



# Annual Performance Report

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**2022**

**Zonal Education Office  
Vavuniya North**

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## Chapter 1

### Institutional Profile / Executive Summary

The policy of the government of Sri Lanka is to provide free-education from the primary stage to the first-degree level of university education. As a result of these policies, participation rates, completion rates and gender parity at primary and secondary stages, literacy rates have increased in recent decades. To ensure that every child has access to schooling, a network of schools has been established covering every nook and corner of the island. The necessary resources to these schools have been supplied. All teachers in schools are appointed and paid by the government. The students enjoy a package of welfare services which includes free textbooks, school uniforms, midday meals, free health services including dental treatment, scholarships for deserving students and subsidized transport. Children with disabilities are provided with special facilities to ensure equal opportunities.

To ensuring equitable access to the quality education for all, is fundamental consideration of the general education system in Sri Lanka, education system fall into the hierarchical order as Central, Provincial, Zone and division. In this manner, Vavuniya District divided into two zones – one is Zonal Education Office of Vavuniya North and the second one is Zonal Education Office of Vavuniya South.

A key function of the Zonal Education Office (ZEO) is to monitor the implementation of the school plans. Regular monitoring can be done at the monthly meeting of principals and a special meeting can be held quarterly for monitoring the activities of the AIPs. The ZEO also should submit progress reports to the PDoE and the MoE

Vavuniya North Zonal Education Office, is situated in Puliyankulam along with A9 road, consists of two Divisional Education Offices namely Omanthai Division and Nedunkerny Division. There are 74 schools in which 38 in Omanthai Division, 36 in Nedunkerny Division and student population of the zone is 7597 of which 4588 to Omanthai Division and 3009 to Nedunkerny Division respectively. As well as there are 802 teachers have been serving in this zone.

In 2022, we have remarkable achievement in G. C. E. (O/L) compared with the year of 2021 that we got the position of 77 in the zonal level of Island wide in 2021 but in the year of 2022 moved to the position of 48 with passed percentage of 73.48% with the dedication of our officials even though human resources are shortage.

Moreover, we have renovated, with the MRC, GEMP & GSP fund, 24 schools which are mostly damaged to create learning environment for the students.

## 1.1 Vision, Mission, Objective & Goals

### Vision

“To create a highly educated society to face the challenges of the modern world”

### Mission

“To produce competent students through effective teaching learning operation utilizing the Available resources to the maximum and to reach the goal of education”

### Objective & Goals

- Ensuring the free access of education for all
- Promoting the stakeholders to the participatory management in school level
- Ensuring the quality assurance in education by improving and innovating learning process
- Inducing the students to have a knowledge power in main subjects to be competent
- Giving fullest support to special education equal to customary education
- Supporting schools to get the optimum usage of available resources
- Developing the non-formal education for prolong education
- Provision for basic infrastructure facilities including sanitary facilities to all schools

## 1.2 Strategies

- ❖ Improving teachers’ capacity through seminars, workshop and quality circles
- ❖ Continue monitoring and periodical evaluation by the ISAs and ADEs
- ❖ Conducting seminars and learning camps for students
- ❖ Motivating the collaborative learning
- ❖ Conducting the competitions in school and zonal levels to promote the students
- ❖ Conducting the practical exams and extra coaching for students
- ❖ Promoting E-Learning capacity
- ❖ Celebrating the winners in school and zonal levels
- ❖ Strengthening capabilities of ISAs, ADEs and DDEs by the regular development Programme.

### 1.3 Location of Vavuniya North Zone



Figure 1 Location of Vavuniya North Zone

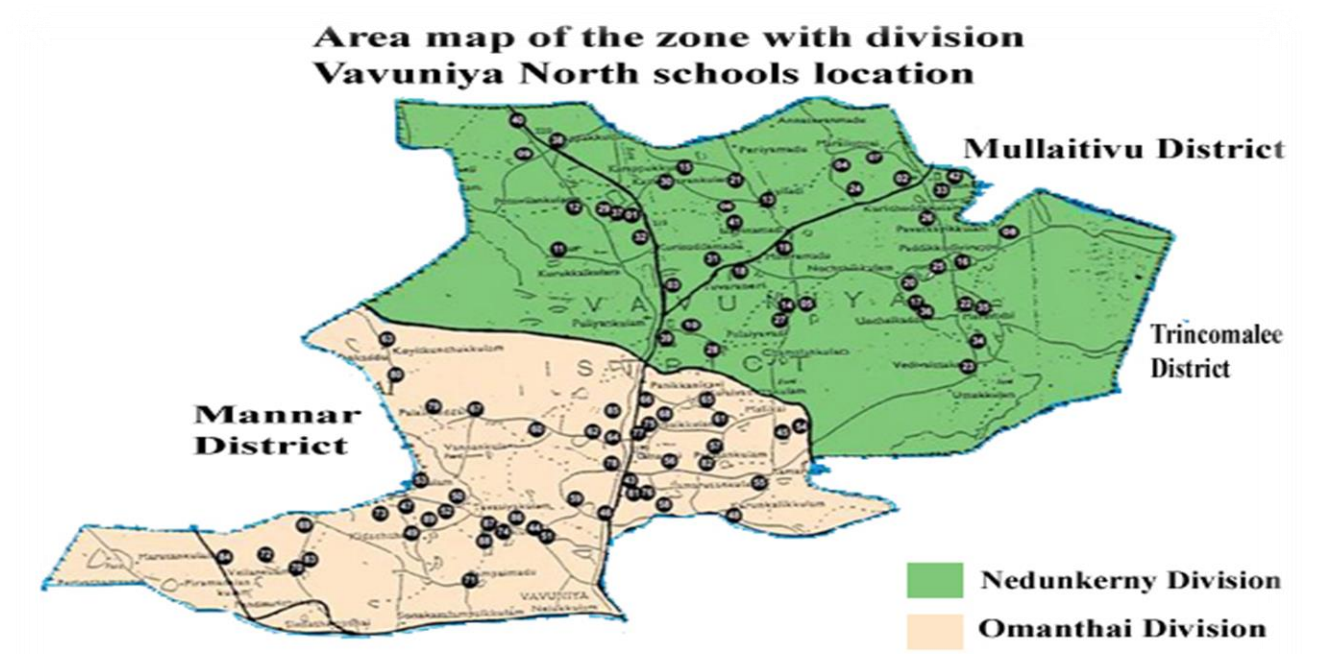


Figure 2 Area Map Of the Vavuniya north zone with division





Figure 3 Vavuniya North Zone map

### 1.4 Organizational Structure of Zonal Education Office, Vavuniya North

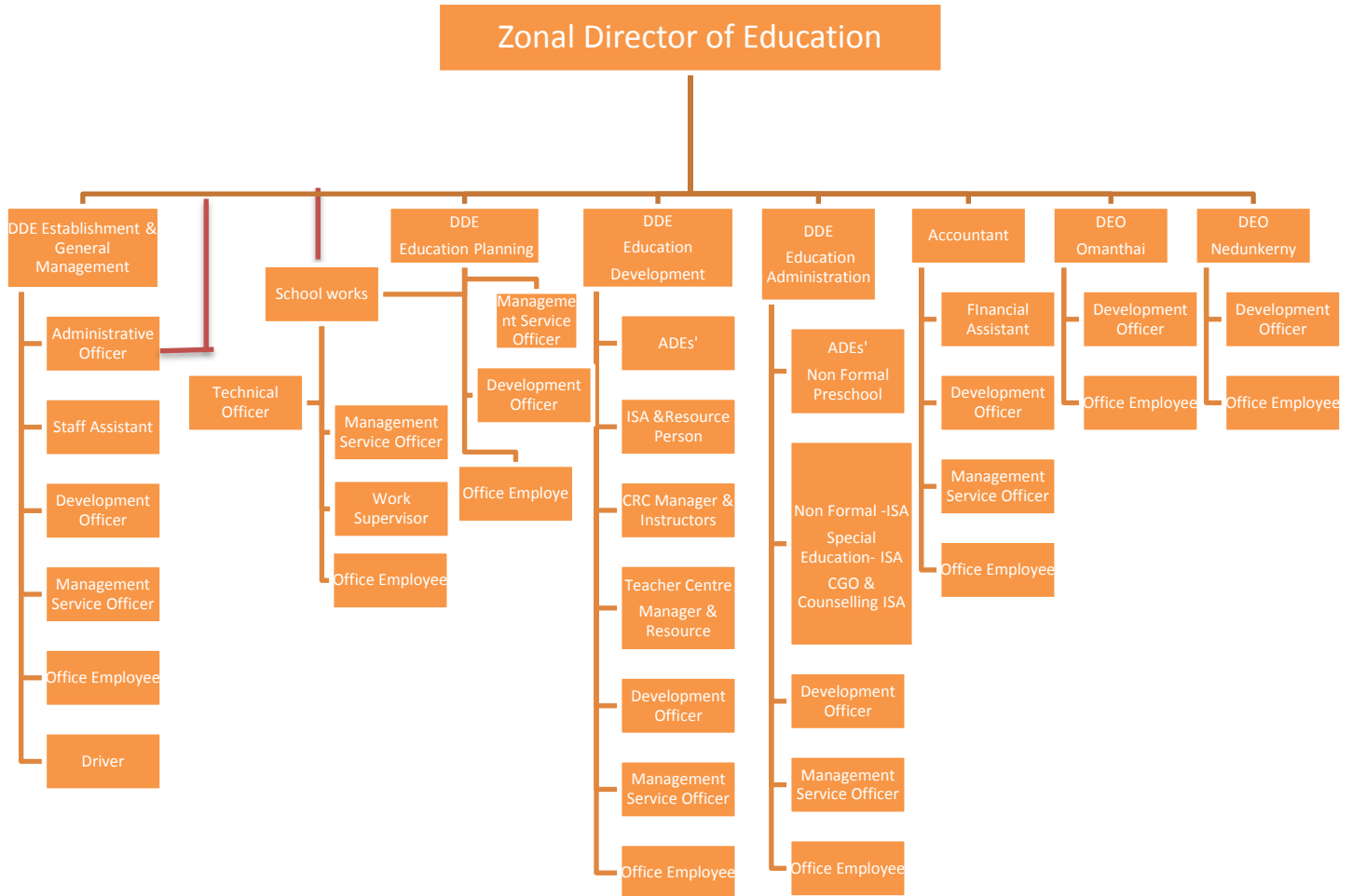


Figure 4 Organization chart

## 1.5 Schools Summary – DS Division Wise

Table 1DS Division Wise School Summary

DS Division	Functioning Schools	Temporary Closed	Total
Vavuniya	37	10	47
Vavuniya North	35	9	44
Vsavuniya South	1	0	1
Madhu	1	0	1
<b>Total</b>	<b>74</b>	<b>19</b>	<b>93</b>

## 1.6 Type Wise School Summary – Education Division Wise

Table 2Type Wise School Summary

Division	School Status	Type of School				
		1AB	1C	II	III	Total
Omanthai	Functioning Schools	2	4	13	20	39
	Temporary Closed	0	0	1	9	10
	<b>Sub Total</b>	<b>2</b>	<b>4</b>	<b>14</b>	<b>29</b>	<b>49</b>
Nedunkerny	Functioning Schools	2	4	5	24	35
	Temporary Closed	0	0	1	8	9
	<b>Sub Total</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>32</b>	<b>44</b>
<b>Grand Total</b>		<b>4</b>	<b>8</b>	<b>20</b>	<b>61</b>	<b>93</b>

### 1.7 Details of Schools by span of Grade (Functioning Schools)

Division	Gr 1- 5	Gr 1-9	Gr 1 - 11	Gr 1 – 13	Gr 6- 13
Omanthai	20	1	12	4	2
Nedunkerny	24	1	4	4	2
<b>Total</b>	<b>44</b>	<b>2</b>	<b>16</b>	<b>8</b>	<b>4</b>

### 1.8 List of Functioning Schools - Zonal Education Office, Vavuniya North

Table 3 List of Functioning Schools

S.No	School Name	Education Division	Type	GN Division
1	Kanagarayankulam Maha Vidyalayam	Nedunkerney	1AB	Kanagarayankulam South - 225A
2	Nedunkeny Maha Vidyalayam	Nedunkerney	1AB	Nedunkerny South - 222
3	Puliyankulam Hindu College	Nedunkerney	1C	Puliyankulam North - 224A
4	Kulavisuddan GTMS	Nedunkerney	II	Kulavisuddan - 222D
5	Vikneswara Maha Vidyalayam	Nedunkerney	1C	Paranthan – 223
6	Sinnadampan Barathy Vidyalayam	Nedunkerney	1C	Sinnadampan - 223B
7	Maraviluppai GTMS	Nedunkerney	II	Kulavisuddan - 222E
8	Paddikkudiyiruppu GTMS	Nedunkerney	II	Paddikkudiyiruppu - 221C
9	Mannakulam GTMS	Nedunkerney	III	Mannakulam - 225AA
10	Palayawady GTMS	Nedunkerney	III	Puliyankulam South - 224B
11	Ayilady GTMS	Nedunkerney	III	Nainamadu - 223C
12	Anantharpuliyankulam GTMS	Nedunkerney	III	Anantharpuliyankulam - 223A
13	Karappukkuththi GTMS	Nedunkerney	III	Sinnadampan - 223B
14	Katkulam GTMS	Nedunkerney	III	Katkulam - 221D
15	Mathiyamadu Vivekanantha Vidyalayam	Nedunkerney	II	Paranthan – 223
16	Nainamadu GTMS	Nedunkerney	III	Nainamadu - 223C
17	Periyamadhu GTMS	Nedunkerney	II	Nainamadu - 223C
18	Nedunkeny Maruthodai GTMS	Nedunkerney	III	Maruthodai - 221B
19	Velankulam GTMS	Nedunkerney	III	Kulavisuddan - 222D
20	Paddadaipirinthakulam GTMS	Nedunkerney	III	Katkulam - 221D
21	Olumadu Tamil Maha Vidyalayam	Nedunkerney	1C	Olumadu - 222B
22	Nochchikulam Muththumary Vidyalayam	Nedunkerney	III	Anantharpuliyankulam - 223A
23	Periyakulam GTMS	Nedunkerney	III	Kanagarayankulam North - 225
24	Alankulam Muruganantha Vidyalayam	Nedunkerney	III	Kanagarayankulam South - 225A
25	Vingnakulam Navaratnam Vidyalayam	Nedunkerney	III	Sinnadampan - 223B
26	Selvavinayagar Vidyalayam	Nedunkerney	III	Paranthan – 223

27	Kurisuddakulam GTMS	Nedunkerney	III	Kanagarayankulam South - 225A
28	Senaippulavu Umaiya Vidyalayam	Nedunkerney	III	Nedunkerny South - 222
29	Puthukulam Pandithamani Kanapathippillai Vid	Nedunkerney	III	Kanagarayankulam South - 225A
30	Sriramakrishna Vidyalayam	Nedunkerney	III	Mannakulam - 225AA
31	Thaninayagam Adikalar Vidyalayam	Nedunkerney	III	Puliyankulam South - 224
32	Kunchukulam Pandaravanniyan Vidyalayam	Nedunkerney	III	Mannakulam - 225AA
33	Mamadu Sri Vany Vidyalayam	Nedunkerney	III	Mamadu - 222C
34	Kanagarayankulam Primary Vidyalayam	Nedunkerney	III	Kanagarayankulam North - 225
35	Puliyankulam Primary School	Nedunkerney	III	Puliyankulam North - 224A
36	Omanthi Central College	Omanthai	1AB	Omanthai -220D
37	Puthukkulam Maha Vidyalayam	Omanthai	1AB	Puthukkulam - 216
38	Cemamadu Shanmukanantha M. V	Omanthai	1C	Cemamadu - 220A
39	Nochchimoddi J.S.V	Omanthai	II	Nochchimoddi - 215
40	Kalmdu Maha Vidyalayam	Omanthai	1C	Kalmdadu - 218B
41	Karunkalikkulam GTMS	Omanthai	II	Kallikkulam - 215C
42	Kidachchuri Karuveppankulam GTMS	Omanthai	II	Kalmdadu - 218B
43	Koothandarnochchikulam GTMS	Omanthai	II	Eechankulam - 218E
44	Marukkarampalai GTMS	Omanthai	III	Marukkarampalai - 218C
45	Thavasiyakulam GTMS	Omanthai	II	Eechankulam - 218E
46	Kalmdudukulam Unit II GTMS	Omanthai	III	Kalmdadu - 218B
47	Maruthoday GTMS.	Omanthai	III	Maruthankulam - 220
48	Nochchikkulam No I JSV	Omanthai	II	Maalikai - 220B
49	Puthiyasinnakulam GTMS	Omanthai	III	Agbopura - C213D
50	Parannaddakal GTMS	Omanthai	III	Parannaddakal - 216A
51	Matharpanikkar Mahilankulam JSV	Omanthai	II	Maruthamadu - 219
52	Kovilkunchukulam GTMS	Omanthai	II	Palamoddi - 219A
53	Konthakkarankulam GTMS	Omanthai	III	Maruthamadu - 219
54	Maraiyadiththakulam GTMS	Omanthai	III	Arumugathanputhukulam - 220E
55	Pantrikethakulam GTMS	Omanthai	II	Pantrikethakulam - 220C
56	Palamoddi GTMS	Omanthai	III	Palamoddi - 219A
57	Vedarmakilankulam GTMS	Omanthai	III	Pantrikethakulam - 220C
58	Kovilpuliyankulam Muththamil Vidyalayam	Omanthai	1C	Velankulam - 217A
59	Madukkulam Nayajothi Vidyalayam	Omanthai	III	Velankulam - 217A
60	Poompukar Kannaki Vidyalayam	Omanthai	II	Kalmdadu - 218B
61	Suntharapuram GTMS	Omanthai	II	Sasthirikoolankulam - 218B
62	Ananthakumarasami Vidyalayam	Omanthai	III	Makilankulam - 220F
63	Rambikkulam Nadarajananda Vidyalayam	Omanthai	III	Makilankulam - 220F
64	Vilaththikkulam Sithamparam Vidyalayam	Omanthai	III	Omanthai -220D
65	Manikkailuppailulam GTMS	Omanthai	III	Nochchimoddi - 215
66	Alaikallupodakulam Veramamunivar Vidyalayam	Omanthai	III	Maalikai - 220B

67	Sengatpadai Thirukkumarn Vidyalayam	Omanthai	III	Velankulam - 217D
68	Sinnaththampanai Sri Krishna Vidyalayam	Omanthai	III	Velankulam - 217D
69	Thiruvalluvar Vidyalayam	Omanthai	III	Sasthirikoolankulam - 218D
70	Tharanikkulam Ganesh Vidyalayam	Omanthai	1C	Eechankulam - 218E
71	Suntharapuramsaraswathy Vidyalayam	Omanthai	II	Sasthirikoolankulam - 218D
72	Maravankulam Barathidasan Vidyalayam	Omanthai	II	Eechankulam - 218E
73	Puthukulam Junior School	Omanthai	III	Puthukulam - 216
74	Tharanikkulam Primary School	Omanthai	III	Eechankulam - 218E

### 1.9 Details of Temporary Closed Schools

S. No	Census ID	School ID	Name of the School	School Type	Education Division	Date of Closed
1	13062	1303017	V/Koramoddai GTMS	III	Nedunkerny	18.04.2012
2	13185	1303041	V/ Periyadampan Sri Kanesha Vid	III	Nedunkerny	14.03.2012
3	13032	1305013	V/Ilamaruthankulam GTMS	III	Omanthai	07.01.2013
4	13056	1303012	V/Puthuvilankulam GTMS	III	Nedunkerny	05.06.2013
5	13047	1305020	V/Koliyaakulam GTMS	III	Omanthai	01.07.2013
6	13065	1303020	V/Nochikulam No II GTMS	III	Nedunkerny	05.02.2014
7	13068	1303023	V/Vedivaiththakallu GTMS	III	Nedunkerny	24.03.2014
8	13189	1305045	V/Periyamadu Ambal Vidyalayam	III	Omanthai	02.03.2018
9	13095	1305030	V/Pampaimadu GTMS	II	Omanthai	01.09.2018
10	13171	1305039	V/VarudaiyarIlluppaikkulam GTMS	III	Omanthai	30.11.2020
11	13137	1303034	V/ Kovilpuliyanakulam GTMS	III	Nedunkerny	30.11.2020
12	13055	1303011	V/Puthoor GTMS	III	Nedunkerny	30.11.2020
13	13168	1305036	V/Nambankulam Sri Muthumari Ammam Vidyalayam	III	Omanthai	30.11.2020
14	13031	1305012	V/Chemamadu Unit II GTMS	III	Omanthai	30.11.2020
15	13089	1305029	V/Kovilmoddai Velankulam GTMS	III	Omanthai	30.11.2020
16	13046	1305019	V/Arumugaththanputhukkulam GTMS	III	Omanthai	30.11.2020
17	13032	1303035	V/Navalar Vidyalayam	III	Nedunkerny	30.11.2020
18	13180	1303036	V/Unchalkaddy GTMS	III	Nedunkerny	13.12.2022
19	13172	1305040	V/Navvi Sri Vany Vidyalayam	III	Omanthai	13.12.2022

## Chapter 02 –

# Progress and the Future Outlook

## 2.1 Strategic Units of Zonal Education Office of Vavuniya North

- ❖ **Establishment & General Management Unit**
- ❖ **Education Planning Unit**
  - School Works Unit
- ❖ **Education Development Unit**
  - Primary Education Unit
  - Professional Development Centre for Teachers (**PDCT**)
  - Information Technology & Distance Learning Hub (**ITDLH**)
- ❖ **Education Administration Unit**
- ❖ **Accounts Unit**

## 2.2 Establishment & General Management Unit

### 2.2.1 Duties of the Establishment & General Management Unit

- Deployment of teachers in the schools of the zone and giving recommendations to the Provincial Director on inter zonal teacher transfers.
- Convene and conduct meetings of the teachers' & principals' transfer boards and submit recommendations.
- Prepare and monitor duty list of the officers and the staff of the Zonal Office and other related educational institutions.
- Maintenance of personal file of teachers, principals and other staff. (salary increments, foreign leave, service extensions, retirement files, granting loan approval, giving recommendations. on promotions, approving duty leave, maternity leave and special sick leave, giving annual salary increments, confirmation of service, transfers, disciplinary actions)
- Work on staff payments, overtime, daily wages, wages earned on holidays, clearing all bills and issuing railway warrants.
- Affairs that related to rendering relevant recommendations/approval for advance loan and agraphara Insurance scheme.
- Affairs that related to transfer and release of non-academic staff serving within the education zone.



- Legal affairs related to court, human rights complain RTI and providing clarifications to the questions raised by the Public Petition Committee, Parliamentary Advisory Committees, etc.
- Affairs related to internal disciplinary action and inquiries.
- Providing assistance for disciplinary inquiries
- Organize and implement staff development programs.
- Maintenance and development of physical resource of the office.
- All affairs that related to provision of water, electricity and telephone to schools divisional and zonal offices and other related institutions.
- Affairs that related to government quarters and vehicles.
- Managing of petty cash.
- Affairs that related to daily mail.
- Affairs that related to Maintenance of record room
- Affairs that related to reception counter, internal communication and implementation of institutional productivity concepts.
- Internally evaluate the affairs of the Establishment and General Management Division.

### **2.2.2 Carried out tasks of Establishment & General Management Unit in 2022**

- ❖ Annual Teacher transfer board - Internal and out of district teacher transfer boards were conducted & made the transfers /recommended to PDE Internal transferred teachers were 30 and out of zone transferred teachers 38
- ❖ NEMIS updating - A refreshing workshop was conducted for personal file handling officers
- ❖ Prepared list of duties of Zonal staff for year 2022 and monitored their duties.
- ❖ Following activities were completed by ET unit
  - Grade Promotion – SLTS 3 – I – 02  
SLTS 2 –II – 47  
SLTS 2 –I – 21  
SLTS I – 17
  - Pension awarded – 17 files in which pension for principal – 10, teachers – 6, OES – 01
- ❖ The principal's interview boards for Type II, Type III schools were arranged at Zonal level & recommended to PDE.
- ❖ Online result confirmation

### 2.2.3 Action taken by Establishment & General Management Unit

Table 4 Action taken by Establishment & General Management Unit

No	Subject	Total	
		Received	Action taken
1	Results confirmation	202	202
2	W&OP	202	201
3	Service confirmation	130	129
4	Registered number	102	102
5	Increments	963	963
6	Promotions	148	148
7	Salary conversion	923	923
8	Pension	17	17
9	VOP	7	7
10	Leave adjustment	13	13
11	Leave abroad	-	-
12	Compensation	2	2
13	Agrahara	-	-
14	Reemployment	1	1
15	Change of Name	22	22
16	PF Sent while transfer	66	60
17	PF calling	17	17
18	EB exemption	1	1
19	New agrahara application forms	-	-

## 2.3 Education Planning Unit

### 2.3.1 Duties of Education Planning Unit

- Preparation of Annual Implementation Plan (AIP) for the forthcoming year for zone and granting the permission to the schools on Annual Implementation Plan, Five Year Plan and Budget that are prepared by schools separately.
- Presenting recommendations and suggestions to the Zonal Structural Committee.
- Identification, calculation of physical and human resource requirements of all the educational institutions belonging to the zone and take necessary measures to fulfill the requirements.
- Collecting, updating, organizing, analyzing and distribution of data and information relevant to Educational Management Information System (EMIS)
- Coordination, monitoring and reporting progress of annual school census affairs.
- Coordinating affairs related to Programme of School Improvement (PSI)
- Providing guidelines on use of quality inputs and other grants for schools.
- Coordination of educational researches and prepare project plans based on the findings.
- Complete the physical requirements of schools including water, electricity and sanitary facilities,
- Obtaining contribution of government and non-government organization for the educational development process, and planning, coordination, monitoring and progress review of projects implemented on foreign grant.
- Prepare and submit reports required for district and regional development committees.
- Coordination of relevant stakeholders on construction and repairs.
- Direct and supervise relevant foreign aid projects.
- Organize and conduct capacity development programmes for principals.
- Internally evaluate the affairs of the Planning Division.
- Other duties assigned by the Zonal Director as appropriate.
- 

### 2.3.2 Carried out Task of Education Planning Unit in 2022

- ❖ Annual Implementation Plan of the Zonal Education Office was Prepared and Sent to the Provincial Department of Education.
- ❖ AIP, 5 Year Plan & Budget of the Schools were Approved.
- ❖ Workshops on Preparation of School AIP, 5 Year Plan & Budget and Census Updating were held for Principal and Teachers

- ❖ Workshops on School Financial Management and EPSI were held for Principals
- ❖ Online Census Updation of 76 Schools were Completed with the Co-Ordination of Divisional Education Offices and Schools
- ❖ Monthly Cadre and Quarterly Cadre Reports were prepared and sent to the Provincial Department of Education
- ❖ Cadre Updated on EMIS Monthly
- ❖ CDAIP Quarterly Report were prepared and sent to the Divisional Secretariats and District Secretariat
- ❖ Data Related to Zonal Education Office were sent to the Divisional Secretariats and District Secretariat for their Statistical Hand Book Preparation
- ❖ Student Data were collected and updated and distributed to relevant parties.
- ❖ Minor Repairs Works of Schools, Divisional Education Offices and Zonal Education Office Under the Following Projects were Completed with the Coordination of School Works Unit
  - **MRC – 13 Works**
  - **GEMP- 6 Works**
  - **GSP - 5 Works**
- ❖ Goods Procurement for Schools and Zonal Education Office Under the GEMP Were Completed and Distributed to the Schools and Zonal Education Office with the Coordination of Accounts Unit
- ❖ GEMP (**General Education Modernization Project**) Procurement Plan was Updated Monthly and sent to the Provincial Department of Education

### 2.3.3 Minor Repair Works of 2022 with the Co-ordination of School Works Unit

Table 5 Minor Repair Works of 2022 with the Co-ordination of School Works Unit

S. N	Source of fund	Allocation	TEC	No. of Works	Expenditure (Rs)	Physical & Financial Progress	Terminated
1	MRC	5,462,000.00	5,387,745.71	13	5,327,069.69	100%	1
2	GEMP	3,450,000.00	3,450,000.00	6	3,450,000.00	100%	0
3	GSP	950,000.00	921,500.00	5	776,000.00	100%	1
	<b>Total</b>	<b>9,862,000.00</b>	<b>9,759,245.71</b>	<b>24</b>	<b>9,553,069.69</b>	<b>-</b>	<b>2</b>

## MRC Works



Figure 5 Repairs to class room Building at V/Kaddayarkulam Thiruvalluvar Vid.



Figure 6 Repairs to class room Building at V/Marukkarampalai GTMS



Figure 7 Repairs to class room Building at V/Puliyankulam Primary School



Figure 8 Repairs to class room Building at V/Senaippulavu Umaiya Vidyalayam



Figure 9 Repairs to class room Building at V/ Palayawady GTMS



Figure 10 Repairs to class room Building at V/Maruthodai GTMS



Figure 11 Repairs to class room Building at V/ Mathiyamadu Viveganantha Vid



Figure 12 Repairs of science lab building V/ Poompugar Kannaki vid





Figure 13 Repairs to class room Building at V/Kidachchuri Karuveppankulam GTMS.



Figure 14 Repairs of teachers' quarter at V/Kalmadu M.V



Figure 15 Repairs to class room Building at V/ Tharanikkulam Ganesh Vid



Figure 16 Repairs of office building at Vavuniya North Zonal Education office



Figure 17 Installation of CCTV Camera at Zonal Education Office, Vavuniya North

#### ✦ GEMP Works

<b>DLI's &amp; IOI's</b>	<b>Details</b>	<b>Renovations in 2022</b>
DLI. 01-English	English Activity Room	03
DLI. 02-Maths	Maths Activity Room	01
DLI. 04-SBPTD	Teacher Learning Room	01
IOI.01-Carrier Guidance	Guidance and Counselling Room	01
<b>Total</b>		<b>06</b>

Table 6 Gemp Works

### DLI. 01-English Renovation of English Activity Room



Table 7 Renovation of English Activity Room-V/Omanthai Central College, 2022



Table 8 Renovation of English Activity Room-V/Puliyankulam Hindu College



Table 9 Renovation of English Activity Room-V/Nedunkeny M.V

### DLI. 02-Maths Renovation of Maths Activity Room



Figure 18V/Maravankulam Bharathythasan Vid - 2022

**DLI. 04-SBPTD**  
**Renovation of Staff Rooms (School Teacher Centre)**



**IOI. 01- Carrier Guidance**  
**Renovation of School Guidance & Counselling Rooms**



Figure 19 Vavuniya Nedungulam M.V

➤ **GSP Works**



Figure 20 Improvement of Hostel Facilities at V/Chemamadu Shanmuganatha MV



Figure 21 Renovation of Pre-School at



Figure 22 Renovation of Teachers' Quarters at V/ Kovilkunchukulam GTMS



Figure 23 Electricity work at V/ Suntharapuram Sar



## 2.4 Education Development Unit

### 2.4.1 Duties of the Education Development Unit

- Responsible and accountable for systematic and smooth implementation of educational policies and prescribed curriculum.
- Submit proposals to prepare annual, mid-term and five-year plans related to Education Sector Development Framework and programme.
- Implementation of approved plans, progress review and monitoring.
- Organize and guide co-curricular and subject related affairs of schools.
- Introduce and implement curricular reforms.
- Review progress of the activities of the subject directors, In Service Advisors and project Officers.
- Monitor and obtain the progress through the subject directors on the use of project grants and quality inputs provided to schools.
- Implement subject development activities as appropriate,
- Analyze student performance levels and taking necessary measures to improve quality of Education based on findings of those analysis.
- Organize and implement professional and capacity development programs for teachers.
- Guide, evaluation and monitor the education development activities of the Divisional Education Office and other educational institutions.
- Organize and conduct subject related competition at Zonal level.
- Carrying out external evaluation programme of schools, calculation of School Education Quality Index (SEQI), identification of development needs and act accordingly.
- Monitor and guide the school internal evaluation process.
- Internally evaluate, report and feedback the activities of the Education Development Division.
- Directing and implementing educational affairs of children with special needs and non-formal education.
- Appraise, monitor and follow up the performance of principals and teachers.
- Implement felicitation programmes for teachers and principals.
- Carry out education research, design and implement project proposals based on findings of such researches.
- Implement and monitor the Development programmes related to pre-schools.
- Other duties assigned by the Zonal Director as appropriate.

## 2.4.2 out Task of Education Development Unit in 2022

### 2.4.2.1 Special Activities were conducted to Enhance Results

- ❖ Specific subject wise Activities by ADEs and ISAs
- ❖ Struggling students were identified in each school with the help of Class Teachers.
- ❖ Organized discussions were conducted with GCE(O/L) Students along with the Subject Teachers
- ❖ Periodical cluster coaching
- ❖ Paper classes (through Zoom) using Teachers who go for marking after school hours in order to make the children aware the expected Questions for the Year
- ❖ School- wise Parents awareness along with their children
- ❖ Awareness Program for students on how to face their final exams by highly experienced Exam supervisors
- ❖ General Exams Achievements

### 2.4.2.2 Implementation of CF Activities Details 2022

No	Subject	CF Total			CF -Urgent Needed Allocation (PD approval)			Expenditure
		SB	TB	Total	SB	TB	Total	SB
1	Primary Education	0.5250	0.3750	0.9000	0.4550	0.0000	0.4550	0.4550
2	First Language (Tamil)	0.2277	0.1200	0.3477	0.2277	0.0000	0.2277	0.0877
3	Second National Language (2NLs)	0.0290	0.0150	0.0440	0.0290	0.0000	0.0290	0.0000
4	Science	0.7866	0.0700	0.8566	0.7866	0.0000	0.7866	0.1512
5	Mathematics	0.1072	0.0800	0.1872	0.1072	0.0000	0.1072	0.0100
6	English	0.0310	0.0200	0.0510	0.0310	0.0000	0.0310	0.0310
7	ICT	0.0300	0.0176	0.0476	0.0300	0.0000	0.0300	0.0000
8	Commerce	0.1064	0.0000	0.1064	0.0664	0.0000	0.0664	0.0664
9	Technical Education	0.1051	0.0060	0.1111	0.0751	0.0000	0.0751	0.0520
10	Aesthetic	0.0790	0.0303	0.1093	0.0790	0.0000	0.0790	0.0000
11	Sports & Physical Education	0.2450	0.0416	0.2866	0.0650	0.0000	0.0650	0.1500
12	Social Science	0.2560	0.0090	0.2650	0.0300	0.0000	0.0300	0.0300
13	Religion	0.1315	0.0700	0.2015	0.1215	0.0000	0.1215	0.1215
<b>Total</b>		<b>2.6595</b>	<b>0.8545</b>	<b>3.5140</b>	<b>2.1035</b>	<b>0.0000</b>	<b>2.1035</b>	<b>1.1548</b>

Table 10 Implementation of CF Activities Details 2022

**2.4.2.3 Conducted Activities Using GEM Project Allocation**

- Teacher Based Activities - 40
- Student Based Activities - 63

No	Subject	Allocation (M)	Expenditure
01	DLI 2. Maths	0.555	0.555
02	DLI 4. SBPTD	0.600	0.600
03	DLI 6. QA	0.550	0.550
04	IOI 2. Social Cohesion	0.390	0.390
05	MLE Additional Allocation	0.200	0.200

Table 11 Conducted Activities Using GEM Project Allocation

**2.4.2.4 Conducted Activities Using SESIP Project**

Allocation for Students Based Activities (Zone) – 06

No	Subject	Allocation	Expenditure
01	Science	50,000.00	50,000.00
02	Maths	80,000.00	80,000.00
03	ICT	20,000.00	20,000.00
04	Technical Education	30,000.00	30,000.00
05	Commerce	40,000.00	40,000.00
<b>Total</b>		220,000.00	220,000.00

Table 12 Conducted Activities Using SESIP Project

**2.4.2.5 Activities conducted by Professional Development Centre For Teachers (PDCT)**

- Conducted EB Seminars for 781 Teachers.
- Assistance programs on SBPTD – 12
- Individual visits - 6
- Action Research – 1

**2.4.2.3 Activities conducted by Information Technology and Distance Learning Hub (ITDLH)**

- Courses for School leavers
- Supporting to conduct online Exams
- Provided Staff Training
- Modifying Zonal website
- Time to time activities during Zonal level & National level Examinations

### 2.4.3 Supported NGOS/ Voluntary Organizations

- Irakkai
- Vanni Aid Foundation
- Velichcham
- IMHO

### 2.4.4 Remarkable Exposures to Students

- Environmental Camps at Zonal level
- Visiting Parliament to Sri Lankan
- English student camp for Grade 5 students

### 2.4.5 Conducted Meetings & External Evaluations

- Development Meetings - 34
- Principal meeting - 6
- External Evaluation - 4

### 2.4.6 Conducted Zonal Level Exams

- Zonal level Exam Board re-established on 27.04.2022
- Conducted Zonal level Exams - 2

### 2.4.7 Conducted Zonal Level Competitions

- Zonal Level Social Science Competitions
  - Zonal Level Commerce Competitions
  - Zonal Level Tamil Day Competitions
  - Zonal Level English Day Competitions
  - Zonal Level Art Competitions
- (The list of selected winners has been sent PDE office)

## 2.5 Education Administration Unit

### 2.5.1 Duties of the Education Administration Unit

- Supervise and monitor the activities related to admission of students to Schools.
- Approve Time table of Schools.
- Performing affairs related to discipline and welfare activities of Schools.
- Supervision and Monitoring affairs related to school health Promotion, narcotic prevention and prevention of communicable diseases.
- Implement school Nutrition Programmes and supervise canteens.
- Functions related to disciplinary matters assigned to Zonal Education Office, carrying out preliminary investigations and providing recommendations.
- Selecting and directing students for different grants and scholarships.

- Organize and conduct government Examinations.
- Issuing second copies of schools leaving certificates, verification of educational certificates, and certification of student identity firms.
- Make recommendations to conduct sessions in lieu of lapsed sessions.
- Grant approval to external parties to utilize school premises and resources.
- Coordination and monitoring of the affairs and functions of school Development Societies and Old Student Associations.
- Coordination of disaster management affairs.
- Grant approval for Educational trip and field trips.
- Affairs related to issuance of school uniforms and text books, student season tickets,
- Activities related to granting Grade 5 Scholarship.
- Affairs related to land acquisition, settlement and alienation.
- Internally evaluate, report and feedback the activities of the Education Administration Unit
- Other Duties assigned by the Zonal Director as appropriate

## 2.5.2 Carried out Task of Education Administration Unit in 2022

### ❖ School Nutrition Programme

- In 2022, from Nedunkerny DEO and Omanthai DEO for malnutrition 1276 and 2057 have absorbed in this programme respectively.

### ❖ Supplying of school uniform

- Final summary for 2022 on school uniforms have listed in accordance with the prescribed format which recommended by MoE

### ❖ Supplying of shoes to the students

- List of shoes needed students have prepared and sent for getting them

### ❖ Online applications have completed for the grade – 6

- The grade - 5 Students who have passed at the Scholarship Examination have updated their details via the online for selection of new school.

### ❖ Bursary arrangement

- Bursary for the students who passed the scholarship examination was properly done

### ❖ National exam duty concern

- List of staffs who are engaged in G. C. E. (O/L) and G. C. E (A/L) examinations have submitted

### ❖ Actions on Disaster Management

- ❖ Appointed a teacher in each school for responsible of disaster
- ❖ Distributed handouts to the students about disasters.
- ❖ Made awareness on dengue prevention activities and protecting the life

❖ **Aid received from NGOs listed below**

S.No	Helping Institution	No of Students	Helping Items
01.	Vanni Aid Foundation	50	School Bags
02.	Thevarajah Pavani and team, Negombo	32	Bicycles
03.	Peer to Peer foundation	50	School kits
04.	Vanni Aid Foundation & Yali Foundation	-	Meals
05.	Thayakam Foundation	250	School Packages (Bag, Books, Pencil box, Pen)
06.	Thuli Foundation	-	Cash
07.	Mankayatkarasi Foundation	-	Cash

Table 13 Aid received from NGOs listed

❖ **3 - ISAs and 7 - Principals performance evaluated**❖ **Programme of prevention of narcotic usage in school level**

- ❖ Discussion with Principals about narcotic usage prevention in schools held on 2022.12.05 at RDHS, Vavuniya
- ❖ Seminar to Teachers about “Prevention of narcotic/drugs in modern methods” held on 2022.12.27 at PICTEC, Marukkarampalai by Doctors, RDHS, Vavuniya.

❖ **Activities on non-formal education in 2022**

Course	Students from	Allocation	Expenditure	Beneficiaries
Computer Application Assistance	Puliyankulam, Puthukkulam & Nedunkerny	247,500.00	247,500.00	22

Table 14 Activities on non-formal education in 2022

## Chapter 03

**Overall Financial Performance for the Year**

**3.1 ACA - F                      Zonal Education Office - Vavuniya North**  
**Statement of Financial Performance**  
**for the period ended 31<sup>st</sup> December 2022**

Budget (Current Year)	Details	Note	Actual		Remarks
			2022	Rs. 2021	
<b>2022</b>					
	<b>Revenue Receipts</b>				
	Income Tax	1	-	-	
	Taxes on Domestic Goods & Services	2	-	-	ACA-1
	Taxes on International Trade	3	-	-	
	Non-Tax Revenue & Others	4	-		
	<b>Total Revenue Receipts (A)</b>		<b>0.00</b>		
	<b>Non-Revenue Receipts</b>		-	-	
	Treasury Imprests		677,758,368.19		ACA-3
	Deposits		106,727,624.98		ACA-4
	Advance Accounts		26,389,422.00		ACA-5
	Other Receipts		0.00		
	<b>Total Non-Revenue Receipts (B)</b>		<b>810,875,415.17</b>		
	<b>Total Revenue Receipts &amp; Non-Revenue Receipts C = (A)+(B)</b>		<b>810,875,415.17</b>		
	<b>Less: Expenditure</b>				
	<b>Recurrent Expenditure</b>		-	-	
667,387,600.00	Wages, Salaries & Other Employment Benefits	5	661,406,584.28		
22,903,950.00	Other Goods & Services	6	17,348,946.42		ACA-2(ii)
1,008,000.00	Subsidies, Grants and Transfers	7	971,122.82		
0.00	Interest Payments	8	0		
11,634,500.00	Other Recurrent Expenditure	9	10,319,123.62		
<b>702,934,050.00</b>	<b>Total Recurrent Expenditure (D)</b>		<b>690,045,777.14</b>		

	<b>Capital Expenditure</b>				
1,000,000.00	Rehabilitation & Improvement of Capital Assets	<b>10</b>	1,000,000.00		}
11,368,936.05	Acquisition of Capital Assets	<b>11</b>	11,368,936.05		
0.00	Capital Transfers	<b>12</b>	0	-	<b>ACA-2(ii)</b>
0.00	Acquisition of Financial Assets	<b>13</b>		-	
0.00	Capacity Building	<b>14</b>	-	-	
18,508,460.91	Other Capital Expenditure	<b>15</b>	18,508,460.91		
<b>30,877,396.96</b>	<b>Total Capital Expenditure (E)</b>		<b>30,877,396.96</b>		
	<b>Main Ledger Expenditure (F)</b>		<b>121,349,588.79</b>		
0.00	<b>Deposit Payments</b>		107,098,190.83		<b>ACA-4</b>
12,546,091.96	<b>Advance Payments</b>		14,251,397.96		<b>ACA-5</b>
<b>12,546,091.96</b>	<b>Total Expenditure G = (D+E+F)</b>		<b>842,272,762.89</b>		
	<b>Impress Balance as at 31<sup>st</sup> December 2022 H = (C-G)</b>		<b>-152,226,985.75</b>		

Table 15 Statement of Financial Performance

### 3.2 ACA-P

#### Zonal Education Office - Vavuniya North Statement of Financial Position As at 31<sup>st</sup> December 2022

Details	Note	Actual	
		Current Year (Rs.)	Previous Year (Rs.)
<b>Non-Financial Assets (1)</b>			
Property, Plant & Equipment	ACA-6	<b>1,390,727,735.00</b>	<b>1,600,745,075.12</b>
<b>Financial Assets (2)</b>			
Advance Accounts	ACA-5/5(a)	33,096,196.33	45,234,220.37
Cash & Cash Equivalents	ACA-3		
<b>Total Asset (1+2)</b>		<b>1,423,823,931.33</b>	<b>1,645,979,295.49</b>
<b>Net Assets / Equity (3)</b>			
Net Worth to Treasury		29,713,856.99	41,481,315.18
Property, Plant & Equipment Reserve		1,390,727,735.00	1,600,745,075.12



Rent and Work Advance Reserve	ACA-5(b)		
<b>Current Liabilities</b>			
Deposits Accounts	ACA-4	3,382,339.34	3,752,905.19
Imprest Balance	ACA-3		
Liabilities (4)			
<b>Total Liabilities (5=3+4)</b>		<b>1,423,823,931.33</b>	<b>1,645,979,295.49</b>

### 3.3 Statement of Cash Flows as at 31.12.2022

**Zonal Education Office - Vavuniya North**  
**Statement of Cash Flows**  
**for the Period ended 31<sup>st</sup> December-2022**

	Actual	
	2022	2021
	Rs.	Rs.
<b><u>Cash Flows from Operating Activities</u></b>		
Total Tax Receipts		-
Fees, Fines, Penalties and Licenses		-
Profit		-
Non-Revenue Receipts		
Revenue Collected from the Other Heads	785,799.05	
Imprest Received	677,758,368.19	
Recoveries from Advance	1,604,962.20	
Deposit Receipt	104,740,525.93	
<b>Total Cash generated from Operations (a)</b>	<b>784,889,655.37</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Personal Emoluments & Operating Payments	632,027,214.95	
Subsidies & Transfer Payments	971,122.82	
Expenditure on Other Heads		
Imprest Settlement to Treasury	1,259,044.32	
Advance Payment	13,223,091.96	
Deposit Payment	106,684,299.86	
<b>Total Cash disbursed for Operations (b)</b>	<b>754,164,773.91</b>	<b>-</b>

<b>NET CASH FLOW FROM OPERATING ACTIVITIES (C)=(a)-( b)</b>	<b>30,724,881.46</b>	<b>-</b>
<b><u>Cash Flows from Investing Activities</u></b>		
Interest		
Dividends		
Divestiture Proceeds & Sale of Physical Assets	152,515.50	
Recoveries from On Lending		
Recoveries from Advance		
<b>Total Cash generated from Investing Activities (d)</b>	<b>152,515.50</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	30,877,396.96	
Advance Payment		
<b>Total Cash disbursed for Investing Activities (e)</b>	<b>30,877,396.96</b>	<b>-</b>
<b>NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)</b>	<b>(30,724,881.46)</b>	
<b>NET CASH FLOWS FROM OPERATING &amp; INVESTMENT ACTIVITIES (g)=(c) + (f)</b>	<b>(0.00)</b>	
<b><u>Cash Flows from Financing Activities</u></b>		
Local Borrowings		-
Foreign Borrowings		-
Grants Received		-
Deposit Receipt		
<b>Total Cash generated from Financing Activities (h)</b>	<b>-</b>	<b>-</b>
<b><u>Less - Cash disbursed for:</u></b>		
Repayment of Local Borrowings		-
Repayment of Foreign Borrowings		-
Deposit Payment		
<b>Total Cash disbursed for Financing Activities (i)</b>	<b>-</b>	<b>-</b>
<b>NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)</b>	<b>-</b>	<b>-</b>
<b>Net Movement in Cash (k) = (g) -(j)</b>	<b>(0.00)</b>	
<b>Opening Cash Balance as at 01<sup>st</sup> January</b>		<b>-</b>
<b>Closing Cash Balance as at 31<sup>st</sup> December</b>		<b>-</b>

Table 16 Statement of Financial Position

### 3.4 Basis of Reporting

#### 1) **Reporting Period**

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

#### 2) **Basis of Measurement**

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

The figures of the Financial Statements are presented in Sri Lankan rupees.

#### 3) **Recognition of Revenue**

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

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

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

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

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

#### 5) **Property, Plant and Equipment Reserve**

This reserve account is the corresponding account of Property Plant and Equipment.

#### 6) **Cash and Cash Equivalents**

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

## Chapter 04

### Performance indicators

#### 4.1 Grade 5 Scholarship Performance in the Past 5 years

Year	No.of Sat	Cut Off	Above Cutoff	%	Above 100	%	Above 70	%
2018	660	164	47	7.12%	322	48.79%	465	70.45%
2019	587	152	83	14.14%	289	49.23%	426	72.57%
2020	669	160	88	13.15%	369	55.16%	595	88.94%
2021	619	147	56	9.05%	274	44.20%	426	69%
2022	608	142	63	10.40%	357	59.00%	515	85.00%

Table 17 Grade 5 Scholarship Performance report

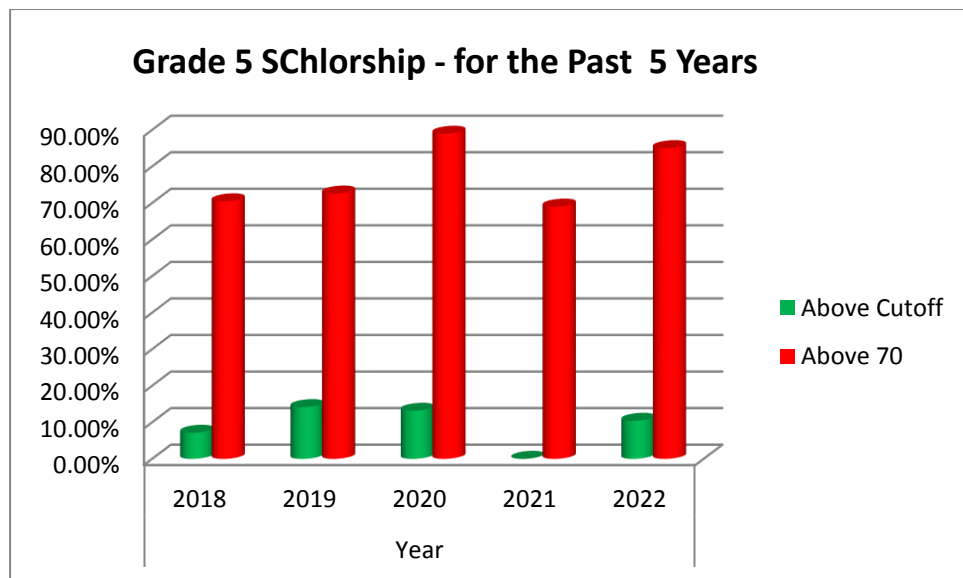


Figure 24 Grade 5 Scholarship Performance Chart

## 4.2 Performance of G.C.E. (O/L) in the last 5 Years

Year	No of Applied	Number of Sat	Qualified through Exam (Maths & 1st Language)		3C,3S	
			No	%	No	%
2017	570	551	293	53.18	355	64.43
2018	578	553	285	51.54	372	67.15
2019	526	496	270	54.44	304	61.29
2020	508	482	279	57.88	320	66.39
2021	538	511	299	58.51	360	70.45

Table 18: Performance of G.C.E. (O/L) in the last 5 Years

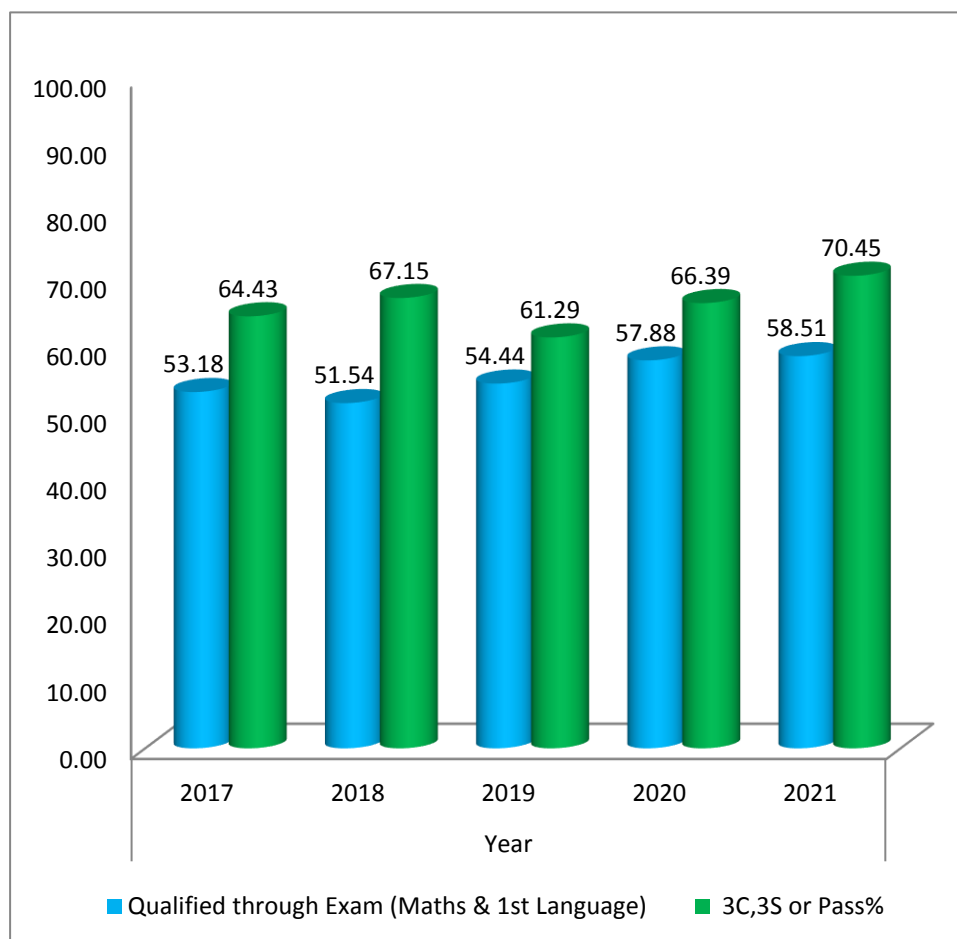


Figure 25: Performance of G.C.E. (O/L) in the last 5 Years

### 4.3 Performance of G.C.E. (A/L) in the last 5 Years Qualified for University

No	Year	Qualified	Percentage (%)
1	2017	111	75%
2	2018	115	67%
3	2019	104	50%
4	2020	137	51%
5	2021	174	64%

Table 19: Qualified for University

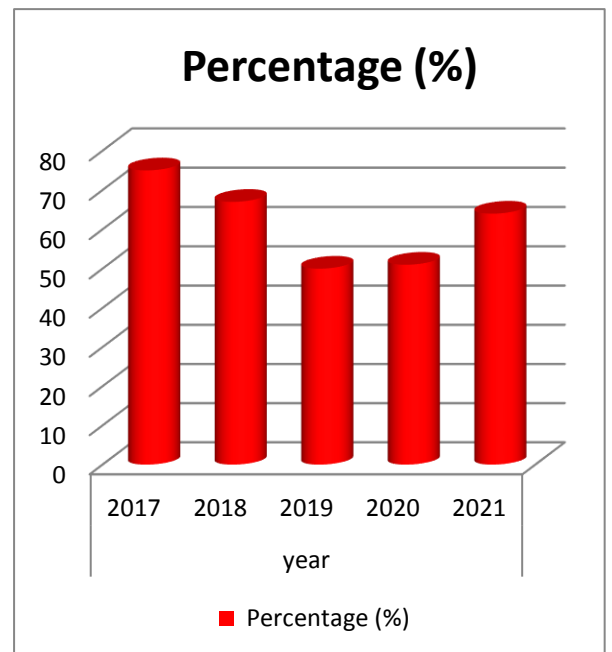


Figure 26: Qualified for University

### 4.4 Achievements of Students in 2022

- Sports
  - 2<sup>nd</sup> Place in Boxing at National Level
  - Champion in Hockey at Provincial level
  - 1<sup>st</sup> Place in 200m Un. 18 at Provincial level
- Agriculture Quiz
  - 2 students participated at National level
- Tamil Day Competitions
  - 2 Third places at Provincial Level
- English Day Competition
  - Reached up to finals in two competitions at Provincial level
- Social Science Competition
  - A Third place at Provincial level
- Aesthetic Competition
  - A 2nd place in Naaddarisai

## Chapter 05

## Performance of the achieving Sustainable Development Goals (SDG)

S. No	Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
				0% - 49%	50% - 74%	75% - 100%
01	Ensure that all girls & boys complete free equitable & Quality primary & secondary education	reduce drop outs to 0 %	Drop out No & %	✓		
		all students have access to pre – primary education	percentage of students who are attending pre school			✓
		increase above 70 % to 90 % in Grade 05	Increased Percentage			✓
		increase Pass % to 75 % in G.C.E O/L	Increased Percentage		✓	
		increase Pass % to 80 % in G.C.E.A/L	Increased Percentage		✓	

Table 20: Performance of the achieving Sustainable Development Goals

## Chapter 06

## Human Resource Profile

## 6.1 Cadre Details of Zonal Education Office, Vavuniya North

A	B	C	D	E	F	
S. No.	Designation	Grade	Service	No. Of Approved Cadre	In Position	
1	Zonal Director of Education	I	SLEAS	1	1	0
2	Zonal Director of Education	II	SLEAS	0	0	0
3	Deputy Director of Education	II	SLEAS	4	0	4
4	Deputy Director of Education	III	SLEAS	0	4	-4
5	Assistant/ Deputy Director of Education	III/II	SLEAS	0	0	0
6	Assistant/Deputy Director of Education (Subject)	III	SLEAS	8	2	6
7	Principal	III/II/I	SLPrS	90	61	29
8	Principal	III	SLEAS	0	0	0
9	Performing Assistant Director of Education	I	SLTeS	0	2	-2
10	Divisional Director of Education	III/II	SLEAS	2	0	2
11	Performing Divisional Director of Education	III/II/I	SLPrS	0	2	-2
12	Accountant	III/II	SLAcS	1	1	0
13	Administrative Officer	Supra	PPMSO S	1	1	0
14	Inspector Of School Works	III/II/I	SLTS	2	2	0
15	Teachers	III/II/I	SLTeS	1071	802	269
16	Development Officer (Zone)	III/II/I	DOS	11	14	-3
17	Development Officer (School)	III/II/I	DOS	0	6	-6
18	Management Service Officer	III/II/I	PPMSO S	29	23	6
19	Works Supper wiser (Personal)		Dept	1	1	0
20	Data Entry Operator (Personal)	III/II/I	DEO	0	0	0
21	Programme Assistant	III/II/I	PAS	0	0	0
22	Driver	III/II/I/ Spl	PDS	2	2	0



23	KKS	III/II/I/ Spl	OES	7	5	2
24	Lab Assistant	III/II/I	Dept	3	3	0
25	Warden	III/II/I	Dept	1	0	1
26	Sub Warden	III/II/I	Dept	1	0	1
27	Pasal Karya Sahayaka	III/II/I/ Spl	Dept	31	26	5
28	Pasal Karya Sahayaka (Personal)	III/II/I/ Spl	Dept	0	0	0
29	Sanitary Labourer (Personal)	III/II/I/ Spl	Dept	0	0	0
30	Sanitary Labourer	III/II/I/ Spl	Dept	0	0	0
31	School Watcher	III/II/I/ Spl	Dept	30	13	17
32	School Watcher (Personal)	III/II/I/ Spl	Dept	0	0	0
33	Project Officer	-	-	0	0	0
<b>Sub Total</b>				<b>1296</b>	<b>971</b>	<b>325</b>
<b>DEO Office (Nedunkerny)</b>						
1	Development Officer	III/II/I	DOS	2	2	0
2	KKS	III/II/I/Spl	OES	1	0	1
<b>Sub Total</b>				<b>3</b>	<b>2</b>	<b>1</b>
<b>DEO Office (Omanthai)</b>						
1	Development Officer	III/II/I	DOS	2	2	0
2	KKS	III/II/I/Spl	OES	1	1	0
<b>Sub Total</b>				<b>3</b>	<b>3</b>	<b>0</b>
<b>TOTAL</b>				<b>1302</b>	<b>976</b>	<b>326</b>

Table 21: Cadre Details of Zonal Education Office, Vavuniya North

## Chapter 07

### Compliance Report

No	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1.0	<b>The following Financial statements/accounts have been submitted on due date</b>			
1.1	Annual financial statements	<b>Complied</b>		
1.2	Advance to public officers account	<b>Complied</b>		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	<b>Not Complied</b>		
1.4	Stores Advance Accounts	<b>Yes</b>		
1.5	Special Advance Accounts	<b>No</b>		
1.6	Others	<b>Yes</b>		
2.0	<b>Maintenance of books and registers (FR445)/</b>			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	<b>Yes</b>		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	<b>Yes</b>		
2.3	Register of Audit queries has been maintained and update	<b>Yes</b>		
2.4	Register of Internal Audit reports has been maintained and update	<b>Yes</b>		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	<b>Yes</b>		

2.6	Register for cheques and money orders has been maintained and update	<b>Yes</b>		
2.7	Inventory register has been maintained and update	<b>Yes</b>		
2.8	Stocks Register has been maintained and update	<b>Yes</b>		
2.9	Register of Losses has been maintained and update	<b>Yes</b>		
2.10	Commitment Register has been maintained and update	<b>Yes</b>		
2.11	Register of Counterfoil Books (GA-N20) has been maintained and update	<b>Yes</b>		
<b>3.0</b>	<b>Delegation of functions for financial control (FR 135)</b>			
3.1	The financial authority has been delegated within the institute	<b>Complied</b>		
3.2	The delegation of financial authority has been communicated within the institute	<b>Complied</b>		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	<b>Yes</b>		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	<b>Complied</b>		
<b>4.0</b>	<b>Preparation of Annual Plans</b>			
4.1	The annual action plan has been prepared	<b>Yes</b>		
4.2	The annual procurement plan has been prepared	<b>Yes</b>		
4.3	The annual Internal Audit plan has been prepared	<b>Yes</b>		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	<b>Yes</b>		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	<b>Yes</b>		

5.0	<b>Audit queries</b>			
5.1	All the audit queries has been replied within the specified time by the Auditor General	<b>Yes</b>		
6.0	<b>Internal Audit</b>			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019	<b>Yes</b>		
6.2	All the internal audit reports has been replied within one month	<b>Yes</b>		
6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018	<b>Yes</b>		
6.4	All the copies of internal audit reports has been submitted to the Auditor General in terms of Financial Regulation 134(3)	<b>Yes</b>		
7.0	<b>Audit and Management Committee</b>			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	<b>Yes</b>		
8.0	<b>Asset Management</b>			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	<b>Yes</b>		
8.2	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular	<b>Yes</b>		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No.05/2016	<b>Yes</b>		

8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	<b>Yes</b>		
8.5	The disposal of condemned articles had been carried out in terms of FR 772	<b>Yes</b>		
9.0	<b>Vehicle Management</b>			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	<b>Yes</b>		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	-		
9.3	The vehicle logbooks had been maintained and updated	<b>Yes</b>		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	-		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	<b>Yes</b>		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	<b>Yes</b>		
10.	<b>Management of Bank Accounts</b>			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	<b>Yes</b>		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	<b>Yes</b>		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	<b>Yes</b>		

11.0	<b>Utilization of Provisions</b>			
11.1	The provisions allocated had been spent without exceeding the limit	<b>Yes</b>		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	<b>Yes</b>		
12.0	<b>Advances to Public Officers Account</b>			
12.1	The limits had been complied with	<b>Yes</b>		
12.2	A time analysis had been carried out on the loans in arrears	<b>Yes</b>		
12.3	The loan balances in arrears for over one year had been settled	<b>Yes</b>		
13.0	<b>General Deposit Account</b>			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	<b>Yes</b>		
13.2	The control register for general deposits had been updated and maintained	<b>Yes</b>		
14.0	<b>Impress Account</b>			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	<b>Yes</b>		
14.2	The ad-hoc sub impress issued as per F.R. 371 settled within one month from the completion of the task	<b>Yes</b>		
14.3	The ad-hoc sub impress had been issued exceeding the limit approved as per F.R. 371	<b>No</b>		
14.4	The balance of the impress account had been reconciled with the Treasury books monthly	<b>Yes</b>		
15.0	<b>Revenue Account</b>			
15.1	The refunds from the revenue had been made in terms of the regulations	<b>Yes</b>		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	<b>Yes</b>		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	<b>Yes</b>		

16.0	Human Resource Management			
16.1	The staff had been paid within the approved cadre	<b>Yes</b>		
16.2	All members of the staff have been issued a duty list in writing	<b>Yes</b>		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	<b>Yes</b>		
17.0	Provision of information to the public			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right to Information Act and Regulation	<b>Yes</b>		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	<b>Yes</b>		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	<b>Yes</b>		
18.0	Implementing Citizens Charter			
18.1	A citizens charter/ Citizens client's charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	<b>Yes</b>		
18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	<b>Yes</b>		

19.0	<b>Preparation of the Human Resource Plan</b>			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	<b>yes</b>		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	<b>yes</b>		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	<b>yes</b>		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	<b>No</b>		
20.0	<b>Responses Audit Para</b>			
20.1	The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified	<b>Yes</b>		