

2023 වාර්ෂික කාර්යසාධන වාර්තාව
வருடாந்த செயலாற்றுகை அறிக்கை
Annual Performance Report



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கிறிஸ்தவ மத அலுவல்கள் திணைக்களம்
Department of Christian Religious Affairs

Annual Performance Report 2023



Department of Christian Religious Affairs

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- Chapter 02 - Progress and future vision
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December 2023
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Goals
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Chapter- 01

1. Institution's Profile/summery of its implementation

Department of Christian Religious Affairs

1.1 Introduction

Department of Christian Religious Affairs implements programmes adhering to the policy of the Government in order to ensure the enhancement and maintenance of the Christian Religion and Culture.

1.2 Vision

Taking action for the wellbeing of Christian community

Mission

Promotion of values, ethics and faiths in Christian culture and religion in consistent with the social recognitions

Objective

Formulation and supervision of policies and programs with a view to enhance religious values of people in order to build a moral society.

1.3 Main Activities

1. Carrying out development activities at national National Shrines declared by Catholic Church and Pilgrimages Ordinance.
2. Granting funds for annual church feasts at National Shrines
3. Assistance in Development
4. Providing aids for reconstruction and development activities at Christian churches for which economic assistance has become dire necessity..
5. Enhancement of Christian religious education and evaluation of the services of Christian Daham School Teachers.
6. Promotion of Christian religious, literature and arts.
7. Conducting quiz competition in order to enhance knowledge in Bible.
8. Making contribution for Easter programs which is highly adored by Christian community.
9. Making contribution for Christmas festival highly respected by Christians and Organize of state Christmas festival
10. Organize of ceremonies which are important at national as well as religious aspects.

11. Implementation of spiritual and personality development programs for the benefit of Christian community.
12. Reconstruction and development of Churches.
13. Making recommendations for visa for both foreign laymen and clergies who arrive for religious activities and recommendations for visa for pilgrims.
14. Provision of concessions for religious institutions on water, electricity and duties.
15. Making recommendations for issuance of passports and identity cards for local Christian clergies.
16. Special projects launched by the Department of Christian Religious Affairs
17. Issuance of registration certificates for Catholic Churches, Daham Schools, and religious Institutions and maintenance of a data base

Department of Christian Religious Affairs

Even though, the Christian community living in Sri Lanka has conducted religious observances joining with religious centers for centuries, no direct link has been established between such religious organizations and government. However, they always had the freedom of religion under each government..

During the past decade, the role to be performed by the government on Christian community and their religious centers under concept “**All religions should be treated at one and the same level**” has been expanded and developed. In the meantime, the attention of government was significantly drawn to the clergy and devotees of Christianity. As a result of this trend, the mutual trust and relationship has been developed systematically within Christian religious body as well as between religious centers and government.

The religious places situated both in urban and rural areas serve as the institutions which lay the foundation to enhance ethics, virtues and morals whilst conducting Christian religious observances. Our service is to provide assistance and sponsorship through government and other institutions, which is necessary to make a generation enriched with morality and to develop Christian community in spiritual and attitudinal aspects making religious places the center for the purpose whilst joining with Roman Catholic Church and the Christian churches affiliated to national Christian Board.

This Department which was established in May 1999 by a Cabinet Memorandum as the Department of Christian Religious Affairs and Cultural Affairs under the Ministry of Cultural Religious Affairs has seen a gradual evolution facing various changes within later years under

different Ministries and Ministers. Since 01st August 2007, the Department of Christian Religious Affairs has been developed in a more proper and systematic way becoming a more active institution. Accordingly, the role of the Department was implemented under following four divisions.

- ❖ Administration Division
- ❖ Development Division
- ❖ Accounts Division
- ❖ Internal Audit Division

❖ **Administration Division**

The role of the division is to carry out coordination and supervision in order to achieve the objectives directing the establishments, administrative and management activities of the Department. The role of the Department can be described in the following.

1. Maintaining all establishment activities relevant to personal files of all the officers in the staff.
2. Maintaining systematically the procedures of recruitment and other activities relevant for recruitment of new officers to the vacancies.
3. Providing establishment information and reports which are requested from time to time.
4. Performing duties relating to local and overseas training of officers.
5. Maintaining public Administration Circulars, Department Circulars and all other circulars with necessary updating.
6. Settling of bills connecting to expenses for telephone, water, electricity, building and other miscellaneous purposes and ensuring maintenance.
7. Performing all duties relating to provision of security services, provision of sanitary services, servicing computers, photocopiers and fax machines and duties relating to other contracted services.
8. Maintaining particulars of daily attendance with necessary updating, issuing duty leave, railway warrants, settling and maintaining the file for railway concessionary tickets.
9. Performing all duties relevant to the subject of Agrahara.
10. Receiving applications for loans and submitting them to the Accounts Division after completion.
11. Performing all duties relation to maintenance of vehicles and transport.

12. Making recommendations for visa for both foreign laymen and clergies who arrive for religious activities and recommendations for visa for pilgrims.
13. Granting concessions for religious institutions on water, electricity bills and granting relief for duty.
14. Making recommendations for the issuance of passports and identity cards for local Christian Priests.
15. Issuance of registration certificates for Catholic Churches, Daham Schools, and religious Institutions and maintenance of a data base
16. Providing information to the external parties as per the provisions of the Right To Information Act
17. Maintenance of the website of the Department with necessary updating.

❖ **Development Division**

Planning of projects in order to achieve the objectives of the Department utilizing funds received by the Department from the allocations of General Treasury and funds from other sources, reporting the progress organizing and coordinating activities which are implemented relevant to enhance social and religious upliftment and projects implemented with funds which are received centering religious places and providing necessary funds to the projects implemented at divisional and district level and reviewing the progress.

The Development Division performs the above role in the following manner.

01. Carrying out development activities at national religious places declared by Catholic Church and Pilgrimages Ordinance.
02. Granting funds for annual church feasts at public religious places.
03. Granting funds for reconstruction of Christian churches which are maintained amidst severe economic problems and which are more than hundred years old.
04. Providing aids for reconstruction and development activities at Christian churches for which economic assistance has become dire necessity.
05. Providing aids for reconstruction and development activities at Christian Religious Institutions for which economic assistance has become dire necessity.
06. Enhancement of Christian religious education
07. Provision of uniforms to Teachers of Daham Schools
08. Provision of allowances to Teachers of Daham Schools

09. Promotion of Christian religious, literature, arts and cultural affairs
10. Appreciation of Christian artists
11. Purchase of the publication of Christian Authors and provision of books to libraries of Daham Schools
12. Making contribution for Christmas festival highly respected by Christians.
13. Issuance of Christmas postal stamp and organization of State Christmas Festival
14. Making contribution for Easter programs which is highly adored by Christian community.
15. Organize of ceremonies which are important at national as well as religious aspects.
16. Implementation of spiritual and personality development programs for the benefit of Christian community.

❖ **Accounts Division**

The role of the accounts Division is to perform and direct accurately the financial responsibility which is the final process of all the tasks performed by Establishments Division and Development Division under the supervision of Director and Accountant of the Department.

The above role is performed in the following manner.

1. To receive vouchers connecting to all payments, confirm the accuracy in figures, examine as to whether the source documents relevant to voucher are received in sufficient manner, confirm as to whether the proper authority has been received for payment within financial regulations and various limits and finally to submit for certifying the expense.
2. To maintain cash book for the purpose of making payments accurately including certified vouchers in the cash books and issuing cheques.
3. To carry out activities relating to preparation of salaries and maintain documents for salary deductions.
4. To prepare annual financial statement as per the instructions of the relevant circular and prepare answers for audit queries.
5. To maintain petti cash advances and petti cash book including bank transactions. To maintain cash box ensuring the daily cash balance.
6. To maintain stores. To issue and receive goods and maintain necessary documents .
7. To prepare annual estimates and collect data in respect of relevant parties.

8. To maintain expenditure ledger. To reconcile the actual expenditure with the provisions of budget from time to time and transfer allocations as per Financial Regulations 66, if provisions are not sufficient for the coming period. To take action to transfer and obtain additional provisions.
9. To maintain general deposit account and take action to send monthly accounts reports before due date .
10. To check Treasury printed reports, prepare and send the monthly application for imprest to the General Treasury before due date.
11. To carry out all procurement activities and call tenders. To hand over inventoried goods purchased in the above manner to the officer in charge of the subject and to prepare vouchers and submit them for payment.
12. To remit stamp duty and withholding tax recovered when making payments to the Department of Inland Revenue before due date.
13. To prepare monthly bank reconciliation statement.
14. To transfer allocations to external government institutions and take action to account relevant credit notices.

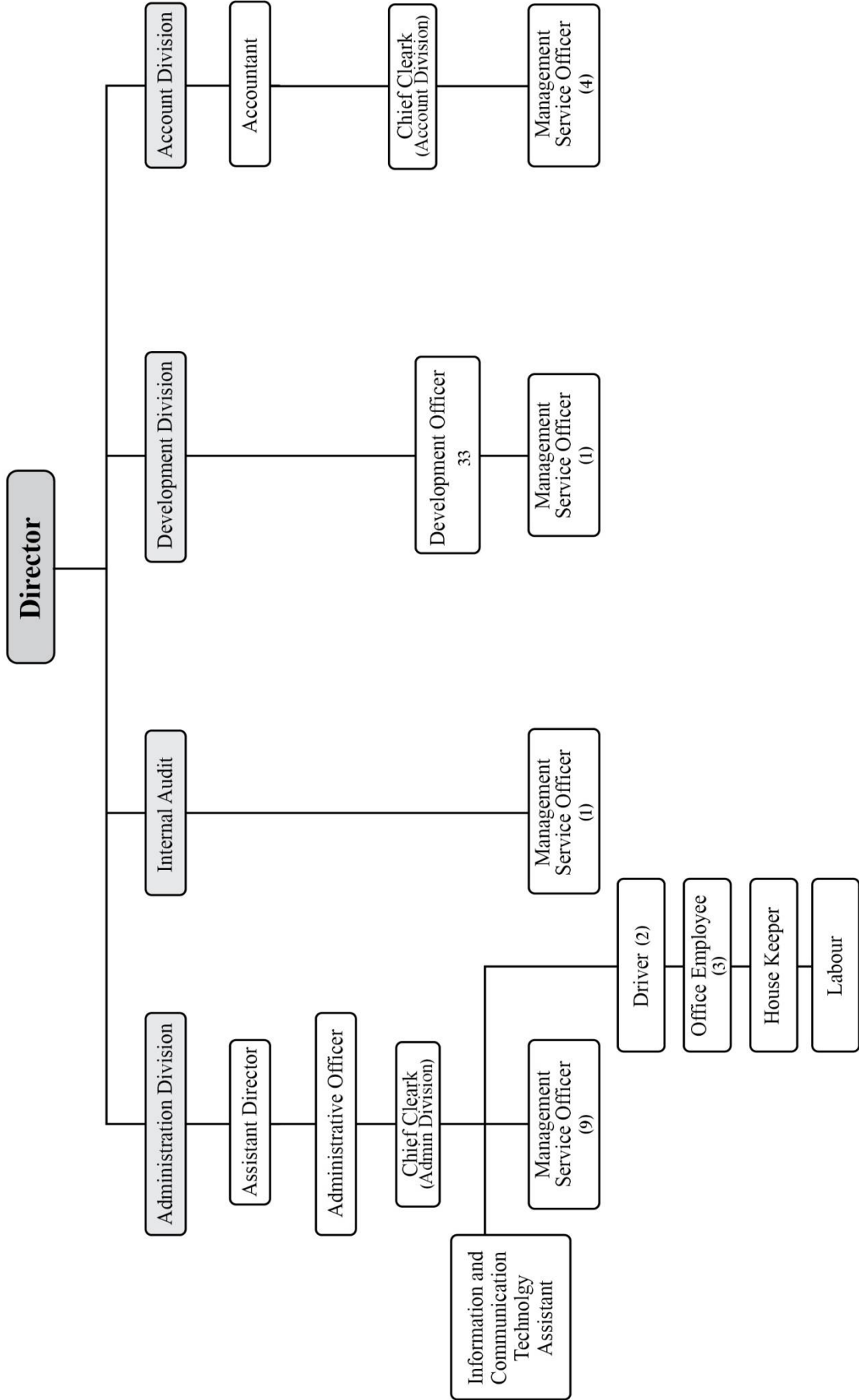
❖ **Internal Audit Division**

This Division performs the internal audit activities in order to assure whether the functions of administration, development and accounts divisions of the Department are carried out as per the prescribed provisions and regulations.

This task is performed in the following manner.

1. Preparation of the internal audit plan and getting approval for the same.
2. Carrying out internal audit activities in accordance with the internal audit plan.
3. Preparation of internal audit reports quarterly.
4. Issuance of audit queries
5. Conducting meetings of the Audit and Management Committee.
6. Submission of audit queries and reports to the Accounts Committee and preparation of answers for audit queries.

Organizational Structure



Chapter - 02

2.1 Progress and Future Vision

Progress and Future Vision

Department of Christian Religious Affairs is a Department consists of a staff of 52 members and it works for the welfare activities of more than two million Christian Community scattered all over the Island.

Main objective of the Department is the development of Christian National Places of Worship, Churches and other religious places, contributing to the religious festivals such as Christmas, Easter, etc., organization of Christian Religious Programmes, protection of Christian Art and Crafts and their promotion.

This Department proves a performance at higher level and even though it has to cancel and postpone a large number of programmes due to the existing economic crisis, Department made every effort to utilize at the optimum level the provisions allocated to the Department so as not to cause any prejudice to the Christian Community with the help of alternative measures.

The allocations made annually by the Department of National Budget is not sufficient . However, the Department will have the capacity to ensure more optimum service delivery to the Christian Community if the allocation is increased.



M.Chaturi Pinto
Director,
Department of Christian Religious Affairs

Chapter - 03

Financial performance as a whole for the year ended 31 December 2023

3.1 Statement of financial performance

Budget 2023		Note	Actual		ACA-F
			2023	2022	
Rs.			Rs.	Rs.	
-	Revenue Receipts			-	
-	Income Tax	1		-	
-	Taxes on Domestic Goods & Services	2		-	ACA-1
-	Taxes on International Trade	3		-	
-	Non Tax Revenue & Others	4		-	
-	Total Revenue Receipts (A)			-	
-	Non Revenue Receipts			-	
-	Treasury Imprests		137,716,000	155,300,000	ACA-3
-	Deposits		23,506	18,875	ACA-4
-	Advance Accounts		4,091,892	1,760,935	ACA-5
-	Other Main Ledger Receipts		-	-	
-	Total Non Revenue Receipts (B)		141,831,398	157,079,810	
-	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		141,831,398	157,079,810	
-	Remittance to the Treasury (D)		-	1,105	
-	Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)		141,831,398	157,078,705	
-	Less: Expenditure				
-	Recurrent Expenditure				
36,125,000	Wages, Salaries & Other Employment Benefits	5	32,619,417	34,807,629	ACA-2(ii)
15,885,000	Other Goods & Services	6	6,768,577	13,015,502	
6,750,000	Subsidies, Grants and Transfers	7	4,074,779	10,018,857	
-	Interest Payments	8	-	-	
133,240,000	Other Recurrent Expenditure	9	97,472,849	101,285,322	
192,000,000	Total Recurrent Expenditure (F)		140,935,622	159,127,310	
	Capital Expenditure				
1,500,000	Rehabilitation & Improvement of Capital Assets	10	690,796	700,250	ACA-2(ii)
1,000,000	Acquisition of Capital Assets	11	977,926	265,147	
18,000,000	Capital Transfers	12	17,249,200	7,918,134	
-	Acquisition of Financial Assets	13	-	-	
500,000	Capacity Building	14	255,400	286,320	
-	Other Capital Expenditure	15	-	-	
21,000,000	Total Capital Expenditure (G)		19,173,322	9,169,851	
	Deposit Payments		24,531	18,450	ACA-4
	Advance Payments		2,066,193	2,709,524	ACA-5
	Other Main Ledger Payments		-	-	
	Total Main Ledger Expenditure (H)		2,090,724	2,727,974	
	Total Expenditure I = (F+G+H)		162,199,668	171,025,135	
	Balance as at 31st December J = (E-I)		(20,368,270)	(13,946,430)	
	Balance as per the Imprest Reconciliation Statement		(20,368,270)	(13,946,430)	ACA-7
213,000,000	Imprest Balance as at 31st December		-	-	ACA-3

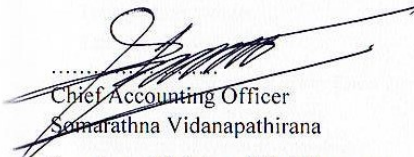


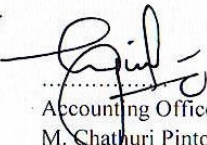
3.2 Statement of financial position


		Actual	
		2023	2022
		Rs	Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	29,336,384	28,413,333
Financial Assets			
Advance Accounts	ACA-5/5(a)	5,445,022	7,470,721
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		34,781,406	35,884,054
Net Assets / Equity			
Net Worth to Treasury		5,441,022	7,465,696
Property, Plant & Equipment Reserve		29,336,384	28,413,333
Rent and Work Advance Reserve	ACA-5(b)	-	-
Current Liabilities			
Deposits Accounts	ACA-4	4,000	5,025
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		34,781,406	35,884,054

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 7 to 31 and Annexures to accounts presented in pages from 32 to 39 form an integral part of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found in agreement.

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


 Chief Accounting Officer
 Somarathna Vidanapathirana
 Secretary, Ministry of Buddhasasana,
 Religious and Cultural Affairs
 Date : 27 .02.2024


 Accounting Officer
 M. Chathuri Pinto
 Director, Department of
 Christian Religious
 Affairs
 Date : 19 .02.2024


 Accountant
 I.P.C.Pradeep
 Date : 19 .02.2024

I.P.C. Pradeep
 Accountant (Acting)
 Department of Christian Religious Affairs

Somarathne Vidanapathirana
 Secretary
 Ministry of Buddhasasana, Religious & Cultural Affairs
 No. 135, "Dahampaya"
 Srimath Anagarika Dharmapala Maw,
 Colombo - 07.

M. Chathuri Pinto
 Director
 Department of Christian Religious Affairs
 3rd-Floor, No. 180,
 T.B. Jaya Mawatha, Colombo 10.



3.3 Cash flow statement

ACA-C

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

	2023 Rs.	Actual	2022 Rs.
<u>Cash Flows from Operating Activities</u>			
Total Tax Receipts	-		-
Fees, Fines, Penalties and Licenses	-		-
Profit	-		-
Non Revenue Receipts	-		-
Revenue Collected on behalf of Other Revenue Heads	1,671,673		1,934,595
Imprest Received	137,716,000		155,300,000
Recoveries from Advance	2,714,534		1,760,935
Deposit Received	23,506		18,875
Total Cash generated from Operations (A)	142,125,713		159,014,405
<u>Less - Cash disbursed for:</u>			
Personal Emoluments & Operating Payments	38,993,955		47,612,791
Subsidies & Transfer Payments	99,733,170		106,508,705
Expenditure incurred on behalf of Other Heads	-		1,126,112
Imprest Settlement to Treasury	-		1,105
Advance Payments	1,105,310		2,495,524
Deposit Payments	24,531		18,450
Total Cash disbursed for Operations (B)	139,856,966		157,762,687
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	2,268,747		1,251,718
<u>Cash Flows from Investing Activities</u>			
Interest	-		-
Dividends	-		-
Divestiture Proceeds & Sale of Physical Assets	-		-
Recoveries from On Lending	-		-
Total Cash generated from Investing Activities (D)	-		-
<u>Less - Cash disbursed for:</u>			
Purchase or Construction of Physical Assets & Acquisition of Other Investment	2,268,747		1,251,718
Total Cash disbursed for Investing Activities (E)	2,268,747		1,251,718
NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(D)-(E)	(2,268,747)		(1,251,718)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-		-
<u>Cash Flows from Financing Activities</u>			
Local Borrowings	-		-
Foreign Borrowings	-		-
Grants Received	-		-
Total Cash generated from Financing Activities (H)	-		-
<u>Less - Cash disbursed for:</u>			
Repayment of Local Borrowings	-		-
Repayment of Foreign Borrowings	-		-
Total Cash disbursed for Financing Activities (I)	-		-
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	-		-
Net Movement in Cash (K) = (G) + (J)	-		-
Opening Cash Balance as at 01st January	-		-
Closing Cash Balance as at 31st December	-		-

3.4 Notes to financial statements

Annexure-(i)

Statement of Losses and Waivers
(Losses under F.R. 106 and F.R. 113)

Expenditure Head No : 203 Department : Department of Christian Religious Affairs
Programme No. & Title : 02 Development Activities

(i) Statement of Losses Recovered/Written off/Waived off during the year.

	Value	No. of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	0	
Over	Rs. 25,000.01	0	
Total			

Classification of the cases by nature of Losses.

	No. of Cases	Value (Rs.)
1 Nil	0	
2		
3		
4		
Total		

(ii) Statement of Losses being held to be Written off/Waived off or recoverable so far

	Value	No. of Cases	Total Amount (Rs.)
Below	Rs. 25,000.00	0	-
Over	Rs. 25,000.01	1	137,707
Total		1	137,707

Classification of the cases by Nature of Losses

	No. of Cases	Value (Rs.)
1. Accident of Vehicle No. NB2558	1	137,707
Total	1	137,707

Age Analysis per (ii)

	No. of Cases	Amount
Less than five years		Rs.137,707
5-10 years		Rs.
Over 10 years		Rs.

Note- Details on losses under F.R.106 and waives under F.R. 113 accounted under object code no 1701 and such losses and waivers expected to be accounted in coming years should be included.

* When there are no information with regard to this report, a nil report should be submitted

Accountant
I.P.C.Pradeep
Date : 19.02.2024

I.P.C. Pradeep
Accountant (Acting)
Department of Christian Religious Affairs

3.4 Notes to financial statements

Annexure-(ii)

Statement of Write off from books

Expenditure Head No : 203 Department : Department of Christian Religious Affairs
 Programme No. & Title : 02 Development Activities

1 Statement of losses and waivers under F.R. 109 during the year


	Value	No. of Cases
(i) Below Rs. 25,000.00	-
(ii) Over Rs. 25,000.01	-
Total

2 Statement of write off from the book and recoveries under F.R. 109 during the year

Nature of Loss	Opening balance which was not written off	Value of loss	Recoveries	Value written off from the book	Balance carried forward which was not written off	Reference No. of Approval for write off from the book
	Rs.	Rs.	Rs.	Rs.	Rs.	
1 Nil						
2						
3						
Total						

Note - Excluding losses and waivers to be accounted in Annexure(i), only any other losses and waivers under F.R. 109 should be included in this format.

* When there are no information with regard to this report, a nil report should be submitted


 Accountant
 I.P.C.Pradeep
 Date : 19.02.2024

I.P.C. Pradeep
 Accountant (Acting)
 Department of Christian Religious Affairs



3.4 Notes to financial statements

Annexure (iii)

Statement of Commitments and Liabilities as at 31st December

Department : Department of Christian Religious Affairs
 Expenditure Head No: 203
 Programme No. & Title: 02 Development Activities

Cumulative Commitment/ Liability Report for the Year - 2023

To Department of Christian Religious Affairs (203)
 From M.C.N Pinto
 Director General,
 Department of State Accounts,
 General Treasury, Colombo.



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Nature	Commit No.	Date	To whom	--Vote	Commitment	Commit bal	L. Date	Liability_amt	Revised Lia	Paid	Liability Bal	Reported By
Govt	COM12-585	29 Dec 2023	M.C.N Pinto	203-2-1-0-1002-P	3,808.75	0.00	29 Dec 2023	3,808.75	0.00	0.00	3,808.75	2023
Govt	COM12-586	29 Dec 2023	Sri Lanka Telecom PLC	203-2-1-0-1402-P	12,671.30	0.00	29 Dec 2023	12,671.30	0.00	0.00	12,671.30	2023
Govt	COM12-587	29 Dec 2023	Express Water Systems Pvt Ltd	203-2-1-0-1403-P	2,786.00	0.00	29 Dec 2023	2,786.00	0.00	0.00	2,786.00	2023
Govt	COM12-588	29 Dec 2023	Director - Department of Christian Religious Affairs	203-2-1-0-1002-P	1,939.81	0.00	29 Dec 2023	1,939.81	0.00	0.00	1,939.81	2023
Govt	COM12-589	29 Dec 2023	Director - Department of Christian Religious Affairs	203-2-1-0-1101-P	2,352.00	0.00	29 Dec 2023	2,352.00	0.00	0.00	2,352.00	2023
Govt	COM12-590	29 Dec 2023	Director - Department of Christian Religious Affairs	203-2-1-0-1002-P	9,939.80	0.00	29 Dec 2023	9,939.80	0.00	0.00	9,939.80	2023
Govt	COM12-591	29 Dec 2023	Post Master General	203-2-1-0-1402-P	1,410.00	0.00	29 Dec 2023	1,410.00	0.00	0.00	1,410.00	2023
Govt	COM12-592	29 Dec 2023	Director - Department of Christian Religious Affairs	203-2-1-0-1101-P	12,871.99	0.00	29 Dec 2023	12,871.99	0.00	0.00	12,871.99	2023
Govt	COM12-595	29 Dec 2023	Director - Department of Muslim Religious And Cultural Affairs	203-2-1-0-1409-P	50,705.50	0.00	29 Dec 2023	50,705.50	0.00	0.00	50,705.50	2023
Govt	COM12-594	29 Dec 2023	Ceylon Electricity Board	203-2-1-0-1403-P	1,163.08	0.00	29 Dec 2023	1,163.08	0.00	0.00	1,163.08	2023
Govt	COM12-595	29 Dec 2023	Director - Department of Muslim Religious And Cultural Affairs	203-2-1-0-1409-P	44,189.50	0.00	29 Dec 2023	44,189.50	0.00	0.00	44,189.50	2023
Govt	COM12-596	29 Dec 2023	W.N.S Fernando	203-2-1-0-1101-P	4,000.00	0.00	29 Dec 2023	4,000.00	0.00	0.00	4,000.00	2023

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Annual Performance Report - 2023

3.4 Notes to financial statements

Annexure (iv)

Statement of Liabilities - (i) Statement of Commitments in terms of FR 94 (2) and (3)

Department : Department of Christian Religious Affairs
Expenditure Head No. : 203
Programme No. & Title : 02 Development Activities

Name of the Person/Institution	Description of Commitments	Project	Sub Project	Object Code	Financing Code	Maximum Commitment Ceiling In terms of FR 94(2) Provisions (Rs.)	Total Cost Estimate In terms of FR 94(3) (Rs.)	Commitment & Liability Amount (Rs.)
1. Ministries/Government Department Total	Not Applicable							
2. State Corporations/Statutory Boards Total								
3. Others (Private Parties) Total								
Grand Total								

Accountant
I.P.C.Pradeep
Date : 17.02.2024

I.P.C. Pradeep
Accountant (Acting)
Department of Christian Religious Affairs

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Annexure-(v)

Statement of Liabilities - (ii) Provision Transferred to the Deposit Account in terms of FR 215 (3) (b) & (c)

Department : Department of Christian Religious Affairs
Expenditure Code : 203
Programme No. & Title : 02 Development Activities

Name of the Person/Institution (To be identified at the time of Transferring the Provision to Deposit Accounts.) *	Description of Liability	L/C No.	Particular of Vote details from which Provisions were Transferred				Deposit Account No.	Amount Transferred (Rs.)
			Project	Sub Project	Object Code	Financing Code		
1. Ministries/Government Department Total	Not Applicable							
2. State Corporations/Statutory Boards Total								
3. Others (Private Parties) Total								
Grand Total								

* should use only when relevant to the reporting entity

Accountant
I.P.C.Pradeep
Date : 17.02.2024

I.P.C. Pradeep
Accountant (Acting)
Department of Christian Religious Affairs

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3.4 Notes to financial statements

Statement of Claims under Reimbursable Foreign Aid		Annexure-(vi)
Department : Department of Christian Religious Affairs		
Programme No. & Title : 02 Development Activities		
(1)	Provision in Estimates - 2023 under Reimbursable Foreign Aid including Supplementary provisions	Rs.
(2)	Total Expenditure disbursed during the year 2023, against (1) above	Nil
(3)	Total of Reimbursement Claims outstanding as at 01st January 2023	Nil
(4)	Total of Reimbursement Claims made during the year 2023, in respect of years 2022 & prior years (if any)	Nil
(5)	Total of Reimbursement Claims made during the year 2023, in respect of year 2023	Nil
(6)	Total of Claims disallowed by the Donor, during 2023 (if any), in respect of Claims 2022 or prior years (if any)	Nil
(7)	Total of Claims disallowed by the Donor, during 2023 (if any), in respect of Claims 2023	Nil
(8)	Total of Reimbursements received during the year 2023, in respect of years 2022 or prior years	Nil
(9)	Total of Reimbursements received during the year 2023, in respect of years 2023	Nil
(10)	Total of reimbursement Claims outstanding as at 31st December 2023 [(3+4+5) - (6+7)] - (8+9)	Nil
(11)	Total of Reimbursement Claims made after 31/12/2023 in respect of 2022 up to the finalization of the Financial Statements	Nil
(12)	Total of Reimbursement received after 31/12/2023 up to the finalization of the Financial Statements	Nil
(13)	Total of Reimbursement Claims outstanding as at the date of presenting the Financial Statements (10 + 11 - 12)	Nil


 Accountant
 I.P.C. Pradeep
 Date : 19.02.2024

I.P.C. Pradeep
 Accountant (Acting)
 Department of Christian Religious Affairs

* should use only when relevant to the reporting entity



Annual Performance Report - 2023

3.4 Notes to financial statements

Annexure-(vi)


Statement of Missing Vouchers

Department : Department of Christian Religious Affairs
 Expenditure Head No : 203
 Programme No. & Title : 02 Development Activities

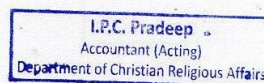
Date	Voucher No.	Name of Payee	Nature of Payment	Amount (Rs.)
		Nil		

* When there are no information with regard to this report, a nil report should be submitted





 Accountant
 I.P.C. Pradeep
 Date : 19.02.2024



Annexure-(viii)

**The Status Report as at 31/12/2023 on Bank Accounts opened
 in terms of Treasury Operation Circular No. 3/2015 of 23/10/2015**


Expenditure Head No. : 203

Department : Department of Christian Religious Affairs

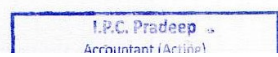
Serial No.	Name of Bank	Account No.	Balance as per Bank Statement as at 31/12/2023 (Rs.)	Balance as Per Cash Book as at 31/12/2023 (Rs.)	Total Value of Cheques not yet Presented to Bank as at 31/12/2023 (if exceeds 6 months)	Month of Last Bank Reconciliation Prepared
1	Bank of Ceylon- Hyde Park	7041207	7,700,837	-	-	2023 December

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





 Accountant
 I.P.C. Pradeep
 Date : 19.02.2024



3.5 Performance of the collection of revenue - (Not relevant)

Revenue Code	Description of revenue code	Revenue Estimate		Revenue Collected	
		Initial Estimate	Final Estimate	Amount (Rs.)	As a % of the final revenue estimate
-	-	-	-	-	-

3.6. Performance of the utilization of the provisions allocated

Category of Provision	Provisions allocated		Actual expenditure	Utilized provision as a % of the finalized provision
	Initial provision	Final		
Recurrent	192,000,000	192,000,000	140,935,621.97	73%
Capital	213,000,000	213,000,000	160,108,948.87	75%

3.7. Provisions, which were granted to this Department as a representative of another Ministry/ Department as per F.R. 208

Serial Number	Ministry/ Department, which granted provision	Objective of the provision	Provisions		Actual Expenditure	Utilized provision as a % of the finalized provision
			Initial Provision	Final Provision		
-	-	-	-	-	-	-

3.8. Performance in the reporting non financial assets

Asset Code	Description of the code	Balance as at 31.12.2023 as per the report of the Board of Survey	Balance as at 31.12.2023 as per the report on the financial position	To be accounted in due course	Reporting progress as a %
9151	Buildings and structures	1,398,800	1,398,800	—	—
9152	Machinery	27,937,584	27,937,584	—	—
9153	Land	—	—	—	—
9154	Intangible Assets	—	—	—	—
9155	Biological Assets	—	—	—	—
9160	Works in progress	—	—	—	—
9180	Assets given on lease	—	—	—	—

3.9. Report of the Auditor General

Director,
Department of Christian Affairs

Head - 203, Compilation report of the Auditor General on the Financial Statements of the Department of Christian Religious Affairs for the year ended 31 December 2023 in terms of Section 11 (1) of National Audit Act No 19 of 2018.

1. Financial Statements

1.1 Qualified Opinion

Head 203-The audit of the financial statements of the Department of Christian Religious Affairs for the year ended 31 December 2023 comprising the statement of financial position, statement of financial performance and cash flow statements and notes to the financial statements inclusion of information relevant to the accounting policies as at 31 December 2023, 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. My comments and observations on these financial statements submitted to the Department of Christian Religious Affairs as per section 11 (1) of the National Audit Act No 19 of 218 are included in this report. Annual comprehensive management audit report will be issued to the Accounting Officer in due course as per section 11 (2) of the National Audit Act No. 19 of 2018. The report of the Auditor General , which should be read in conjunction with Article 154 (6) of the Democratic Socialist Republic of Sri Lanka and submitted as per section 10 of the National Audit Act No 19 of 2018, will be submitted to the Parliament in due course.

In my opinion, the accompanying financial statements give a true and fair view of the financial position of the Department as at 31 December 2023, and of its financial performance and its cash flows for the year then ended in accordance with generally accepted Accounting Standards.

1.2 Basis for Unqualified Opinion

I conducted my audit in accordance with Sri Lanka Auditing Standards (SLAuSs). My responsibilities, on the financial statements are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

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

Accounting Officer is responsible for the preparation of financial statements in compliance to the generally accepted accounting principles and provisions in section 38n of the National Audit Act No 19 of 2018 in order to give a true and fair view, and for determining such internal control as management determine 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 Department is required to maintain proper books and records of all its income, expenditure, assets and liabilities, to enable annual and periodic financial statements to be prepared of the Department.

Accounting officer should ensure for the preparation and maintenance of an effective internal control system as per sub section 38 (1) (c) of National Audit Act and further necessary changes should be made to ensure productive maintenance of the system making a review from time to time on the productivity of the system.

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 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, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit, I exercise professional judgment and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my 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.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate that the transactions and events, which made the basis for the content and structure of financial statements in which disclosures are included, are included in financial statements in true and fair manner.

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

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

1.5. Report on other legal requirements

I hereby declare the following matters as per section 6 (1) (d) of National Audit Act No 19 of 2018.

(a) The financial statements presented is consistent with the preceding year

(b) Recommendations made by me on the financial statements in relation to previous year have been implemented.

2. Financial Review

2.1 Management of expenditure

Due to the availability of balance of provisions between the range of 60%- 84% in relation to 5 votes even after the restrictions made in expenditure as per the Circular No. 01/2023 dated 27 January 2023, it was observed that estimates have not been prepared so as to achieve the goals expected by the budget

2.2. Non compliance to the laws, rules and regulations

Reference to law, rule and regulation	Non compliance
(a) Regulation No. 1646 of the Financial Regulations of the Democratic Socialist Republic of Sri Lanka	Even though the daily running charts of each month should be submitted to the audit before 15 of the next month along with the original of the monthly summary of travelling entered in form general 268 (a), running charts relevant to the 02 vehicles under the Department have not been submitted.
(b) Para 4 of the Public Finance Circular no. 01/2020 dated 28 August 2020	Even though all the Accounting Officers are required to prepare the annual procurement plan for the implementation of recurrent and capital programmes of the coming year in accordance with the subjects and tasks

	<p>entrusted to the institute and then submit the copies of the same to the National Procurement Commission , Auditor General and Department of Public Finance obtaining the approval of the Chief Accounting Officer before 10 of December of the year under review, the procurement plan has been delayed by a period of more than one month and submitted it to the Chief Accounting Officer on 19 January 2023. Further approval for the above has not been obtained.</p>
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3. Operational review

3.1. Performance

3.1.1. Delays in the completion of projects

Even though it was expected to complete the construction works of the Worship House of Maradamadu church in 2017, only the foundation and pillars of the building have been built in year 2017 and remaining constructions have not been completed even after the lapse of 06 years. Under such circumstances it is observed that the expenditure of Rs. 2.5 million, which has been born so far, may become fruitless.

3.1.2.. Non-fulfillment of tasks

Action has not been taken to conduct the final certificate examination of Catholic Daham Schools, Dharmacharya examination and competition on the knowledge on Holy Bible, which have been planned to conduct under the provisions of Rs. 28.3 million as per the action plan of the year under review.

3.2. Management of assets

Action has not been taken to get the ownership of the land transferred to the Department, which was owned by the Divisional Secretariat, Kalpitiya and where the Thalawila Charika Nivasa (Circuit Bungalow) has been constructed by the Ministry of Agriculture in year 2006 and alienated to the Department of Christian Religious Affairs.

3.3. Losses and damages

No action has been taken to recover the loss of Rs. 137,707 in relation to a vehicle belonging to the Department, which had faced with an accident in year 2019.

3.4. Weaknesses in management

(a) Even though the registration is taken in to consideration when granting assistances such as allowances, uniforms etc to Teachers of Daham Schools, it was observed that there is no proper methodology for the registration of Catholic and Christian Religious Centers and

Churches and further a delay has occurred in getting approval for the draft bill prepared for the registration of relevant Catholic and Christian Religious Centers.

(b) Even though action should be taken on the approval, supervision and instructions of the Department of Archaeology, when ever reconstructions are made in Churches with archaeological value , which are to be reconstructed promptly, instances were observed where such process has not been followed. Further, financial grants to the value of Rs. 2,940,728 has been provided to Churches in the year under review for reconstructions, but action has not been taken to obtain particulars form certain Churches such as estimate for each task, agreement, bill of quantities and guaranty on the completion of works etc. and to carry out follow up actions.

4. Good Governance

4.1. Internal Audit

Even though it was required to prepare the internal audit plan at the beginning of the year conducting discussions with the Auditor General as per Financial regulations No. 134 (2) and DMA/1 2019, the concurrence of the Auditor General has not been obtained for the internal audit plan.

5. Human Resources Management

5.1. Attached staff and actual staff

(a) The approved total number of posts of the Department is 61 and the 04 posts including the post of Assistant Director, have fallen vacant.

(b) Even though the officers, who were continuously serving in one and the same work place for 5 years should be transferred as per Public Administration Circular No. 18/2001 dated 22 August 2001 for giving such officers to work at other places also, no action has been taken to transfer 33 officers, who have completed service from 5 years to 18 years by 31 December 2023.

R. M. M. S. Perera

Senior Assistant Auditor General,

For Auditor General

Chapter 04
Performance Indicators - Performance indicators of the institute
(Based on the action plan)

Prime Responsibility	Main tasks planned	Main Performance Indicators	Annual estimated revised cost (Rs. M if applicable)	Progress		Reasons for deviations, if any
				Physical (Quantitative %)	Financial %	
1508(17)	Organizing programmes for the enhancement of Spiritual personality, drug prevention and religious harmony	Programmes for Nationa, youths, families, and religious harmony 16	2	73%	71%	Control of government expenses as per N. B. C. 01/2023
1508(18)	Organizing National Christmas Programmes, conducting painting competition for Christmas Stamp	Christmas Programmes 13	2	90%	90%	Control of government expenses as per N. B. C. 01/2023
	Organization of other national and religious events and various other affairs	Holding National Independence Day	0.5	100%	73%	Control of government expenses as per N. B. C. 01/2023

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02-1409	Purchase of publications on Christian religion and library programme	Provision of books to 70 Daham Schools	1.5	100%	83%	Control of government expenses as per N. B. C. 01/2023
	Janavandana, Christian arts and crafts and cultural affairs	Making contribution for the conservation of Christian literature	0.5	60%	60%	Control of government expenses as per N. B. C. 01/2023
	Programme for the promotion of Christian Religious Literature Conducting Christian Carols programmes, making contribution for the Dharma Prabhashwara Christian Awards Ceremony, and Kala Bhushan Awards Ceremony and making financial provisions for various other arts and literature programmes .	Promotion of Christian Religious Literature at Diocese level- 10 programmes Kala Bhushana Awards ceremony	2.5	46%	45%	Control of government expenses as per N. B. C. 01/2023
04-1508	Holding feasts at Churches declared under Pilgrimages Ordinance	Making contributions foe 22 feasts held at Churches	8	88%	64%	Control of government expenses as per N. B. C. 01/2023

Annual Performance Report - 2023

05-1508	Religious education and Daham School Activities	Quiz competition to assess the knowledge on Holy Bible, Essay competition	6	100%	138%	Control of government expenses as per N. B. C. 01/2023
		Daham education programmes -18	3	36%	30%	Control of government expenses as per N. B. C. 01/2023
		Conducting the Final Certificate Exam of Daham Schools and Dharmacharya Exam	29.8	95%	10%	Control of government expenses as per N. B. C. 01/2023 , not conducting the examinations for final grades of Daham Schoolsbt the Department of Examinations within the due time frame and not conducting Dharmacharya examination of the year under review
17-1501	Providing facilities for Daham School Teachers	Library Allowance for Daham School Teachers	82	99%	100%	
11-2205	Enhancement of facilities required by pilgrims at religious places declared under Pilgrimages Ordinance	Making facilities required by pilgrims at Matara Prayer House at Matara Church	5	100%	100%	
14-2205	Development of religious places which are important in archaeological aspects	Providing aids for 03 religious places	10	100%	98%	A balance in general.
18-2205	Constructions, rehabilitations and infrastructure facilities development	Providing aids for the enhancement of infrastructure facilities at 13 Churches	10	100%	93%	The actual expenditure is reported a lowers than the estimated amount when transferring provisions

Chapter 05
Performance in the achievement of Sustainable Development Goals (SDG)
The identified relevant Sustainable Development Goals

Goal/Objective		Targets	Achievement Indicators	Progress of the achievement so far gained
				0%-49% 50%-74% 75% - 100%
1508(17)	Organizing programmes for the enhancement of Spiritual personality ,drug prevention and religious harmony	Ensuring a healthy life for all and promoting welfare of those who are at every age	Strengthening measures for prevention of harmful alcohol and dangerous drugs and ensuring sound treatment system	50%-74%
			Strengthening the work plan of World Health Organization for the control of tobacco in relation to all the countries and implementation of the same	
1508(18)	Organizing Christmas Festivals at national level, held christmas postage stamp art competition	Delivery of the message of love brought by the 'Birth of Jesus' through festivals at national level	Directing Christians for a peaceful society	75%-100%
	Organization of other national and religious events and various other affairs	Strengthening the spiritual life of every Christian	Directing Christians for a peaceful society	75%-100%

Annual Performance Report - 2023

	Project for the promotion of Christian religious literature	Building personality through writing, and acting	Enhancing the taste of Christian arts and evaluating those who are interested in this regard. Introducing skilled artists to the future society .	75%-100%
	Purchase of publications on Christianity and Daham School Library Programme	Ensuring perfect, fair and qualitative education and providing opportunities for all to study during their life time	Enriching all, who are in education, with knowledge and skills for promoting sustainable development by 2030, Contributing to the above by way of promoting education on sustainable development, sustainable life styles, human rights, promoting a peaceful culture devoid of violation, evaluation global citizenship and cultural diversity, and ensuring cultural contribution for sustainable development.	50%-74%
02-1409	Janavandana, Christian arts and crafts and cultural affairs Conducting Christian Carols programmes, making contribution for the Dharma Prabhashwara Christian Awards Ceremony, and Kala Bhushan Awards Ceremony and making financial provisions for various other arts and literature programmes	Ensuring perfect, fair and qualitative education and providing opportunities for all to study during their life time	Enriching all, who are in education, with knowledge and skills for promoting sustainable development by 2030, Contributing to the above by way of promoting education on sustainable development, sustainable life styles, human rights, promoting a peaceful culture devoid of violation, evaluation global citizenship and cultural diversity, and ensuring cultural contribution for sustainable development.	0%-49%
04-1508	Holding feasts at Churches declared under Pilgrimages Ordinance	Arranging towns and settlements as perfect, secured and sustainable living spaces	Strengthening the efforts made to protect and preserve the world cultural and natural heritages	75%-100%

Annual Performance Report - 2023

05-1508	Religious and Daham School Activities	Ensuring perfect, fair and qualitative education and providing opportunities for all to study during their life time	Enriching all, who are in education, with knowledge and skills for promoting sustainable development by 2030, Contributing to the above by way of promoting education on sustainable development, sustainable life styles, human rights, promoting a peaceful culture devoid of violation, evaluation global citizenship and cultural diversity, and ensuring cultural contribution for sustainable development.	75%-100%
17-1501	Providing facilities to Daham School Teachers	Ensuring perfect, fair and qualitative education and providing opportunities for all to study during their life time		75%-100%
11-2205	Enhancement of facilities required by the pilgrims who visit churches declared under Pilgrimages Ordinance	Arranging towns and settlements as perfect, secured and sustainable living spaces	Strengthening the efforts made to protect and preserve the world cultural and natural heritages	75%-100%
14-2205	Development of religious places which are important in archaeological aspects		Protection of Christian heritages such as churches and religious places with ancient values for the benefit of future generations	75%-100%
18-2205	Constructions and rehabilitation of Churches, development of infrastructure facilities	Arranging towns and settlements as perfect, secured and sustainable living spaces	Strengthening the efforts made to protect and preserve the world cultural and natural heritages	75%-100%

It has become impossible to identify specifically the sustainable development goals as the most of the tasks performed by the Department could not be measured in quantitative terms. However Department could achieve the identified sustainable objectives as per vision and mission to a greater extent. Since there were no provisions for all programmes, Department has taken every possible action to achieve the targeted performance by way of finding provisions by the Department itself for several programmes, which have been organized.

Chapter 06

Human Resources Profile

6.1. Cadre management

	Approved cadre	Staff at present	Vacancies / (Excess)
Senior	03	02	01
Tertiary	01	01	00
Secondary	50	47	03
Primary	07	05	02

6.2. Cadre management

Only the post of Assistant Director out of three posts of Director, Assistant Director and Accountant has fallen vacant. Action has been to cover the activities such as programmes, competitions and development works in areas, where Development Officers are not attached, by engaging other officers of the Department. Accordingly, human resource of the Department has been utilized to maintain the performance of the Department at the maximum level motivating the existing human resource.

6.3. Human Resources Development

Serial No.	Date of the voucher	Training Programme	Name of the person who make payment	Expenditure (Rs.)
1	17/10/2023	Training for development of attitudes and personality - for the officers of the Department	Department of Cultural Affairs	33,000.00
2	25/10/2023	Writing minutes and office correspondence	Skills Development Fund	18,000.00
3	30/10/2023	Digital Marketing	Skills Development Fund	19,000.00
4	17/11/2023	Office Systems and Accounting Processes	Skills Development Fund	28,500.00
5	29/11/2023	Internal Audit	Skills Development Fund	9,500.00

Chapter 07

Report of Compliance

Serial No	Requirement which should be made applicable	Situation (Complied/Not complied)	Brief clarification, if not complied	Accurate measures and decisions proposed to avoid such situations in future
1.	Following financial statements/ Accounts have been submitted on due date			
1.1.	Annual Financial Statements	Complied		
1.2.	Advance B account of public officers	Complied		
1.3.	Business and production advance account (Commercial advance account)	Not relevant		
1.4.	Stores advance account	Not relevant		
1.5.	Special advance account	Not relevant		
1.6.	Other	Not relevant		
2.	Maintenance of books, registers and documents (F.R. 445)			
2.1.	Maintaining fixed assets register with necessary updating as per Public Administration Circular no. 267/2018	Complied		
2.2.	Maintaining personal emolument documents /personal wages cards with necessary updating	Complied		
2.3.	Maintaining audit queries register with necessary updating	Complied		
2.4.	Maintaining internal audit report register with necessary updating	Complied		
2.5.	Preparation and Submission of all monthly accounts summaries (CIGAS) on due date	Complied		
2.6.	Maintaining cheque and money register with necessary updating	Complied		
2.7.	Maintaining inventory with necessary updating	Complied		
2.8.	Maintaining stock register with necessary updating	Complied		
2.9.	Maintaining losses and damages register with necessary updating	Complied		

Annual Performance Report - 2023

2.10.	Maintaining liability register with necessary updating	Complied		
2.11.	Maintaining counter foils register with necessary updating (GAN20)	Complied		
3.	Delegation of tasks for financial control (F.R. 135)	Complied		
3.1.	Delegation of financial authority within the institute	Complied		
3.2.	Making awareness on the delegation of financial authority within the institute	Complied		
3.3.	Delegation of authority in order to approve every transaction by two or more officers	Complied		
3.4.	Taking action subject to the control of the Accountant when using government salary software as per Public Accounts Circular No. 171/2004 dated 11.05.201	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 of annual estimate and submission of the same to the Department of National Budget on due date (NBD)	Complied		
4.5	Submission of the annual cash flow statement to the Department of Treasury Operations on due date	Complied		
5.	Audit Queries	Complied		
5.1.	Making answers for all audit queries on the date prescribed by the Auditor General	Complied		
6.	Internal Audit			
6.1	Preparation of the annual internal audit plan after discussing with Auditor General at the beginning of the year as per F.R. 134 (2) DMA/1-2019	Complied		
6.2	Making answers for all internal audit report within a period of one month	Complied		
6.3	Submission of the copies of all internal audit reports to the Department of Management Audit as per sub section 40(4) of the National Audit Act No. 19 of 2018	Complied		

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6.4	Submission of the copies of all internal audit reports to the Auditor General as per Financial Regulations 134 (3)	Complied		
7.	Audit and Management Committees			
7.1	Conducting at least 4 meetings of the Audit and Management Committee during the year under review as per DMA Circular 1-2019.	Complied		
8.	Management of assets			
8.1	Submission of the particulars of the purchase and disposal of assets to the Comptroller Generals' Office as per chapter 07 of the Assets Management Circular No. 01/2017	Complied		
8.2	Appointment of a suitable coordinating officer for the coordination of the implementation of the provisions of circular as per chapter 13 of the same and reporting these particulars to the Comptroller Generals' Office	Complied		
8.3	Submission of the relevant reports to the Auditor General on due date conducting board of surveys as per the provisions of Public Finance Circular No. 05/2016	Complied		
8.4	Applying recommendations on the deficits and excesses revealed at the annual board of survey within the period prescribed in the circular	Complied		
8.5	Disposal of unserviceable items as per F. R. 772	Complied		
9	Management of vehicles			
9.1	Preparation of daily running charts and monthly summaries for pool vehicles and submitting them to the Auditor General on due date.	Complied		
9.2	Disposal of vehicles less than six months from the date they become unserviceable	Complied		
9.3	Maintaining log books of the vehicles with necessary updating	Complied		
9.4	Taking action on every vehicle accident as per F.R. 103,104, 109 and 110	Complied		
9.5	Re checking of the fuel consumption of vehicles as per the provisions indicated in para 3.1. of Public Administration Circular No. 2016/30 dated 29.12.2016.	Complied		

Annual Performance Report - 2023

9.6	Getting the fully ownership transferred at the end of the lease period	Complied	.	
10	Management of bank accounts			
10.1	Preparation of bank reconciliation statements on due date and submission them for auditing	Complied		
10.2	Settling inactive bank accounts, which were brought forward either from the year under review or previous years	Complied		
10.3	Taking action as per financial regulations on balances which were revealed by bank reconciliation statements and has to be adjusted and settling such balances within a period of one month	Complied		
11	Utilization of provisions			
11.1	Making expenses from provisions provided so as not to exceed the limits	Complied		
11.2	Making liabilities so as not to exceed the limits of future provisions at the end of the year after utilizing the provision provided in terms of F.R. 94 (1)	Complied		
12	Advance B account of public officers			
12.1	To comply with limits	Complied		
12.2	Making a time analysis on loans in arrears.	Complied		
12.3	Settling the loans balances in arrears for more than a year.	Complied		
13	General deposit account			
13.1	Taking action on the deposits of which the period has expired, as per F.R. 571	Complied		
13.2	Maintaining the control account for general deposits with necessary updating	Complied		
14	Imprest account			
14.1	Remitting the balance of the cash register at the end of the year to the Department of Treasury Operations	Complied		

Annual Performance Report - 2023

14.2	Settling ad hoc interim imprests issued as per F.R. 371 within a month after conclusion of the works	Complied		
14.3	Issuance of ad hoc interim imprest so as not to exceed approved limit as per F.R. 371	Complied		
14.4	Reconciling the balance of the imprest account with the books at General Treasury	Complied		
15	Revenue Account			
15.1	Making re payments from the income collected in compliance with relevant regulations	Complied		
15.2	Crediting the collected income directly to the income without crediting to deposit account	Complied		
15.3	Submission of the report on income in arrears to the Auditor General as per F.R. 176	Not relevant		
16	Human Resources Management			
16.1	Maintaining the staff within the approved limit	Complied		
16.2	Issuance of duty lists in writing to all the members of the staff	Complied		
16.3	Submission of all the reports to the Department of Management Services as per MSD Circular No. 04/2017 dated 20.09.2017	Complied		
17	Provision of information to the General Public			
17.1	Maintaining an information register with necessary updating with the appointment of an Information Officer as per Right To Information Act and other regulations	Complied		
17.2	Information on the institution is available in the website and facilities have made for general public to communicate their commendations / allegations through website or other alternative media	Complied		
17.3	Submission of reports once or twice per year as per section 08 and 10 of the Right To Information Act.	Complied		

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18	Implementing Citizen Charter			
18.1	Making and implementing a citizen/ client charter as per Public Administration and Management Ministry Circular No. 05/2008 and 05/2008 (1)	Complied		
18.2	Making a methodology by the institute for the supervision and evaluation of the preparation and implementation of citizen/ client charter as per para 2.3. of the said circular	Complied		
19	Formulation of a human resource plan			
19.1	Preparation of a human resources plan based on the specimen in annex 02 of Public Administration Circular No. 02/2018 dated 24.01.2018	Complied		
19.2	Ensuring in the above mentioned human resources plan training opportunities not less than 12 hours per year for each member of the staff	Complied		
19.3	Signing annual performance agreements with the whole staff based on the specimen in annex 01 of the above mentioned circular	Complied		
19.4	Appointment of an officer entrusting responsibilities for the preparation of a human resource plan as per para 6.5 of the above mentioned circular, development of capacity building programmes and implementation of skill development programmes	Complied		
20	Making responses to audit paras			
20.1	Rectification of defects pointed out by the audit paras issued by the Auditor General for previous year.	Complied		