

## **Performance Report for 2019**

**Name of the institution – Department of Meteorology**

**Expenditure head no. – 304**

### **Content**

**Paragraph 01 – institutional profile/ implementation summary**

**Paragraph 02 – Progress and future vision**

**Paragraph 03 – Financial performance of the year**

**Paragraph 04- Performance indicators**

**Paragraph 05 - Performance in achieving sustainable development goals**

**Paragraph 06 – Conformity report**

## **Paragraph 01 – Institutional profile and summary of implementation**

### **1.1 Introduction**

As far as the origin of the Department of Meteorology, which is under the Ministry of Defence and has a long history that runs as far back as to the 19<sup>th</sup> century, is concerned, it is important to note that systematic observation of the meteorological parameters in Sri Lanka started in 1867 under the Department of Survey. Later, in 1909, a separate institute named Colombo Observatory was established at the premises of where the present Department of Meteorology is situated. The Colombo Observatory was made an independent government department in 1948 with the main objective of providing weather and climate related services. At present, the Department of Meteorology functions as the government statutory body for providing meteorology and climatology related services under the purview of the Ministry of Disaster Management.

### **1.2 Vision, Mission and the Objectives of the institution**

#### **Vision**

To become the centre of excellence with respect to weather and climate related services.

#### **Mission**

Provide services to the institutions in the public sector, private sector and the public pertaining to meteorology, aeronautical meteorology, marine meteorology, hydro – meteorology, agro-meteorology and climatology and limited astronomical services in keeping with national interests and international standards.

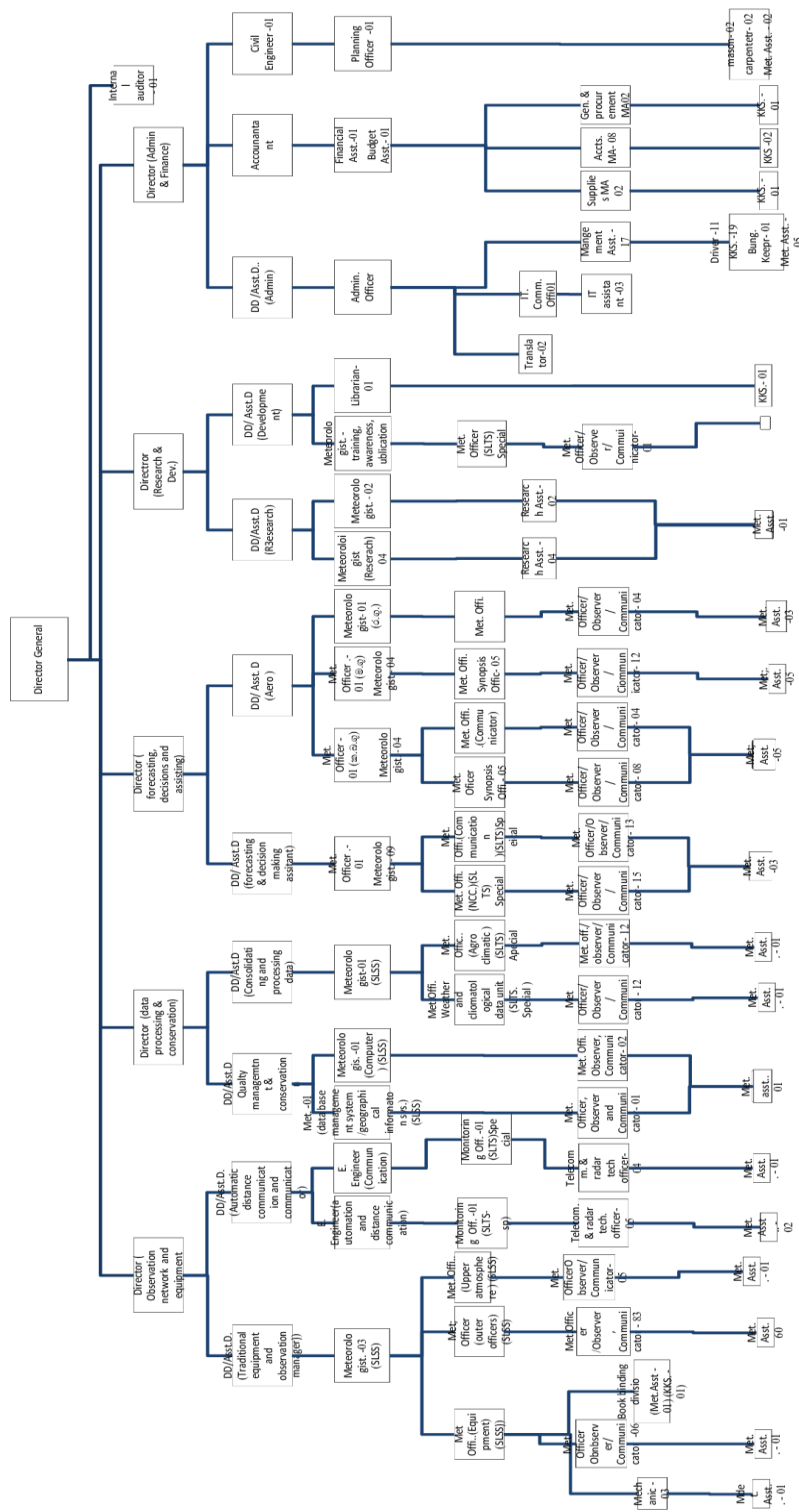
#### **Objectives**

- Provides meteorological warnings and forecasts with more accurate time and places based on the impact on various fields.
- Separate seasonal forecasts based on agriculture and proper update of such forecasts.
- Improve the credibility of climatological forecasts required for the proper planning of development activities with a view to facilitate long term development activities of the government
- Modernize all infrastructure facilities of the department to meet the international standards.

### **1.3 Main responsibilities**

Supplying meteorological and climatological services.

## Organizational Structure – Department of Meteorology



## 1.5 Regional Offices under the main sections of the department

### 1.5.1 Main sections under the department

Serial Number	Main Division	Sub Division	Responsibilities
01	Observation Networks and Instruments.	Instrument Division	Calibration and maintenance of traditional meteorological equipment, calibration and maintenance of automated meteorological equipment, calibration and maintenance of meteorological equipment upon requests from outside parties and assisting in carpentry and technical matters and in exhibitions.
		Electrical and Electronic Maintenance Division	Repair and maintenance of electrical and electronic equipment, maintenance of automated weather system and satellite data receiving system.
		Radar/ Radiosonde Division	Upper atmospheric observations, conservation of such data, conducting awareness programmes for visitors to the department.
		Regional Meteorological Stations	Carrying out 3 hourly surface meteorological observations and continuous weather monitoring. Carrying out 6 hours upper atmospheric observations ( upper atmospheric observation centres)
02	Data processing and archival	Data Division	Quality control, processing and archival of data from self-recording meteorological equipment
		Climate Division	Coordination and management of regional stations, quality control and archival of meteorology data.
		Hydrometeorology Division	Coordination and monitoring of all rainfall stations, establish new rainfall stations, training of volunteer observers to measure rain, quality control and conservation and maintenance of equipment.
		Agro meteorology Division	Coordination of agro-meteorology network, and quality control and archival of agro-meteorological data
		Computer Division	Quality control and archival of meteorological data in electronic formats, maintenance of a climate database, issuing of meteorological data to outside parties, maintaining the website of the Department and modernize it.
		Library	Maintaining the library

		Record Room	Preservation of paper based records of data and information
03.	Forecasting and Decision Support	National Meteorological and Early Warning Centre	Processing and analyzing of meteorological data, weather forecasting and dissemination, functioning as the national tsunami and weather hazard early warning centre
		Communication Division	Exchanging meteorological data / observations; dissemination of weather forecasts and early warnings
		Airport Meteorological Stations	Providing meteorological data / information in conformity with International Civil Aviation Organization (ICAO) and World Meteorological Organization (WMO) regulations to help for aviation meteorology.
04.	Research, Training and Development	Research Division	Conducting meteorological and climatological researches.
		Training Division	Training and conducting departmental examinations
		Centre for Climate Change Studies	Conducting climate change related work
05.	Administration and Finance	Establishment Division	Establishment related functions of the staff
		Finance Division	Finance related functions
		Procurement Division	Procurement, stores and supplying.
		Special Procurement Division	Overseas procurement related activities
		Transport Division	Maintenance of vehicles and transport related functions
		Construction Division	Coordination relating to building construction requirements of the Department and maintenance of building

### 1.5.2 Regional Offices under the department

Katunayaka, Mattala, Ratmalana, Jaffna, Anuradhapura, Badulla, Bandarawela, Batticaloe, Hambantota, Katugastota, Kurunegala, Mahailuppallama, Mannar, Moneragala, NuwaraEliya, Polonnaruwa, Pottuvil, Puttalam, Ratnapura, Trincomalee, Galle and Vavunia.

## 1.6 Funds under the department

Maintained from the money received from the Treasury. No funds.

## 1.7 Projects with foreign aid

Donor country or the institution	Foreign aid agreement no.	Details( the reason for which the donation was given )	Money, goods or a direct payment	Value of the foreign aid		Project duration
				Rs.	Foreign money	
UNDP	CRIWMP (project)	GIS license	Direct payment to the relevant institution	11,773,700.00		7 years
UNDP	CRIWMP (project)	Automatic meteorological systems (AWS)	Goods	46,249,786.71		
UNDP	CRIWMP (project)	To obtain equipment needed for forecasting	Money	150000.00		
UNDP	CRIWMP (project)	To train other officers	A direct payment to the relevant institution for air tickets and accommodation.	3,190,418.67		
World Bank	CRIP (project)	ECMWF data license	A direct payment to the relevant institution ECMWF		EUR 42000.00	A year
World Bank	CRIP (project)	Norway meteorological training. MET Norway Training	A direct payment/ for air tickets and accommodation for the officers in the Meteorological Department in Sri Lanka.		US\$180,000.00	A year

- ECMWF – European Center for Medium Range Weather Forecasting
- UNDP –United Nations Development Plan
- DOM –Department of Meteorology
- World Bank
- GCF – Green Climate Fund
- AWS –Automatic weather systems GIS – Geo Information System
- CRIP-Climate Resilience Improvement Project

- **Paragraph 02 - Progress and vision**

**Notable achievements, challenges and future targets.**

## **2.1 progress of the forecasting division of the DOM**

### **Pictorial weather forecasts were issued for 07 days in advance.**

As per the requirement on the part of the partners in the monsoon forum for “detailed pictorial forecasts for the next 07 days” these pictorial forecasts were given to the main stakeholders. That supported future decision making on disaster preparedness and agricultural activities. These forecasts are being developed and disseminated among the public at present.

### **Detailed weather reports for 9 days in advance for the fishing and naval sectors.**

The forecasts that were limited to only 24 hours in advance are now given for 9 days in advance and it facilitates fishing and naval sector and multiday vessels to take precautions in cyclones and other natural disasters.

### **Check the accuracy of weather forecasts**

Checking the accuracy of weather forecasts is an essential factor to develop forecasting. Using scientific methods to measure the accuracy was done for the first time on the forecasts issued in 2017 and 2018.

### **Issuing of weather forecasts in Tamil language**

Due to the high demand for the forecasts in Tamil language the service of a Tamil translator registered in the Department of Official languages was obtained to issue weather reports in Tamil.

### **Pictorial warnings on meteorological forecasts.**

This was started with a view to provide a clearer understating on metrological warnings on risk areas.

### **Accidents that can take place an action that can be taken in this regard.**

Awareness rising on actions that can be taken in accidents or in bad weather conditions were carried out for public and stakeholders. Impending disasters in areas near rivers, mountains and the coast and accidents due to lightning and how to ensure safety in high temperature were main concerns in raising awareness among the public.

## **2.2 Research and publication division and center for climatic changes studies.**

- Study North Atlantic Oscillation for Sri Lanka’s monthly and seasonal rainfalls.
- Study the impact of Indian Ocean Dipole -100 on Sri Lanka’s monthly and seasonal rainfall variability and changes in regional air composition.
- Study of Madden Julian Oscillation using GLD 360 data on having lightning during the inter monsoon periods in 2015 to 2018.
- Preparation of climatic forecasts for Yan Oya, MalwatuOya and MeeOya river basins.
- Projecting the decade wise variations of extreme climatic situations under high emission and medium emission scenario. (2020 to 2100).
- Verification of the observed rainfall in Sri Lanka using 13 climatic structures to find out the appropriate climatic to forecast rainfall in Sri Lanka.
- Prepare temperature variables on seasonal and annual basis for 1981 – 2010.

- Project the frequency, magnitude and the time frame created by extreme temperatures and high temperatures that can occur with climatic changes in the city of Colombo under high emission and medium emission scenario.
- Check the validity of 6 global climatic models and its validity to Sri Lanka by comparing three months observed rainfall.
- Improve climatic services by uniting half, long term forecasting, case studies, 2020 South Western monsoon.
- Promote growing and saving concepts and climatic simulation approaches through agri productions evaluation based on future forecasting on climatic changes using MOSAICC mathematical format in collaboration with UN food and agricultural organization, Dept. of Agriculture, University of Peradeniya, faculty of agriculture.

### **Research Publications**

- Provide a drought observation paper on the drought occurred in 2016/2017 for the Journal “Food and Agriculture.”

### **Regular duties carried out by research and development sections and centre for climatic changes studies.**

- Drought observation paper – Observe drought conditions using Standardized precipitation index and mapping. Observe the drought condition for 12 months respectively and periods 1,2,3,4,5,6,9 and mapping the drought conditions for those periods.

### **Activities related to long term forecasting.**

- Create temperature predictions monthly and quarterly using global climatic framework maps and CPT, FOCUS, ITACS software.
- Verify monthly rainfall forecasts using the observed meteorological data in meteorological centres.
- Work on local investigations for the following reports published by IPCC.
- Final draft of the climatic changes and send summary reports for policy makers.
- Final draft of the summary reports on ocean in changing climatic patterns for policy makers.

## **2.3 Rainfall, data, climate, instrument section and progress of the regional office.**

### **2.3.1 Progress of the data section**

- Data quality control and archiving of equipment that measure data continuously (temperature graphs, udometer graphs, rainfall graphs, pressure graphs and sun shine graphs)
- Monthly evaluation of the speed and direction of the wind, check the sunshine hours in 10 meteorological offices and archiving.
- **Rs. 398,473.00** was earned by selling data to outside parties in 2019.

### **2.3.2 Progress Of Rainfall Division**

- The network of rain gauge stations established throughout the island for the purpose of observing rainfall data comprises of 515 rain gauge stations and out of this number data are regularly received throughout the year from over 469 stations. These situations are maintained in collaboration with government and non-governmental institutions and voluntary observers as well.
- During year 2019, 03 new rain gauge stations were established. During the year 2019, 44 rain gauge stations were monitored and 88 volunteer workers in those stations were given a training on how to take accurate measurements.
- 37 new rain gauges and 42 new measuring cups were issued in this year to obtain rain gauge data.

### **2.3.3. Progress Of The Climatic Division**

- Main duties of this section is to declare sun rise and sun set times, moon rise and moon set times, lamp lighting times, equinox, star visibility, watching the new moon, wanes of the moon, dawning of Ramazan, and providing information to other relevant institutions.
- This section works as a member of the Poya and public holiday committee.
- Rs. 217788.50 has been earned by providing information to external parties.

### **2.3.4. Progress of the instrument section**

- 302 traditional equipment and 36 electronic equipment have been calibrated in 2019. 158 traditional equipment and 16 electronic equipment have been issued. 94 calibration certificates and transformation tables have been issued.
- 6 education exhibitions have been conducted in schools and external institutions.

### **2.3.5 Progress Of The Regional Offices**

- There are 08 offices with two people and 08 offices with four people. Three upper atmospheric observation offices work as five people offices. There are three upper atmospheric meteorological offices. During the year 2019 surface meteorological network stations of the Department of meteorology have made 57871 surface meteorological observations including observations on rainfall, pressure, temperature, humidity, wind, visibility and types/ extent of clouds.
- Five offices were monitored in this year and NuwaraEliya tourist bungalow, Badulla official residence and NuwaraEliya office were repaired.

## **2.4 Challenges**

- Meteorology is a scientific study that focus on meteorological processes and forecasts that are being updated every day. Those incidents are connected to the variables in the earth's atmosphere. Those were temperature, pressure, evaporation and standards of various parameters and interaction and their changes that occur throughout the time.
- Most of the meteorological phenomenon that have been observed can be seen in the tropical zone and most phenomenon are subjected to quick changes. Correct forecasting on these meteorological systems has been a major challenge to the countries in this zone. Sri Lanka is also in the tropical zone and meteorological forecasting is complex and challenging compared to the countries in middle latitudes.

- Computer formats can be considered the turning point in countries with highly developed meteorology and their focus is mostly on numerical meteorological forecasts by increasing investment in this regard. Meteorological Department of Sri Lanka has a long way to go to reach the standards achieved by the developed countries in the world. Lack of human resources is another challenge before the department. Strengthening the atmospheric observation network is an essential factor to provide accurate forecasts. It is compulsory to carryout studies/ research in a background in which climate and weather forecasting has become difficult.
- The main challenge in man's existence has been identified as climate change due to global warming. Climatic process is complex, interactive, inter related and it consists of air, land, ice, snow, ocean and other water systems. The energy required for this system is given from the rays of the sun. according to the latest updates issued by the inter-governmental panel on climate change – IPCC, extreme weather conditions i.e., high temperature, flash floods due to extreme rainfalls, landslides, frequencies of the occurrence of long droughts, the severity and the expansion of time frames were experienced during the last few decades and in the future such things can be expected and it can cause long term social economic damages. It is compulsory to take necessary action to adopt into climate changes to face the negative impacts cause by climatic changes.
- Meteorological department which is the local centre of inter government panel on climate change is engaged in assessing climatic changes in detail, research on the impact of climate changes, provision of necessary data for research , empowering people on latest findings on climatic changes.
- Enter climatic forecasting data at regional level under the shared socioeconomic pathways( SSP) scenario and prepare evaluation on the possibility to face accidents in the future by analyzing the aforesaid data on sensitive fields, study forecasting data and its possibility to adopt into climatic changes.

## 2.5 Future Targets

- Modernizing the department of meteorology  
Department of Meteorology is supposed to modernize under the CreMPA project. The main objective of this is to improve the meteorological observation network, improve relevant human resources and develop forecasting. Initial steps have been taken in this regard.
- Install radarsystems in Puttalam and Potuvil.
  - JICA is taking action to donate two Doppler radar systems to the department with Japanese aid. This provides highly accurate warnings on heavy rain and high winds.
- Construction of Mulative meteorological department.
- Climatic changes and variables have a big pressure an climatologically sensitive areas like agriculture, disaster management, power and activities in the health sector. Attention has been focused on mitigating the impact from climatic changes and variations. It is essential to win the challenges occur due to climatic changes and variations to formulate decisions taken on climatologically sensitive areas by modernizing the services.

Director General

Department of Meteorology

**Paragraph 03—financial performance for the year ended in 31 December 2019**

<b>3.1 Statement of Financial performance</b>							
							<b>ACA F</b>
<b>For the year ended in 31 December 2019</b>							
<b>Financial Performance Statement</b>							
							<b>Rs.</b>
<b>Budget 2019</b>					<b>Actual</b>		
					<b>2019</b>		<b>2018</b>
		<b><u>Income receipt</u></b>					
		Non tax income and other			-		-
		<b>Total income receipt (a)</b>			-		-
		<b><u>Non income receipts</u></b>					
		Treasury imprest	-		296,037,876.92		335,860,000.00
		Deposits			330,946,664.82		3,602,666.70
		Advance account			10,347,551.88		10,456,641.88
		Other receipts			30,339,005.42		18,089,731.90
		<b><u>Non income receipts (b)</u></b>			<b>667,671,099.04</b>		<b>368,009,040.48</b>
		<b>Total income receipts and non income receipts (b) = a+b</b>			<b>667,671,099.04</b>		<b>368,009,040.48</b>
		<b>less : expenditure</b>					
		<b><u>Recurrent expenditure</u></b>					
241,500,000		Salary , wages and other employees benefits			240,827,685.80		216,053,762.13
52,410,350		Other goods and services			49,709,440.71		61,975,621.15
10,150,000		Subsidies, aid and transfers			9,398,804.94		8,241,522.99
9,650		Other recurrent expenditure			9,650.00		-

304,070,000		Total recurrent expenditure (b)				299,945,581.45		286,270,906.27
		<b>Capital expenditure</b>						
8,000,000		Rehabilitation and development of capital expenditure				988,521.16		8,867,755.20
62,280,000		Acquisition of capital expenditure				14,795,277.41		32,304,504.80
7,970,000		Capacity building				6,715,652.06		5,994,732.68
140,000,000		Other capital expenditure				9,325,262.40		27,328,929.71
218,250,000		Total capital expenditure (e)				31,824,713.03		74,495,922.39
		Main ledger expenditure (f)				347,337,300.12		11,839,951.93
		Deposit payments				335,744,120.12		2,664,271.93
		Advance payments				11,593,180.00		9,175,679.00
		Total expenditure g = (d+e+f)				679,107,594.60		372,606,779.59
522,320,000		Imprest balance as at 31 December 2019h = (c-g)				(11,436,495.56)		(4,597,739.11)

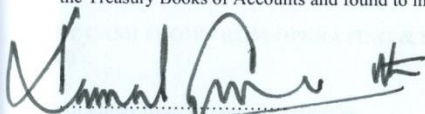
### 3.3 Financial statement

#### **Statement of Financial Position** **As at 31<sup>st</sup> December 2019**

ACA - P


	2019 Rs.	Actual 2018 Rs.
<b><u>Non Financial Assets</u></b>		
Property, Plant & Equipment	3,854,219,110.82	3,650,720,182.41
<b><u>Financial Assets</u></b>		
Advance Accounts	29,726,981.61	28,481,353.49
Cash & Cash Equivalents	19,306.44	500,953.89
<b>Total Assets</b>	<b>3,883,965,398.87</b>	<b>3,679,702,489.79</b>
<b><u>Net Assets/ Equity</u></b>		
Net Worth	24,588,404.03	18,545,320.61
Property, Plant & Equipment Reserve	3,854,219,110.82	3,650,720,182.41
<b><u>Current Liabilities</u></b>		
Deposits Accounts	5,138,577.58	9,936,032.88
Imprest Balance	19,306.44	500,953.89
<b>Total Liabilities</b>	<b>3,883,965,398.87</b>	<b>3,679,702,489.79</b>

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 43 to 67 and other Notes to accounts presented in pages from 68 to 78 are form integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.



Chief Accounting Officer  
Name : Kamal Gunaratne WWV RWP RSP  
USP ndc psc  
Major General (Retd)  
Designation : Secretary  
Date : 25.02.2020

Major General (Rtd) Kamal Gunaratne  
WWV RWP RSP USP ndc psc MPhil  
Secretary  
Ministry of Defence

  
Accounting Officer  
Name : A.K. Karunanayake  
Designation : Director General  
Date : 18.02.2020

**A.K. Karunanayake**  
Director General  
Department of Meteorology  
383, Buddhaloka Mawatha,  
Colombo 07.

  
Chief Financial Officer/ Chief Accountant/  
Director(Finance)/ Commissioner(Finance)  
Name : G.A.R.Devapriya  
Date : 18.02.2020

**G.A.R. DEVAPRIYA**  
Director (Administration & Finance)  
Department of Meteorology  
Buddhaloka Mawatha,  
Colombo 07.

### 3.4 Financial Statement

			ACAC
For the year ended in 31 December 2019			
Financial statement			
	Actual		
	2019		2018
	Rs.		Rs.
<b><u>Cash flows generated from operational activities</u></b>			
Non income receipts	30,339,005.42		18,089,731.90
Imprest receipts	296,037,876.92		335,860,000.00
Cash flows generated from operational activities (a)	<b>326,376,882.34</b>		<b>353,949,731.90</b>
<b><u>Less : expenses</u></b>			
Personal emoluments and operational cost	296,697,660.73		291,219,369.16
Subsidies and transfers	9,398,804.94		32,359,594.70
Expenditure borne on other expenditure heads	454,767.00		961,800.00
Imprest settled to the treasury	-		-
Cash flows spent for operational activities (b )	<b>306,551,232.67</b>		<b>324,540,763.86</b>
Net cash flow generated from operational activities (c )=(a)-(b)	<b>19,825,649.67</b>		<b>29,408,968.04</b>
<b><u>Cash flows generated from investment activities</u></b>			
Collecting advances	10,802,318.88		10,039,321.88
Cash flows generated from investment activities (d)	<b>10,802,318.88</b>		<b>10,039,321.88</b>
<b><u>Less : monitor expenses</u></b>			
Construction or purchase of physical assets and acquisition of other investments.	14,387,500.81		30,710,051.80
Advance payments	11,423,706.00		9,175,679.00
Total cash flow spent for investment activities (e)	<b><u>25,811,206.81</u></b>		<b><u>39,885,730.80</u></b>

<b>Net cash flow generated from investment activities (f)=(c)-(e)</b>	<b>(15,008,887.93)</b>		<b>(29,846,408.92)</b>
<b>Net cash flow generated from investment and operational activities (g)=(c) + (e)</b>	<b>4,816,761.74</b>		<b>(437,440.88)</b>
<b><u>Cash flows generated from financial activities</u></b>			
Deposit receipts	330,946,664.82		3,602,666.70
<b>Total cash flows generated from financial activities(h)</b>	<b>330,946,664.82</b>		<b>3,602,666.70</b>
<b><u>Less : Monetary expenses</u></b>			
Deposit payments	335,744,120.12		2,664,271.93
<b>Total cash flow spent for financial activities (g)</b>	<b>335,744,120.12</b>		<b>2,664,271.93</b>
<b>Cash flow generated from financial activities (j)=(h)-(I )</b>	<b>(4,797,455.30)</b>		<b>938,394.77</b>
<b>Net changes in money (l) = (g) +(i)</b>	<b>19,306.44</b>		<b>500,953.89</b>
<b>Initial balance as at 01 January</b>	<b>-</b>		<b>-</b>
<b>Final balance as at 31 December</b>	<b>19,306.44</b>		<b>500,953.89</b>

### 3.5 Notes to the financial statement

### 3.6 Performance in revenue collection

					<b>Rs. '000</b>
<b>Revenue Code</b>	<b>Description of Revenue code</b>	<b>Revenue estimate</b>		<b>Collected revenue</b>	
		<b>Total estimate</b>	<b>Final estimate</b>	<b>Amount (Rs.)</b>	<b>Final revenue estimate as a %.</b>
Not relevant	-	-	-	-	-

### 3.7 Performance in utilizing allocated allowances.

				Rs. '000
Allocation type	Allocated provision		Actual cost	Utilized provisions, completed final provisions as a %.
	Financial allocations	Final allocations		
Recurrent	286,520	304,070	299,945.58	99
Capital	190,000	218,250	31,824.71	15

### 3.8 Allocations granted to this department/ district secretariat/ provincial council as a representative from another ministry/ department as per FR 208.

						Rs. '000
Serial No.	Ministry/ department that received allocations	Objective of the allocation	allocations		Actual cost	Utilized provisions as a % of allocations provided.
			First allocations	Final allocations		
Not relevant.	-	-	-	-	-	-

### 3.9 Performance in reporting non-financial assets

					₺. '000
Asset code	Code detail	Balance as at 31.12.2019 according to the Board of Survey	Balance as at 31.12.2019 according to the financial situation report.	For future accounting	Report progress as a %
9151	Buildings and structures	3,552,325.00	3,552,325.00	-	-
9152	Machinery	299,632.81	299,632.81	-	-
9153	Land	2,261.30	2,261.30	-	-
9154	Intangible assets	-	-	-	-
9155	Biological assets	-	-	-	-
9160	Ongoing work	-	-	-	-
9180	Leased assets	-	-	-	-

Director General

Department of Meteorology

Report of the Auditor General on the Financial Statement of the Department of Meteorology for the year ended 31 December 2019 in terms of the section 11(1) of the National Audit Act No. 19 of 2018.

The report is attached herewith.

G. Thewagnanan

Deputy Auditor General

Copies

Secretary – Ministry of Defence

Director General – Department of Meteorology

Director General

Department of Meteorology

Report of the Auditor General on the Financial Statement of the Department of Meteorology for the year ended 31 December 2019 in terms of the section 11(1) of the National Audit Act No. 19 of 2018.

1. Financial Statement

1.1. Qualified Opinion

The financial statements for the year ended 31 December 2019 including the summary of the financial statement ended 31 December 2019 and financial progress statement ended the same day, statement of change of equity, cash flow statement, important accounting standards and other clarifications were audited under my direction in pursuance of provisions in section 12 of the National Audit Act, No.19 of 2018 read in conjunction with Article 154 (1) of the Constitution of the Democratic Socialist Republic of Sri Lanka. My report will be tabled in Parliament in pursuance of Article 154 (6) of the Constitution. This report consists of my views and observations on the financial statements submitted by the Department of Meteorology as per section 11(1) of the National Audit Act No. 19 of 2018.

I am of opinion that the financial status of the Department of Meteorology as at 31 December 2018 prepared as per the provisions in the Public Accounting circular No. 271/219 dated 03 December 2019 and financial results of its operations and cash flows for the year then ended have been prepared in accordance with Sri Lanka Accounting Standards and give a true and fair view of the state of affairs apart from the effect of the details in paragraph 1.6.

## **1.2 Basis for the qualified opinion**

I have audited this according to the Sri Lanka Auditing Standards. My responsibility with regard to the financial statement are further described in the section 'Auditor's responsibility'. I am of the opinion that audit evidence obtained by me is sufficient to provide a basis for my opinion.

## **1.3 Responsibility of the Chief Accounting officer and accounting officers with regard to the financial statements.**

Accounting officer is responsible for maintaining internal control enabling the preparation of financial statements that are free from material misstatements whether due to fraud or error to prepare the statements according to the provisions in the Public Accounting Circular No. 271/2019 dated 03 December 2019 with a true and fair view of the state of affairs in accordance with the accepted auditing standards.

Reports and books on the income, expenditure, assets and liabilities should be kept to support the preparation of the annual and current financial statements of the Department of Meteorology in pursuance of the sub section 16(1) of the National Audit Act No. 2018.

The Accounting Officer should certify that an effective internal control system is formulated and practiced for the financial control as per section 38 91) (b) of the national audit act and the effectiveness of the system should be reviewed from time to time and necessary changes should be made to maintain the effectiveness of the system.

## **1.4 Responsibility of the Auditor**

My intention is to issue the report of the auditor's opinion and to give a reasonable assurance that the financial statements are free from material misstatements due to fraud or errors. Though the reasonable assurance is at a high level it does not always assure that auditing conducted according to the Sri Lanka auditing standards always reveals material misstatements. Fraud and errors can have single or collective impact and can cause material misstatements and it is expected that it have an impact on the economic decisions taken by the users based on those financial statements.

I have audited this with professional skepticism and professional judgment in pursuance of Sri Lanka Auditing standards.

The basis for my opinion is to obtain sufficient and appropriate audit evidence to avoid the risks due to fraud or errors by planning audit procedures suitable to the situation when the risk of a material misstatement due to fraud or errors is identified and assessed,. The impact of a fraud is high than the impact of material misstatements and collusion, preparation of forged documents, intentional omission or omission of internal administration can cause frauds.

- I do not intend to express an opinion on the productivity of the internal administration.
- The presentation, structure and the content of the revealed financial statements were appreciated.
- When the financial statements were presented as a whole, the inclusion of transactions and incidents in financial statements in an appropriate and fair manner was praised.

The chief accounting officer was made aware of the important findings in auditing, weaknesses in the internal administration and other facts.

### **1.5 Report on other legal needs.**

I make the following statement as per section 06 (b) of the National Audit Act No. 19 of 2018.

As per the observations in section 1. 6 (1) (b) of the National Audit Act No. 19 of 2018 I cannot say that the financial statements are in accordance with the previous year.

### **1.6 Views with regard to the financial statements**

#### **1.6.1 Statement on the financial status**

##### **1.6.1.1. Non-financial assets**

(a) As per the final account of the Treasury, the value of property, plant and equipment is Rs. 3,854,080,777. However, in the financial statement it had been mentioned as Rs. 3,854,219,111 and the difference is Rs. 138,334/-.

(b) Although the brought forward balance on 01 January 2019 in the non-financial asset statement was Rs. 252,557,831/- and that balance on 31 December 2018 was Rs. 62,983,121 and a difference of Rs. 189,575,710/- was observed between the balances. The reason for the difference had not been revealed in the notes to the accounts.

(b) The cost of Rs. 408,825,422/- borne during the period from 2007 to 2013 to procure the Doppler radar system had not been entered into accounts and Rs. 322,926,702/- which was in the Trust Fund of the World Meteorological Association had been remitted to the Department of Meteorology. The department had kept Rs. 1,000,000/- and remitted the balance to the Treasury on 24 December 2019. Equipment to the tune of Rs. 9,140,765/- which were on the top of the tower had been lost and no statement had been made in the financial statement with regard to that transaction.

## **2. Financial Review**

### **2.1 Cost management**

(a) Total net allocation of capital and recurrent expenditure for the year under review was Rs. 522,320,000 and Rs. 331,770,294 had been utilized and it is 64%. Due to the utilization of provisions with proper study provisions in 06 capital expenditure heads of Rs. 155,280,000/- had been saved from 40% to 100%.

(b) Rs. 28,250,000 had been allocated from a supplementary when there had been a balance of Rs. 12,930,383/- out of the amount allocated to an expend

### **2.2 Liabilities and enter into bonds.**

07 liabilities with a total of Rs. 549,071/- had not been mentioned in the financial statements.

### **2.3 Issuing and settling of advances.**

Any action had not been taken to collect the credit balance of Rs. 138,922/- overdue from three officers who vacated their posts 05 years ago and the credit balance of an officer who died one year ago.

### **2.4 Deposits**

15 deposits to the tune of Rs. 179,935/- that exceeded 02 years had not been credited to the relevant account or to the revenue of the government.

## **3. Operational review and performance**

Audit observations with regard to operational review, sustainable development, good governance and human resource management on the income, expenditure, assets and liabilities in the financial statements are entered in the report presented as per the section 10 of the National Audit Act No. 19 of 2018 mentioned in the above paragraph 1.1.

G. Thewagnanan

Deputy Auditor General

For the Auditor General

## Paragraph 04 – Performance Indicators

### 4.1 – performance indicators of the institution (based on the action plan)

Special Indicators	Actual output as a % of the expected output		
	100%- 90%	75%-89%	50%-74%
1. Issue early warning on time to mitigate disaster risk.		80%	
2. Improve observation networks	90%		
3. Improve meteorological/ climatological services to the public		85%	
4. Improve the accuracy of forecasting		75%	

## Paragraph 05 –Performance indicators (based on the action plan)

### 5.1 identified the relevant sustainable development goals

Target / goal	Goal	Achievement Indicator	Progress in achieving targets		
			0%-49%	50%-74%	75%-100%
13. Take urgent action to combat climate and its impacts	13.1 Strengthen the countries disaster resilience and capacity to face the disasters related to climate and nature.	13.11 Number of people directly affected by natural disasters and number of people die and go missing out of one hundred thousand persons from the population.	10%		
		Number of countries that implement national risk reduction methodologies according to SENDAI framework to reduced disaster risk from 13.12.2015 - 2030.			
		13.13 Number of local authorities that have implemented disaster risk reduction methodologies parallel to national disaster mitigation methodologies.			

	13.2 Include meteorological change reduction into national level policies, methodologies and plans.	13.21 The number of countries that have exchanged ideas, established and implemented consolidated policies/methodologies/ plans and their commitment to reduce climatic changes and greenhouse gas emissions that increase their capacity to adapt themselves to adverse impacts of climate changes (with national adaptation plan, national determination, national communication and mid-term updated reports) without causing a threat to the production of food.	10%		
	13.3 Reduce meteorological changes, adaptation, and education before accidents, raising awareness and increase human and institutional capacities.	13.31 The number of countries who have included mitigation, adaptation, impact reduction and early warning into the syllabuses of primary, secondary and tertiary education.	10%		
		13.3.2 The number of countries who have communicated ideas on capacity building and strengthening the people and institutions required for technical exchange, adaptation and mitigation.			

## 5.2 Achievements and challenges to achieve sustainable development goals.

### 5.2.1 Sustainable development goals

Sustainable development goals are relevant to meteorology and there are 11 goals out of 17 that can do important service to meteorology. (Goals 1,2,3,5,6,7,9,11,13,14,15,17). But when we take a goal as a whole it is goal 12. The responsibility of meteorology to combat climate and its impact is of utmost importance. When the contribution from meteorology to achieve these targets are categorized it can be categorized as air pollution, climatic information, climatic change and climatic forecasting.

### Goal 1 – No poverty

Disaster mitigation, continuation of researches, supplying of information and services to take decisions contribute to alleviate poverty. Other products and services related to meteorology and climatology though those things have not been identified as essential factors for development, most of the time provides essential and measurable socio economic benefits.

## **Goal 2 – Zero hunger, food security and increasing nutrition and promoting sustainable agriculture.**

Farmers and fishermen exclusively rely on meteorological and climatological services for risk reduction, crop adaptation, day today and seasonal agrarian management. Through the services they have targeted the agricultural sector and food security has been taken as one of the most important aspect. For example rowing seminars on climatology, meteorology and farming support the operational decision to be taken based on meteorological and climatological services.

## **Goal 3 – Good health and wellbeing for all age groups.**

Lives loss and property get damaged due to the floods, drought, heat, cyclones and air pollution. Forecasting and advice given by the National meteorology service to other service providers, health institutions and the public support to rescue those lives. Existence and growth of mosquitos, ticks and other insects depends on the meteorological , climatic and water factors.

## **Goal 5–Gender equality and women’s empowerment**

Action is being taken to achieve gender equality and empower girls and children. Men and women are equally treated when giving promotions and selecting for training courses. Necessary action is being taken to improve their abilities, strengths and skills to face the challenges in disaster risk reduction and sustainable development.

## **Goal 6 – Clean water and sanitation**

Long term forecasting like seasonal and monthly forecasts and providing data analysis ensuring the access to safe drinking water, observations and research including rainfall data supplied by the national meteorological information network are essential for sustainable water management.

## **Goal 7 – Access to credible, sustainable, affordable and clean energy**

Clean energy sources facilitate the development of the market share through rainfall, sun light, wind data and forecasts. Meteorological and climatological forecasts help to protect water infrastructure facilities and energy infrastructure facilities.

## **Goal 9 –Construction of resilient infrastructure and all inclusive Industrial innovation and infrastructure and nourishing through modernity.**

Severe weather conditions can damage or destroy disaster prone infrastructure and it can cause economic and human losses. National meteorological reports protect infrastructure facilities industries from natural disasters and provides guidelines to establish infrastructure facilities in disaster prone areas like coastal areas and areas with climatic changes.

### **Goal 11 – Sustainable cities and communities including cities and human settlements**

Department of Meteorology contributes by introducing multi hazard early warning systems and impact based forecasts to reduce the deaths and damages to the property due to disasters, to empower victims and to help town planners to plan disaster resilient cities.

### **Goal 13 – Immediate action against climatic changes and its impacts.**

Scientific facts and analysis is given to the decision makers to adapt themselves to climate change impacts and make themselves climate resilient. Support is given to Paris agreement on climatic changes and to guide emission reduction programmes according to the nationally decided contributions by providing necessary data, forecasts and research activities and the Department of Meteorology acts as the focal point of Inter-governmental Panel on climate change.

### **Goal 14 – Conservation and sustainable use of oceans, seas and marine resources for sustainable development.**

Sri Lanka is a small island and a developing country. It is subjected to various meteorological and climatological changes and surrounded by the Indian Ocean and oceans, seas and marine resources contributes a lot to the national economy of the country, Oceans are getting warm day by day when the sea level goes up the Department of Meteorology using its minimum resources provide data and forecasting necessary for research, observation and operations. Special attention has been focused on reducing the salinity in rivers near the coastal area and to prevent damages caused.

### **Goal 15 – Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.**

Provide essential data and forecasts that support the efforts to restore degraded lands including the lands damaged from drought and floods and to fight against desertification. Act in collaboration with the government to develop active and united national drought management policies.

### **Goal 17 – Enhance the global partnership for sustainable development**

Strengthening capacity development to improve the capacities in national meteorological and hydrological services to fulfill the needs to supply meteorological, climatological and water services. Works with the SENDAI framework 2015 -2030 for disaster risk reduction and the partners of other stakeholders.

### **5.2.2. Challenges in achieving sustainable development goals.**

It is essential to provide accurate meteorological and climatological data.

It is a challenge to provide accurate forecasting in a small island like Sri Lanka which is surrounded by the Indian Ocean from the East and Arabian sea from the West. The other challenge is the lack of human resources. The other challenge is the lack of developed computer network with a network to obtain sufficient meteorological data and necessary infrastructure to provide required knowledge to the officers and the need to develop the mathematical forecasting.

## **Paragraph 06 – Human Resource Development**

### **6.1 Personnel Management**

	Approved cadre	Existing cadre	Vacancies
Senior	54	46	8
Tertiary	29	5	24
Secondary	238	188	50
Primary	139	126	13

### **6.2 Impact of human resources surplus or deficit for the performance of the institution.**

Lack of human resources has a huge impact on the performance of the institution. There is a shortage of technical officers for some years. These officers are recruited through a competitive examination and they are given a 2 year training and attached to the regional offices. Due to the lack of staff at present they are given appointments to the regional offices without completing the 2 year training period. In some centres junior officers work as the officer in charge. Therefore it is a challenge to upkeep the required standards.

Meteorologists are the backbone of the department but the number of meteorologists are not sufficient and it affects the performance also. Since there are no opportunities to obtain PhDs in meteorology these officers have to go abroad to get such qualifications. So when they go abroad for a period of 2 years, filling of that vacancy has become a problem. Due to the changing climatic patterns the demand for meteorological and climatological information is very high. Qualified officers are needed to process the data to meet the needs of agricultural and water management activities. Considerable number of people are needed to supply information to the areas like development, tourism, energy, transport, and air and naval activities. There is a shortage of KKS. Administration and finance sections also lack sufficient staff and work is done amidst various difficulties.

### 6.3 Human Resource Development

Name of the programme	No. of employee trained	Duration of the programme	Total investment ( Rs'000 )		Nature of the programme local / foreign	Out put / knowledge acquired
			Local	Foreign		
Continuous Education Training based on the recommendations of the World Meteorological Association for Meteorologists and observers 2019/02/20-22	61	03 days	Rs. 231		Local	Obtain data from air balloons, upper atmospheric observations and radiosonde. Study the behavior of the atmosphere and forecasting using tephigrams and office responsibilities.
Continuous Education Training based on the recommendations of the World Meteorological Association for Meteorologists and observers 2019/09/04-06	51	03 days	Rs. 240		Local	Calculate Poya days and Ramazan using astronomical systems.
Continuous Education Training based on the recommendations of the World Meteorological Association for Meteorologists and observers 2019/11/28-29	59	03 days	Rs. 250		Local	Calculate Poya days and Ramazan using astronomical systems.
Electronic course for the meteorologists and observers in accordance with the recommendations of the World Meteorological Association by the faculty of physics in the University of Colombo. 2019/10/19-	31	04 months	Rs. 10,000		Local	Data processing and maintenance using automatic meteorological equipment and provide necessary information and knowledge on electronic science.

2020/01/11						
Electronic course for the meteorologists and observers in accordance with the recommendations of the World Meteorological Association by the faculty of physics in the University of Colombo. 2020/01( not completed due to Corona virus )	30	04 months	₺. 10,000		Local	Data processing and maintenance using automatic meteorological equipment and provide necessary information and knowledge on electronic science.
Training for meteorological assistants 2019/09/11-13	56	03 days	Rs. 212		Local	Safety measures that should be followed in filling air to the balloons for upper atmospheric observation and their duties and responsibilities in outside offices, Leave, laws with regard to obtaining overtime payments, and the procedures in the Establishment Code that should be followed as a public officer.
Training for meteorological assistants 2019/12/04-06	50	03 days	Rs. 205		Local	Safety measures that should be followed in filling air to the balloons for upper atmospheric observation and their duties and responsibilities in outside offices, Leave, laws with regard to obtaining overtime payments, and the procedures in the Establishment Code that should be followed as a public officer.

Workshop to have expertise on procurement procedures in the public finance management.	01	04 days	Rs. 13.5		Local	Give knowledge on procurement process in the public finance process.
Provisions with regard to the leave of public officers and compensation for accidents.	07	01 day	Rs. 26.6		Local	Provide knowledge on public officers leave and compensation for accidents.
Salary conversions and preparation of pensions	11	01 day	Rs. 41.8		Local	Provide knowledge on salary conversions and preparation of pensions
Public Financial Regulations	07	01 day	Rs. 126		Local	Provide knowledge on public Financial Regulations
Government Payroll System	01	02 days	Rs. 18		Local	Provide knowledge on Government Payroll System
Formal Letter Writing	03	03 days	Rs.54		Local	Provide knowledge on formal Letter Writing
Workshop for junior officers on their duties, hospitality and morals.	10	01 day	Rs.40		Local	Provide knowledge for junior officers on their duties, hospitality and morals.
Workshop on stores management, annual board of survey and assets disposal.	01	02 days	Rs. 8.5		Local	Provide knowledge on stores management, annual board of survey and assets disposal.
Higher national diploma in Public procurement and contract Administration (HN-DIPPCA)	02		Rs. 240		Local	in Public procurement and Provide knowledge on contract Administration

## Paragraph 07 -Conformity Report

No.	Requirement	In conformity/ not in conformity	If not in conformity a brief explanation	Accurate courses of action proposed to prevent non conformity
<b>1.The following financial statement / accounts have been submitted on due date</b>				
1.1	Annual financial statement	In conformity		
1.2	Advance account for the public officers	In conformity		
1.3	Business and production advance account ( commercial advance account)	Not in conformity		
1.4	Stores advance account	Not in conformity		
1.5	Special advance account	Not in conformity		
1.6	Other	Not in conformity		
<b>2.Maintenance of books and documents (FR445)</b>				
2.1	As per public administration circular 267/2018 maintain an updated fixed asset register.	In conformity		
2.2	Maintain an updated personal emolument registers/ personal emolument cards.	In conformity		
2.3	Maintain an updated audit query register	In conformity		
2.4	Maintain an updated internal audit report register.	In conformity		
2.5	Preparation of all monthly accounts (CIGAS) summaries and submit to the Treasury on the due date.	In conformity		
2.6	Maintain an updated cheque book and money order book.	In conformity		
2.7	Maintain an updated Inventory	In conformity		
2.8	Maintain an updated stocks register	In conformity		
2.9	Maintain an updated damage loss register	In conformity		
2.10	Maintain an updated credit register	-		
2.11	Maintain an updated (GA – N20)	In conformity		
<b>3.Delegation of functions for Financial Control (FR.135)</b>				

3.1	Delegate financial powers within the institution	In conformity		
3.2	Institution should be informed about the delegation of powers	In conformity		
3.3	Each transaction passes two or three different officers.	In conformity		
3.4	As per public accounting circular no 171/2004 and dated 2014.05.11 government salary software should be used under the supervision of the Accountant.	In conformity		
<b>4.Preparation of annual reports</b>				
4.1	Preparation of annual report	In conformity		
4.2	Preparation of annual procurement plan	In conformity		
4.3	Preparation of internal audit plan	In conformity		
4.4	Preparation of annual estimate and submitting it to the NBD.	In conformity		
4.5	Preparation of annual cash flow statement and submitting it to the Treasury Operation department.	In conformity		
<b>5.Audit Queries</b>				
5.1	Providing answers to the audit queries to the date requested by the Auditor General.	In conformity		
<b>6.Internal Auditing</b>				
6.1	As per FR. 134(2) DMA/1-2019 preparation of internal audit plan after having a discussion with the auditor general.	In conformity		
6.2	Answer to all the internal audit queries within one month.	In conformity		
6.3	As per sub section 40 (4) of the National Audit Act. No. 19 of 2018 all the copies of internal audit queries have been submitted to management audit department.	In conformity		
6.4	As per FR 134(3) all the copies of internal audit queries have been submitted to management audit department.	In conformity		
<b>7.Audit and Management Committees</b>				
7.1	As per DMA circular 1-2019 at least 04	Not in conformity	A decision has	

	audit and management committee meetings should be conducted within the year.		been taken to conduct audit and management committee meetings from 2020.	
<b>8.Asset Management</b>				
8.1	As per paragraph 07 of the asset management circular no 01/2017 information on purchasing of assets and disposal of assets should be presented to the office of the Comptroller General.	Not in conformity	Due to the delay in the preparation of disposed goods have not been disposed.	Necessary action will be taken to present the information on the goods that will be purchased in the future to the office of the Comptroller General.
8.2	As per the paragraph 13 of the above circular a proper coordinating officer should be appointed to implement the provisions in the circular and information of that officer should be submitted to the office of the comptroller general.	In conformity		
8.3	As per public finance circular no. 05/2016 board of surveys should be conducted and the reports be submitted to the Auditor General to the due date.	In conformity		
8.4	Surpluses, deficiencies and other recommendations from the annual board of survey should be completed within the period mentioned in the circular.	Not in conformity	Action is being taken to dispose the condemned goods.	
8.5	Dispose condemned goods as per FR. 772.	Not in conformity	Action is being taken to auction the condemned goods.	
<b>9.Vehicle Management</b>				
9.1	Daily running charts and monthly summaries should be prepared for vehicle reserves and submitted to the Auditor General to the due date.	In conformity		
9.2	Vehicles should be disposed within 06 months after being condemned.	In conformity		

9.3	Maintaining vehicle log books.	In conformity		
9.4	Maintaining vehicle log books.	In conformity		
9.5	As per the provisions in the paragraph 3.1 of the public administration circular no 2016/30 and dated 2016.12.29 fuel consumption of vehicles should be rechecked.	Not in conformity	Fuel consumption of the vehicles cannot be checked in 2019. Action will be taken in 2029 to check that. .	
9.6	Complete ownership of the log books of leased vehicles at the end of the leasing period.	In conformity		
<b>10. Bank Account Management</b>				
10.1	Bank reconciliations should be prepared to the due date and submitted for auditing.	In conformity		
10.2	Settle the dormant bank accounts in the year under review or in the previous years.	No		
10.3	Action should be taken to settle the balances within a month as per FR with regard to the balances revealed in bank reconciliation's and balances that should be adjusted.	In conformity		
<b>11. Utilization of allocations</b>				
11.1	Bear expenses without exceeding the allocated provisions.	In conformity		
11.2	Once the given allocations are utilized the balance of the provisions should be credited without exceeding the limit of the allocations according to the FR 94(1) .	In conformity		
<b>12. Advanced account of the Public Officers</b>				
12.1	Work in conformity with the limits.	In conformity		
12.2	Do a time analysis about the overdue credit balances.	In conformity		
12.3	Settle the overdue loan that exceeds one year.	No		
<b>13. General deposit account</b>				
13.1	Work with regard to the expired deposits as per FR 571.	In conformity		
13.2	Maintain the updated control account	In conformity		

	for the general deposit account.			
<b>14.Imprest Account</b>				
14.1	The balance of the cash book should be remitted to the Treasury operation department at the end of the year under review.	In conformity		
14.2	Ad hoc interim imprest issued as per FR 371 should be settled within a month after the completion of the relevant task.	In conformity		
14.3	Issue interim imprest without exceeding the approved limit as per FR 371.	In conformity		
14.4	Compare the balance of imprest account with the books in the treasury.	In conformity		
<b>15.Revenue Account</b>				
15.1	Making refunds from the collected revenue as per the relevant regulations.	In conformity		
15.2	Crediting the collected revenue directly to the revenue without crediting to the savings account.	In conformity		
15.3	Overdue revenue reports submitted to the Auditor General as per FR. 176.	In conformity		
<b>16.Human Resource Management</b>				
16.1	Have the approved number in the cadre.	In conformity		
16.2	All the staff members should be given written duty lists.	In conformity		
16.3	As per MSD circular no. 04/2017 dated 20.09.2017 all the reports should be submitted to the department of management services.	In conformity		
<b>17.Providing information to the public</b>				
17.1	As per the right to information act and regulations an information officer should be appointed and an information register should be maintained.	In conformity		
17.2	Information about the web site has been given through its web site and facilities have been provided through the web site or an alternative way for the people to express their allegations/ comments.	In conformity		
17.3	As per the section 08 and 10 of the right to information act reports should be submitted twice or once a year.	In conformity		
<b>18.Implementation of the Citizens Charter.</b>				
18.1	Formulate and implementation of a citizens charter as per the public	Being formulated.		

	administration and management circular no. 05/2008 and dated 05/2018(1).			
18.2	As per the paragraph 2.3 of that circular preparation of a methodology to monitor and evaluate the formulation and implementation of the citizens charter.	Not in conformity		A methodology is being prepared.
<b>19.Preparation of the human resource plan</b>				
19.1	Preparation of a human resource plan based on the format in the annexure 02 of the public administration circular no. 02/2018 dated 2018.01.24.	Not in conformity	Lack of proper knowledge to prepare a human resource plan.	A request has been made from the disaster management section under the ministry of defence to get a training in this regard.
19.2	A training opportunity not less than 12 hours for each staff member should be ascertain in the human resource plan.	In conformity		
19.3	Annual performance agreements should be signed for the whole staff based on the format in the Annexure 01 of the aforesaid circular.	Not in conformity		Necessary steps will be taken in this regard in 2020.
19.4	As per the paragraph 6.5 of the above circular an officer should be appointed to prepare the human resource plan, develop the capacity building programmes, implement skills development programmes.	In conformity		
<b>20 Responses to audit paragraphs</b>				
20.1	Shortcomings shown in the audit paragraphs issued for the previous years by the Auditor General should be rectified.	In conformity		

