	Nil	Nil	Nil	Nil

3.7 Performance of Utilisation of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
	Original	Final		
Recurrent	135,850	135,850	117,619	86.58%
Capital	160,700	160,700	112,823	70.20%

3.8 In terms of F.R. 208 grant of allocations for expenditure as an agent of the other Ministries/ Departments

Rs. ,000

Serial No.	Allocation Received from which Ministry /Department	Purpose of Allocation	Allocation		Actual Expenditure	Allocation Utilisation as a % of Final Allocation
			Original	Original		
253	Department of Pensions	Settlement of Debt Balance of Retired Persons of the Department	---	229	229	100%

3.9 Performance of 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 %
9151	Building and Structures	----	----	----	----
9152	Machinery and Equipment	----	197,947	----	2.03%
9153	Land	----	----	----	----
9154	Intangible Assets	----	----	----	----
9155	Biological Assets	----	----	----	----
9160	Work in Progress	----	----	----	----
9180	Lease Assets	----	----	----	----

3.10 Auditor General's Report

Please see Annex 02

4 Performance Indicators

4.1. Performance indicators (Based on Action Plan)

Specific Indicators	Actual output as a percentage (%) of the expected output		
	100% - 90%	75% - 89%	50% - 74%
Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems			√
Archival Management Project		√	
Computerization of Indices at the Department of National Archives			√
Digitization of Film Collection of the Department of National Archives	√		

5 Performance of achieving Sustainable Development Goals

5.1 The main function of the Department of National Archives is to systematically manage and preserve documentary heritage, and the programmes / projects implemented by the department are in accordance with the following sustainable development goals

5.1.1 The National Archives contributes to equitable quality education under Goal No. 4 by providing information to researchers and students, maintaining research rooms for the public to develop knowledge and skills, and preserving and conserving cultural heritage.

5.1.2 The National Archives has the potential to assist in building resilient infrastructure, promoting inclusive and sustainable industrialization, and fostering innovation under Goal No. 9 by providing a reliable source and online access to information and data, providing the services of trained records managers, archivists and conservators, providing access facilities to digital information, and through ensuring trust and accountability of the government from formal records management.

5.1.3 Through providing a reliable source for factual information, ensuring trust and accountability to the government, and through improving service delivery with timely, quality information, the National Archives contributes to Goal No. 11.4 to strengthen efforts to protect and safeguard the world's cultural and natural heritage.

5.1.4 The National Archives contributes to developing effective, accountable and transparent institutions at all levels under Goal No. 16.6 and to ensuring public access to information and protecting fundamental freedoms in accordance with national legislation and international agreements under Goal No. 16.10 by providing equitable access to information about society, evidence of government decision making, identity, confirmation of rights and entitlements, and through the formalisation of records management.

Goal/Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0% - 49%	50% - 74%	75% - 100%
<u>Main Objective</u> Systematic Management of documentary heritage. Preserving cultural heritage and bequeathing it to future generations	Renovating Main Office Building & Installing Central Air Cooling, Fire Protection & Advanced Security Systems	Properly renovated archives building	√		
	Archival Management Project	Obtaining Quality Document storage Boxes and Preservation Equipment		√	
	Computerization and preparation database of indices at the National Archives	Online access to the indices	√		
	Preservation and conservation of the film collection of the National Archives	Formally preserved collection of films.			√

5.2 Achievements and challenges under the Sustainable Development Goals

5.2.1 Achievements under the Sustainable Development Goals.

- Awareness of all divisions and officers of the department about the identified Sustainable Development Goals and Objectives are in line with the role and functional programmes of the department and including further work to be done in action plans for the coming years and their implementation.

5.2.2 Challenges of the Sustainable Development Goals

- As in the year 2019, there are still a large number of vacancies of professional officers in the Department and it has become a great challenge to maintain professional activities in an appropriate manner.
- Due to the COVID-19 pandemic throughout this year, many of the planned programmes could not be launched and initiated programmes could not reach their targets as planned.
- The need to enhance social understanding regarding the essential function of expanding access to information in the records of the National Archives under the Sustainable Development Goals.

6 Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies/ (Excess)**
Senior	16	07	09
Tertiary	20	06	14
Secondary	162	48	114
Primary	86	72	14
Total	284	133	151

6.2 How the shortage in human resources has affected performance

By the end of the year 2020, there was an increase in the number of vacancies for departmental professional officers as compared to the beginning of the year, but there was no opportunity to recruit to those posts. Due to the considerable shortage of staff at the senior, tertiary and secondary levels, the department is currently facing many difficulties. At present it is extremely difficult to maintain the records survey and records accession process which is the main function of the department with about 46% of the total cadre. Although the Ministry of Public Administration and the Department of Management Services were informed to expedite the recruitment process, all recruitments were delayed due to the pandemic situation in the country.

6.3 Human Resource Development

Name of the Programme	No. of Staff trained	Duration	Total investment (Rs.)		Nature of programme (Local / Foreign)	Output /Knowledge gained
			Local	Foreign		
Film Preservation & Restoration Workshop India 2020 by FIAF/ Film Heritage Foundation (India)	08	2020.09.02 – 2020.09.11	--	--	Foreign (Online platform)	Enhancing subject knowledge
Novice to Know-How: Digital Preservation Skills for Beginners by Digital Preservation Coalition	01	2020.12.01 – 2020.12.29	--	--	Foreign (Online platform)	Enhancing subject knowledge

6.4 How training programmes contribute to the performance of the National Archives

6.4.1 At the beginning of the year 2020, training programmes were planned in line with the Human Resource Plan with the aim of providing skills to the departmental officers and staff of the Combined Services to carry out their daily duties in an efficient and systematic manner, but due to the COVID-19 pandemic situation prevailing throughout the year 2020, such programmes could not be implemented.

6.4.2 Although it is essential to provide specialized foreign training to departmental officers, it was possible to participate in only two online training programmes .

7 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	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 (FR445)			
2.1	Maintenance and updating of fixed assets register in terms of Public Administration Circular 267/2018	Complied		
2.2	Maintenance and updating of personal emoluments register/ personal emoluments cards	Complied		
2.3	Maintenance and updating of Register of Audit queries	Complied		
2.4	Maintenance and updating of Register of Internal Audit reports	Complied		

2.5	Preparation and submission of all monthly account summaries (CIGAS) to Treasury on due date	Complied		
2.6	Maintenance and updating of register for cheques and money orders	Complied		
2.7	Maintenance and updating of inventory register	Complied		
2.8	Maintenance and updating of Stocks Register	Complied		
2.9	Maintenance and updating of Register of Losses	Complied		
2.10	Maintenance and updating of Commitment Register	Complied		
2.11	Maintenance and updating of Register of Counterfoil Books (GA – N20)	Complied		
3	Delegation of functions for financial control (FR 135)			
3.1	Delegation of financial authority within institute	Complied		
3.2	Communication of delegation of financial authority within the institute	Complied		
3.3	Delegation of authority in such manner so as to pass each transaction through two or more officers	Complied		
3.4	Adherence of controls 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	Preparation of annual action plan	Complied		
4.2	Preparation of annual procurement plan	Complied		

4.3	Preparation of Annual Internal Audit plan	Complied		
4.4	Preparation and submission of annual estimate to NBD on due date	Complied		
4.5	Submission of annual cash flow to TOD on time	Complied		
5	Audit queries			
5.1	Response to all audit queries within the time specified by the Auditor General	Complied		
6	Internal Audit			
6.1	Preparation of internal audit plan at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		
6.2	Response to all internal audit reports within one month	Complied		
6.3	Submission of copies of all internal audit reports to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	Complied		
6.4	Submission of all copies of internal audit reports to the Auditor General in terms of Financial Regulation 134(3)	Complied		
7	Audit and Management Committee			
7.1	Holding a minimum of 04 meetings of Audit and Management Committee during the year as per the DMA Circular 1-2019	Not Complied	Due to the prevailing COVID-19 pandemic situation, only two committee meetings could be held	Holding at least 04 Audit and Management Committee meetings in the coming year
8	Asset Management			

8.1	Submission of information about purchases of assets and disposals to the Comptroller General's Office in terms of paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	Appointment of a suitable liaison officer to coordinate the implementation of the provisions of the circular and sending of details of the nominated officer to the Comptroller General's Office in terms of paragraph 13 of the aforesaid circular	Complied		
8.3	Conduct of boards of survey and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No.05/2016	Complied		
8.4	Dealing with excesses, deficits and other recommendations that were disclosed through the board of survey during the period specified in the circular	Complied		
8.5	Disposal of condemned articles carried out in terms of FR 772	Complied		
9	Vehicle Management			
9.1	Preparation and submission of daily running charts and monthly summaries of the pool vehicles to the Auditor General on due date	Complied		
9.2	Disposal of condemned vehicles within a period of less than 6 months after condemnation	Not Relevant	No any condemned vehicles	
9.3	Maintenance and updating of vehicle logbooks	Complied		
9.4	Action in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		

9.5	Retesting of fuel consumption of vehicles in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Complied		
9.6	Transfer of absolute ownership of leased vehicle log books after the lease term	Complied		
10	Management of Bank Accounts			
10.1	Preparation, certification and submission for audit of Bank reconciliation statements by due date	Complied		
10.2	Settlement of dormant accounts that had existed in the year under review or from previous years	Complied		
10.3	Action in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and settlement of those balances within a month	Complied		
11	Utilisation of Provisions			
11.1	Expenditure of allocated provisions without exceeding the limit	Complied		
11.2	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	Compliance with limits	Complied		
12.2	Time analysis on the loans in arrears	Complied		
12.3	Settlement of loan balances in arrears for over one year	Complied		

13	General Deposit Account			
13.1	Action as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	Maintenance and updating of control register for general deposits	Complied		
14	Imprest Account			
14.1	Remittance of balance in the cash book at the end of the year under review to TOD	Complied		
14.2	Settlement of ad-hoc sub imprests issued as per F.R. 371 within one month of completion of the task	Complied		
14.3	Ad-hoc sub imprests were issued not exceeding the limit approved as per F.R. 371	Complied		
14.4	Reconciliation of balance of the imprest account with the Treasury books monthly	Complied		
15	Revenue Account			
15.1	Refunds from the revenue in terms of regulations	Not Relevant		
15.2	Crediting of revenue collection directly to revenue account without crediting to deposit account	Not Relevant		
15.3	Forwarding of returns of arrears of revenue to Auditor General in terms of FR 176	Not Relevant		
16	Human Resource Management			
16.1	Payment to staff within the approved cadre	Complied		
16.2	Issuing of duty list in writing to all members of the staff	Complied		
16.3	Submission of all reports to MSD in terms of their circular No. 04/2017 dated 20.09.2017	Complied		

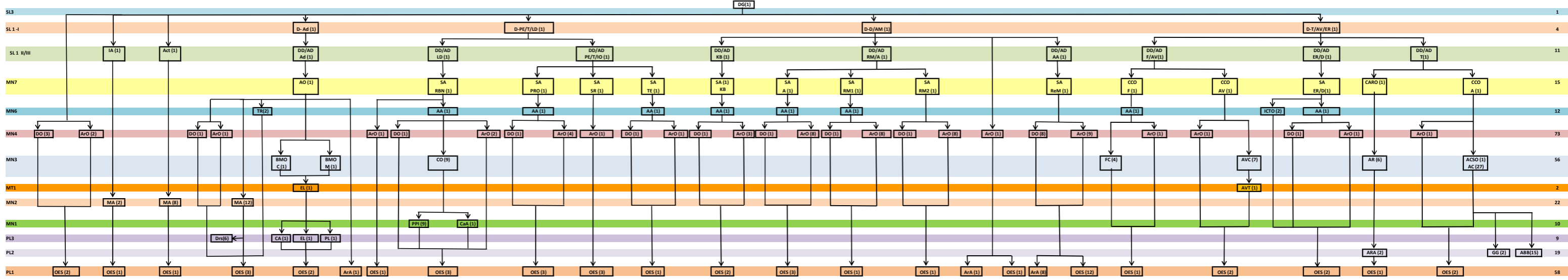
17	Provision of information to the public			
17.1	Appointment of information officer and maintenance and updating of register of information in terms of Right to Information Act and Regulations	Complied		
17.2	Provision of information about the institution via the website to the public, and facilitation of the publication of appreciations / complaints regarding the institution by the public via the website or alternative measures	Complied		
17.3	Submission of bi-annual and annual reports as per section 08 and 10 of the RTI Act	Complied		
18	Implementing citizens charter			
18.1	Formulation and implementation of a citizens charter/ citizens client's charter in terms of circular number 05/2008 and 05/2018(1) of the Ministry of Public Administration and Management	Not Complied	Failure to formulate a citizens charter/ citizens client's charter.	Arrangements have been made to organise a workshop for the staff officers of the department to prepare the citizens charter/ citizens client's charter.
18.2	Formulation of a methodology in order to supervise and assess the formulation and the implementation of citizens charter / citizens client's charter as per paragraph 2.3 of the said circular	Not Complied	Lack of preparation of a methodology	
19	Preparation of the Human Resource Plan			
19.1	Preparation of a human resource plan in terms of the format in Annex 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		

19.2	Ensuring a minimum training opportunity of not less than 12 hours per year for each member of the staff in the aforesaid Human Resource Plan	Not Complied	Inability to provide training opportunities to staff members due to the prevailing COVID-19 pandemic	Ensuring training opportunities in the coming year in the above HR Plan
19.3	Signing of annual performance agreements for the entire staff based on the format in Annex 01 of the aforesaid circular	Not Complied	Failure to sign annual performance agreements.	Sign annual performance agreements for the year 2021.
19.4	Appointment of a senior officer for the responsibility of preparing the human resource development plan, organising capacity building programmes and conducting skill development programmes as per paragraph No.6.5 of the aforesaid circular	Complied		
20	Responses Audit Paras			
20.1	Rectification of shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years	Complied		

අමුණුම 01 / இணைப்பு 01 / Annex 01

සංවිධාන සටහන / நிறுவனக் கட்டமைப்பு / Organisational Chart

Organizational Structure -Department of National Archives



SL 3	DG	Director General	DD/AD-RM/A	Deputy Director /Assistant Director (Records Management & Accessions)	SA-A	Senior Archivist (Accession)	AA	Assistant Archivist	MT1	EL	Electrician	
SL 1	D-Ad	Director (Administration)	DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM1	Senior Archivist - (Records Management 1)	ICTO	Information & Communication Technology Officer	MN2	AVT	Audio Visual Technician	
	D-PE/T/LD	Director (Public Engagement, Training, Legal Deposit)	DD/AD-AA	Deputy Director /Assistant Director (Archival Administration)	SA-RM2	Senior Archivist (Records Management 2)	MN4	DO	Development Officer	MN1	MA	Management Assistant
	D-D/AM	Director (Development & Archival Management)	DD/AD-F/AV	Deputy Director /Assistant Director (Films & Audio Visual)	SA-RE	Senior Archivist (Repository Management)	MN3	ArO	Archival Officer		PPI	Printing Press Inspector
	D-T/AV/ER	Director (Technical, Audio Visual & Electronic Records)	DD/AD-ER/D	Deputy Director /Assistant Director (Electronic Records & Digitization)	SA-ER/D	Senior Archivist (Electronic Records & Digitization)		BMO-C	Building Maintenance Officer (Civil)	PL3	CA	Cataloguing Assistant
	DD/AD Ad	Deputy Director/Assistant Director (Administration)	DD/AD-ER/D	Deputy Director /Assistant Director (Electronic Records & Digitization)	SA-RE	Senior Archivist (Repository Management)		BMO-M	Building Maintenance Officer (Mechanical)		Ca	Drivers
	IA	Internal Auditor	DD/AD-T	Deputy Director /Assistant Director (Technical)	SA-ER/D	Senior Archivist (Electronic Records & Digitization)					PL	Plumber
	Act	Accountant	MN7	Administrative Officer	CCO-F	Chief Conservation Officer (Films)				PL2	EL	Electrician
	DD/AD-LD	Deputy Director / Assistant Director (Legal Deposit)	AO	Administrative Officer	CCO-AV	Chief Conservation Officer (Audio Visual)					ARA	Archival Reprography Assistant
	DD/AD-PE/T/O	Deputy Director /Assistant Director (Public Engagement, Training, Information Officer)	SA-RBN	Senior Archivist (RBN)	CCO-A	Chief Conservation Officer (Archives)					GG	Guid Guide
	DD/AD-KB	Deputy Director /Assistant Director (Kandy Branch)	SA-PRO	Senior Archivist (PRO)	CARO	Chief Archival Reprography Officer					ABB	Archival & Book Binder
			SA-SR	Senior Archivist (SR)							ARA	Archival Assistant
			SA-TE	Senior Archivist (Training & Education)							OES	Office Employee Service
			SA-KB	Senior Archivist (Kandy Branch)	MN6	TR	Translator					

ඇමුණුම 02 / இணைப்பு 02 / Annex 02

විගණකාධිපතිවරයාගේ වාර්තාව / கணக்காய்வாளர் அறிக்கையின்
அறிக்கை / Auditor General's Report



ජාතික විගණන කාර්යාලය
தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE

12



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මගේ අංකය
எனது இல.
My No.

CAS/C/DNA/19/2020/FA

ඔබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2021 මැයි 12 දින

ගණන්දීමේ නිලධාරී

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුව



2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව
 ශීර්ෂය 209 - ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුව සඳහා වන විස්තරාත්මක කළමනාකරණ
 විගණන වාර්තාව - 2020 වර්ෂය

යටෝක්ත විගණන වාර්තාව මේ සමඟ එවා ඇත.

- 02. ජාතික විගණන පනතේ 39(1) උප වගන්තියේ සඳහන් විධිවිධාන අනුව කටයුතු කර මෙම වාර්තාවේ දින සිට මාස 03 ක් ඇතුළත යෝජනා කරනු ලබන ප්‍රතිකර්ම ක්‍රියාමාර්ග හෝ සැලැකිල්ලට ගත් ක්‍රියාමාර්ග පිළිබඳව මා වෙතද, භාණ්ඩාගාරයේ ලේකම්වරයා වෙත හා අදාළ අමාත්‍යවරයාට දැනුම් දිය යුතුය.
- 03. පනතේ 39(2) උප වගන්තිය ප්‍රකාරව මෙම වාර්තාවේ ඇතුළත් මා විසින් පෙන්වා දී ඇති යම් ක්‍රියාමාර්ගයක් හෝ කරුණක් පිළිබඳව ක්‍රියාත්මක කිරීමේ හෝ නොහැකිවීමේ හේතු තිබේනම් ඒ බවද මා වෙත දන්වා එවන මෙන් කාරුණිකව දන්වමි.

එච්.පී.සරත්
 සහකාර විගණකාධිපති
 විගණකාධිපති වෙනුවට.

(Handwritten Signature)
 ලේකම්



- පිටපත් 1. ලේකම්- බුද්ධිශාසන, ආගමික හා සංස්කෘතික කටයුතු අමාත්‍යාංශය
- 2. ලේකම්- මුදල් අමාත්‍යාංශය



ජාතික විගණන කාර්යාලය

தேசிய கணக்காய்வு அலுவலகம்

NATIONAL AUDIT OFFICE



මගේ අංකය
எனது இல.
My No.

CAS/C/DNA/19/2020/FA

මබේ අංකය
உமது இல.
Your No.

දිනය
திகதி
Date

2021 මැයි 12 දින

ගණන්දීමේ නිලධාරී

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුව

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව වාර්ෂික විස්තරාත්මක කළමනාකරණ විගණන වාර්තාව

ජාතික ලේඛනාරක්ෂක දෙපාර්තමේන්තුවේ 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 ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(2) වගන්තිය ප්‍රකාරව වූ මෙම වාර්තාව නිකුත් කරනු ලබන අතර ගණන්දීමේ නිලධාරී විසින් ජාතික විගණන පනතේ 39 වන වගන්තියේ සඳහන් විධිවිධාන අනුව කටයුතු කර මෙම වාර්තාවේ දින සිට මාස 03 ක් ඇතුළත යෝජනා කරනු ලබන ප්‍රතිකර්ම ක්‍රියාමාර්ග හෝ සැලැකිල්ලට ගත් ක්‍රියාමාර්ග පිළිබඳව මා වෙත වාර්තා කළ යුතුය. මෙම වාර්තාවේ පෙන්වා දී ඇති යම් ක්‍රියාමාර්ගයක් හෝ කරුණක් පිළිබඳව ක්‍රියාත්මක කිරීමේ හෝ නොහැකිවීමේ හේතු තිබෙනම් ඒ බවද මා වෙත දන්වා එවිය යුතුය.





1.2 මූල්‍ය ප්‍රකාශන පිළිබඳ අදහස් දැක්වීම

1.2.1 ගිණුම්කරණ අඩුපාඩු

(අ) පුනරාවර්තන වියදම්

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
<p>සමාලෝචිත වර්ෂයේ මූල්‍ය ප්‍රකාශනවල වැඩසටහන් අනුව වියදම් ප්‍රකාශනයේ (ඒපීඒ - 2 (i)) සහනාධාර පොළී සහ මාරු කිරීම් වල ඇස්තමේන්තුගත ශුද්ධ ප්‍රතිපාදනය සහ තත්‍ය වියදම් එකතුව පිළිවෙලින් රු.1,038,000 ක් සහ රු.888,838 ක් වුවත්, මූල්‍ය කාර්යසාධන ප්‍රකාශනයේ සටහන අංක 07 හි එම අගයන් පිළිවෙලින් රු.300,000 ක් සහ රු.387,691 ක් ලෙස සටහන් කිරීම නිසා එම අගයන් පිළිවෙලින් රු.738,000 ක් සහ රු.501,147 ක් අඩුවෙන් මූල්‍ය කාර්යසාධන ප්‍රකාශනයේ සටහන් කර තිබුණි.</p>	<p>මූල්‍ය ප්‍රකාශන විගණනයට ඉදිරිපත් කිරීමට පෙර යතුරු ලියන දෝෂ පවතීද යන්න පරීක්ෂා කර වැරදි නිවැරදි කර ගිණුම් විගණනයට ඉදිරිපත් කළ යුතු වීම.</p>	<p>මුද්‍රණ දෝෂයකින් සටහන් අංක 05 යටතේ ඇතුළත්ව ඇති අතර, එම හේතුවෙන් මූල්‍ය කාර්යසාධන ප්‍රකාශනයේ සමස්ත පුනරාවර්තන වියදම් කෙරෙහි කිසිදු ආකාරයකින් ලාභ බලපෑමක් සිදුවී නොමැත.</p>



(ආ) රජයේ නිලධාරීන්ට අත්තිකාරම් ගිණුම පිළිබඳ සැසඳුම් ප්‍රකාශය .

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
<p>(i) රජයේ නිලධාරීන්ගේ අත්තිකාරම් “බී” ගිණුමේ සැසඳුම් ප්‍රකාශය අනුව 2020 දෙසැම්බර් 31 දිනට හිඟ ණය ශේෂ එකතුව රු.17,672,837 ක් වූ අතර, එදිනට මූල්‍ය තත්ත්වය පිළිබඳ ප්‍රකාශය අනුව එම ශේෂ එකතුව රු.18,114,012 ක් විය. ඒ අනුව එම ශේෂයන් අතර රු.441,175 ක වෙනසක් නිරීක්ෂණය විය.</p>	<p>අදාළ ගැලපීම් සිදු කර මූල්‍ය ප්‍රකාශනවල දැක්විය යුතු වීම.</p>	<p>අනපසුචිතකින් ගැලපීම් කර මූල්‍ය වාර්තාවේ දක්වා නොමැත.</p>
<p>(ii) 2020 වර්ෂයේ රජයේ නිලධාරීන්ගේ අත්තිකාරම් “බී” ගිණුමට අදාළ සැසඳුම් ප්‍රකාශයේ සහ සාමාජික ණය ලේඛනයේ ආරම්භක ණය ශේෂ සටහන් කිරීමේදී සේවකයින් 08 දෙනෙකුට අදාළව එකතුව රු.1,151,143 ක් වූ මුළු ණය ශේෂයන් 2020 වර්ෂයේ ආරම්භක ණය ශේෂ ලෙස සටහන් කිරීමේදී එකතුව රු.1,339,979 ක් ලෙස සටහන් කිරීම නිසා රු.188,836 ක වෙනසක් නිරීක්ෂණය විය.</p>	<p>ආයතනය සාමාජික ණය ලේඛන නිසි පරිදි පවත්වාගෙන ගොස් නිවැරදිව ඒකිනෙක සේවක ණය ශේෂ පිළිබඳව ලේඛන නඩත්තු කළ යුතු වීම.</p>	<p>2019 ගිණුම් ශේෂ සකස් කිරීමේදී වෙනසක් තිබූ බව පිළිගනීම්. 2020 ගිණුම් නිවැරදි කිරීමට කටයුතු කිරීම නිසා මෙම තත්ත්වය වී ඇත.</p>
<p>(iii) දෙපාර්තමේන්තුවේ ස්ථාන මාරුවී ගිය නිලධාරීන්ගෙන් 2020 දෙසැම්බර් 31 දිනට අයවිය යුතු ණය ශේෂ එකතුව රු.243,816 ක් 2020 අගෝස්තු 28 දින සහ අංක</p>	<p>මෙම හිඟ ණය ශේෂ අයකර ගැනීමට කටයුතු කළ යුතු වීම.</p>	<p>සිහිකැඳවීම් කර අයකර ගැනීමට හෝ වක්‍රලේඛ අනුව කටයුතු කිරීමට අපේක්ෂිතය.</p>



01/2020 දරන රාජ්‍ය මුදල්
 වක්‍රලේඛය සහ මාර්ගෝපදේශ
 අංක 01 ප්‍රකාරව නිරවුල් කර
 ගැනීමට කටයුතු කර නොතිබුණි.

- (iv) 2020 වර්ෂයේදී ස්ථාන මාරුවී ගිය මෙම හිඟ ණය ශේෂ ස්ථාන මාරුවී ගිය සේවක ණය සේවක ණය ශේෂ ශීර්ෂ අතර අයකරගෙන නිරවුල් කළ යුතු ශේෂ හඳුනා ගැනීමේදී වරදක් සිදු වී මාරු කිරීමේදී ණය ශේෂ නිවැරදිව වීම. ඇත. මාරු සටහන් මඟින් නිවැරදි හඳුනාගෙන මාරු නොකිරීම නිසා, කිරීමට කටයුතු කරමි. එකතුව රු.120,202 ක නිරවුල් නොකළ හිඟ ණය ශේෂ පැවතුණි.

(ඇ) තැන්පතු

පහත සඳහන් අඩුපාඩු අනාවරණය විය.

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
(i) 2018 වර්ෂය තුළ පොදු තැන්පත් ගිණුමේ තැන්පත් කළ එකතු වටිනාකම රු.569,562 ක් වූ කල් ඉක්බිදී වූ තැන්පතු සම්බන්ධයෙන් මුදල් රෙගුලාසි 570 සහ 571 අනුව කටයුතු කර නොතිබුණි.	මුදල් රෙගුලාසි ප්‍රකාරව ක්‍රියා කළ යුතු වීම.	මෙම ගෙවීම් 02 ක් නිරවුල් කර ඇති අතර, ඉතිරි තැන්පතු නිරවුල් කිරීම මුදල් රෙගුලාසි 571 අනුව කටයුතු කරමි.
(ii) 2016 අප්‍රේල් 11 දිනැති අංක 249/2016 දරන රාජ්‍ය ගිණුම් අධ්‍යක්ෂ ජනරාල්ගේ වක්‍රලේඛය ප්‍රකාරව භාණ්ඩාගාර පොදු තැන්පත් ගිණුමේ ශේෂ සැසඳුම් ප්‍රකාශය සමඟ කාල විශ්ලේෂණ වාර්තාවක් සකස් කර භාණ්ඩාගාරයට යැවිය යුතු වුවත්, 2020 දෙසැම්බර් 31 දිනට එම වාර්තාව යැවීමට කටයුතු කර නොතිබුණි.	වාර්තාව යැවූ බව සඳහන් කළද, විගණන අංශය වෙත ඉදිරිපත් කළ යුතු වීම.	අදාළ වාර්තා යවා ඇත.



(ඇ) දේපල පිරිසිදු කිරීම හා උපකරණ

පහත සඳහන් අඩුපාඩු අනාවරණය විය.

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
<p>(i) දෙපාර්තමේන්තුවේ ප්‍රධාන කාර්යාලය පිහිටි නව සහ පැරණි ගොඩනැගිලි, මහනුවර පිහිටි ගොඩනැගිල්ල, පැරණි ආපනශාලා ගොඩනැගිල්ල සහ එහි ස්ථාපනය කර ඇති මධ්‍යම ව්‍යුහය සම්බන්ධ පද්ධතිය ඇතුළු සියළු මූල්‍ය නොවන වත්කම් මූල්‍ය ප්‍රකාශනවල දේපල පිරිසිදු කිරීම හා උපකරණ යටතේ තක්සේරු කර ගිණුම්ගත කර නොතිබුණි.</p>	<p>දේපල පවරාගෙන තක්සේරු කර ගිණුම්ගත කළ යුතුවීම.</p>	<p>ඉඩමේ අයිතිය ලබා ගැනීම සඳහා ප්‍රාදේශීය ලේකම් වෙත ඉල්ලීම් කර ඇත. දේපල පවරාගෙන තක්සේරු කර ගිණුම්ගත කිරීමට අපේක්ෂා කරමි.</p>
<p>(ii) සමාලෝචිත වර්ෂයේ මූල්‍ය තත්ත්ව ප්‍රකාශයේ මූල්‍ය නොවන වත්කම් වල ශේෂ සටහන් කිරීමේදී එකතුව රු.5,164,870 ක් වූ ඉදිකිරීම් උපකරණ වටිනාකම කාර්මික හා නිෂ්පාදන උපකරණ ලෙසත්, එකතුව රු.446,229 ක් වූ විකාශන උපකරණ වටිනාකම ඉදිකිරීම් උපකරණ වටිනාකම ලෙසත්, විකාශන උපකරණ සඳහා වටිනාකමක් නොමැති ලෙසත්, දෝෂ සහිතව ගිණුම් ශේෂ සටහන් කර තිබුණි.</p>	<p>මූල්‍ය ප්‍රකාශන විගණනයට ඉදිරිපත් කිරීමට පෙර යතුරු ලියන දෝෂ පරීක්ෂා කර නිවැරදි කළ යුතු වීම.</p>	<p>මෙය මුද්‍රණ දෝෂයක් වන අතර, සමස්ථ වත්කම් සඳහා කිසිදු බලපෑමක් සිදු වී නොමැත.</p>
<p>(iii) සමාලෝචිත වර්ෂයේ මූල්‍ය ප්‍රකාශනවල මූල්‍ය තත්ත්ව ප්‍රකාශනයේ මූල්‍ය නොවන වත්කම් යටතේ ඇති වෙනත් යන්ත්‍ර හා උපකරණ වල ආරම්භක ශේෂ වල එකතුව භාණ්ඩාගාර පරිගණක</p>	<p>අදාළ සංශෝධන භාණ්ඩාගාරය දැනුවත් කර සිදු කළ යුතුවීම.</p>	<p>මෙම වෙනස සම්බන්ධව භාණ්ඩාගාරය දැනුවත් කර ඇත.</p>



වාර්තාවල එම ශේෂ සමඟ සැසඳීමේදී රු.264,500 ක වෙනසක් නිරීක්ෂණය විය.

(iv) දෙපාර්තමේන්තු ප්‍රධාන කාර්යාල ඉඩම් පවරාගෙන ගිණුම්ගත ප්‍රධාන කාර්යාලය පිහිටා ඇති ගොඩනැගිල්ල පිහිටුවා ඇති කළ යුතුවීම. ඉඩම් කොටස පවරා ගැනීමට කිහිපිගස්යාය ප්‍රාදේශීය ලේකම් කොට්ඨාශයේ, කුරුදුවත්ත ග්‍රාම නිලධාරී වසමේ පිහිටි මු.පි.කො. 9582 කැබලි අංක 01 දරන ඉඩම් කොටස පවරාගෙන මූල්‍ය ප්‍රකාශනවල තක්සේරු කර ගිණුම්ගත කර නොතිබුණි. කටයුතු සිදු කරමින් පවතී.

(ඉ) විගණන සාක්ෂි නොවීම

පහත සඳහන් ගනුදෙනුව සම්බන්ධයෙන් විගණන සාක්ෂි ඉදිරිපත් කර නොතිබුණි.

නිරීක්ෂණය	නිර්දේශය	දෙපාර්තමේන්තුවේ දැක්වීම
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2020 වර්ෂයේ පළමු කාර්තුව තුළ ගෙවීම් වටුවේ පත්‍ර 08 ක් භාවිතා කර එකතුව රු.766,230 ක ගෙවීම් කිරීමේදී ඒ සඳහා ප්‍රමාණවත් ලිඛිත සාක්ෂි ඉදිරිපත් කිරීමකින් තොරව ගෙවීම් කර තිබුණි.	ගෙවීම් වටුවේ සමඟ හෝ අදාළ ලිපිගොනුවල ගෙවීමට ප්‍රමාණවත් සාක්ෂි ඇතුළත් කළ යුතුවීම.	පිළිතුරු ලබාදී නොමැත.
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(ඊ) නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම

නියැදි විගණන පරීක්ෂණවලදී නිරීක්ෂණය වූ නීති, රීති හා රෙගුලාසිවල විධිවිධානවලට අනුකූල නොවූ අවස්ථා පහත විග්‍රහ කර දැක්වේ.

	නිරීක්ෂණය		නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
	නීති, රීති හා රෙගුලාසි වලට යොමුව	වටිනාකම රු.		
(i)	2020 අගෝස්තු 28 දිනැති අංක 01/2020 දරන ව්‍යුලේඛයෙහි මාර්ගෝපදේශ අංක 01 (ඉ) වගන්තිය	264,875	සේවය හැරගිය නිලධාරීන් 04 දෙනෙකුට අදාළ වර්ෂ 05 කට වඩා පැරණි භිභ ණය ශේෂ නිරවුල් කර ගැනීමට කටයුතු කර නොතිබුණි.	ව්‍යුලේඛය ප්‍රකාරව පැරණි ණය ශේෂ නිරවුල් කළ යුතු වීම.
(ii)	2020 අගෝස්තු 28 දින අංක 02/2020 දරන රාජ්‍ය මුදල් ව්‍යුලේඛයේ 10.2 ඡේදය සහ මාර්ගෝපදේශ අංක 14	-	දෙපාර්තමේන්තුව විසින් 2020 වර්ෂය සඳහා වාර්ෂික කාර්යසාධන වාර්තාවේ කෙටුම්පතක් විගණකාධිපති වෙත ඉදිරිපත් කර නොතිබුණි.	ව්‍යුලේඛය ප්‍රකාරව සකස් කර ඉදිරිපත් කළ යුතු වීම. කාර්යසාධන වාර්තාවේ කෙටුම්පත කඩිනමින් විගණනයට ඉදිරිපත් කරමි.

2. මූල්‍ය සමාලෝචන

2.1 වියදම් කළමනාකරණය

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
(අ) 2020 වර්ෂයේදී පුනරාවර්ථන වැය විෂයයන් 11 ක් සඳහා වූ ශුද්ධ ප්‍රතිපාදනයෙන් එකතුව රු.5,469,415 ක් අදාළ කාර්යයන් සඳහා උපයෝජනය නොකර ඉතිරි කර තිබුණි. එම ඉතිරිවීම් වාර්ෂික ප්‍රතිපාදනයෙන් සියයට 48 සිට සියයට 100 දක්වා පරාසයක් තුළ විහිදී පැවතුණි.	වර්ෂය තුළ වැය විෂයයන් සඳහා ප්‍රමාණවත් පරිදි මූල්‍ය ප්‍රතිපාදන ඇස්තමේන්තු වල ඇතුළත් කළ යුතු වීම.	වර්ෂය තුළ ඇස්තමේන්තු ප්‍රතිපාදන බලාපොරොත්තු වන පරිදි මාර්තු මාසයේ සිට කොවිඩ් වසංගත තත්ත්වය මත වියදම් ඇති නොවීම.



(ආ) 2020 වර්ෂයේදී ප්‍රාග්ධන වැය විෂයයන් වර්ෂය තුළ වැය විෂයයන් සඳහා වර්ෂය තුළ ඇස්තමේන්තු 11 ක් සඳහා වූ ශුද්ධ ප්‍රතිපාදනයෙන් ප්‍රමාණවත් පරිදි මූල්‍ය ප්‍රතිපාදන ප්‍රතිපාදන බලාපොරොත්තු වන එකතුව රු.47,457,241 ක් අදාළ ඇස්තමේන්තු වල ඇතුළත් කළ පරිදි මාර්තු මාසයේ සිට කාර්යයන් සඳහා උපයෝජනය යුතු වීම. කොට්ඨාස වසංගත තත්ත්වය මත නොකර ඉතිරි කර තිබුණි. එම ඉතිරිවීම් වාර්ෂික ශුද්ධ ප්‍රතිපාදනයන් සියයට 29 සිට සියයට 100 දක්වා පරාසයක් තුළ විහිදී පැවතුණි.

2.2. බැංකු ගිණුම් මෙහෙයවීම

පහත සඳහන් නිරීක්ෂණය කරනු ලැබේ.

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
දෙපාර්තමේන්තුව විසින් නිකුත් කළ නමුත්, ගෙවීම් සඳහා ඉදිරිපත් නොකළ 2020 දෙසැම්බර් 31 දිනට මාස 06 ට වැඩි කල් ඉකුත් වූ එකතු වටිනාකම රු.182,601 ක් වූ චෙක්පත් 14 ක් සම්බන්ධයෙන් මුදල් රෙගුලාසි 396 ප්‍රකාරව කටයුතු කර නොතිබුණි.	මුදල් රෙගුලාසි ප්‍රකාරව කටයුතු කළ යුතු වීම.	මුදල් රෙගුලාසි අනුව කටයුතු කරමින් පවතී.

3. මෙහෙයුම් සමාලෝචනය

3.1. ප්‍රසම්පාදනයන්

පහත සඳහන් නිරීක්ෂණයන් කරනු ලැබේ.

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
(අ) 2020 වර්ෂයේ ප්‍රසම්පාදන සැලැස්ම අනුව භාණ්ඩ හා සේවා ප්‍රසම්පාදනයන් සඳහා මුළු අයවැයගත වියදම් එකතුව රු.236,823,000 ක් වූ අතර, වර්ෂය තුළ ප්‍රසම්පාදන කාර්යයන් සඳහා දරන ලද තත්‍ය වියදම රු.26,630,000 ක් විය. ඒ	වර්ෂය තුළ ලඟා විය හැකි මට්ටමට සැලසුම් කිරීමටත්, සැලසුම් යළි අවශ්‍යතා අනුව සංශෝධනයන් කළ යුතු වීම.	රටේ පැවති කොට්ඨාස වසංගත තත්ත්වය හේතුවෙන් අපේක්ෂිත ඉලක්කයට ලඟා වීමට නොහැකි වීම.



අනුව වර්ෂය තුළ සැලසුම් ප්‍රකාරව ඉටු නොකළ ප්‍රසම්පාදන කාර්යයන් වල මූල්‍ය වටිනාකම රු.210,193,000 ක් විය.

(ආ) දෙපාර්තමේන්තුවේ ප්‍රධාන කාර්යාල ගොඩනැගිල්ල ප්‍රතිසංස්කරණය කිරීමේ කොන්ත්‍රාත්තුව ඇස්තමේන්තුගත මුළු පිරිවැය රු.මිලියන 992 වටිනාකමකට අංක අමප./17/2988/742/050 දරන සහ 2018 ජනවාරි 17 දිනැති අමාත්‍ය මණ්ඩලය පත් කළ ස්ථාවර ප්‍රසම්පාදන කමිටු නිර්දේශයන්ට අනුව ඉංජිනේරුමය කාර්යයන් පිළිබඳ මධ්‍යම උපදේශක කාර්යාංශය වෙත ලබාදී තිබුණි. මෙම ගොඩනැගිල්ල සුනරුත්ථාපනය හා වැඩිදියුණු කිරීම පිළිබඳව පරීක්ෂාවේදී පහත කරුණු නිරීක්ෂණය විය.

- | | | |
|--|---|--|
| <p>(i) ගොඩනැගිල්ල ප්‍රතිසංස්කරණ කටයුතු අවසන් කිරීමට නියමිත දිනය 2020 ජූලි 07 දින වුවත්, 2021 මැයි 18 දින දක්වා ගිවිසුම් කාලය දීර්ඝ කර තිබුණි. 2021 අප්‍රේල් 01 දිනට ගොඩනැගිලි ප්‍රතිසංස්කරණ කටයුතුවල වර්තමාන භෞතික ප්‍රගතිය සියයට 46 ක් වූ අතර එහි, මූල්‍ය ප්‍රගතිය සියයට 30 ක් විය. ඒ අනුව ප්‍රතිසංස්කරණ කටයුතුවල ප්‍රමාදයක් පැවතුණි.</p> | <p>කාලය දීර්ඝ කළ පසුව එළඹෙන දිනට කාර්යය නිම කිරීමේ ගැටළු ඇති වී ඇති බැවින් කඩිනමින් කාර්යය නිම කළ යුතු වීම.</p> | <p>කොවිඩ් වසංගත තත්ත්වය නිසා ඇති වූ ප්‍රමාදය සහ ලේඛන විධිමත් පරිදි නව ස්ථාන වලට මාරු කිරීමේ ප්‍රමාදයන් වීම කාලය දීර්ඝ කිරීමට හේතු විය.</p> |
| <p>(ii) ඉංජිනේරුමය කාර්යයන් පිළිබඳ මධ්‍යම උපදේශක කාර්යාංශය හා සී/ස මධ්‍යම ඉංජිනේරු සේවා පුද්ගලික සමාගම යන ආයතන විසින් දෙපාර්තමේන්තුවට ලබා දෙන බිල්පත් සුදුසු තාක්ෂණික නිලධාරියකු හෝ ප්‍රමාණ සමීක්ෂණ</p> | <p>බිල්පත් ගෙවීමට පෙර සුදුසුකම් සහිත නිලධාරියෙකු පරීක්ෂා කළ යුතු වීම.</p> | <p>මේ වන විට බිල්පත් ගෙවීමට පෙර පරීක්ෂා කරනු ලැබේ.</p> |




නිලධාරියකුගේ පරීක්ෂාවට ලක් කිරීමෙන් තොරව ගෙවීම් කර තිබුණි.

4. මානව සම්පත් කළමනාකරණය

විගණන නිරීක්ෂණය	නිර්දේශය	ගණන්දීමේ නිලධාරීගේ අදහස් දැක්වීම
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<p>2020 දෙසැම්බර් 31 දිනට අනුමත කාර්ය මණ්ඩලය 287 ක් වූ අතර, අනුමත තනතුරු වලට අදාළව සේවකයින් 153 දෙනෙකු එනම්, පෞෂ්ඨ මට්ටමේ තනතුරු වලින් සියයට 50 ක්ද, තෘතීය මට්ටමේ තනතුරු වලින් සියයට 70 ක සේවක උනන්දුවක් පැවතුණි. මෙම සේවක උනන්දුව සම්පූර්ණ කිරීමට කළමනාකරණය විසින් කටයුතු කර නොතිබුණි.</p>	<p>ප්‍රමාණවත් කාර්ය මණ්ඩලයක් බඳවා ගැනීමට ක්‍රියා කළ යුතු වීම. කර්මීන් පවතී.</p>	<p>මෙම බඳවා ගැනීම් සඳහා ක්‍රියා කරමින් පවතී.</p>
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 එච්.ඒ. සරත්

සහකාර විගණකාධිපති
 විගණකාධිපති වෙනුවට.

